

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Jerry Lord, District 1 Daryl J. Lund, District 2, Mayor Pro Tem Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Robert J. Spahr, Position at Large Michael Bannan, Position at Large
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Regular Meeting of Monday, July 26, 2021 5:00 pm

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| <ol style="list-style-type: none"> 1. <u>Call to Order.</u> (Mayor Dawes) 2. <u>Pledge of Allegiance.</u> (Mayor Dawes) 3. <u>Approval of Agenda.</u> (Mayor Dawes) |
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CITIZENS BUSINESS (PUBLIC COMMENT)
<p>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.</p>
<ol style="list-style-type: none"> 4. <u>Leah Vanesse</u> – Fireworks

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
5. <u>Minutes of the Regular City Council Meeting of July 12, 2021.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$365,810.88 Dated July 15, 2021.</u> (City Manager, Finance Director)	APPROVE	3
7. <u>Resolution No. 11-2021 – Correcting Duplicate Resolution Numbers</u> (City Manager, City Clerk)	ADOPT	5
8. <u>Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) Grant for Airports through the New Airport Coronavirus Response Grant Program (ACRGP) – Acceptance of Grant Funds.</u> (City Manager, Airport Operations Coordinator)	APPROVE	9

ITEM

ADMINISTRATION
RECOMMENDATION

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NEW BUSINESS		
9. <u>Northwest Pacific Avenue Reconstruction Project – Construction Budget Amendment.</u> (City Manager, Public Works Director)	APPROVE	11
10. <u>Northwest Pacific Avenue Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services.</u> (City Manager, Public Works Director)	APPROVE	20
11. <u>Snively Avenue Roadway Utility and Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services.</u> (City Manager, Public Works Director)	APPROVE	21

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ADMINISTRATION AND CITY COUNCIL REPORTS		
12. <u>Administration Reports.</u>		
a. City Manager Update. (City Manager)	INFORMATION ONLY	---
b. Second Quarter Financial Status Report. (City Manager, Finance Director)	INFORMATION ONLY	34
13. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

EXECUTIVE SESSION

14. Pursuant to RCW:

- a. 42.30.110(1)(c) – Sale/Lease of Real Estate
- b. 42.30.110(1)(i) – Litigation/Potential Litigation
- c. 42.30.140(4)(b) – Collective Bargaining

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, AUGUST 8, 2021.

Chehalis City Council

Meeting Minutes

July 12, 2021

The Chehalis City Council met in regular session on Monday, July 12, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following 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; Brandon Rakes, Airport Operations Coordinator; and Chun Saul, Finance Director.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Ketchum. The motion was seconded by Councilor Bannan and carried unanimously.

2. **Port of Chehalis Update.** Randy Mueller, CEO, provided an update on the activities at the Port of Chehalis. A project to help ease the flooding of roads in the port district has been approved. A memorandum of understanding with Twin Transit is being drafted for a hydrogen vehicle refueling station. Randy Mueller informed the Council that he would be leaving his position as CEO of the Port at the end of November. Mayor Dawes inquired about a Japanese firm that produced wood pellets that had previously expressed interest in the port. Mr. Mueller informed the Council that many interested businesses had ceased communications with the onset of COVID-19, that firm being one of them.

3. **Citizens Business.**

- a. Mayor Dawes informed the Council that Leah Vanesse had requested to move to the July 26th meeting.
- b. Jenny Collins, Chehalis Foundation Director, explained that a fundraiser would be held at Lintott-Alexander Park on July 30th from 5:00 pm to 8:00 pm. There will be refreshments and a silent auction. Councilor Pope explained that Lintott-Alexander Park was the pilot program for the Chehalis Foundation; he praised the Chehalis Foundation's effort to support the City and the School Districts.

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

- c. Minutes of the regular City Council meeting of June 28, 2021; and
- d. June 30, 2021 Claim Vouchers No. 132013 – 132124 and Electronic Funds Transfer Check Nos. 1379 – 1409, and 15 in the amount of \$313,798.68; and
- e. June 30, 2021, Payroll Vouchers No. 41688-41724, Direct Deposit Payroll Vouchers No. 13539-13668, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 347-350 in the amount of \$869,479.97; and
- f. Resolution No. 10-2021, First Reading – Setting a public hearing on Monday, August 3rd at 5:00 pm regarding petition to vacate portions of right-of-way on SE Adams, 12th Street, and the undeveloped alley between 11th and 12th Streets.

The motion was seconded by Councilor Pope and carried unanimously.

5. **Consideration of Early Work Agreement for Tract 8 at 1800 NW Louisiana Avenue to KEM Northwest, LLC, a Washington Limited Liability Company.** Brandon Rakes explained that the Council had recently approved the lease of Tract 8 to KEM Northwest. The early work agreement was proposed in hopes of being able to fill both Tract 8 and Tract 9 at the same time.

A motion to approve the acceptance of the Early Work Agreement for Tract 8 at 1800 NW Louisiana Avenue by KEM Northwest and authorize the City Manager to execute the documents was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously. Councilor Bannan abstained from the motion.

6. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson informed the Council that Laura Fisher had been hired for the Permit Technician position in the Community Development office. There will be Party in Park at Lintott-Alexander Park and Music in the Park at Recreation Park, both of which will take place on July 30th. A celebration for the completion of work at the sports complex and Penny Playground will take place on August 6th at 5:30 pm.

7. Councilor Reports/Committee Updates.

a. **Mayor Dawes.** Mayor Dawes went to an open house for Betty Brook's retirement, he attended a growth management committee meeting, and he met with Jill Anderson and Lilly Wall regarding the grand opening of Penny Playground and the sports complex. Mayor Dawes asked if there was an effort by the Police Department to inform the citizens of the new state laws that limit police response. Interim Chief Kaut explained that the police would still be responding, but their actions may be limited upon arrival.

8. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:15 pm and there may be action taken following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:31 pm. and the executive session began at 5:35 pm. Following conclusion of the executive session at 6:08 pm, the regular meeting was reopened and was immediately adjourned.

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
Joe Cushman, Accounting Tech II

MEETING OF: July 26, 2021

SUBJECT: Vouchers and Transfers – Accounts Payable in the Amount of \$365,810.88

ISSUE

City Council approval is requested for Vouchers and Transfers dated July 15, 2021.

DISCUSSION

The July 15, 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. 132125 – 132232 and Electronic Funds Transfer Check Nos. 1410 – 1435 and 16-17 in the amount of \$365,900.22 dated July 15, 2021 and voided check No. 132086 in the amount of \$89.34 for the net total of \$365,810.88 as follows:

- \$ 131,700.09 from the General Fund
- \$ 382.41 from the Dedicated Street Fund – 4% Sales Tax
- \$ 9,227.82 from the Arterial Street Fund.
- \$ 3,818.77 from the Transportation Benefit District Fund
- \$ 5,574.43 from the Tourism Fund
- \$ 1,933.86 from the LEOFF 1 OPEB Reserve Fund
- \$ 35,629.10 from the G.O. Bond Fund
- \$ 6,869.65 from the Public Facilities Reserve Fund
- \$ 826.37 from the Garbage Fund
- \$ 70,991.13 from the Wastewater Fund
- \$ 38,251.84 from the Water Fund
- \$ 2,530.09 from the Storm & Surface Water Utility Fund
- \$ 7,489.48 from the Airport Fund
- \$ 5,857.79 from the Custodial Court Fund
- \$ 44,817.39 from the Custodial Other Agency Fund
- \$ 365,900.22 Total Vouchers for July 15, 2021
- \$ <89.34> Voided check for June 30, 2021
- \$ 365,810.88 Net Total Transfers

RECOMMENDATION

It is recommended that the City Council approve the July 15, 2021, Claim Vouchers No. 132125 – 132232 and Electronic Funds Transfer Check Nos. 1410 – 1435 and 16-17 in the amount of \$365,900.22 and voided check No. 132086 in the amount of \$89.34 for the net total transfer of \$365,810.88.

SUGGESTED MOTION

I move that the City Council approve the July 15, 2021, Claim Vouchers No. 132125 – 132232 and Electronic Funds Transfer Check Nos. 1410 – 1435 and 16-17 in the amount of \$365,900.22 and voided check No. 132086 in the amount of \$89.34 for the net total transfer of \$365,810.88.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Kiley Franz, City Clerk

MEETING OF: July 21, 2021

SUBJECT: Resolution No. 11-2021 – Correcting Duplicate Resolution Numbers

ISSUE

Three resolutions were misnumbered when presented to the Council for adoption. A resolution to amend these numbers has been prepared to provide a correction upon approval.

DISCUSSION

Ten resolutions have been passed by the City Council in 2021. A misnumbering of three of these resolutions has created duplicate numbers. The needed corrections are as follows:

Passed Resolution Number	Correction Needed	Resolution Summary
1-2021	N/A	Declaring property to be surplus – Police Department
2-2021	N/A	Continuing the City’s support for a basin-wide solution to flooding and aquatic species restoration
3-2021	N/A	Approving the public participation plan for the Shoreline Master Program comprehensive update and periodic review process
4-2021	N/A	Adopting the amended restated interlocal agreement of the Southwest Washington Regional Transportation Planning Organization
5-2021	N/A	Authorizing the submission of a ballot proposition for an EMS Levy (August primary)
6-2021	N/A	Authorizing the submission of a ballot proposition for an EMS Levy (November general election)
4-2021	7-2021	Amending the Fee Schedule
5-2021	8-2021	Declaring property to be surplus – Public Works, Fire Department, and City Hall
6-2021	9-2021	Adopting the 2022-2027 Six-Year Transportation Improvement Plan for the City of Chehalis
10-2021	N/A	Setting a public hearing date for a petition for vacation of portions of right-of-way for SE Adams Street, 12 th Street, and an undeveloped alley

FISCAL IMPACT

There is no fiscal impact related to this resolution.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 11-2021.

SUGGESTED MOTION

I move that the City Council adopt Resolution No. 11-2021.

RESOLUTION NO. 11-2021

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON,
CORRECTING DUPLICATE RESOLUTION NUMBERS.**

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

Section 1. The following described resolutions of the City of Chehalis, Washington, a municipal corporation, shall be, and the same hereby are, renumbered as necessary.

Passed Resolution Number	Correction Needed	Resolution Summary
1-2021	N/A	Declaring property to be surplus – Police Department
2-2021	N/A	Continuing the City’s support for a basin-wide solution to flooding and aquatic species restoration
3-2021	N/A	Approving the public participation plan for the Shoreline Master Program comprehensive update and periodic review process
4-2021	N/A	Adopting the amended restated interlocal agreement of the Southwest Washington Regional Transportation Planning Organization
5-2021	N/A	Authorizing the submission of a ballot proposition for an EMS Levy (August primary)
6-2021	N/A	Authorizing the submission of a ballot proposition for an EMS Levy (November general election)
4-2021	7-2021	Amending the Fee Schedule
5-2021	8-2021	Declaring property to be surplus – Public Works, Fire Department, and City Hall
6-2021	9-2021	Adopting the 2022-2027 Six-Year Transportation Improvement Plan for the City of Chehalis
10-2021	N/A	Setting a public hearing date for a petition for vacation of portions of right-of-way for SE Adams Street, 12 th Street, and an undeveloped alley

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 26th day of July, 2021.

Dennis L. Dawes, Mayor

Attest:

Kiley Franz, City Clerk

Approved as to form and content:

Erin Hillier, City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Brandon Rakes, Airport Operations Coordinator

DATE: July 26, 2021

SUBJECT: Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) Grant for Airports through the new Airport Coronavirus Response Grant Program (ACRGP) – Acceptance of Grant Funds

ISSUE

The Chehalis-Centralia Airport was contacted by the Acting Airport District Office Manager of the Federal Aviation Administration on June 28, 2021. The airport was informed that under the recently passed American Rescue Plan Act 2021 (Public Law 117-2) (ARPA), the Chehalis-Centralia Airport is eligible to receive an additional \$59,000 grant. The City applied to obtain the funds and is asking the City Council to authorize acceptance of the funds.

DISCUSSION

The funds that we are eligible to receive through this grant are part of federal funding available to the National Plan of Integrated Airport Systems (NPIAS) General Aviation Airports. These funds are similar to the funds granted under CARES, but their use is more limited in scope. According to an email received from Warren Ferrell, Acting Manager for the FAA, Seattle Airports District Office, "These funds are to be used for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments". Debt servicing, which is how the Chehalis-Centralia Airport used the original CARES funding, is still eligible.

The purpose of these funds is to provide economic relief to airports in response to the COVID-19 pandemic. The FAA will distribute these grants under the new Airport Rescue Grant Program (ARGP).

FISCAL IMPACT

It is proposed that the \$59,000 be used for debt service payments on the Arkansas Way Loan. This will reduce the principal balance on the loan and save thousands of dollars on interest.

RECOMMENDATION

It is recommended that the City Council approve the acceptance of the grant funds, authorize the City Manager to execute all documents necessary to receive this grant, and designate that these funds be used to pay down an existing principal balance on the Arkansas Way Loan the Airport currently has.

SUGGESTED MOTION

I move that the City Council approve the acceptance of the grant funds, authorize the City Manager to execute all documents necessary to receive this grant, and designate that these funds be used to pay down an existing principal balance on the Arkansas Way Loan.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Celest Wilder, Engineer Tech II, for
Trent Lougheed, Public Works Director

MEETING OF: July 26, 2021

SUBJECT: Northwest Pacific Avenue Reconstruction – Construction Budget Amendment

ISSUE

An increase in the Construction Budget for the Reconstruction of NW Pacific Avenue is needed at this time to complete the project and accommodate a change order that exceeds the previously granted budget authority.

BACKGROUND

On April 12, 2021, Council awarded the NW Pacific Avenue Reconstruction Project to Ronglin’s, Inc. in the amount of \$1,384,960.00 and an additional ten percent contingency of \$138,496.00, which authorized the City Manager to execute change orders not to exceed the total project budget of \$1,523,500.00. Since award of the bid, change order No. 1, in the amount of -\$500.00, and change order No. 3, in the amount of \$11,560.35 have been approved by the City Manager.

Change Order 2 in the amount of \$204,310.84 has been submitted by the Contractor and reviewed by RB Engineering, the City’s Project Engineer, and submitted to the City for approval. This amount exceeds the authority given to the City Manager by \$76,875.14 and is prompting a request for an increase in the contingency budget to accommodate Change Order 2 and additional changes that may be needed during the remainder of the project.

<i>Original Construction Project Budget</i>	
Bid Award	\$1,384,960.00
Contingency	138,496.00
Total Project Budget	1,523,456.00
	<u>Rounded Up to</u> <u>\$1,523,500.00</u>

CHANGE ORDERS SUBMITTED TO DATE

<i>Summary of Change Orders as of July 20, 2021</i>		
Change Order Number	Amount	Description
Change Order 1	(- 500)	Project Decrease – Reduction of Two Driveway Approaches (So the project contingency goes up \$500)
Change Order 2	\$204,310.84	Changes to Geotechnical Subsurface Design: Removal and disposal of unsuitable material. Increase of rock and geotextile to provide a solid road base
Change Order 3	\$11,560.30	Changes to Geo-Technical Recommendations: Installation of an additional gate valve to decrease impacted isolation area in the event of a water main shut down.
TOTAL TO DATE	\$215,371.14	
Original Construction Contingency	\$138,496.00	Contingency of 10% established at the time of the Bid Award
Amount Over Existing Budget Authority	\$76,875.14	

Change Order Item No. 1: Removal of Driveway entrances, to be replaced with straight run sidewalk on the west side of NW Pacific: (-\$500.00): Two driveways located on the west side of NW Pacific do not need to be reconstructed as driveway approaches. These parking lot driveways are being revised in a separate project and will not be utilized in the future. This change order resulted in a project decrease of \$500.00 and has been approved by the City Manager.

Change Order Item No. 2: Changes to geo-technical subsurface design: \$204,310.84: During the demolition phase of the project, it was discovered that native soils below the existing roadway consist of soft clay like materials that are not suitable for new road construction design. Over time, this soft native soil would cause the surface of NW Pacific Ave to unevenly sink and belly. These negative impacts bring about a cascading effect of further road surface issues, including but not limited to, uneven subsurface settling, cracking, potholing, and ponding of stormwater on the roadway.

These conditions were found in the field during construction. Geotechnical work was completed in 2018 by MTC and the street was designed consistent with the recommendations. This situation, was therefore, very unexpected. In order to address the unsatisfactory conditions, a change order was prepared to include the removal of the unsuitable material (excavation of

1,725 cubic yards of material and its disposal) and placement of an additional 2,400 tons of crushed rock and the placement of 4,500 square yards of geotextile fabric.

This change order resulted in a project increase of \$204,310.84, and 21 additional calendar days of work. It has not been approved or paid.

Change Order Item No. 3: Changes to geo-technical recommendations: \$11,560.30: The addition of this gate valve will decrease the impacted isolation area in the event of an emergency water main shut down. Currently, if water main flows need to be interrupted for emergency repairs or maintenance, a 6-block area would be impacted. This impact area includes the County Courthouse and the Health Department buildings, along with several other privately owned and government offices. After installation of the 14" gate valve, the affected area of impact would only be 2 blocks rather than 6 blocks. This change order resulted in a project increase of \$11,560.35, including one additional day of work, and has been approved by the City Manager.

FISCAL IMPACT

In order to complete the project, an amendment to the existing project budget is needed in the amount of \$76,875.14 to fund the work in Change Order 2 and an additional \$75,000 in contingency is needed to facilitate to accommodate some additional change orders that are anticipated as the project proceeds.

At this time, there are some expected miscellaneous change orders associated with work, including some related to the operation of the streetlights. In addition, we are working with the County to accommodate its request to have additional electrical/fiber conduit installed while the street is being constructed, which would be reimbursed to the City by the County; however, for accounting purposes it would need to be included as an expenditure.

The NW Pacific Avenue Reconstruction Project is included in the 2021 Budget and is funded with a combination of Stormwater, Water, and Transportation Benefit District Funds. The preliminary allocations were identified as 42% TBD, 25% Storm, and 33% Water. The final allocations will be done at the end of the project.

<i>PROPOSED CONSTRUCTION PROJECT BUDGET WITH AMENDMENTS</i>		
Awarded Bid		\$1,384,960.00
Contingency	\$138,496.00	
Proposed Addition for Change Order 2	\$76,875.14	
Proposed Additional Contingency	\$75,000	
Contingency Subtotal		\$290,371.14
<i>TOTAL PROPOSED CONSTRUCTION BUDGET</i>		\$1,675,331.14

While change orders are frustrating, if the City Council raises the contingency to cover the additional needed for Change Order 2 and an additional \$75,000, the contingency would be 21%. Considering the complexity of the project, a 21% contingency is not extraordinary.

RECOMMENDATION

It is recommended that the City Council approve:

- Increasing the total construction budget for the NW Pacific Avenue Reconstruction to \$1,675,331.14 to include a revised contingency budget of \$290,371.14; and
- Authorize the City Manager to approve Change orders that do not exceed the revised construction budget, including Change Order 2.

SUGGESTED MOTION

I move that the City Council approve:

- Increasing the total construction budget for the NW Pacific Avenue Reconstruction to \$1,675,331.14 to include a revised contingency budget of \$290,371.14; and
- Authorize the City Manager to approve Change orders that do not exceed the revised construction budget, including Change Order 2.

CITY OF CHEHALIS

1321 S Market Boulevard
Chehalis, Washington 98532
(360) 748-0271 / Fax (360) 748-6993
www.cityofchehalis.com



**CITY OF CHEHALIS
PUBLIC WORKS DEPARTMENT
NORTHWEST PACIFIC AVENUE RECONSTRUCTION**

**RONGLIN'S INC
PO BOX 360
Aberdeen, Washington 98520-0078**

**CHANGE ORDER NO. 2
Changes to geo-technical subsurface requirements**

PART 1 – Change Initiation

The Contractor encountered unsuitable soil conditions beneath the existing NW Pacific road surface. The City desires to have properly compacted, suitable subsurface materials beneath the NW Pacific roadway to ensure longevity of the finished product.

PART 2 – Evaluation of Cause and Justification

During the demolition phase, it was discovered that the native soils below the existing roadway consist of materials not suitable for new road design buildup. The native soil material is soft, requiring placement of additional gravel and geotextile fabric to achieve minimum subsurface compaction requirements and to prevent the road design build up from sinking.

To achieve desired subsurface conditions, 12" of unsuitable native soil must be removed from the project, hauled offsite, replaced with 12" of compacted crushed rock, and covered with geotextile fabric. The unsuitable native material triggering this change does not match the soils described in the geo-technical report provided for developing the scope of work. This change is required to achieve a stable roadway surface.

It is anticipated this will add an additional 15 days of work to complete.

PART 3 – Scope of Work

UNSUITABLE MATERIAL REMOVAL

- Over excavation of unsuitable native subsurface
- Haul and dispose of an additional 1,725 cubic yards of unsuitable material

SUB SURFACE PREPARATION

- Placement of 2,400 tons crushed rock
- Placement of 4,500 square yards of geotextile fabric

PART 4 – Contractor Proposal

The Contractor’s Lump Sum costs for the above change order items are as follows:

Labor:

• Superintendent	120 hrs. @ \$88.00 per hour	\$10,560.00
• Laborer	240 hrs. @ \$65.00 per hour	\$15,600.00
• Truck Driver	360 hrs. @ \$86.00 per hour	\$30,960.00
• Operating Engineer	120 hrs. @ \$86.00 per hour	<u>\$10,320.00</u>
	Subtotal:	\$67,440.00
	Overhead and Profit:	<u>\$10,116.00</u>
	Labor Total:	\$77,556.00

Equipment:

• 210 Excavator	120 hrs. @ \$112.29 per hour	\$13,474.80
• Dump Truck	360 hrs. @ \$85.83 per hour	\$30,898.80
• Roller	120 hrs. @ \$50.28 per hour	\$6,033.60
• Water Truck	120 hrs. @ \$32.77 per hour	<u>\$3,932.40</u>
	Subtotal:	\$54,339.60
	Overhead and Profit:	<u>\$8,150.94</u>
	Equipment Total:	\$62,490.54

Materials:

• Dump Fee 1,725 cubic yards @ \$10.00 per cubic yard	\$17,250.00
• Rock 2,400 tons crushed rock @ \$10.18 per ton	\$24,432.00
• Fabric (on hand) specified by geo-tech report 2,000 square yards @ \$6.30 per yard	\$12,700.00
• Equivalent fabric specified by geo-tech report 4500 square yards @ \$0.60 per yard	<u>\$2,700.00</u>
	Subtotal:
	\$57,082.00
	Overhead and Profit:
	<u>\$8,562.30</u>
	Material Total:
	\$65,644.30

15 Day Time Extension

DOES NOT INCLUDED SALES TAX	COP TOTAL	\$205,690.84
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*assumed 35,875SF total area. Unit price \$51.26 per square yard

PART 5 – Negotiation Record

The work completed was necessary to achieve the improvements that were designed. The discovery of unsuitable native soils cannot be confirmed with 100% certainty until such time that the existing roadway had been demolished. We find the site preparatory works and underground infrastructure elements contemplated in the original budget estimate compare closely to the Contractor's proposal, which calculated unit prices are comparable to original contract pricing.

PART 6 – Supplemental Information

Ronglin's Lump Sum total

Based on the foregoing, we recommend the approval of Change Order #2 in the amount of \$205,690.84, plus sales tax on applicable item(s).

A 15 day time extension will be added as a result of this Change Order and has been calculated as part of the total change order cost.

Submitted by:

Trent Lougheed, P.E.
Public Works Director

Approved by:

Jill Anderson, City Manager
City of Chehalis



DESIGN → PERMIT → MANAGE
CHANGE ORDER (CO)

City of Chehalis - Project No T008.1006

AGENCY

RBE NO. 18073

Northwest Pacific Ave Reconstruction
PROJECT TITLE

CO No. 2

PROPOSAL REQUEST

TO: Rognlin's, Inc (CONTRACTOR)

PROPOSAL REQUEST DATE: 5/21/2021

You are directed to prepare a cost proposal for the work described below and/or detailed on the attachments referred to:

Revise pavement section per MTC recommendation attached.

3-inches Asphalt, 3 inches CSTC, 6 inches CBTC, Geo-fabric Tencate Mirafi RS 580i or equivalent, 12 inches imported fill meeting WSDOT Specification 9-03.14(1) - gravel borrow, over native subgrade prepared and proof rolled for firmness and suitability.

Geo-fabric will be WSF 200.

Reason for Change

- DESIGN ERRORS
- DESIGN OMISSIONS
- AGENCY
- LATENT CONDITIONS
- CODE REQUIREMENTS
- VALUE ENGINEERING

EXPLANATION: change to geotech recommendations

DATE PROPOSAL REQUIRED: 6/4/2021
(14 days from Request Date, unless other date agreed to)

CHANGE ORIGINATED BY: DWS

PROPOSAL REQUESTED BY: DWS

CONTRACTOR PROPOSAL

TO: Robert Balmelli PE - RB Engineering (A/E)

WE AGREE TO PERFORM ALL CHANGE IN THE WORK DESCRIBED IN THE PROPOSAL REQUEST FOR:

CONTRACT SUM:

- NO CHANGE
- INCREASE
- DECREASE

} OF

OF

(WASHINGTON STATE SALES TAX NOT INCLUDED)

\$ 204,310.⁸⁹

In accordance with the General Conditions, Cost Estimate Detail Sheet(s) are attached hereto.

CONTRACT TIME:

- NO CHANGE
- INCREASE
- DECREASE

} OF

OF

21 CALENDAR DAYS

The foregoing amount covers everything required in connection with the change. All other provisions of the contract remain in full force and effect.

We understand that this proposal does not constitute authorization to proceed with the specified changes in the work until incorporation of this COP into a Change Order by the Owner.

Rognlin's, Inc
CONTRACTOR

BY [Signature]
SIGNATURE

7/12/21
DATE

RECOMMENDATION

TO: Owner

We have carefully examined this proposal and find the cost to be reasonable. Therefore, we recommend acceptance.

[Signature]
Engineer

7/13/21
DATE

91 SW 13th Street, Chehalis WA
(360) 740-8919 Office



321 West State Street
P.O. Box 307
Aberdeen, WA. 98520
Phone (360) 532-5220
Fax (360) 532-5761

**CITY OF CHEHALIS
NW Pacific AVE Reconstruction
COP #02
Over Excavation**

Scope of Work: Over Excavate 12" replace with rock & Road Fabric

Labor

	Base Hourly Wage Rate			
Superintendent	120	Hrs. @	\$88.00	\$10,560.00
Laborer	240	Hrs. @	\$65.00	\$15,600.00
Truck Driver	360	Hrs. @	\$86.00	\$30,960.00
Operating Engineer	120	Hrs. @	\$86.00	\$10,320.00
			<i>Labor Subtotal</i>	<u>\$67,440.00</u>
			<i>Overhead and Profit on Labor @ 15%</i>	\$10,116.00
			Labor Total	\$77,556.00

Equipment

210 Excavator	120	Hr @	\$112.29	\$13,474.80
Dump Truck	360	Hr @	\$85.83	\$30,898.80
Roller	120	Hr @	\$50.28	\$6,033.60
Water Truck	120	Hr @	\$32.77	\$3,932.40
	0	Hr @	\$0.00	\$0.00
			<i>Equipment Subtotal</i>	<u>\$54,339.60</u>
			<i>Overhead and Profit on Equipment @ 15%</i>	\$8,150.94
			Equipment Total	\$62,490.54

Materials

Dump Fee \$10/CY				\$17,250.00
Rock \$10.18/ton				\$24,432.00
Fabric \$.60/SY (approx. 2500SY)				\$1,500.00
Original Fabric Specisified MATERIALS ON-HAND				\$12,700.00
			<i>Materials Subtotal</i>	<u>\$55,882.00</u>
			<i>Overhead and Profit on Materials @ 15%</i>	\$8,382.30
			Material Total	\$64,264.30

COP Total \$204,310.84

Time Extension Requested: 15 Days

DOES NOT INCLUDE WA. STATE SALES TAX

This price assumes a 35,870 SF total area. Unit price equates to \$51.26/SY

Place holder for Northwest Pacific Avenue Reconstruction Project -
Amendment to the Contract with RB Engineering for Additional Services
Agenda Report

File was corrupted and lost upon agenda assembly and will be disseminated
on Monday prior to the Council meeting.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Nichole Paulis, Public Works Office Manager

MEETING OF: July 26, 2021

SUBJECT: Snively Avenue Roadway Utility and Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services

ISSUE

RB Engineering has performed the engineering services associated with the Snively Avenue Project. Additional engineering services are needed that exceed the previous budget authority granted by the City Council in May of 2020.

BACKGROUND

On May 26, 2020, Council approved an engineering services agreement with RB Engineering for design and construction services for the Snively Ave Project in the amount of \$75,310, this also authorized the City Manager to sign and approve a contingency of up to \$7,500 for a total impact of \$82,810.00. The contingency was used by Contract Amendment – Extra Work Authorization No. 1, signed and dated 6/10/2020 when the City requested a site survey and design work to replace an existing water main that was in the BNSF Railroad Right-of Way.

ADDITIONAL SERVICES

The project is now under construction and RB Engineering is now requesting authorization to amend the contract for additional \$10,250.00 for additional construction management services beyond the original scope in order to close out the project. In addition, there is an allocation to contract with Materials Testing and Consulting (MTC) to provide the following services:

- Utility Trench Compaction Testing for Storm and Water Line Installation
- Road Subgrade and Rock Compaction Testing
- Final Asphalt Compaction Testing
- Special Inspection and Testing for Sidewalks, Curbs, and Driveways

FISCAL IMPACT

This project is included in the 2021 Adopted Budget and is being funded by the Water, Sewer, and TBD funds. Based on previous engineer’s estimates, the costs will be approximately 18% TBD, 28% Sewer, and 54% Water.

The proposed contract amendment for the additional inspection testing by MTC and additional construction engineering services is \$10,250.00 bringing the new contract total to \$93,030.00 and will not be exceeded without permission from the city.

<i>RB Engineering for Snively Avenue Project</i>		
Original Contract		\$75,310
Contingency		7,500
Subtotal		82,810
Task 40 - Special Inspections (MTC)	8,750	
Task 80 - Construction Management	1,500	
Subtotal for Additional Work		\$10,250
Revised Contract Amount		\$93,060

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to amend the contract with RB Engineering for services related to the Snively Avenue Roadway Utility and Reconstruction Project and authorize additional work in the amount of \$10,250 to bring the total contract amount to \$93,060.

SUGGESTED MOTION


I move that the City Council authorize the City Manager to amend the contract with RB Engineering for services related to the Snively Avenue Roadway Utility and Reconstruction Project and authorize additional work in the amount of \$10,250 to bring the total contract amount to \$93,060.

SNIVELY



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Contract Amendment- Extra Work Authorization (XWAC) No. 2 R1

Client: City of Chehalis Trent Lougheed	
Address: 1321 S Market Blvd, Chehalis WA 98532	
Project No. 20041	Project Name: Snively Utility Project
Date: 6.21.21	
The following described work is outside the scope of our original WORK AUTHORIZATION CONTRACT, dated May 29, 2020 or any subsequent addendum:	
DESCRIPTION OF EXTRA WORK	
Below is our Not to Exceed estimate fee to add inspection testing by MTC and additional RBE construction management services for the project.	
Task Number	COST
Task 20 – Project Management and Permitting	\$0.00
Task 30 – Surveying Services	\$0.00
Task 40 – Special Reports – MTC Special Inspections	\$8,750.00
Task 50 – Preliminary Engineering	\$0.00
Task 60 – Construction Documents	\$0.00
Task 70 – Project Bidding Services	\$0.00
Task 80 – Construction Management	\$1,500.00
Task 90 – Reimbursable Expenses	\$0.00
Total:	\$10,250.00
Changes to Contract Amount:	
Original Work Authorization Contract amount:	\$75,310.00
Amount of this Extra Work Authorization Contract:	\$10,250.00
Amount of previous Extra Work Authorization Contract:	\$7,500.00
New Not To Exceed Contract Amount:	\$93,060.00
Project Billing to Date:	\$73,187.50
Remaining Not to Exceed Contract Amount:	\$19,872.50
<i>It is agreed the above estimated cost shall be added to the total contract amount. This agreement is subject to the terms and conditions set forth in the original WORK AUTHORIZATION CONTRACT.</i>	
By	Date
 Digitally signed by Robert Balmelli PE DN: C=US, E=robertb@rbengineers.com, O=RB Engineering, OU=President, CN=Robert Balmelli PE Date: 2021.06.22 09:05:25-07'00'	
Prepared by: Robert W. Balmelli PE, President	



DESIGN → PERMIT → MANAGE

May 14, 2020

Trent Lougheed
Community Development Director
City of Chehalis
1321 S Market Blvd
Chehalis, WA 98532
tlougheed@ci.chehalis.wa.us

Re: SW Snively Ave Utility Improvement Project – Engineering Services
RBE No. 20041

Dear Trent:

RB Engineering (RBE) appreciates the opportunity to provide this scope of work for your project. The following has been prepared based on our understanding of the proposed project. RBE will bill on a Time and Materials, Not to Exceed basis for this project.

Task 20 – Surveying Services

For this task RBE will provide a qualified licensed surveyor to conduct onsite topographic surveying for the project.

Surveyor Services

1. Perform field topographic surveying
2. Provide Right-of-Way limits.

Client Responsibilities

- Provide any available utility as-built drawings for location of side sewers and water main.

Assumptions

- This task does not include field construction as-built or staking work.

Deliverables

- Site Topographic Survey Map.

Task 30 – Project Management and Permitting

This task includes RBE's management of the project through permitting and design. It also includes all coordination with sub-consultants and project owner.

RBE Services

1. Coordinate with Surveyor during field topographic and/or boundary survey services.
2. Conduct walk through to verify utility locate and completeness of topographic survey.
3. Coordinate with the review agency to discuss preliminary site and design plans.
4. Coordinate with dry utility companies that include PUD, phone, cable and gas services.
5. Prepare for and attend review agency meetings.

Client Responsibilities

- Review conceptual designs and provide feedback on project at 60% and 90% design.

Task 40 – Special Reports

This task includes sub-consultants RBE has partnered with to achieve project approval.

RBE Sub-Consultant Services

1. Prepare Geotechnical Report based on road cores.

Client Responsibilities

- Provide access for consultant field work.

Assumptions

- Geotechnical Consultant will provide 4 core samples for the work area up to a depth of 6 feet.

Task 60 – Construction Documents

This task includes development of the final civil engineering construction documents, specifications and technical reports required to achieve construction permits for the project.

RBE Services

1. Prepare final road geometric design and alignment.
2. Prepare a set of construction plans that includes the following estimated sheets:

- C0.1 Civil Cover Sheet
- C0.2 Project Data and Notes
- C0.3 Existing Topography and Utilities
- C1.0 SW Snively Ave Sewer Plan and Profile – 40 Scale
- C1.1 Sewer Details and Notes
- C2.0 SW Snively Ave Water Main Plan and Profile – 40 Scale
- C2.1 Water Standard Details and Notes
- C3.1 SW Snively Ave. Road Plan and Profile – 20 Scale
- C3.2 SW Snively Ave Road Plan and Profile – 20 Scale
- C3.3 16th Street Intersection and Curb Ramp Details – 10 Scale
- C3.4 Residential Driveway Details – 10 Scale
- C3.5 Road Standard Details and Notes
- C3.6 Road Standard Details and Notes
- C5.1 Temporary Erosion and Sedimentation Control Plan – 40 Scale
- C5.2 T.E.S.C. Details and Notes

3. Prepare the Bid Specification Documents, Bidders Instructions and Project Material Specifications.
4. Conduct final review of design plans and reports.
5. Plot plans and print and bind reports for final submittal package.

Client Responsibilities

- Meet with RBE to review and comment on design plans during final design development.
- Pay for all permit applications and plan review fees; provide signatures as needed.

Assumptions

- Engineer's Joint Contract Documents Committee general conditions and bidding forms.
- No street lighting design or construction will be required.

Deliverables

- Review Agency approved Civil Construction Drawings.
- Final Bid Specification Documents.

Task 70 – Project Bidding Services

This task includes RBE's assistance to the client in soliciting construction bids to qualified site work contractors.

RBE Services

1. Distribute bid documents.
2. Provide responses to bidder questions during the bid process.
3. Prepare addenda if needed to address questions.
4. Attend bid opening and review for completeness.

Client Responsibilities

- Coordinate and publish bid notice.
- Provide responses to bidder questions during the bid process.
- Issue addenda if needed to address questions.
- Conduct bid opening and open bids, review for completeness.
- Review bids for accuracy and completeness.
- Prepare notice of award, request construction bond and insurance certificate.
- Prepare final contract for signatures.
- Issue notice to proceed.

Assumptions

- Hard copies of construction documents will be billed at RBE's current rates, and paid by the bidding contractors.

Task 80 – Construction Engineering and Management

This task includes RBE's management of the project through construction.

RBE Services

1. Setup construction project forms.
2. Attend pre-construction meeting.
3. Attend Contractor bi-weekly meetings.
4. Review contractor submittals.
5. Review and reply to RFI's.
6. Review inspection and testing reports by third party testing company.
7. Conduct onsite inspections as needed.
8. Prepare Change Orders and Field Orders
9. Project coordination with contractor's surveyor and review site staking.
10. Conduct final walk through with contractor, client and create punch list letter.
11. Complete Record Drawings from contractor markups and submit to client and review agency.

Client Responsibilities

- Contract directly with construction testing firm for compaction and special testing.
- Approve recommended field orders.
- Approve change orders.
- Review and process contractor pay requests.
- Provide staff for construction inspection services.

Assumptions

- Contractor will provide all construction staking as part of the construction bid.

Deliverables

- RBE Inspection Reports.
- Electronic copy of all construction documentation.
- Final record drawings in electronic and hard copy for client and review agency.

Task 90 – Reimbursable Expenses**RBE Services**

- Full size plotting – \$3.00 per sheet
- Full size scanning – \$1.75 per sheet
- Report binding materials – Cost plus 15%
- Agency fees paid by RBE – Cost plus 15%
- Sub-consultant fees paid by RBE – Cost plus 15%
- Overnight mailing and shipping – Cost plus 15%

RBE Task Summary Sewer T&M Not to Exceed Fee

Task	Description of Work	RBE Fee
10	Pre-Application Services	Not Included
20	Surveying Services	See Subconsultant Below
30	Project Management	\$2,500
40	Special Reports	See Subconsultant Below
50	Preliminary Design	Not Included
60	Construction Documents	\$9,600
70	Project Bidding	\$1,000
80	Construction Management	\$4,000
90	Reimbursable Expenses	\$100

RBE Total Fee Sewer Design = \$17,200

RBE Task Summary Water T&M Not to Exceed Fee

Task	Description of Work	RBE Fee
10	Pre-Application Services	Not Included
20	Surveying Services	See Subconsultant Below
30	Project Management	\$2,500
40	Special Reports	See Subconsultant Below
50	Preliminary Design	Not Included
60	Construction Documents	\$9,900
70	Project Bidding	\$1,000
80	Construction Management	\$4,000
90	Reimbursable Expenses	\$100

RBE Total Fee Water Design = \$17,500

RBE Task Summary Road and Storm T&M Not to Exceed Fee

Task	Description of Work	RBE Fee
10	Pre-Application Services	Not Included
20	Surveying Services	See Subconsultant Below
30	Project Management	\$2,500
40	Special Reports	See Subconsultant Below
50	Preliminary Design	Not Included
60	Construction Documents	\$20,200
70	Project Bidding	\$1,000
80	Construction Management	\$6,000
90	Reimbursable Expenses	\$200

RBE Total Road Design = \$29,900

List of Sub-Consultant Fees

Task	Description of Work	Sub-Consultant Fees
20	Surveying Services - Foresight	\$5,660
40	Geotechnical Report	\$5,050

Total Sub-Consultant Fee = \$10,710

Total Project Not-to-Exceed Fee =	\$75,310
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2020 RBE Billing Rates

Item	Employee Description	Hourly Rate
1	Principal Engineer	\$150
2	Project Engineer	\$130
3	Project Manager	\$120
4	Design Engineer	\$110
5	Sr. Design Technician	\$100
6	Design Technician	\$95
7	Draftsman	\$85
8	Permit Coordinator	\$70
9	Office Clerical Staff	\$50

Work Not Included in RBE Contract Scope of Work

1. Boundary Survey
2. Final Platting Process
3. Building Flood Elevation Certification
4. SEPA Environmental Checklist
5. JARPA Shorelines Application
6. Washington State Fisheries HPA Permit
7. Wetland Analysis or Report
8. Archeological Site Review and Report
9. Traffic Trip Generation
10. Level 1 or 2 Traffic Study
11. Building Permit Coordination, Application or Submittal
12. Landscape and Irrigation Design Plans

Schedule

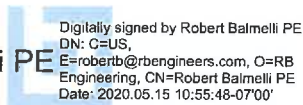
We anticipate a design period of 2 months with anticipated milestone dates below based receiving a signed agreement to begin by end of May:

90% Constructing Drawings and Specifications	July 22, 2020
Final Bid Documents	August 3, 2020
Advertise for Bid	Second Week of August, 2020

If you find this scope of work acceptable, please sign the attached work authorization contract and return a copy to us. We can begin project progress upon receipt of your signed contract. I look forward to working with you on this project. If you have any questions, please call me at (360) 740-8919.

Sincerely,

Robert Balmelli PE



Digitally signed by Robert Balmelli PE
DN: C=US,
E=robertb@rbengineers.com, O=RB
Engineering, CN=Robert Balmelli PE
Date: 2020.05.15 10:55:48-0700

Robert W. Balmelli PE
President

Enclosure(s): Work Authorization Contract, Brochure, Firm Profile, Business Card

This fee proposal and scope of work are based on information available at this time. There may be a point in the future when the scope of work may change based on survey findings, or requirements stipulated by the City, County, or State. At that time, you will be given an opportunity to decide how you would like to proceed. Your options will be to stop work or to authorize the revised scope and associated costs. Fee estimates shown are accurate for 60 days following date of proposal.



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Work Authorization Contract (WAC)

RBE Project No.: 20041
Client Information: Trent Lougheed
Address: 1321 S Market Blvd, Chehalis, WA 98532
Phone Number: (360) 345-2227
Email: tlougheed@cl.chehalis.wa.us

Project Name: SW Snively Ave Utility Improvement
Project Location: SW Snively - From SW 16th to SW Pacific Ave
Legal Owner of Property: City of Chehalis
Legal Description of Property: N/A
Tax Parcel #: N/A
County: Lewis
Description of Work: See Attached Engineering Services Letter Dated May 14, 2020
Total Project Not-to-Exceed Fee Amount: \$75,310 T&M

What do you want to name your project? Please list here: Snively Utility Project
Please check your preferred method to receive information and invoicing:
USPS ___ Email [checked]

CLIENT AUTHORIZATION: Your signature below signifies your agreement to the scope of work, terms, and conditions set forth on this contract and the referenced proposal letter, and also accepts responsibility for payment of this account.

Signature [Signature] Date 5-29-20

Title City Manager

RB Engineering, Inc. Acceptance of Contract

Signature [Signature] Date 5-14-20

Title President

BILLING: RBE will bill for all work in progress each month. Payment of the entire amount billed is due within 20 days. In the event that payment is not made, this agreement shall be considered in default. Interest at the rate of 1-1/2% per month will be added to unpaid accounts beginning 20 days from the date of invoice. If an account becomes more than 5 days delinquent (25 days from the date of invoice), all work on the project will be stopped and not rescheduled until the entire balance on the account is paid in full. In the event that a lawsuit is necessary to enforce any obligation, client agrees that venue for such suit shall be Lewis County, Washington at the option of RBE. All expenses incurred to lien or collect any delinquent amounts including, but not limited to, collection fees, reasonable attorney's fees, witness fees, court costs, charges at current billing rates for time, transportation and subsistence shall be paid by client in addition to the delinquent amount.

ESTIMATED COST: The costs outlined in this contract are an estimate only, based upon the circumstances presented by the client and perceived by RBE at the time of contract preparation. They are not a guarantee that the costs will not exceed the amount of this estimate. RBE is hereby authorized to exceed the estimated costs by up to 10% without prior written notice to the client if circumstances encountered in the performance of RBE obligations result in an overrun, unless the contracted amount is noted as not to exceed the estimated cost or Not-to-Exceed Fee.

ADDITIONAL SERVICES: RBE will perform additional services beyond the basic scope of work upon the client's request. No extra work will be undertaken without prior authorization. Revisions to work completed or in progress requested by the client or his agents, through no fault of RBE, will be considered extra services for which additional compensation is due. If a written proposal and authorization are required for the additional services, this should be addressed at the time the work is requested.

OTHER SERVICES AND SUPPLIES: Charges for services, equipment, and facilities not furnished directly by RBE and any unusual items of expense not customarily incurred in our normal operations may be charged at cost plus 15%.

CANCELLATION OF CONTRACT: This contract may be canceled at any time by either party with 15 days written notice. Upon cancellation, for any reason, the client shall pay for all services provided through the date work is stopped in accordance with RBE's normal payment terms.

LIMITS OF PROFESSIONAL LIABILITY: RBE performs its professional services with that degree of care and skill ordinarily exercised under similar circumstances by members of the civil engineering profession. The client agrees to limit RBE's liability to the client, owner, and to all construction contractors and sub-contractors on the project, to the total aggregate liability of RBE to all those named to an amount not to exceed RBE's total fee for services rendered on the project. This limitation on liability shall apply to all foreseeable claims, including claims of negligence, breach of contract, or breach of warranty.

In the event the client shall make a claim against RBE, at law or otherwise, for any alleged act of negligence, including errors, omission, or other act arising out of the performance of the professional services, any claim of breach of contract or any claim of breach of warranty, and the client fails to prove such claim, the client shall pay all costs, including reasonable attorney's fees, which are incurred by RBE defending such claim.

HAZARDOUS WASTE: The client shall indemnify and hold harmless RBE from all claims, damages, losses, and expenses incurred by the client, the owner of the property, and its agents, in regard to any hazardous wastes on site. Client, owner, and its agents accept full responsibility for notification of appropriate agencies in regard to any hazardous wastes on site. RBE is expressly relieved from any obligation to discover or report hazardous wastes.

REUSE OF DOCUMENTS: All documents, including software, maps, drawings, and specifications prepared by RBE pursuant to this agreement are instruments of service with respect to the project. RBE reserves the right to reuse any and all information generated on this project to assist RBE in any future work. The documents are not intended or represented to be suitable for reuse other than for the use intended by owner or others on any subsequent work on the project or on any other project. Any reuse of documents without verification or appropriate adaptation by RBE for the specific purpose intended will be at the client's sole risk and without liability or legal exposure to RBE. Client shall indemnify and hold harmless RBE from all claims, damages, losses, and expenses, including attorney's fees arising out of any action or litigation from unauthorized reuse of documents. Client agrees to compensate RBE at RBE's prevailing rate for any verification or adaptation of documents.

OWNERSHIP AND USE OF DOCUMENTS: Control documents, calculations, research, base maps, software, drawings, and specifications as instruments of service are and shall remain the property of RBE whether the project for which they are made is executed or not. The client shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information and reference in connection with client's use and occupancy of the

project. Copies of documents shall be provided at the expense of the client. Submission or distribution to meet official regulatory requirements, or for other purposes in connection with the project, shall not be construed as publication in derogation of RBE's rights.

In the event that the project is stopped for any reason, client shall not be entitled to receive any documents if there is any outstanding balance. Documents shall be released to client only upon payment in full. Copies of documents shall be provided at the expense of the client.

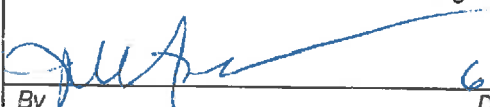
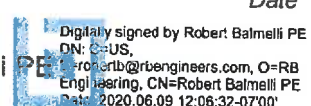
COMPLIANCE WITH CODES: RBE exercises usual and customary professional care and prepares instruments of service in compliance with codes and requirements identified by government agencies. RBE's duty to comply with changed codes and requirements extends only until the time the instruments of service are prepared.

ACCEPTANCE: RBE's acceptance of this contract is not a guarantee of governmental agency approval. We will endeavor to obtain such approvals on our client's behalf, but have no control over procedures required or laws that must be followed, and cannot be held responsible for governmental agency actions.



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Contract Amendment- Extra Work Authorization (XWAC) No. 1

Client: City of Chehalis Trent Lougheed		
Address: 1321 S Market Blvd, Chehalis WA 98532		
Project No. 20041	Project Name: Snively Utility Project	Date: 6.8.20
<p>The following described work is outside the scope of our original WORK AUTHORIZATION CONTRACT, dated May 29, 2020 or any subsequent addendum:</p> <p>DESCRIPTION OF EXTRA WORK Below is our Not to Exceed estimate fee to add 800 LF of water main plan and profile sheet to serve SW Grandview and SW Kelly Avenues within the BNSF RR right of way. Includes coordination with BNSF and extra survey work.</p>		
Task Number		COST
Task 20 – Project Management and Permitting – BNSF Rail Road		\$1,500.00
Task 30 – Surveying Services – BNSF Right of Way		\$3,500.00
Task 40 – Special Reports		\$0.00
Task 50 – Preliminary Engineering		\$0.00
Task 60 – Construction Documents – Additional 40 Scale Water Plan		\$2,500.00
Task 70 – Project Bidding Services		\$0.00
Task 80 – Construction Management		\$0.00
Task 90 – Reimbursable Expenses		\$0.00
Total:		\$7,500.00
Changes to Contract Amount:		
Original Work Authorization Contract amount:		75,310.00
Amount of this Extra Work Authorization Contract:		\$7,500.00
Amount of previous Extra Work Authorization Contract:		\$0.00
New Not To Exceed Contract Amount:		\$82,810.00
Project Billing to Date:		\$0.00
Remaining Not to Exceed Contract Amount:		\$82,810.00
<p><i>It is agreed the above estimated cost shall be added to the total contract amount. This agreement is subject to the terms and conditions set forth in the original WORK AUTHORIZATION CONTRACT.</i></p>		
By 		Date 6-10-20
Robert Balmelli PE	 <p>Digitally signed by Robert Balmelli PE DN: C=US, email=robertb@rbengineers.com, O=RB Engineering, CN=Robert Balmelli PE Date: 2020.06.09 12:06:32-07'00'</p>	
Prepared by: Robert W. Balmelli PE, President		

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Chun Saul, Finance Director
MEETING OF: July 26, 2021
SUBJECT: 2021 Second Quarter Financial Status Report

DISCUSSION

This document provides a summary review of the City’s financial activities and status for the quarter ending June 30, 2021.

The attached financial statements include 1) Summary of Revenues, Expenditures, and Fund Balances – Budget to Actual for all city funds combined and 2) Two-year comparative financial statements for the General Fund and the major enterprise funds.

The financial statements have been formatted to be consistent with the budget for ease of comparison and review of information. Comparisons and variances shown are based on straight line projections. **The YTD target for the second quarter is 50% (6 of 12 months).**

CITY-WIDE OVERVIEW

Overall, on a city-wide basis, the city has received \$15,461,347 or 56.7% of the 2021 revenue budget (including transfers-in) and has expensed \$12,115,839 or 40.7% of the 2021 expenditure budget (including transfers-out) through June 30, 2021. Total city-wide revenues exceeded total expenditures by \$3,345,508. The city-wide total fund balance as of June 30, 2021, is \$28,490,586.

	2021 Amended Budget	YTD Actual 6/30/2021	YTD % of Budget	YTD Variance Actual to Target Positive (Negative)
City-Wide, All Funds				
Revenues & Transfers In	\$ 27,260,635	\$ 15,461,347	56.7%	\$ 1,831,030
Expenditures & Transfers Out	29,754,064	12,115,839	40.7%	2,761,193
Excess Revenue Over (under) Expenditure	(2,493,429)	3,345,508	-134.2%	\$ 4,592,223
Beginning Cash & Investments	25,145,078	25,145,078	100.0%	
Ending Cash & Investments	\$ 22,651,649	\$ 28,490,586	125.8%	

Other than the General Fund, all other funds are restricted funds that are used to account for specific revenues or resources that are legally restricted or designated to finance particular activities of the city, such as transportation benefit district (TBD), lodging tax, utilities, and Airport funds.

Total YTD city-wide revenues received is 6.7% or \$1,831,030 above the six-month target amount. The key contributing factors for this variance include the following:

- The City received \$1,068,299 in Local Fiscal Recovery Funds under the American Rescue Plan Act (ARPA) of 2021. This is U.S. Treasury funds and comes with restrictions on the use. The City administration is compiling a list of potential use of these funds and plans to present it to the Council Budget Committee prior to the start of 2022 budget development and to the City Council later this year. This money is received in and accounted for in a separate Federal Grant Control Fund (Fund No. 199). Receipt of this money will be included in the next budget amendment.
- Total YTD tax revenues exceeds the six-months target amount by 8.5% or \$853,688. Below table provides a summary of all tax revenues. The hotel/motel tax revenue is 5.6% or \$12,218 below the six-month target, whereas all other tax revenues exceed the six-month target amount.

City-wide Tax Revenues	2021 Budget	YTD Actual 6/30/2021	Prct Rec'd	Variance to YTD Target
Property taxes	\$ 1,980,859	\$ 1,154,911	58.3%	\$ 164,482
Sales tax	4,898,100	2,927,720	59.8%	478,670
Sales tax - TBD	1,096,000	660,914	60.3%	112,914
Hotel/Motel tax	219,500	97,532	44.4%	(12,218)
Utility tax	1,619,400	869,371	53.7%	59,671
Leasehold tax	54,700	28,541	52.2%	1,191
REET	224,900	161,428	71.8%	48,978
TOTALS	\$ 10,093,459	\$ 5,900,417	58.5%	\$ 853,688

Total city-wide expenditures to-date is 9.3% or \$2,761,193 below the six-month target amount. The key contributing factor for this variance is due to various capital project activities.

- The City has expensed 17.7% of the 2021 capital budget through June. This is 32.3% or \$2,170,875 below the six-month target amount.
- YTD expenditures for all other categories including operating, transfers, and debt service is 47.4% of the 2021 budget. This is 0.6% or \$590,319 below the six-month target amount.

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

Bottom Line: Overall, the City operated within normal budget parameters.

GENERAL FUND OVERVIEW

The General Fund's YTD total revenue is \$5,626,588 or 56.7% of the 2021 budget. This is 6.7% or \$663,330 above the six-month target amount. Total YTD expenditures and transfers is \$5,401,573 or 48.4% of the 2021 budget. This is 1.6% or \$181,977 below the six-month target amount.

Total YTD revenues exceeded the total expenditures by \$225,015. The ending cash and investments (fund balance) as of June 30, 2021, is \$2,465,754, which is about 24.8% of the 2021 general fund revenue budget.

Chehalis General Fund	2021 Amended Budget	YTD Actual 6/30/2021	YTD Actual % of Budget	YTD Variance Actual to Target Positive (Negative)
Revenues & Transfers-In	\$ 9,926,514	\$ 5,626,588	56.7%	\$ 663,330
Expenditures & Transfers-Out	11,167,094	5,401,573	48.4%	181,977
Excess Revenues Over (Under) Expenditures	(1,240,580)	225,015	-18.1%	845,307
Beginning Fund Balance	2,240,739	2,240,739		
Ending Fund Balance	\$ 1,000,159	\$ 2,465,754		
Ending Fund Balance % of Revenue	10.1%	24.8%		

General Fund Revenues:

Total YTD tax revenues received is \$5,626,588 or 56.7% of the 2021 budget. This is \$663,330 above the six-month target amount.

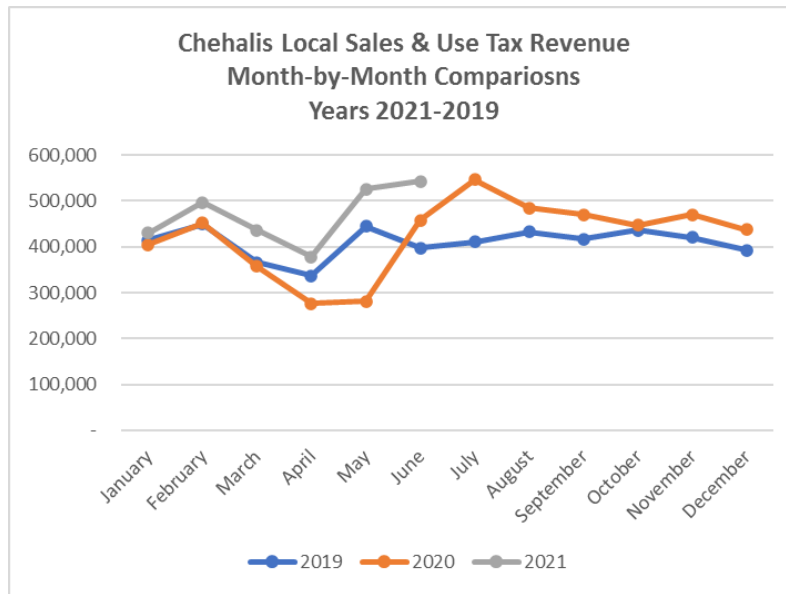
General Fund Revenues	2021 Budget	YTD Actual 6/30/2021	YTD % of Budget Rec'd	Variance YTD Target vs. Actual	YTD Actual 6/30/2020	2020-20201 YTD Comparison
Property Taxes	\$ 1,980,859	\$ 1,154,912	58.3%	\$ 164,482	\$ 1,074,345	\$ 80,567
Sales and Use Taxes	4,898,100	2,927,719	59.8%	478,669	2,333,372	594,347
Utility Taxes	1,619,400	869,371	53.7%	59,671	830,432	38,939
Other Taxes	54,700	28,541	52.2%	1,191	30,090	(1,549)
Subtotal for Tax Revenues	8,553,059	4,980,543	58.2%	704,013	4,268,239	712,304
Licenses and Permits	200,720	205,905	102.6%	105,545	99,488	106,417
Intergovernmental	569,035	168,004	29.5%	(116,514)	193,917	(25,913)
Charges for Goods & Services	343,900	125,207	36.4%	(46,743)	85,607	39,600
Fines and Forfeitures	119,400	57,963	48.5%	(1,737)	59,111	(1,148)
Miscellaneous	140,400	88,966	63.4%	18,766	124,293	(35,327)
Subtotal for Non-Tax Revenues	1,373,455	646,045	47.0%	(40,683)	562,416	83,629
Total Revenues	\$ 9,926,514	\$ 5,626,588	56.7%	\$ 663,330	\$ 4,830,655	\$ 795,933

Total tax revenues make up 88.5% of total general fund revenues received through June 2021.

Property Tax: YTD received is \$1,154,912 or 58.3% of the 2021 budget. This is normal trend for this time of the year.

Sales Tax: YTD received is \$2,927,719 or 59.8% of the 2021 budget. This is \$478,669 above the six-month target amount. Sales tax is the City's largest revenue source and makes up 52.0% of the total general fund revenues received through June 2021.

Total sales tax collections continue to exceed the previous forecast. Below chart illustrates the month-to-month comparisons for Chehalis local sales tax distributions received in years 2021, 2020 & 2019.



Utility Tax: Total YTD received is \$869,371 or 53.7% of the 2021 budget and is \$59,671 above the YTD target amount. This is normal trend for this time of the year. While the telephone and water utility taxes are slightly below the six-month target amount, other taxes are slightly (6.0 % to 13.6%) ahead of the six-month target amount.

Licenses and Permits: Total YTD received is \$205,905 or 102.6% of the 2021 budget. This amount includes business licenses and permit fees (i.e. business license fees and franchise fees) and non-business license and permit fees (i.e. building permit fees, animal licenses and gun permits). While business license fee revenue is consistent with the budget projection, building permit fee revenue has exceeded the 2021 budget estimates by the end of June. YTD building permit revenue is \$146,285 or 163.2% of the 2021 budget.

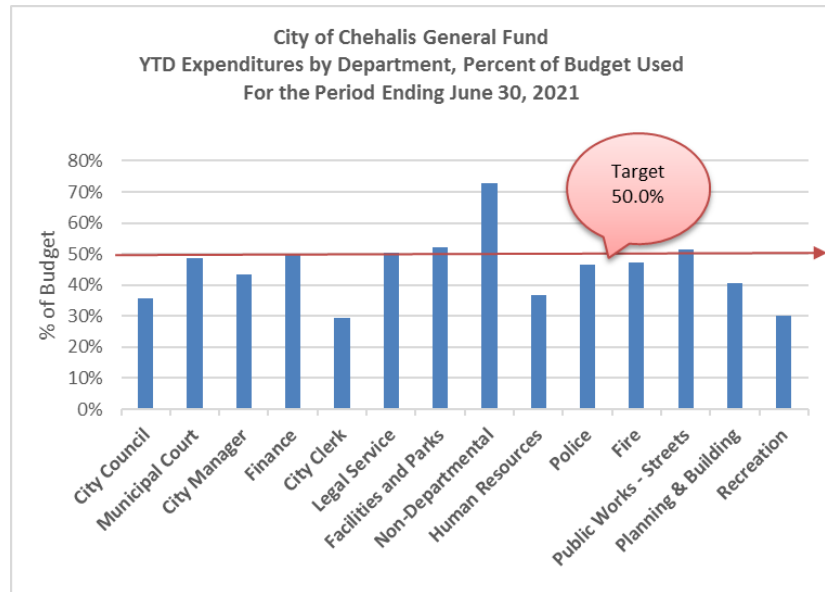
Intergovernmental Revenue: Total YTD received is \$168,004 or 29.5% of the 2021 budget. This category includes intergovernmental grants, state shared revenues, and the Main Street B&O Tax Credit. State RCO grant is budgeted for \$233,425 but no payments has been received yet.

Charges for goods and services: Total YTD revenue is \$125,207 or 36.4% of the 2021 budget. This category includes charges for fire and police services, plan check review fees, and recreation program fees. Recreation program fees make up about 63% of the budget in this category. YTD parks and recreation program revenue is 16.7% of the 2021 budget. A significant portion of the recreation program fee revenues is typically received during the summer months. Plan check fees received to-date is \$65,631 or 147.5% of the 2021 budget.

Miscellaneous: Total YTD revenues is \$88,966 or 63.4% of the 2021 budget. This amount includes field and facility rentals, interest earnings, seizures & forfeitures, proceeds of surplus sales, and insurance recoveries, etc.

General Fund Expenditures and Transfers-out

Total expenditures and transfers through June is \$5,401,573 or 48.4% of the 2021 budget. This is \$181,977 below the six-month target amount. YTD expenditures for most departments are within the six-month target amount with the following exceptions:



- Facilities and Parks department has used 52.2% of their 2021 budget through June. This exceeds the six-month target amount by \$27,304. Hiring several seasonal hourly staff and purchasing bulk of maintenance supplies in the second quarter are the key contributing factors for this variance.
- Non-departmental department has used 72.8% of the 2021 budget through June. This exceeds the six-month target amount by \$205,977. The main contributing factor for this variance is due to transfers out. 2021 budgeted transfers out to reserve funds are 83% complete at the end of June.

YTD expenditures for public safety (police and fire) is \$2,737,583 and makes up about 50.7% of the total general fund expenditures through end of June. YTD expenditures for public works streets and facilities and parks is \$939,494 and make up about 17.4% of the total general fund expenditures.

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

ENTERPRISE FUND OVERVIEW

Wastewater Fund

Total YTD revenues received is \$2,888,713 or 52.4% of the 2021 budget. This is \$131,963 above the six-month target amount. YTD charges for wastewater services exceed the six-month target amount by 2.9% or \$145,540, while late fee revenue to-date is only 0.7% of the 2021 budget.

Total YTD operating expenditures is \$1,712,990 or 50.5% of the 2021 budget. This is \$16,840 over the six-month target amount. While debt service payment to-date is 50% of the 2021 budget, total YTD expenditures for capital outlay is only 10.5% of the 2021 budget.

Total YTD revenues exceeded total expenditures by \$173,877 at the end of June 2021.

Water Fund

Total YTD revenues received is \$1,406,563 or 43.1% of the 2021 budget. This is \$225,386 below the six-month target amount.

YTD charges for water services is 43.6% of the 2021 budget. This is \$187,462 below the six-month target amount. However, 2021 YTD revenue for water services is about \$51,000 increase from this time last year. Historically, water consumptions go up during the summer and fall months. Late payment fee revenue is budgeted for \$51,200 and only 1.6% has been received due to the Governor's moratorium prohibiting assessment of late fees.

Total YTD operating expenditures is \$1,068,396 or 43.5% of the 2021 budget. This is \$160,832 below the six-month target amount. Total expenditures for capital outlay and debt services are 11.6% and 0.6% of the 2021 budget, respectively.

Total YTD revenues exceeded the total expenditures by \$168,269 at the end of June 2021.

Storm and Surface Water Fund

Total YTD revenues received is \$366,817 or 51.2% of the 2021 budget. This is \$8,584 above the six-month target amount.

Total YTD operating expenditures is \$202,883 or 36.8% of the 2021 budget. This is \$72,616 below the six-month target amount. The key contributing factors for this variance includes 1) hiring delay for the Street Superintendent position, which is 50% funded by the Storm and Surface Water Fund 2) only 6.3% of operating supplies budget being spent through the end of June.

Total YTD revenues received exceeded total expenditures by \$159,461 at the end June 2021.

Airport Fund

Total YTD revenues received is \$1,783,143 or 45.2% of the 2021 budget. This is \$191,348 below the six-month target amount. This variance is mainly due to the Federal FAA grant for the Airport pavement project. The 2021 budget includes \$1,346,070 in Federal grants and only 33.4% or \$449,071 has been received through June.

Total YTD operating expenditures is \$637,336 or 50.7% of the 2021 budget. This is \$8,838 above the six-month target amount. YTD capital expenditures is \$319,952 or 15.6% of the 2021 budget.

Total YTD revenues exceeded total expenditures by \$753,120 at the end June 2021.

TREASURER’S REPORT – CASH AND INVESTMENTS

The city’s total cash, deposits, and investments as of June 30, 2021, is \$28,490,586. About 77% or \$21,810,133 of the city’s cash is invested and earns interests. The remaining 23.0% or \$6,680,453 is deposited in non-interest-bearing checking accounts to cover on-going cash flow needs. A summary of cash funds and investment types are as follows:

City of Chehalis Cash, Deposits & Investments - Total Combined All Funds		
Account Type	Balance 6/30/2021	% of Total
Checking & Revolving Cash Fund	\$ 6,680,453	23%
Local Government Investment Pool (LGIP)	19,234,836	68%
US Govt Agency Securities (Bonds)	2,575,297	9%
Total	\$ 28,490,586	100%

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

Only 8.7% or \$2,465,754 of the total cash and investments belongs to the General Fund. Other than the General Fund, all other funds are restricted funds which account for specific revenues or resources that are legally restricted or designated to finance particular activities of the city, such as transportation benefit district, lodging tax, utilities, and Airport funds.

Total YTD investment interest earnings through June 30, 2021, totaled \$15,267. This is a \$129,234 decrease from this time last year. The LGIP average net earnings rate for the second quarter 2021 and 2020 were 0.1070% and 1.0625%, respectively. The LGIP net earnings rate has declined from 1.7225% in January 2020 to 0.0753% at the end of June 2021.

FISCAL IMPACT

As shown.

RECOMMENDATION

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

SUGGESTED MOTION

N/A

City of Chehalis



Quarterly Council Financial Report Second Quarter 2021

**For the Period Ending
June 30, 2021
(January through June)**

The City of Chehalis, Washington

City of Chehalis
Revenues, Expenditures, and Fund Balances - Budget to Actual
2021 Second Quarter Financial Statements - All Funds
As of June 30, 2021

Fund Type/Name	Beginning Fund Balance		Revenues & Transfers				Expenditures & Transfers				Changes in Fund Balance		Ending Fund Balance	
	2021 Amended Budget	Actual 1/1/2021	2021 Amended Budget	YTD 6/30/2021 Actual	Balance	YTD % of Budget	2021 Amended Budget	YTD 6/30/2021 Actual	Balance	YTD % of Budget	2021 Amended Budget	YTD 6/30/2021 Actual	2021 Amended Budget	YTD 6/30/2021 Actual
General Fund & Sub-Funds:														
General Fund	\$ 2,240,739	\$ 2,240,739	\$ 9,926,514	\$ 5,626,588	\$ 4,299,926	56.7%	\$ 11,167,094	\$ 5,401,573	\$ 5,765,521	48.4%	\$ (1,240,580)	\$ 225,015	1,000,159	\$ 2,465,754
Sub-funds:														
Dedicated Street Fund	188,475	188,475	116,950	74,759	42,191	63.9%	184,520	33,025	151,495	17.9%	(67,570)	41,734	120,905	230,209
Building Abatement Fund	51,614	51,614	100	23	77	23.0%	-	-	-	0.0%	100	23	51,714	51,637
Compensated Absences Fund	198,020	198,020	200,400	200,076	324	99.8%	200,000	84,213	115,787	42.1%	400	115,863	198,420	313,883
LEOFF 1 OPEB Reserve Fund	101,107	33,607	244,100	91,687	152,413	37.6%	168,300	61,146	107,154	36.3%	75,800	30,541	176,907	64,148
Federal & State Grant Fund	-	-	-	1,068,345	(1,068,345)	0.0%	-	-	-	0.0%	-	1,068,345	-	1,068,345
Automotive/Equip. Reserve Fund	108,178	108,178	206,514	206,482	32	100.0%	46,500	83	46,417	0.2%	160,014	206,399	268,192	314,577
Total sub-funds	647,394	579,894	768,064	1,641,372	(873,308)	213.7%	599,320	178,467	420,853	29.8%	168,744	1,462,905	816,138	2,042,799
Total General Fund and Sub-Funds	2,888,133	2,820,633	10,694,578	7,267,960	3,426,618	68.0%	11,766,414	5,580,040	6,186,374	47.4%	(1,071,836)	1,687,920	1,816,297	4,508,553
Special Revenue Funds:														
Arterial Street Fund	98,528	98,528	160,600	65,746	94,854	40.9%	168,300	32,105	136,195	19.1%	(7,700)	33,641	90,828	132,169
Transportation Benefit Dist. Fund	3,105,160	3,105,160	1,561,740	678,290	883,450	43.4%	1,637,650	187,583	1,450,067	11.5%	(75,910)	490,707	3,029,250	3,595,867
Tourism Fund	110,053	110,053	219,500	97,578	121,922	44.5%	256,563	106,627	149,936	41.6%	(37,063)	(9,049)	72,990	101,004
Community Block Grant Fund	24,592	24,592	50	11	39	22.0%	1,000	-	1,000	0.0%	(950)	11	23,642	24,603
HUD Block Grant Fund	88,424	88,424	180	39	141	21.7%	2,000	-	2,000	0.0%	(1,820)	39	86,604	88,463
Total Special Revenue Funds	3,426,757	3,426,757	1,942,070	841,664	1,100,406	43.3%	2,065,513	326,315	1,739,198	15.8%	(123,443)	515,349	3,303,314	3,942,106
Debt Service Funds:														
2011 G.O. Bond Fund	5	5	301,934	301,933	1	100.0%	301,934	111,180	190,754	36.8%	-	190,753	5	190,758
Total Debt Service Fund	5	5	301,934	301,933	1	100.0%	301,934	111,180	190,754	36.8%	-	190,753	5	190,758
Capital Project Funds:														
Public Facilities Reserve Fund	958,474	958,474	321,210	274,425	46,785	85.4%	869,176	599,166	270,010	68.9%	(547,966)	(324,741)	410,508	633,733
First Quarter REET Fund	217,375	217,375	115,100	80,796	34,304	70.2%	130,196	130,195	1	100.0%	(15,096)	(49,399)	202,279	167,976
Second Quarter REET Fund	240,627	240,627	110,700	80,830	29,870	73.0%	75,131	75,131	-	100.0%	35,569	5,699	276,196	246,326
Total Capital Project Funds	1,416,476	1,416,476	547,010	436,051	110,959	79.7%	1,074,503	804,492	270,011	74.9%	(527,493)	(368,441)	888,983	1,048,035
Proprietary Funds:														
Garbage Fund	8,318	8,318	6,115	4,570	1,545	74.7%	6,100	1,637	4,463	26.8%	15	2,933	8,333	11,251
Wastewater Fund	5,368,364	5,368,364	5,513,500	2,888,713	2,624,787	52.4%	5,848,470	2,714,836	3,133,634	46.4%	(334,970)	173,877	5,033,394	5,542,241
Water Fund	7,990,124	7,990,124	3,263,897	1,406,563	1,857,334	43.1%	3,916,307	1,238,294	2,678,013	31.6%	(652,410)	168,269	7,337,714	8,158,393
Storm & Surface Water Fund	1,699,119	1,699,119	716,465	366,817	349,648	51.2%	944,900	207,356	737,544	21.9%	(228,435)	159,461	1,470,684	1,858,580
Airport Fund	1,391,726	1,391,726	3,948,981	1,783,143	2,165,838	45.2%	3,428,018	1,030,023	2,397,995	30.0%	520,963	753,120	1,912,689	2,144,846
Total Proprietary Funds	16,457,651	16,457,651	13,448,958	6,449,806	6,999,152	48.0%	14,143,795	5,192,146	8,951,649	36.7%	(694,837)	1,257,660	15,762,814	17,715,311
Fiduciary Funds:														
Firemen's' Pension Fund	956,056	1,023,556	15,480	13,460	2,020	87.0%	91,300	2,193	89,107	2.4%	(75,820)	11,267	880,236	1,034,823
Custodial Court Fund	-	-	103,800	42,806	60,994	41.2%	103,800	36,798	67,002	35.5%	-	6,008	-	6,008
Custodial Other Agency Fund	-	-	206,805	107,667	99,138	52.1%	206,805	62,675	144,130	30.3%	-	44,992	-	44,992
Total Fiduciary Funds	956,056	1,023,556	326,085	163,933	162,152	50.3%	401,905	101,666	300,239	25.3%	(75,820)	62,267	880,236	1,085,823
TOTAL ALL CITY FUNDS	\$ 25,145,078	\$ 25,145,078	\$ 27,260,635	\$ 15,461,347	\$ 11,799,288	56.7%	\$ 29,754,064	\$ 12,115,839	\$ 17,638,225	40.7%	\$ (2,493,429)	\$ 3,345,508	\$ 22,651,649	\$ 28,490,586

Note: May contain rounding differences of +/-1

City of Chehalis
Comparative Revenues, Expenditures, and Fund Balances - Budget to Actual
June 2020 and 2021
General Fund

					YTD Target % * 50.00%			
GENERAL FUND (#001)	2020 Amended Budget	2020 YTD Actual 6/30/2020	2020 YTD % of Budget	2021 Adopted Budget	2021 YTD Actual 6/30/2021	2021 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2021-2020
Revenues:								
Taxes:								
Property Taxes	\$ 1,937,842	\$ 1,074,345	55.4%	\$ 1,980,859	\$ 1,154,912	58.3%	\$ 164,482	\$ 80,567
Sales and Use Taxes	4,893,500	2,333,372	47.7%	4,898,100	2,927,719	59.8%	478,669	594,347
Utility Taxes	1,592,635	830,432	52.1%	1,619,400	869,371	53.7%	59,671	38,939
Other Taxes	50,168	30,090	60.0%	54,700	28,541	52.2%	1,191	(1,549)
Total Taxes	8,474,145	4,268,239	50.4%	8,553,059	4,980,543	58.2%	704,013	712,304
Non-Tax Revenues:								
Licenses and Permits	195,780	99,488	50.8%	200,720	205,905	102.6%	105,545	106,417
Intergovernmental Revenues	882,282	193,917	22.0%	569,035	168,004	29.5%	(116,514)	(25,913)
Charges for Goods & Services	180,670	85,607	47.4%	343,900	125,207	36.4%	(46,743)	39,600
Fines and Forfeitures	120,190	59,111	49.2%	119,400	57,963	48.5%	(1,737)	(1,148)
Miscellaneous	122,669	124,293	101.3%	140,400	88,966	63.4%	18,766	(35,327)
Total Non-Tax Revenues	1,501,591	562,416	37.5%	1,373,455	646,045	47.0%	(40,683)	83,629
Other Fund Sources:								
Transfers-in	51,000	-	0.0%	-	-	0.0%	-	-
Total Other Fund Sources	51,000	-	0.0%	-	-	0.0%	-	-
Total Revenues	\$ 10,026,736	\$ 4,830,655	48.2%	\$ 9,926,514	\$ 5,626,588	56.7%	\$ 663,330	\$ 795,933
Expenditures								
Expenditures by Department:								
City Council	\$ 91,601	\$ 37,836	41.3%	\$ 94,430	\$ 33,625	35.6%	\$ 13,590	\$ (4,211)
Municipal Court	399,558	234,726	58.7%	415,600	201,845	48.6%	5,955	(32,881)
City Manager	199,081	104,342	52.4%	227,015	98,357	43.3%	15,151	(5,985)
Finance	286,298	133,325	46.6%	283,635	141,659	49.9%	159	8,334
City Clerk	85,367	41,190	48.3%	96,925	28,540	29.4%	19,923	(12,650)
Legal Service	75,673	38,063	50.3%	76,700	38,553	50.3%	(203)	490
Facilities and Parks	1,082,802	541,049	50.0%	1,234,758	644,683	52.2%	(27,304)	103,634
Non-Departmental	534,793	179,567	33.6%	901,644	656,799	72.8%	(205,977)	477,232
Human Resources	139,311	62,125	44.6%	122,250	45,023	36.8%	16,102	(17,102)
Police	3,337,741	1,628,796	48.8%	3,490,310	1,618,812	46.4%	126,343	(9,984)
Fire	2,432,267	1,207,431	49.6%	2,369,615	1,118,771	47.2%	66,037	(88,660)
Public Works - Streets	620,487	251,545	40.5%	571,257	294,811	51.6%	(9,182)	43,266
Planning & Building	698,027	143,922	20.6%	896,605	364,315	40.6%	83,988	220,393
Recreation	339,790	159,726	47.0%	386,350	115,780	30.0%	77,395	(43,946)
Total Expenditures	10,322,796	4,763,643	46.1%	11,167,094	5,401,573	48.4%	181,977	637,930
Excess Revenues Over (Under) Expenditures	\$ (296,060)	\$ 67,012	-22.6%	\$ (1,240,580)	\$ 225,015	-18.1%	845,307	\$ 158,003
Beginning Fund Balance	1,804,262	1,804,262	100.0%	2,240,739	2,240,739	100.0%	-	436,477
Ending Fund Balance	\$ 1,508,202	\$ 1,871,274	124.1%	\$ 1,000,159	\$ 2,465,754	246.5%	\$ 845,307	\$ 594,480

Foot Note:

* The target percentage of budget is calculated as the month of reporting (6 for June) divided by the number of months (12) in the year.

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

City of Chehalis
Expenditures by Category - Budget to Actual
June 2020 and 2021
General Fund

GENERAL FUND (#001)	2020	2020 YTD	2021	YTD Target % *	2021 YTD	2021 YTD	2021 YTD	^Variance	Change YTD
	Amended			YTD Actual	% of				
	Budget	6/30/2020	Budget	Budget	6/30/2021	Budget	Target		2020
Expenditures by Category:									
Salaries	\$ 4,970,156	\$ 2,466,561	49.6%	\$ 5,178,050	\$ 2,377,251	45.9%	\$ 2,589,025	\$ 211,774	\$ (89,310)
Benefits	2,207,302	1,056,663	47.9%	2,291,382	1,057,660	46.2%	1,145,691	88,031	997
Subtotal for Payroll	7,177,458	3,523,224	49.1%	7,469,432	3,434,911	46.0%	3,734,716	299,805	(88,313)
Supplies	409,893	162,280	39.6%	449,129	205,184	45.7%	224,565	19,381	42,904
Services	2,635,817	949,821	36.0%	2,729,471	1,288,597	47.2%	1,364,738	76,141	338,776
Capital Outlay	164,013	78,101	47.6%	130,040	36,102	27.8%	65,020	28,918	(41,999)
Debt Service	114,432	71,179	62.2%	127,378	70,960	55.7%	63,689	(7,271)	(219)
Custodial Activity	-	46,291	0.0%	-	3,035	0.0%	-	(3,035)	(43,256)
Transfers-out	245,332	141,503	57.7%	707,844	586,975	82.9%	353,922	(233,053)	445,472
Inferfund Charges	(424,149)	(208,756)	49.2%	(446,200)	(224,191)	50.2%	(223,100)	1,091	(15,435)
Total Expenditures	10,322,796	4,763,643	341.4%	11,167,094	5,401,573	48.4%	5,583,550	181,977	637,930

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
June 2020 and 2021
Wastewater Fund

	2020		2020 YTD % of Budget	2021		YTD Target % *	2021 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2021-2020
	Amended Budget	YTD Actual 6/30/2020		Adopted Budget	YTD Actual 6/30/2021	50.00%			
Wastewater Fund (#404)									
Revenues:									
Operating Revenues:									
Charges for Services	\$ 5,056,865	\$ 2,596,999	51.4%	\$ 5,082,600	\$ 2,686,840	52.9%	\$ 145,540	\$ 89,841	
Hookup/Connection Fee	57,920	23,086	39.9%	87,200	56,632	64.9%	13,032	33,546	
Capacity Charge (Cost Share)	277,380	104,017	37.5%	277,400	138,689	50.0%	(11)	34,672	
Intergovernmental Revenues	4,400	-	0.0%	-	-	0.0%	-	-	
Late Payment Fees	15,450	14,377	93.1%	51,200	360	0.7%	(25,240)	(14,017)	
Interest Earnings	67,250	50,462	75.0%	10,000	2,541	25.4%	(2,459)	(47,921)	
Rental Income	3,550	3,545	99.9%	3,500	3,651	104.3%	1,901	106	
Miscellaneous Other	1,540	306	19.9%	1,600	-	0.0%	(800)	(306)	
Total Operating Revenues	5,484,355	2,792,792	50.9%	5,513,500	2,888,713	52.4%	131,963	95,921	
Other Fund Sources:									
Custodial Activities	-	480	0.0%	-	-	0.0%	-	(480)	
Total Other Fund Source	-	480	0.0%	-	-	0.0%	-	(480)	
Total Revenues & Fund Sources	\$ 5,484,355	\$ 2,793,272	50.9%	\$ 5,513,500	\$ 2,888,713	52.4%	\$ 131,963	\$ 95,441	
Expenditures:									
Operating Expenditures:									
Wages	\$ 1,066,122	\$ 468,836	44.0%	\$ 1,073,200	\$ 534,534	49.8%	\$ 2,066	\$ 65,698	
Benefits	563,775	235,369	41.7%	560,900	260,966	46.5%	19,484	25,597	
Supplies	438,652	245,745	56.0%	460,866	235,281	51.1%	(4,848)	(10,464)	
Services	1,103,176	551,232	50.0%	1,297,334	682,209	52.6%	(33,542)	130,977	
Total Operating Expenditures:	3,171,725	1,501,182	47.3%	3,392,300	1,712,990	50.5%	(16,840)	211,808	
Other Expenditures:									
Capital Outlay	1,071,116	406,517	38.0%	573,300	60,384	10.5%	226,266	(346,133)	
Debt Service	1,879,905	941,642	50.1%	1,882,870	941,462	50.0%	(27)	(180)	
Custodial Receipts / Deposits	-	475	0.0%	-	-	0.0%	-	(475)	
Interfund Loan Disbursements	-	-	0.0%	-	-	0.0%	-	-	
Total Other Expenditures	2,951,021	1,348,634	45.7%	2,456,170	1,001,846	40.8%	226,239	(346,788)	
Total Expenditures	\$ 6,122,746	\$ 2,849,816	46.5%	\$ 5,848,470	\$ 2,714,836	46.4%	\$ 209,399	\$ (134,980)	
Excess Revenues Over (Under) Expenditures	\$ (638,391)	\$ (56,544)	8.9%	\$ (334,970)	\$ 173,877	-51.9%	\$ 341,362	\$ 230,421	
Beginning Fund Balance	5,374,991	5,374,991	100.0%	5,368,364	5,368,364	100.0%	-	(6,627)	
Ending Fund Balance	\$ 4,736,600	\$ 5,318,447	112.3%	\$ 5,033,394	\$ 5,542,241	110.1%	\$ 341,362	\$ 223,794	

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
June 2020 and 2021
Water Fund

	2020		2020 YTD % of Budget	YTD Target % * 2021		50.00% 2021 YTD		^Variance YTD Target vs. Actual	Change YTD Actual 2021-2020
	Amended Budget	YTD Actual 6/30/2020		Adopted Budget	YTD Actual 6/30/2021	% of Budget	% of Budget		
WATER FUND (#405)									
Revenues:									
Operating Revenues:									
Charges for Services	\$ 2,864,810	\$ 1,226,494	42.8%	\$ 2,930,290	\$ 1,277,683	43.6%	\$ (187,462)	\$ 51,189	
Hookup/Connectoin Fee	61,770	20,573	33.3%	120,300	65,410	54.4%	5,260	44,837	
Intergovernmental Revenues	5,500	-	0.0%	-	61	0.0%	61	61	
Late Payment Fees	7,820	7,023	89.8%	33,800	552	1.6%	(16,348)	(6,471)	
Interest Earnings	59,120	48,886	82.7%	13,876	8,521	61.4%	1,583	(40,365)	
Other Receipts	230	-	0.0%	3,200	-	0.0%	(1,600)	-	
Total Operating Revenues	2,999,250	1,302,976	43.4%	3,101,466	1,352,227	43.6%	(198,506)	49,251	
Other Funding Source									
Interfund Loan Repayment	69,490	34,582	49.8%	70,911	35,284	49.8%	(172)	702	
Customer Deposits	-	-	0.0%	90,420	14,203	15.7%	(31,007)	14,203	
Other Resources	-	4,118	0.0%	1,100	4,849	440.8%	4,299	731	
Total Other Fund Source	69,490	38,700	55.7%	162,431	54,336	33.5%	(26,880)	15,636	
Total Revenues & Fund Sources	\$ 3,068,740	\$ 1,341,676	43.7%	\$ 3,263,897	\$ 1,406,563	43.1%	\$ (225,386)	\$ 64,887	
Expenditures									
Operating Expenditures									
Wages	\$ 848,476	\$ 395,510	46.6%	\$ 899,620	\$ 402,517	44.7%	47,293	7,007	
Benefits	430,881	186,469	43.3%	447,700	192,920	43.1%	30,930	6,451	
Supplies	344,456	150,909	43.8%	336,336	120,430	35.8%	47,738	(30,479)	
Services	718,738	392,231	54.6%	774,799	352,529	45.5%	34,871	(39,702)	
Total Operating Expenditures	2,342,551	1,125,119	48.0%	2,458,455	1,068,396	43.5%	160,832	(56,723)	
Other Expenditures									
Capital Expenditures	2,262,297	125,945	5.6%	1,176,200	136,411	11.6%	451,689	10,466	
Debt Service	286,278	1,730	0.6%	238,852	1,482	0.6%	117,944	(248)	
Refunds of Deposits	-	-	0.0%	42,800	32,005	74.8%	(10,605)	32,005	
Total Other Expenditures	2,548,575	127,675	5.0%	1,457,852	169,898	11.7%	559,028	42,223	
Total Expenditures	\$ 4,891,126	\$ 1,252,794	25.6%	\$ 3,916,307	\$ 1,238,294	31.6%	\$ 719,860	\$ (14,500)	
Excess Revenues Over (Under) Expenditures	\$ (1,275,134)	\$ 88,882	-7.0%	\$ (652,410)	\$ 168,269	-25.8%	\$ 494,474	\$ 79,387	
Beginning Fund Balance	7,437,091	7,437,091	100.0%	7,990,124	7,990,124	100.0%	-	553,033	
Ending Fund Balance	\$ 6,161,957	\$ 7,525,973	122.1%	\$ 7,337,714	\$ 8,158,393	111.2%	\$ 494,474	\$ 632,420	

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City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 June 2020 and 2021
 Storm and Surface Water Fund

Storm Water Fund (#406)	2020		2020 YTD % of Budget	YTD Target % * 2021		2021 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2021- 2020
	Amended Budget	YTD Actual 6/30/2020		Adopted Budget	YTD Actual 6/30/2021			
Revenues:								
Operating Revenues:								
Charges for Goods & Services	\$ 677,015	\$ 364,025	53.8%	\$ 677,015	\$ 357,945	52.9%	\$ 19,437	\$ (6,080)
Hookup/Connection Fee	4,750	1,516	31.9%	29,750	7,751	26.1%	(7,124)	6,235
Intergovernmental Revenue	3,100	-	0.0%	-	-	0.0%	-	-
Late Payment Fees	2,200	2,060	93.6%	6,700	-	0.0%	(3,350)	(2,060)
Interest Earnings	9,230	7,152	77.5%	3,000	778	25.9%	(722)	(6,374)
Other Misc. Revenues	-	-	0.0%	-	343	0.0%	343	343
Total Operating Revenues	696,295	374,753	53.8%	716,465	366,817	51.2%	8,584	(7,936)
Other Fund Sources:								
Custodial Activities	-	-	0.0%	-	-	0.0%	-	-
Total Other Fund Sources	-	-	0.0%	-	-	0.0%	-	-
Total Revenues & Fund Sources	\$ 696,295	\$ 374,753	53.8%	\$ 716,465	\$ 366,817	51.2%	\$ 8,584	\$ (7,936)
Expenditures:								
Operating Expenditures:								
Wages	\$ 259,451	\$ 143,923	55.5%	\$ 262,750	\$ 99,035	37.7%	\$ 32,340	\$ (44,888)
Benefits	131,530	66,260	50.4%	147,410	60,781	41.2%	12,924	(5,479)
Supplies	60,852	30,236	49.7%	66,384	10,791	16.3%	22,401	(19,445)
Services	64,250	33,676	52.4%	74,454	32,276	43.4%	4,951	(1,400)
Total Operating Expenditures	516,083	274,095	53.1%	550,998	202,883	36.8%	72,616	(71,212)
Other Expenditures:								
Capital Expenditures	175,200	-	0.0%	393,498	4,271	1.1%	192,478	4,271
Debt Service	-	118	0.0%	404	202	50.0%	-	84
Custodial Activities	-	-	0.0%	-	-	0.0%	-	-
Total Other Expenditures	175,200	118	0.1%	393,902	4,473	1.1%	192,478	4,355
Total Expenditures	691,283	274,213	39.7%	944,900	207,356	21.9%	265,094	(66,857)
Excess Revenues Over (Under) Expenditures	\$ 5,012	\$ 100,540	2006.0%	\$ (228,435)	\$ 159,461	-69.8%	\$ 273,678	\$ 58,921
Beginning Fund Balance	1,264,662	1,264,662	100.0%	1,699,119	1,699,119	100.0%	-	434,457
Ending Fund Balance	\$ 1,269,674	\$ 1,365,202	107.5%	\$ 1,470,684	\$ 1,858,580	126.4%	\$ 273,678	\$ 493,378

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City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 June 2020 and 2021
 Airport Fund

			YTD Target % * 50.00%					
Airport Fund (#407)	2020 Amended Budget	YTD Actual 6/30/2020	2020 YTD % of Budget	2021 Adopted Budget	YTD Actual 6/30/2021	2021 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2021- 2020
Revenues:								
Operating Revenues:								
Fuel sales	\$ 675,000	\$ 365,708	54.2%	\$ 650,000	\$ 308,325	47.4%	\$ (16,675)	\$ (57,383)
Rents & Leases	1,142,694	551,332	48.2%	1,197,961	608,317	50.8%	9,336	56,985
Other Misc. Revenues	1,950	175	9.0%	1,950	225	11.5%	(750)	50
Late Payment Fees	-	89	0.0%	-	-	0.0%	-	(89)
Interest Earnings	9,750	6,705	68.8%	3,000	695	23.2%	(805)	(6,010)
Total Operating Revenues	1,829,394	924,009	50.5%	1,852,911	917,562	49.5%	(8,894)	(6,447)
Other Fund Sources:								
Intergovernmental - Capital Grants	321,684	176,531	54.9%	1,346,070	449,071	33.4%	(223,964)	272,540
Custodial Activities	15,256	116,047	760.7%	-	53,750	0.0%	53,750	(62,297)
Interfund Loan Receipts	-	-	0.0%	-	-	0.0%	-	-
Proceeds from Sale of Capital Assets	-	-	0.0%	-	-	0.0%	-	-
Debt Proceeds (Bonds/Loans)	500,000	-	0.0%	750,000	362,760	48.4%	(12,240)	362,760
Total Other Fund Sources	836,940	292,578	35.0%	2,096,070	865,581	41.3%	(182,454)	573,003
Total Revenues & Fund Sources	\$ 2,666,334	\$ 1,216,587	45.6%	\$ 3,948,981	\$ 1,783,143	45.2%	\$ (191,348)	\$ 566,556
Expenditures:								
Wages	\$ 312,092	\$ 150,139	48.1%	\$ 317,700	\$ 170,752	53.7%	\$ (11,902)	\$ 20,613
Benefits	179,291	81,049	45.2%	153,800	81,339	52.9%	(4,439)	290
Supplies	592,480	308,795	52.1%	576,300	264,371	45.9%	23,779	(44,424)
Services	233,890	110,755	47.4%	209,195	120,874	57.8%	(16,276)	10,119
Total Operating Expenditures	1,317,753	650,738	49.4%	1,256,995	637,336	50.7%	(8,838)	(13,402)
Other Expenditures:								
Capital Expenditures	850,375	57,840	6.8%	2,048,553	319,952	15.6%	704,325	262,112
Debt Service	99,795	15,152	15.2%	51,559	37,451	72.6%	(11,671)	22,299
Custodial Activities	100,076	56,673	56.6%	-	-	0.0%	-	(56,673)
Interfund Loan Payment	69,490	34,582	49.8%	70,911	35,284	49.8%	172	702
Total Other Expenditures	1,119,736	164,247	14.7%	2,171,023	392,687	18.1%	692,826	228,440
Total Expenditures	\$ 2,437,489	\$ 814,985	33.4%	\$ 3,428,018	\$ 1,030,023	30.0%	\$ 683,988	\$ 215,038
Excess Revenues Over (Under) Expenditures	\$ 160,163	\$ 401,602	250.7%	\$ 520,963	\$ 753,120	144.6%	\$ 492,640	\$ 351,518
Beginning Fund Balance	1,051,418	1,051,418	100.0%	1,391,726	1,391,726	100.0%	-	340,308
Ending Fund Balance	\$ 1,211,581	\$ 1,453,020	119.9%	\$ 1,912,689	\$ 2,144,846	112.1%	\$ 492,640	\$ 691,826

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