

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr. Mayor	Robert J. Spahr, Mayor Pro Tem, Position at Large No. 3 Kelly Wilson, Position at Large No. 2 Kate McDougall, Position at Large No. 1
Jerry Lord, District 1 Daryl J. Lund, District 2, District 2 Dr. Isaac S. Pope, District 4	

Regular Meeting of Monday, May 9, 2022 5:00 pm

To access this meeting via Zoom:

Meeting ID: 822 5811 8879

Pass Code: 674890

- | |
|--|
| 1. <u>Call to Order.</u> (Mayor Ketchum)
2. <u>Pledge of Allegiance.</u> (Mayor Ketchum)
3. <u>Approval of Agenda.</u> (Mayor Ketchum) |
|--|

- | PRESENTATIONS |
|--|
| 4. <u>Proclamation, Public Works Week May 16-22, 2022.</u> (Mayor Ketchum)
5. <u>Centralia Chehalis Chamber of Commerce Report.</u> (Cynthia Mudge, Director)
6. <u>Timberland Library- Updates and Presentation.</u> (Cheryl Heywood, Executive Director) |

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

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
7. <u>Minutes of the Regular City Council Meeting of April 25, 2022.</u> (City Clerk)	APPROVE	1
8. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$426,994.81 Dated April 29, 2022.</u> (City Manager, Finance Director)	APPROVE	7
9. <u>Vouchers and Transfers – Payroll in the Amount of \$819,435.91 Dated April 29, 2022.</u> (City Manager, Finance Director)	APPROVE	9

10. <u>Confirm Re-Appointment of Peter Hammer to the Historic Preservation Commission.</u> (City Manager)	APPOINT	11
11. <u>Financial Analyst position addition to the 2022 Salary Schedule.</u> (City Manager, Human Resources)	APPROVE	13
12. <u>Bids for Rock and Gravel.</u> (City Manager, Public Works Director)	APPROVE	15
13. <u>SW Snively Avenue Road and Utility Improvement Project – Acceptance of Project as Complete</u> (Public Works Director)	APPROVE	19

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
OLD BUSINESS		
14. <u>Ordinance Number 1029-B, Second and Final Reading – Revision to Infraction Penalties-</u> (City Manager, Police Chief, City Attorney)	PASS	23

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
15. <u>Finance Report- 2022 Quarter 1.</u> (City Manager, Finance Director)	APPROVE	33
16. <u>Chehalis Ave Bid.</u> (City Manager, Public Works Director)	APPROVE	49

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

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, May 23, 2022.**

Chehalis City Council

Meeting Minutes

April 25, 2022

The Chehalis City Council met in regular session on Monday, April 25, 2022. Mayor Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, Bob Spahr and Kelly Wilson. Councilor Daryl Lund was present via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager, Lance Bunker, Interim Public Works Director; Tedd Hendershot, Fire Chief, Cassie Frazier, Interim City Clerk, Sam Satterfield, City Attorney; Randy Kaut, Police Chief, Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Manager, Jud Riddle, Interim Water Manager, Glenn Schaffer, Human Resources, Lilly Wall, Park and Recreation Manager, Celest Wilder, Public Works Engineer and Madisen Lester, Court Administrator viz Zoom. Dan Warn, Reporter and Jared Wenzelburger, Photographer, both from The Chronicle.

1. **Approval of Agenda.** Councilor Spahr made a motion to approve the agenda. The motion was seconded by Councilor Lord and carried unanimously.

2. **Moment of Silence in Remembrance of Chehalis Airport Employee, William Villanueva.** Mayor Ketchum shared the sudden and tragic loss of a recent addition to the Airport staff. William's life was cut short during a vehicular accident that occurred on April 15, 2022. Mayor Ketchum shared the City and Councils condolences to his wife and three daughters and asked that we take a moment of silence to honor and remember him.

3. **Proclamation, Police Week May 9-15, 2022.** Mayor Ketchum presented a proclamation in honor of the Chehalis Police and the important and vital role they play in our community. Chief Kaut was present to accept the proclamation on behalf of the Police Department and thanked the Council for their recognition.

4. **Citizen Business.** Elizabeth Smith requested to speak to the Council regarding Civil Planning and the process. Mrs. Smith and her husband Floyd Smith shared their frustrations needing a landscape engineer for the storage facility they are building on Hamilton Road. Mrs. Smith stated that due to their being BPA powerlines on half their property, the only safe location to do landscaping would be in the ditch to prevent trucks from running over them. Mr. Floyd mentioned that "Kmart" had no requirement for landscaping and they are a much bigger project than what they are building. That location also has double the traffic and did not have a requirement for a TIA (Traffic Impact Assessment) while they were required. Mrs. Smith mentioned a BLA (Boundary Line Adjustment) and being required to have this also. Mrs. Smith spoke about emails she has with City Staff, City Manager Jill Anderson, Lewis County Assessor Dianne Dorey, Tammy Baraconi, Building and Planning Manager and Ken Frazier, Surveyor. Mr. Smith inferred that the City had 9 employees while the surrounding local cities had much less, averaging around 4 employees per city and stating that these cities were able to get projects approved and processed in a reasonable amount of time unlike the City of Chehalis. Mrs. Smith's stated that Darigold did not have to submit a SEPA and stated that they didn't want to hire a landscape designer because they couldn't afford one. Mr. Smith's concern is that this will be pushed out so far beyond the building season and the rising costs of supplies will make it impossible to complete. Mr. Smith questioned who was reviewing the projects Gibbs and Olson Engineering firm has with the City.

Mayor Ketchum thanked the Smith's for their candor and stated that the City needs to work to try to resolve the issues being brought up at each meeting. City Manager Jill Anderson addressed the Council by stating an understanding of the frustrations the Smiths are having. Ms. Anderson addressed the "Kmart" topic by saying it was a project done on an existing lot with an existing building. There is a continued concern about the backlog in both Civil and Planning. Ms. Anderson wanted to clarify the number of staff the City currently has in each department. The Planning department has only 4 staff and the City is contracting outside help to try to catchup and work through the backlog. There are also 3 phases in the planning department: land use, civil review, and lastly building. The department had major staffing issues in the land use section beginning over a year ago with staff changes and covid restrictions. Now the department is facing backlog issues in the civil section. The City has contracted with Gibbs and Olson to help catch the department up from that backlog. Ms. Anderson also addresses the comparison between Chehalis and Centralia's staffing, stating Centralia does have 4 staff, the same as Chehalis, however they have a robust engineering department, a Public Works Director, a full-time city engineer, and 3-4 engineering technicians. This department is who is responsible for doing the civil reviews. This is the reason for hiring Gibbs and Olson to review civil plans. The City has hired an outside firm, SCJ, to review all of Gibbs and Olson's projects with the City. Ms. Anderson suggested with the growth occurring in the City, the Council and Staff may need to reassess adding positions to the City to facilitate the increasing workload. Mayor Ketchum suggested we may need to have another open discussion with Gibbs and Olson to work out any issue that may be hindering the process.

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

- a. Minutes of the regular City Council meeting of April 11, 2022; and
- b. Vouchers and Transfers – April 15, 2022, Claim Vouchers No. 133996 - 134104 and Electronic Funds Transfer Checks No. 1955 - 1991 and 50-53 Voucher Checks in the amount of \$536,387.94; and
- c. Bids for Rock, Gravel, Asphalt ; and
- d. Interim Fire Station Project: Acceptance and Closeout of the Site Preparation Component of the Project Completed by Barcott Construction; and
- e. Resolution No. 4-2022, Authorizing the Application for State and Federal Grant Assistance for Recreation Park Parking Lot Construction.

The motion was seconded by Councilor Lord. Councilor Pope asked if the residents on 13th street located near the prospective parking lot been notified of the project. Ms. Anderson asked Lilly Wall, Parks and Recreation Manager to address the question. Ms. Wall stated that she had spoken with a few residents but has yet to make an official announcement. Mayor Ketchum asked City Attorney Sam Satterfield to read the Resolution for the record. The motion carried unanimously.

5. **Ordinance Number 1028-B, Second and Final Reading- Amending the 2022 Budget.** Mayor Ketchum asked if there were any updates or corrections. Ms. Anderson stated there were not.

A motion to approve Ordinance number 1028-B, Second and Final Reading- Amending the 2022 Budget was made by Councilor Spahr and seconded by Councilor McDougall. Mayor Ketchum asked City Attorney Sam Satterfield to read the ordinance for the record. The motion carried unanimously.

6. **Water Rights Purchase from Marwood Farms, LLC.** City Manager Jill Anderson addressed the City Council on this topic with the assistance of Water Rights Attorney Tom McDonald of Cascadia Law Group. Ms. Anderson said the demand for water has become more prevalent in recent years and the need to purchase water to fulfill the needs of the community is ever present. The opportunity to purchase 160 acre feet of consumptive water from Marwood Farms on the Chehalis River during irrigation season, the peak season of water consumption, has been broached to the City.

Mr. McDonald covered the previous concerns the City Council had with the draft contract agreement that was presented by the Marwood Farms attorneys and believes the agreement leans in favor of what the City Council was wanting. The goal is to buy this water right at \$2,800.00 an acre foot of consumptive water that is approved for change. There will only be closure on this when the Department of Ecology (DOE) has fully approved the change. There is also a \$25,000.00 escrow fee that will be deposited 15 days after the agreement is signed, but it would not be closing on the full price until DOE has reported its findings and gives their approval. If DOE only approves 100 acre feet, the City would then only be paying \$280,000.00. The first part would be filed with the Keeis County Conservancy Board, and they will process it. Once that gets approved, it will go to the DOE where they have up to 2 months to look at it and decide if they want to modify it, approve it, or deny it. Mr. McDonald stated that he and the City feel confident in this water rights agreement and believes it will be approved by the end of the year, beginning of next at the latest. The change will be changing the purpose of use, changing it from irrigation to municipal purposes and to change the point of diversion from two diversion points to the current water right on the Chehalis River. The place of use will also change from the farm to the service area of the City. There are 2 limitations on these water rights, the first being an irrigation right for seasonal use only. The other water right is senior to the in-stream flow, causing regulation on the flow when it drops below a certain point. Mr. McDonald wanted to note that there are timeframes in this agreement of when a decision would need to be made. In this agreement, the City has agreed that within 30 days of signing the agreement there would be an application submitted, and within 2 years a decision will be made.

Ms. Anderson wanted to clarify that the intent is to use the Water Capital Fund for this purchase and that the funds are there to cover it. Ms. Anderson also shared that the City is currently experiencing some infrastructure limitations on the raw waterline that filters the water to the City's plant, therefore the City would need to fix these areas before using this water right. Mayor Ketchum asked, if the City doesn't use the water within a certain timeframe, could Marwood Farms take back the water rights like has previously happened on the Chehalis. Mr. McDonald addressed the question by saying that if the City gets close to that deadline, it would befit the City to go in and request an extension to the development schedule to ensure the rights stay in place. Mr.

McDonald feels confident in the schedule put in place for this agreement that there is a long enough time period to ensure proper development. Councilor Spahr asked if the water rights they lost previously were secondary and this one was a primary. Mr. McDonald agreed that it was primary rights. Councilor Spahr asked if it would be more difficult for them to take away the rights like they had before, stating concern like the Mayor has over this happening prior. Mr. McDonald stated that it wouldn't make a difference if it was secondary or primary, it is more up to the City to be diligent in making sure there is a development schedule to show there is progress from the City to use the water.

A motion was made to approve the request by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

7. Modification of Lodging Tax Funding for Chehalis Centralia Railroad and Museum. Ms. Anderson addressed the City Council saying the City had received a request from the Chehalis Centralia Railroad and Museum regarding the use of the LTAC funding they had been awarded for the current year. The request is for a revision to the use of the funds. Ms. Anderson wanted to remind the City Council that last year the decision had been made by the Council to leave the Committee seats vacant and that there is not a current Lodging Tax Advisory Committee in place. The original request for use was for advertising and promotion. With the railroad not in operation at the moment, they are asking for it to be opened up to be used for operational costs as well until they are fully operational again.

Mayor Ketchum asked if this should be brought in front of the committee to decide upon like they have needed to do in the past. Ms. Anderson clarified by stating it is her understanding that since there is not a current committee and they are not deciding on the amount, just the reallocation of the funding for a different purpose, this is a decision the Council could make in lieu of reassembling the committee. Counselor Lund asked for advice from the City Attorney on the matter. Mr. Satterfield agreed that the committee would be the ones making the decision, but the Council could make the decision since there is not a current committee. Unless there is a major change for the funding, then the committee would have to be reinstated to make the decision from that point on. Ms. Anderson stated that there is no change in the dollar amount, solely the use of the funding. Councilor McDougall asked how the process would begin for the committee moving forward if that is the decision that is made. Mr. Satterfield stated that the City Council would need to direct the staff that this is the decision they have made, and the staff would then proceed to make the arrangements to fill the committee spots. Mayor Ketchum stated that the City needs the committee to be reassembled and put back in place, so they are prepared for the next round of applications later this year. Mayor Ketchum asked if the Council wanted to hear from Railroad Director Mary Kay Nelson. Councilor Lord stated that the Council could hear from Ms. Nelson to discuss the urgency for the funding and if it can be delayed until June, the Council could make their decision based on that. Councilor Wilson asked Ms. Nelson how long the designated funding would last for the railroad and how it would benefit them currently.

Ms. Nelson thanked the Council for inviting her to speak and also thanked them for the funding. Ms. Nelson stated that the railroad has approximately \$6,000.00 in bills each month whether they run or not and this pays for their general operating expenses. With that figure, \$30,000.00 would last the railroad 5 months. Ms. Nelson noted that the railroad is not in dire straits, they have funds saved. However, in looking at some of the rental costs they incur, utilizing LTAC funding for these expenses while not operational would offset the strain to their savings. The railroad is also applying for SBA loans and FEMA funding to cover flood damage from earlier in the year that has also attributed to the shut down of operation as well as insurance issues.

Mayor Ketchum asked if the Railroad and Museum are stable enough to hold out till the end of June to allow time for the City to reassemble the committee to make the decision and bring a request back to the Council. Ms. Nelson said yes, they would be able to sustain.

Councilor Pope made motion to refer it back to the committee. Once the Committee is appointed, they will convene to discuss the topic, come to a decision, and present the recommendation to the Council by the June 27, 2022 meeting. Councilor Spahr seconded the motion and carried unanimously.

8. Ordinance 1029-B First Reading- Revision to Infraction Penalties. Ms. Anderson informed the City Council that this ordinance is something that has been needing to be done for some time. The City is in need of changing fees in response to the States changes and their requirement of a certain amount be added onto it. The updates would remain appropriate for the infraction committed. Changing some of the fees to a higher amount would not be beneficial to minor infractions committed. Ms. Anderson turned the floor over to Chief Randy Kaut to discuss further the changes that had been discussed in the budget committee meeting previously.

Chief Kaut reiterated that the State has asked the City to increase the fees for infractions by 105%. This would make some offenses unreasonable. Chief Kaut pointed out that some fees had been removed due to first, second and third offense stages with increasing amounts for each offense. Chief explained that system doesn't work due to the officers not having access to which offense the person has committed and therefore there was no need for the second and third stage fees. Also, to note, there was an addition to parking infractions. Two parking infractions were added due to being missed at the previous budget meeting and would not be affected by the 105% penalties directive but still needed to be approved and could be done on this agenda item.

Mr. Satterfield agreed that this increase puts the City in a difficult situation with the increase, but the numbers all lined up. Mayor Ketchum asked if the 105% was a revenue stream for the State. Chief Kaut stated that there are programs the money is supposed to be delegated to but was unsure of the specifics.

A motion was made to approve the first reading of Ordinance 1029-B by Councilor Spahr. The motion was seconded by Councilor Wilson. Mayor Ketchum asked Mr. Satterfield to read the Ordinance for the record. Councilor Spahr noted that the chart given with the current fees and the prospective fees where they were reduced, the infractions were not common and would not affect the budget that much. The motion carried unanimously.

9. Administration Reports.

a. City Manager Update.

- a. Ms. Anderson spoke about the community cleanup that occurred on April 23, 2022. Ms. Anderson stated that about 50 people came out and assisted in trash pickup downtown and throughout the City. The Mayor, Lilly Wall, and Ms. Anderson herself were all out and about with the community cleaning up.
- b. Ms. Anderson also wanted to continue the discussion from earlier about building issues and give an update on the progress of other projects brought up at past meetings by Aaron Fuller. Mr. Fuller has approximately 10 projects in play at the moment. There were 36 Civil Permits processed last year. These permits are detailed and take time to review due to their nature and the types of land being used for them. The City has hired outside help to catchup on the review of any backlogged permits. There was an absence from the City Engineer due to a medical occurrence and this caused another backlog. The City brought Gibbs and Olson on board on an on-call basis to assist in the backlog at the end of 2021. Gibbs and Olson then were named the City Engineer after the current City Engineer left after the beginning of the year. The number of projects that became backlogged had become significant. There have been roughly 10 months that were delayed, and Ms. Anderson apologized if The Smith's projects were amongst them and acknowledged that is very frustrating. Ms. Anderson stated that the City has heard the Council and the developers and that is where Gibbs and Olson have come in to assist with it. With the amount of backlog, Gibbs and Olson has distributed the workload to several engineers in their firm to help catch the City up and get projects moving in the right direction. There are only 4 outstanding projects still in review and 2 of those should be completed this week. The remainder are needing a response back from the applicants to proceed. Progress is being made; however, 8 more projects have been submitted this year. This matter is being taken seriously and the City is taking action to handle the issues that have been mentioned. Ms. Anderson mentioned that the Council may need to revisit adding staff in the future to assist with the continue of growth happening consistently in the City. Ms. Anderson noted that the Smith's should be getting a comment letter in about a week. Gibbs and Olson reviewing their own City projects was addressed with Ms. Anderson stating that they are not, the City has hired an outside firm to review Gibbs and Olson's projects.

Councilor Spahr asked about the landscape architect for commercial projects and where that comes into play. Ms. Anderson explained that it is a part of the SEPA requirements and was added a few years ago. Also saying there are very few enhancement requirements in the City's code. With this requirement, it benefits with stormwater management and is to enhance the esthetic and quality of the project and makes the project more attractive for the community.

10. **Councilor Reports/Committee Updates.**

- a. **Councilor Lund.** Councilor Lund spoke about his concerns for the Landscape Architect saying that it drives up the prices on rent for apartments and houses in the area and there is no need for it. Councilor Lund was also told that there was electrical engineering that was required and said it wasn't necessary. All of these things raise the cost so people can't afford to live here.
- b. **Councilor Spahr.** Councilor Spahr attended the City Budget Committee meeting and the results of that were presented tonight. Councilor Spahr stated he tried to go to a hydrogen fuel meeting to see what was up and coming for the future but couldn't find a parking spot, so he left.
- c. **Mayor Ketchum.** Mayor Ketchum attended the LEOFF Board meeting along with another Twin Transit Board Meeting. Mayor Ketchum was also present at the Firemen's Pension Board meeting held at City Hall. Mayor Ketchum addressed the cleanup Ms. Anderson had mentioned early involving the Experience Chehalis crew and the difficulty standing up the next day from all the hard work they put in. There was also an impromptu meeting held with Councilor McDougall, Councilor Wilson, Lewis County, Chief Kaut, Lewis County Gospel Mission and a gentleman who had worked with Night-by-Night shelters in the past. The group learned a lot about what to do and what not to do and found it very helpful.

11. **Executive Session.** Mayor Ketchum announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate and RCW 42.30.140.(4)(b)- Collective Bargaining (Chapter Controlling- Application), not to exceed 7:01 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 6:01 pm. and the executive session began at 6:02 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 7:01 pm and was immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim 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
Clare Roberts, Accounting Tech II

MEETING OF: May 9, 2022

SUBJECT: 2022 Vouchers and Transfers – Accounts Payable in the Amount of \$426,994.81

ISSUE

City Council approval is requested for 2022 Vouchers and Transfers dated April 29, 2022.

DISCUSSION

The April 29, 2022 Claim Vouchers have been reviewed by a committee of two councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers including Electronic Funds Transfer Checks No. 1992 - 2023 and Voucher Checks No. 134105 – 134219 in the amount of \$427,104.81 dated April 29, 2022, and Voided Check No. 133993 for the net total of \$426,994.81, that also included the re-issue of 9 Voided Payroll Checks through AP that were lost in the mail as follows:

- \$ 273,449.43 from the General Fund
 - \$ 15,359.88 from the Street Fund
 - \$ 24,489.14 from the Transportation Benefit District Fund
 - \$ 4,291.28 from the LEOFF 1 OPEB Reserve Fund
 - \$ 4,350.96 from the Public Facilities Reserve Fund
 - \$ 15,711.90 from the Wastewater Fund
 - \$ 29,565.72 from the Water Fund
 - \$ 1,120.71 from the Storm & Surface Water Utility Fund
 - \$ 49,936.69 from the Airport Fund
 - \$ 8,493.70 from the Airport Capital Fund
 - \$ 191.40 from the Firemen’s Pension Fund
 - \$ 144.00 from the Custodial Other Agency Fund
- \$ 427,104.81 Total for Vouchers for April 29, 2022
\$ < 110.00 > Voided check for April 22, 2022
\$ 426,994.81 Net Total Transfers

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 1992 - 2023 and Voucher Checks No. 134105 – 134219 in the amount of \$427,104.81 dated April 29, 2022, and Voided Check No. 133993 for the net total of \$426,994.81, that also included the re-issue of 9 Voided Payroll Checks through AP that were lost in the mail.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 1992 - 2023 and Voucher Checks No. 134105 – 134219 in the amount of \$427,104.81 dated April 29, 2022, and Voided Check No. 133993 for the net total of \$426,994.81, that also included the re-issue of 9 Voided Payroll Checks through AP that were lost in the mail.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Deri-Lyn Stack, Payroll Accounting

MEETING OF: May 9, 2022

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$819,435.91

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated April 29, 2022.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 41975-41995, Direct Deposit Payroll Vouchers No. 14716-14833, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 390-395 dated April 29, 2022 in the amount of \$819,435.91, which include the transfer of:

- \$519,806.83 from the General Fund
- \$29,051.68 from the Street Fund
- \$5,197.50 from the LEOFF1 OPEB Reserve Fund
- \$13,120.88 from the Federal Advance Grant Control
- \$95,594.11 from the Wastewater Fund
- \$103,137.81 from the Water Fund
- \$20,161.52 from the Storm & Surface Water Utility Fund
- \$33,365.58 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the April 29, 2022 Payroll Vouchers No. 41975-41995, Direct Deposit Payroll Vouchers No. 14716-14833, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 390-395 in the amount of \$819,435.91.

SUGGESTED MOTION

I move that the City Council approve the April 29, 2022 Payroll Vouchers No. 41975-41995, Direct Deposit Payroll Vouchers No. 14716-14833, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 390-395 in the amount of \$819,435.91.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Amelia Schwartz, City Planner

MEETING OF: May 9, 2022

SUBJECT: Confirm the Re-Appointment of Peter Hammer to the Historic Preservation Commission

ISSUE

Members of the Historic Preservation Commission serve 3-year terms. The term for Peter Hammer expired on Friday, April 22, 2022. Mr. Hammer would like to remain on the commission and has submitted an application to be considered for re-appointment.

DISCUSSION

The Historic Preservation Commission can consist of up to seven members appointed by the City Council. Mr. Hammer is requesting re-appointment to the commission. To qualify for appointment, applicants must demonstrate an interest and competence in historic preservation, possess qualities of impartiality and broad judgement, and be residents of the city.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

It is recommended that the City Council confirm the re-appointment of Peter Hammer to the Historic Preservation Commission for a three-year term, which will expire on May 9, 2025.

SUGGESTED MOTION

I move that the City Council confirm the re-appointment of Peter Hammer to the Historic Preservation Commission for a three-year term, which would expire on May 9, 2025.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Glenn Schaffer, HR Manager

MEETING OF: May 9, 2022

SUBJECT: Financial Analyst position addition to the 2022 Salary Schedule

ISSUE

The need for a Financial Analyst in the City's Finance Department was discussed and approved during the 2022 budget process. The Financial Analyst position needs to be added to the 2022 Salary Schedule prior to advertising and hiring an individual to fill the position.

DISCUSSION

The City's Finance Department is presently comprised of three employees, the Finance Director, an Accountant/Payroll employee who is primarily responsible for payroll related duties, and an Accounting Technician who is primarily responsible for accounts payable. The City is seeking to add the position of Financial Analyst to the Finance Department to take on more complex accounting activities and assist in financial research, planning, and analysis needed for the City's finances. This position was discussed and approved through the 2022 budget process at a 5N Salary Range, and the City is currently in the process of developing the job description and posting to fill this position.

We are asking the Council to approve the addition of the Financial Analyst to the 2022 Salary Schedule at pay range 6N. We feel the need to increase the pay range for this position is necessary to be competitive with nearby agencies with similar job opportunities. The 6N salary range would be \$73,872 to \$89,784 annually.

FISCAL IMPACT

There will be no fiscal impact. There would not need to be an additional salary allocation in the budget for this adjustment. The originally proposed 5N salary range was figured for an employee filling this position for nine months. Since this position will not be filled until mid-year, there are salary savings to absorb the 6N range for the remainder of the year.

RECOMMENDATION

It is recommended that the City Council approve the addition of the Financial Analyst position into the City of Chehalis 2022 Salary Schedule at Salary Range 6N.

SUGGESTED MOTION

I move that the City Council approve the addition of the Financial Analyst position into the City of Chehalis 2022 Salary Schedule at Salary Range 6N.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Lance Bunker, Public Works Director

MEETING OF: May 9, 2022

SUBJECT: Bids for Rock and Gravel

ISSUE

Bids for rock and gravel, by the City in 2022 have been received and tabulated. This information is being presented for the City Council's review and consideration.

DISCUSSION

The administration recently advertised for rock and gravel bids. One bid was received from Good Crushing, for rock and gravel materials that are anticipated to be needed for maintenance by Public Works and other city departments in 2022. The bid is based on the materials being picked up by the city at the bidders' site. The bid from Good Crushing is attached.

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

FISCAL IMPACT

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

RECOMMENDATION

It is recommended that the City Council award the 2022 bid for rock and gravel to Good Crushing.

SUGGESTED MOTION

I move that the City Council award the 2022 bid for rock and gravel to Good Crushing.

**ALL ITEMS BID ON THIS PAGE ARE FOR MATERIALS
FURNISHED AND LOADED BY THE VENDOR.**

Item	Spec. Reference	Price Per Ton
1. Snow Sand 3/8"		\$ <u>23.50</u>
2. Snow Sand 1/4"		\$ _____
3. 1/4" - Crushed Screenings	WSDOT Sec 9-03.4	\$ _____
4. 3/8" – No. 10 Crushed Screenings	WSDOT Sec 9-03.4	\$ <u>23.50</u>
5. 1/2" – No. 4 Crushed Screenings	WSDOT Sec 9-03.4	\$ <u>23.50</u>
6. 5/8" – 1/4" Crushed Screenings	WSDOT Sec 9-03.4	\$ <u>23.50</u>
7. Ballast	WSDOT Sec 9-03.9	\$ <u>12.25</u>
8. Crushed Surfacing Base Course	WSDOT Sec 9-03.9	\$ <u>11.75</u>
9. Crushed Surfacing Top Course	WSDOT Sec 9-03.9	\$ <u>12.00</u>
10. Quarry Spalls	WSDOT Sec 9-13	\$ <u>12.25</u>
11. Rip Rap	WSDOT Sec 9-13	\$ <u>26.00</u>
12. 1 1/2" Drain Rock		\$ <u>12.25</u>
13. 3" Minus Rock		\$ <u>11.25</u>
14. Pea Gravel	WSDOT Sec 9-12	\$ _____
15. Sand, Washed	WSDOT Sec 9-03	\$ _____
16. <u>12"</u> (size) Pit Run Rock		\$ <u>9.75</u>
17. Asphalt Concrete Class "B"	WSDOT Sec 9-03.8	\$ _____
18. Asphalt Concrete Class "G"	WSDOT Sec 9-03.8	\$ _____
19. Asphalt Cold Mix Patch Material		\$ _____

The undersigned bidder hereby agrees to furnish the items listed on this proposal at the prices quoted.

SIGNED *Pamela Good*
(Signature)

Pamela Good
(Printed Name)

TITLE Secretary

FIRM Good Crushing, Inc. dba Good's Quarry

ADDRESS 265 Rupp Rd.
Toledo, WA. 98591

TELEPHONE 360-785-9900

EMAIL alangood@toledotel.com

DATE OF BID 4/29/22

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Lance Bunker, Public Works Director
Celest Wilder, Engineering Technician II

MEETING OF: May 9, 2022

SUBJECT: SW Snively Avenue Road and Utility Improvement Project – Acceptance of Project as Complete

ISSUE

The SW Snively Avenue Road and Utility Improvement Project is complete. The administration recommends that the City Council accept the project as complete.

DISCUSSION

This Public Works project, wholly funded by the City of Chehalis, included underground utility improvements by installing 1,600 linear feet of 8-inch ductile iron water main and approximately 750 linear feet of 8-inch PVC sewer main. Surface improvements included replacing 27,000 square feet of existing paved roadway, along with 800 linear feet of new concrete curb and gutter and replacing twenty concrete driveway approaches. The 1,600 linear feet of 8-inch ductile iron water main was later reduced to 800 linear feet.

On April 12, 2021, City Council awarded the contract to Rognlin’s, Inc. with a low bid of \$465,260.00, which was \$176,352.00 lower than the amended engineer’s estimate.

FISCAL IMPACT

The initial engineer’s base estimate for this project was \$729,242.00. This base estimate was decreased to a total of \$632,612.00 when an agreement with BNSF could not be reached regarding placement of 800 linear feet of water main within their right-of-way.

Rognlin’s, Inc., was the lowest responsible bidder with a Base Bid of \$465,260.00 and the City Council authorized a contingency of \$46,540, bringing the total construction budget to \$511,800. There were two Change Orders for this project, which included:

Change Order #1: Required additional work in conjunction with geotechnical inspection recommendations. This resulted in an additional cost of \$38,400.00.

Change Order #2: Accounting Tax Application Correction. This resulted in an additional sales tax cost of \$15,248.82.

As a result of the Change Orders listed above, the final cost of the project increased by \$35,109.44 to a total of \$500,369.44. Even though this project exceeded the initial base bid by the contractor, the total cost is lower than the amended engineer's estimate by \$132,242.56. The City fully funded this project, and the total cost was split as follows; Transportation Benefit District \$78,519.77, Water Department \$173,440.68, Sewer Department \$248,449.03.

<i>Item</i>	<i>Amount</i>
Total Project Budget	\$511,800.00
Total Paid Contractor	\$500,369.44
Amount UNDER Authorized Construction Budget	\$11,430.56

RECOMMENDATION

It is recommended that the City Council accept the Southwest Snively Avenue Road and Utility Project as complete and authorize release of the retainage bond after all statutory requirements have been met.

SUGGESTED MOTION

I move that the City Council accept the Southwest Snively Avenue Road and Utility Project as complete and authorize release of the retainage bond after all statutory requirements have been met.



DESIGN → PERMIT → MANAGE

April 28, 2022

Lance Bunker
City of Chehalis
Interim Public Works Director
1321 S Market Blvd
Chehalis, WA 98532
lbunker@ci.chehalis.wa.us

Re: Project No Y008 Snively Ave Road and Utility Improvement Project – Project Closeout
RBE NO. 20041

Dear Mr. Bunker:

This letter is our notification that the all-project work has been completed by Rognlin's Inc as outlined in the bid documents and final project punch list. Rognlin's Inc retainer bond can be released for this project.

Sincerely,



Robert Balmelli, PE
President

Cc: Project file

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Erin Hillier, City Attorney
Randy Kaut, Police Chief

MEETING OF: May 9, 2022

SUBJECT: Revision to Infraction Penalties- Ordinance 1029-B Second and Final Reading

ISSUE

Due to changes in Washington State law related to monetary penalties collected on infractions, the City of Chehalis must revise the bail amounts for offenses affected by these requirements. In addition, the City of Chehalis proposes the creation of a fee schedule as a separate document which would allow future modifications to be made as needed, rather than include specific penalties within the ordinances.

BACKGROUND

In 2019, changes were made to State law requiring courts to collect additional monetary penalties for certain infractions. As part of these changes, all infractions issued to defendants must have a public safety and education assessment of 105% of the base monetary penalty added to the bail. In addition, traffic infractions must have an additional \$40 in assessments added for trauma care, auto theft, traumatic brain injury and legislative fees because of RCW 46.63.110.

To comply with these requirements, the City must modify our current infraction penalties. Traffic infraction penalties are already set by RCW, but the monetary penalties for our ordinances are determined by the City. Since these additional assessments would effectively double the penalties for infractions related to City ordinances, the City must decide how to modify the existing penalties to ensure they are appropriate for the level of offense.

DISCUSSION

The budget committee met on April 20, 2022 to discuss potential changes to the penalty amounts associated with City ordinance. Attached is a draft fee schedule which includes the recommended changes from that committee meeting. Based on our discussions, we are requesting the following changes:

A removal of second and third violation penalties for the noted City ordinances. The original concept was to increase penalties for subsequent offenses to use as a deterrent for people continually committing similar offenses, however officers in the field can't access information on previous convictions, making it difficult to decide which level of offense to charge. We recommend only having one offense with a single penalty.

A change in monetary bail for the listed infractions to keep the level of penalty reasonable for the type of offense. In most cases the base penalty for offenses will be lowered to ensure that when the 105% increase is assessed, it remains in line with what would be considered reasonable for the violation. As a result, the City will experience a reduction in revenue from infractions related to City ordinances.

Modifying the City ordinances to refer to a separate fee and bail schedule rather than include the penalty amounts within the ordinances. This will allow changes in the future to be made to the bail and fee schedules without having to rewrite the associated ordinance.

Approve a change in penalties for "Parking Adjacent to Schools" and "Tamper with Parking Enforcement" ordinances. These two offenses were not included in the prior approval of changes to the parking fees and penalties and are shown at the bottom of the attached penalties document. We are recommending a modification to bring them in line with the previous parking violation increases.

FISCAL IMPACT

It is anticipated that revenue associated with the fines for certain infractions will decrease; however, this is expected to have a negligible impact on the City's General Fund Budget.

RECOMMENDATION

It is recommended that the City Council accept the suggested revisions for infraction penalties and to pass Ordinance 1029-B, updating Chehalis Municipal Court Law Table, amending penalty sections of Chehalis Municipal Code 6.04, 7.04, 10.04 and directing additions to the Chehalis Municipal Court Bail schedule and the City fee schedule on second and final reading.

SUGGESTED MOTION

I move that the City Council accept the suggested revisions for infraction penalties and to pass Ordinance 1029-B on second and final reading.

Exhibit A

Proposed Infraction Bails

Law Number	Law Description	Current Bail	Current Revised Bail (with Slate Fee)	Proposed Bail (No Slate Fee)	Proposed Bail (with Slate Fee)	Last Modified Date	Last Cited Date
5.04.020	CONDUCTING BUSINESS W/OUT A LICENSE	\$250	\$513	\$250	\$513	7/27/2003	9/21/2012
5.04.110	FAILURE TO OBTAIN CITY BUSINESS LIC	\$100	\$205	\$250	\$513	7/27/2003	
5.08.060	FAILURE TO PAY GAMBLING TAXES	\$100	\$205	\$250	\$513	7/27/2003	
END DATE							END DATE
6.04.080.A.1	UNLICENSED ANIMAL - 1ST VIOLATION	\$250	\$513	\$120	\$246	7/1/2015	5/14/2021
6.04.080.A.2	UNLICENSED ANIMAL - 2ND VIOLATION	\$500	\$1,025	Remove	Remove	7/1/2015	11/7/2018
6.04.080.A.3	UNLICENSED ANIMAL - 3RD VIOLATION	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.260.A.1	NUISANCE ANIMAL/NOISES/1ST VIOL	\$250	\$513	\$120	\$246	7/1/2015	1/27/2019
6.04.260.A.2	NUISANCE ANIMAL/NOISES/2ND VIOL	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.260.A.3	NUISANCE ANIMAL/NOISES/3RD VIOL	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.260.B.1	NUIS ANIMAL/ALLOW NOISE/1ST VIOL	\$250	\$513	\$120	\$246	7/1/2015	1/1/2017
6.04.260.B.2	NUIS ANIMAL/ALLOW NOISE/2ND VIOL	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.260.B.3	NUIS ANIMAL/ALLOW NOISE/3RD VIOL	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.260.D.1	ANIMAL AT LARGE - 1ST VIOLATION	\$250	\$513	\$120	\$246	7/1/2015	8/25/2021
6.04.260.D.2	ANIMAL AT LARGE - 2ND VIOLATION	\$500	\$1,025	Remove	Remove	7/1/2015	11/19/2018
6.04.260.D.3	ANIMAL AT LARGE - 3RD VIOLATION	\$750	\$1,538	Remove	Remove	7/1/2015	11/7/2018
6.04.300.A.1	ANIMAL CONT/TRESPASS/PROP DAM/1ST	\$250	\$513	\$120	\$246	7/1/2015	
6.04.300.A.2	ANIMAL CONT/TRESPASS/PROP DAM/2ND	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.300.A.3	ANIMAL CONT/TRESPASS/PROP DAM/3RD	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.300.I.1	ANIMAL CONT/TETHERING VIOL/1ST	\$250	\$513	\$120	\$246	7/1/2015	
6.04.300.I.2	ANIMAL CONT/TETHERING VIOL/2ND	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.300.I.3	ANIMAL CONT/TETHERING VIOL/3RD	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.300.K.1	ANIMAL CONT/DANGEROUS DOG/1ST VIOL	\$250	\$513	\$250	\$513	7/1/2015	
6.04.300.K.2	ANIMAL CONT/DANGEROUS DOG/2ND VIOL	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.300.K.3	ANIMAL CONT/DANGEROUS DOG/3RD VIOL	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.300.S.1	CONFINED ANIMAL XCESS 2 HRS-1ST VIO	\$250	\$513	\$120	\$246	7/1/2015	
6.04.300.S.2	CONFINED ANIMAL XCESS 2 HRS-2ND VIO	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.300.S.3	CONFINED ANIMAL XCESS 2 HRS-3RD VIO	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.300.T.1	ALLOW UNPROVOKED ATCK OF ANIMAL/1ST	\$250	\$513	\$250	\$513	7/1/2015	5/14/2021
6.04.300.T.2	ALLOW UNPROVOKED ATCK OF ANIMAL/2ND	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.300.T.3	ALLOW UNPROVOKED ATCK OF ANIMAL/3RD	\$750	\$1,538	Remove	Remove	7/1/2015	
6.04.320.1	ILLEGAL TRAPPING/1ST VIOL	\$250	\$513	\$120	\$246	7/1/2015	
6.04.320.2	ILLEGAL TRAPPING/2ND VIOL	\$500	\$1,025	Remove	Remove	7/1/2015	
6.04.320.3	ILLEGAL TRAPPING/3RD VIOL	\$750	\$1,538	Remove	Remove	7/1/2015	
7.04.130.A.1.B1	NUIS VIOL/CAUSE LITTER/DEBRIS/1ST	\$250	\$513	\$250	\$513	7/1/2015	
7.04.130.A.1.B2	NUIS VIOL/CAUSE LITTER/DEBRIS/2ND	\$500	\$1,025	Remove	Remove	7/1/2015	
7.04.130.A.1.B3	NUIS VIOL/CAUSE LITTER/DEBRIS/3RD	\$1,000	\$2,050	Remove	Remove	7/1/2015	
7.04.130.A.1.G1	NUIS VIOL/POST SIGN/POSTER/1ST VIOL	\$250	\$513	\$120	\$246	7/1/2015	
7.04.130.A.1.G2	NUIS VIOL/POST SIGN/POSTER/2ND VIOL	\$500	\$1,025	Remove	Remove	7/1/2015	
7.04.130.A.1.G3	NUIS VIOL/POST SIGN/POSTER/3RD VIOL	\$1,000	\$2,050	Remove	Remove	7/1/2015	
7.04.130.A.1.H1	NUIS VIOL/WEEDS/GRASS/1ST VIOL	\$250	\$513	\$120	\$246	7/1/2015	6/6/2019
7.04.130.A.1.H2	NUIS VIOL/WEEDS/GRASS/2ND VIOL	\$500	\$1,025	Remove	Remove	7/1/2015	
7.04.130.A.1.H3	NUIS VIOL/WEEDS/GRASS/3RD VIOL	\$1,000	\$2,050	Remove	Remove	7/1/2015	
7.04.130.A1EIV1	NUISANCE VIOL/NOXIOUS SUBSTANCE/1ST	\$250	\$513	\$120	\$246	7/1/2015	9/26/2017
7.04.130.A1EIV2	NUISANCE VIOL/NOXIOUS SUBSTANCE/2ND	\$500	\$1,025	Remove	Remove	7/1/2015	
7.04.130.A1EIV3	NUISANCE VIOL/NOXIOUS SUBSTANCE/3RD	\$1,000	\$2,050	Remove	Remove	7/1/2015	
7.04.320.I3A	COERCIVE SOLICITATION 1ST OFFENSE	\$250	\$513	\$250	\$513	9/2/2015	9/23/2015
7.04.320.I3B	COERCIVE SOLICITATION 2ND OFFENSE	\$500	\$1,025	Remove	Remove	9/2/2015	
10.04.030	SKATEBRDS/BICYCLE/TRFC CONTROL DEV.	\$250	\$513	\$60	\$123	7/1/2015	
10.04.040	SKATEBRDS/BICYCLES/SAFE OPERATION	\$250	\$513	\$60	\$123	7/1/2015	
10.04.050	SKATEBRDS/BICYCLES/PROHIBITED AREAS	\$250	\$513	\$60	\$123	7/1/2015	
10.04.060	SKATEBRDS/BICYCLES/OPER. AFTER DARK	\$250	\$513	\$60	\$123	7/1/2015	
10.04.070	SKATEBRDS/BICYCLES/CLING TO VEHICLE	\$250	\$513	\$60	\$123	7/1/2015	
10.08.120	PARKING ADJACENT TO SCHOOLS	\$5			\$30	6/18/2021	
10.08.170	TAMPER W/PARKING ENFORCEMENT	\$47			\$30	6/20/2018	

ORDINANCE NO. 1029-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
UPDATING CHEHALIS MUNICIPAL COURT LAW TABLE,
AMENDING PENALTY SECTIONS OF CHEHALIS MUNICIPAL
CODE 6.04, 7.04, 10.04, AND DIRECTING ADDITIONS TO THE
CHEHALIS MUNICIPAL COURT BAIL SCHEDULE AND THE
CITY FEE SCHEDULE.**

WHEREAS, pursuant to the Revised Code of Washington 3.62.090 RCW, public safety and education assessments (PSEA's) are to be imposed and collected by all courts organized under Title 3 or 35 RCW for any criminal charge, other than parking infractions, and pursuant to RCW 46.63.110(7), an additional \$40 Trauma Care, Auto Theft, Traumatic Brain Injury and Legislative Assessment is to be added to traffic infractions; and

WHEREAS, the Chehalis Municipal Court is subject to the required assessments; and

WHEREAS, the Washington State Administrative Office of the Courts (AOC) requires an update of all Washington Municipal Courts Law Tables to ensure the Judicial Information System (JIS) law table entry contains proper case type, penalty amount, assessments, reporting to the Department of Licensing, and accurate accounting designation; and

WHEREAS, the Chehalis Municipal Court Law Table does not yet contain the required infractions for non-traffic infractions; and

WHEREAS, the City Council of the City of Chehalis has determined that it is in the best interests of the City and its citizens to amend the penalty sections of Chehalis Municipal Code 6.04, 7.04, 10.04, and add the required assessments to the Chehalis Municipal Court Bail Schedule and Chehalis Fee Schedule; **now therefore**,

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

Section 1. The City of Chehalis adopts the updated bail amount for each section shown on the law table spreadsheet attached as Exhibit A hereto and directs that the bail amount for each noted municipal code or Washington code be updated on the Chehalis Municipal Court Law Table and the Chehalis Municipal Court Bail Schedule for use by the Administrative Office of the Courts.

Section 2. The City of Chehalis amends CMC 6.04.350(A) as follows:

1. **6.04.350 Penalty.**

A. Infractions. Penalty for violation of any sections of CMC 6.04.080, 6.04.100, 6.04.260, 6.04.300, and/or 6.04.320 shall be as follows:

1. Any person cited for violation of any section designated in subsection (A) of this section shall be fined a monetary penalty as set forth in the Chehalis Fee Schedule and Chehalis Municipal Court Bail Schedule.

Section 3. The City of Chehalis amends CMC 7.04.130.F as follows:

1. **F. Penalties.**

1. Penalty for nuisances defined in subsections (A)(1)(a) through (n) of this section:

a. Any person cited for violation of any provision of subsections (A)(1)(a) through (n) of this section shall be fined a monetary penalty as set forth in the Chehalis Fee Schedule and Chehalis Municipal Court Bail Schedule.

b. Nothing herein shall preclude the city from issuing a citation for such violation concurrent with any abatement action as authorized by this chapter.

Section 4. The City of Chehalis amends CMC 10.04.090 as follows:

1. **10.04.090 Violation - Penalty**

Any person, 16 years of age or older, violating any provision of this chapter shall be guilty of an infraction and shall be punished by the imposition of a monetary penalty as set forth in the Chehalis Fee Schedule and Chehalis Municipal Court Bail Schedule. Should a violator be under the age of 16 years, the property seized shall be returned to the subject upon application for return by the subject with the chief of police, which application must be made and received by the city within 60 days of the confiscation.

Section 5. The penalties for the following Chehalis Municipal Code sections shall be added to the Chehalis Fee Schedule:

5.04.020	Conducting Business without a License
5.04.110	Failure to Obtain City Business License
5.08.060	Failure to Pay Gambling Taxes
10.08.060	Posted No Parking Zone
10.08.170	Tampering with Parking Enforcement

Section 6. The City Clerk shall be, and hereby is, instructed to amend Titles 6.04, 7.04, and 10.04 of the Chehalis Municipal Code as indicated herein, and to amend the Chehalis Fee Schedule to reflect the penalties as hereby instructed.

PASSED by the City Council of the city of Chehalis, Washington, and

APPROVED by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2022.

Anthony Ketchum Sr., Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney

**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: May 9, 2022

SUBJECT: 2022 First Quarter Financial Status Report

DISCUSSION

This document provides a summary review of the City’s financial activities and status for the first quarter 2022.

The attached financial statements include 1) a summary of all City funds with their beginning cash balances, total revenues and transfers in, total expenditures and transfers out, changes in fund balances during the year, and estimated ending cash balances 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 March is 25% (3 of 12 months).**

CITY-WIDE OVERVIEW

Overall, on a city-wide basis, the city has received \$6,866,520 or 24.2% of the 2022 revenue budget and has expensed \$5,168,885 or 18.4% of the 2022 expenditure budget through March 31, 2022. About 90% of the 2022 interfund transfers has been completed during the 1st quarter 2022. Total city-wide revenues exceeded total expenditures by \$1,697,635. The city-wide total fund balance as of March 31, 2022 is \$28,407,422.

Other than the General Fund, all other funds are restricted or reserved 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.

City-Wide, All Funds	2022 Adopted Budget	YTD Actual 3/31/2022	YTD % of Budget	YTD Variance
				Actual to Target Positive (Negative)
Revenues	\$ 28,374,422	\$ 6,866,520	24.2%	\$ (227,086)
Transfers In	13,448,484	12,076,404	89.8%	8,714,283
Revenues and Transfers in	41,822,906	18,942,924	45.3%	8,487,197
Expenditures	28,166,738	5,168,885	18.4%	(1,872,800)
Transfers Out	13,448,484	12,076,404	89.8%	8,714,283
Expenditures and Transfers Out	41,615,222	17,245,289	41.4%	6,841,483
Excess Revenue Over (under) Expenditure	207,684	1,697,635	817.4%	\$ 1,645,714
Beginning Fund Balance	24,554,668	26,709,787	108.8%	2,155,119
Ending Fund Balance	\$ 24,762,352	\$ 28,407,422	114.7%	\$ 3,800,833

Total YTD city-wide revenues received is \$227,086 or 0.8% below the three-month target amount. While the operating revenues of utility funds and Airport funds exceed the three-month target amount by about \$167,000 collectively, the City's total tax revenues and the state and federal grant payments are below the three-month target amount.

Total YTD city-wide expenditures through March 2022 is 18.4% of the 2022 budget and \$1,872,800 or 6.6% below the three-month target amount. About 85% of \$1,599,305 of this variance is related to capital outlays and debt service payments. YTD capital expenditures is 4.6% of the 2022 capital budget, and debt service payments through March is 6.8% of the 2022 debt service budget. Significant amount of debt service payments will be made in June and December, and planned capital project activities are expected to be picking up after the first quarter.

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: The City operated within normal budget parameters.

GENERAL FUND OVERVIEW

The General Fund's YTD total revenue and transfers in is \$2,724,847 or 23.8% of the 2022 budget. This is \$136,906 below the three-month target amount. Total YTD expenditures and transfers out is \$2,917,233 or 24.5% of the 2022 budget. This is \$60,073 below the three-month target amount. Total YTD expenditures exceeded the total revenues by \$192,386. The fund balance as of March 31, 2022 is \$2,521,305, which is about 22.0% of the 2022 general fund revenue budget.

General Fund Summary	2022 Adopted Budget	YTD Actual 3/31/2022	YTD Actual % of Budget	YTD Variance Actual to Target Positive (Negative)
Revenues & Transfers-In	\$ 11,447,010	\$ 2,724,847	23.8%	\$ (136,906)
Expenditures & Transfers-out	11,909,220	2,917,233	24.5%	60,073
Revenues Over (Under) Expenditures	(462,210)	(192,386)	41.6%	(76,833)
Beginning Fund Balance	1,832,460	2,713,691		
Ending Fund Balance	\$ 1,370,250	\$ 2,521,305		
Ending Fund Balance % of Revenue	12.0%	22.0%		

The 2022 budget was adopted with an estimated beginning fund balance of \$1,832,460, which was the estimated ending fund balance for year-end 2021. However, as of this date, the ending fund balance for year 2021 is \$2,713,691.

At the 3/14/2022 Council meeting, the City Council approved Ordinance 1027-B designating \$959,000 of the 2021 ending fund balance as Committed for specific purposes and uses, including reserves for permanent fire station A&E and related costs, future general facilities improvements, vehicle and equipment replacement, and City's financial software upgrade; 2011 LTGO debt service payment; and funding for 2022 planned public facilities improvement projects.

The first amendment to the 2022 budget which was approved by the City Council on 4/25/2022, includes transferring the committed fund balances to the appropriate reserve funds.

General Fund Revenues:

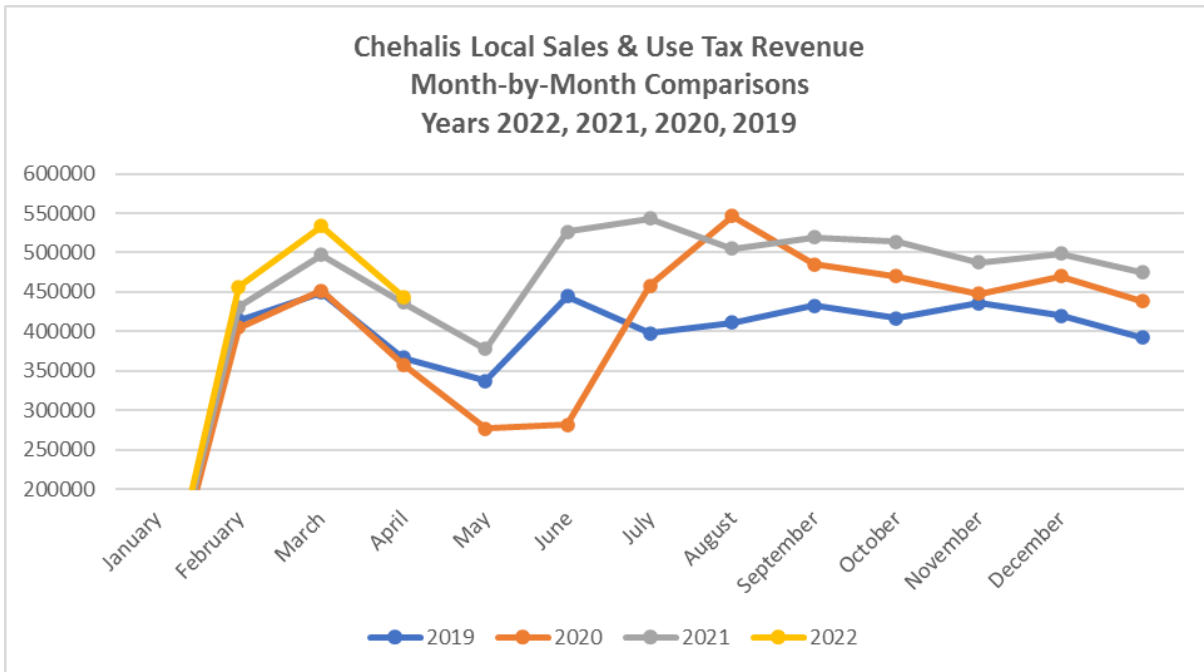
Total YTD tax revenues received is \$2,099,991 or 22.4% of the 2022 budget. This is \$239,259 below the YTD target amount. Total tax revenues make up 77.1% of total general fund revenues received through March 2022.

Property Tax: YTD received is \$81,907 or 3.8% of the 2022 budget. This is normal trend for this time of the year. The first half of property tax is due in April and will be received by the City in May. Until then, the actual property tax revenues will be below the YTD target %.

Sales Tax: YTD received is \$1,498,310 or 27.0% of the 2022 budget. This is \$112,560 above the three-month target amount. This total includes the 1.0% local regular and optional sales tax, 0.1% county imposed criminal justice sales tax that is shared with cities, and brokered natural gas sales tax. Sales tax is the City's largest revenue source. Sales tax revenues make up 55.0% of the total general fund revenues received in the first quarter of 2022.

Total sales tax collections continue to exceed the previous forecast. YTD total sales tax collected through March 2022 increased \$76,549 or 5.4% from this time last year.

Below chart illustrates the month-to-month comparisons for Chehalis local sales tax distributions received for years 2022, 2021, 2020 & 2019.



Utility Business Tax: YTD received is \$506,502 or 31.4% of the 2022 budget and is \$102,752 above the YTD target amount. This is normal trend for this time of the year. YTD utility tax received through March 2022 decreased \$10,693 or 2.1% from this time last year.

Licenses and Permits: YTD received is \$234,732 or 51.1% of the 2022 budget and is \$119,807 above the three-month target amount. This amount includes business licenses fees, franchise fees, building permit fees, and other permit fees. (i.e., animal licenses and gun permits). About \$84,000 of the positive variance is from building permit fees. Building permit fees received through March is \$168,745 or 49.9% of the 2022 budget.

Intergovernmental Revenue: YTD received is \$96,149 or 27.4% of the 2022 budget. This category includes intergovernmental grants, state shared revenues, and the Main Street B&O Tax Credit.

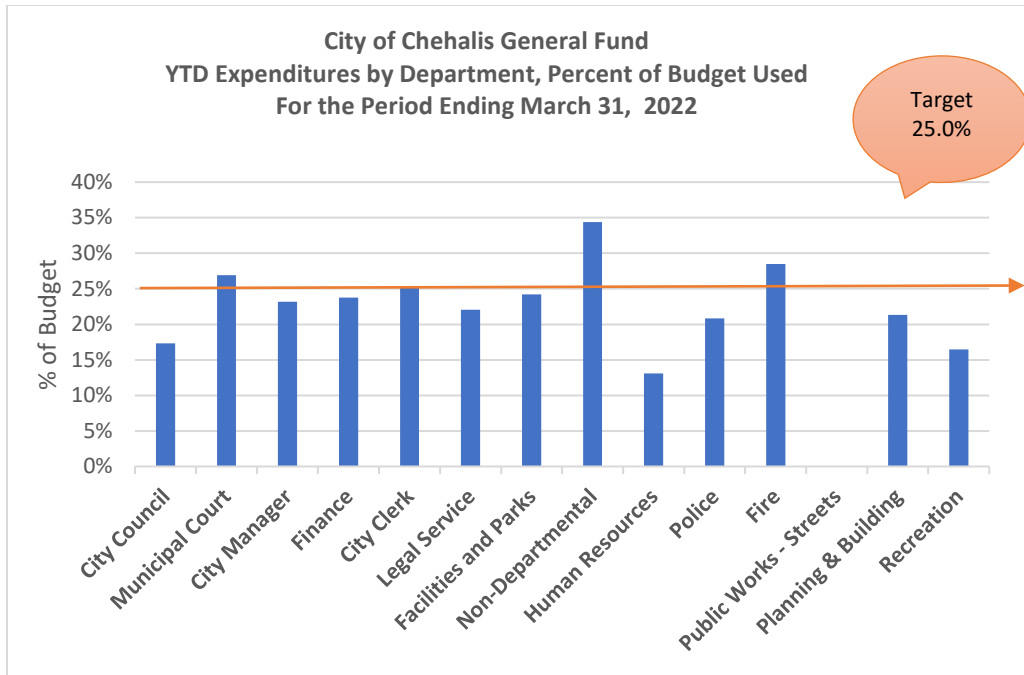
Charges for goods and services: YTD received is \$69,286 or 14.4% of the 2022 budget. This category includes charges for fire and police services, plan check review fees, and recreation program fees. Recreation program fees make up about 42.8% of the 2022 budget in this category. YTD parks and recreation program revenue is 4.0% of the 2022 budget. A significant portion of the recreation program fee revenues are typically received during the summer months.

Miscellaneous: YTD revenues through March is \$170,528 or 77.3% of the 2022 budget. This amount includes \$28,133 in facility rentals, \$41,567 in drug seizure funds disbursed to the City from the Lewis County Joint Enforcement Team (JNET), \$72,324 in proceeds from sale of right-of-way agreement, and insurance recovery of \$10,000.

General Fund Expenditures and Transfers-out

Total YTD expenditures and transfers for the first quarter is \$2,917,233 or 24.5% of the 2022 budget. This is \$60,073 below the three-month target amount.

YTD expenditures for most departments are within the three-month target amount with the following exceptions:



- Municipal Court departments exceeded the three-month target amount by 1.9% or \$6,438. This is mostly due to overlapping in staffing for cross training for the Court Administrator position transitions.
- Non-departmental department exceed the three-month target amount by 9.4% or \$133,444. The key contributing factors for the YTD amount exceeding the three-month target amount is combination of 1) 2022 budget for \$200,000 transfer out to the Public Facilities Reserve Fund was completed in the first quarter, 2) some of the information technology (IT) annual support/subscriptions were paid in the first quarter, and some of the intergovernmental service agreements were paid in the first quarter.
- Fire department exceeded the three-month target amount by 3.5% or \$83,663. The key contributing factors for this variance include: 1) the annual WCIA insurance and annual H.S.A contributions for the firefighters were paid in January and 2) YTD lease/rent expenditures of \$17,106 for the emergency fire station at the Airport site that was not in the 2022 adopted budget. The first 2022 budget amendment approved by the City Council on April 11, 2022, includes additional appropriation for the fire department.

YTD expenditures for public safety (police and fire) is \$1,474,811 and makes up about 50.6% of the total YTD General Fund expenditures.

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

ENTERPRISE FUND OVERVIEW

Wastewater Fund and Wastewater Capital Fund

Total YTD operating revenues received is \$1,457,594 or 26.4% of the 2022 budget. This is \$74,794 above the three-month target amount.

Total YTD operating expenditures is \$904,473 or 24.8% of the 2022 budget. This is \$7,857 below the three-month target amount. Total YTD for capital outlays and debt services are 0.5% and 1.1% of the 2022 budget, respectively. The 2022 annual debt service budget is \$1,882,874 and only \$20,555 has been paid through March 2022. Significant amount of debt service payments will be made in June and December.

Total YTD revenues received exceeded total expenditures by \$529,771 during the first quarter of 2022.

Water Fund and Water Capital Fund

Total YTD operating revenues received is \$792,131 or 25.5% of the 2022 budget. This is \$15,869 above the three-month target amount. YTD revenues from charges for services is 23.3% of the 2022 budget. This is \$50,322 below the three-month target amount. Historically, water consumptions go up during the summer and fall months. Late payment fee revenue is budgeted for \$133,100 and was received 7.4% or \$9,888 during the first quarter.

Total YTD operating expenditures is \$699,587 or 27.7% of the 2022 budget. This is \$68,220 above the three-month target amount. The key contributing factors for the YTD expenditure exceeding the three-month target amount are 1) cash outs for unused accruals upon retirement and 2) annual WCIA insurance premiums are paid in the first quarter. These expenditures are included in the 2022 budget.

Total YTD expenditures for capital outlays and debt service are 1.1% and 0.3% of the 2022 budget, respectively. Water Fund's annual debt service payments are made in September each year.

Total YTD revenues exceeded the total expenditures by \$103,002 in the first quarter of 2022.

Storm & Surface Water Fund and Storm & Surface Water Capital Fund

Total YTD operating revenues received is \$191,804 or 26.6% of the 2022 budget. This is \$11,861 above the three-month target amount.

Total YTD operating expenditures is \$136,376 or 23.5% of the 2022 budget. This is \$8,774 below the three-month target amount. YTD capital outlays is \$9,405 or 16.2% of the 2022 budget.

Total YTD revenues received exceeded total expenditures by \$45,668 in the first quarter of 2022.

Airport Fund and Airport Capital Fund

Total YTD operating revenues received is \$529,296 or 28.5% of the 2022 budget. This is \$64,326 above the three-month target amount. Fuel sales was below the three-months target whereas the lease revenues were above the three-month target.

YTD CARB loan proceeds received is \$93,610 which was not in the 2022 budget. The first 2022 budget amendment approved by the City Council on April 25, 2022 increased revenue budget for CARB loan proceeds and FAA grants that are expected to be received.

Total YTD operating expenditures is \$278,201 or 20.7% of the 2022 budget. This is \$57,370 below the three-month target amount. This variance is mostly due to low activities on fuel purchases. YTD capital expenditures is \$287,057 or 40.4% of the 2021 budget.

Total YTD revenues received exceeded total expenditures by \$237,908 in the first quarter of 2022.

TREASURER’S REPORT – CASH AND INVESTMENTS

The City’s total cash, deposits, and investments as of March 31, 2022 is \$28,407,422. About 84% of the City’s cash is invested and earns interests. The remaining 16% is deposited in 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 3/31/2022	% of Total
Checking & Revolving Cash Fund	\$ 4,591,851	16%
Local Government Investment Pool (LGIP)	18,740,274	66%
US Govt Agency Securities (Bonds)	5,075,297	18%
Total	\$ 28,407,422	100%

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

Only 8.9% or \$2,521,305 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.

As of March 31, 2022, the City also holds additional \$61,487 in the checking account for custodial funds for moneys to be disbursed to other agencies (i.e., sales and leasehold taxes and state court revenues).

Total YTD investment interest earnings through March 31, 2022 totaled \$18,314. The LGIP average net earnings for 2022 is 0.1416% which is a slight increase from 0.1294% from this time last year.

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 First Quarter 2022

**For the Period Ending
March 31, 2022
(January through March)**

The City of Chehalis, Washington

City of Chehalis
Revenues, Expenditures, and Fund Balances - Budget to Actual
2021 Third Quarter Financial Statements - All Funds
As of March 31, 2022

Fund Type/Name	Beginning Fund Balance		Revenues & Transfers				Expenditures & Transfers				Changes in Fund Balance		Ending Fund Balance	
	2022 Adoped Budget	Actual 1/1/2022	2022 Adoped Budget	YTD 3/31/2022 Actual	Balance	YTD % of Budget	2022 Adoped Budget	YTD 3/31/2022 Actual	Balance	YTD % of Budget	2022 Adoped Budget	YTD 3/31/2022 Actual	2022 Adoped Budget	YTD 3/31/2022 Actual
General Fund & Sub-Funds:														
General Fund	\$ 1,832,460	\$ 2,713,691	\$ 11,447,010	\$ 2,724,847	\$ 8,722,163	23.8%	\$ 11,909,220	\$ 2,917,233	\$ 8,991,987	24.5%	\$ (462,210)	\$ (192,386)	1,370,250	\$ 2,521,305
<u>Sub-funds:</u>											\$ -			
Street Fund	120,905	287,980	1,038,301	365,977	672,324	35.2%	1,057,976	216,214	841,762	20.4%	(19,675)	149,763	101,230	437,743
Building Abatement Fund	51,714	51,659	50	15	35	30.0%	-	-	-	0.0%	50	15	51,764	51,674
Total General Fund and Sub-Funds	2,005,079	3,053,330	12,485,361	3,090,839	9,394,522	544.4%	12,967,196	3,133,447	9,833,749	364.4%	(481,835)	(42,608)	1,523,244	3,010,722
Special Revenue Funds:														
Arterial Street Fund	90,828	96,855	-	-	-	0.0%	90,828	90,828	-	100.0%	(90,828)	(90,828)	-	6,027
Transportation Benefit Dist. Fund	3,219,250	3,071,696	4,283,000	895,243	3,387,757	20.9%	3,700,000	45,504	3,654,496	1.2%	583,000	849,739	3,802,250	3,921,435
Tourism Fund	72,990	140,104	235,070	55,442	179,628	23.6%	257,986	35,673	222,313	13.8%	(22,916)	19,769	50,074	159,873
Compensated Absences Fund	247,420	247,014	240	66	174	27.3%	61,700	38,110	23,590	61.8%	(61,460)	(38,044)	185,960	208,970
LEOFF 1 OPEB Reserve Fund	31,407	66,078	205,900	7,684	198,216	3.7%	156,700	31,732	124,968	20.3%	49,200	(24,048)	80,607	42,030
Community Block Grant Fund	23,642	24,613	25	7	18	28.0%	1,000	-	1,000	0.0%	(975)	7	22,667	24,620
HUD Block Grant Fund	86,604	88,501	85	25	60	29.4%	2,000	-	2,000	0.0%	(1,915)	25	84,689	88,526
Federal Advance Grant Fund	731,118	1,068,806	1,069,443	304	1,069,139	0.0%	420,000	28,285	391,715	6.7%	649,443	(27,981)	1,380,561	1,040,825
Total Special Revenue Funds	4,503,259	4,803,667	5,793,763	958,771	4,834,992	16.5%	4,690,214	270,132	4,420,082	5.8%	1,103,549	688,639	5,606,808	5,492,306
Debt Service Funds:														
2011 G.O. Bond Fund	5	5	299,516	100,920	198,596	33.7%	299,515	100,731	198,784	33.6%	1	189	6	194
Total Debt Service Fund	5	5	299,516	100,920	198,596	33.7%	299,515	100,731	198,784	33.6%	1	189	6	194
Capital Project Funds:														
Public Facilities Reserve Fund	410,271	477,066	200,250	200,126	124	99.9%	310,000	274,251	35,749	88.5%	(109,750)	(74,125)	300,521	402,941
Automotive/Equip. Reserve Fund	268,192	283,252	100	83	17	83.0%	-	-	-	0.0%	100	83	268,292	283,335
Park Improvement Fund	-	-	180,000	180,040	-	-	-	2,135	-	-	180,000	177,905	180,000	177,905
First Quarter REET Fund	202,279	288,772	126,400	48,195	78,205	38.1%	130,494	65,247	65,247	50.0%	(4,094)	(17,052)	198,185	271,720
Second Quarter REET Fund	276,196	367,157	126,475	48,232	78,243	38.1%	73,257	-	73,257	0.0%	53,218	48,232	329,414	415,389
Total Capital Project Funds	1,156,938	1,416,247	633,225	476,676	156,589	75.3%	513,751	341,633	174,253	66.5%	119,474	135,043	1,276,412	1,551,290
Proprietary Funds:														
Garbage Fund	8,333	8,449	6,110	1,257	4,853	20.6%	7,000	119	6,881	1.7%	(890)	1,138	7,443	9,587
Wastewater Fund	5,087,505	5,468,801	5,383,400	1,457,342	3,926,058	27.1%	7,532,194	2,925,028	4,607,166	38.8%	(2,148,794)	(1,467,686)	2,938,711	4,001,115
Wastewater Capital Fund	-	-	2,147,800	2,000,252	147,548	93.1%	542,000	2,795	539,205	0.5%	1,605,800	1,997,457	1,605,800	1,997,457
Water Fund	7,310,614	7,866,126	2,892,001	811,782	2,080,219	28.1%	9,200,709	7,100,369	2,100,340	77.2%	(6,308,708)	(6,288,587)	1,001,906	1,577,539
Water Capital Fund	-	-	6,757,600	6,401,076	356,524	94.7%	841,000	9,487	831,513	1.1%	5,916,600	6,391,589	5,916,600	6,391,589
Storm & Surface Water Fund	1,460,784	1,516,732	584,370	191,517	392,853	32.8%	1,876,020	1,431,731	444,289	76.3%	(1,291,650)	(1,240,214)	169,134	276,518
Storm & Surface Water Capital Fund	-	-	1,430,400	1,295,287	135,113	90.6%	57,900	9,405	48,495	16.2%	1,372,500	1,285,882	1,372,500	1,285,882
Airport Fund	1,996,415	1,543,750	1,470,130	528,959	941,171	36.0%	2,997,923	1,837,068	1,160,855	61.3%	(1,527,793)	(1,308,109)	468,622	235,641
Airport Capital Fund	-	-	1,923,750	1,627,947	295,803	84.6%	76,500	81,930	(5,430)	107.1%	1,847,250	1,546,017	1,847,250	1,546,017
Total Proprietary Funds	15,863,651	16,403,858	22,595,561	14,315,419	8,280,142	63.4%	23,131,246	13,397,932	9,733,314	4	(535,685)	917,487	15,327,966	17,321,345
Fiduciary Funds: (Exclude Custodial Funds)														
Firemen's' Pension Fund	1,025,736	1,032,680	15,480	299	15,181	1.9%	13,300	1,414	11,886	10.6%	2,180	(1,115)	1,027,916	1,031,565
Total Fiduciary Funds	1,025,736	1,032,680	15,480	299	15,181	1.9%	13,300	1,414	11,886	10.6%	2,180	(1,115)	1,027,916	1,031,565
TOTAL ALL CITY FUNDS	\$ 24,554,668	\$ 26,709,787	\$ 41,822,906	\$ 18,942,924	\$ 22,880,022	45.3%	\$ 41,615,222	\$ 17,245,289	\$ 24,372,068	41.4%	\$ 207,684	\$ 1,697,635	\$ 24,762,352	\$ 28,407,422

Note: May contain rounding differences of +/-1

City of Chehalis
 Comparative Revenues, Expenditures, and Fund Balances - Budget to Actual
 March 2022 and 2021
 General Fund

YTD Target % * 25.00%

GENERAL FUND (#001)	2021 Adopted Budget	2021 YTD Actual 3/31/2021	2021 YTD % of Budget	2022 Adopted Budget	2022 YTD Actual 3/31/2022	2022 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2022-2021
Revenues:								
Taxes:								
Property Taxes	\$ 1,980,859	\$ 28,925	1.5%	\$ 2,137,200	\$ 81,907	3.8%	\$ (452,393)	\$ 52,982
Sales and Use Taxes	5,905,300	1,421,761	24.1%	5,543,000	1,498,310	27.0%	112,560	76,549
Utility Taxes	1,667,380	517,195	31.0%	1,615,000	506,502	31.4%	102,752	(10,693)
Other Taxes	54,700	14,409	26.3%	61,800	13,272	21.5%	(2,178)	(1,137)
Total Taxes	9,608,239	1,982,290	20.6%	9,357,000	2,099,991	22.4%	(239,259)	117,701
Non-Tax Revenues:								
Licenses and Permits	397,710	110,126	27.7%	459,700	234,732	51.1%	119,807	124,606
Intergovernmental Revenues	430,356	99,886	23.2%	351,270	96,149	27.4%	8,331	(3,737)
Charges for Goods & Services	467,185	59,216	12.7%	481,100	69,286	14.4%	(50,989)	10,070
Fines and Forfeitures	112,705	27,767	24.6%	120,100	25,876	21.5%	(4,149)	(1,891)
Miscellaneous	146,833	60,689	41.3%	220,500	98,204	44.5%	43,079	37,515
Total Non-Tax Revenues	1,554,789	357,684	23.0%	1,632,670	524,247	32.1%	116,079	166,563
Other Funding Sources:								
Proceeds from Sale of Assets	-	-	0.0%	-	72,324	0.0%	72,324	72,324
Transfers-in	-	-	0.0%	457,340	28,285	6.2%	(86,050)	28,285
Total Other Funding Sources	-	-	0.0%	457,340	100,609	22.0%	(13,726)	100,609
Total Revenues	\$ 11,163,028	\$ 2,339,974	21.0%	\$ 11,447,010	\$ 2,724,847	23.8%	\$ (136,906)	\$ 384,873
Expenditures								
Expenditures by Department:								
City Council	\$ 62,430	\$ 17,954	28.8%	\$ 113,300	\$ 19,607	17.3%	\$ 8,718	\$ 1,653
Municipal Court	403,316	97,543	24.2%	338,850	91,151	26.9%	(6,438)	(6,392)
City Manager	206,015	54,964	26.7%	223,570	51,776	23.2%	4,117	(3,188)
Finance	305,635	74,937	24.5%	338,400	80,460	23.8%	4,140	5,523
City Clerk	65,776	18,944	28.8%	64,100	16,207	25.3%	(182)	(2,737)
Legal Service	94,700	21,340	22.5%	76,700	16,901	22.0%	2,274	(4,439)
Facilities and Parks	1,307,686	320,158	24.5%	1,436,217	348,023	24.2%	11,031	27,865
Non-Departmental	1,427,917	66,355	4.6%	1,472,469	506,561	34.4%	(138,444)	440,206
Human Resources	99,750	23,338	23.4%	232,720	30,442	13.1%	27,738	7,104
Police	3,274,610	859,879	26.3%	3,790,180	790,222	20.8%	157,323	(69,657)
Fire	2,318,815	659,375	28.4%	2,403,704	684,589	28.5%	(83,663)	25,214
Public Works - Streets	606,257	140,898	23.2%	-	-	0.0%	-	(140,898)
Planning & Building	810,340	184,081	22.7%	977,150	208,543	21.3%	35,745	24,462
Recreation	381,550	57,513	15.1%	441,860	72,751	16.5%	37,714	15,238
Total Expenditures	11,364,797	2,597,279	22.9%	11,909,220	2,917,233	24.5%	60,073	319,954
Excess Revenues Over (Under) Expenditures	\$ (201,769)	\$ (257,305)	127.5%	\$ (462,210)	\$ (192,386)	41.6%	(76,833)	\$ 64,919
Beginning Fund Balance	1,804,262	1,804,262	100.0%	1,832,460	2,713,691	148.1%	-	909,429
Ending Fund Balance	\$ 1,602,493	\$ 1,546,957	96.5%	\$ 1,370,250	\$ 2,521,305	184.0%	\$ (76,833)	\$ 974,348

Foot Note:

* The target percentage of budget is calculated as the month of reporting (3 for March) 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
March 2022 and 2021
General Fund

GENERAL FUND (#001)	2021 Adopted Budget	2021 YTD Actual 3/31/2021	2021 YTD % of Budget	YTD Target % *		2022 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2022- 2021
				2022 Adopted Budget	2022 YTD Actual 3/31/2022			
Expenditures by Category:								
Salaries	\$ 5,078,950	\$ 1,193,482	23.5%	\$ 5,259,590	\$ 1,190,516	22.6%	\$ 124,382	\$ (2,966)
Benefits	2,150,133	544,191	25.3%	2,409,950	575,837	23.9%	26,651	31,646
Subtotal for Payroll	7,229,083	1,737,673	24.0%	7,669,540	1,766,353	23.0%	151,033	28,680
Supplies	491,229	106,407	21.7%	385,045	57,681	15.0%	38,580	(48,726)
Services	2,665,622	780,320	29.3%	2,731,796	747,640	27.4%	(64,691)	(32,680)
Capital Outlay	65,040	12,004	18.5%	278,887	28,169	10.1%	41,553	16,165
Debt Service	128,406	42,312	33.0%	67,933	25,043	36.9%	(8,060)	(17,269)
Non-expense (582.589.*.00)	38,243	3,000	7.8%	6,000	-	0.0%	1,500	(3,000)
Transfers-out	1,193,374	39,232	3.3%	1,216,219	447,371	36.8%	(143,316)	408,139
Inferfund Charges	(446,200)	(123,669)	27.7%	(446,200)	(155,024)	34.7%	43,474	(31,355)
Total Expenditures	11,364,797	2,597,279	165.2%	11,909,220	2,917,233	24.5%	60,073	319,954

Foot Note:

* The target percentage of budget is calculated as the month of reporting (3 for March) 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
 Comparative Revenues and Expenditures - Budget to Actual
 March 2022 and 2021
 Wastewater Fund and Wastewater Capital Fund

YTD Target % * 25.00%

Wastewater Fund (#404 & #414)	2021 Adopted Budget	2021 YTD Actual 3/31/2021	2021 YTD % of Budget	2022 Adopted Budget	2022 YTD Actual 3/31/2022	2022 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2022- 2021
Revenues:								
Operating Revenues:								
Intergovernmental Revenues	\$ 36,211	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -
Charges for Services	5,082,600	1,262,290	24.8%	5,100,200	1,357,027	26.6%	81,977	94,737
Hookup/Connection Fee	119,200	35,451	29.7%	100,200	40,299	40.2%	15,249	4,848
Capacity Charge (Cost Share)	277,400	-	0.0%	277,400	34,672	12.5%	(34,678)	34,672
Late Payment Fees	1,200	356	29.7%	42,200	15,486	36.7%	4,936	15,130
Interest Earnings	10,000	1,806	18.1%	6,500	5,990	92.2%	4,365	4,184
Rental Income	3,500	-	0.0%	3,500	4,120	117.7%	3,245	4,120
Miscellaneous Other	1,600	-	0.0%	1,200	-	0.0%	(300)	-
Total Operating Revenues	5,531,711	1,299,903	23.5%	5,531,200	1,457,594	26.4%	74,794	157,691
Other Fund Sources:								
Debt Issue Proceeds	-	-	0.0%	-	-	0.0%	-	-
Interfund Transfers in from Operating	-	-	0.0%	2,000,000	2,000,000	100.0%	1,500,000	2,000,000
Total Other Fund Source	-	-	0.0%	2,000,000	2,000,000	100.0%	1,500,000	2,000,000
Total Revenues & Fund Sources	\$ 5,531,711	\$ 1,299,903	23.5%	\$ 7,531,200	\$ 3,457,594	45.9%	\$ 1,574,794	\$ 2,157,691
Expenditures:								
Operating Expenditures:								
Wages	\$ 1,090,100	\$ 283,692	26.0%	\$ 1,123,520	\$ 253,782	22.6%	\$ 27,098	\$ (29,910)
Benefits	561,200	134,531	24.0%	548,400	119,760	21.8%	17,340	(14,771)
Supplies	460,666	119,180	25.9%	573,836	77,257	13.5%	66,202	(41,923)
Services	1,309,434	412,141	31.5%	1,403,564	453,674	32.3%	(102,783)	41,533
Total Operating Expenditures:	3,421,400	949,544	27.8%	3,649,320	904,473	24.8%	7,857	(45,071)
Other Expenditures:								
Capital Outlays	508,300	47,036	9.3%	542,000	2,795	0.5%	132,705	(44,241)
Debt Service	1,882,870	20,721	1.1%	1,882,874	20,555	1.1%	450,164	(166)
Custodial Activities	-	-	0.0%	-	-	0.0%	-	-
Interfund Loan Disbursements	-	-	0.0%	-	-	0.0%	-	-
Total Other Expenditures	2,391,170	67,757	2.8%	2,424,874	23,350	1.0%	582,869	(44,407)
Other Funding Use								
Interfund Transfers Out to Capital	-	-	0.0%	2,000,000	2,000,000	100.0%	(1,500,000)	2,000,000
Total Other Funding Use	-	-	0.0%	2,000,000	2,000,000	100.0%	(1,500,000)	2,000,000
Total Expenditures	\$ 5,812,570	\$ 1,017,301	17.5%	\$ 8,074,194	\$ 2,927,823	36.3%	\$ (909,274)	\$ 1,910,522
Excess Revenues Over (Under) Expenditures	\$ (638,391)	\$ 282,602	-44.3%	\$ (542,994)	\$ 529,771	-97.6%	\$ 665,520	\$ 247,169
Beginning Fund Balance	5,368,364	5,368,364	100.0%	5,468,851	5,468,801	100.0%	-	100,437
Ending Fund Balance	\$4,729,973	\$5,650,966	119.5%	\$4,925,857	\$5,998,572	121.8%	\$ 665,520	\$ 347,606
Ending Fund Balance:								
For Operating & Debt Service				3,320,057	4,001,115			
For Capital Fund				1,605,800	1,997,457			
Total Ending Fund Balance				4,925,857	5,998,572			

City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 March 2022 and 2021
 Water Fund and Water Capital Fund

				YTD Target % *		25.00%			
	2021	2021 YTD	2021 YTD	2022	2022 YTD	2022 YTD	^Variance	Change	
	Adopted	Actual	% of	Adopted	Actual	% of	YTD Target	YTD Actual	
WATER FUND (#405 & #415)	Budget	3/31/2021	Budget	Budget	3/31/2022	Budget	vs. Actual	2022-2021	
Revenues:									
Operating Revenues:									
Intergovernmental Revenues	\$ -	\$ 61	0.0%	\$ -	\$ -	0.0%	\$ -	\$ (61)	
Charges for Services	2,930,290	645,216	22.0%	2,961,090	689,951	23.3%	(50,322)	44,735	
Hookup/Connectoin Fee	120,300	35,173	29.2%	-	58,812	0.0%	58,812	23,639	
Late Payment Fees	800	390	48.8%	133,100	9,888	7.4%	(23,387)	9,498	
Interest Earnings	13,876	4,715	34.0%	7,456	8,505	114.1%	6,641	3,790	
Other Receipts	4,300	-	0.0%	3,400	24,975	734.6%	24,125	24,975	
Total Operating Revenues	3,069,566	685,555	22.3%	3,105,046	792,131	25.5%	15,869	106,576	
Other Funding Source									
Interfund Loan Repayment	70,911	17,601	24.8%	54,135	17,956	33.2%	4,422	355	
Customer Deposits	98,120	2,251	2.3%	90,420	2,771	3.1%	(19,834)	520	
Debt Proceeds	-	-	0.0%	-	-	0.0%	-	-	
Inerfund Transfers in from Operating	-	-	0.0%	6,400,000	6,400,000	100.0%	4,800,000	6,400,000	
Total Other Fund Source	169,031	19,852	11.7%	6,544,555	6,420,727	98.1%	4,784,588	6,400,875	
Total Revenues & Fund Sources	\$ 3,238,597	\$ 705,407	21.8%	\$ 9,649,601	\$ 7,212,858	74.7%	\$ 4,800,457	\$ 6,507,451	
Expenditures									
Operating Expenditures									
Wages	\$ 906,720	\$ 201,698	22.2%	\$ 916,260	\$ 269,196	29.4%	(40,131)	67,498	
Benefits	445,900	93,609	21.0%	386,930	106,393	27.5%	(9,660)	12,784	
Supplies	336,136	48,332	14.4%	336,750	65,081	19.3%	19,107	16,749	
Services	862,499	218,199	25.3%	885,525	258,917	29.2%	(37,536)	40,718	
Total Operating Expenditures	2,551,255	561,838	22.0%	2,525,465	699,587	27.7%	(68,220)	137,749	
Other Expenditures									
Refunds of Deposits	81,000	31,622	39.0%	42,800	-	0.0%	10,700	(31,622)	
Capital Outlays	1,176,200	130,255	11.1%	841,000	9,487	1.1%	200,763	(120,768)	
Debt Service	238,852	988	0.4%	236,344	782	0.3%	58,304	(206)	
Interfund Loan Disbursements	-	-	0.0%	-	-	0.0%	-	-	
Total Other Expenditures	1,496,052	162,865	10.9%	1,120,144	10,269	0.9%	269,767	(152,596)	
Other Funding Use									
Interfund Transfers Out to Capital	-	-	0.0%	6,400,000	6,400,000	100.0%	(4,800,000)	6,400,000	
Total Other Funding Use	-	-	0.0%	6,400,000	6,400,000	100.0%	(4,800,000)	6,400,000	
Total Expenditures	\$ 4,047,307	\$ 724,703	17.9%	\$ 10,045,609	\$ 7,109,856	70.8%	\$ (4,598,453)	\$ 6,385,153	
Excess Revenues Over (Under) Expenditures	\$ (808,710)	\$ (19,296)	2.4%	\$ (396,008)	\$ 103,002	-26.0%	\$ 9,398,910	\$ 122,298	
Beginning Fund Balance	7,990,124	7,990,124	100.0%	7,866,126	7,866,126	100.0%	-	(123,998)	
Ending Fund Balance	\$ 7,181,414	\$ 7,970,828	111.0%	\$ 7,470,118	\$ 7,969,128	106.7%	\$ 9,398,910	\$ (1,700)	
Ending Fund Balance:									
For Operating & Debt Service				1,553,518	1,577,539				
For Capital Fund				5,916,600	6,391,589				
Total Ending Fund Balance				7,470,118	7,969,128				

City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 March 2022 and 2021
Storm & Surface Water Fund and Storm & Surface Water Capital Fund

	2021	2021 YTD	2021 YTD	YTD Target % *		2022 YTD	^Variance	Change YTD
Storm Water Fund (#406 & #416)	Adopted	Actual	% of	2022	2022 YTD	2022 YTD	YTD Target	Actual 2022-
	Budget	3/31/2021	Budget	Adopted	Actual	% of	vs. Actual	2021
				Budget	3/31/2022	Budget		
Revenues:								
Operating Revenues:								
Intergovernmental Revenue	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -
Charges for Goods & Services	677,015	178,012	26.3%	698,100	186,414	26.7%	11,889	8,402
Hookup/Connection Fee	29,750	5,575	18.7%	14,100	2,347	16.6%	(1,178)	(3,228)
Late Payment Fees	-	1	0.0%	6,070	2,592	42.7%	1,074	2,591
Interest Earnings	3,000	475	15.8%	1,500	451	30.1%	76	(24)
Other Misc. Revenues	-	343	0.0%	-	-	0.0%	-	(343)
Total Operating Revenues	709,765	184,406	26.0%	719,770	191,804	26.6%	11,861	7,398
Other Fund Sources:								
Capital Grants	-	-	0.0%	-	-	0.0%	-	-
Debt Proceeds	-	-	0.0%	-	-	0.0%	-	-
Interfund Transfers in from Operating	-	-	0.0%	1,295,000	1,295,000	100.0%	971,250	1,295,000
Total Other Fund Sources	-	-	0.0%	1,295,000	1,295,000	100.0%	971,250	1,295,000
Total Revenues & Fund Sources	\$ 709,765	\$ 184,406	26.0%	\$ 2,014,770	\$ 1,486,804	73.8%	\$ 983,111	\$ 1,302,398
Expenditures:								
Operating Expenditures:								
Wages	\$ 266,350	\$ 50,527	19.0%	\$ 269,800	\$ 72,042	26.7%	\$ (4,592)	\$ 21,515
Benefits	147,710	29,995	20.3%	122,960	35,056	28.5%	(4,316)	5,061
Supplies	66,284	3,558	5.4%	111,200	3,816	3.4%	23,984	258
Services	73,854	18,867	25.5%	76,640	25,462	33.2%	(6,302)	6,595
Total Operating Expenditures	554,198	102,947	18.6%	580,600	136,376	23.5%	8,774	33,429
Other Expenditures:								
Capital Outlays	393,498	2,485	0.6%	57,900	9,405	16.2%	5,070	6,920
Debt Service	404	175	43.3%	420	355	84.5%	(250)	180
Custodial Activities	-	-	0.0%	-	-	0.0%	-	-
Total Other Expenditures	393,902	2,660	0.7%	58,320	9,760	16.7%	4,820	7,100
Other Funding Use								
Interfund Transfers Out to Capital	-	-	0.0%	1,295,000	1,295,000	100.0%	(971,250)	1,295,000
Total Other Funding Use	-	-	0.0%	1,295,000	1,295,000	100.0%	(971,250)	1,295,000
Total Expenditures	948,100	105,607	11.1%	1,933,920	1,441,136	74.5%	(957,656)	1,335,529
Excess Revenues Over (Under) Expenditures	\$ (238,335)	\$ 78,799	-33.1%	\$ 80,850	\$ 45,668	56.5%	\$ 1,940,767	\$ (33,131)
Beginning Fund Balance	1,264,662	1,264,662	100.0%	1,516,682	1,516,732	100.0%	50	252,070
Ending Fund Balance	\$ 1,026,327	\$ 1,343,461	130.9%	\$ 1,597,532	\$ 1,562,400	97.8%	\$ 1,940,817	\$ 218,939
Ending Fund Balance:								
For Operating & Debt Service				225,032	276,518			
For Capital Fund				1,372,500	1,285,882			
Total Ending Fund Balance				1,597,532	1,562,400			

City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 March 2022 and 2021
 Airport Fund & Airport Capital Fund

	2021	2021 YTD	2021 YTD	YTD Target % *		2022 YTD	^Variance	Change
Airport Fund (#407 & #417)	Adopted	Actual	% of	2022	2022 YTD	2022 YTD	YTD Target	YTD Actual
	Budget	3/31/2021	Budget	Adopted	3/31/2022	% of	vs. Actual	2022-2021
				Budget		Budget		
Revenues:								
Operating Revenues:								
Fuel sales	\$ 650,000	\$ 149,593	23.0%	\$ 650,000	\$ 142,571	21.9%	\$ (19,929)	\$ (7,022)
Rents & Leases	1,198,611	309,526	25.8%	1,207,080	386,225	32.0%	84,455	76,699
Other Misc. Revenues	1,300	-	0.0%	1,300	-	0.0%	(325)	-
Interest Earnings	3,000	380	12.7%	1,500	500	33.3%	125	120
Total Operating Revenues	1,852,911	459,499	24.8%	1,859,880	529,296	28.5%	64,326	69,797
Other Fund Sources:								
Intergovernmental - Capital Grants	1,475,447	-	0.0%	-	-	0.0%	-	-
Refundable Deposits	128,100	13,750	10.7%	-	-	0.0%	-	(13,750)
Proceeds from Sale of Capital Assets	-	-	0.0%	-	-	0.0%	-	-
Debt Proceeds (Bonds/Loans)	750,000	325,573	43.4%	-	93,610	0.0%	93,610	(231,963)
Interfund Transfers in from Operating	-	-	0.0%	1,534,000	1,534,000	100.0%	1,150,500	1,534,000
Total Other Fund Sources	2,353,547	339,323	14.4%	1,534,000	1,627,610	106.1%	1,244,110	1,288,287
Total Revenues & Fund Sources	\$ 4,206,458	\$ 798,822	19.0%	\$ 3,393,880	\$ 2,156,906	63.6%	\$ 1,308,436	\$ 1,358,084
Expenditures:								
Wages	\$ 340,700	\$ 89,418	26.2%	\$ 296,340	\$ 79,699	26.9%	\$ (5,614)	\$ (9,719)
Benefits	157,800	40,726	25.8%	144,990	46,137	31.8%	(9,889)	5,411
Supplies	576,600	111,363	19.3%	578,200	87,234	15.1%	57,316	(24,129)
Services	226,269	58,587	25.9%	322,750	65,131	20.2%	15,557	6,544
Total Operating Expenditures	1,301,369	300,094	23.1%	1,342,280	278,201	20.7%	57,370	(21,893)
Other Expenditures:								
Capital Outlays	2,118,930	287,057	13.5%	682,210	81,930	12.0%	88,623	(205,127)
Debt Service	110,559	7,267	6.6%	73,008	6,911	9.5%	11,341	(356)
Custodial Activities	-	-	0.0%	-	-	0.0%	-	-
Interfund Loan Payment	70,911	17,601	24.8%	54,135	17,956	33.2%	(4,422)	355
Total Other Expenditures	2,300,400	311,925	13.6%	809,353	106,797	13.2%	95,542	(205,128)
Other Funding Use								
Interfund Transfers out to Capital	-	-	0.0%	1,534,000	1,534,000	100.0%	(1,150,500)	1,534,000
Total Other Funding Use	-	-	0.0%	1,534,000	1,534,000	100.0%	(1,150,500)	1,534,000
Total Expenditures	\$ 3,601,769	\$ 612,019	17.0%	\$ 3,685,633	\$ 1,918,998	52.1%	\$ (997,588)	\$ 1,306,979
Excess Revenues Over (Under) Expenditures	\$ 604,689	\$ 186,803	30.9%	\$ (291,753)	\$ 237,908	-81.5%	\$ 2,306,024	\$ 51,105
Beginning Fund Balance	1,051,418	1,051,418	100.0%	1,543,750	1,543,750	100.0%	-	492,332
Ending Fund Balance	\$ 1,656,107	\$ 1,238,221	74.8%	\$ 1,251,997	\$ 1,781,658	142.3%	\$ 2,306,024	\$ 543,437
Ending Fund Balance:								
For Operating & Debt Service				10,457	235,641			
For Capital Fund				1,241,540	1,546,017			
Total Ending Fund Balance				1,251,997	1,781,658			

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Lance Bunker, Public Works Director
MEETING OF: May 9, 2022
SUBJECT: Bid Award- Chehalis Avenue Reconstruction Project

ISSUE

Bids have been received for the Chehalis Ave Reconstruction project. The results of the bidding and a recommendation to award a contract have been prepared for the City Council's consideration.

DISCUSSION

The Chehalis Avenue Reconstruction Project includes a full roadway replacement from 3rd Street to 9th Street, including new curb, gutter, sidewalk, and storm drainage improvements, as well as the replacement of an 8-inch water line. The bidding was opened on April 28, 2022, at 10:00 am. Six (6) bids were submitted, opened, and read publicly.

The bid request was advertised on April 14, 2022 and closed on April 28, 2022 at 10:00 am. Six (6) bids were submitted, opened, and read publicly for the above referenced project. The low bid was submitted by Midway Underground, LLC of Toledo, Washington in the amount of \$2,240,067.55, including Washington State sales tax. The cost for bid Schedule A (roadway) was \$1,715,000.00. The cost for bid Schedule B (waterline) was \$525,067.55, including sales tax.

The total bids from all submissions for Schedule A and B ranged from \$2,240,067.55 to \$2,592,213.50. Please see the attached bidder's tabulation. The overall Engineer estimate for the project was \$2,508,177.20. Gibbs & Olson reviewed the bids and found that Midway Underground, LLC correctly completed the required forms included in the Bid Package. Gibbs & Olson recommends that the City of Chehalis award a contract in the amount of \$2,240,067.55 to Midway Underground, LLC of Toledo, Washington for the Chehalis Avenue Reconstruction project.

The following are the combined totals for Schedule A and B received from each company:

Bidder	Amount
Midway Underground	\$2,240,067.55
JH Kelly	\$2,391,763.66
Rognlin's	\$2,399,318.80
Northwest Cascade Inc.	\$2,436,936.54
Active Construction Inc.	\$2,449,449.00
Granite Construction	\$2,592,213.50

Midway Underground has met the qualifications needed to be able to complete the job and is the lowest bidder, with a bid \$268,109.65 lower than the engineers estimate (\$2,508,177.20 provided by Gibbs & Olson Engineering), the Projects Engineer, Kyle Busby of Gibbs and Olson, and the administration recommend Midway Underground be awarded the contract to complete the work.

FISCAL IMPACT

This project will be paid for by Water and TBD Funds. Based on previous engineer's estimates, the costs will be approximately 65% TBD, 35% Water, with the stormwater fund allocations to be determined by actual costs. It is recommended that a 20% contingency of \$448,013.51 be added to the project to address unanticipated issues that can arise with a project of this size. This would increase the total budget to \$2,688,081.06 (rounded to \$2,688,100.00).

RECOMMENDATION/COUNCIL ACTION DESIRED

It is recommended that the City Council:

- Award the Chehalis Avenue Reconstruction Project to Midway Underground, LLC. in the amount of \$2,240,067.55
- Authorize a 20% contingency budget of \$448,013.51
- Authorize the City Manager to execute all project related documents, including change orders, not exceed a total project cost of \$2,688,100.00.

SUGGESTED MOTION

I move that the City Council:

- 1) Award the Chehalis Avenue Reconstruction Project to Midway Underground, LLC. in the amount of \$2,240,067.55; and
- 2) Authorize a 20% contingency budget of \$448,013.51; and
- 3) Authorize the City Manager to execute all project related documents, including change orders, not exceed a total project cost of \$2,688,100.00.

City of Chehalis
 Chehalis Avenue Improvements
 Bidder's Tabulation
 Bid Opening: April 28, 2022, 10:00 a.m.



Schedule A

Item No.	Item	Qty	Unit	Engineer's Estimate		Midway Underground		JH Kelly		Rognlin's Inc		Northwest Cascade Inc		Active Construction Inc		Granite Construction Co.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Minor Changes	1	CALC	\$ 75,000	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
2	SPCC Plan	1	LS	\$ 1,000	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 150.00	\$ 150.00	\$ 1,500.00	\$ 1,500.00
3	Mobilization	1	LS	\$ 169,000	\$ 169,000.00	\$ 170,000.00	\$ 170,000.00	\$ 59,100.00	\$ 59,100.00	\$ 170,000.00	\$ 170,000.00	\$ 187,000.00	\$ 187,000.00	\$ 196,182.25	\$ 196,182.25	\$ 143,760.00	\$ 143,760.00
4	Project Temporary Traffic Control	1	LS	\$ 100,000	\$ 100,000.00	\$ 150,000.00	\$ 150,000.00	\$ 132,000.00	\$ 132,000.00	\$ 190,000.00	\$ 190,000.00	\$ 160,000.00	\$ 160,000.00	\$ 150,000.00	\$ 150,000.00	\$ 330,000.00	\$ 330,000.00
5	Clearing and Grubbing	1	LS	\$ 30,000	\$ 30,000.00	\$ 24,500.00	\$ 24,500.00	\$ 65,900.00	\$ 65,900.00	\$ 70,000.00	\$ 70,000.00	\$ 45,000.00	\$ 45,000.00	\$ 55,000.00	\$ 55,000.00	\$ 26,000.00	\$ 26,000.00
6	Removal of Structures and Obstructions	1	LS	\$ 40,000	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00	\$ 26,300.00	\$ 26,300.00	\$ 55,000.00	\$ 55,000.00	\$ 150,000.00	\$ 150,000.00	\$ 75,000.00	\$ 75,000.00	\$ 22,000.00	\$ 22,000.00
7	Roadway Excavation Incl. Haul	3,400	CY	\$ 30	\$ 102,000.00	\$ 65.00	\$ 221,000.00	\$ 41.00	\$ 139,400.00	\$ 40.00	\$ 136,000.00	\$ 40.00	\$ 136,000.00	\$ 65.00	\$ 221,000.00	\$ 65.00	\$ 221,000.00
8	Unsuitable Foundation Excavation Incl. Haul	850	CY	\$ 30	\$ 25,500.00	\$ 20.00	\$ 17,000.00	\$ 29.00	\$ 24,650.00	\$ 42.00	\$ 35,700.00	\$ 41.00	\$ 34,850.00	\$ 50.00	\$ 42,500.00	\$ 30.00	\$ 25,500.00
9	Gravel Borrow Incl. Haul	1,600	TN	\$ 25	\$ 40,000.00	\$ 18.00	\$ 28,800.00	\$ 22.00	\$ 35,200.00	\$ 30.00	\$ 48,000.00	\$ 30.00	\$ 48,000.00	\$ 30.00	\$ 48,000.00	\$ 23.50	\$ 37,600.00
10	Construction Geotextile For Separation	6,800	SY	\$ 7	\$ 47,600.00	\$ 8.00	\$ 54,400.00	\$ 4.85	\$ 32,980.00	\$ 6.00	\$ 40,800.00	\$ 3.00	\$ 20,400.00	\$ 6.50	\$ 44,200.00	\$ 7.50	\$ 51,000.00
11	Crushed Surfacing Top Course	1,600	TN	\$ 45	\$ 72,000.00	\$ 38.00	\$ 60,800.00	\$ 37.50	\$ 60,000.00	\$ 36.00	\$ 57,600.00	\$ 36.25	\$ 58,000.00	\$ 36.00	\$ 57,600.00	\$ 30.00	\$ 48,000.00
12	Crushed Surfacing Base Course	2,300	TN	\$ 40	\$ 92,000.00	\$ 36.00	\$ 82,800.00	\$ 34.00	\$ 78,200.00	\$ 36.00	\$ 82,800.00	\$ 34.00	\$ 78,200.00	\$ 30.00	\$ 69,000.00	\$ 32.00	\$ 73,600.00
13	HMA CL. 1/2 IN. PG 58H-22	1,070	TN	\$ 180	\$ 192,600.00	\$ 106.00	\$ 113,420.00	\$ 126.65	\$ 135,515.50	\$ 120.00	\$ 128,400.00	\$ 126.00	\$ 134,820.00	\$ 120.00	\$ 128,400.00	\$ 95.00	\$ 101,650.00
14	Speed Berm	6	EA	\$ 3,000	\$ 18,000.00	\$ 1,250.00	\$ 7,500.00	\$ 1,725.00	\$ 10,350.00	\$ 2,500.00	\$ 15,000.00	\$ 1,600.00	\$ 9,600.00	\$ 1,000.00	\$ 6,000.00	\$ 1,000.00	\$ 6,000.00
15	Corrugated Polyethylene Storm Sewer Pipe 12 In. Diam.	890	LF	\$ 75	\$ 66,750.00	\$ 65.00	\$ 57,850.00	\$ 79.00	\$ 70,310.00	\$ 66.00	\$ 58,740.00	\$ 58.00	\$ 51,620.00	\$ 69.00	\$ 61,410.00	\$ 105.00	\$ 93,450.00
16	Corrugated Polyethylene Storm Sewer Pipe 18 In. Diam.	410	LF	\$ 85	\$ 34,850.00	\$ 90.00	\$ 36,900.00	\$ 76.25	\$ 31,262.50	\$ 85.00	\$ 34,850.00	\$ 84.00	\$ 34,440.00	\$ 100.00	\$ 41,000.00	\$ 120.00	\$ 49,200.00
17	Corrugated Polyethylene Storm Sewer Pipe 24 In. Diam.	20	LF	\$ 100	\$ 2,000.00	\$ 150.00	\$ 3,000.00	\$ 286.75	\$ 5,735.00	\$ 150.00	\$ 3,000.00	\$ 207.00	\$ 4,140.00	\$ 310.00	\$ 6,200.00	\$ 550.00	\$ 11,000.00
18	Nyloplast Drain Basin 15 In. Diam.	1	EA	\$ 2,000	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,503.00	\$ 3,503.00	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 7,500.00	\$ 7,500.00
19	Catch Basin Type 1	13	EA	\$ 3,000	\$ 39,000.00	\$ 3,500.00	\$ 45,500.00	\$ 5,103.00	\$ 66,339.00	\$ 2,500.00	\$ 32,500.00	\$ 2,000.00	\$ 26,000.00	\$ 1,600.00	\$ 20,800.00	\$ 3,500.00	\$ 45,500.00
20	Catch Basin Type 1L	3	EA	\$ 3,500	\$ 10,500.00	\$ 3,500.00	\$ 10,500.00	\$ 7,746.00	\$ 23,238.00	\$ 2,600.00	\$ 7,800.00	\$ 2,100.00	\$ 6,300.00	\$ 1,945.00	\$ 5,835.00	\$ 3,500.00	\$ 10,500.00
21	Catch Basin Type 2 48 In. Diam.	4	EA	\$ 6,500	\$ 26,000.00	\$ 5,000.00	\$ 20,000.00	\$ 8,841.25	\$ 35,365.00	\$ 4,500.00	\$ 18,000.00	\$ 3,450.00	\$ 13,800.00	\$ 4,750.00	\$ 19,000.00	\$ 6,500.00	\$ 26,000.00
22	Catch Basin Type 2 54 In. Diam.	2	EA	\$ 8,000	\$ 16,000.00	\$ 6,500.00	\$ 13,000.00	\$ 12,899.00	\$ 25,798.00	\$ 7,000.00	\$ 14,000.00	\$ 5,500.00	\$ 11,000.00	\$ 7,450.00	\$ 14,900.00	\$ 7,500.00	\$ 15,000.00
23	Catch Basin Type 2 60 In. Diam.	1	EA	\$ 9,500	\$ 9,500.00	\$ 10,500.00	\$ 10,500.00	\$ 12,079.00	\$ 12,079.00	\$ 7,500.00	\$ 7,500.00	\$ 8,850.00	\$ 8,850.00	\$ 7,450.00	\$ 7,450.00	\$ 7,500.00	\$ 7,500.00
24	Structure Excavation Class B Incl. Haul	1	LS	\$ 49,000	\$ 49,000.00	\$ 12,500.00	\$ 12,500.00	\$ 11,128.00	\$ 11,128.00	\$ 5,500.00	\$ 5,500.00	\$ 40,000.00	\$ 40,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
25	Shoring or Extra Excavation Class B	1	LS	\$ 13,000	\$ 13,000.00	\$ 10,500.00	\$ 10,500.00	\$ 1,275.00	\$ 1,275.00	\$ 15,000.00	\$ 15,000.00	\$ 2,500.00	\$ 2,500.00	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00
26	Bank Run Gravel for Trench Backfill	770	TN	\$ 35	\$ 26,950.00	\$ 24.00	\$ 18,480.00	\$ 23.50	\$ 18,095.00	\$ 20.00	\$ 15,400.00	\$ 42.50	\$ 32,725.00	\$ 40.00	\$ 30,800.00	\$ 65.00	\$ 50,050.00
27	Erosion Control and Water Pollution Prevention	1	LS	\$ 20,000	\$ 20,000.00	\$ 3,500.00	\$ 3,500.00	\$ 27,730.00	\$ 27,730.00	\$ 25,000.00	\$ 25,000.00	\$ 22,000.00	\$ 22,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
28	Roadside Restoration	1	LS	\$ 30,000	\$ 30,000.00	\$ 75,000.00	\$ 75,000.00	\$ 87,445.00	\$ 87,445.00	\$ 55,000.00	\$ 55,000.00	\$ 75,000.00	\$ 75,000.00	\$ 50,000.00	\$ 50,000.00	\$ 62,000.00	\$ 62,000.00
29	Cement Conc. Traffic Curb and Gutter	4,000	LF	\$ 40	\$ 160,000.00	\$ 26.00	\$ 104,000.00	\$ 28.50	\$ 114,000.00	\$ 28.00	\$ 112,000.00	\$ 25.00	\$ 100,000.00	\$ 23.00	\$ 92,000.00	\$ 19.00	\$ 76,000.00
30	Cement Conc. Pedestrian Curb	680	LF	\$ 40	\$ 27,200.00	\$ 26.00	\$ 17,680.00	\$ 36.75	\$ 24,990.00	\$ 28.00	\$ 19,040.00	\$ 35.00	\$ 23,800.00	\$ 30.00	\$ 20,400.00	\$ 23.00	\$ 15,640.00
31	Cement Conc. Driveway Entrance	840	SY	\$ 100	\$ 84,000.00	\$ 60.00	\$ 50,400.00	\$ 101.25	\$ 85,050.00	\$ 95.00	\$ 79,800.00	\$ 92.00	\$ 77,280.00	\$ 92.00	\$ 77,280.00	\$ 83.00	\$ 69,720.00
32	Chain Link Fence Type 3	60	LF	\$ 20	\$ 1,200.00	\$ 110.00	\$ 6,600.00	\$ 183.00	\$ 10,980.00	\$ 120.00	\$ 7,200.00	\$ 128.00	\$ 7,680.00	\$ 125.00	\$ 7,500.00	\$ 103.00	\$ 6,180.00
33	Double 14 Ft. Chain Link Gate	1	EA	\$ 300	\$ 300.00	\$ 2,100.00	\$ 2,100.00	\$ 5,780.00	\$ 5,780.00	\$ 2,500.00	\$ 2,500.00	\$ 2,350.00	\$ 2,350.00	\$ 2,300.00	\$ 2,300.00	\$ 1,800.00	\$ 1,800.00
34	Monument Case and Cover	3	EA	\$ 2,000	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	\$ 1,620.00	\$ 4,860.00	\$ 1,500.00	\$ 4,500.00	\$ 1,050.00	\$ 3,150.00	\$ 500.00	\$ 1,500.00	\$ 1,000.00	\$ 3,000.00
35	Cement Conc. Sidewalk	1,720	SY	\$ 70	\$ 120,400.00	\$ 52.00	\$ 89,440.00	\$ 71.00	\$ 122,120.00	\$ 70.00	\$ 120,400.00	\$ 61.00	\$ 104,920.00	\$ 65.00	\$ 111,800.00	\$ 56.00	\$ 96,320.00
36	Cement Conc. Curb Ramp Type Perpendicular	95	SY	\$ 275	\$ 26,125.00	\$ 140.00	\$ 13,300.00	\$ 230.75	\$ 21,921.25	\$ 250.00	\$ 23,750.00	\$ 250.00	\$ 23,750.00	\$ 300.00	\$ 28,500.00	\$ 145.00	\$ 13,775.00
37	Cement Conc. Curb Ramp Type Combination	20	SY	\$ 275	\$ 5,500.00	\$ 160.00	\$ 3,200.00	\$ 359.50	\$ 7,190.00	\$ 250.00	\$ 5,000.00	\$ 250.00	\$ 5,000.00	\$ 300.00	\$ 6,000.00	\$ 100.00	\$ 2,000.00
38	Cement Conc. Curb Ramp Type Single Direction	95	SY	\$ 275	\$ 26,125.00	\$ 170.00	\$ 16,150.00	\$ 180.50	\$ 17,147.50	\$ 250.00	\$ 23,750.00	\$ 250.00	\$ 23,750.00	\$ 300.00	\$ 28,500.00	\$ 130.00	\$ 12,350.00
39	Permanent Signing	1	LS	\$ 19,000	\$ 19,000.00	\$ 15,000.00	\$ 15,000.00	\$ 22,597.00	\$ 22,597.00	\$ 20,000.00	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ 15,000.00	\$ 15,000.00	\$ 29,000.00	\$ 29,000.00
40	Plastic Speed Bump Symbol	12	EA	\$ 200	\$ 2,400.00	\$ 300.00	\$ 3,600.00	\$ 913.25	\$ 10,959.00	\$ 290.00	\$ 3,480.00	\$ 360.00	\$ 4,320.00	\$ 350.00	\$ 4,200.00	\$ 280.00	\$ 3,360.00
41	Plastic Stop Line	45	LF	\$ 40	\$ 1,800.00	\$ 32.00	\$ 1,440.00	\$ 22.50	\$ 1,012.50	\$ 15.00	\$ 675.00	\$ 21.00	\$ 945.00	\$ 20.00	\$ 900.00	\$ 21.00	\$ 945.00
42	Plastic Crosswalk Line	790	SF	\$ 30	\$ 23,700.00	\$ 16.00	\$ 12,640.00	\$ 12.00	\$ 9,480.00	\$ 9.00	\$ 7,110.00	\$ 21.00	\$ 16,590.00	\$ 20.00	\$ 15,800.00	\$ 15.00	\$ 11,850.00
Schedule A Total					\$ 1,854,000.00	\$ 1,715,000.00	\$ 1,753,985.25	\$ 1,830,295.00	\$ 1,880,280.00	\$ 1,856,107.25	\$ 1,903,250.00						

Schedule B

Item No.	Item	Qty	Unit	Engineer's Estimate		Midway Underground		JH Kelly		Rognlin's Inc		Northwest Cascade Inc		Active Construction Inc		Granite Construction Co.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
101	Minor Changes	1	CALC	\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
102	Mobilization	1	LS	\$ 55,000	\$ 55,000.00	\$ 45,000.00	\$ 45,000.00	\$ 55,077.00	\$ 55,077.00	\$ 50,000.00	\$ 50,000.00	\$ 49,000.00	\$ 49,000.00	\$ 40,000.00	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00
103	Controlled Density Fill	60	CY	\$ 270	\$ 16,200.00	\$ 300.00	\$ 18,000.00	\$ 261.00	\$ 15,660.00	\$ 100.00	\$ 6,000.00	\$ 390.00	\$ 23,400.00	\$ 225.00	\$ 13,500.00	\$ 200.00	\$ 12,000.00
104	Connection to Existing Water Main	5	EA	\$ 3,000	\$ 15,000.00	\$ 2,500.00	\$ 12,500.00	\$ 3,784.00	\$ 18,920.00	\$ 5,000.00	\$ 25,000.00	\$ 3,650.00	\$ 18,250.00	\$ 2,700.00	\$ 13,500.00	\$ 6,200.00	\$ 31,000.00
105	Bank Run Gravel for Trench Backfill	1,450	TN	\$ 30	\$ 43,500.00	\$ 12.00	\$ 17,400.00	\$ 23.20	\$ 33,640.00	\$ 20.00	\$ 29,000.00	\$ 40.00	\$ 58,000.00	\$ 40.00	\$ 58,000.00	\$ 45.00	\$ 65,250.00
106	CL 52 Ductile Iron Pipe for Water Main 6 In. Diam.	55	LF	\$ 100	\$ 5,500.00	\$ 105.00	\$ 5,775.00	\$ 168.00	\$ 9,240.00	\$ 120.00	\$ 6,600.00	\$ 200.00	\$ 11,000.00	\$ 127.00	\$ 6,985.00	\$ 380.00	\$ 20,900.00
107	CL 52 Ductile Iron Pipe for Water Main 8 In. Diam.	2,120	LF	\$ 120	\$ 254,400.00	\$ 110.00	\$ 233,200.00	\$ 121.00	\$ 256,520.00	\$ 120.00	\$ 254,400.00	\$ 91.00	\$ 192,920.00	\$ 97.00	\$ 205,640.00	\$ 120.00	\$ 254,400.00
108	Shoring or Extra Excavation Trench	1	LS	\$ 25,000	\$ 25,000.00	\$ 6,500.00	\$ 6,500.00	\$ 3,383.00	\$ 3,383.00	\$ 8,000.00	\$ 8,000.00	\$					

April 29, 2022

City Manager, Jill Anderson
City of Chehalis
350 North Market Blvd.
Chehalis, WA 98532

RE: Chehalis Avenue Improvements – Construction Contract Award Recommendation

Dear City Manager Anderson:

On April 28, 2022 at 10:00 am, six bids were opened and publicly read for the above referenced project. The low bid was submitted by Midway Underground, LLC of Toledo, Washington in the amount of \$2,240,067.55, including Washington state sales tax. The cost for bid Schedule A (roadway) is \$1,715,000.00. The cost for bid Schedule B (waterline) is \$525,067.55, including sales tax. The total bids for Schedule A and B combined ranged from \$2,240,067.55 to \$2,592,213.50. Please see the attached bidder's tabulation. The Engineer's estimate for the project was \$2,508,177.20.

Gibbs & Olson reviewed the bids and found that Midway Underground, LLC correctly completed the required forms included in the Bid Package. Gibbs & Olson has verified that Midway Underground, LLC has an active contractor's license and has no summons or complaints against them.

Gibbs & Olson recommends that the City of Chehalis award a contract in the amount of \$2,240,067.55 to Midway Underground, LLC of Toledo, Washington for the Chehalis Avenue Improvements project. We also recommend that you consult with your attorney to verify concurrence with Gibbs & Olson's recommendation for the contract award.

Please contact me at your convenience if you have any questions regarding the above information or Gibbs & Olson's recommendation.

Sincerely,

Kyle Busby, PE
Project Manager

Attachment: Bid Tabulation
File: 0155.1083

