

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 Vacant, 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 23, 2022
5:00 pm

To access this meeting via Zoom:

Meeting ID: 822 5811 8879

Pass Code: 674890

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|--|
| <ol style="list-style-type: none"> 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 |
|--|
| <ol style="list-style-type: none"> 4. <u>Lewis County Stream Team Presentation.</u> (Edna Fund, Chehalis Basin Board Member, Kenna Fosnacht, Lewis Conservation District) |

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

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
5. <u>Minutes of the Regular City Council Meeting of May 9, 2022.</u> (City Clerk)	APPROVE	1

6. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$356,219.15 Dated May 13, 2022.</u> (City Manager, Finance Director)	APPROVE	5
7. <u>Set June 13, 2022, at 5:00 pm to Conduct a Public Hearing on the City’s 2023-2028 Six-Year Transportation Improvement Program.</u> (City Manager, Public Works Director)	APPROVE	7
8. <u>Agreement with Economic Alliance of Lewis County to Provide Economic Development Services.</u> (City Manager)	APPROVE	9

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NEW BUSINESS		
9. <u>Council Member Vacancy Process.</u> (City Manager)	APPROVE	13
10. <u>Resolution No. 05-2022- Expanding The Urban Growth Area in 2022.</u> (Building and Planning Manager, City Attorney)	APPROVE	17
11. <u>Appointment of New Lodging Tax Advisory Committee Members.</u> (City Manager)	APPOINT	35
12. <u>Judicial Assistant for Sentence Monitoring and Court Clerk Positions.</u> (Court Administrator, Human Resources)	APPROVE	37
13. <u>COVID-19 Landlord Utility Assistance Program Using ARPA/SLFRF Funds.</u> (City Manager, Finance Director)	APPROVE	51

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
14. <u>Administration Reports.</u>	INFORMATION ONLY	- - -
a. City Manager Update. (City Manager)		
15. <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, June 13, 2022.**

Chehalis City Council
Meeting Minutes
May 9, 2022

Council Present: Mayor Ketchum, Councilmember Lord, Councilmember McDougall, Councilmember Pope, Councilmember Spahr, Councilmember Lund (via Zoom).

Council Absent: Councilmember Wilson

Staff Present: Jill Anderson, City Manager; Tammy Baraconi, Building and Planning Manager, Lance Bunker, Public Works Director; Kassi Mackie, City Clerk; Cassie Frazier, Interim City Clerk; Erin Hillier, City Attorney; Matt McKnight, Deputy Police Chief; Chun Saul, Finance Manager, Jud Riddle, Interim Water Manager; Celest Wilder, Public Works Engineer

Public Present: Dan Warn of the Chronicle, Floyd and Elizabeth Smith, Kevin and Melody Hicks, Carol Ruiz

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 5:00 p.m.

2. **Pledge of Allegiance**

Mayor Ketchum led the flag salute.

3. **Approval of Agenda**

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve the agenda as presented. The motion carried unanimously.

PRESENTATIONS

4. **Proclamation: Public Works Week May 16-22, 2022**

Mayor Ketchum presented the proclamation declaring May 16-22nd Public Works Week to Lance Bunker, Public Works Director.

5. **Centralia Chehalis Chamber of Commerce Report**

Centralia Chehalis Chamber of Commerce Director Cynthia Mudge provided updates to the Council including the upcoming Rob Fuller Scholarship Fund luncheon.

6. **Timberland Library- Updates and Presentation**

Timberland Library Executive Director Cheryl Heywood provided updates to the Council including new library openings, VOX Books for children, Press Reader, E-book download opportunities, new open hours, and expanded access opportunities to visit the library.

CITIZENS BUSINESS

Mr. Floyd Smith provided public comment regarding the irregularities in the City's project oversight and requirements. Mayor Ketchum and City Manager Anderson provided explanation and ensured that City Staff is working to maintain adherence to the Chehalis Code and consistency.

Kevin and Melody Hicks provided public comment on the requirements to conduct a Traffic Impact Analysis for a property they are developing. City Manager Anderson will be working with Kevin and Melody Hicks on the requirements outlined in the Chehalis Municipal Code.

CONSENT CALENDAR

7. Minutes of the regular City Council meeting of April 25, 2022
8. Vouchers and Transfers – Accounts Payable in the Amount of \$426994.81 Dated April 29, 2022
9. Vouchers and Transfers-Payroll in the Amount of \$819,435.97 Dated April 29, 2022
10. Confirm Re-Appointment of Peter Hammer to the Historic Preservation Commission
11. Financial Analyst Position Addition to the 2022 Salary Schedule
12. Bids for Rock and Gravel
13. SW Snively Avenue Road and Utility Improvement Project-Acceptance of Project as Complete

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

OLD BUSINESS

14. **Ordinance Number 1029-B, Second and Final Reading- Revision to Infraction Penalties**
A motion was made by Councilmember Spahr, seconded by Councilmember Pope to adopt Ordinance No. 1029-B. The motion carried unanimously.

NEW BUSINESS

15. **Finance Report- 2022 Quarter 1**
Chun Saul, Finance Director provided the Council with a financial update for Quarter 1.
16. **Chehalis Ave Bid**
Councilmember Spahr inquired about the need to increase the size of the waterline from 8 inch to a larger size during the project. Public Works Director Bunker and Interim Water Supervisor Riddle explained that the project is not in an area of town that will be developed further, therefore a larger water line is not necessary.

Councilmember Lord inquired about the potential contamination leeching at the site. Interim Water Supervisor Riddle responded that this location is quite a bit removed from the Thorbecks location. Carol Ruiz of Gibbs and Olson was present virtually to provide comment on this project and noted that there was not a hazard assessment done, but that the boring testing hadn't shown any concerns.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord to award the Chehalis Avenue Reconstruction Project to Midway Underground, LLC in the amount of \$2,240,067.55 and authorize a 20% contingency budget of \$448,013.51 and authorize the

City Manager to execute all project related documents including change orders not to exceed a total project cost of \$2,688.100.00

ADMINISTRATION AND CITY COUNCIL REPORTS

17. City Manager Update.

City Manager Anderson provided introductions for both Lance Bunker, Public Works Director and Kassi Mackie, City Clerk to the Council.

18. Councilor Reports/Committee Updates.

None.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:17 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

**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 23, 2022

SUBJECT: 2022 Vouchers and Transfers – Accounts Payable in the Amount of
\$356,219.15

ISSUE

City Council approval is requested for 2022 Vouchers and Transfers dated May 13, 2022.

DISCUSSION

The May 13, 2022, Claim Vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers including Electronic Funds Transfer Checks No. 2024 - 2051 and 54 - 56 and Voucher Checks No. 134220 - 134312 in the amount of \$356,219.15 dated May 13, 2022, which included the transfer of:

- \$ 100,839.91 from the General Fund
- \$ 8,808.06 from the Street Fund
- \$ 18,691.76 from the Tourism Fund
- \$ 2,102.86 from the LEOFF 1 OPEB Reserve Fund
- \$ 39,368.57 from the Public Facilities Reserve Fund
- \$ 674.62 from the Garbage Fund
- \$ 64,215.72 from the Wastewater Fund
- \$ 48,110.23 from the Water Fund
- \$ 2,499.82 from the Storm & Surface Water Utility Fund
- \$ 12,125.98 from the Airport Fund
- \$ 25,000.00 from the Water Capital Fund
- \$ 23,399.03 from the Airport Capital Fund
- \$ 5,880.77 from the Custodial Court Fund
- \$ 4,501.82 from the Custodial Other Agency Fund

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 2024 - 2051 and 54 - 56 and Voucher Checks No. 134220 - 134312 in the amount of \$356,219.15 dated May 13, 2022.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 2024 - 2051 and 54 - 56 and Voucher Checks No. 134220 - 134312 in the amount of \$356,219.15 dated May 13, 2022.

**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 23, 2022

SUBJECT: Set June 13, 2022, at 5:00 pm to Conduct a Public Hearing on the City's 2023-2028 Six-Year Transportation Improvement Program

ISSUE

A public hearing for the June 13, 2022, City Council meeting is planned to provide the opportunity for comment and input on the City's proposed 2023-2028 Transportation Improvement Program (TIP). This hearing is required as part of the Six-Year Transportation Improvement Program (STIP) preparation process.

DISCUSSION

State law requires that a municipality conduct a public hearing to provide citizens the opportunity to comment on a proposed STIP prior to its adoption. It is proposed that the required public hearing be held on Monday, June 13th as part of the regularly scheduled City Council meeting. The public hearing will provide an opportunity for the public and the City Council to provide comment on the proposed plan. Those comments can then be incorporated as appropriate into the STIP, which will be scheduled for action at the June 27, 2022, City Council meeting.

FISCAL IMPACT

N/A

RECOMMENDATION

It is recommended that the City Council set June 13, 2022, at 5:00 pm as the date and time to conduct the public hearing concerning the City's 2023-2028 Six-Year Transportation Improvement Program.

SUGGESTED MOTION

I move that the City Council set June 13, 2022, at 5:00 pm as the date and time to conduct the public hearing concerning the city's 2023-2028 Six-Year Transportation Improvement Program.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

MEETING OF: May 23, 2022

SUBJECT: Agreement with Economic Alliance of Lewis County to Provide Economic Development Services

ISSUE

The current agreement with the Lewis County Economic Development Council (EDC) has expired.

DISCUSSION

The City has been a member of the Lewis County Economic Alliance for many years. The agreement between the City and the Economic Alliance to provide economic development services during calendar year 2020-2021 has expired. The agreement provides that the EDC will actively recruit business and industry to Chehalis and the greater community; provide business retention outreach to businesses in Chehalis and the greater community; support efforts by the City to recruit new retail businesses to Chehalis; and conduct briefings to the City Council and/or city personnel as requested.

Some of the specific services provided by the EDC over the past year included:

- Marketing and engagement in site visits with prospective clients at the Port of Chehalis.
- Business Development Center (BDC)- creation of alliances with entities and individuals within the City of Chehalis for Small Business and Entrepreneur Development.
- Support the C.C.R.T. (Experience Chehalis) in providing educational opportunities to local small businesses and entrepreneurs.
- Assist with coordination and administering of flood funding to support the important work of J. Van Der Stoep to advance a solution to basin-wide flooding.
- Lewis County Flood Control District #1 developing a funding strategy for future projects.
- Scale-Up program to assist business growth offered through the Alliance Business Development Center.

The proposed contract is for ongoing general and specific services to Chehalis as part of the mission

to advance economic development in Lewis County. The City of Chehalis also has a separate contract with the Alliance to assist in capital improvement planning and the pursuit of the funds needed to advance strategic infrastructure projects, including state and federal grants, loans, and direct allocations. The infrastructure planning agreement was approved by the City Council in October 2021 and continues through 2023.

FISCAL IMPACT

Annual payments to the EDC have fluctuated over the years. The following provides a history of contributions from the city to the EDC:

Year(s)	Annual Payment
2008	\$ 15,000
2009 – 2012	\$ 6,000
2013 – 2014	\$ 4,000
2015 – 2017	\$ 6,000
2018-2019	\$ 8,000
2020-2021	\$ 8,000

The 2022 Adopted Budget includes \$8,000 for Economic Alliance Services.

RECOMMENDATION

It is recommended that the City Council approve the agreement with the Lewis County Economic Alliance to provide economic development services for 2022 and 2023.

SUGGESTED MOTION

I move that the City Council approve the agreement with the Lewis County Economic Alliance to provide economic development services for 2022 and 2023.

AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2022, by and between the **ECONOMIC ALLIANCE OF LEWIS COUNTY**, a nonprofit Washington corporation, herein referred to as EALC, and the **CITY OF CHEHALIS, WASHINGTON**, a municipal corporation, herein referred to as City.

W I T N E S S E T H:

For and in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

A. Services.

1. EALC will perform the following services:

- a) Actively recruit business and industry to Chehalis and the greater community.
- b) Provide business retention outreach to businesses in Chehalis and the greater community.
- c) Support efforts by the City to recruit new retail businesses to the City of Chehalis. This includes research and expertise as requested by City staff.
- d) Conduct informative briefings for the City Council and/or City personnel, as requested by the City Manager.
- e) Assist with coordination and administering of flood funding to support the important work of J. Van Der Stoep to create a solution to basin-wide flooding.
- f) Provide business assistance to Chehalis residents and business owners through the work of Alliance Business Development Center which helps small business and entrepreneurship creation and growth.

2. The Alliance shall provide the City with quarterly written reports and provide oral reports annually. Each quarterly report shall explain how contract deliverables are being accomplished.

B. City Payment. City agrees to pay \$8,000.00 for services rendered in 2022 and 2023. Payments may be made in equal quarterly installments of \$2,000.00 each, made at the end of each quarter upon receipt of invoice.

C. Termination. Either party may terminate this Agreement by giving the other party notice of such intent no later than thirty (30) days prior to the effective date of termination. In the event of termination, the City's obligation to pay for services provided shall be pro-rated to the date of termination.

D. Renewal. This Agreement may be renewed by the parties upon authorization by the Chehalis City Council of the appropriation of funds in the City's annual budget for the fee to be paid to Economic Alliance for services rendered.

CITY OF CHEHALIS, WASHINGTON,
a municipal corporation

Economic Alliance of Lewis County,
a non-profit corporation

By: _____
Its City Manager

By: _____
Its Executive Director

Attest: _____
Its City Clerk

By: _____
Its President

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Kassi Mackie, City Clerk

MEETING OF: May 23, 2022

SUBJECT: Council Member Vacancy Process

ISSUE

Due to the resignation of Councilor Kelly Wilson, effective May 13, 2022, the Chehalis City Council has one vacancy. This report provides an opportunity for the City Council to discuss how it would like to fill the vacancy.

BACKGROUND

Through email communication, Councilor Wilson announced he would resign from his position on the City Council effective May 13, 2022. Councilor Wilson’s membership on the City Council filled the At-Large No. 2 position with a term that expires on December 31, 2023. State statute provides that the vacancy be filled by an appointment by the remaining members of the governing body and that the person appointed to fill a vacancy shall hold office for the remainder of the unexpired term or the certified election of an individual at the next municipal election, which is scheduled for November 2023.

Eligibility to hold a position on the City Council is addressed in Chehalis Municipal Code 2.08.050, which requires that an individual has been a registered voter and resident of the city for at least one year. RCW 42.12 includes additional provisions regarding the filling of vacancies of elected city officials, establishing that a vacancy on an elected nonpartisan governing body shall be filled by the remaining members of the governing body. The City Council has 90 days from the date of the vacancy to make an appointment. If an appointment does not occur by then, the City Council loses its authority to fill the seat. According to RCW 42.12.070(4), the County’s legislative body would then have the authority to make the appointment within 180 days of the vacancy’s occurrence.

PROPOSED PROCESS

The process used to fill a vacancy in the recent past included an application process followed by interviews at a special meeting of the City Council. It is proposed that the City Council consider using a similar process in filling the current vacancy. In order to provide potential applicants sufficient time to complete and submit an application, while providing for the timely appointment to fill the vacancy. The following timeline for filling the vacancy is proposed for City Council’s consideration:

- Notice of vacancy published in official newspaper by: Saturday, May 28
- Applications due: Tuesday, June 14
- City Council conducts interviews at a Special meeting: Monday, June 20
- New council member sworn in at regular City Council meeting: Monday, June 27

A draft of an application for interested individuals to complete to be considered for the vacancy is also attached for City Council consideration and comment.

DISCUSSION

If the proposed schedule is acceptable to the City Council, applications will be delivered to each City Council member for review prior to the special meeting proposed for June 20, 2022. The City Council has used the following process in previous candidate interviews and can follow the outline below or adjust it as desired.

- Introduction of candidates.
- Conduct interviews: Each Council member would be able to ask each candidate a question.
- City Council comments on the candidates, if desired.
- City Council will convene into executive session to discuss qualifications of applicants.
- Regular meeting reconvened.
- Nominations from Council members. If more than one candidate is nominated, a vote will be conducted in the order of which candidates were nominated. Elections will continue until an individual receives a majority vote (4).

The person selected to fill the vacancy would then be sworn into office at the City Council's regular meeting of June 27, 2022. It should be noted that the City Council is not obligated to appoint a person based on this process and has discretion regarding how it selects a person to fill a vacancy.

FISCAL IMPACT

There is no fiscal impact related to the filling of this City Council member vacancy.

RECOMMENDATION

It is requested that the City Council review the proposed process for interviewing applicants and suggest changes as needed in order to provide direction to staff.

SUGGESTED MOTION

City Council direction is being requested, so there is no suggested motion.



City of Chehalis

Application for City Council

At Large Position #2

Submittal Deadline: 5:00 PM Tuesday, June 14, 2022

Name: _____

Physical Address: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Years lived in the City of Chehalis: _____

Have you been a registered voter in the City of Chehalis for at least a year? _____

Current Employer: _____

Please answer the following questions using the area provided or on a separate piece of paper using no more than one page per question.

1) Why are you interested in serving as a member of the City Council? _____

2) What is your understanding of the role and responsibilities of a City Councilor? _____

3) What do you think are the strengths of the City? _____

4) How do you think the City can improve? _____

5) Please describe your qualifications and experience that have prepared you for service as a City Councilor: _____

Thank you for applying to be considered to serve as a City Councilor for the City of Chehalis. The City Council will review all applications submitted to the City Clerk's Office at Chehalis City Hall by 5:00 PM on Tuesday, June 14, 2022. Applications will be accepted in person, private delivery (UPS/FedEX), the U.S. Postal Service; or via email at kmackie@ci.chehalis.wa.us. The City Clerk's office can be reached by phone at 360-345-1042, ext. 201 and is located at City Hall, 350 N. Market Street, Chehalis, WA 98532.

Reminder:
All applications must be received by
5:00 PM Tuesday, June 14th to be considered.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Tammy Baraconi, Planning and Building Manager

MEETING OF: May 23, 2022

SUBJECT: Resolution 05-2022, a resolution to expand the Urban Growth Area in 2022.

ISSUE

The City of Chehalis has received two separate applications requesting Urban Growth Area expansion.

DISCUSSION

During the first quarter of 2022, the City received two separate applications (Attached) to expand our Urban Growth Area (UGA). The first area is owned by the Breen Estate and is located west of Interstate 5 along Hamilton Road, just north of Napavine. The second area is owned by Trevor Westland and Joe Enbody. This area is located directly adjacent to the Newaukum Valley Golf Course, between Jackson Highway and Interstate 5.

These applications were submitted to Lewis County for consideration on March 11, 2022. Currently the Lewis County Planned Growth Committee is reviewing these applications and will make a recommendation to the Lewis County Planning Commission on June 1, 2022, as part of their comprehensive plan update.

At this time, Lewis County would like to ensure that the Chehalis City Council is aware of the requests and is willing to consider these expansions at the appropriate time in the future.

Next steps in the UGA expansion request.

- The Lewis County Planned Growth Committee will hold a public meeting to consider and make a recommendation to the Lewis County Planning Commission on June 1, 2022.
- The Lewis County Planning Commission will hold public workshops reviewing these items. It will culminate in a public hearing on July 26, 2022, in which the PC will make a recommendation to the Board of County Commissioners for updates to the Lewis County Comprehensive Plan.
- The WA Department of Commerce will have 60 days to review this request.
- After Commerce is done with their review, the Lewis County Board of County Commissioners will review these requests as part of their Comprehensive Plan update and

decide to accept, accept with conditions, or deny the request to expand the UGA. It is anticipated that the BOCC will hold their public hearing this fall.

- After the County has completed their update, it will come back to the City Council. Council will decide to either accept or deny the requested change to our comprehensive plan that will expand our UGA.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

It is recommended that the City Council approve the resolution to expand the Urban Growth Area in 2022.

SUGGESTED MOTION

I move that the City Council approve the resolution to expand the Urban Growth Area in 2022.

November 30, 2021

TO: Mindy Brooks, Senior Planner
Lewis County Department of Community Development

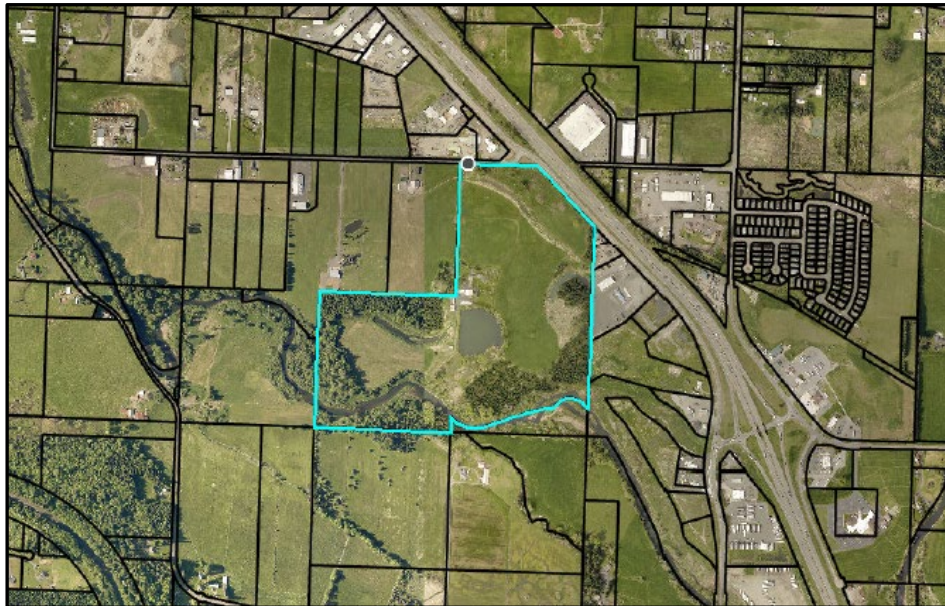
FROM: Tammy Barraconi, Building & Planning Manager
City of Chehalis

RE: Urban Growth Area Expansion

Parcel #: 017904002002

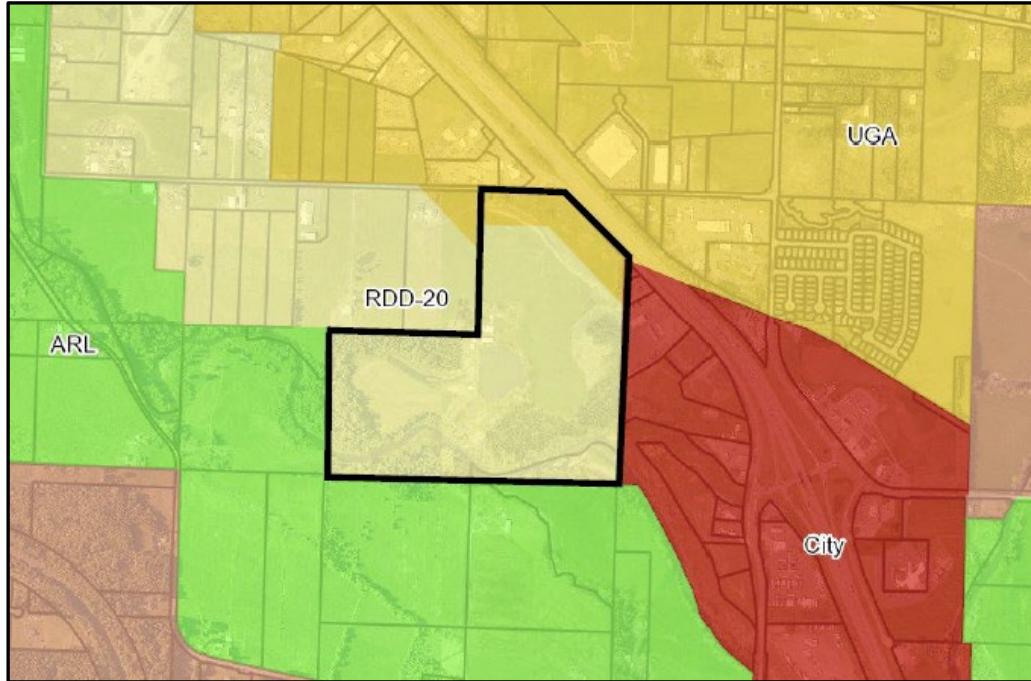
Acres: 109.8

Proposal Area



The City of Chehalis is presenting an application for expansion of its Urban Growth Area (UGA) in support of a request by the estate of Virginia Breem. The proposed expansion area is a single parcel located at 259 Hamilton Road. The parcel has historically been agricultural and is located within Lewis County Rural Development District 1 Unit per 20 Acres (RDD-20). Access is gained from Hamilton Road, and the proposal area is in close proximity to Interstate 5, via Exit 72. A portion of the parcel – the north and northeastern parcel boundary - is already in the City of Chehalis UGA. The City of Napavine is to the east, Lewis County Agricultural Resource Lands (ARL) zone is to the south and west, and Lewis County RDD-20 zone is to the west.

Zoning



Access to the proposal area is from Hamilton Road, which access Interstate 5 just to the south, at exit 72 in the City of Napavine. City of Chehalis sewer and water are immediately adjacent to the proposal area.

Lewis County has established an application process for UGA expansion requests. The County has developed a worksheet to guide the preparation of the application, and for an expansion request, the following items must be addressed:

- 1. Map of the existing and proposed change to your city's UGA Boundary**

Maps are included in the body of this letter of application and also as attachments.

- 2. Needs assessment that explains why the change is necessary based on your city's population allocation.**

The City of Chehalis is unusual in that the need to expand its UGA is not based upon growth within the City limits, but rather because of growth in the UGAs. Therefore, the population allocation for the City is not the best metric for understanding the need for additional UGA. The City proper is severely constrained with respect to population growth, as documented in the City's Comprehensive Plan:

"The city of Chehalis is virtually built out. Most of the undeveloped land within the city contains significant constraints to development due to the presence of wetlands, steep slopes, or floodways. Lesser constraints, such as location within a flood plain, require more costly design than properties without such constraints. In addition, properties located in proximity to the airport may face additional restrictions to ensure that future development does not conflict with current airport uses or activities. Simply put, almost all of the most easily developable land has already been developed. While the higher densities and intensities of land uses

promoted by GMA will result in more compact development patterns, the need to expand beyond the existing corporate boundaries of the city, especially to accommodate needed economic expansion, will become clear. In other words, Chehalis will need to continue to annex additional areas in order to meet projected growth.” (Ch 3, pg. 26)

The Comprehensive Plan Land Use Element states that the City of Chehalis has a total of 3,695 acres. The 2016 Comprehensive Plan notes that 2,884 acres – or 78% - within the City are encumbered with critical areas [Ch.3, p.23]. Of the remaining 811 acres, the Comprehensive Plan indicates that only 179 acres remain available for development [Ch.3, p.26] The current revised draft of the Comprehensive Plan draws upon this information to demonstrate that the City will need at least 200 more acres of developable residential land if it is to meet is 2040 population allocation of 11,230.

2021 population data show the City’s current population to be 7,350 [OFM]. To achieve the 2040 population allocation of 11,230 will require adding 3,880 new residents. At the current average household size of 2.46 per household, the number of dwellings to accommodate future growth is 1,577. Finally, based on previous trends of residential development occurring at a rate of 69%, versus 31% for multi-family, the City will need 1,088 single-family lots and 489 multi-family dwelling units. This analysis also assumes that single-family development will occur at 4 du/acre and multi-family will occur at 12 du/acre:

1. Average density = 4 du/ac
 2. Additional lots for dwelling units needed by 2040 = 1,088
 3. Gross amount of land needed (1088/4) = 272 acres
 4. Add market factor (283.5 x 1.25) = 340 gross acres of residential land needed
 6. Land available (69% of 179 acres) =124 acres
- Residential land deficit (124 - 340) = **-216 net acres**

The same methodology, when applied to the need for land for multi-family development, yields this result:

1. Average density = 12 du/ac
2. Additional dwelling units needed by 2040 = 489
3. Gross amount of land needed (489/12) = 41 acres
4. Add market factor (42.5 x 1.25) = 51 gross acres needed
5. Land available (31% of 179 acres) = 56 acres
6. Multi-family residential land surplus (56 – 51) = +5 net acres of land

The most recent population data from the State Office of Financial Management show that the majority of population growth is occurring in the City’s UGA. The City’s population in 2010 was 7,259. As of 2021, OFM estimates the City’s population to be 7,350. This represents a growth rate of 1.25%. Also according to OFM, the City’s UGA population in 2010 was 1,918. As of 2020 it was estimated to be 2,044, which represents a growth rate of 6.57%.

City Population 2010	City Population 2021	UGA Population 2010	UGA Population 2021
7,259	7,350	1,928	2,044

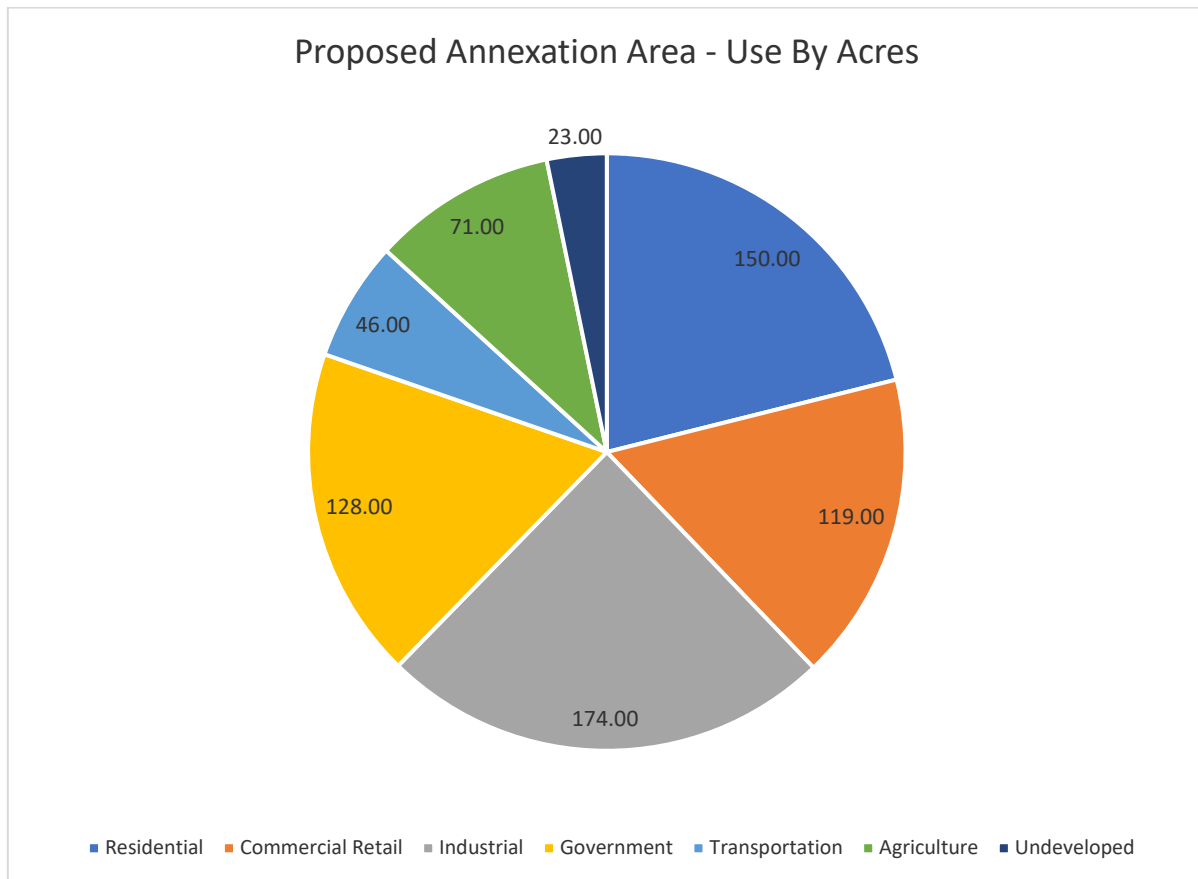
Based on the City’s current population and the growth rates discussed above, the City and UGA projected populations in 2040 will be 9,307 and 7,298, respectively:

City and UGA Population Projections – 2040

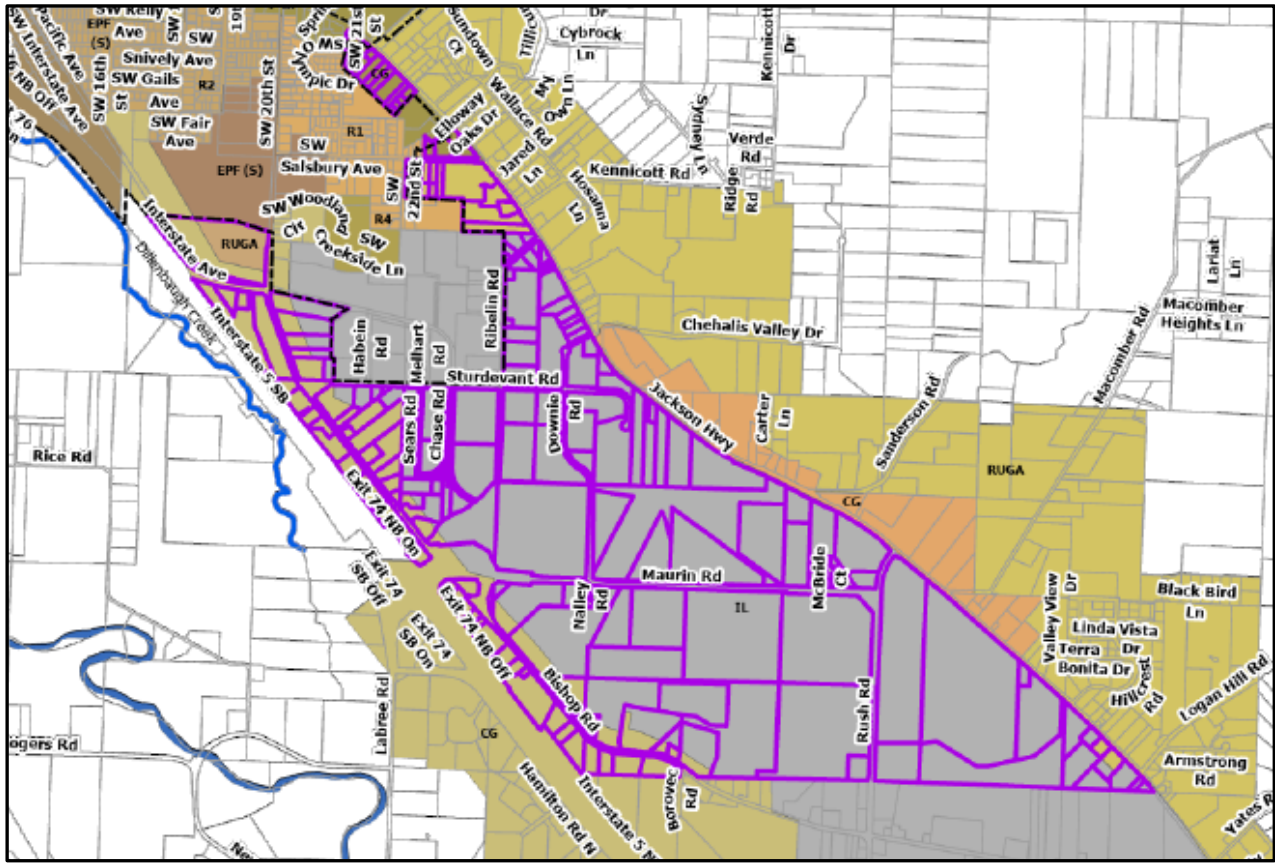
	Current Population	Rate of Growth	2040 Population
City of Chehalis	7,350	1.25%	9,307
Chehalis UGA	2044	6.57%	7,298

Annexation and UGA Expansion Needs

The first obvious mechanism to accommodate future growth and to meet the population allocation, especially when it is occurring in the UGA, is to annex some or all of the UGA into the City. This would change the population ratios between the City and the UGA. Currently, the City is in the analysis phase of completing a large portion of the UGA to the south. This area is comprised of 875 acres, which represents 29% of the UGA. Although this area represents a significant portion of the City’s UGA, at 150 acres, only a small percentage is zoned for residential use. Of this 150 acres, This is due in large part to the presence of the Port of Chehalis in this part of the UGA:



Potential Annexation Area



A review of the Lewis County Assessor's database shows that 89 acres of available residential acreage in the UGA has already been developed, leaving at most 60 acres available, and it is not known how much of the remaining acres may be encumbered by critical areas.

Based on the above analysis, while annexation will be a *necessary* component to accommodate the City's future growth, given the current land use designations – particularly the large area devoted to the Port of Chehalis – annexation will not be *sufficient* to accommodate that growth. For this reason, UGA expansion is also warranted and necessary to provide both commercial and residential growth beyond the current southern boundary of the City's UGA. More residential development opportunities are necessary to accommodate the 6.57% growth rate in the UGA. Increased commercial and/or industrial development opportunities are warranted to keep pace with the consumer demands that will accompany residential growth in the area.

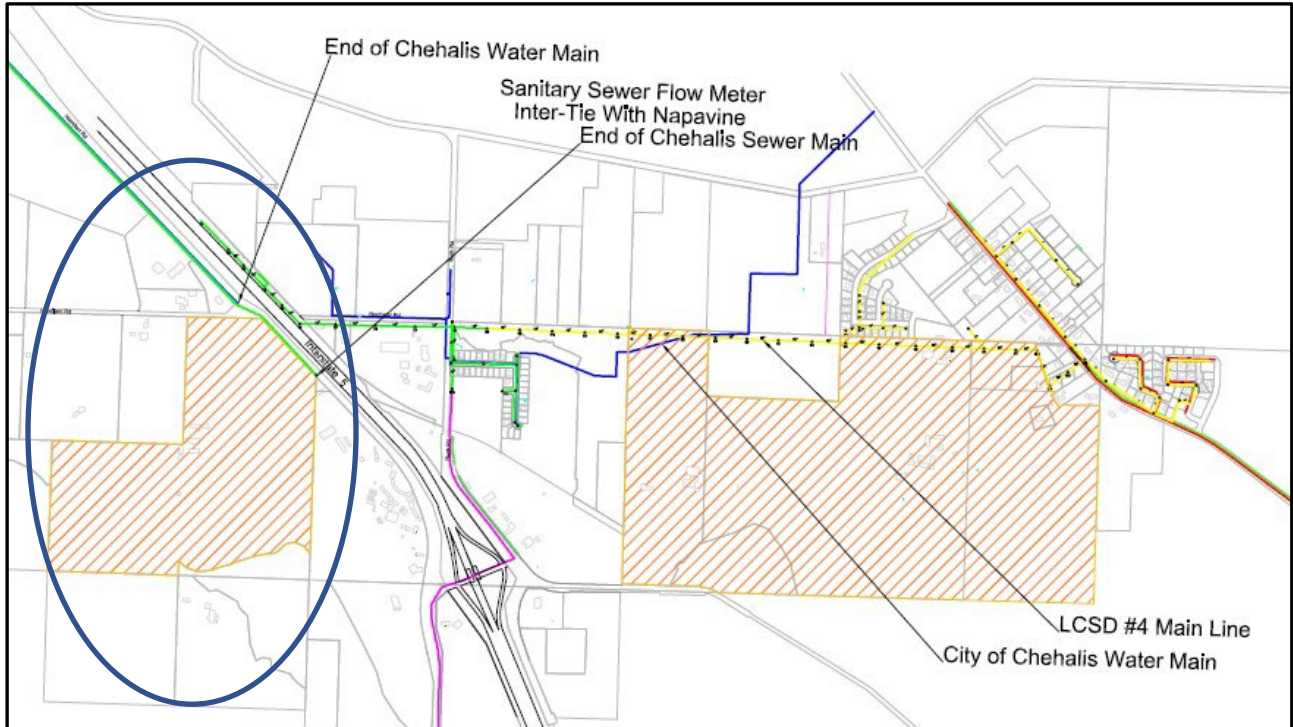
3. If an expansion, indicate the future land uses you intend to incorporate into your city's Comprehensive Plan's Future Land Use map.

The City envisions designating the expanded UGA area with a type of Mixed Use zoning that will encourage a variety of commercial uses, combined with affordable housing, preferably multi-family.

4. If an expansion, describe your public facilities and services plan to serve the area within the 20-year planning cycle.

Fortunately, both sewer and water infrastructure are immediately adjacent to the site and available for connection, as depicted on the map, below:

Sewer and Water



5. If an expansion, describe your transportation improvement plan to serve the area within the 20-year planning cycle.

Since the proposed UGA expansion area is currently in the County, the City of Chehalis has not been the responsible entity for transportation planning. However, if the UGA request is granted, and when the City annexes these areas, the transportation network will be folded into the City’s current transportation planning and maintenance framework. This would include prioritizing any needed improvements through the City’s annually adopted 6-year Transportation Improvement Plan, and through the goals and objectives laid out in the City’s Comprehensive Plan Transportation Element.

The following response was provided by the City’s Public Works Department:

- The city’s list of arterials/collectors, roads that require frontage improvements inside city limits, will need to be updated to include those roadways, if any, that will be annexed in to city limits.
- If the road is inside the UGA, but not inside city limits, this is still legally a county road. The county has jurisdiction over ROW permits and improvement requirements.
- The needs of any given roadway will be assessed by each project individually, where the proposed project takes into account all development vested prior to their date of complete application.

- Initially, a trip generation study is needed, if the average daily trips in the peak hour & the peak direction are greater than 10, then a Traffic Impact Analysis is required. If the level of service is negatively affected beyond an already established limit, then mitigation measures are required for development.
- Mitigation measures can come in the form of stop lines, left turn lanes, right turn lanes, a 3rd middle turn lane, road widening, speed limit lowering, stop sign installation, traffic signal installation, crosswalk delineation, the installation of curb/gutter/sidewalk.
- Because each and every project submitted presents their own unique set of challenges, these mitigation measures must be considered individually for every project as it specifically applies to the proposal brought forth.

It should be noted that the proposed UGA expansion area is in an area that is already well-served by a transportation network suited to handle a high volume of traffic, with close access to Interstate 5.

6. If an expansion, what environmental constraints exist within the area and how does the City intend to address those within the 20-year planning cycle?

As depicted on the following map, the proposed UGA expansion area is partially encumbered by wetlands and the floodplain of the Chehalis River.



If the UGA expansion proposal is granted, the UGA will comply with WAC 365-196-310, which provides limited allowances for the expansion of a UGA into a floodplain, including when:

“(C) The land is owned by a jurisdiction planning under this chapter or the rights to the development of the land have been permanently extinguished, and the following criteria are met:

(I) The permissible use of the land is limited to one of the following: Outdoor recreation; environmentally beneficial projects including, but not limited to, habitat enhancement or environmental restoration; stormwater facilities; flood control facilities; and

(II) The development and use of such facilities or projects will not decrease flood storage, increase stormwater runoff, discharge pollutants to fresh or salt waters during normal operations or floods, or increase hazards to people and property.” [WAC 365-196-310 (C)(I)(II)]

As a condition of UGA expansion, the City of Chehalis will be requiring all areas within the floodplain to comply with the restrictions on development by requiring a conservation easement. The conservation easement will distinguish development rights and only allow activities that are provided for under the WAC, as listed above.

February 1, 2021

TO: Mindy Brooks, Senior Planner
Lewis County Department of Community Development

FROM: Tammy Barraconi, Building & Planning Manager
City of Chehalis

RE: Urban Growth Area Expansion

Parcel #s: 018076003000
017880001003
017880001001
017880001002
017846003006
017846001006
017846003002
017846001005

Acres: 247

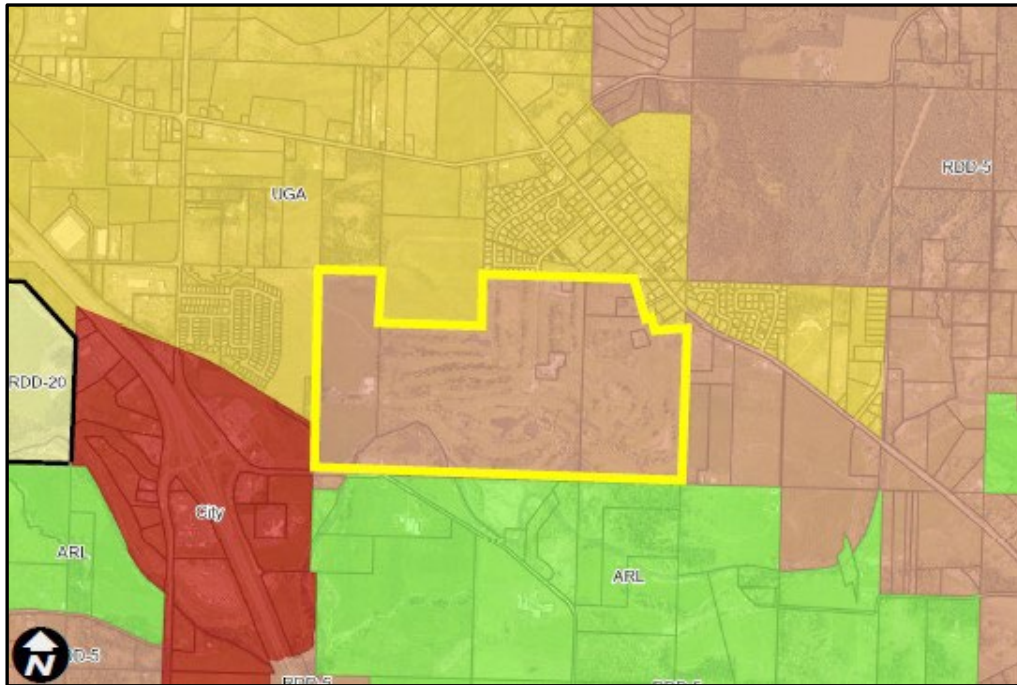
Proposal Area



The City of Chehalis is presenting an application for expansion of its Urban Growth Area (UGA) in support of a request by Trevor Westland and Joe Enbody. The proposed expansion area is comprised of 8 parcels totaling 247 acres. 5 of the 8 parcels are owned by the Newaukum Valley Golf Course, and the other 3

parcels are privately-owned and listed by the Lewis County Assessor as single family. The entire area is currently zoned Rural Development District, RDD-5. Currently, primary access is gained from Newaukum Golf Drive, which intersects Jackson Highway. However, if this proposal is approved, the private applicants who initiated this request intend to develop new roadway connections between Kirkland Road and Jackson Highway and Maurin Roads. The Newaukum Valley Golf Course encompasses the majority of the proposal area. If this proposal is approved, the course would be reduced from 27 holes to 18 holes to provide for some form of mixed-use commercial and residential development. The proposal area is bordered by the City of Chehalis UGA to the North, RDD-5 to the west, agricultural zoning to the south, and the City of Napavine to the east.

Zoning



Lewis County has established an application process for UGA expansion requests. The County has developed a worksheet to guide the preparation of the application, and for an expansion request, the following items must be addressed:

1. Map of the existing and proposed change to your city’s UGA Boundary

Maps are included in the body of this letter of application and also as attachments.

2. Needs assessment that explains why the change is necessary based on your city’s population allocation.

The City of Chehalis is unusual in that the need to expand its UGA is not based upon growth within the City limits, but rather because of growth in the UGAs. Therefore, the population allocation for the City is not the best metric for understanding the need for additional UGA. The City proper is severely constrained with respect to population growth, as documented in the City’s Comprehensive Plan:

“The city of Chehalis is virtually built out. Most of the undeveloped land within the city contains significant constraints to development due to the presence of wetlands, steep slopes, or floodways. Lesser constraints, such as location within a flood plain, require more costly design than properties without such constraints. In addition, properties located in proximity to the airport may face additional restrictions to ensure that future development does not conflict with current airport uses or activities. Simply put, almost all of the most easily developable land has already been developed. While the higher densities and intensities of land uses promoted by GMA will result in more compact development patterns, the need to expand beyond the existing corporate boundaries of the city, especially to accommodate needed economic expansion, will become clear. In other words, Chehalis will need to continue to annex additional areas in order to meet projected growth.” (Ch 3, pg. 26)

The Comprehensive Plan Land Use Element states that the City of Chehalis has a total of 3,751 acres. The 2016 Comprehensive Plan notes that 2,884 acres – or 77% - within the City are encumbered with critical areas [Ch.3, p.23]. Of the remaining 867 acres, the Comprehensive Plan indicates that only 179 acres remain available for development [Ch.3, p.26] The current revised draft of the Comprehensive Plan draws upon this information to demonstrate that the City will need at least 200 more acres of developable residential land if it is to meet is 2040 population allocation of 11,230.

2021 population data show the City’s current population to be 7,350 [OFM]. To achieve the 2040 population allocation of 11,230 will require adding 3,880 new residents. At the current average household size of 2.46 per household, the number of dwellings to accommodate future growth is 1,577. Finally, based on previous trends of residential development occurring at a rate of 69%, versus 31% for multi-family, the City will need 1,088 single-family lots and 489 multi-family dwelling units. This analysis also assumes that single-family development will occur at 4 du/acre and multi-family will occur at 12 du/acre:

1. Average density = 4 du/ac
 2. Additional lots for dwelling units needed by 2040 = 1,088
 3. Gross amount of land needed $(1088/4) = 272$ acres
 4. Add market factor $(283.5 \times 1.25) = 340$ gross acres of residential land needed
 6. Land available (69% of 179 acres) = 124 acres
- Residential land deficit $(124 - 340) = -216$ net acres

The same methodology, when applied to the need for land for multi-family development, yields this result:

1. Average density = 12 du/ac
2. Additional dwelling units needed by 2040 = 489
3. Gross amount of land needed $(489/12) = 41$ acres
4. Add market factor $(42.5 \times 1.25) = 51$ gross acres needed
5. Land available (31% of 179 acres) = 56 acres
6. Multi-family residential land surplus $(56 - 51) = +5$ net acres of land

The most recent population data from the State Office of Financial Management show that the majority of population growth is occurring in the City’s UGA. The City’s population in 2010 was 7,259. As of

2021, OFM estimates the City’s population to be 7,350. This represents a growth rate of 1.25%. Also according to OFM, the City’s UGA population in 2010 was 1,918. As of 2020 it was estimated to be 2,044, which represents a growth rate of 6.57%.

City Population 2010	City Population 2021	UGA Population 2010	UGA Population 2021
7,259	7,350	1,928	2,044

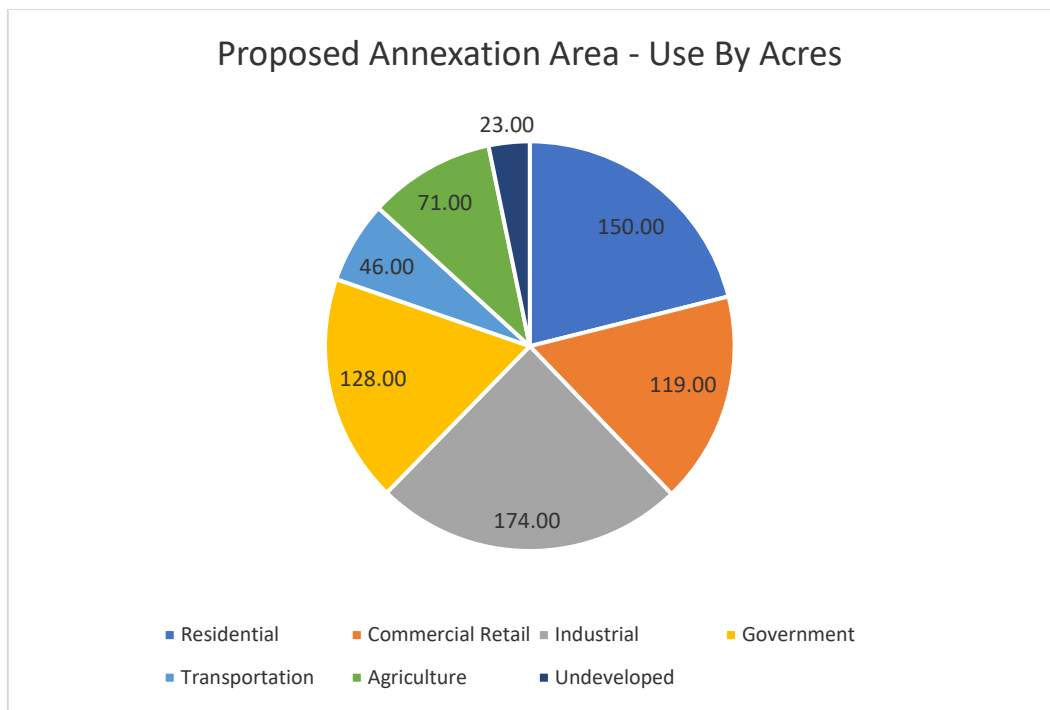
Based on the City’s current population and the growth rates discussed above, the City and UGA projected populations in 2040 will be 9,307 and 7,298, respectively:

City and UGA Population Projections – 2040

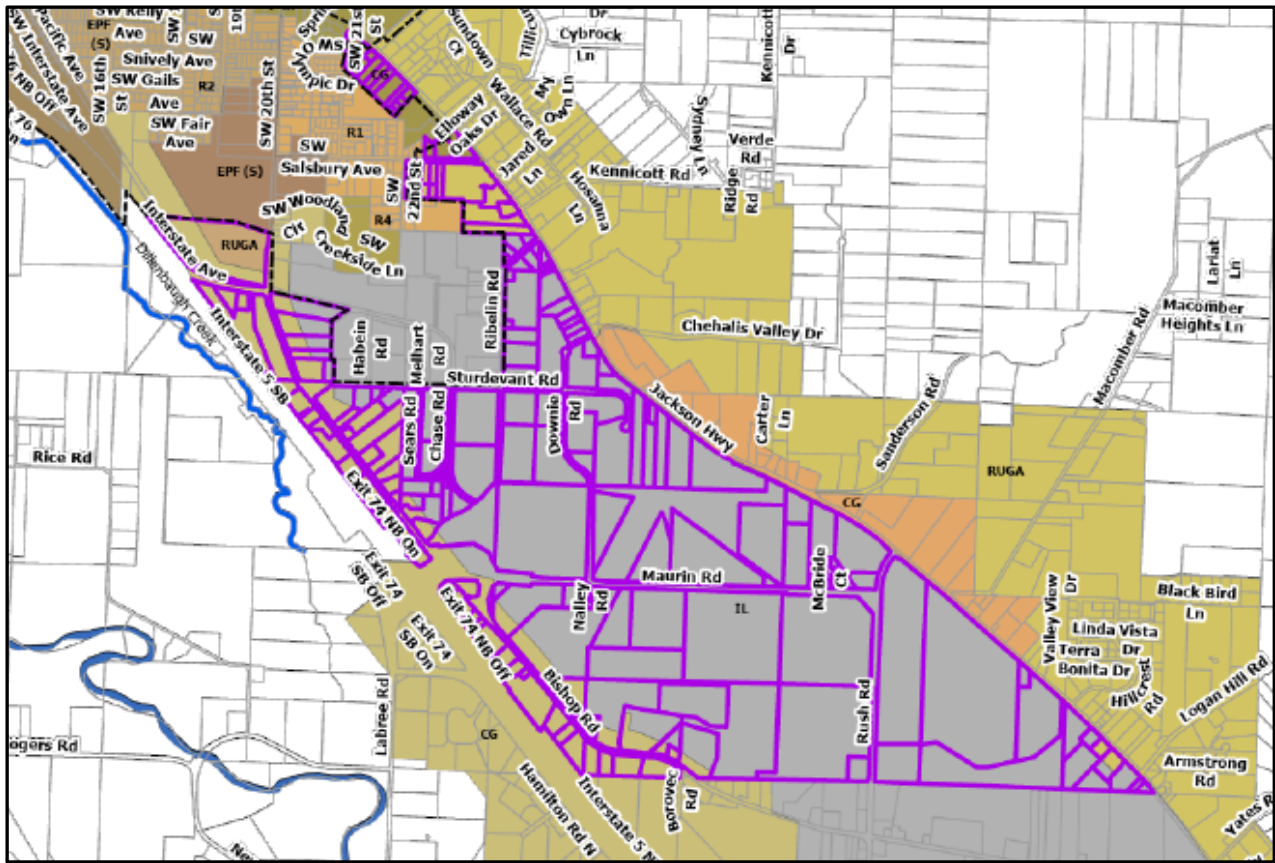
	Current Population	Rate of Growth	2040 Population
City of Chehalis	7,350	1.25%	9,307
Chehalis UGA	2044	6.57%	7,298

Annexation and UGA Expansion Needs

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A review of the Lewis County Assessor's database shows that 89 acres of available residential acreage in the UGA has already been developed, leaving at most 60 acres available, and it is not known how much of the remaining acres may be encumbered by critical areas.

Based on the above analysis, while annexation will be a *necessary* component to accommodate the City's future growth, given the current land use designations – particularly the large area devoted to the Port of Chehalis – annexation will not be *sufficient* to accommodate that growth. For this reason, UGA expansion is also warranted and necessary to provide both commercial and residential growth beyond the current southern boundary of the City's UGA. More residential development opportunities are necessary to accommodate the 6.57% growth rate in the UGA. Increased commercial and/or industrial development opportunities are warranted to keep pace with the consumer demands that will accompany residential growth in the area.

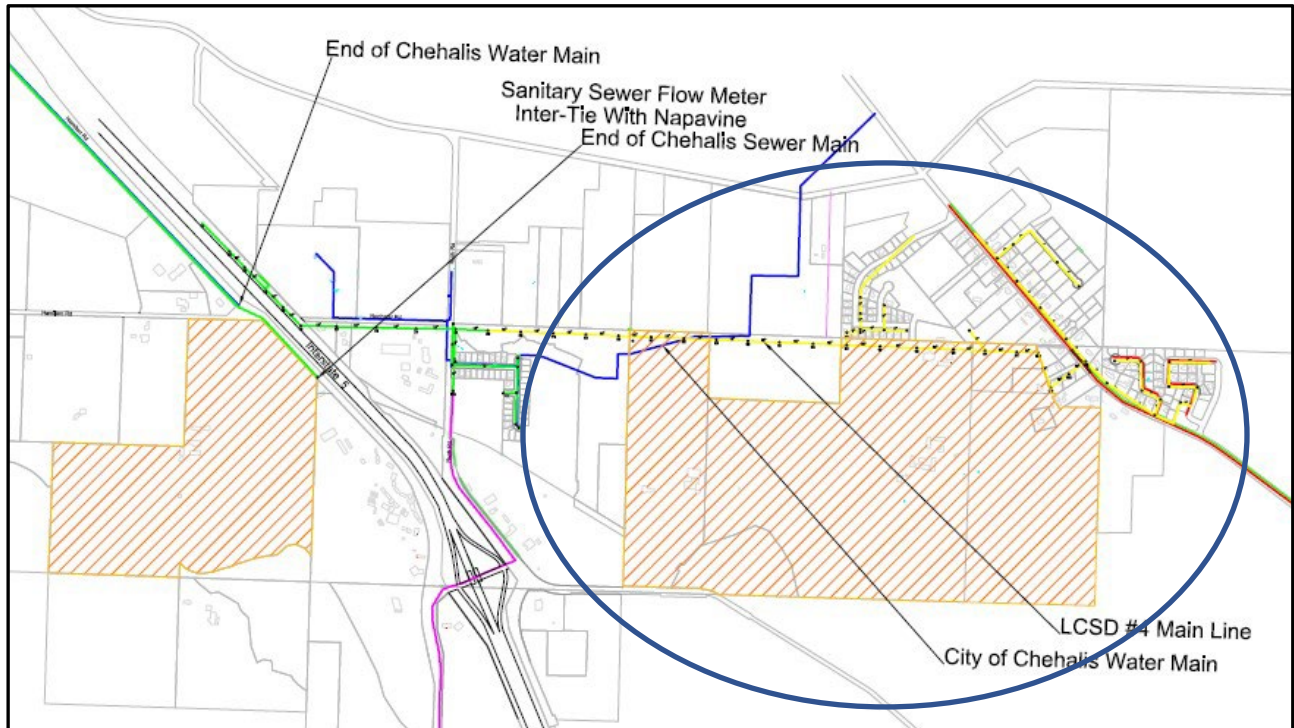
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Fortunately, both sewer and water infrastructure are immediately adjacent to the site and available for connection, as depicted on the map, below:

Sewer and Water



5. If an expansion, describe your transportation improvement plan to serve the area within the 20-year planning cycle.

Since the proposed UGA expansion area is currently in the County, the City of Chehalis has not been the responsible entity for transportation planning. However, if the UGA request is granted, and when the City annexes these areas, the transportation network will be folded into the City's current transportation planning and maintenance framework. This would include prioritizing any needed improvements through the City's annually adopted 6-year Transportation Improvement Plan, and through the goals and objectives laid out in the City's Comprehensive Plan Transportation Element.

The following response was provided by the City's Public Works Department:

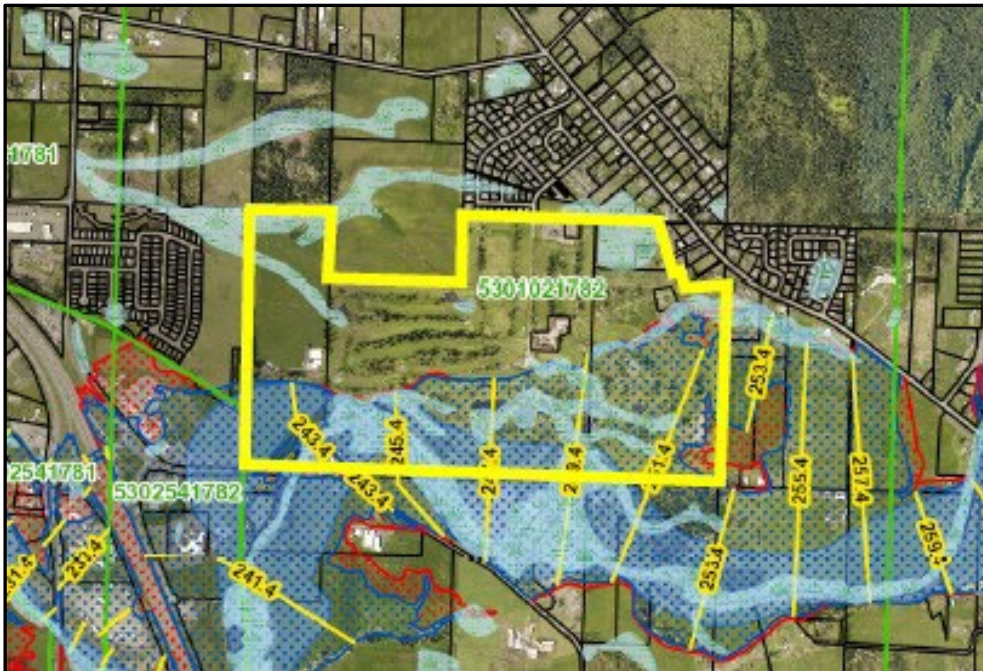
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- Because each and every project submitted presents their own unique set of challenges, these mitigation measures must be considered individually for every project as it specifically applies to the proposal brought forth.

The landowners who initiated this request have indicated that the transportation network will be improved as development occurs. Specifically, new connections will be established between Kirkland Road, Jackson Highway and Maurin Road.

6. If an expansion, what environmental constraints exist within the area and how does the City intend to address those within the 20-year planning cycle?

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**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Cassie Frazier, City Manager Administrative Assistant

MEETING OF: May 23, 2022

SUBJECT: Appointment of New Lodging Tax Advisory Committee Members

ISSUE

Re-establish Lodging Tax Advisory Committee by filling vacant positions.

BACKGROUND

The LTAC reviews and makes funding recommendations to the City Council to fund various non-profit organizations or government entities for marketing, activities, operations, and expenditures designed to increase tourism.

According to the resolution establishing the LTAC, the City Council is to review membership on an annual basis and make changes as appropriate. In accordance with state law, the committee must have at least five members, appointed by the City Council. Membership must include at least two representatives of businesses required to collect hotel-motel tax, two people involved in activities that are authorized to be funded by the tax, and one elected official who serves as chairperson. The number of persons representing businesses that collect the tax and the number of persons involved in activities authorized to be funded by the tax must be equal. There is no established term of membership. Per state law (RCW 67.28.1817), members of the LTAC must have equal representation of hoteliers and receiving agencies.

At the recommendation of Councilor Lord and the approval of the Council at the September 27, 2021, Council Meeting to open the possibility for other interested and qualified parties to apply and gain involvement in the community. Over the past several years, many of the committee members have been long standing. Formally, Alicia Bull of the Chamber of Commerce was a member for 9 years as well as Charles Duncan of the Veteran's Museum. Rick Burchett of Chehalis Centralia Railroad and Museum was a committee member from 2004-2021.

In response to the need to fill the vacant positions, staff reached out to eligible candidates and also advertised in the Chronicle. Most hoteliers are short staffed and unable to participate this year. The City of Chehalis is considered a collecting agency due to the RV park at Stan Hedwall Park. While the City typically avoids having a staff member on this committee, to ensure compliance with the equal representation state law, Lilly Wall, Recreation Manager, has applied for appointment to the committee.

- Jacob Blue of Holiday Inn has submitted the attached application for appointment to the LTAC.
- Lilly Wall, Recreation Manager for the City of Chehalis has submitted the attached application for appointment to the LTAC.

There were several applicants for the entities side.

- Cynthia Mudge of Centralia Chehalis Chamber of Commerce has submitted the attached application for appointment to the LTAC.
- Mary Kay Nelson of Chehalis Centralia Railroad and Museum has submitted the attached application for appointment to the LTAC.
- Charles “Chip” Duncan of Veteran’s Memorial Museum has submitted the attached application for appointment to the LTAC.
- Annalee Tobey of Experience Chehalis has submitted the attached application for appointment to the LTAC.

With there only being 2 applicants for the hotel-motel tax side and there being a legal need to keep a balanced committee, only 2 applicants from the funded side can be selected to fill vacant seats. If the council wishes to re-open the applications at a later junction to create a 7-person committee as opposed to a 5-person committee, the City can take note of that and advertise for these seats before the 2023 LTAC Committee is required to meet again later in the year.

RECOMMENDATION

It is recommended by Councilor Lord to appoint Jacob Blue and Lilly Wall for the vacant hotel seats as well as Charles Duncan and Annalee Tobey to the City’s Lodging Tax Advisory Committee.

SUGGESTED MOTION

I move that the City Council accept Councilor Lords recommendation and appoint Jacob Blue, Lilly Wall, Chip Duncan, and Annalee Tobey to the City’s Lodging Tax Advisory Committee.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Madisen Lester, Court Administrator

MEETING OF: May 23, 2022

SUBJECT: Judicial Assistant for Sentence Monitoring and Court Clerk Positions

ISSUE

Chehalis Municipal Court currently has two full time positions titled Court Clerk and Judicial Assistant for Sentence Monitoring. The job responsibilities and workload have increased and changed significantly since the job descriptions were last updated in 2015. The departure of the current Judicial Assistant for Sentence Monitoring has given the court the opportunity to make needed changes involving the two positions. Although the two positions have different duties, each one has had a significant increase in responsibility over time. Therefore, we are requesting the Judicial Assistant for Sentence Monitoring position be renamed to Court Clerk I with an increase in pay, as well as renaming the current Court Clerk position to Court Clerk II with an increase in pay.

DISCUSSION

The Judicial Assistant for Sentence Monitoring is currently listed on the City of Chehalis Salary Schedule at range 15, one of the lowest paid positions city-wide. The Court Clerk position is currently listed at range 16.

Both job descriptions were last updated in 2015. Since that time the requirements of the position have expanded, requiring additional skills to meet the responsibilities of the job. In the last 7 years the following increase in responsibilities have affected the Municipal Court Staff:

- The addition of more specified information on disposition reports sent to Chehalis PD resulting in more time and research.
- New domestic violence laws requiring staff to implement procedures to ensure timely and complete compliance with orders regarding firearms.
- New DNA laws requiring the court to order DNA samples upon conviction of certain crimes which resulted in new procedures to track and ensure DNA samples have been provided when necessary.
- Recent legislation on legal financial obligations requiring the court to implement enhanced procedures to screen defendants requesting court appointed counsel.
- The implementation of telephonic hearings requiring more time for scheduling as well as the use of more equipment in the courtroom.

- The implementation of video hearings via Zoom as well as broadcasting video hearings via YouTube requiring the clerks to learn each program and troubleshoot any issues that arise while in use.
- The implementation and addition of offering hearings via written statement requiring more time for reviewing and preparing appropriate documents.
- An increase in public records requests as well as a new system for tracking and completing the requests.
- An increase in juror excusal requests due to Covid-19 requiring review and response from the clerks.
- An increase in parking tickets due to the hiring of a new Parking Enforcement officer causing an increase in caseloads.
- An increase in foot traffic at the front counter resulting in more interruptions that require additional time assisting the public with questions and concerns and less time for other job-related tasks

In addition, the state is also planning to implement a new case management system that each court will be required to adopt. The adoption of the new program will allow for courts to manage their cases entirely electronically. With this change, the Chehalis Municipal Court will need to create new practices and procedures to eliminate the paper-heavy processes that are currently in place, which is a great deal of work for the staff.

FISCAL IMPACT

The current court clerk is presently at Step E (highest step) of the salary range. Renaming the position to Court Clerk II and increasing the salary from 16E (\$4,145) to 17E (\$4,352) is a salary increase of \$207 per month, or roughly \$2,484 per year.

A new employee hired to fill the position of the newly renamed Court Clerk 1, would likely start at Step A of the salary range. Raising the level of the Clerk I position from 15A (\$3,247) to 16A (\$3,410) is a salary increase of \$163 per month, or roughly \$1,956 per year.

RECOMMENDATION

It is recommended that the City Council approve:

- Renaming the current Judicial Assistant for Sentence Monitoring position to Court Clerk I and increasing the salary range from 15 to 16
- Renaming the current Court Clerk position to Court Clerk II and increasing the salary range from 16 to 17.

SUGGESTED MOTION

I move that the City Council approve:

- Renaming the current Judicial Assistant for Sentence Monitoring position to Court Clerk I and increasing the salary range from 15 to 16.
- Renaming the current Court Clerk position to Court Clerk II and increasing the salary range from 16 to 17.

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Court Clerk I**
Department: **Municipal Court**

FLSA Status: Non-exempt
Union Status: Represented
Updated: May 2022

Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

NATURE OF POSITION:

Performs a wide variety of routine clerical support for the Municipal Court with a specific focus on sentence monitoring. Interacts regularly with the public both in person and by phone.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Court Administrator and Presiding Municipal Court Judge.

SUPERVISION EXERCISED

None generally. May train or provide direction to other staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Performs a variety of duties including processing forms, orders, citations, and documentation for court cases from origin to final disposition.

Assists the public and explains court procedures. Responds to or directs telephone calls, written inquiries, and citizen visits to the appropriate departments.

Sets cases for various types of hearings.

Receipts bail, fines, and penalties.

Processes domestic violence no contact orders including issuance and vacation.

Processes warrants including issuance, quashing, and expiration.

Responds to requests from judge, city prosecutor, police department and others for assistance and information, processes discovery activity.

As needed, performs clerical duties in courtroom including preparation of court documents; assisting judge; and keeping an electronic record of court proceedings.

Drafts pre-sentence investigation reports for judge and attorneys.

Performs portable breathalyzer testing of defendants to monitor compliance with terms set forth in court orders.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in Public Records Disclosure and Dissemination

Electronic Home Monitoring

Works directly with participants, including determining participant eligibility and briefing participants on program requirements.

Maintains required records on each participant and notifies Court Administrator when defendant is out of compliance with program requirements. Must be available for court hearings if testimony is necessary for non-compliance.

Sentence Monitoring

Maintains sentencing monitoring files as required by Court Administrator.

Receives information about compliance; determines whether timely and complete, if fines and costs have been paid, whether court ordered evaluations and treatment have been met.

Verifies offender compliance with court ordered terms of sentence, including restitution, detention time served, participation in court ordered treatment programs and any other conditions of each judgment and sentence. Informs offender of court requirements and facilitates offender in meeting each condition.

Prepares and presents progress and/or non-compliance reports to the court, both those convicted, and those whose sentence was deferred.

Works closely with treatment agencies and other community resources to identify additional resources, provide referrals and monitor programs and client's compliance with treatment plan.

Provides testimony in court as required.

OTHER JOB FUNCTIONS:

Maintains regular, reliable, and punctual attendance.

May be required to work weekends and before or after normal working hours.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Provides customer service including direction inquiries and issues to the appropriate department.

Travels within the city as well as out of town to conferences or training.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent.

Minimum of four (4) years of administrative or clerical experience providing direct customer service to the public, including at least two (2) years of experience in receipting funds, making change and balancing a cash till.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Must successfully satisfy a background investigation.

Working Knowledge Of:

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

Skilled In:

Operation of listed tools, equipment and computer including extensive use of Microsoft Products (Word, Excel, PowerPoint, and Outlook).

Ability To:

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens, and law enforcement personnel.

Read, comprehend, and write the English language and to effectively communicate detailed and technical information both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Deal tactfully and courteously with the general public and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Perform the physical demands and essential duties and responsibilities described.

Perform basic arithmetic computations and data entry functions accurately.

Work confidentially and with discretion.

Desired Skills and Abilities (not required):

Experience in the fields of criminal justice, corrections, or probation.

General knowledge of court rules and procedures.

Prior experience working in a court setting.

Prior experience working with the Judicial Information System and navigating Inside Courts.

MACHINES, TOOLS, AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software, 10-key calculator, telephone, typewriter, fax and copy machines, postage machine, audio/video recording system, and transcriber.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information – specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties will be performed primarily at the municipal court and may include other city and county offices, including the jail, as needed although is not likely. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g. copy machine toner), noise, traffic and vehicle hazards.

As duties involve working with and around potentially aggressive or hostile defendants or other individuals, the possibility of physical confrontation does exist.

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The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.

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CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Court Clerk II**
Department: **Municipal Court**

FLSA Status: Non-exempt
Union Status: Represented
Updated: May 2022

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

Performs a wide variety of routine clerical and administrative support work for the Municipal Court, assisting the Court Administrator in the planning, implementing, and managing the daily operations of the court.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Court Administrator and Presiding Municipal Court Judge.

SUPERVISION EXERCISED

None generally. May train or provide direction to other staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

In the absence of the court administrator, assumes the responsibility of the clerical operation of the court.

Performs a variety of duties including processing forms, orders, citations, and documentation for court cases, from origin to final disposition.

Assists the public and explains court procedures. Responds to or directs telephone calls, written inquiries, and citizen visits to the appropriate departments.

Sets cases for various types of hearings.

Receipts bail, fines, and penalties.

Processes domestic violence no contact orders including issuance and vacation.

Processes warrants including issuance, quashing, and expiration.

Responds to requests from the Judge, City Prosecutor, Police Department, and others as required.

Performs clerical duties in courtroom including preparation of court documents; assisting judge; and keeping an electronic record of court proceedings.

Prepares daily deposit as needed.

Drafts recommended forms as requested by the Court Administrator.

Assists the court administrator in the formulation and implementation of court rules, policies, and forms.

Manages jury system by initiating random selection of jurors, issuing summons/questionnaires, and responding to juror requests.

Processes delinquent time pay notices and refers eligible fines to a collection agency.

Prepares court calendar and files for weekly docket.

Processes parking citations including filing, receipting of payments and preparation of delinquent notices. Prepares boot list for parking enforcement officer as needed.

Processes month end activities as needed.

Maintains and updates court website.

Prepares statistical reports using BIT query program.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in Public Records Disclosure and Dissemination

OTHER JOB FUNCTIONS:

Maintains regular, reliable, and punctual attendance.

May be required to work weekends and before or after normal working hours.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Travels within city as well as out of town to conferences or training.

Provides customer service including direction inquiries and issues to the appropriate department.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduate of an accredited high school or a GED equivalent.

Minimum of two (2) years of college and/or technical school level course work in Criminal Justice, Public Administration, Business Administration, or closely related field.

Minimum of four (4) years of administrative or clerical experience providing direct customer service to the public including at least two (2) years of experience receipting funds, making change, and balancing a cash till.

Minimum of two (2) years of related paralegal, courtroom, or similar experience

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Must successfully satisfy a background investigation.

Working Knowledge Of:

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

Skilled In:

Operation of listed tools, equipment and computer including extensive use of Microsoft Products (Word, Excel, PowerPoint and Outlook).

Ability To:

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens, and law enforcement personnel.

Read, comprehend, and write the English language and to effectively communicate detailed and technical information both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Deal tactfully and courteously with the general public and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Perform the physical demands and essential duties and responsibilities described.

Perform basic arithmetic computations and data entry functions accurately.

Work confidentially with discretion.

Desired Skills and Abilities (not required):

Prior experience working in a court setting.

Prior experience with the Judicial Information System and navigating Inside Courts.

General knowledge of court rules and procedures.

MACHINES, TOOLS, AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software, 10-key calculator, telephone, typewriter, fax and copy machines, postage machine, audio/video recording system, and transcriber.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information – specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

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As duties involve working with and around potentially aggressive or hostile defendants or other individuals, the possibility of physical confrontation does exist.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.

**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 23, 2022

SUBJECT: COVID-19 Landlord Utility Assistance Program Using ARPA/SLFRF Funds

DISCUSSION

A COVID-19 Landlord Utility Assistance Program Policy has been prepared for consideration by the City Council. The proposed policy is intended to assist those landlord populations who were left with utility bill balances by their previous tenants due to the COVID-19 pandemic. The assistance is for utility bill arrearages accrued during the COVID-19 emergency period between March 2020 through December 31, 2021, consistent with the requirements established by the U.S. Treasury for ARPA funds. The program has been developed consistent with a request for a landlord assistance program made by the City Council during discussions related to the adoption of the utility payment plan policy in 2021.

BACKGROUND

At the beginning of the COVID-19 pandemic, the Governor of the State of Washington issued numerous emergency orders including a proclamation for Ratepayer Assistance and Preservation of Essential Services that prohibited the termination of most utilities due to non-payment to aid those economically impacted by the COVID-19 pandemic. The ratepayer moratorium ended September 30, 2021. Starting January 2022, unpaid bills became subject to shut offs and late payment fees. To assist the City's utility customers, the City provides a payment plan option over an 18-month period through June 2023 for balances accrued during the COVID-19 pandemic. Utility customers who are on the payment plan and make the planned payments, there will be no shut offs or no late fees on the balances owed.

Landlords were provided and asked to sign the payment plan agreement to acknowledge notice of their tenant's delinquent balance and payment plan application. If tenants do not pay their final bill, landlords are notified to either apply for a payment plan for the outstanding tenant account or pay the balance in full. If a property is being sold and it has an outstanding balance, the City will request funds through the escrow process.

The City of Chehalis is a recipient of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) created by American Rescue Plan Act (ARPA). ARPA/SLFRF provides four major categories of eligible use of the ARPA funds. One of the eligible use categories is to address the negative economic impacts on the hardest-hit communities, populations, and households. The U.S. Treasury's final rule permitted recipients to presume that households that experienced unemployment; increased food or housing insecurity; or are low-or moderate-income experienced a negative economic impact from the pandemic.

There are many community resources available for assistance for low-income households and other ratepayer assistance programs, which the City has provided the information through utility billing inserts and website postings. They include but are not limited to:

- Landlord COVID Relief Program by State Department of Commerce (CDBG Funding)
- Low-Income Home Water Assistance Program (LIHWAP) by CAC (Commerce/CDBG Funding)
- Low-Income Home Energy Assistance Program (LIHWEP) by CAC (Commerce/CDBG Funding)
- COVID-19 Emergency Relief Rent and Utility Assistance through Lewis County, CAC, Salvation Army

32 Chehalis utility customers have received assistance from the LIHWAP and the COVID-19 Emergency Relief utility assistance programs which were sent directly to Chehalis utility and applied to customer's accounts. Total payments received to-date from these resources totals \$26,747.

The proposed Landlord Utility Assistance Program is targeted for landlord populations whose tenants have vacated the residential rental units and left unpaid utility bill balances due to the COVID-19 pandemic. If either the tenants or the landlords themselves experienced a negative economic impact from the COVID-19 pandemic, they are eligible to receive assistance. The assistance is for utility bill arrearages accrued during the COVID-19 emergency period between March 2020 through December 31, 2021, consistent with the requirements established by the U.S. Treasury for ARPA funds.

The proposed one-page program policy and two-page application form for the Landlord Utility Assistance Program are attached to this report for your review and consideration.

FISCAL IMPACT

As of April 4, 2022, there were twenty-one (21) closed tenant accounts with unpaid utility bills accrued during the COVID-19 emergency period with an estimated total of \$21,158. The lowest balance is \$24.27, the highest balance is \$5,151.87, and the average balance is \$1,055.18. None of the tenants nor the landlords have signed up for the City's payment plan.

The funding for this program is provided by the ARPA/SLFRF funds that the City received. The money spent for this program will be subject to the U. S. Treasury ARPA compliance requirement and an audit by the State Auditor's Office.

The assistance payments are directly applied to the tenant's delinquent utility account.

Fiscal impact depends on the maximum assistance awarded per account. Here is the estimated fiscal impact:

- Award up to full balance due: \$ 22,158.78
- Award up to \$2,000 per account: \$18,151.98
- Award up to \$1,500 per account: \$16,738.85
- Award up to \$1,000 per account: \$13,070.70

The City staff is requesting the City Council's approval for setting the maximum assistance amount per account.

RECOMMENDATION

It is recommended the City Council approve the COVID-19 Landlord Utility Assistance Program using ARPA/SLFRF funds suggested and authorize providing assistance to qualifying landlords up to the full amount due.

SUGGESTED MOTION

I move that the City Council approve the COVID-19 Landlord Utility Assistance Program using ARPA/SLFRF funds suggested and provide direction on the maximum assistance awarded per account.

CITY OF CHEHALIS

1321 S. Market Boulevard
Chehalis, Washington 98532
(360) 345-3231/ Fax (360) 748-6993
www.ci.chehalis.wa.us



Application for Chehalis Landlord Utility Assistance Program – COVID19

Application Opens xx/xx/2022 and Closes xx/xx/xxxx

The one-time Chehalis Landlord Utility Assistance Program has been established to assist the landlords whose tenants have vacated the residential dwelling unit and left with utility bill arrears due to the COVID-19 pandemic.

The assistance is for utility bill arrearage accrued during the COVID-19 emergency period between March 13, 2020 and December 31, 2021.

If approved, assistant payment will be directly applied to the utility account balance.

If approved, Chehalis utility or landlord is required to notify the tenant that payment has been received and that there will be no further collection efforts.

Section 1.

Applicant/Landlord Name:		Phone Number:	
Utility Account Number:		Account Balance*:	
Service Address:			
Tenant's Name:			

1. Please attach a copy of the utility bill statement. City will verify the amount applicable and accrued during the COVID-19 pandemic period.
2. Please fill out the attached IRS Form W-9 for a Form 1099-G issue, when applicable.

Section 2.

If one or more individuals within the household has qualified for unemployment benefits, or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due to the COVID-19 pandemic, you may qualify for assistance.

1. Have you or your household or your tenant experienced negative economic impact due to the coronavirus pandemic? Check all that apply:

Qualified for unemployment benefits: () You/household () Your Tenant/household

Experienced a reduction in household income

o Household total income for calendar year 2019: _____

o Household total income for calendar year 2020: _____

o Household total income for calendar year 2021: _____

Incurred significant costs. Describe _____

Experienced other financial hardship. Describe _____

Received Landlord COVID Relief Assistance from the Washington State Department of Commerce

2. Are the tenant's utilities included in the rent? ()Yes, ()No

3. Any amount of unpaid utility bill deducted from your tenant's security deposit? ()Yes ()No

o If yes, how much was deducted? _____

o Do you have a tenant security deposit disposition letter? ()Yes, ()No.

YOU MAY BE REQUIRED TO PROVIDE SUPPORTING DOCUMENTATION: Notice of layoff, unemployment benefits statement, income tax returns, etc. If you do not have documentation, please indicate below how you have been impacted by the COVID-19 pandemic.

I am requesting relief for my utility bills due to the following reasons:

AFFIDAVIT: I swear under the penalty of perjury of the laws of the State of Washington, that I understand the questions of this application and that all of the statements on this application are true. Any false statement, including omission, of information on this form is subject to a gross misdemeanor. I understand that should this application be challenged for any reason; I may be asked to sign a release which will allow the city to verify the information on this application with the Internal Revenue Service of the federal government or other sources as necessary.

Signature: _____ Date: _____

OFFICE USE ONLY Below This Line

Verification Procedures:

Performed by: _____ Date: _____

Approved? ()Yes ()No Reason: _____

Approved Amount: \$ _____

Approver Signature _____ Date: _____

Assistance payment applied to utility balance \$ _____ Date Applied: _____

Notified tenant for payments made: () Yes. Date Notified _____

CITY OF CHEHALIS

Utility Billing Department

2007 N.E. Kresky Avenue, Chehalis, Washington 98532

(360) 748-6664/ Fax (360) 748-6664

www.ci.chehalis.wa.us



Month, Day, 2022

Name

Address

Address

Address

Dear,

Enclosed is an outstanding final utility bill of \$_____ for your tenant account # _____ at the service address at _____.

As a landowner, unpaid tenant account bill is your responsibility. You may apply for a payment plan for the outstanding tenant account or pay the balance in full.

You may also apply for a Chehalis COVID-19 Landlord Utility Assistance Program which is available to assist those landlords who were left with a utility bill balance by their previous tenants due to the COVID-19 pandemic. Assistance is available for the balance accrued during the COVID-19 pandemic (from March 2020 and December 2021). The program policy and an application form is enclosed for your convenience.

\$_____ of the total outstanding balance is determined to be the balance occurred during the COVID-19 pandemic period. If your application is approved, the assistance payment will be directly applied to the outstanding utility account balance.

Please contact _____ if you have questions.

Sincerely,

Chun Saul
Finance Director

CITY OF CHEHALIS

1321 S. Market Boulevard
Chehalis, Washington 98532
(360) 345-3231/ Fax (360) 748-6993
www.ci.chehalis.wa.us



City of Chehalis COVID-19 Landlord Utility Assistance Program Policy

This one-time program is intended to assist landlord populations whose tenants have vacated the residential dwelling unit and left with utility bill arrears due to the COVID-19 pandemic.

The funding for this program is provided by Coronavirus State and Local Fiscal Recovery Funds (SLFRF) create by American Rescue Plan Act of 2021 (ARPA) the City received.

Use of the ARPA/SLFRF must comply with requirements established by the U.S. Treasury for ARPA funds. One of the allowed uses of the ARPA/SLRFT fund is to address the negative economic impacts on the hardest-hit communities, populations, and households.

The U.S. Treasury final rule permits recipients to presume that households that experienced unemployment, increase food or housing insecurity, or are low-or moderate-income experienced a negative economic impact from the pandemic.

Who is eligible (All three criteria must be met):

- Landlord of residential dwelling unit within the City of Chehalis utility service area, **and**
- Tenant have moved out from the rental unit and left with utility bill arrears due to the COVID-19 pandemic, **and**
- Landlord or tenant experienced negative economic impacts from the COVID-19 pandemic

Assistance Limit:

- Assistant is only available for balances accrued during the COVID-19 pandemic between March 2020 and December 31, 2021.
- Maximum assistance amount is either the full COVID-19 balance of tenant's closed account or up to \$\$\$\$ (TBD), whichever is less.
- Utilities that are covered by the landlord as a part of the rent will not qualify.

How To Apply

- Please submit the Chehalis Landlord Utility Assistance Program Application.

If approved, the assistance payment will be sent directly to the City of Chehalis Utility Billing Department and applied to the applicable utility account balance.

City's Utility Billing Department is required to notify the tenant that payment has been received and that there will be no further collection efforts.

