

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr., District 3
Mayor

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

Kate McDougall, Position at Large No. 1
Kevin Carns, Position at Large No. 2
Robert J. Spahr, Mayor Pro Tem, Position at Large No. 3

Regular Meeting of Monday, May 8, 2023

5:00 pm

To access this meeting via Zoom:

Meeting ID: 834 4212 6653

Pass Code: 674890

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

PRESENTATIONS/PROCLAMATIONS

4. **Badge Pinning Ceremony for Adam Fulbright, Fire Chief**
5. **Proclamation: Police Week** (Mayor Ketchum)
6. **Lewis County Tennis Association** (Emma Lund)

CONSENT CALENDAR

	ADMINISTRATION RECOMMENDATION	PAGE
7. <u>Minutes of the Regular Meeting April 24, 2023</u> (City Clerk)	APPROVE	1
8. <u>Vouchers and Transfers- Accounts Payable in the Amount of \$399,059.30</u> (Finance Director)	APPROVE	5
9. <u>Vouchers and Transfers-Payroll in the Amount of \$877,399.46</u> (Finance Director)	APPROVE	7
10. <u>Contract Award: Airport Master Plan Consulting/ Grant Application and Acceptance</u> (Airport Director)	APPROVE	9
11. <u>Contract Approval: Review and Inspection Services with Building Code Services, LLC</u> (Building and Planning Manager)	APPROVE	13

PUBLIC HEARINGS

There are no public hearings scheduled.

ADMINISTRATION RECOMMENDATION	PAGE

CITIZENS BUSINESS (PUBLIC COMMENT)

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

UNFINISHED BUSINESS

ADMINISTRATION
RECOMMENDATION

PAGE

There is no unfinished business to consider.

NEW BUSINESS

ADMINISTRATION
RECOMMENDATION

PAGE

12. **Contract Award: Main Street Phase II Resurfacing Project** (Public Works Director)

APPROVE

21

13. **First Reading of Ordinance No. 1068-B, Amending the 2023 Budget** (Finance Director)

APPROVE

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ADMINISTRATION AND CITY COUNCIL REPORTS

ADMINISTRATION
RECOMMENDATION

PAGE

Administration Reports

- City Manager Update
- 2023 Q1 Financial Status Report

INFORMATION
ONLY

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Councilor Reports/Committee Updates (City Council)

EXECUTIVE SESSION

Pursuant to RCW:

- 42.30.110(1)(i) – Litigation/Potential Litigation

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

NEXT REGULAR CITY COUNCIL MEETINGS

MONDAY, MAY 22, 2023-5:00 P.M.

MONDAY, JUNE 12, 2023- 5:00 P.M.

Chehalis City Council
Regular Meeting Minutes
April 24, 2023
5:00 p.m.

Council Present: Mayor Ketchum, Mayor Pro-Tem Spahr, Councilmember Carns, Councilmember Lord, Councilmember Lund, Councilmember McDougall, and Councilmember Pope

Council Absent: None

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Kevin Nelson, City Attorney; Susan Stayner, Administrative Assistant to the City Manager; Cassie Frazier, Airport Administrative Assistant; Brandon Rakes, Airport Director; Chun Saul, Finance Director; Lilly Wall, Parks and Recreation Director; Justin Phelps, Wastewater Superintendent; Lance Bunker, Public Works Director; Tammy Baraconi, Building and Planning Manager; Randy Kaut, Police Chief; Adam Fulbright, Fire Chief

Press Present: Owen Sexton, The Chronicle

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**
Councilor Lund led the flag salute.
3. **Approval of Agenda**
The agenda was amended to add a proclamation for Administrative Professionals Week, and Consideration of Ladder Truck Purchase using ARPA Funds

A motion was made by Mayor Pro-Tem Spahr, seconded by Councilmember Lund, to approve the agenda as amended. Motion carried unanimously.

PRESENTATIONS

4. **Chehalis Timberland Library**
Muriel Wheatly provided a brief presentation on the Chehalis Timberland Library, including statistics on the number of library card holders, traditional services, and access to online resources, as well as upcoming events and summer program offerings.
5. **Proclamation: Administrative Professionals Week**
Mayor Ketchum presented a proclamation to Cassie Frazier and Susan Stayner, who represented the administrative professionals at the City of Chehalis, as part of the City Council's recognition of Administrative Professionals Week.

CONSENT CALENDAR

6. **Minutes of the Regular City Council Meeting of April 10, 2023** (City Clerk)
7. **Vouchers and Transfers- Accounts Payable in the Amount of \$358,893.94** (Finance Director)

8. **Resolution No. 08-2023, Authorizing the City Manager to Sign the Washington State Military Department Public Assistance Grant Agreement** (Building and Planning Manager)
9. **Resolution No. 09-2023, Authorizing a Sole Source Purchase-Lenslock Body Cameras** (Police Chief)

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

CITIZENS BUSINESS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

10. **Chehalis Centralia Railroad & Museum Proposal to Partner with the Mount Rainier Scenic Railroad** (City Manager)

Mary Kay Nelson of the CCRM presented.

The City Council supported moving forward with this partnership with insurance conditions met. No motion was required.

11. **Contract Award: Greenwood Water Main Project Engineering** (Public Works Director)

Interim Water Superintendent/Wastewater Superintendent Justin Phelps presented.

A motion was made by Mayor Pro-Tem Spahr, seconded by Councilmember Pope, to award the Greenwood Project to RB Engineering in an amount not to exceed \$46,090 and authorize the City Manager to execute all project related documents. Motion carried unanimously.

12. **Purchase Rosenbauer Viper 109' Ladder Truck for the Fire Department with American Rescue Program Act (ARPA) Funds** (City Manager)

Fire Chief Adam Fulbright presented.

A motion was made by Mayor Pro-Tem Spahr, seconded by Councilmember Lund, to authorize the expenditure of up to \$1.65 million from the City's ARPA fund to purchase and equip a Rosenbauer Viper 109' Fire Ladder truck including change orders and supplemental equipment and authorize the use of up to \$10,000 from the City's Automotive/Equipment Reserve Fund if the interest earnings in the ARPA fund are not sufficient to fund the entire 1.65 million and authorize the City Manager to award Sourcewell Contract #113021-RSD with Rosenbauer in the amount of \$1,574,498.00 plus change orders and/or equipment that do not exceed the budget authority and authorize the purchase of equipment needed to outfit the Ladder Truck with needed radios, computers, hose and tools as part of the total budget of \$1.65 million. Motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson welcomed Fire Chief Fulbright, reported attendance at the Experience Chehalis Clean-up Day, provided an update on the City of Chehalis clean-up weekend, and invited Council feedback on a letter requested by Mayor Ketchum and Councilor Lund taking a position on the proposed changes to the federal maximums relating trailer truck weights and size.

Lance Bunker, Public Works Director provided an update on the upcoming water main project that will enhance waterflow to the south UGA, which is expected to be Phase I of the Market Street/Jackson Highway Corridor Improvement Project.

Councilor Reports/Committee Updates

Councilor Lord commended Mayor Ketchum for his participation in the clean-up day sponsored by Experience Chehalis.

Councilor Pope expressed his intent to retire from the Council this year and encouraged those wishing to file for candidacy for the 4th District Seat, to prepare for the upcoming filing period.

Mayor Pro-Tem Spahr reported on attendance at the Growth Management meeting and inquired about the cost for clean-up on National Avenue. City Manager Anderson explained that the nearly \$8,000 will be included in the upcoming budget amendment.

Councilor Lund expressed relief that the City has hired a company to come in and clean up the area on National Avenue. Councilor Lund also wanted to let citizens know that the ladder truck purchase approved today will be the City’s third fire response vehicle, proving that the Fire Department gets the most use possible out of each vehicle purchased.

Councilor McDougall attended the Experience Chehalis clean-up day, Advisory Board meeting for Night-by-Night Shelter, Health and Social Services meeting, and Friday with Friends.

Councilor Carns provided an update for the end of session for the legislature and the failed vote to make changes to the Blake decision. Since changes failed at the state level, the City may have the latitude to consider drafting some legislation addressing this concern. Councilor Carns also thanked Councilor Pope for his service.

Mayor Ketchum attended meetings for the Firemen’s Pension Board, Skookumchuck Dam webinar, Lewis County Transportation Strategy, and meetings with Lewis County staff to discuss the Night by Night Shelter being advanced by Lewis County.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:01 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 8, 2023

SUBJECT: 2023 Vouchers and Transfers – Accounts Payable in the Amount of
\$399,059.30

ISSUE

City Council approval is requested for 2023 Vouchers and Transfers dated April 28, 2023.

DISCUSSION

The April 28, 2023 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. 2809 – 2839, 103 - 104 and Voucher Checks No. 136506 - 136591 in the amount of \$399,069.27 dated April 28, 2023 and Voided Check No. 136346 for the net total of \$399,059.30 as follows:

- \$ 120,227.63 from the General Fund
- \$ 21,612.33 from the Street Fund
- \$ 13,821.14 from the Transportation Benefit District Fund
- \$ 38,550.99 from the Tourism Fund
- \$ 2,571.36 from the LEOFF 1 OPEB Reserve Fund
- \$ 24,689.71 from the Wastewater Fund
- \$ 40,146.95 from the Water Fund
- \$ 8,112.11 from the Storm & Surface Water Utility Fund
- \$ 39,877.08 from the Airport Fund
- \$ 3,009.16 from the Wastewater Capital Fund
- \$ 3,002.55 from the Water Capital Fund
- \$ 3,002.55 from the Stormwater Capital Fund

- \$ 74,698.22 from the Airport Capital Fund
- \$ 1,284.84 from the Firemen’s Pension Fund
- \$ 4,462.65 from the Custodial Other Agency Fund
- \$ 399,069.27 Total Vouchers for February 28, 2023
- \$<9.97> Voided Check for April 19, 2023
- \$ 399,059.30 Net Total Transfers

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer No. 2809 – 2839, 103 - 104 and Voucher Checks No. 136506 - 136591 in the amount of \$399,069.27 dated April 28, 2023 and Voided Check No. 136346 for the net total of \$399,059.30.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 2809 – 2839, 103 - 104 and Voucher Checks No. 136506 - 136591 in the amount of \$399,069.27 dated April 28, 2023 and Voided Check No. 136346 for the net total of \$399,059.30.

**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 8, 2023**

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$877,399.46

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated April 28, 2023.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 42223-42239, Direct Deposit Payroll Vouchers No. 16198-16327, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 490-497 dated April 28, 2023, in the amount of \$877,399.46, which include the transfer of:

- \$567,137.54 from the General Fund
- \$34,626.66 from the Street Fund
- \$4,455.00 from the LEOFF1 OPEB Reserve Fund
- \$115,484.27 from the Wastewater Fund
- \$98,328.57 from the Water Fund
- \$26,467.68 from the Storm & Surface Water Utility Fund
- \$30,899.74 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the April 28,2023, Payroll Vouchers No. 42223-42239, Direct Deposit Payroll Vouchers No. 16198-16327, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 490-497 in the amount of \$877,399.46.

SUGGESTED MOTION

I move that the City Council approve the April 28,2023, Payroll Vouchers No. 42223-42239, Direct Deposit Payroll Vouchers No. 16198-16327, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 490-497 in the amount of \$877,399.46.

I, THE UNDERSIGNED, OF THE CITY OF CHEHALIS WASHINGTON DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE PAYROLL-RELATED SERVICES HAVE BEEN RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF CHEHALIS, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

PAYROLL OFFICER

FINANCE DIRECTOR

CHECK NOS. 42223 THROUGH 42239, DIRECT DEPOSIT CHECK NOS. 16198 THROUGH 16327, ELECTRONIC FEDERAL TAX AND DRS PENSION/DEFERRED COMP PAYMENTS NOS. 490-497 ARE HEREBY APPROVED FOR PAYMENT IN THE TOTAL AMOUNT OF \$877,399.46 THIS _____ DAY OF _____, 2023.

MAYOR

001	GENERAL FUND	\$567,137.54
003	STREET FUND	34,626.66
115	LEOFF1 OPEB	4,455.00
404	WASTEWATER FUND	115,484.27
405	WATER FUND	98,328.57
406	STORM & SURFACE UTIL FUND	26,467.68
407	AIRPORT FUND	<u>30,899.74</u>
	TOTAL	\$877,399.46

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Brandon Rakes, Airport Director

MEETING OF: May 8, 2023

SUBJECT: Airport Master Plan Update Consulting Contract Award, Grant Application, and Acceptance

ISSUE

The Chehalis-Centralia Airport interviewed consultant firms through the Request for Proposal (RFP) process for the development of the Airport Master Plan. Coinciding with the Master Plan Update consultant selection is the application and acceptance of the federal and state grants that assist with the funding of this project.

DISCUSSION

The City of Chehalis requested statements of qualifications from airport consultants and sought proposals from qualified firms to provide planning services in the development of an Airport Master Plan Update (MPU) for the Chehalis-Centralia Airport located in Chehalis, Washington. The most recent MPU completed for the Chehalis-Centralia Airport was completed in August of 2001. The purpose of the MPU will be to identify facility needs and future development options to accommodate potential growth. This project is anticipated to be funded in part by the Federal Aviation Administration (FAA) and the Washington State Department of Transportation (WSDOT) Aviation Division. All work is required to comply with FAA requirements and regulations.

The City requested proposals from consultants in October of 2022. Interviews with three consulting firms that submitted proposals were conducted on February 24, 2023. The unanimous conclusion of the interview panel is to recommend that the City Council select Aviation Planning Group (APG) to proceed with the project. The interview panel consisted of City Staff as well as the Mayor of the City of Chehalis.

APG has a staff of passionate airport planners and engineers committed to delivering a high-quality master plan to meet the Chehalis-Centralia Airport aviation needs for the next 20 years. APG's experienced planning Team is currently completing the Olympia Airport Master Plan Update and has more than six recent planning studies completed in the region as a team in the last three years.

SCOPE OF WORK

The following is a Scope of Services to be performed by The Aviation Planning Group and its team members, in connection with the preparation of an Airport Master Plan Update (MPU) for the Chehalis-Centralia Airport (CLS), operated by the City of Chehalis, Washington.

The major tasks to be accomplished in preparing this MPU are:

- Task 1 - Study Design/Project Scoping
- Task 2 - Public Involvement Program
- Task 3 – Part 77
- Task 4 - Existing Conditions
- Task 5 - Aviation Demand Forecasts
- Task 6 - Facility Requirements
- Task 7 - Alternatives Development and Evaluation
- Task 8 - Airport Layout Plans
- Task 9 - Facilities Implementation
- Task 10 – Section 163
- Task 11 - Study Documentation
- Task 12 - Project Administration

A minimum list of objectives and focus areas of the CLS MPU are:

- Operations forecasts, including AAM, and fleet mix
- Analysis of existing airfield to meet current design standards and capacity
- Examine how CLS can prepare for emerging aviation technologies such as electric aircraft and alternative fuels
- Update the Airport Capital Improvement Plan (ACIP)
- Update the Airport Layout Plan (ALP) set
- Collect and submit safety critical Airport Geographic Information System (AGIS) data
- Mitigate flood impacts to airport property
- Identify compatible development around Airport Lake
- Complete the Section 163 process for non-aeronautical properties

CLS continues to grow and look for opportunities to expand aeronautical and non-aeronautical development on the airfield. This study will analyze current demand and forecast future and develop a plan to support the needs of CLS over the next 20 years. The MPU will be prepared in accordance with FAA Advisory Circular 150/5070-6B, Change 2, “Airport Master Plans”.

The MPU will examine the current fleet of aircraft and determine if a new design aircraft is warranted, then analyze CLS’s ability to meet current airport design standards and Advanced Air Mobility (AAM). The report will show potential impacts of a change to the design aircraft

include runway-taxiway separation, parallel taxiway alignments, impacts to existing terminal, hangars, other landside facilities; potential for development within the airports topographic and environmental constraints; and alternatives for additional airport access to the west side. The runway protection zone (RPZ) will also be closely analyzed to determine the ability to meet standards.

FISCAL IMPACT

The Master Plan Update will be paid for by the Chehalis-Centralia Airport. The Airport will seek reimbursement of 90% of the project up to \$450,000 from the FAA and will also seek an additional 5% up to \$25,000 from the Washington State Department of Transportation Aviation Division. Therefore, Chehalis-Centralia Airport plans to spend 5% of the total project plus any overages up to 10% or an additional \$50,000.

This project was contemplated and included in the 2023 budget with an allocation of \$450,000. The total estimated cost of the completed MPU is currently \$502,742. Therefore, a future budget amendment will likely be needed to fund the gap between the estimated budget and actual budget.

The FAA has reviewed the scope and fees for the project and issued a letter of approval. In addition, they have prepared and electronically distributed the grant documents that will be signed if this project is approved by the City Council.

RECOMMENDATION

It is recommended the City Council conditionally approve the following, subject to the award of grant funds from the FAA designated for this project:

- Award the Contract for the Chehalis-Centralia Airport Master Plan Update to Aviation Planning Group.
- Authorize grant application and acceptance with the FAA for the Master Plan Update.
- Authorize grant application and acceptance with the WSDOT for the Master Plan Update.
- Authorize a 10% contingency budget of \$50,000; and
- Authorize the City Manager to execute all project-related documents, including change orders, for a not to exceed total project cost of \$550,000.

SUGGESTED MOTION

I move that the City Council conditionally approve the following, subject to the award of grant funds from the FAA designated for this project:

- Award the Contract for the Chehalis-Centralia Airport Master Plan Update to Aviation Planning Group.
- Authorize grant application and acceptance with the FAA for the Master Plan Update.

- Authorize grant application and acceptance with the WSDOT for the Master Plan Update.
- Authorize a 10% contingency budget of \$50,000; and
- Authorize the City Manager to execute all project-related documents, including change orders, for a not to exceed total project cost of \$550,000.

**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 8, 2023

SUBJECT: Contract with Building Code Services, LLC to Provide Plan review and Inspection Services

ISSUE

The City of Chehalis does not have a certified Building Official to perform the tasks of commercial building plan reviews and related commercial inspections. In the recent past, the City contracted with Pacific Testing and Inspection (PTI) for the services of LG Nelson, Building Official. Mr. Nelson left PTI and began his own company, Building Code Services LLC (BCSLLC). Based on the consistently high-quality of work that has been provided by LG Nelson, it is recommended that the City continue to work with Mr. Nelson for professional building review and inspection services.

DISCUSSION

The City of Chehalis does not have a certified Building Official to perform the tasks of commercial building plan reviews and commercial inspections. In 2020, the City retained the services of Pacific Testing and Inspection for building plan review and inspection services. At the time, PTI was chosen because LG Nelson was employed with the company, and his credentials and expertise led to the City retaining this firm. Mr. Nelson has 30 plus years' experience as a plan reviewer, inspector, and Building Official with the last ten plus years primarily in Lewis County. He has built strong working relationships with the building community and as a result garnered much respect.

Mr. Nelson has since left PTI and formed his own firm, Building Code Services, LLC. Since it is the experience and expertise of Mr. Nelson that the City seeks, we have been working with Mr. Nelson through BCSLLC after his departure from PTI. Staff requests the formalization of this contract so that we may continue to work with Mr. Nelson.

It is not the goal to continue to employ any firm indefinitely as a plan reviewer or inspector. The contract with BCS, LLC will allow the City to continue to move toward the process of training existing staff to fill this role in the future. To that end, Josh McDrummond has become certified as a residential plan reviewer and residential inspector and has taken over the responsibilities associated with this certification with Mr. Nelson providing consultation and guidance when necessary. The City does not currently pay Mr. Nelson for residential permitting; however the City does pay his hourly rate for consultations. Mr. McDrummond plans to obtain the commercial

inspection certification later this year to take over the commercial inspections as well. This commercial inspection certification will allow the City to discontinue payments to BCSSLC for commercial inspections, but still may incur a consultation fee when applicable.

However, given the ongoing and projected volume and complexity of commercial permits, it is anticipated that we will need Mr. Nelson's services for commercial plan review for approximately the next two years while Mr. McDrummond learns enough of the basics for commercial plan review to sit for the certification exam. Once Mr. McDrummond has his commercial plan review and commercial inspection certifications, it will be helpful to maintain a contract with Mr. Nelson's firm to provide professional consultation and supplemental services when needed.

FISCAL IMPACT

The fiscal impact of this contract will continue to fluctuate dependent upon commercial permits that are submitted. The immediate cost of this contract is already included in this year's budget and as such the budget will not need to be amended.

RECOMMENDATION

It is recommended that the City Council approve the contract with Building Code Services, LLC and authorize the City Manager to sign the contract pending City Attorney review and approval, if there are no major changes to the substance of the document, during the City Attorney review.

SUGGESTED MOTION

I move that the City Council approve the contract with Building Code Services, LLC and authorize the City Manager to sign the contract pending City Attorney review and approval, if there are no major changes to the substance of the document during the City Attorney review.

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF CHEHALIS AND BUILDING CODE SERVICES LLC

THIS AGREEMENT, is made this 1st day of January 2023, by and between the City of Chehalis (hereinafter referred to as "City"), a Washington Municipal Corporation, and Building Code Services LLC. (hereinafter referred to as "Service Provider"), doing business at 121 Larkspur Rd Chehalis Washington 98532.

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of such on call services as Building Inspection and Plan Check Services, and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

1. Description of Work. Service Provider shall perform work as described in Exhibit A, Scope of Services, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed permission of the City.
2. Payment.
 - A. The City shall pay Service Provider at the rate set forth in Exhibit B, for the services described in this Agreement.
 - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
 - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.
3. Relationship of Parties. The parties intend that an independent contractor client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City

to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.

4. Services Performed. City of Chehalis On-Call Building Inspection and Plan Check Services.
5. Duration of Work. Service Provider shall perform the work described in Exhibit at the City's request, as needed.
6. Termination.
 - A. Termination Upon' the City 's option. The City shall have the option to terminate this Agreement at any time, for any reason. Termination shall be effective upon thirty (30) days written notice to the Service Provider.
 - B. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
7. Nondiscrimination. In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.
8. Indemnification / Hold Harmless. The Service Provider shall fully protect, defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The Service Provider's obligations under this section shall specifically include, but are not limited to, responsibility for claims, injuries, damages, losses and suits arising out of or in connection with the acts and omissions of Service Provider's employees, contractors, consultants and agents.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24. 1 15, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance Title 5 1 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Agreement

9. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
 - A. Minimum Amounts and Scope of Insurance. Consultant shall obtain insurance of the types and with the limits described below:
 1. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
 2. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 3. Professional Liability with limits no less than \$1,000,000 per claim and
 - B. \$1,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
 1. Other Insurance Provision. The Consultant's Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance with respect to the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
 2. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
 3. Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Certificates of coverage and endorsements as required by this section shall be delivered to the City within fifteen (15) days of execution of this Agreement.
 4. Notice of Cancellation, The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

5. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
10. Entire Agreement. The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
11. City's Right of Supervision, Limitation of Work Performed by Service Provider. Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
12. Work Performed at Service Provider's Risk. Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
13. Ownership of Products and Premises Security.
 - A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
 - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
14. Modification. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
15. Assignment. Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
16. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified

mail and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

17. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
18. Resolution of Disputes, Governing Law. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
19. Public Records Disclosure. Service Provider shall fully cooperate with and assist the City with respect to any request for public records received by the City and related to any public records generated, produced, created and/or possessed by Service Provider and related to the services performed under this Agreement. Upon written demand by the City, the Service Provider shall furnish the City with full and complete copies of any such records within five business days.
20. Service Provider's failure to timely provide such records upon demand shall be deemed a breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, Service Provider shall fully indemnify and hold harmless the City as set forth in Section 8. For purposes of this section, the term "public records" shall have the same meaning as defined by Chapter 42.17 RCW and Chapter 42.56 RCW, as said chapters have been construed by Washington courts.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

CITY OF CHEHALIS

By: _____
City of Chehalis

SERVICE PROVIDER

By: _____
BCS

CITY CONTACT

Tammy Baraconi, City of Chehalis
1321 S Market Blvd.
Chehalis, WA 98532
Phone: (360) 345-2229

SERVICE PROVIDER CONTACT

LG Nelson, Building Code Services LLC
PO Box 1106
Centralia WA 98531
360-508-1669

ATTEST/AUTHENTICATED

By: _____

City Clerk

APPROVED AS TO FORM

By: _____

City Attorney

EXHIBIT A

Professional Service Agreement
Building Code Services LLC
Effective Date: January 1, 2023

At the request and direction of the City of Chehalis, the Service Provider shall perform the following services as required.

1. Building Plan Review Services;
 - a. Perform all services normally and customarily associated with building plan review of plans submitted for approval of construction as directed by the City Manager or her representative.
2. Compensation;
 - a. The Consultant shall be compensated Fifty Five percent (55%) of the City's plan review fee as applicable.
 - b. The consultation fee is \$105.00 per hour as applicable.

**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 8th, 2023
SUBJECT: Bid Award- Main St. Phase II Resurfacing Project

ISSUE

Bids have been received for Phase II of the Main Street, Grind and Inlay project. The results of the bidding and a recommendation to award a contract have been prepared for the City Council's consideration.

DISCUSSION

The Main Street Phase II Project is a grind and inlay of Main St. from the BNSF Railroad Tracks to Interstate 5. The TIB Arterial Preservation Grant for this project was approved by the City Council on February 28, 2022, and the project was originally scheduled to be completed that same summer. Communication difficulty with Rainier Rail, combined with multiple Public Works staffing changes caused a delay in the execution of the grant award from TIB. The Main St Phase II project was put on hold for 2022 and rescheduled to be executed in 2023.

The bid request was advertised on April 13th and 20th and closed on April 27th at 10:00 am. Four (4) bids were submitted, opened, and read publicly for the project. The low bid was submitted by Rognlin's Construction of Aberdeen WA in the amount of \$537,740.00, including Washington State sales tax.

The four bids received for this project range from \$537,734.00 to \$728,510.00 as shown in the following table:

Bidders	Amount
Rognlin's	\$537,740.00
Northwest Cascade	\$604,630.00
Granite Construction	\$728,510.00
Nova Contracting	\$633,000.00

The overall Engineer estimate for the project was \$511,550.00. Gibbs & Olson reviewed the bids and found that Rognlin's correctly completed the required forms and met the qualifications to complete the job. The Project Engineer, Kyle Busby of Gibbs & Olson and the administration recommend Rognlin's Construction be awarded the contract to complete the work.

To streamline the planning and scheduling of this project this agenda is for the acceptance of the bid award only. A sperate agreement for construction management is currently being prepared and is incorporated into the overall project cost. This agreement will be presented at a later date.

FISCAL IMPACT

The 2022 10% local match of \$65,130 has increased, due to project delays and time & material increases. A local match of \$109,890 (15.8%) is required to fund this project. It is proposed to increase the City’s total matching cost to \$109,890 (an additional \$44,760). The City’s Transportation Benefit District (TBD) is the proposed source funds for the local match and contingency.

It is also recommended that the construction budget include a 15% contingency (\$80,661.00) to address potential issues that may come up in the field during construction. With the recommended contingency, the total cost would be authorized for a not-to-exceed construction budget of \$618,401.00.

Total overall project cost including matching funds and contingency is \$776,721.00. The City’s contribution to the project would be \$109,890.00 plus contingency if needed. The grant funding max from TIB is \$586,170.00

RECOMMENDATION/COUNCIL ACTION DESIRED

It is recommended that the City Council:

- Award the Main St Phase II grind and inlay project to Rognlin’s. in the amount of \$537,740.00
- Authorize a 15% contingency budget of \$80,661.00
- Authorize the City Manager to execute all project related documents, including change orders, not exceeding a total construction cost of \$618,401.00, and a total project cost including matching funds and contingency of \$776,721.00

SUGGESTED MOTION

Move to:

- Award the Main St Phase II, Grind and Inlay Project to Rognlin’s Construction in the amount of \$537,740.00.

Authorize a 15% contingency budget of \$80,661.00.

- Authorize the City Manager to execute all project related documents, including change orders, not to exceed a total overall project cost \$776,721.00



May 2, 2023

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

RE: Main Street Improvements Phase 2 TIB #3-W-193(004)-1
Construction Contract Award Recommendation

Dear City Manager Anderson:

On April 27, 2023, at 10:00 am, four bids were opened and publicly read for the above referenced project. The low bid was submitted by Rognlin's, Inc. of Aberdeen, Washington in the amount of \$537,740. The total bids for ranged from \$537,740 to \$728,510. Please see the attached bidder's tabulation. The Engineer's estimate for the project was \$511,550.00.

Gibbs & Olson reviewed the bids and found that Rognlin's, Inc. correctly completed the required forms included in the Bid Package. Gibbs & Olson has verified that Rognlin's, Inc. 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 \$537,740 to Rognlin's, Inc. of Aberdeen, Washington for the Main Street Improvements Phase 2 project. Concurrence has been received from the Transportation Improvement board. 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: 0155.1086

Bid Opening
City of Chehalis
Main St Improvements Phase 2
10:00 am April 27, 2023
 Gibbs & Olson Project No. 0155.1086
 Engineer Estimate \$509,450



	Bidder Name	Location (City, State)	Total Bid Amount	Bid Form (II-5, II-6)	Acknowledgement of Addenda (II-7)	Bidder Signature Page (II-8, II-9)	Proposal Bond (II-10)	Cert of Compliance w/ Payment Statutes (II-11)	E-Verify Declaration (II-12)
1	ZOGULINS	ABINGTON WA	537,740. ⁰⁰	✓	✓	✓	✓	✓	✓
2	NORTHWEST CASCADE	PUYALLUP WA	604,630. ⁰⁰	✓	✓	✓	✓	✓	✓
3	GRANITE CONSTRUCTION	OLYMPIA WA	728,510. ⁰⁰	✓	✓	✓	✓	✓	✓
4	NOVA CONSTRUCTION	LITTLE ROCK WA	633,000. ⁰⁰	✓	✓	✓	✓	✓	✓
5									
6									
7									
8									

City of Chehalis
Main Street Improvements Phase 2
Bidder's Tabulation
Bid Opening: April 27, 2023, 10:00 a.m.



Item No.	Item	Qty	Unit	Engineer's Estimate		Rognlin's, Inc.		Northwest Cascade, Inc.		Nova Contracting, Inc.		Granite Construction Co	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Minor Changes	1	CALC	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	SPCC Plan	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	\$ 200.00	\$ 200.00
3	Mobilization	1	LS	\$ 46,000.00	\$ 46,000.00	\$ 54,000.00	\$ 54,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 70,000.00	\$ 70,000.00
4	Project Temporary Traffic Control	1	LS	\$ 65,000.00	\$ 65,000.00	\$ 60,000.00	\$ 60,000.00	\$ 82,500.00	\$ 82,500.00	\$ 64,000.00	\$ 64,000.00	\$ 195,000.00	\$ 195,000.00
5	Removal of Structures and Obstructions	1	LS	\$ 37,000.00	\$ 37,000.00	\$ 20,000.00	\$ 20,000.00	\$ 71,000.00	\$ 71,000.00	\$ 57,000.00	\$ 57,000.00	\$ 25,000.00	\$ 25,000.00
6	Roadway Excavation Incl. Haul	110	CY	\$ 100.00	\$ 11,000.00	\$ 80.00	\$ 8,800.00	\$ 85.00	\$ 9,350.00	\$ 50.00	\$ 5,500.00	\$ 330.00	\$ 36,300.00
7	Crushed Surfacing Top Course	60	TN	\$ 70.00	\$ 4,200.00	\$ 75.00	\$ 4,500.00	\$ 61.00	\$ 3,660.00	\$ 150.00	\$ 9,000.00	\$ 45.00	\$ 2,700.00
8	Crushed Surfacing Base Course	110	TN	\$ 60.00	\$ 6,600.00	\$ 75.00	\$ 8,250.00	\$ 61.00	\$ 6,710.00	\$ 120.00	\$ 13,200.00	\$ 45.00	\$ 4,950.00
9	Planing Bituminous Pavement	7,200	SY	\$ 5.00	\$ 36,000.00	\$ 2.75	\$ 19,800.00	\$ 3.50	\$ 25,200.00	\$ 7.00	\$ 50,400.00	\$ 6.00	\$ 43,200.00
10	HMA CL. 1/2 IN. PG 58H-22	940	TN	\$ 130.00	\$ 122,200.00	\$ 195.00	\$ 183,300.00	\$ 137.00	\$ 128,780.00	\$ 150.00	\$ 141,000.00	\$ 125.00	\$ 117,500.00
11	Erosion Control and Water Pollution Prevention	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 2,000.00	\$ 2,000.00	\$ 9,500.00	\$ 9,500.00	\$ 900.00	\$ 900.00	\$ 3,500.00	\$ 3,500.00
12	Inlet Protection	12	EA	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 85.00	\$ 1,020.00	\$ 100.00	\$ 1,200.00	\$ 190.00	\$ 2,280.00
13	Roadside Restoration	1.00	LS	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 18,000.00	\$ 18,000.00	\$ 9,000.00	\$ 9,000.00	\$ 3,850.00	\$ 3,850.00
14	Cement Conc. Traffic Curb and Gutter	420	LF	\$ 55.00	\$ 23,100.00	\$ 45.00	\$ 18,900.00	\$ 50.00	\$ 21,000.00	\$ 80.00	\$ 33,600.00	\$ 65.00	\$ 27,300.00
15	Cement Conc. Pedestrian Curb	210	LF	\$ 50.00	\$ 10,500.00	\$ 35.00	\$ 7,350.00	\$ 45.00	\$ 9,450.00	\$ 90.00	\$ 18,900.00	\$ 65.00	\$ 13,650.00
16	Cement Conc. Gutter	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
17	Raised Pavement Marker Type 2	2.2	HUND	\$ 2,000.00	\$ 4,400.00	\$ 1,500.00	\$ 3,300.00	\$ 1,450.00	\$ 3,190.00	\$ 1,500.00	\$ 3,300.00	\$ 850.00	\$ 1,870.00
18	Adjust Monument Case and Cover	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 550.00	\$ 1,100.00	\$ 775.00	\$ 1,550.00	\$ 2,000.00	\$ 4,000.00	\$ 850.00	\$ 1,700.00
19	Monument Case and Cover	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 800.00	\$ 800.00	\$ 1,100.00	\$ 1,100.00	\$ 2,000.00	\$ 2,000.00	\$ 1,460.00	\$ 1,460.00
20	Cement Conc. Sidewalk	80	SY	\$ 120.00	\$ 9,600.00	\$ 90.00	\$ 7,200.00	\$ 108.00	\$ 8,640.00	\$ 150.00	\$ 12,000.00	\$ 90.00	\$ 7,200.00
21	Cement Conc. Curb Ramp Type Single Direction	10	SY	\$ 230.00	\$ 2,300.00	\$ 240.00	\$ 2,400.00	\$ 300.00	\$ 3,000.00	\$ 300.00	\$ 3,000.00	\$ 340.00	\$ 3,400.00
22	Cement Conc. Curb Ramp Type Parallel	120	SY	\$ 230.00	\$ 27,600.00	\$ 105.00	\$ 12,600.00	\$ 180.00	\$ 21,600.00	\$ 200.00	\$ 24,000.00	\$ 270.00	\$ 32,400.00
23	Traffic Signal Detection Reinstallation	16	EA	\$ 1,500.00	\$ 24,000.00	\$ 2,400.00	\$ 38,400.00	\$ 2,700.00	\$ 43,200.00	\$ 2,800.00	\$ 44,800.00	\$ 2,750.00	\$ 44,000.00
24	Pedestrian Push Button and Post	1	LS	\$ 6,200.00	\$ 6,200.00	\$ 11,000.00	\$ 11,000.00	\$ 11,500.00	\$ 11,500.00	\$ 16,200.00	\$ 16,200.00	\$ 12,000.00	\$ 12,000.00
25	Permanent Signing	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,350.00	\$ 3,350.00	\$ 2,880.00	\$ 2,880.00	\$ 10,000.00	\$ 10,000.00
26	Plastic Line	6,600	LF	\$ 4.00	\$ 26,400.00	\$ 4.00	\$ 26,400.00	\$ 3.50	\$ 23,100.00	\$ 3.00	\$ 19,800.00	\$ 5.00	\$ 33,000.00
27	Plastic Wide Lane Line	170	LF	\$ 5.00	\$ 850.00	\$ 7.00	\$ 1,190.00	\$ 7.00	\$ 1,190.00	\$ 6.00	\$ 1,020.00	\$ 8.00	\$ 1,360.00
28	Plastic Crosshatch Marking	200	LF	\$ 5.00	\$ 1,000.00	\$ 5.00	\$ 1,000.00	\$ 4.75	\$ 950.00	\$ 4.00	\$ 800.00	\$ 8.00	\$ 1,600.00
29	Plastic Stop Line	200	LF	\$ 20.00	\$ 4,000.00	\$ 14.00	\$ 2,800.00	\$ 14.00	\$ 2,800.00	\$ 12.00	\$ 2,400.00	\$ 17.00	\$ 3,400.00
30	Plastic Crosswalk Line	640	SF	\$ 15.00	\$ 9,600.00	\$ 10.00	\$ 6,400.00	\$ 10.50	\$ 6,720.00	\$ 10.00	\$ 6,400.00	\$ 14.00	\$ 8,960.00
31	Plastic Bicycle Lane Symbol	11	EA	\$ 200.00	\$ 2,200.00	\$ 350.00	\$ 3,850.00	\$ 355.00	\$ 3,905.00	\$ 500.00	\$ 5,500.00	\$ 170.00	\$ 1,870.00
32	Plastic Traffic Arrow	8	EA	\$ 200.00	\$ 1,600.00	\$ 350.00	\$ 2,800.00	\$ 355.00	\$ 2,840.00	\$ 500.00	\$ 4,000.00	\$ 170.00	\$ 1,360.00
33	Plastic Railroad Crossing Symbol	3	EA	\$ 1,000.00	\$ 3,000.00	\$ 1,800.00	\$ 5,400.00	\$ 1,775.00	\$ 5,325.00	\$ 200.00	\$ 600.00	\$ 1,500.00	\$ 4,500.00
Total					\$ 511,550.00		\$ 537,740.00		\$ 604,630.00		\$ 633,000.00		\$ 728,510.00

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director

MEETING DATE: May 8, 2023

SUBJECT: Ordinance No. 1068-B, First Reading – Amending the 2023 Budget

ISSUE

Ordinance No. 1068-B amending the 2023 Budget, is hereby submitted to reflect the changes in estimates and actual activities of the City since the adoption of the 2023 Budget.

Throughout the year, adjustments to the budget become necessary as a result of City Council actions, changes in estimates, activity levels that were not anticipated during budget development, and grant awards or other receipts of outside funding. Historically, the budget has been amended two or three times per year prior to the conclusion of the fiscal year on December 31st.

CITY-WIDE OVERVIEW (ALL FUNDS COMBINED)

This proposed amendment to the 2023 Budget includes the following key items:

- 1) Updates the estimated 2023 beginning fund balances for all funds to reflect the actual ending fund balances at the close of fiscal year 2022. This action has no impact on the 2023 revenues and expenditures budget but changes the estimated 2023 ending fund balances for all city funds.
- 2) Requests to carry over the remaining 2022 budget to 2023 for certain capital projects that were approved in 2022 but are to be completed in 2023.
- 3) Requests for additional revenues and appropriations that were not included in the 2023 Adopted Budget. Most of the items were presented to the City Council for consideration prior to this budget amendment.

2023 Budget Summary for the proposed amendment, including updated beginning fund balances, revenues, transfers-in, expenditures, transfers-out, and estimated ending fund balances and a detailed list of proposed budget amendment items are attached to the proposed Ordinance No. 1068-B as Exhibit “A” and Exhibit “A-1”.

The proposed budget amendment increases the total revenues for city-wide combined total by \$3,339,170, which includes the following:

- \$2,047,170 increase in intergovernmental grants
- \$190,000 increase for investment interest projections
- \$1,140,000 for interfund loans/advances and receipt of repayments
- \$58,000 decrease in real estate excise tax (REET) revenue projection
- \$20,000 increase in wastewater discharge fees.

The proposed budget amendment also increases the total transfers (in and out) for city-wide combined total by \$670,630.

The proposed budget amendment increases appropriations for city-wide combined total by \$6,030,953, which includes the following:

CITY-WIDE COMBINED TOTALS	
Category	Amount
Payroll Wages and Benefits	\$332,400
WCIA Insurance Premium	\$190,205
Capital Outlays	\$4,225,902
Interfund Advances/Loans and Repayments	\$1,140,000
Supplies and Contracted Services	\$142,446
Total Increase in Appropriations	\$6,030,953

\$332,400 increase for wages and benefits due to additional cost of living adjustment (COLA) increases approved by the City Council since the adoption of the 2023 Budget. The 2023 Adopted Budget included an average 4% COLA increase for all employee groups, including all four collective bargaining units, non-represented employees, and seasonal and hourly employees. Since the adoption of the budget, the collective bargaining agreements (CBAs) were finalized, and the City Council approved the final COLA increases for year 2023 ranging from 7.0% to 9.0% in 2023. The increase in payroll budget is combination of the additional COLA increases, impacts from staffing turnovers, increase in overtime activities, and budget savings from temporary vacancies and budgeted but unfilled positions as of April 2023.

\$190,205 increase for 2023 WCIA annual insurance premium exceeding the budget.

\$4,225,902 increase for capital outlays, which includes the following:

- \$17,500 for Stan Hedwall Park street light replacement
- \$2,867 for police body camera purchase cost over the budget
- \$1,649,500 for a ladder truck
- \$24,940 for carpet replacement for Recreation/Finance building (2022 budget carryover)
- \$80,000 for police evidence garage (2022 budget carryover)
- \$99,500 for temporary fire station project (2022 budget carryover)
- \$355,500 for Stan Hedwall Park damage repair project (95% FEMA funded)
- \$65,800 for a fire brush truck (2022 budget carryover)
- \$2,980 for release retainage for Recreation Park fence & drainage project (2022 project)
- \$580,000 for Recreation Park Additional Parking Project (HUD Grant funded)
- \$115,000 for Westside Park Improvement Project

- \$45,000 for a top dresser for sports complex (2022 budget carryover)
- \$1,094,815 for Bishop Road Water Main project (.09 Distressed Counties Grant)
- \$10,000 for design engineering for Greenwood Waterline replacement project
- \$7,500 for purchase of a striper at the Airport

\$1,140,000 increase for temporary interfund loans/advances and repayments to and from the REET and Park Improvement funds to provide funds for the Recreation Park additional parking project until expenditures are reimbursed by the HUD grant. Upon receipt of the grant funds, the borrowed funds shall be repaid to the REET funds.

\$142,446 for various supplies, purchased services, and \$25,000 additional contribution to the Main Street Tax Credit program for Experience Chehalis.

The proposed budget amendments by fund are summarized as follows:

GENERAL FUND

The proposed budget amendment increases the General Fund’s revenues by \$49,500, decreases transfers-in by \$297,133, increases appropriations by \$501,190, and increases transfers-out by \$800,000, resulting in a net decrease in fund balance by \$1,548,823.

Total revenue budget increase of \$49,500 includes \$4,500 in state grant and \$45,000 in investment interest.

Total transfers-in is decreased by \$297,133. Original budget included \$420,000 transfers-in from the Federal Advance Grant Fund (ARPA funds): \$300,000 for ongoing payroll expenditures for one police officer and two firefighters and \$120,00 purchase of police body cameras. The City Council has directed to revert \$300,000 transfers-in to the Federal Advance Grant Fund and made it available for purchase of a ladder truck. The difference is for additional transfer-in of \$2,867 for body camera purchase cost that exceeded the original budget.

Total proposed appropriation increase of \$501,190 includes the following:

- \$186,800 for payroll wages and benefits due to the additional COLA increase approved after the budget adoption, impacts from employee turn overs and staffing changes, coupled with budget savings from temporary vacancies and unfilled budgeted positions as of April 2023.
- \$107,333 for WCIA insurance premium exceeding the adopted budget.
- \$25,000 for additional contribution to the Main Street B&O Tax Credit Program for Experience Chehalis. (The city receives 75% of the contribution in B&O Tax credits for 2024 tax payments).
- \$18,000 for increase in City Attorney retainer contract
- \$11,520 for purchase of NeoGov software (Human Resources recruitment tool)
- \$29,750 for engineering services for evidence building water intrusion evaluation report.
- \$2,867 for police body camera purchase cost over the budget
- \$5,505 for purchase of AEDs
- \$19,050 for replacement of modems for 8 patrol cars
- \$7,500 for purchase of tracks for a utility vehicle to respond on the hill in snow.
- \$87,865 for various supplies and purchased services. Most of the requests are from the Facilities and Parks department which includes the following items:
 - \$15,000 for replacement of Christmas decorations.
 - \$13,000 for three-phase power to the new fire station.

- \$20,000 for fence install at the new permanent fire station site to improve security.
- \$10,000 for downtown Parking Lot C repairs.
- \$13,365 for debris removal and flood clean up at Stan Hedwall Park.
- \$17,500 for Stan Hedwall Park street light replacement.

Total transfers-out of \$800,000 reflects the 2022 year-end Fund Balance Commitment Ordinance No. 1065-B. At the 3/27/2023 Council meeting, the City Council approved a portion of the 2022 ending fund balance as Committed for the following specific purpose and use. These were not in the 2023 original adopted budget:

- \$350,000 for general facilities improvement reserves
- \$450,000 for automotive/equipment replacement

A summary of changes from the 2023 Adopted Budget to the 2023 Proposed Amended Budget for the General Fund is provided below:

General Fund	2023 Adopted Original Budget	2023 Amended Budget #1	Change Increase (Decrease)	Change %
Revenues	\$ 11,917,218	\$ 11,966,718	\$ 49,500	0.2%
Transfers-In	480,000	182,867	(297,133)	-2.1%
Expenditures	11,346,737	11,847,927	501,190	1.7%
Transfers-out	1,080,226	1,880,226	800,000	5.6%
Net Revenues Over (Under) Expenditures	(29,745)	(1,578,568)	(1,548,823)	-777.7%
Beginning Fund Balance	1,650,858	3,586,011	1,935,153	7.2%
Estimated Ending Fund Balance	\$ 1,621,113	\$ 2,007,443	\$ 386,330	1.4%

17%

Street Fund

The proposed budget amendment increases the Street Fund’s revenues by \$16,025 and increase appropriations by \$58,723, resulting in a net decrease in fund balance by \$42,698.

The revenue budget increase reflects \$11,025 grants received and \$5,000 increase in investment interest projection.

The appropriation increase includes \$43,600 in payroll budget increase, \$7,000 for garbage removal near the back of the new permanent fire station site, and \$8,123 for insurance and employee training costs.

Transportation Benefit District (TBD) Fund

The proposed budget amendment increases the TBD Fund’s revenues by \$41,920, which includes \$7,920 TIB grant received and \$34,000 increase in investment interest projections, resulting in a net increase in fund balance by \$41,920.

Tourism Fund

The proposed budget amendment increases the Tourism Fund’s revenues by \$2,000 for increase in investment interest projections, resulting in a net increase in fund balance by \$2,000.

Compensated Absences Reserve Fund

The proposed budget amendment decreases the Compensated Absences Reserve Fund's appropriations by \$24,900 to reflect more to actual.

Community Development Block Grant (CDBG) Fund

The proposed budget amendment increases the CDBG Fund's transfers-out by \$25,000.

The CDBG Fund accounts for repayment of housing rehabilitation loan program. If repayment received is less than \$35,000/year, this income is considered miscellaneous revenues, and the revenue may be used for any community development activity. Recommended use includes a project benefiting low-and-moderate-income persons. The City staff determined the Westside Park Improvement Project would meet the CDBG and HUD grant revenue use purposes.

Total budget for the Westside Park Improvement project is \$115,000. At the January 9, 2023, Council meeting, the City Council approved the project using \$20,000 from the dedicated Park Improvement Fund previously reserved for Westside Park and \$95,000 from the Second Quarter Real Estate Excise Tax (REET) fund.

Staff proposes using the available funds from CDBG (\$25,000) and HUD Grant Funds (\$90,000) for the Westside Park Improvement Project.

Housing & Urban Development (HUD) Grant Fund

The proposed budget amendment decreases the HUD Grant Fund's appropriations by \$1,000 and increase transfers-out by \$90,000, resulting in a net decrease in fund balance by \$89,000.

The HUD Grant fund accounts for repayment of HUD loan program. HUD loan program revenue may be used for a project benefiting low-and-moderate-income persons. The City staff determined the Westside Park Improvement Project would meet the HUD grant revenue use purposes.

Total budget for the Westside Park Improvement project is \$115,000. At the January 9, 2023, Council meeting, the City Council approved the project using \$20,000 from the dedicated Park Improvement Fund previously reserved for Westside Park and \$95,000 from the Second Quarter Real Estate Excise Tax (REET) fund.

Staff proposes using the available funds from CDBG (\$25,000) and HUD Grant Funds (\$90,000) for the Westside Park Improvement Project.

Federal Advance Grant Control Fund (aka APRA)

The proposed budget amendment increases the Federal Advance Grant Control Fund's revenues by \$18,000, increase appropriations by \$1,649,500, and decrease transfers-out by \$297,133, resulting in a net decrease in fund balance by \$1,334,367.

Increase in revenue budget is for investment interest. The increased appropriation is for purchase of a ladder truck which was approved by the City Council at the April 24, 2023, Council meeting.

Total net decrease in transfers-out included reversing (decreasing) the original transfer-out budget of \$300,000 to the General Fund for payroll expenditures of one police officer and two firefighters and

increasing transfers-out for purchase of police body cameras which exceeded the original budget by \$2,867.

Public Facilities Reserve Fund

The proposed budget amendment increases the Public Facilities Reserve Fund's revenues by \$341,725, increase transfers-in by \$350,000, increases the appropriations by \$559,940, and increase transfers-out by \$52,763, resulting in a net increase in fund balance by \$79,022.

The \$341,725 revenue budget increase is for the following:

- \$319,950 for Federal Emergency Management Agency (FEMA) assistance for January 2022 Winter Storm damage repairs for Stan Hedwall and Lintott/Alexander Parks. This is 90% of the eligible project costs.
- \$17,775 for State Public Disaster Assistance Grant for the above-mentioned repair project. This is 5% of the total eligible project expenditures.
- \$4,000 increase for investment interest projection.

The \$350,000 transfers-in was a part of the 2022 year-end committed fund balance approved by the City Council to be reserved and used for future improvements to the general facilities.

The \$559,940 additional appropriation requested including the following items:

- \$24,940 for 2022 budget carryover to replace carpet at the Park and Recreation building.
- \$80,000 for 2022 budget carryover for police evidence garage
- \$99,500 for 2022 budget carryover for temporary fire station project remaining bills.
- \$355,500 for repairs to Stan Hedwall and Lintott/Alexander Park from 2022 January winter storm damage. This project is 95% funded by FEMA and State Military Department Public Assistance program.

The \$52,763 transfers-out is the remaining donation funds from Recreation Park Improvement project. This is transferred to the dedicated Park Improvement Fund for future Recreation Park improvement projects.

Automotive/Equipment Reserve Fund

The proposed budget amendment increases the Automotive/Equipment Reserve Fund's revenues by \$5,000 which is for the investment interest, increases transfers-in by \$450,000, and increases appropriations by \$65,800, resulting in a net increase in fund balance by \$389,200.

The transferred-in is from the General Fund and reflects the 2022 year-end fund balance commitment Ordinance No. 1065-B.

The \$65,800 increase in appropriation is to carryover 2022 budget for a fire brush truck that was in the General Fund Fire Department's 2022 budget.

Park Improvement Fund

The proposed budget amendment increases the Park Improvement Fund's revenues by \$1,176,000, increases transfers-in by \$167,763, increases appropriations by \$1,312,980, resulting in a net increase in fund balance by \$30,783.

There are two large projects (Construction for Recreation Park Additional Parking and Westside Park Improvement) planned in 2023. The Park Improvement fund does not have sufficient cash in the fund.

Staff proposes that the Westside Park Improvement project be funded by the CDBG Fund and HUD Block Grant Funds by transfers-in. For the Recreation Park additional parking construction project, it is recommended to borrow funds from the two REET funds until the City receives the grant reimbursement payments. The borrowing will be a short-term, temporary, without interest, until the City receives reimbursement from the HUD grant. It is anticipated that the time between the date of expenditures (payments to the contractor) until the date the grant reimbursement is received by the City is within 30-days from the date of reimbursement request is submitted.

The \$1,176,000 proposed revenue budget increase includes the following items:

- \$570,000 for federal HUD grant for Recreation Park Additional Parking construction project.
- \$25,000 for RCO grant final payment received in 2023 for the Recreation Park Improvement (ball fields and Penny playground) project.
- \$1,000 for increase in investment earnings projection.
- \$10,000 for private donations for Recreation Park Additional Parking project.
- \$220,000 for temporary loan (advance) from the First Quarter REET fund for the additional parking project.
- \$350,000 for temporary loan (advance) from the Second Quarter REET fund for the additional parking project.

The \$167,763 proposed transfers-in includes the following items:

- \$25,000 transfer-in from CDBG Fund for Westside Park Improvement Project
- \$90,000 transfer-in from HUD Grant Fund for Westside Park Improvement Project.
- \$52,763 transfer-in from Public Facilities Reserve Fund for the remaining donations received for the Recreation Park Improvement (ball fields and Penny playground) project and to be dedicated for future Recreation Park improvement projects.

The \$1,312,980 proposed additional appropriation includes the following items:

- \$580,000 for construction of additional parking at the Recreation Park
- \$115,000 for Westside Park improvement project
- \$45,000 for 2022 budget carryover for purchase of a top dresser for the Sports Complex maintenance.
- \$2,980 for final release of retainage for Recreation Park fence & drainage project (2022 project)
- \$220,000 for repayment of interfund loan to the First Quarter REET fund
- \$350,000 for repayment of interfund loan to the Second Quarter REET fund.

First Quarter REET Fund

The proposed budget amendment increases the First Quarter REET Fund's revenues by \$194,000 and increases appropriations by \$220,000, resulting in a net decrease in fund balance by \$26,000.

The \$194,000 proposed revenue increase includes the following:

- \$29,000 decrease for real estate excise tax revenue projection to reflect more to actual based on the actual revenues received during the 1st quarter.
- \$3,000 increase for investment interest projection.
- \$220,000 for receipt of interfund loan/advance repayment from the Park Improvement Fund

The \$220,000 proposed appropriation is for a short-term temporary loan to the Park Improvement Fund for the Recreation Park Additional Parking project until the grant reimbursement is received.

Second Quarter REET Fund

The proposed budget amendment increases the Second Quarter REET Fund's revenues by \$323,000 and increases appropriations by \$350,000, resulting in a net decrease in fund balance by \$27,000.

The \$323,000 proposed revenue increase includes the following:

- \$29,000 decrease for real estate excise tax revenue projection to reflect more to actual based on the actual revenues received during the 1st quarter.
- \$2,000 increase for investment interest projection.
- \$350,000 for receipt of interfund loan/advance repayment from the Park Improvement Fund

The \$350,000 proposed appropriation is for a short-term temporary loan to the Park Improvement Fund for the Recreation Park Additional Parking project until the grant reimbursement is received.

Wastewater Fund

The proposed budget amendment increases the Wastewater Fund's revenues by \$45,000 and increases appropriations by \$119,683, resulting in a net decrease of fund balance by \$74,683.

The \$45,000 increase in revenues includes \$20,000 increase in discharge fees received and \$25,000 increase in investment interest projection.

The \$119,683 proposed increase in appropriation includes \$78,700 for payroll due to the COLA increase and staffing changes since the budget adoption and WCIA insurance increase of \$40,523.

Water Fund

The proposed budget amendment increases the Water Fund's revenues by \$20,000 (for investment interest projection) and increases appropriations by \$63,912, resulting in a net decrease of fund balance by \$43,912.

The \$63,912 proposed increase in appropriation includes \$5,700 for payroll due to the COLA increase and staffing changes since the budget adoption, WCIA insurance increase of \$25,371, and \$25,546 latecomer fees refunded that was not in the original budget.

Storm & Surface Water Fund

The proposed budget amendment increases the Storm & Surface Water Fund's revenues by \$3,000 (for investment interest projection) and increases appropriations by \$25,233, resulting in a net decrease of fund balance by \$22,233.

The \$25,233 proposed increase in appropriation includes \$14,600 for payroll due to the COLA increase and staffing changes since the budget adoption, WCIA insurance increase of \$5,173, and \$5,000 increase in training budget for staff CDL course tuition assistance.

Airport Fund

The proposed budget amendment increases the Airport Fund's appropriations by \$9,000 (for investment interest projection) and increases appropriations by \$17,577, resulting in a net decrease in fund balance by \$8,577.

The \$17,577 proposed increase in appropriation includes \$14,100 for payroll due to the COLA increase and staffing changes since the budget adoption, \$13,800 budget request for hiring seasonal workers, WCIA insurance increase of \$9,142, and reducing contracted services budget by \$21,300.

Wastewater Capital Fund

The proposed budget amendment increases the Wastewater Capital Fund's revenues by \$8,000 for investment interest projection.

Water Capital Fund

The proposed budget amendment increases the Wastewater Capital Fund's appropriations by \$1,079,000 and increases appropriations by \$1,104,815, resulting in a net decrease in fund balance by \$25,815.

The \$1,079,000 revenue budget increase includes \$1,091,000 of 0.09 Distressed Counties Grant from the Lewis County for the Bishop Road Water Main Replacement Project and a decrease in investment earnings by \$12,000.

The \$1,104,815 increase in appropriations includes \$1,094,815 for Bishop Road Water Main Replacement project including design engineering, construction, and construction engineering and \$10,000 additional budget for Greenwood Waterline engineering. Both of these projects have been approved by the City Council at the April 10, 2023, and April 24, 2023, Council meetings.

Storm & Surface Water Capital Fund

The proposed budget amendment increases the Storm & Surface Water Capital Fund's appropriations by \$8,000 for investment interest projection.

Airport Capital Fund

The proposed budget amendment increases the Airport Capital Fund's appropriations by \$7,500 for purchase of a striper for the airfield maintenance.

City-Wide Summary

The proposed budget amendment revises the 2023 budget by a combined net total decrease in fund balance by \$2,691,783 and a total estimated ending fund balance to \$27,443,872 as provided below:

City-wide (All Funds)	2023 Adopted Original Budget	2023 Amended Budget #1	Change Increase (Decrease)	Change %
Revenues	\$ 26,371,482	\$ 29,710,652	\$ 3,339,170	29.5%
Transfers-In	3,668,622	4,339,252	670,630	146.6%
Expenditures	28,583,810	34,614,763	6,030,953	54.1%
Transfers- out	3,668,622	4,339,252	670,630	34.4%
Net Revenues Over (Under) Expenditures	(2,212,328)	\$ (4,904,111)	(2,691,783)	204.7%
Beginning Fund Balance	27,324,863	32,347,983	5,023,120	184.7%
Estimated Ending Fund Balance	\$ 25,112,535	\$ 27,443,872	\$ 2,331,337	166.0%

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 1068-B on first reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 1068-B on first reading.

ORDINANCE NO. 1068-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE 2023 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1060-B BY REVISING THE BUDGETED AMOUNTS BY A COMBINED TOTAL OF TWO MILLION SIX HUNDRED NINETY-ONE THOUSAND SEVEN HUNDRED EIGHTY-THREE (\$2,691,783) FOR THE GENERAL FUND, STREET FUND, TRANSPORTATION BENEFIT DISTRICT FUND, TOURISM FUND, COMPENSATED ABSENCES RESERVE FUND, COMMUNITY BLOCK GRANT FUND, HUD BLOCK GRANT FUND, FEDERAL ADVANCE GRANT CONTROL FUND, PUBLIC FACILITIES RESERVE FUND, AUTOMOTIVE/EQUIPMENT RESERVE FUND, PARK IMPROVEMENT FUND, FIRST QUARTER PERCENT REET FUND, SECOND QUARTER PERCENT REET FUND, WASTEWATER FUND, WATER FUND, STORM & SURFACE WATER FUND, AIRPORT FUND, WASTEWATER CAPITAL FUND, WATER CAPITAL FUND, STORM & SURFACE WATER CAPITAL FUND, AND AIRPORT CAPITAL FUND, AND DIRECTING THE FINANCE DIRECTOR TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the General Fund's revenues by \$49,500, decrease transfers-in by \$297,133, increase appropriations by \$501,190, and increase transfers-out by \$800,000.

Section 2. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Street Fund's revenues by \$16,025 and increase appropriations by \$58,723.

Section 3. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Transportation Benefit District Fund's revenues by \$41,920.

Section 4. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Tourism Fund's revenues by \$2,000.

Section 5. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to decrease the Compensated Absences Reserve Fund's appropriations by \$24,900.

Section 6. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Community Block Grant Fund's transfers-out by \$25,000.

Section 7. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to decrease the HUD Block Grant Fund's appropriations by \$1,000 and increase transfers-out by \$90,000.

Section 8. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Federal Advance Grant Control Fund's revenues by \$18,000, increase appropriations by \$1,649,500, and decrease transfers-out by \$297,133.

Section 9. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Public Facilities Reserve Fund's revenues by \$341,725, increase transfers-in by \$350,000, increase appropriations by \$559,940, and increase transfers-out by \$52,763.

Section 10. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Automotive/Equipment Reserve Fund's revenues by \$5,000, increase transfers-in by \$450,000, and increase appropriations by \$65,800.

Section 11. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Park Improvement Fund's revenues by \$1,176,000, increase transfers-in by \$167,763, and increase appropriations by \$1,312,980.

Section 12. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the First Quarter REET Fund's revenues by \$194,000 and increase appropriations by \$220,000.

Section 12. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Second Quarter REET Fund's revenues by \$323,000 and increase appropriations by \$350,000.

Section 13. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's revenues by \$45,000 and increase appropriations by \$119,683.

Section 14. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Water Fund's revenues by \$20,000 and increase appropriations by \$63,912.

Section 15. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Storm & Surface Water Fund's revenues by \$3,000 and increase appropriations by \$25,233.

Section 16. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Airport Fund's revenues by \$9,000 and increase appropriations by \$17,577.

Section 17. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Wastewater Capital Fund's revenues by \$8,000.

Section 18. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Water Capital Fund's revenues by \$1,079,000 and increases appropriations by \$1,104,815.

Section 19. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Storm & Surface Water Capital Fund's revenues by \$8,000.

Section 20. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Airport Capital Fund's appropriations by \$7,500.

Section 9. Attached hereto and identified as Exhibit A, in summary form, is the total of estimated revenues, transfers-in, expenditures, and transfers-out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2023 budget which shows a total estimated ending fund balance of \$27,443,872.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** on its first reading at a regularly scheduled open public meeting thereof this ____ day of _____, 2023.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

Ordinance No. 1068-B, Exhibit A - Summary

**CITY OF CHEHALIS "FIRST " AMENDED 2023 BUDGET
2023 BUDGET SUMMARY REVISED WITH ORDINANCE NO. 1068-B
Original Adopted Budget: Ordinance No. 1060-B**

Fund No.	Fund Name	Estimated Beginning Fund Balance 01/01/2023	Revenues	Transfers In	Expenditures	Transfers Out	Estimated Ending Fund Balance 12/31/2023	Change in Fund Balance Increase (Decrease)	% Change
001	General Fund	\$ 3,586,011	\$ 11,966,718	\$ 182,867	\$ 11,847,927	\$ 1,880,226	\$ 2,007,443	\$ (1,578,568)	-44.0%
003	Street Fund	472,118	178,639	1,023,495	1,454,135	-	220,117	(252,001)	-53.4%
004	Building Abatement Fund	52,399	50	-	-	-	52,449	50	0.1%
102	Arterial Street Fund	6,027	-	-	-	6,027	-	(6,027)	-100.0%
103	Transportation Benefit District Fund	3,634,765	1,490,820	-	906,410	-	4,219,175	584,410	16.1%
107	Tourism Fund	214,610	293,400	-	189,700	142,694	175,616	(38,994)	-18.2%
110	Compensated Absences Reserve Fund	212,092	4,000	-	86,800	-	129,292	(82,800)	-39.0%
115	LEOFF 1 OPEB Reserve Fund	150,554	2,000	236,098	157,000	-	231,652	81,098	53.9%
195	Community Development Block Grant Fund	25,798	400	-	1,000	25,000	198	(25,600)	-99.2%
197	HUD Block Grant Fund	89,769	1,700	-	1,000	90,000	469	(89,300)	-99.5%
199	Federal Grant Control Fund	1,920,670	38,000	-	1,649,500	296,207	12,963	(1,907,707)	-99.3%
200	General Obligation Bond Fund	63	-	301,529	301,529	-	63	-	0.0%
301	Public Facilities Reserve Fund	601,928	348,725	350,000	559,940	52,763	687,950	86,022	14.3%
302	Automotive/Equipment Reserve Fund	742,969	14,600	450,000	431,100	-	776,469	33,500	4.5%
303	Parks Improvement Fund	131,718	1,178,000	224,363	1,312,980	-	221,101	89,383	67.9%
305	First Quarter REET Fund	333,846	361,000	-	220,000	130,760	344,086	10,240	3.1%
306	Second Quarter REET Fund	471,420	494,800	-	350,000	144,675	471,545	125	0.0%
402	Garbage Fund	8,270	6,240	-	6,240	-	8,270	-	0.0%
404	Wastewater Fund	4,113,238	5,595,500	-	5,613,022	454,500	3,641,216	(472,022)	-11.5%
405	Water Fund	2,091,950	3,292,010	-	3,045,785	868,300	1,469,875	(622,075)	-29.7%
406	Storm and Surface Water Fund	361,034	732,270	-	625,422	164,300	303,582	(57,452)	-15.9%
407	Airport Fund	340,200	2,403,280	-	1,708,608	83,800	951,072	610,872	179.6%
414	Wastewater Capital Fund	2,127,688	28,000	454,500	1,190,790	-	1,419,398	(708,290)	-33.3%
415	Water Capital Fund	6,223,241	1,179,000	868,300	2,532,845	-	5,737,696	(485,545)	-7.8%
416	Storm and Surface Water Capital Fund	1,403,758	28,000	164,300	321,030	-	1,275,028	(128,730)	-9.2%
417	Airport Capital Fund	1,974,125	40,000	83,800	95,000	-	2,002,925	28,800	1.5%
611	Firemen's Pension	1,057,722	33,500	-	7,000	-	1,084,222	26,500	2.5%
TOTALS		\$ 32,347,983	\$ 29,710,652	\$ 4,339,252	\$ 34,614,763	\$ 4,339,252	\$ 27,443,872	\$ (4,904,111)	-15.2%

ORIGINAL ADOPTED BUDGET
Increase (decrease) BA #1

\$ 27,324,863 **\$ 26,371,482** **\$ 3,668,622** **\$ 28,583,810** **\$ 3,668,622** **\$ 25,112,535** **\$ (2,212,328)**
\$ 5,023,120 *\$ 3,339,170* *\$ 670,630* *\$ 6,030,953* *\$ 670,630* *\$ 2,331,337* *\$ (2,691,783)*

Fund No. and Name	Account Name	Reason for Amendment	2023 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 001 - General Fund									
Revenues:									
001.334.001.20	Other Judicial Agencies	Public Defense Grant Adjust to actual receipt	10,000	4,500				4,500	14,500
003.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	20,000	45,000				45,000	65,000
001.397.000.19	Transfers in - Fund 199	Revert Transfer in from fund 199 (ARPA) for 3 public safety positions	420,000		(300,000)			(300,000)	120,000
001.397.000.19	Transfers in - Fund 199	Additional Transfer from APRA fund - body camera purchase cost over budget	-		2,867			2,867	2,867
Total General Fund Revenues & Transfers In			12,397,218	49,500	(297,133)	-	-	(247,633)	12,149,585
Expenditures:									
001.B1.511.060.46.00	Insurance	WCIA insurance premium exceed the budget	1,100			120		120	1,220
subtotal for City Council (B1)			103,550	-	-	120	-	120	103,670
001.C1.523.020.11.05	Wages - PT	Increase hourly wage for CCO & hire a Bailiff	4,500			4,200		4,200	8,700
001.C1.523.020.11.05	Wages - PT	Increase hourly wage for CCO & hire a Bailiff	400			800		800	1,200
001.C1.521.050.35.00	Small Tools & Minor Equipment	AED purchase	3,700			1,835		1,835	5,535
001.C1.512.050.41.00	Prof Services	Replace hired court security service with a Bailiff position	8,500			(3,400)		(3,400)	5,100
001.C1.512.050.46.00	Insurance	WCIA insurance premium exceed the budget	10,000			4,056		4,056	14,056
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	304,308			(12,800)		(12,800)	291,508
subtotal for Municipal Court (C1)			358,408	-	-	(5,309)	-	7,491	365,899
001.D1.513.010.46.00	Insurance	WCIA insurance premium exceed the budget	6,000			1,954		1,954	7,954
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	305,025			(5,800)		(5,800)	299,225
subtotal for City Manager (D1)			230,875	-	-	(3,846)	-	(3,846)	227,029
001.E1.514.023.46.00	Insurance	WCIA insurance premium exceed the budget	12,800			661		661	13,461
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	482,141			10,200		10,200	492,341
subtotal for Finance (E1)			376,901	-	-	10,861	-	10,861	387,762
001.E4.514.020.46.00	Insurance	WCIA insurance premium exceed the budget	2,640			1,337		1,337	3,977
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	116,938			10,500		10,500	127,438
subtotal for City Clerk (E4)			105,308	-	-	11,837	-	11,837	117,145
001.F1.515.041.41.00	Prof. Svcs - City Attorney	City Attorney Retainer increase	102,500			18,000		18,000	120,500
subtotal for Legal Services (F1)			86,700	-	-	18,000	-	18,000	104,700
001.F2.518.030.31.00	Operating Supplies	Purchase new Christmas decorations (replace old)	69,000			15,000		15,000	84,000
001.F2.518.030.46.00	Insurance	WCIA insurance premium exceed the budget	40,700			14,758		14,758	55,458
001.F2.518.030.48.00	R & M - Facility	Downtown parking Lot C repairs	88,000			10,000		10,000	98,000
001.F2.518.030.48.00	R & M - Facility	Replace 9x20 concrete floor of rental shelter damaged by 2022 Jan flooding	-			6,440		6,440	6,440
001.F2.518.030.48.00	R & M - Facility	Flood clean up & debris removal at Stan Hedwall Park	-			6,925		6,925	6,925
001.F2.518.030.48.00	R & M - Facility	Three-phase power to the new fire station	-			13,000		13,000	13,000
001.F2.518.030.48.00	R & M - Facility	Fence install around old fire station	-			20,000		20,000	20,000
001.F2.518.031.46.00	Insurance	WCIA insurance premium exceed the budget	5,280			565		565	5,845
001.F2.572.050.46.00	Insurance	WCIA insurance premium exceed the budget	8,750			2,086		2,086	10,836
001.F2.576.020.46.00	Insurance	WCIA insurance premium exceed the budget	5,720			1,973		1,973	7,693
001.F2.576.020.48.00	R & M - Facility	Pool gutter grating replacement - budget transfer to capital outlay 63.00	74,500			(75,000)		(75,000)	(500)
001.F2.576.080.46.00	Insurance	WCIA insurance premium exceed the budget	4,300			3,228		3,228	7,528
001.F2.594.076.63.00	Capital Outlay	Pool gutter grating replacement - budget line transfer from 48.00	20,000			75,000		75,000	95,000
001.F2.594.076.63.00	Capital Outlay	Stan Hedwall Park street light replacement	-			17,500		17,500	17,500
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	767,015			42,300		42,300	809,315
subtotal for Parks & Facilities (F2)			1,563,080	-	-	153,775	-	153,775	1,716,855
001.G1.518.090.46.00	Insurance	WCIA insurance premium exceed the budget	6,200			2,373		2,373	8,573
001.G1.558.070.41.00	Prof Svc - Main Street Prog	Increase 2023 contribution for Experience Chehalis	50,000			25,000		25,000	75,000
001.G1.597.000.05.31	Transfer out - Fund 301	Transfer to Fund 301 - YE2022 Committed FB Ord 1065-B	-			-	350,000	350,000	350,000
001.G1.597.000.05.32	Transfer out - Fund 302	Transfer to Fund 302 - YE2022 Committed FB Ord 1065-B	-			-	450,000	450,000	450,000
subtotal for Non-Departmental (G1)			1,395,816	-	-	27,373	800,000	827,373	883,573
001.G2.018.010.35.00	Small Tools & Minor Equipment	AED purchase	2,000			1,835		1,835	3,835
001.G2.018.010.35.00	Small Tools & Minor Equipment	NeoGov Software - License cost	-			7,520		7,520	7,520
001.G2.518.010.46.00	Insurance	WCIA insurance premium exceed the budget	2,500			865		865	3,365
001.G2.018.010.48.02	R & M - IT Software Maint	NeoGov Software - Support Services	500			4,000		4,000	4,500
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	143,751			3,700		3,700	147,451
subtotal for Human Resources (G2)			166,561	-	-	17,920	-	17,920	184,481
001.H1.521.010.35.00	Small Tools & Minor Equipment	AED purchase	5,000			1,835		1,835	6,835
001.H1.521.010.35.00	Small Tools & Minor Equipment	Replace modems for 8 patrol cars	-			19,050		19,050	19,050

Fund No. and Name	Account Name	Reason for Amendment	2023	Revenue	Transfers	Expenditures	Transfers	Ending Fund	Proposed
			Adopted Budget	Increase (Decrease)	In	Increase (Decrease)	Out	Balance Increase (Decrease)	Amended Budget
001.H1.521.010.35.00	Small Tools & Minor Equipment	Purchase tracks for a utility vehicle to respond on the hills in snow				7,500		7,500	7,500
001.H1.521.010.41.00	Prof Services	Engineering for evidence building water intrusion evaluation report	2,500			29,750		29,750	32,250
001.H1.521.010.46.00	Insurance	WCIA insurance premium exceed the budget	68,000			35,156		35,156	103,156
001.H1.594.021.64.00	Machinery & Equipment	Purchase of Body Cameras, cost over budget	120,000			2,867		2,867	122,867
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	3,077,852			94,200		94,200	3,172,052
		subtotal for Police (H1)	3,956,511	-	-	190,358	-	190,358	291,658
001.I1.522.020.46.00	Insurance	WCIA insurance premium exceed the budget	66,000			25,952		25,952	91,952
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	1,961,311			52,700		52,700	2,014,011
		subtotal for Fire (I1)	2,440,405	-	-	78,652	-	78,652	2,519,057
001.P2.524.011.46.00	Insurance	WCIA insurance premium exceed the budget	6,062			3,168		3,168	9,230
001.P2.559.030.46.00	Insurance	WCIA insurance premium exceed the budget	5,500			4,091		4,091	9,591
001.P2.558.060.48.02	R&M - IT Software/Hardware	New email account license for planning & historical commission	5,000			2,400		2,400	7,400
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	523,843			(5,200)		(5,200)	518,643
		subtotal for Planning & Building (P2)	1,156,455	-	-	4,459	-	4,459	1,160,914
001.R1.571.011.46.00	Insurance	WCIA insurance premium exceed the budget	4,700			1,694		1,694	6,394
001.R1.571.022.46.00	Insurance	WCIA insurance premium exceed the budget	6,800			3,296		3,296	10,096
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	337,433			(8,000)		(8,000)	329,433
		subtotal for Recreation (R1)	487,393	-	-	(3,010)	-	(3,010)	484,383
Total General Fund Expenditures & Transfers Out			12,426,963	-	-	501,190	800,000	1,301,190	13,728,153
Total for General Fund				49,500	(297,133)	501,190	800,000	(1,548,823)	
Fund 003 - Street Fund									
Revenues:									
003.334.003.10	State Grant - Ecology	Reimbursed for Flood Emergency Preparedness Supplies purchased in 2022	-	11,025				11,025	11,025
003.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	5,600	5,000				5,000	10,600
Total Street Fund Revenues & Transfers In			1,186,109	16,025	-	-	-	16,025	1,202,134
Expenditures:									
003.01.543.010.35.00	Small Tools & Minor Equipment	AED purchase (split cost)	4,000			460		460	4,460
003.01.543.010.46.00	Insurance	WCIA insurance premium exceed the budget	23,500			4,659		4,659	28,159
003.02.544.020.46.00	Insurance	WCIA insurance premium exceed the budget	260			144		144	404
003.03.542.030.41.00	Prof Services	Garbage removal service around old fire station	1,000			7,000		7,000	8,000
003.03.542.030.46.00	Insurance	WCIA insurance premium exceed the budget	2,140			(2,140)		(2,140)	-
003.03.542.030.49.01	Registration	CDL school tuition assistance x 2 employees	-			5,000		5,000	5,000
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	436,915			43,600		43,600	480,515
Total Street Fund Expenditures & Transfers Out			1,395,412	-	-	58,723	-	58,723	1,454,135
Total for Street Fund				16,025	-	58,723	-	(42,698)	
Fund 103 - Transportation Benefit District Fund									
Revenues:									
103.334.003.82	State Grant - TIB	National Avenue Overlay project TIB grant reimb	-	7,920				7,920	7,920
103.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	14,000	34,000				34,000	48,000
Total Transportation Benefit District Fund Revenues & Transfers In			1,448,900	41,920	-	-	-	41,920	1,490,820
Total for Transportation Benefit District Fund				41,920	-	-	-	41,920	
Fund 107- Tourism Fund									
Revenues:									
107.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	1,400	2,000				2,000	3,400
Total Tourism Fund Revenues & Transfers In			291,400	2,000	-	-	-	2,000	293,400
Expenditures:									
107.05.597.000.05.01	Transfer Out - Fund 001	Budget line transfer for amount allocated for Park Improvement Fund 303	71,600				(56,600)	(56,600)	15,000
107.05.597.000.05.33	Transfer Out - Fund 303	Budget line transfer for amount allocated for Park Improvement Fund 303	-				56,600	56,600	56,600
Total Tourism Fund Expenditures & Transfers Out			332,394	-	-	-	-	-	332,394

Fund No. and Name	Account Name	Reason for Amendment	2023 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Total for Tourism Fund				2,000	-	-	-	2,000	
Fund 110 - Compensated Absences Reserve Fund									
Revenues:									
110.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	4,000	-	-	-	-	-	4,000
Total Tourism Fund Revenues & Transfers In			4,000	-	-	-	-	-	4,000
Expenditures:									
various	Wages & Benefits	Position budget update, new estimates	111,700			(24,900)		(24,900)	86,800
Total Compensated Absences Reserve Fund Expenditures & Transfers Out			111,700	-	-	(24,900)	-	(24,900)	86,800
Total for Compensated Absences Reserve Fund				-	-	(24,900)	-	24,900	
Fund 195 - Community Block Grant Fund									
Expenditures:									
195.05.597.000.05.33	Transfers Out - Fund 303	Transfer to Fund 303 for Westside Park Improvement Project	-				25,000	25,000	25,000
Total Community Block Grant Fund Expenditures & Transfer Out			1,000	-	-	-	25,000	25,000	26,000
Total for Community Block Grant Fund				-	-	-	25,000	(25,000)	
Fund 197 - HUD Block Grant Fund									
Expenditures:									
197.07.576.080.41.00	Professional Services	New estimates	2,000			(1,000)		(1,000)	1,000
197.05.597.000.05.33	Transfers Out - Fund 303	Transfer to Fund 303 for Westside Park Improvement Project	-				90,000	90,000	90,000
Total HUD Block Grant Fund Expenditures & Transfer Out			2,000	-	-	(1,000)	90,000	89,000	91,000
Total for HUD Block Grant Fund				-	-	(1,000)	90,000	(89,000)	
Fund 199 - Federal Advance Grant Control Fund									
Revenues:									
199.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	20,000	18,000				18,000	38,000
Total Federal Advance Grant Control Fund Revenues & Transfers In			20,000	18,000	-	-	-	18,000	38,000
Expenditures:									
199.11.594.022.64.00	Machinery & Equipment - Fire	Purchase of a fire ladder truck	-			1,649,500		1,649,500	1,649,500
199.48.597.000.05.01	Transfer out - Fund 001	Purchase policy body cameras cost over the budget	-				2,867	2,867	2,867
199.48.597.000.05.01	Transfer out - Fund 001	Revert transfer out to Fund 001 for payroll expense	300,000				(300,000)	(300,000)	-
Total Federal Advance Grant Control Fund Expenditures & Transfers Out			593,340	-	-	1,649,500	(297,133)	1,352,367	1,945,707
Total for Federal Advance Grant Control Fund				18,000	-	1,649,500	(297,133)	(1,334,367)	
Fund 301 - Public Facilities Reserve Fund									
Revenues:									
301.333.097.03	FEMA Disaster Grant	FEMA reimb for FEMA repair projects (90%)	-	319,950				319,950	319,950
301.334.001.80	State Military Department PA	WA State reimb for FEMA repair projects (5%)	-	17,775				17,775	17,775
301.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	7,000	4,000				4,000	11,000
301.397.000.01	Transfer in - Fund 001	Transfer from Fund 001 - YE2022 Committed FB Ord 1065-B	-		350,000			350,000	350,000
Total Public Facilities Reserve Fund Revenues & Transfers In			7,000	341,725	350,000	-	-	691,725	698,725
Expenditures:									
301.44.594.018.62.00	Bldg./Structure - Fire Station	Carryover 2022 Budget - Rec/Finance Office Remodel - carpet replacement	-			24,940		24,940	24,940
301.44.594.021.62.00	Bldg./Structure	Carryover 2022 Budget - Police Evidence Garage	-			80,000		80,000	80,000
301.44.594.022.62.00	Other Improvement - Fire Station	Carryover 2022 Budget - Temp Fire Station- remaining bills to pay in 2023	-			99,500		99,500	99,500
301.44.594.076.63.03	Other Improvement - Lintott/Alex	FEMA repair project Stan Hedwall and Lintott Alexander	-			355,500		355,500	355,500
301.44.597.055.00.33	Transfer out - Fund 303	Transfer Remaining Rec Park Donation Funds to Park Improvement Fund (restricted)	-				52,763	52,763	52,763
Total Public Facilities Reserve Fund Expenditures & Transfers Out			-	-	-	559,940	52,763	612,703	612,703
Total for Public Facilities Reserve Fund				341,725	350,000	559,940	52,763	79,022	

Fund No. and Name	Account Name	Reason for Amendment	2023 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 302 - Automotive / Equipment Reserve Fund									
Revenues:									
302.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	9,600	5,000				5,000	14,600
302.397.000.01	Transfer in - Fund 001	Transfer from Fund 001 - YE2022 Committed FB Ord 1065-B	-		450,000			450,000	450,000
Total Automotive / Equipment Reserve Fund Revenues & Transfers In			9,600	5,000	450,000	-	-	455,000	464,600
Expenditures:									
302.45.594.022.64.00	Machinery & Equipment	Carryover 2022 budget for a Fire Brush Truck (2022 budget in Fund 001)	-			65,800		65,800	65,800
Total Automotive / Equipment Reserve Fund Expenditures & Transfers Out			365,300	-	-	65,800	-	65,800	431,100
Total for Automotive /Equipment Reserve Fund				5,000	450,000	65,800	-	389,200	
Fund 303 - Park Improvement Fund									
Revenues:									
303.331.014.25	Federal Grant - HUD (EDICPF)	Grant reimbursement for Rec Park Parking Lot Project	-	570,000	-			570,000	570,000
303.334.002.70	State Grant - RCO	Final reimbursement for Rec Park Improvement project	-	25,000				25,000	25,000
303.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	2,000	1,000				1,000	3,000
303.367.011.71	Donations - Rec Park	Private Contributions for Additional Parking at Rec Park	-	10,000				10,000	10,000
303.381.020.35	Interfund Loan Received - Fund 305	Short-Term Borrowing from Q1 REET - Rec Park Add'l Parking Construction	-	220,000				220,000	220,000
303.381.020.36	Interfund Loan Received - Fund 306	Short-Term Borrowing from Q2 REET - Rec Park Add'l Parking Construction	-	350,000				350,000	350,000
303.397.000.95	Transfer in - Fund 195	Transfer from CDBG Fund for Westside Park Improvement Project	-		25,000			25,000	25,000
303.397.000.97	Transfer in - Fund 197	Transfer from HUD Grant Fund for Westside Park Improvement Project	-		90,000			90,000	90,000
303.397.071.31	Transfer in - Fund 301	Transfer from Fund 301 - Rec Park Donations Funds (restricted)	-		52,763			52,763	52,763
Total Park Improvement Fund Revenues & Transfers In			58,600	1,176,000	167,763	-	-	1,343,763	828,000
Expenditures:									
303.70.581.020.00.35	Interfund Loan Payment - Fund 305	Repayment to Q1 REET Fund (305) - Rec Park Add'l Parking Grant Reimb	-			220,000		220,000	220,000
303.70.581.020.00.36	Interfund Loan Payment - Fund 306	Repayment to Q2 REET Fund (306) - Rec Park Add'l Parking Grant Reimb	-			350,000		350,000	350,000
303.70.594.076.63.01	Other Improvement - Rec Park	Retainage release for Rec Park fence & drainage project	-			2,980		2,980	2,980
303.70.594.076.63.01	Other Improvement - Rec Park	Ph3 Recreation Park Parking Addition Project (HUD Grant \$570K)	-			580,000		580,000	580,000
303.70.594.076.63.02	Other Improvement - Westside Park	Westside Park Improvement project Phase 1	-			115,000		115,000	115,000
303.70.594.076.64.01	Machinery & Equipment	Purchase of Top Dresser for Sport Complex maintenance - 2022 carryover	-			45,000		45,000	45,000
Total Park Improvement Fund Expenditures & Transfers Out			-	-	-	1,312,980	-	1,312,980	1,312,980
Total for Park Improvement Fund				1,176,000	167,763	1,312,980	-	30,783	
Fund 305 - First Quarter Percent REET Fund									
Revenues:									
305.318.034.00	REET 1 - 1Q Percent	Change estimates to reflect 1st quarter actual	163,800	(29,000)				(29,000)	134,800
305.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	3,200	3,000				3,000	6,200
305.381.020.33	Interfund Loan Received - Fund 303	Repayment from Fund 303 - Rec Park Additional Parking Grant Reimb	-	220,000				220,000	220,000
Total First Quarter Percent REET Fund Revenues & Transfers In			167,000	194,000	-	-	-	194,000	361,000
Expenditures:									
305.44.581.020.00.33	Interfund Loan Payment - Fund 303	Shot-Term lending to Fund 303 for Rec Park Additional Parking Project	-			220,000		220,000	220,000
Total First Quarter Percent REET Fund Expenditures & Transfers Out			130,760	-	-	220,000	-	220,000	350,760
Total First Quarter Percent REET Fund				194,000	-	220,000	-	(26,000)	
Fund 306 - Second Quarter Percent REET Fund									
Revenues:									
306.318.034.00	REET 2 - 2Q Percent	Change estimates to reflect 1st quarter actual	163,800	(29,000)				(29,000)	134,800
306.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	3,200	2,000				2,000	5,200
306.381.020.33	Interfund Loan Received - Fund 303	Repayment from Fund 303 - Rec Park Additional Parking Grant Reimb	-	350,000				350,000	350,000
Total Second Quarter Percent REET Fund Revenues & Transfers In			171,800	323,000	-	-	-	323,000	494,800
Expenditures:									
306.44.581.020.00.33	Interfund Loan Payment - Fund 303	Shot-Term lending to Fund 303 for Rec Park Additional Parking Project	-			350,000		350,000	350,000
Total Second Quarter Percent REET Fund Expenditures & Transfers Out			144,675	-	-	350,000	-	350,000	494,675
Total Second Quarter Percent REET Fund				323,000	-	350,000	-	(27,000)	

Fund No. and Name	Account Name	Reason for Amendment	2023 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 404 - Wastewater Fund									
Revenues:									
404.343.050.50	Discharge Fee	Adjust to actual	175,000	20,000				20,000	195,000
404.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	28,500	25,000				25,000	53,500
Total Wastewater Revenues & Transfers In			5,550,500	45,000	-	-	-	45,000	5,595,500
Expenditures:									
404.11.535.010.35.00	Small Tools & Minor Equipment	AED purchase (split cost)	2,500			460		460	2,960
404.11.535.010.46.00	Insurance	WCIA insurance premium exceed the budget	208,750			39,761		39,761	248,511
404.11.535.020.46.00	Insurance	WCIA insurance premium exceed the budget	2,200			762		762	2,962
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	1,354,203			78,700		78,700	1,432,903
Total Wastewater Fund Expenditures & Transfers Out			5,947,839	-	-	119,683	-	119,683	1,687,336
Total Wastewater Fund				45,000	-	119,683	-	(74,683)	

Fund 405 - Water Fund									
Revenues:									
405.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	20,000	20,000				20,000	40,000
Total Water Fund Revenues & Transfers In			3,272,000	20,000	-	-	-	20,000	3,292,000
Expenditures:									
405.10.534.010.35.00	Small Tools & Minor Equipment	AED purchase (split cost)	2,000			460		460	2,460
405.10.534.010.46.00	Insurance	WCIA insurance premium exceed the budget	104,600			22,578		22,578	127,178
405.10.534.021.46.00	Insurance	WCIA insurance premium exceed the budget	2,200			762		762	2,962
405.10.534.070.46.00	Insurance	WCIA insurance premium exceed the budget	4,700			2,031		2,031	6,731
405.10.534.070.49.01	Registration	CDL school tuition assistance	1,400			5,000		5,000	6,400
405.10.582.010.06.00	Latecomer Refunds	2023 refunds not in budget	-			25,546		25,546	25,546
405.14.534.080.35.00	Small Tools & Minor Equipment	AED purchase	-			1,835		1,835	1,835
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	1,417,298			5,700		5,700	1,422,998
Total Water Fund Expenditures & Transfers Out			2,528,273	-	-	63,912	-	63,912	1,596,110
Total for Water Fund				20,000	-	63,912	-	(43,912)	

Fund 406 - Storm & Surface Water Fund									
Revenues:									
406.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	5,000	3,000				3,000	8,000
Total Storm Water Fund Revenues & Transfers In			729,270	3,000	-	-	-	3,000	732,270
Expenditures:									
406.06.531.020.35.00	Small Tools & Minor Equipment	AED purchase (split cost)	3,370			460		460	3,830
406.06.531.020.46.00	Insurance	WCIA insurance premium exceed the budget	300			104		104	404
406.06.531.031.46.00	Insurance	WCIA insurance premium exceed the budget	9,450			5,069		5,069	14,519
406.06.531.035.49.01	Registration	CDL school tuition assistance x 2 employees	100			5,000		5,000	5,100
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	317,623			14,600		14,600	332,223
Total Stormwater Fund Expenditures			764,489	-	-	25,233	-	25,233	356,076
Total Stormwater Fund				3,000	-	25,233	-	(22,233)	

Fund 407 - Airport Fund									
Revenues:									
407.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	400	9,000				9,000	9,400
Total Airport Fund Revenues & Transfers In			2,394,280	9,000	-	-	-	9,000	2,403,280
Expenditures:									
407.09.546.010.11.05	Wages - PT	One Seasonal Worker (40 hr/wk x 165 weeks)	-			12,300		12,300	12,300
407.09.546.010.21.05	Benefits - PT	One Seasonal Worker (40 hr/wk x 165 weeks)	-			1,500		1,500	1,500
407.09.546.010.35.00	Small Tools & Minor Equipment	AED purchase	4,000			1,835		1,835	5,835

Fund No. and Name	Account Name	Reason for Amendment	2023 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
407.09.546.010.41.00	Prof. Services	Reduce budget to cover seasonal worker & striper cost	480,000			(21,300)		(21,300)	458,700
407.09.546.010.46.00	Insurance	WCIA insurance premium exceed the budget	28,550			9,142		9,142	37,692
various	Wages & Benefits	Update for COLA increase, staff changes & temp vacancies	317,623			14,100		14,100	331,723
Total Airport Fund Expenditures			1,774,831	-	-	17,577	-	17,577	1,792,408
Total for Airport Fund				9,000	-	17,577	-	(8,577)	

Fund 414 - Wastewater Capital Fund

Revenues:									
407.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	20,000	8,000				8,000	28,000
Total Wastewater Capital Fund Revenues & Transfers In			474,500	8,000	-	-	-	8,000	482,500
Total for Wastewater Capital Fund				8,000	-	-	-	8,000	

Fund 415 - Water Capital Fund

Revenues:									
415.337.009.45	Distressed Counties Gnt -Bishop Rd	.09 Distressed Counties Grant from L.C. for Bishop Rd Water Loop Project	-	1,091,000				1,091,000	1,091,000
415.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	100,000	(12,000)				(12,000)	88,000
Total Water Capital Fund Revenues & Transfers In			968,300	1,079,000	-	-	-	1,079,000	2,047,300
Expenditures:									
415.10.594.034.65.00	Construction	Construction for Bishop Road Water Loop Project not in 2023 budget	-			839,000		839,000	839,000
415.10.594.034.65.40	Design Engineering (A&E)	Design Engineering for Greenwood Waterline exceed the budget	292,000			10,000		10,000	302,000
415.10.594.034.65.40	Design Engineering (A&E)	Design Engineering (A&E) for Bishop Road Water Loop Project not in 2023 budget				50,815		50,815	50,815
415.10.594.034.65.41	Construction Engineering	Construction Eng./Mgmt. for Bishop Road Water Loop not in 2023 budget	-			205,000		205,000	205,000
Total Water Capital Fund Expenditures			1,428,030	-	-	1,104,815	-	1,104,815	1,396,815
Total for Water Capital Fund				1,079,000	-	1,104,815	-	(25,815)	

Fund 416 - Storm & Surfacewater Capital Fund

Revenues:									
416.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	20,000	8,000				8,000	28,000
Total Storm & Surface water Capital Revenues & Transfers In			184,300	8,000	-	-	-	8,000	192,300
Total for Storm & Surface water Capital Fund				8,000	-	-	-	8,000	

Fund 417 - Airport Capital Fund

Expenditures:									
417.09.594.045.64.00	Machinery & Equipment	Purchase a Striper	87,500			7,500		7,500	95,000
Total Airport Capital Fund Expenditures			87,500	-	-	7,500	-	7,500	95,000
Total for Airport Capital Fund				-	-	7,500	-	(7,500)	
Total Amendment for City-wide All Funds				3,339,170	670,630	6,030,953	670,630	(2,691,783)	

**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 8, 2023
SUBJECT: **2023 First Quarter Financial Status Report**

DISCUSSION

This document provides a summary review of the City’s financial activities and status for the first quarter 2023.

The attached financial statements include 1) a City-wide summary of all city funds with beginning fund balances, revenues & transfers in, expenditures & transfers out, changes in fund balances, and estimated ending fund balances 2) two-year comparative financial statements for City-wide all funds combined and 3) 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

The below table provide the overview of the City-wide (all funds combined), comparing the year-to-date (YTD) actuals through the end of March 2023 to the 2023 Budget.

	2023 Adopted Budget	YTD Actual 3/31/2023	2023 Budget Balance	YTD % of Budget	2023 YTD Variance Positive (Negative)
City-Wide, All Funds					
Revenues	\$ 26,371,482	\$ 6,256,955	\$ 20,114,527	23.7%	\$ (335,916)
Transfers In	3,668,622	1,066,541	2,602,081	29.1%	149,386
Revenues and Transfers in	30,040,104	7,323,496	22,716,608	24.4%	(186,530)
Expenditures	28,583,810	6,722,801	21,861,009	23.5%	423,152
Transfers Out	3,668,622	1,066,541	2,602,081	29.1%	(149,386)
Expenditures and Transfers Out	32,252,432	7,789,342	24,463,090	24.2%	273,766
Revenue Over (Under) Expenditure	(2,212,328)	(465,846)	(1,746,482)	21.1%	\$ 87,236
Beginning Fund Balance	27,324,863	32,347,983		118.4%	5,023,120
Ending Fund Balance	\$ 25,112,535	\$ 31,882,137		127.0%	\$ 5,110,356

YTD total revenues received is 23.7% of the 2023 budget and is about 1.3% or \$335,916 below the three-month target amount. The below table provides the summary information on the City-wide revenues by major sources:

City-Wide Revenues by Source	2023 Adopted Budget	YTD Actual 3/31/2023	2023 Budget Balance	Prct Rcvd	2023 YTD Variance	YTD Actual 3/31/2022	Incr.(decr.) 2023-2022
					Positive (Negative)		
Taxes	12,291,487	2,798,137	9,493,350	22.8%	(274,735)	2,588,432	209,705
License and Permits	441,400	66,577	374,823	15.1%	(43,773)	234,732	(168,155)
Intergovernmental Revenues	976,395	223,191	753,204	22.9%	(20,908)	688,842	(465,651)
Charges for Goods & Services	11,733,920	2,734,574	8,999,346	23.3%	(198,906)	2,968,858	(234,284)
Fines & Penalties	194,170	63,541	130,629	32.7%	14,999	53,843	9,698
Miscellaneous	589,490	338,070	251,420	57.3%	190,698	135,177	202,893
Non-revenues	143,620	27,865	115,755	19.4%	(8,040)	20,702	7,163
Other Financing Sources	1,000	5,000	(4,000)	500.0%	4,750	175,934	(170,934)
Revenues Before Transfers-In	26,371,482	6,256,955	20,114,527	23.7%	(335,916)	6,866,520	(609,565)
Transfers In	3,668,622	1,066,541	2,602,081	29.1%	149,386	12,076,404	(11,009,863)
Total Revenues & Transfers In	30,040,104	7,323,496	22,716,608	24.4%	(186,530)	18,942,924	(11,619,428)

Other than the Fines & Penalties and Miscellaneous revenues, YTD revenues for all other revenues are below the three-month target amount. The key contributing factor for the YTD Tax revenue being below the three-month target amount is due to the property tax. The first half of 2023 property tax is due in April and received by the City in May. Total retail sales and use tax received in the first quarter is 28% of the 2023 Budget, whereas the real estate excise tax (REET) collected is 11.7% of the 2023 Budget and is \$43,694 below the three-month target amount. Miscellaneous revenues includes rents & leases, interest earnings and other miscellaneous revenues. YTD interest earnings through March 2023 is \$279,939 which exceeds the three-month target by \$187,517 or 203% due to the substantial interest rate increases since the 2023 Budget adoption. The upcoming 2023 budget amendment includes updated projection for 2023 interest earnings.

Total YTD city-wide expenditures through March 2023 is 23.5% of the 2023 Budget and is about 1.5% or \$423,152 below the three-month target. YTD operating expenditures is 24.3% of the 2023 Budget while YTD capital outlay expenditures is 27.9% of the 2023 capital budget, and YTD debt service payments is 9% of the 2023 debt service budget. Significant amount of debt service payments will be made in June and December.

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.

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 \$2,708,632 or 21.8% of the 2023 budget. This is \$390,673 below the three-month target amount. Total YTD expenditures and transfers out is \$3,347,734 or 26.9% of the 2023 budget. This exceeds the three-month target amount by \$240,993 or 1.9%. Total YTD expenditures exceeded the total revenues by \$639,102. The fund balance as of March 31, 2023, is \$2,946,909, which is about 24.7% of the 2023 general fund revenue budget.

General Fund Summary	2023 Adopted Budget	YTD Actual 3/31/2023	2023 Budget Balance	Prct Rcvd / Used	^YTD Variance
					Target vs. Actual Positive (Negative)
Revenues	\$ 11,917,218	\$ 2,693,632	\$ 9,223,586	22.6%	\$ (285,673)
Transfers-In	480,000	15,000	465,000	3.1%	(105,000)
Revenues and Transfers in	12,397,218	2,708,632	9,688,586	21.8%	(390,673)
Expenditures	11,346,737	2,852,849	8,493,888	25.1%	(16,164)
Transfers-out	1,080,226	494,885	\$ 585,341	45.8%	(224,829)
Expenditures and Transfers Out	12,426,963	3,347,734	9,079,229	26.9%	(240,993)
Revenues Over (Under) Expenditures	(29,745)	(639,102)	609,357	2148.6%	(631,666)
Beginning Fund Balance	1,650,858	3,586,011		217.2%	1,935,153
Ending Fund Balance	\$ 1,621,113	\$ 2,946,909		181.8%	\$ 1,303,487
Ending Fund Balance % of Revenue	13.6%	24.7%			

The 2023 budget was adopted with an estimated beginning fund balance of \$1,650,858, which was the estimated ending fund balance for year-end 2022. The actual ending fund balance as of 12/31/2022 was \$3,586,011.

At the 3/27/2023 Council meeting, the City Council approved Ordinance 1065-B designating \$800,000 of the 2022 ending fund balance as Committed for reserves for future general facilities improvements and vehicle and equipment replacements.

The first amendment to the 2023 budget includes transferring the committed fund balances from the General Fund to the appropriate reserve funds.

General Fund Revenues:

The below table provides summary information on the City's General Fund revenues by major source. The 2023 YTD total tax revenues is \$2,292,169 or 22.4% of the 2023 budget.

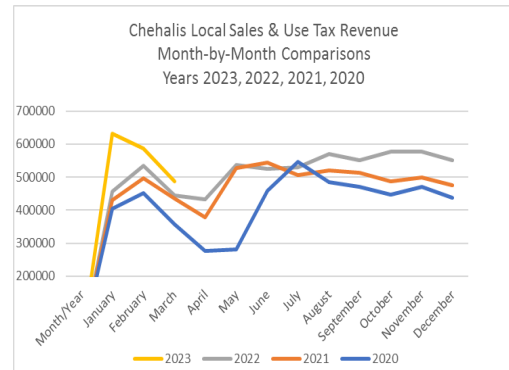
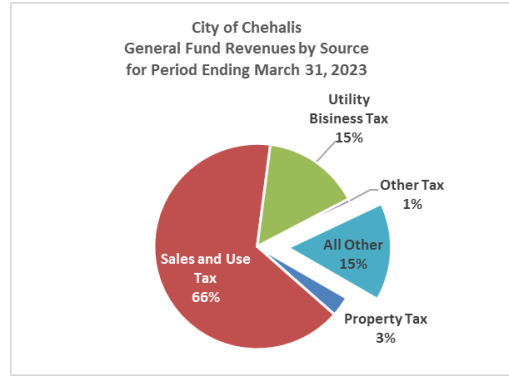
General Fund Revenues	2023 Adopted Budget	YTD Actual 3/31/2023	2022 Budget Balance	Percent Received	Variance		Incr. (Decr.) 2023-2022	%
					YTD Target vs. Actual	03/31/2022		
Property Taxes	\$ 2,182,487	\$ 86,130	\$ 2,096,357	3.9%	\$ (459,492)	\$ 81,907	\$ 4,223	5.2%
Sales and Use Taxes	6,332,100	1,775,338	4,556,762	28.0%	192,313	1,498,310	277,028	18.5%
Utility Business Taxes	1,667,800	414,356	1,253,444	24.8%	(2,594)	506,502	(92,146)	-18.2%
Other Taxes	56,600	16,345	40,255	28.9%	2,195	13,272	3,073	23.2%
Subtotal for Tax Revenues	10,238,987	2,292,169	7,946,818	22.4%	(267,578)	2,099,991	192,178	9.2%
Licenses and Permits	436,400	66,577	369,823	15.3%	(42,523)	234,732	(168,155)	-71.6%
Intergovernmental	399,131	153,543	245,588	38.5%	53,760	96,149	57,394	59.7%
Charges for Goods & Services	481,100	51,163	429,937	10.6%	(69,112)	69,287	(18,124)	-26.2%
Fines and Forfeitures	115,900	35,525	80,375	30.7%	6,550	25,876	9,649	37.3%
Interest earnings	36,700	38,896	(2,196)	106.0%	29,721	3,018	35,878	1188.8%
Rents & Leases	155,400	45,121	110,279	29.0%	6,271	28,133	16,988	60.4%
Miscellaneous Revenues	44,600	8,319	36,281	18.7%	(2,831)	57,052	(48,733)	-85.4%
Subtotal for Non-Tax Revenues	1,669,231	399,144	1,270,087	23.9%	(18,164)	514,247	(115,103)	-22.4%
Other Funding Source	9,000	2,319	6,681	25.8%	69	82,324	(80,005)	-97.2%
Transfers-in	480,000	15,000	465,000	3.1%	(105,000)	28,285	(13,285)	-47.0%
Total Revenues	\$ 12,397,218	\$ 2,708,632	\$ 9,688,586	21.8%	\$(390,673)	\$ 2,724,847	\$ (16,215)	-0.6%
Total excluding transfers in	\$ 11,917,218	\$ 2,693,632	\$ 9,223,586	22.6%	\$(285,673)	\$ 2,696,562	\$ (2,930)	-0.1%

Total YTD tax revenues makes up about 85% of total General Fund revenues received through March 2023.

Property Tax: YTD received is \$86,130 or 3.9% of the 2023 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 \$1,775,338 or 28.0% of the 2023 budget. This is \$192,313 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. YTD sales tax revenue makes up about 66% of the total general fund revenues received in the first quarter of 2023. Sales tax revenues continue to exceed the previous forecast. The first quarter 2023 sales tax collected is up \$277,028 or 18.5% from this time last year.

The chart illustrates the month-to-month comparisons for Chehalis local sales tax distributions received for years 2023, 2022, 2021, and 2020.



Utility Business Tax: YTD received is \$414,356 or 24.8% of the 2023 budget and is \$2,594 below the YTD target amount.

Licenses and Permits: YTD received is \$66,577 or 15.3% of the 2023 budget and is \$42,523 or 9.7% below 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). Building permit fee revenue is the main contributing factor for the YTD revenue being below the three-month target amount. YTD building permit fees received is 9.4% of the 2023 budget and is \$47,460 or 15.6% below the three-month target amount.

Intergovernmental Revenue: YTD received is \$153,543 or 38.5% of the 2023 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 \$51,163 or 10.6% of the 2023 budget. This category includes charges for fire and police services, plan check review fees, and recreation program fees. Recreation program fees make up about 43% of the 2023 budget in this category. YTD parks and recreation program revenue is 6.4% of the 2023 budget. A significant portion of the recreation program fee revenues are typically received during the summer months.

Transfers In: Total YTD transfers-in is 3.1% of the 2023 budget. Current budget includes \$300,000 ARPA funds transfer in from the Federal Advance Grant Fund to reimburse the payroll costs for one police and two firefighter positions, however, the original budget will be reverted in the upcoming budget amendment per the Council direction to earmark the funds for purchase of a ladder truck.

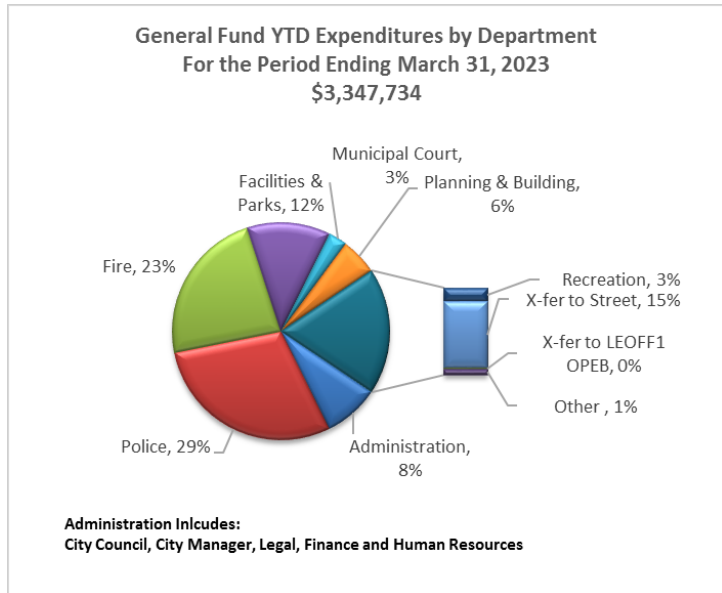
General Fund Expenditures and Transfers-out

Total YTD expenditures and transfers out through March 31, 2023, is \$3,347,734 or 26.9% of the 2023 budget.

Total YTD wages and benefits expenditures is 23.9% of the 2023 Budget. This is about \$90,257 or 1.1% below the three-month target amount. While the average 2023 Cost of Living Adjustment (COLA) increase was 3% higher than the adopted budget, several budgeted but unfilled positions contributed to the payroll budget savings during the first quarter. The first amendment to the 2023 Budget includes updated payroll budget projections to reflect more to actual.

YTD purchased and contracted services expenditure exceeds the three-month target amount by 3% or \$90,564. The key contributing factor this this variance is due to the annual WICA insurance payment made in the first quarter.

YTD expenditures for police and fire makes up 52% of the General Fund's YTD total expenditure. Facilities & Parks and Transfer to the Street Fund makes up 12% and 15% of the total General Fund's YTD expenditures, respectively.



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

ENTERPRISE FUND OVERVIEW

Wastewater Fund

Total 2023 revenues received in the first quarter is \$1,325,677. This is \$61,948 or 1.1% below the three-month target amount. One of the key contributing factors for YTD revenues being below the target amount is the capacity charge budgeted \$277,400 for payments from the Napavine and Lewis County Sewer District #1 for the Chehalis Regional Water Reclamation Facility (CRWRF) capital facilities cost sharing agreements. The payments are received in June and December each year.

Rate revenues from utility billing is close to the three-month target amount, while the hook up/connection fee revenue is substantially below the three-month target amount. YTD investment interest earnings through March is 98.0% of the 2023 budgeted amount.

Total YTD expenditures and transfers out is \$1,188,231 or 20% of the 2023 Budget. While operating expenditures is slightly over the three-month target amount by 1.9%, YTD debt service expenditure is only 5.5% of the 2023 Budget. Substantial debt service payments are scheduled in June and December 2023.

Total YTD revenues exceed the total expenditures by \$137,446. The ending fund balance as of March 31, 2023, is \$4,250,684 which includes \$1,779,106 required for the remaining 2023 debt service payments.

Water Fund

Total YTD operating revenues received is \$713,191 or 22.7% of the 2023 Budget. This is \$70,907 below the three-month target amount. Rate revenues from utility billing is just 2.2% below the three-month target amount, while the hook up/connection fee revenue is substantially below the three-month target amount. Historically, water consumptions go up during the summer and fall months.

Total YTD expenditures and transfers out is \$884,811 or 23 % of the 2023 budget. While YTD operating expenditure is close to the three-month target amount, the YTD debt service expenditures is only 0.4% of the 2023 budget. The remaining 2023 debt service payments are due in October.

Total YTD expenditures exceeds the revenues by \$141,074. The ending fund balance as of March 31, 2023, is \$1,950,876, which includes \$232,826 needed for the remaining 2023 debt service payments.

Storm & Surface Water Fund

YTD revenues received through March 31, 2023, is \$190,715. This exceeds the three-month target amount by \$8,397 or 1.2%. Rate revenues from utility billing exceeds the three-month target amount slightly, while the hook up/connection fee revenue is substantially below the three-month target amount.

YTD total expenditures and transfers out is \$169,438 or 22.2% of the 2023 budget.

Total revenues exceeded total expenditures and transfers out by \$21,277. The ending fund balance as of March 31, 2023, is \$382,311.

Airport Fund

2023 YTD operating revenues is \$542,448 or 27.5% of the 2023 Budget. YTD fuel sales exceeds the three-month target amount by \$43,900 or 8.4%, while revenues for rents and leases is right on the three-month target.

2023 YTD expenditures and transfers out is \$360,873 or 20.3% of the 2023 Budget. This is 4.7% or \$82,835 below the three-month target amount.

Total YTD revenues exceed total expenditures by \$181,575. Ending fund balance as of March 31, 2023, is \$521,775.

Wastewater Capital Fund

2023 TYD total revenues includes a \$113,625 transfers in from the Wastewater Fund and investment interest earnings of \$14,058. A total of \$1,190,790 capital outlay is budgeted but none was spent during the first quarter. Total ending fund balance as of March 31, 2023, is \$2,255,351.

Water Capital Fund

2023 TYD total revenues includes a \$217,075 transfers in from the Water Fund and investment interest earnings of \$44,853. 2023 YTD capital outlay expenditures is \$517,074 or 36.2% of the 2023 Budget. Total ending fund balance as of March 31, 2023, is \$5,968,095.

Storm & Surface Water Capital Fund

2023 YTD total revenues includes a \$41,075 transfers in from the Storm & Surface Water Fund and investment interest earnings of \$14,452. 2023 YTD capital outlay expenditures is \$17,763 or 5.5% of the 2023 Budget. Total ending fund balance as of March 31, 2023, is \$1,441,522.

Airport Capital Fund

2023 YTD total revenues includes a \$20,950 transfers in from the Airport Fund and investment interest earnings of \$20,342. 2023 YTD capital expenditures is \$2,168 which is about 2.5% of the 2023 Budget. Ending fund balance as of March 31, 2023, is \$2,013,249.

TREASURER’S REPORT – CASH AND INVESTMENTS

The City’s total cash, deposits, and investments as of March 31, 2023, is \$31,882,137. About 92.2% of the City’s cash is invested and earns interest. The remaining 7.8% is deposited in checking accounts to cover on-going cash flow needs.

Note: Only 9.2% or \$2,946,909 of the total cash and investment balance 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, federal grant fund, utilities, and Airport funds.

A summary of cash funds and investment types are as follows:

City of Chehalis Cash, Deposits & Investments - Total Combined All Funds		
Account Type	Balance 3/31/2023	% of Total
Checking & Revolving Cash Fund	\$ 2,495,792	7.8%
Local Government Investment Pool (LGIP)	23,339,844	73.2%
US Govt Agency Securities (Bonds)	6,046,501	19.0%
Total	\$ 31,882,137	100.0%

As of March 31, 2023, the City also holds an additional \$63,601 in the City’s 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, 2023, totaled \$273,699. The average LGIP net earnings rate for the first quarter 2023 was 4.50% which is a significant increase from 1.14% a year ago.

FISCAL IMPACT

As shown.

RECOMMENDATION

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

SUGGESTED MOTION

N/A

City of Chehalis



Quarterly Council Financial Report First Quarter 2023

**For the Period Ending
March 31, 2023
(January through March)**

The City of Chehalis, Washington

City of Chehalis
Revenues, Expenditures, and Fund Balances - Budget to Actual Summary
2023 First Quarter Financial Statements - All Funds
As of March 31, 2023

Fund Type/Name	Beginning Fund Balance		Revenues & Transfers				Expenditures & Transfers				Changes in Fund Balance		Ending Fund Balance	
	2023 Adopted Budget	Actual 1/1/2023	2023 Adopted Budget	YTD 3/31/2023 Actual	Balance	YTD % of Budget	2023 Adopted Budget	YTD 3/31/2023 Actual	Balance	YTD % of Budget	2023 Adopted Budget	YTD 3/31/2023 Actual	2023 Adopted Budget	YTD 3/31/2023 Actual
General Fund & Sub-Funds:														
General Fund	\$ 1,650,858	\$ 3,586,011	\$ 12,397,218	\$ 2,708,632	\$ 9,688,586	21.8%	\$ 12,426,963	\$ 3,347,734	\$ 9,079,229	26.9%	\$ (29,745)	\$ (639,102)	1,621,113	\$ 2,946,909
Sub-funds:														
Street Fund	284,105	472,118	1,186,109	541,295	644,814	45.6%	1,395,412	224,397	1,171,015	16.1%	(209,303)	316,898	74,802	789,016
Building Abatement Fund	51,709	52,399	50	537	(487)	1074.0%	-	-	-	0.0%	50	537	51,759	52,936
Compensated Absences Fund	185,554	212,092	4,000	2,113	1,887	52.8%	111,700	16,978	94,722	15.2%	(107,700)	(14,865)	77,854	197,227
LEOFF 1 OPEB Reserve Fund	115,277	150,554	238,098	11,016	227,082	4.6%	157,000	41,860	115,140	26.7%	81,098	(30,844)	196,375	119,710
Total General Fund and Sub-Funds	2,287,503	4,473,174	13,825,475	3,263,593	10,561,882	1141.5%	14,091,075	3,630,969	10,460,106	43.0%	(265,600)	(367,376)	2,021,903	4,105,798
Special Revenue Funds:														
Arterial Street Fund	6,027	6,027	-	-	-	0.0%	6,027	6,027	-	100.0%	(6,027)	(6,027)	-	-
Transportation Benefit Dist. Fund	3,772,796	3,634,765	1,448,900	425,234	1,023,666	29.3%	906,410	587,835	318,575	64.9%	542,490	(162,601)	4,315,286	3,472,164
Tourism Fund	117,188	214,610	291,400	68,887	222,513	23.6%	332,394	107,305	225,089	32.3%	(40,994)	(38,418)	76,194	176,192
Community Block Grant Fund	23,638	25,798	400	265	135	66.3%	1,000	-	1,000	0.0%	(600)	265	23,038	26,063
HUD Block Grant Fund	86,586	89,769	1,700	920	780	54.1%	2,000	-	2,000	0.0%	(300)	920	86,286	90,689
Federal Advance Grant Fund	1,713,569	1,920,670	20,000	19,002	998	95.0%	593,340	-	593,340	0.0%	(573,340)	19,002	1,140,229	1,939,672
Total Special Revenue Funds	5,719,804	5,891,639	1,762,400	514,308	1,248,092	29.2%	1,841,171	701,167	1,140,004	38.1%	(78,771)	(186,859)	5,641,033	5,704,780
Debt Service Funds:														
2011 G.O. Bond Fund	6	63	301,529	101,304	200,225	33.6%	301,529	101,304	200,225	33.6%	-	-	6	63
Total Debt Service Fund	6	63	301,529	101,304	200,225	33.6%	301,529	101,304	200,225	33.6%	-	-	6	63
Capital Project Funds:														
Public Facilities Reserve Fund	357,316	601,928	7,000	5,720	1,280	81.7%	-	58,215	(58,215)	0.0%	7,000	(52,495)	364,316	549,433
Automotive/Equip. Reserve Fund	733,353	742,969	9,600	7,405	2,195	77.1%	365,300	58,565	306,735	16.0%	(355,700)	(51,160)	377,653	691,809
Park Improvement Fund	101,900	131,718	58,600	83,379	(24,779)	142.3%	-	31,540	(31,540)	0.0%	58,600	51,839	160,500	183,557
First Quarter REET Fund	284,678	333,846	167,000	22,494	144,506	13.5%	130,760	65,600	65,160	50.2%	36,240	(43,106)	320,918	290,740
Second Quarter REET Fund	420,374	471,420	171,800	24,051	147,749	14.0%	144,675	-	144,675	0.0%	27,125	24,051	447,499	495,471
Total Capital Project Funds	1,897,621	2,281,881	414,000	143,049	270,951	34.6%	640,735	213,920	426,815	33.4%	(226,735)	(70,871)	1,670,886	2,211,010
Proprietary Funds:														
Garbage Fund	7,559	8,270	6,240	1,401	4,839	22.5%	6,240	-	6,240	0.0%	-	1,401	7,559	9,671
Wastewater Fund	3,339,257	4,113,238	5,550,500	1,325,677	4,224,823	23.9%	5,947,839	1,188,231	4,759,608	20.0%	(397,339)	137,446	2,941,918	4,250,684
Water Fund	1,604,518	2,091,950	3,272,010	743,737	2,528,273	22.7%	3,850,173	884,811	2,965,362	23.0%	(578,163)	(141,074)	1,026,355	1,950,876
Storm & Surface Water Fund	225,032	361,034	729,270	190,715	538,555	26.2%	764,489	169,438	595,051	22.2%	(35,219)	21,277	189,813	382,311
Airport Fund	18,487	340,200	2,394,280	542,448	1,851,832	22.7%	1,774,831	360,873	1,413,958	20.3%	619,449	181,575	637,936	521,775
Wastewater Capital Fund	1,605,800	2,127,688	474,500	127,683	346,817	26.9%	1,190,790	20	1,190,770	0.0%	(716,290)	127,663	889,510	2,255,351
Water Capital Fund	5,916,600	6,223,241	968,300	261,928	706,372	27.1%	1,428,030	517,074	910,956	36.2%	(459,730)	(255,146)	5,456,870	5,968,095
Storm & Surface Water Capital Fund	1,372,500	1,403,758	184,300	55,527	128,773	30.1%	321,030	17,763	303,267	5.5%	(136,730)	37,764	1,235,770	1,441,522
Airport Capital Fund	2,295,316	1,974,125	123,800	41,292	82,508	33.4%	87,500	2,168	85,332	2.5%	36,300	39,124	2,331,616	2,013,249
Total Proprietary Funds	16,385,069	18,643,504	13,703,200	3,290,408	10,412,792	24.0%	15,370,922	3,140,378	12,230,544	1	(1,667,722)	150,030	14,717,347	18,793,534
Fiduciary Funds: (Exclude Custodial Funds)														
Firemen's Pension Fund	1,034,860	1,057,722	33,500	10,834	22,666	32.3%	7,000	1,604	5,396	22.9%	26,500	9,230	1,061,360	1,066,952
Total Fiduciary Funds	1,034,860	1,057,722	33,500	10,834	22,666	32.3%	7,000	1,604	5,396	22.9%	26,500	9,230	1,061,360	1,066,952
TOTAL ALL CITY FUNDS	\$ 27,324,863	\$ 32,347,983	\$ 30,040,104	\$ 7,323,496	\$ 22,716,608	24.4%	\$ 32,252,432	\$ 7,789,342	\$ 24,463,090	24.2%	\$ (2,212,328)	\$ (465,846)	\$ 25,112,535	\$ 31,882,137

Note: May contain rounding differences of +/-

City of Chehalis
Revenues, Expenditures, and Fund Balance - City-wide, All Funds Combined
For the Year Ending March 31, 2023 and 2022

City-wide All Funds	2023 Adopted Budget	YTD Actual 3/31/2023	2023 Budget Balance	Percent Rcv'd	YTD Actual 3/31/2022	Incr. (Decr.) 2023-2022	% Change
Beginning Cash and Investments	\$ 27,324,863	\$ 32,347,983	\$ (5,023,120)	118.4%	\$ 26,709,787	\$ 5,638,196	21.1%
Revenues							
<u>Taxes (310):</u>							
Property Taxes	2,182,487	86,130	2,096,357	3.9%	81,907	4,223	5.2%
Retail Sales and Use Tax	6,332,100	1,775,337	4,556,763	28.0%	1,498,309	277,028	18.5%
Public Transportation Sales Tax	1,434,900	400,807	1,034,093	27.9%	336,815	63,992	19.0%
Hotel/Motel Tax	290,000	66,956	223,044	23.1%	55,397	11,559	20.9%
Utility Tax	1,667,800	414,356	1,253,444	24.8%	506,502	(92,146)	-18.2%
Leasehold Tax	56,600	16,345	40,255	28.9%	13,272	3,073	23.2%
REET	327,600	38,206	289,394	11.7%	96,230	(58,024)	-60.3%
Total Taxes (310)	12,291,487	2,798,137	9,493,350	22.8%	2,588,432	209,705	8.1%
<u>Licenses and Permits (320):</u>							
Business Licenses & Permits	116,600	30,640	85,960	26.3%	58,008	(27,368)	-47.2%
Non-Business Licenses & Permits	324,800	35,937	288,863	11.1%	176,724	(140,787)	-79.7%
Total Licenses and Permits (320)	441,400	66,577	374,823	15.1%	234,732	(168,155)	-71.6%
<u>Intergovernmental Revenues (330):</u>							
Federal Grant	425,250	-	425,250	0.0%	-	-	0.0%
State Grant	111,260	150,529	(39,269)	135.3%	609,348	(458,819)	-75.3%
State & Local Shared Revenues	439,885	72,662	367,223	16.5%	79,494	(6,832)	-8.6%
Total Intergovernmental (330)	976,395	223,191	753,204	22.9%	688,842	(465,651)	-67.6%
<u>Charges for Goods & Services (340):</u>							
General Government	15,800	1,730	14,070	10.9%	2,217	(487)	-22.0%
Public Safety	68,100	9,352	58,748	13.7%	17,537	(8,185)	-46.7%
Utilities	9,284,190	2,146,032	7,138,158	23.1%	2,370,776	(224,744)	-9.5%
Transportation/Airport	1,967,630	537,379	1,430,251	27.3%	528,796	8,583	1.6%
Economic Environment	191,500	26,983	164,517	14.1%	41,332	(14,349)	-34.7%
Culture & Recreation	206,700	13,098	193,602	6.3%	8,200	4,898	59.7%
Total Charges for Goods & Services (340)	11,733,920	2,734,574	8,999,346	23.3%	2,968,858	(234,284)	-7.9%
<u>Fines & Penalties (350):</u>							
Civil & Criminal Fines & Penalties	115,800	35,526	80,274	30.7%	25,847	9,679	37.4%
Other Fines - Late Fees	78,370	28,015	50,355	35.7%	27,996	19	0.1%
Total Fines & Penalties (350)	194,170	63,541	130,629	32.7%	53,843	9,698	18.0%
<u>Miscellaneous Revenues (360):</u>							
Interest Earnings	369,690	279,939	89,751	75.7%	20,870	259,069	1241.3%
Rents and Royalties	159,000	49,391	109,609	31.1%	32,253	17,138	53.1%
Contributions/Donations	-	-	-	0.0%	40,018	(40,018)	-100.0%
Other Miscellaneous	60,800	8,740	52,060	14.4%	42,036	(33,296)	-79.2%
Total Miscellaneous Revenues (360)	589,490	338,070	251,420	57.3%	135,177	202,893	150.1%
<u>Non-Revenues (380):</u>							
Interfund Loan Payment	-	-	-	0.0%	17,956	(17,956)	-100.0%
Refundable Deposits	143,620	27,865	115,755	19.4%	2,746	25,119	914.7%
Total Non-Revenues (380)	143,620	27,865	115,755	19.4%	20,702	7,163	34.6%
<u>Other Financing Source (390):</u>							
Proceeds of Long-Term Debt	-	-	-	0.0%	93,610	(93,610)	-100.0%
Proceeds from Sale of Capital Assets	1,000	5,000	(4,000)	500.0%	82,324	(77,324)	-93.9%
Transfers-In	3,668,622	1,066,541	2,602,081	29.1%	12,076,404	(11,009,863)	-91.2%
Total Other Financing Source (390)	3,669,622	1,071,541	2,598,081	29.2%	12,252,338	(11,180,797)	-91.3%
Total Revenues	30,040,104	7,323,496	22,716,608	24.4%	18,942,924	(11,619,428)	-61.3%
Expenditures							
General Government (510)	2,976,018	777,298	2,198,720	26.1%	680,569	96,729	14.2%
Public Safety (520)	6,770,852	1,780,987	4,989,865	26.3%	1,519,729	261,258	17.2%
Utilities (530)	6,921,760	1,740,349	5,181,411	25.1%	1,740,554	(205)	0.0%
Transportation & Airport (540)	2,782,817	558,837	2,223,980	20.1%	464,968	93,869	20.2%
Natural/Economic Environment (550)	1,018,710	139,392	879,318	13.7%	173,903	(34,511)	-19.8%
Social Services (560)	9,640	1,088	8,552	11.3%	8,851	(7,763)	-87.7%
Cultural & Recreation (570)	903,033	179,153	723,880	19.8%	128,638	50,515	39.3%
Non-Expenditures (580)	51,800	31,789	20,011	61.4%	17,956	13,833	77.0%
Debt Service (591-593)	2,537,870	227,517	2,310,353	9.0%	165,428	62,089	37.5%
Capital Expenditures (594-595)	4,611,310	1,286,391	3,324,919	27.9%	268,289	1,018,102	379.5%
Transfers-Out (597)	3,668,622	1,066,541	2,602,081	29.1%	12,076,404	(11,009,863)	-91.2%
Total Expenditures	32,252,432	7,789,342	24,463,090	24.2%	17,245,289	(9,455,947)	-54.8%
Increase (Decrease) in Cash & Investments	(2,212,328)	(465,846)	(1,746,482)	21.1%	1,697,635	(2,163,481)	-127.4%
Ending Cash and Investments	\$ 25,112,535	\$ 31,882,137	\$ (6,769,602)	127.0%	\$ 28,407,422	\$ 3,474,715	12.2%

City of Chehalis
Comparative Revenues, Expenditures, and Fund Balances - Budget to Actual
Period Ending March 2023 and 2022
General Fund

		YTD Target % *	25.0%		^YTD Variance Target vs. Actual Positive (Negative)		
General Fund (001)	2023 Adopted Budget	YTD Actual 3/31/2023	Budget Balance 3/31/2023	Prct Rcvd/ Used		YTD Actual 03/31/2022	Incr. (Decr.) 2023-2022
Revenues:							
Taxes:							
Property Taxes	\$ 2,182,487	\$ 86,130	\$ 2,096,357	3.9%	\$ (459,492)	\$ 81,907	\$ 4,223
Sales and Use Taxes	6,332,100	1,775,338	4,556,762	28.0%	192,313	1,498,310	277,028
Utility Taxes	1,667,800	414,356	1,253,444	24.8%	(2,594)	506,502	(92,146)
Other Taxes	56,600	16,345	40,255	28.9%	2,195	13,272	3,073
Total Taxes	10,238,987	2,292,169	7,946,818	22.4%	(267,578)	2,099,991	192,178
Non-Tax Revenues:							
Licenses and Permits	436,400	66,577	369,823	15.3%	(42,523)	234,732	(168,155)
Intergovernmental Revenues	399,131	153,543	245,588	38.5%	53,760	96,149	57,394
Charges for Goods & Services	481,100	51,163	429,937	10.6%	(69,112)	69,287	(18,124)
Fines and Forfeitures	115,900	35,525	80,375	30.7%	6,550	25,876	9,649
Interest Earnings	36,700	38,896	(2,196)	106.0%	29,721	3,018	35,878
Rents & Leases	155,400	45,121	110,279	29.0%	6,271	28,133	16,988
Miscellaneous Other	44,600	8,319	36,281	18.7%	(2,831)	57,052	(48,733)
Total Non-Tax Revenues	1,669,231	399,144	1,270,087	23.9%	(18,164)	514,247	(115,103)
Other Funding Sources:							
Proceeds from Debt Issuance	-	-	-	0.0%	-	-	-
Other Funding Sources	9,000	2,319	6,681	25.8%	69	82,324	(80,005)
Transfers-in	480,000	15,000	465,000	3.1%	(105,000)	28,285	(13,285)
Total Other Funding Sources	489,000	17,319	471,681	3.5%	(104,931)	110,609	(93,290)
Total Revenues	\$ 12,397,218	\$ 2,708,632	\$ 9,688,586	21.8%	\$ (390,673)	\$ 2,724,847	\$ (16,215)
Expenditures							
City Council	\$ 103,550	\$ 37,833	\$ 65,717	36.5%	\$ (11,945)	\$ 19,607	\$ 18,226
Municipal Court	358,408	92,561	265,847	25.8%	(2,959)	91,151	1,410
City Manager	230,875	56,537	174,338	24.5%	1,182	51,775	4,762
Finance	376,901	88,007	288,894	23.4%	6,218	80,460	7,547
City Clerk	105,308	31,516	73,792	29.9%	(5,189)	16,206	15,310
Legal Service	86,700	19,683	67,017	22.7%	1,992	16,901	2,782
Facilities and Parks	1,563,080	413,834	1,149,246	26.5%	(23,064)	348,023	65,811
Non-Departmental	1,395,816	532,444	863,372	38.1%	(183,490)	506,563	25,881
Human Resources	166,561	42,718	123,843	25.6%	(1,078)	30,442	12,276
Police	3,956,511	977,605	2,978,906	24.7%	11,523	790,222	187,383
Fire	2,440,405	774,347	1,666,058	31.7%	(164,246)	684,589	89,758
Planning & Building	1,155,455	183,705	971,750	15.9%	105,159	208,543	(24,838)
Recreation	487,393	96,944	390,449	19.9%	24,904	72,751	24,193
Total Expenditures	12,426,963	\$ 3,347,734	\$ 9,079,229	26.9%	(240,993)	2,917,233	430,501
Revenues Over (Under) Expenditures	\$ (29,745)	\$ (639,102)	\$ 609,357	2148.6%	(631,666)	\$ (192,386)	\$ (446,716)
Beginning Fund Balance	1,650,858	3,586,011		217.2%	(3,173,296)	2,713,504	872,507
Ending Fund Balance	\$ 1,621,113	\$ 2,946,909		181.8%	\$ (3,804,962)	\$ 2,521,118	\$ 425,791

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
Period Ending March 2023 and 2022
General Fund

<u>GENERAL FUND (#001)</u>	<u>2023</u>		<u>Budget</u>		<u>^YTD</u>		
	<u>Adopted</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>Prct Rcvd/</u>	<u>Variance</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
	<u>Budget</u>	<u>3/31/2023</u>	<u>3/31/2023</u>	<u>Used</u>	<u>Target vs.</u>	<u>03/31/2022</u>	<u>2023-2022</u>
<u>Expenditures by Category:</u>							
Salaries	\$ 5,657,157	\$ 1,335,985	\$ 4,321,172	23.6%	\$ 78,304	\$ 1,190,516	\$ 145,469
Benefits	2,477,120	607,327	1,869,793	24.5%	11,953	575,837	31,490
Subtotal for Payroll	8,134,277	1,943,312	6,190,965	23.9%	90,257	1,766,353	176,959
Supplies	510,310	74,611	435,699	14.6%	52,966	57,681	16,930
Services	3,031,590	848,462	2,183,128	28.0%	(90,564)	747,640	100,822
Capital Outlay	184,000	32,253	151,747	17.5%	13,747	14,599	17,654
Debt Service	17,710	4,073	13,637	23.0%	355	38,613	(34,540)
Non-expense (582.589*.00)	9,000	6,243	2,757	69.4%	(3,993)	-	6,243
Transfers-out	1,080,226	494,885	585,341	45.8%	(224,828)	447,371	47,514
Interfund Charges	(540,150)	(56,105)	(484,045)	10.4%	(78,933)	(155,024)	98,919
Total Expenditures	12,426,963	\$ 3,347,734	\$ 9,079,229	26.9%	(240,993)	2,917,233	430,501

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
 Period Ending March 2023 and 2022
 Wastewater Fund

	YTD Target % * 25.0%							
	<u>2023</u> <u>Adopted</u> <u>Budget</u>	<u>YTD Actual</u> <u>3/31/2023</u>	<u>Budget</u> <u>Balance</u> <u>3/31/2023</u>	<u>Prct Rcvd/</u> <u>Used</u>	<u>^YTD</u> <u>Variance</u> <u>Target vs.</u> <u>Actual</u> <u>Positive</u> <u>(Negative)</u>	<u>YTD Actual</u> <u>03/31/2022</u>	<u>Incr. (Decr.)</u> <u>2023-2022</u>	
Wastewater Fund (404)								
Revenues:								
Operating Revenues:								
Intergovernmental Revenues	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	
Charges for Services	5,097,900	1,268,065	3,829,835	24.9%	(6,410)	1,357,027	(88,962)	
Hookup/Connection Fee	100,200	9,090	91,110	9.1%	(15,960)	40,299	(31,209)	
Capacity Charge (Cost Share)	277,400	-	277,400	0.0%	(69,350)	34,672	(34,672)	
Late Payment Fees	42,200	16,056	26,144	38.0%	5,506	15,486	570	
Interest Earnings	28,500	27,925	575	98.0%	20,800	5,738	22,187	
Miscellaneous other	4,300	4,541	(241)	105.6%	3,466	4,120	421	
Total Operating Revenues	5,550,500	1,325,677	4,224,823	23.9%	(61,948)	1,457,342	(131,665)	
Total Revenues & Fund Sources	\$ 5,550,500	\$ 1,325,677	\$ 4,224,823	23.9%	\$ (61,948)	\$ 1,457,342	\$ (131,665)	
Expenditures:								
Operating Expenditures:								
Wages	\$ 1,110,076	\$ 261,819	\$ 848,257	23.6%	\$ 15,700	\$ 253,782	\$ 8,037	
Benefits	496,760	129,826	366,934	26.1%	(5,636)	119,760	10,066	
Supplies	510,457	96,201	414,256	18.8%	31,413	77,257	18,944	
Services	1,493,155	482,975	1,010,180	32.3%	(109,686)	453,674	29,301	
Total Operating Expenditures:	3,610,448	970,821	2,639,627	26.9%	(68,209)	904,473	66,348	
Other Expenditures:								
Capital Outlays	-	-	-	0.0%	-	-	-	
Debt Service & Long-Term Lease	1,882,891	103,785	1,779,106	5.5%	366,938	20,555	83,230	
Total Other Expenditures	1,882,891	103,785	1,779,106	5.5%	366,938	20,555	83,230	
Other Funding Use								
Interfund Transfers Out to Capital	454,500	113,625	340,875	25.0%	-	2,000,000	(1,886,375)	
Total Other Funding Use	454,500	113,625	340,875	25.0%	-	2,000,000	(1,886,375)	
Total Expenditures	\$ 5,947,839	\$ 1,188,231	\$ 4,759,608	20.0%	\$ 298,729	\$ 2,925,028	\$(1,736,797)	
Revenues Over (Under) Expenditures	\$ (397,339)	\$ 137,446	\$ (534,785)	-34.6%	\$ 236,781	\$(1,467,686)	\$ 1,605,132	
Beginning Fund Balance	3,339,257	4,113,238		123.2%	-	5,468,851	(1,355,613)	
Ending Fund Balance	\$ 2,941,918	\$ 4,250,684		144.5%	\$ 236,781	\$ 4,001,165	\$ 249,519	

Foot Note:

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^ 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
 Period Ending March 2023 and 2022
 Water Fund

YTD Target % * 25.00%

Water Fund (405)	<u>2023 Adopted Budget</u>	<u>YTD Actual 3/31/2023</u>	<u>Budget Balance 3/31/2023</u>	<u>Prct Rcvd/ Used</u>	<u>^YTD Variance Target vs. Actual Positive (Negative)</u>	<u>YTD Actual 03/31/2022</u>	<u>Incr. (Decr.) 2023-2022</u>
Revenues:							
Operating Revenues:							
Charges for Services	\$ 2,975,190	\$ 677,443	\$ 2,297,747	22.8%	\$ (66,355)	\$ 689,951	\$ (12,508)
Hookup/Connection Fee	109,200	6,213	102,987	5.7%	(21,087)	58,812	(52,599)
Late Payment Fees	30,000	9,076	20,924	30.3%	1,576	9,889	(813)
Interest Earnings	20,000	20,459	(459)	102.3%	15,459	7,428	13,031
Miscellaneous other	2,000	-	2,000	0.0%	(500)	25,000	(25,000)
Total Operating Revenues	3,136,390	713,191	2,423,199	22.7%	(70,907)	791,080	(77,889)
Other Funding Source							
Customer Deposits	134,620	25,546	109,074	19.0%	(8,109)	2,746	22,800
Interfund Loan Repayment	-	-	-	0.0%	-	17,956	(17,956)
Other Proceeds	1,000	5,000	(4,000)	500.0%	4,750	-	5,000
Total Other Fund Source	135,620	30,546	105,074	22.5%	(3,359)	20,702	9,844
Total Revenues & Fund Sources	\$ 3,272,010	\$ 743,737	\$ 2,528,273	22.7%	\$ (74,266)	\$ 811,782	\$ (68,045)
Expenditures							
Operating Expenditures							
Wages	\$ 912,503	\$ 194,050	\$ 718,453	21.3%	34,076	\$ 269,196	(75,146)
Benefits	484,309	93,760	390,549	19.4%	27,317	106,393	(12,633)
Supplies	427,554	68,844	358,710	16.1%	38,045	65,081	3,763
Services	880,937	284,592	596,345	32.3%	(64,358)	258,917	25,675
Total Operating Expenditures	2,705,303	641,246	2,064,057	23.7%	35,080	699,587	(58,341)
Other Expenditures							
Debt Service & Long-Term Lease	233,770	944	232,826	0.4%	57,499	782	162
Total Other Expenditures	233,770	944	232,826	0.4%	57,499	782	162
Other Funding Use							
Refunds of Customer Deposits	42,800	25,546	17,254	59.7%	(14,846)	-	25,546
Interfund Transfers Out to Capital	868,300	217,075	651,225	25.0%	-	6,400,000	(6,182,925)
Total Other Funding Use	911,100	242,621	668,479	26.6%	(14,846)	6,400,000	(6,157,379)
Total Expenditures	\$ 3,850,173	\$ 884,811	\$ 2,965,362	23.0%	\$ 77,733	\$ 7,100,369	\$(6,215,558)
Revenues Over (Under) Expenditures	\$ (578,163)	\$ (141,074)	\$ (437,089)	24.4%	\$ (151,999)	\$(6,288,587)	\$ 6,147,513
Beginning Fund Balance	1,604,518	2,091,950		130.4%	-	7,866,126	(5,774,176)
Ending Fund Balance	\$ 1,026,355	\$ 1,950,876		190.1%	\$ (151,999)	\$ 1,577,539	\$ 373,337

Foot Note:

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City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 Period Ending March 2023 and 2022
 Storm & Surface Water Fund

	YTD Target % * 25.00%				^YTD Variance Target vs. Actual		
Storm Water Fund (406)	<u>2023 Adopted Budget</u>	<u>YTD Actual 3/31/2023</u>	<u>Budget Balance 3/31/2023</u>	<u>Prct Rcvd/ Used</u>	<u>Positive (Negative)</u>	<u>YTD Actual 03/31/2022</u>	<u>Incr. (Decr.) 2023-2022</u>
Revenues:							
Operating Revenues:							
Charges for Goods & Services	\$704,100	\$183,420	\$ 520,680	26.1%	\$7,395	\$186,413	-\$2,993
Hookup/Connection Fee	14,100	489	13,611	3.5%	(3,036)	2,347	(1,858)
Late Payment Fees	6,070	2,884	3,186	47.5%	1,366	2,592	292
Interest Earnings	5,000	3,922	1,078	78.4%	2,672	164	3,758
Miscellaneous other	-	-	-	0.0%	-	-	-
Total Operating Revenues	729,270	190,715	538,555	26.2%	8,397	191,516	(801)
Total Revenues & Fund Sources	\$ 729,270	\$ 190,715	\$ 538,555	26.2%	\$ 8,397	\$ 191,516	\$ (801)
Expenditures:							
Operating Expenditures:							
Wages	\$ 279,196	\$ 60,041	\$ 219,155	21.5%	\$ 9,758	\$ 72,041	\$ (12,000)
Benefits	123,968	30,104	93,864	24.3%	888	35,056	(4,952)
Supplies	85,492	6,455	79,037	7.6%	14,918	3,817	2,638
Services	111,113	31,662	79,451	28.5%	(3,884)	25,462	6,200
Total Operating Expenditures	599,769	128,262	471,507	21.4%	21,680	136,376	(8,114)
Other Expenditures:							
Debt Service & Long-Term Lease	420	101	319	24.0%	4	355	(254)
Total Other Expenditures	420	101	319	24.0%	4	355	(254)
Other Funding Use							
Interfund Transfers Out to Capital	164,300	41,075	123,225	25.0%	-	1,295,000	(1,253,925)
Total Other Funding Use	164,300	41,075	123,225	25.0%	-	1,295,000	(1,253,925)
Total Expenditures	\$ 764,489	\$ 169,438	\$ 595,051	22.2%	\$ 21,684	\$ 1,431,731	\$(1,262,293)
Revenues Over (Under) Expenditures	\$ (35,219)	\$ 21,277	(56,496)	-60.4%	\$ (13,287)	\$(1,240,215)	\$ 1,261,492
Beginning Fund Balance	225,032	361,034		160.4%	136,002	1,516,682	(1,155,648)
Ending Fund Balance	\$ 189,813	\$ 382,311		201.4%	\$ 122,715	\$ 276,467	\$ 105,844

Foot Note:

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending March 2023 and 2022
Airport Fund

YTD Target % * 25.00%

Airport Fund (407)	<u>2023</u> <u>Adopted</u> <u>Budget</u>	<u>YTD Actual</u> <u>3/31/2023</u>	<u>Budget</u> <u>Balance</u> <u>3/31/2023</u>	<u>Prct Rcvd/</u> <u>Used</u>	<u>^YTD</u> <u>Variance</u> <u>Target vs.</u> <u>Actual</u> <u>Positive</u> <u>(Negative)</u>	<u>YTD Actual</u> <u>03/31/2022</u>	<u>Incr. (Decr.)</u> <u>2023-2022</u>
Revenues:							
Operating Revenues:							
Fuel sales	\$ 525,000	\$ 175,150	\$ 349,850	33.4%	\$ 43,900	\$ 142,571	\$ 32,579
Rents & Leases	1,442,630	362,229	1,080,401	25.1%	1,571	386,225	(23,996)
Interest Earnings	400	4,919	(4,519)	1229.8%	4,819	163	4,756
Miscellaneous other	1,000	150	850	15.0%	(100)	-	150
Total Operating Revenues	1,969,030	542,448	1,426,582	27.5%	50,190	528,959	13,489
Other Fund Sources:							
Intergovernmental - Capital Grants	425,250	-	425,250	0.0%	(106,313)	-	-
Total Other Fund Sources	425,250	-	425,250	0.0%	(106,313)	-	-
Total Revenues & Fund Sources	\$ 2,394,280	\$ 542,448	\$ 1,851,832	22.7%	\$ (56,123)	\$ 528,959	\$ 13,489
Expenditures:							
Operating Expenditures:							
Wages	\$ 314,503	\$ 71,177	\$ 243,326	22.6%	\$ 7,449	\$ 79,699	\$ (8,522)
Benefits	154,505	38,298	116,207	24.8%	328	46,137	(7,839)
Supplies	453,259	103,223	350,036	22.8%	10,092	87,234	15,989
Services	695,509	120,509	575,000	17.3%	53,368	65,131	55,378
Total Operating Expenditures	1,617,776	333,207	1,284,569	20.6%	71,237	278,201	55,006
Other Expenditures:							
Debt Service	73,255	6,716	66,539	9.2%	11,598	6,911	(195)
Interfund Loan Payment	-	-	-	0.0%	-	17,956	(17,956)
Total Other Expenditures	73,255	6,716	66,539	9.2%	11,598	24,867	(18,151)
Other Funding Use							
Interfund Transfers out to Capital	83,800	20,950	62,850	25.0%	-	1,534,000	(1,513,050)
Total Other Funding Use	83,800	20,950	62,850	25.0%	-	1,534,000	(1,513,050)
Total Expenditures	\$ 1,774,831	\$ 360,873	\$ 1,413,958	20.3%	\$ 82,835	\$ 1,837,068	\$(1,476,195)
Revenues Over (Under) Expenditures	\$ 619,449	\$ 181,575	\$ 437,874	29.3%	\$ (138,958)	\$(1,308,109)	\$ 1,489,684
Beginning Fund Balance	18,487	340,200		1840.2%	(321,713)	1,543,750	(1,203,550)
Ending Fund Balance	\$ 637,936	\$ 521,775		81.8%	\$ (460,671)	\$ 235,641	\$ 286,134

Foot Note:

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City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 Period Ending March 2023 and 2022
 Wastewater Capital Fund

	YTD Target % * 25.00%				^YTD Variance Target vs. Actual				
<u>Wastewater Capital Fund (414)</u>	<u>2023 Adopted Budget</u>	<u>YTD Actual 3/31/2023</u>	<u>Budget Balance 3/31/2023</u>	<u>Prct Rcvd/ Used</u>	<u>Positive (Negative)</u>	<u>YTD Actual 03/31/2022</u>	<u>Incr. (Decr.) 2023-2022</u>		
Revenues:									
Operating Revenues:									
Interest Earnings	\$ 20,000	\$ 14,058	\$ 5,942	70.3%	\$ 9,058	\$ 252	\$ 13,806		
Miscellaneous other	-	-	-	0.0%	-	-	-		
Total Operating Revenues	20,000	14,058	5,942	70.3%	9,058	252	13,806		
Other Fund Sources:									
Debt Issue Proceeds	-	-	-	0.0%	-	-	-		
Interfund Transfers in from Operating	454,500	113,625	340,875	25.0%	-	2,000,000	(1,886,375)		
Total Other Fund Source	454,500	113,625	340,875	25.0%	-	2,000,000	(1,886,375)		
Total Revenues & Fund Sources	\$ 474,500	\$ 127,683	\$ 346,817	26.9%	\$ 9,058	\$ 2,000,252	\$(1,872,569)		
Expenditures:									
Operating Expenditures:									
Services	\$ -	\$ 20	\$ (20)	0.0%	\$ (20)	\$ -	\$ 20		
Total Operating Expenditures:	-	20	(20)	0.0%	(20)	-	20		
Other Expenditures:									
Capital Outlays	1,190,790	-	1,190,790	0.0%	297,698	2,795	(2,795)		
Total Other Expenditures	1,190,790	-	1,190,790	0.0%	297,698	2,795	(2,795)		
Total Expenditures	\$ 1,190,790	\$ 20	\$ 1,190,770	0.0%	\$ 297,678	\$ 2,795	\$(2,775)		
Revenues Over (Under) Expenditures	\$ (716,290)	\$ 127,663	\$ (843,953)	-17.8%	\$ 306,736	\$ 1,997,457	\$(1,869,794)		
Beginning Fund Balance	1,605,800	2,127,688			132.5%	-	-	2,127,688	
Ending Fund Balance	\$ 889,510	\$ 2,255,351			253.5%	\$ 306,736	\$ 1,997,457	\$ 257,894	

Foot Note:

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City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 Period Ending March 2023 and 2022
 Water Capital Fund

	YTD Target % * 25.00%				^YTD Variance Target vs. Actual		
<u>Water Capital Fund (415)</u>	<u>2023 Adopted Budget</u>	<u>YTD Actual 3/31/2023</u>	<u>2023 Budget Balance</u>	<u>Prct Rcvd/ Used</u>	<u>Positive (Negative)</u>	<u>YTD Actual 03/31/2022</u>	<u>Incr. (Decr.) 2023-2022</u>
Revenues:							
Operating Revenues:							
Intergovernmental Revenues	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -
Interest Earnings	100,000	44,853	55,147	44.9%	19,853	1,076	43,777
Miscellaneous other	-	-	-	0.0%	-	-	-
Total Operating Revenues	100,000	44,853	55,147	44.9%	19,853	1,076	43,777
Other Funding Source							
Debt Issue Proceeds	-	-	-	0.0%	-	-	-
Inerfund Transfers in from Operating	868,300	217,075	651,225	25.0%	-	6,400,000	(6,182,925)
Total Other Fund Source	868,300	217,075	651,225	25.0%	-	6,400,000	(6,182,925)
Total Revenues & Fund Sources	\$ 968,300	\$ 261,928	\$ 706,372	27.1%	\$ 19,853	\$ 6,401,076	\$(6,139,148)
Expenditures							
Other Expenditures							
Capital Outlays	1,428,030	517,074	910,956	36.2%	(160,066)	9,487	507,587
Total Other Expenditures	1,428,030	517,074	910,956	36.2%	(160,066)	9,487	507,587
Total Expenditures	\$ 1,428,030	\$ 517,074	\$ 910,956	36.2%	\$ (160,066)	\$ 9,487	\$ 507,587
Revenues Over (Under) Expenditures	\$ (459,730)	\$ (255,146)	\$ (204,584)	55.5%	\$ 179,919	\$ 6,391,589	\$(6,646,735)
Beginning Fund Balance	5,916,600	6,223,241		105.2%	-	-	6,223,241
Ending Fund Balance	\$ 5,456,870	\$ 5,968,095		109.4%	\$ 179,919	\$ 6,391,589	\$ (423,494)

Foot Note:

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City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 Period Ending March 2023 and 2022
 Storm & Surface Water Capital Fund

YTD Target % * 25.0%

<u>Storm Water Capital Fund (416)</u>	<u>2023 Adopted Budget</u>	<u>YTD Actual 3/31/2023</u>	<u>Budget Balance 3/31/2023</u>	<u>Prct Rcvd/ Used</u>	<u>^YTD Variance Target vs. Actual Positive (Negative)</u>	<u>YTD Actual 03/31/2022</u>	<u>Incr. (Decr.) 2023-2022</u>
Revenues:							
Operating Revenues:							
Interest Earnings	\$ 20,000	\$ 14,452	\$ 5,548	72.3%	\$ 9,452	\$ 287	\$ 14,165
Miscellaneous other	-	-	-	0.0%	-	-	-
Total Operating Revenues	20,000	14,452	5,548	72.3%	9,452	287	14,165
Other Fund Sources:							
Debt Issue Proceeds	-	-	-	0.0%	-	-	-
Interfund Transfers in from Operating	164,300	41,075	123,225	25.0%	-	1,295,000	(1,253,925)
Total Other Fund Sources	164,300	41,075	123,225	25.0%	-	1,295,000	(1,253,925)
Total Revenues & Fund Sources	\$ 184,300	\$ 55,527	\$ 128,773	30.1%	\$ 9,452	\$ 1,295,287	\$ (1,239,760)
Expenditures:							
Other Expenditures:							
Capital Outlays	\$ 321,030	\$ 17,763	\$ 303,267	5.5%	\$ 62,495	\$ 9,405	\$ 8,358
Total Other Expenditures	321,030	17,763	303,267	5.5%	62,495	9,405	8,358
Total Expenditures	321,030	17,763	303,267	5.5%	62,495	9,405	8,358
Revenues Over (Under) Expenditures	\$ (136,730)	\$ 37,764	\$ (174,494)	-27.6%	\$ (53,043)	\$ 1,285,882	\$ (1,248,118)
Beginning Fund Balance	1,372,500	1,403,758		102.3%	31,258	-	1,403,758
Ending Fund Balance	\$ 1,235,770	\$ 1,441,522		116.6%	\$ (21,785)	\$ 1,285,882	\$ 155,640

Foot Note:

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City of Chehalis
 Comparative Revenues and Expenditures - Budget to Actual
 Period Ending March 2023 and 2022
 Airport Capital Fund

	<u>2023</u> <u>Adopted</u> <u>Budget</u>	<u>YTD Actual</u> <u>3/31/2023</u>	<u>2023 Budget</u> <u>Balance</u>	<u>Prct Rcvd/</u> <u>Used</u>	<u>^YTD</u> <u>Variance</u> <u>Target vs.</u>	<u>YTD Actual</u> <u>03/31/2022</u>	<u>Incr. (Decr.)</u> <u>2023-2022</u>
YTD Target % * 25.00%							
Airport Capital Fund (417)							
Revenues:							
Operating Revenues:							
Interest Earnings	\$ 40,000	\$ 20,342	\$ 19,658	50.9%	\$ 10,342	\$ 338	\$ 20,004
Total Operating Revenues	40,000	20,342	19,658	50.9%	10,342	338	20,004
Other Fund Sources:							
Intergovernmental - Capital Grants	-	-	-	0.0%	-	-	-
Debt Proceeds (Bonds/Loans)	-	-	-	0.0%	-	93,609	(93,609)
Interfund Transfers in from Operating	83,800	20,950	62,850	25.0%	-	1,534,000	(1,513,050)
Total Other Fund Sources	83,800	20,950	62,850	25.0%	-	1,627,609	(1,606,659)
Total Revenues & Fund Sources	\$ 123,800	\$ 41,292	\$ 82,508	33.4%	\$ 10,342	\$ 1,627,947	\$ (1,586,655)
Expenditures:							
Other Expenditures:							
Capital Outlays	87,500	2,168	85,332	2.5%	19,707	81,930	(79,762)
Total Other Expenditures	87,500	2,168	85,332	2.5%	19,707	81,930	(79,762)
Total Expenditures	\$ 87,500	\$ 2,168	\$ 85,332	2.5%	\$ 19,707	\$ 81,930	\$ (79,762)
Revenues Over (Under) Expenditures	\$ 36,300	\$ 39,124	\$ (2,824)	107.8%	\$ (9,365)	\$ 1,546,017	\$ (1,506,893)
Beginning Fund Balance	2,295,316	1,974,125		86.0%	321,191	-	1,974,125
Ending Fund Balance	\$ 2,331,616	\$ 2,013,249		86.3%	\$ 311,826	\$ 1,546,017	\$ 467,232

Foot Note:

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