

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr., District 3 Mayor	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	Jerry Lord, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4
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Regular Meeting of Monday, August 14, 2023

5:00 p.m.

To access this meeting via Zoom:

Meeting ID: 834 4212 6653

Pass Code: 674890

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. <u>Call to Order</u> (Mayor Ketchum) 2. <u>Pledge of Allegiance</u> (Mayor Ketchum) 3. <u>Approval of Agenda</u> (Mayor Ketchum) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- | PRESENTATIONS/PROCLAMATIONS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 4. <u>Employee Introductions</u> 5. <u>Ceremonial Swearing in of Firefighters Hired During the Pandemic</u> 6. <u>Recognition of Retired Fire Captain Steve Emrich</u> |

CONSENT CALENDAR	ADMINISTRATION RECOMMENDATION	PAGE
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8. <u>Minutes of the Regular Meeting July 24, 2023</u> (City Clerk)	APPROVE	3
9. <u>Vouchers and Transfers- Accounts Payable in the Amount of \$493,517.16</u> (Finance Director)	APPROVE	7
10. <u>Vouchers and Transfers- Payroll in the Amount of \$970,358.98</u> (Finance Director)	APPROVE	9
11. <u>Proposed Adjustment to Finance Director Pay Scale</u> (HR/Risk Manager)	APPROVE	11
12. <u>Resolution No. 16-2023, Surplus Property</u> (City Clerk)	APPROVE	13
13. <u>Acceptance and Closeout of Temporary/Interim Fire Station Relocation of Manufactured Mobile Structure Project</u> (City Manager)	APPROVE	17
14. <u>Budgeted Purchase of Fuel for Resale</u> (Airport Director)	APPROVE	21

PUBLIC HEARINGS	ADMINISTRATION RECOMMENDATION	PAGE
There is no public hearing to conduct.		

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
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NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
16. <u>Fire Department Staffing Model – Proposed Transition to Advanced Life Support Staffing</u> (Fire Chief)	APPROVE	27
17. <u>Procurement of a Tracked 60-inch R-60 RC Mower for the Chehalis-Centralia Airport</u> (Airport Director)	APPROVE	33
18. <u>Agreement for Engineering Services-Chehalis Police Station Evidence Building Water Intrusion Evaluation Project</u> (Facilities Manager)	APPROVE	39

ADMINISTRATION AND CITY COUNCIL REPORTS	ADMINISTRATION RECOMMENDATION	PAGE
<u>Administration Reports</u> <ul style="list-style-type: none"> • City Manager Update • 2023 Second Quarter Financial Report <u>Councilor Reports/Committee Updates</u> (City Council)	INFORMATION ONLY	53

EXECUTIVE SESSION
There is no Executive Session scheduled.

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

NEXT REGULAR CITY COUNCIL MEETINGS

MONDAY, AUGUST 28, 2023 -5:00 P.M.

MONDAY, SEPTEMBER 11, 2023- 5:00 P.M.

Chehalis City Council
Special Meeting Minutes
July 24, 2023
4:00 p.m.

Council Present: Mayor Ketchum, Mayor Pro-Tem Spahr, Councilor Lund, Councilor McDougall (virtual attendance), Councilor Lord, and Councilor Pope

Council Absent: Councilor Carns

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Kevin Nelson, City Attorney; Susan Stayner, Administrative Assistant to the City Manager; Sally Saxton, Financial Analyst; Justin Phelps, Wastewater Superintendent; Lance Bunker, Public Works Director; Randy Kaut, Police Chief

Press Present: Owen Sexton, The Chronicle

1. **Call to Order:**

Mayor Ketchum called the meeting to order at 4:00 p.m.

2. **Workshop: Status of Water Availability in the City's South Urban Growth Area (UGA)**

Public Works Director Lance Bunker and Wastewater Superintendent Justin Phelps provided updates on water infrastructure and upcoming projects aimed at increasing the water distribution and providing redundancy to the South UGA. These projects included the Bishop Road Loop Project and Market Blvd Pinch Point project set to be complete in 2025.

Joe Clark of Twin City Transit provided public comment.

Richard Debolt of the Economic Alliance provided public comment.

Lindsey Senter of the Port of Chehalis provided public comment.

Greg Lund of Century 21 provided public comment.

Steve Ryan provided public comment.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 4:55 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

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

Council Present: Mayor Ketchum, Mayor Pro-Tem Spahr, Councilor Lund, Councilor McDougall (virtual attendance), Councilor Lord and Councilor Pope

Council Absent: Councilor Carns

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Kevin Nelson, City Attorney; Susan Stayner, Administrative Assistant to the City Manager; Sally Saxton, Financial Analyst; Justin Phelps, Wastewater Superintendent; Lance Bunker, Public Works Director; Fritz Burle, Streets Superintendent; Randy Kaut, Police Chief; Ron Buckholt, City Planner; Adam Fulbright, Fire Chief; Madisen Lester, Court Administrator; Lilly Wall, Parks and Recreation Director; Clare Roberts, Accounting Tech II; Deri-lyn Stack, Payroll Accountant; Chun Saul, Financial Director; Sarah Prok, Administrative Assistant; Kelley Schey, Administrative Assistant

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 Lord led the flag salute.
3. **Approval of Agenda**

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

PRESENTATIONS

4. **Employee Introductions** (Chun Saul, Finance Director and Lilly Wall, Director of Recreation and Parks)
Lilly Wall introduced Sarah Prock, Administrative Assistant and Kelly Schey, Administrative Assistant.

Chun Saul introduced Deri-Lyn Stack, Payroll Accountant and Clare Roberts, Accounting Tech II.
5. **County Update on 9-1-1 Communications** (Scott Brummer, Lewis County Commissioner)
Scott Brummer provided a brief update on the 9-1-1 Communications Project and answered questions posed by the Council at the July 10 council meeting.
6. **Update on the Joint Planning in the City's South Urban Growth Area (UGA)** (Lance Bunker, Public Works Director)
Joe Clark of Twin Transit, Todd Chaput of the Economic Alliance, and Eric Eisenberg of Lewis County presented an update to the Council.

CONSENT CALENDAR

7. **Minutes of the Regular City Council Meeting of July 10, 2023** (City Clerk)
8. **Vouchers and Transfers- Accounts Payable in the Amount of \$483,141.84** (Finance Director)

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

PUBLIC HEARINGS

There were no public hearings to conduct.

CITIZENS BUSINESS

Cynthia Mudge, Chamber of Commerce Director provided a brief update to the Council.

Frank Dipola provided public comment.

UNFINISHED BUSINESS

9. **Second Reading of Ordinance No. 1067-B, Updating CMC 17.12- Subdivisions** (Building and Planning Manager)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lord to adopt Ordinance No. 1067-B. The motion carried unanimously.

NEW BUSINESS

10. **First Reading of Ordinance 1070-B, Changes to CMC 12.04.460 Water Service Connection** (Water Superintendent)

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Lord, to approve Ordinance No. 1070-B on first reading. The motion carried unanimously.

11. **Contract for Indigent Defense Services** (City Clerk)

Kassi Mackie, City Clerk presented.

A motion was made by Mayor Pro Tem Spahr, seconded by Councilor Pope to approve the contract for indigent defense services.

An amendment was made by Councilor Lord, seconded by Mayor Pro Tem Spahr to omit the annual \$20 increase. The amendment carried unanimously.

The main motion as amended carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson provided a brief update regarding the upcoming Music in the Park, ChehalisFest, and Clean-up Day.

Councilor Reports/Committee Updates

Councilor McDougall reported attendance at ChehalisFest and the Seattle to Portland events.

Mayor Ketchum reported attendance at the STRPD Trails Committee, Flood Authority, LEOFF, Rails to Trails, Music in the Park and assisting the Visiting Nurses Golf Tournament.

EXECUTIVE SESSION

There was no executive session scheduled.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 7:01 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 III

MEETING OF: August 14, 2023

SUBJECT: 2023 Vouchers and Transfers – Accounts Payable in the Amount of \$493,517.16.

ISSUE

City Council approval is requested for 2023 Vouchers and Transfers dated July 31, 2023.

DISCUSSION

The July 31, 2023 Claim Vouchers have been reviewed by a committee of two councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers including Electronic Funds Transfer Checks No. 3009 - 3042, 112 - 116 and Voucher Checks No. 137064 - 137159 in the amount of \$494,471.16 dated July 31, 2023, and Voided Checks No. 136955 & 136814 for the net total of \$493,517.16 as follows:

- \$ 120,089.14 from the General Fund
- \$ 45,600.15 from the Street Fund
- \$ 35,065.24 from the Transportation Benefit District Fund
- \$ 47,438.99 from the Tourism Fund
- \$ 2,271.90 from the LEOFF 1 OPEB Reserve Fund
- \$ 35,388.90 from the G.O. Bond Fund
- \$ 16,890.70 from the Public Facilities Reserve Fund
- \$ 2,026.25 from the Park Improvement Fund
- \$ 54,118.29 from the Wastewater Fund
- \$ 25,052.99 from the Water Fund
- \$ 1,633.87 from the Storm & Surface Water Utility Fund
- \$ 8,992.79 from the Airport Fund

- \$ 6.62 from the Wastewater Capital Fund
- \$ 5,961.13 from the Water Capital Fund
- \$ 42,265.08 from the Airport Capital Fund
- \$ 228.92 from the Firemen’s Pension Fund
- \$ 51,440.20 from the Custodial Other Agency Fund
- \$ 494,471.16 Total Vouchers for July 31, 2023
- \$ <954.00 > Voided Checks for July 27, 2023
- \$ 493,517.16 Net Total Transfers

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3009 - 3042, 112 - 116 and Voucher Checks No. 137064 - 137159 in the amount of \$494,471.16 dated July 31, 2023, and Voided Checks No. 136955 & 136814 for the net total of \$493,517.16.


SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3009 - 3042, 112 - 116 and Voucher Checks No. 137064 - 137159 in the amount of \$494,471.16 dated July 31, 2023, and Voided Checks No. 136955 & 136814 for the net total of \$493,517.16.

**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: August 14, 2023

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$970,358.98

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated July 31, 2023.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 42282-42301, Direct Deposit Payroll Vouchers No. 16608-16765, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 516-523 dated July 31, 2023, in the amount of \$970,358.98, which include the transfer of:

- \$639,836.61 from the General Fund
- \$47,733.86 from the Street Fund
- \$4,455.00 from the LEOFF1 OPEB Reserve Fund
- \$102,750.46 from the Wastewater Fund
- \$117,346.05 from the Water Fund
- \$23,742.61 from the Storm & Surface Water Utility Fund
- \$34,494.39 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the July 31,2023, Payroll Vouchers No. 42282-42301, Direct Deposit Payroll Vouchers No. 16608-16765, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 516-523 in the amount of \$970,358.98.

SUGGESTED MOTION

I move that the City Council approve the July 31,2023, Payroll Vouchers No. 42282-42301, Direct Deposit Payroll Vouchers No. 16608-16765, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 516-523 in the amount of \$970,358.98.

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. 42282 THROUGH 42301, DIRECT DEPOSIT CHECK NOS. 16608 THROUGH 16765, ELECTRONIC FEDERAL TAX AND DRS PENSION/DEFERRED COMP PAYMENTS NOS. 516-523 ARE HEREBY APPROVED FOR PAYMENT IN THE TOTAL AMOUNT OF \$970,358.98 THIS _____ DAY OF _____, 2023.

 MAYOR

001	GENERAL FUND	\$639,836.61
003	STREET FUND	47,733.86
115	LEOFF1 OPEB	4,455.00
404	WASTEWATER FUND	102,750.46
405	WATER FUND	117,346.05
406	STORM & SURFACE UTIL FUND	23,742.61
407	AIRPORT FUND	<u>34,494.39</u>
	TOTAL	\$970,358.98

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Glenn Schaffer, Human Resources Manager
MEETING OF: August 14, 2023
SUBJECT: Proposed Adjustment to Finance Director Pay Scale

ISSUE

The City’s Finance Director, Chun Saul will be retiring at the end of the year. In preparation for the recruitment of a new Finance Director, salaries from other jurisdictions have been reviewed. In order to be competitive in the marketplace and draw quality candidates for this position, a salary adjustment is needed.

DISCUSSION

An analysis of salary benchmarks reveals that the current pay scale for the Finance Director position is not competitive. Comparable positions in other organizations offer higher salaries to attract and retain professionals with the necessary expertise and certifications.

Currently, the Finance Director position is scheduled at salary range 9N. In the past, Council has authorized the City Manager to offer a 15% bonus to a Finance Director that possesses a Certified Public Accountant certification. The current salary range is as follows:

	Step A	Step B	Step C	Step C	Step D
Salary Range 9N	\$7,783	\$8,173	\$8,580	\$9,010	\$9,461
9N + 15% CPA	\$8,950	\$9,399	\$9,867	\$10,362	\$10,880

In order to compare this salary to other jurisdictions, staff utilized the AWC Salary Survey tool, and surveyed jurisdictions with a 50% deviation in population and assessed valuation. This is the same method we utilize in determining comparable cities during contract negotiations with the unions. In addition, we also checked salaries of cities within our geographic area, such as Centralia, Lacey, Tumwater, and Kelso. In all, 25 jurisdictions were surveyed.

Unfortunately, the data available for these other jurisdictions was based on 2022 values. Knowing that the City of Centralia provided a 2% increase for 2023, and the City of Kelso provided a 3.5% increase for 2023, a presumptive 3% increase was applied to each of the 25 surveyed jurisdictions to reach a 2023 salary range for comparison.

In this comparison, the City of Chehalis, using the 9N Salary Range without the 15% bonus was the lowest paying jurisdiction in all but one of the comparable cities.

Utilizing the 9N Salary Range plus the 15% CPA bonus, the City of Chehalis was the lowest paying jurisdiction in all but seven of the 25 jurisdictions surveyed.

Staff is proposing that the Finance Director position be raised from a 9N to and 11N. In addition, we are proposing the 15% CPA bonus be reduced to a 5% bonus.

While the overall top step CPA salary remains roughly the same, this does raise the base salary for non-CPA candidates, while still providing a small incentive for those who hold a CPA.

It is important to note that this change does not bring the City of Chehalis out of the bottom 25% of the jurisdictions surveyed. To raise this position further would cause internal equity issues in comparison to the salaries of other City of Chehalis Director positions.

FISCAL IMPACT

Current Salary Schedule with 15% CPA Bonus

	Step A	Step B	Step C	Step C	Step D
Salary Range 9N	\$7,783	\$8,173	\$8,580	\$9,010	\$9,461
9N + 15% CPA	\$8,950	\$9,399	\$9,867	\$10,362	\$10,880

Proposed Salary Schedule with 5% CPA Bonus

	Step A	Step B	Step C	Step C	Step D
Salary Range 11N	\$8,580	\$9,010	\$9,461	\$9,934	\$10,432
11N + 5% CPA	\$9,009	\$9,461	\$9,934	\$10,431	\$10,954

CITY COUNCIL BUDGET COMMITTEE

The City Council Budget Committee reviewed the proposal and is supportive of the salary adjustment.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to adjust the Finance Director Salary to 11N and reduce the CPA Bonus amount to 5%.

SUGGESTED MOTION

I move that the City Council authorize the City Manager to adjust the Finance Director Salary to 11N and reduce the CPA Bonus amount to 5%.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Kassi Mackie, City Clerk

MEETING OF: August 14, 2023

SUBJECT: Resolution No. 16-2023, Declaring Surplus Property

ISSUE

The Chehalis Police Department has property that is no longer being used. State law requires that municipal property must first be declared surplus by the City Council before being sold, transferred, or disposed of.

DISCUSSION

The Chehalis Police Department has requested the Council consider the surplus of three less lethal tools that are no longer useful for the City's operations due to difficulty acquiring ammo and the units being over 50 years old. If authorized by the Council, this equipment be disposed of by trade-in.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 16-2023.

SUGGESTED MOTION

I move that the City Council approve Resolution No. 16-2023.

RESOLUTION NO. 16-2023

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, DECLARING PERSONAL PROPERTY OF
THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO
FURTHER USE TO THE CITY, AND DIRECTING THE
DISPOSITION THEREOF.**

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

Section 1. The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

Chehalis Police Department	Identifying Information
Two (2) - Smith & Wesson model 276, 37mm Less Lethal Launchers	SN: PY3118, SN: PY3126
One (1) – Penn Arms model SL6, 37mm Less Lethal Launcher	SN: M1035

Section 2. The personal property described herein shall be disposed of by the City Manager.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2023.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

Surplus Property Form

Please complete this form and submit to the City Clerk. Property will be surplussed on a quarterly basis during the second City Council meetings of March, June, and September, and the first meeting of December.

Item:

Two (2) - Smith & Wesson model 276, 37mm Less Lethal Launchers
One (1) – Penn Arms model SL6, 37mm Less Lethal Launcher

Identifying Information:

City Tag #	
Serial #	PY3118, PY3126, M1035
Model #	
VIN #	
Other	

Date Purchased (if known)

Purchase Price (if known)

Unknown	\$ Unknown
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What was the property used for and why is it being disposed of? (Stress condition of property)

These were used as a less lethal tool.

These less lethal launchers are outdated (from the 1960's), ammo becoming difficult to acquire and this model is no longer commonly used in law enforcement.

How will the property be disposed of?

- | | |
|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Sell | <input type="checkbox"/> Donate |
| <input checked="" type="checkbox"/> Trade-in | <input type="checkbox"/> Dispose of |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Other (please explain) |

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Cassie Frazier, Administrative Assistant

MEETING OF: August 14, 2023

SUBJECT: Acceptance and Closeout of Temporary/Interim Fire Station Relocation of
Manufactured Mobile Structure Project

INTRODUCTION

The construction of a Temporary/Interim Fire Station at the City owned property at 500 NW Sitka Street has included several components. One of the final components was the relocation of a Manufactured Mobile Structure from one part of the property to another so that it could serve as crew quarters and administrative offices for the Fire Department until a new permanent structure can be built. The relocation and installation of the manufactured structure was completed in October and is now being used by the Fire Department.

BACKGROUND

In 2020 the City purchased a large piece of property at Chamber Way and State Avenue, which is made up of several distinct parcels of land, to build a permanent fire station. When the City was no longer able to share space with Lewis County Fire District #6, the plan was revised to include the construction of a long-term Interim Station until a permanent facility could be funded and constructed. In a separate action in December 2021, the City Council approved the purchase of a manufactured mobile structure from the previous property owners that remained on site in anticipation of the City's purchase.

The construction of the Interim Fire Station included the preparation of the site for construction, the construction of an Apparatus Bay, and the relocation and installation of the manufactured structure to serve as administrative offices and crew quarters. On December 13, 2021, the City Council approved a contract with FinePolo Construction to relocate and install the manufactured structure that was on the Northwest part of the site to the southeast part of the site, a parcel which was assigned the address of 500 NW Sitka Street.

SCOPE OF WORK COMPLETED

The Scope of Work for the relocation and installation of the mobile structure included:

- Relocate existing manufactured building to new location as shown on the site plan provided with the request for proposals. Work will include excavation of dirt and gravel at the new site.
- Install a foundation per bid drawings, set building per minimum setup requirements. Tie downs to foundation required per drawing.
- Foundation skirting will have fill backfilled against it so will need to be structurally adequate for the application per the plans provided.
- Rear deck currently on structure to be relocated and attached when finished.
- Finishing floor height of building will determine size and slope of concrete landing and ramp on north side of building to meet with new sidewalks. Max slope is 1:12 of new ramp. Landing size minimum is 6' long x 5' wide.
- Connection of utilities to the new structure.
- Small interior remodel of the Manufactured Building.
- Final grading, front landing, sidewalk ramp consistent with City Code.

In addition, there were change orders for additional plumbing and electrical related to the washer and dryer installation; new electrical receptacles in the kitchen; and electrical work related to the installation of cable needed to connect the workstations and the technology related to the dispatch of calls.

All the work by the contractors related to the installation of the manufactured structure, including fire sprinklers has been completed. While the structure was considered mobile when it was relocated, the installation of the structure has been done consistent with the City's building code so that is now considered a permanent structure. The Fire Department moved into the building in October 2022.

FISCAL IMPACT

The City Council approved the base contract with FinePolo in the amount of \$69,345.80, plus a contingency of \$17,336.45, for a total of \$86,682.25. The total cost of the work done through the Fine Polo Contract is \$86,267.23.13, which is \$415.02 under the authority granted for the contract.

RECOMMENDATION

It is recommended that the City Council accept the Temporary/Interim Fire Station Relocation of Manufactured Mobile Structure Project as complete and authorize the release of retainage after all the statutory requirements have been met.

SUGGESTED MOTION

I move that the City Council accept the Temporary/Interim Fire Station Relocation of Manufactured Mobile Structure Project as complete and authorize the release of retainage after all the statutory requirements have been met.

**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: August 14, 2023

SUBJECT: Budgeted Purchase of Fuel for Resale

ISSUE

The recent invoice from Epic Aviation, LLC, for the purchase and delivery of Avgas 100LL fuel, has a total purchase of \$50,061.23. This dollar amount exceeds the signatory authority of the Department Head and the City Manager and therefore requires City Council authorization.

DISCUSSION

Last year, the Chehalis-Centralia Airport successfully completed the installation of new above-ground fuel storage tanks. This additional storage capacity has significantly helped operations and has added increased resiliency for aviation in the region.

However, this increased capacity has resulted in increased quantities per order. This, paired with an increased wholesale cost of fuel, has resulted in higher invoice amounts. Our current invoice for 100LL fuel totals \$50,061.23. Because this exceeds the Department Head and City Manager's signatory authority, it is necessary to receive authorization from the City Council before paying for this fuel.

The fuel has been budgeted for and is within the 2023 budget.

FISCAL IMPACT

The amount of this invoice totals \$50,061.23. This has been budgeted for in the 2023 budget, where \$405,000 has been designated for the purchase of fuel for resale. Any fuel purchases for resale above the budgeted amount of \$405,000 will require a budget amendment.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to approve payment of the invoice from Epic Aviation in the amount of \$50,061.23.

SUGGESTED MOTION

I move that the City Council authorize the City Manager to approve payment of the invoice from Epic Aviation in the amount of \$50,061.23.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Justin Phelps, Wastewater Superintendent

MEETING OF: August 14, 2023

SUBJECT: Second and Final Reading of Ordinance No. 1070-B, Amendments to Municipal Code 12.04.460 – Water Service Connection.

ISSUE

The current municipal code for 12.04.460 only allows Type K soft copper to be used for service connections. Copper is very expensive compared to high density polyethylene pipe (poly). This extra cost impacts customers as well as the budget for the Water Department.

The first reading of Ordinance No. 1070-B was held on July 24, 2023.

DISCUSSION

The Water Department would like to adopt new language in the municipal code that allows class 250 poly pipe to be used for service line in lieu of soft copper. The current code states:

“C. Service lines will be Type K soft copper. All connections will be of Ford, McDonald or Mueller 110 compression connection fittings. Service lines will be installed a minimum of 22.5 degrees off the main. Tracer tape will be installed over all service lines.”

It is recommended that current code language be replaced with the following:

“C. Service lines shall be CTS (copper tube size) class 250 high density polyethylene pipe and must meet ASTM D-2737, ASTM D-3350, AWWA C-651, AWWA C-901 specifications. All connections will be of Ford, McDonald or Mueller 110 compression connection fittings. Service lines will be installed a minimum of 22.5 degrees off the main. Tracer tape will be installed over all service lines. Service saddles will be ductile iron with double stainless-steel traps. All clamps will have rubber gasket and iron pipe threaded inlet, and iron pipe threaded or approved compression outlet connections. Corporation stops will be all U.S. brass and will be Ford, Mueller, or A.Y. McDonald with iron pipe (IP) threads with tapping saddles and CC threads on direct taps conforming to AWWA C800.”

This would update the code with the current language that conforms with industry standards. The price for 1" Type K copper is \$11.20/ft and for 1" CTS 250 PSI Poly is \$0.63/ft.

FISCAL IMPACT

The fittings that are used in our distribution system are compression fittings and are compatible with both copper and poly pipe. This change would be a cost benefit to the City and its customers and would not inflict additional costs.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 1070-B on second and final reading to adopt changes to the Municipal Code 12.04.460 to use poly pipe in lieu of copper pipe for service connections.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 1070-B on second and final reading, amending Municipal Code 12.04.460.

ORDINANCE NO. 1070-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING MUNICIPAL CODE 12.04.460 REGARDING SERVICE CONNECTIONS.

WHEREAS, the City of Chehalis recognizes the importance of maintaining a reliable and efficient water distribution system to meet the needs of its residents and business; and

WHEREAS, ensuring the use of high-quality materials, proper installation techniques, and adherence to recognized industry standards are essential to achieve this goal; and

WHEREAS, the City aims to enhance the performance, durability, and safety of service lines by implementing specific requirements for materials and fittings.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 12.04.460 (C) of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

"12.04.460 Service Connections.

"C. Service lines shall be CTS (copper tube size) class 250 high density polyethylene pipe and must meet ASTM D-2737, ASTM D-3350, AWWA C-651, AWWA C-901 specifications. All connections will be of Ford, McDonald or Mueller 110 compression connection fittings. Service lines will be installed a minimum of 22.5 degrees off the main. Tracer tape will be installed over all service lines. Service saddles will be ductile iron with double stainless-steel traps. All clamps will have rubber gasket and iron pipe threaded inlet, and iron pipe threaded or approved compression outlet connections. Corporation stops will be all U.S. brass and will be Ford, Mueller, or A.Y. McDonald with iron pipe (IP) threads with tapping saddles and CC threads on direct taps conforming to AWWA C800."

Section 2. If any section, sentence, clause or phrase of this Ordinance shall be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. The effective date of this Ordinance shall be the _____ day of _____, 2023.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this 14th day of August, 2023.

Mayor

Attest:

City Clerk

Approve as to form:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Adam Fulbright, Fire Chief

MEETING OF: August 14, 2023

SUBJECT: Fire Department Staffing Model – Transition to Advanced Life Support (ALS) Staffing

ISSUE

The City of Chehalis Fire Department is currently staffed to provide fire protection and Basic Life Support services (BLS). It is proposed that the City start moving toward a staffing model that would allow the City to provide Advanced Life Support (ALS) services to the residents, visitors, and businesses served by the Fire Department.

BACKGROUND

Historically, Chehalis Fire Department has only provided Basic Life Support (BLS) level of service when it comes to treating patients. The firefighters perform excellent service, with compassion and professionalism, but the firefighters are limited on the ability to provide critical treatments to patients. Paramedics would be able to provide ALS services a wide scope care and interventions that would dramatically improve the outcomes for patients who suffer from life threatening illnesses and injuries, such as heart attacks, strokes, respiratory conditions, diabetic emergencies, or patients who have suffer traumatic injuries.

The City of Chehalis currently has two vacant positions, so this is an ideal opportunity to initiate a move toward hiring one or two paramedics to begin to offer ALS services to those served by the Chehalis Fire Department.

Value of Advanced Life Support (ALS)

In Washington State, State Laws defines ALS as a level of care that calls for invasive emergency medical services requiring advanced medical treatment skills” (WAC 182-546-001). Advanced Life support builds on Basic Life Support (BLS) by adding at least one paramedic to the City’s response. EMT’s would still make up a greater portion of our care givers, but paramedics undergo much more extensive training: “More than 3000 hours of training in aggressive cardiac life support, pediatric life support, severe Trauma and more than 200 other life-threatening emergency medical conditions” (Hicks 2011).

Riverside Fire Authority (RFA) which serves Centralia and parts of unincorporated Lewis County and Lewis County Fire District #6 which serves Adna and large parts of unincorporated Lewis County are staffed to provide ALS services.

CURRENT STAFFING

The Chehalis Fire Department is staffed with 8 FT Firefighter/EMT positions, 4 FT Fire Captains, 1 Administrative Assistant and 1 Chief. There are currently have 2 vacant Firefighter/EMT positions and need to fill them as soon as possible. With these vacant positions it creates an opportune time to enhance the service level the CFD provides to the community. If the City Council approves the move to the ALS staffing model, the goal would to fill future vacancies or additional positions with Paramedics, who have ALS training.

FISCAL IMPACT

Due to the increased training required to become a Paramedic and provide ALS services, there is a need to provide additional compensation. It is proposed that the compensation be increased 10% above the current rate for the Firefighter/Engineer position.

If the two vacant Firefighter/EMT positions were filled with Paramedics, it would cost approximately \$2,000 more in 2023. The impact in 2023 is reduced because it will take time to hire and onboard the new employees. In addition, the additional 10% pay differential would not be applied until the new employees became certified as a Firefighter/Engineer. The annual difference depending on the step of the firefighter is from \$6,600 a year to \$8,000 a year, based on the 2023 salary range, not including benefits.

<u>Current Monthly Salary</u>	Step A	Step B	Step C	Step D	Step E
Firefighter/Engineer	\$5,468	\$5,728	\$6,002	\$6,290	\$6,588
Firefighter/Paramedic initial wage scale - pre engineer qualification	\$5,468	\$5,728	\$6,002	\$6,290	\$6,588

Proposed Wage (with 10% for ALS) Post Engineer Qualification, 3-to-6-month after hiring	Step A	Step B	Step C	Step D	Step E
Firefighter/Paramedic	\$6,014.80	\$6,300.80	\$6,602.20	\$6,919	\$7,246.80

Amounts will be rounded to the highest dollar amount when added to the salary schedule.

Annual Difference Between the existing Firefighter/Engineer Position and Proposed Firefighter/Paramedic Position	Step A	Step B	Step C	Step D	Step E
	\$6,561.60	\$6,873.60	\$7,202.40	\$7,548	\$ 7,905.60

Ongoing Fiscal Impacts

Looking ahead to 2024, there would be the need to additional funds budgeted for equipment, supplies, and physician oversight by the Medical Program Director that currently provides oversight for Fire Departments in Lewis County. The projected additional costs in 2024 and ongoing would include:

- EMS Medical Supplies: \$30,000.00
- Physician: \$10,000. (The City currently pays \$5,000 for BLS oversight. The additional \$10,000 is for additional services, including medication oversight)
- 12 Lead Heart monitors: \$28,000 to \$35,000.00 annually for 5 to 10 years depending on the contracted program

Therefore, in addition to the additional salary costs of approximately \$8,000, there would be additional costs of approximately \$75,000 for equipment and services related to the transition to the ALS staffing model in 2024 and subsequent years.

CITY COUNCIL BUDGET COMMITTEE

The City Council Budget Committee reviewed the proposed transition from BLS to ALS services and filling two vacant Firefighter/EMT positions with Firefighter/Paramedics. It is the recommendation of the committee that the City fully initiate and fully commit to the transition to Advanced Life Support services to enhance the City's service level to the community.

STRATEGIC GOAL

The City's strategic goals include:

- Increase and Optimize Staffing Levels
- Enhance and Modernize Technology

The transition to the ALS staffing model would allow the City to optimize the existing staffing levels by adding employees with an additional skillset. It would also modernize the Fire and EMS system to improve community service and safety.

BUDGET COMMITTEE REVIEW

The City Council Budget Committee reviewed the proposed transition from BLS to ALS services and filling two vacant Firefighter/EMT positions with Firefighter/Paramedics. It is the recommendation of the Committee that the City commit to enhancing the City's service level to the community by providing ALS (Advance Life Support) service to our community and begin the transition to Advanced Life Support services.

RECOMMENDATION

It is recommended that the City Council:

- 1) Approve the transition to the ALS staffing model
- 2) Add the position of Firefighter/Paramedic to the Salary Schedule
- 3) Authorize the hiring of two Firefighter/Paramedics to fill the two current vacancies

MOTION

I move that the City Council:

- 1) Approve the transition to the ALS staffing model
- 2) Add the position of Firefighter/Paramedic to the Salary Schedule
- 3) Authorize the hiring of two Firefighter/Paramedics to fill the two current vacancies.

ATTACHMENTS

- Letter from Union Supporting the Transition to ALS Staffing Model.

International Association of Fire Fighters



Local 2510 Chehalis Professional Fire Fighters

President Rob Gebhart
Vice President Pat Glover
Secretary/Treasurer Daniel Ford

Chief Adam Fulbright and City Manager Jill Anderson:

The members of Local 2510 support moving towards Chehalis Fire becoming an Advanced Life Support (ALS) agency. We realize this will not be an overnight process, but fully support the exploration of this concept.

We believe it is in the best interest of the citizens to move in this direction. American Medical Response (AMR) is a for profit company and if at anytime they do not see a profit in Chehalis or Lewis County they will leave. Without AMR the citizens would be without an ALS agency. Chehalis Fire would be hard pressed to create an ALS program quickly.

With Safety In Mind,

A handwritten signature in black ink, appearing to read 'Rob Gebhart', is written over a horizontal line. The signature is stylized and includes a long, sweeping stroke that extends to the right.

President Rob Gebhart

Chehalis Fire Fighters, Local 2510

Providing Professional Fire Protection and Life Safety to the Citizens of Chehalis since 1893

**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: August 14, 2023

SUBJECT: Procurement of a Tracked 60-inch R-60 RC Mower for the Chehalis-Centralia Airport

Background

The Chehalis-Centralia Airport is responsible for maintaining and upkeep the levee surrounding the Chehalis-Centralia Airport and the large commerce area that includes I-5 Toyota, Interstate Honda, Walmart, Home Depot, and others. This levee not only plays a critical role in flood prevention but also contributes significantly to the overall safety and functionality of the airport and the surrounding areas. To maintain the levee's integrity, regular mowing and maintenance are essential.

DISCUSSION

The Chehalis-Centralia Airport is dedicated to maintaining the highest safety and efficiency standards for airport operations. As part of our ongoing efforts, we have identified the need for a tracked 60-inch R-60 mower by RC Mowers. This mower can safely handle steep slopes up to 50 degrees, dense brush, and rough, hazardous, wet, and muddy terrain.

Every year the Airport budgets approximately \$8,000 to Lewis County for mowing of the levee. The boom mower the County uses does not adequately reach all areas, which leads to excess vegetation and tree growth. This is not desirable for the maintenance of the levee.

This year, and every year going forward, we expect to spend over \$12,000 annually for airport levee maintenance due to additional work required.

Due to its unique design and capabilities, this mower would be a great asset to the Chehalis-Centralia Airport. Owen Equipment Company is the sole source of RC Mowers products, parts, and service in the State of Washington.

The Chehalis-Centralia Airport, recognizing the importance of maintaining the levee and the significant impact it has on the community, proposes the procurement of a Tracked 60-inch RC Mower. This specialized mower is designed to handle challenging terrains, including uneven surfaces and slopes, with a high degree of efficiency and precision.

CITY COUNCIL BUDGET COMMITTEE

The City Council Budget Committee reviewed the proposal and supports the purchase.

FISCAL IMPACT

The initial investment for the RC Mowers R-60 with accessories and maintenance items is \$78,859.41. This amount includes freight and sales tax. This amount was not included in the 2023 Budget, and therefore the Budget will need to be amended. Based on annual savings, which would be realized beginning this year if the purchase is approved, we would expect to completely pay for the mower with savings realized in six and a half years, and we would no longer rely on a third party for maintenance.

RECOMMENDATION

It is recommended that the City Council approves the procurement of the Tracked 60-inch R-60 RC Mower from Owen Equipment Company, the sole source supplier of RC Mowers products in the State of Washington and authorize the City Manager to approve payment of the invoice from Owens Equipment in the amount of \$78,859.41 which includes all freight and tax charges.

SUGGESTED MOTION

I move that the City Council approves the procurement of the Tracked 60-inch R-60 RC Mower from Owen Equipment Company, the sole source supplier of RC Mowers products in the State of Washington and authorize the City Manager to approve payment of the invoice from Owens Equipment in the amount of \$78,859.41 which includes all freight and tax charges.

November 1, 2022

RE: RC Mowers – Single Source

To Whom it May Concern:

Thank you for your interest in RC Mowers. Our products are designed to mow steep slopes and difficult terrain safely and efficiently, solving age-old grounds maintenance problems with a high-tech and innovative solution.

Please note that Owen Equipment Company is the sole source of RC Mowers products, parts & service in the State of Washington.

Should you have any questions, please feel free to reach out to me directly.

Sincerely,

Jessica Korthals

[Sales Operations Manager]

RCMOWERSUSA.COM

480-848-8904 direct

920-634-2227 office



SERIES
 REMOTE-OPERATED
 ROBOTIC MOWER



R-60



REVOLUTIONARY BUSINESS TOOL

PURPOSE-BUILT FOR EXTREME LANDSCAPES. OUR MOST POWERFUL MACHINE.

ENGINEERED FOR:

- Hillside & steep-incline maintenance
- Wetland & swamp preservation
- Retention or water treatment ponds
- Dam & levee embankments
- Landfill slope preservation
- Roadside mowing



KEY FEATURES	REMOTE CONNECTIVITY UP TO 1000 ft	CUTS BRUSH UP TO 1.5 INCHES IN DIAMETER	5.7 MPH MOWING SPEED	FUEL BOOST FOR CONTINUOUS FUEL FLOW ON SLOPE	SLOPE CLIMB: 50 DEGREES
	LIGHT-WEIGHT AND LOW GROUND PRESSURE (2.2 PSI)	60 in CUTTING WIDTH	REMOTE CONTROL TILT/DROP AUTO-SHUTDOWN	38.5 HORSEPOWER EFI ENGINE	

MOWER SPECIFICATIONS

DIMENSIONS	
WEIGHT	1,900 lbs
LENGTH	90 in
WIDTH	82 in
HEIGHT	49.5 in

DRIVETRAIN

- Kawasaki® FX1000V EFI
- Air-Cooled
- Heavy-Duty Air Cleaner
- 38.5 Horsepower
- Electronic Fuel Injection (EFI)
- Hydro-Gear® ZT-4400 Transaxles
- 13.4 Gallon Fuel Capacity

TRACKS

- Rubber Molded over Steel Links
- Steel Cords
- 9" Wide (230mm x 72mm x 44mm)
- Tread Style 'J'

PERFORMANCE

- 6.5 MPH Transport Speed
- 5.7 MPH Mowing Speed
- 3.1 Acres Per Hour
- 50 Degree Slope Climb Ability

MOWING DECK

- Fabricated 7ga. Steel
- 3/8" Thick Deck Across Spindles
- Cast Iron Spindle
- 60" Cutting Width
- 2.5" to 7" Cutting Heights

WARRANTY

- 2 Years or 400 Hours

BEST MACHINES ON EARTH

Our American-made, Remote-Operated Robotic Mowers will reinvent your capabilities and reimagine your potential. This is the smart, safe, and profitable way to maintain steep slopes and extreme landscapes. We've elevated the technology to deliver game-changing opportunities. The R Series will greatly improve your labor situation, increase efficiency, create safer and better working conditions for your crew, add versatility to your operation, and score new, niche revenue streams. What on earth are you waiting for?





CONTRACT PRICING WORKSHEET
For Catalog & Price Sheet Type Purchases

Contract No.: GR01-20

Date Prepared: 6/16/2023

This Worksheet is prepared by Contractor and given to End User. PO with worksheet should be Emailed to H-GAC @ 713-993-4548 or veronica.johnson@h-gac.com. Please type or print legibly.

Buying Agency:	Chehalis-Centralia Airport	Contractor:	Embankscape Equipment LLC dba RC Mowers
Contact Person:	Brandon Rakes	Prepared By:	Jessica Korthals / Edward Tuck - Owen Equipment
Phone:	(360) 748-1230	Phone:	(480) 848-8904 / Edward Tuck (253) 499-3514
Fax:		Fax:	
Email:	brakes@ci.chehalis.wa.us	Email:	jkorthals@rcmowersusa.com / etuck@owenequipment.com

Catalog / Price Sheet Name:	HGAC - RC Mowers Pricing Catalog Effective 11.15.2022
Product Code/General Description of Product:	GR20AAF1 - RC Mowers Remote-Operated Slope Mowers

A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary

Quan	Description	Unit Pr	Total
1	Tracked 60" Rotary Mower, 38.5hp Kawasaki Engine, 50 Degrees Max Slope	\$ 66,950.00	\$ 66,950.00
1	4500 LB Winch Kit	\$ 1,190.00	\$ 1,190.00
1	4500 LB Winch Kit Installation	\$ 163.00	\$ 163.00
1	Light Kit, XP Models	\$ 711.00	\$ 711.00
1	Light Kit Installation	\$ 234.00	\$ 234.00
1	Fire Extinguisher w/Quick Release Bracket / Installation	\$ 158.00	\$ 158.00
	Front Jack - Quick Blade Change / Deck Access	\$ 163.00	\$ -
1	200 HR Maintenance Kit	\$ 327.00	\$ 327.00
1	Replacement Belt Kit	\$ 209.00	\$ 209.00
1	Replacement Reaper Swing Blade Kit	\$ 341.00	\$ 341.00
			\$ -
			\$ -
Total From Other Sheets, If Any:			
Subtotal A:			\$ 70,283.00

B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary

(Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)

Quan	Description	Unit Pr	Total
			\$ -
			\$ -
			\$ -
			\$ -
Total From Other Sheets, If Any:			
Subtotal B:			\$ -

Check: Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	0%
-----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------	----

C. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Freight	\$ 2,600.00
Sales Tax (8.2%)	\$ 5,976.41
Subtotal C:	\$ 8,576.41

Delivery Date: TBD	D. Total Purchase Price (A+B+C): \$ 78,859.41
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**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Andrew Hunziker Parks and Facilities Manager

MEETING OF: August 14, 2023

SUBJECT: Award Contract for Engineering Services to Gibbs & Olson to Evaluate the Chehalis Police Station Building Water Intrusion Issue

ISSUE

The Chehalis Police Department's evidence storage garage and adjacent parking lot retaining wall located at Chehalis City Hall has experienced persistent water intrusion into the building and water seepage through the retaining wall.

DISCUSSION

The evidence storage garage is a crucial municipal facility the police department uses to store essential documents, evidence, and records. The interior of the storage building has visible cracks in the ceiling and water stains on the walls, ceilings, and floors. When it rains water seeps through the cracks and runs down the walls and puddles on the floor. Documents and evidence materials have suffered water-related damage caused by the leaks. Due to the elevated moisture levels in the building, there is a concern of mold developing and posing a health hazard. Without success, parks and facility staff have tried several methods over the years to seal numerous cracks located on the roof of the storage garage, thinking the cracks could be the source of the problem. For many years, the roof of the storage garage was used as a parking space for police vehicles. After a site visit and recommendation from Gibb & Olson Engineers, it will no longer be used for parking until the building is deemed structurally sound.



The parking lot retaining wall has also experienced persistent water seepage through the wall. Due to the ongoing water, it has cracked in several places, and it has shifted, causing it to lean towards the parking lot. The paint continues to peel off in the areas where the water seeps

through the wall. There have been multiple attempts to repair, patch holes, and paint the retaining wall, with little to no success and the damage is progressing.



Using a camera, Public Works staff examined the storm line in the alley behind City Hall to ensure it did not have a breached line. It was determined to be in good working order.

City staff have exhausted all resources and are now seeking professional help to determine the cause of the water intrusion and seek a probable solution. This issue demands attention to safeguard the integrity of vital records, police evidence and to preserve the structural integrity of the building and retaining wall.

PROPOSED ACTION

Representatives from Gibbs & Olson attended a site visit with City staff in February to inspect the evidence storage garage, garage roof top, retaining wall and the alley behind city hall. They were unable to determine the cause of the water issues without further investigation. Staff recommend entering into an agreement for engineering services with Gibbs & Olson, with the understanding this project will be completed in phases. The first phase consists of an initial evaluation to determine the potential source and cause of the water intrusion and seepage, identify options for stopping the water intrusion and seepage, and provide a planning level project cost. See Exhibit A - Agreement for Engineering Services – Chehalis Police Station Evidence Building Water Intrusion Evaluation Proposal.

FISCAL IMPACT

The first phase would cost \$29,750 and be completed by Gibbs & Olson. Funds for the engineering services were allocated in the 2023 Budget Amendment #1 which was approved by the City Council on 5/8/2023. The funds are currently allocated in the General Fund, Police Department's Budget.

RECOMMENDATION

It is recommended that the City Council award an engineering services contract to Gibbs & Olson in the amount of \$29,750 to provide an evaluation of the Police Evidence Room and attached retaining wall to identify the cause of the water intrusion and seepage issue, identify options for stopping the water intrusion and seepage, and provide a planning level project cost.

SUGGESTED MOTION

I move that the City Council authorize the City Manager to execute the engineering services contract to Gibbs & Olson in the amount of \$29,750 to provide an evaluation of the Police Evidence Room and attached retaining wall to identify the cause of the water intrusion and seepage issue, identify options for stopping the water intrusion and seepage, and provide a planning level project cost.



August 10, 2023

Mr. Andrew Hunziker
Property/Facilities Manager
City of Chehalis
350 N. Market Boulevard
Chehalis, WA 98532

RE: Agreement for Engineering Services – Chehalis Police Station Evidence Building Water Intrusion Evaluation Project

Dear Andrew:

Gibbs & Olson is pleased to submit this proposal to provide the City of Chehalis with Engineering Services for the Chehalis Police Evidence Building Water Intrusion Evaluation Project. This Letter Agreement, together with Exhibits A, B, C and D comprises our proposed Agreement for Engineering Services for this project.

AGREEMENT

RELATIONSHIP

For purposes of this Agreement, the Client shall be the City of Chehalis, Washington and the Engineer shall be Gibbs & Olson, Inc., Longview, Washington.

PROJECT DESCRIPTION

The Client's Police Evidence Building and adjacent parking lot retaining wall has experienced persistent water intrusion into the building and water seepage through the retaining wall. The building and retaining wall were constructed prior to when the Client purchased the property. This project is anticipated to be completed in a phased approach with the first phase to consist of initial evaluation of the potential source and cause of the water intrusion and seepage, identification of alternatives for stopping the water intrusion and seepage, determination of the recommended alternative to be implemented and a planning level opinion of total project cost for the recommended alternative.

SUBCONSULTANTS

Engineer will subcontract with Pacific Testing & Inspection, Inc. for subsurface soil borings and subsurface soil sampling. Engineer will also subcontract with Sargent Engineers, Inc. of Olympia, Washington to provide structural engineering services.

ASSUMPTIONS

The Engineer has utilized the following assumptions in preparing this Scope of Work and the estimated Budget. If any ultimate facts or events differ from these assumptions, the Engineer's Scope of Work, Schedule and Budget shall be adjusted accordingly.

1. A site topographic survey will not be performed.

2. No design drawings will be prepared for this phase of work.
3. No wetland, biological or habitat investigation or reports are required for this project.
4. No cultural or historical resource evaluation or investigation is required for this project.
5. Engineer has budgeted participating in 1 virtual meeting with Client and Owner. If Engineer is requested to participate in additional meetings, these will be billed for on a time and materials basis at Engineer's standard hourly rates.
6. No permit assistance will be provided by Engineer under this Scope of Work.
7. Engineer will utilize previously completed drawings by others to be provided by Client for evaluating existing stormwater system.
8. Client will provide videos of the existing storm piping within the adjacent alley previously obtained by the Client for review by Engineer.
9. Client will provide design or record drawings for the evidence building and adjacent retaining wall for Engineer's review, if available.
10. No stormwater modeling, engineering design or estimation of costs is included in this scope of work.

SCOPE OF WORK

The Engineer's scope of work shall consist of the following tasks:

Task 1 - Project Management, Administration and Meetings

Engineer will perform day to day management activities including oversight of Engineer's work, staff scheduling, budgeting, invoicing and preparing monthly progress reports to Client. Project management will also include coordination and communication with Engineer's subconsultants. Engineer and subconsultants will participate in a virtual meeting with the Client to present and discuss the Engineer's findings and recommendations.

Task 2 - Site Visit to Observe Police Evidence Building and Surrounding Facilities

Engineer will perform a site visit observe, measure, map and photograph existing deficiencies in the Police evidence building and the adjacent retaining wall. Coordination with the Client (including with the Police Department) will be necessary for Engineer to gain access to the evidence building.

Task 3 - Review Existing Information

Engineer will review information regarding the existing building and retaining wall provided by Client to gain insight regarding structural design of the existing facilities and potential causes/sources of the building's water intrusion and the retaining wall's seepage.

Task 4 - Borings of Alley

Engineer will advance three borings up to 15-feet in depth within the existing adjacent alley way and will obtain subsurface soil samples for laboratory testing. A bore log will be prepared for each boring and the depth to groundwater, or perched water, if encountered, will be noted on each bore log. The subsurface soil log for each boring will be reviewed to determine if this provides insight into the causes/sources of the water intrusion/seepage.

Task 5 - Identify and Evaluate Alternatives for Stopping Water Intrusion/Seepage

Engineer will identify and document the type, size and location of observed deficiencies observed for both the evidence building and the adjacent retaining wall and with the current storm sewer piping in the adjacent alley. The Engineer will identify and evaluate alternatives for addressing identified deficiencies and develop a recommendation for which alternative(s)

will most cost-effectively mitigate/stop the water intrusion/seepage and address structural deficiencies with the building if identified.

Task 6 - Prepare Memorandum of Findings

Engineer will prepare a memorandum summarizing the information developed in completing tasks 2 through 5, the recommended alternative(s) to stop water intrusion into the evidence building and seepage through the adjacent retaining wall, summarize design criteria for the recommended alternative and provide a planning level opinion of total project cost for implementing the recommended alternative. The memorandum will identify any items the Engineer believes the Client should immediately implement to address/correct current deficiencies identified and the potential consequences associated such deficiencies if they are not addressed. Generalized structural repair recommendations to address identified deficiencies at each structure, such as “remove and patch loose concrete”, “close parking structure”, “perform additional non-destructive or destructive testing as recommended”, etc.

BUDGET

Engineer’s estimated budget for the identified scope of work is \$29,750 as detailed in the attached Exhibit A – Budget Estimate. Engineer will perform work on a time and materials basis and will not exceed the estimated budget amount in completing the identified scope of work without Client’s prior authorization. Engineer will invoice Client monthly for services performed and project expenses. A project status report describing the work completed during the past month, any unforeseen project conditions or issues which have developed, work anticipated to be performed in the next month, and any information needed from Client, will also be provided to Client with each invoice.

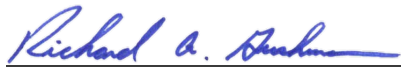
SCHEDULE

Engineer will provide a draft report to the Client for review by November 10, 2023, based on Engineer receiving an executed agreement on or before August 16, 2023. Engineer will address Client review comments and will provide a final report to the Client within two weeks of receiving Client comments on the draft report.

Engineer proposes that this letter, together with Exhibits A and B be our Agreement for Services for this project. If you have any questions or would like to discuss this further, please contact Carol Ruiz at 360.425.0991 or at cruiz@gibbs-olson.com at your convenience. If, however, this is agreeable please return a .pdf of the executed Agreement to Engineer. Engineer will begin work immediately upon receiving the executed Agreement.

GIBBS & OLSON, INC.

CITY OF CHEHALIS, WASHINGTON

By: 
Richard A. Gushman, President

By: _____
Jill T. Anderson, City Manager

Date: August 10, 2023

Date: _____

Attachments:

Exhibit A – Budget Estimate

Exhibit B – General Conditions

File: 0155.Pending

Exhibit A - Budget Estimate
 City of Chehalis - Police Evidence Building Water Intrusion Evaluation
 August 10, 2023



Task Description	Prin.	Engr. V	Engr. III	Tech II	Structural Subconsult	Geotech Subconsult	Total
Task 1 - Project Mgmt & Admin	2	4	0	0	\$500	\$0	\$1,788
Task 2 - Site Visit	0	4	4	0	\$2,500	\$0	\$4,156
Task 3 - Review Existing Information	1	2	4	0	\$0	\$0	\$1,222
Task 4 - Alley Subsurface Borings	1	1	1	2	\$0	\$10,000	\$12,009
Task 5 - Identify & Evaluate Alternatives	1	2	8	4	\$0	\$0	\$2,290
Task 6 - Prepare Memo Report	1	7	15	2	\$3,500	\$0	\$7,979
Subtotal	6	20	32	8	\$6,500	\$10,000	\$29,444
Mileage							\$50
Reproduction							\$150
Miscellaneous Expenses							\$106
TOTAL ESTIMATED BUDGET							\$29,750

2023 Wage Rates \$240 \$187 \$152 \$115

EXHIBIT B
GENERAL CONDITIONS

- A. HEADINGS
Headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.
- B. STANDARD OF PRACTICE
Services performed by the Engineer under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality and under similar conditions at the time the services are performed. No other representation expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.
- C. MAINTENANCE OF PROFESSIONAL STANDARDS AND ETHICS
The Client recognizes that the Engineer's services in all cases must be rendered in accordance with prevailing professional standards and ethics, as well as certain laws or regulations that apply specifically to the Engineer. If a situation emerges that causes the Engineer to believe compliance with the Client's wishes could result in the Engineer violating an applicable provision or aspect of professional standards or ethics, laws or regulations, the Engineer shall so advise the Client, and the Client and the Engineer shall immediately begin discussions to arrive at a mutually satisfactory solution. Failing achievement of a solution, either party may terminate this Agreement in accordance with termination provisions stated herein.
- D. NO THIRD-PARTY BENEFICIARIES
Engineer's services are intended for the Client's sole use and benefit and solely for the Client's use on this Project and shall not create any third-party rights. Except as agreed in writing, Engineer's services and work products shall not be used by or relied upon by any other person or entity.
- E. ASSIGNMENT
The Engineer shall not assign this Agreement in whole or in part nor subcontract any portion of the work to be performed hereunder, except that the Engineer may use the services of persons and entities not in his or her employ when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants, and testing laboratories. The Engineer's use of others for additional services shall not be unreasonably restricted by the Client provided the Engineer notifies the Client in advance.
- F. INDEPENDENT CONSULTANT
The Engineer is an independent consultant. The Engineer and Engineer's employees or agents performing work under this Agreement are not employees or agents of the Client. The Engineer will not hold itself out as nor claim to be an officer or employee of the Client. The Engineer will not make any claim of right, privilege, or benefit which would accrue to an employee of Client under law. The Client shall neither be liable for nor obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay any social security or other payroll taxes as due. Industrial or any other insurance which is purchased for the benefit of the Engineer shall not be deemed to convert this Agreement to an employment contract.
- It is recognized that the Engineer may or will be performing professional services during the term for other parties and that the Client is not the exclusive user of the Engineer's services; provided, however, that the performance of other professional services shall not conflict with or interfere with the Engineer's ability to perform the services to be performed under this Agreement.
- G. INSURANCE
1. The Engineer maintains: 1) worker's compensation and employer's liability insurance of a form and in an amount as required by state law; 2) comprehensive general liability and automotive liability insurance; and 3) professional liability insurance to cover negligent errors or omissions for which the Engineer becomes legally obligated to pay. Certificates of Insurance (COI) shall be provided to the Client upon request. The Client will be named as an additional insured if required on the comprehensive general liability and automotive liability insurance policies.
 2. Client agrees to require Engineer and any Subconsultants, subcontractors or third parties utilized by Engineer to be named as additional insureds for all insurance policies related to this Project carried by contractors, subcontractors and suppliers on which Client has been or will be named as an additional insured.

H. INDEMNIFICATION

The Engineer agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Engineer's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Engineer is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees and subconsultants (collectively, Engineer) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor the Engineer shall be obligated to indemnify or defend the other party in any manner whatsoever for the other party's own negligence.

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

I. BILLING AND PAYMENT

1. **BUDGET FOR SERVICES:** The budget estimate included in this proposal is only for those services identified within the attached scope of work. The budget and proposed scope of work are based on information currently available to the Engineer. If conditions change, unforeseen circumstances are encountered, or work efforts are redirected, the budget estimate may require modification. Similarly, if the work efforts are completed quicker than the time estimated or direct expenses are less than estimated, the Engineer will bill the Client only for the time or expense encountered.

Monthly billings will be submitted on a time and materials basis but will not exceed the estimated budget for the identified Scope of Work without the Client's prior authorization. For projects that extend beyond the calendar year in which the Agreement is executed was executed, the Engineer's billing rates are subject to adjustment each January.

2. **REIMBURSABLE EXPENSES:** Expenses incurred in connection with project tasks such as out-of-town subsistence, long-distance telephone, reproduction costs and similar, will be invoiced at direct cost plus 12 percent. Mileage will be invoiced at the current IRS rate per mile.
3. **SERVICES BY OTHERS:** If this project requires the specialized services of consultants and other technical companies, then such services will be utilized only with the Client's written approval, with the cost of such services included at the invoice cost plus 12 percent.
4. **INVOICES.** The Engineer will submit a monthly invoice to Client and a final bill upon completion of services. Payment is due upon receipt of the invoice and is past due Thirty (30) days after the invoice date. Client agrees that the invoice balance is correct unless Engineer is notified in writing within Fourteen (14) days of the invoice date. In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. The Client will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until it is mutually resolved. A service charge of 12% per annum (1% per month) will be added on all unpaid balances over Sixty (60) days old. If the account becomes delinquent, Engineer will perform no further services on the project until the Client pays the outstanding balance plus applicable interest or, at the Engineer's sole discretion, until satisfactory written payment arrangements have been made between the Engineer and the Client.

J. CHANGES IN THE AGREEMENT

If during performance of this Agreement, the Client requests additional services to be performed, or if conditions or circumstances are discovered which were not contemplated by the Engineer at the commencement of this Agreement, then the Engineer shall notify the Client in writing of the additional services to be performed or the newly discovered conditions or circumstances. The Client and Engineer shall renegotiate in good faith, the budget, schedule and other applicable conditions of this Agreement. Unless otherwise agreed to, the Client and Engineer shall have Thirty (30) days after the notice to reach agreement on the amended terms and conditions.

K. RIGHT OF ENTRY

The Client shall provide for right of entry to the project site. Such right of entry shall be for the Engineer and others, and necessary equipment for the Engineer to fulfill the scope of services indicated in this Agreement. While the Engineer will take all reasonable precautions to minimize damage to the property, the Client understands that in the normal course of work some damage may occur, the correction of which is not part of this Agreement.

L. OPINION OF CONSTRUCTION COST

The Engineer shall submit to the Client an opinion of the probable cost required to construct work recommended, designed, or specified by the Engineer. The Engineer is not a construction cost estimator or construction contractor, nor should the Engineer's rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. The Engineer's opinion will be based solely upon his or her own experience with construction. This requires the Engineer to make assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which the Engineer has no control. Given the assumptions which must be made, the Engineer cannot guarantee the accuracy of his or her opinion of cost, and, in recognition of that fact, the Client waives any claim against the Engineer relative to the accuracy of the Engineer's opinion of probable construction cost.

M. OWNERSHIP OF DOCUMENTS

All reports, field data, field notes, test data, calculations, Drawings, specifications, cost opinions, quantity estimates, electronic files, and other documents (Document) prepared by the Engineer are instruments of service and the Engineer retains an ownership and property interest (including the copyright, if applicable, and the right of reuse) in such Documents, whether or not the Project is completed. Upon payment in full to Engineer, Engineer grants Client a license to use the Documents on the project and extensions of the project, subject to the following limitations: 1) Client may make and retain copies of Documents for information, reference and submittal to regulatory agencies; 2) Client acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer; 3) any reuse or modification of the Documents by any party other than Engineer is at Client's sole risk and without any liability whatsoever to Engineer; and 4) Client shall defend, indemnify and hold harmless Engineer from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use of Documents other than completion of the specific Project for which they were prepared.

N. DISPUTES

In the event of a dispute arising under this Agreement and if the dispute cannot be settled through direct discussions, the parties agree to first attempt to settle the dispute by non-binding mediation before recourse to a judicial forum. If the dispute is settled by litigation, the substantially prevailing party shall be awarded its reasonable costs incurred, including staff time at current billing rates, court costs, expert witness fees, attorney's fees upon trial, or appeal, collection or lien fees, late payment charges and interest, and other claim related expenses. Venue for any litigation shall be the Superior Court of the County in which the project is located.

O. TERMINATION

The Client may terminate this Agreement by giving the Engineer Thirty (30) days written notice. The Client or the Engineer may terminate this Agreement for reasons identified elsewhere in the Agreement or for other reasons which may arise.

Either party may terminate this Agreement if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within Five (5) workdays of written notice and diligently complete the correction thereafter. If corrective action is not taken within Five (5) workdays, termination will become effective Fourteen (14) calendar days after receipt of the termination notice.

Irrespective of which party shall affect termination or the cause therefore, or if the Client suspends work on the project for more than three (3) months, the Client shall within Thirty (30) calendar days of termination or suspension remunerate the Engineer for services rendered and costs incurred, in accordance with the Engineer's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination or suspension, as well as those associated with termination or suspension itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination or suspension, as well as those associated with termination or suspension and post-termination or suspension activities.

P. GOVERNING LAW

Unless otherwise provided in an addendum, the laws of the state in which the project takes place will govern the validity of this Agreement, its interpretation and performance, and remedies for contract breach or any other claims related to the Agreement. Venue for any litigation shall be the Superior Court in which the project is located.

Q. SEVERABILITY

The Client and the Engineer have entered into this Agreement of their own free will, to communicate to one another mutual understandings and responsibilities. Any element of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, the Client and the Engineer will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing or achieving the intent of the original provision.

R. INTEGRATION

This Agreement, including attachments incorporated herein by reference, comprises a final and complete repository of understandings between the Client and the Engineer. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Each party has advised the other to read this document thoroughly before accepting it to help assure it accurately conveys meanings and intents. Acceptance of this Agreement as provided for signifies that each party has read the document thoroughly and has had any questions or concerns completely explained by independent counsel and is satisfied. The Client and the Engineer agree that modifications to this Agreement shall not be binding unless made in writing and signed by an authorized representative of each party.

S. SERVICES FOR GEOTECHNICAL SUBCONSULTANT

The following special Conditions of Employment shall also apply to this geotechnical subcontract.

1. Client recognizes that subsurface conditions may vary from those encountered at the location where borings, surveys or explorations are made by the Engineer and that the data, interpretations and recommendations of the Engineer are based solely on the information available to it. The Engineer will be responsible for those data, interpretations and recommendations but shall not be responsible for the interpretation by others of the information developed.
2. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Client agrees that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a re-negotiation of the scope of work or termination of services. Client agrees to compensate for the additional cost of working to protect employees and the public's health and safety. In addition, Client waives any claim against Engineer and Engineer's geotechnical subconsultant, and agrees to defend, indemnify, and save Engineer and Engineer's geotechnical subconsultant harmless from any claim or liability for injury or loss arising from discovery of unanticipated hazardous materials or suspected hazardous materials. Client also agrees to compensate Engineer and Engineer's geotechnical subconsultant for any time spent and expenses incurred by Engineer and Engineer's geotechnical subconsultant in defense of any such claim.
3. Owner recognizes that it is impossible to know the exact composition of a site's subsurface even after employing the most comprehensive exploratory program reasonably possible. As a result, there is a risk that sampling may result in contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer or other hydrous body not previously contaminated and capable of spreading hazardous materials offsite. Because nothing can be done to prevent such an occurrence, and because such sampling is a necessary aspect of the work which will be performed for Client's benefit, Client waives any resulting claim against Engineer and agrees to defend, indemnify, and save Engineer harmless from any claim or liability for injury or loss which may arise because of cross-contamination caused by sampling. Client further agrees to fairly compensate Engineer as outlined herein for any time spent or expenses incurred by Engineer and Engineer's geotechnical subconsultant in defense of any such claim.
4. In the prosecution of the work, Engineer will take reasonable precautions to avoid damage or injury to subterranean structures and utilities. The Client agrees to hold Engineer harmless for any damages to subterranean structures and utilities which are not called to Engineer's attention and correctly shown on the drawings furnished.
5. All samples of soil and rock will be discarded Thirty (30) days after submission of the report or completion of work, unless Client advises otherwise. Further storage or transfer of samples can be made at Client's expense upon written request. All samples of soil, rock, and water obtained from the project that are contaminated by hazardous substances shall remain property of the Client, and the Client shall be responsible for proper transportation and disposal of same with appropriate licensed parties.
6. Any groundwater monitoring piezometers installed in borings as part of the geotechnical scope of work shall be installed and removed by Engineer in accordance with all applicable Washington State Department of Ecology rules and regulations unless the removal of such piezometers is specified to be performed by the construction contractor in the construction contract documents.

T. AGREEMENT DOCUMENTS

Letter Agreement signed by Client and Engineer

Exhibit A – Budget Estimate

Exhibit B – General Conditions

Each individual executing this Agreement on behalf of the Client and the Engineer represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Client or the Engineer.

The exchange of copies of this Agreement and of signature pages by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by a combination of such means, shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of an original Agreement for all purposes. Signatures of the parties transmitted by facsimile or by electronic mail in .pdf form shall be deemed to be their original signatures for all purposes.

U. LIMITATION OF LIABILITY

The Engineer shall not be liable for loss or damage occasioned by delays beyond Engineer's control, or for loss of earnings, loss of use or other incidental or consequential damages suffered by Client or others, however caused. Engineer's liability hereunder, whether in tort or in contract, for any cause of action, inclusive of legal costs, shall be limited to 100 percent of the fee earned by Engineer under this Agreement.

**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: August 14, 2023
SUBJECT: **2023 Second Quarter Financial Report**

DISCUSSION

This document provides a summary review of the City’s financial activities and status for the quarter ending 6/30/2023.

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 proprietary 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 June is 50% (6 of 12 months).**

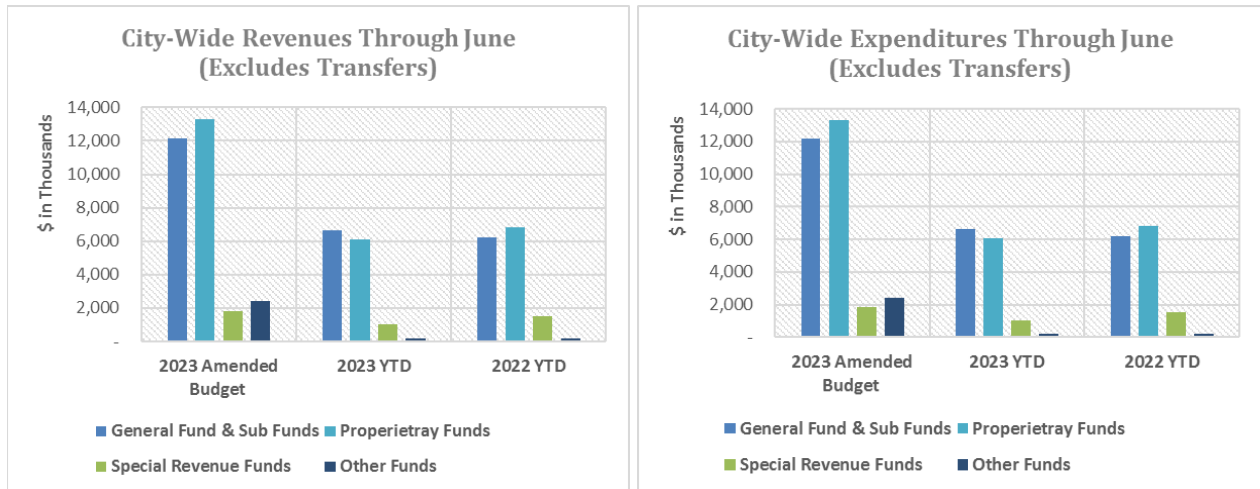
CITY-WIDE OVERVIEW

The below table provides the overview of the city-wide (all funds combined) financial status for the period ending June 30, 2023.

City-Wide, All Funds	2023 Amended Budget	YTD Actual 6/30/2023	2023 YTD % of Budget	Variance YTD vs. Target		2022-2023 Variance	%
				Positive (Negative)	2022 YTD		
Beginning Fund Balance	\$ 32,347,983	\$ 32,347,983	100.0%	\$ -	\$ 26,709,787	\$ 5,638,196	21.1%
Revenues	29,710,652	13,923,803	46.9%	\$ (931,522)	14,735,408	(811,605)	-5.5%
Transfers In	4,339,252	2,442,176	56.3%	272,550	13,376,500	\$ (10,934,324)	-81.7%
Revenues and Transfers in	34,049,904	16,365,979	48.1%	(658,972)	28,111,908	(11,745,929)	-41.8%
Expenditures	34,614,763	12,633,151	36.5%	4,674,232	10,832,935	\$ 1,800,216	16.6%
Transfers Out	4,339,252	2,442,176	56.3%	(272,550)	13,376,500	(10,934,324)	-81.7%
Expenditures and Transfers Out	38,954,015	15,075,327	38.7%	4,401,682	24,209,435	(9,134,108)	-37.7%
Revenues Over (Under) Expenditures	(4,904,111)	1,290,652	-26.3%	3,742,710	3,902,473	(2,611,821)	-66.9%
Ending Fund Balance	\$ 27,443,872	\$ 33,638,635	122.6%	\$ 3,742,710	\$ 30,612,260	\$ 3,026,375	9.9%

Through June, the City has collected 46.9% of the 2023 revenue budget and has expensed 36.5% of the 2023 expenditure budget.

2023 YTD city’s total revenues and expenditures are made up of 48% from the General Fund and Sub Funds, 45% from the proprietary funds, and 8% from all other funds.



2023 YTD revenue (excluding transfers) is 3.1% or \$931,522 below the six-month target. Intergovernmental revenue is one of the key contributing factors for this variance. 2023 budget includes \$1.3 million in federal grants but only 0.5% has been received through June.

2023 YTD revenue (excluding transfers) decreased 5.5% or \$811,605 when compared to 2022 YTD through June. Intergovernmental grant revenue as mentioned above is one of the key contributing factors for this variance. Total tax revenue and miscellaneous revenue increased 6.0% and 205.8%, respectively. But licenses and permits decreased 48.2% from this time last year.

2023 YTD expenditures (excluding transfers) is 13.5% or \$4,674,232 below the six-month target. Significant portion of this variance is contributable to capital and non-expenditure budget. YTD operating expenditures is 44.6% of the 2023 budget, whereas YTD capital expenditure is 18.5% of the 2023 budget.

2023 YTD expenditures (excluding transfers) increased 16.6% or \$1,800,216 when compared to 2022 YTD through June. Total salaries and benefits increased 8.6%, purchased services increased 14.4%, and capital outlays increased 159.7%.

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 proprietary 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 2023 YTD total revenue and transfers is \$6,582,993. This is 4.2% or \$508,200 over the six-month target amount. Total YTD expenditures and transfers out is \$6,838,796. This is 0.2% or \$25,312 below the six-month target amount. YTD expenditures exceeded the total revenues by \$255,776. The fund balance as of June 30, 2023, is \$3,330,235, which is about 27.8% of the 2023 general fund revenue budget.

General Fund Summary	2023		YTD % of Budget	^Variance YTD vs.Target		2022-2023	
	Amended Budget	YTD Actual 6/30/2023		Positive (Negative)	YTD Actual 06/30/2022	Incr. (Decr.)	% Change
Beginning Fund Balance	3,586,011	3,586,011	100.0%	-	2,713,504	872,507	32.2%
Revenues	\$ 11,966,718	\$ 6,522,993	54.5%	\$ 539,633	6,265,377	\$ 257,616	4.1%
Transfers-In	182,867	60,000	32.8%	(31,434)	82,703	(22,703)	-27.5%
Revenues and Transfers in	12,149,585	6,582,993	54.2%	508,199	6,348,080	234,913	3.7%
Expenditures	11,847,927	5,465,924	46.1%	458,044	4,845,344	620,580	12.8%
Transfers-out	1,880,226	1,372,845	73.0%	(432,732)	1,518,872	(146,027)	-9.6%
Expenditures and Transfers Out	13,728,153	6,838,769	49.8%	25,312	6,364,216	474,553	7.5%
Revenues Over (Under) Expenditures	(1,578,568)	(255,776)	16.2%	533,511	(16,136)	(239,640)	1485.1%
Ending Fund Balance	\$ 2,007,443	\$ 3,330,235	165.9%	\$ 533,511	\$ 2,697,368	\$ 632,867	23.5%
Ending Fund Balance % of Revenue	16.8%	27.8%					

General Fund Revenues:

The below table provides summary information on the City's General Fund revenues by major source.

General Fund Revenues	2023		YTD % of Budget	Variance		2022-2023	%
	Amended Budget	YTD Actual 6/30/2023		YTD Target vs. Actual	YTD Actual 06/30/2022		
Tax Revenues:							
Property Tax	\$ 2,182,487	\$ 1,255,493	57.5%	\$ 164,249	\$ 1,247,073	\$ 8,420	0.7%
Sales & Use Tax	6,332,100	3,371,540	53.2%	205,490	3,048,850	322,690	10.6%
Utility Business Tax	1,667,800	920,182	55.2%	86,282	886,268	33,914	3.8%
Other Taxes	56,600	32,476	57.4%	4,176	30,150	2,326	7.7%
Subtotal for Tax Revenues	10,238,987	5,579,691	54.5%	460,197	5,212,341	367,350	7.0%
Licenses & Permits	436,400	170,021	39.0%	(48,179)	328,468	(158,447)	-48.2%
Intergov.	403,631	301,175	74.6%	99,359	251,272	49,903	19.9%
Chg for Goods & Services	481,100	226,081	47.0%	(14,469)	191,031	35,050	18.3%
Fines & Forf.	115,900	53,645	46.3%	(4,305)	47,247	6,398	13.5%
Other	290,700	192,380	66.2%	47,030	235,018	(42,638)	-18.1%
Subtotal for Non-Tax Revenues	1,727,731	943,302	54.6%	79,436	1,053,036	(109,734)	-10.4%
Transfers-in	182,867	60,000	32.8%	(31,434)	82,703	(22,703)	-27.5%
Total Revenues	\$ 12,149,585	\$ 6,582,993	54.2%	\$ 508,199	\$ 6,348,080	\$ 234,913	3.7%
<i>Total excluding transfers in</i>	<i>\$ 11,966,718</i>	<i>\$ 6,522,993</i>	<i>54.5%</i>	<i>\$ 539,633</i>	<i>\$ 6,265,377</i>	<i>\$ 257,616</i>	<i>4.1%</i>

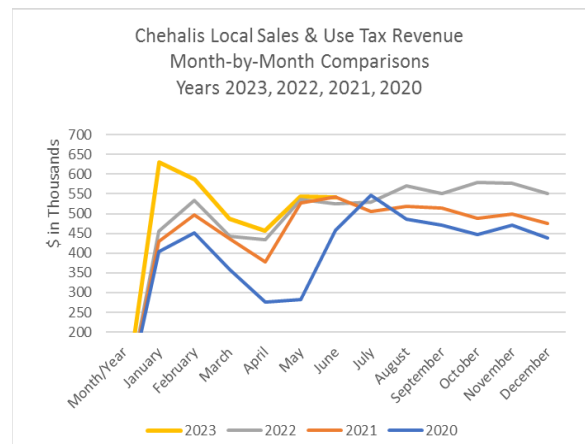
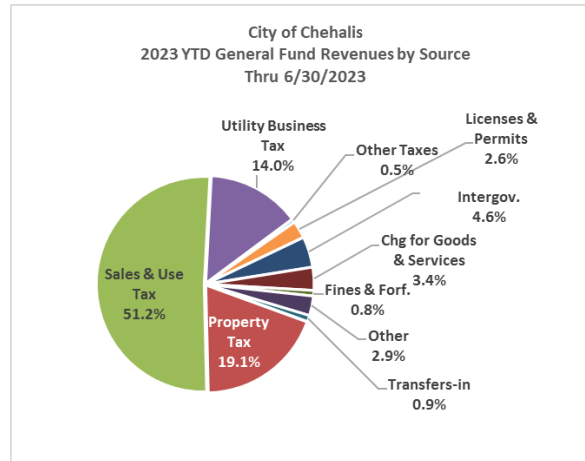
2023 YTD total tax revenue makes up about 84.8% of total General Fund revenues received through June 2023. 2023 YTD total tax revenue increased \$367,350 or 7.0% when compared to 2022 YTD through June.

Property Tax: YTD received is 57.5% of the 2023 budget. This is normal trend for this time of the year. The second half of property tax is due in October and will be received by the City in November. Property tax is the second largest revenue source for the General Fund. YTD property tax revenue makes up 19.1% of the total General Fund revenue.

Sales and Use Tax: YTD received is 53.2% of the 2023 budget. This is 3.2% or \$205,490 over the six-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 51.2% of the total general fund revenues.

2023 YTD sales tax collected increased \$322,690 or 10.6% from this time last year. More than 60% of the growth over last year is from the aggregated consecution sector sales tax, which is not considered an ongoing sustainable revenue. 2023 YTD sales tax from construction sector makes up about 11% of the total local sales tax, whereas the average construction sales tax for the prior 10-years is about 6%.



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

Utility Business Tax: YTD received is 55.2% of the 2023 budget and is \$86,282 over the six-month target amount. Electric and Gas utility taxes collections exceed the six-month target, whereas Water and Telephone utility taxes are slightly below the six-month target amount.

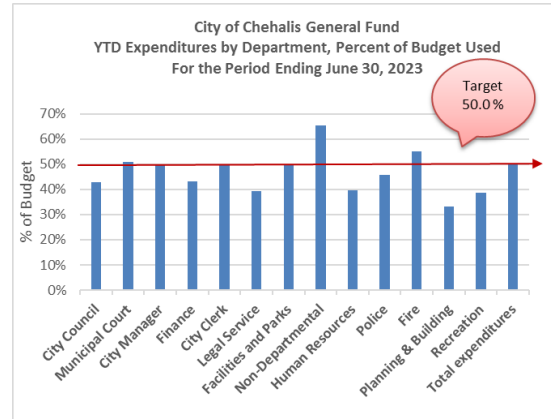
Licenses and Permits: YTD received is 39.0% of the 2023 budget and is \$48,179 or 11.0% below the six-month target amount. This amount includes business licenses fees, franchise fees, building permit fees, and other permit fees. (i.e., animal licenses and gun permits). Building permit fee revenue is the main contributing factor for the YTD revenue being below the six-month target. 2023 YTD building permit fees received is 31.7% of the 2023 budget and is about 18.3% or \$55,700 below the six-month target amount. 2023 YTD licenses and permit fees revenue decreased \$158,447 or 48.2% when compared with 2022 YTD through June.

Intergovernmental Revenue: This category includes intergovernmental grants, state shared revenues, and the Main Street B&O Tax Credit. YTD total received is 74.6% of the 2023 budget and is \$99,359 over the six-month target amount. Intergovernmental grant is the key contributing factor for this positive variance. All grants budgeted in the General Fund were received during the first half of the year.

Charges for goods and services: YTD received is 47.0% 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 42.4% of the 2023 budget. A significant portion of the recreation program fee revenues are typically received during the summer months.

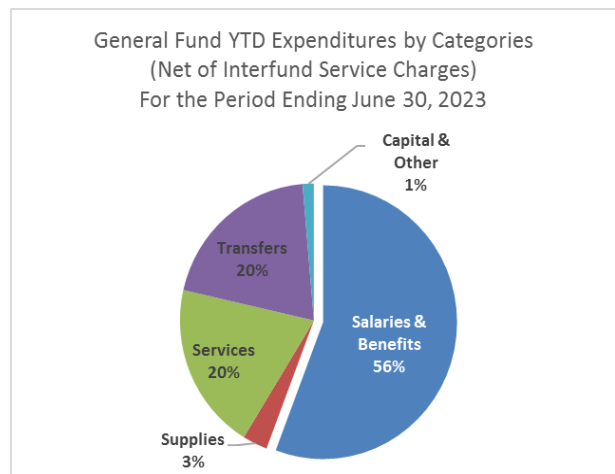
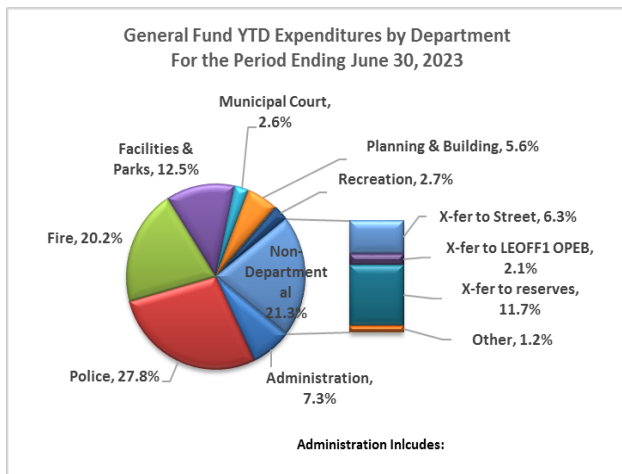
General Fund Expenditures and Transfers-out

2023 YTD expenditures and transfers-out through June is \$6,838,769 or 49.8% of the 2023 budget. YTD expenditures for Non-departmental and Fire departments are over the six-month target, and Planning and Building department is substantially below the six-month target.



- Non-departmental department’s YTD expenditure is 65.4% of the 2023 budget and is 15.4% or \$342,035 over the six-month target amount. This is due to the \$800,000 transfers out to reserve funds budgeted were completed in the first half of the year.
- Fire department’s YTD expenditure is 55.5% of the 2023 budget and is 5.0% or \$124,742 over the six-month target amount. The key contributing factors for the YTD expenditures being over the six-month target amount include cash outs for a retiree and annual insurance and certain budgeted equipment purchases were made in the first half of the year. The retiree’s cash outs is budgeted in the Compensated Absences Reserve Fund and will be moved from Fire Department budget to the Compensated Absences Reserve Fund in July.
- Planning and Building department’s YTD expenditures is 33.0% of the 2023 budget. It’s 2023 budget includes a total of \$543,800 in professional services for inspection, comp plan update, and other local planning. Only \$116,569 or 21.4% of the budget was spent through end of June.

Police and fire makes up 48% of the General Fund’s YTD total expenditures and transfers. Facilities & Parks and Transfer to the Street Fund makes up 12.5% and 6.3% of the total General Fund’s YTD expenditures, respectively. Salaries and benefits makes up about 56% of the General Fund’s YTD total expenditure.

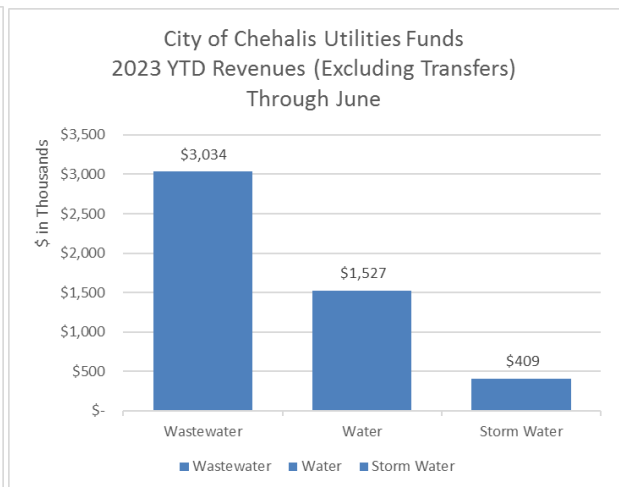
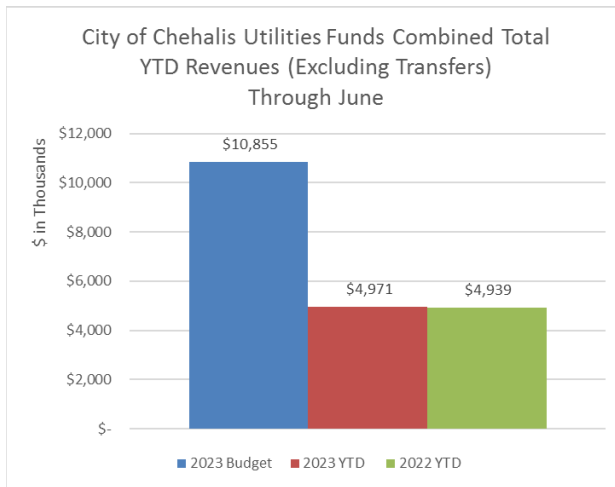


Bottom Line: Overall, the General Fund operated within the budget parameters.

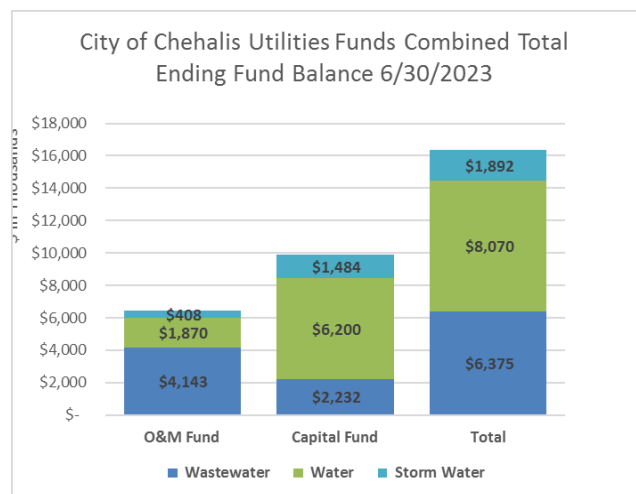
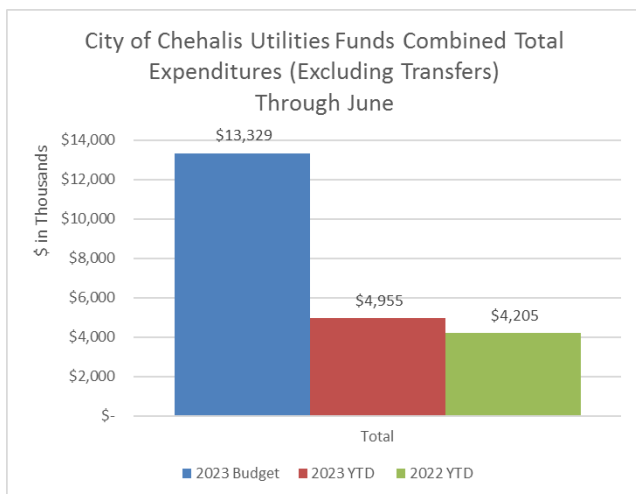
PROPRIETARY FUND OVERVIEW

The combined totals for the city’s wastewater, water, and storm & surface water funds are summarized below:

- 2023 YTD combined total revenues (excluding interfund transfers) is \$4,970,584 which is 45.8% of the 2023 budget. 2023 YTD revenues is made up of 61% Wastewater, 31% Water, and 8% Storm & Surface Water fund. 2023 YTD revenues increased 0.6% or \$31,369 when compared with 2022 YTD.



- Total expenditures (excluding interfund transfers) is \$4,954,774 which is 37.2% of the 2023 budget and is \$456,806 below the six-month target. The key contributing factor for the YTD expenditure being below the six-month target is contributable to capital expenditures. 2023 YTD expenditures increased 17.8% or \$749,330 when compared with 2022 YTD. Operating expenditures increase \$115,821 or 3.7% and capital expenditures increase \$633,193 or 687.4%.
- Combined total fund balance as of 6/30/2023 is \$16,336,719 which consist of 39.3% or \$6,420,608 in the O&M funds and 60.7% or \$9,916,111 in the Capital funds.



Additional information on each utility fund is provided below:

Wastewater Fund (O&M)

2023 YTD revenues received is \$3,009,226. This is \$211,476 or 3.8% over the six-month target amount.

Charges for services is 3.8% over the six-month target amount, while the hookup/connection fee revenue is 34.9% or \$34,950 below the six-month target. YTD investment interest earnings through June is 118.8% of the 2023 budgeted amount.

Total YTD expenditures and transfers out is 49.1% of the 2023 Budget. YTD operating expenditures is 48.6% of the budget and is \$53,991 below the six-month target amount. YTD debt service expenditure is 50.0% of the 2023 Budget.

Total YTD revenues exceed the total expenditures and transfers out by \$29,467. The ending fund balance as of June 31, 2023, is \$4,142,705.

Water Fund (O&M)

2023 YTD revenues received is \$1,440,176 or 43.7% of the 2023 Budget. This is \$205,829 below the six-month target amount. Charges for services is 5.3% or \$158,344 below the six-month target amount, while the hook up/connection fee revenue is 38.6% or \$42,174 below the six-month target amount. Historically, water consumptions go up during the summer and fall months. YTD investment interest earnings through June is 106.6% of the 2023 budgeted amount.

2023 YTD expenditures and transfers out is \$1,661,829 or 42.5% of the 2023 budget. YTD operating expenditure is 6.3% or \$171,625 below the six-month target amount. YTD debt service expenditures is only 0.8% of the 2023 budget. The remaining 2023 debt service payments are due in October.

Total YTD expenditures exceeds the revenues by \$221,653. The ending fund balance as of June 30, 2023, is \$1,870,297.

Storm & Surface Water Fund (O&M)

2023 YTD revenues received is \$377,956, which exceeds the six-month target amount by \$11,821 or 1.6%.

YTD total expenditures and transfers out is \$331,384 or 42.0% of the 2023 budget.

Total revenues exceeded total expenditures and transfers out by \$46,572. The ending fund balance as of June 30, 2023, is \$407,606.

Wastewater Capital Fund (O&M)

2023 TYD total revenues is \$252,433 or 52.3% of the 2023 budget. Revenues includes transfers in from the Wastewater O & M Fund and investment interest earnings. 2023 capital expenditure budget is \$1,190,790 but only \$148,256 or 12.5% has been spent through June. Total ending fund balance as of June 30, 2023, is \$2,231,825.

Water Capital Fund

2023 TYD total revenues is \$521,471 or 25.5% of the 2023 budget. Revenue budget includes transfers in from the Water O & M Fund, investment interest earnings, and \$1.091 million 0.09 Distressed County grant for the Bishop Water Loop project. No grant reimbursement has been received during the first half of 2023. 2023 YTD capital expenditures is \$544,876 or 21.5% of the 2023 Budget. Total ending fund balance as of June 30, 2023, is \$6,199,836.

Storm & Surface Water Capital Fund

2023 YTD total revenues is \$112,872 or 58.7% of the 2023 budget. Revenues include transfers in from the Storm & Surface Water O & M Fund and investment interest earnings. 2023 YTD capital expenditures is \$32,180 or 10.0% of the 2023 Budget. Total ending fund balance as of June 30, 2023, is \$1,484,450.

Airport Fund

2023 YTD operating revenues is \$1,058,745 or 53.5% of the 2023 Budget. YTD fuel sales exceeds the six-month target amount by \$79,546 or 15.2%, while revenues for rents and leases is 1.2% or \$17,637 below the six-month target amount.

2023 YTD operating expenditures is \$623,472 or 38.1% of the 2023 Budget. This is 11.9% or \$194,206 below the six-month target amount. The key contributing factor this variance is from professional services expenditure. 2023 budget includes \$502,000 for Airport Master Plan Study and only about \$19,000 has been expensed through June.

Total YTD revenues exceed total expenditures by \$333,371. Ending fund balance as of June 30, 2023, is \$673,571.

Airport Capital Fund

2023 YTD total revenues is \$84,145 or 68.0% of the 2023 budget. Revenues include transfers in from the Airport O & M Fund and investment interest earnings. 2023 YTD capital expenditures is \$76,866 or 80.9% of the 2023 Budget. Ending fund balance as of June 30, 2023, is \$1,981,404.

TREASURER'S REPORT – CASH AND INVESTMENTS

The City's total cash, deposits, and investments as of June 30, 2023, is \$33,638,635. About 91.5% of the City's cash is invested and earns interest. The remaining 8.5% is deposited in checking accounts to cover on-going cash flow needs.

Only 9.9% or \$3,330,235 of the city's 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 City Funds		
Account Type	Balance 6/30/2023	% of Total
Checking & Revolving Cash Fund	\$ 2,846,528	8.46%
Local Government Investment Pool (LGIP)	24,745,606	73.56%
US Govt Agency Securities (Bonds)	6,046,501	17.98%
Total	\$ 33,638,635	100.00%

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

As of June 30, 2023, the City also holds an additional \$55,981 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 June 30, 2023, totaled \$590,744. The average LGIP net earnings rate for the first half of 2023 was 4.80% which is a significant increase from 0.43% 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 Second Quarter 2023

**For the Period Ending
June 30, 2023
(January through June)**

The City of Chehalis, Washington

City of Chehalis
Revenues, Expenditures, and Fund Balances - Budget to Actual Summary
2023 Second Quarter Financial Statements - All Funds
As of June 30, 2023

Fund Type/Name	Beginning Fund Balance		Revenues & Transfers			Expenditures & Transfers			Changes in Fund Balance		Ending Fund Balance	
	2023 Amended Budget	Actual 1/1/2023	2023 Amended Budget	YTD 6/30/2023 Actual	YTD % of Budget	2023 Amended Budget	YTD 6/30/2023 Actual	YTD % of Budget	2023 Amended Budget	YTD 6/30/2023 Actual	2023 Amended Budget	YTD 6/30/2023 Actual
General Fund & Sub-Funds:												
General Fund	\$ 3,586,011	\$ 3,586,011	\$ 12,149,585	\$ 6,582,993	54.2%	\$ 13,728,153	\$ 6,838,769	49.8%	\$ (1,578,568)	\$ (255,776)	2,007,443	\$ 3,330,235
General Fund Sub-funds:												
Street Fund	472,118	472,118	1,202,134	528,251	43.9%	1,454,135	441,828	30.4%	(252,001)	86,423	220,117	558,541
Building Abatement Fund	52,399	52,399	50	1,133	2266.0%	-	-	0.0%	50	1,133	52,449	53,532
Compensated Absences Fund	212,092	212,092	4,000	4,333	108.3%	86,800	16,978	19.6%	(82,800)	(12,645)	129,292	199,447
LEOFF 1 OPEB Reserve Fund	150,554	150,554	238,098	146,309	61.4%	157,000	64,140	40.9%	81,098	82,169	231,652	232,723
Total General Fund and Sub-Funds	4,473,174	4,473,174	13,593,867	7,263,019	2364.1%	15,426,088	7,361,715	80.2%	(1,832,221)	(98,696)	2,640,953	4,374,478
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	3,634,765	3,634,765	1,490,820	835,542	56.0%	906,410	610,203	67.3%	584,410	225,339	4,219,175	3,860,104
Tourism Fund	214,610	214,610	293,400	149,435	50.9%	332,394	145,856	43.9%	(38,994)	3,579	175,616	218,189
Community Block Grant Fund	25,798	25,798	400	558	139.5%	26,000	-	0.0%	(25,600)	558	198	26,356
HUD Block Grant Fund	89,769	89,769	1,700	1,941	114.2%	91,000	-	0.0%	(89,300)	1,941	469	91,710
Federal Advance Grant Fund	1,920,670	1,920,670	38,000	40,827	107.4%	1,945,707	5,000	0.3%	(1,907,707)	35,827	12,963	1,956,497
Total Special Revenue Funds	5,891,639	5,891,639	1,824,320	1,028,303	56.4%	3,307,538	767,086	23.2%	(1,483,218)	261,217	4,408,421	6,152,856
Debt Service Funds:												
2011 G.O. Bond Fund	63	63	301,529	108,492	36.0%	301,529	108,492	36.0%	-	-	63	63
Total Debt Service Fund	63	63	301,529	108,492	36.0%	301,529	108,492	36.0%	-	-	63	63
Capital Project Funds:												
Public Facilities Reserve Fund	601,928	601,928	698,725	363,019	52.0%	612,703	117,596	19.2%	86,022	245,423	687,950	847,351
Automotive/Equip. Reserve Fund	742,969	742,969	464,600	466,855	100.5%	431,100	65,317	15.2%	33,500	401,538	776,469	1,144,507
Park Improvement Fund	131,718	131,718	1,402,363	138,410	9.9%	1,312,980	31,540	2.4%	89,383	106,870	221,101	238,588
First Quarter REET Fund	333,846	333,846	361,000	54,779	15.2%	350,760	65,599	18.7%	10,240	(10,820)	344,086	323,026
Second Quarter REET Fund	471,420	471,420	494,800	58,533	11.8%	494,675	52,188	10.5%	125	6,345	471,545	477,765
Total Capital Project Funds	2,281,881	2,281,881	3,421,488	1,081,596	31.6%	3,202,218	332,240	10.4%	219,270	749,356	2,501,151	3,031,237
Proprietary Funds:												
Garbage Fund	8,270	8,270	6,240	4,715	75.6%	6,240	1,883	30.2%	-	2,832	8,270	11,102
Wastewater Fund	4,113,238	4,113,238	5,595,500	3,009,226	53.8%	6,067,522	2,979,759	49.1%	(472,022)	29,467	3,641,216	4,142,705
Water Fund	2,091,950	2,091,950	3,292,010	1,440,176	43.7%	3,914,085	1,661,829	42.5%	(622,075)	(221,653)	1,469,875	1,870,297
Storm & Surface Water Fund	361,034	361,034	732,270	377,956	51.6%	789,722	331,384	42.0%	(57,452)	46,572	303,582	407,606
Airport Fund	340,200	340,200	2,403,280	1,058,745	44.1%	1,792,408	725,374	40.5%	610,872	333,371	951,072	673,571
Wastewater Capital Fund	2,127,688	2,127,688	482,500	252,433	52.3%	1,190,790	148,296	12.5%	(708,290)	104,137	1,419,398	2,231,825
Water Capital Fund	6,223,241	6,223,241	2,047,300	521,471	25.5%	2,532,845	544,876	21.5%	(485,545)	(23,405)	5,737,696	6,199,836
Storm & Surface Water Capital Fund	1,403,758	1,403,758	192,300	112,872	58.7%	321,030	32,180	10.0%	(128,730)	80,692	1,275,028	1,484,450
Airport Capital Fund	1,974,125	1,974,125	123,800	84,145	68.0%	95,000	76,866	80.9%	28,800	7,279	2,002,925	1,981,404
Total Proprietary Funds	18,643,504	18,643,504	14,875,200	6,861,739	46.1%	16,709,642	6,502,447	3	(1,834,442)	359,292	16,809,062	19,002,796
Fiduciary Funds: (Exclude Custodial Funds)												
Firemen's Pension Fund	1,057,722	1,057,722	33,500	22,830	68.1%	7,000	3,347	47.8%	26,500	19,483	1,084,222	1,077,205
Total Fiduciary Funds	1,057,722	1,057,722	33,500	22,830	68.1%	7,000	3,347	47.8%	26,500	19,483	1,084,222	1,077,205
TOTAL ALL CITY FUNDS	\$ 32,347,983	\$ 32,347,983	\$ 34,049,904	\$ 16,365,979	48.1%	\$ 38,954,015	\$ 15,075,327	38.7%	\$ (4,904,111)	\$ 1,290,652	\$ 27,443,872	\$ 33,638,635

Note: May contain rounding differences of +/-1

City of Chehalis
Revenues, Expenditures, and Fund Balance - City-wide, All Funds Combined
For the Year Ending June 30, 2023 and 2022

City-wide All Funds	YTD Target		50%		Variance 2023			% Change
	2023 Amended	YTD Actual	YTD % of	YTD vs. Target	YTD Actual	Incr. (Decr.)		
	Budget	6/30/2023	Budget	Positive (Negative)	6/30/2022	2022-2023		
Beginning Cash and Investments	\$ 32,347,983	\$ 32,347,983	100.0%	-	\$ 26,709,787	\$ 5,638,196	21.1%	
Revenues								
<u>Taxes (310):</u>								
Property Taxes	2,182,487	1,255,493	57.5%	164,250	1,247,073	8,420	0.7%	
Retail Sales and Use Tax	6,332,100	3,371,540	53.2%	205,490	3,048,850	322,690	10.6%	
Public Transportation Sales Tax	1,434,900	763,267	53.2%	45,817	688,414	74,853	10.9%	
Hotel/Motel Tax	290,000	145,361	50.1%	361	128,845	16,516	12.8%	
Utility Tax	1,667,800	920,183	55.2%	86,283	886,268	33,915	3.8%	
Leasehold Tax	56,600	32,476	57.4%	4,176	30,150	2,326	7.7%	
REET	269,600	95,885	35.6%	(38,915)	183,379	(87,494)	-47.7%	
Total Taxes (310)	12,233,487	6,584,205	53.8%	467,462	6,212,979	371,226	6.0%	
<u>Licenses and Permits (320):</u>								
Business Licenses & Permits	116,600	60,319	51.7%	2,019	62,312	(1,993)	-3.2%	
Non-Business Licenses & Permits	324,800	109,702	33.8%	(52,698)	266,156	(156,454)	-58.8%	
Total Licenses and Permits (320)	441,400	170,021	38.5%	(50,679)	328,468	(158,447)	-48.2%	
<u>Intergovernmental Revenues (330):</u>								
Federal Grant	1,315,200	6,207	0.5%	(651,393)	790,426	(784,219)	-99.2%	
State Grant	177,480	163,273	92.0%	74,533	610,473	(447,200)	-73.3%	
State Shared Revenues	439,885	247,548	56.3%	27,606	269,487	(21,939)	-8.1%	
Local Grants	1,091,000	-	0.0%	(545,500)	-	-	0.0%	
Total Intergovernmental (330)	3,023,565	417,028	13.8%	(1,094,754)	1,670,386	(1,253,358)	-75.0%	
<u>Charges for Goods & Services (340):</u>								
General Government	15,800	5,434	34.4%	(2,466)	6,000	(566)	-9.4%	
Public Safety	68,100	49,416	72.6%	15,366	25,832	23,584	91.3%	
Utilities	9,304,190	4,618,000	49.6%	(34,095)	4,786,607	(168,607)	-3.5%	
Transportation/Airport	1,967,630	1,044,224	53.1%	60,409	993,248	50,976	5.1%	
Economic Environment	191,500	83,955	43.8%	(11,795)	96,233	(12,278)	-12.8%	
Culture & Recreation	206,700	87,276	42.2%	(16,074)	62,866	24,410	38.8%	
Total Charges for Goods & Services (340)	11,753,920	5,888,305	50.1%	11,345	5,970,786	(82,481)	-1.4%	
<u>Fines & Penalties (350):</u>								
Civil & Criminal Fines & Penalties	115,800	53,645	46.3%	(4,255)	47,157	6,488	13.8%	
Other Fines - Late Fees	78,370	51,811	66.1%	12,626	50,230	1,581	3.1%	
Total Fines & Penalties (350)	194,170	105,456	54.3%	8,371	97,387	8,069	8.3%	
<u>Miscellaneous Revenues (360):</u>								
Interest Earnings	549,690	603,709	109.8%	328,864	61,584	542,125	880.3%	
Rents and Leases	159,000	91,822	57.7%	12,322	85,700	6,122	7.1%	
Contributions/Donations	10,000	-	0.0%	(5,000)	39,824	(39,824)	-100.0%	
Other Miscellaneous	60,800	10,529	17.3%	(19,871)	43,756	(33,227)	-75.9%	
Total Miscellaneous Revenues (360)	779,490	706,060	90.6%	316,315	230,864	475,196	205.8%	
<u>Non-Revenues (380):</u>								
Interfund Loan Payment	1,140,000	-	0.0%	(570,000)	36,000	(36,000)	-100.0%	
Refundable Deposits	143,620	37,772	26.3%	(34,038)	9,972	27,800	278.8%	
Total Non-Revenues (380)	1,283,620	37,772	2.9%	(604,038)	45,972	(8,200)	-17.8%	
<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	14,956	1495.6%	14,456	84,956	(70,000)	-82.4%	
Transfers-In	4,339,252	2,442,176	56.3%	272,550	13,376,500	(10,934,324)	-81.7%	
Total Other Financing Source (390)	4,340,252	2,457,132	56.6%	287,006	13,555,066	(11,097,934)	-81.9%	
Total Revenues	34,049,904	16,365,979	48.1%	(658,972)	28,111,908	(11,745,929)	-41.8%	
Expenditures								
General Government (510)	3,172,662	1,473,013	46.4%	113,318	1,301,303	171,710	13.2%	
Public Safety (520)	7,037,063	3,393,629	48.2%	124,903	2,938,924	454,705	15.5%	
Utilities (530)	7,105,042	3,262,241	45.9%	290,280	3,166,084	96,157	3.0%	
Transportation & Airport (540)	2,846,317	1,033,297	36.3%	389,862	928,570	104,727	11.3%	
Natural/Economic Environment (550)	1,038,401	296,410	28.5%	222,791	343,417	(47,007)	-13.7%	
Social Services (560)	9,640	2,486	25.8%	2,334	10,217	(7,731)	-75.7%	
Cultural & Recreation (570)	813,210	355,695	43.7%	50,910	332,332	23,363	7.0%	
Non-Expenditures (580)	1,217,346	40,807	3.4%	567,866	44,773	(3,966)	-8.9%	
Debt Service (591-593)	2,537,870	1,142,870	45.0%	126,065	1,138,540	4,330	0.4%	
Capital Expenditures (594-595)	8,837,212	1,632,703	18.5%	2,785,903	628,775	1,003,928	159.7%	
Transfers-Out (597)	4,339,252	2,442,176	56.3%	(272,550)	13,376,500	(10,934,324)	-81.7%	
Total Expenditures	38,954,015	15,075,327	38.7%	4,401,682	24,209,435	(9,134,108)	-37.7%	
Increase (Decrease) in Cash & Investments	(4,904,111)	1,290,652	-26.3%	3,742,710	3,902,473	(2,611,821)	-66.9%	
Ending Cash and Investments	\$ 27,443,872	\$ 33,638,635	122.6%	3,742,710	\$ 30,612,260	\$ 3,026,375	9.9%	

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

YTD Target % * 50.0%

General Fund (001)	2023		YTD % of Budget	^Variance YTD vs. Target		YTD Actual 06/30/2022	Incr. (Decr.) 2022-2023
	Amended Budget	YTD Actual 6/30/2023		Positive (Negative)	YTD Actual		
Beginning Fund Balance	\$ 3,586,011	\$ 3,586,011	100.0%	\$ -	\$ 2,713,504	\$ 872,507	
Revenues:							
Taxes:							
Property Taxes	\$ 2,182,487	\$ 1,255,493	57.5%	\$ 164,249	\$ 1,247,073	\$ 8,420	
Sales and Use Taxes	6,332,100	3,371,540	53.2%	205,490	3,048,850	322,690	
Utility Taxes	1,667,800	920,182	55.2%	86,282	886,268	33,914	
Other Taxes							
Total Taxes	10,182,387	5,547,215	54.5%	456,021	5,182,191	365,024	
Non-Tax Revenues:							
Business Licenses and Permits	\$ 116,600	\$ 60,319	51.7%	2,019	\$ 62,312	(1,993)	
Non-Business Licenses and Permits	319,800	109,702	34.3%	(50,198)	266,156	(156,454)	
Intergovernmental Grants	\$ 115,760	\$ 122,433	105.8%	64,553	\$ 53,125	69,308	
State Shared Revenues	287,871	178,742	62.1%	34,806	198,147	(19,405)	
Charges for Goods & Services	481,100	226,081	47.0%	(14,469)	191,031	35,050	
Fines and Forfeitures	115,900	53,645	46.3%	(4,305)	47,247	6,398	
Interest Earnings	81,700	83,883	102.7%	43,033	9,483	74,400	
Rents & Leases	155,400	86,202	55.5%	8,502	81,580	4,622	
Misc. Other	53,600	22,295	41.6%	(4,505)	143,955	(121,660)	
Total Non-Tax Revenues	1,727,731	943,302	54.6%	79,436	1,053,036	(109,734)	
Transfers-in	182,867	60,000	32.8%	(31,434)	82,703	(22,703)	
Total Revenues	\$ 12,092,985	\$ 6,550,517	54.2%	\$ 504,023	\$ 6,317,930	\$ 232,587	
Expenditures							
City Council	\$ 103,670	\$ 44,237	42.7%	\$ 7,598	\$ 37,546	\$ 6,691	
Municipal Court	353,099	179,711	50.9%	(3,161)	166,422	13,289	
City Manager	227,029	113,592	50.0%	(77)	106,411	7,181	
Finance	387,762	166,929	43.0%	26,952	143,669	23,260	
City Clerk	117,145	58,586	50.0%	(13)	30,258	28,328	
Legal Service	104,700	41,222	39.4%	11,128	34,904	6,318	
Facilities and Parks	1,716,855	851,984	49.6%	6,444	741,531	110,453	
Non-Departmental	2,223,189	1,453,630	65.4%	(342,035)	1,619,268	(165,638)	
Human Resources	184,481	73,329	39.7%	18,912	64,418	8,911	
Police	4,146,869	1,900,816	45.8%	172,619	1,576,750	324,066	
Fire	2,519,057	1,384,271	55.0%	(124,742)	1,243,805	140,466	
Planning & Building	1,159,914	383,277	33.0%	196,680	432,878	(49,601)	
Recreation	484,383	187,185	38.6%	55,007	166,356	20,829	
Total Expenditures	13,728,153	\$ 6,838,769	49.8%	25,312	6,364,216	474,553	
Revenues Over (Under) Expenditures	\$ (1,635,168)	\$ (288,252)	17.6%	529,335	\$ (46,286)	\$ (241,966)	
Ending Fund Balance	\$ 1,950,843	\$ 3,297,759	169.0%	\$ 529,335	\$ 2,667,218	\$ 630,541	

Foot Note:

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

^ Variance from YTD actual vs. Target . Positive if YTD actual revenue>target amount and YTD actual expenditure<target amount.

City of Chehalis
Expenditures by Category - Budget to Actual
Period Ending Through June 2023 and 2022
General Fund

YTD Target % * 50.00%

GENERAL FUND (#001)	<u>2023</u>		<u>YTD % of</u> <u>Budget</u>	<u>^Variance</u> <u>YTD</u> <u>vs.Target</u>	<u>YTD Actual</u> <u>06/30/2022</u>	<u>Incr. (Decr.)</u> <u>2022-2023</u>
	<u>Amended</u> <u>Budget</u>	<u>YTD Actual</u> <u>6/30/2023</u>		<u>Positive</u> <u>(Negative)</u>		
Expenditures by Category:						
Salaries	\$ 5,905,957	\$ 2,811,737	47.6%	\$ 141,242	\$ 2,428,346	\$ 383,391
Benefits	2,415,120	1,200,194	49.7%	7,366	1,090,338	109,856
Subtotal for Payroll	8,321,077	4,011,931	48.2%	148,608	3,518,684	493,247
Supplies	564,885	211,386	37.4%	71,060	188,173	23,213
Services	3,196,038	1,413,543	44.2%	184,476	1,320,114	93,429
Capital Outlay	279,367	67,850	24.3%	71,834	26,554	41,296
Debt Service	17,710	9,445	53.3%	(590)	63,656	(54,211)
Non-expense (582.589.*.00)	9,000	15,261	169.6%	(10,761)	2,659	12,602
Transfers-out	1,880,226	1,372,845	73.0%	(432,732)	1,518,872	(146,027)
Interfund Charges	(540,150)	(263,492)	48.8%	(6,583)	(274,496)	11,004
Total Expenditures	13,728,153	\$ 6,838,769	49.8%	25,312	6,364,216	474,553

Foot Note:

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

^ Variance from YTD actual vs.Target . Positive if YTD actual revenue>target amount and YTD actual expenditure<target amount.

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

YTD Target % * YTD Target % * 50.0%

Wastewater Fund (404)	<u>2023</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD % of</u>	<u>^Variance</u>	<u>YTD</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
	<u>Amended</u> <u>Budget</u>	<u>6/30/2023</u>	<u>Balance</u> <u>6/30/2023</u>	<u>Budget</u>	<u>vs.Target</u> <u>Positive</u> <u>(Negative)</u>	<u>06/30/2022</u>	<u>2022-2023</u>	
Beginning Fund Balance	\$ 4,113,238	\$ 4,113,238		100.0%	\$ -	\$ 5,468,851	\$(1,355,613)	
Revenues:								
Intergovernmental Revenues	\$ -	\$ 3,104	\$ (3,104)	0.0%	\$ 3,104	\$ -	\$ 3,104	
Charges for Goods & Services:								
Charges for Services	5,117,900	2,753,966	2,363,934	53.8%	195,016	2,776,933	(22,967)	
Hookup/Connection Fee	100,200	15,150	85,050	15.1%	(34,950)	66,569	(51,419)	
Capacity Charge (Cost Share)	277,400	138,689	138,711	50.0%	(11)	175,000	(36,311)	
Total Charges for Goods & Services	5,495,500	2,907,805	2,587,695	52.9%	160,055	3,018,502	(110,697)	
Late Payment Fees	42,200	30,206	11,994	71.6%	9,106	28,604	1,602	
Miscellaneous:								
Interest Earnings	53,500	63,569	(10,069)	118.8%	36,819	11,620	51,949	
Miscellaneous other	4,300	4,542	(242)	105.6%	2,392	4,635	(93)	
Total Miscellaneous Revenues	57,800	68,111	(10,311)	117.8%	39,211	16,255	51,856	
Total Operating Revenues	5,595,500	3,009,226	2,586,274	53.8%	211,476	3,063,361	(54,135)	
Other Fund Sources:								
Debt Issue Proceeds	-	-	-	0.0%	-	-	-	
Other Proceeds	-	-	-	0.0%	-	-	-	
Total Other Fund Source	-	-	-	0.0%	-	-	-	
Total Revenues & Fund Sources	\$ 5,595,500	\$ 3,009,226	\$ 2,586,274	53.8%	\$ 211,476	\$ 3,063,361	\$ (54,135)	
Expenditures:								
Operating Expenditures:								
Wages	\$ 1,130,276	\$ 535,926	\$ 594,350	47.4%	\$ 29,212	\$ 487,686	\$ 48,240	
Benefits	555,260	262,566	292,694	47.3%	15,064	236,126	26,440	
Supplies	510,917	221,962	288,955	43.4%	33,497	236,432	(14,470)	
Services	1,533,678	790,621	743,057	51.6%	(23,782)	745,807	44,814	
Total Operating Expenditures:	3,730,131	1,811,075	1,919,056	48.6%	53,991	1,706,051	105,024	
Other Expenditures:								
Capital Outlays	-	-	-	0.0%	-	-	-	
Debt Service & Long-Term Lease	1,882,891	941,434	941,457	50.0%	12	941,262	172	
Total Other Expenditures	1,882,891	941,434	941,457	50.0%	12	941,262	172	
Other Funding Use								
Interfund Transfers Out to Capital	454,500	227,250	227,250	50.0%	-	2,000,000	(1,772,750)	
Total Other Funding Use	454,500	227,250	227,250	50.0%	-	2,000,000	(1,772,750)	
Total Expenditures	\$ 6,067,522	\$ 2,979,759	\$ 3,087,763	49.1%	\$ 54,003	\$ 4,647,313	\$(1,667,554)	
Revenues Over (Under) Expenditures	\$ (472,022)	\$ 29,467	\$ (501,489)	-6.2%	\$ 265,479	\$(1,583,952)	\$ 1,613,419	
Ending Fund Balance	\$ 3,641,216	\$ 4,142,705		113.8%	\$ 265,479	\$ 3,884,899	\$ 257,806	

Foot Note:

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

^ Variance from YTD actual vs. Target . Positive if YTD actual revenue > target amount and YTD actual expenditure < target amount.

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

YTD Target % * 50.0%

Water Fund (405)	<u>2023</u>		<u>YTD % of</u>	<u>^Variance</u>		<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
	<u>Amended</u>	<u>YTD Actual</u>		<u>vs.Target</u>	<u>YTD</u>		
	<u>Budget</u>	<u>6/30/2023</u>	<u>Budget</u>	<u>Positive</u>	<u>(Negative)</u>	<u>06/30/2022</u>	<u>2022-2023</u>
Beginning Fund Balance	\$ 2,091,950	\$ 2,091,950	100.0%	\$ -	\$ -	\$ 7,866,126	\$(5,774,176)
<u>Revenues:</u>							
Intergovernmental Revenues	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -
Charges for Goods & Services:							
Charges for Services	\$ 2,975,190	\$ 1,329,251	44.7%	\$ (158,344)	\$ 1,298,516	\$ 30,735	\$ -
Hookup/Connection Fee	109,200	12,426	11.4%	(42,174)	91,372	(78,946)	-
Total Charges for Goods & Services	3,084,390	1,341,677	43.5%	(200,518)	1,389,888	(48,211)	-
Late Payment Fees	30,000	16,280	54.3%	1,280	17,395	(1,115)	-
Miscellaneous Revenues:							
Interest Earnings	40,000	42,646	106.6%	22,646	10,011	32,635	-
Miscellaneous other	2,000	-	0.0%	(1,000)	25,000	(25,000)	-
Total Miscellaneous Revenues	42,000	42,646	101.5%	21,646	35,011	7,635	-
Total Operating Revenues	3,156,390	1,400,603	44.4%	(177,592)	1,442,294	(41,691)	(41,691)
<u>Other Funding Source</u>							
Customer Deposits	134,620	25,546	19.0%	(41,764)	8,884	16,662	-
Interfund Loan Repayment	-	-	0.0%	-	36,000	(36,000)	-
Debt Issue Proceeds	-	-	0.0%	-	-	-	-
Other Proceeds	1,000	14,027	1402.7%	13,527	-	14,027	-
Total Other Fund Source	135,620	39,573	29.2%	(28,237)	44,884	(5,311)	(5,311)
Total Revenues & Fund Sources	\$ 3,292,010	\$ 1,440,176	43.7%	\$ (205,829)	\$ 1,487,178	\$ (47,002)	(47,002)
<u>Operating Expenditures</u>							
Wages	\$ 942,903	\$ 405,487	43.0%	65,965	\$ 467,830	(62,343)	-
Benefits	459,609	202,288	44.0%	27,517	220,839	(18,551)	-
Supplies	429,849	134,521	31.3%	80,404	131,408	3,113	-
Services	911,308	457,915	50.2%	(2,261)	401,697	56,218	-
Total Operating Expenditures	2,743,669	1,200,211	43.7%	171,625	1,221,774	(21,563)	(21,563)
<u>Other Expenditures</u>							
Debt Service & Long-Term Lease	233,770	1,922	0.8%	114,963	1,310	612	-
Total Other Expenditures	233,770	1,922	0.8%	114,963	1,310	612	612
<u>Other Funding Use</u>							
Refunds of Customer Deposits	68,346	25,546	37.4%	8,627	6,113	19,433	-
Interfund Transfers Out to Capital	868,300	434,150	50.0%	-	6,400,000	(5,965,850)	-
Total Other Funding Use	936,646	459,696	49.1%	8,627	6,406,113	(5,946,417)	(5,946,417)
Total Expenditures	\$ 3,914,085	\$ 1,661,829	42.5%	\$ 295,215	\$ 7,629,197	\$ (5,967,368)	(5,967,368)
Revenues Over (Under) Expenditures	\$ (622,075)	\$ (221,653)	35.6%	\$ (501,044)	\$ (6,142,019)	\$ 5,920,366	5,920,366
Ending Fund Balance	\$ 1,469,875	\$ 1,870,297	127.2%	\$ (501,044)	\$ 1,724,107	\$ 146,190	146,190

Foot Note:

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

^ Variance from YTD actual vs. Target . Positive if YTD actual revenue>target amount and YTD actual expenditure<target amount.

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

YTD Target % * 50.0%

Storm Water Fund (406)	2023		YTD % of Budget	Variance YTD vs. Target		YTD Actual 06/30/2022	Incr. (Decr.) 2022-2023
	Amended Budget	YTD Actual 6/30/2023		Positive (Negative)	YTD Actual		
Beginning Fund Balance	\$ 361,034	\$ 361,034	100.0%	\$ -	\$ -	\$ 1,516,682	\$(1,155,648)
Revenues:							
Intergovernmental Revenue	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -
Charges for Goods & Services:							
Charges for Services	\$704,100	\$363,533	51.6%	\$11,483	\$370,604	\$370,604	-\$7,071
Hookup/Connection Fee	14,100	489	3.5%	(6,561)	2,836	2,836	(2,347)
Total Charges for Goods & Services	\$718,200	364,022	50.7%	4,922	373,440	373,440	(9,418)
Late Payment Fees	6,070	5,325	87.7%	2,290	4,115	4,115	1,210
Miscellaneous Revenues:							
Interest Earnings	8,000	8,609	107.6%	4,609	669	669	7,940
Miscellaneous other	-	-	0.0%	-	-	-	-
Total Miscellaneous Revenues	8,000	8,609	107.6%	4,609	669	669	7,940
Total Operating Revenues	732,270	377,956	51.6%	11,821	378,224	378,224	(268)
Other Fund Sources:							
Debt Issue Proceeds	-	-	0.0%	-	-	-	-
Other Proceeds	-	-	0.0%	-	-	-	-
Total Other Fund Sources	-	-	0.0%	-	-	-	-
Total Revenues & Fund Sources	\$ 732,270	\$ 377,956	51.6%	\$ 11,821	\$ 378,224	\$ 378,224	\$ (268)
Expenditures:							
Operating Expenditures:							
Wages	\$ 273,396	\$ 111,477	40.8%	\$ 25,221	\$ 117,861	\$ 117,861	\$ (6,384)
Benefits	144,368	58,581	40.6%	13,603	62,600	62,600	(4,019)
Supplies	85,952	11,841	13.8%	31,135	13,085	13,085	(1,244)
Services	121,286	67,133	55.4%	(6,490)	42,599	42,599	24,534
Total Operating Expenditures	625,002	249,032	39.8%	63,469	236,145	236,145	12,887
Other Expenditures:							
Debt Service & Long-Term Lease	420	202	48.1%	8	670	670	(468)
Total Other Expenditures	420	202	48.1%	8	670	670	(468)
Other Funding Use							
Interfund Transfers Out to Capital	164,300	82,150	50.0%	-	1,295,000	1,295,000	(1,212,850)
Total Other Funding Use	164,300	82,150	50.0%	-	1,295,000	1,295,000	(1,212,850)
Total Expenditures	\$ 789,722	\$ 331,384	42.0%	\$ 63,477	\$ 1,531,815	\$ 1,531,815	\$(1,200,431)
Revenues Over (Under) Expenditures	\$ (57,452)	\$ 46,572	-81.1%	\$ (51,656)	\$(1,153,591)	\$(1,153,591)	\$ 1,200,163
Ending Fund Balance	\$ 303,582	\$ 407,606	134.3%	\$ (51,656)	\$ 363,091	\$ 363,091	\$ 44,515

Foot Note:

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

YTD Target % * 50.0%

Wastewater Capital Fund (414)	2023		YTD % of Budget	^Variance YTD vs.Target		YTD Actual 06/30/2022	Incr. (Decr.) 2022-2023
	Amended Budget	YTD Actual 6/30/2023		Positive (Negative)			
Beginning Fund Balance	\$ 2,127,688	\$ 2,127,688	100.0%	\$ -	\$ -	\$ -	\$ 2,127,688
Revenues:							
Intergovernmental Revenues	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue:							
Interest Earnings	28,000	25,183	89.9%	11,183	1,320		23,863
Miscellaneous other	-	-	0.0%	-	-		-
Total Miscellaneous Revneues	28,000	25,183	89.9%	11,183	1,320		23,863
Total Operating Revenues	28,000	25,183	89.9%	11,183	1,320		23,863
Other Fund Sources:							
Debt Issue Proceeds	-	-	0.0%	-	-		-
Interfund Transfers in from Operating	454,500	227,250	50.0%	-	2,000,000		(1,772,750)
Total Other Fund Source	454,500	227,250	50.0%	-	2,000,000		(1,772,750)
Total Revenues & Fund Sources	\$ 482,500	\$ 252,433	52.3%	\$ 11,183	\$ 2,001,320		\$(1,748,887)
Expenditures:							
Operating Expenditures:							
Services	\$ -	\$ 40	0.0%	\$ (40)	\$ -		\$ 40
Total Operating Expenditures:	-	40	0.0%	(40)	-		40
Other Expenditures:							
Capital Outlays	1,190,790	148,256	12.5%	447,139	16,593		131,663
Total Other Expenditures	1,190,790	148,256	12.5%	447,139	16,593		131,663
Total Expenditures	\$ 1,190,790	\$ 148,296	12.5%	\$ 447,099	\$ 16,593		\$ 131,703
Revenues Over (Under) Expenditures	\$ (708,290)	\$ 104,137	-14.7%	\$ 458,282	\$ 1,984,727		\$(1,880,590)
Ending Fund Balance	\$ 1,419,398	\$ 2,231,825	157.2%	\$ 458,282	\$ 1,984,727		\$ 247,098

Foot Note:

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^ Variance from YTD actual vs.Target . Positive if YTD actual revenue>target amount and YTD actual expenditure<target amount.

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

YTD Target % * 50.0%

Water Capital Fund (415)	2023		YTD % of Budget	Variance YTD vs. Target		YTD Actual 06/30/2022	Incr. (Decr.) 2022-2023
	Amended Budget	YTD Actual 6/30/2023		Positive (Negative)			
Beginning Fund Balance	\$ 6,223,241	\$ 6,223,241	100.0%	\$ -	\$ -	\$ -	\$ 6,223,241
Revenues:							
Intergovernmental Revenues	\$ 1,091,000	\$ -	0.0%	\$ (545,500)	\$ -	\$ -	\$ -
Miscellaneous Revenues:							
Interest Earnings	88,000	87,321	99.2%	43,321	6,991	80,330	
Miscellaneous other	-	-	0.0%	-	-	-	-
Total Miscellaneous Revenues	88,000	87,321	99.2%	43,321	6,991	80,330	
Total Operating Revenues	1,179,000	87,321	7.4%	(502,179)	6,991	80,330	
Other Funding Source							
Debt Issue Proceeds	-	-	0.0%	-	-	-	-
Inerfund Transfers in from Operating	868,300	434,150	50.0%	-	6,400,000	(5,965,850)	
Total Other Fund Source	868,300	434,150	50.0%	-	6,400,000	(5,965,850)	
Total Revenues & Fund Sources	\$ 2,047,300	\$ 521,471	25.5%	\$ (502,179)	\$ 6,406,991	\$ (5,885,520)	
Expenditures							
Other Expenditures							
Capital Outlays	2,532,845	544,876	21.5%	721,547	66,121	478,755	
Total Other Expenditures	2,532,845	544,876	21.5%	721,547	66,121	478,755	
Total Expenditures	\$ 2,532,845	\$ 544,876	21.5%	\$ 721,547	\$ 66,121	\$ 478,755	
Revenues Over (Under) Expenditures	\$ (485,545)	\$ (23,405)	4.8%	\$(1,223,726)	\$ 6,340,870	\$(6,364,275)	
Ending Fund Balance	\$ 5,737,696	\$ 6,199,836	108.1%	\$(1,223,726)	\$ 6,340,870	\$ (141,034)	

Foot Note:

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

^ Variance from YTD actual vs. Target . Positive if YTD actual revenue>target amount and YTD actual expenditure<target amount.

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

YTD Target % * 50.0%

Storm Water Capital Fund (416)	<u>2023</u>		<u>YTD % of</u> <u>Budget</u>	<u>^Variance</u> <u>YTD</u> <u>vs. Target</u>		<u>YTD Actual</u> <u>06/30/2022</u>	<u>Incr. (Decr.)</u> <u>2022-2023</u>
	<u>Amended</u> <u>Budget</u>	<u>YTD Actual</u> <u>6/30/2023</u>		<u>Positive</u> <u>(Negative)</u>	<u>YTD Actual</u> <u>06/30/2022</u>		
Beginning Fund Balance	\$ 1,403,758	\$ 1,403,758	100.0%	\$ -	\$ -	\$ -	\$ 1,403,758
Revenues:							
Intergovernmental Revenue	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -
Operating Revenues:							
Interest Earnings	28,000	30,722	109.7%	16,722	2,141	2,141	28,581
Miscellaneous other	-	-	0.0%	-	-	-	-
Total Miscellaneous Revenues	28,000	30,722	109.7%	16,722	2,141	2,141	28,581
Total Operating Revenues	28,000	30,722	109.7%	16,722	2,141	2,141	28,581
Other Fund Sources:							
Debt Issue Proceeds	-	-	0.0%	-	-	-	-
Interfund Transfers in from Operating	164,300	82,150	50.0%	-	1,295,000	1,295,000	(1,212,850)
Total Other Fund Sources	164,300	82,150	50.0%	-	1,295,000	1,295,000	(1,212,850)
Total Revenues & Fund Sources	\$ 192,300	\$ 112,872	58.7%	\$ 16,722	\$ 1,297,141	\$ 1,297,141	\$ (1,184,269)
Expenditures:							
Other Expenditures							
Capital Outlays	\$ 321,030	\$ 32,180	10.0%	\$ 128,335	\$ 9,405	\$ 9,405	\$ 22,775
Total Other Expenditures	321,030	32,180	10.0%	128,335	9,405	9,405	22,775
Total Expenditures	321,030	32,180	10.0%	128,335	9,405	9,405	22,775
Revenues Over (Under) Expenditures	\$ (128,730)	\$ 80,692	-62.7%	\$ (111,613)	\$ 1,287,736	\$ 1,287,736	\$ (1,207,044)
Ending Fund Balance	\$ 1,275,028	\$ 1,484,450	116.4%	\$ (111,613)	\$ 1,287,736	\$ 1,287,736	\$ 196,714

Foot Note:

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^ Variance from YTD actual vs. Target . Positive if YTD actual revenue > target amount and YTD actual expenditure < target amount.

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

YTD Target % * 50.0%

Airport Fund (407)	2023		YTD % of Budget	^Variance YTD vs.Target		YTD Actual 06/30/2022	Incr. (Decr.) 2022-2023
	Amended Budget	YTD Actual 6/30/2023		Positive (Negative)			
Beginning Fund Balance	\$ 340,200	\$ 340,200	100.0%	\$ -	\$ 1,543,750	\$ (1,203,550)	
Revenues:							
Intergovernmental Grants	425,250	-	0.0%	(212,625)	790,426	(790,426)	
Charges for Goods & Services:							
Fuel sales	\$ 525,000	\$ 342,046	65.2%	\$ 79,546	\$ 298,485	\$ 43,561	
Rents & Leases	1,442,630	703,678	48.8%	(17,637)	694,303	9,375	
Miscellaneous other	1,000	929	92.9%	429	360	569	
Total Charged for Goods & Services	1,968,630	1,046,653	53.2%	62,338	993,148	53,505	
Miscellaneous Revenues:							
Interest Earnings	9,400	12,092	128.6%	7,392	1,705	10,387	
Total Miscellaneous Revenues	9,400	12,092	128.6%	7,392	1,705	10,387	
Total Operating Revenues	2,403,280	1,058,745	44.1%	(142,895)	1,785,279	(726,534)	
Other Fund Sources:							
Refundable Deposits	-	-	0.0%	-	-	-	
Proceeds from Sale of Capital Assets	-	-	0.0%	-	-	-	
Debt Proceeds (Bonds/Loans)	-	-	0.0%	-	-	-	
Total Other Fund Sources	-	-	0.0%	-	-	-	
Total Revenues & Fund Sources	\$ 2,403,280	\$ 1,058,745	44.1%	\$ (142,895)	\$ 1,785,279	\$ (726,534)	
Expenditures:							
Wages	\$ 337,103	\$ 148,861	44.2%	\$ 19,691	\$ 144,800	\$ 4,061	
Benefits	159,805	76,487	47.9%	3,416	74,626	1,861	
Supplies	455,094	231,077	50.8%	(3,530)	280,357	(49,280)	
Services	683,351	167,047	24.4%	174,629	108,685	58,362	
Total Operating Expenditures	1,635,353	623,472	38.1%	194,206	608,468	15,004	
Other Expenditures:							
Debt Service	73,255	60,002	81.9%	(23,374)	13,735	46,267	
Interfund Loan Payment	-	-	0.0%	-	36,000	(36,000)	
Total Other Expenditures	73,255	60,002	81.9%	(23,374)	49,735	10,267	
Other Funding Use							
Interfund Transfers out to Capital	83,800	41,900	50.0%	-	1,534,000	(1,492,100)	
Total Other Funding Use	83,800	41,900	50.0%	-	1,534,000	(1,492,100)	
Total Expenditures	\$ 1,792,408	\$ 725,374	40.5%	\$ 170,832	\$ 2,192,203	\$ (1,466,829)	
Revenues Over (Under) Expenditures	\$ 610,872	\$ 333,371	54.6%	\$ (313,727)	\$ (406,924)	\$ 740,295	
Ending Fund Balance	\$ 951,072	\$ 673,571	70.8%	\$ (313,727)	\$ 1,136,826	\$ (463,255)	

Foot Note:

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

YTD Target % * 50.00%

<u>Airport Capital Fund (417)</u>	<u>2023</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>^Variance</u>	<u>YTD</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
	<u>Amended</u>	<u>6/30/2023</u>	<u>Budget</u>	<u>vs.Target</u>	<u>Positive</u>	<u>06/30/2022</u>	<u>2022-2023</u>
	<u>Budget</u>	<u>6/30/2023</u>	<u>Budget</u>	<u>(Negative)</u>	<u>(Negative)</u>	<u>06/30/2022</u>	<u>2022-2023</u>
Beginning Fund Balance	\$ 1,974,125	\$ 1,974,125	100.0%	\$ -	\$ -	\$ -	\$ 1,974,125
Revenues:							
Operating Revenues:							
Intergovernmental - Capital Grants	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -
Interest Earnings	40,000	42,245	105.6%	22,245	2,516	2,516	39,729
Total Operating Revenues	40,000	42,245	105.6%	22,245	2,516	2,516	39,729
Other Fund Sources:							
Debt Proceeds (Bonds/Loans)	-	-	0.0%	-	93,610	93,610	(93,610)
Interfund Transfers in from Operating	83,800	41,900	50.0%	-	1,534,000	1,534,000	(1,492,100)
Total Other Fund Sources	83,800	41,900	50.0%	-	1,627,610	1,627,610	(1,585,710)
Total Revenues & Fund Sources	\$ 123,800	\$ 84,145	68.0%	\$ 22,245	\$ 1,630,126	\$ 1,630,126	\$ (1,545,981)
Expenditures:							
Interest Earnings							
Capital Outlays	95,000	76,866	80.9%	(29,366)	120,823	120,823	(43,957)
Total Other Expenditures	95,000	76,866	80.9%	(29,366)	120,823	120,823	(43,957)
Total Expenditures	\$ 95,000	\$ 76,866	80.9%	\$ (29,366)	\$ 120,823	\$ 120,823	\$ (43,957)
Revenues Over (Under) Expenditures	\$ 28,800	\$ 7,279	25.3%	\$ 51,611	\$ 1,509,303	\$ 1,509,303	\$ (1,502,024)
Ending Fund Balance	\$ 2,002,925	\$ 1,981,404	98.9%	\$ 51,611	\$ 1,509,303	\$ 1,509,303	\$ 472,101

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