

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr., District 3
Mayor

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

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

Regular Meeting of Monday, September 25, 2023

5:00 p.m.

To access this meeting via Zoom:

Meeting ID: 834 4212 6653

Pass Code: 674890

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

PRESENTATIONS/PROCLAMATIONS

4. **Employee Introductions**
5. **Chehalis-Centralia Airport Master Plan Update** (Airport Director)

CONSENT CALENDAR

ADMINISTRATION RECOMMENDATION	PAGE
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- | | | |
|---|---------|---|
| 6. Minutes of the Regular Meeting September 11, 2023 (City Clerk) | APPROVE | 1 |
| 7. Vouchers and Transfers- Accounts Payable in the Amount of \$663,869.95 (Finance Director) | APPROVE | 5 |
| 8. Addition of the Community Development Director to the Salary Schedule (HR/Risk Manager) | APPROVE | 7 |
| 9. Resolution No. 18-2023, Surplus Property-Police (City Clerk) | APPROVE | 9 |

PUBLIC HEARINGS

ADMINISTRATION RECOMMENDATION	PAGE
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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 per person.

UNFINISHED BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
10. Second Reading of Ordinance No. 1074-B, Second Amendment to the 2023 Budget (Finance Director)	APPROVE	15
11. Second Reading of Resolution No. 17-2023, Authorizing the Purchase Property to Dedicate as Right-Of-Way to Achieve Code Compliant Right-Of-Way Width (City Manager and City Attorney)	APPROVE	35

NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
12. Lodging Tax Advisory Committee Recommendations for 2024 (Councilor Lord and Administrative Assistant)	APPROVE	51
13. Appointment of City Councilors to the Sewer Operating Board (Wastewater Superintendent)	APPROVE	65
14. Procurement of a Tracked Remote-Control Mower for the Chehalis-Centralia Airport (Airport Director)	APPROVE	73

ADMINISTRATION AND CITY COUNCIL REPORTS	ADMINISTRATION RECOMMENDATION	PAGE
<p>Administration Reports</p> <ul style="list-style-type: none"> • City Manager Update <ul style="list-style-type: none"> ○ Follow-up to the Discussion of Frontage Improvements in the City’s South Urban Growth Area (UGA) <p>Councilor Reports/Committee Updates (City Council)</p>	INFORMATION ONLY	

EXECUTIVE SESSION
<p>Pursuant to RCW:</p> <ul style="list-style-type: none"> • 42.30.110(1)(c)-Sale/Lease of Real Estate

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

NEXT REGULAR CITY COUNCIL MEETINGS

MONDAY, OCTOBER 9, 2023- 5:00 P.M.

MONDAY, OCTOBER 23, 2023 -5:00 P.M.

Chehalis City Council
Regular Meeting Minutes
September 11, 2023
5:00 p.m.

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

Council Absent: None

Staff Present: Jill Anderson, City Manager; Kevin Nelson, City Attorney; Kassi Mackie, City Clerk; Lance Bunker, Public Works Director; Riley Bunnell, Water Superintendent; Justin Phelps, Wastewater Superintendent (virtual); Lilly Wall, Parks and Recreation Director; Celest Wilder, Engineering Tech; Chun Saul, Financial Director; Adam Fulbright, Fire Chief; Matt McNight, Deputy Police Chief; Brandon Rakes, Airport Director; Susan Stayner, Administrative Assistant to the City Manager; Sally Saxton, Financial Analyst;

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 McDougall led the flag salute.

3. **Approval of Agenda**

The agenda was amended to move item #13 to New Business and to add “Water Infrastructure Update” to presentations.

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

PRESENTATIONS

4. **Proclamation: Patriot Day and Moment of Silence in Remembrance of Victims of September 11, 2001**

Mayor Ketchum presented the Proclamation for Patriot Day to Fire Chief Fulbright and Deputy Police Chief McNight. A moment of silence was observed.

5. **Employee Introductions**

Water Superintendent Riley Bunnell introduced Dave Holcomb and Kyle Knapp.

6. **Lewis County Young Professionals Presentation** (Nicole Miller and Fionna Velazquez)

Nicole Miller and Fionna Velazquez presented.

7. **Water Infrastructure Update**

Public Works Director Lance Bunker and Water Superintendent Riley Bunnell updated the Council on the water infrastructure concerns and recommended that Council authorize the continuation of permit processing for development in the South UGA.

CONSENT CALENDAR

8. **Minutes of the Special City Council Meeting of August 28, 2023** (City Clerk)

9. **Vouchers and Transfers- Accounts Payable in the Amount of \$771,636.98** (Finance Director)

10. **Vouchers and Transfers- Payroll in the Amount of \$951.792.35** (Finance Director)

11. **Grant Writing Service Engagement** (City Manager)

12. **Resolution No. 15-2023, Authorizing Application and Administration for State Grant Funding in Support of Park Maintenance** (Parks and Recreation 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

Wellar Davis (Trey) provided public comment on a new development requiring frontage improvements.

Spencer Boudreau provided public comment on frontage improvements.

Allyn Roe provided public comment regarding the South UGA infrastructure concerns.

Jane Beck of the Community Mediation Center of Lewis County provided comment regarding the Mediation Center.

UNFINISHED BUSINESS

13. **Second Reading of Ordinance No. 1072-B, Creating a New Chapter 2.30, Ambulance Transport** (Fire Chief)

A motion was made by Councilor Spahr, seconded by Councilor Lord to adopt Ordinance No. 1072-B Establishing Chapter 2.30 of the Chehalis Municipal Code relating to Ambulance Transport on second and final reading and authorize the City Manager to execute the related documents including an agreement with System Designs West, LLC. The motion carried unanimously.

14. **Second Reading of Ordinance No. 1073-B, Granting Extension to the Comcast Franchise Agreement** (City Attorney and City Clerk)

A motion was made by Councilor Spahr, seconded by Councilor Lord to adopt Ordinance No. 1073-B on second and final reading. The motion carried unanimously.

NEW BUSINESS

15. **Purchase of Wastewater Turbocompressor Blower** (Wastewater Superintendent)

A motion was made by Councilor Spahr, seconded by Councilor Lord to approve the procurement of the HST 20-4500 from the City of Pasco and authorize the City Manager to approve payment to the City of Pasco in the amount of \$85,000. The motion carried unanimously.

16. **Resolution No. 17-2023, Authorizing the Purchase of Property to Dedicate as Right-Of-Way to Achieve Code Compliant Right-Of-Way Width** (City Manager and City Attorney)

A motion was made by Councilor Spahr, seconded by Councilor Carns to approve Resolution No. 17-2023, authorizing the boundary line agreement and purchase of property from HJP Investments, LLC, which is a portion of parcel no. 021612011001 for the purpose of future right-of-way dedication to create municipal code compliant roadway width and allow the City Manager to sign the required documents and expend the required funds to achieve this purpose. The motion carried with Councilor Lord opposing.

17. **Bid Award-Bishop Road Water Main Loop Project** (Public Works Director)
Public Works Director Lance Bunker presented.

A motion was made by Councilor Lund, seconded by Councilor McDougall to award the Bishop Loop Project to Iversen and Sons, Inc, in the amount of \$630,171.48 to include the contingency budget and estimated taxes and authorize the City Manager to execute all project related documents. The motion carried unanimously.

18. **First Reading of Ordinance No. 1074-B, Second Amendment to the 2023 Budget** (Finance Director)
Finance Director Chun Saul presented.

A motion was made by Councilor Lund, seconded by Councilor McDougall to pass Ordinance No. 1074-B on first reading. The motion carried unanimously.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson notified the Council of the upcoming open house at the Airport for the purpose of receiving public input on the Master Plan Update as well as the upcoming recycling and household hazardous waste disposal events through Lewis County.

Councilor Reports/Committee Updates

Mayor Ketchum reported attendance at the United Way luncheon, Experience Chehalis, Growth Management Committee, Twin Transit meetings, City luncheon ad Chamber of Commerce contest fundraiser.

EXECUTIVE SESSION

There was no executive session scheduled.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:58 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: September 25, 2023

SUBJECT: 2023 Vouchers and Transfers – Accounts Payable in the Amount of \$663,869.95.

ISSUE

City Council approval is requested for 2023 Vouchers and Transfers dated September 15, 2023.

DISCUSSION

The September 15, 2023 Claim Vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers including Electronic Funds Transfer Checks No. 3111 - 3141, 121 and Voucher Checks No. 137364 - 137467 in the amount of \$664,074.95 dated September 15, 2023, and Voided Checks No. 137319 for the net total of \$663,869.95 as follows:

- \$ 174,896.13 from the General Fund
- \$ 16,578.13 from the Street Fund
- \$ 12,116.64 from the Transportation Benefit District Fund
- \$ 1,635.75 from the LEOFF 1 OPEB Reserve Fund
- \$ 387.54 from the Garbage Fund
- \$ 77,240.28 from the Wastewater Fund
- \$ 270,988.61 from the Water Fund
- \$ 4,098.96 from the Storm & Surface Water Utility Fund
- \$ 47,355.33 from the Airport Fund
- \$ 25,690.33 from the Wastewater Capital Fund
- \$ 12,696.64 from the Water Capital Fund
- \$ 1,102.61 from the Stormwater Capital Fund

- \$ 7,033.87 from the Custodial Court Fund
- \$ 12,254.13 from the Custodial Other Agency Fund
- \$ 664,074.95 Total Vouchers for September 15, 2023
- \$<205.00> Voided Checks for September 13, 2023
- \$ 663,869.95 Net Total Transfers

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3111 - 3141, 121 and Voucher Checks No. 137364 - 137467 in the amount of \$664,074.95 dated September 15, 2023, and Voided Checks No. 137319 for the net total of \$663,869.95.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3111 - 3141, 121 and Voucher Checks No. 137364 - 137467 in the amount of \$664,074.95 dated September 15, 2023, and Voided Checks No. 137319 for the net total of \$663,869.95.

**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: September 25, 2023

SUBJECT: Addition of the Community Development Director to the 2023 Salary Schedule

BACKGROUND

Prior to 2018, there was a Community Development Director with responsibilities that were adjusted based on organizational needs. In 2018, a Planning and Building Manager was hired and worked under the direction of the Public Works Director. In October of 2019, the City hired a Planning and Building Manager to lead the Community Development Department as a direct report to the City Manager. Therefore, the Community Development Director position was removed from the Salary Schedule. The Planning and Building Manager position is now vacant due to the resignation of Tammy Baraconi in July of this year. This has prompted a review of the Department's needs and responsibilities, particularly as the City is now responsible for addressing increasing volumes of development proposals, with a variety of complexity that is associated with development in the City's Urban Growth Area.

DISCUSSION

In 2020, the City experienced a significant increase in development activity, which has continued through this year. The Pandemic that began in March of 2020 propelled interest in the purchase of property for housing, particularly multi-family units, as the housing shortage became a nationwide issue. Lewis County has also benefited from the availability of industrial and commercial land along the I-5 corridor, which has led to significant interest in developing in the City of Chehalis UGA to the South. The City was not staffed to meet this increase in demand and continues to work to add staff, both permanent and contract, to meet the ongoing need for services to the development community.

The City has been formally recruiting a new Building and Planning Manager since early August. There has been only one applicant for the position, who does not have the professional experience needed to assume the role in Chehalis. The lack of interest in the position is likely due to the high demand for planners in WA and surrounding States due to the amount of development occurring in the Western U.S., so the City is competing with the private sector and public sector. Another factor is that the level of responsibility of planning professionals in a high-growth area is significant and the current salary is not sufficient to attract qualified applicants in this highly active development environment.

With the increase in development and permits in the city since 2019, the workload of the Planning and Building Department has essentially tripled. This included advancement of projects that were underway before the Pandemic, including commercial and government projects, as well as the new projects that were submitted in advance of the implementation of new energy codes in early 2020. With the recent resignation of the Planning and Building Manager, the City has the opportunity to reimagine the staffing levels and structure of the department to better serve the development community. In order to do this, the City is contracting with three different firms to help with current planning and long-term planning

projects, and hired a temporary planner that with City Council approval will become a permanent position in 2024. The next step is to adjust the salary schedule to include the Community Development Director Position so that the City can recruit for the position. The plan is to leave the Planning and Building Manager position on the schedule to provide flexibility moving forward; however, the Planning and Building Manager position would remain unfilled and the proposed 2024 Budget would only include the Community Development Director position.

FISCAL IMPACT

The Community Development Director position would be paid at level 9N on the Salary Schedule, which is approximately 12% higher than the Planning and Building Manager at Range 7N. At the top of the pay range, (step E) this represents an approximate \$12,000 annual increase in the base wage.

BUDGET COMMITTEE REVIEW

The City Council Budget Committee reviewed the proposal to add the Community Development Director Position to the Salary Schedule and supports the change in classification.

RECOMMENDATION

It is recommended that the City Council approve the addition of the Community Development Director position on the 2023 Salary Schedule.

SUGGESTED MOTION

Move to approve the addition of the Community Development Director position on the 2023 Salary Schedule.

**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: September 25, 2023

SUBJECT: Resolution No. 18-2023, Declaring Surplus Property

ISSUE

The Chehalis Police Department is requesting Council consideration to declare surplus property for items listed below. 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 sixteen Smith & Wesson M & P duty pistols that are in need to repair and outdated. The Department has researched the cost benefit to repair the pistols and has found that it to be more costly to repair than to replace these units. The Police Department is requesting Council confirmation of these items as surplus so they can be traded in as a credit for updated models.

The Police Department also has a Transource tablet used for training that is no longer functional and would also cost more to repair than replace. The Department is requesting Council confirmation of this item as surplus so it can be disposed of in accordance with RCW 35A.11.010.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 18-2023 and authorize the disposal of city surplus property in the manner requested.

SUGGESTED MOTION

I move that the City Council approve Resolution No. 18-2023 authorizing the disposition of surplus property.

RESOLUTION NO. 18-2023

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, DOES 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.

Police	Identifying Information
<ul style="list-style-type: none">Sixteen Police Department S&W M&P Duty Pistols	<ul style="list-style-type: none">DTY4276, DTL6656, HUY1782, DTN7064, DTN7754, DTY9838, DUP8204, DUP5715, DUP6052, DUP6054, DUP5710, DTN8168, DTK8890, DTS0246, DTS0270, DTN7792
<ul style="list-style-type: none">Transource Tablet	<ul style="list-style-type: none">City Tag-60236

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 25th day of September, 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:

Sixteen police department S&W M&P duty pistols.

Identifying Information:

City Tag #	
Serial #	DTY4276, DTL6656, HUY1782, DTN7064, DTN7754, DTY9838, DUP8204, DUP5715, DUP6052, DUP6054, DUP5710, DTN8168, DTK8890, DTS0246, DTS0270, DTN7792
Model #	S&W M&P
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 are department issued pistols for all officers. They are in need of repair and outdated. They will be used as trade-in for a newer model.

How will the property be disposed of?

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

3/12/2018

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:

Transource tablet

Identifying Information:

City Tag #	60236
Serial #	41294358
Model #	
VIN #	
Other	

Date Purchased (if known)

Purchase Price (if known)

03/15/2018	\$
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What was the property used for and why is it being disposed of? (Stress condition of property)

This tablet was used in the police department for training. It no longer functions and will cost more to repair than to replace.
--

How will the property be disposed of?

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Sell | <input type="checkbox"/> Donate |
| <input type="checkbox"/> Trade-in | <input checked="" 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

MEETING DATE: September 25, 2023

SUBJECT: Ordinance No. 1074-B, Second and Final Reading – Amending the 2023 Budget #2

ISSUE

Ordinance No. 1074-B amending the 2023 Budget, is hereby submitted to reflect the changes in estimates and actual activities of the City since the adoption of the 2023 Budget. This is the second budget amendment to the 2023 Budget. The first reading of this Ordinance was conducted on September 11, 2023. There have been no changes since the first reading.

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

DISCUSSION

2023 Budget Summary for the proposed amendment, including beginning fund balances, revenues, transfers-in, expenditures, transfers-out, and estimated ending fund balances and a detailed list of proposed budget amendment items are attached to the proposed Ordinance No. 1074-B as Exhibit “A” and Exhibit “A-1”.

City-Wide, All Funds Combined

The proposed budget amendment increases the total revenues by \$820,690, increases the transfers in and transfers out by \$15,610, increases the appropriations by \$1,641,010, resulting in a net decrease in fund balance by \$820,320.

The proposed amendment for revenue projections for city-wide is summarized as follows:

Revenues Adjustments & Purposes	Fund	Revenues Increase (Decrease)	Transfer In Increase (Decrease)
Receipt of FEMA grant - 2022 January Disaster (not budgeted)	City-wide	\$ 140,880	
Investment interest - reflect more to actual	City-wide	433,300	
Decrease in real estate excise tax (REET) projection - reflect more to actual	305/306	(42,000)	
Ambulance transport service cost recovery projection - new program	001	5,200	
Intergov't fire investigation reimbursement agreement - reflect more to actual	001	14,000	
Parks & recreation program fees & facility rentals - reflect more to actual	001	35,400	
Utility tax revenue - gas utility tax reflect more to actual	001	30,000	
State shared revenue & state grant received (not budgeted)	001	36,830	
Other receipts (court bail & airport lease escrow) - reflect more to actual	001/407	46,000	
Airport fuel sales revenue projection - per YTD activity	407	121,080	
Transfer of ARPA funds for a vactor truck cost over the budget	003	-	15,610
Total Increase (Decrease) in Revenue Projections		\$ 820,690	\$ 15,610

The proposed increases in appropriations for city-wide includes \$929,700 of the 2022 capital project budget carryover and \$711,310 in new appropriations. The key items are summarized as follows:

Additional Appropriations Requested & Purposes	Fund	Appropriations Increase (Decrease)	Transfer Out Increase (Decrease)
Increase for indigent defense attorney contract update (council approved)	001	\$ 25,600	
Increase for legal & other services for public records request	001	14,000	
Increase for fire dept clothing budget - 2022 ordered turnout gears paid in 2023	001	28,500	
Increase for municipal court judge contract & pro tem (council approved)	001	17,140	
Increase for equipment repairs & maintenance for fire department	001	33,000	
2022 budget carry over - Main St Ph2 (A&E) & Chehalis Ave Construction	103	929,700	
Increase for transfer to the street fund for street share of a vactor truck cost	199		15,610
Increase for excise tax and utility tax - to reflect more to actual	404	42,000	
Utility rate study consultant fee (not in budget, council approved)	404/405/406	61,470	
Market Blvd watermain project evaluation consultant fee (not budgeted)	405	33,520	
Increase for a vactor truck cost over the original budget (council approved)	003/405/406	46,830	
Payroll budget for a new capital project manager Sept -Dec (council approved)	Fac/Str/Utility	31,500	
Airport fuel purchases for resale - update projection	407	120,000	
Purchase of a new RC Mower for the Airport (not budgeted)	417	78,900	
Retainage paid for Above Ground Fuel Tank project in 2023 (not in budget)	417	37,000	
Increase public utility services budget - to reflect more to actual	city-wide	76,700	
Various other adjustments to reflect more to actual	city-wide	65,150	
Total New Additional Appropriations		\$ 1,641,010	\$ 15,610

The below table summarizes the proposed amendments by funds:

Fund	Revenues & Transfers In Increase (Decrease)	Appropriations & Transfers Out Increase (Decrease)	Net Increase (Decrease) in Fund Balance	Estimated Ending Fund Balance 12/31/2023
General Fund (001)	214,680	181,140	33,540	2,040,983
Street Fund (003)	36,510	27,310	9,200	229,317
Building Abatement Fund (103)	-	-	-	52,449
Transportation Benefit District Fund (103)	55,000	934,900	(879,900)	3,339,275
Tourism Fund (107)	3,000	-	3,000	178,616
Compensated Absences Reserve Fund (110)	3,500	-	3,500	132,792
LEOFF 1 OPEB Reserve Fund (115)	4,000	-	4,000	235,652
Community Block Grant Fund (195)	-	-	-	198
HUD Grant Fund (197)	-	-	-	469
Federal Advance Grant Control Fund (199)	34,000	15,610	18,390	31,353
General Obligation Bond Fund (200)	-	-	-	63
Public Facilities Reserve Fund (301)	85,210	-	85,210	773,160
Automotive/Equipment Reserve Fund (302)	15,000	-	15,000	791,469
Parks Improvement Fund (303)	3,500	-	3,500	224,601
1Q REET Fund (305)	(16,500)	-	(16,500)	327,586
2Q REET Fund (306)	(10,000)	-	(10,000)	461,545
Garbage Fund (402)	-	-	-	8,270
Wastewater Fund (404)	84,000	125,990	(41,990)	3,599,226
Water Fund (405)	37,000	91,060	(54,060)	1,415,815
Storm & Surface Water Fund (406)	6,000	20,290	(14,290)	289,292
Airport Fund (407)	176,400	113,200	63,200	1,014,272
Wastewater Fund (414)	10,000	-	10,000	1,429,398
Water Fund (415)	50,000	15,610	34,390	5,772,086
Storm & Surface Water Fund (416)	20,000	15,610	4,390	1,279,418
Airport Fund (417)	25,000	115,900	(90,900)	1,912,025
Firemen's Pension Fund (611)	-	-	-	1,084,222
Total Proposed Amendment #2	836,300	1,656,620	(820,320)	26,623,552

Additional information on the proposed budget amendments for specific funds are explained in more detail in the fund overview section below.

General Fund

The proposed budget amendment increases the General Fund's revenues by \$214,680 and increases appropriations by \$181,140, resulting in a net increase in fund balance by \$33,540.

Total revenue projection increases of \$214,680 includes the following:

- \$30,000 increase in gas utility tax revenue to reflect more to actual.
- \$54,650 increase in intergovernmental grants received (FEMA \$40,000 & Ecology \$14,650)
- \$16,030 increase in state shared revenues to reflect more to actual.
- \$14,000 increase in fire investigation service reimbursements to reflect more to actual.
- \$5,200 projection for the new ambulance transport cost recovery program (2 months).
- \$25,200 increase in parks and recreation program revenues to reflect more to actual.
- \$54,800 increase in investment interest to reflect more to actual.
- \$8,800 increase in facility leases/rents to reflect more to actual.
- \$6,000 increase in refundable deposit receipts to reflect more to actual.

Total proposed appropriation increases of \$181,140 includes the following:

- \$21,800 increase in payroll budget for the general fund share of the new Capital Project Manager position budget (estimate for September through December) and some other existing positions to reflect more to actual.
- \$28,500 increase in fire department uniform/clothing budget due to some of the turnout gears ordered in 2022 were received and paid in 2023.
- \$58,440 increase in professional services budget to reflect the updated municipal court judge and indigent defense attorney contracts and public records related legal services to reflect more to actual.
- \$76,700 increase in public utility services to reflect more to actual.
- \$26,900 net increase in repairs & maintenance and small tools budget for fire department equipment.
- \$42,200 decrease from adjusting projections for interfund service cost allocations to proprietary funds.
- \$11,000 increase in other non-expenditure (refunds for court bail deposits)

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

General Fund	2023 Amended Budget #1	2023 Proposed Amended Budget #2	Proposed Increase (Decrease) Amendment #2	Change %
Beginning Fund Balance	\$ 3,586,011	\$ 3,586,011	\$ -	0.0%
Revenues	\$ 11,966,718	\$ 12,181,398	\$ 214,680	1.8%
Transfers-In	\$ 182,867	\$ 182,867	\$ -	0.0%
Expenditures	\$ 11,847,927	\$ 12,029,067	\$ 181,140	1.5%
Transfers-out	\$ 1,880,226	\$ 1,880,226	\$ -	0.0%
Net Revenues Over (Under) Expenditures	\$ (1,578,568)	\$ (1,545,028)	\$ 33,540	-2.1%
Estimated Ending Fund Balance	\$ 2,007,443	\$ 2,040,983	\$ 33,540	1.7%
	17%	17%		

Street Fund

The proposed budget amendment increases the Street Fund’s revenues by \$20,900 (for investment interest projections), increases transfers in by \$15,610, and increase in appropriations by \$27,310, resulting in a net increase in fund balance by \$9,200.

The \$15,610 proposed increased in transfers in is for the street fund share of a vector truck cost over the original budget and is being funded by the APRA funds. The funding for the Street Fund share of this additional cost was initially proposed to be paid by the Automotive/Equipment Reserve Fund, but the Federal Advance Grant Fund (aka ARPA) has sufficient funds to pay for this additional cost.

The \$27,310 increase in appropriations includes \$5,200 for street fund share of a new Capital Project Manager position budget, \$6,500 increase for garbage clean up under the Chamber Way bridge, and \$15,610 for the street funds share of a vector truck purchase costs exceeding the original budget.

Transportation Benefit District (TBD) Fund

The proposed budget amendment increases the TBD Fund’s revenues by \$55,000 for investment interest projections and increase in appropriations by \$934,900, resulting in a net decrease in fund balance by \$879,900.

The \$934,900 proposed increase in appropriations includes the following:

- \$118,400 for Main Street Phase II project budget carry over from 2022.
- \$811,300 for Chehalis Avenue project budget carry over from 2022.
- \$5,200 for a share of the new Capital Project Manager position budget for September through December.

Federal Advance Grant Control Fund (aka APRA)

The proposed budget amendment increases the Federal Advance Grant Control Fund's revenues by \$34,000 for investment interest projection and increases the transfers out by \$15,610, resulting in a net increase in fund balance by \$18,390.

The fund's current appropriations include \$1,649,500 for a fire ladder truck purchase, \$173,340 for the general fund share for purchase of a vactor truck, and \$122,867 for purchase of police body cameras.

Although, the purchase contracts for a fire engine and a vactor truck have been executed, actual receipt of the items and disbursements of the funds will most likely occur in 2024 or later, no budget amendments are proposed at this time. The status of the contract completeness will be monitored and budget carry over request will be brought to the city council at a later time, most likely in a 2024 budget amendment.

First Quarter REET Fund

The proposed budget amendment decreases the First Quarter REET Fund's net revenues by \$16,500 which includes:

- \$21,000 decrease in real estate excise tax revenue projection to reflect more to actual. 2023 tax revenues received through August is 18% or \$20,893 below the eight-month target amount per the 2023 first amended budget.
- \$4,500 increase in investment interest projection.

Second Quarter REET Fund

The proposed budget amendment decreases the Second Quarter REET Fund's net revenues by \$10,000 which includes:

- \$21,000 decrease in real estate excise tax revenue projection to reflect more to actual. 2023 tax revenues received through August is 18% or \$20,893 below the eight-month target amount per the 2023 first amended budget.
- \$11,000 increase in investment interest projection.

Wastewater Fund

The proposed budget amendment increases the Wastewater Fund's revenues by \$84,000 and increases appropriations by \$125,990, resulting in a net decrease of fund balance by \$41,990.

The \$84,000 increase in revenues includes \$19,000 increase for FEMA grant received and \$65,000 increase in investment interest projection.

The \$125,990 proposed increase in appropriation includes:

- \$20,300 increase in payroll due to a position reclassification and a share of a new Capital Project Manager position budget.
- \$42,000 increase for business excise tax and utility tax projections to reflect more to actual.
- \$20,490 increase for professional services for wastewater fund share of the utility rate study.
- \$43,200 increase for interfund services charges from the water fund for utility customer services and from the general fund for general administration services.

Water Fund

The proposed budget amendment increases the Water Fund's revenues by \$37,000 (for investment interest projection) and increases appropriations by \$91,060, resulting in a net decrease of fund balance by \$54,060.

The \$91,060 proposed increase in appropriation includes:

- \$13,200 increase in payroll due to changes in staffing and a share of a new Capital Project Manager position budget.
- \$54,010 increase for professional services for water fund share of the utility rate study and the Market Blvd. watermain project evaluation
- \$11,200 increase in contra expenses (interfund services charges) due to updated projections.
- \$12,650 increase in other unanticipated expenditures

Storm & Surface Water Fund

The proposed budget amendment increases the Storm & Surface Water Fund's revenues by \$6,000 (for investment interest projection) and increases appropriations by \$20,290, resulting in a net decrease of fund balance by \$14,290.

The \$20,290 proposed increase in appropriation includes:

- \$5,200 increase in payroll for a share of a new Capital Project Manager position budget.
- \$20,490 increase in professional services for stormwater fund share of the utility rate study.
- \$5,400 decrease in contra expense due to updated projections (interfund services charges)

Airport Fund

The proposed budget amendment increases the Airport Fund's revenues by \$176,400 and increases appropriations by \$113,200, resulting in a net increase in fund balance by \$63,200.

The \$176,400 revenue increase includes:

- \$120,000 increase in fuel sales revenue projection. The 2023 adopted budget was set at a lower than usual amount due to the uncertainty of the new above ground fueling system project completion schedule. The year-to-date fuel sales revenues through August is 94% of the 2023 budget. This increase reflects the projection more to actual.
- \$40,000 increase in lease refundable deposit to reflect the \$40,000 escrow deposit received (not budgeted).
- \$11,000 increase in investment interest projection to reflect more to actual.
- \$5,400 increase in other revenues (FEMA grant received and other misc. revenues) to reflect more to actual.

The \$113,200 proposed appropriations increase includes:

- \$120,000 increase in fuel purchases for resale to reflect more to actual.

- \$6,800 decrease in contra expense due to updated projections (interfund services charges).

Water Capital Fund

The proposed budget amendment increases the Water Capital Fund’s revenues by \$50,000 (for investment interest projection) and increases appropriations by \$15,610, resulting in a net increase in fund balance by \$34,390.

The \$15,610 increase in appropriation is for water fund’s share of a vector truck purchase costs exceeding the original budget.

Storm & Surface Water Capital Fund

The proposed budget amendment increases the Storm and Surface Water Fund’s revenues by \$20,000 (for investment interest projection) and increases appropriations by \$15,610, resulting in a net increase in fund balance by \$4,390.

The \$15,610 increase in appropriation is for storm water fund’s share of a vector truck purchase costs exceeding the original budget.

Airport Capital Fund

The proposed budget amendment increases the Airport Capital Fund’s revenues by \$25,000 and increases appropriations by \$115,900, resulting in a net decrease in fund balance by \$90,900.

The \$115,900 increase in appropriations includes:

- \$78,900 increase for a new RC Mower purchase (approved by council budget committee).
- \$34,800 increase in capital improvement due to the release of retainage in 2023 (not budgeted) for the above ground fuel system project completed in 2022.
- \$2,200 increase in construction engineering for the final payment in 2023 (not budgeted) for the 2022 airfield pavement project.

City-Wide Summary

The proposed budget amendment revises the 2023 budget by a combined net total decrease in fund balance by \$820,320 and a total estimated ending fund balance to \$26,623,552 as provided below:

	2023 Amended Budget #1	2023 Proposed Amended Budget #2	Proposed Increase (Decrease) Amendment #2	Change %
City-wide (All Funds)				
Beginning Fund Balance	\$ 32,347,983	\$ 32,347,983	\$ -	0.0%
Revenues	\$ 29,710,652	\$ 30,531,342	\$ 820,690	2.8%
Transfers-In	\$ 4,339,252	\$ 4,354,862	\$ 15,610	0.4%
Expenditures	\$ 34,614,763	\$ 36,255,773	\$ 1,641,010	4.7%
Transfers- out	\$ 4,339,252	\$ 4,354,862	\$ 15,610	0.4%
Net Revenues Over (Under) Expenditures	\$ (4,904,111)	\$ (5,724,431)	\$ (820,320)	16.7%
Estimated Ending Fund Balance	\$ 27,443,872	\$ 26,623,552	\$ (820,320)	-3.0%

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 1074-B on second reading.

SUGGESTED MOTION

I move that the City Council adopt Ordinance No. 1074-B on second and final reading.

ORDINANCE NO. 1074-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE 2023 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1060-B BY REVISING THE BUDGETED AMOUNTS BY A COMBINED TOTAL OF EIGHT HUNDRED TWENTY THOUSAND THREE HUNDRED TWENTY DOLLARS (\$820,320) FOR THE GENERAL FUND, STREET FUND, TRANSPORTATION BENEFIT DISTRICT FUND, TOURISM FUND, COMPENSATED ABSENCES RESERVE FUND, LEOFF 1 OPEB RESERVE FUND, FEDERAL ADVANCE GRANT CONTROL FUND, PUBLIC FACILITIES RESERVE FUND, AUTOMOTIVE/EQUIPMENT RESERVE FUND, PARK IMPROVEMENT FUND, FIRST QUARTER PERCENT REET FUND, SECOND QUARTER PERCENT REET FUND, WASTEWATER FUND, WATER FUND, STORM & SURFACE WATER FUND, AIRPORT FUND, WASTEWATER CAPITAL FUND, WATER CAPITAL FUND, STORM & SURFACE WATER CAPITAL FUND, AND AIRPORT CAPITAL FUND, AND DIRECTING THE FINANCE DIRECTOR TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the General Fund's revenues by \$214,680 and increase appropriations by \$181,140.

Section 2. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Street Fund's revenues by \$20,900, increase transfers in by \$15,610, and increase appropriations by \$27,310.

Section 3. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Transportation Benefit District Fund's revenues by \$55,000 and increase appropriations by \$934,900.

Section 4. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Tourism Fund's revenues by \$3,000.

Section 5. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Compensated Absences Reserve Fund's revenues by \$3,500.

Section 6. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the LEOFF 1 OPEB Reserve Fund's revenues by \$4,000.

Section 7. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Federal Advance Grant Control Fund's revenues by \$34,000 and increase transfers out by \$15,610.

Section 8. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Public Facilities Reserve Fund's revenues by \$85,210.

Section 9. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Automotive/Equipment Reserve Fund's revenues by \$15,000.

Section 10. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Parks Improvement Fund's revenues by \$3,500.

Section 11. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to decrease the First Quarter REET Fund's revenues by \$16,500.

Section 12. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to decrease the Second Quarter REET Fund's revenues by \$10,000.

Section 13. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's revenues by \$84,000 and increase appropriations by \$125,990.

Section 14. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Water Fund's revenues by \$37,000 and increase appropriations by \$91,060.

Section 15. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Storm & Surface Water Fund's revenues by \$6,000 and increase appropriations by \$20,290.

Section 16. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Airport Fund's revenues by \$176,400 and increase appropriations by \$113,200.

Section 17. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Wastewater Capital Fund's revenues by \$10,000.

Section 18. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Water Capital Fund's revenues by \$50,000 and increase appropriations by \$15,610.

Section 19. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Storm & Surface Water Capital Fund's revenues by \$20,000 and increase appropriations by \$15,610.

Section 20. The annual budget of the city for the calendar year 2023 shall be, and the same hereby is, amended so as to increase the Airport Capital Fund's revenues by \$25,000 and increase appropriations by \$115,900.

Section 21. Attached hereto and identified as Exhibit A, in summary form, is the total of estimated revenues, transfers-in, expenditures, and transfers-out for each separate fund and the

aggregate totals for all such funds combined for the city for the amended 2023 budget which shows a total estimated ending fund balance of \$26,623,552.

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

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CITY OF CHEHALIS "SECOND " AMENDED 2023 BUDGET
2023 BUDGET SUMMARY REVISED WITH ORDINANCE NO. 1074-B
Original Adopted Budget: Ordinance No. 1060-B**

Fund No.	Fund Name	Beginning Fund Balance					Estimated Ending Fund Balance 12/31/2023	Change in Fund Balance Increase (Decrease)	% Change
		01/01/2023	Revenues	Transfers In	Expenditures	Transfers Out			
001	General Fund	\$ 3,586,011	\$ 12,181,398	\$ 182,867	\$ 12,029,067	\$ 1,880,226	\$ 2,040,983	\$ (1,545,028)	-43.1%
003	Street Fund	472,118	199,539	1,039,105	1,481,445	-	229,317	(242,801)	-51.4%
004	Building Abatement Fund	52,399	50	-	-	-	52,449	50	0.1%
102	Arterial Street Fund	6,027	-	-	-	6,027	-	(6,027)	-100.0%
103	Transportation Benefit District Fund	3,634,765	1,545,820	-	1,841,310	-	3,339,275	(295,490)	-8.1%
107	Tourism Fund	214,610	296,400	-	189,700	142,694	178,616	(35,994)	-16.8%
110	Compensated Absences Reserve Fund	212,092	7,500	-	86,800	-	132,792	(79,300)	-37.4%
115	LEOFF 1 OPEB Reserve Fund	150,554	6,000	236,098	157,000	-	235,652	85,098	56.5%
195	Community Development Block Grant Fund	25,798	400	-	1,000	25,000	198	(25,600)	-99.2%
197	HUD Block Grant Fund	89,769	1,700	-	1,000	90,000	469	(89,300)	-99.5%
199	Federal Grant Control Fund	1,920,670	72,000	-	1,649,500	311,817	31,353	(1,889,317)	-98.4%
200	General Obligation Bond Fund	63	-	301,529	301,529	-	63	-	0.0%
301	Public Facilities Reserve Fund	601,928	433,935	350,000	559,940	52,763	773,160	171,232	28.4%
302	Automotive/Equipment Reserve Fund	742,969	29,600	450,000	431,100	-	791,469	48,500	6.5%
303	Parks Improvement Fund	131,718	1,181,500	224,363	1,312,980	-	224,601	92,883	70.5%
305	First Quarter REET Fund	333,846	344,500	-	220,000	130,760	327,586	(6,260)	-1.9%
306	Second Quarter REET Fund	471,420	484,800	-	350,000	144,675	461,545	(9,875)	-2.1%
402	Garbage Fund	8,270	6,240	-	6,240	-	8,270	-	0.0%
404	Wastewater Fund	4,113,238	5,679,500	-	5,739,012	454,500	3,599,226	(514,012)	-12.5%
405	Water Fund	2,091,950	3,329,010	-	3,136,845	868,300	1,415,815	(676,135)	-32.3%
406	Storm and Surface Water Fund	361,034	738,270	-	645,712	164,300	289,292	(71,742)	-19.9%
407	Airport Fund	340,200	2,579,680	-	1,821,808	83,800	1,014,272	674,072	198.1%
414	Wastewater Capital Fund	2,127,688	38,000	454,500	1,190,790	-	1,429,398	(698,290)	-32.8%
415	Water Capital Fund	6,223,241	1,229,000	868,300	2,548,455	-	5,772,086	(451,155)	-7.2%
416	Storm and Surface Water Capital Fund	1,403,758	48,000	164,300	336,640	-	1,279,418	(124,340)	-8.9%
417	Airport Capital Fund	1,974,125	65,000	83,800	210,900	-	1,912,025	(62,100)	-3.1%
611	Firemen's Pension	1,057,722	33,500	-	7,000	-	1,084,222	26,500	2.5%
TOTALS		\$ 32,347,983	\$ 30,531,342	\$ 4,354,862	\$ 36,255,773	\$ 4,354,862	\$ 26,623,552	\$ (5,724,431)	-17.7%

ORIGINAL ADOPTED BUDGET	\$ 27,324,863	\$ 26,371,482	\$ 3,668,622	\$ 28,583,810	\$ 3,668,622	\$ 25,112,535	\$ (2,212,328)
Increase (decrease) BA #1	\$ 5,023,120	\$ 3,339,170	\$ 670,630	\$ 6,030,953	\$ 670,630	\$ 2,331,337	\$ (2,691,783)
First Amended Budget	\$ 32,347,983	\$ 29,710,652	\$ 4,339,252	\$ 34,614,763	\$ 4,339,252	\$ 27,443,872	\$ (4,904,111)
Increase (decrease) BA #2	\$ -	\$ 820,690	\$ 15,610	\$ 1,641,010	\$ 15,610	\$ (820,320)	\$ (820,320)

Fund No. and Name	Account Name	Reason for Amendment	2023 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 001 - General Fund									
Revenues:									
001.316.043.00	Gas utility tax	Adjust more to actual	158,000	30,000				30,000	188,000
001.333.097.03	FEMA Disaster Grant - fed	Grant payment received for Jan '22 winter storm	-	40,000				40,000	40,000
001.334.003.10	Dept of Ecology Grant	Reimbursement for Emergency Spill response	-	14,650				14,650	14,650
001.335.000.91	PUD Privilege Tax	Reflect more to actual	81,800	1,430				1,430	83,230
001.336.006.20	Criminal Justice - High Crime	Reflect more to actual	-	14,600				14,600	14,600
001.341.070.01	Concession Proceeds/Pool	Reflect more to actual	4,500	2,750				2,750	7,250
001.342.021.01	Intergov't Fire Investigations	Reflect more to actual	-	14,000				14,000	14,000
001.342.021.07	Ambulance Svc Cost Recover	New program 2023 projection for 2 months (\$975x40x80%x2/12)	-	5,200				5,200	5,200
001.347.030.01	Open Swim/Pool Admissions	Reflect more to actual	96,900	17,590				17,590	114,490
001.347.030.02	Pool Rentals	Reflect more to actual	7,800	(2,400)				(2,400)	5,400
001.347.060.01	Program fees/swim lessons	Reflect more to actual	30,900	7,260				7,260	38,160
001.347.060.03	Fitness Classes	Reflect more to actual	3,100	(3,100)				(3,100)	-
001.347.096.00	Personal Service - Park&Rec	Reflect more to actual	-	3,100				3,100	3,100
001.355.020.00	Driving While Intoxicated	Reflect more to actual	6,400	9,000				9,000	15,400
001.355.080.00	Other Criminal Traffic	Reflect more to actual	20,600	(9,000)				(9,000)	11,600
001.361.011.00	Interest earnings	Reflect more to actual	65,000	50,000				50,000	115,000
001.361.040.00	Interest-contracts, notes, A/R	Reflect more to actual	6,700	4,800				4,800	11,500
001.362.040.03	Rec Park Field Rentals	Reflect more to actual	30,000	7,480				7,480	37,480
001.362.050.04	J A Kuehner - Parking Lot B Lease	Reflect more to actual	-	1,320				1,320	1,320
001.382.010.01	Municipal Court Bail Deposits	Reflect more to actual	9,000	6,000				6,000	15,000
Total General Fund Revenues & Transfers In			12,149,585	214,680	-	-	-	214,680	12,364,265
Expenditures:									
001.B1.511.069.1C.00	Wage Contra Expense	Cost Allocation. Reflect more to actual.	(2,900)			100		100	(2,800)
001.B1.511.069.2C.00	Benefit Contra Expense	Cost Allocation. Reflect more to actual.	(26,800)			(1,600)		(1,600)	(28,400)
001.B1.511.069.3C.00	Supplies Contra Expense	Cost Allocation. Reflect more to actual.	(500)			(2,400)		(2,400)	(2,900)
001.B1.511.069.4C.00	Services Contra Expense	Cost Allocation. Reflect more to actual.	(3,700)			(4,200)		(4,200)	(7,900)
subtotal for City Council (B1)			103,670	-	-	(8,100)	-	(8,100)	95,570
001.C1.582.010.00.01	Municipal Court Bail Dep Rfnd	Adjust more to actual	9,000			11,000		11,000	20,000
001.C1.512.J50.11.00	Salaries & Wages - Judge	Move budget to J50.41.00. New Judge is paid as a contractor.	41,740			(24,860)		(24,860)	16,880
001.C1.512.J50.41.00	Prof Services - Judge	New Judge is paid as a contractor. \$5,000 x 6 mo. + \$1K exp	-			31,000		31,000	31,000
001.C1.512.P50.11.00	Salaries & Wages - Pro Tem	Judge Pro-tem. Adjust more to actual	1,000			11,000		11,000	12,000
subtotal for Municipal Court (C1)			353,099	-	-	28,140	-	28,140	381,239
001.D1.513.010.11.02	Personnel Benefits - Admin	Reflect more to actual	48,260			2,500		2,500	50,760
001.D1.513.010.31.00	Operating Supplies	Budget transfer from 35.00 per dept request	1,600			1,500		1,500	3,100
001.D1.513.010.35.00	Small Tools & Minor Equipment	Budget transfer to 31.000 per dept request	2,500			(1,500)		(1,500)	1,000
001.D1.513.019.1C.00	Wage Contra Expense	Cost Allocation. Reflect more to actual.	(64,600)			(3,700)		(3,700)	(68,300)
001.D1.513.019.2C.00	Benefit Contra Expense	Cost Allocation. Reflect more to actual.	(26,700)			300		300	(26,400)
001.D1.513.019.3C.00	Supplies Contra Expense	Cost Allocation. Reflect more to actual.	(400)			(700)		(700)	(1,100)
001.D1.513.019.4C.00	Services Contra Expense	Cost Allocation. Reflect more to actual.	(3,700)			(4,300)		(4,300)	(8,000)
subtotal for City Manager (D1)			227,029	-	-	(5,900)	-	(5,900)	221,129
001.E1.514.023.11.00	Salaries & Wages	Accounting Tech II to Tech III, council approved 6/12/23	343,390			1,700		1,700	345,090
subtotal for Finance (E1)			387,762	-	-	1,700	-	1,700	389,462
001.E4.514.020.41.00	Prof Svcs - PRR	Increase for legal services related to PRR.	1,000			14,000		14,000	15,000
001.E4.514.020.44.00	Advertising	Over budget. Reflect more to actual	1,300			6,300		6,300	7,600
001.E4.514.028.1C.00	Wage Contra Expense	Cost Allocation. Reflect more to actual.	(22,900)			(3,200)		(3,200)	(26,100)
001.E4.514.028.2C.00	Benefit Contra Expense	Cost Allocation. Reflect more to actual.	(11,400)			(1,400)		(1,400)	(12,800)
001.E4.514.028.3C.00	Supplies Contra Expense	Cost Allocation. Reflect more to actual.	(900)			600		600	(300)
001.E4.514.028.4C.00	Services Contra Expense	Cost Allocation. Reflect more to actual.	(2,400)			(12,800)		(12,800)	(15,200)
001.E4.518.080.41.00	Prof Svcs	Website hosting price increased from \$3000 to \$3550	3,000			550		550	3,550
subtotal for City Clerk (E4)			117,145	-	-	4,050	-	4,050	121,195
001.F1.515.041.4C.00	Services Contra Expense	Cost Allocation. Reflect more to actual.	(33,300)			(4,500)		(4,500)	(37,800)
subtotal for Legal Services (F1)			104,700	-	-	(4,500)	-	(4,500)	100,200
001.F2.518.030.11.00	Salaries & Wages	1/6 of a new Capital Project Mgr. being recruited (Sept-Dec)	299,904			3,300		3,300	303,204
001.F2.518.030.21.00	Personnel Benefits	1/6 of a new Capital Project Mgr. being recruited (Sept-Dec)	147,444			1,900		1,900	149,344
001.F2.518.030.47.00	Pubic Utility Service	Reflect more to actual	80,000			19,900		19,900	99,900

Fund No. and Name	Account Name	Reason for Amendment	2023 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
001.F2.518.030.47.03	Public Utility Service - City	Reflect more to actual	42,080			8,800		8,800	50,880
001.F2.576.020.47.03	Public Utility Service - City	Reflect more to actual	38,000			27,000		27,000	65,000
001.F2.576.020.49.90	Misc. - Judgments & Settlements	Budget transfer - Move from 594.076.63.00	-			33,600		33,600	33,600
001.F2.576.080.47.03	Public Utility Service - City	Reflect more to actual	10,270			9,000		9,000	19,270
001.F2.594.076.63.00	Other Improvements	Budget Transfer - Move to 576.020.49.90	112,500			(33,600)		(33,600)	78,900
		subtotal for Parks & Facilities (F2)	1,716,855	-	-	69,900	-	69,900	1,786,755
001.G1.515.091.41.05	Indigent Defense Attorney	Contract updated with cost increase. Council approved 7/24/23	90,000			25,600		25,600	115,600
001.G1.565.050.41.00	Contracted Svc-% C.J Special Prg Fnd	Reflect more to actual	-			3,000		3,000	3,000
		subtotal for Non-Departmental (G1)	2,223,189	-	-	28,600	-	28,600	2,251,789
001.G2.518.019.1C.00	Wage Contra Expense	Cost Allocation. Reflect more to actual.	(34,400)			400		400	(34,000)
001.G2.518.019.2C.00	Benefit Contra Expense	Cost Allocation. Reflect more to actual.	(13,000)			800		800	(12,200)
001.G2.518.019.3C.00	Supplies Contra Expense	Cost Allocation. Reflect more to actual.	(1,000)			(9,600)		(9,600)	(10,600)
001.G2.518.019.4C.00	Services Contra Expense	Cost Allocation. Reflect more to actual.	(17,900)			4,000		4,000	(13,900)
		subtotal for Human Resources (G2)	184,481	-	-	(4,400)	-	(4,400)	180,081
001.I1.522.010.45.00	Rental	moved to R & M Equip - for radio in Chevy Tahoe	3,000			(3,000)		(3,000)	-
001.I1.522.020.24.00	Uniform & Clothing	Due to 2022 turnout gears rec'd & paid in 2023 \$28,500.	25,000			28,500		28,500	53,500
001.I1.522.020.31.01	Oper Supplies - Hydrant	moved to R & M Equip - for radio in Chevy Tahoe	3,000			(1,100)		(1,100)	1,900
001.I1.522.020.35.00	Small Tools & Minor Equip	Move to 49.02 for First Due Software Agreement	54,750			(8,640)		(8,640)	46,110
001.I1.522.020.48.01	Repairs & Maint - Equipment	Reflect more to actual plus \$4,100 for radio in Chevy Tahoe	30,000			33,000		33,000	63,000
001.I1.522.020.49.02	Membership Dues/Subscriptions	Move from 35.00 for First Due Software Agreement	1,040			8,640		8,640	9,680
001.I1.522.026.41.00	Professional Services	Ambulance transport billing service	-			2,850		2,850	2,850
001.I1.522.050.47.00	Public Utility Service	Reflect more to actual	5,000			12,000		12,000	17,000
001.I1.522.050.48.00	Repairs & Maint - Facility	Reflect more to actual	15,000			(5,000)		(5,000)	10,000
		subtotal for Fire (I1)	2,519,057	-	-	67,250	-	67,250	2,586,307
001.R1.571.011.11.00	Salaries & Wages	Reflect more to actual	112,801			4,400		4,400	117,201
		subtotal for Recreation (R1)	484,383	-	-	4,400	-	4,400	488,783
Total General Fund Expenditures & Transfers Out			13,728,153	-	-	181,140	-	181,140	13,909,293
Total for General Fund				214,680	-	181,140	-	33,540	

Fund 003 - Street Fund

Revenues:									
003.333.097.03	FEMA Disaster Grant - fed	FEMA payment rec'd in 2023, not budgeted	-	12,900				12,900	12,900
003.361.011.00	Interest Earnings	Reflect more to actual	10,600	8,000				8,000	18,600
003.397.000.09	Transfer in - Fund 199	For 1/3 Add'l cost for a vactor truck (\$46,836/3).	173,340		15,610			15,610	188,950
Total Street Fund Revenues & Transfers In			1,202,134	20,900	15,610	-	-	36,510	1,238,644
Expenditures:									
003.01.543.010.11.00	Salaries & Wages	New position. Capital Proj Mgr. 1/6 cost	75,631			3,300		3,300	78,931
003.01.543.010.21.00	Personnel Benefits	New position. Capital Proj Mgr. 1/6 cost	32,535			1,900		1,900	34,435
003.03.542.030.48.00	R & M Facilities	Increase for garbage clean up service	11,550			6,500		6,500	18,050
003.01.594.011.64.00	Machinery & Equipment	1/3 Add'l cost for a vactor truck (\$46,836/3). Council approved 6/12/23	173,340			15,610		15,610	188,950
Total Street Fund Expenditures & Transfers Out			1,454,135	-	-	27,310	-	27,310	1,481,445
Total for Street Fund				20,900	15,610	27,310	-	9,200	9,200

Fund 103 - Transportation Benefit District Fund

Revenues:									
103.361.011.00	Interest earnings	Reflect more to actual	48,000	55,000				55,000	103,000
Total Transportation Benefit District Fund Revenues & Transfers In			1,490,820	55,000	-	-	-	55,000	1,545,820
Expenditures:									
103.01.543.010.11.00	Salaries & Wages	1/6 of a new Capital Project Mgr. being recruited (Sept-Dec)	-			3,300		3,300	3,300
103.01.543.010.21.00	Personnel Benefits	1/6 of a new Capital Project Mgr. being recruited (Sept-Dec)	-			1,900		1,900	1,900
103.03.595.010.65.40	Design & Engineering (A&E)	Main Street Ph2 - Carry over 2022 project budget balance	100,000			118,400		118,400	218,400
103.03.595.010.65.41	Construction Engineering	Chehalis Ave (CE) - Carry over 2022 project budget balance	75,150			30,900		30,900	106,050
103.03.595.030.65.33	Construction - Street Overlay	Chehalis Ave (CN) - Carry over 2022 project budget balance	631,260			780,400		780,400	1,411,660
Total Transportation Benefit District Fund Expenditures & Transfers Out			906,410	-	-	934,900	-	934,900	1,841,310

Fund No. and Name	Account Name	Reason for Amendment	2023 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Total for Transportation Benefit District Fund				55,000	-	934,900	-	(879,900)	

Fund 107- Tourism Fund

Revenues:

107.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	3,400	3,000				3,000	6,400
Total Tourism Fund Revenues & Transfers In			293,400	3,000	-	-	-	3,000	296,400
Total for Tourism Fund				3,000	-	-	-	3,000	

Fund 110 - Compensated Absences Reserve Fund

Revenues:

110.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	4,000	3,500				3,500	7,500
Total Tourism Fund Revenues & Transfers In			4,000	3,500	-	-	-	3,500	7,500
Total for Compensated Absences Reserve Fund				3,500	-	-	-	3,500	

Fund 115 - LEOFF 1 OPEB Reserve Fund

Revenues:

115.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	2,000	4,000				4,000	6,000
Total LEOFF 1 OPEB Reserve Fund Revenues & Transfers In			238,098	4,000	-	-	-	4,000	242,098
Total for LEOFF 1 OPEB Reserve Fund				4,000	-	-	-	4,000	

Fund 199 - Federal Advance Grant Control Fund

Revenues:

199.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	38,000	34,000				34,000	72,000
Total Federal Advance Grant Control Fund Revenues & Transfers In			38,000	34,000	-	-	-	34,000	72,000

Expenditures:

199.48.597.000.05.03	Transfer Out - Fund 003	Street Fund share 1/3 Add'l cost for a vactor truck (\$46,836/3)	173,340				15,610	15,610	188,950
Total Federal Advance Grant Control Fund Expenditures & Transfers Out			593,340	-	-	-	15,610	15,610	608,950
Total for Federal Advance Grant Control Fund				34,000	-	-	15,610	18,390	

Fund 301 - Public Facilities Reserve Fund

Revenues:

301.333.097.03	FEMA Disaster Grant - fed	Grant pmt received for Jan '22 winter storm (Alexander/Sten Hedwall)	-	72,210				72,210	72,210
301.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	11,000	13,000				13,000	24,000
Total Public Facilities Reserve Fund Revenues & Transfers In			698,725	85,210	-	-	-	85,210	783,935
Total for Public Facilities Reserve Fund				85,210	-	-	-	85,210	

Fund 302 - Automotive / Equipment Reserve Fund

Revenues:

302.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	14,600	15,000				15,000	29,600
Total Automotive / Equipment Reserve Fund Revenues & Transfers In			464,600	15,000	-	-	-	15,000	479,600
Total for Automotive /Equipment Reserve Fund				15,000	-	-	-	15,000	

Fund 303 - Park Improvement Fund

Revenues:

303.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	3,000	3,500				3,500	6,500
Total Park Improvement Fund Revenues & Transfers In			1,402,363	3,500	-	-	-	3,500	1,405,863
Total for Park Improvement Fund				3,500	-	-	-	3,500	

Fund No. and Name	Account Name	Reason for Amendment	2023 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 305 - First Quarter Percent REET Fund									
Revenues:									
305.318.034.00	REET 1 - 1Q Percent	Change estimates to reflect 1st quarter actual	134,800	(21,000)				(21,000)	113,800
305.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	6,200	4,500				4,500	10,700
Total First Quarter Percent REET Fund Revenues & Transfers In			361,000	(16,500)	-	-	-	(16,500)	344,500
Total First Quarter Percent REET Fund				(16,500)	-	-	-	(16,500)	
Fund 306 - Second Quarter Percent REET Fund									
Revenues:									
306.318.034.00	REET 2 - 2Q Percent	Change estimates to reflect 1st quarter actual	134,800	(21,000)				(21,000)	113,800
306.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	5,200	11,000				11,000	16,200
Total Second Quarter Percent REET Fund Revenues & Transfers In			494,800	(10,000)	-	-	-	(10,000)	484,800
Total Second Quarter Percent REET Fund				(10,000)	-	-	-	(10,000)	
Fund 404 - Wastewater Fund									
Revenues:									
404.333.097.03	FEMA Disaster Grant - fed	Grant payment rec'd	-	19,000				19,000	19,000
404.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	53,500	65,000				65,000	118,500
Total Wastewater Revenues & Transfers In			5,595,500	84,000	-	-	-	84,000	5,679,500
Expenditures:									
404.11.535.010.11.00	Salaries & Wages	1/6 of a new Capital Project Mgr. 3 months (Sept-Dec) plus	127,304			16,300		16,300	143,604
404.11.535.010.21.00	Personnel Benefits	1/6 of a new Capital Project Mgr. being recruited (Sept-Dec)	63,080			2,200		2,200	65,280
404.11.535.010.40.03	External Taxes & Oper Assesment	Reflect more to actual	102,700			22,000		22,000	124,700
404.11.535.010.40.10	UT Tax & Oper Assessments GF	Reflect more to actual	331,500			20,000		20,000	351,500
404.11.535.010.41.00	Professional Services	Utility Rate Study Consultant Fee(1/3 x \$61,470)	6,300			20,490		20,490	26,790
404.11.535.020.11.00	Salaries & Wages	Reflect more to actual	60,582			1,800		1,800	62,382
404.11.535.091.1A.00	Wage Contra Offsets	GF Allocation. Reflect more to actual	101,603			2,500		2,500	104,103
404.11.535.091.2A.00	Wastewater Benefit Contra Offsets	GF Allocation. Reflect more to actual	43,830			6,800		6,800	50,630
404.11.535.091.3A.00	Supplies Contra Offsets	GF Allocation. Reflect more to actual	2,441			5,100		5,100	7,541
404.11.535.091.4A.00	Prof Svcs Contra Offsets	GF Allocation. Reflect more to actual	47,971			11,700		11,700	59,671
404.11.535.099.1A.00	Wage Contra Offsets	Water Fund Allocation Reflect more to actual	65,400			2,400		2,400	67,800
404.11.535.099.2A.00	Wastewater Benefit Contra Offsets	Water Fund Allocation Reflect more to actual	41,800			4,400		4,400	46,200
404.11.535.099.3A.00	Supplies Contra Offsets	Water Fund Allocation Reflect more to actual	6,300			200		200	6,500
404.11.535.099.4A.00	Prof Svcs Contra Offsets	Water Fund Allocation Reflect more to actual	21,900			10,100		10,100	32,000
Total Wastewater Fund Expenditures & Transfers Out			6,067,522	-	-	125,990	-	125,990	6,193,512
Total Wastewater Fund				84,000	-	125,990	-	(41,990)	
Fund 405 - Water Fund									
Revenues:									
405.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	40,000	37,000				37,000	77,000
Total Water Fund Revenues & Transfers In			3,292,010	37,000	-	-	-	37,000	3,329,010
Expenditures:									
405.10.534.010.11.00	Salaries & Wages	1/6 of a new Capital Project Mgr. (Sept-Dec) & Water Super 7N to 8N	89,300			11,300		11,300	100,600
405.10.534.010.11.00	Personnel Benefits	1/6 of a new Capital Project Mgr. (Sept-Dec)	46,600			1,900		1,900	48,500
405.10.534.010.41.00	Professional Services	Utility Rate Study (\$61,470/3) & Market Blvd Main Proj Eval \$33,520	1,980			54,010		54,010	55,990
405.10.534.010.49.90	Misc. - Judgments & Settlements	Unexpected expense.	-			12,650		12,650	12,650
405.10.534.071.1C.00	Wage Contra Expense	Water Allocation. Reflect more to actual	(100,900)			7,000		7,000	(93,900)
405.10.534.071.2C.00	Benefit Contra Expense	Water Allocation. Reflect more to actual	(65,200)			2,700		2,700	(62,500)
405.10.534.071.3C.00	Supplies Contra Expense	Water Allocation. Reflect more to actual	(11,600)			(200)		(200)	(11,800)
405.10.534.071.4C.00	Prof Services Contra Expense	Water Allocation. Reflect more to actual	(40,100)			(18,000)		(18,000)	(58,100)
405.10.534.091.1A.00	Wage Contra Offsets	GF Allocation. Reflect more to actual	101,806			(5,700)		(5,700)	96,106
405.10.534.091.2A.00	Benefit Contra Offsets	GF Allocation. Reflect more to actual	43,808			5,400		5,400	49,208
405.10.534.091.3A.00	Supplies Contra Offsets	GF Allocation. Reflect more to actual	2,364			5,500		5,500	7,864
405.10.534.091.4A.00	Prof Services Contra Offsets	GF Allocation. Reflect more to actual	47,222			14,500		14,500	61,722

Fund No. and Name	Account Name	Reason for Amendment	2023 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
	Total Water Fund Expenditures & Transfers Out		3,914,085	-	-	91,060	-	91,060	4,005,145
Total for Water Fund				37,000	-	91,060	-	(54,060)	

Fund 406 - Storm & Surface Water Fund

Revenues:

406.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	8,000	6,000				6,000	14,000
Total Storm Water Fund Revenues & Transfers In			732,270	6,000	-	-	-	6,000	738,270

Expenditures:

406.06.531.031.11.00	Salaries & Wages	1/6 of a new Capital Project Mgr. being recruited (Sept-Dec)	80,261			3,300		3,300	83,561
406.06.531.031.21.00	Personnel Benefits	1/6 of a new Capital Project Mgr. being recruited (Sept-Dec)	34,033			1,900		1,900	35,933
406.06.531.031.41.00	Professional Services	Utility Rate Study Consultant Fee (\$61,470/3)	-			20,490		20,490	20,490
406.06.531.091.1A.00	Wage Contra Offsets	GF Allocation. Reflect more to actual	19,203			(800)		(800)	18,403
406.06.531.091.2A.00	Benefit Contra Offsets	GF Allocation. Reflect more to actual	7,438			1,600		1,600	9,038
406.06.531.091.3A.00	Supplies Contra Offsets	GF Allocation. Reflect more to actual	436			1,100		1,100	1,536
406.06.531.091.4A.00	Services Contra Offsets	GF Allocation. Reflect more to actual	8,773			1,300		1,300	10,073
406.06.531.099.1A.00	Wage Contra Offsets	Water Fund Allocation Reflect more to actual	35,500			(9,400)		(9,400)	26,100
406.06.531.099.2A.00	Benefit Contra Offsets	Water Fund Allocation Reflect more to actual	23,400			(7,100)		(7,100)	16,300
406.06.531.099.4A.00	Services Contra Offsets	Water Fund Allocation Reflect more to actual	18,200			7,900		7,900	26,100
Total Stormwater Fund Expenditures			789,722	-	-	20,290	-	20,290	810,012
Total Stormwater Fund				6,000	-	20,290	-	(14,290)	

Fund 407 - Airport Fund

Revenues:

407.333.097.03	FEMA Disaster Grant - fed	Payment rec'd	-	2,920				2,920	2,920
407.344.050.00	Fuel Sales	Reflect more to actual	405,000	120,000				120,000	525,000
407.344.060.01	Rental Car Fees	Reflect more to actual	-	1,080				1,080	1,080
407.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	9,400	11,000				11,000	20,400
407.362.091.00	Other Rental/Lease	Reflect more to actual	-	1,400				1,400	1,400
407.382.010.00	Lease Escrow Deposit	Reflect more to actual	-	40,000				40,000	40,000
Total Airport Fund Revenues & Transfers In			2,403,280	176,400	-	-	-	176,400	2,579,680

Expenditures:

407.09.546.010.33.00	Fuel purchased for resale	Reflect more to actual	525,000			120,000		120,000	645,000
407.09.546.091.1A.00	Wage Contra Offsets	GF Allocation. Reflect more to actual	55,788			(8,600)		(8,600)	47,188
407.09.546.091.2A.00	Benefit Contra Offsets	GF Allocation. Reflect more to actual	28,724			(2,600)		(2,600)	26,124
407.09.546.091.3A.00	Supplies Contra Offsets	GF Allocation. Reflect more to actual	1,259			1,700		1,700	2,959
407.09.546.091.4A.00	Services Contra Offsets	GF Allocation. Reflect more to actual	27,484			2,700		2,700	30,184
407.09.591.046.72.01	Principal - CARB Loan	Budget Transfers between CARB Loan P & I 72.01 & 82.01	31,340			(11,470)		(11,470)	19,870
407.09.591.046.82.01	Interest - CARB Loan	Budget Transfers between CARB Loan P & I 72.01 & 82.01	15,230			11,470		11,470	26,700
Total Airport Fund Expenditures			1,792,408	-	-	113,200	-	113,200	1,905,608
Total for Airport Fund				176,400	-	113,200	-	63,200	

Fund 414 - Wastewater Capital Fund

Revenues:

407.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	28,000	10,000				10,000	38,000
Total Wastewater Capital Fund Revenues & Transfers In			482,500	10,000	-	-	-	10,000	492,500

Total for Wastewater Capital Fund				10,000	-	-	-	10,000	
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Fund 415 - Water Capital Fund

Revenues:

415.361.011.00	Investment Earnings	Interest rate increase - reflect more to actual	88,000	50,000				50,000	138,000
Total Water Capital Fund Revenues & Transfers In			2,047,300	50,000	-	-	-	50,000	2,097,300

Fund No. and Name	Account Name	Reason for Amendment	2023 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Expenditures:									
415.10.594.034.64.00	Machinery & Equipment	1/3 Add'l cost for a vactor truck (\$46,836/3). Council approved 6/12/23	401,030			15,610		15,610	416,640
Total Water Capital Fund Expenditures			2,532,845	-	-	15,610	-	15,610	2,548,455
Total for Water Capital Fund				50,000	-	15,610	-	34,390	
Fund 416 - Storm & Surfacewater Capital Fund									
Revenues:									
416.361.011.00	Investment Earnings	Reflect more to actual	28,000	20,000				20,000	48,000
Total Storm & Surface water Capital Revenues & Transfers In			192,300	20,000	-	-	-	20,000	212,300
Expenditures:									
416.06.594.031.64.00	Machinery & Equipment	1/3 Add'l cost for a vactor truck (\$46,836/3). Council approved 6/12/23	-			15,610		15,610	15,610
Total Storm & Surface water Capital Fund Expenditures			321,030	-	-	15,610	-	15,610	336,640
Total for Storm & Surface water Capital Fund				20,000	-	15,610	-	4,390	
Fund 417 - Airport Capital Fund									
Revenues:									
417.361.011.00	Investment Earnings	Reflect more to actual	40,000	25,000				25,000	65,000
Total Airport Capital Fund Revenues & Transfers In			123,800	25,000	-	-	-	25,000	148,800
Expenditures:									
417.09.594.046.63.01	Other improvement - construction	2022 AGF project retainage released in 2023	-			34,800		34,800	34,800
417.09.594.046.63.41	Construction Engineering	2022 Airfield pavement project, final bills paid in 2023	-			2,200		2,200	2,200
417.09.594.046.64.00	Machinery & Equipment	purchase of a RC Mower (council approved 8/14/22)	95,000			78,900		78,900	173,900
Total Airport Capital Fund Expenditures			95,000	-	-	115,900	-	115,900	210,900
Total for Airport Capital Fund				25,000	-	115,900	-	(90,900)	
Total Amendment for City-wide All Funds				820,690	15,610	1,641,010	15,610	(820,320)	

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Kevin Nelson, City Attorney
Lance Bunker, Public Works Director
Celest Wilder, Engineering Technician III

MEETING OF: September 25, 2023

SUBJECT: Second and Final Reading of Resolution No. 17-2023, Purchase Property to Dedicate as Right-Of-Way to Achieve Code Compliant Right-Of-Way Width

ISSUE

The northern portion of the NW Arkansas Way loop, east of the round-a-bout at NW Louisiana Ave, classified as a commercial collector, is not wide enough by Engineering Development Code Standards (CMC 12.04) to provide for safe two-way vehicular traffic, ingress, and egress to businesses on its frontage, and merging and exiting the northern NW Louisiana Ave, NW Arkansas Way round-a-bout.

This item was presented for first reading at the September 11 meeting. Due to the budgetary impacts it is presented here for second reading and final reading consistent with City Council Policy.

DISCUSSION

To create a code compliant roadway, purchase of adjoining property frontage is required. Purchasing the strip of land as outlined in the attached boundary line adjustment, roughly 36.5' wide, by 100' long, with an area of 3,695 sf., from the owner of parcel number 021612011001 will create a right-of-way width that is compliant with minimum street standards outlined in municipal code. Representatives of HJP Investments, LLC, the owner of the parcel, have agreed to the proposed terms of the purchase. A Boundary Line Agreement has also been prepared to document the changes that would be caused by the transfer of the land to the City.

FISCAL IMPACT

The approximate total fiscal impact for this purchase is \$101,605.00 and is broken down as follows:

Taxable selling price		\$100,000.00
Washington State REET		\$ 1,100.00
Local REET		\$ 500.00
State Technology Fee		\$ 5.00
Total		\$101,605.00

RECOMMENDATION

It is recommended that City Council approve Resolution No. 17-2023 on second reading, authorizing the boundary line agreement and purchase of property from HJP Investments, LLC, which is a portion of parcel no. 021612011001 for the purpose of future right-of-way dedication to create municipal code compliant roadway width and authorize the City Manager to sign the required documents and expend the required funds to achieve this purpose.

SUGGESTED MOTION

I move that City Council approve Resolution No. 17-2023 on second and final reading authorizing the boundary line agreement and purchase of property from HJP Investments, LLC, which is a portion of parcel no. 021612011001 for the purpose of future right-of-way dedication to create municipal code compliant roadway width and authorize the City Manager to sign the required documents and expend the required funds to achieve this purpose.

RESOLUTION NO. 17-2023

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, AUTHORIZING THE PURCHASE OF
PROPERTY FROM HJP INVESTMENTS, LLC FOR THE
PURPOSE OF DEDICATING THE PROPERTY AS RIGHT
OF WAY**

WHEREAS, HJP Investments, LLC has ownership interest in a portion of parcel no. 021612011001; and

WHEREAS, the City of Chehalis, in order to create a code compliant roadway, has a need to purchase the property frontage as outlined in the attached boundary line agreement “Exhibit A”; and

WHEREAS, the City desires to avoid litigation and HJP Investments. LLC desires to avoid litigation, both parties desire to recognize this new boundary contemplated in the boundary line agreement; and

WHEREAS, the City is prepared to purchase the land and pay the associated taxes and fees,

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

Section 1. The City Manager is authorized to purchase the real property described in the boundary line agreement for the purchase price of \$100,000.00 and to execute all related documents and pay all taxes and recording fees and costs.

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

AFTER RECORDING RETURN TO:

QUIT CLAIM DEED
(Boundary Line Agreement - RCW 58.04.007)

REFERENCE NUMBERS:

GRANTOR:

HJP Investments, LLC

GRANTEE:

City of Chehalis, Washington

LEGAL DESCRIPTION:

SEC. 19, T14N, R2W, PT E2 E2 E2 LT 1 BLA
3476732

Complete legal description listed on pages 1 and 2 of document

ASSESSOR'S TAX PARCEL NUMBER(S): PTN: 021612011001

THE GRANTOR, HJP INVESTMENTS, LLC, a Washington Limited Liability Company, for and in consideration of adjustment pursuant to Boundary Line Agreement (RCW 58.04.007), conveys and quitclaims to the **CITY OF CHEHALIS, WASHINGTON, a Washington State Municipality,** the following described real estate, situated in the County of Lewis, State of Washington, including any interest therein which Grantor may hereafter acquire:

That portion of Grantor's parcel (defined in Exhibit "A") described as follows:
COMMENCING at the Southeast corner of Grantor's parcel, being on the Westerly margin of Interstate 5; thence North 89°37'31" West along the South line of

EXHIBIT "A"

HJP INVESTMENTS, LLC
PIN: 021612011001

GRANTOR'S ENTIRE PARCEL:

LOT 1 OF CITY OF CHEHALIS BOUNDARY LINE ADJUSTMENT 17-002 RECORDED DECEMBER 15,
2017, UNDER AUDITOR'S FILE NO. 3476732.



Form 84 0001a

Real Estate Excise Tax Affidavit (RCW 82.45 WAC 458-61A)

Only for sales in a single location code on or after March 1, 2023. This affidavit will not be accepted unless all areas on all pages are fully and accurately completed. This form is your receipt when stamped by cashier. Please type or print.

Check box if partial sale, indicate % _____ sold.

List percentage of ownership acquired next to each name.

1 Seller/Grantor

Name HJ P INVESTMENTS, LLC, a Washington Limited Liability Company
Mailing address P. O. Box 98
City/state/zip Chehalis, WA 98532
Phone (including area code) _____

2 Buyer/Grantee

Name CITY OF CHEHALIS, WASHINGTON, a Washington
State Municipality
Mailing address 1321 S. Market
City/state/zip Chehalis, WA 98532
Phone (including area code) _____

3 Send all property tax correspondence to: Same as Buyer/Grantee

Name _____
Mailing address _____
City/state/zip _____

List all real and personal property tax parcel account numbers	Personal property?	Assessed value(s)
PTN OF: 021612011001	<input type="checkbox"/>	\$ 5,972,200.00
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____

4 Street address of property 1950 NW Louisiana Avenue, Chehalis, WA
This property is located in Chehalis (for unincorporated locations please select your county)

Check box if any of the listed parcels are being segregated from another parcel, are part of a boundary line adjustment or parcels being merged.
Legal description of property (if you need more space, attach a separate sheet to each page of the affidavit).

SEE ATTACHED LEGAL DESCRIPTION.

5 55 - Retail trade - automotive, marine craft, aircraft

Enter any additional codes _____
(see back of last page for instructions)

Was the seller receiving a property tax exemption or deferral under RCW 84.36, 84.37, or 84.38 (nonprofit org., senior citizen or disabled person, homeowner with limited income)? Yes No

Is this property predominately used for timber (as classified under RCW 84.34 and 84.33) or agriculture (as classified under RCW 84.34.020) and will continue in its current use? If yes and the transfer involves multiple parcels with different classifications, complete the predominate use calculator (see instructions) Yes No

6 Is this property designated as forest land per RCW 84.33? Yes No

Is this property classified as current use (open space, farm and agricultural, or timber) land per RCW 84.34? Yes No

Is this property receiving special valuation as historical property per RCW 84.26? Yes No

If any answers are yes, complete as instructed below.

(1) NOTICE OF CONTINUANCE (FOREST LAND OR CURRENT USE)
NEW OWNER(S): To continue the current designation as forest land or classification as current use (open space, farm and agriculture, or timber) land, you must sign on (3) below. The county assessor must then determine if the land transferred continues to qualify and will indicate by signing below. If the land no longer qualifies or you do not wish to continue the designation or classification, it will be removed and the compensating or additional taxes will be due and payable by the seller or transferor at the time of sale (RCW 84.33.140 or 84.34.108). Prior to signing (3) below, you may contact your local county assessor for more information.

This land: does does not qualify for continuance.

Deputy assessor signature _____ Date _____

(2) NOTICE OF COMPLIANCE (HISTORIC PROPERTY)
NEW OWNER(S): To continue special valuation as historic property, sign

(3) below. If the new owner(s) doesn't wish to continue, all additional tax calculated pursuant to RCW 84.26, shall be due and payable by the seller or transferor at the time of sale.

(3) NEW OWNER(S) SIGNATURE

Signature _____ Signature _____
Print name _____ Print name _____

7 List all personal property (tangible and intangible) included in selling price.

If claiming an exemption, list WAC number and reason for exemption.
WAC number (section/subsection) _____
Reason for exemption _____

Type of document _____
Date of document _____

Gross selling price	100,000.00
*Personal property (deduct)	0.00
Exemption claimed (deduct)	0.00
Taxable selling price	100,000.00
Excise tax: state	
Less than \$525,000.01 at 1.1%	1,100.00
From \$525,000.01 to \$1,525,000 at 1.28%	0.00
From \$1,525,000.01 to \$3,025,000 at 2.75%	0.00
Above \$3,025,000 at 3%	0.00
Agricultural and timberland at 1.28%	0.00
Total excise tax: state	1,100.00
0.0050 Local	500.00
*Delinquent interest: state	0.00
Local	0.00
*Delinquent penalty	0.00
Subtotal	1,600.00
*State technology fee	5.00
Affidavit processing fee	0.00
Total due	1,605.00

A MINIMUM OF \$10.00 IS DUE IN FEE(S) AND/OR TAX
*SEE INSTRUCTIONS

8 I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT

Signature of grantor or agent _____
Name (print) HJP Investments, LLC By:
Date & city of signing Chehalis, WA

Signature of grantee or agent _____
Name (print) City of Chehalis, Washington By:
Date & city of signing Chehalis, WA

Perjury in the second degree is a class C felony which is punishable by confinement in a state correctional institution for a maximum term of five years, or by a fine in an amount fixed by the court of not more than \$10,000, or by both such confinement and fine (RCW 9A.72.030 and RCW 9A.20.021(1)(c)).

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.

AFTER RECORDING RETURN TO:

**BOUNDARY LINE AGREEMENT
(Pursuant to RCW 58.04.007)**

REFERENCE NUMBERS:

GRANTOR:

HJP Investments, LLC

GRANTEE:

City of Chehalis, Washington

LEGAL DESCRIPTION:

SEC. 19, T14N, R2W, PT E2 E2 E2 LT 1 BLA
3476732

Complete legal description listed on page 2 of document

ASSESSOR'S TAX PARCEL NUMBER(S): PTN: 021612011001

HJP INVESTMENTS, LLC, a Washington Limited Liability Company, and the CITY OF CHEHALIS, WASHINGTON, a Washington State Municipality, to resolve disputes and fix the boundary line between their respective real properties, by agreement pursuant to RCW 58.04.007, hereby make this Agreement to establish and confirm their respective boundary line pursuant to and by reference to appropriate legal descriptions and survey maps as required by said statute and as indicated herein; and

WHEREAS, the above-name individuals desire to resolve disputes and fix the boundary lines between their respective real properties, and to correct and replace the respective land descriptions for their subject properties, with those as described in Survey recorded under Lewis County Auditor's File No. _____.

NOW, THEREFORE, for good and valuable consideration including as stated below and to correct, replace, and exchange the applicable legal descriptions for their subject properties, with those contained herein, and by reference herein, **HJP INVESTMENTS, LLC, a Washington Limited Liability Company**, hereby covenants, agrees, and declares that the following legal descriptions:



That portion of Grantor's parcel (defined in Exhibit "A") described as follows: COMMENCING at the Southeast corner of Grantor's parcel, being on the Westerly margin of Interstate 5; thence North 89°37'31" West along the South line of Grantor's parcel a distance of 219.41 feet to the Point of Beginning; thence continuing along said South line North 89°37'31" West a distance of 100.22 feet; thence North 00°22'26" East a distance of 36.54 feet; thence South 89°49'10" East a distance of 100.10 feet; thence South 00°10'58" West a distance of 36.90 feet to the Point of Beginning. Containing an area of 3,695 square feet or 0.08 acres more or less;

is now made a part of, and hereby quit claimed, transferred, conveyed and granted to **CITY OF CHEHALIS, WASHINGTON, a Washington State Municipality**, by and from **HJP INVESTMENTS, LLC, a Washington Limited Liability Company**, and the parties hereto confirm and accept the boundary lines and legal descriptions as described in said Survey recorded under Lewis County Auditor's File No. _____ as the boundary lines and legal descriptions for their respective real properties.

IN WITNESS WHEREOF, I have hereunder set my hand on the day and year last aforesaid.

Notary Public in and for the state of
Washington residing at _____
My name is (printed): _____
My appointment expires _____

STATE OF WASHINGTON)
 :ss
COUNTY OF LEWIS)

On this _____ day of _____, 2023, before me, the undersigned, a Notary Public in and for the state of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the _____ of the **City of Chehalis, Washington**, the municipal corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

WITNESS my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the state of
Washington residing at _____
My name is (printed): _____
My appointment expires _____

Narrative of Title - Agreement - RCW 58.04.007

HJP INVESTMENTS, LLC, a Washington Limited Liability Company and the CITY OF CHEHALIS, WASHINGTON, a Washington State Municipality, state as follows:

This narrative is intended to satisfy the requirements of RCW 58.04.007 and/or WAC 458.61.109(2)(b), in that an agreement is being recorded to resolve a dispute over a boundary line between parcels of real property. See Survey map recorded under Lewis County Auditor's File No. _____, incorporated herein by this reference. This Agreement is with monetary consideration and is being made to resolve a dispute between neighbors.

DATED this _____ day of _____, 2023.

HJP INVESTMENTS, LLC, a Washington Limited Liability Company

By _____
Name: _____
Title: _____

GRANTOR

CITY OF CHEHALIS, WASHINGTON, a Washington State Municipality

By _____
Name: _____
Title: _____

GRANTEE

EXHIBIT "A"

HJP INVESTMENTS, LLC
PIN: 021612011001

GRANTOR'S ENTIRE PARCEL:

LOT 1 OF CITY OF CHEHALIS BOUNDARY LINE ADJUSTMENT 17-002 RECORDED DECEMBER 15,
2017, UNDER AUDITOR'S FILE NO. 3476732.

LEWIS COUNTY RECORD OF SURVEY

FOR BOUNDARY LINE AGREEMENT PER RCW 58.04.007

PORTION OF THE NE 1/4 SE 1/4 SEC 19, T 14 N, R 2 W, W.M.

CITY OF CHEHALIS, LEWIS COUNTY, WASHINGTON

BASIS OF BEARING

HOLDING SURVEY CONTROL BEARINGS AND DISTANCES PER CITY OF CHEHALIS TOWN CITY TOWN CENTER BINDING SITE PLAN RECORDED UNDER LEWIS COUNTY RECORDING NO. 3413160, VOLUME 8 AT PAGE 86.

SURVEY DATA

EQUIPMENT USED: LEICA GS16 RTK GPS AND 1203 1-SECOND TOTAL STATION.
METHOD: CLOSED GROUND TRAVERSE WITH ACCURACIES AND CLOSURES EXCEEDING THE STANDARDS FOR LAND BOUNDARY SURVEYS AS SET FORTH IN WAC CHAPTER 332-130-090

NEW LEGAL DESCRIPTIONS:

TRACT A OF BOUNDARY LINE AGREEMENT SHOWN HEREON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 1 OF CITY OF CHEHALIS BOUNDARY LINE ADJUSTMENT NO. BLA-17-002 RECORDED UNDER AUDITOR'S FILE NO. 3476732, RECORDS OF LEWIS COUNTY, WASHINGTON

EXCEPT THAT PORTION OF LOT 1 OF CITY OF CHEHALIS BOUNDARY LINE ADJUSTMENT NO. BLA-17-002 RECORDED UNDER AUDITOR'S FILE NO. 3476732, RECORDS OF LEWIS COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 1, BEING ON THE WESTERLY MARGIN OF INTERSTATE NO. 5;
THENCE N89°37'31"W ALONG THE SOUTH LINE OF GRANTOR'S PARCEL A DISTANCE OF 219.41 FEET, TO THE **POINT OF BEGINNING**;
THENCE CONTINUING ALONG SAID SOUTH LINE N89°37'31"W A DISTANCE OF 100.22 FEET;
THENCE N00°22'29"E A DISTANCE OF 36.57 FEET;
THENCE S89°49'02"E A DISTANCE OF 100.10 FEET;
THENCE S00°10'58"W A DISTANCE OF 36.90 FEET TO THE **POINT OF BEGINNING**.

CITY OF CHEHALIS PROPERTY

TWIN CITY TOWN CENTER BINDING SITE PLAN
AIRPORT RETAIL AREA

TOGETHER WITH

THAT PORTION OF LOT 1 OF CITY OF CHEHALIS BOUNDARY LINE ADJUSTMENT NO. BLA-17-002 RECORDED UNDER AUDITOR'S FILE NO. 3476732, RECORDS OF LEWIS COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 1, BEING ON THE WESTERLY MARGIN OF INTERSTATE NO. 5;
THENCE N89°37'31"W ALONG THE SOUTH LINE OF GRANTOR'S PARCEL A DISTANCE OF 219.41 FEET, TO THE **POINT OF BEGINNING**; THENCE CONTINUING ALONG SAID SOUTH LINE N89°37'31"W A DISTANCE OF 100.22 FEET;
THENCE N00°22'29"E A DISTANCE OF 36.56 FEET;
THENCE S89°49'02"E A DISTANCE OF 100.10 FEET;
THENCE S00°10'58"W A DISTANCE OF 36.90 FEET TO THE **POINT OF BEGINNING**.

LEGAL DESCRIPTIONS:

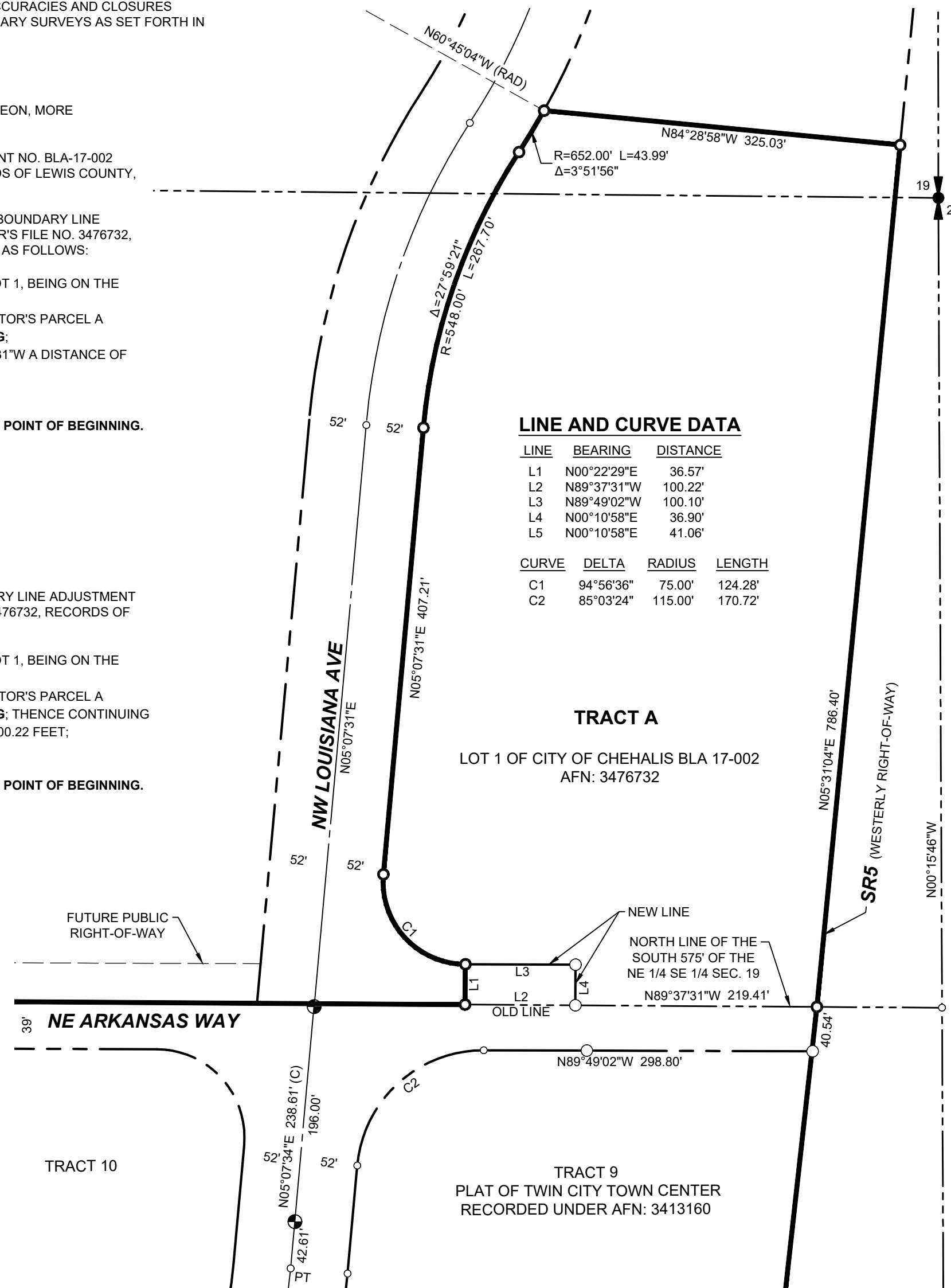
LOT 1 OF CITY OF CHEHALIS BOUNDARY LINE ADJUSTMENT NO. BLA-17-002 RECORDED UNDER AUDITOR'S FILE NO. 3476732, RECORDS OF LEWIS COUNTY, WASHINGTON

AND

TWIN CITY TOWN CENTER BINDING SITE PLAN
AIRPORT RETAIL AREA

A PORTION OF THE SOUTHEAST QUARTER OF SECTION 19, AND THE NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 14 NORTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, LEWIS COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

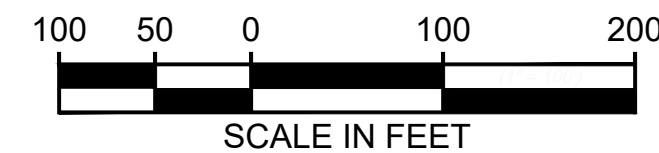
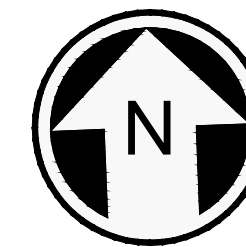
COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 30; THENCE SOUTH 89°57'55" WEST 1606.33 FEET, TO THE POINT OF BEGINNING, AND THE POINT OF BEGINNING OF THAT PARCEL DESCRIBED BY SURVEY IN VOLUME 12 OF SURVEYS AT PAGE 115 UNDER AUDITOR'S FILE NO. 9409082; THENCE SOUTH 37°38'26" WEST 208.31 FEET, ALONG THE NORTHWESTERLY RIGHT OF WAY LINE OF NW LOUISIANA AVENUE; THENCE SOUTH 57°11'09" EAST 170.27 FEET, ALONG THE NORTHERLY RIGHT OF WAY OF COMMERCE WAY; THENCE SOUTH 32°57'51" WEST 30.11 FEET; THENCE SOUTH 57°02'09" EAST 173.93 FEET, TO THE WESTERLY RIGHT OF WAY LINE OF INTERSTATE 5, AS SHOWN ON PAGES 27 AND 28 OF STATE HIGHWAY DRAWINGS FOR SR-5, "KOONTZ ROAD TO THURSTON COUNTY LINE", DATED NOVEMBER 6, 1969; THENCE ALONG SAID WESTERLY LINE THROUGH THE FOLLOWING COURSES, NORTH 51°12'29" EAST 602.55 FEET; THENCE NORTH 51°12'29" EAST 322.19 FEET; THENCE NORTH 32°58'32" EAST 169.50 FEET; THENCE NORTH 31°59'20" EAST 292.11 FEET; (CORD OF A SPIRAL CURVE) TO THE BEGINNING OF A NON-TANGENT CURVE, THE RADIUS POINT OF WHICH BEARS NORTH 60°01'46" WEST 2713.92 FEET; THENCE ALONG SAID CURVE, THROUGH A CENTRAL ANGLE OF 21°25'42" 1014.99 FEET; THENCE NORTH 6°31'43" EAST 272.42 FEET; (CORD OF A SPIRAL CURVE) THENCE NORTH 5°31'07" EAST 72.03 FEET, TO THE NORTH LINE OF THE SOUTH 575.00 FEET OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 19, THENCE NORTH 89°37'31" WEST 1203.17 FEET, ALONG SAID NORTH LINE, THENCE NORTH 0°12'56" WEST 74.33 FEET; THENCE NORTH 73°10'56" WEST 618.27 FEET; THENCE SOUTH 87°22'05" WEST 196.25 FEET; THENCE SOUTH 18°57'43" WEST 68.23 FEET; THENCE NORTH 72°04'13" WEST 432.71 FEET, TO A LINE 470.00 FEET EAST AS MEASURED PERPENDICULAR FROM THE CENTERLINE OF THE RUNWAY OF THE CHEHALIS - CENTRALIA AIRPORT KNOWN AS RUNWAY 15 - 33; THENCE SOUTH 2°12'17" EAST 1765.66 FEET, PARALLEL TO SAID LINE, TO THE INTERSECTION WITH THE NORTHWESTERLY LINE OF THE WALMART LEASE BOUNDARY AS DEFINED BY SURVEY RECORDED IN VOLUME 12 OF SURVEYS AT PAGE 115 UNDER AUDITOR'S FILE NO. 9409082; THENCE NORTH 37°38'26" EAST 780.89 FEET, ALONG SAID WALMART LEASE BOUNDARY, TO THE SOUTHERLY RIGHT OF WAY LINE OF NW ARKANSAS WAY, THENCE SOUTH 52°21'34" EAST 833.96 FEET, ALONG SAID RIGHT OF WAY LINE, THENCE SOUTH 31°10'44" EAST 41.52 FEET, TO THE NORTHWESTERLY RIGHT OF WAY LINE OF NW LOUISIANA AVENUE; THENCE SOUTH 7°38'26" WEST 116.65 FEET, ALONG SAID NORTHWESTERLY LINE, TO THE BEGINNING OF A CURVE, THE RADIUS POINT OF WHICH BEARS NORTH 82°21'34" WEST 235.00 FEET; THENCE ALONG SAID CURVE, 127.49 FEET, THROUGH A CENTRAL ANGLE OF 31°05'01"; THENCE SOUTH 37°38'26" WEST 360.85 FEET, TO THE POINT OF BEGINNING.



LINE AND CURVE DATA

LINE	BEARING	DISTANCE
L1	N00°22'29"E	36.57'
L2	N89°37'31"W	100.22'
L3	N89°49'02"W	100.10'
L4	N00°10'58"E	36.90'
L5	N00°10'58"E	41.06'

CURVE	DELTA	RADIUS	LENGTH
C1	94°56'36"	75.00'	124.28'
C2	85°03'24"	115.00'	170.72'



LEGEND AND REFERENCES

- SECTION SUBDIVISION LINE
 - CENTERLINE
 - RIGHT-OF-WAY LINE
 - LOT LINE
 - PLAT LOT LINE
 - NEW LOT LINE
 - SITE BOUNDARY/ PARENT PARCEL
 - ⊙ FOUND BRASS CENTERLINE MONUMENT
 - ⊙ PREVIOUSLY SET REBAR & CAP LS 16908
 - ⊙ SET 1/2" REBAR & CAP LS 54051
 - CALCULATED POINT ONLY
- (C) DATA CALCULATED THIS SURVEY
(M) DATA MEASURED THIS SURVEY
(PLAT) DATA PER PLAT OF TWIN CITY TOWN CENTER, RECORDS OF LEWIS COUNTY, RECORDED APRIL 10, 2014, UNDER AUDITOR'S FILE NO. 3413160, VOLUME 8, PAGE 86.
(R1) DATA PER CITY OF CHEHALIS BOUNDARY LINE ADJUSTMENT NO. BL-17-002 RECORDED UNDER LEWIS COUNTY AUDITOR'S FILE NO. 3476732, VOLUME 3, PAGE 235.
(R2) DATA PER CITY OF CHEHALIS SHORT PLAT NO. SP-17-001 RECORDED UNDER LEWIS COUNTY AUDITOR'S FILE NO. 3483142, VOLUME 3, PAGE 120.

AUDITOR'S CERTIFICATE

RECORDING NO. _____

FILED FOR RECORD THIS _____ DAY OF _____, 2023,
AT _____ M. IN BOOK _____ OF SURVEYS AT PAGES _____,
AT THE REQUEST OF _____
JOHN W. GOODMAN
SURVEYOR'S NAME

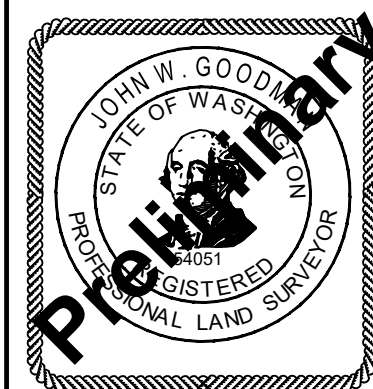
COUNTY AUDITOR DEPUTY AUDITOR

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE SURVEY RECORDING ACT FOR CITY OF CHEHALIS IN FEBRUARY, 2023

REGISTERED PROFESSIONAL LAND SURVEYOR DATE: _____

CERTIFICATE NUMBER 54051



1583 N NATIONAL AVE
CHEHALIS, WA 98532 OFFICE: (360) 748-4000

"RECORD OF SURVEY"

ASSESSOR'S PARCEL NO.
021612011001

CITY OF CHEHALIS, LEWIS COUNTY, WASHINGTON

Drawn By: B. RAINS	Date: 9/01/2023	Job No.: 5207
Checked By: J. GOODMAN	Scale: 1" = 100'	Sheet: 1 OF 1

**Chehalis City Council Meeting
Agenda Report**

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee
Councilor Jerry Lord, Chair
Chip Duncan, Veterans Memorial Museum
Annalee Tobey, Experience Chehalis
Katie Blurton, Best Western Inn Plus Manager
Lilly Wall, City of Chehalis/Stan Hedwall RV Park

BY: Jill Anderson, City Manager
Susan Stayner, Administrative Assistant

MEETING OF: September 25, 2023

SUBJECT: Lodging Tax Advisory Committee Recommendations for 2023 Tourism Funds

ISSUE

The Lodging Tax Advisory Committee (LTAC) reviews and makes funding recommendations to the City Council to fund various non-profit organizations or government entities for marketing and promotion, activities, operations, and expenditures designed to increase tourism in the city. The LTAC met on Tuesday, September 12, 2023, to review 8 requests/presentations from various organizations to receive tourism funding for calendar year 2024. Based on the application and presentations, the Committee has prepared recommendations to City Council regarding the allocation of funding in 2024.

SUMMARY OF REQUESTS SUBMITTED

With a projected beginning fund balance of \$178,616.00, plus projected tax revenue of \$330,000.00, the estimated revenue funds available for 2024 are \$508,616.00. This is approximately \$100,000 more than last year. The recommended fund balance reserve was set at \$50,000, consistent with past practice; and the dedicated Debt Service for Recreation was set at \$71,819. After these amounts were subtracted from the total funds available, the estimated revenue available for funding distribution to the various organizations for 2024 is \$386,797.

Projected Beginning Fund Balance	\$178,616.00
Estimated 2024 Tax Revenue*	\$330,000.00
Total Estimated Funds	\$508,616.00
Recommended Ending Balance	\$ 50,000.00
Dedicated Debt Service for Recreation Park	\$ 71,819.00
Total Estimated Available Revenue	\$386,797.00

City of Chehalis – Recreation Park Debt Service

Since 2019, a portion of the projected LTAC revenues is dedicated to assist in paying the annual debt service on bonds issued for funding the Recreation Park Improvement Project. This annual allocation has been previously approved by the City Council and the annual amount is not to exceed \$75,000. The allocated amount for 2024 is \$71,819.

City of Chehalis – Annual Allocation

Per Resolution 14-2022, which was approved by the City Council on September 26, 2022, 25% of the available revenues from tourism will be awarded to the City of Chehalis. In 2024, this amount would be \$96,700.00. From that amount, funds will be allocated to continue the maintenance and improvements of the Shaw Aquatic Center and the Sports Complex. (The Dedicated Fund)

The committee decided unanimously to make the following recommendations for funding of all organizations except for the Historical Museum amount, which was decided by a majority vote. (3 voted to recommend \$20,000 and 2 voted to recommend \$30,000.)

Organization	2024 Requests	2024 Recommendations
Chamber of Commerce	\$ 45,050.00	\$ 15,000.00
WA Assoc. of Culture and Arts (WACA)	\$ 75,000.00	\$ 0.00
Lewis County Economic Alliance	\$ 20,000.00	\$ 20,000.00
Chehalis-Centralia Railroad and Museum	\$ 50,000.00	\$ 50,000.00
Lewis County Historical Museum	\$ 45,000.00	\$ 20,000.00
Veterans Memorial Museum	\$ 45,000.00	\$ 45,000.00
Experience Chehalis	\$ 55,700.00	\$ 55,700.00
City of Chehalis (25% available revenue)	\$ 96,700.00	\$ 96,700.00
Grand Totals	\$ 432,450.00	\$ 302,400.00

After much discussion during the LTAC meeting, it was decided unanimously to recommend zero funds to WACA at this time due to their organization not meeting the requirements. (For more information, please see the minutes from the meeting which list those.) They were informed of this following their presentation and were encouraged to resubmit their application once all areas are verified in writing.

The committee decided to possibly re-open for a second application process in the first or second quarter of 2024 when WACA and/or any other organization would be allowed to present and request initial or additional funding.

It was also determined that the requested amount by the Chamber of Commerce was not warranted due to their organization’s primary focus being local businesses with a small percentage being done in the community to bring in tourism. The funding which the Chamber received last year was partly to pay for a Saturday employee, however, because of the low number of visitors who have come on a Saturday (per

the visitor log), the Saturday employee may not be needed. They reported that their Saturday employee has only been working for a short period of time.

The Committee has a concern about the lack of innovation and marketing that has been done during the year by the Lewis County Historical Museum. They also question the amount of money that the Museum requested of Lewis County in comparison to the City of Chehalis for their funding. For these reasons the committee has decided, after their vote, to recommend the amount of \$20,000 for 2024.

After the recommendations were added up, there was a surplus of \$84,397.00, which would be added to the \$50,000.00 LTAC reserve. These funds could be available for those organizations who meet the qualifications and show good potential for improving tourism in Chehalis during a possible second application process in 2024.

AWARD PROCESS

A municipality may award amounts differing from the LTAC recommendations, but only after satisfying procedural requirements of the state statute. A municipality must submit its proposed changes to the advisory committee for review and comment at least 45 days before final action on the proposal.

The attachments to this report include the draft minutes from the September 12, 2023, LTAC meeting and 2024 tourism fund projections and requests. Funding request applications are available for review upon request.

Upon City Council approval, all recipients must enter into an agreement with the City for use of the funds. The award recipients are required to submit quarterly reports to request reimbursement for eligible expenditures. All expenses are reviewed for accuracy before reimbursements are disseminated.

RECOMMENDATIONS

The LTAC recommends that the City Council approve its recommendations individually and collectively for use of lodging tax funds for 2024, as follows:

Organization	2024 Requests	2024 Recommendations
Chamber of Commerce	\$ 45,050.00	\$ 15,000.00
Washington Assoc. of Culture and Arts (WACA)	\$ 75,000.00	\$ 0.00
Lewis County Economic Alliance	\$ 20,000.00	\$ 20,000.00
Chehalis-Centralia Railroad and Museum	\$ 50,000.00	\$ 50,000.00
Lewis County Historical Museum	\$ 45,000.00	\$ 20,000.00
Veterans Memorial Museum	\$ 45,000.00	\$ 45,000.00
Experience Chehalis	\$ 55,700.00	\$ 55,700.00
City of Chehalis (25% available revenue)	\$ 96,700.00	\$ 96,700.00
Grand Totals	\$ 432,450.00	\$ 302,400.00

The LTAC further recommends that the City Council approve the annual appropriation of 25% of available funds in the amount of \$96,700.00 to the City of Chehalis be utilized at the discretion of the City; to approve the annual debt service payment for the Recreation Park Improvement Project in the amount of \$71,819.00; and to approve the additional remaining funds(after awards have been made) to be added to the Fund Balance Reserve Account to be used for additional funding awards in 2024, subject to City Council approval.

SUGGESTED MOTION

I move that the City Council:

- Approve the funding amounts, both individually and collectively, of the Lodging Tax Advisory Committee for use of lodging tax funds for 2024 as set forth in the agenda report; and
- Approve the annual debt service payment for the Recreation Park Improvement Project in the amount of \$71,819.00; and
- Approve the additional \$84,397.00 be added to the LTAC Reserve account to be used in the future for award funding in 2024.

Chehalis Lodging Advisory Committee

Meeting Minutes
September 12, 2023

Committee Members Present: Chair – Councilor Jerry Lord; Annalee Tobey, Experience Chehalis; Chip Duncan, Veterans Memorial Museum; Katie Blurton, Best Western Plus; and Lilly Wall, Chehalis Recreation Park.

Staff Present: Sarah Prok, Chehalis Parks and Recreation; and Susan Stayner, Administrative Assistant to the City Manager.

Public Present: Cameron McGee and John Six (only during first presentation)

1. Call to Order:

Councilor Lord called the meeting to order at 8:39 AM.

2. Review of Applications and Questions

Jerry Lord introduced Katie Blurton as the newest member of the advisory board as well as Sarah Prok who attended with Lilly from Chehalis Parks and Recreation. He began the review by stating that the budget looked good and asked if everyone had made their bills. A. Tobey and C. Duncan stated that they have not due to completing them quarterly.

C. Duncan brought up one of the new organizations, Washington Association of Culture and Arts (WACA). He stated that the organization does not have a website, email, cash on hand, or Tax ID# yet and they also have a married couple on their board, which is not allowed. A. Tobey stated that the couple is not married, but they do live together, which is still not allowed, for legal purposes. A. Tobey stated that the organization is to bring arts and culture to the schools and community which is lacking currently. She reiterated that they do not have any “seed” money and have a huge “ASK” but she is interested in their presentation.

Councilor Lord stated that we should begin with the presentations at this time.

3. 2024 Funding Presentations

Chamber of Commerce – Presented by Cynthia Mudge 8:55 AM

Initial ask: \$45,050

Secondary ask: \$30,000

Marketing: \$10,000
Operations: \$5,000
Personnel: \$30,000
Contract : \$2750

C. Mudge began her presentation by handing out pictures of the Visitors Center of the Chamber and said that the maps are a main part of the organization. The visitors who come in are looking for maps – the #1 requested item. The Chamber gets 940 calls per year with callers inquiring as to what there is to do in the area including Chehalis, Centralia, and surrounding smaller cities. There are more calls in the summer than other times of the year. One thing they plan to do is to improve their directory to include additional information about Experience Chehalis and other local happenings. Their guide/directory is available online and is updated annually and has information about relocation as well.

C. Mudge reported that the LTAC funds requested would be for the visitor center to stay up to date, to improve the registration process for 3 on 3 event in the future, improving their social media presence, having a full time marketing assistant who will be trained in CANVA, keeping the electronic billboard up to date, and expand the 3 on 3 event to more ages and people from other areas to come and be a part of it. (Olympia, Spokane) She informed the committee that the money made from the 3 on 3 tournament was for the Rob Fuller Scholarship Fund. This year they had 14 teams and most of the visitors who came to the event were friends and family of the players. They did have some problems with getting the hoops up and from the rainy conditions, but she feels that it was a success despite the difficulties.

C. Duncan asked how many people attended and C. Mudge said roughly 450 showed up. She stated that many ate at the local restaurants in the area, which was one thing they were hoping would happen. She said the Chamber is also seeking funding from Lewis County and the state of WA. L. Wall suggested that they work with the Sports Hub to help promote the event next time, to have a better response. C. Mudge stated that they want to hit up Thurston County and Longview with their marketing and to seek out sporting sites online as well.

C. Duncan asked if the marketing assistant would be trained and C. Mudge responded affirmatively. J. Lord asked if they were involved with the STP this year, but C. Mudge said that they didn't have many of the riders staying in the city at homes this year. He also asked about the amount that the hoops for the 3 on 3 event cost and C. Mudge said they paid about \$10,000, but that was a one time cost. She said that most of the costs were already paid, having only upkeep costs in the future.

Washington Association of Culture and Arts – Presented by Cameron McBee and John Six

09:16 AM

Initial ask: \$75,000

Secondary ask: \$40,000

Marketing and Promotions: \$35,000

Contracts: \$40,000

C. McGee began by stating that WACA is a brand-new organization with seven people on the board. Their intent is to create culture and diversity in the public schools and to build up the Arts in the community. The theatre and music artists who they bring in will provide growth for businesses. They are planning to partner with McFilers and McMenamins and to book musical artists and theatre companies to tour in the 2 cities of Centralia and Chehalis. Currently, C. McGee stated, national touring groups are detouring the western cities of WA and heading east to Idaho from Portland. This is why they want to find a community space like Centralia Community College and theatre spaces in the area to bring these groups and artists here. Their plan is to use McFilers once a month and follow with a 3-day festival. They believe the shows will bring business to the area.

C. Duncan asked about the bands they plan to book, but Cameron stated that they do not have anyone booked yet. J. Six added that they cannot book anyone until they have funding. C. McGee said they would like to have bands like "Portugal the Man". A. Tobey asked if these concerts would be fund raisers or actually to bring in money? C. McBee said they will do some fund raisers, but their goal is to promote education in the schools. He continued by stating that by getting the word out to the community, the managers will be seeing the value of having the bands/theatre, which will bring more bands and tours into the area, which will ultimately bring in more business to the various restaurants, hotels, and shops.

Tobey asked where their seed money is to start their organization. C. McGee replied that this is why they are asking for LTAC funding. C. Duncan stated that he really liked their idea, but until they meet the qualifications for an organization, according to the application, they cannot receive funding from LTAC. Some of those requirements that they have not met are: no website, no facebook, no secured grants, no 990's for the Knox Family (who C. McGee reported as their primary funding partner), no proof of being a non-profit, and having married/cohabiting partners on their board. C. Duncan suggested that they reapply when they have met the requirements, and that the LTAC would be able to meet again in January to review again. He also restated that they need to have "seed money" to show some investment in the organization as well. L. Wall also reminded them to consider the dates that they want to hold these events, and to make sure that they do not interfere with other events already set – such as the LC Fair, which they stated they had an event planned for during that time.

J. Six verified with the board what needed to be done before reapplying and all members agreed to have them back for review in January or February. John stated that by that time they should have headliners booked. C. Duncan and other members encouraged them in the process and C. Duncan stated how important timing is, and the committee is accountable to the citizens of the City of Chehalis as to what is done with the tax dollars. C. McGee and J. Six thanked the committee.

Economic Alliance/Discover Lewis County- Presented by Todd Chaput - 9:50 AM

Initial Ask: \$20,000

Secondary Ask: \$15,000

Marketing: \$8,000

Operations: \$1,000

Personnel: \$6,000

Contracts: \$4,000

Todd informed the Committee that they will serve as the DMO (Destination Marketing Organization) for the county, providing representation of Chehalis at the state level – in tourism. They want to have an all-county marketing organization, which it is not at the current time. He stressed how our area has Lakes and Mountains that can bring in visitors and said that Chehalis is the primary starting point for that adventure. He is asking \$20,000 to become that partner with Packwood to find RAW data from surveys of 500 people each. They can use Geofencing to outline an area in which to extract data from. He also said that October 2, 2023, is when an important meeting will take place where they will look at Chehalis and Centralia surveys to see what exactly brings people to this area. Their organization currently has an employee, Lenae Langdon, who puts the information on the website and runs their social media, which is doing extremely well. He did state that Lenae needs more photographs of the area to put on the WA state tourism site. After implementing their strategic approach, they will then develop a solution to communicate a plan for tourism, which he believes will greatly benefit Chehalis. They want to bring tourism marketing up to the 21st century. They need to find out the ways people communicate and use those to promote the area on their phones. By seeing travel patterns of people, they can tap into those on the website and social media. He stressed that they are a partnership organization and do have a Steering Committee which provides guidance for them.

Annalee Tobey asked if the data from the strategic plan will be sharable and Todd replied “no”, not currently, but eventually it will be available on Discover LC. J. Lord asked how they came up with the name, “Discover Lewis County” and Todd said that it was through an RV outfit. (Discover Lewis County has been used by the County for about a decade) He also said that they want to support/fund their operation through TPA and that ideally, it will be self-funded. They currently receive \$180,000 from Lewis County (as Lodging tax funds).

City of Chehalis – Presentation by Lilly Wall, Recreation Manager

Initial Ask: \$96,700 (25% of total estimated funds per Chehalis Finance Director, Chun Saul)

Lilly Wall informed the committee that the City of Chehalis Recreation Department has had a successful year with a large amount of growth in most areas, except for the RV park. Over the summer, they had 2 open swimming sessions each day, with swimmers coming from all over the area – provided by the visitors’ zip codes required at registration. Because of the Sports Complex, they have become a destination for tourists to visit. It is definitely “sports” tourism that happens 7 days a week. She reported that the numbers are not slowing down either. The funding that they have received from LTAC has been used to keep up the fields and aerate them as well as keeping the equipment in good working order and maintaining the area at the sports complex. They also receive donations. Promoting high quality tourism events with an emphasis on sports tournaments, camps, and clinics is the City’s priority.

Lilly did add that the RV Park has not been doing as well as hoped, due mainly to poor exposure. She would like to see the city’s website updated to be more appealing and easier to access the different happenings/activities in each department.

There was a question as to what should be done with the excess in LTAC reserve funds since it will be over \$50,000. J. Lord stated that we should just add it to the LTAC \$50,000 for problems or situations that may arise such as repairs or increased costs to maintain the facilities. A definite decision was not made at the time.

Centralia-Chehalis Railroad and Museum – Presentation by Mike Beehler, past board president. –

10:35 AM

Initial Ask: \$50,000	Secondary Ask: \$35,000
Marketing: \$35,000	
Operations: \$5,000	
Personnel: \$10,000	

M. Beehler began by saying that the past couple of years have been difficult. 2020 had Covid issues, 2021 was a better year, but they had problems with the track and the issue with the 2019 accident, which caused them to lose their insurance, and then 2022 brought the flood problem. They are hoping to have the insurance issue settled soon. LTAC has been a very important part of keeping them going. The railroad will continue to need LTAC funding to be able to proceed with the future plans. They are looking to have an “End Destination” where people could exit the train and participate in activities – at some point down the road. They are working with a 3rd party operator to be able to get insurance. This would be a temporary situation and is a business relationship, so they will be paying them. The 3rd party is Gooselake Railroad and is run by Toby Van Altvorst. When asked if Lewis County was going to assist with funding, M. Beehler stated

that they are not asking for funding from Lewis County. He did say that Mary Kay Nelson (A member of the CCRM Board) has applied for a grant to help with funding.

They should have the insurance issue settled in a couple of weeks and want to start taking reservations for The Polar Express in October. They would like it to begin running early in November. The Polar Express is one of their biggest money makers of the year. In prior years, they grossed \$21,000 from The Polar Express and plan to make more this year. Other rides, including the dinner trains will begin in March. Even though it is not required of them, they are operating under the FRA rules to show legitimacy to the insurance companies so that they will be able to purchase their own insurance policies again in a couple of years.

Lewis County Historical Museum – Presented by Jason Mattson - 11:10 AM

Initial Ask: \$45,000	Secondary Ask: \$40,000
Marketing: \$6,000	
Operations: \$23,000	
Personnel: \$10,000	
Contracts: \$6,000	

Jason gave a recap of the events which they have held this year including the Blueberry Pancake breakfast at the Chehalis Fest, the Chehalis Flying Saucer Party, and the Historic Display at the SWW Fair. They partnered with Experience Chehalis for the Blueberry Pancake Breakfast which brought 366 people in attendance. (More than last year's turnout.) He continued in saying that they had 800 visitors this Spring and that many people came for photo resources. They may do the Bigfoot Event with McFilers again next year, but he is not sure.

C. Duncan asked if there were any new events scheduled for next year and Jason said that he did not know of any. He did not mention the Author's Afternoon as was told at last year's that they would bring back to the Museum.

Experience Chehalis – Presented by Annalee Tobey - 11:30 AM

Initial Ask: \$55,700	Secondary Ask: \$45,000
Marketing: \$26,400	
Personnel: \$15,700	
Contract: \$13,600	

Annalee began her presentation by saying that they have grown so much over the past 10 years. They have a new employee named Jessica Kinney, who is very experienced and loves their "Civic Nerds". Jessica is a paid employee so some of the funding is being used for her salary. She also said that their "ask" amount has increased accordingly with the cost of everything increasing.

They have a new website with statistics of increased businesses using their site. The importance of photography and video has enabled them to give back to the community. Also, the use of QR codes on all handouts, including flyers, cards, posters, etc. have made it easier for people to access events and businesses in the city.

They have plans to reprint their business brochure with more descriptive texts and photos of Chehalis to be distributed not only to Lewis County, but also to Thurston County. Experience Chehalis is always willing to partner with other organizations' events and are open to ideas of what can be done differently to bring in more tourism for the City of Chehalis. They are going to have a Mural Tour and a Walking Tour of Chehalis this year. They will again have the Ladies' Night Out, which was first launched in 2023 in partnership with another organization. It was a huge success.

Veteran's Museum – Presented by Chip Duncan, President - 12:15 PM

Initial Ask: \$45,000

Secondary Ask: \$40,000

Marketing: \$45,000

C. Duncan began by saying that the Museum continues to progress with its many programs and events throughout the year. They rely on the LTAC funding to market these events. They change their events according to which are successful at bringing people in and which are not. They are constantly making assessments of the people in the community and surrounding areas are interested in doing. Their funding mainly goes toward the marketing for the Chehalis Fest, Car shows, the Gamber 500, and craft fairs. They partner with lots of businesses both in Eastern WA and Western WA for the Gambler 500 Event. Their craft shows/fairs bring in many people, which allows people to see the Veteran's Museum and purchase items at their gift store. They are considering having a Comic Book Show this next year to bring in a different genre of people. They work with other organizations like the Lewis County Historical Museum. Their funding does not currently go toward any salaries – only marketing. They have moved from having a Civil War Re-enactment to an American Revolutionary Re-enactment due to more people being interested in the "Spirit of 76" today. Most of their marketing is internet based like facebook and Instagram, which allows many people to find out about what is happening at the Museum.

4. **Decisions and Recommendations by LTAC:** 12:45 PM

The members of the committee agreed that it is more important to fund an organization that has already shown what they have done successfully to bring tourism to Chehalis than to fund an organization that has nothing to show or does not have any investment in its organization. It was unanimously agreed to not fund WACA at this time, due to the lack of documentation and outstanding items that disqualify them for funding. The Committee will encourage them to build up their "seed" and reapply when they have all application requirements documented. The

committee planned a tentative meeting in January or February of 2024 to re-evaluate WACA's situation and reconsider the organization's funding needs. This would also be open to current recipients of funding who may want to increase their funding amounts. The Committee also discussed an initial award of \$20,000- \$30,000 for WACA once all requirements are met, assuming they reapply when eligible.

The committee's main concern with the funding request by Economic Alliance was how much more will the marketing strategies bring in for Chehalis tourism. A. Tobey believes that having Chehalis added to their website will reach out to a new demographic area/population of people, regionally and statewide. She also believes that everyone will benefit from a joint county organization – Discover Lewis County and would like to see Lewis County represented at the state level for tourism. Lewis County is providing them with \$180,000, so \$20,000 is not that much from Chehalis to receive the benefits of having the City of Chehalis being visible in County tourism promotions.

LTAC Recommendation: \$20,000

It was discussed by the committee that the Chamber of Commerce does very little to increase tourism for the City of Chehalis, and they have not increased their exposure at other events in the community. Participants in the 3 on 3 tournament were mostly local teams who did not use the hotels in the area, and the restaurants were visited for one day. They have hired a Saturday employee, but it appears that this position may not be needed due to the lack of people visiting the Chamber on Saturdays (according to their visitation logs).

LTAC Recommendation: \$15,000

When discussing funding for the Lewis County Historical Museum, C. Duncan reminded the committee that most of their ask is for salaries. In addition, last year, it was recommended that the Historical Museum do more in the community to bring in tourism, using more marketing, which it did not do in 2023. L. Wall stated that the Executive Director could benefit from additional support. J. Lord mentioned people who love the museum. C. Duncan communicated that the museum would benefit from innovation and some progressive approaches, which are important to encouraging outsider interest. After taking a vote, it was decided to award the Historical Museum \$20,000 instead of \$30,000. (3 members voted for \$20,000 and 2 members voted for \$30,000.)

LTAC Recommendation: \$20,000

After a brief discussion and review of the presentation it was decided that the risk was low in funding the Centralia-Chehalis Railroad, and that they had done their due diligence to get the train running again. They all agreed that the train has always been a big tourist attraction for the City, and with the additional plans to expand to a "destination event", it will be worth the ask.

LTAC Recommendation: \$50,000

It was also decided unanimously by the committee members to award Experience Chehalis their full ask due to the many events that they are involved in and partnering with in the City of Chehalis. It is believed that they are using their funding wisely and in a productive way to promote increasing amounts of tourism to the City.

LTAC Recommendation: \$55,700

After a quick discussion by the Committee, it was also unanimously decided to award The Veteran's Museum their full ask for funding this year.

LTAC Recommendation: \$45,000

The Committee agreed to recommend that the City of Chehalis continue to receive funding of 25% of the total available funds for tourism in 2024. It will be used for Recreation Park, the Shaw Aquatic Center, and the Sports Complex, to continue maintaining the facilities and repairing equipment as needed as well as paying for the additional personnel to complete these tasks. The funds would also be used for marketing and registration purposes, to improve accessibility, visibility, and ease in use. The additional reserve amount should be added to offset costs and provide additional upkeep of the areas to always make them appealing and safe for all who use them.

Meeting was adjourned at 1:27 PM.

**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: September 25, 2023

SUBJECT: Appointment of Council Members to the Sewer Operating Board for the Cities of Chehalis and Napavine, and LCSD #4

ISSUE

The City of Chehalis has the opportunity to appoint one or two members to the Sewer Operating Board envisioned in the Sewer Interceptor Agreement established between the City of Chehalis, the City of Napavine, and LCSD #4.

BACKGROUND

The Sewer Interceptor Agreement outlines various responsibilities and terms related to the shared sewer infrastructure. Of particular significance are Sections 4 and 5, which pertain to the establishment and modification of sewer rates. These sections emphasize the collaborative approach required for setting equitable and sustainable sewer rates that consider the interests of all parties.

DISCUSSION

The Sewer Operating Board, as stipulated in the Sewer Interceptor Agreement, serves as a forum for the City of Chehalis, the City of Napavine, and LCSD #4 to discuss and make decisions related to sewer rates. The Board is composed of representatives from both entities and plays a pivotal role in ensuring transparent and balanced sewer rate determinations. The presence of the City of Chehalis elected representatives on this Board is essential to protect the interests and concerns of Chehalis customers.

BENEFITS OF APPOINTMENT

1. **Representation:** By appointing Chehalis City Council members to the Sewer Operating Board, the City will have a direct say in discussions and decisions related to sewer rates.

This representation will help safeguard the City of Chehalis interests and ensure that the rates set are fair and reasonable.

2. Collaboration: Participation in the Sewer Operating Board promotes collaboration and open dialogue between Napavine, LCSD #4, and Chehalis. This collaboration is essential to address any concerns and reach mutually agreeable solutions regarding sewer rates.
3. Compliance: Appointing council members to the Board ensures that the City of Chehalis remains compliant with the terms of the Sewer Interceptor Agreement, reducing the risk of disputes and legal complications in the future.

RECOMMENDATION

It is recommended that the City Council appoint two members, with a minimum of one member, to serve on the Sewer Operating Board alongside representatives from the City of Napavine and LCSD #4. This appointment will enable the City to actively participate in discussions regarding sewer rates and ensure that the perspective of the City of Chehalis is adequately represented in the decision-making process.

SUGGESTED MOTION

I move that the City Council appoint two members of the Council to be a part of the Sewer Operating Board between the City of Napavine and LCSD #4.

SEWER INTERCEPTOR AGREEMENT

THIS AGREEMENT, made and entered into this 22 day of JUNE, 1994, by and between the CITY OF CHEHALIS, WASHINGTON, a municipal corporation, the CITY OF NAPAVINE, WASHINGTON, a municipal corporation, and LEWIS COUNTY SEWER DISTRICT NO. 1, WASHINGTON, a municipal corporation,

W I T N E S S E T H:

WHEREAS, the parties hereto entered into a Sewer Service Agreement dated June 24, 1976, wherein the parties set forth all the parties' rights and responsibilities for the construction, maintenance, and operation of the sewer interceptor line, including each party's municipal sewer facilities; and

WHEREAS, the parties are desirous of updating the Agreement to set forth the rights and responsibilities of each party based upon the history of both the interceptor line and the relationship of the parties; and

WHEREAS, it is the intent of the parties to fully establish the ownership of the line together with the authority of each party to operate respective sewer facilities; now, therefore,

IN CONSIDERATION of the above referenced recitals and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. A. Purpose. The purposes of this Agreement are to:

(1) Provide for an economical and efficient means of providing sanitary sewer service to the parties of this Agreement and areas as agreed upon;

(2) Provide for the interception of sanitary sewage from each entity together with areas which are within the sphere of influence of each entity; and

(3) Provide for the operation and maintenance of the sewer interceptor line.

B. Definition. Equivalent Residential Unit (ERU) shall be defined as the use of two hundred fifty (250) gallons of capacity per day.

2. **Treatment Facilities.** All parties to this Agreement covenant and agree that the city of Chehalis shall operate the city's sewage treatment plant(s) and provide for treatment of all sewage coming through the sewer interceptor line from the respective entities up to the capacity of each entity as allocated. The city of Chehalis shall provide for treatment and disposal of said sewage in accordance with the terms of all applicable federal, state, and local regulations, subject to the ability of the city of Chehalis to adjust charges in accordance with the applicable costs for said treatment. The city of Chehalis agrees to make all necessary modifications to the treatment plant(s) to maintain the capacity of the sewer interceptor line as originally designed, together with any upgrades of the interceptor line as agreed to by all of the parties hereto. Any upgrades so agreed upon shall be done at the cost of all parties in proportion to their respective allocation of additional capacity.

3. **Sewer Interceptor Line.** The existing sewer interceptor line shall belong to each entity in a percentage of ownership as designated on Exhibit "A" attached hereto and incorporated herein by this reference. Each entity shall be responsible for maintenance of their portion of the line. With respect to ownership, any potential connection to the interceptor line which shall occur shall be the responsibility of the entity within the closest proximity to the hookup location. Should that entity decline to allow connection to the system, any other entity shall be allowed to extend capacity available to them for the connection, so long as it does not use or infringe upon any other entity's capacity. Any dispute as to which entity is not within the closest proximity shall be resolved by the Sewer Operating Board.

4. **Sewer Operating Board.** There is hereby created and established a sewer operating board composed of one representative from each of the parties hereto. Said representative shall be an elected official of the respective parties. The sewer operating board shall adopt bylaws for its own government and operation. The board may conduct business with a quorum of not less than two (2) members.

The sewer operating board shall have the general responsibility for the overall policy decisions made with regard to the sewer interceptor line, the rules and regulations for the use of the sewer interceptor line, a policy review of the rate structure and user charges for the use of said facilities, and such other items as may be necessary to assure

the proper allocation of capacity and equitable assessment of costs of operation of the sewer interceptor line.

5. Sewer Service Charges. The city of Chehalis shall establish rates to be charged to other parties for sewer service including delivery and treatment of sewage, which rates shall be based upon the applicable costs of maintenance and operation of the system, principal and interest on outstanding indebtedness and required indebtedness reserves, any financial requirements of state or federal agencies involving the sewage system, and reserves for future expansion or improvement of the general facilities. The rates to be proposed by the city of Chehalis shall be presented to the sewer operating board for their comment. The sewer operating board shall be given an opportunity to comment on the rates before the same are adopted by the city. Both the city of Napavine and Lewis County Sewer District No. 1 agree to pay to the city of Chehalis monthly sewer service charges as shall be established from time to time by the City Council of the city of Chehalis, Washington. Said charges shall be paid bi-monthly within thirty (30) days after receipt of the billing from the city.

The city of Chehalis shall have the authority to establish rates for all categories of service, including, but not limited to, residential, commercial, and industrial use. It is agreed that the city of Chehalis shall have the final say on all rate structures and user charges for the sewage system, and for the operation of all sewage system facilities located in Chehalis.

6. Capital Costs. Whenever, as set forth in this Agreement, any party participates in the capital costs of any facility, such participation shall be by one of the following methods:

A. Cash payment in the amount of the party's obligation at the time the participation is required; or

B. Cash payments as required to satisfy the debt service (principal and interest) for the improvement; or

C. An adjustment to the monthly sewer service charge with adequate provisions to guarantee full recovery of principal and interest; or

D. An agreement to provide reimbursement at a later date as connections are made (latecomer charges); or

E. Any combination of the above.

Any of the above options of participation shall be mutually agreed upon prior to construction of the facility.

7. **Records and Reports.** Each party hereto agrees that, at the request of any other party hereto, they will exchange any and all records or data pertinent to any portion of this Agreement.

The city of Napavine and Lewis County Sewer District No. 1 shall prepare and submit to the city of Chehalis a report containing the number and class of user of all sewer connections, and will allow the city of Chehalis to verify said reports at its option. Such reports shall be submitted to Chehalis Public Works Department.

The city of Napavine and Lewis County Sewer District No. 1 shall prepare and certify a report of the monthly water consumption of all nonresidential users which are connected to the sanitary sewer system in their respective service areas. This report shall be submitted with the payment stipulated in Paragraph 5 above if requested and, in any event, it shall be submitted annually on or before the 30th day of April of each year. The city of Chehalis shall prepare and certify a similar report to the city of Napavine and Lewis County Sewer District No. 1 of all nonresidential users lying within the Chehalis service area which are connected to the interceptor sewer line.

8. **Term of Contract.** This Agreement shall be binding upon the parties hereto, their successors and assigns, until the 22 day of JUNE, 2004. This Agreement shall continue thereafter from year to year until terminated by the agreement of a majority of the parties hereto. Any party to this Agreement shall have the right to request renegotiation of the terms and conditions hereof, other than any provisions relating to the payment of capital costs for upgrading the treatment plant and interceptor sewer line. A request to renegotiate this Agreement shall be given to all parties not less than thirty (30) days prior to their intent to commence negotiations, it being the intention of the parties hereto that any renegotiation shall be done with the input of all parties to this Agreement.

9. **Insurance.** Each party hereto agrees to carry insurance to cover loss or damage to their respective sewage facilities and against public and other liability. All parties agree that the said insurance will be in an amount to reasonably protect against

the possible hazards incurred by the construction and/or operation of the sewage facilities contemplated by this Agreement. Evidence of said insurance shall be submitted by each party to the other parties.

10. **Ordinances.** Each of the parties hereto shall adopt appropriate ordinances and/or resolutions so as to conform and comply with the intent of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

CITY OF CHEHALIS, WASHINGTON,
a municipal corporation

By *Paul Hatfield* 3-28-94
Its Mayor

Attest: *John F. Nakola*
Its City Clerk

CITY OF NAPAVINE, WASHINGTON,
a municipal corporation

By *Ruby V. Guido* 6-15-94
Its Mayor

Attest: *Louise H. Slett*
Its Clk. Treasurer

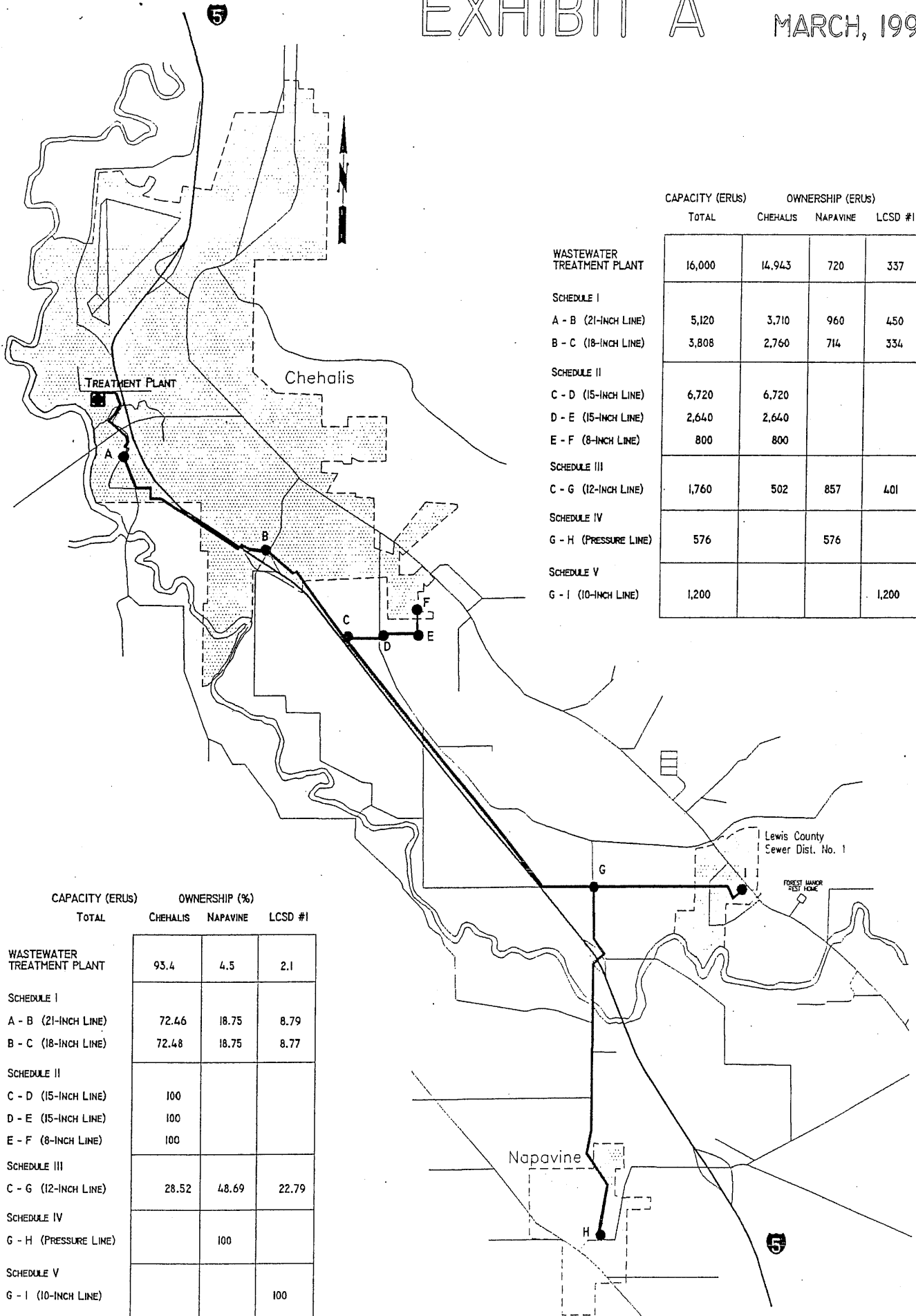
LEWIS COUNTY SEWER DISTRICT NO. 1,
a municipal corporation

By *Charles C. ...*
Its Chairman

Attest: *Vincent W. ...*
Its Secretary

EXHIBIT A

MARCH, 1994



CAPACITY (ERUS) OWNERSHIP (ERUS)
TOTAL CHEHALIS NAPA VINE LCSD #1

	TOTAL	CHEHALIS	NAPA VINE	LCSD #1
WASTEWATER TREATMENT PLANT	16,000	14,943	720	337
SCHEDULE I				
A - B (21-INCH LINE)	5,120	3,710	960	450
B - C (18-INCH LINE)	3,808	2,760	714	334
SCHEDULE II				
C - D (15-INCH LINE)	6,720	6,720		
D - E (15-INCH LINE)	2,640	2,640		
E - F (8-INCH LINE)	800	800		
SCHEDULE III				
C - G (12-INCH LINE)	1,760	502	857	401
SCHEDULE IV				
G - H (PRESSURE LINE)	576		576	
SCHEDULE V				
G - I (10-INCH LINE)	1,200			1,200

CAPACITY (ERUS) OWNERSHIP (%)
TOTAL CHEHALIS NAPA VINE LCSD #1

	TOTAL	CHEHALIS	NAPA VINE	LCSD #1
WASTEWATER TREATMENT PLANT	93.4	4.5	2.1	
SCHEDULE I				
A - B (21-INCH LINE)	72.46	18.75	8.79	
B - C (18-INCH LINE)	72.48	18.75	8.77	
SCHEDULE II				
C - D (15-INCH LINE)	100			
D - E (15-INCH LINE)	100			
E - F (8-INCH LINE)	100			
SCHEDULE III				
C - G (12-INCH LINE)	28.52	48.69	22.79	
SCHEDULE IV				
G - H (PRESSURE LINE)			100	
SCHEDULE V				
G - I (10-INCH LINE)				100

**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: September 25, 2023

SUBJECT: Procurement of a Tracked Remote-Control Mower for the Chehalis-Centralia Airport

BACKGROUND

The Chehalis-Centralia Airport is responsible for maintaining and upkeep of 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.

ISSUE

The purpose of this agenda report is to present a recommendation for the award of the bid for the procurement of a remote-controlled tracked 60-inch mower for the Chehalis-Centralia Airport. The sealed bid process was conducted, and Owen Equipment Company, the sole source supplier of RC Mowers products in the State of Washington, has submitted the sole bid, which meets all requirements and is considered reasonable.

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 remote-control mower. 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 ideal 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.

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 remote-control mower. This specialized mower is designed to handle challenging terrains, including uneven surfaces and slopes, with a high degree of efficiency and precision.

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, 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. This procurement provides exceptional value for the equipment needed to enhance the safety and efficiency of the Chehalis-Centralia Airport.

BUDGET COMMITTEE REVIEW

The Budget Committee has reviewed the proposal to purchase the RC Mower and supports the purchase.

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.



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



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?



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