

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr., District 3
Mayor

John Six, District 1
Daryl J. Lund, Mayor Pro Tem, District 2
Jody Kyes, District 4

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

Regular Meeting of Monday, February 12, 2024

5:00 p.m.

To access this meeting via Zoom:

Meeting ID: 834 4212 6653

Pass Code: 674890

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda

PRESENTATIONS/PROCLAMATIONS

None

CONSENT CALENDAR

ADMINISTRATION RECOMMENDATION	PAGE
APPROVE	1
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APPROVE	7
APPROVE	9
APPROVE	15

4. Minutes of the Regular Meeting January 22, 2024 (City Clerk)
5. Vouchers and Transfers- Accounts Payable in the Amount of \$285,362.19 (Finance Director)
6. Vouchers and Transfers- Payroll in the Amount of \$1,043,522.15 (Finance Director)
7. Contract Award Security Updates, Fencing and Gated Entry at Public Works (Public Works Director)
8. Contract Award for Louisiana Ave Traffic Splitters Concrete Project (Public Works Director)

PUBLIC HEARINGS

ADMINISTRATION RECOMMENDATION	PAGE

None

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
<u>None</u>		

NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
9. <u>Agreement for Professional Services with SCJ, Inc. for the Comprehensive Plan Periodic Update</u> (Interim Community Development Director)	APPROVE	23
10. <u>Renewal of the Memorandum of Understanding with the Economic Alliance of Lewis County for Infrastructure Planning, Support, and Advocacy</u> (City Manager)	CONSIDER	33

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

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

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

NEXT REGULAR CITY COUNCIL MEETINGS

MONDAY, FEBRUARY 26, 2024- 5:00 P.M.

MONDAY, MARCH 11, 2024- 5:00 P.M.

NEXT SPECIAL CITY COUNCIL MEETINGS

N/A

Chehalis City Council
Regular Meeting Minutes
January 22, 2024
5:00 p.m.

Council Present: Mayor Ketchum, Mayor Pro-Tem Lund, Councilor Spahr, Councilor McDougall, Councilor Carns, Councilor Kyes, and Councilor Six

Council Absent: None

Staff Present: Jill Anderson, City Manager; Kassi Mackie, City Clerk; Kevin Nelson, City Attorney; Lance Bunker, Public Works Director; Chun Saul, Financial Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Brandon Rakes, Airport Director; Riley Bunnell, Water Superintendent; Malissa Paulsen, City Planner/Interim Community Development Director; Rebecca Gallagher, Administrative Assistant to the City Manager; Todd Johnson, Contract City Planner; Lilly Wall, Parks and Recreation Director; Lance Bunker, Public Works Director

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 Spahr led the flag salute.

3. **Approval of Agenda**

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

SPECIAL BUSINESS

4. **Swearing in of Newly Appointed Council Member** (Municipal Court Judge)
Judge Unzelman administered the oath of office to John Six, District 1 appointee.

5. **Review of the City Council Committee Assignments for 2024-2025**
Council reviewed the committee assignments.

6. **Proclamation Honoring the Memory of Jack State**
Mayor Ketchum presented the proclamation honoring Jack State to his wife, Colleen State.

7. **Airport Master Plan Update from Aviation Planning Group**
Leah Whitfield of Aviation Planning Group provided an update on the Airport Master Plan.

CONSENT CALENDAR

8. **Minutes of the Regular City Council Meeting of January 8, 2024** (City Clerk)

9. Vouchers and Transfers- 2023 Accounts Payable in the Amount of \$472,772.51 (Finance Director)
10. Vouchers and Transfers- 2024 Accounts Payable in the Amount of \$1,324,974.57 (Finance Director)
11. Resolution No. 01-2024, Surplus Property (City Clerk)
12. Airport Pavement Rehab Project Completion (Airport Director)
13. Engineering and Construction Management Services Agreement for the SW 13th St. ADA Improvement Project (Public Works Director)
14. Engineering and Construction Management Services Agreement for the N. National Phase II Grind and Inlay Project (Public Works Director)

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

CITIZENS BUSINESS

Patti Alley provided public comment regarding Relay for Life.

UNFINISHED BUSINESS

15. Second Reading of Ordinance No. 1084-B, Amending the Chehalis Municipal Code Section 13.04.450 Regarding Billing and Payment Methods for Delinquent Accounts (Water Superintendent)

A motion was made by Councilor Spahr seconded by Mayor Pro Tem Lund to adopt Ordinance No. 1084-B on second reading. The motion carried unanimously.

16. Second Reading of Ordinance No. 1085-B, Amending the Chehalis Municipal Code Section 13.04.380 Regarding Hydrants Temporary Use Fee Increase (Water Superintendent)

A motion was made by Councilor Spahr seconded by Mayor Pro Tem Lund to adopt Ordinance No. 1085-B on second reading. The motion carried unanimously.

17. Second Reading of Ordinance No. 10867-B, Amendments to Chapters 17.12 and 17.78 of the Chehalis Municipal Code Regarding Subdivisions (City Planner)

A motion was made by Councilor Spahr seconded by Mayor Pro Tem Lund to approve Ordinance No. 10867-B on second reading.

The motion was amended to change 17.12 to 17.12A in the summary and second whereas clause. The amendment carried unanimously.

The main motion as amended carried unanimously.

NEW BUSINESS

18. Downtown Rejuvenation Project Award (Public Works Director)

A motion was made by Councilor Spahr seconded by Councilor McDougall to award the Downtown Rejuvenation Project contract for design and community engagement to HBB for \$474,462.88; authorize a 20% contingency of \$95,000, for a not to exceed budget of \$569,462.88 and authorize the City Manager to sign all project related documents including charge orders. The motion carried with Mayor Pro Tem Lund and Councilor Carns opposing.

ADMINISTRATION AND CITY COUNCIL REPORTS

City Manager Update

City Manager Anderson updated Council on the city manager recruitment process.

Councilor Reports/Committee Updates

Councilor Spahr provided a verbal update on the Planned Growth Meeting and Chamber Banquet.

Mayor Pro Tem Lund reported attendance at the Chamber Banquet and Parks Committee Meeting.

Councilor McDougall reported attendance at the Lewis County Shelter meeting, Chamber Banquet, Experience Chehalis and Historical Museum meetings.

Councilor Carns expressed gratitude to staff for the quick turn-around on the proclamation for Jack State.

EXECUTIVE SESSION

PURSUANT TO:

- **RCW 42.30.110(1)(i)- Litigation/Potential Litigation**

Mayor Ketchum adjourned the regular meeting and the Council entered executive session at 6:30 p.m. for 15 minutes or until 6:50 p.m., allowing the public five minutes to exit.

Mayor Ketchum adjourned the executive session at 6:50 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 6:50 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: February 12, 2024

SUBJECT: 2024 Vouchers and Transfers – Accounts Payable in the Amount of \$285,362.19.

ISSUE

City Council approval is requested for 2024 Vouchers and Transfers dated January 31, 2024.

DISCUSSION

The January 31, 2024, 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. 3421-3459, 141 - 142 and Voucher Checks No. 138274 – 138371 in the amount of \$285,362.19 dated January 31, 2024, which included the transfer of:

- \$ 110,566.28 from the General Fund
- \$ 24,199.51 from the Street Fund
- \$ 702.50 from the Transportation Benefit District Fund
- \$ 3,928.51 from the LEOFF 1 OPEB Reserve Fund
- \$ 36,073.00 from the G.O. Bond Fund
- \$ 39,350.37 from the Automotive Equipment Reserve Fund
- \$ 21,856.55 from the Wastewater Fund
- \$ 14,592.39 from the Water Fund
- \$ 1,957.14 from the Storm & Surface Water Utility Fund
- \$ 31,941.52 from the Airport Fund
- \$ 6.62 from the Wastewater Capital Fund
- \$ 61.80 from the Firemen's Pension Fund

- \$ 126.00 from the Custodial Other Agency Fund

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3421-3459, 141 - 142 and Voucher Checks No. 138274 – 138371 in the amount of \$285,362.19 dated January 31, 2024.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3421-3459, 141 - 142 and Voucher Checks No. 138274 – 138371 in the amount of \$285,362.19 dated January 31, 2024.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: February 12, 2024

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$1,043,522.15 ✓

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated January 31, 2024.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 42399-42413, Direct Deposit Payroll Vouchers No. 17423-17539, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 564-572 dated January 31, 2024, in the amount of \$1,043,522.15, which include the transfer of:

- \$699,207.72 from the General Fund
- \$43,883.32 from the Street Fund
- \$2,876.48 from the Transportation Dist Fund
- \$4,650.84 from the LEOFF1 OPEB Reserve Fund
- \$119,229.27 from the Wastewater Fund
- \$117,425.34 from the Water Fund
- \$20,770.84 from the Storm & Surface Water Utility Fund
- \$34,478.34 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the January 31, 2024, Payroll Vouchers No. 42399-42413, Direct Deposit Payroll Vouchers No. 17423-17539, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 564-572 in the amount of \$1,043,522.15.

SUGGESTED MOTION

I move that the City Council approve the January 31, 2024, Payroll Vouchers No. 42399-42413, Direct Deposit Payroll Vouchers No. 17423-17539, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 564-572 in the amount of \$1,043,522.15.

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

Derin Stack

PAYROLL OFFICER

Chun Saul

FINANCE DIRECTOR

CHECK NOS. 42399 THROUGH 42413, DIRECT DEPOSIT CHECK NOS. 17423 THROUGH 17539, ELECTRONIC FEDERAL TAX AND DRS PENSION/DEFERRED COMP PAYMENTS NOS. 564-572 ARE HEREBY APPROVED FOR PAYMENT IN THE TOTAL AMOUNT OF \$1,043,522.15 THIS _____ DAY OF _____, 2024.

MAYOR

001	GENERAL FUND	\$699,207.72
003	STREET FUND	43,883.32
103	TRANSPORTATION DIST FUND	2876.48
115	LEOFF1 OPEB	4650.84
404	WASTEWATER FUND	119,229.27
405	WATER FUND	117,425.34
406	STORM & SURFACE UTIL FUND	20,770.84
407	AIRPORT FUND	<u>34,478.34</u>
	TOTAL	\$1,043,522.15

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Lance Bunker, Public Works Director
Fritz Beierle, Street/Storm Superintendent
Celest Wilder, Capital Improvement Project Manager

MEETING OF: February 12, 2024

SUBJECT: **Contract Acceptance Award for Public Works Project: Security Upgrades, Fencing and Gated Entry**

ISSUE

The Public Works department needs security upgrades to the public works office, shop, and shooting range location. These upgrades were approved as part of the 2024 budget. Much of this funding is expected to be used in perimeter fencing, securing the site at 2007 NE Kresky Ave with a fencing and gate system that protects city assets from theft and vandalism.

DISCUSSION

On December 27, 2023, quotes were requested from five contractors listed in the MRSC Small Works Roster. Of the five contractors, quotes were received from all six. The project includes perimeter fencing around the firing range, public works office and outbuildings, and securing gates at the entry point to both the firing range, and employee and fleet parking area.

LaDue Fencing LLC appears to be able to complete the job and is the lowest “responsive” quote, with a cost of \$150,357.75. The administration recommends they be awarded the contract to complete the work. Any funds left over from the fencing upgrades will be applied to utility billing lobby security upgrade.

Contractor	Quote
LaDue Fencing LLC	\$150,357.75
South Gate Fence	\$167,704.59
West Coast Fence pros.	169,874.00
Express Iron Works	176,885.36
Fence Specialists	200,960.00



FISCAL IMPACT

This project will be paid for by a combination of Water, Street, and Stormwater funds. Each department has allocated \$60,000 for these improvements, which has been approved as part of the adopted 2024 budget. The cost will be split equally by all three departments.

With a recommended 10% contingency (\$15,000) for unanticipated changes, the total cost would be authorized for a not-to-exceed budget of \$165,357.75 (rounded to \$165,500).

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the City Council:

- Award the Public Works Security Upgrades, Fencing and Gated Entry project to LeDue Fencing, LLC in the amount of \$150,357.75.
- Authorize a 10% contingency budget of \$15,000; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$165,500.

SUGGESTED MOTION

I move that the City Council:

- Award the Public Works Fence and Security Project to LeDue Fencing in the amount of \$150,357.75.
- Authorize a 10% contingency budget of \$15,000; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$165,500.



CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT dated the 5th day of February , 2024, by and between the

CITY OF CHEHALIS, WASHINGTON, (hereinafter called **OWNER**) and LaDue Fencing LLC.
(hereinafter called **CONTRACTOR**). **OWNER** and **CONTRACTOR**, in consideration of the mutual covenants

hereinafter set forth, agree as follows:

Article 1. WORK.

CONTRACTOR shall complete all Work as specified or indicated. The Work is generally described as:

Build and install security fence and gates around the vicinity of the public works facility.

Article 2. PREVAILING WAGES.

This is a public works project and requires that prevailing wages be paid as governed by Chapter 39.12 RCW – Prevailing Wages on Public Works, regardless of the contract amount.

Each individual contractor and subcontractor on a public works project must individually file a “Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid” with the Washington State Department of Labor and Industries for each contract. **CONTRACTOR** and subcontractor must provide **OWNER** with compliance documentation.

Article 3. CONTRACT AGREEMENT PRICE.

OWNER shall pay **CONTRACTOR** for completion of the Work in accordance with the Contract Agreement equal to the amounts determined:

Bid/Quote Amount	\$ 150357.75
Sales Tax	\$ 11394.95
10% Contingency	\$ 15,000.00
TOTAL	\$165,500.00

CITY OF CHEHALIS

By: _____

Title: City Manager

Date: _____

CONTRACTOR ACCEPTANCE

By: Kan LaDue

Title: President

Date: 2/1/2024



Exhibit 4

Check List for Small Public Works Projects \$200,000 or Less

(This Check List should be used (in sequential order) for all public work excluding ordinary maintenance items)

Project Name: Public Works Fence Project

Start Date: _____

- ☒ Develop specification and/or scope of work in compliance with standards specifications manual; include prevailing wage, performance and payment bonds, E-Verification, and retainage requirements
- ☒ Send specifications and scope of work to at least five (5) contractors listed on the Small Works Roster for projects over \$35,000; and to at least three (3) contractors for projects under \$35,000

Contractor Name	Phone	Email	Date Contacted	Date Received	Bid Amount
West Coast Fence pros	360-827-1786		12/27/23	01/02/24	169,874.00
LaDue Fencing	360-495-4144		12/27/2023	12/29/23	150,357.75
Express Iron Works	360-262-9999		12/27/2023	12/27/2023	176,885.36
South Gate Fence	360-352-3934		12/27/2023	01/11/2024	167,704.59
Fence Specialists	253-531-5452		12/27/2023	01/11/2024	200,960.00

- ☒ Document all responses, even non-responses, with date contacted and date received; allow 7 to 14 days for response time for projects over \$35,000
- ☒ Award Project to the lowest responsible bidder: LaDue Fencing
- ☐ Notify all contractors that were not selected of bid results for projects over \$35,000
- ☐ Draft Contracts in compliance with standards specifications manual; include prevailing wage, performance bonds, E-Verification, and retainage requirements
- ☐ Have City Manager execute contract agreements
- ☐ Obtain L&I Intent to Pay Prevailing Wages Form from Contractor; Alternate process may be used for projects under \$2,500
- ☐ Obtain Performance Bond
For projects under \$35,000 50% retainage can be used in lieu of Performance Bond
- ☒ Obtain Certificate of Liability Insurance from Contractor
- ☐ Verify Contractor has obtained all applicable and required permits

- ☐ Issue Notice to Proceed
- ☐ Inspect work and materials to ensure it has been completed per the specifications and scope of work
- ☐ Obtain invoice to include sales tax
- ☐ Process invoice for payment and prepare retainage voucher
Retainage is 5% unless no Performance Bond was obtained for projects under \$35,000
- ☐ Send Notice of Completion to Department of Revenue for projects over \$35,000
- ☐ Obtain L&I Affidavit of wages paid from contractor, or off of the L&I website
- ☐ Obtain Department of Revenue Payment of Excise Taxes by Public Works Contractor (Projects over \$35,000)
- ☐ Obtain Employment Security Department Certificate of Payment of Contributions, Penalties, and interest on public work contracts over \$35,000
- ☐ Obtain L&I release for payment on workers' comp. insurance premiums on projects over \$35,000
- ☐ Release and pay retainage
- ☐ Close and file project per the Washington Secretary of State Records Retention Manual

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Lance Bunker, Public Works Director
Fritz Beierle, Street/Storm Superintendent

MEETING OF: February 12, 2024

SUBJECT: Contract Award for Louisiana Ave Traffic Splitters Concrete Project

ISSUE

The traffic splitters along Louisiana need to be upgraded to improve the attractiveness of the street Louisiana and reduce maintenance issues along one of the City's busiest thoroughfares. Quotes have been received for Louisiana Ave. Traffic Splitter Project and a recommendation to award a contract have been prepared for the City Council's consideration.

DISCUSSION

The Louisiana round about traffic splitter concrete project is a project that will replace the drain rock and the grass with concrete in the middle of the traffic splitters. This project was approved for construction in the 2024 budget.

The project was sent Out for Quotes to several contractors on the MRSC list on January 2, 2023. The lowest bidder of this project is J&E Concrete, LLC. In the amount of \$56,595.00 including Washington sales tax.

Contractor	Quote
J&E Concrete LLC.	\$56,595.00
Roglins Inc.	\$84,000.00

FISCAL IMPACT

The fiscal impact for the city will be \$62,195.00. This will cover the cost of construction as well as 10% contingency.

However, by doing this project the City will be able to reduce the maintenance costs associated with the current traffic splitters, including mowing and weeding, and more effectively utilize limited staff resources. Using concrete on the splitters will also help make Louisiana Avenue look clean and well-maintained, which helps with maintaining and attracting commerce to this important retail center for the City.

RECOMMENDATION

It is recommended that the City Council:

- Award the Louisiana Ave. Traffic Splitters Concrete Project to J&E concrete LLC. in the amount of \$56,595.00.
- Authorize a 10% contingency budget of \$5,600.00 and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$62,195.00.

SUGGESTED MOTION

I move that the City Council:

- Award the NW Pacific Avenue Reconstruction Project to Louisiana Ave. Traffic Splitters Concrete Project to J&E concrete LLC. in the amount of \$56,595.00.
- Authorize a 10% contingency budget of \$5,660; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$62,195.00.



***Pictures of existing grass splitters and an example of an existing concrete splitter
If the project is approved all of the splitters on Louisiana Avenue will be concrete.***



CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT dated the 5th day of February, 2024, by and between the

CITY OF CHEHALIS, WASHINGTON, (hereinafter called **OWNER**) and J&E Concrete LLC.
(hereinafter called **CONTRACTOR**). **OWNER** and **CONTRACTOR**, in consideration of the mutual covenants

hereinafter set forth, agree as follows:

Article 1. WORK.

CONTRACTOR shall complete all Work as specified or indicated. The Work is generally described as:

Excavate and install new concrete in said traffic splitters on Louisiana Ave.

Article 2. PREVAILING WAGES.

This is a public works project and requires that prevailing wages be paid as governed by Chapter 39.12 RCW – Prevailing Wages on Public Works, regardless of the contract amount.

Each individual contractor and subcontractor on a public works project must individually file a “Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid” with the Washington State Department of Labor and Industries for each contract. **CONTRACTOR** and subcontractor must provide **OWNER** with compliance documentation.

Article 3. CONTRACT AGREEMENT PRICE.

OWNER shall pay **CONTRACTOR** for completion of the Work in accordance with the Contract Agreement equal to the amounts determined:

Bid/Quote Amount	\$ 56,595.00
Sales Tax	\$ 4095.00
10% Contingency	\$ 5600.00
TOTAL	\$62,195.00

CITY OF CHEHALIS

By: _____

Title: City Manager

Date: _____

CONTRACTOR ACCEPTANCE

By: Earl Moore

Title: Owner J&E Concrete, LLC

Date: 1/31/2024



Exhibit 4

Check List for Small Public Works Projects \$200,000 or Less

(This Check List should be used (in sequential order) for all public work excluding ordinary maintenance items)

Project Name: Traffic splitters Lousiana ave

Start Date: _____

- ☒ Develop specification and/or scope of work in compliance with standards specifications manual; include prevailing wage, performance and payment bonds, E-Verification, and retainage requirements
- ☒ Send specifications and scope of work to at least five (5) contractors listed on the Small Works Roster for projects over \$35,000; and to at least three (3) contractors for projects under \$35,000

Contractor Name	Phone	Email	Date Contacted	Date Received	Bid Amount
J&E concrete	360-789-1394		01/02/24	01/02/24	56,595.00
Rognlins	360-532-5220		01/02/24	01/03/24	99,000.00
Colson Construction	360-520-7505		01/02/24	can not do	can not do

- ☐ Document all responses, even non-responses, with date contacted and date received; allow 7 to 14 days for response time for projects over \$35,000
- ☐ Award Project to the lowest responsible bidder: _____
- ☐ Notify all contractors that were not selected of bid results for projects over \$35,000
- ☐ Draft Contracts in compliance with standards specifications manual; include prevailing wage, performance bonds, E-Verification, and retainage requirements
- ☐ Have City Manager execute contract agreements
- ☐ Obtain L&I Intent to Pay Prevailing Wages Form from Contractor; Alternate process may be used for projects under \$2,500
- ☐ Obtain Performance Bond
For projects under \$35,000 50% retainage can be used in lieu of Performance Bond
- ☐ Obtain Certificate of Liability Insurance from Contractor
- ☐ Verify Contractor has obtained all applicable and required permits

- ☐ Issue Notice to Proceed
- ☐ Inspect work and materials to ensure it has been completed per the specifications and scope of work
- ☐ Obtain invoice to include sales tax
- ☐ Process invoice for payment and prepare retainage voucher
Retainage is 5% unless no Performance Bond was obtained for projects under \$35,000
- ☐ Send Notice of Completion to Department of Revenue for projects over \$35,000
- ☐ Obtain L&I Affidavit of wages paid from contractor, or off of the L&I website
- ☐ Obtain Department of Revenue Payment of Excise Taxes by Public Works Contractor (Projects over \$35,000)
- ☐ Obtain Employment Security Department Certificate of Payment of Contributions, Penalties, and interest on public work contracts over \$35,000
- ☐ Obtain L&I release for payment on workers' comp. insurance premiums on projects over \$35,000
- ☐ Release and pay retainage
- ☐ Close and file project per the Washington Secretary of State Records Retention Manual

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Malissa Paulsen, Planner

MEETING OF: February 12, 2024

SUBJECT: Comprehensive Plan Periodic Update, Agreement for Professional Services with Shea, Carr, Jewell, Inc., (SCJ Alliance) in the amount of \$157,000 for the Comprehensive Plan Periodic Update.

ISSUE

The commencement of the City of Chehalis' 2025 Comprehensive Plan Periodic Update has been delayed due to the City's previous request for proposal receiving no responses. The Planning Department does not have the capacity to handle the update on its own.

DISCUSSION

Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations. The extent of the required updates is dependent on whether the jurisdiction's county is considered fully or partially planning. Lewis County is considered a fully planning county and we are therefore required to update or add the Land Use, Housing, Capital Facilities, Utilities, Transportation, Shoreline, Essential Public Facilities, Tribal Planning, Climate Change & Resiliency, Economic Development, Parks & Recreation elements of the City's Comprehensive Plan. Additionally, Development Regulations associated with the updates are required to be reviewed and updated at the same time.

In Summer of 2023 a Request for Proposals (RFP) was issued and advertised in all the standard ways, to consider proposals and qualifications from consulting firms for the 2025 periodic update. No proposals were received for review. In November 2023, planning staff reached out to a local consulting firm, which the city has worked with previously, to discuss options and the potential for them to take on the update. In late January 2024, City staff interviewed SCJ Alliance, reviewed the scope of work provided (see attached), and is requesting to move forward with contracting with SCJ Alliance to handle the required research, public outreach, and overall updates to the City's comprehensive plan.

The City of Chehalis' 2025 Comprehensive Plan Periodic Update is due by June 30, 2025. The City must be up to date with the requirements of the Growth Management Act (GMA) to remain eligible for grants and loans from certain state infrastructure programs

PROPOSED AGREEMENT – KEY TERMS

The Key terms of the proposed agreement are:

- Term running December 2023 through the end of June 2025.

- Cost not-to-exceed basis of \$125,015.92.
- SCJ Alliance will provide monthly invoices for services provided and deliverables.
- Provisions for meeting the requirements of the applicable Comprehensive Plan Update from the Department of Commerce and Public Records and Open Public Meeting Requirements.
- Provision that the City may choose to collaborate with Lewis County on the required inventory analysis, or if the City chooses, SCJ Alliance will handle the inventory analysis.

PROPOSED AGREEMENT – DELIVERABLES

Phase 1: Project Management

- Deliverables:
 - Kickoff meeting with City staff
 - Participation in monthly check-in calls, monthly invoices, and progress reports.

Phase 2: Baseline

- Deliverables:
 - Existing Conditions Report
 - Demographics Memo
 - Provide the City with a copy of the GMA checklist audits.
 - Future land use map with land capacity analysis supporting growth.

Phase 3: Engagement

- Deliverables:
 - Provide the city with a public engagement plan.
 - A survey created in Alchemer available in virtual and hard-copy formats
 - Summary report of the survey results
 - SCJ to plan and lead two public engagement events.
 - Summary report of the public events will be provided to the city and integrated into the plan.

Phase 4: Comprehensive Plan Outline & Policy Framework

- Deliverables:
 - Draft Comprehensive Plan including policy framework and implementation/action plan for City staff review and comment.

Phase 5: Final Comprehensive Plan

- Deliverables:
 - Final Comprehensive Plan Draft
 - SEPA Checklist
 - Technical Memo outlining recommended/required Development Code Updates

Phase 6: Adoption

- Deliverables: City of Chehalis Comprehensive Plan

FISCAL IMPACT

The 2024 adopted budget included provisions for the 2025 Comprehensive Plan update including \$152,000 for Professional Services related to Strategic Planning, within the Planning and Building Department Budget. As the State of Washington is requiring the City of Chehalis to update our Comprehensive Plan, the Washington State Department of Commerce has agreed to reimburse up to

\$125,000 total over two years for covered expenses relating to the plan through the GMA Periodic Update Grant.

RECOMMENDATION

I recommend that the City Council consider the agreement for Professional Services with Shea, Carr, Jewell, Inc., (SCJ Alliance), approve the agreement for professional services, and authorize the City Manager to sign the contract with Shea, Carr, Jewell, Inc, and authorize the spending of \$152,000 for professional services in relation to the 2025 Comprehensive Plan Periodic Update.

SUGGESTED MOTION

I move the City Council approve the agreement for professional services and authorize the City Manager to sign the contract with Shea, Carr, Jewell, Inc.



Exhibit A
Scope of Work
Comprehensive Plan Periodic Update
City of Chehalis, Washington

Prepared For: City of Chehalis
Attn: Jill Anderson, City Manager
350 N Market Blvd
Chehalis, WA 98532

Prepared By: Rachel Granrath, AICP, Associate Principal

Date Prepared: November 27, 2023

Scope Overview

This comprehensive plan update is an important opportunity to knit together what the City has been working on recently to produce a unified, consistent, and effective policy framework and collaboration with the County on housing will be a key part of this work, as well.

We understand City staff will be a key partner in this effort, and we look forward to working with various departments, associated boards, and commissions to ensure this plan is both compelling and useful. Our approach will be inclusive, transparent, memorable, technically solid, and intuitive.

Most importantly, this process provides an opportunity to hear from your community on what matters and craft a future vision for economic prosperity, housing attainability, historic downtown vitalization, and what we hear matters from stakeholders. The Chehalis community must be meaningfully involved throughout this effort. Public engagement is the core of our practice, and we look forward to providing innovative, fun, and meaningful engagement opportunities during all phases of this update.

SCJ will provide services outlined in the following Phases to the City on a **cost not-to-exceed basis of \$125,015.92**. This phase will run from December 2023 through the end of June 2025. Changes to the timeline or tasks may require an amendment to the contract to complete the phase. Amendments will be submitted to the city for concurrence before additional work takes place.

Phase 1: Project Management

The consultant team will begin the project by meeting with SCJ and Chehalis staff to review the project scope, schedule, budget, and deliverables to ensure expectations are clear. That meeting will cover project communication protocols, including providing team members with the information needed to deal effectively with issues, including whom to inform of a specific issue and whom to contact for assistance. The consultant team will participate in monthly check-in calls with the City's project manager and will provide monthly progress reports documenting the status of both scope progress and budget expenditure.

1.1 – Kickoff meeting

A kickoff meeting will be held with City staff to review the proposed process and schedule. This will provide a thorough understanding of requirements for the GMA Compliance checklist, confirm the overall project schedule, and begin the gathering of information/feedback on current issues. Time will be reserved for meeting with local officials to better understand local and current issues facing the new Comprehensive Plan.

1.2 – Project Management

- Management – Ongoing project management to keep the project moving forward will include coordination, regular check-ins, and all communication with city staff for all phases of the projects.
- Billing – processing invoices and monthly billing.
- Project Administrative Support– miscellaneous administration including filing, contracting, and other administrative project support.

Deliverables:

- Kickoff meeting with staff
- Participation in monthly check-in calls, monthly invoices, and progress reports

Phase 2: Baseline

This phase includes a demographic update, including establishing population forecasts, and review of pertinent regional and local plans. This work establishes a baseline of understanding for Chehalis and an assessment of the existing comprehensive plan's policy for compliance with current (and recent) GMA requirements. We will conduct a GMA checklist audit for the comprehensive plan and development regulations to determine where the new plan will need to come into compliance with the GMA.

Task 2.1 – Existing Conditions & GMA Audit

- Report and analyze demographic information throughout the plan. This will include population projections and analysis of housing needs.
- Review of other pertinent regional and local plans.
- Prepare an Existing Conditions Report based on baseline analysis.
- Conduct an audit of the existing Comprehensive Plan and Development Code by completing the GMA checklist audit for compliance with state regulations and to identify current gaps.
- *Collaboration between Lewis County and City on inventory TBD on scoping negotiations*

Task 2.2 – Demographics Report

SCJ will work directly with City staff in updating the plan's demographic information. This task will also include compiling data for base map layers.

Task 2.3 – Land Capacity Analysis

- Perform a spatial analysis of developable land, critical areas, and infrastructure level-of-service (LOS)
- Develop a new Future Land Use Map (FLUM)
- Determine future needs and capacity based on FLUM and projected population
- *Collaboration between Lewis County and City on inventory TBD on scoping negotiations*

Deliverables:

- Existing Conditions Report
- Demographics Memo
- Provide the City with a copy of the GMA checklist audits.
- Future land use map with land capacity analysis supporting growth

Phase 3: Engagement

SCJ will develop a detailed and effective public engagement program with the Chehalis community, stakeholders, Planning Commission and City Council. Engagement efforts may be a combination of in-person and virtual formats.

Task 3.1 – Public Participation Plan Development

SCJ will develop a formal public engagement plan that will outline the timeframe, purpose, and participants for each engagement activity. The public participation plan will ensure early involvement from the public and regular check-ins with the City, Planning Commission, and City Council as deemed appropriate by the City.

Task 3.2 – Community Survey

- A community survey will be drafted, developed in Alchemer, and distributed in multiple methods throughout the community to gather information and feedback from community members on the future of Chehalis.
- We will aim to distribute the survey to a wide range of diverse community members.
- We will summarize the results from the survey and use them to inform the direction of the plan.

Task 3.3 – Public Engagement Events

Our team will schedule, coordinate, and invite the public to engage in the development of the new Comprehensive Plan at two different public events. The events will be held at pre-scheduled well-attended events where community members are known to gather, such as farmers markets or street fairs. The outreach events will focus on:

- Event 1: Existing Conditions & Vision for 2045
- Event 2: Rollout of the draft plan for public comment

Phase 3: Understanding

1. SCJ will coordinate with City staff, as necessary, and will provide the materials for public engagement events.
2. SCJ will solicit participation from the public by coordinating with the city, local groups, community center, and other necessary local groups.

Deliverables:

- Provide the city with a public engagement plan.
- A survey created in Alchemer available in virtual and hard-copy formats
- Summary report of the survey results
- SCJ to plan and lead two public engagement events.
- Summary report of the public events will be provided to the city and integrated into the plan.

Phase 4: Comprehensive Plan Outline & Policy Framework

This phase includes the preparation of the first draft of the Comprehensive Plan and development of a new policy framework. The draft will be revised based on findings from meetings with the city, the existing conditions report, supporting plans, the GMA checklist audit, and the public outreach. The draft will include all GMA-required elements of the comprehensive plan.

Task 4.1 – Comprehensive Plan Outline & First Draft

Complete the first draft of the Comprehensive Plan Outline including all elements, identifying information needed to complete each section. This subtask includes coordination with city staff to fully update the Land Use, Housing, Transportation, Parks & Recreation, and Capital Facilities Elements of the plan.

Task 4.2 – Develop Vision, Goals, and Priorities

Our team will draft a new vision statement, goals, and priorities to guide the development of the comprehensive plan. We will host an in-person visioning workshop with the city staff and potentially city planning commission and city council to discuss and workshop the vision, goals, and priorities.

Task 4.3 – Policy Framework

SCJ will prepare the revised policy framework. The policy framework will include an implementation and action plan to accompany the revised policy framework.

Deliverables:

- Draft Comprehensive Plan including policy framework and implementation/action plan for City staff review and comment

Phase 5: Final Comprehensive Plan

This phase includes the preparation of the final Comprehensive Plan draft. The final draft will include all elements to comply with GMA requirements. This task will include compiling all the gathered information through research, analysis, public outreach, and coordination with the city, as well as formatting, graphics, and proofreading. This task will also include a SEPA review and a completed SEPA checklist for the Comprehensive Plan.

Lastly, we will provide a memo outlining our review of the development code and strategy for implementing code revisions. This phase includes one in-person workshop or two virtual workshops with the City and SCJ to discuss the proposed code changes. The recommendations will provide guidance for the city to update its Development Code based on the new Comprehensive Plan.

Task 5.1 – Final Documents

- A final, proofread draft of the Comprehensive Plan will be provided to the City.
- A completed SEPA Checklist.
- Draft and submit a technical memo outlining the recommended Development Code updates, with precise language, to implement the new Comprehensive Plan.

Phase 5 - Understanding

1. SCJ will recommend Development Code updates, which will be outlined in a technical memo to the city. SCJ will prepare a contract amendment with a scope and budget for development code drafting if the city authorizes the additional work, at this time that is not considered in this scope.
2. The City will submit the Comprehensive Plan to the Department of Commerce for a 60-day review and intent to adopt.
3. The City will prepare all notices and issue the SEPA checklist 14-day review to the public and agencies, including uploading all necessary information via the Department of Commerce Plainview website to the SEPA Register.

Deliverables:

1. Final Comprehensive Plan Draft
2. SEPA Checklist
3. Technical Memo outlining recommended/ required Development Code Updates

Phase 6: Adoption

This phase presents the draft plan to the community via a combined workshop with the Planning Commission and City Council. The workshop will solicit comments and public feedback on the final draft of the Comprehensive Plan.

SCJ will revise the plan as indicated in the rollout conversations before presenting the revised draft to the Planning Commission for recommended adoption to the City Council. SCJ will then make additional revisions as appropriate and coordinate with staff on the best ways to bring the plan to City Council.

Task 6.1 – Adoption of the Comprehensive Plan

- Combined rollout meeting with the Planning Commission, City Council, and the public to present the final Comprehensive Plan and recommendations for Development Code updates.

- Final updates to the Comprehensive Plan following the rollout meeting.
- Planning Commission hearing recommending adoption to the City Council.
- City Council adoption meeting.

Phase 6 - Understanding

1. SCJ will coordinate with the City to schedule all meetings proposed in this phase. SCJs participation may be in-person or virtual.
2. The City will prepare and publish all applicable notices.
3. SCJ will prepare all applicable materials necessary to Task 01.

Deliverable:

- City of Chehalis Comprehensive Plan

Phase 98: Additional Services

Comp Plan Management Reserve

Management Reserve Funds are reserved for amendments to the original proposed Scope of Work. The client may authorize use of Management Reserve Funds to expand into phases or tasks where additional work may be necessary or desired. For example, these funds may be necessary to complete additional development code updates beyond the original scope. Management Reserve Funds will only be used upon agreement between the client and the consultant.

Phase 99: Expenses

Reimbursable Expenses will be billed on a time and materials basis and include items such as mileage, plan reproductions, copies, etc. See labor estimate table below.

END OF PROPOSAL

Exhibit B
Proposed Budget

PHASE AND TASK SUMMARY TABLE			
Comprehensive Plan Update		Project #:	23-P01048
Phase #	Phase Title	SCJ Hours	Total Cost
SCJ Labor			
PHASE 01	Project Management		
Task 01	Kick Off Meeting	18	\$3,152.00
Task 02	Project Management	24	\$4,008.00
Phase Total:		42	\$7,160.00
PHASE 02	Baseline		
Task 01	Existing Conditions & GMA Audit	100	\$11,970.00
Task 02	Demographics Report	174	\$8,566.00
Task 02	Land Capacity Analysis	52	\$6,538.00
Phase Total:		226	\$27,074.00
PHASE 03	Engagement		
Task 01	Public Participation Plan Development	35	\$4,814.00
Task 02	Community Survey	64	\$7,900.00
Task 03	Public Engagement Events	136	\$17,804.00
Phase Total:		235	\$30,518.00
PHASE 04	PHASE TITLE		
Task 01	Comprehensive Plan Outline & First Draft	110	\$13,978.00
Task 02	Develop Vision, Goals, and Priorities	59	\$7,800.00
Task 03	Policy Framework	51	\$6,952.00
Phase Total:		220	\$28,730.00
PHASE 05	Final Comprehensive Plan		
Task 01	Final Documents	90	\$12,956.00
Phase Total:		90	\$12,956.00
PHASE 06	Adoption		
Task 01	Adoption of the Comprehensive Plan	24	\$3,572.00
Phase Total:		24	\$3,572.00
Subtotal:			\$110,010.00
Subconsultants			
Subconsultant Markup:			\$0.00
Subtotal:			\$0.00
Reimbursable Expenses			
Phase 99	Reimbursable Expenses:		
	Copies, Printing, etc.		\$440.04
	Travel Expenses		\$4,000.00
	Mileage		\$327.50
	Expenses Markup:		\$238.38
Subtotal:			\$4,767.54
Management Reserve Fund (MRF)			
Phase 98	MRF		\$10,000.00
Total:			\$125,015.92

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

MEETING OF: February 12, 2024

SUBJECT: Renewal of Memorandum of Understanding with Economic Alliance of Lewis County for Infrastructure Improvement Planning, Support, and Advocacy

ISSUE

The City of Chehalis and the Economic Alliance of Lewis County entered into an MOU agreement in October 2021 that was valid for a two-year term, and expired December 31, 2023. This memorandum must be renewed for the Alliance to continue providing additional services, beyond membership, for the City.

The Alliance works collaboratively with the County and neighboring municipalities, mapping proposed infrastructure projects planned by all of cities and towns, as well as those areas in the unincorporated areas. The goal of the work is to further identify project compatibilities and promote coordination to successfully access available state and federal funding. Renewing this MOU will allow the Economic Alliance to continue integrating Chehalis in that process by further establishing additional deliverables that provide Chehalis assistance in identifying and applying for state and federal funds, as well as lobbying efforts to secure the funds needed for infrastructure projects.

DISCUSSION

During the initial MOU term, the Alliance identified and successfully lobbied for multiple funding opportunities that have aided Chehalis in providing pathways for funding opportunities and developing action plans for infrastructure improvement. Specifically, the Alliance assisted in securing allocations for \$460,500 to aid the city in permitting efforts for two separate projects: replacing the Chehalis River Raw Water Line and replacing the Chamber Way Bridge. In addition, they provided supportive communications with the office of former Congresswoman Jamie Herrera Beutler, which helped secure funds for the construction of an additional parking lot across the street from the Shaw Aquatics Center.

With the unprecedented funding opportunities continuing into 2024 and beyond, extending the MOU could provide benefit for Chehalis and its residents. Currently, the Alliance is working together with City, Lewis County, Port of Chehalis, and Lewis County Transit with the intent of using the information to apply for funding to improve the southern corridor along Jackson Highway. One of the key projects in this area is the improvement of the City's Water Line from 11th Street to 21st Street with upgrades at 18th Street, also known as the Pinch Point project.

Extension of this agreement will allow the City to continue working with the Alliance to search out those grant programs which are most applicable to the needs of the City, and which will provide the greatest benefit. It is proposed that Chehalis continue to use General Funds as the primary funding source, allowing the City greater flexibility in its efforts.

PROPOSED MOU – KEY TERMS

The key terms of the proposed agreement are:

- A two-year term starting upon execution of the MOU through December 31, 2025
 - \$20,000 a year continuing through December 31, 2025, paid to the EALC in Monthly installments
- Termination for public convenience at any time
- Mutual Indemnification
- Provisions for meeting the applicable Public Records and Open Public Meeting Requirements

PROPOSED MOU: DELIVERABLES

Category 1: Economic Impact Support

Deliverables:

- Facilitate and plan stakeholder meetings as it relates to strategic infrastructure initiatives.
- Plan, facilitate, and coordinate Economic Impacts meetings with all stakeholders, including Senators and Representatives when appropriate.

Category 2: Infrastructure Analysis and Grant Assistance

Deliverables:

- EALC to Research and lobby for infrastructure funding to maximize federal, state, and local funds.
- EALC to provide written information to specifically identify funding opportunities that best fit City projects as soon as possible to provide adequate notice of deadlines to the City, with quarterly updates on funding opportunities.
- City to provide a comprehensive list of Capital and Transportation Improvement projects and identify three to five priority projects each year.
- EALC to provide information on opportunities for regional collaboration to maximize the use of taxpayer dollars and support a dig-once approach.
- EALC to provide access to its regional database of maps and project information to support Chehalis with its grant applications, including refining project scope as needed.
- EALC to assist Chehalis in gathering letters of support from stakeholders including state and federal officials for projects as appropriate.
- EALC to assist the City in presenting information regarding its projects to grant making boards and authorities, stakeholders, and other parties as needed.

In the first two-year term of the MOU, three of the five initial priority projects received the following:

- \$215,000 discretionary funding toward engineering and design of the Chamber Way Bridge Replacement
- \$245,500 discretionary funding toward engineering and design of the Chehalis River raw water line replacement

In addition, the Alliance supported the City's \$570,000 federal grant application that was awarded for construction of a parking lot across the street from the Shaw Aquatics Center. It is expected to be constructed this Fall.

The funding opportunities above were made possible due to the assistance of the Alliance and their efforts to advocate on the City's behalf with state and federal lawmakers.

For the next biennium, the City will provide the Alliance with an updated list of Capital Improvement Projects and the current Transportation Improvement Plan to further the purpose of prioritizing projects for funding over the next two years.

FISCAL IMPACT

The cost of the services proposed would be \$20,000 per year in 2024 and 2025. This cost is not included in the General Fund budget for 2024.

RECOMMENDATION

It is recommended that the City Council consider approving the MOU with the EALC (Economic Alliance); authorizing the budget allocation of \$20,000; and authorizing the City Manager to sign the agreement.

SUGGESTED MOTION

If the City Council would like to move forward, the suggested motion is:

I move that the City Council approve the MOU with the EALC; authorize the \$20,000 budget allocation; and authorize the City Manager to sign the MOU with the EALC (Economic Alliance).

Memorandum of Understanding

Between the City of Chehalis

and Economic Alliance of Lewis County

This Memorandum of Understanding is entered into by and between the City of Chehalis, herein after referred to as City, and Economic Alliance of Lewis County, herein after referred to as EALC.

Preamble

The purpose of this Memorandum of Understanding ("MOU") is to have EALC, under the direction of City of Chehalis:

- Facilitate and plan stakeholder meetings as it relates to strategic infrastructure initiatives.
- Provide monthly reports to stakeholders and the City Council.
- Research and lobby for infrastructure funding to maximize federal, state, and local funds.

It would be in the best interest of the Chehalis residents for City to enter into an MOU with EALC to provide these services to help identify and obtain funding for infrastructure improvement projects in the City of Chehalis.

Recitals

WHEREAS, the EALC has contracted with Lewis County to provide countywide coordination services and can now offer additional services tailored to the needs of individual entities, like Chehalis; and

WHEREAS, it is in the best interest of the City of Chehalis to contract with the EALC for assistance in identifying available funding sources; coordinating and refining grant applications; and advocating the benefits of City projects before funding entities; and

WHEREAS, the City of Chehalis has projects that may benefit from regional collaboration and partnership in pursuing funding for local and regional infrastructure projects; and

WHEREAS, the parties agree to proceed as outlined herein and enter into this Memorandum of Understanding as mutually beneficial.

Witnesseth

NOW, THEREFORE, in consideration of the mutual benefits and covenants hereafter contained, the parties agree hereto as follows:

General Terms and Conditions

1. Scope of EALC's Services

EALC agrees to provide services, reports, and any material set forth in Exhibit A: Statement of Work and Reporting Requirements during the MOU term.

2. Accounting and Payment for Services

Payment to EALC for supplies and services rendered under this MOU shall be as set forth in Exhibit B: Budget, Invoicing and Payment attached hereto. Unless specifically stated in Exhibit B or approved in writing in advance by the City Representative for this MOU, City and EALC will not reimburse the other for any costs or expenses incurred outside the performance of this MOU.

City and EALC acknowledge that the entire compensation for this MOU is specified in Exhibit B and EALC is not entitled to any City benefits including, but not limited to, vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to City employees outside of their respective entitlements and obligations.

3. Assignment and Subcontracting

Unless otherwise provided for in this MOU, no portion of this MOU may be assigned or subcontracted to any other individual, firm, or entity without the express and prior written approval of the City MOU Representative.

4. Administration

This Memorandum of Understanding does not create a separate entity. This MOU shall be jointly administered by City and EALC.

5. EALC Commitments, Warranties and Representations

Any written commitment received from EALC concerning this MOU shall be binding on EALC, unless otherwise specifically provided herein with reference to this paragraph. Failure of EALC to fulfill such a commitment shall render EALC liable for damages to the City. A commitment includes, but is not limited to, any representation made prior to execution of this MOU, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, process, EALC's qualifications or experience, or options for future acquisition to remain in effect for a fixed period or warranties.

6. Certification of Work

All work submitted by EALC shall be certified by EALC and checked for errors and omissions. EALC shall be responsible for the accuracy of the work, even if the work is accepted by the City.

7. Debarment Certification

EALC, by signature to this MOU, certifies EALC is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participating in this contract or any program agreement by any federal, state or local government or agency or by any special district. EALC also agrees to include the above requirement in all subcontracts into which it enters.

8. Regulations and Requirements

This MOU shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington, and to any other provisions set forth in Special Terms and Conditions.

9. Public Records Law

Each Party will fulfill their independent obligations, separately, under the Washington Public Records Act (chapter 42.56 of the Revised Code of Washington). In the event one Party fails to fulfill its obligations pursuant to this section and due in whole or in part to such failure a court of competent jurisdiction imposes a penalty upon the other Party for violation of the Public Records Act, the failing Party shall indemnify the other for that penalty, as well as for all costs and attorney fees incurred by the other Party in the litigation giving rise to such a penalty. The obligations created by this section shall survive the termination of this MOU.

10. Open Public Meetings Law

Each Party will fulfill their independent obligations, separately, under the Washington Open Public Meetings Act (chapter 42.30 of the Revised Code of Washington). In the event one Party fails to fulfill its obligations pursuant to this section and due in whole or in part to such failure a court of competent jurisdiction imposes a penalty upon the other Party for violation of the Open Public Meetings Act, the failing Party shall indemnify the other for that penalty, as well as for all costs and attorney fees incurred by the other Party in the litigation giving rise to such a penalty. The obligations created by this section shall survive the termination of this MOU.

11. Political Activity Prohibited

None of the funds provided under this MOU shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office or ballot measure. However, no person engaged to perform such services pursuant to this MOU shall be precluded from devoting income derived from such services to any lawful political activity, or to the support of a candidate for public office or of a ballot measure.

12. Right to Review

This MOU is subject to review by any federal or state auditor. The Parties or their designees shall have the right to review and monitor the financial and service components

of this MOU by whatever means are deemed expedient by the MOU Representative. Such review may occur with or without notice and include, but is not limited to, on-site inspection by City or EALC agents or employees, inspection of all records or other materials which the Parties deem pertinent to the MOU and its performance, and any and all communications with or evaluations by service recipients under this MOU.

13. Modifications

Either party may request changes in the MOU. Any and all agreed modifications shall be in writing, signed by each of the parties.

14. Termination

Either Party may terminate this MOU upon 30 days' prior written notification to the other Party. If this MOU is terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this MOU prior to the effective date of termination.

15. Termination for Public Convenience

Either Party may terminate the MOU, in whole or in part, whenever the terminating Party determines, in its sole discretion, that such termination is in the interests of the terminating Party. Whenever the MOU is terminated in accordance with this paragraph, the non-terminating Party shall be entitled to payment for actual work performed at unit MOU prices for completed items of work. The terminating Party shall make a reasonable, equitable adjustment in the MOU price for partially completed items of work, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this MOU by Party at any time during the term for convenience, shall not constitute a breach of MOU by the terminating Party.

16. Suspension of Performance and Resumption of Performance

In the event of government closure, suspension, or limitation of funding in any way after the effective date of this MOU and prior to normal completion, Parties may give notice to the other Party to suspend performance as an alternative to termination. Parties may elect to give written notice to the other Party to suspend performance when the Party determines there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this MOU. Notice may include notice by facsimile or email to the MOU's Representative. The Parties shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance, each Party may inform the other of any conditions that may reasonably affect the potential for resumption of performance. Notice may be contingent upon the occurrence or non-occurrence of a future event, *e.g.*, the failure of the State of Washington to pass a budget by a date specified in the notice.

When the Parties determine that the funding insufficiency is resolved, the Parties may give written notice to resume performance and a proposed date to resume performance.

Upon receipt of written notice to resume performance, the Parties will give written notice to the other as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Parties give notice that they cannot resume performance, the Parties agree that the MOU will be terminated retroactive to the original date of suspension of performance.

If the funding issue is not resolved, the Parties may terminate the MOU under the "Termination for Convenience" clause.

17. Defense and Indemnity MOU

Either Party shall defend, protect, and hold harmless the other Party or any officers or employees thereof, from and against all claims, suits, or action arising from any intentional or negligent act or omission of the other Party or any employee, agent or representative of the other Party or any subcontractor, while performing under the terms of this MOU.

18. Insurance Coverage

EALC shall comply with all provisions described in [Exhibit C](#): Insurance Coverage, attached hereto.

19. Resolution of Conflicts

In the event of an inconsistency in this MOU, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- i. Applicable federal and state statutes and regulations
- ii. Special terms and conditions
- iii. Exhibits
- iv. General terms and conditions
- v. Any other provision of this MOU whether incorporated by reference or otherwise.

20. Disputes, Venue and Choice of Law

Both Parties agree that any disputes that arise under or relating to this MOU that cannot be resolved to the satisfaction of both parties shall be submitted to mediation before either party starts litigation in any form. An impartial third party acceptable to both the City and EALC will be appointed to mediate. Should the parties be unable to agree upon a mediator, then the dispute shall be mediated through the Washington Arbitration and Mediation Service, at its Tacoma office, and in accordance with the WAMS mediation rules. Each Party shall pay an equal percentage of the mediator's fees and expenses. Either Party may not use any funds received under this MOU to pay mediator's fees and expenses. The mediation shall be confidential in all respects, as allowed or required by law.

In the event that mediation does not resolve the dispute, the venue for any litigation arising under or relating to this MOU shall be in the courts of the State of Washington.

This MOU shall be governed by the laws of the State of Washington, excepting only the choice of law rules of the State of Washington.

21. Records Maintenance

Subject to Records Retention Schedules and State Auditing Requirements, each Party shall maintain all books, records, documents, data, and other evidence relating to this MOU and performance of the services described herein, including but not limited to, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this MOU. Both Parties shall retain such records for the period required by WA State Auditor records retention schedules.

If any litigation or claim is initiated before the expiration of the applicable records retention schedule, the records shall be retained for a period of seven (7) years after all litigation and claims involving the records have been finally resolved.

22. Recapture

In the event a Party fails to perform services specified in this MOU in accordance with state laws, federal laws, and/or the provisions of this MOU, the other Party reserves the right to recapture funds in an amount required to compensate the other Party for the noncompliance in addition to any other remedies available at law or in equity. Repayment by the failing Party or refunds under this recapture provision shall occur within the timeframe specified by the other Party. In the alternative, the other Party may recapture such funds from payments due under this MOU.

23. Confidentiality

Unless otherwise required by the Public Records Act (RCW 42.56), both parties or any employee, agent or representative of the Parties or any subcontractor shall maintain the confidentiality of all information provided or acquired by the Parties in performance of this MOU, except upon prior written consent of the Attorneys for each Party or an order entered by a court after having acquired jurisdiction over the Parties. Each Party shall indemnify and hold harmless the other Party, its officials, agents or employees from all loss or expense, including, but not limited to, settlements, judgments, setoffs, attorney's fees, and costs resulting from a Party's breach of this provision.

24. Information System Security

Unless otherwise required by the Public Records Act (RCW 42.56), EALC shall protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification, or loss. Personal and/or medical information collected, used, or acquired in connection with this contract shall be used solely for the purposes of this contract.

25. Protection of Personal Information

Unless otherwise required by the Public Records Act (RCW 42.56), EALC shall not use, publish, transfer, sell or otherwise disclose any confidential information gained by reason

of this contract for any purpose that is not directly connected with the Contractor's performance of the services contemplated hereunder except as provided by law, received by EALC pursuant to section 9 of this contract or with the prior written consent of the individual or personal representative of the individual who is the subject of the personal information. Upon request by the City or at the end of the contract term, or when no longer needed, EALC shall return the confidential information or certify in writing that EALC destroyed the information in a manner that cannot be reconstructed.

26. Ethics/Conflicts of Interest

In performing under this MOU, both Parties will assure compliance with the Ethics in Public Service Act (Chapter 42.52 Revised Code of Washington), and any other applicable state or federal law related to ethics or conflicts of interest.

27. Information System Security

Both Parties shall protect and maintain all confidential information gained by reason of this MOU against unauthorized use, access, disclosure, modification, or loss. Personal and/or medical information collected, used, or acquired in connection with this MOU shall be used solely for the purposes of this MOU.

28. MOU Amendments

No amendment, modification or renewal shall be made to this MOU unless set forth in a written Memorandum of Understanding Amendment, signed by both parties. Work under a Memorandum of Understanding Amendment shall not proceed until both Parties duly executes the Memorandum of Understanding Amendment.

29. Severability

If any term or condition of this MOU or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this MOU are declared severable.

30. Conformance

If any provision of this MOU violates any statute or rule of law of the state of Washington or of the United States of America, it is considered modified to conform to that statute or rule of law.

31. Waiver

Waiver of any breach or condition of this MOU shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this MOU shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the party granting such a waiver.

32. Survival

The terms and conditions contained in this MOU will survive the completion, cancellation, termination, or expiration of the MOU.

33. Entire MOU

This written MOU along with attached exhibits and the documents and terms incorporated herein by Section 23 of this MOU, represents the entire MOU between the parties.

34. MOU Representative

Each party to this MOU shall have an MOU representative. Each party may change its representative upon providing written notice to the other party. The parties' MOU representatives for this MOU are:

For the City:

Jill Anderson, City Manager
janderson@ci.chehalis.wa.us
350 N. Market Blvd., Room 101
Chehalis, WA 98532
360-345-1042

For Lewis Economic Development Council:

Richard DeBolt, EALC Executive Director
Richard@lewisedc.com
1611 N. National Avenue
Chehalis, WA 98532
360-748-0114

35. Authorization

Only the Chehalis City Council, shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this MOU with respect to the rights and responsibilities of City. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this MOU is not effective or binding unless made in writing and approved by the Chehalis City Council.

Only the EALC Board Chair, or its designated MOU Representative identified herein, shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this MOU with respect to the rights and responsibilities of EALC. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this MOU is not effective or binding unless made in writing and signed by

the EALC Board Chair, or its MOU Representative.

IN WITNESS THEREOF, this executed on this day of _____, 2024.

Accepted:

City of Chehalis

Jill Anderson, City Manager

Dated:

Accepted:

Lewis County Economic Development Council

Dated:

Exhibit A: Statement of Work and Reporting Requirements

The purpose of this **Statement of Work** is to detail the work to be performed by EALC and the methods and content for reporting progress by EALC in fulfilling all duties encompassed in this MOU.

The term of this MOU shall commence on _____ and terminate on _____. This MOU may be extended upon mutual agreement by the EALC and City Council.

EALC shall administer funds awarded hereunder, to support a variety of activities and services including, but not limited to:

Expenses associated with the provision of economic support including developing strategies for infrastructure funding; planning and facilitating stakeholder meetings as it relates to strategic infrastructure initiatives.

Specific activities requested shall include, but not be limited to, the following:

Category 1: Economic Impact Support

Deliverables:

- Facilitate and plan stakeholder meetings as it relates to strategic infrastructure initiatives.
- Plan facilitate and coordinate an Economic Impacts meeting with all stakeholders, including Senators and Representatives

Reporting Requirements:

- Provide monthly written reports to the City on activities conducted in the performance of the MOU.
- Present an overview of activities to the City Council at a City Council meeting a minimum of twice a year, in addition to the monthly written reports.

Category 2: Infrastructure Analysis and Grant Assistance

Deliverables:

- Research and lobby for infrastructure funding in order to maximize federal, state, and local funds.
- The Alliance to provide written information to specifically identify funding opportunities that best fit City projects as soon as possible to provide the City adequate notice of deadlines, with quarterly updates on funding opportunities.
- City to provide comprehensive list of Capital and Transportation Improvement projects and identify three to five priority projects each year.
- Alliance to provide information on opportunities for regional collaboration to maximize the use of taxpayer dollars and support a dig-once approach.

- Alliance to provide access to its regional database of maps and project information to support Chehalis with its grant applications.
- Alliance to assist Chehalis in gathering letters of support from stakeholders including state and federal officials for projects as appropriate.
- Alliance to assist the City in presenting information regarding its projects to grant making boards and authorities, stakeholders, and other parties as needed.
- Assist the City in identifying and submitting the documentation needed to access funds once awarded.

Reporting Requirements:

- Provide monthly reports to the City on activities conducted in performance of this MOU, including contacts and submittals made on the City's behalf, potential funding opportunities explored, and status of current projects in regards to projects that are being considered by the State or Federal Government as applicable.
- Provide the City written notice of award of grants or appropriations and instructions on how to access the information.

Due Date:

- Monthly updates for the City Council in writing or via presentation to the City Council

Category 3: Establish accounting and reporting practices

Deliverables:

- Establish a subaccount for accounting administration, if applicable

Due Date:

- The Alliance will bill the City monthly.

Exhibit B: Budget, Invoicing, and Payment

1. Compensation

City of Chehalis shall pay an amount not to exceed forty thousand dollars (\$40,000) to Alliance for work as described in Exhibit A, in subject to conditions set forth in this Exhibit B: Budget, Invoicing, and Payment.

City may withhold payment if EALC fails to:

- Comply with reporting Exhibit A reporting requirements; or
- Submit required invoices and supportive documentation to City of Chehalis.

2. Invoice Timeframe

EALC shall submit invoices monthly to the City Manager or designee, including details of work performed on tasks outlined in Attachment A.

EALC's failure to submit invoices as specified is the grounds for the City to terminate the MOU as provided herein.

3. Eligible Use of Funds

Funding awarded under this MOU may only be used for activities described in Exhibit A.

4. Ineligible use of Funds

Use of funds made available under this section for deposit into any pension fund is prohibited.

5. Duplicate Payment

EALC certifies that work to be performed under this MOU does not duplicate any work to be charged against any other City of Chehalis MOU, subcontract or funding from any other source.

6. Audit

i. General Requirements:

EALC is to procure audit services based on the following guidelines:

- a. EALC shall maintain its records and accounts so as to facilitate the audit requirement.

- b. As applicable, EALC shall be required to have an audit and must ensure all audits are performed in accordance with Generally Accepted Auditing Standards (GAAS); including, but not limited to, the Government Auditing Standards (the Revised Yellow Book) developed by the Comptroller General.
 - c. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. EALC must respond to City requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.
- ii. The Office of the State Auditor shall conduct the audit.
 - iii. EALC shall include the above audit requirements in any grant awards.
 - iv. In all cases, EALC's financial records must be available for review by City.

7. Future Non-Allocation of Funds

If sufficient funds are not appropriated or allocated for payment under this MOU for any future fiscal period, neither Party will be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to either Party in the event this provision applies.

8. Errors and Omissions Uncompensated

In the event of any errors or omissions by the Parties in the performance of any work required under this MOU, the Parties shall make any and all necessary corrections without additional compensation.

Exhibit C: Insurance Coverage

EALC shall provide insurance coverage as set out in this Exhibit to protect the City should there be any claims, suits, actions, costs, damages, or expenses arising from any loss, or negligent or intentional act or omission of EALC or subcontractor, or agents of either, while performing under the terms of this MOU.

All required insurance shall be issued by an insurance company authorized to do business within the State of Washington. The insurance shall name the City and its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. EALC shall instruct the insurers to give the City thirty (30) calendar days advance notice of any insurance cancellation or modification.

EALC shall submit to the City within fifteen (15) calendar days of the MOU start date, proof of insurance identifying City of Chehalis, Non-Contributory, additionally Insured, with endorsement(s) for additional insured as indicated below, which outlines the coverage and limits defined in this insurance section. During the term of the MOU, EALC shall submit renewal certificates with endorsements not less than thirty (30) calendar days prior to expiration of each policy required under this section.

EALC shall provide insurance coverage that shall be maintained in full force and effect during the term of this MOU, as follows:

1. Commercial General Liability Insurance Policy

Provide a Commercial General Liability Insurance Policy, including grant liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of MOU activity but no less than \$1,000,000 per occurrence. Additionally, EALC is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

2. Professional Liability

Provide a Professional Liability Insurance Policy written on an occurrence basis in adequate quantity to protect against errors and omissions claims arising out of an MOU activity.

3. Automobile Liability

In the event that performance pursuant to this MOU involves the use of vehicles, owned or operated by EALC or its subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

4. Fidelity Insurance

Every officer, director, employee, or agent who is authorized to act on behalf of EALC for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

- i. The amount of fidelity coverage secured pursuant to this MOU shall be \$100,000 or the highest of planned reimbursement for the MOU period, whichever is greatest. Fidelity insurance secured pursuant to this paragraph shall name EALC as beneficiary.
- ii. Subcontractors that receive \$10,000 or more per year in funding through this MOU shall secure fidelity insurance as noted above. Fidelity insurance secured by subcontractors pursuant to this paragraph shall name the Contractor as beneficiary.

5. Industrial Insurance Waiver

EALC shall comply with all applicable provisions of Title 51 Revised Code of Washington, Industrial Insurance. If EALC fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, City may collect from EALC the full amount payable to the Industrial Insurance Accident Fund. City may deduct the amount owed by EALC to the accident fund from the amount payable to EALC by City under this MOU, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from EALC.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director

MEETING OF: February 12, 2024

SUBJECT: Fourth Quarter Financial Report for 2023

DISCUSSION

This document provides a summary review of the City's financial activities and status for the year ending 12/31/2023.

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

The financial statements have been formatted to be consistent with the budget for ease of comparison and review of information. Comparisons and variances shown are based on straight line projections. **The YTD target for December is 100% (12 of 12 months).**

CITY-WIDE OVERVIEW

The below table provides the overview of the city-wide (all funds combined) financial status with the budget to actual comparison for the period ending December 31, 2023:

	2023 Amended Budget	YTD Actual 12/31/2023	YTD % of Budget	Variance YTD vs. Target Positive (Negative)
City-Wide, All Funds				
Beginning Fund Balance	\$ 32,347,983	\$ 32,347,983	100.0%	\$ -
Revenues	29,200,722	29,024,845	99.4%	(175,877)
Other Fund Resources	1,330,620	52,708	4.0%	(1,277,912)
Transfers In	4,354,862	4,197,065	96.4%	(157,797)
Total Revenues & Other Fund Resources	34,886,204	33,274,618	95.4%	(1,611,586)
Expenditures	35,027,427	26,910,989	76.8%	8,116,438
Other Use of Fund Resources	1,228,346	71,312	5.8%	1,157,034
Transfers Out	4,354,862	4,197,065	96.4%	157,797
Total Expenditures & Other Use of Fund Resources	40,610,635	31,179,366	76.8%	9,431,269
Increase (Decrease) in Fund Balance	(5,724,431)	2,095,252	-36.6%	7,819,683
Ending Fund Balance	\$ 26,623,552	\$ 34,443,235	129.4%	\$ 7,819,683

Revenues and Other Fund Resources:

Total revenues is composed of taxes, licenses and permits, intergovernmental revenues, charges for goods and services, fines and forfeitures, and other miscellaneous revenues including investment interest earnings but excludes interfund transfers and other funding sources such as interfund loans and debt proceeds, etc. The City collected about 99.4% of the 2023 revenue budget through December, which is about 0.6% or \$175,877 short of the 2023 budget.

Other fund resources includes short-term interfund loans, debt proceeds, and other proceeds that are not included in the revenues. The 2023 budget includes \$1.14 million interfund loans to provide front funding for the anticipated grant reimbursable projects, but those projects did not start in 2023 and no budget was used.

Expenditures and Use of Other Fund Resources:

The City expensed 76.8% of the 2023 expenditures budget through December, which is 23.2% or \$8.12 million less than the 2023 budget. Total expenditures figures include operating, debt service, and capital outlays but excludes interfund transfers and other use of fund resources. About \$5.88 million of the unspent budget is for capital outlays, and the other \$2.25 million unspent budget is for operating expenditures. The city spent 90% of the operating expenditures budget.

Other use of fund resources include interfund loan repayments and other disbursements that are not included in expenditures. The 2023 budget includes \$1.14 million repayment of short-term interfund loan for the anticipated grant reimbursable projects, but those projects did not start in 2023 and no budget was used.

The General Fund and enterprise funds (utilities and airport) make up about 89% of the City's total revenues and 93% of total expenditures. Additional information on the revenues and expenditures for the General Fund and the major proprietary funds are explained in more detail in the fund overview section below.

Bottom Line: The City operated within normal budget parameters.

GENERAL FUND (CURRENT EXPENSE) OVERVIEW

2023 YTD revenues and expenditures compared to the budget and one prior year is provided below.

	2023				^Variance YTD vs.Target		2023-2022	%
	Amended Budget	YTD Actual 12/31/2023	YTD % of Budget	Positive (Negative)	YTD Actual 12/31/2022	Incr. (Decr.)		
General Fund Summary								
Beginning Fund Balance	\$ 3,586,011	\$ 3,586,011	100.0%	\$ -	\$ 2,713,504	\$ 872,507	32.2%	
Revenues	12,181,398	12,610,724	103.5%	429,326	12,506,061	104,663	0.8%	
Transfers-In	182,867	182,867	100.0%	-	270,287	(87,420)	-32.3%	
Revenues and Transfers in	12,364,265	12,793,591	103.5%	429,326	12,776,348	17,243	0.1%	
Expenditures	12,029,067	11,102,935	92.3%	926,132	9,884,666	1,218,269	12.3%	
Transfers-out	1,880,226	1,911,380	101.7%	(31,154)	2,019,175	(107,795)	-5.3%	
Expenditures and Transfers Out	13,909,293	13,014,315	93.6%	894,978	11,903,841	1,110,474	9.3%	
Revenues Over (Under) Expenditures	(1,545,028)	(220,724)	14.3%	1,324,304	872,507	(1,093,231)	-125.3%	
Ending Fund Balance	\$ 2,040,983	\$ 3,365,287	164.9%	\$ 1,324,304	\$ 3,586,011	\$ (220,724)	-6.2%	
Ending Fund Balance % of Revenue	16.8%	26.7%						

The General Fund's 2023 total YTD revenues and transfers in through December is 3.5% or \$429,326 exceed the 2023 budget amount. Total YTD expenditures and transfers out is 6.4% or \$894,978 under the twelve-month target amount. With the combination of the actual revenue exceeding the budget coupled with unspent budget appropriations, the total budget surplus in 2023 is \$1,324,304.

The ending fund balance at the end for 2023 is \$3,365,287 which is about 26.7% of the 2023 revenue budget. A separate agenda report will be provided to the City Council for designating the year-end fund balances for specific purposes.

General Fund Revenues:

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

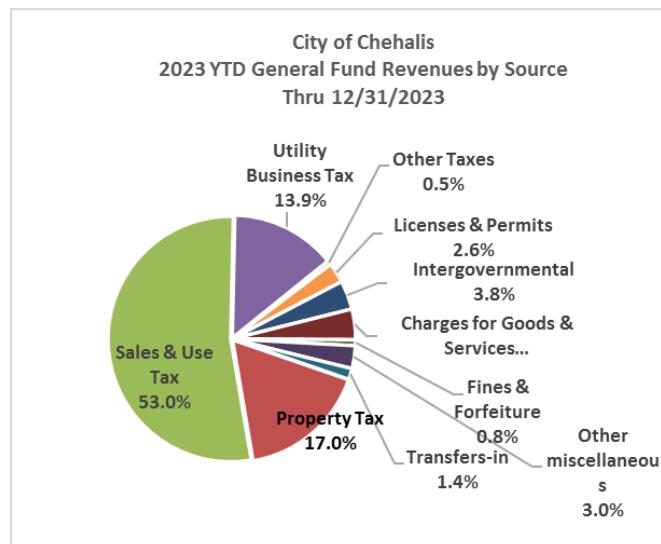
	2023			Variance	% of			
General Fund Revenues	Amended Budget	YTD Actual 12/31/2023	YTD % of Budget	YTD Target vs. Actual	Total Rec'd	YTD Actual 12/31/2022	2023-2022 Incr. (Decr.)	% Change
Tax Revenues:								
Property Tax	\$ 2,182,487	\$ 2,180,090	99.9%	\$ (2,397)	17.0%	\$ 2,160,879	\$ 19,211	0.9%
Sales & Use Tax	6,332,100	6,783,700	107.1%	451,600	53.0%	6,528,513	255,187	3.9%
Utility Business Tax	1,697,800	1,775,319	104.6%	77,519	13.9%	1,745,079	30,240	1.7%
Other Taxes	56,600	64,247	113.5%	7,647	0.5%	53,163	11,084	20.8%
Subtotal for Tax Revenues	10,268,987	10,803,356	105.2%	534,369	84.4%	10,487,634	315,722	3.0%
Licenses & Permits	436,400	334,640	76.7%	(101,760)	2.6%	572,384	(237,744)	-41.5%
Intergovernmental	474,311	482,056	101.6%	7,745	3.8%	443,779	38,277	8.6%
Charges for Goods & Services	525,500	512,397	97.5%	(13,103)	4.0%	504,025	8,372	1.7%
Fines & Forfeiture	115,900	98,738	85.2%	(17,162)	0.8%	87,854	10,884	12.4%
Other miscellaneous	360,300	379,537	105.3%	19,237	3.0%	410,385	(30,848)	-7.5%
Subtotal for Non-Tax Revenues	1,912,411	1,807,368	94.5%	(105,043)	14.1%	2,018,427	(211,059)	-10.5%
Transfers-in	182,867	182,867	100.0%	-	1.4%	270,287	(87,420)	-32.3%
Total Revenues	\$ 12,364,265	\$ 12,793,591	103.5%	\$ 429,326	100.0%	\$ 12,776,348	\$ 17,243	0.1%

Total tax revenues make up about 84.4% of total General Fund revenues received through December. 2023 total tax revenue increased \$315,722 or 3.0% over 2022.

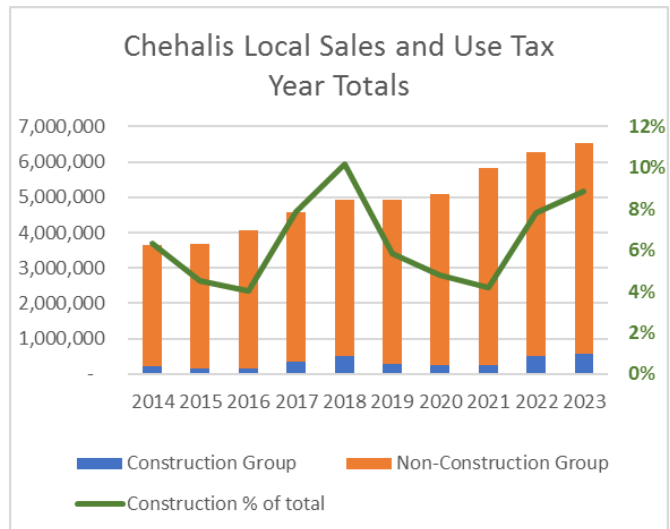
Property Tax: Total property tax includes general levy and EMS levy. YTD received is 99.9% of the 2023 budget. This is normal trend. Property tax is the second largest revenue source for the General Fund. 2023 YTD property tax revenue makes up 17.0% of the total General Fund revenue.

Sales and Use Tax: This total includes the 1.0% local regular and optional sales tax, 0.1% county imposed criminal justice sales tax that is shared with cities and brokered natural gas sales tax. Sales tax is the City's largest revenue source for the General Fund. YTD sales tax revenue makes up about 53.0% of the total general fund revenues.

2023 YTD received through December exceeds the 2023 budget by 7.1% or \$451,600.



2023 YTD sales tax received is an increase of \$255,187 or 3.9% over 2022. About 33% or \$85,037 of the growth over last year is from the aggregated construction sector sales tax, which is not considered an ongoing sustainable revenue. 2023 YTD sales tax from construction sector makes up about 9% of the total local sales tax revenue, whereas the average construction sales tax for the prior 10-years is about 6%.



Utility Business Tax: 2023 YTD revenue exceeds the 2023 budget projection by 4.6% or \$77,519. Electric, gas, garbage, water, and sewer utility taxes collections exceed the twelve-month target, whereas telephone and cable utility taxes are slightly below the target amount.

Licenses and Permits: This amount includes business licenses fees, franchise fees, building permit fees, and other permit fees. (i.e., animal licenses and gun permits). 2023 YTD revenue is 76.7% of the 2023 budget and is \$101,760 or 23.3% below the budget projection. Business license and permit fee revenue met the 2023 budget projection, however, building permit fee revenue is 32.2% or \$102,900 below 2023 budget projection. 2023 YTD licenses and permit fees revenue decreased \$237,744 or 41.5% from 2022.

Intergovernmental Revenue: This category includes intergovernmental grants, state shared revenues, and the Main Street B&O Tax Credit. YTD total received exceed the 2023 budget by 1.6% or \$7,745. While intergovernmental grants exceeded the 2023 budget by \$23,320, the state shared revenue is 7.1% or \$15,578 below the budget projection.

Charges for goods and services: This category includes charges for fire and police services, plan check review fees, and recreation program fees. YTD received is 97.5% of the 2023 budgeted amount. Recreation program fees makes up 48.0% of the 2023 revenue in this category. While 2023 YTD recreation program fee revenue exceeded the 2023 budget by 7.9% or \$17,970, plan check review fee revenue is 12% or \$21,454 below the 2023 budget.

General Fund Expenditures and Transfers-out

The General Fund expensed 93.6% or \$13,014,315 of its 2023 budget through December. The unused budget is \$894,9789 or 6.4% of the 2023 budget. All departments operated within the budget parameters. Some notable variances are explained below:

- Planning & Building department has \$403,633 of unused budget which is largely associated with professional services for civil engineering, comp plan update, annexations as well as unfilled position for a part of the year.
- Police Department has \$191,146 unused budget which is largely associated with unfilled vacant positions.
- Fire Department has \$112,026 unused budget which is also largely associated with unfilled vacant positions.

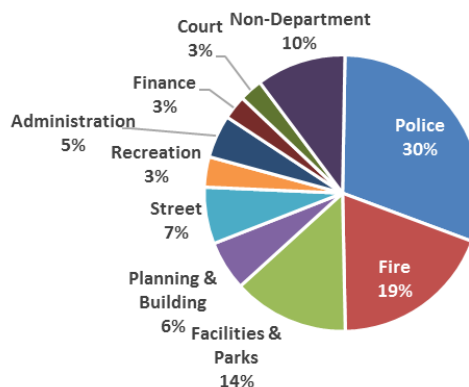
General Fund Expenditures by Department	2023 Amended Budget	YTD Actual 12/31/2023	YTD % of Budget	Variance YTD vs. Target Positive (Negative)	YTD Actual 12/31/2022	Changes YTD 2023- 2022
City Council	\$ 95,570	\$ 83,575	87.4%	\$ 11,995	69,214	14,361
Municipal Court	381,239	353,869	92.8%	27,370	311,263	42,606
City Manager	221,129	220,180	99.6%	949	193,965	26,215
Finance	389,462	364,503	93.6%	24,959	254,803	109,700
City Clerk	121,195	116,769	96.3%	4,426	71,021	45,748
Legal Service	100,200	85,087	84.9%	15,113	65,190	19,897
Facilities and Parks	1,786,755	1,765,226	98.8%	21,529	1,512,280	252,946
Non-Departmental	2,251,789	2,228,309	99.0%	23,480	2,308,861	(80,552)
Human Resources	180,081	148,702	82.6%	31,379	175,810	(27,108)
Police	4,146,869	3,955,723	95.4%	191,146	3,208,840	746,883
Fire	2,586,307	2,474,281	95.7%	112,026	2,362,096	112,185
Planning & Building	1,159,914	756,281	65.2%	403,633	902,235	(145,954)
Recreation	488,783	461,810	94.5%	26,973	468,263	(6,453)
Total expenditures	\$ 13,909,293	\$ 13,014,315	93.6%	\$ 894,978	\$ 11,903,841	\$ 1,110,474

Total Police and Fire makes up about 49% of the 2023 General Fund expenditures, which is the largest expenditures for the General Fund, followed by Facilities and Parks (14%), Transfer to the Street fund (7%), Planning and Building (6%).

Total YTD actual salaries and benefits makes up about 61% of the General Fund's YTD total expenditures and transfers out (excluding non-recurring, one-time transfers to the reserve funds).

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

General Fund Expenditures by Department
2023 YTD through December



General Fund Sub-Funds

In addition to the General Fund (Current Expense Fund), the City maintains several sub-funds that are mainly funded by the general fund revenues through transfers in. The combined total revenues and expenditures, excluding transfers between the General Fund and its sub-funds, and fund balances are summarized below:

General Fund and Sub-funds:	2023 Revenues*	2023 Expenditures*	Fund Balance 12/31/2023
General Fund (Current Expense)	12,793,591	11,102,935	3,365,287
Sub-Funds:			
Street Fund	191,533	1,174,989	351,921
Building Abatement Fund	2,447	-	54,846
Compensated Absences Fund	7,998	76,879	143,210
LEOFF 1 OPEB Reserve Fund	9,301	117,574	290,402
Automotive/Equip. Reserve Fund	43,963	184,698	1,052,234
Total for Sub-funds	255,242	1,554,140	1,892,613
Total General Fund and Sub-Funds	13,048,833	12,657,075	5,257,900

*Exclude interfund transfers between the General Fund and its sub funds.

UTILITIES FUND OVERVIEW

The City owns and operates its own municipal wastewater, water, and storm & surface water utilities. The below table summarizes the 2023 revenues and expenditures and fund balances for all utilities funds.

Combined Total Utilities	Wastewater	Water	Storm Water	2023 Total
Beginning Fund Balance 1/1/2023	\$ 6,240,926	\$ 8,315,191	\$ 1,764,792	\$ 16,320,909
Revenues *	\$ 5,983,121	\$ 3,730,475	\$ 819,761	\$ 10,533,357
Expenditures *	\$ 5,804,198	\$ 4,025,613	\$ 570,279	\$ 10,400,090
Revenues Over (Under) Expenditures	\$ 178,923	\$ (295,138)	\$ 249,482	\$ 133,267
Total Ending Fund Balance 12/31/2023	\$ 6,419,849	\$ 8,020,053	\$ 2,014,274	\$ 16,454,176
* Exclude interfund transfers				

Utility funds' main revenue sources are charges for services and intergovernmental grants for capital projects. The total combined revenues for all utilities funds are summarized below:

Combined Total Utilities Revenues (Exclude Transfers)	2023 Budget	2023 YTD Actual	YTD Actual % of Budget
Intergovernmental	\$ 1,110,000	\$ 59,262	5.3%
Charges for Goods and Services	\$ 9,298,090	\$ 9,747,912	104.8%
Late Fees & Misc. Other	\$ 653,690	\$ 726,183	111.1%
Total	\$ 11,061,780	\$ 10,533,357	95.2%

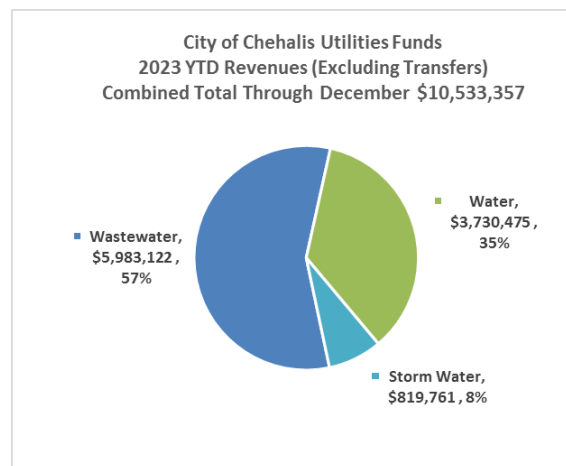
2023 YTD total utility revenues is made up of Wastewater 56.8%, Water 35.4%, and Storm & Surface Water 7.8%.

Charges for goods and services include utility billing rate charges, connection charges, and other service fees. 2023 utility billing rate revenues exceed the 2023 budget projection, but hookup/connection fee revenue is 75.8% of the 2023 budget. 2023 utility billing rate revenues increased by \$119,864 or 1.3% from 2022.

Intergovernmental revenues includes \$1,091,000 for the Bishop Road Watermain Loop project which is funded by the 009 distressed county grant. The actual project cost is much less than budgeted. Total project cost through December 2023 is \$522,767 but only \$31,964 has been reimbursed by the grant. Additional grant billing will be done early in 2024.

Miscellaneous other revenues include investment earnings of \$569,060 which exceeded the budget by \$135,560 (or 31.3%).

The total combined expenditures for all utilities funds are summarized below:



Combined Total Utilities Expenditures (exclude Transfers)	2023 Budget	2023 YTD Actual	YTD Actual % of budget
Operating	\$ 7,404,488	\$ 6,629,979	89.5%
Debt Service	\$ 2,117,081	\$ 2,117,694	100.0%
Capital Outlay	\$ 4,075,885	\$ 1,652,417	40.5%
Total	\$ 13,597,454	\$ 10,400,090	76.5%

2023 YTD operating expenditures through December is 89.5% of the 2023 budget, while capital outlay is only 40.5% of the 2023 budget. The status of each project will be reviewed to determine whether the 2023 unused budget needs to be carried over to 2024 through a budget amendment in 2024.

The combined total fund balance for all three utility funds as of 12/31/2023 is \$16,454,176 which consist of \$6,530,724 in the O&M funds and \$9,923,452 in the Capital funds. It is recommended that 3 ½ months of operating expenditures and annual debt service is reserved in the each of the O&M fund and transfer out the excess to the capital project funds. The reserve balance will be evaluated during the annual budget process.

Ending Fund Balance	O&M & Debt Svc	Capital Reserve	Total
Wastewater	\$ 4,153,743	\$ 2,266,106	\$ 6,419,849
Water	\$ 1,914,606	\$ 6,105,447	\$ 8,020,053
Storm Water	\$ 462,375	\$ 1,551,899	\$ 2,014,274
Total	\$ 6,530,724	\$ 9,923,452	\$ 16,454,176

AIRPORT FUND

Airport O & M Fund

Airport fund's main revenue sources are fuel sales and ground leases. 2023 YTD fuel sales revenues is \$716,792 which exceeds the twelve-month target by \$71,792 or 11.1%. 2023 YTD rents and leases revenue is \$1,503,055 which exceeds the 2023 budget by \$17,945 or 1.2%.

2023 YTD total expenditures is \$1,742,213 or 91.4% of the 2023 Budget, which includes \$83,800 transfers out to the Airport Capital Fund. 2023 YTD expenditure is 8.6% or \$163,395 below the twelve-month budget.

2023 Total YTD revenues exceed total expenditures by \$513,508.

The ending fund balance as of December 31, 2023, is \$853,708.

Airport Capital Fund

The main revenue sources for the Airport Capital Fund are intergovernmental grants for airport capital projects, investment earnings, and transfer in from the Airport O&M fund. 2023 YTD total revenues is \$173,124 or 116.3% of the 2023 budget. 2023 YTD capital expenditures is \$199,465 which is 94.6% of the 2023 Budget. The ending fund balance as of December 31, 2023, is \$1,947,784.

TREASURER'S REPORT – CASH AND INVESTMENTS

The City's total cash, deposits, and investments as of December 31, 2023, is \$34,441,684. About 95.7% of the City's cash is invested and earns interest. The remaining 4.3% is deposited in checking accounts to cover on-going cash flow needs.

Please note that the General Fund share of the total cash and investment balance as of December 31, 2023 is only 9.8% or \$3,370,258. Other than the General Fund, all other funds are restricted funds which account for specific revenues or resources that are legally restricted or designated to finance particular activities of the city, such as transportation benefit district, lodging tax, federal grant fund, utilities, and Airport funds.

A summary of cash and investments are as follows:

City of Chehalis Cash, Deposits & Investments - Total Combined All City Funds		
Account Type	Balance 12/31/2023	% of Total
Checking & Revolving Cash Fund	\$ 1,487,191	4.32%
Local Government Investment Pool (LGIP)	26,933,425	78.20%
US Govt Agency Securities (Bonds)	6,021,068	17.48%
Total	\$ 34,441,684	100.00%

As of December 31, 2023, the City also holds an additional \$274 in the City's checking account for custodial funds for moneys to be disbursed to other agencies (i.e., sales and leasehold taxes and state court revenues).

2023 YTD investment interest earnings through December 31, 2023, totaled \$1,332,247. Total investment earnings for year 2022 was \$412,641. The average LGIP net earnings rates for years 2023 and 2022 were 5.08% and 1.66%, respectively.

FISCAL IMPACT

As shown.

RECOMMENDATION

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

SUGGESTED MOTION

N/A

City of Chehalis



Quarterly Council Financial Report Fourth Quarter 2023

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

The City of Chehalis, Washington

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

Fund Type/Name	Beginning Fund Balance		Revenues & Transfers			Expenditures & Transfers			Changes in Fund Balance		Ending Fund Balance	
	2023		2023	YTD		2023	YTD		2023	YTD	2023	YTD
	Amended Budget	Actual 1/1/2023	Amended Budget	12/31/2023 Actual	YTD % of Budget	Amended Budget	12/31/2023 Actual	YTD % of Budget	Amended Budget	12/31/2023 Actual	Amended Budget	12/31/2023 Actual
General Fund & Sub-Funds:												
General Fund	\$ 3,586,011	\$ 3,586,011	\$ 12,364,265	\$ 12,793,591	103.5%	\$ 13,909,293	\$ 13,014,315	93.6%	\$ (1,545,028)	\$ (220,724)	2,040,983	\$ 3,365,287
<u>General Fund Sub-funds:</u>												
Street Fund	472,118	472,118	1,238,644	1,054,792	85.2%	1,481,445	1,174,989	79.3%	(242,801)	(120,197)	229,317	351,921
Building Abatement Fund	52,399	52,399	50	2,447	4894.0%	-	-	0.0%	50	2,447	52,449	54,846
Compensated Absences Fund	212,092	212,092	7,500	7,998	106.6%	86,800	76,880	88.6%	(79,300)	(68,882)	132,792	143,210
LEOFF 1 OPEB Reserve Fund	150,554	150,554	242,098	257,422	106.3%	157,000	117,574	74.9%	85,098	139,848	235,652	290,402
Automotive/Equip. Reserve Fund	742,969	742,969	479,600	493,963	103.0%	431,100	184,698	42.8%	48,500	309,265	791,469	1,052,234
Total General Fund and Sub-Funds	5,216,143	5,216,143	14,332,157	14,610,213	5082.6%	16,065,638	14,568,456	172.9%	(1,733,481)	41,757	3,482,662	5,257,900
Special Revenue Funds:												
Arterial Street Fund	6,027	6,027	-	-	0.0%	6,027	6,027	100.0%	(6,027)	(6,027)	-	-
Transportation Benefit Dist. Fund	3,634,765	3,634,765	1,545,820	2,252,572	145.7%	1,841,310	1,259,559	68.4%	(295,490)	993,013	3,339,275	4,627,778
Tourism Fund	214,610	214,610	296,400	350,731	118.3%	332,394	329,297	99.1%	(35,994)	21,434	178,616	236,044
Community Block Grant Fund	25,798	25,798	400	996	249.0%	26,000	25,000	96.2%	(25,600)	(24,004)	198	1,794
HUD Block Grant Fund	89,769	89,769	1,700	3,310	194.7%	91,000	90,000	98.9%	(89,300)	(86,690)	469	3,079
Federal Advance Grant Fund	1,920,670	1,920,670	72,000	87,807	122.0%	1,961,317	130,006	6.6%	(1,889,317)	(42,199)	31,353	1,878,471
Total Special Revenue Funds	5,891,639	5,891,639	1,916,320	2,695,416	140.7%	4,258,048	1,839,889	43.2%	(2,341,728)	855,527	3,549,911	6,747,166
Debt Service Funds:												
2011 G.O. Bond Fund	63	63	301,529	301,528	100.0%	301,529	301,578	100.0%	-	(50)	63	13
Total Debt Service Fund	63	63	301,529	301,528	100.0%	301,529	301,578	100.0%	-	(50)	63	13
Capital Project Funds:												
Public Facilities Reserve Fund	601,928	601,928	783,935	673,261	85.9%	612,703	214,284	35.0%	171,232	458,977	773,160	1,060,905
Park Improvement Fund	131,718	131,718	1,405,863	259,283	18.4%	1,312,980	141,848	10.8%	92,883	117,435	224,601	249,153
First Quarter REET Fund	333,846	333,846	344,500	103,441	30.0%	350,760	130,759	37.3%	(6,260)	(27,318)	327,586	306,528
Second Quarter REET Fund	471,420	471,420	484,800	111,028	22.9%	494,675	144,675	29.2%	(9,875)	(33,647)	461,545	437,773
Total Capital Project Funds	1,538,912	1,538,912	3,019,098	1,147,013	38.0%	2,771,118	631,566	22.8%	247,980	515,447	1,786,892	2,054,359
Proprietary Funds:												
Garbage Fund	8,270	8,270	6,240	5,044	80.8%	6,240	4,747	76.1%	-	297	8,270	8,567
Wastewater Fund	4,113,238	4,113,238	5,679,500	5,933,801	104.5%	6,193,512	5,893,296	95.2%	(514,012)	40,505	3,599,226	4,153,743
Water Fund	2,091,950	2,091,950	3,329,010	3,512,893	105.5%	4,005,145	3,690,237	92.1%	(676,135)	(177,344)	1,415,815	1,914,606
Storm & Surface Water Fund	361,034	361,034	738,270	752,495	101.9%	810,012	651,154	80.4%	(71,742)	101,341	289,292	462,375
Airport Fund	340,200	340,200	2,579,680	2,255,721	87.4%	1,905,608	1,742,213	91.4%	674,072	513,508	1,014,272	853,708
Wastewater Capital Fund	2,127,688	2,127,688	492,500	503,820	102.3%	1,190,790	365,402	30.7%	(698,290)	138,418	1,429,398	2,266,106
Water Capital Fund	6,223,241	6,223,241	2,097,300	1,085,882	51.8%	2,548,455	1,203,676	47.2%	(451,155)	(117,794)	5,772,086	6,105,447
Storm & Surface Water Capital Fund	1,403,758	1,403,758	212,300	231,566	109.1%	336,640	83,425	24.8%	(124,340)	148,141	1,279,418	1,551,899
Airport Capital Fund	1,974,125	1,974,125	148,800	173,124	116.3%	210,900	199,465	94.6%	(62,100)	(26,341)	1,912,025	1,947,784
Total Proprietary Funds	18,643,504	18,643,504	15,283,600	14,454,346	94.6%	17,207,302	13,833,615	632.5%	(1,923,702)	620,731	16,719,802	19,264,235
Fiduciary Funds: (Exclude Custodial Funds)												
Firemen's Pension Fund	1,057,722	1,057,722	33,500	66,102	197.3%	7,000	4,262	60.9%	26,500	61,840	1,084,222	1,119,562
Total Fiduciary Funds	1,057,722	1,057,722	33,500	66,102	197.3%	7,000	4,262	60.9%	26,500	61,840	1,084,222	1,119,562
TOTAL ALL CITY FUNDS	\$ 32,347,983	\$ 32,347,983	\$ 34,886,204	\$ 33,274,618	95.4%	\$ 40,610,635	\$ 31,179,366	76.8%	\$ (5,724,431)	\$ 2,095,252	\$ 26,623,552	\$ 34,443,235

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

	<i>YTD Target</i>		<i>100%</i>	<i>Variance YTD</i>			
	<u>2023</u>			<u>vs. Target</u>			
	<u>Amended</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>Positive</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>	
City-wide All Funds	<u>Budget</u>	<u>12/31/2023</u>	<u>Budget</u>	<u>(Negative)</u>	<u>12/31/2022</u>	<u>2023-2022</u>	<u>% Change</u>
BEGINNING CASH & INVESTMENTS	\$ 32,347,983	\$ 32,347,983	100.0%	-	\$ 26,709,786	\$ 5,638,197	21.1%
REVENUES:							
<u>Taxes (310):</u>							
Property Taxes	2,182,487	2,180,090	99.9%	(2,397)	2,160,879	19,211	0.9%
Local Retail Sales and Use Tax	6,098,000	6,544,009	107.3%	446,009	6,284,587	259,422	4.1%
Brokered Natural Gas Sales & Use Tax	52,000	49,097	94.4%	(2,903)	57,479	(8,382)	-14.6%
Criminal Justice Sales Tax	182,100	190,595	104.7%	8,495	186,447	4,148	2.2%
Public Transportation Sales Tax	1,434,900	1,539,369	107.3%	104,469	1,477,014	62,355	4.2%
Hotel/Motel Tax	290,000	341,041	117.6%	51,041	320,926	20,115	6.3%
Utility Tax	1,697,800	1,775,319	104.6%	77,519	1,745,079	30,240	1.7%
Leasehold Tax	56,600	64,246	113.5%	7,646	53,163	11,083	20.8%
REET	227,600	177,731	78.1%	(49,869)	342,518	(164,787)	-48.1%
Total Taxes (310)	12,221,487	12,861,497	105.2%	640,010	12,628,092	233,405	1.8%
<u>Licenses and Permits (320):</u>							
Business Licenses & Permits	116,600	117,740	101.0%	1,140	121,603	(3,863)	-3.2%
Non-Business Licenses & Permits	324,800	216,925	66.8%	(107,875)	450,781	(233,856)	-51.9%
Total Licenses and Permits (320)	441,400	334,665	75.8%	(106,735)	572,384	(237,719)	-41.5%
<u>Intergovernmental Revenues (330):</u>							
Federal Grant	1,462,230	373,563	25.5%	(1,088,667)	1,887,406	(1,513,843)	-80.2%
State Grant	192,130	751,999	391.4%	559,869	1,046,063	(294,064)	-28.1%
State Shared Revenues	455,715	434,061	95.2%	(21,654)	450,839	(16,778)	-3.7%
Local Grants	1,091,200	32,169	2.9%	(1,059,031)	63,577	(31,408)	-49.4%
Total Intergovernmental (330)	3,201,275	1,591,792	49.7%	(1,609,483)	3,447,885	(1,856,093)	-53.8%
<u>Charges for Goods & Services (340):</u>							
General Government	18,550	17,483	94.2%	(1,067)	16,759	724	4.3%
Public Safety	87,300	81,411	93.3%	(5,889)	70,273	11,138	15.8%
Utilities	9,304,190	9,752,505	104.8%	448,315	10,132,065	(379,560)	-3.7%
Transportation/Airport	2,088,710	2,246,953	107.6%	158,243	2,045,591	201,362	9.8%
Economic Environment	191,500	167,383	87.4%	(24,117)	193,574	(26,191)	-13.5%
Culture & Recreation	229,150	246,120	107.4%	16,970	224,147	21,973	9.8%
Total Charges for Goods & Services (340)	11,919,400	12,511,855	105.0%	592,455	12,682,409	(170,554)	-1.3%
<u>Fines & Penalties (350):</u>							
Civil & Criminal Fines & Penalties	115,800	98,708	85.2%	(17,092)	87,764	10,944	12.5%
Other Fines - Late Fees	78,370	96,909	123.7%	18,539	108,072	(11,163)	-10.3%
Total Fines & Penalties (350)	194,170	195,617	100.7%	1,447	195,836	(219)	-0.1%
<u>Miscellaneous Revenues (360):</u>							
Interest Earnings	982,990	1,332,247	135.5%	349,257	412,641	919,606	222.9%
Rents and Leases	169,200	166,452	98.4%	(2,748)	148,509	17,943	12.1%
Contributions/Donations	10,000	2,520	25.2%	(7,480)	95,161	(92,641)	-97.4%
Miscellaneous	60,800	28,200	46.4%	(32,600)	75,788	(47,588)	-62.8%
Total Miscellaneous Revenues (360)	1,222,990	1,529,419	125.1%	306,429	732,099	797,320	108.9%
TOTAL REVENUES	29,200,722	29,024,845	99.4%	(175,877)	30,258,705	(1,233,860)	-4.1%
OTHER FUND RESOURCES							
Interfund Loans (381)	1,140,000	-	0.0%	(1,140,000)	54,135	(54,135)	-100.0%
Refundable Deposits (382)	189,620	37,753	19.9%	(151,867)	133,235	(95,482)	-71.7%
Debt Proceeds (391-393, 596)	-	-	0.0%	-	147,163	(147,163)	-100.0%
Other Resources (395,398)	1,000	14,955	1495.5%	13,955	85,673	(70,718)	-82.5%
Total Other Fund Resources	1,330,620	52,708	4.0%	(1,277,912)	420,206	(367,498)	-87.5%
TOTAL BEFORE INTERFUND TRANSFERS	30,531,342	29,077,553	95.2%	(1,453,789)	30,678,911	(1,601,358)	-5.2%
Transfers-In (397)	4,354,862	4,197,065	96.4%	(157,797)	14,985,987	(10,788,922)	-72.0%
TOTAL REVENUES & OTHER FUND RESOURCES	34,886,204	33,274,618	95.4%	(1,611,586)	45,664,898	(12,390,280)	-27.1%

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

	<u>YTD Target</u>		<u>100%</u>		<u>Variance YTD</u>		
	<u>2023</u>			<u>vs. Target</u>			
	<u>Amended</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>Positive</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>	
City-wide All Funds	Budget	12/31/2023	Budget	(Negative)	12/31/2022	2023-2022	% Change
EXPENDITURES							
Operating Expenditures:							
General Government (510)	3,232,152	2,956,030	91.5%	276,122	2,594,450	361,580	13.9%
Public Safety (520)	7,104,313	6,493,963	91.4%	610,350	5,822,201	671,762	11.5%
Utilities (530)	7,342,382	6,582,088	89.6%	760,294	6,287,092	294,996	4.7%
Transportation & Airport (540)	2,976,417	2,579,748	86.7%	396,669	2,150,989	428,759	19.9%
Natural/Economic Environment (550)	1,038,401	808,239	77.8%	230,162	771,320	36,919	4.8%
Social Services (560)	12,640	5,641	44.6%	6,999	13,295	(7,654)	-57.6%
Cultural & Recreation (570)	887,210	916,030	103.2%	(28,820)	865,376	50,654	5.9%
Total Operating Expenditures	22,593,515	20,341,739	90.0%	2,251,776	18,504,723	1,837,016	9.9%
Debt Service (591-593)	2,537,870	2,554,441	100.7%	(16,571)	2,572,757	(18,316)	-0.7%
Capital Expenditures (594-595)	9,896,042	4,014,809	40.6%	5,881,233	3,820,255	194,554	5.1%
Total Expenditures	35,027,427	26,910,989	76.8%	8,116,438	24,897,735	2,013,254	8.1%
Other Uses (581, 582)	1,228,346	71,312	5.8%	1,157,034	142,981	(71,669)	-50.1%
TOTAL BEFORE INTERFUND TRANSFERS	35,027,427	26,910,989	76.8%	8,116,438	24,897,735	2,013,254	8.1%
Transfers-Out (597)	4,354,862	4,197,065	96.4%	157,797	14,985,986	(10,788,921)	-72.0%
TOTAL EXPENDITURES AND OTHER USE	40,610,635	31,179,366	76.8%	9,431,269	40,026,702	(8,847,336)	-22.1%
Increase (Decrease) in Cash & Investments	(5,724,431)	2,095,252	-36.6%	7,819,683	5,638,196	(3,542,944)	-62.8%
ENDING CASH & INVESTMENTS	\$ 26,623,552	\$ 34,443,235	129.4%	7,819,683	\$ 32,347,982	\$ 2,095,253	6.5%

City of Chehalis
Comparative Revenues, Expenditures, and Fund Balances - Budget to Actual
Period Ending Through December 31, 2023 and 2022
General Fund

	YTD Target % *			100.0%		
				^Variance		
	2023			YTD		
	Amended	YTD Actual	YTD % of	vs.Target	YTD Actual	Incr. (Decr.)
General Fund (001)	Budget	12/31/2023	Budget	Positive	12/31/2022	2022-2023
				(Negative)		
Beginning Fund Balance	\$ 3,586,011	\$ 3,586,011	100.0%	\$ -	\$ 2,713,504	\$ 872,507
Revenues:						
Taxes:						
Property Taxes	\$ 2,182,487	\$ 2,180,090	99.9%	\$ (2,397)	\$ 2,160,879	\$ 19,211
Sales and Use Taxes	6,332,100	6,783,700	107.1%	451,600	6,528,513	255,187
Utility Taxes	1,697,800	1,775,319	104.6%	77,519	1,745,079	30,240
Other Taxes	\$56,600	\$64,247	113.5%	7,647	53,163	11,084
Total Taxes	10,268,987	10,803,356	105.2%	534,369	10,487,634	315,722
Non-Tax Revenues:						
Business Licenses and Permits	\$ 116,600	\$ 117,740	101.0%	\$ 1,140	\$ 121,603	\$ (3,863)
Non-Business Licenses and Permits	319,800	216,900	67.8%	(102,900)	450,781	(233,881)
Intergovernmental Grants	170,410	193,725	113.7%	23,315	77,063	116,662
State Shared Revenues	303,901	288,331	94.9%	(15,570)	366,716	(78,385)
Charges for Goods & Services	525,500	512,397	97.5%	(13,103)	504,025	8,372
Fines and Forfeitures	115,900	98,738	85.2%	(17,162)	87,854	10,884
Interest Earnings	136,500	180,392	132.2%	43,892	57,793	122,599
Rents & Leases	164,200	160,457	97.7%	(3,743)	144,389	16,068
Miscellaneous	59,600	38,688	64.9%	(20,912)	123,246	(84,558)
Other Proceeds	-	-	0.0%	-	84,957	(84,957)
Total Non-Tax Revenues	1,912,411	1,807,368	94.5%	(105,043)	2,018,427	(211,059)
Transfers-in	182,867	182,867	100.0%	-	270,287	(87,420)
Total Revenues	\$ 12,364,265	\$ 12,793,591	103.5%	\$ 429,326	\$ 12,776,348	\$ 17,243
Expenditures						
City Council	\$ 95,570	\$ 83,575	87.4%	\$ 11,995	\$ 69,214	\$ 14,361
Municipal Court	381,239	353,869	92.8%	27,370	311,263	42,606
City Manager	221,129	220,180	99.6%	949	193,965	26,215
Finance	389,462	364,503	93.6%	24,959	254,803	109,700
City Clerk	121,195	116,769	96.3%	4,426	71,021	45,748
Legal Service	100,200	85,087	84.9%	15,113	65,190	19,897
Facilities and Parks	1,786,755	1,765,226	98.8%	21,529	1,512,280	252,946
Non-Departmental	2,251,789	2,228,309	99.0%	23,480	2,308,861	(80,552)
Human Resources	180,081	148,702	82.6%	31,379	175,810	(27,108)
Police	4,146,869	3,955,723	95.4%	191,146	3,208,840	746,883
Fire	2,586,307	2,474,281	95.7%	112,026	2,362,096	112,185
Planning & Building	1,159,914	756,281	65.2%	403,633	902,235	(145,954)
Recreation	488,783	461,810	94.5%	26,973	468,263	(6,453)
Total Expenditures	\$ 13,909,293	\$ 13,014,315	93.6%	\$ 894,978	\$ 11,903,841	\$ 1,110,474
Revenues Over (Under) Expenditures	\$ (1,545,028)	\$ (220,724)	14.3%	\$ 1,324,304	\$ 872,507	\$ (1,093,231)
Ending Fund Balance	\$ 2,040,983	\$ 3,365,287	164.9%	\$ 1,324,304	\$ 3,586,011	\$ (220,724)

26.3%

Foot Note:

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

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

City of Chehalis
Expenditures by Category - Budget to Actual
Period Ending Through December 31, 2023 and 2022
General Fund

YTD Target % * 100.00%

<u>GENERAL FUND (#001)</u>				<u>^Variance</u>		
	<u>2023</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>YTD</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
	<u>Amended</u>	<u>12/31/2023</u>	<u>Budget</u>	<u>vs.Target</u>	<u>12/31/2022</u>	<u>2022-2023</u>
	<u>Budget</u>			<u>Positive</u>		
				<u>(Negative)</u>		
Expenditures by Category:						
Salaries	\$ 5,903,997	\$ 5,566,814	94.3%	\$ 337,183	\$ 4,913,288	\$ 653,526
Benefits	2,445,520	2,323,984	95.0%	121,536	2,157,361	166,623
Subtotal for Payroll	8,349,517	7,890,798	94.5%	458,719	7,070,649	820,149
Supplies	555,145	561,995	101.2%	(6,850)	447,499	114,496
Services	3,423,278	2,855,568	83.4%	567,710	2,757,744	97,824
Capital Outlay	245,767	302,803	123.2%	(57,036)	120,868	181,935
Debt Service & LT Lease	17,710	36,023	203.4%	(18,313)	96,162	(60,139)
Non-expense (582.589.*.00)	20,000	18,673	93.4%	1,327	5,428	13,245
Interfund Charges	(582,350)	(562,925)	96.7%	(19,425)	(613,684)	50,759
Transfers-out	1,880,226	1,911,380	101.7%	(31,154)	2,019,175	(107,795)
Total Expenditures	\$ 13,909,293	\$ 13,014,315	93.6%	\$ 894,978	\$ 11,903,841	\$ 1,110,474

Foot Note:

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

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

City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Wastewater Fund

YTD Target % * 100.0%

	<u>2023</u>			<u>^Variance</u>		
	<u>Amended</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>YTD</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
Wastewater Fund (404)	Budget	12/31/2023	Budget	vs.Target	12/31/2022	2022-2023
				Positive		
				(Negative)		
Beginning Fund Balance	\$ 4,113,238	\$ 4,113,238	100.0%	\$ -	\$ 5,468,851	\$ (1,355,613)
Revenues:						
Intergovernmental Grants	\$ 19,000	\$ 8,836	46.5%	\$ (10,164)	\$ -	\$ 8,836
Charges for Goods & Services:						
Charges for Services	5,117,900	5,384,001	105.2%	266,101	5,354,137	29,864
Hookup/Connection -CFC Fee	100,200	84,238	84.1%	(15,962)	299,152	(214,914)
Capacity Charge (Cost Share)	277,400	242,706	87.5%	(34,694)	321,051	(78,345)
Total Charges for Goods & Services	5,495,500	5,710,945	103.9%	215,445	5,974,340	(263,395)
Other Revenues:						
Late Payment Fees	42,200	55,287	131.0%	13,087	56,662	(1,375)
Interest Earnings	118,500	154,192	130.1%	35,692	52,215	101,977
Miscellaneous Other	4,300	4,541	105.6%	241	4,635	(94)
Total Other Revenues	165,000	214,020	129.7%	49,020	113,512	100,508
Total Revenues	5,679,500	5,933,801	104.5%	254,301	6,087,852	(154,051)
Other Fund Sources:						
Debt Issue Proceeds	-	-	0.0%	-	-	-
Total Other Fund Source	-	-	0.0%	-	-	-
Total Revenues & Other Fund Sources	\$ 5,679,500	\$ 5,933,801	104.5%	\$ 254,301	\$ 6,087,852	\$ (154,051)
Expenditures:						
Operating Expenditures:						
Wages	\$ 1,153,276	\$ 1,074,794	93.2%	\$ 78,482	\$ 980,706	\$ 94,088
Total Expenditures	568,660	524,803	92.3%	43,857	469,110	55,693
Supplies	516,217	558,767	108.2%	(42,550)	586,179	(27,412)
Services	1,617,968	1,378,371	85.2%	239,597	1,366,284	12,087
Total Operating Expenditures:	3,856,121	3,536,735	91.7%	319,386	3,402,279	134,456
Other Expenditures:						
Capital Outlays	-	-	0.0%	-	12,651	(12,651)
Debt Service & Long-Term Lease	1,882,891	1,882,729	100.0%	162	1,882,235	494
Total Other Expenditures	1,882,891	1,882,729	100.0%	162	1,894,886	(12,157)
Other Funding Use						
Refunds of Customer Deposits	-	19,332	0.0%	(19,332)	-	19,332
Interfund Transfers Out to Capital	454,500	454,500	100.0%	-	2,146,300	(1,691,800)
Total Other Funding Use	454,500	473,832	104.3%	(19,332)	2,146,300	(1,672,468)
Total Expenditures	\$ 6,193,512	\$ 5,893,296	95.2%	\$ 300,216	\$ 7,443,465	\$ (1,550,169)
Revenues Over (Under) Expenditures	\$ (514,012)	\$ 40,505	-7.9%	\$ 554,517	\$ (1,355,613)	\$ 1,396,118
Ending Fund Balance	\$ 3,599,226	\$ 4,153,743	115.4%	\$ 554,517	\$ 4,113,238	\$ 40,505

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

City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Water Fund

YTD Target % * 100.0%

	<u>2023</u> <u>Amended</u> <u>Budget</u>	<u>YTD Actual</u> <u>12/31/2023</u>	<u>YTD % of</u> <u>Budget</u>	<u>^Variance</u> <u>YTD</u> <u>vs.Target</u> <u>Positive</u> <u>(Negative)</u>	<u>YTD Actual</u> <u>12/31/2022</u>	<u>Incr. (Decr.)</u> <u>2022-2023</u>
Water Fund (405)						
Beginning Fund Balance	\$ 2,091,950	\$ 2,091,950	100.0%	\$ -	\$ 7,866,126	\$ (5,774,176)
Revenues:						
Intergovernmental Grants	\$ -	\$ 15,236	0.0%	\$ 15,236	\$ -	\$ 15,236
Charges for Goods & Services:						
Charges for Services	2,975,190	3,232,010	108.6%	\$ 256,820	3,134,948	97,062
Hookup/Connection-CFC Fee	109,200	84,074	77.0%	(25,126)	288,005	(203,931)
Total Charges for Goods & Services	3,084,390	3,316,084	107.5%	231,694	3,422,953	(106,869)
Other Revenues:						
Late Payment Fees	30,000	33,077	110.3%	3,077	41,613	(8,536)
Interest Earnings	77,000	92,792	120.5%	15,792	43,560	49,232
Miscellaneous other	2,000	1,121	56.1%	(879)	25,000	(23,879)
Total Other Revenues	109,000	126,990	116.5%	17,990	110,173	16,817
Total Revenues	3,193,390	3,458,310	108.3%	264,920	3,533,126	(74,816)
Other Funding Source						
Debt Issue Proceeds	-	-	0.0%	-	-	-
Refundable Deposits	134,620	40,556	30.1%	(94,064)	121,248	(80,692)
Interfund Loan Repayment	-	-	0.0%	-	54,135	(54,135)
Other Proceeds	1,000	14,027	1402.7%	13,027	690	13,337
Total Other Fund Source	135,620	54,583	40.2%	(81,037)	176,073	(121,490)
Total Revenues & Other Fund Sources	\$ 3,329,010	\$ 3,512,893	105.5%	\$ 183,883	\$ 3,709,199	\$ (196,306)
Operating Expenditures						
Wages	\$ 955,503	\$ 870,586	91.1%	84,917	\$ 850,742	19,844
Total Expenditures	469,609	431,157	91.8%	38,452	423,882	7,275
Supplies	435,149	344,072	79.1%	91,077	309,928	34,144
Services	974,468	908,361	93.2%	66,107	824,405	83,956
Total Operating Expenditures	2,834,729	2,554,176	90.1%	280,553	2,408,957	145,219
Other Expenditures						
Transfers Out	-	-	0.0%	-	-	-
Capital Outlays	-	-	0.0%	-	-	-
Debt Service & Long-Term Lease	233,770	234,488	100.3%	(718)	239,400	(4,912)
Interfund Loan Disbursements	-	-	0.0%	-	-	-
Total Other Expenditures	233,770	234,488	100.3%	(718)	239,400	(4,912)
Other Funding Use						
Refunds of Customer Deposits	68,346	33,273	48.7%	35,073	83,418	(50,145)
Interfund Transfers Out to Capital	868,300	868,300	100.0%	-	6,751,600	(5,883,300)
Total Other Funding Use	936,646	901,573	96.3%	35,073	6,835,018	(5,933,445)
Total Expenditures	\$ 4,005,145	\$ 3,690,237	92.1%	\$ 314,908	\$ 9,483,375	\$ (5,793,138)
Revenues Over (Under) Expenditures	\$ (676,135)	\$ (177,344)	26.2%	\$ (131,025)	\$ (5,774,176)	\$ 5,596,832
Ending Fund Balance	\$ 1,415,815	\$ 1,914,606	135.2%	\$ (131,025)	\$ 2,091,950	\$ (177,344)

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

City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Storm & Surface Water Fund

YTD Target % * 100.0%

				<u>^Variance</u> <u>YTD</u> <u>vs.Target</u>			
Storm Water Fund (406)	<u>2023</u> <u>Amended</u> <u>Budget</u>	<u>YTD Actual</u> <u>12/31/2023</u>	<u>YTD % of</u> <u>Budget</u>	<u>Positive</u> <u>(Negative)</u>	<u>YTD Actual</u> <u>12/31/2022</u>	<u>Incr. (Decr.)</u> <u>2022-2023</u>	
Beginning Fund Balance	\$ 361,034	\$ 361,034	100.0%	\$ -	\$ 1,516,682	\$ (1,155,648)	
Revenues:							
Intergovernmental Grants	\$ -	\$ 3,225	0.0%	\$ 3,225	\$ -	\$ 3,225	
Charges for Goods & Services:							
Charges for Services	704,100	719,807	102.2%	15,707	726,869	(7,062)	
Hookup/Connection Fee	14,100	1,076	7.6%	(13,024)	2,836	(1,760)	
Total Charges for Goods & Services	718,200	720,883	100.4%	2,683	729,705	(8,822)	
Other Revenues:							
Late Payment Fees	6,070	8,514	140.3%	2,444	9,707	(1,193)	
Interest Earnings	14,000	19,873	142.0%	5,873	6,156	13,717	
Miscellaneous other	-	-	0.0%	-	-	-	
Total Other Revenues	20,070	28,387	141.4%	8,317	15,863	12,524	
Total Operating Revenues	738,270	752,495	101.9%	14,225	745,568	6,927	
Other Fund Sources:							
Debt Issue Proceeds	-	-	0.0%	-	-	-	
Other Proceeds	-	-	0.0%	-	-	-	
Total Other Fund Sources	-	-	0.0%	-	-	-	
Total Revenues & Fund Sources	\$ 738,270	\$ 752,495	101.9%	\$ 14,225	\$ 745,568	\$ 6,927	
Expenditures:							
Operating Expenditures:							
Wages	\$ 266,496	\$ 206,732	77.6%	\$ 59,764	\$ 226,060	\$ (19,328)	
Benefits	140,768	121,985	86.7%	18,783	120,835	1,150	
Total Expenditures	87,052	35,636	40.9%	51,416	41,970	(6,334)	
Services	150,976	121,990	80.8%	28,986	81,599	40,391	
Total Operating Expenditures	645,292	486,343	75.4%	158,949	470,464	15,879	
Other Expenditures:							
Capital Outlays	-	-	0.0%	-	-	-	
Debt Service & Long-Term Lease	420	477	113.6%	(57)	1,052	(575)	
Total Other Expenditures	420	477	113.6%	(57)	1,052	(575)	
Other Funding Use							
Refunds of Customer Deposits	-	34	0.0%	(34)	-	34	
Interfund Transfers Out to Capital	164,300	164,300	100.0%	-	1,429,700	(1,265,400)	
Total Other Funding Use	164,300	164,334	100.0%	(34)	1,429,700	(1,265,366)	
Total Expenditures	\$ 810,012	\$ 651,154	80.4%	\$ 158,858	\$ 1,901,216	\$ (1,250,062)	
Revenues Over (Under) Expenditures	\$ (71,742)	\$ 101,341	-141.3%	\$ (144,633)	\$ (1,155,648)	\$ 1,256,989	
Ending Fund Balance	\$ 289,292	\$ 462,375	159.8%	\$ (144,633)	\$ 361,034	\$ 101,341	

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Wastewater Capital Fund

YTD Target % * 100.0%

	<u>2023</u>			<u>^Variance</u>		
	<u>Amended</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>YTD</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
Wastewater Capital Fund (414)	Budget	12/31/2023	Budget	vs.Target	12/31/2022	2022-2023
				Positive		
				(Negative)		
Beginning Fund Balance	\$ 2,127,688	\$ 2,127,688	100.0%	\$ -	\$ -	\$ 2,127,688
Revenues:						
Intergovernmental Grants	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -
Other Revenues:						
Interest Earnings	38,000	49,320	129.8%	11,320	12,995	36,325
Miscellaneous other	-	-	0.0%	-	-	-
Total Other Revenues	38,000	49,320	129.8%	11,320	12,995	36,325
Total Revenues	38,000	49,320	129.8%	11,320	12,995	36,325
Other Fund Sources:						
Debt Issue Proceeds	-	-	0.0%	-	-	-
Interfund Transfers in from Operating Fund	454,500	454,500	100.0%	-	2,146,300	(1,691,800)
Total Other Fund Source	454,500	454,500	100.0%	-	2,146,300	(1,691,800)
Total Revenues & Fund Sources	\$ 492,500	\$ 503,820	102.3%	\$ 11,320	\$ 2,159,295	\$ (1,655,475)
Expenditures:						
Operating Expenditures:						
Services	\$ -	\$ 86	0.0%	\$ (86)	\$ 13	\$ 73
Total Operating Expenditures:	-	86	0.0%	(86)	13	73
Other Expenditures:						
Capital Outlay	1,190,790	365,316	30.7%	825,474	31,594	333,722
Debt Service	-	-	0.0%	-	-	-
Total Other Expenditures	1,190,790	365,316	30.7%	825,474	31,594	333,722
Other Funding Use						
Interfund Transfers	-	-	0.0%	-	-	-
Total Other Funding Use	-	-	0.0%	-	-	-
Total Expenditures	\$ 1,190,790	\$ 365,402	30.7%	\$ 825,388	\$ 31,607	\$ 333,795
Revenues Over (Under) Expenditures	\$ (698,290)	\$ 138,418	-19.8%	\$ 836,708	\$ 2,127,688	\$ (1,989,270)
Ending Fund Balance	\$ 1,429,398	\$ 2,266,106	158.5%	\$ 836,708	\$ 2,127,688	\$ 138,418

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

City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Water Capital Fund

YTD Target % * 100.0%

	<u>2023</u>			<u>^Variance</u>		
	<u>Amended</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>YTD</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
Water Capital Fund (415)	Budget	12/31/2023	Budget	vs.Target	12/31/2022	2022-2023
				Positive		
				(Negative)		
Beginning Fund Balance	\$ 6,223,241	\$ 6,223,241	100.0%	\$ -	\$ -	\$ 6,223,241
Revenues:						
Intergovernmental Grants	\$ 1,091,000	\$ 31,965	2.9%	\$ (1,059,035)	\$ -	\$ 31,965
Other Revenues:						
Interest Earnings	138,000	185,617	134.5%	47,617	54,395	131,222
Miscellaneous other	-	-	0.0%	-	-	-
Total Other Revenues	138,000	185,617	134.5%	47,617	54,395	131,222
Total Revenues	1,229,000	217,582	17.7%	(1,011,418)	54,395	163,187
Other Funding Source						
Debt Issue Proceeds	-	-	0.0%	-	-	-
Interfund Transfers in from Operating	868,300	868,300	100.0%	-	6,751,600	(5,883,300)
Total Other Fund Source	868,300	868,300	100.0%	-	6,751,600	(5,883,300)
Total Revenues & Other Fund Sources	\$ 2,097,300	\$ 1,085,882	51.8%	\$ (1,011,418)	\$ 6,805,995	\$ (5,720,113)
Expenditures						
Other Expenditures						
Capital Outlays	\$ 2,548,455	\$ 1,203,676	47.2%	\$ 1,344,779	\$ 582,754	\$ 620,922
Debt Service	-	-	0.0%	-	-	-
Total Other Expenditures	2,548,455	1,203,676	47.2%	1,344,779	582,754	620,922
Other Funding Use						
Interfund Transfers	-	-	0.0%	-	-	-
Total Other Funding Use	-	-	0.0%	-	-	-
Total Expenditures	\$ 2,548,455	\$ 1,203,676	47.2%	\$ 1,344,779	\$ 582,754	\$ 620,922
Revenues Over (Under) Expenditures	\$ (451,155)	\$ (117,794)	26.1%	\$ (2,356,197)	\$ 6,223,241	\$ (6,341,035)
Ending Fund Balance	\$ 5,772,086	\$ 6,105,447	105.8%	\$ (2,356,197)	\$ 6,223,241	\$ (117,794)

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

City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Storm & Surface Water Capital Fund

	YTD Target % * 100.0%					
	2023			^Variance		
	Amended	YTD Actual	YTD % of	YTD	YTD Actual	Incr. (Decr.)
Storm Water Capital Fund (416)	Budget	12/31/2023	Budget	vs.Target	12/31/2022	2022-2023
				Positive		
				(Negative)		
Beginning Fund Balance	\$ 1,403,758	\$ 1,403,758	100.0%	\$ -	\$ -	\$ 1,403,758
Revenues:						
Intergovernmental Grants	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -
Other Revenues:						
Interest Earnings	48,000	67,266	140.1%	19,266	18,402	48,864
Total Other Revenues	48,000	67,266	140.1%	19,266	18,402	48,864
Total Revenues	48,000	67,266	140.1%	19,266	18,402	48,864
Other Fund Sources:						
Debt Issue Proceeds	-	-	0.0%	-	-	-
Interfund Transfers in from Operating	164,300	164,300	100.0%	-	1,429,700	(1,265,400)
Total Other Fund Sources	164,300	164,300	100.0%	-	1,429,700	(1,265,400)
Total Revenues & Other Fund Sources	\$ 212,300	\$ 231,566	109.1%	\$ 19,266	\$ 1,448,102	\$ (1,216,536)
Expenditures:						
Other Expenditures						
Capital Outlay	\$ 336,640	\$ 83,425	24.8%	\$ 253,215	\$ 44,344	\$ 39,081
Debt Service	-	-	0.0%	-	-	-
Total Other Expenditures	336,640	83,425	24.8%	253,215	44,344	39,081
Other Funding Use						
Interfund Transfers	-	-	0.0%	-	-	-
Total Other Funding Use	-	-	0.0%	-	-	-
Total Expenditures	336,640	83,425	24.8%	253,215	44,344	39,081
Revenues Over (Under) Expenditures	\$ (124,340)	\$ 148,141	-119.1%	\$ (233,949)	\$ 1,403,758	\$ (1,255,617)
Ending Fund Balance	\$ 1,279,418	\$ 1,551,899	121.3%	\$ (233,949)	\$ 1,403,758	\$ 148,141

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

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

City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Airport Fund

YTD Target % * 100.0%

Airport Fund (407)	2023	YTD Actual	YTD % of	^Variance	YTD Actual	Incr. (Decr.)
	Amended	12/31/2023	Budget	YTD vs. Target	12/31/2022	2022-2023
	Budget			Positive		
				(Negative)		
Beginning Fund Balance	\$ 340,200	\$ 340,200	100.0%	\$ -	\$ 1,543,750	\$ (1,203,550)
Revenues:						
Intergovernmental Grants	\$ 428,170	\$ 3,084	0.7%	\$ (425,086)	\$ -	\$ 3,084
Charges for Goods & Services:						
Fuel sales	645,000	716,792	111.1%	71,792	709,188	7,604
Rents & Leases	1,485,110	1,503,055	101.2%	17,945	1,336,303	166,752
Miscellaneous other	1,000	929	92.9%	(71)	150	779
Total Charged for Goods & Services	2,131,110	2,220,776	104.2%	89,666	2,045,641	175,135
Interest Earnings	20,400	31,861	156.2%	11,461	9,839	22,022
Total Revenues	2,151,510	2,252,637	104.7%	101,127	2,055,480	197,157
Other Fund Sources:						
Debt Proceeds (Bonds/Loans)	-	-	0.0%	-	-	-
Total Other Fund Sources	-	-	0.0%	-	-	-
Total Revenues & Fund Sources	\$ 2,579,680	\$ 2,255,721	87.4%	\$ (323,959)	\$ 2,055,480	\$ 200,241
Expenditures:						
Wages	\$ 328,503	\$ 316,437	96.3%	\$ 12,066	\$ 290,381	\$ 26,056
Benefits	157,205	155,728	99.1%	1,477	144,613	11,115
Supplies	576,794	611,603	106.0%	(34,809)	692,094	(80,491)
Services	686,051	501,210	73.1%	184,841	227,486	273,724
Total Operating Expenditures	1,748,553	1,584,978	90.6%	163,575	1,354,574	230,404
Other Expenditures:						
Total Expenditures	73,255	73,435	100.2%	(180)	27,321	46,114
Interfund Loan Payment	-	-	0.0%	-	54,135	(54,135)
Total Other Expenditures	73,255	73,435	100.2%	(180)	81,456	(8,021)
Other Funding Use						
Interfund Transfers out to Capital	83,800	83,800	100.0%	-	1,823,000	(1,739,200)
Total Other Funding Use	83,800	83,800	100.0%	-	1,823,000	(1,739,200)
Total Expenditures	\$ 1,905,608	\$ 1,742,213	91.4%	\$ 163,395	\$ 3,259,030	\$ (1,516,817)
Revenues Over (Under) Expenditures	\$ 674,072	\$ 513,508	76.2%	\$ (487,354)	\$ (1,203,550)	\$ 1,717,058
Ending Fund Balance	\$ 1,014,272	\$ 853,708	84.2%	\$ (487,354)	\$ 340,200	\$ 513,508

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
Period Ending Through December 31, 2023 and 2022
Airport Capital Fund

YTD Target % * 100.00%

	<u>2023</u>			<u>^Variance</u>		
	<u>Amended</u>	<u>YTD Actual</u>	<u>YTD % of</u>	<u>YTD</u>	<u>YTD Actual</u>	<u>Incr. (Decr.)</u>
<u>Airport Capital Fund (417)</u>	<u>Budget</u>	<u>12/31/2023</u>	<u>Budget</u>	<u>vs.Target</u>	<u>12/31/2022</u>	<u>2022-2023</u>
				<u>Positive</u>		
				<u>(Negative)</u>		
Beginning Fund Balance	\$ 1,974,125	\$ 1,974,125	100.0%	\$ -	\$ -	\$ 1,974,125
Revenues:						
Intergovernmental - Capital Grants	\$ -	\$ -	0.0%	\$ -	\$ 804,441	\$ (804,441)
Interest Earnings	65,000	89,324	137.4%	24,324	24,295	65,029
Total Revenues	65,000	89,324	137.4%	24,324	828,736	(739,412)
Other Fund Sources:						
Debt Proceeds (Bonds/Loans)	-	-	0.0%	-	147,163	(147,163)
Interfund Transfers in from Operating	83,800	83,800	100.0%	-	1,823,000	(1,739,200)
Total Other Fund Sources	83,800	83,800	100.0%	-	1,970,163	(1,886,363)
Total Revenues & Fund Sources	\$ 148,800	\$ 173,124	116.3%	\$ 24,324	\$ 2,798,899	\$ (2,625,775)
Expenditures:						
Capital Outlays	\$ 210,900	\$ 199,465	94.6%	\$ 11,435	\$ 824,774	\$ (625,309)
Total Expenditures	210,900	199,465	94.6%	11,435	824,774	(625,309)
Other Funding Use						
Interfund Transfers	-	-	0.0%	-	-	-
Total Other Funding Use	-	-	0.0%	-	-	-
Total Expenditures	\$ 210,900	\$ 199,465	94.6%	\$ 11,435	\$ 824,774	\$ (625,309)
Revenues Over (Under) Expenditures	\$ (62,100)	\$ (26,341)	42.4%	\$ 12,889	\$ 1,974,125	\$ (2,000,466)
Ending Fund Balance	\$ 1,912,025	\$ 1,947,784	101.9%	\$ 12,889	\$ 1,974,125	\$ (26,341)

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