

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

Anthony E. Ketchum, Sr., District 3 Mayor		
John Six, District 1		Kate McDougall, Position at Large No. 1
Daryl J. Lund, Mayor Pro Tem, District 2		Kevin Carns, Position at Large No. 2
Jody Kyes, District 4		Robert J. Spahr, Position at Large No. 3

**Regular Meeting of Monday, April 08, 2024**

**5:00 p.m.**

**To access this meeting via Zoom:**

Meeting ID: 834 4212 6653

Pass Code: 674890

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

- | PRESENTATIONS/PROCLAMATIONS   |
|---|
| <ol style="list-style-type: none"> <li>4. <u>Recognition of Jill Anderson, City Manager</u></li> <li>5. <u>Chehalis Basin Flood Strategy Update</u> (J Vander Stoep)</li> </ol> |

CONSENT CALENDAR	ADMINISTRATION RECOMMENDATION	PAGE
6. <u>Minutes of the Regular Meeting March 25, 2024</u> (City Clerk)	APPROVE	1
7. <u>Minutes of the Special Meeting April 03, 2024</u> (City Clerk)	APPROVE	5
8. <u>Vouchers and Transfers- Accounts Payable in the Amount of \$510,165.22</u> (Finance Director)	APPROVE	7
9. <u>Vouchers and Transfers- Payroll in the Amount of \$1,064,072.32</u> (Finance Director)	APPROVE	9

PUBLIC HEARINGS	ADMINISTRATION RECOMMENDATION	PAGE
<u>None</u>		

CITIZENS BUSINESS (PUBLIC COMMENT)
<p>Individuals wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – <a href="https://www.ci.chehalis.wa.us/contact">https://www.ci.chehalis.wa.us/contact</a>. 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 <a href="mailto:kmackie@ci.chehalis.wa.us">kmackie@ci.chehalis.wa.us</a>. Public comments will be limited to five (5) minutes per person.</p>

UNFINISHED BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
10. <u>Second Reading of Ordinance No. 1091-B Establishing and Emergency Fund AND Ordinance No. 1092-B, Establishing a Sales Tax Revenue Stabilization Fund</u> (Financial Analyst)	APPROVE	11

NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
11. <u>Purchase of Schwarze A7 Street Sweeper</u> (Street Superintendent)	APPROVE	19
12. <u>Resolution No. 04-2024, Amending the City of Chehalis Fee Schedule</u> (City Manager)	APPROVE	29
13. <u>First Reading of Ordinance No. 1095-B Amendments to Chehalis Municipal Code Section 1.14- Public Records</u> (City Clerk)	APPROVE	59

ADMINISTRATION AND CITY COUNCIL REPORTS	ADMINISTRATION RECOMMENDATION	PAGE
<u>Administration Reports</u> <ul style="list-style-type: none"> <li>• City Manager Update</li> </ul> <u>Councilor Reports/Committee Updates</u> (City Council)		

EXECUTIVE SESSION
14. <u>Pursuant to RCW</u> <ul style="list-style-type: none"> <li>• <u>42.30.110(1)(g)- Evaluate Qualifications of Applicant for Public Employment</u></li> <li>• <u>42.30.110(1)(i)- Litigation/Potential Litigation</u></li> <li>• <u>42.30.110(1)(c)-Sale or Lease of Real Estate</u></li> </ul>

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

**NEXT REGULAR CITY COUNCIL MEETINGS**

MONDAY, APRIL 22, 2024- 5:00 P.M.

MONDAY, MAY 13, 2024- 5:00 P.M.

**NEXT SPECIAL CITY COUNCIL MEETING**

**Chehalis City Council**  
Regular Meeting Minutes  
March 25, 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; Kevin Nelson, City Attorney; Kassi Bateman, City Clerk; Chun Saul, Finance Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Riley Bunnel, Water Superintendent; Justin Phelps, Wastewater Superintendent; Celest Wilder, Capital Projects Manager; Sally Saxton, Fiscal Analyst; Derilyn Stack, Payroll Analyst; Malissa Paulsen, Interim Community Development Director; Rebecca Gallagher, Administrative Assistant to the City Manager

**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 Kyes led the flag salute.

**3. Approval of Agenda**

The Chehalis Foundation presentation was moved to April 8.

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

**PRESENTATIONS/PROCLAMATIONS**

**4. Child Abuse Prevention Month**

Mayor Ketchum presented the proclamation to Kassie Jadin and Jasmine Trent of Family Education and Support Services.

**5. Recognition of Chun Saul, Finance Director**

Mayor Ketchum and City Manager Anderson presented the gifts and proclamation to Chun Saul in recognition of her years of service to the City of Chehalis and congratulating her on her retirement.

**CONSENT CALENDAR**

**6. Minutes of the Regular City Council Meeting of March 11, 2024 (City Clerk)**

7. **Minutes of the Special City Council Meeting of March 18, 2024** (City Clerk)
8. **Vouchers and Transfers—Accounts Payable in the Amount of \$360,900.22** (Finance Director)
9. **Second Reading of Ordinance No. 1088-B, Amendments to Municipal Code Section 13.04.090 Water Service Meter Location** (Water Superintendent)
10. **Second Reading of Ordinance No. 1094-B, Amendments to Municipal Code Section 13.04.310 Meter Tests** (Water Superintendent)

*A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve the items on the Consent Calendar as presented. The motion carried unanimously.*

#### **HEARINGS**

11. **Public Hearing and Resolution No. 05-2024, Declaration of Surplus Property, Release and Extinguish a Portion of the NW Prindle Street Sanitary Sewer Force Main Easement** (Capital Projects Manager)  
Capital Projects Manager Celest Wilder presented.

*Mayor Ketchum opened the public hearing at 5:17 p.m.*

*There being no one wishing to speak on the item, Mayor Ketchum closed the public hearing at 5:18 p.m.*

*A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Resolution No. 05-2024. The motion carried unanimously.*

#### **CITIZENS BUSINESS**

Derek Fine provided public comment regarding the possible impacts of the upcoming Eclipse.

Eric Eisenberg provided public comment on the County's plans for a proposed Night by Night Shelter in the City of Chehalis.

Sean Swope provided public comment on the County's plans for a proposed Night by Night Shelter in the City of Chehalis.

Lisa Striedinger-Hubbard provided public comment on the need for a homeless shelter in Lewis County.

#### **UNFINISHED BUSINESS**

12. **Second Reading of Ordinance No. 1093-B, Amending the 2024 Budget** (Finance Director)

*A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Ordinance No. 1093-B on second and final reading.*

#### **NEW BUSINESS**

**13. Lodging Tax Advisory Committee Recommendations for 2024 Tourism Funds** (Administrative Assistant)

Rebecca Gallagher, Administrative Assistant to the City Manager presented.  
Mayor Pro Tem Lund abstained from discussion and voting.  
Councilor Six abstained from discussion and voting.  
Mayor Ketchum abstained from discussion and voting.

***A motion was made by Councilor Spahr, seconded by Councilor McDougall to approve all LTAC funding recommendations. The motion carried unanimously with three abstaining.***

**14. First Reading of Ordinance No. 1091-B, Establishing an Emergency Fund AND Ordinance No. 1092-B, Establishing a Sales Tax Revenue Stabilization Fund** (Finance Director)

Finance Director Chun Saul presented.

***A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Ordinance No. 1091 on first reading.***

***A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Ordinance No. 1092-B on first reading.***

**15. Consider Award of Bid for Equalization Basin Intertie Project to Barcott Construction, LLC** (Wastewater Superintendent)

Wastewater Superintendent Justin Phelps provided a brief overview.

***A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to award the bid to Barcott Construction, LLC. The motion carried unanimously.***

**ADMINISTRATION REPORTS**

**City Manager Update**

City Manager Anderson provided an update on legislation regarding graffiti mitigation utilizing drone technology and updated Council on the budget committee meeting.

**COUNCILOR REPORTS/COMMITTEE UPDATES**

Councilor Spahr reported attendance at the budget committee meeting.

Mayor Pro Tem Lund reported attendance at the 911 Dispatch meeting and suggested revisiting the fluoride levels in city water.

Councilor McDougall reported attendance at the 911 Dispatch, budget committee, and the Public Health and Social Services meetings as well as the Lewis County Museum dinner.

Councilor Carns reported attendance at the budget committee meeting.

Mayor Ketchum reported attendance at the Friends of West Side Park, Chehalis Flood Authority, Industrial Commission, LEOFF-1, Ports and and Flood Strategy meetings as well as involvement in the litter clean-up, open house for the Chehalis-Centralia Airport and Lewis County Museum dinner.

**ADJOURNMENT**

***Mayor Ketchum adjourned the meeting at 6:41 p.m.***

\_\_\_\_\_  
Anthony Ketchum, Sr., Mayor

\_\_\_\_\_  
Attest: Kassi Bateman, City Clerk

**Chehalis City Council**  
Special Meeting Minutes  
April 3, 2024  
5:00 p.m.

**Council Present:** Mayor Ketchum, Mayor Pro Tem Lund (virtual), Councilor Spahr, Councilor McDougall, Councilor Carns (virtual), Councilor Kyes, and Councilor Six.

**Council Absent:** None.

**Staff Present:** Kevin Nelson, City Attorney; Kassi Bateman, City Clerk; Glenn Schaffer, HR/Risk Manager

**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**

**3. Approval of Agenda**

**4. Discussion of City Manager Recruitment Process**

The council was in favor of proceeding with the proposed schedule for recruitment.

**5. Executive Session**

Executive session was not used.

**ADJOURNMENT**

***Mayor Ketchum adjourned the meeting at 5:14 p.m.***

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Anthony Ketchum, Sr., Mayor

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Attest: Kassi Bateman, City Clerk





**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Sally Saxton, Interim Finance Director  
Clare Roberts, Accounting Tech III

**MEETING OF:** April 8, 2024

**SUBJECT:** 2024 Vouchers and Transfers – Accounts Payable in the Amount of \$510,165.22.

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**ISSUE**

City Council approval is requested for 2024 Vouchers and Transfers dated March 29, 2024.

**DISCUSSION**

The March 29, 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. 3553 – 3586, 148 - 149, and Voucher Checks No. 138656 - 138733 in the amount of \$510,165.22 dated March 29, 2024, which included the transfer of:

- \$ 128,474.42 from the General Fund
- \$ 15,276.38 from the Street Fund
- \$ 58,282.18 from the Transportation Benefit District Fund
- \$ 1,891.50 from the LEOFF 1 OPEB Reserve Fund
- \$ 64,719.60 from the G.O BOND Fund
- \$ 149,943.86 from the Wastewater Fund
- \$ 47,310.07 from the Water Fund
- \$ 1,742.41 from the Storm & Surface Water Utility Fund
- \$ 4,516.33 from the Airport Fund
- \$ 11,798.60 from the Wastewater Capital Fund
- \$ 4,332.55 from the Water Capital Fund
- \$ 4,290.55 from the Stormwater Capital Fund

- \$ 12,689.08 from the Airport Capital Fund
- \$ 61.80 from the Firemen’s Pension Fund
- \$ 4,535.89 from the Custodial Other Agency Fund

**RECOMMENDATION**

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3553 – 3586, 148 - 149, and Voucher Checks No. 138656 - 138733 in the amount of \$510,165.22 dated March 29, 2024.

**SUGGESTED MOTION**

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3553 – 3586, 148 - 149, and Voucher Checks No. 138656 - 138733 in the amount of \$510,165.22 dated March 29, 2024.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Sally Saxton, Interim Finance Director  
Deri-Lyn Stack, Payroll Accounting

**MEETING OF:** April 8, 2024

**SUBJECT:** Vouchers and Transfers – Payroll in the Amount of \$1,064,072.32

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**ISSUE**

City Council approval is requested for Payroll Vouchers and Transfers dated March 29,2024.

**DISCUSSION**

The administration requests City Council approval for Payroll Vouchers No. 42430-42446, Direct Deposit Payroll Vouchers No. 17658-17779, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 581-590 dated March 29,2024, in the amount of \$1,064,072.32, which include the transfer of:

- \$700,507.19 from the General Fund
- \$34,198.73 from the Street Fund
- \$3,212.32 from the Transportation Dist Fund
- \$4,650.84 from the LEOFF1 OPEB Reserve Fund
- \$134,587.67 from the Wastewater Fund
- \$128,436.17 from the Water Fund
- \$21,013.91 from the Storm & Surface Water Utility Fund
- \$37,465.49 from the Airport Fund

**RECOMMENDATION**

It is recommended that the City Council approve the March 29,2024, Payroll Vouchers No. 42430-42446, Direct Deposit Payroll Vouchers No. 17658-17779, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 581-590 in the amount of \$1,064,072.32.

**SUGGESTED MOTION**

I move that the City Council approve the March 29,2024, Payroll Vouchers No. 42430-42446, Direct Deposit Payroll Vouchers No. 17658-17779, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 581-590 in the amount of \$1,064,072.32.

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.

Deirdre Stork  
 PAYROLL OFFICER

Jaquelyn Jackson  
 INTRIM FINANCE DIRECTOR

CHECK NOS. 42430 THROUGH 42446, DIRECT DEPOSIT CHECK NOS. 17658 THROUGH 17779, ELECTRONIC FEDERAL TAX AND DRS PENSION/DEFERRED COMP PAYMENTS NOS. 581-590 ARE HEREBY APPROVED FOR PAYMENT IN THE TOTAL AMOUNT OF \$1,064,072.32 THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
 MAYOR

001	GENERAL FUND	700,507.19
003	STREET FUND	34,198.73
103	TRANSPORTATION DIST FUND	3,212.32
115	LEOFF1 OPEB	4650.84
404	WASTEWATER FUND	134,587.67
405	WATER FUND	128,436.17
406	STORM & SURFACE UTIL FUND	21,013.91
407	AIRPORT FUND	<u>37,465.49</u>
	TOTAL	\$1,064,072.32

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Sally Saxton, Financial Analyst

**MEETING OF:** April 8, 2025

**SUBJECT:** Ordinance No. 1091-B, Establishing an Emergency Fund and  
Ordinance No. 1092-B, Establishing a Sales Tax Revenue Stabilization Fund  
(Second Readings)

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**ISSUE**

As a part of the 2023 year-end fund balance designation discussions at the City Council meeting on February 26, 2024, the City Council approved setting aside funds for emergencies and sales tax revenue stabilization purposes. The Ordinance No. 1090-B designating 2023 year-end fund balances includes commitments of \$414,400 for Emergency Fund and \$406,200 for Sales Tax Revenue Stabilization Fund.

At that meeting, staff informed the City Council that ordinances establishing these two new funds, including proposed polices for funding source, use, and replenishment, will be presented at the next City Council meeting in March 2024. The following two ordinances have been prepared City Council consideration:

- Ordinance No. 1091-B: Establishing an Emergency Fund
- Ordinance No. 1092-B: Establishing a Sale Tax Revenue Stabilization Fund

Both Ordinances were presented on first reading at the March 25, 2024, City Council meeting. They are now being presented for second and final reading. There have been no changes to the ordinances since the first reading.

**DISCUSSION**

**EMERGENCY FUND (FUND 005)**

Ordinance No. 1091-B establishes, pursuant to [RCW 35A.34.250](#), the City of Chehalis Emergency Fund (Fund number 005), a sub-fund of the General Fund, for the purpose of providing funds for unanticipated and unbudgeted emergencies as defined in [RCW 35A.34.140](#) and [35A.34.150](#).

**1. Funding Source and Size:**

The City Council may appropriate budget with specific funding source including any tax, other revenue sources that are not restricted in use by law, and/or year-end budget surplus for the emergency fund.

The accumulated balance shall not exceed the limitation set by [RCW 35A.34.250](#) of \$0.375 per \$1,000 assessed valuation of the property within the city limits, or as hereafter amended by the Legislature. Any

money in the emergency fund at the end of the fiscal year shall not lapse except upon reappropriation by the City Council to another fund in the adoption of a subsequent budget.

The Ordinance No. 1090-B designating 2023 year-end fund balances includes a commitment of \$414,400 for the establishment of an Emergency Fund. The amount is below the maximum fund balance limit of \$414,467.31 (2023 assessed valuation \$1,105,246,154/\$1,000 x \$0.375 = \$414,467.31). The \$414,400 will be transferred from the General Fund to the Emergency Fund during the 2024 budget amendment.

The City Council may appropriate additional funding on an annual basis in subsequent year(s) up to the statutory fund balance limit for that year.

## **2. Use and Replenishment:**

Expenditures for Nondebatable Emergencies (RCW 35A.34.140): Upon the happening of any emergency as defined in [RCW 35A.34.140](#), city council may, upon the adoption of an ordinance, by a majority plus one, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefor without notice or hearing.

The emergencies defined in RCW 35A.34.140 include, but are not limited to:

“Any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by law enacted since the last budget was adopted, or...”

Expenditures for Other emergencies (RCW 35A.34.150): In the case of an emergency not defined in [RCW 35A.34.140](#), city council may, upon adoption of an ordinance, by majority plus one, stating the facts constituting the emergency and the estimated amount required to meet it and declaring that an emergency exists, make the expenditure therefor. The ordinance shall not be voted on until five days have elapsed after its introduction. Any taxpayer may appear at the meeting at which the emergency ordinance is to be voted on and be heard for or against the adoption thereof.

The City intends to replenish the fund balance as soon as possible given existing economic conditions and budgetary constraints. It intends that replenishments are the priority use for unanticipated unrestricted revenues and end of year surplus funds.

## **SALE TAX REVENUE STABLIZATION FUND (FUND 006)**

Ordinance No. 1092-B establishes the Sales Tax Stabilization Fund (Fund number 006) to accumulate funds to cover a budget deficit caused by sales tax revenue shortfall.

Sales tax is the largest revenue source for the City’s General Fund and makes up over 50% of the total General Fund revenues, thus is a significant influencing factor for the City’s general fund budget. While the property tax and utility tax revenues are predictable and less susceptible to fluctuations, the sales tax revenue is highly volatile and susceptible to changes in economic conditions.

The year-over-year growth rate for the City’s local sales tax revenue has varied from an increase of 14.2% to a decrease of 18.0%, with an average annual growth rate of 4% over the 15-year period of 2009 – 2023. Looking back at the history, the City’s local sale tax revenue declined 18% in 2009 after the 2008 economic downturn and another 10% decline in 2010 after 2009, a year of continuing economic decline. The sales tax revenue returned to the 2008 level in 2016, which is an 8-year recovery period.

The actual local sales tax revenue in 2023 was \$6,544,009. A 5% decline would mean \$327,000 in sales tax revenue loss, which will have a significant impact to the general fund budget. Setting aside money in a designated fund to cover revenue deficit due to local sale tax revenue decline will enable the City to prevent or mitigate potential need for major cuts, particularly in staffing levels.

### **1. Funding Source and Size:**

It is proposed that the source of funding shall be up to seventy percent (70%) of the annual construction sales tax, which is a portion of the total local sales tax revenue. Construction sales tax is classified as North American Industry Classification System (NAICS) Code 236 (Construction of Buildings), Code 237 (Heavy and Civil Engineering Construction), and Code 238 (Specialty Trade Contractors) reported to the City by Washington Department of Revenue. The reason for using construction sales tax as the funding source is because construction sales tax revenue fluctuates significantly more than other sales tax classifications and typically is considered as one-time in nature. The average annual construction sales tax revenue was about \$326,700 over the last 10-year periods from 2014-2023.

The accumulated fund balance is capped at 10% of the average annual total local sales tax receipts in the 3 years immediately preceding the current year. The three-year average annual receipts for total local sales tax for the years 2021-2023 was \$6,213,021. For the year 2024, the maximum fund balance allowed in the Sales Tax Revenue Stabilization Fund would be \$621,302.

The Ordinance No. 1090-B designating 2023 year-end fund balances includes a commitment of \$406,200, which is 70% of 2023 construction sales tax revenue, for the establishment of a Sales Tax Revenue Stabilization Fund. The committed amount will be transferred from the General Fund to the Sales Tax Revenue Stabilization Fund with the 2024 budget amendment.

The City Council may appropriate additional funding on an annual basis in subsequent year(s) up to 70% of construction sales tax for that year, not exceeding the maximum fund balance limit.

### **2. Use and Replenishment**

With City Council appropriation, funds may be utilized to cover a revenue deficit when annual actual local sales tax revenue growth rate is below 2%.

The City intends to replenish the fund balance as soon as possible given existing economic conditions and budgetary constraints, by contributing up to 70% of construction sales tax on an annual basis.

### **FISCAL IMPACTS**

Use of the funds accumulated in these two reserve funds is limited for specific purposes according to the established reserve fund policies.

However, these constraints may be lifted by the City Council by adoption of an ordinance, by majority vote of the entire city council, and the fund balance remaining in these funds can be transferred to the operating fund authorized by the ordinance and used for any governmental purposes.

Careful consideration will be needed for adoption of a balanced budget, which means that regular ongoing revenue should be sufficient to provide funding for the regular ongoing expenditure for each budget year. Specific reserve funds can be used for other planned expenditures that are one-time and non-recurring in nature (i.e., vehicle replacement, retiree cash outs, or public facility repairs, etc.). Other

non-recurring, special items may be appropriated by using the beginning operating reserves.

**RECOMMENDATION**

It is recommended that the City Council take two separate actions to individually approve each of the following two ordinances on second and final reading:

- 1) Ordinance No. 1091-B on second and final reading to authorize the establishment of an Emergency Fund.
- 2) Ordinance 1092-B on second and final reading to authorize the establishment of a Sales Tax Revenue Stabilization Fund.

**SUGGESTED MOTION**

I move that the City Council take two separate actions to individually approve each of the following two ordinances on second and final reading:

- 1) Ordinance No. 1091-B on second and final reading to authorize the establishment of an Emergency Fund.
- 2) Ordinance 1092-B on second and final reading to authorize the establishment of a Sales Tax Revenue Stabilization Fund.



## ORDINANCE NO. 1091-B

### AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, ESTABLISHING A NEW FUND, THE EMERGENCY FUND

**WHEREAS**, as a part of the 2023 year-end fund balance designation discussions at the City Council meeting on February 26, 2024, the City Council approved setting aside funds for emergencies; and

**WHEREAS**, the Ordinance No. 1090-B designating 2023 year-end fund balance includes commitment of \$414,400 of the General Fund's 2023 year-end fund balance to be reserved for emergencies; and

**WHEREAS**, the City, pursuant to [RCW 35A.34.250](#) may create and maintain a contingency fund to provide moneys with which to meet any municipal expense, the necessity or extent of which could not have been foreseen or reasonably evaluated at the time of adopting the annual budget, or from which to provide moneys for those emergencies described in [RCW 35A.34.140](#) and [35A.34.150](#); and

**WHEREAS**, the City desires to establish and maintain a separate reserve fund named an Emergency Fund to account for these monies.

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

**Section 1.** There is hereby established a city fund known as Emergency Fund (Fund number 005), a sub-fund of the General Fund, for the purpose providing funds for unanticipated and unbudgeted emergencies described in [RCW 35A.34.140](#) and [35A.34.150](#).

**Section 2.** The sources of funding shall be by a budget appropriation by the city council from any tax, other revenue source not restricted in use by law, and/or year-end budget surplus at the close of the fiscal year. However, the maximum fund balance accumulated in this fund at any time shall not exceed the equivalent of thirty-seven and one-half cents (\$0.375) per one thousand dollars (\$1,000) of assessed valuation of property within the city limit at such time.

**Section 3.** The Emergency Fund shall be used exclusively for unanticipated and unbudgeted emergencies as defined in [RCW 35A.34.140](#) and [35A.34.150](#).

**Section 4.** Upon the happening of any emergency as defined in [RCW 35A.34.140](#), the city council may, upon the adoption of an ordinance, by a majority plus one, stating the facts constituting the emergency and the estimated amount required to meet it, make the expenditures therefor without notice or hearing.

**Section 5.** In the case of other emergencies not defined in [RCW 35A.34.140](#) the city council may, before allowing any expenditures therefore, adopt an ordinance by majority plus one, stating the facts constituting the emergency and the estimated amount required to meet it,

and declaring that an emergency exists. The ordinance shall not be voted on until five days have elapsed after its introduction. Any taxpayer may appear at the meeting at which the emergency ordinance is to be voted on and be heard for or against the adoption thereof.

**Section 6.** The City intends to replenish the fund balance as soon as possible given existing economic conditions and budgetary constraints. It intends that replenishments are the priority use for unanticipated unrestricted revenues and end of year surplus funds.

**Section 7.** No money shall be withdrawn from the emergency fund except by transfer to the appropriate operating fund authorized by a resolution or ordinance of the city council, adopted by majority vote of the entire legislative body, clearing stating the facts constituting the reason for the withdrawal or the emergency as the case may be, specifying the fund to which the withdrawn money shall be transferred.

**PASSED** by the City Council of the City of Chehalis, Washington, **APPROVED** on its first reading on the \_\_\_\_ day of \_\_\_\_\_, 2024 and the second and final reading on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

## ORDINANCE NO. 1092-B

### AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, ESTABLISHING A NEW FUND, THE SALES TAX REVENUE STABLIZATION FUND

**WHEREAS**, the city's sales tax is the largest revenue source for the City's General Fund and makes up over fifty percent of the total general fund revenues; thus is a significant influencing factor for the City's general fund budget; and

**WHEREAS**, the sale tax revenue is highly volatile and susceptible to changes in economic conditions; and

**WHEREAS**, the city desires to accumulate funds to stabilize its general fund budget to cover revenue shortfalls due to sales tax revenue decline to mitigate or prevent major cuts; and

**WHEREAS**, the Ordinance No. 1090-B designating 2023 year-end fund balances includes commitment of \$406,200 of the General Fund's 2023 year-end fund balance for a sales tax revenue stabilization purpose; and

**WHEREAS** the City desires to establish and maintain a separate reserve fund named as the Sales Tax Revenue Stabilization Fund to provide funding and account for these monies.

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

**Section 1.** There is hereby established, a city fund known as Sales Tax Revenue Stabilization Fund (Fund number 006), a sub-fund of the General Fund, to accumulate funds to cover revenue shortfalls due to local sales tax revenue decline.

**Section 2.** The sources of funding shall be up to seventy percent (70%) of the construction sales tax revenue classified as North American Industry Classification System (NAICS) Code 236-Construction of Buildings, Code 237-Heavy and Civil Engineering Construction, and Code 238-Specialty Trade Contractors reported to the City by Washington Department of Revenue. The accumulated fund balance shall not exceed 10% of the average total annual local sales tax receipts in the 3 years immediately preceding the current year.

**Section 3** The funds may be utilized, with the city council appropriation, to cover revenue deficit when actual annual local sales tax revenue growth rate is below 2%.

**Section 4.** The City intends to replenish the fund balance as soon as possible given existing economic conditions and budgetary constraints, by contributing up to 70% of construction sales tax on an annual basis.

**PASSED** by the City Council of the City of Chehalis, Washington, **APPROVED** on its first reading on the \_\_\_\_ day of \_\_\_\_\_, 2024 and the second and final reading on the

\_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

**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:** April 8, 2024

**SUBJECT:** Purchase of a Schwarze A7 Street Sweeper

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**ISSUE**

The City owns two street sweepers, both of which are more than twenty years old. Neither operate optimally at the current time and need frequent maintenance, making it difficult to maintain a regular and effective street cleaning operation for the City. The 2024 Adopted Budget includes funds for the purchase of a new street sweeper, and it is proposed that the City use the budget funds to purchase a Schwarze A7 Street Sweeper at this time.

**BACKGROUND**

The City owns two street sweepers. One is a 1995 Mobile Street Sweeper, and the other is a 2003 Elgin Crosswind. The 1995 Sweeper is essentially of no value and needs to be designated as surplus equipment. The 2003 Elgin, now over 20 years old, also breaks down frequently and is costly to maintain. In addition, neither sweeper cleans to the standard desired. Therefore, the purchase of a new street sweeper has been discussed with the Budget Committee for the last several years. This year, money was included in the City's budget, with half of the estimated vehicle cost of \$550,000 in the Storm/Street Capital Fund and the other half in the General Fund Automotive/Equipment Reserve Fund.

**BENEFITS OF A NEW STREET SWEEPER**

Purchasing a street sweeper can significantly enhance the City's capabilities in sweeping and maintaining the City's street and storm infrastructure. With this new machine, the City would be able to transition to a more efficient and effective approach to achieving the MS4 MPDES goals of stormwater containment. Additional benefits are summarized below.

1. **Efficiency:** A new street sweeper can significantly improve the efficiency of street cleaning operations compared to older or manual methods. Modern sweepers are designed to cover large areas quickly and can handle various types of debris.
2. **Cost Savings:** While the initial investment in a new street sweeper may be significant, it can result in long-term cost savings. Newer models are more fuel-efficient and require less maintenance compared to older sweepers, reducing operating costs over time.

3. **Improved Cleaning Performance:** New street sweepers often come with advanced features that improve cleaning performance. These may include adjustable cleaning settings, better dust control systems, and increased sweeping width, allowing for more effective cleaning of streets and surfaces.
4. **Environmental Benefits:** Modern street sweepers are designed to minimize environmental impact. They often have advanced filtration systems to reduce dust emissions and can help prevent pollutants from entering stormwater systems, contributing to cleaner waterways.
5. **Enhanced Safety:** New street sweepers are equipped with safety features such as improved visibility for operators and pedestrians. They also have features that can help reduce the risk of accidents, such as backup cameras and alarms.

For the above reasons, the street sweeper would be a valuable addition to the equipment fleet, enhancing the City's ability to meet regulatory requirements and maintain the City's infrastructure to a high standard. Overall, investing in a new street sweeper can lead to improved efficiency, cost savings, and environmental benefits.

If the purchase of the new street sweeper is approved, it is proposed that the 1995 sweeper be declared surplus property. The 2003 street sweeper would be used when dealing with materials that are particularly hard on the components of a street sweeping apparatus to minimize deterioration of the new machine.

The inclusion of a new street sweeper in the 2024 budget, shared between the Street and Stormwater departments, reflects the City's commitment to improving its maintenance practices and ensuring the longevity of its infrastructure. The new machine would save time and enhance efficiency, allowing for more effective maintenance and repair of the City's street and storm infrastructure. Greater street cleaning effectiveness also has environmental benefits associated with reducing the amount of dirt and debris that goes into the stormwater system.

### **BUDGET COMMITTEE REVIEW**

The Budget Committee has discussed this purchase several times over the years. At the March 22, 2024, Budget Committee Meeting, the Committee agreed to recommend the purchase of the Street Sweeper, using the funds allocated for this purpose in the 2024 Adopted Budget.

### **FISCAL IMPACT**

It is proposed that the purchase be made through a local dealer using the Sourcewell contract, ensuring the City gets the best value for its investment. The Schwarze A7 Street Sweeper would cost the City \$427,027.00 including tax. The City's 2024 Budget includes \$275,000 in the Automotive/Equipment Reserve Fund and \$275,000 in the Storm and Surface Water Capital Fund to complete this purchase, which was initially estimated to be \$550,000. The cost of the vehicle will be split 50/50 between the two funds. Any money not needed to complete the purchase will remain in the previously allocated fund.

## **RECOMMENDATION**

It is recommended that the City Council authorize the purchase of the Schwarze A7 Street Sweeper so the City will have it for the upcoming summer work season as well as to keep up with the necessary sweeping of the City.

## **SUGGESTED MOTION**

I move that the City Council approve the purchase of the Schwarze A7 street sweeper and authorize the City Manager to sign the related purchase documents.









## CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT dated the 8th day of April 2024, by and between the

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

hereinafter set forth, agree as follows:

### Article 1. Purchase

**THE CONTRACTOR** shall complete the Purchase as specified or indicated. The Purchase is generally described as:

Purchase of Schwarze A7 Street Sweeper  
Quote Id # BCNMQ1169  
Sourcewell Contract # 093021-SWZ

### 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 Purchase in accordance with the Contract Agreement equal to the amounts determined:

Bid/Quote Amount	\$ 386,800.00
Sales Tax	\$ 40,227.20
10% Contingency	\$
<b>TOTAL</b>	<b>\$ 427,027.20</b>

#### CITY OF CHEHALIS

By: \_\_\_\_\_

Title: City Manager

Date: \_\_\_\_\_

#### CONTRACTOR ACCEPTANCE

By: Igor Kwiatkowski

Title: Vice President of Sales & Marketing

Date: 03/25/2024





# SWS Equipment, LLC.

13502 Pacific Ave S Tacoma, WA 98444  
 All Correspondence remit to: P.O. Box 13040, Spokane, WA 99213  
 800-892-7831 1-800-892-7831 F 509-533-1050  
[www.swsequipment.com](http://www.swsequipment.com)

## QUOTE

**Quote To:**

City of Chehalis Washington  
 Fritz Beierle  
 350 N Market Blvd  
 Chehalis Washing 98532  
 +1 360-748-666

**Ship To:**

City of Chehalis Washington  
 Fritz Beierle  
 350 N Market Blvd  
 Chehalis Washing 98532  
 +1 360-748-6664

Quote #: BCNMQ1169  
 Date: 03/22/24  
 Sales Rep: Blake Matzdorff  
 FOB: Chehalis, Wa.  
 Ship Via: Best Way  
 Est. Ship Date: In Stock  
 Terms: Net 30

### We are pleased to propose the following for your consideration

Qty	Description	Unit Price	Ext. Price
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- 1.0 Sourcewell Contract NO 093021-SWZ
- 1.0 SWS STOCK UNIT #220105
- 1.0 Schwarze A7 Tornado Twin Engine 130HP  
Cummins Tier IVF

**Standard Options:****SWEEPER ENGINE:**

Cummins Tier 4 engine.  
 Fuel water separator.  
 3-point safety engine shutdown device.  
 Battery and 50 gallon fuel tank shared with chassis.  
 90 amp alternator.  
 2 year warranty on Aux Engine.

**HYDRAULIC SYSTEM:**

25 gallon vented hydraulic reservoir, w/shut-off valves.  
 Tank mounted level and temperature indicator.  
 Hydraulic pressure, 2500 psi. In-tank 10 micron return filter with in-cab indicator.  
 9000 BTU oil to air radiator type oil cooler.  
 12-volt DC hydraulic backup system.

**DUST SEPERATOR:**

Centrifugal dust separator, 29000 cu in. with 1680 sq in door.

**HOPPER:**

Mild Steel, 8.4 CuYd, 7 CuYd usable Capacity.  
 Screens - 5615 square inches, saw tooth design.  
 Twin dumping cylinders, 51 degrees.  
 Rear door hydraulically opened, closed and locked.  
 Dual 20 in X 32 in watertight inspection doors, 1 left, 1 right.  
 External weatherproof dump switches.  
 Shroud enclosing the auxiliary engine.

**BLOWER:**

Closed face turbine 10 curved blades, 32.75 in dia. by 5 in wide.  
 500 Brinell hardness abrasion resistant steel.  
 Fully balanced within 1.5 grams on both sides.

Qty	Description	Unit Price	Ext. Price
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Vacuum enhancer, w/indicator in cab.  
Remote grease lines for fan bearing.

**PICKUP HEAD:**

90 in x 36 in Sweeping Head with Rubber Blast Orifice.  
3/8 in thick, 14 in dia Pressure hose, 14 in Suction Hose  
Sweeps-in-Reverse.  
Doublewide full length carbide drag shoes Warranted against wear-out, two years/2000 hours, prorated.

**DUST CONTROL SYSTEM:**

Twin Electric diaphragm water pumps with inlet restriction indicator.  
60 PSI, 6.0 gpm.  
Water tank capacity 250 gallons, polyethylene.  
25-foot long fire hydrant fill hose.  
50 mesh cleanable filter, with shut off valve.  
Water spray nozzles shall be provided as follows:  
Five at pickup head, two nozzles inside hopper.  
Two at gutter broom, per option selected.  
Two nozzles in suction tube, two at front axle.  
An air purge system for flushing water lines.

**OPERATING CONTROLS AND INSTRUMENTS:**

Aux engine control with full color display on console:  
Keyed ignition, electronic throttle, leaf bleeder.  
Oil pressure gauge, water temperature gauge.  
Voltmeter, tachometer, and hour meter.  
Diagnostic gauge for Aux Engine, overweight warning.  
Selectable sweep or lift in reverse, system standby, in-cab tilt, variable speed brooms.  
All other STD sweeper function switches to be included for standard and options selected.  
Swiveling console for left or right sweeping.

**SAFETY EQUIPMENT:**

Two body props to lock hopper in raised position.  
Rear Amber LED Strobe With Guard.  
2 rear yellow alternating LED flashing lights.  
Slow moving vehicle emblem, backup alarm.  
5-lb fire extinguisher, and a warning triangle kit.

- 1.0 Standard Sweeping Head w/rubber blast orifice
- 1.0 Sweep Head Deluge
- 1.0 Gutter Broom, Dual W/Power Tilt
- 1.0 Gutter Broom, GEO Dual
- 1.0 Gutter Broom, In-Cab Down Pressure
- 1.0 Standby, Full w/Throttle Ramp
- 1.0 Variable Speed Gutter Broom(S)
- 1.0 10 point remote grease manifold
- 1.0 Camera System, Four w/ Split Screen (Location of camera 2, 3, 4 in notes)

Qty	Description	Unit Price	Ext. Price
1.0	Water Tank, Standard 250G <or>		
1.0	Water Tank Low Level Alarm & Ind.		
1.0	Spray Bar, Front		
1.0	Spray Bar, Hopper Add. 7 Nozzles		
1.0	Hopper Drain 6" (SS)		
1.0	Hopper Sound Suppression		
1.0	Hopper Dump Assist Shaker		
1.0	Hand Hose, 8" Power Boom HD (Remote Engine Throttle Included)		
1.0	Hopper Deluge, Conical Spray		
1.0	Load Weight Alarm & Indicator		
1.0	Hopper Up Alarm & Indicator		
1.0	Hopper Aux. Engine Screen Cover		
1.0	Hopper Door Open Indicator		
1.0	Hopper Dump Switches Exterior Right Side Only (In Lieu of Standard Left)		
1.0	Hopper, High Strength Stainless Steel ~LIFETIME WARRANTY~		
1.0	Low Hydraulic Level Indicator In-Cab		
1.0	Strobe, Rear W/Guard LED (Std) 1 ea		
1.0	Strobe, Rear LED 1 each or		
1.0	Paint, Standard		
1.0	Decal Kit		
1.0	2024 FL M2 164" Dual Steer 24'		
1.0	Freightliner M2 (164") ~ Between Rail Exhaust		
1.0	M2 Mirror, 12" Parabolic, Set		
1.0	Schwarze Warranty: STANDARD- 1 Year or 1200 hours		
1.0	Estimated Freight		
1.0	Pre-Delivery Inspection		
1.0	Operations Training & Local Delivery		
1.0	Managed By Blake Matzdorff		
1.0	2023 In Stock Unit Discount	-\$15,000.00	-\$15,000.00

Qty	Description	Unit Price	Ext. Price
	Running SubTotal		\$386,800.00
1.0	Sales Tax	\$40,227.20	\$40,227.20
	<b>Order Total</b>		<b>\$427,027.20</b>

Please contact me if I can be of further assistance.

**QUOTE VALID FOR 10 DAYS**

**PRICING IS SUBJECT TO CHANGE BASED ON CURRENT MATERIALS AND AVAILABILITY  
 APPLICABLE SALES TAX NOT INCLUDED UNLESS OTHERWISE NOTATED - AMOUNT BASED ON FINAL INVOICE DATE  
 ANY IMPLIED WARRANTY AS PER MANUFACTURER'S STANDARD WRITTEN WARRANTY  
 PAYMENT DUE UPON COMPLETION OF WORK OR AS SPECIFIED ABOVE**

*Due to a high level of uncertainty with regards to pricing changes from our vendors and the freight industry, the price and freight charges on this document may be adjusted prior to shipping.*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## MEMO

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Kassi Bateman, City Clerk

**MEETING OF:** April 8, 2024

**SUBJECT:** Resolution No. 04-2024, Amending the City of Chehalis Schedule of Fees and Charges

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### **INTRODUCTION**

On June 24, 2021, Resolution No. 07-2021 updated the previously adopted fee schedule, and in April of 2023 Resolution 07-2023 amended the Building and Engineering portion of the fees for the City of Chehalis. Since 2021, the other fees for the City of Chehalis have not been amended. Therefore, staff is proposing a new and amended fee schedule for city services consistent with inflation and the cost to provide the attached services.

A general overview of the proposed revisions to the fee schedule by department is provided below. It should also be noted that the recommendation is that most of the fees remain the same; however, there are proposals for some new fees and adjustments to others that have not been raised in many years. On March 22, 2024, the City Council Budget Committee met with staff from the departments to review and discuss the proposed revisions; and recommends that the City Council adopt the updated fee schedule as presented in Resolution No. 04-2024.

### **DISCUSSION OF PROPOSED FEE ADJUSTMENTS BY DEPARTMENT**

#### **Police Department/ City-wide Public Disclosure Request Fees**

With the sharp increase in public disclosure requests (PDR), and the amount of time City staff spends on public disclosure requests, it is necessary to charge reasonable fees for public disclosure to include the body worn cameras (BWC), as allowed by the Revised Code of Washington (RCW).

RCW 42.56.120 allows the City to charge reasonable fees for public disclosure requests. After checking several different agencies, it appears that most charge the requestor \$0.15 for a single copied page and \$0.10 for scanned copies per page. The actual cost of media devices such as CDs, USBs, and cassette tapes may also be charged to the requestor, if utilized. Electronic files to digital storage media/device(s), a cloud-based data storage service, or emails are charged at \$0.05 per every four files.

RCW 42.56.240 indicates how jurisdictions may charge for the redaction of footage gathered with a BWC. In short, it allows the city to charge reasonable fees for the time staff spends working on the redactions.

Unlike other jurisdictions, the video redaction process will not be occurring in-house with City staff. Due to the lowest cost considerations and technology needs required to perform redactions, the City has contracted with LensLock to perform the redaction. However, it is still the City's ultimate and sole responsibility for the accuracy and completeness of the redactions to comply with all state laws and regulations.

The City's process will be as follows:

1. Once a records request is received that includes a body camera video to redact, City records staff reviews the video, taking note of what needs to be redacted, to what extent, and at which points in the video. City records staff will create a redaction log that cites all exemptions. (\$) *See Note Below*
2. Our records staff communicates with LensLock on what needs to be redacted.
3. LensLock performs the redactions and returns the video to City records staff for review.
4. City records staff review that the redactions were completed correctly and that nothing was missed. If needed, City records staff will repeat all prior steps, making sure the video has been adequately and completely redacted per the requirements of the law. (\$) *See Note Below*
5. City records staff then finishes processing the public records request and provides the redacted video link to the requestor.

As noted above, Steps 1 and 4 have dollar signs (\$) next to them. This indicates where, per RCW 42.56.240, the City may charge for staff time spent redacting the videos. Since the City has a contract with LensLock, the City will not additionally charge requestors for steps performed by LensLock, nor will it charge requestors for the technology used to perform the redaction. The City is only charging reasonable costs for the agency's staff time involved in accurately redacting the video. Again, the City is responsible for the redaction process and has the final say in what is redacted and therefore plays a vital role in the process; LensLock is merely performing the least costly commercially available method of redacting the videos per the City's instructions.

The PD would track and bill the requester for each minute of staff time spent on the redaction. Staff would likely have to view the video multiple times in Step 1 alone to ensure accurate redaction. They would then have to review the video again during Step 5, possibly multiple times, to ensure that proper redaction has occurred.

The 2024 wages for City records staff in the PD after fringe benefits range from \$46.93 and \$47.08 per hour, or \$0.78 per minute. This would make that same 15-minute video cost the requester \$23.40.



To prevent City staff from doing the redaction work and then having the requestor refusing to pay, it is recommended that the City charge a 10% deposit for all requests over \$25.

There are some requesters that would be exempt from having to pay costs from BWC per RCW 42.56.240 such as:

- A person directly involved in an incident recorded by the requested body worn camera recording;
- An attorney representing a person directly involved in an incident recorded by the requested body worn camera recording;
- A person or his or her attorney who requests a body worn camera recording relevant to a criminal case involving that person;
- The executive director from either the Washington state commission on African-American affairs, Asian Pacific American affairs, or Hispanic affairs; and
- If relevant to a cause of action, an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state Constitution, or a violation of a United States Department of Justice settlement.

***Summary of proposed adjustments to the Fee Schedule  
(Applicable to both PD and City-wide Requests for Records)***

- Printed copies: \$0.15 per page
- Electronic copies: \$0.10 per gigabyte (GB)
- Converting paper documents to electronic format: \$0.10 per page
- CD/DVD/USB drive: device cost plus postage
- Electronic files: \$.05 per 4 electronic files
- Body-worn camera or dash camera video: \$0.78 per minute of staff time
- Require a 10% deposit for all requests with an estimated cost more than \$25
- There are specific RCWs that require us to give people their requests at no cost, as noted above. The City can add to that list if needed in the future.

**Recreation/Parks**

Since 2017, minimum wage has increased from \$11.00 per hour to \$16.28 per hour. The cost of operating supplies and pool chemicals have doubled, and on average public utilities increase by 3% annually. Therefore, it is recommended that the City increase the applicable user fees. The complete list of fees for Recreation and Parks is included in the updated fee schedule attached to this report. Some of the key changes are summarized below.

***Gail and Carolyn Shaw Aquatics Center***

It has been seven years since the City of Chehalis adjusted the user fees at the Gail and Carolyn Shaw Aquatics Center to assist in offsetting the cost-of-living increases of operating the facility.

Gail and Carolyn Shaw Aquatics Center			
Program	Current Rate	Proposed Rate	Program Hours/Information
Admission all ages	\$5	N/A	Open Swim 3 hours
Admission Adult 18+	\$5	\$8	Open Swim 3 hours
Admission Youth 0-17	\$5	\$6	Open Swim 3 hours
Admissions Adult Lap Swim	\$3	\$5	Open Swim 1 hour

The recommended increases will not cover the cost of operating the aquatics center, but will bring the entry fees, swim lessons, and private rental rates to a comparable level with other facilities.

### ***Fees for Use of Athletic Facilities***

The recommended fee schedule was updated by reviewing what other neighboring cities with similar amenities charge. The recommendation is to increase resident non-profit youth sport fees to correlate very closely with the City of Centralia's fee structure. These fees are provided in the attached fee schedule.

### ***Parks and Facilities***

It has been nine years since the City of Chehalis adjusted the rates to rent city buildings and shelters. The recommended fee schedule was updated by reviewing what other neighboring cities with similar amenities charge and assessing the cost to operate the facilities.

Facility	Current Rate	Proposed Rate	Hours of Operation
VR Lee Community Building	\$65	\$100	Mon-Thur 8:30 am-4:00 pm
	\$65	\$100	Mon-Thur 5:00 pm-10:00 pm
	\$130	\$200	Mon-Thur 8:30 am-10:00 pm
	\$65	\$100	Friday 8:30 am-4:00 pm
	\$90	\$150	Friday 5:00 pm-12 mid
	\$130	\$250	Friday 8:00 am-12 mid
	\$150	\$250	Saturday 8:00 am-12 mid
	\$130	\$250	Sunday 8:00 am-10 pm
Hess Kitchen	\$35	\$75	Mon-Thur 8:30 am-4:00 pm
	\$45	\$75	Mon-Thur 5:00 pm-10:00 pm
	\$80	\$150	Mon-Thur 8:30 am-10:00 pm
	\$35	\$75	Friday 8:30 am-4:00 pm
	\$50	\$100	Friday 5:00 pm-12 mid
	\$85	\$175	Friday 8:00 am-12 mid
	\$150	\$175	Saturday 8:00 am-12 mid
	\$130	\$175	Sunday 8:00 am-10 pm
Stan Hedwall Park Shelter	\$100	\$125	Mon-Sun 8:00 am-Dusk
Include Grass Area	\$200	\$225	Mon-Sun 8:00 am-Dusk
Lintott/Alexander Park Shelters	\$100	\$125	Mon-Sun 8:00 am-Dusk
Include Grass Area	\$200	\$225	Mon-Sun 8:00 am-Dusk

**Community Development (Planning & Building)**

Development in the City of Chehalis and the City’s Urban Growth Area has been very active, requiring the hiring of additional staff and consultants to keep up with the need for planning and building services. The Community Development Department is proposing adjustments to select fees and proposing some new fees to better reflect the work of the Department in this robust development environment, as well as new legislative and administrative regulations imposed at the state level.

**Building Department**

No proposed changes to set fees.

**Planning Department**

*Minor Planned Unit Development Amendments* From: No Fee To: \$200.00

This would cover the cost of staff hours for permit intake and planning staff review and processing of the amendment.

*Parcel/Lot Combination* \$150.00

Lot Combinations are currently reviewed under a Boundary Line Adjustment application (and requirements), adding a fee for Lot Combinations allows for the department to provide for different considerations when processing Lot Combinations. These reviews typically take less staff time and resources. Additionally, staff have heard from local surveying companies that they would prefer that the review type be separate from a Boundary Line Adjustment.

*Boundary Line Adjustments* From: No Fee – Residential, \$350 all other To: \$350.00 - All

This change will cover the cost of the staff hours for permit intake, planning staff review, and engineering staff review.

*Minor Binding Site Plan Amendments* From: No Fee To: \$250.00

This will cover the cost of staff hours for permit intake and planning staff review and processing of the amendment.

*Public Noticing Fee* From: No Fee To: \$250.00

Currently the Community Development department provides for all public noticing costs. Most Legal notices average \$150 to \$200. The remaining \$50 to \$100 will go towards covering staff hours associated with writing, mailing, and posting the notices on site.

*Critical Area Review Fee* From: No Fee To: \$100.00

The department spends on average an additional two staff hours reviewing the documentation that is required when a development is proposed within or in proximity to a Wetland, Geologically Hazardous Area, Fish and Wildlife Habitat Area, or Critical Aquifer Recharge Area. This fee will largely cover the cost of review; the remaining is considered under the Site Plan Review fee.

*Floodplain Development Permit*                      From: \$75.00      To: \$100.00

The department spends on average an additional two staff hours reviewing the documentation that is required when a development is proposed within the FEMA 100-year flood hazard area. This includes review of no net rise studies, pre- and post-elevation certificates, the site plan, and building plans to ensure conformance with floodplain standards. This fee will largely cover the cost of review; the remaining is considered under the Site Plan Review fee.

*Site Plan Review*                                      From: \$300.00      To: \$500.00

This change will largely cover the cost of the staff hours for permit intake, planning staff review, and Development Review Committee review.

*Site Plan Amendments (Minor)*                      From: No Fee      To: \$100.00

This will cover the cost of staff hours for permit intake and planning staff review and processing of the amendment.

### **Public Works**

The proposed changes for call-out fees are intended to add clarification and consistency to Municipal Code 13.12.060 regarding Service Call Charges, particularly as they relate to water services. Currently the code provides a minimum fee of \$25.00 for calls during regular business hours, which is not needed. It also sets a minimum fee of \$75.00 for an after-hours service call, with no information on how the fee might increase. In addition, the current fees do not accurately reflect the cost of providing services to those who request services after the City's regular business hours. The proposed fee attempts to capture the average cost of dispatching a person on-call, as well as the vehicle and fuel needed to respond.

<b>Public Works After-Hours Service Calls</b>		
<b>Service</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
After Hours Service Call 4 PM to 8:00 AM M-F; Weekends; and Holidays	\$25.00 Minimum	<b>\$178.50</b> <b>Charge for the minimum</b> <b>2 hours, including</b> <b>Admin Fee</b>
Additional Fee Per Hour	\$0	<b>\$71.75</b>
After Hours Call Saturday, Sunday & Holidays	\$75.00 Minimum	<b>No longer needed. The proposal is for the after- hours callout fees noted above.</b>

It is proposed that all after-hours service calls be charged a two-hour minimum fee because the City is required by contract to pay a staff person for a minimum of two hours when called into work after-hours.

The current fees are reflected in Municipal Code Section 13.12.060. If the proposed fees are approved on first reading, an ordinance will be prepared for City Council consideration to remove the fees from the Municipal Code and set forth that the applicable fees can be found in the City’s Schedule of Fees and Charges. This will make it easier for customers and staff to find the fees and keep them up-to-date.

**FISCAL IMPACT**

It is anticipated that the increased fees will generate additional revenues, which are needed to offset the increasing cost of providing services. For perspective, Fees, Licenses and Permits are expected to generate 8% of the City’s 2024 General Fund revenue, so the impact will be relatively small, yet helpful. It is also important to note that fees are paid by those actually receiving and benefiting from a City service or facility. If the City is not adequately compensated for the service, the financial burden of providing the service is borne by all of the taxpayers.

**RECOMMENDATION**

It is recommended that the City Council review the attached fee schedule and approve Resolution No. 04-2024 on first reading to update the City’s Schedule of Fees and Charges. Since this item has a budget impact, City Council rules require two readings if the rule is not waived. Therefore, it is recommended that the City Council schedule the second reading for the April 22, 2024, City Council meeting. If approved on first reading, the agenda item will be placed on the Consent calendar consistent with the City Council adopted rules of procedure.

**SUGGESTED MOTION**

I move that the City Council approve Resolution No. 04-2024 on first reading and schedule the second and final reading for April 22, 2024.

**RESOLUTION NO. 4-2024**

**A RESOLUTION OF THE CITY OF CHEHALIS,  
WASHINGTON, AMENDING THE CITY OF  
CHEHALIS FEE SCHEDULE, AND PROVIDING  
FOR AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, in connection with the municipal functions and operations of the City of Chehalis, the City requires certain fees; and

**WHEREAS**, it is appropriate to review such fees and make adjustments to appropriately address costs; and

**WHEREAS**, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs and adopted cost recovery goals associated with various City functions and facilities; now, therefore,

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

**Section 1.** The Fee Schedule of the City of Chehalis is amended as set forth in Exhibit A.

**Section 2.** Severability. If any sections, sentence, clause, or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution or its application to any other person, property or circumstance.

**Section 3.** The effective date of this Resolution shall be immediately upon its adoption.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Anthony Ketchum, Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney





**GENERAL**

**Returned Checks**

NSF Check (for any reason) and ACH		\$ 30.00
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**Certified Copies**

*May be waived if associated with city business*

First Page		\$ 5.00
Additional Pages For Same Document	Per Page	\$ 1.00

**Notary Services**

City Business		No Fee
<del>Non-city Business</del>	<del>Per Document</del>	<del>\$ 6.00</del>

Note: Notary services are only provided for City related business

**PARKS & FACILITIES**

**Stan Hedwall RV**

<del>Sewage Disposal</del>		<del>\$ 3.00</del>	
RV Sewage Disposal		\$ 5.00	
<del>Nightly Camping</del>	<del>Per Night</del>	<del>\$ 20.00</del>	<del>Includes disposal fee</del>
Nightly Camping	Per Night	\$ 50.00	Includes disposal fee
<del>Shower</del>		<del>\$ 0.25</del>	

**Organic Yard Waste Disposal**

<del>Dump Pass</del>	<del>Annual</del>	<del>\$ 40.00</del>	<del>April - November</del>
<del>Yard Waste Disposal Pass</del>	<del>Annual</del>	<del>\$ 50.00</del>	<del>April - November</del>
Yard Waste Disposal Pass	Annual	\$ 60.00	April - November

**Building Rentals**

**V.R. Lee Community Building**

Time of Day	Mon-Thurs	Fri	Sat/Holiday	Sun
<del>Daytime</del>	<del>\$ 65.00</del>	<del>\$ 65.00</del>	<del>NA</del>	<del>\$ 130.00</del>
<del>Evening</del>	<del>\$ 65.00</del>	<del>\$ 90.00</del>	<del>NA</del>	<del>\$ 130.00</del>
Daytime 8:30am - 4:00pm	\$ 100.00	\$ 100.00	N/A	N/A
Evening 5:00 - 10:00pm	\$ 100.00	\$ 150.00	N/A	N/A
<del>All Day</del>	<del>\$ 130.00</del>	<del>\$ 150.00</del>	<del>\$ 150.00</del>	<del>\$ 130.00</del>
All Day M-Th 8:30am - 10:00 pm	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00
All Day Sat/Sun 8:30 am - 12 mid				

**Fred Hess Kitchen**

<del>Daytime</del>	<del>\$ 35.00</del>	<del>\$ 35.00</del>	<del>NA</del>	<del>NA</del>
<del>Evening</del>	<del>\$ 45.00</del>	<del>\$ 50.00</del>	<del>NA</del>	<del>NA</del>
<del>All-day</del>	<del>\$ 80.00</del>	<del>\$ 85.00</del>	<del>NA</del>	<del>NA</del>
Daytime 8:30am - 10:00pm	\$ 75.00	\$ 75.00	N/A	N/A
Evening 5:00 - 10:00pm	\$ 75.00	\$ 100.00	N/A	N/A
All Day M-Th 8:30am - 10:00pm	\$ 150.00	\$ 175.00	\$ 175.00	\$ 175.00
All Day Sat/Sun 8:30 am - 12 mid				

**Covered Shelters**

**Stan Hedwall Park**

Time of Day	Mon-Thurs	Fri	Sat/Holiday	Sun
<del>All Day 8:00 am to Dusk</del>	<del>\$ 100.00</del>	<del>\$ 100.00</del>	<del>\$ 100.00</del>	<del>\$ 100.00</del>
All Day 8:00 am to Dusk	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00

All Day, including grass area	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00
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**Robert E. Lintott/Alexander Park**

All Day 8:00 am to Dusk	<del>\$ 100.00</del>	<del>\$ 100.00</del>	<del>\$ 100.00</del>	<del>\$ 100.00</del>
All Day 8:00 am to Dusk	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
All Day, including grass area	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00

## ATHLETIC FACILITY USE FEES FOR OUTSIDE USERS

For private or a non-profit organization not affiliated with a City approved non-profit organization

### Recreation Park - Chehalis Sports Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$200 per day or \$50 per field per day
- Field Rental - \$25 per hour per field
- Lights - \$10 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink
- Tournament's require a \$200 non-refundable deposit to reserve facility to be applied toward tournament fees

### Stan Hedwall Park - Slowpitch Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$100 per day or \$25 per field per day
- Field Rental - ~~\$20 per game per field~~ \$25 per game per field
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

### Stan Hedwall Park - Little League Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$100 per day or \$25 per field per day
- Field Rental - ~~\$20 per game per field~~ \$25 per game per field
- Lights - \$10 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

### Babe Ruth Complex (Fields 1, 2)

- Facility Charge - \$50 per day or \$25 per field per day
- Field Rental - ~~\$20 per game~~ \$25 per game per field
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

### Stan Hedwall Park Soccer Fields (Full Sized Fields, Mod Fields, Micro Fields)

- Facility Charge for tournaments - \$100 per day or \$25 per field per day
- Full Size Field (U13+) - \$25 per field per game
- Mod Size Field (U12) - \$20 for up to 2 fields per round of games
- Mod Size Field (U10) - \$20 for up to 2 fields per round of games
- Micro Size Field (U6/U8)- \$20 for up to 4 fields per round of games

### Stan Hedwall Park Large Batting Cage

- ~~Facility Charge for scheduled use (August—January) must benefit Chehalis youth—\$100, per approved User~~
- ~~Facility Charge for a Camp or Clinic, must benefit Chehalis youth—\$50 per day~~
- Outside users will be scheduled ONLY if space allows \$25.00 per hour, per approved user, \$100 per hour for camp for clinic

### Camp/Clinic/Other Use Fees – Baseball, Softball or Soccer Fields

- Field Use - \$25 per hour per field – Recreation Park, Sports Complex
- Field Use - \$25 per field per 0-2-hour time period – Hedwall Sport Fields

### Additional Amenities—must be requested in advance:

- Portable outfield fencing - ~~\$150 per field~~ (200')-plus \$5 per additional panel
- Field drying agent – at cost per bag (~~currently \$13~~)
- Field Chalk – at cost per bag (~~currently \$10~~)
- Field Paint – at cost to be tracked by supplies purchased and staff time needed to paint
- Press box/sound system (Chehalis Sports Complex, Babe Ruth) – included in facility charge

\$200 per field  
Cost of product at time of use  
Cost of product at time of use

- Upstairs room (Chehalis Sports Complex) – included in Facility Charge
- Sound system (Chehalis Sports Complex) – included in Facility Charge
- Permanent scoreboard (Chehalis Complex Fields 1 & 2, Babe Ruth Field 1, Little League Fields 1 & 2) – included in facility charge
- Vendors, or sale of concessions or goods – \$25 per day, but by permission only and is subject to restrictions or limitations due to existing concessionaire contracts
- Requests for other amenities or services will be considered and are subject to additional fees

#### Chehalis Athletic Facility Use Fees for City Approved Non-Profit Youth Organizations

For youth athletic organizations who have entered into a Recreational Service Agreement with the City of Chehalis for the use of City facilities: Chehalis Girls Fastpitch Association, Chehalis Little League, Twin Cities Babe Ruth Association, Chehalis Youth Soccer, Twin Cities Youth Football, select athletic teams/programs formed for the benefit of Chehalis residents.

#### Chehalis Sports Complex (Fields 1, 2, 3, 4)

- Field Rental - ~~\$15 per game~~, 1 per field **\$20 per game per field**
- Lights - \$10 per game or practice - lights are not to be used for practice unless approved

#### Stan Hedwall Park - Little League Complex (Fields 1, 2, 3, 4)

- Field Rental - ~~\$15 per game~~ per field **\$20 per game per field**
- Lights - \$10 per game or practice - lights are not to be used for practice unless approved
- Small Cage – no charge
- Large Cage (February – July) - \$300, per season

#### Babe Ruth Complex (Fields 1, 2)

- Field Rental - ~~\$15 per game~~ **\$20 per game per field**
- Lights - \$10 per game or practice – lights are not to be used for practice unless approved
- Large Cage (February – July) - \$300 per season

#### Stan Hedwall Park Soccer Fields

- Field Rental - \$10 per game or the cost of field paint, whichever is greater

#### Stan Hedwall Park Youth Football Practice Facilities

- Practice Field Rental - \$ 200 season fee

#### Stan Hedwall Park Large Batting Cage

- Facility Charge for scheduled use (August – January) must be affiliated with a Chehalis Youth non-profit organization ~~-\$50, per approved User~~

**\$50 per month per approved user**

#### Camp/Clinic/Other Use Fees – Baseball, Softball or Soccer Fields

**\$100 per month per approved team**

- Field Use - \$25 hour per field per 0-2-hour time period – Chehalis Sports Complex
- Field Use - \$25 per field per 0-2-hour time period – Stan Hedwall Sport Fields

#### Fees for supplies the city purchases to maintain facilities for league use

- Field drying agent – at cost per bag (currently \$13) **Cost of product at the time of use**
- Field Chalk – at cost per bag (currently \$10) **Cost of product at the time of use**
- Field Paint – at cost to be tracked by supplies purchased. Receipts for purchase of supplies will be provided upon request of reimbursement.
- Press box/sound system (Chehalis Sports Complex, Babe Ruth, Little League) – no charge
- Upstairs room (Chehalis Sports Complex) – no charge
- Sound system (Chehalis Sports Complex) – no charge
- Permanent scoreboard (Chehalis Sports Complex Fields 1 & 2, Babe Ruth Field 1, Little League Field 1 & 2) – no charge
- Requests for other amenities or services will be considered and are subject to additional fees

The cost of an approved facility improvement project completed in partnership with a non-profit youth organization and the City of Chehalis may be used to offset annual facility use fees upon review and approval.

**SHAW AQUATICS CENTER**

<del>Admission—All Ages</del>		<del>\$ 5.00</del>
Admission - Adult 18+	Open Swim	\$ 8.00
Admission - Youth 0-17	Open Swim	\$ 6.00
Admission - Lap Swim	Open Swim	\$ 5.00
<del>Swimming Pool Private Rental for One (1) hour</del>	<del>Includes eight (8) staff and use of common room</del>	<del>\$ 200.00</del>
Swimming Pool Private Facility Rental 2 Hours	Includes pool, deck, and up to 100 guests	\$ 1,400.00
<del>Swimming Pool Private Rental for One (1) hour</del>	<del>Per participant up to 201</del>	<del>\$ 3.00</del>
Swimming Pool Private Facility Rental, additional guests	Option for up to 100 additional guests at \$8.00 per person	\$ 8.00
<del>Swimming Pool Rental</del>	<del>Common room plus 25 admit during open swim</del>	<del>\$ 125.00</del>
Swimming Pool Semi Private Rental 1.5 Hours	Reserved deck space, includes 20 guests	\$ 200.00
Swimming Pool Semi Private Rental, additional guests	Option for up to 15 additional guests at \$8.00 per person	\$ 8.00
<del>Swimming Lessons</del>		<del>\$ 40.00</del>
Swimming Lessons	per person, regardless of age	\$ 50.00
<del>Swimming Lessons</del>	<del>Extra after two (2)</del>	<del>\$ 35.00</del>
Senior Citizen Discount	Age 55 and older	\$ (1.00)
Military Discount	Active duty and retired, does not include family members	\$ (1.00)
<del>Season Pass</del>		<del>\$ 40.00</del>
Season Pass	Per person, regardless of age	\$ 75.00

**POLICE**

**Animal Control**

Dog License - New	Unaltered	\$ 30.00
Dog License - Renew	Unaltered	\$ 15.00
Dog License - New	Altered	\$ 10.00
Dog License - Renew	Altered	\$ 5.00
Late License	Add to Any Required License Fee	\$ 10.00
Initial License	Other Animal	\$ 5.00
Replacement License		\$ 5.00
Registration	Potentially Dangerous Dog	\$ 150.00
Registration	Dangerous Dog	\$ 250.00
Registration	Other Animal - Dangerous/Potentially Dangerous	\$ 250.00
Registration	Micro-chipped Animal Not Otherwise Categorized	No Fee
Registration	Other Animal	\$ 5.00
Late Registration	Add to Any Required Registration Fee	\$ 25.00
Detainment (Impound)	Per Day or Part of Day at Muncipal Impound Kennel	\$ 35.00
Detainment (Impound)	Per Day or Part of Day at County Impound Kennel	\$ 50.00
Quarantine	Per Day or Part of Day	\$ 20.00
Disposal Fee	Relinquished Animal	\$ 50.00
Rabies Testing		Actual Cost

**Concealed Weapon License** *Concealed weapon license fees are set by state law (RCW 9.41.070), and are subject to change.*

CPL - New	\$36.00; plus additional charges imposed by FBI	\$ 49.25
CPL - Renew		\$ 32.00
CPL - Late Renewal		\$ 42.00
CPL - Replacement		\$ 10.00

**Fingerprinting**

Fingerprinting	Two Permit Cards	\$ 10.00
Fingerprinting	Additional Permit Card	\$ 5.00

**Parking Permits/Fees**

Residential	Per Month	\$ 20.00
Business	Per Month	\$ 20.00
Overtime Parking		\$ 15.00
Illegal Parking		\$ 30.00
Misc: Blocking Driveway; Yellow Curb; etc.		\$ 30.00

**Bicycle License**

License		No Fee
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**PUBLIC WORKS**

<b>Installation of Hydrant Meter</b>		\$	100.00 Plus \$100.00 deposit
<b>Sale of class A biosolids</b>	Loaded at CRWRF by City on buyer's vehicle	\$	1.00 Per Cubic Yard
<b>After Hours Call-out Fees</b>			
<b>Apply 4 PM to 8 AM M-F; and</b>	<b>Weekends, and Holidays)</b>		
<b>Customer requested call out Min 2 hrs incl flat rate Admin Fee</b>	Charged for two hours	\$	178.50
<b>More than two hours</b>	Charged for actual hours by hourly rate	\$	71.75 Per Hour

**Community Development Fees**

PERMIT TYPE	VALUE		
<b>Building Fees</b>			
Building Permit	\$1,000,001 and up	\$6797.50/1st mill + \$4.75 per thousand	
	\$500,001 to \$1 mill	\$3797.50/1st \$500k + \$6.00 per thousand	Valuation-current market value of labor and materials
	\$100,001 to \$500k	\$1097.50/1st \$100k + \$6.75 per thousand	
	\$50,001 to \$100k	\$710.00/ 1st \$50k + \$7.75 per thousand	Residential-single family, duplex, triplex, fourplex
	\$25,001 to \$50k	\$422.50/1st \$25k + \$11.50 per thousand	
	\$2,001 to \$25k	\$77.50/1st \$2k + \$15.00 per thousand	Commercial-Multifamily, multituse, commercial, industrial
	\$501 to \$2k	\$23.50/1st \$500 + \$3.50 per hundred	
	\$1 to \$500	\$25.00	Minor amendments- No increase to density, no additional useable space created, no
Plan Review		25% of building permit fee (residential) 65% of building permit fee (commercial & industrial)	
Manufactured Structure		\$200.00 per assembled structure	
Mobile Home Title Elimination		No fee if building permits are on file.	
Re-roof (residential)		<2000 sq ft= \$75; >2000 sq ft=\$25 base fee and \$7 per square or 100 sq feet	
Re-roof (commercial)		\$75 base fee and \$7 per square or 100 square feet	
Window Replacement		Residential-more than 25% of window replacement, like for like: \$25 base fee and \$7 per window. <25%, like for like: no permit required. Any changes in window size or style: based upon valuation.	Commercial-any or all window replacement, like for like: \$25 base fee and \$7 per window. Any changes in window size or style: based upon valuation.

Deck		Residential-<120 sq ft and no more than 30 inches above grade, no permit required. 121 sq ft to 500 sq ft and no more than 30 inches above grade: \$175. Over 501 sq ft or higher than 30 inches above grade, assessed as a building permit with plan review.	Commercial-based upon valuation.
Residential siding replacement		<25% no fee. More than 25% of the building: \$250	
Demolition Permit		\$50 residential without utility disconnections \$100 residential with utility disconnections \$100 commercial, with or without utility disconnections	
Temporary Occupancy		\$1,000.00	
Fire Safety Permit		1.9% of the valuation of fire safety system with a \$200 minimum	
Fire Safety Modifications		\$200.00	
Fireworks Stand		\$150.00	
Underground Storage Tank		\$50 for installation if not part of a building permit	
Sign Permit		\$100 if no plan review required. If plan review required fee assessed as per building permit fees. No fee for home occupation signs but permit required. No permit required for sign refacing.	
House Moving Permit		\$350.00 + performance bond or \$5,000.00 damage deposit	
Mechanical Permit		Residential-\$35 base fee and \$7 per fixture regulated by the building code. For natural gas lines-the first 4 outlets count as one fixture and all additional outlets, \$1 each.	Commercial-\$175 plus \$7 per fixture regulated by the building code.

Plumbing Permit		Residential-\$35 base fee and \$7 per fixture regulated by the building code. For natural gas lines-the first 4 outlets count as one fixture and additional outlets, \$1 each.  Commercial-\$175 plus \$7 per fixture regulated by the building code.	Commercial-\$175 plus \$7 per fixture regulated by the building code.
Occupancy Permit /Change of Occupancy		Stand alone occupancy permit-\$150 for the first 2 hours, \$75 per hour after 2 hours. For occupancy permit associated with a building permit-no fee.	
Reinspection Fee		\$75 per reinspection visits of 3 or more	
Inspections outside normal business hours		\$150 with a 2 hour minimum	
<b>Planning Fees</b>			
Comprehensive Plan Amendment		If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000	
Planned Unit Development (preliminary)		\$1000 plus the cost of Hearing Examiner	
Planned Unit Development (final)		\$500.00	
Planned Unit Development Amendment (Minor)		<del>No Fee</del> \$200	
Planned Unit Development Amendment (Major)		\$500 plus the cost of the Hearing Examiner	

Development Regulation Text Amendment (Title 17)		If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Subdivision (preliminary plat application)		\$750.00 + \$5.00 per lot plus cost of Hearing Examiner
Subdivision (Final plat application)		\$500 unless part of a PUD or MPD then \$150
Short Plat		\$200 plus \$50 per lot
<b>Parcel/Lot Combination</b>		<b>\$150.00</b>
<b>Boundary Line Adjustment</b>		<b>Residential = No Fee; Commercial = \$350 — \$350 for both Residential and Commercial</b>
Environmental Impact Statement (review only - EIS by applicant)		\$500 plus consultant costs
Pre-submission conference		\$0.00
Binding Site Plan (preliminary)		\$1000 plus the cost of the Hearing Examiner
Binding Site Plan (final)		\$500.00
<b>Binding Site Plan Amendment (Minor)</b>		<b>No Fee— \$200</b>
Binding Site Plan Amendment (Major)		\$1000 plus the cost of the Hearing Examiner
<b>Public Noticing Fee</b>		<b>\$250.00</b>
Address Assignment		no fee but will not be issued without a building permit
Appeal to Hearing Examiner		\$500 plus actual Hearing Examiner costs
Appeal to City Council		\$500.00
<b>Critical Area Review Fee</b>		<b>\$100.00</b>
SEPA		\$500.00

SEPA exemption letter		\$300.00
Master Plan Development (conceptual)		\$3000 plus applicable consultant and Hearing Examiner costs
Master Plan Development (amendment or alterations)		Minor amendments or alterations-no fee Major amendments or alterations-\$500 plus the cost of the Hearing Examiner
Master Plan Development (final)		\$500.00
Variance Permit		\$500 plus the full cost of the Hearing Examiner fees
Conditional Use Permit		\$500 plus the full cost of the Hearing Examiner fees
Floodplain Development Permit		<del>\$75</del> <b>\$100</b>
Shoreline Statement of Exemption		\$350.00
Substantial Development Permit		\$500 plus the cost of Hearing Examiner, if applicable
Shoreline Conditional Use Permit		\$1000 plus the cost of the Hearing Examiner
Shoreline Variance		\$1000 plus the cost of the Hearing Examiner
Site Plan Review		<del>\$300</del> <b>\$500</b>
Site Plan Amendment		Minor amendments = <del>No Fee</del> <b>\$100</b> All other amendments = \$300
Temporary Use Permit/Special Event		\$150.00
Zone Change		If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Code Compliance/Zoning Verification Letter		\$25.00

Engineering Fees	
Civil Permit Base Fee	\$50.00
ADA Ramp	\$150 (includes 10' of sidewalk)
Commercial Driveway Approach	\$250 (includes 25' of sidewalk)
Residential Driveway Approach	\$150 (includes 25' of sidewalk)
Sidewalk--New/Repair/Replace	\$25 for first 25', then \$25 per 50'
Plan Review and Inspection--Construction of City Water Main	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Construction of City Sewer Main	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Construction of City Stormwater Main	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Stormwater onsite pipe	\$2 per linear foot
Inspection--Water--Abandon, Service Repair or Additional Backflow Device 2" or smaller (no fee if the applicant has a demo permit)	\$125.00
Inspection--Sewer--Abandon, Service Repair (no fee if applicant has a demo permit)	\$125.00
Right of Way Obstruction/Traffic Plan	\$25.00
Street or Alley Vacation	\$200 plus associated planning permit costs
Overhead ROW work	\$50 per continual 1000 linear foot; <b>fee waived for nonprofit signage in the ROW, or business-use signage along frontage.</b>
Open Cut ROW ground work	\$75 per continual 100 linear feet
Trenchless ROW ground work	\$50 for first continual 25 linear feet, then \$0.50 per foot
Water Meter Installation	
3/4" to 5/8"	\$700.00
1"	\$1,000.00
1 1/2"	\$1,500.00
2"	\$2,000.00
Fire Service Connection Fees	

2"	\$1,610.00
3"	\$3,210.00
4"	\$5,020.00
6"	\$10,040.00
8"	\$16,060.00
10"	\$23,090.00
12"	\$45,170.00
Oustide plan review-	Actual cost
Inspections outside normal business hours-	\$75 with a 2 hour minimum
Reinspection fees-	\$75 from the 3rd reinspection on
<b>Earthmoving Permit</b>	
<b>Grading Plan Review Fees</b>	
up to 50 cu yards	No fee
51 to 100 cu yards	\$23.50
101 to 1,000 cu yards	\$37.00
1,001 to 10,000 cu yards	\$49.25
10,001 to 100,000 cu yards	\$49.25 for the 1st 10,000 cu yards plus \$24.50 for each additional 10,000 cu yards
100,001 to 200,000 cu yards	\$269.75 for the 1st 100,000 cu yards plus \$13.25 per each additional 10,000 cu yards
200,001 cu yards or more	\$402.25 for the first 200,000 cu yards plus \$7.25 for each additional 10,000 cu yards
<b>Grading Permit Fees</b>	
up to 50 cu yards	\$23.50
51 to 100 cu yards	\$37.00
101 to 1,000 cu yards	\$37.00 for the first 100 cu yards, plus \$17.50 for each additional 100 cu yards
1,001 tp 10,000 cu yards	\$194.50 for the first 1,000 cu yards plus \$14.50 for each additional 1,000 cu yards
10,001 to 100,000 cu yards	\$325.00 for the first 10,000 plus \$66.00 for each additional 10,000 cu yards
100,001 cu yards or more	\$919.00 for the first 100,000 cu yards plus \$36.50 for each additional 10,000 cu yards



**AIRPORT**

**Fuel Overhead & Profit (Per Gallon)**

Call out fees	\$	75.00	
Catering	\$	25.00	Base fee + actual costs + 10% for additional services

Sample: **100 LL Fuel Pricing Formula**

			Profit Perc	Tax Rate
Airport Profit	0.37		10.0%	8.2%
Airport Overhead	0.12056319		3.30%	
100LL Cost	3.65343	Ore Id fee	0.00099	0.003617
Fed Oil Spill Liability	0.00214			
Federal Excise Tax	0.194			
WA Aviation Excise Tax	0.11			
Credit Card Processing Fee (3.0%)	0.146700714			
WA State Sales Tax (8.2%)	0.376558506			
Total Amount of Fuel	4.97			

Sample: **Jet A Fuel Pricing Formula**

Airport Profit	0.9096705		45.0% Profit Percentage
Airport Overhead	0.06670917		3.30% CC Processing Fee
Jet A	2.02149		8.20% Tax Rate
Federal Oil Spill Liability	0.00214		
Federal Excise Tax	0.2430000		
WA Aviation Excise Tax	0.1100000		
Federal Lust Tax	0.0010000		
Credit Card Processing Fee (3.0%)	0.110682319		
Sales Tax	0.2841047		
Total Amount of Fuel	3.748796732	Self Serve Fuel	
Total Amount of Fuel	Add \$.10 per gallon	Full Service Fuel	
Total Amount of Fuel	Add \$.05 per gallon	Full Service w/ FSII	

**Hangar Rents**

Hangar	Rent	Leasehold	Total
A	\$242.00	\$31.07	\$273.07
F	\$77.87	\$10.00	\$87.87
G	\$112.48	\$14.44	\$126.92
H	\$112.48	\$14.44	\$126.92
I	\$112.48	\$14.44	\$126.92
J	\$62.30	\$8.00	\$70.30
K	\$400.00	\$51.36	\$451.36
L	\$400.00	\$51.36	\$451.36
M	\$400.00	\$51.36	\$451.36
N	\$400.00	\$51.36	\$451.36
O	\$400.00	\$51.36	\$451.36
P	\$500.00	\$64.20	\$564.20
Q			
R	\$220.00	\$28.25	\$248.25

**Ramp Tie Down Fees**

Monthly	\$ 35.00
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**Property Fees**

**Rental Vehicles**

Sienna per day	\$ 60.00	
Sienna weekly rate	\$ 420.00	
Fuel	\$ 9.29	Per gallon or \$.422 per mile driven
Cleaning fee	\$ 50.00	Based on condition of vehicle when returned plus actual damage fees

**Wayfinding Sign Advertising**

Annual	\$ 150.00
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**CITY CLERK**

**Public Records**

Police Records	Victims/persons involved in an incident	No Fee
All Records	Uploading and/or transmission of scanned records	No Fee
All Records	Inspecting records	No Fee
Photocopies	100 pages or less	No Fee
Photocopies	101 or more pages (includes first 100 pages)	\$0.15/ page
Scanning Paper Documents	100 pages or less	No Fee
Scanning Paper Documents	101 or more pages (includes first 100 pages)	\$0.10/ page
Outside Copying Costs		Actual cost
Digital Storage Media	CDs, Thumb Drives, Containers, Envelopes, etc.	Actual cost
Postage/Delivery		Actual cost
Customized Access for IT Expertise		Actual cost
Deposit	Requests exceeding \$50	Not to exceed 10% of estimated costs

Police Records	Victims involved in an incident	No Fee
Police Records	Drivers, passengers, and victims of vehicle collisions	No Fee
All Records	Uploading and/or transmission of scanned records	\$0.10 per gigabyte (New Fee)
All Records	Inspecting records	No Fee
Photocopies		\$0.15/page
Scanning Paper Documents		\$0.10/page
Outside Copying Costs		Actual Cost
Digital Storage Media	CDs, thumb drives, containers, envelopes, etc.	Actual Cost
Postage/Delivery		Actual Cost
Customized Access for IT Expertise		Actual Cost
Electronic Delivery (E-mail) Fee		\$0.05 per 4 files ( New)
Body Camera Video		\$0.78 per minute of staff time (New)
Deposit	Requests exceeding \$25	Not to exceed 10% of estimated costs



**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Kassi Bateman, City Clerk

**MEETING OF:** April 8, 2024

**SUBJECT:** Ordinance No. 1095-B, Amending Chehalis Municipal Code Section 1.14  
Relating to the Public Records Act – First Reading

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**ISSUE**

Staffing changes and several significant revisions of the system for processing public records requests prompt the need to update the Chehalis Municipal Code Section 1.14, Public Records.

**BACKGROUND**

In 2018, the City Council passed Ordinance No. 989-B amending the established chapter in the Chehalis Municipal Code related to the disclosure of public records that included procedures for obtaining public records. Since that time the process and contact information for processing requests has progressed requiring updates to Municipal Code Section 1.14. These changes are presented for City Council consideration in Ordinance No. 1095-B.

**DISCUSSION**

Since 2018 the method for receiving public records requests has evolved. The previous ordinance includes specific staff contact information which is cumbersome to update. Recommended changes include fixed contact information that will not need to be changed with each new employee.

The City Council authorized the purchase of GovQA public disclosure software in the FY2023 budget, which was fully functional in summer of 2023. This software has expedited requests and allowed for seamless transmission of records between the agency and the requester, eliminating nearly all paper processing, but also eliminating the opportunity for recouping fees associated with paper requests. Those fees are discussed in more detail below.

The most significant change in the proposed code revision is that the attached ordinance does not include the fees charged for the provision of records and instead refers questions to the City's Fee Schedule. The proposed fees are included in the proposed Resolution 04-2024 which if adopted would establish an updated schedule of fees and charges for the City of Chehalis,

including those for public records. Proposed Resolution No. 04-2024 is also scheduled for consideration by the City Council at the April 8, 2024 meeting and includes a proposal for the following fees for public records. The fees noted below are consistent with the existing fee schedule; however, some new categories have been added to reflect the greater use of digital files in the response to public records requests and the addition of new fees related to the use of body cameras by the City’s Police Officers.

*Proposed Fee Schedule for Public Records*

Police Records	Victims involved in an incident	No Fee
Police Records	Drivers, passengers, and victims of vehicle collisions	No Fee
All Records	Uploading and/or transmission of scanned records	\$0.10 per gigabyte (New Fee)
All Records	Inspecting records	No Fee
Photocopies		\$0.15/page
Scanning Paper Documents		\$0.10/page
Outside Copying Costs		Actual Cost
Digital Storage Media	CDs, thumb drives, containers, envelopes, etc.	Actual Cost
Postage/Delivery		Actual Cost
Customized Access for IT Expertise		Actual Cost
Electronic Delivery (E-mail) Fee		\$0.05 per 4 files (New)
Body Camera Video		\$0.78 per minute of staff time (New)
Deposit	Requests exceeding \$25	Not to exceed 10% of estimated costs (New Requirement)

**FISCAL IMPACT**

The increase in fees will have a negligible impact on City revenues. The major cost associated with public records requests is the staff time to respond and that cannot be charged to requestors.

**RECOMMENDATION**

It is recommended that the City Council approve Ordinance No. 1095-B on first reading updating the processes, contact information and fee schedule for public records processing.

**SUGGESTED MOTION**

I move that the City Council approve Ordinance No. 1095-B on first reading and schedule the Ordinance for second reading on April 22, 2024.

**ORDINANCE NO. 1095-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS,  
WASHINGTON, RELATING TO THE PUBLIC RECORDS  
ACT, CHAPTER 42.56 OF THE REVISED CODE OF  
WASHINGTON; AND REPEALING ORDINANCE NO. 989-  
B, PASSED THE 23RD DAY OF JULY 2018, CODIFIED IN  
THE CHEHALIS MUNICIPAL CODE AS CHAPTER 1.14.**

WHEREAS, the Public Records Act, Chapter 42.56 of the Revised Code of Washington, requires cities to adopt rules of procedure consistent with the intent of the Public Records Act, to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with essential City functions; and

WHEREAS, the City of Chehalis passed Ordinance No. 989-B on the 23<sup>rd</sup> of July, 2018, codified in the Chehalis Municipal Code as Chapter 1.14; and

WHEREAS staffing changes require the City of Chehalis to amend its ordinance; and

WHEREAS technological advances have prompted staff to update the fee schedule by resolution; now, therefore,

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

Section 1.14.010 Findings.

- A. RCW 42.56.070(1) requires all cities and public agencies to maintain and make available a current index of various public records.
- B. RCW 42.56.070(4) provides that if maintaining such an index would be unduly burdensome, a city need not maintain such an index, but it must issue and publish a formal order specifying the reason why and the extent to which compliance would be unduly burdensome.
- C. The City is comprised of numerous departments, their divisions, and subdivisions, many if not all of which maintain separate databases and/or systems for the indexing of records and information.
- D. Because the City has records which are diverse, complex, and stored in multiple locations, and in multiple computer systems and databases, it is unduly burdensome, if not physically impossible, to maintain a central index of records.
- E. The City produces or receives an uncountable number of records each day and maintains an uncountable number of records in numerous City files.
- F. The development and maintenance of a central index would be extremely costly and would provide little benefit to the public compared to the expense in maintaining the index.

G. The City's revenues and operations do not allow for the addition, revision, or reassignment of duties of existing personnel, or additional staff, so that an index may be developed and maintained.

H. Pursuant to RCW Chapter 42.56, the City will disclose all public records, including any indexes that are maintained by the City to the extent such records or indexes are not exempt from disclosure pursuant to RCW Chapter 42.56 or other applicable laws.

Section 1014.020 Public Records Index — Order — Maintenance Not Required Pursuant to RCW Chapter 42.56.070(4), the City Council orders the following:

A. The City is not required to maintain a current index of public records due to findings of the City Council that the requirement to do so is unduly burdensome and would interfere with City operations and such a list is nearly impossible to create and/or maintain; and

B. Pursuant to RCW Chapter 42.56, the City shall disclose all public records and any indexes of public records maintained by the City to the extent such records are not exempt from disclosure pursuant to RCW Chapter 42.56 or other applicable laws.

Section 1.14.030 Public Records Disclosure — Purpose

A. The purpose of the Public Records Act is to provide the public with full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of government. The Public Records Act provides a statutory framework by which to administer access to public records. The purpose of this chapter is to establish the procedure for obtaining public records from the City as required by RCW Chapter 42.56, as currently enacted or hereafter amended.

B. The information contained in this document is designed to aid both those requesting public records and those responding to records requests. The document should assist in guiding expectations of requestors and providing notice of a mechanism by which to appeal a records decision, if necessary.

Section 1.14.040 Reference

A. RCW Chapter 42.56, Public Records Act.

B. Chapter 44-14 WAC, Public Records Act — Model Rules

Section 1.14.050. Public Records Officer — Responsibility/Authority.

A. The City Clerk is the designated public records officer. The City's public records officer will oversee compliance with the Public Records Act and these procedures. The City's public records officer may delegate the responsibilities of processing requests to other staff. Departments may also designate records coordinators within specific departments to facilitate access to public records within that department, so long as each coordinator is identified to the public records officer.



B. City staff will provide assistance to requestors, reasonably ensure that public records are protected from damage or disorganization and prevent fulfilling public records requests from causing excessive interference with essential functions of the city. Assigned City staff will be responsible and held accountable to meet the City's responsibilities of this policy. Failure to do so will result in disciplinary actions.

Section 1.14.060. Definitions — Adoption by Reference. The definitions set forth in RCW 42.56, as presently adopted and as may be subsequently amended, are hereby adopted by reference, together with all amendments and additions provided in this chapter.

Section 1.14.070. Municipal Services and Central Office. The City provides a full range of traditional municipal services through various departments. City Hall, the central office, is located at 350 N Market Blvd, Room 101, Chehalis WA 98532 and several field offices exist throughout the City. A City organizational chart is included under Chehalis Municipal Code 1.14.230. Any person wishing to request access to public records may make a request through the City of Chehalis online portal at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us) or to the public records officer at the following addresses:

Public Records Officer  
City of Chehalis, Clerk's Office  
350 N. Market Blvd  
Chehalis, WA 98532  
360-345-1042  
[recordrequests@ci.chehalis.wa.us](mailto:recordrequests@ci.chehalis.wa.us)

Requests for public records from the Chehalis Police Department shall be made to:  
Chehalis Police Department  
Attn: Public Records Section  
City of Chehalis  
350 N. Market Blvd  
Chehalis, WA 98532  
360-748-8605  
[chehalispd@ci.chehalis.wa.us](mailto:chehalispd@ci.chehalis.wa.us)

Section 1.14.080. Availability of Public Records.

A. Many records are available on the City's website at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us). Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

B. Public records are generally available for inspection and copying during normal business hours of Monday through Friday, 8 am to 5 pm, excluding legal holidays. Records must be inspected at a City office. Requestors are prohibited from removing records from City offices.

C. The City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

Section 1.14.090 Making Request for Public Records.

A. While requestors are not required to specifically name the Public Records Act, they must give reasonable notice that the request is being made pursuant to the act.

B. Requestors must request identifiable records or classes of records that the City can reasonably locate even though they are not required to specifically state the exact record sought. For example, using inexact phrases such as "relating to" a topic (such as "all records relating to the property tax increase") will need clarification from the requestor to determine what records fairly and directly address the topic.

C. Any person wishing to inspect or request public records of the City or Police Department shall make the request using the City's online portal at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us) or using the City's request form. Forms are available for use by requestors at Chehalis City Hall and on the City of Chehalis website. Requests may be made online, in person, by mail, by fax, or by email to the designated records officer set forth in 1.14.070. Email requests must include the following information:

1. Name of requestor
2. Date of request
3. Phone, mailing address, and email address of requestor
4. Adequate identification of the public records being requested (e.g., title/dates, if known)
5. Location (department) of the requested records, if known
6. Whether the requestor intends to inspect the records or obtain copies of the records and whether requesting paper or electronic copies of any responsive records; and
7. Method by which the city should contact requestor.

D. City staff will request that a Public Records Request form be completed for general requests, or a Police Records Request form be completed for all police records. However, if the request is by telephone or the requestor is in need of assistance, responding staff will confirm receipt of the information and the substance of the request in writing by entering the request information into the tracking system on the requestor's behalf.

E. If the record(s) requested is not easily identified, may be kept by multiple departments, or the requestor is unsure of where to file the request, the requestor should direct the request to the City Clerk's Office.

F. Affected staff will be advised by records coordinators to retain possession of records covered by public records requests, including any records that may be scheduled for destruction. City staff may not destroy or otherwise delete covered records until the request is fulfilled.

G. A requestor is not typically required to state the purpose of the request. However, in instances where additional information is required by law or in an effort to clarify or prioritize

a request and provide responsive records, the public records officer or designee may inquire about the nature or scope of the request.

H. The City may deny a bot request that is one of multiple requests from the requestor to the City within a twenty-four-hour period, if the City establishes that responding to the multiple requests would cause excessive interference with other essential functions of the City. A "bot request" is a request for public records that the city believes was automatically generated by a computer program or script.

Section 1.14.100. Processing Public Records Requests. The public records officer or designee will process requests promptly in the order allowing the most requests to be processed in the most efficient manner.

A. Within five business days of receipt of the request (day one is the first working day after the request is received), the public records officer or designee will do one or more of the following:

1. Provide the records.
2. Provide the records for inspection and copying.
3. Provide an internet address/link to the city website where the records can be accessed. Requestors who cannot access the internet must be provided copies of the record or allowed to view the record on a city computer.
4. Acknowledge receipt of the request and provide a reasonable estimate of time when the records will be available.
5. Acknowledge receipt of the request and ask for clarification if the request is unclear, and provide, to the greatest extent possible, a reasonable estimate of time to respond to the request if it is not clarified.
6. Deny the request. The City will provide a written statement of the specific reason for a denial of public records.

A. If the City does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.

B. If the requested records contain information that may affect the rights of others and/or may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to those persons. Such notice should be given to make it possible for those receiving the notice to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will typically include a copy of the request.

C. Some records are exempt from disclosure, in whole or in part. If the City believes that a record or portion of a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief explanation of why the record, or a portion of the record is being withheld.

Section 1.14.110 Inspection of Public Records.

A. The City will provide space for persons to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she would like copied.

B. Requestors wishing to inspect electronic records will first be directed to an internet address where the records can be accessed, if available. Records may be provided electronically or on a storage device. If the requestor cannot access records in these ways, the city will provide hard copies or allow the requestor to view copies on a city computer.

C. The requestor must make arrangements to claim or review the assembled records within thirty days of notification that the records are available for inspection or copying.

D. If the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the City may close the request and re-file the assembled records. In the event the requestor submits a new request for the same or almost identical records, the process will begin anew.

Section 1.14.120. Providing Copies of Public Records. After inspection is complete, the public records officer or designee shall make the requested copies or arrange for copying. The requestor shall pay any applicable deposit prior to copies being made. Full payment for copies must be received prior to delivery of the requested copies.

Section 1.14.130. Providing Records in Installments.

A. When the request is for a large number of records or when a portion of responsive records is more readily available than others, the public records officer or designee may provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way.

B. If, within thirty days, the requestor fails to inspect the available installments, the public records officer may discontinue his/her search for the remaining records and close the request.

Section 1.14.140. Completion of Response to Inspect Public Records. When the search for requested records is complete and all requested records are provided for inspection, the public records officer or designee will indicate that the City has completed a reasonable search for the requested records and made any located, nonexempt records available for inspection.

Section 1.14.150. Closing Withdrawn or Abandoned Requests. When the requestor either withdraws the request or fails to fulfill his or her obligation to timely inspect the records or fails to pay the required amount due for requested copies, the public records officer will close the request and indicate to the requestor that the City has closed the request.

Section 1.14.160 Later Discovered Documents. If, after the City has informed the requestor that it has provided responsive records, the city becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of

the additional documents and provide them as soon as possible. However, a public records request is not continuing in nature. If a requestor desires additional records created or obtained by the City after the date of the original request, the requestor must submit a new request.

Section 1.14.170. Completion of Request. The City's response to a request shall be deemed completed upon the requestor's inspection of the records or upon notification that copies of all the requested records are available for payment and delivery or pick up, or that no responsive records exist.

Section 1.14.180. No Duty to Create New Records. The City is not obligated to create new records to satisfy a records request; however, the City may, at its discretion, create such new records to fulfill the request where the City deems that method of response more expedient.

Section 1.14.190. Process of Public Records Request — Electronic Records.

A. The process for requesting electronic records is the same as for requesting public records in paper copy.

B. When a requestor seeks records in an electronic format, the public records officer or designee, will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the city and is generally commercially available, or in a format that is reasonably translatable from the format in which the city keeps the record.

Section 1.14.200. Exemptions.

A. The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should take note that there are many exemptions contained outside of the Public Records Act that may restrict the availability for inspection or release of some documents. Many such exemptions are listed under Chehalis Municipal Code 1.14.230. This list is for informational purposes only and failure to list an exemption shall not affect the efficacy of any exemption.

B. The City is prohibited by statute from disclosing lists of individuals for commercial purposes.

Section 1.14.210 Costs of Providing Copies of Public Records.

A. The City finds that calculating the actual costs it charges for providing records would be unduly burdensome and therefore adopts and updates fees for production of public records by resolution as published.

Section 1.14.220. Review of Denials of Public Records.

A. Any person who objects to the initial denial or partial denial of a records request may petition in writing to the public records officer for a review of that decision. The petition must include a copy of or shall reasonably identify the written statement by the public records officer or designee denying the request.

B. The public records officer or designee will immediately consider the petition and either affirm or reverse the denial within two business days following the public records officer's receipt of the petition, or within such time as the City and the requestor mutually agree.

Section 1.14.230. Appendices.

A. List of Exemptions. This list is for informational purposes only and failure to list an exemption shall not affect the efficacy of any exemption. Public records described in RCW 42.56.210 (Certain personal and other records exempt), 42.56.230 (Personal information), 42.56.240 (Investigative, law enforcement, and crime victims), 42.56.250 (Employment and licensing), 42.56.260 (Real estate appraisals), 42.56.270 (Financial, commercial, and proprietary information), 42.56.280 (Preliminary drafts, notes, recommendations, intra-agency memorandums), 42.56.290 (Agency party to controversy), 42.56.300 (Archaeological sites), 42.56.310 (Library records), 42.56.320 (Educational information), 42.56.330 (Public utilities and transportation), 42.56.390 (Emergency or transitional housing), 42.56.420 (Security), 42.56.430 (Fish and wildlife), 42.56.460 (Fireworks), as now effective or as subsequently revised, and any other public records exempt from public inspection and copying by the laws of the state of Washington shall not be available for public inspection and copying; provided, however, when exempt portions of public records can be erased, excised or deleted, the remainder thereof shall be open to public inspection and copying.

Section 1.14.240. Severability. If any one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 1.14.250. Effective Date. This ordinance shall be in full force and effective five days after publication as required by law,

PASSED by the City Council of the City of Chehalis, Washington, and APPROVED by its Mayor, at a regularly scheduled open public meeting there of this \_\_\_\_\_ of \_\_\_\_\_, 2024.

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Mayor

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Attest: City Clerk

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City Attorney

