

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr., District 3
Mayor

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

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

Regular Meeting of Monday, April 22, 2024

5:00 p.m.

To access this meeting via Zoom:

Meeting ID: 834 4212 6653

Pass Code: 674890

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

PRESENTATIONS/PROCLAMATIONS

4. Proclamation: Administrative Professionals Week
5. Staff Introductions

CONSENT CALENDAR

ADMINISTRATION
RECOMMENDATION

PAGE

- | | ADMINISTRATION
RECOMMENDATION | PAGE |
|--|----------------------------------|------|
| 6. <u>Minutes of the Special Meeting April 05, 2024</u> (City Clerk) | APPROVE | 1 |
| 7. <u>Minutes of the Regular Meeting April 08, 2024</u> (City Clerk) | APPROVE | 3 |
| 8. <u>Vouchers and Transfers- Accounts Payable in the Amount of \$586,202.88</u> (Finance Director) | APPROVE | 7 |
| 9. <u>Appointment of Thomas Gorman to the Planning Commission</u> (Interim Community Development Director) | APPROVE | 9 |
| 10. <u>Reappointment of Kyle McKerricher to Planning Commission</u> (Interim Community Development Director) | APPROVE | 11 |
| 11. <u>Resolution No. 05-2024, Declaring Surplus Property</u> (City Clerk) | APPROVE | 13 |
| 12. <u>Industrial Site Readiness Grant-Acceptance of Grant Funds</u> (Airport Director) | APPROVE | 17 |
| 13. <u>Second Reading of Ordinance No. 1095-B Amendments to Chehalis Municipal Code Section 1.14- Public Records</u> (City Clerk) | APPROVE | 19 |
| 14. <u>Second Reading of Resolution No. 04-2024, Amending the City of Chehalis Fee Schedule</u> (City Manager) | APPROVE | 31 |
| 15. <u>SW Chehalis Avenue Road Reconstruction Project-Acceptance of Project as Complete</u> (Capital Improvement Projects Manager) | APPROVE | 59 |

PUBLIC HEARINGS	ADMINISTRATION RECOMMENDATION	PAGE
None		

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 – https://www.ci.chehalis.wa.us/contact. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Kassi Bateman at 360-345-1042 or at kmackie@ci.chehalis.wa.us. Public comments will be limited to five (5) minutes per person.</p>

UNFINISHED BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE

NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
16. <u>Resolution No. 06-2024, Adopting the Ten-Year Water System Plan</u> (Water Superintendent)	APPROVE	61
17. <u>Resolution No. 07-2024, Treatment Court Interlocal Agreement with Lewis County</u> (City Attorney)	APPROVE	67
18. <u>2023 Transportation Benefit District Annual Report</u> (Streets Superintendent)	APPROVE	75
19. <u>First Reading of Ordinance No. 1089-B, Amendments to Municipal Code Section 13.12.060-Service Call Charges</u> (Water Superintendent)	APPROVE	79
20. <u>Task Order No. 1, Grant and Funding Strategy Assistance</u> (Airport Director)	APPROVE	83
21. <u>Task Order No. 2, Industrial Site Readiness Grant Scope of Services</u> (Airport Director)	APPROVE	93

ADMINISTRATION AND CITY COUNCIL REPORTS	ADMINISTRATION RECOMMENDATION	PAGE
<p><u>Administration Reports</u></p> <ul style="list-style-type: none"> • City Manager Update • Consider Cancellation or Reschedule of May 27th Council Meeting <p><u>Councilor Reports/Committee Updates</u> (City Council)</p>		

EXECUTIVE SESSION
<p>22. <u>Pursuant to RCW</u></p> <ul style="list-style-type: none"> • <u>42.30.110 (1)(g)- Evaluate Qualifications of Applicant for Public Employment</u> • <u>42.30.110(1)(i)- Litigation/Potential Litigation</u>

NEW BUSINESS CONT.	ADMINISTRATION RECOMMENDATION	PAGE
23. <u>Consider Approval of City Manager Contract</u> (Mayor)	CONSIDER	N/A

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

NEXT REGULAR CITY COUNCIL MEETINGS

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

MONDAY, MAY 27, 2024- 5:00 P.M.

NEXT SPECIAL CITY COUNCIL MEETING

Chehalis City Council
Special Meeting Minutes
April 5, 2024
8:30 a.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: Kassi Bateman, City Clerk; Glenn Schaffer, HR/Risk Manager

Press Present:

1. Call to Order

Mayor Ketchum called the meeting to order at 8:30 a.m.

2. Pledge of Allegiance

3. Approval of Agenda

4. Executive Session- City Manager Interview Process

- Pursuant to RCW 42.30.110(1)(g)- Evaluate Qualifications of Applicant for Public Employment

Mayor Ketchum recessed the regular meeting at 8:32 a.m. and called the executive session to order for 3.5 hours or until 12:00 p.m.

Mayor Ketchum recessed the executive session at 12:00 p.m. and resumed the regular session until 1:00 p.m. for a public lunch.

Mayor Ketchum recessed the regular session and resumed the executive session at 1:00 p.m. for one hour or until 2:00 p.m.

5. Consider City Manager Contract Award

6. Adjournment

Mayor Ketchum adjourned the meeting at 2:00 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Bateman, City Clerk

Chehalis City Council
Regular Meeting Minutes
April 8, 2024
5:00 p.m.

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

Council Absent: None.

Staff Present: Jill Anderson, City Manager; Kevin Nelson, City Attorney; Kassi Bateman, City Clerk; Nicholle Stanhope, Finance Director; Adam Fulbright, Fire Chief; Randy Kaut, Police Chief; Riley Bunnell, Water Superintendent; Justin Phelps, Wastewater Superintendent; Lance Bunker, Public Works Director; Sally Saxton, Fiscal 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 Six led the flag salute.

3. Approval of Agenda

The executive session item to discuss a city manager contract was removed. The introduction of the newly-hired finance director was added under presentations.

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. Recognition of Jill Anderson, City Manager

Mayor Ketchum presented a proclamation and HR/Risk Manager Glenn Schaffer presented an award to Jill Anderson in celebration of her impending retirement.

5. Chehalis River Basin Flood Authority Update

J Vander Stoep provided Council with an update on the progress of the Chehalis River Basin flood mitigation projects.

6. Staff Introductions

Nicholle Stanhope, Finance Director was introduced.

CONSENT CALENDAR

7. **Minutes of the Regular City Council Meeting of March 25, 2024** (City Clerk)
8. **Minutes of the Special City Council Meeting of April 03, 2024** (City Clerk)
9. **Vouchers and Transfers—Accounts Payable in the Amount of \$510,165.22** (Finance Director)
10. **Vouchers and Transfers—Payroll in the Amount of \$1,064,072.32** (Finance Director)

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.

PUBLIC HEARINGS

None.

CITIZENS BUSINESS

Emily Ponyah provided public comment regarding noise levels of neighboring businesses.

Jan Boynton provided public comments regarding noise levels and speeding traffic.

UNFINISHED BUSINESS

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

A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Ordinance No. 1091-B on second and final reading. The motion carried unanimously.

A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve Ordinance No. 1092-B on second and final reading. The motion carried unanimously.

NEW BUSINESS

12. **Purchase of Schwarze A7 Street Sweeper** (Street Superintendent)

Street Superintendent Fritz Bierle presented.

A motion was made by Councilor Spahr, seconded by Mayor Pro Tem Lund to approve the purchase of the Schwarze A7 Street Sweeper. The motion carried with Councilor Carns opposing.

13. **First Reading of Resolution No. 04-2024, Amending the City of Chehalis Fee Schedule** (City Manager)

Lilly Wall, Parks and Recreation Director; Riley Bunnell, Water Superintendent; Malissa Paulsen, Interim Building and Planning Manager; and Kassi Bateman, City Clerk presented.

A motion was made by Mayor Pro Tem Lund, seconded by Councilor Spahr to approve Resolution No. 04-2024 on first reading. The motion carried unanimously.

14. First Reading of Ordinance No. 1095-B, Amendments to Chehalis Municipal Code Section 1.14-Public Records (City Clerk)

City Clerk Kassi Bateman presented.

A motion was made by Councilor Spahr, seconded by Councilor McDougall to approve Ordinance No. 1095-B on first reading. The motion carried unanimously.

ADMINISTRATION REPORTS

CITY MANAGER UPDATE

Wastewater Superintendent Justin Phelps provided an update on rate discussions with Lewis County Sewer District 4.

Fire Chief Adam Fulbright presented photos of the newly assembled ladder truck coming to Chehalis in May.

City Manager Anderson thanked the Council and staff for their support during her tenure with the City of Chehalis.

COUNCILOR REPORTS/COMMITTEE UPDATES

Councilor McDougall reported attendance at the Lewis County Board of Health, Homeless Shelter Committee, Public Health and Social Services meetings and the Opioid Summit.

Mayor Ketchum reported attendance at the Lions Club, Homeless Shelter Committee meetings as well as the Opioid Summit and Providence community event.

EXECUTIVE SESSION

- **42.30.110(1)(i)- Litigation/Potential Litigation**
- **42.30.110(1)(c)-Sale or Lease of Real Estate**

Mayor Ketchum recessed the regular meeting and called the executive session to order at 6:45 for 30 minutes or until 7:15 p.m.

Mayor Ketchum recessed the executive session at 7:15 p.m. and announced that more time was required, and that the council would return to executive session for 15 minutes or until 7:30 p.m.

Mayor Ketchum recessed the executive session at 7:30 p.m. and announced that more time was required, and that the council would return to executive session for 15 minutes or until 7:45 p.m.

Mayor Ketchum recessed the executive session at 7:45 p.m. and announced that more time was required, and that the council would return to executive session for 10 minutes or until 7:55 p.m.

Mayor Ketchum recessed the executive session at 7:55 p.m. and announced that more time was required, and that the council would return to executive session for 5 minutes or until 8:00 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the executive session and immediately adjourned the regular meeting at 8:00 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Bateman, City Clerk

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Nicholle Stanhope, Finance Director
Clare Roberts, Accounting Tech III

MEETING OF: April 22, 2024

SUBJECT: 2024 Vouchers and Transfers – Accounts Payable in the Amount of \$586,202.88.

ISSUE

City Council approval is requested for 2024 Vouchers and Transfers dated April 15, 2024.

DISCUSSION

The April 15, 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. 3587 - 3625, 150 - 153 and Voucher Checks No. 138734 - 138832 in the amount of \$586,202.88 dated April 15, 2024, which included the transfer of:

- \$ 305,899.53 from the General Fund
- \$ 18,931.99 from the Street Fund
- \$ 5.14 from the Transportation Benefit District Fund
- \$ 6,122.40 from the Tourism Fund
- \$ 1,527.60 from the LEOFF 1 OPEB Reserve Fund
- \$ 710.87 from the Automotive Equipment Reserve Fund
- \$ 56,273.68 from the Wastewater Fund
- \$ 38,815.83 from the Water Fund
- \$ 4,016.29 from the Storm & Surface Water Utility Fund
- \$ 94,640.10 from the Airport Fund
- \$ 2,603.42 from the Wastewater Capital Fund
- \$ 2.00 from the Water Capital Fund

- \$ 7,838.81 from the Custodial Court Fund
- \$ 48,815.22 from the Custodial Other Agency Fund

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3587 - 3625, 150 - 153 and Voucher Checks No. 138734 - 138832 in the amount of \$586,202.88 dated April 15, 2024.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 3587 - 3625, 150 - 153 and Voucher Checks No. 138734 - 138832 in the amount of \$586,202.88 dated April 15, 2024.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Malissa Paulsen, Building and Planning Manager

MEETING OF: April 22, 2024

SUBJECT: Appointment of Thomas Gorman to Position 3 of the Planning Commission

ISSUE

The 7-member Planning Commission currently has two seats up for renewal and is requesting to fill a vacancy in Position 3.

DISCUSSION

Thomas Gorman is a resident of Chehalis for the past 8 years. Thomas brings an educational and professional background in resource management including land use planning. Thomas has worked at the Department of Natural Resources processing leases and easements and work with maps, plats, land use plans and property management tools.

Consistent with the Municipal Code, the Mayor appoints members to the Planning Commission, subject to confirmation by the Council. Mayor Ketchum and staff have met with Thomas who is positive and enthusiastic with the willingness to commit the time and work associated with the role of a Planning Commissioner.

CMC 2.48.020 Term of office.

The term of office of the seven members appointed to the Planning Commission by the City Council shall be four years; provided, that the existing members shall serve out their terms of office, and the terms of office for members appointed pursuant to this chapter shall commence upon the appointment of members to fill the vacancies of existing members as they occur. Thomas will be filling a vacant position set to expire April 2028.

Applications are kept with the City Clerk and may be reviewed upon request.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Mayor Ketchum has met with Thomas Gorman and recommends that the City Council confirm the appointment.

SUGGESTED MOTION

I move that the City Council confirm the Mayor's appointment of Thomas Gorman to Position 3 of the Planning Commission.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Malissa Paulsen, Interim Community Development Manager

MEETING OF: April 22, 2024

SUBJECT: Confirm the Re-Appointment of Kyle McKerricher to Position 4 of the Planning Commission

ISSUE

Members of the Planning Commission serve 3-year terms. Kyle McKerricher has served in position 4 since January of 2015, last reappointed in December 2019, and the term expired on December 31, 2023. Kyle would like to remain on the commission and has requested to be considered for re-appointment.

DISCUSSION

The Planning Commission can consist of up to seven members appointed by the City Council. Mr. McKerricher is requesting re-appointment to the commission. To qualify for appointment, applicants must demonstrate an interest and competence in planning, possess qualities of impartiality and broad judgement, and be residents of the city.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

It is recommended that the City Council confirm the re-appointment of Kyle McKerricher to the Planning Commission for a four-year term, which will expire on April 30, 2028.

SUGGESTED MOTION

I move that the City Council confirm the re-appointment of Kyle McKerricher to the Planning Commission for a four-year term, which would expire on April 30, 2028.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Kassi Bateman, City Clerk

MEETING OF: April 22, 2024

SUBJECT: Resolution No. 05-2024, Declaring Surplus Property

ISSUE

The Centralia Chehalis Airport, Streets Department and Parks Department have property that is no longer being used. State law requires that municipal property must first be declared surplus by the City Council before being sold, transferred, or disposed of.

DISCUSSION

The Airport has requested the Council consider the surplus of an electronic modulation meter and mini print server for disposal due to the inability for resale.

The Streets Department requested consideration for purchase of a street sweeper at the April 8th meeting. This purchase was approved, and therefore the department is requesting to surplus the 1995 mobile sweeper by auction.

The Parks Department has many items that are no longer usable or are obsolete. These items are listed on the attached resolution and are recommended for surplus.

FISCAL IMPACT

Any proceeds will be deposited in to the general fund.

RECOMMENDATION

It is recommended that the City Council approve Resolution No. 05-2024 and declare these items as surplus to be disposed of in the manner requested by staff.

SUGGESTED MOTION

I move that the City Council approve Resolution No. 05-2024.

RESOLUTION NO. 05-2024

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

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

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

Airport		Identifying Information	
1.	Netgear Mini Print Server	1.	Model PS101 City Tag #0037
2.	Boonton Electronics Modulation Meter	2.	Model 82AD City Tag #0106
Parks and Facilities		Identifying Information	
1.	Truck Canopy	1.	LEER 100XR Serial #66FF15
2.	GMC Sanoma Truck	2.	1GTC519ZXP0519954
3.	GMC 1500 Sierra	3.	2GTEC19HXM1532409
4.	DODGE RAM 150	4.	1B7FD14Y7JS746522
5.	Massey Ferguson Tractor 135	5.	Serial #9A-124189
6.	Kabota Generator	6.	GL-65005City Tag #40184
7.	Turf Spike Aerator	7.	None
8.	John Deere Rotovator	8.	F0405-420609M
9.	John Deere Mower 1435 Series II	9.	TC1435D040234
10.	Kubota 60" Mower Z0323	10.	City Tag #40165
11.	Gravely Walk Behind Brush 526	11.	City Tag #40146
12.	STIHL Backpack Blower BR380	12.	City Tag #40148
13.	John Deere Weed Eater T235	13.	City Tag #40100
14.	Shindaiwa Weed Eater C-350	14.	City Tag #40162
15.	Shindaiwa Stick Edger LE260	15.	City Tag #40158
16.	Shindaiwa Stick Edger LE260	16.	City Tag #40157
17.	STIHL Weed Eater FS85	17.	City Tag #40161
18.	STIHL Weed Eater FS85	18.	City Tag #40160
19.	Shindaiwa Weed Eater T231X	19.	None
Public Works		Identifying Information	
1.	1995 mobile sweeper A/O 1/2003	1.	Serial #1A9P24DR1SR059022

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

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 22nd day of April, 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: Lance Bunker, Interim City Manager

BY: Brandon Rakes, Airport Operations Coordinator

DATE: April 22, 2024

SUBJECT: Industrial Site Readiness Grant – Acceptance of Grant Funds

ISSUE

The Chehalis-Centralia Airport recently applied for an Industrial Site Readiness Grant through the Washington State Department of Commerce. These one-time grants are designed to help accelerate business attraction efforts at the local level by funding various site readiness services to support large-scale industrial site development.

The funds that we are eligible to receive through this grant are part of \$2 million dollars available to support project-ready sites across Washington. This funding opportunity is open to public entities statewide, including city and county governments, port districts, and Native American Tribal governments.

The Airport was made aware of this funding opportunity by the Lewis County Economic Alliance in early March.

DISCUSSION

During the Master Plan Update process the northeast corner of the Chehalis-Centralia Airport has been identified as an area ready for immediate development. This area will provide increased economic growth capacity to the region and enhance the capabilities of the Chehalis-Centralia Airport.

The purpose of these funds will be to fund environmental and engineering studies to prepare for future development.

FISCAL IMPACT

It is proposed the Airport use the \$250,000 for planning associated with the development of the northeast corner of the Chehalis-Centralia Airport.

RECOMMENDATION

It is recommended that the City Council approve the acceptance of the grant funds, authorize the Interim City Manager to execute all documents necessary to receive this grant, and designate that these funds be used for planning and development of the northeast corner of the Chehalis-Centralia Airport.

SUGGESTED MOTION

I move that the City Council approve the acceptance of the grant funds, authorize the Interim City Manager to execute all documents necessary to receive this grant, and designate that these funds be used for planning and development of the northeast corner of the Chehalis-Centralia Airport.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Kassi Bateman, City Clerk

MEETING OF: April 22, 2024

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

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. This item was presented for first reading at the April 8th meeting and is presented here for second and final reading.

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 adopt Ordinance No. 1095-B on second reading updating the processes, contact information and fee schedule for public records processing.

SUGGESTED MOTION

I move that the City Council adopt Ordinance No. 1095-B on second reading.

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 23rd 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 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

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

Section 1.14.080. Availability of Public Records.

A. Many records are available on the City's website at 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 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.

Mayor

Attest: City Clerk

City Attorney

MEMO

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Kassi Bateman, City Clerk

MEETING OF: April 22, 2024

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

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. The proposed resolution was presented to Council on April 8th and approved and is presented for second reading at the April 22nd meeting with one minor change on public records fees threshold.

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.
- \$2 threshold for imposing fees for public records

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			
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.

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

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 second reading to update the City’s Schedule of Fees and Charges.

SUGGESTED MOTION

I move that the City Council approve Resolution No. 04-2024 on second reading.

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
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Note: Notary services are only provided for City related business

PARKS & FACILITIES

Stan Hedwall RV

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

Organic Yard Waste Disposal

Dump Pass	Annual	\$ 40.00	April - November
Yard Waste Disposal Pass	Annual	\$ 50.00	April - November
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
Daytime	\$ 65.00	\$ 65.00	NA	\$ 130.00
Evening	\$ 65.00	\$ 90.00	NA	\$ 130.00
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
All Day	\$ 130.00	\$ 150.00	\$ 150.00	\$ 130.00
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

Daytime	\$ 35.00	\$ 35.00	NA	NA
Evening	\$ 45.00	\$ 50.00	NA	NA
All-day	\$ 80.00	\$ 85.00	NA	NA
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
All Day 8:00 am to Dusk	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
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	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	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 \$200 per field
- Field drying agent – at cost per bag (~~currently \$13~~) Cost of product at time of use
- Field Chalk – at cost per bag (~~currently \$10~~) Cost of product at time of use
- 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

- 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

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

Hydrant Meter Rental			\$60.00 install and removal fee + \$10.00
		\$500.00 deposit	Per day usage fee
Sale of class A biosolids	Loaded at CRWRF by City on buyer's vehicle	\$	1.00 Per Cubic Yard
After Hours Call-out Fees			
Apply 4 PM to 8 AM M-F; and	Weekends, and Holidays)		
Customer requested call out Min 2 hrs incl flat rate Admin Fee	Charged for two hours	\$	178.50
More than two hours	Charged for actual hours by hourly rate	\$	71.75 Per Hour

Community Development Fees

PERMIT TYPE	VALUE		
Building Fees			
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	
Planning Fees			
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)		No Fee \$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
Parcel/Lot Combination		\$150.00
Boundary Line Adjustment		Residential = No Fee; Commercial = \$350 — \$350 for both Residential and Commercial
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
Binding Site Plan Amendment (Minor)		No Fee— \$200
Binding Site Plan Amendment (Major)		\$1000 plus the cost of the Hearing Examiner
Public Noticing Fee		\$250.00
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
Critical Area Review Fee		\$100.00
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		\$75 \$100
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		\$300 \$500
Site Plan Amendment		Minor amendments = No Fee \$100 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; fee waived for nonprofit signage in the ROW, or business-use signage along frontage.
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
Earthmoving Permit	
Grading Plan Review Fees	
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
Grading Permit Fees	
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 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

***Fee Schedule Note**

When the cost is nominal (\$2.00 or less) the City may waive the fee if it determines it is more efficient to do so.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Public Works Director, Interim City Manager

BY: Lance Bunker, Public Works Director, Interim City Manager
Celest Wilder, Capital Improvement Project Manager

MEETING OF: April 22, 2024

SUBJECT: Chehalis Avenue Road Reconstruction Project – Acceptance of Project as Complete

ISSUE

The Chehalis Avenue Road Reconstruction Project is complete, and it is recommended that the City Council take formal action to accept the project as complete.

DISCUSSION

This Public Works project, wholly funded by the City of Chehalis, consisted of reconstructing 1,800 linear feet of paved 26-foot-wide paved roadway on SW Chehalis Avenue from SW 3rd Street to SW 9th Street. Incorporated in the reconstruction was new curb, gutter, sidewalk, limited storm drainage improvements, and 8-inch water line replacement within the project limits. Storm drainage consisted of catch basins and piping to collect and convey storm drainage to existing culvert crossings and discharge locations.

On May 9, 2022, City Council awarded the contract to Midway Underground with the lowest responsible bid of \$2,240,067.55, which was \$268,109.65 lower than the engineer’s estimate.

FISCAL IMPACT

The engineer’s estimate for this project was \$2,508,177.20. Midway Underground was the lowest responsible bidder with a bid of \$2,240,067.55. City Council authorized an initial 20% contingency for unanticipated change orders bringing the total not-to exceed budget to \$2,688,081.06 (rounded to \$2,688,100.00). There were five Change Orders for this project, which included:

Change Order 1	\$2,092.76	Install Fire Hydrant Thrust Blocks
Change Order 2	\$17,889.00	Change 63 lf of 18” SDS-1 stormwater pipe to ductile iron due to shallow burial depth
Change Order 3	\$12,056.80	Repair localized damages on SW 5 th , 8 th , & Pacific where existing roadway was degraded during the construction process

Change Order 4	\$7,690.33	Repair of side sewer lateral damaged during construction activity
Change Order 5	\$-68,125.07	Reconciliation Change Order

As a result of the Change Orders listed above, the final cost of the project decreased by \$68,128.07 to a total of \$2,171,942.48. This project was completed 19% under the original bid not-to-exceed cost. However, final project closeout has been delayed due to verification of reporting requirements by outside agencies. The City fully funded this project, and the total cost was split as follows; Transportation Benefit District \$1,610,396.93, Water Department \$507,182.61, Stormwater Department \$54,362.68.

<i>Item</i>	<i>Amount</i>
Total Project Budget	\$2,240,067.55
Total Not-to Exceed Project Budget	\$2,688,100.00
Total Invoiced by Contractor (includes retainage)	\$2,171,942.48
Amount Under Initial Authorized Construction Budget	\$68,125.07
Amount Under Total Not-to-Exceed Construction Budget	\$516,157.52

RECOMMENDATION

It is recommended that the City Council accept the Chehalis Avenue Road Reconstruction Project as complete and authorize release of the retainage amounting to 106,675.27. All statutory requirements have been met.

SUGGESTED MOTION

I move that the City Council accept the Chehalis Avenue Road Reconstruction Project as complete and authorize release of the retainage. All statutory requirements have been met.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Riley Bunnell, Water Superintendent

MEETING OF: April 22,2024

SUBJECT: Resolution No. 06-2024, Adopting the Ten-Year Final Water System Plan Pursuant to WAC 246-290-100 and WAC 246-291-140

ISSUE

The Department of Health (DOH) mandates that all water systems update their Water System Plan (WSP) every 10 years pursuant to WAC 246-290-100 and WAC 246-291-140. The city's current WSP must be updated to be in compliance with these DOH guidelines.

DISCUSSION

The City of Chehalis awarded an agreement for engineering services to Gibbs & Olson for the Chehalis Water System Plan Update Project on May 14, 2018. A draft WSP was then submitted to the Department of Health in June of 2022. The city received DOH review comments in September 2023 and began to address the comments received while also working with local governing bodies such as the City of Centralia, City of Chehalis Community Development, and Lewis County Department of Health on completion of Local Government Consistency Forms. On January 11th, 2024, the Chehalis Water Department and Gibbs & Olson held a public meeting on the WSP Draft and addressed comments and concerns from community members and business owners. The 10-year Water System Plan has been finalized and is now ready for final approval from the City Council. Upon approval from Council, the WSP will be submitted to The Department of Health to fulfill the requirements set forth by WAC 246-290-100 and WAC 246-291-140. Ultimately, having an approved WSP will allow the city to apply for available grant and loan opportunities for future projects.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of the proposed resolution.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 06-2024 first reading, approving the 10-year Final Water System Plan.

SUGGESTED MOTION

I move the City Council to adopt Resolution No. 06-2024 on first reading.

RESOLUTION NO. 06-2024

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, ADOPTING THE TEN-YEAR
WATER SYSTEM PLAN FOR AN EFFECTIVE
DATE HEREOF.**

WHEREAS, in compliance with the Department of Health and pursuant to WAC 246-290-100 and WAC 246-291-140

WHEREAS, it is appropriate to adopt and have a current a ten-year Water System Plan

WHEREAS, in keeping with the future strategic planning of the City of Chehalis water system and continued growth.

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

Section 1. The Ten-year Water System Plan of the City of Chehalis 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

Due to the size of the Ten-Year Final Water System Plan, it has been withheld from the electronic and paper packet.

This document is available at:

www.ci.chehalis.wa.us/publicworks/draft-water-system-plan

It is also available for viewing at the Chehalis City Clerk's Office at 350 NW. Market Blvd. Monday - Friday 8:00 a.m. to 5:00 p.m.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Allen Unzelman, Municipal Court Judge
Kevin T. Nelson, City Attorney

MEETING OF: April 22, 2024

SUBJECT: Resolution No. 07-2024, Interlocal Agreement with Lewis County for Establishment of the Chehalis Treatment Court

ISSUE

The idea of establishing a Chehalis Treatment Court program was proposed to Council on February 26, 2024, and staff was directed to proceed with discussions of a partnership with Lewis County to assist in addressing the root causes of crimes committed by those with drug/substance abuse and/or mental health conditions and up to \$50,000 of previously non-appropriated funds were authorized to proceed with establishing the Chehalis Treatment Court. The Interlocal agreement discussions have been completed and are presented for the Council’s consideration in the form of Resolution No. 07-2024.

THE PROBLEM

Since the onset of COVID-19, Chehalis has seen a rise in both homelessness and criminal filings, despite detours with partial drug legalization.

Many of the crimes are committed by individuals who are best described as “frequent flyers” – people who commit similar, non-violent crimes serially. Most of the cases that come through the municipal court are predicated upon drug/substance use and/or mental health conditions.

The Municipal Court has jurisdiction over all misdemeanor and gross misdemeanor crimes committed within the city limits of Chehalis.

The standard model for criminal courts involves a severely limited set of tools for punishment of crimes, and little to no opportunity for treatment to reduce recidivism. Recidivism is essentially the return of individuals involved in criminal activity to that criminal activity following conviction. Studies throughout the state have found that the rate of recidivism is significantly reduced (in some cases approaching 50% reduction) if individuals complete a rigorous treatment course rather than simply spend a short period of time in custody.

INTERLOCAL AGREEMENT TERMS

Please see attached.

FISCAL IMPACT

RECOMMENDATION

It is recommended that the City Council approve Resolution No. 07-2024 and authorize the Interim City Manager to execute a one-year ILA with the County with the possibility of renewal if the program proves to be successful.

SUGGESTED MOTION

I move that the City Council approve Resolution No. 07-2024 and authorize the Interim City Manager to enter into an Interlocal Agreement with Lewis County for the purpose of establishing a Chehalis Treatment Court, including paying up to \$50,000.00 for case management assistance.

RESOLUTION NO. 07-2024

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN
INTERLOCAL AGREEMENT WITH LEWIS COUNTY FOR
ESTABLISHMENT OF THE CHEHALIS TREATMENT COURT**

WHEREAS, RCW 39.34.080 authorizes a public agency to contract with another public agency to perform any governmental service, activity or undertaking that each public agency is authorized by law to perform; and

WHEREAS, the City has established a Municipal Court, which Court has deemed it beneficial to the citizens of the City to establish a treatment alternative in the prosecution of certain misdemeanor and gross misdemeanor crimes; and

WHEREAS, the County has established and proven competency in case management of treatment alternative courts, and has determined that it would benefit the citizens of the County to expand treatment options into municipal judicial systems; and

WHEREAS, the City and the County desire to share resources and competencies in a joint effort to expand treatment alternatives in the criminal justice system;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chehalis the City Manager is authorized to execute the interlocal agreement with Lewis County for establishment of the Chehalis Treatment Court as described and attached hereto as Exhibit A.

PASSED by the City Council of Chehalis, Washington, and approved by its Mayor this _____ day of April, 2024.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

(PROPOSED)

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

CITY OF CHEHALIS AND LEWIS COUNTY, WASHINGTON

THIS Interlocal Agreement (“Agreement”) is entered into this ___ day of _____, 2024, by and between the City of Chehalis, a Washington municipal corporation (“Chehalis”) and Lewis County, WA (“County”), collectively the “Parties” or each “Party”, pursuant to the Revised Code of Washington (“RCW”) Chapter 39.34.

WHEREAS, the City has established a Municipal Court, which Court has deemed it beneficial to the citizens of the City to establish a treatment alternative in the prosecution of certain misdemeanor and gross misdemeanor crimes; and

WHEREAS, the County has established and proven competency in case management of treatment alternative courts, and has determined that it would benefit the citizens of the County to expand treatment options into municipal judicial systems; and

WHEREAS, the City and the County desire to share resources and competencies in a joint effort to expand treatment alternatives in the criminal justice system;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the City and County agree as follows:

AGREEMENT

1. Effective Date/Duration and Termination:
 - a. This Agreement shall become effective on full execution hereby by both Parties, and shall continue for a period of one (1) year from July 01, 2024 through and including June 30, 2025. The Agreement may be renewed by agreement of the Parties, but shall not automatically renew.
 - b. This Agreement may be terminated by either party upon thirty (30) days notice to the other, with or without cause. Upon termination by either party, any payments or expenditure of resources shall be prorated and any pre-payments shall be returned to the paying party.
2. Administration: This Agreement shall be administered by the designated representatives of the respective Parties. The representatives shall be responsible for administration of this Agreement. The Parties may alter or update the identity of their representative by notifying the other Party.
 - a. For the City: _____, its Court Administrator.
 - b. For the County: Susie Palmateer, its Court Administrator.
3. Purpose: The Parties adopt the above recitals as if fully restated here. Further, the purpose of this Agreement is to allow the County and City to share resources in case-management of

judicially supervised treatment programs. Specifically, the County, through the Superior Court Mental Health Court Program, will provide case management support to the City in managing the City's municipal treatment court.

4. Personnel and Payment: The County will provide one or more personnel to assist the City in case management of the City's municipal treatment court program. In exchange for this assistance, the City will pay the County forty thousand, six hundred and forty-seven dollars exactly (\$40,647.00), paid in two equal installments of \$20,323.50. The first installment payment shall be upon mutual execution of this Agreement and the second installment shall be six (6) months following execution of this Agreement. An additional nine thousand, three hundred fifty-three dollars exactly (\$9,353.00) may be used by the City internally or to cover agreed upon costs for the mutual benefit of the Parties in this endeavor; however, any property purchased with these funds shall be wholly owned by the City, even if used primarily by County personnel.
5. No Creation of Separate Legal Entity: No separate legal entity is created hereby. Each of the parties are stand-alone entities organized under the laws and constitution of the State of Washington. No employee, agent, or elected official of one Party shall become the employee, agent, or elected official of the other by virtue of this Agreement – each Party shall be responsible for its own employees, agents, and elected officials and neither Party shall attempt to control those of the other.
6. Indemnification: Each Party agrees to defend and indemnify the other against any claims against the other for negligent acts or omissions attributable exclusively to the indemnifying Party. Under circumstances where both Parties may be found negligent, indemnification responsibility may be determined by agreement of the Parties or if agreement cannot be reached, by a court of competent jurisdiction following the conclusion of the matter. In such cases, each Party may defend itself and later seek reimbursement, where appropriate.
7. Venue and Choice of Law: This Agreement shall be governed by the laws of the State of Washington. The Parties agree that the Superior Court of Lewis County shall be the appropriate venue for any actions between the Parties to this Agreement; HOWEVER, the Parties agree that a visiting judge should be appointed to hear any matter between the Parties.
8. Severability: If any term or condition of this Agreement or the application there of is held to be invalid, such invalidity shall not affect the other terms of this Agreement which may be given effect without the invalidated term unless such invalidity substantially undermines the purpose of this Agreement. To this end, the terms of this Agreement are declared severable.
9. Entire Agreement: This Agreement represents the entire agreement between the Parties and supersedes any prior agreements, written or oral, as to the matters contemplated herein.
10. Counterparts: This Agreement will be signed by agents of the respective Parties following the empowerment of such agents to enter into this Agreement. The Agreement may be signed in counterparts and the collection of signatures shall be deemed a single original. Such signatures may be transmitted electronically and such electronic signature shall be deemed an original.

IN WITNESS WHEREOF, the Parties, having duly empowered their signatories below, enter into this agreement by signing below:

FOR LEWIS COUNTY

Name: _____, Its _____

Date: _____

FOR THE CITY OF CHEHALIS

Name: _____, Its _____

Date: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

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

MEETING OF: April 22, 2024

SUBJECT: FY 2023 Transportation Benefit District Annual Report

ISSUE

The City of Chehalis (City) Transportation Benefit District (TBD) was formed in 2014, and a ten-year 0.2% sales tax increase for the purpose of financing TBD projects was ratified by the voters in 2017.

RCW 36.73.160(2): A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

DISCUSSION

This report provides information on the status of the City of Chehalis Transportation Benefit District and fulfills the requirement of the State of Washington and the TBD for an annual report.

Last year (2023) was the sixth full year of operating the TBD. The city completed six projects in 2023.

Project Name	Project Cost TBD Funds
Southwest Chehalis Avenue Improvements	\$544,240.40
NW Pacific Ave. Reconstruction	\$10,486.65
Main St. Improvements Ph.2	\$656,925.28
Annual TBD Safety Program	\$19,208.76
Roundabout Repairs	\$10,387.20
Roadway Striping	\$12,037.65

The attached report satisfies the requirements of Washington State Law.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the City Council approve the 2023 Transportation Benefit District Annual Report.

SUGGESTED MOTION

Move to approve the 2023 Transportation Benefit Annual Report.



PUBLIC WORKS DEPARTMENT

2007 NE KRESKY AVENUE, CHEHALIS, WA 98532
 PHONE (360) 748-0238 • FAX (360)748-6664

Transportation Benefit District FY 2023 Annual Report

The City of Chehalis (City) Transportation Benefit District (TBD) was formed in 2014, and a ten-year 0.2% sales tax increase for the purpose of financing TBD projects was ratified by the voters in 2017.

This report provides information on the status of the City of Chehalis Transportation Benefit District and fulfills the requirements of the State of Washington and the TBD for an annual report. Below are excerpts from the relevant state law:

RCW 36.73.160(2): A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

Last year (2023) was the sixth full year of operating the TBD. The city completed six projects in 2023.

Project Name	Project Cost TBD Funds
Southwest Chehalis Avenue Improvements	\$544,240.40
NW Pacific Ave. Reconstruction	\$10,486.65
Main St. Improvement Ph 2	\$656,925.28
Annual TBD Safety Program	\$19,208.76
Roundabout Repairs	\$10,387.20
Roadway Striping	\$12,037.65

The city also received 570,280.17 in grant funding to offset the TBD funds.

Cash resources at the beginning of 2023 were \$1,673,226.72. Total revenues received in 2023 were \$2,252,572.07 which include \$1,539,368.56 in public transportation sales tax; \$142,923.34 in interest earnings; and \$570,280.17 in grant funds. Total expenditures for 2023 were \$1,259,559.23.

The ending 2023 cash resources were \$2,666,239.56, this will be used for future 2024 projects.

The total cost for these projects are approximately **\$1,253,285.80.**

Respectfully, Fritz Beierle, Street Superintendent

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Lance Bunker, Public Works Director/ Riley Bunnell, Water Superintendent

MEETING OF: April 22,2024

SUBJECT: First reading of Ordinance 1089-B, Amendments to Municipal Code Section 13.12.060
– Service Call Charges.

ISSUE

The Current Municipal Code, section 13.12.060, states:

“A. Service Calls, as defined by city ordinance, involving extraordinary and unusual time demands shall be charged to the customer requesting the service call at the cost of labor of each employee involved, including travel time, for service calls made during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, Except holidays. The minimum charge for such service call shall be \$25.00.”

“B. Service calls made on Saturdays, Sundays, Holidays, or during the hours of 4:00 p.m. to 8:00 a.m., Monday through Friday, shall be charged to the customer requesting the service call at the cost of labor of each employee involved, including travel time. The minimum charge for such service call shall be \$75.00 [Ord. 1007B,2020]

DISCUSSION

On April 8th, 2024, the new city fee schedule was presented to Council and approved on first reading. In conjunction with the new city fee schedule the Water Department is proposing that the Municipal code be updated to add clarification and consistency when a customer requests an after-hours call out. The city does not charge for any call out requests between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday except on Holidays. Section A of Municipal Code 13.12.060 should be removed, and section B should be updated to adequately cover the full scope of all service call charges as follows:

“Service calls made between the hours of 4:00 p.m. and 8:00 a.m. Monday through Friday including Saturdays, Sundays and Holidays will be charged a set fee outlined in the City’s fee schedule.”

FISCAL IMPACT

There is no fiscal impact associated with the adoption of the proposed ordinance.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 1089-B on first reading, changing Municipal Code 13.12.060 to add clarification and consistency to service call charges.

SUGGESTED MOTION

I move the City Council adopt Ordinance No. 1089-B on first reading.

ORDINANCE NO. 1089-B

**AN ORDINANCE OF THE CITY OF CHEHALIS,
WASHINGTON, AMENDING SECTION 13.12.060 OF THE
CHEHALIS MUNICIPAL CODE CONCERNING SERVICE
CALL CHARGES**

WHEREAS, the City of Chehalis conducts service call outs at City water service customers' requests; and

WHEREAS, the city is periodically requested to respond to service calls outside of normal business hours; and

WHEREAS, the current ordinance No. 1007-B leave ambiguity as to the cost of service calls and the City desires to normalize fees and costs; and

WHEREAS, the City desires to add consistency and clarification to the language pertaining to service call charges;

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

Section 1. Section 13.12.060 of the Chehalis Municipal Code, originally codified by Ordinance 1007B, shall be, and the same hereby is amended to read as follows:

13.12.060 Service Call Charges

Customers will be charged a fee for service calls made between the hours of 4:00 p.m. and 8:00 a.m. as published in the City's fee schedule, as updated from time to time by the City Council.

Section 2. The effective date of this ordinance shall be the _____ day of _____, 2024.

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

Anthony Ketchum, Mayor

Attest:

Kassi Mackie, City Clerk

Approved as to form and content:

Kevin T. Nelson, City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Brandon Rakes, Airport Director

MEETING OF: April 22, 2024

SUBJECT: Task Order No. 1 Grant and Funding Strategy Assistance

ISSUE

The Airport has an opportunity to utilize experienced assistance in identifying a funding strategy, pursuing grants, and preparing grant applications.

Discussion

During the Master Plan Update, several projects were identified as integral to the successful growth and long term viability of the Chehalis-Centralia Airport. Funding for these projects will be necessary to source for the successful and timely implementation of the infrastructure needed. Currently, there are a number of grant opportunities available related to sustainable aviation, green technologies, multi-modal transportation, and infrastructure development.

Key to procuring the funds needed will be to develop a funding strategy, find and pursue grant programs, and prepare grant applications for submittal.

FISCAL IMPACT

Task Order No. 1 issued under the authority of Professional Services Master Task Order Agreement Number CLS-0002 would authorize reimbursement to the Aviation Planning Group on a time and materials basis not to exceed \$35,000.

RECOMMENDATION

It is recommended that the City Council approve Professional Services Agreement Task Order No. 1 to with The Aviation Planning Group and authorize the Interim City Manager to execute the document.

SUGGESTED MOTION

I move that the City Council approve Professional Services Agreement Task Order No. 1 to with The Aviation Planning Group and authorize the Interim City Manager to execute the document.

**Exhibit A to Master Task Order Agreement for Professional Services
Task Order 1**

TASK ORDER 1

Task Order No.: 1

Issued under the authority of Professional Services Master Task Order Agreement Number: CLS-0002

Task Order Title: Grant and Funding Strategy Assistance

Effective Date: April 23, 2024

This Task Order is issued under the provisions of the above Professional Services Master Task Order Agreement dated March 1, 2024 between City of Chehalis (SPONSOR) and The Aviation Planning Group, LLC, (APG) .

The following representatives have been designated for the work performed under this Task Order:

SPONSOR: Brandon Rakes

APG : Leah Whitfield

SCOPE OF WORK:

Project Overview

The purpose of the project is to identify a funding strategy, pursue grants, and prepare the grant applications for CLS.

Scope of Work

The Consultant will:

- Develop a Program Funding Strategy & Capital Improvement Program (CIP)
 - Develop a strategy to support the airport’s growth
 - Coordinate and organize any relevant consultant agreements and task orders to ensure funding eligibility compliance
 - Ensure project timelines are met in compliance with funding opportunities
- Find and Pursue Grant Programs
 - Research grant funding opportunities
 - Coordinate with various funding agencies to pursue potential grants
- Support the Airport in any other funding related initiatives
- Prepare Grant Applications for Submittal
 - Work with relevant airport staff and consulting agency to develop grant funding applications
 - Prepare documentation and/or presentations for funding agencies

COMPENSATION:

APG shall be reimbursed on a *time and materials* basis not to exceed \$35,000. APG shall invoice no more often than monthly for services provided in the prior month.

The provisions of the Professional Services Master Task Order Agreement and any Special Terms and Conditions and/or Exhibits or Attachments to this Task Order shall govern the Work.

IN WITNESS WHEREOF, the parties authorized to commit resources of the companies have executed this Task Order:

City of Chehalis

By: _____

Title: _____

Date: _____

The Aviation Planning Group, LLC

By: _____

Title: _____

Date: _____

Fed. ID. No. 84-4339523

Exhibit A to Master Task Order Agreement for Professional Services Task Order 2

TASK ORDER 2

Task Order No.: 2

Issued under the authority of Professional Services Master Task Order Agreement Number: CLS-0002

Task Order Title: Industrial Site Readiness Grant Pre-Design Work

Effective Date: April 23, 2024

This Task Order is issued under the provisions of the above Professional Services Master Task Order Agreement dated March 1, 2024 between City of Chehalis (SPONSOR) and The Aviation Planning Group, LLC, (APG).

The following representatives have been designated for the work performed under this Task Order:

SPONSOR: Brandon Rakes

APG : Leah Whitfield

SCOPE OF WORK:

See Exhibit A

COMPENSATION:

APG shall be reimbursed on a *Lump sum* basis of \$250,000. APG shall invoice no more often than monthly for services provided in the prior month.

The provisions of the Professional Services Master Task Order Agreement and any Special Terms and Conditions and/or Exhibits or Attachments to this Task Order shall govern the Work.

IN WITNESS WHEREOF, the parties authorized to commit resources of the companies have executed this Task Order:

City of Chehalis

The Aviation Planning Group, LLC

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Fed. ID. No. 84-4339523

Exhibit A to Master Task Order Agreement for Professional Services

Task Order 2 Scope of Work

APG will serve as project manager for the recently awarded Industrial Site Readiness Grant. Scopes of work include: administration of the grant, documentation, Geotechnical Investigation and report, Survey and report, 60% Drainage Engineering Plans, Wetland Delineation, and a Solar feasibility Study. Together with subconsultants.

Budget Breakdown:

Activity/Deliverable	Cost
Solar Feasibility Study	\$ 44,000.00
60% Draft Drainage Engineering Plan Sheets	\$ 59,501.95
Wetland Delineation Report	\$ 29,000.00
Geotechnical Report	\$ 49,740.00
Survey Report	\$ 46,000.00
60% Drainage Engineering Plan Sheets	\$ 10,634.44
Chehalis-Centralia Airport Pre-Design Study Report	\$ 11,123.61

Schedule of Deliverables:

Activity/Deliverable	Provided by (date)
Solar Feasibility Study	June 24, 2024
60% Draft Drainage Engineering Plan Sheets	June 28, 2024
Wetland Delineation Report	June 28, 2024
Geotechnical Report	June 28, 2024
Survey Report	June 28, 2024
60% Drainage Engineering Plan Sheets	September 3, 2024
Chehalis-Centralia Airport Pre-Design Study Report	June 28, 2024

See Attachment 1 for full scope of work.



Contractor Information Form

Please return completed form to:
 Serena Grimes
 Serena.grimes@commerce.wa.gov

Organization Details:	
Organization Name:	Chehalis-Centralia Airport
DBA, as applicable	
Mailing Address:	880 NW Airport Road Chehalis, WA 98532
Program Representative:	Name: Brandon Rakes Title: Airport Director
Program Representative Email:	brakes@ci.chehalis.wa.us
Program Representative Phone:	360.748.1230
Financial Representative:	
Financial Representative Email:	
Financial Representative Phone:	
Signature Authority: <i>Person signing contract</i>	Name: Title:
Email address & phone number for Signature Authority	
Tax ID #:	
UBI #:	
Statewide Vendor (SWV) #: <i>Used by the State's Treasury to process payments</i>	
UEI #: <i>Federal awards only</i>	
Organization structure:	<input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> EDC/ADO <input type="checkbox"/> Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other
County:	Lewis

Scope of Work

Project Description:

Following the upcoming completion of the Chehalis-Centralia Airport Master Plan in May 2024 the Airport must conduct pre-design and environmental studies to prepare for future development identified by the plan. The site includes 135 acres, intended to be developed for uses in alternative fuels, advanced air mobility, and emerging technologies. The project will fund environmental studies such as a 60% Drainage Engineering Study and Wetland Delineation necessary to prepare for upcoming environmental review. The project also includes a solar feasibility study to identify the feasibility of solar in two locations on the airport, to support growing energy demand and emerging aeronautical activities, with the goal of a more sustainable and resilient airport. A geotechnical study and survey of the area is also necessary to prepare for design of future pavement. The future area will include an access road, auto parking, a terminal area, apron for aircraft parking, a vertiport for vertical takeoff and landing (VTOL) aircraft powered with hydrogen or electricity. The entire study will conclude with a wrap up Pre-Design Report describing the pre-design studies completed and required next steps.

Project Activities/Deliverables:

Activity/Deliverable	Provided by (date)
Solar Feasibility Study	June 24, 2024
60% Draft Drainage Engineering Plan Sheets	June 28, 2024
Wetland Delineation Report	June 28, 2024
Geotechnical Report	June 28, 2024
Survey Report	June 28, 2024
60% Drainage Engineering Plan Sheets	September 3, 2024
Chehalis-Centralia Airport Pre-Design Study Report	June 28, 2024

Budget

Total Award: \$250,000

This will be a deliverables based contract, *not* a line item reimbursement.

Please outline the budget below:

Activity/Deliverable	Cost
Solar Feasibility Study	\$ 44,000.00
60% Draft Drainage Engineering Plan Sheets	\$ 59,501.95
Wetland Delineation Report	\$ 29,000.00
Geotechnical Report	\$ 49,740.00
Survey Report	\$ 46,000.00
60% Drainage Engineering Plan Sheets	\$ 10,634.44
Chehalis-Centralia Airport Pre-Design Study Report	\$ 11,123.61

Special Budget Provisions:

- A. The total amount of transfers of funds between line item invoice amounts within the categories shall not exceed twenty (20) percent of the total contract. If the cumulative amount of these transfers exceeds or is expected to exceed twenty (20) percent, the total budget shall be subject to justification and negotiation of a CONTRACT amendment by the CONTRACTOR and COMMERCE.
- B. A sum of no more than ten (10) percent of funds may be withheld until activities and final products defined in Attachment A – Scope of Work have been successfully completed by the CONTRACTOR and accepted fully by COMMERCE.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lance Bunker, Interim City Manager

BY: Brandon Rakes, Airport Director

MEETING OF: April 22, 2024

SUBJECT: Task Order No. 2 Industrial Site Readiness Grant Scope of Services

ISSUE

The Airport was awarded a Department of Commerce Industrial Site Readiness Grant (ISRG) for \$250,000. The majority, \$235,000, of the funds must be utilized and deliverables submitted to the Department of Commerce prior to June 30, 2024. For funds to be spent and work to be completed the Consultant must begin immediately following acceptance of the grant. The Airport can utilize the remaining \$15,000 prior to June 30, 2025.

Discussion

In March 2024, the Airport submitted a grant application for \$460,000 for the Department of Commerce's Industrial Site Readiness Grant for pre-design studies. The funds were targeted at the north development identified by the Airport Master Plan Update. The site includes 135 acres, intended to be developed for uses in alternative fuels, advanced air mobility, and emerging technologies. The pre-design studies will prepare the Airport for the environmental process.

The Airport received Phase I funding from the Department of Commerce in the amount of \$235,000 and Phase II in the amount of \$15,000. The Aviation Planning Group and their subconsultants have prepared a scope of work and fee in line with the approved grant scope of work.

FISCAL IMPACT

Task Order No. 2 issued under the authority of Professional Services Master Task Order Agreement Number CLS-0002 would authorize reimbursement to the Aviation Planning Group on a lump sum basis of \$250,000. The funds are 100% funded through the Department of Commerce ISRG. There is no match required by the City/Airport.

RECOMMENDATION

It is recommended that the City Council approve Professional Services Agreement Task Order No. 2 to with The Aviation Planning Group and authorize the Interim City Manager to execute the document.

SUGGESTED MOTION

I move that the City Council approve Professional Services Agreement Task Order No. 2 to with The Aviation Planning Group and authorize the Interim City Manager to execute the document upon acceptance of the Industrial Site Readiness Grant.

Industrial Site Readiness Grant Scope of Services V1.1

4/17/2023

SCOPE OF SERVICES

This section describes the Scope of Services (“Services”) to be performed by The Aviation Planning Group (“Consultant”) and its team members, in connection with the Industrial Site Readiness Grant (“ISRG”) administered by the Washington State Department of Commerce for the Chehalis-Centralia Airport (“CLS”), operated by the City of Chehalis, Washington.

The proposed site at the Chehalis-Centralia Airport associated with the awarded grant received is the northern portion of the airport. The site includes 135 acres, intended to be developed for uses in alternative fuels, advanced air mobility, and emerging technologies.

The Master Planning process has identified uses and preferred development concepts for the area, particularly on the east side of the Airport adjacent to the non-aeronautical businesses. The updated plan envisions a multi-modal hydrogen fueling area and the development of Advanced Air Mobility (AAM): including electric aircraft charging stations, two eVTOL (electric vertical takeoff and landing) areas, a passenger terminal with restaurant space, automobile parking, aircraft parking aprons, and hangar facilities to support AAM aircraft testing, training, and manufacturing. Additionally, a section of the property on the west side of the airport has been reserved for solar energy initiatives to support current and future energy demands.

The stage is set for additional environmental studies and preliminary engineering studies to be completed through the ISRG that has been awarded to the Airport. This award will complete required studies and designs before site work can be developed. The proposed grants will provide environmental studies and preliminary engineering studies of the project area equivalent to a 30%-60% design, allowing for final designs to be completed by either the City or private developers. The proposed scope of work will allow for the continuation of the site development following the Airport Master Plan Update. Preliminary engineering and environmental studies are required prior to development on the site.

The major tasks to be accomplished include:

- Task 1 – Project Management and Administration
- Task 2 – 60% Draft Drainage Engineering Study
- Task 3 – Solar Feasibility Study
- Task 4 – Geotechnical Investigation and Report
- Task 5 – Survey & Report
- Task 6 – Wetland Delineation
- Task 7 – Pre-Design Study Report
- Task 8 – 60% Final Drainage Engineering Study

Task 1: Project Management and Administration

The Consultant will manage the project in a professional manner, will assign qualified individuals or Sub Consultants to the project, and will complete efforts within the published schedule. The Consultant will

development a Task Work Plan and strict maintenance and monitoring of the plan for the duration of each task. Project schedule, scope, and budget adherence will be of primary concern as part of each task. Ongoing tasks will include monthly progress reports to CLS, preparation and coordination of periodic meetings including the development of meeting minutes, task element setup and oversight, and overall daily administration to conduct the project. The Consultant will utilize the following tools to ensure that the scope, schedule, and budget adherence goals are met:

- Project Schedule – with updates to CLS as necessary
- Project scope monitoring
- Project budget maintenance
- Direct client coordination (through telephone conversations, e-mail correspondence, and monthly or more frequent meetings)
- Subconsultant coordination and management
- Project status/schedule updates
- QA/QC reviews
- Project documentation
- Monthly Invoices and Status Updates

The Consultant will prepare and submit to CLS the necessary grant administration items, such as ISRG applications, requests for reimbursement, financial reporting, and project closeout throughout the duration of the project. CLS will submit these documents to the Washington State Department of Commerce.

Quality Control Reviews

The Consultant will conduct in-house quality control reviews of all draft deliverables prior to submittal to CLS and other stakeholders.

Task 2: 60% Draft Drainage Engineering Study

General Assumptions

- Prime Consultant will be responsible for coordination with CLS including scheduling project meetings, submitting deliverables, and other coordination.
- The project will adhere to the requirements of the Stormwater Management Manual for Western Washington (SWMMWW) and the FAA AC 150/5320-5D - Airport Drainage Design. If there are conflicting standards between the two documents, the Prime Consultant will coordinate with CLS and FAA to provide guidance on resolution of the standards conflict.

Task 2.1: Project Administration

The objective of this task is to provide project administration including the following services:

- **Project Management**
 - Coordinate and manage team.
 - Coordinate with prime by attending monthly check-in meetings with Prime Consultant.

- Invoicing/status reporting.
- **Kick-off Meeting**
 - Prepare for and attend kick-off meeting with the Prime Consultant and CLS airport manager (1 Staff Member). Kick-off meeting is assumed to occur during the site visit (see Task 2)

Deliverables

- Monthly Invoices and Status Report

Task 2.2: Data Collection & Reconnaissance

The objective of this task is to collect and review existing data to develop and understanding of hydrology and stormwater management at the airport.

- **Review Existing Data**
 - Review any additional existing data that has not been reviewed as part of the previous work completed by Osborn under the Master Plan project. This may include drainage reports, record drawings, topographic survey, GIS data, maintenance information, or geotechnical data that has been developed since the time of the Master Plan project.
- **Site Visit**
 - Conduct one (1) site visit to verify drainage basin boundaries, observe conditions of existing stormwater features, identify drainage areas of concern, and coordinate for the surveyor for topographic survey of stormwater features.

Assumptions

- Prime Consultant will coordinate and schedule field work and site access for the site visit with the Airport.
- Prime Consultant will coordinate with CLS and surveyor to provide available data that could be used for hydrology assessment including topographic survey data, GIS data, and any available data such as record drawings, drainage reports, or other documents.

Task 2.3: Drainage Planning and Design

The objective of this task is to perform preliminary modeling to estimate approximate type, sizes, and location of stormwater facilities for new developments that would be on airport property and owned/managed by CLS. This work will be performed before June 30th, 2024. Osborn will provide the following services by end of June:

- **Identify Future Developments**
 - Use current findings from the Master Plan project and any new information to identify developments that would need to be served with stormwater facilities

- Use existing information to determine locations with existing issues related to conveyance, ponded water, or other drainage issues.
Develop up to eight (8) sub area designs total, one for each proposed development area to alleviate drainage issues. Concept designs will include PDF figures showing the type, size, and location of the improvements.
- **Modeling and Concept Design**
 - Perform preliminary modeling to estimate approximate type, sizes, and location of stormwater facilities and conveyance system for new developments that would be on airport property and owned/managed by CLS. The proposed system as a whole would be modeled to show cohesive drainage with all new developments.
 - Update engineering calculations and hydrologic and hydraulic modeling for the proposed development based in the Master Plan
- **Draft 60% engineering plan sheets.**
 - Showing stormwater conveyance, treatment, and flow control content. This is expected to include the following:
 - Linework for pipe and catch basin locations
 - Draft drawings for stormwater treatment filter strips to be incorporated into detail drawings or cross sections prepared by the Prime Consultant.

Assumptions

- Stormwater planning for management of de-icing chemicals will not be included in this work.
- Hydraulic modeling for floodplain map revisions or other coordination with FEMA will not be required in this work. Coordination on floodplain changes may be added through an addendum to this contract.
- All existing outfalls will remain at the same location.
- Construction specifications and other contract documents are not included.
- The 60% engineering overview drawings will be conceptual in nature and will not be developed to the level of 60% construction drawings. They will be used to document the engineering process and solicit agency comments and will include basic details about proposed stormwater treatment. Rims and inverts will be labeled on the plan view. Some information, such as pipe profiles, site specific stormwater detail drawings, and stormwater structures tables with invert and rim elevations will not be included at this time.
- No temporary erosion and sediment control (TESC) drawings will be provided at this time.
- No engineering specifications will be provided at this time.

Deliverables

- Eight (8) page technical memo draft summarizing initial assessment.
- Calculations and hydrologic and hydraulic modeling output summaries
- Up to ten (10) draft 60% engineering plan sheets
- Draft 60% engineers cost estimates for each concept design.

Task 3: Solar Feasibility Study

EXP will research FAA requirements, codes, and standards. EXP will utilize Technical Guidance for Evaluating Selected Solar Technologies on Airports (FAA, Version 1.1, April 2018) and 14 CFR Part 77, FAA Policy: Review of Solar Energy System Projects on Federally-Obligated Airports (Federal Register, Vol. 86, No. 89, Tuesday, May 11, 2021) as the main reference documents for our Solar PV Feasibility Study.

Task 3.1 Kick-off Meeting

EXP will participate in a kick-off meeting at the airport, attended by members of EXP's team as well as Airport staff. The main objective of this meeting is to discuss the project schedule and identify information needs. The point of contact for all project stakeholders will be requested.

Task 3.2 Physical Constraints Analysis

3.2.1 Area Evaluation

EXP will determine base case size of PV array taking into consideration the net area available, technology and efficiency of PV, as well as building electrical infrastructure.

3.2.2 Technology Evaluation and Selection

EXP will provide an overview and evaluate applicable technologies.

3.2.3 Geometric Analysis

EXP will evaluate the site for compatibility with the airport sensitive receptors using the FAA's GlareGauge model (formerly the Solar Glare Hazard Analysis Tool (SGHAT)). This analysis may include, but is not limited to, solar glare and glint effects on final approach paths to runways. EXP will also conduct a shading analysis to help determine the best possible placement for panels and system components.

3.2.4 Solar Installation Structural Options

EXP will evaluate the different types of membrane systems best suited for installation below the solar PV system. Evaluation of structural framing options best suited for each type of installation (e.g., membrane, concrete, ballast) will also be considered.

EXP will analyze the existing electrical connection point(s) relevant to the potential sites, their ability to connect to PV and determine the back of house space requirements for PV system components (e.g., rectifiers, transformers, panels).

3.2.5 Maintenance Analysis

EXP will determine maintenance requirements of the PV system (e.g., work/walk paths, access, etc.) and include an analysis of maintenance costs, value analysis, FAA, and Authorities Having Jurisdiction considerations. This analysis will also determine the necessary maintenance of greenfield areas and building elements which interact with the PV system (e.g., roof and mechanical equipment), weather event considerations and a replacement strategy.

3.2.6 Airport Energy Usage and Economic Analysis

EXP will also evaluate potential electricity generation from the solar project site location(s) identified in Task 3.2. The site will be evaluated using the U.S. Department of Energy's PVWatts Calculator to assess the amount of solar electricity production forecasted based on the solar project location, size and generic design characteristics given the climate and weather conditions in Chehalis.

EXP will provide expected life cycle costs as it relates to the PV system itself. EXP will determine the project payback period and net present value (NPV).

The information on energy usage, solar power production, energy policies and ownership models will be used to identify the most economical solar project site and size. Prioritization of reducing the system costs and improving the payback are key factors to this feasibility study.

3.2.7 ROM Estimate

EXP will provide ROM estimate for implementation of the solar PV system.

Task 3.3 Phased Implementation Plan

The EXP Team will prepare a phased implementation plan for development of the solar (PV) installation. The specific steps include:

- Develop the Business Case for Solar Energy in a Vision Statement which considers several important business drivers for the project, such as:
 1. Solar, with no operational fuel costs and little maintenance, provides a stable cost of power and acts as a hedge against volatile fossil fuel prices.
 2. Onsite power generation infrastructure investments will preserve reliability, resilience, and operational capacity of the Airport even in times when grid failure occurs avoiding delays and business costs associated with power outages.
 3. The value of renewable energy is expected to increase in the future with rising demand for renewable energy certificates and carbon credits.
 4. Investments in environmental projects will facilitate growth of a sustainable airport.
 5. Development of the Airport as a world class facility, including the visible installation of progressive technologies like solar, will promote regional economic development to visitors.
 6. Solar will provide diversification to energy sources and increased reliability.
 7. Solar is consistent with the City of Chehalis Comprehensive Plan.
- Review Development Options, specifically, the airport-owned and third-party owned scenarios and the key components of each.
- Phasing Plan. This includes a staggered approach to implementation of solar systems based upon on-going airport development, available funding, tax credits, etc.
- Engagement in communications with the City of Chehalis and local Utility. The purpose would be to discuss the County's renewable energy and emission reduction targets, the Airport's planning initiatives around solar and the experience of solar and airports nationwide, and if a showcase solar project at the Airport could fit into a long-term plan.
- Develop an FAA Approval Plan. Coordination with the FAA on issues including airspace review, funding and lease approvals is critical.

- Build a Procurement Schedule. This includes getting a handle on the specific technical specifications of the solar project.
- Develop an Engineering and Construction Schedule to map out the overall project development timeline in coordination with the future phasing.
- Confirm local Utility Interconnection and the Approval Process to ensure system compatibility with the broader electricity distribution network.

Task 3.4 Report with Recommendations

The EXP Team will compile all information from the previous Tasks into a Final Report. This will include Tasks 3.2 through 3.3 with an introduction to the project and conclusions and recommendations. Solar PV system installation must be compatible with existing and long-term growth activities at CLS. Specific project location(s) and project sizes will be identified with information to be used to evaluate future opportunities.

Task 3.5 Project Closeout

The EXP Team will conduct a project closeout meeting with the Airport. This meeting will review the findings of the Report and suggested next steps. Next steps might include, but are not limited to:

- Design, Engineering and Permitting of the PV System
- Installation/Construction
- Electrical Interconnections (net-metered)
- Commissioning & Acceptance Testing
- Monitoring
- Warranties and Guarantees
- Operation and Maintenance

EXP will coordinate with the Airport project manager to develop an executive summary report and strategy for the presentation of report findings to CLS. EXP will also aid in the preparation of collateral material(s) required for the purposes of presenting project deliverables to relevant stakeholders.

Task 3.6 QA/QC

Quality Assurance and Quality Control measures are accounted for in the project to ensure the highest standards of deliverables. EXP will review all aspects of the project, conducting thorough checks at each stage to guarantee accuracy, reliability, and alignment with CLS specifications.

Task 3.7 Project Management

Scheduling, resource allocation, monitoring, oversight, direction, and control for all aspects of the team's efforts including assembly and coordination of all documentation.

Task 4: Geotechnical Investigations & Report

HWA Geoscience, Inc. will complete the geotechnical investigations. Steps to complete the investigation include:

- Coordinate locations of explorations with design team.
- Visit site with private utility locator and mark and clear locations of 18 drilled boreholes. Take
- GPS readings at each borehole location.
- Log drilling of 18 boreholes to depths of about 10 feet each. Standard Penetration Test (SPT) samples will be taken at surface and depths of 2.5, 5, 7.5 and 10 feet. Obtain bulk samples of drilled cuttings at select locations to perform laboratory CBR testing.
- Create logs of all explorations and assign laboratory testing.
- Perform engineering analyses related to frost group, subgrade compaction and stabilization, and CBR values for use in pavement design.

HWA will prepare a draft report presenting the results of the FWD testing, drilled boreholes, laboratory testing and engineering recommendations.

Finalize report based on review comments.

Task 5: Survey & Report

DOWL will conduct land surveying in the project area, NE Phase I, with the exception of the hydrogen area. Areas included include Taxiway B, AAM apron, terminal, auto parking, and the access roadway. DOWL will coordinate with the Airport for access to the site and issuance of NOTAMs while in the Runway Object Free Area.

Survey Basemap

The survey will include:

- a) Full site topography within the project site, including edges of pavement, sidewalks, berms, grade breaks, etc., at a minimum 50 foot intervals. Contours will be shown at a one-foot interval.
- b) Survey Control: The horizontal control used for the survey shall be based on the Washington State Plane Coordinate System – South Zone (NAD 83/91) (or other if specified by Client). The vertical control used for the survey shall be based on the North American Vertical Datum of 1988 (NAVD-88) The location and elevation of the monuments and benchmarks used shall be referenced on the survey.
- c) Basis of Survey – Benchmarks/control points used, benchmark list, source of benchmark.
- d) Indication of all surface features including but not limited to: fences, signs, parking meters, light poles, power poles, structures, drainage features, utility features, manholes, catch basins, curbs, and other site features.
- e) Location of underground utilities such as sanitary, storm, water, electrical, gas, telephone, etc. We will use a private locating service to field locate utilities prior to surveying, the fees of which will be billed as a reimbursable expense to the project. All lines between structures shall be drawn and labeled.
- f) Location of geotechnical borings, if any.
- g) For the sanitary, storm, and combined utilities, include rim elevations, invert elevations, pipe size and material, direction of flow and type of structure for all structures. At a minimum, include one upstream and one downstream structure so that pipe slopes adjacent to the project can be determined.

- h) Location of trees and size of trunk, species, and drip line of all trees (6)-inches or greater in diameter at breast height (4 ½ feet above grade) within the Project Area. Individual trees shall be identified by size and species.

DOWL will prepare a Survey Report as the deliverable, as well as applicable CAD files.

Task 6: Wetland Delineation

FACET will complete wetland delineation necessary for the biological assessment To complete the delineation the following is required:

1. Conduct up to five site visits to the study area to screen for, delineate, and flag any encumbering wetland and/or stream boundaries within the study area. Priority screening areas will be determined by the client prior to commencement of the delineation study. Wetland and stream determination methods will be consistent with the definition(s) and requirements of local, state, and federal agencies.
2. Prepare a field sketch that indicates the location(s) of delineation flags for use by surveyors.
3. Classify identified features according to [Category] regulations. Wetlands in [Category] are currently classified according to the *2004 Western Washington Wetland Rating System* (Ecology Publication 04-06-025). To support any necessary state or federal wetland-related permitting, identified wetlands will also be classified according to the *2014 Western Washington Wetland Rating System* (Ecology Publication 14-06-029).
4. Prepare a delineation report that summarizes our findings and details applicable local, state, and federal implications of our findings, including required buffer widths.

The Scope of Services (above) is based upon Project Assumptions, below. In the event that any facts or events differ from such assumptions, the Scope of Services and fees shall be adjusted accordingly.

Project Assumptions:

The Scope of Services includes completion of the 2014 Ecology Rating Forms and Figures (Item #3) for up to four wetlands based on data reviewed in public inventories. Due to the complexity of the form, if more than four wetlands are identified on-site, completion of additional wetland rating forms may affect the level of effort needed.

Deliverables will be provided as PDF files and email format.

The following services/deliverables are not included: permit submittals and permit fees; a formal critical areas study; or mitigation plan. These can be added, if necessary, under a separate agreement.

This proposal does not include a Professional Land Survey.

Issuance of permits is not guaranteed.

This proposal includes general coordination time via email and phone. In-person meetings with you and/or regulatory agencies are not included, but can be added, if necessary, under a separate agreement.

Comments on delineation studies from local, state, federal, or tribal entities, including third-party review consultants, related to our documentation may be subjective in nature and are therefore not predictable. Responses to comments/questions or revisions to permit documents are not included in this proposal and can be completed on a time-and-materials basis or under a separate proposal.

No work outside of this contract will be undertaken without prior notification to the client. Fieldwork activities may be rescheduled if travel, weather, or site conditions present an unacceptable safety risk (e.g., high winds, snow, ice, smoke, etc.).

Estimates of wetlands and stream presence/absence, boundaries and buffers will be based on our good-faith interpretation of site conditions and relevant regulatory requirements. Final regulatory outcomes are based on interpretations of agency staff, which cannot be fully predicted, and which may therefore differ from our findings.

Task 7: DOCUMENT AND DRAFT DELIVERABLES

Technical Report

APG will provide a Pre-Design Study Report that summarizes all of the findings from the study.

Technical reports will be substantially complete, including text and graphics, as necessary to obtain CLS approval. Additionally, submission to the FAA, Washington State Department of Transportation (WSDOT), and Washington Department of Commerce acceptance will be completed as required. Final review comments will be addressed and the Final Report will be prepared and distributed as indicated below.

- The Draft Technical Reports will be emailed to CLS for review and final comments.
- One (1) electronic .pdf version of each of the Report will be delivered to CLS
- One (1) electronic .pdf version of each of the Report will also be delivered to FAA, WSDOT, and the Washington State Department of Commerce, respectively as required.

Task 8: 60% Final Drainage Engineering Study

The objective of this task is to complete advanced (60%) engineering for the stormwater management required for the proposed development in the Master Plan to provide sufficient information related to stormwater treatment and discharge volumes of the proposed improvements to support submittal of applicable environmental permits. This work will be performed between June 30th, 2024 and September 1, 2024. Osborn will provide the following services:

- **Final 60% engineering plan sheets.**

Assumptions

- All existing outfalls will remain at the same location.
- Construction specifications and other contract documents are not included.
- The 60% engineering overview drawings will be conceptual in nature and will not be developed to the level of 60% construction drawings. They will be used to document the engineering process and solicit agency comments and will include basic details about proposed stormwater treatment. Rims and inverts will be labeled on the plan view. Some information, such as pipe profiles, site specific stormwater detail drawings, and stormwater structures tables with invert and rim elevations will not be included at this time.
- No temporary erosion and sediment control (TESC) drawings will be provided at this time.
- No engineering specifications will be provided at this time.
- The final engineering overview drawings are intended to establish meeting the 2019 Department of Ecology Stormwater Management Manual for Western Washington water quality standards for the BA.

Deliverables

- Final eight (8) page updated technical memo summarizing initial assessment.
- Updated calculations and hydrologic and hydraulic modeling output summaries
- Up to ten (10) final engineering plan sheets
- CAD files containing Stormwater linework and draft detail drawings