

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

Dennis L. Dawes, Position at Large Mayor		
Terry F. Harris, District 1, Mayor Pro Tem		Anthony E. Ketchum Sr., District 3
Daryl J. Lund, District 2		Chad E. Taylor, Position at Large
Dr. Isaac S. Pope, District 4		Bob Spahr, Position at Large

**Regular Meeting of Monday, October 10, 2016**

5:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
1. <u>Call to Order.</u> (Mayor)		
2. <u>Pledge of Allegiance.</u> (Mayor)		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CITIZENS BUSINESS</b>		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		
	---	

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>SPECIAL BUSINESS</b>		
3. <u>Update on Chamber Way Bridge.</u> (Bart Gernhart, Washington State Department of Transportation)	INFORMATION ONLY	

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>PUBLIC HEARING</b>		
4. <u>Public Hearing on Proposed Ballot Proposition to Impose a Sales and Use Tax for The Purpose of Funding Certain Transportation Improvements.</u> (City Manager, Public Works Director, Street/Stormwater Superintendent, Finance Manager)	CONDUCT PUBLIC HEARING	1

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR</b>		
5. <u>Minutes of the Work Session of September 19, 2016 and the Regular Meeting of September 26, 2016.</u> (City Clerk)	APPROVE	6
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	11

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
7. <u>Administration Reports.</u>		
a. Annual debt compliance update. (Finance Manager)	INFORMATION ONLY	12
b. City Manager update. (City Manager)	INFORMATION ONLY	
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
9. <u>Resolution No 17-2016, First and Final Reading – Providing for Ballot Proposition to Impose a Sales and Use Tax for the Purpose of Funding Certain Transportation Improvements.</u> (City Manager, Public Works Director, Street/Stormwater Superintendent, Finance Manager)	ADOPT	14
10. <u>Ordinance No. 962-B, First Reading – Adding a New Chapter to the Chehalis Municipal Code to be Entitled Centralia/Chehalis Tourism Promotion Area.</u> (City Manager)	PASS	22
11. <u>Approve Candidates and Funding Amounts of the Lodging Tax Advisory Committee (LTAC) for Use of Lodging Tax Funds for 2017; and Reappoint the Memberships of Todd Chaput, Gloria Choi, Jena Sorenson, Alicia Bull, Rick Burchett, and Chip Duncan to the LTAC.</u> (Mayor Pro Tem Harris)	APPROVE FUNDING REQUESTS; CONFIRM APPOINTMENTS	30

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

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, OCTOBER 24, 2016

**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** September 28, 2016

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

**FROM:** Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent

**SUBJECT:** Conduct Public Hearing and Submit Resolution No.17-2016 for Council Consideration Providing for a Ballot Measure to Finance Local Transportation Improvements

**ISSUE**

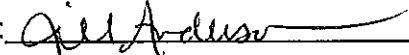
The City Council conducted a work session on September 19, 2016 to discuss funding options for the Transportation Benefit District. At that time, the City Council directed the administration to schedule a public hearing to consider imposing a 0.2% sales and use tax to fund transportation improvements within the City of Chehalis, and to prepare a resolution providing for a ballot proposition to be submitted to the qualified electors on February 14, 2017.

**DISCUSSION**

The City does not have sufficient funds to pay for much needed transportation improvements. After considering options, the Council identified a 0.2% sales and use tax as the preferred method of funding these improvements. The additional sales tax would apply to all persons who shop within the city, not just city residents. The additional revenue is estimated to bring in approximately \$850,000 annually for a period of 10 years and could only be used for transportation projects in the City of Chehalis. Proceeding with a proposition would allow the voters to make the decision regarding the generation of a revenue source dedicated to improving local streets and roads. The resolution is provided with the agenda report for action item, No.9, scheduled under new business for tonight's meeting (October 10, 2016).

**RECOMMENDATION**

It is recommended that the City Council conduct a public hearing to take public comment on the proposed 0.2% sales and use tax to fund local transportation improvement projects identified in the city's six-year transportation improvement plan (attached) and the comprehensive plan of the city of Chehalis, and consider Resolution No. 17-2016, providing for a ballot proposition to be submitted to the electors of the District on February 14, 2017.

REVIEWED BY: , CITY MANAGER

**CITY OF CHEHALIS 2017-2022 SIX- YEAR TRANSPORTATION IMPROVEMENT PROGRAM**  
(not prioritized)

Project	General Description	Cost
National Ave./ Coal Cr. improvements	Coal Creek Bridge, intersection, pedestrian improvements	3,000,000
National Ave. improvements	Grind, overlay, safety, etc.	2,500,000
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	2,000,000
Market Blvd - Park St to 13th St	Grind / overlay	1,000,000
Market Blvd - 13th to city limits	Grind / overlay	750,000
Suively Ave improvements	Reconstruct 16th to 20th	2,234,000
Guardrail	Various locations throughout city	125,000
Riverside Dr/Newaukum Ave repairs	Spot repairs Hwy 6 to Shorey Rd	250,000
Chamber Way Bridge Replacement	Replace Bridge	15,000,000
Kresky Ave improvements	Overlay	500,000
Kresky Ave Flood Mitigation	Raise roadway between Exhibitor and Scott Johnson Blvd.	2,078,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	2,500,000
Louisiana Ave Repairs	Spot repair & overlay Hwy 6 North	450,000

**RESOLUTION NO. 17-2016**

**A RESOLUTION OF THE GOVERNING BOARD OF THE TRANSPORTATION BENEFIT DISTRICT (CITY COUNCIL) OF THE CITY OF CHEHALIS, WASHINGTON, PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE DISTRICT ON FEBRUARY 14, 2017 TO IMPOSE A SALES AND USE TAX IN THE AMOUNT OF TWO-TENTHS OF ONE PERCENT (0.2%), IN ADDITION TO ANY OTHER TAXES AUTHORIZED BY LAW, WITHIN THE DISTRICT FROM ALL TAXABLE RETAIL SALES IN ACCORDANCE WITH RCW 82.14.0455 FOR A TERM OF TEN YEARS (JULY 1, 2017 to JULY 1, 2027) TO PAY OR FINANCE A PORTION OF THE COSTS OF TRANSPORTATION IMPROVEMENT PROJECTS IDENTIFIED IN THE SIX-YEAR TRANSPORTATION IMPROVEMENT AND/OR COMPREHENSIVE PLANS OF THE CITY OF CHEHALIS.**

**WHEREAS**, the City of Chehalis (the “City”) approved Ordinance No. 934-B on September 8, 2014, creating the Transportation Benefit District of the City of Chehalis, Washington (the “District”) pursuant to chapter 36.73 RCW; and

**WHEREAS**, the City of Chehalis (the “City”) approved Ordinance No. 950-B on December 14, 2015, by which the City of Chehalis assumed all of the rights, powers, functions and obligations of the Transportation Benefit District of the City of Chehalis, pursuant to Substitute Senate Bill 5987; and

**WHEREAS**, the City does not currently have sufficient funds with which to pay for transportation improvements identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation element; and

**WHEREAS**, the District is authorized pursuant to RCW 36.73.040(3)(a) to impose a sales and use tax in accordance with RCW 82.14.0455 in the amount of two-tenths of one percent (0.2%) for a period of ten-years upon a favorable vote of the qualified electors within the District for the purpose of financing certain transportation improvements; and

**WHEREAS**, the City has identified the sales and use tax as an allowable and feasible source of revenue identified in chapter 36.73 RCW to finance transportation improvements identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation element; and,

**WHEREAS**, if approved by the voters, the sales and use tax will apply to persons who shop and thereby use the roads in the City and not just to City residents; and

**WHEREAS**, the sales and use tax is estimated to generate, approximately \$850,000 of additional revenue per year (based on 2015 sales and use tax figures), which would be used

entirely to fund transportation improvements identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation elements;

NOW THEREFORE, THE GOVERNING BOARD (CITY COUNCIL) OF THE TRANSPORTATION BENEFIT DISTRICT OF THE CITY OF CHEHALIS, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

**Section 1.** The Governing Board of the District (the “City Council”) hereby finds that the best interest of the inhabitants of the District (City) require the District (City) to impose a sales and use tax in the amount of two-tenths of one percent (0.2%) pursuant to RCW 36.73.040(3)(a) and RCW 82.14.0455 for the purpose of providing a portion of the funds necessary to finance transportation improvements projects identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation element (together referred to as the “Project”);

**Section 2.** It is hereby found and declared that the best interests of the District (City) require the submission to the qualified electors of the District (City), the proposition whether the District (City) shall impose a sales and use tax within the limitations established in RCW 82.14.0455 for their approval or rejection at the next regular general election to be held on February 14, 2017. For the purpose of providing funds necessary to pay or finance a portion of the costs of the Project, the Lewis County Auditor, as *ex officio* supervisor of elections in Lewis County, Washington, is hereby requested to submit to the qualified electors of the District (City) for their approval or rejection, a proposition to impose a sales and use tax in the amount of two-tenths of one percent (0.2%) of the selling price in the case of a sales tax, or value of the article used, in the case of the use tax. The sales and use tax authorized by this section is in addition to any other taxes authorized by law, and shall be collected from those persons who are taxable by the State of Washington under chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the boundaries of the District (City), and shall be imposed for a period of ten years from its first date of collection.

Upon approval of the voters of the proposition hereinafter set forth, the District (City) may use proceeds of such sales and use tax for the purpose of paying or financing a portion of the costs of the Project. The Mayor is hereby authorized and directed to certify said proposition to said official in the following form:

TRANSPORTATION BENEFIT DISTRICT OF CHEHALIS  
Sales and use tax levy

The Governing Board of the Transportation Benefit District (City Council) of the City of Chehalis, Washington, adopted Resolution No. 17-2016 concerning a sales and use tax to finance transportation improvements. This proposition would authorize a sales and use tax of two-tenths of one percent (0.2%) to be collected, in addition to any other taxes authorized by law, within the District from all taxable retail sales in accordance with RCW 82.14.0455 for a term of ten years (July 1, 2017 to June 30, 2027) to

pay or finance a portion of the costs of transportation improvement projects identified in the six-year transportation improvement and/or comprehensive plans of the City of Chehalis. Should this proposition be approved or rejected?

APPROVED.....

REJECTED.....

**Section 3. Corrections.** The Mayor and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any referenced thereto.

**Section 4. Severability.** If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

**ADOPTED** by the City Council of the City of Chehalis, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**TRANSPORTATION BENEFIT  
DISTRICT OF THE CITY OF CHEHALIS,  
WASHINGTON**

\_\_\_\_\_  
Mayor

Attest/Authenticated:

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

Ballot Title Approved as to Form:

\_\_\_\_\_  
**Glenn Carter, Chief Civil Deputy  
Prosecuting Attorney**

September 19, 2016

The Chehalis city council held a special work session on Monday, September 19, 2016, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, and Daryl Lund. Councilors Ketchum and Taylor were absent (excused). Staff present included: Merlin MacReynold, City Manager; Judy Schave, City Clerk; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; and Don Schmitt, Street/Stormwater Superintendent.

1. Discuss Funding Options for Transportation Benefit District. City Manager MacReynold reported the council created the Transportation Benefit District (TBD) in 2014, but choose not to fund it at that time. He noted with continuing loss of revenue sources for transportation it's become increasingly important for us to look at what we can do locally, so he and the administration worked with the council budget committee to come up with a proposed strategy for funding the TBD.

Mr. Schmitt reported the two predominant funding options include:

- A \$20 vehicle license fee, which does not require voter approval and affects only those living within the city
- A sales tax increase of .2%, subject to voter approval that would be good for 10 years

Mr. Schmitt reported they're considering a .2 percent sale tax levy to fund the TBD, which on a \$5 taxable purchase would result in an additional one cent. He noted the tax would apply to anyone shopping within the city limits and would bring in an estimated \$850,000 annually. Mr. Schmitt stated the revenue could only be used for transportation related repairs and improvements to city streets, as approved by the council.

Mayor Dawes reported one thing he learned at their last meeting with Lewis County Fire District #6 is that the first EMS levy required 60 percent voter approval and subsequent renewals only required a supermajority of 50 percent. He asked if the TBD levy would require a supermajority because it's the first time.

Finance Manager Judy Pectol reported, according to Municipal Research, it does not. She noted she would call the county the following day to confirm.

Mr. Schmitt reported on the number of miles and types of streets within the city, noting we have approximately 23 miles of asphalt, nine miles of concrete, and 22 miles of chip seal (center-line miles, not lane miles).

Mr. Schmitt reported the proposed approach, if approved, would be to:

- Set aside \$75,000 - \$100,000 annually for in-house street repairs (pre-leveling, dig outs)
- Contract out overlays, grind and overlays - \$500,000 annually
- Set aside \$200,000 annually for major projects

Mr. Schmitt reported, if approved, the next steps would be to:

- Schedule an additional work session, or
- Set date and time for a public hearing and draft a resolution for council to consider at the October 10 council meeting
- Council conduct public hearing on October 10 and consider resolution providing for a ballot proposition for the February 14, 2017 ballot

The council agreed that a second work session would not be necessary. They also favored the .2 percent sales tax levy over the \$20 vehicle license tab fee.

The consensus of the council was to set a date and time for a public hearing and have the administration draft a resolution for the October 10 council meeting for their consideration.

Councilor Spahr asked how they plan to let the people know what the money will be used for.



September 19, 2016

City Manager MacReynold reported they will do a press release and suggested setting up a briefing with the local press for the administration and council budget committee to walk them through it. He noted the press has always been very receptive to this process.

There being no further business to come before the council the meeting adjourned at 5:30 p.m.

\_\_\_\_\_  
Mayor

Attest:

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

**SUGGESTED MOTION**

I move that the council approve the minutes of the special city council meeting of September 19, 2016.

September 26, 2016

The Chehalis city council met in regular session on Monday, September 26, 2016, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilors Tony Ketchum and Chad Taylor were absent (excused). Staff present included: Jill Anderson, City Manager; Bill Hillier, City Attorney; Caryn Foley, City Clerk; David Fleckenstein, Airport Manager; Judy Pectol, Finance Manager; Glenn Schaffer, Police Chief; and Judy Schave, Human Resources/Risk Manager. Members of the media included Justyna Tomtas from *The Chronicle*.

Mayor Dawes recognized the return of Caryn Foley as City Clerk, taking over for Judy Schave who served as City Clerk the last 12 years and was recently appointed Human Resources/Risk Manager. He also welcomed Jill Anderson as the city's new City Manager, adding the Council looked forward to working with her.

1. **Chehalis Community Renaissance Team (CCRT)**. David Hartz, President of the Friends of the Chehalis Community Renaissance updated council on CCRT activities. Mr. Hartz expressed appreciation to the council for their support because the program would not be where it is today without the council and former City Manager MacReynold. The CCRT has been in existence almost nine years and is hiring a part-time executive director to lead the organization. Until now, the Renaissance has relied on volunteers, but realized a paid director is needed to further the program. He acknowledged the city's contribution to the CCRT through the state's Main Street Tax Incentive Program to take this step in hiring an executive director. Mr. Hartz stated they look forward to working with the council and new city manager. He also recognized the 50+ people that volunteer their time to the CCRT. A couple projects currently underway include historic banners and cigarette butt receptacles.

2. **Proclamation – Lee Coumbs Appreciation Day**. Mayor Dawes stated that Lee has been very active in the community. Most recently, he took on the role of interim manager of the Southwest Washington Fair, ensuring that the fair would take place following some administrative changes at the county. Mayor Dawes presented Lee with a proclamation declaring September 26 as "Lee Coumbs Appreciation Day" in the city of Chehalis.

3. **Proclamation – National Recovery Month**. Mayor Dawes presented Janis Housden from Great Rivers Behavioral Health with a proclamation declaring September 2016 as "National Recovery Month" in the city of Chehalis.

4. **Update on Discover! Children's Museum**. Larry McGee welcomed City Manager Anderson. He stated there is a spirit of getting things done in this community that, in his experience, is unmatched. Mr. McGee stated Discover! has two of its biggest funding requests out, including the State Department of Commerce's Building Communities Fund for about \$750,000, and the Coal Transition Board for \$1 million.

Mr. McGee also recognized Judy Schave and Caryn Foley and was thrilled to see both of them elevated at the city.

5. **Consent Calendar**. Mayor Dawes removed agenda item 10 – Authorize the City Manager to executive interlocal agreement between the City, City of Centralia, and the Public Facilities District establishing a Tourism Promotion Area and Sports Commission, to be discussed separately.

Councilor Pope moved to approve the remaining consent calendar items comprised of the following:

- a. Minutes of the regular meeting of September 12, 2016;
- b. Claim Vouchers No. 116887-117070 and Electronic Funds Transfer Nos. 82016 and 92016 in the amount of \$1,082,883.95;
- c. Approve appointment of Gloria Choi to the City's Lodging Tax Advisory Committee; and
- d. Set date and time of October 10, 2016, at 5:05 pm for a public hearing on funding the Transportation Benefit District.

The motion was seconded by Councilor Spahr and carried unanimously.

Mayor Dawes brought back agenda item 10. He stated concern between the version of the agreement included in the agenda packet versus a prior version.

September 26, 2016

Mayor Pro Tem Harris asked for discussion about the section outlining how to withdraw and asked if all the hoteliers approve the establishment of the tourism promotion area, specifically whether or not the information collected would breach the hotels proprietary information.

Todd Chaput with the Public Facilities District, suggested some proprietary information might be obtained if one dug down that deep, but he didn't think anyone could get firm data. He stated none of the hotels he's spoken with have concerns, and in fact, it was the hotels that came up with the idea.

Mayor Pro Tem Harris asked if legal counsel was involved with the writing of the agreement, specifically the section addressing withdrawing from the agreement.

City Attorney Hillier stated that he and the former city manager had concerns and reworded the agreement before the council that would give either city the option to withdraw.

City Manager Anderson added she had an opportunity to discuss this with Mr. MacReynold and felt the proposed agreement addressed the concerns he had.

Mayor Pro Tem Harris asked what would happen if the city wanted to leave, but the hotels did not.

City Attorney Hillier explained the hotels hold the trigger, but if the Chehalis hotels come to the city and want to opt out, the council would defer to their request and it would be a council decision.

Mayor Dawes stated his concern related to the make-up of the Sports Commission board, specifically the four at large members. He wanted to make sure the commission was represented on an equal basis between the two cities. After speaking with Councilor Taylor, it was his understanding that the commission may want to solicit members that may be outside the jurisdictions of Chehalis or Centralia. Mayor Dawes proposed to change the language to, "Four at large members, when selected by a majority of the Sports Commission, will ensure equal representation of the two municipalities."

Mr. Chaput stated that when the four at large positions were discussed they didn't concern themselves with equal representation by jurisdiction because some of those positions may be filled by individuals outside Chehalis and/or Centralia.

Mayor Pro Tem Harris stated he didn't have any concerns about the make-up of the board, except for the large number of 13 members.

Councilor Spahr stated the make-up includes parks and recreation representatives from both cities and asked who would make the decision of who the representatives would be.

Mr. Chaput assumed that would be a decision of the council or city manager. Mr. Hillier noted the appointment would come from city administration. City Manager Anderson agreed, indicating she would probably make the appointment and if there were any changes in staff, a replacement would be appointed.

Councilor Spahr asked who would select the Chehalis and Centralia hotel representatives. Mr. Chaput stated the hotels would make that decision.

Councilor Lund stated he had no concerns and wanted to see the agreement approved.

Mayor Dawes stated a majority of the Council was fine with the agreement.

Mayor Pro Tem Harris moved to authorize the City Manager to executive the interlocal agreement between the City, City of Centralia, and the Public Facilities District establishing a Tourism Promotion Area and Sports Commission. The motion was seconded by Councilor Lund and carried unanimously.

September 26, 2016

**6. Administration Reports.**

a. **August Financial Report.** Finance Manager Judy Pectol asked that the minutes reflect that the new City Manager, T. Jill Anderson, will be added to all bank accounts and Merlin G. MacReynold would be removed from all bank accounts. Ms. Pectol reported things are fine and on track. A budget amendment will be prepared to address things that need to be adjusted. The Airport budget is being watched closely as many projects are going on. At least one project planned for next year, is happening this year, so a short-term loan may be needed. The general fund will look stronger next month because of the \$318,000 construction permit fee from the School District.

Mayor Dawes noted that with regard to the airport, the reason for a loan was because the funding is paid up front and the FAA reimburses the City.

**7. Council Reports.**

a. **Update from Mayor Pro Tem Harris.** Mayor Pro Tem Harris thanked Gloria Choi for her willingness to serve on the Lodging Tax Advisory Committee, which meets tomorrow to review 2017 funding requests. Mayor Pro Tem Harris was recently appointed chair of the Chehalis Basin Partnership beginning in January.

b. **Update from Councilor Pope.** Councilor Pope thanked the community for making Pope's Kids Place get to the level it is today and he announced a groundbreaking ceremony was held for a new facility. He hoped that this time next year they would be dedicating the building. Another bingo fundraiser for Penny Playground is being planned October 1 at the V.R. Lee Community Building. The fundraisers are being organized by the Fraternal Order of Eagles.

c. **Update from Councilor Spahr.** Councilor Spahr attended the Business After Hours at Rainier Connect and the 100<sup>th</sup> birthday celebration of Locomotive No. 15 at the Chehalis-Centralia Railroad & Museum. He mentioned an article in Saturday's Chronicle about marijuana and the amount of money the state is collecting. While the city has collected about \$7,000, the state has collected about \$1 million out of Chehalis. He noted the city's share would go down if Centralia and Lewis County allow these businesses.

d. **Update from Councilor Lund.** Councilor Lund attended the Southwest Washington Fair Association meeting and thanked Mayor Dawes for the proclamation honoring Lee Coumbs. He stated people don't realize the things Lee has done for the community over the years, especially the silver letters stating "Southwest Washington Fair" at the front of the fairgrounds that were placed 30+ years ago when Lee was fair manager. He stated buildings were full with vendors and was a much better event this year.

e. **Update from Mayor Dawes.** Mayor Dawes attended the monthly meeting with Fire District No. 6. He asked that a meeting be set for the council subcommittee (Dawes, Lund, and Spahr), the city manager, and the fire chief prior to the next meeting with District 6. Mayor Dawes also attended the Pope's Kids Place groundbreaking ceremony, along with Business After Hours at Rainier Connect, and he will be busy with budget committee meetings with Mayor Pro Tem Harris and Councilor Spahr during the next couple weeks.

City Manager Anderson thanked everyone for the very warm welcome and looks forward to getting a lot done.

There being no further business to come before the council the meeting adjourned at 5:40 pm.

\_\_\_\_\_  
Mayor

Attest:

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

September 26, 2016

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of September 26, 2016.

**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: September 30, 2016  
TO: The Honorable Mayor and City Council  
FROM: Judy Pectol, Finance Manager *JP*  
PREPARED BY: Michelle White, Accounting Tech II *MW*  
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following:

Claim Vouchers No. 117071 through 117181 in the amount of \$174,132.595 dated September 30, 2016 and the transfer of \$50,997.01 from the General Fund, \$396.11 from the Dedicated Street Fund – 4% Sales Tax Fund, \$46,891.71 from the Wastewater Fund, \$42,297.33 from the Water Fund, \$5,162.11 from the Storm & Surface Water Utility Fund, \$27,416.86 from the Airport Fund and \$971.46 from the Firemen’s Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the September 30, 2016 Claim Vouchers No.117071 through 117181 in the amount of \$174,132.59 .

SUGGESTED MOTION

I move to approve the September 30, 2016 Claim Vouchers No. 117071 through 117181 in the amount of \$174,132.59.

Reviewed by: *[Signature]*, City Manager

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Judy Pectol, Finance Manager  
**DATE:** September 30, 2016  
**SUBJECT:** Annual Debt Compliance Reporting

**ISSUE**

As part of the issuance of the 2011 Limited Tax General Obligation Bonds, the City agreed to adhere to federal regulations and its own Debt Management and Post-Issuance Compliance (DMPI) Policy and to report annually certain financial information including annual audited financial statements.

**DISCUSSION**

The City is required to provide bondholders and the general public with annual financial information and timely notice of the occurrence of certain events, as set forth in the ordinance authorizing the issuance of the 2011 General Obligation Bonds. On September 30, 2016 financial information for the year ending December 31, 2015 was submitted electronically to the Municipal Securities Rulemaking Board (MSRB) through their Electronic Municipal Market Access (EMMA) system. Confirmation of successful submission is attached.

Last year the State Auditors performed the City's audit a few months earlier in the year and we were, therefore, able to submit audited financial information by the EMMA deadline. This year we submitted unaudited information and are, therefore, required to make a second submission following receipt of the audited statements. We will report to you again once that submission is complete.

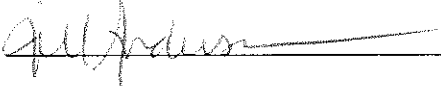
The Administration will be available to respond to any questions the City Council may have about this.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

Informational only.

**SUGGESTED MOTION**

None required.

Reviewed:  \_\_\_\_\_, City Manager

## Judy Pectol

---

**From:** EMMANotifications@msrb.org  
**Sent:** Friday, September 30, 2016 1:15 PM  
**To:** Judy Pectol  
**Subject:** Published Submission Confirmation

Your Continuing Disclosure Submission has been published.

SubmissionId: ES667067

Disclosure Type: FINANCIAL/OPERATING FILING Annual Financial Information and Operating Data (Rule 15c2-12):  
Financial Statements & Supplemental Information for the year ended 12/31/2015

Document Name: Financial Operating Filing dated 09/30/2016  
unaudited financial statements.pdf posted 09/30/2016 4:05:47 PM  
Supplemental Information.pdf posted 09/30/2016 4:05:47 PM

The following issuers are associated with this continuing disclosure submission:

CUSIP6	State	Issuer Name
163087	WA	CHEHALIS WASH

The following 5 Securities have been published with this continuing disclosure submission:

Security: CUSIP - 163087AA7, Maturity Date - 12/01/2014  
Security: CUSIP - 163087AB5, Maturity Date - 12/01/2017  
Security: CUSIP - 163087AC3, Maturity Date - 12/01/2021  
Security: CUSIP - 163087AD1, Maturity Date - 12/01/2024  
Security: CUSIP - 163087AE9, Maturity Date - 12/01/2026

Please follow the link to view this submission:

<http://emma.msrb.org/ContinuingDisclosureView/ContinuingDisclosureDetails.aspx?submissionId=ES667067>

Please follow the link to make changes to this submission:

<http://dataport.emma.msrb.org/AboutDataport.aspx>

PLEASE DO NOT REPLY. This is a system-generated e-mail. If you need assistance please contact the MSRB at 202-838-1330 or you may obtain more information at [www.msrb.org](http://www.msrb.org).



**CITY OF CHEHALIS  
AGENDA REPORT**

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

**FROM:** Jill Anderson, City Manager

**DATE:** October 6, 2016

**SUBJECT:** Resolution No. 17-2016, First and Final Reading - Providing for a Ballot Proposition for Funding City Transportation Improvement Projects

**ISSUE**

On September 26, 2016, the council set a public hearing for October 10, 2016, at 5:05 p.m. to solicit public comment on submission of a ballot proposition to impose a sales and use tax in accordance to RCW 36.73.040(3)(a) for the purpose of financing certain transportation improvements within the city of Chehalis. The council also requested a resolution be prepared for their consideration providing for the ballot proposition to be submitted to the qualified electors on February 14, 2017.

**DISCUSSION**

At a special council work session on September 19, 2016, it was reported that the city has insufficient funds to pay for needed transportation improvements, and with the continuing loss of revenue sources it's becoming increasingly important for the city to look at what could be done locally.

The administration worked with the council budget committee to come up with a proposed strategy for funding the Transportation Benefit District (TBD) that was established in September 2014. The two predominant funding options included:

- A \$20 vehicle license fee, which does not require voter approval and only affects those living within the city (estimated revenue - \$102,000 annually)
- A sales and use tax of 0.2%, subject to voter approval, for a 10-year term (estimated revenue - \$850,000 annually)

The 0.2 % sales and use tax was the option most favored by the council. This option would result in a one cent increase on a \$5 purchase and would apply to all persons who shop within the city limits. The revenue generated from the additional 0.2% sales tax is estimated to bring in approximately \$850,000 annually and can only be used for repairs and improvements to city streets, as approve by the council.

The city has approximately 23 (center-line) miles of asphalt, nine miles of concrete, and 22 miles of chip seal. Some of the most common pavement issues within the city include: wheel rutting, concrete cracking/displacement, alligator cracking and potholes, which are caused by age, lack of base, rainwater and groundwater, and vehicles that are too heavy for the streets they travel.

If voters approve the proposition, the administration would propose to:

- Set aside \$75,000 - \$100,000 annually for in-house street repairs (pre-leveling, dig outs)
- Contract out overlays, grind and overlays - \$500,000 annually
- Set aside \$200,000 annually for major projects

Attached for council consideration is Resolution 17-2016 that provides for a ballot proposition to be submitted to the qualified electors of the District on February 14, 2017, to impose a sales and use tax in the amount of two-tenths of one percent (0.2%) for a term of ten years (July 1, 2017 to July 1, 2027) to pay or finance a portion of the costs of transportation improvement projects identified in the city's six-year transportation improvement plan and/or the comprehensive plan of the city of Chehalis.

## **HISTORY**

The following is a timeline of the meetings and actions taken by the council, to include the funding options considered, the establishment of the TBD and when the council assumed the rights, powers and functions of the TBD.

- June 23, 2014 – The administration proposed to following two funding sources for providing maintenance, improvements and preservation of city streets:
  - Dedicate four percent (4%) of the city's annual sales and use tax to use towards local streets and road repair and maintenance, including grind and overlay projects, chip sealing, crack sealing, striping, curb painting, sign maintenance and routine maintenance performed the Street Division
  - Create a TBD within the corporate limits of the city and establish an annual vehicle license fee in the amount of \$20 per qualifying vehicle

The options provided for council to consider included:

- Option 1: An ordinance dedicating four (4) percent of the City's sales tax for street and road maintenance and improvements. (approximately \$130,000 annually)
- Option 2: An ordinance establishing a TBD; and a resolution establishing a \$20 vehicle license fee to fund street and road maintenance and improvements. (approximately \$102,000 annually)

- Option 3: An ordinance dedicating four (4) percent of the City's sales tax; an ordinance establishing a TBD; and a resolution establishing a \$20 vehicle license fee to fund street and road maintenance and improvements. (approximately \$232,000 annually)
- Option 4: An ordinance establishing a TBD for street and road maintenance.
- Option 5: Take no action at this time.
- August 11, 2014 – Council held a work session to discuss the funding options presented by the administration on June 23; the consensus of the council was to dedicate four (4) percent of the city's sales and use tax revenue for street and road maintenance and improvements. The council also favored the creation of a TBD, but proposed to put the fee to the voters
- August 25, 2014 – A public hearing was held on the establishment of a TBD; Council unanimously passed Ordinance No. 933-B and 934-B on first reading:
  - Ordinance No. 933-B – Dedicating four percent (4%) of the city's annual sales and use tax to road improvements, maintenance and preservation; and
  - Ordinance No. 934-B – Establishing a TBD – incorporating the boundaries comprised of the corporate limits of the city as they currently existed, or as they may exist following future annexation (no funding source established at this time)
- September 8, 2014 - The council unanimously passed Ordinance Nos. 933-B and 934-B on second and final reading
- July 15, 2015 - Substitute Senate Bill 5987 took effect providing that the assumptions of the rights, powers, functions, and obligations of the Transportation Benefit District may be initiated by the adoption of an Ordinance by the City, or adoption of a Resolution by the City indicating its intention to conduct a hearing concerning the assumption of such rights
- November 9, 2015 – Council adopted Resolution No. 11-2015 setting the date for a public hearing on the assumption of rights of the Chehalis TBD as allowed by Substitute Senate Bill 5987
- November 23, 2015 – a public hearing was held to solicit public comment on the assumption of rights of the Chehalis TBD; Council unanimously passed Ordinance No. 950-B on first reading – assuming the rights, powers and functions of the Chehalis TBD

- December 14, 2015 – Council unanimously passed Ordinance No. 950-B on second/final reading, assuming the rights, powers and functions of the Chehalis TBD (the TBD would no longer exist as a separate entity)
- August 8, 2016 – Council discussed moving forward on imposing a two-tenths of a one percent (0.2%) sale and use tax for local transportation improvements to be submitted to the taxpayers to vote on
- September 19, 2016 - PowerPoint presentation provided at the special work session to outline the local transportation needs and funding options; Council directed the administration to set a public hearing and prepare a resolution for their consideration

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council adopt Resolution No. 17-2016 on first and final reading as presented

**SUGGESTED MOTION**

I move that the council adopt Resolution No. 17-2016 on first and final reading.

**RESOLUTION NO. 17-2016**

**A RESOLUTION OF THE GOVERNING BOARD OF THE TRANSPORTATION BENEFIT DISTRICT (CITY COUNCIL) OF THE CITY OF CHEHALIS, WASHINGTON, PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE DISTRICT ON FEBRUARY 14, 2017 TO IMPOSE A SALES AND USE TAX IN THE AMOUNT OF TWO-TENTHS OF ONE PERCENT (0.2%), IN ADDITION TO ANY OTHER TAXES AUTHORIZED BY LAW, WITHIN THE DISTRICT FROM ALL TAXABLE RETAIL SALES IN ACCORDANCE WITH RCW 82.14.0455 FOR A TERM OF TEN YEARS (JULY 1, 2017 to JULY 1, 2027) TO PAY OR FINANCE A PORTION OF THE COSTS OF TRANSPORTATION IMPROVEMENT PROJECTS IDENTIFIED IN THE SIX-YEAR TRANSPORTATION IMPROVEMENT AND/OR COMPREHENSIVE PLANS OF THE CITY OF CHEHALIS.**

**WHEREAS**, the City of Chehalis (the “City”) approved Ordinance No. 934-B on September 8, 2014, creating the Transportation Benefit District of the City of Chehalis, Washington (the “District”) pursuant to chapter 36.73 RCW; and

**WHEREAS**, the City of Chehalis (the “City”) approved Ordinance No. 950-B on December 14, 2015, by which the City of Chehalis assumed all of the rights, powers, functions and obligations of the Transportation Benefit District of the City of Chehalis, pursuant to Substitute Senate Bill 5987; and

**WHEREAS**, the City does not currently have sufficient funds with which to pay for transportation improvements identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation element; and

**WHEREAS**, the District is authorized pursuant to RCW 36.73.040(3)(a) to impose a sales and use tax in accordance with RCW 82.14.0455 in the amount of two-tenths of one percent (0.2%) for a period of ten-years upon a favorable vote of the qualified electors within the District for the purpose of financing certain transportation improvements; and

**WHEREAS**, the City has identified the sales and use tax as an allowable and feasible source of revenue identified in chapter 36.73 RCW to finance transportation improvements identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation element; and,

**WHEREAS**, if approved by the voters, the sales and use tax will apply to persons who shop and thereby use the roads in the City and not just to City residents; and

**WHEREAS**, the sales and use tax is estimated to generate, approximately \$850,000 of additional revenue per year (based on 2015 sales and use tax figures), which would be used

entirely to fund transportation improvements identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation elements;

NOW THEREFORE, THE GOVERNING BOARD (CITY COUNCIL) OF THE TRANSPORTATION BENEFIT DISTRICT OF THE CITY OF CHEHALIS, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

**Section 1.** The Governing Board of the District (the "City Council") hereby finds that the best interest of the inhabitants of the District (City) require the District (City) to impose a sales and use tax in the amount of two-tenths of one percent (0.2%) pursuant to RCW 36.73.040(3)(a) and RCW 82.14.0455 for the purpose of providing a portion of the funds necessary to finance transportation improvements projects identified in the six-year transportation plan (TIP) and/or the city of Chehalis Comprehensive Plan transportation element (together referred to as the "Project");

**Section 2.** It is hereby found and declared that the best interests of the District (City) require the submission to the qualified electors of the District (City), the proposition whether the District (City) shall impose a sales and use tax within the limitations established in RCW 82.14.0455 for their approval or rejection at the next regular general election to be held on February 14, 2017. For the purpose of providing funds necessary to pay or finance a portion of the costs of the Project, the Lewis County Auditor, as *ex officio* supervisor of elections in Lewis County, Washington, is hereby requested to submit to the qualified electors of the District (City) for their approval or rejection, a proposition to impose a sales and use tax in the amount of two-tenths of one percent (0.2%) of the selling price in the case of a sales tax, or value of the article used, in the case of the use tax. The sales and use tax authorized by this section is in addition to any other taxes authorized by law, and shall be collected from those persons who are taxable by the State of Washington under chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the boundaries of the District (City), and shall be imposed for a period of ten years from its first date of collection.

Upon approval of the voters of the proposition hereinafter set forth, the District (City) may use proceeds of such sales and use tax for the purpose of paying or financing a portion of the costs of the Project. The Mayor is hereby authorized and directed to certify said proposition to said official in the following form:

TRANSPORTATION BENEFIT DISTRICT OF CHEHALIS  
Sales and use tax levy

The Governing Board of the Transportation Benefit District (City Council) of the City of Chehalis, Washington, adopted Resolution No. 17-2016 concerning a sales and use tax to finance transportation improvements. This proposition would authorize a sales and use tax of two-tenths of one percent (0.2%) to be collected, in addition to any other taxes authorized by law, within the District from all taxable retail sales in accordance with RCW 82.14.0455 for a term of ten years (July 1, 2017 to June 30, 2027) to

pay or finance a portion of the costs of transportation improvement projects identified in the six-year transportation improvement and/or comprehensive plans of the City of Chehalis. Should this proposition be approved or rejected?

APPROVED.....

REJECTED.....

**Section 3. Corrections.** The Mayor and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any referenced thereto.

**Section 4. Severability.** If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

**ADOPTED** by the City Council of the City of Chehalis, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**TRANSPORTATION BENEFIT  
DISTRICT OF THE CITY OF CHEHALIS,  
WASHINGTON**

\_\_\_\_\_  
Mayor

Attest/Authenticated:

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

Ballot Title Approved as to Form:

\_\_\_\_\_  
**Glenn Carter, Chief Civil Deputy  
Prosecuting Attorney**

**CITY OF CHEHALIS 2017-2022 SIX- YEAR TRANSPORTATION IMPROVEMENT PROGRAM  
(not prioritized)**

<b>Project</b>	<b>General Description</b>	<b>Cost</b>
National Ave./ Coal Cr. improvements	Coal Creek Bridge, intersection, pedestrian improvements	3,000,000
National Ave. improvements	Grind, overlay, safety, etc.	2,500,000
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	2,000,000
Market Blvd - Park St to 13th St	Grind / overlay	1,000,000
Market Blvd - 13th to city limits	Grind / overlay	750,000
Snively Ave improvements	Reconstruct 16th to 20th	2,234,000
Guardrail	Various locations throughout city	125,000
Riverside Dr/Newaukum Ave repairs	Spot repairs Hwy 6 to Shorey Rd	250,000
Chamber Way Bridge Replacement	Replace Bridge	15,000,000
Kresky Ave improvements	Overlay	500,000
Kresky Ave Flood Mitigation	Raise roadway between Exhibitor and Scott Johnson Blvd.	2,078,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	2,500,000
Louisiana Ave Repairs	Spot repair & overlay Hwy 6 North	450,000



CITY OF CHEHALIS  
AGENDA REPORT

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

DATE: October 5, 2016

SUBJECT: Ordinance No. 962-B – Adding a New Chapter to the Chehalis Municipal Code to be Entitled Centralia/Chehalis Tourism Promotion Area

ISSUE

Ordinance No. 962-B would add a new chapter to the Chehalis Municipal Code to establish a special assessment on the operators of lodging businesses with the Centralia/Chehalis Tourism Promotion Area (TPA).

DISCUSSION

Earlier this year, the Lewis County Public Facility District completed a petition of over 60 percent of lodging locations agreeing to participate in a TPA. A \$2.00 fee collected on rented hotel rooms will be used to create a local Sports Commission to facilitate and actively market large scale tournaments to bring to the area. The city council conducted a public hearing on July 25, with no public comment received. During council's September 26 meeting, an Interlocal Agreement establishing a TPA and Sports Commission between the cities of Chehalis and Centralia, and the Lewis County Public Facilities District was approved.

RECOMMENDATION / COUNCIL ACTION DESIRED

It is recommended that the council pass Ordinance No. 962-B on first reading.

SUGGESTED MOTION

I move that the council pass Ordinance No. 962-B on first reading.

## **ORDINANCE 962-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, ADDING A NEW CHAPTER TO TITLE 3 ENTITLED REVENUE AND FINANCE OF THE CHEHALIS MUNICIPAL CODE (CMC) TO BE ENTITLED CMC 3.52 CENTRALIA/CHEHALIS TOURISM PROMOTION AREA (TPA) AND ESTABLISHING A SPECIAL ASSESSMENT ON THE OPERATORS OF LODGING BUSINESSES WITHIN THE TPA PURSUANT TO RCW CHAPTER 35.101 AND REPEALING THOSE SECTIONS IN CONFLICT HEREWITH.**

**WHEREAS**, the Washington State Legislature has recognized the importance of tourism in the State of Washington and passed Engrossed Substitute Senate Bill No. 6026 which is codified as the Tourism Promotion Area Act, Chapter RCW 35.101, which authorizes the establishment of a Tourism Promotion Area (TPA) to levy special assessments to fund tourism promotion as defined therein; and

**WHEREAS**, a petition requesting the creation of a TPA bearing the signatures of people who represent at least 60 percent of the hotel rooms that would be subject to a special assessment was presented to the Chehalis City Council on June 27, 2016; and

**WHEREAS**, on July 11, 2016 the Chehalis City Council adopted a Resolution entitled, A Resolution of the City of Chehalis Washington, of Intention to Establish a Tourism Promotion Area and Setting a Date of July 25, 2016 for a Public Hearing; and

**WHEREAS**, Resolution No. 16-2016, adopted July 11, 2016, by the City of Chehalis City Council described the boundaries of the Tourism Promotion Area as the corporate city limits of the City of Chehalis and the corporate city limits of the City of Centralia; and

**WHEREAS**, Resolution 16-2016 established a special assessment on certain lodging businesses to be levied at the rate of \$2.00 per lodging unit rented; and

**WHEREAS**, the Chehalis City Council held a public hearing at 5:05 p.m. on July 25, 2016 regarding the creation of a Tourism Promotion Area and subsequently passed Resolution No. 16-2016 declaring the Council's intention to create a Tourism Promotion Area; and

**WHEREAS**, an Interlocal Agreement, pursuant to RCW 39.34 and RCW 35.101 regarding the creation of a Tourism Promotion Area, was adopted by the City of Chehalis, the City of Centralia and the Lewis County Public Facilities District (LCPFD); and

**WHEREAS**, the Interlocal Agreement for Establishment of a Tourism Promotion Area specifies that the Lewis County Public Facilities District shall be delegated all rights and responsibilities under RCW 35.101 for the use and collection of the TPA special assessment; and

**WHEREAS**, The LCPFD shall use the assessment to form a Sports Commission to promote and sponsor athletic and sports events that promote tourism within the TPA.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHEHALIS AS FOLLOWS:**

**Section 1.** A Tourism Promotion Area is established and a special assessment on operators of lodging businesses within the TPA is levied pursuant to RCW Chapter 35.101.

**Section 2.** The City Council of the City of Chehalis finds that it is in the public interest to form a Tourism Promotion Area, in cooperation with the City of Centralia and the Lewis County Public Facilities District to fund a Sports Commission under the direction of the LCPFD for the promotion and sponsorship of athletic and sports events that promote tourism within the established Tourism Promotion Area.

The City Council further finds that it is in the public interest to establish a special assessment of \$2.00 on the operators of lodging business within the TPA to fund a Sports Commission under the direction of the LCPFD. The assessment is being implemented at the request of the affected lodging businesses who presented the City of Chehalis, as well as the City of Centralia, petitions requesting the establishment of a Tourism Promotion Area to fund a Sports Commission.

**Section 3.** That a new chapter be added to Title 3 – Revenue and Finance of the Chehalis Municipal Code be, and the same hereby is created to read as follows:

**Chapter 3.52  
TOURISM PROMOTION AREA SPECIAL ASSESSMENT**

Sections:

- 3.52.010 Definitions.
- 3.52.020 Tourism promotion area established.
- 3.52.030 Special assessment on lodging businesses within the TPA to be levied
- 3.52.040 Administration and collection of special assessments
- 3.52.050 Use of special assessment revenues for the establishment of a sports commission
- 3.52.060 Administration of the Centralia/Chehalis Tourism Promotion Area
- 3.52.070 Modification or Disestablishment of the Centralia/Chehalis Tourism Promotion Area

**3.52.010 Definitions.**

A. "Agreement" shall mean this Interlocal Cooperation Agreement entered into among Chehalis and Centralia, for the establishment of a Tourism Promotion Area by the Cities as authorized by RCW 35.101.040(2).

B. "Annual Budget" shall mean the Centralia/Chehalis Tourism Promotion Area budget for a fiscal year, as adopted or amended by the Lewis County Public Facility

District, which shall identify all estimated revenue from Special Assessments for the fiscal year, and providing for all proposed uses of Special Assessment revenue for the purpose of providing tourism promotion in Centralia/Chehalis for the ensuing fiscal year.

C. "Lodging Business" means a business which is located within the Centralia/Chehalis Tourism Promotion Area that furnishes lodging taxable by the state under RCW 82.08 that has forty (40) or more lodging units. Lodging facilities with fewer than 40 rooms are not considered "Lodging Businesses" for the purpose of this Agreement and are exempt from any fees imposed under RCW 35.101.

D. "Operator" means the Operator of a Lodging Business, whether in the capacity of owner, general manager, lessee, sub lessee, mortgagee in possession, licensee or any other similar capacity.

E. "Lewis County Public Facility District (LCPFD)" means a duly organized and legally existing Washington public facilities district and municipal corporation, created by Lewis County in accordance with Chapter 36.100 of the Revised Code of Washington pursuant to Resolution No. 07-247 of the County, adopted on August 13, 2007.

F. "Sports Commission" means the Commission which is a Committee of the Lewis County Public Facilities District, organized pursuant to the Bylaws and other authority and procedures as established by the LCPFD.

G. "Centralia/Chehalis Corporate City Limits" means the entire geographic boundary of Centralia/Chehalis.

H. "Centralia/Chehalis Tourism Promotion Area" or "TPA" means the Tourism Promotion Area created by the resolution of the Chehalis and Centralia Councils pursuant to the authority of the Tourism Promotion Areas Act, RCW 35.101, as authorized or as will be authorized by the resolutions of each of the respective City Councils of the Cities adopting the terms of this Agreement.

I. "Room Revenues" means the gross per-night charge (nights of stay) imposed for the rental of a room or combination of rooms for lodging.

J. "Special Assessment" means the levy (charge) imposed by Centralia/Chehalis on the Operators of a Lodging Business within the Centralia/Chehalis Tourism Promotion Area and subsequently passed on to the guests of the Lodging Business, under the authority of RCW 35.101 for the purpose of providing for funding of tourism promotion in Centralia/Chehalis.

K. "Tourism Promotion" means activities and expenditures designed to increase tourism and convention business, including but not limited to, advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists, and operating tourism destination marketing organizations.

L. "Transient Basis" means the rental of a room or rooms for dwelling, lodging, or sleeping purposes by the Operator of a Lodging Business for a period of thirty (30) consecutive calendar days or less, counting a portion of a day as a full calendar day.

**3.52.020 Tourism Promotion Area Established.**

The Centralia/Chehalis Tourism Promotion Area is hereby created to provide revenue to fund tourism promotion that will benefit the operators of lodging businesses in the cities of Chehalis and Centralia. The Tourism Promotion Area shall consist of the corporate city limits of the City of Chehalis and the City of Centralia. A new Chapter 3.52 of the Chehalis Municipal Code is established imposing a special assessment on the operator of lodging businesses, as defined by RCW 35.101.010(3) via an Interlocal Agreement with the City of Centralia and the LCPFD for the Establishment of a Tourism Promotion Area.

**3.52.030 Special Assessment on Lodging Businesses within the TPA to be levied.**

A. The Centralia/Chehalis TPA will impose a Special Assessment on the Operators of Lodging Businesses within the Centralia/Chehalis Tourism Promotion Area in accordance with the Special Assessment as set forth in City of Chehalis Resolution No. 16-2016 and City of Centralia Resolution No. 2646.

B. In accordance with the Interlocal Agreement entered into by the City of Chehalis, the City of Centralia and the LCPFD, the LCPFD shall be required to contract with the State Department of Revenue for the administration and collection of such Special Assessments pursuant to RCW 35.101.090.

C. It is understood and agreed by and between the Cities through their respective resolutions that the Operators of Lodging Businesses within the Centralia/Chehalis Tourism Promotion Area will be subject to a Special Assessment to be levied at the rate of \$2.00 per lodging unit rented.

D. Any change in the Special Assessment rates shall be made only by amendment of the resolution by the Chehalis and Centralia City Councils.

F. It is understood and agreed by the parties, that the Special Assessments imposed under this section are not a tax on the "sale of lodging" for the purposes of RCW 82.14.410 and are not applicable to temporary medical housing exempt under RCW 82.08.997.

G. It is understood and agreed by the parties, that the Special Assessment imposed under this Agreement are in addition to the special assessments that may be levied under RCW 35.87A.

**3.52.040 Administration and Collection of Special Assessments.**

A. It is understood and agreed that in accordance with RCW 35.101.090, the Washington State Department of Revenue shall administer the Special Assessments authorized under this Agreement and shall deposit the Special Assessments collected into the local tourism promotion account created in the custody of the state treasurer under RCW 35.101.100.

B. It is understood and agreed that in accordance with RCW 35.101.100, the state treasurer has the authority to distribute the money from the tourism promotion account to the LCPFD on a monthly basis.

**3.52.050 Use of Special Assessment Revenues for the Establishment of a Sports Commission.**

A. It is understood and agreed that all of the revenues derived from Special Assessments shall be allocated by the LCPFD for the establishment of a Sports Commission. The LCPFD shall have the ultimate authority to set and approve all Annual Budgets.

B. The revenues derived from the Special Assessments shall be used only for the following:

1. Establishment of a Sports Commission to promote and sponsor athletic and sports events that promote tourism within the TPA.

2. Marketing and recruitment of sporting events by the Sports Commission to promote local tourism that benefit the Lodging Businesses and tourism industry within the Centralia/Chehalis Tourism Promotion Area.

**3.52.060 Administration of the Centralia/Chehalis Tourism Promotion Area.**

A. The Lewis County Public Facilities District agreed to administer the Tourism Promotion Area via an Interlocal Agreement between the cities of Chehalis and Centralia and the LCPFD. This Agreement requires LCPFD to administer the TPA to comply with all applicable City and State laws, ordinances, and regulations. The LCPFD shall be required to comply with all applicable provisions of law, including RCW 35.101 et seq. and with all city of Chehalis and Centralia resolutions and ordinances as well as all regulations lawfully imposed by the State Auditor or other state agencies.

B. The LCPFD shall be responsible for establishing a Sports Commission and administering the activities and programs of the Centralia/Chehalis Tourism Promotion Area and to prepare an Annual Budget. The Sports Commission Board shall be represented by:

Public Facilities District representative  
The Centralia School District Athletic Director  
The Chehalis School District Athletic Director  
Centralia College Athletic Director

Centralia Parks and Recreation representative  
Chehalis Parks and Recreation representative  
Pacific Athletic Club representative  
Centralia hotelier's representative  
Chehalis hotelier's representative  
Four at large members selected by a majority of the Sports Commission.

C. The Annual Budget for the Centralia/Chehalis Tourism Promotion Area shall consist of:

1. A list of the Lodging Businesses subject to Special Assessments and an estimate of the revenue to be received from all such Lodging Businesses; and,

2. A statement of the proposed budget for all Sports Commission activities and programs to be funded from Special Assessments during the ensuing fiscal year.

D. All Special Assessments imposed within the TPA and received from the Washington State Treasurer and any interest therein shall be deposited by the LCPFD in a special account. Provided, however, no Special Assessment shall be dispersed in any fiscal year until after the adoption of that fiscal year's Annual Budget. Provided further that the LCPFD shall not expend in any fiscal year Special Assessments in excess of the approved fiscal year's Annual Budget.

E. The parties hereto acknowledge and agree that funds derived from the TPA Special Assessment are intended only to develop a "Sports Commission" for the promotion and recruitment of sporting events.

### **3.52.070 Modification or Disestablishment of the Centralia/Chehalis Tourism Promotion Area**

A. The Chehalis and Centralia City Councils, by appropriate action, may modify the provisions of the ordinance establishing the TPA after adopting a resolution of intention to such effect. Such resolution of intention shall describe the change or changes proposed, and shall state the time and place of a public hearing to be held by the Chehalis and Centralia Councils to consider the proposed action.

B. Upon receipt of a petition indicating a desire to disestablish the TPA, with the signatures of the persons who operate lodging businesses in the TPA who pay forty percent (40%) or more of the total special assessments, the Chehalis and/or the Centralia Council shall adopt a resolution of intention to disestablish the TPA, and shall state the time and place of a public hearing to be held by the Chehalis and/or the Centralia Council to consider the proposed action, provided the public hearing will be at least fifteen (15) days prior to consideration of the proposed action. If at said hearing a petition objecting to the disestablishment is presented, with the signatures of the persons who operate lodging businesses in the TPA who pay fifty-one percent (51%) or more of the total special assessments, the TPA shall not be disestablished. If such

petition objecting to the disestablishment is not presented at said hearing, either City Council shall disestablish the TPA.

**Section 4.** That the provisions of this ordinance are declared to be severable and in the event a court of competent jurisdiction declares any portion of this ordinance invalid, the remaining provisions shall be unaffected thereby.

**Section 5.** That any previously enacted ordinance, or part thereof in conflict herewith be and the same hereby is repealed to the extent of such conflict.

**Section 6.** This ordinance shall become effective five days after its passage and 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 thereof this \_\_\_\_\_ day of October, 2016.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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



CITY OF CHEHALIS  
AGENDA REPORT

DATE: October 3, 2016

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee  
Mayor Pro Tem Terry Harris, Chair  
Alicia Bull, Centralia-Chehalis Chamber of Commerce  
Rick Burchett, Chehalis-Centralia Railroad & Museum  
Todd Chaput, Holiday Inn Express & Suites  
Gloria Choi, Econo Lodge  
Chip Duncan, Veterans Memorial Museum  
Jena Sorenson, Riverside Golf Club

SUBJECT: Lodging Tax Advisory Committee Recommendations for 2017 Tourism Funds

**ISSUE**

The Lodging Tax Advisory Committee (LTAC) met on September 27, to review requests from nine organizations for 2017 tourism funds.

**DISCUSSION**

The Chehalis LTAC reviews and makes funding recommendations to the city council to fund various non-profit organizations or government entities for activities, operations, and expenditures designed to increase tourism.

In 2013, the state legislature passed a bill which, among other things, changed the role of the LTAC and what action can be taken by the city council. Legislation provides that requests be submitted to the LTAC who prepares a list of candidates and funding recommendations to the city council. In the past, it was believed that the city council had to either accept the recommendations or not accept them.

However, in August of this year, an informal opinion was issued by the State Attorney General's Office that clarifies lodging tax awards. The informal opinion states that the roles of the LTAC and the municipality are clear: the LTAC is to make recommendations and the municipality is to make a final determination. A municipality may award amounts different from the LTAC, but only after satisfying procedural requirements of the state statute. A municipality must submit its proposed change to the advisory committee for review and comment at least 45 days before final action on the proposal.

The attachments to this report include the minutes from the September 27 LTAC meeting, a current tourism tax revenue report, and 2017 tourism fund projections and requests. Funding request applications are available for review through the city manager's office and will be available at the council meeting.

Upon council approval, all recipients must enter into an agreement with the city for use of the funds. They are required to report on a quarterly basis how the funds were spent.

**Summary of Requests Submitted**

After review and discussion, the committee makes the following recommendations for the city council’s consideration:

<b><u>Organization</u></b>	<b><u>Request</u></b>	<b><u>Recommendation</u></b>
1. Chehalis-Centralia Railroad & Museum	\$ 30,000	\$ 30,000
2. Lewis County Historical Museum	\$ 35,000	\$ 30,000
3. Veterans Memorial Museum	\$ 20,000	\$ 23,000
4. City (Chehalis Wedding Show)	\$ 12,625	\$ 13,000
5. Chamber (Visitor Center Services)	\$ 40,000	\$ 40,000
6. LC Comm. Trails (Ride the Willapa)	\$ 29,500	\$ 29,500
7. Friends of the Chehalis Community Renaissance	\$ 48,000	\$ 50,000
8. City Manager’s Office	\$ 1,500	\$ 1,500
9. Comm. Development Dept. (Athletic Tournaments)	\$ 20,000	\$ 20,000
<b>Total</b>	<b>\$236,625</b>	<b>\$237,000</b>

**Membership**

According to the resolution establishing the LTAC, the city council is to review membership on an annual basis and make changes as appropriate. In accordance with state law, the committee must have at least five members, appointed by the city council. Membership must include at least two representatives of businesses required to collect hotel-motel tax, two people involved in activities that are authorized to be funded by the tax, and one elected official who serves as chairperson. The number of persons representing businesses that collect the tax and the number of persons involved in activities authorized to be funded by the tax must be equal. There is no established term of membership.

Committee members include Mr. Todd Chaput, Holiday Inn Express & Suites; Ms. Gloria Choi, Econo Lodge, and Ms. Jena Sorenson, Riverside Golf Club, representing businesses required to collect the tax. Members representing activities funded by the tax are Ms. Alicia Bull, Centralia-Chehalis Chamber of Commerce; Mr. Rick Burchett, Chehalis-Centralia Railroad & Museum; and Mr. Chip Duncan, Veterans Memorial Museum. Mayor Pro Tem Terry Harris is the council representative and acts as committee chair.

**RECOMMENDATIONS/COUNCIL ACTION DESIRED**

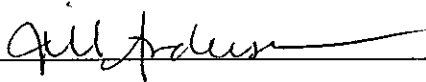
The Lodging Tax Advisory Committee recommends that the council approve its recommendations individually and collectively for use of lodging tax funds for 2017. It is also recommended to reappointment Todd Chaput, Gloria Choi, Jena Sorenson, Alicia Bull, Rick Burchett, and Chip Duncan to the city’s Lodging Tax Advisory Committee.

**1<sup>st</sup> SUGGESTED MOTION**

I move that the council approve, both individually and collectively, the candidates and funding amounts of the Lodging Tax Advisory Committee for use of lodging tax funds for 2017.

2<sup>nd</sup> SUGGESTED MOTION

I move that the council reappoint the memberships of Todd Chaput, Gloria Choi, Jena Sorenson, Alicia Bull, Rick Burchett, and Chip Duncan to the Lodging Tax Advisory Committee.

Reviewed by , City Manager

Chehalis Lodging Tax Advisory Committee  
Meeting Minutes  
September 27, 2016

The Lodging Tax Advisory Committee (LTAC) met on September 27, 2016, at 9:15 a.m. in the basement meeting room of Chehalis city hall to review applications for 2017 tourism funding. Members present were: Mayor Pro Tem Terry Harris, Chair; Alicia Bull, Centralia-Chehalis Chamber of Commerce; Rick Burchett, Chehalis-Centralia Railroad and Museum; Todd Chaput, Holiday Inn; Gloria Choi, Econo Lodge; Chip Duncan, Veterans Memorial Museum; and Jena Sorenson, Riverside Golf Club. Chehalis administration included Jill Anderson, City Manager; and Caryn Foley, City Clerk.

**Call to Order**

The meeting was called to order at 9:17 am by Mayor Pro Tem Harris.

Mayor Pro Tem welcomed everyone to the meeting. He thanked Jena Sorenson and Gloria Choi for their willingness to serve on the LTAC and provided a brief outline of the process for the day's meeting. Mayor Pro Tem Harris also shared a recent State Attorney General's informal opinion that clarifies lodging tax awards, specifically whether a municipality may award an amount to a recipient that is different from the recommendations made by the LTAC. The informal opinion states that the roles of the LTAC and the municipality are clear: the LTAC is to make recommendations and the municipality is to make a final determination.

**2017 Requests**

The comments below are in addition to the information provided in each organization's application.

**1. Chehalis-Centralia Railroad and Museum (CCRM) – \$30,000 (Wanda Thompson, Chad Taylor)**

Funding is used for marketing and promotion of the steam train. The train did not run in 2015 due to the required engine rebuild, except for the pumpkin and Polar Express™ trains. The 2016 season was successful and was better than two years ago. Additional dinner and special train runs were added due to demand. They plan to do more on-line ticketing, starting with this year's pumpkin trains. They also celebrated the 100<sup>th</sup> birthday of Locomotive #15 earlier this month. Some of the increase in ridership this year is contributed to using more social media, although some print materials are still used.

**Questions/Comments:**

- Mayor Pro Tem Harris noted that when the LTAC recommendations go before the city council, Councilor Taylor recuses himself from voting on funding for the CCRM.
- Mr. Duncan – Why are you requesting \$10,000 more than last year? Additional funds will be used for marketing through social media to expand the reach to potential visitors, and to overhaul their website.
- Mr. Chaput – What were lodging tax funds used for last year if they train didn't operate? They did not anticipate the rebuild taking so long, so they went ahead with their regular advertising.
- Ms. Sorenson – What are your Facebook analytics? The analytics were not readily available, but it was noted that marketing is targeted outside the area and on-line tickets sales will help directly track where visitors are traveling from.

**2. Friends of the Chehalis Community Renaissance – \$48,000 (Annalee Tobey, Andy Skinner)**

The request is to fund year-round, general promotion and marketing of Chehalis, using both social media and print. The substantial increase in this year's request is to fund design and printing of the Lewis County Visitor Guide, which funds used to be requested through the city manager's office. The request also includes the creation of a video series, an Experience Chehalis website, and to help fund a part-time executive director for the Renaissance program for tourism-related duties.

**Questions/Comments:**

- Mr. Chaput – The visitor guide is titled "Lewis County Visitor Guide," but seems to be most focused on Chehalis. Ms. Tobey stated the guide was fully funded by Chehalis last year and is why it has a Chehalis-centric feel, but they would do whatever the LTAC would like to see.
- Mr. Duncan – What is the breakdown of expenses? Ms. Tobey provided the following breakdown:

Chehalis brochure – \$4,000  
Experience Chehalis Facebook/e-newsletter – \$6,000  
Video series – \$3,000  
Experience Chehalis website – \$10,000  
Lewis County Visitor Guide – \$20,000  
Main Street Director – \$5,000

### **3. Lewis County Historical Museum – \$35,000 (Andy Skinner)**

Funds would be used for operations of the museum, marketing of events, and general promotion of the museum. The museum took over ChehalisFest this year and estimated attendance was 1,200. Attendance for special events has increased. The museum started the year facing a \$20,000 deficit, but with increased events, there is no a \$3,400 surplus.

### **4. Chehalis Community Development Department for Athletic Tournaments - \$20,000 (Lilly Wall)**

The request will fund athletic tournaments, including adult softball as there seems to be a renewed interest in these events. She noted sporting events brings lots of visitors into the community.

#### **Questions/Comments:**

- Mr. Duncan – What could you do with more money? Ms. Wall stated she would diversify offerings after looking at trends.
- Mr. Chaput noted that Chehalis parks events brought in 161 room nights so far this year. He added the establishment of the Tourism Promotion Area would increase those numbers.
- Ms. Bull – Do you partner with any other organizations, like the Pacific Athletic Center? Ms. Wall stated they have been partnering with the PAC for years.
- Mr. Burchett – Are rooms available for added tournaments? Mr. Chaput replied rooms were available.

### **5. Chehalis Wedding Show – \$12,625 (Matt Shannon)**

Mr. Shannon stated this year's event was very successful. He recognized the work of Lisa Neal, who passed away last year, for taking the show to the next level two years ago.

#### **Questions/Comments:**

- Mr. Chaput stated the Chehalis Wedding Show resulted in 175 room nights at his hotel.
- Mr. Burchett – Are Chehalis vendors used solely for the Wedding Show? Mr. Shannon stated that Chehalis vendors are approached first, but they sometimes have to go outside Chehalis to find certain vendors. Mayor Pro Tem Harris added it was easier to have just Chehalis vendors when the show was held in a smaller venue, but The Loft is much larger and can accommodate several more vendors.

### **6. Lewis County Community Trails – \$29,500 (Harry Bhagwandin)**

Funds will be used for the marketing and promotion of the "Ride the Willapa" (formerly the Willapa Hills Trail Fat Tire Ride & Festival). Proceeds from the event will be used toward paving the trail to the coast.

#### **Questions/Comments:**

- Mr. Chaput – What is the date of next year's event? Mr. Bhagwandin stated it would be held the end of June, although some would like to see it moved to July or August. Mr. Bhagwandin was encouraged to keep the date in June as there is less room availability in July and August.
- There were several comments:
  - Have the festival in Chehalis instead of Pe Ell
  - Change the name of the event to make it clear what kind of event it is
  - Partner with other attractions to have more offerings to visitors

Mr. Bhagwandin stated he would share these ideas with the rest of the board.

**7. City Manager’s Office – \$1,500 (Caryn Foley)**

Ms. Foley noted the request is significantly lower than in past years. As was presented earlier, The Friends of the Chehalis Community Renaissance sought funding for production of the Lewis County Visitor Guide and later in the meeting, the Chamber will be requesting funds to provide tourism services. The remaining request will fund half of the annual maintenance cost of the city’s website.

Questions/Comments:

- Mr. Burchett - Why doesn’t the city request the entire maintenance cost be funded by lodging tax dollars? Ms. Foley stated the request is to fund only the visitor section of the city’s website.

**8. Centralia-Chehalis Chamber of Commerce – \$40,000 (Alicia Bull)**

Funds will be used for the Chamber to serve as the official visitor center for Chehalis. As previously mentioned, these funds were historically requested through the city manager’s office. The Chamber collects all requests for visitor information. The Chamber also helps marketing and promotion of Chehalis events, including Spring Fling, the Trick or Treat Trolley, and the Santa Parade. She noted the same request has been made to the city of Centralia.

**9. Veterans Memorial Museum – \$20,000 (Chip Duncan)**

Funds will be used for the general marketing of the museum and its events. This year’s Civil War Re-enactment had to be canceled because no funding was received from Lewis County. People missed the event so it will happen in 2017. Last year’s request included funding for a new website, which should be launching soon. They are incorporating new events and partnering with local organizations in order to bring new visitors to the museum and provide additional revenue.

**Determine Allocation Recommendations to City Council**

Included in the agenda packet were 2017 projected revenues. With a projected beginning fund balance of \$245,840, plus projected revenues of \$233,500, estimated revenues total \$479,340. Mayor Pro Tem Harris stated the administration is recommending that of that total, \$150,000 be placed in reserves for future improvement of Recreation Park. The council set a goal of renovating the park with partial funding using council-matic bonds with the intent to use lodging tax funds to repay the loan.

The committee unanimously agreed to make the following recommendations to the city council with the following notes:

- Lewis County Historical Museum – ChehalisFest was previously funded through sponsorships. The LTAC would like the museum to seek some sponsorships instead of fully funding the event with lodging tax funds.
- Chehalis Wedding Show -- The LTAC would like to see less money spent on radio and more toward social media.

<b>Organization</b>	<b>Request</b>	<b>Recommendation</b>
1. Chehalis-Centralia Railroad & Museum	\$ 30,000	\$ 30,000
2. Lewis County Historical Museum	\$ 35,000	\$ 30,000
3. Veterans Memorial Museum	\$ 20,000	\$ 23,000
4. City (Chehalis Wedding Show)	\$ 12,625	\$ 13,000
5. Chamber (Visitor Center Services)	\$ 40,000	\$ 40,000
6. LC Comm. Trails (Ride the Willapa)	\$ 29,500	\$ 29,500
7. Friends of the Chehalis Community Renaissance	\$ 48,000	\$ 50,000
8. City Manager’s Office	\$ 1,500	\$ 1,500
9. Comm. Development Dept. (Athletic Tournaments)	<u>\$ 20,000</u>	<u>\$ 20,000</u>
<b>Total</b>	<b>\$236,625</b>	<b>\$237,000</b>

The recommendations will be reviewed by the city council on October 10, 2016 at 5:00 p.m.

The meeting concluded at 2:10 p.m.

Minutes respectfully submitted by Caryn Foley, City Clerk.

**City of Chehalis  
Tourism Tax Revenue**

	Month-by-Month Comparisons											
	2008	2009	2010	2011	2012	2013	2014	2015	2016	15-16 % Chg		
January	6,692.02	6,140.00	9,276.80	8,520.62	9,323.48	13,350.86	10,704.50	12,679.38	14,744.00	16.3%		
February	6,319.78	5,622.94	7,478.94	8,218.08	8,546.46	10,993.86	10,657.58	13,811.36	12,585.72	-8.9%		
March	7,118.50	5,995.90	7,797.06	8,133.40	11,792.44	8,983.66	9,131.84	12,335.74	12,876.22	4.4%		
April	6,514.92	6,153.36	9,848.24	8,704.52	9,262.06	10,072.84	10,345.30	14,890.74	18,752.88	25.9%		
May	8,732.08	6,824.02	11,553.28	11,092.58	13,366.08	13,774.46	12,882.16	19,099.54	20,462.92	7.1%		
June	8,205.56	6,299.92	11,250.48	11,271.74	11,612.52	11,838.48	13,580.34	17,152.10	19,713.54	14.9%		
July	10,400.54	10,143.10	16,307.04	16,087.02	12,640.42	14,180.74	16,837.04	24,868.60	20,407.34	-17.9%		
August	11,397.98	13,704.42	17,571.44	19,447.04	17,726.60	17,422.60	21,246.60	24,917.44	23,831.66	-4.4%		
September	11,254.52	16,931.30	18,530.96	20,803.42	19,630.80	23,712.14	26,185.60	28,625.58	30,159.58	5.4%		
October	11,594.58	17,948.28	20,488.70	21,029.58	22,607.16	25,478.82	26,176.60	27,388.24				
November	10,291.86	12,609.06	13,828.34	15,837.28	16,172.06	16,895.88	19,608.08	20,065.86				
December	8,642.78	11,830.98	11,570.98	12,140.04	12,344.88	13,742.48	16,841.32	17,810.40				
<b>Totals</b>	107,165.12	120,203.28	155,502.26	161,285.32	165,024.96	180,446.82	194,196.96	233,644.98	173,533.86	n/a		
<b>As of August 31st</b>	65,381.38	60,883.66	91,083.28	91,475.00	94,270.06	100,617.50	105,385.36	139,754.90	143,374.28	2.6%		

## 2017 CHEHALIS TOURISM FUND PROJECTIONS &amp; REQUESTS

Projected Beginning Fund Balance	\$ 245,840
Estimated Revenue	\$ 233,500
<b>Total Estimated Revenue</b>	<b>\$ 479,340</b>
Recommended Ending Fund Bal Reserve	\$ 150,000
<b>Total Estimated Available Revenue</b>	<b>\$ 329,340</b>

	2014 Awarded	2015 Awarded	2016 Awarded	2017 Requests	2017 LTAC Recommendations	2017 Council Action
<b>Facilities</b>						
Chehalis-Centralia Railroad & Museum	15,000	10,000	30,000	30,000	30,000	
Lewis County Historical Museum	15,000	18,000	25,000	35,000	30,000	
Veterans Memorial Museum	25,000	18,000	24,000	20,000	23,000	
<b>Events</b>						
Cascade Country Cook-Off - Advocate Foundation	5,000	No request	No request	No request		
Chehalis Garlic Fest - Advocate Foundation	5,000	No request	No request	No request		
Concert of the Green - Pope's Kids Place	5,000	No request	No request	No request		
Home & Garden Show - Cent-Cheh Chamber	5,000	No request	No request	No request		
Summer Slam 3 on 3 - Visiting Nurses Foundation *	No request	2,500	2,500	No request		
Sportman's Show - Centralia-Chehalis Chamber	No request	No request	10,000	No request		
Willapa Hills Trail Fat Tire Ride & Festival - LC Trails	No request	No request	14,000	29,500	29,500	
<b>Marketing/Tourism</b>						
Friends of the Chehalis Community Renaissance	11,000	10,000	17,880	48,000	50,000	
Centralia-Chehalis Chamber of Commerce				40,000	40,000	
<b>City</b>						
Chehalis Wedding Show	10,000	13,550	13,500	12,625	13,000	
City Manager's Office - Tourism	45,000	45,000	61,500	1,500	1,500	
Community Development - Youth Tournaments	40,475	31,000	20,000	20,000	20,000	
Community Dev. - Recreation Park Project	No request	30,000	No request	No request		
Community Dev. - Stan Hedwall Park Project	No request	40,000	No request	No request		
<b>TOTALS</b>	<b>181,475</b>	<b>218,050</b>	<b>218,380</b>	<b>236,625</b>	<b>237,000</b>	

In 2015, Visiting Nurses was awarded \$5,000 (\$2,500 for 2015 and \$2,500 for 2016).