

PLEASE NOTE SPECIAL MEETING TIME

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Anthony E. Ketchum Sr., District 3
Mayor

Terry F. Harris, District 1, Mayor Pro Tem
Daryl J. Lund, District 2
Dr. Isaac S. Pope, District 4

Dennis Dawes, Position at Large
Chad E. Taylor, Position at Large
Bob Spahr, Position at Large

5:00 p.m.

September 24, 2012

EXECUTIVE SESSION

1. <u>Executive Session Pursuant to RCW 42.30.110(1)(ii) – Potential Litigation.</u> (City Manager)	---	
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WORK SESSION

2. <u>Discussion on Utility Rates.</u> (Public Works Director)	---	
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Regular Meeting of Monday, September 24, 2012

6:00 p.m.

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

3. <u>Call to Order.</u> (Mayor)		
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4. <u>Pledge of Allegiance.</u> (Mayor)		
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CITIZENS BUSINESS

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.

SPECIAL BUSINESS

5. Decision on Chehalis River Basin Partnership Representative. (Mayor)

PROCLAMATIONS / PRESENTATIONS

6. Proclamation – Fire Prevention Week. (Mayor)

CONSENT CALENDAR

7. <u>Minutes of the Regular Meeting of September 10, 2012.</u> (City Clerk)	APPROVE	1
8. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	8
9. <u>Ordinance No. 899-B, First Reading – Extending the Medical Marijuana and Dispensaries Moratorium for an Additional Six Months.</u> (City Attorney)	SUSPEND RULES AND PASS ON FIRST AND FINAL READING	9

ADMINISTRATION AND CITY COUNCIL REPORTS

10. <u>Administration Reports.</u>		
a. August financial report. (Finance Manager)	INFORMATION ONLY	13
b. Annual debt compliance update. (Finance Manager)	INFORMATION ONLY	18
11. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS

12. <u>Resolution No.13-2012, First and Final Reading – Adopting a Green House Gas Reduction Emissions Policy.</u> (Public Works Director)	ADOPT	24
13. <u>Resolution No.14-2012, First and Final Reading – Revising Appendix Chapter "A" (Schedule of Fees and Charges) of the Uniform Development Regulations.</u> (Finance Manager)	ADOPT	27

**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 8, 2012

September 10, 2012

The Chehalis city council met in regular session on Monday, September 10, 2012, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:46 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Bob Nacht, Community Development Director; Peggy Hammer, Human Resources Administrator; Herta Fairbanks, Public Works Director, and Rick Sahlin, Street Superintendent. Members of the media included Kyle Spurr from *The Chronicle*.

1. Interview Applicants for Chehalis River Basin Flood Authority City Representative Selection. The council interviewed three applicants interested in representing the city on the Chehalis River Basin Flood Authority. The applicants included Pete Bezy, Lyle Hojem, and Arnold Haberstroh.

Mayor Ketchum announced the council would take a two minute recess and re-open the regular meeting at 6:01 p.m.

2. Briefing on Twin Transit Six-Year Development Plan. Twin Transit General Manager Rob LaFontaine provided the council with a PowerPoint presentation on their six-year development plan. He noted the transit development plan was a requirement of state law that had to be submitted annually to the Washington State Department of Transportation (WSDOT). Mr. LaFontaine stated the plan included information on how they plan to capture state transportation objectives, and what they plan to do with their own services, facilities, and equipment.

Mr. LaFontaine talked briefly about the special taxing district formed in 1985, noting they started out at .1 percent tax, which jumped up to .2 in 2004. He stated the .2 percent local sales tax provided about 65 percent of the revenue needed to operate.

Mr. LaFontaine reported Twin Transit provided over 30,000 annual service hours per year with six fixed bus routes throughout the communities and complementary paratransit. From 2004 to 2008 they generated a revenue surplus (when the sales tax increased from .1 to .2), which has helped to maintain service levels over the last few years.

Mr. LaFontaine stated they plan to aggressively pursue additional operational grant assistance through both WSDOT and the Federal Transit Administration. He noted they would also pursue capital grant funding for bus acquisition and a potential building remodel project.

Mr. LaFontaine reported they would be evaluating an increase in the local transit sales tax from .2 percent to .3 in November 2014, if revenues remain stagnant. He stated he was comfortable with the current .2 percent, adding it would be enough to maintain the 30,000 service hours they currently provide.

Mr. LaFontaine talked briefly about the following: the potential of extending service routes outside the two communities; converting from the current flag-style bus service to a more modern fixed route; and customer service.

Councilor Pope expressed his disappointment with the current service for kids with disabilities, adding he felt paratransit was doing everything they can to not transport the kids. He requested a meeting with Mr. LaFontaine and Councilor Taylor to discuss the issue and try to resolve it. Mr. LaFontaine expected they were being serviced by Paratransit Services, Inc. out of Bremerton, Washington. He added he would be more than happy to sit down and have that conversation.

Councilor Harris brought up the issue of raising the tax rate from .2 to .3 percent and asked if there had ever been any discussion about going to the hundredths of a cent, such .21 or .23 percent. Mr. LaFontaine said if they could do that it might be more suited for their needs.

Mr. LaFontaine reported, out of the 29 transit authorities in Washington, they had one of the lowest tax rates in the state. He stated he was comfortable with the .2 percent, so long as it's functioning as it traditionally has.

Councilor Dawes asked where the authority to raise taxes came from. Mr. LaFontaine stated he suspected the Board would have to approve it for voter approval. Councilor Dawes thought the council would have to do that.

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Councilor Dawes stated, while they may have lost 10 to 16 percent of their tax revenue, the city has lost about 25 percent of its sales tax revenue. He also brought up the issue of ridership, noting at certain times of the day buses are seen running empty and wondered if they should evaluate that issue during these lean times. Councilor Dawes suggested, rather than looking for more, perhaps they need to start looking at alternatives as to what can be done to get by.

Councilor Taylor asked Mr. LaFontaine if he could find out if they have a contract with Paratransit, Inc.

Councilor Lund inquired about the use of larger buses. He suggested they could be running smaller buses that would be cheaper to operate and purchase. Mr. LaFontaine reported five of the six fixed routes run a smaller style bus. He noted the 30-foot bus was the smallest of the larger buses that you can purchase. Mr. LaFontaine reported they select their buses based on capacity, and they are a good product.

3. Update on the Chehalis Avenue Project. Public Works Director Herta Fairbanks reported the Chehalis Avenue Project would no longer be referred to as the "Beautification Project" because it now included grinding and overlay of the street. She reported they were getting very close to sending the project out to bid and wanted to bring the council up to speed on what had been done over the course of the last year. Ms. Fairbanks provided a brief history of the project and how it came about.

Ms. Fairbanks reported there had been some significant changes to stormwater permitting, which have not yet affected Chehalis. She noted Chehalis still considered a Phase II stormwater city, but that could change in 2017 when the state issues all of the permits. Another issue that could change Chehalis to a Phase 1 city sooner would be our population. She noted we're currently sitting at about 7,300, and the trigger is 7,500.

Ms. Fairbanks talked briefly about the bulb-outs, noting they were looking to do something beneficial and came up with a project to incorporate some of the future stormwater requirements. She reported one of the options with streetscaping was to do rain gardens. Ms. Fairbanks described the function and creation of rain gardens, noting one of the benefits was that they offer water treatment for stormwater runoff, which Chehalis Avenue does not currently have.

Ms. Fairbanks reported they had been working with HDR Engineering, Inc., to come up with some ideas that would work within the confines of the money available and the defined scope. She stated they were also working with Patty Kaija on the plantings for the rain gardens, noting their focus was to maintain the visibility requirement at intersections, and to have some consistency within the Chehalis downtown areas.

Councilor Harris asked if any test holes had been dug on Chehalis Avenue to make sure they can plant directly in the ground. Ms. Fairbanks stated they did test it and they were good. She reported they were also re-working the existing stormwater system to have an overflow, so if and when the rain gardens fill up, the overflow will go directly into the storm system, rather than backing up onto the street.

Ms. Fairbanks talked briefly about the trees, noting they decided to go with a deciduous tree because it had to be something that wouldn't grow too terribly high at maturity and it would have to survive in a rain garden atmosphere.

Ms. Fairbanks provided an aerial photo showing how the intersections would be adjusted along Chehalis Avenue. She noted with federal grant money you have to make everything compliant with federal regulations. Ms. Fairbanks reported the overlay project would go from Main Street all the way to Pacific Avenue, and the beautification project would go from North Street to Park Street.

Mayor Ketchum noted he had heard rumors that Chehalis Avenue would be turned into a one-way street and wanted to confirm that it would include two-way traffic. Ms. Fairbanks noted that was a false rumor.

Councilor Dawes commented on the angle parking, noting it was a little bit tough to back out. He asked if the plants would have any effect on the angle parking. Ms. Fairbanks reported they selected plants that will have a low-growth habit, so they won't obstruct the visibility with angle parking. She noted anytime you have a vehicle parked at an angle, and another in front of it, the visibility was going to be obstructed when trying to back out. Councilor Dawes suggested they may have to look at adjusting the speed. Ms. Fairbanks reported, since the pilot project was implemented in 2010, there hasn't been any increase in accidents in that area.

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Councilor Pope brought up the issue of Lewis County's plan to do something on Main Street, and asked if it would cause problems with the city's project. Ms. Fairbanks reported she's had communication with the county and they are aware of our project.

Councilor Spahr asked if the sidewalks were going to be replaced as part of the project. Ms. Fairbanks reported they would remain the same, noting there was money available for refurbishment if the sidewalks were too narrow; however, Chehalis has amazingly wide sidewalks and they don't qualify for funding.

Councilor Spahr asked if the bulb-outs would be sized well enough for large trucks to make the corners. Ms. Fairbanks suggested the large trucks could still make the corners; however there might be some encroachment into the opposing traffic lane by some of the larger vehicles, such as the fire departments ladder truck. She noted the only way to mitigate that would be to get rid of the first few angle parking spaces, but that would bring them back to where they were in the beginning.

Councilor Harris noted very often at night there are large delivery trucks parked on Chehalis Avenue. He suggested, with the new bulb-outs they were going to be forced to park out in the road and asked how that would be dealt with. Police Chief Glenn Schaffer reported the delivery trucks have always been a challenge. He stated he would follow up with the parking enforcement officer regarding the issue, adding in the past she's worked with the delivery truck drivers to try to figure out the best times for delivering.

Councilor Lund asked if they would lose any parking on the east side of Chehalis Avenue. Ms. Fairbanks stated it wouldn't be any different than it was now.

Councilor Harris inquired about the rain gardens, wondering if they might become a dump site for the things that are currently being collected and going into the river. He asked if the Washington State Department of Ecology (DOE) or Environmental Protection Agency (EPA) had done any work to figure out who would be responsible for cleaning the rain gardens and putting new soil down when necessary. HDR, Inc. Engineer Mark Burch indicated there was nothing really out there right now; however, they plan on putting trash-racks on the end of the overflow devices, so they can at least keep garbage from going downstream into the river.

Councilor Taylor asked if the plants would be able to live through all the grease and oil going through the rain gardens. It was noted that the plant selection would be used for collection and would help treat the water. Ms. Fairbanks reported rain gardens were still relatively new and predicted in 20 to 30 years we would start seeing grants to rehab them. Mr. Burch indicated the rain gardens and the other planters would also have an irrigation system to them, as well.

Councilor Lund talked briefly about how the old downtown looked during his younger years. He reported sometime between 1972 and 1975 Mayor Ray Melhart came up with a great plan for the downtown area, now referred to as "Melhart's Maze." Councilor Lund reported the downtown area has been fixed up a number of times over the years, but always ends up looking bad. He suggested Chehalis Avenue has looked great the whole time because all they've ever done was clean it with a street sweeper.

Councilor Lund stated the project was an added expense and didn't think it was fair to the citizens. He didn't believe the businessmen really cared about the project either, adding he was a businessman and he didn't care.

Dave Tagert (Devilfish Public House - 289 NW Chehalis Avenue) commented on the current condition of the cross streets of Chehalis Avenue and NW Prindle. He felt the business owners were somewhat responsible for the weeds, but at the same time, where was public works? Mr. Tagert suggested the streets looked like garbage every Friday and Saturday morning after the bars let out. He felt Chehalis Avenue was in desperate need to be beautified. Mr. Tagert stated he was all for the project to beautify the community and to get people interested in what we have to offer.

Jeff Robertson (Cascade Tax Service-365 NW Chehalis Avenue) reported he had concerns that there wouldn't be any new sidewalks included in the project, and if that were the case, he would be against it. He suggested by making the sidewalks a little bit narrower they could widen the roadway. Mr. Robertson stated he would be interested in hearing about what it would cost to form an LID (local improvement development) with the businesses in order to do the project right and make it the premier street in Lewis County, not the garbage dump it is now.

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Mayor Ketchum suggested City Manager MacReynold set up a meeting with Mr. Robertson to discuss his concerns.

Chehalis Community Renaissance Team (CCRT) Chair Larry McGee felt it was a huge step forward and reminded everyone that the idea came from the hundreds of people that attended the meetings back in 2007/2008, when the plan was being put together. He stated the consultant believed the entrances to the city should be a matter of pride, which was why they were working with the Lewis County PUD to make the intersection of NW Quincy Place and Main Street look good.

Mr. McGee briefly reviewed some of the survey numbers from the Chehalis Avenue pilot project, noting for the most part, they were very positive.

Mr. McGee stated he was impressed by the job that Ms. Fairbanks and the staff have done, adding he felt they were making a big step in the right direction. He noted the project wouldn't solve the curb problem or make the sidewalks look beautiful, but it would make a substantial improvement.

Reggie Macomber (Carquest Auto Parts Store - 372 NE Chehalis Avenue) reported one of the things that greatly concerned him was the overall width of the street. He thought it was a big mistake to go forward with the project without first widening the street by reducing the size of our current sidewalks. Mr. Macomber stated he wasn't a huge fan of the bulb-outs and plantings because of the maintenance required. He suggested if they do the whole project right the first time, they won't have to mess with it in the future.

Mr. Macomber reported he also had some concern regarding the new trees, noting he just spent thousands of dollars on new signage for his building and hoped they wouldn't plant trees that would cover them up.

Chris Butler (Butler Surveying - 475 NW Chehalis Avenue) stated he was 100 percent behind any effort that improves the downtown corridor. He stated he agreed with the grinding and overlay project, adding he was certain that the underlay of the street was plenty sufficient to support the project.

Mr. Butler thought the rain garden concept was a waste, and didn't believe it would garner any credit with DOE. He suggested the city would be better off to take the money for the rain gardens and invest it in new curbing.

Mr. Butler brought up the issue of the city hiring an outside survey crew when his company could have done the same job and saved the city 60 to 70 cents on the dollar. He stated he understood that it wasn't the council's decision, but the city hired an outside general contractor, who hired the surveyor from Tumwater.

Councilor Pope reported when he came to town a number of years ago the downtown area needed some work and a lot of the coffee-clutches wouldn't let them do anything, noting they killed everything the city tried. He stated even though the city has a lot more people involved now, including the CCRT and the Chehalis Foundation, the coffee-clutches are still trying to kill everything. Councilor Pope suggested it may not be the best plan and it may not please everybody, but they had to start somewhere. He stated he was in favor of the project and was supportive of the Renaissance.

Councilor Dawes stated the easiest thing to do was nothing and suggested they not take the easy road out. He believed by taking little steps to show some progress, it would build and they would eventually get the wider streets and new sidewalks. Councilor Dawes stated, while it may not be the best or what he would like to see, the city needed to take the step and do something.

Councilor Harris reported city staff was very aware of the conditions of the sidewalks in the downtown area, and the work that had to be done under them. He noted the grant money received for the street project would not apply to the sidewalks; therefore, any work done to alter them would be a direct taking of tax dollars from the citizens. Councilor Harris stated, even though it may not be all of what they wanted, it was a great start and he supported it.

Councilor Spahr reported over the years they've talked about a central business district and developing a taxing authority for improvements and it's always been shot down. He suggested this might be a good time to talk about it again, since

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they've had some positive input. Councilor Spahr suggested it would be a shame to do the streets and not the sidewalks, but if the money's not there, it's not there. He stated he agreed with everything that had been said and wanted to see the project happen.

Councilor Taylor stated he couldn't agree more with Mr. Butler's comments regarding the city hiring an out of town business to do something that a local business could have done. He reported he would be in favor of the city ensuring that people who live and pay taxes in Chehalis get the work the city puts out.

Mayor Ketchum reported the issue had been discussed before, noting part of the thought process was that when bids go out there's wording included that states, "Use local business if they have the qualifications."

Ms. Lindgren reported, when you're dealing with federal money, you cannot make that distinction. She noted normally when you receive federal money it's a level playing field and you cannot provide a benefit to local versus somewhere else.

Mayor Ketchum thanked everyone for coming and expressing their concerns and opinions.

4. **Consent Calendar.** Councilor Dawes moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of August 27, 2012;

b. Claim Vouchers No. 103986-104109 and EFT No. 72012 in the amount of \$187,096.82 dated August 31, 2012; and Payroll Vouchers No. 35906-35997, Direct Deposit Payroll Vouchers No. 3377-3447, and Electronic Federal Tax payment No. 114 in the amount of \$684,930.70 dated August 31, 2012; and

c. Approve interagency agreement and letter of understanding to rent the City of Seattle's under bridge inspection truck to complete the mandatory bridge inspection on Chamber Way.

The motion was seconded by Councilor Pope and carried unanimously.

5. **Administration Reports.**

a. **Work Session to Discuss Utility Rates.** City Manager MacReynold reminded the council about the upcoming work session on September 24, to talk about utility rate adjustments.

6. **Council Reports.**

a. **Update From Councilor Dawes.** Councilor Dawes stated, at the last board meeting of the Lewis County Historical Museum, they had an extensive discussion about the planning of the budget for next year. He noted he was a little frustrated with the materials put out regarding the city's lodging tax. Councilor Dawes asked, "How was an agency supposed to plan a year when they are told the money can be used one way for the first half the year and one way the second half."

Councilor Dawes reported it was his understanding that there was some potential movement to allow the current use of lodging tax advisory funding to continue past June 30, 2013. He stated he didn't want to steal Councilor Lund's thunder, but thought he came up with a good suggestion, which was to have the council write a letter to our Senator and Legislators informing them that the city would like them to do everything in their power to support the change of not restricting the lodging tax advisory money. He suggested a similar letter be sent to the Association of Washington Cities (AWC) Executive Director (CEO) Mike McCarty, encouraging them to get on board early.

Councilor Dawes reported if the museum had to go back to the old way of how the funding could be spent, they would have to close their doors. He stated he didn't understand the thought process of having the money go for advertising only.

Mayor Ketchum reported it was his understanding that AWC was taking it up and they were pushing to keep the current use of funds the same. He stated he wasn't opposed to any letters being sent from the council.

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Councilor Harris suggested the discussions of the Lodging Tax Advisory Committee were going to be very complicated this year. He talked briefly about the state's fiscal year, which runs from July 1 to June 30. Councilor Harris suggested they may already have a problem with the money that has been set aside to run a Babe Ruth tournament in Centralia, which falls after June 30, 2013.

Councilor Harris felt our Legislators would be willing to continue the current use of the money because the economy hadn't turned around yet, which was why the money was freed up in the first place. He suggested if there hadn't been a sunset date on it, they probably wouldn't even be addressing it.

b. **Update From Councilor Pope.** Councilor Pope reported on the grants for the swimming pool project, noting they may know if the money will be available by April. He stated if the money does become available they would have enough to do the complete project.

Councilor Pope reminded the council about Chehalis Foundation's informational gala coming up on October 17, at the Riverside Golf Course.

c. **Update From Mayor Ketchum.** Mayor Ketchum reported he attended the Mayor's meeting on September 7. He talked briefly about two items that were brought up and discussed; the first was an email that recently came out concerning the fees for the upkeep of the river gauges, adding the city's amount would be between \$2,000 and \$2,500. He noted the county would pay the invoice and bill the cities. Mayor Ketchum suggested City Manager MacReynold talk with Commissioner Ron Averill regarding the matter.

The second item had to do with Southwest Clean Air Agency (SWCAA) budget cuts. Mayor Ketchum noted rather than cut their budget by 20 percent, they decided to raise their fees to make up the difference. He stated the Commissioners were concerned because of the inconsistencies in the fee scale. Mayor Ketchum suggested City Manager MacReynold talk with Commissioner Bill Schulte about the matter, noting the Commissioners would like the council to send a letter to let SWCAA know that this was not appropriate, which he supported.

d. **Draft Letter Regarding Hotel/Motel Tax.** Councilor Lund made a motion to draft a letter to our state Legislators and AWC in support of keeping the current rules for the hotel/motel tax in place.

The motion was seconded by Councilor Spahr and carried unanimously.

7. **Grant Offer for Chehalis-Centralia Airport for Capital Improvement Projects.** Airport Manager Allyn Roe reported the airport was eligible to received \$150,000 per year that can build up from year to year to be spent however they wish on eligible infrastructure projects at the airport. He noted originally they submitted a grant for \$126,000 to fund the engineering/design stage for a taxiway reconfiguration. Mr. Roe felt the project was excessive at the time, but still wanted to get the application in. He stated the construction estimates came back at around \$600,000, so they decided to not pursue that project and were working with the FAA to use the funding on other eligible projects.

Mr. Roe reported, under the agreement, the city and Lewis County have to approve all AIP grants that they receive.

Councilor Dawes moved that the council approve the grant offer for the Chehalis-Centralia Airport and authorize the City Manager to execute the grant agreement in the amount of \$126,000 to be used for capital improvement plan projects.

Councilor Taylor seconded the motion.

Councilor Dawes stated he assumed when the project was identified, it would be part of the 2013 budget that would come before the council later in the year. Mr. Roe reported they had about \$100,000 budgeted in 2012. He noted they have a 3-bay garage they are looking at, which would be partly used to house their snow removal equipment. Mr. Roe stated they should be able to use the bulk of the money this year, but anything carried over would certainly be listed in the 2013 budget.

Councilor Dawes stated at one time there was some talk about raising the old hangars at the north end of the airport and modifying them. Mr. Roe stated it was on their master plan to build out more to the south and eventually demolish the old

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hangars to the north. He noted they were having problems filling the occupancy of the hangars, so currently they've decided not to pursue that project.

The motion carried unanimously.

8. **Executive Session.** Mayor Ketchum announced the council would take a five minute recess before going into executive session pursuant RCW.42.30.110(1)(g) – evaluate the qualifications of an applicant for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum reopened the regular meeting at 8:17 p.m. and there being no further business to come before the council, the meeting adjourned immediately.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of September 10, 2012.

CITY OF CHEHALIS
AGENDA REPORT

DATE: September 14, 2012
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager *EL*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Claim Vouchers No. 104110 through 104231 and EFT No. 82012 in the amount of \$288,687.72 dated September 14, 2012 and the transfer of \$70,230.64 from the General Fund, \$2,500.00 from the Tourism Fund, \$25.00 from the HUD Block Grant Fund, \$364.28 from the Automotive Equipment Reserve Fund, \$666.36 from the Garbage Fund, \$46,947.29 from the Wastewater Fund, \$162,484.16 from the Water Fund, \$1,735.14 from the Storm & Surface Water Utility Fund and \$3,734.85 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the September 14, 2012 Claim Vouchers No. 104110 through 104231 and EFT No. 82012 in the amount of \$288,687.72.

SUGGESTED MOTION

I move to approve the September 14, 2012 Claim Vouchers No. 104110 through 104231 and EFT No. 82012 in the amount of \$288,687.72.

Reviewed by: *Michelle White*, City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: September 13, 2012

TO: The Honorable Mayor and City Council

FROM: Bill Hillier, City Attorney

SUBJECT: Ordinance No. 899-B – Extending the Six-Month Moratorium on Medical Marijuana and Dispensaries

ISSUE

The six-month moratorium extension on medical marijuana collective gardens and medical marijuana dispensaries expired on September 12, 2012.

DISCUSSION

On September 12, 2011, the Chehalis City Council passed Ordinance No. 877-B establishing a six-month moratorium on the establishment, location, operation, licensing, permitting, maintenance, or continuation of medical marijuana collective gardens or medical marijuana dispensaries.

On February 27, 2012, it was the consensus of the council to pass a second ordinance, 890-B, extending the moratorium for an additional six months to give the administration more time to research the issue and hopefully get some better direction from the Legislature.

This matter was brought before the council after the state started working between sessions to address the confusion brought before all the cities with regards to the distinctions between federal and state law in the application of state law that's currently in place.

The council held a public hearing on January 23, 2012, to take public comment, and on February 13, City Attorney Bill Hillier presented four alternatives for the council to consider as the next step in the process. The alternatives include:

- Adopting the Lewis County plan
- Extending the moratorium to wait for clearer direction from the state legislature on how to implement sets of regulations and a permitting process
- Declare a citywide prohibition
- Create city zoning, permitting, and regulations to approve growing operations in the city

To date there has been no change made regarding the application of the state law that's currently in place.

RECOMMENDATION/COUNCIL ACTION DESIRED

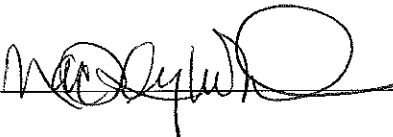
The administration recommends that the council suspend the rules requiring two readings of an ordinance.

The administration recommends that the council pass Ordinance No. 899-B on first and final reading.

SUGGESTED MOTION

I move that the council suspend the rules requiring two readings of an ordinance.

I move that the council pass Ordinance No. 899-B on first and final reading.

Reviewed:  _____, City Manager

ORDINANCE NO. 899-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, EXTENDING THE SIX-MONTH MORATORIUM AS CREATED UNDER ORDINANCE NO. 877-B, DEALING WITH MEDICAL MARIJUANA COLLECTIVE GARDENS OR MEDICAL MARIJUANA DISPENSARIES.

WHEREAS, the city of Chehalis passed Ordinance No. 877-B on the 12th day of September, 2011, providing for a six-month moratorium on establishment or location of medical marijuana collective gardens or medical marijuana dispensaries within the city limits; and

WHEREAS, on February 12, 2012, it was the consensus of the City Council to pass Ordinance No. 890-B, extending the moratorium for an additional six months; and

WHEREAS, the City Council has determined it appropriate that the six-month moratoriums established under Ordinance Nos. 877-B and 890-B be extended for an additional six months; and

WHEREAS, it is in the best interests of the city and its citizens that the moratorium under Ordinance Nos. 877-B and 890-B be extended for an additional six months; now, therefore,

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

Section 1. The City Council of the city of Chehalis, Washington, hereby agrees to extend the six-month moratorium from the 12th day of September, 2012, until the 12th day of March, 2013.

Section 2. In all other respects, the provisions of Ordinance No. 877-B passed the 12th day of September, 2011, shall remain in full force and effect, and any public hearings held thereunder shall be properly noted for public information and held in accordance with the mandates of Ordinance No. 877-B.

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 24th day of September, 2012.

Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Eva K. Lindgren, Finance Manager
 Date: September 11, 2012
 Subject: Monthly Financial Reports for August

**City of Chehalis
 Comparative Financial Reports
 August 2011 and 2012**

GENERAL FUND (#001) REVENUES	A August 2011		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	Actual	Actual	% Rec'd	% Rec'd*	Expected	Variance	Expected	Variance		
General Property Taxes	\$1,219,000	\$667,572	\$1,235,000	\$674,513	54.8%	54.6%	\$1,235,000	\$674,513	\$674,513	\$674,513	54.6%	66.7%	(\$148,820)	-12.1%	(\$148,820)	-12.1%	(1)	
EMS Property Taxes	233,000	127,792	236,000	129,065	54.8%	54.7%	236,000	129,065	129,065	129,065	54.7%	66.7%	(28,268)	-12.0%	(28,268)	-12.0%		
Sales & Use Tax	3,000,000	1,993,428	3,000,000	1,984,600	66.4%	66.2%	3,000,000	1,984,600	1,984,600	1,984,600	66.2%	66.7%	(15,400)	-0.5%	(15,400)	-0.5%		
Electricity Tax	375,000	252,285	400,000	276,204	67.3%	69.1%	400,000	276,204	276,204	276,204	69.1%	66.7%	9,537	2.4%	9,537	2.4%		
Gas/Natural Gas Tax	253,000	177,310	250,000	166,751	70.1%	66.7%	250,000	166,751	166,751	166,751	66.7%	66.7%	84	0.0%	84	0.0%		
Criminal Justice Tax	92,000	57,707	88,000	57,486	62.7%	65.3%	88,000	57,486	57,486	57,486	65.3%	66.7%	(1,181)	-1.4%	(1,181)	-1.4%		
Interfund Water/Sewer Tax	350,000	208,112	340,000	213,578	59.5%	62.8%	340,000	213,578	213,578	213,578	62.8%	66.7%	(13,089)	-3.9%	(13,089)	-3.9%		
Garbage Tax	65,000	44,011	62,000	43,177	67.7%	69.6%	62,000	43,177	43,177	43,177	69.6%	66.7%	1,844	2.9%	1,844	2.9%		
Cable Tax	80,000	68,414	92,000	68,780	85.5%	74.8%	92,000	68,780	68,780	68,780	74.8%	66.7%	7,447	8.1%	7,447	8.1%		
Telephone Tax	335,000	219,145	325,000	215,949	65.4%	66.4%	325,000	215,949	215,949	215,949	66.4%	66.7%	(718)	-0.3%	(718)	-0.3%		
Leasehold Excise Tax	35,000	26,448	35,000	27,299	75.6%	78.0%	35,000	27,299	27,299	27,299	78.0%	66.7%	3,966	11.3%	3,966	11.3%		
Other Taxes	0	27	30	32	N/A	106.7%	30	32	32	32	106.7%	66.7%	12	40.0%	12	40.0%		
Total Tax Revenues	6,037,000	3,842,251	6,063,030	3,857,434	63.6%	63.6%	6,063,030	3,857,434	3,857,434	3,857,434	63.6%	66.7%	(184,586)	-3.1%	(184,586)	-3.1%		
Licenses & Permits	120,200	43,057	63,630	38,739	35.8%	60.9%	63,630	38,739	38,739	38,739	60.9%	66.7%	(3,681)	-5.8%	(3,681)	-5.8%		
Intergov't Grants/Entitlements	337,414	214,453	720,239	202,703	63.6%	28.1%	720,239	202,703	202,703	202,703	28.1%	66.7%	(277,456)	-38.6%	(277,456)	-38.6%	(2)	
Charges for Goods and Svcs.	779,094	523,260	800,725	556,213	67.2%	69.5%	800,725	556,213	556,213	556,213	69.5%	66.7%	22,396	2.8%	22,396	2.8%		
Fines and Forfeitures	147,824	105,912	167,080	104,774	71.6%	62.7%	167,080	104,774	104,774	104,774	62.7%	66.7%	(6,613)	-4.0%	(6,613)	-4.0%		
Interest Earnings	18,800	7,078	12,546	7,155	37.6%	57.0%	12,546	7,155	7,155	7,155	57.0%	66.7%	(1,209)	-9.7%	(1,209)	-9.7%		
Rents & Royalties	64,200	49,413	71,422	44,573	77.0%	62.4%	71,422	44,573	44,573	44,573	62.4%	66.7%	(3,042)	-4.3%	(3,042)	-4.3%		
Donations/Contributions	102,599	98,098	76,756	35,113	95.6%	45.7%	76,756	35,113	35,113	35,113	45.7%	66.7%	(16,058)	-21.0%	(16,058)	-21.0%		
Misc. Revenue/Insurance	10,918	11,319	3,100	5,857	103.7%	188.9%	3,100	5,857	5,857	5,857	188.9%	66.7%	3,790	122.2%	3,790	122.2%		
Non-Revenues	5,500	2,860	4,866	2,493	52.0%	51.2%	4,866	2,493	2,493	2,493	51.2%	66.7%	(751)	-15.5%	(751)	-15.5%		
Total Non-Tax Revenues	1,586,549	1,055,450	1,920,364	997,620	66.5%	51.9%	1,920,364	997,620	997,620	997,620	51.9%	66.7%	(282,623)	-14.8%	(282,623)	-14.8%		
Proceeds of Long-Term Debt	1,131,362	0	0	0	0.0%	N/A	0	0	0	0	N/A	66.7%	0	N/A	0	N/A		
Operating Transfers-In	24,000	0	1,024,017	0	0.0%	0.0%	1,024,017	0	0	0	0.0%	66.7%	(682,678)	-66.7%	(682,678)	-66.7%	(3)	
Total Other Financing Sources	1,155,362	0	1,024,017	0	0.0%	0.0%	1,024,017	0	0	0	0.0%	66.7%	(682,678)	-66.7%	(682,678)	-66.7%		
TOTALS	\$8,778,911	\$4,897,701	\$9,007,411	\$4,855,054	55.8%	53.9%	\$9,007,411	\$4,855,054	\$4,855,054	\$4,855,054	53.9%	66.7%	(\$1,149,887)	-12.8%	(\$1,149,887)	-12.8%		

Key:
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 ^ To calculate the dollar variance between expected and actual expenditures, the following formula is used:
 H=(D*G) - E (i.e. (annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
August 2011 and 2012

GENERAL FUND (#001) EXPENDITURES	A August 2011		B		C=B/A		D August 2012		E		F=E/D		G		H ^A		I=G-F			
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Var'nc Expected	firm Expected	% Variance	% Variance				
City Council	\$101,063	\$67,443	\$100,319	\$64,647	66.7%	64.4%	\$100,319	\$64,647	64.4%	66.7%	66.7%	\$2,232	\$2,232	2.3%	2.3%					
Municipal Court	334,798	209,148	348,378	215,724	62.5%	61.9%	348,378	215,724	61.9%	66.7%	66.7%	16,528	16,528	4.8%	4.8%					
City Manager	323,204	215,306	338,840	222,845	66.6%	65.8%	338,840	222,845	65.8%	66.7%	66.7%	3,048	3,048	0.9%	0.9%					
Finance	317,680	204,633	325,177	212,604	64.4%	65.4%	325,177	212,604	65.4%	66.7%	66.7%	4,181	4,181	1.3%	1.3%					
City Clerk	91,305	58,091	94,231	60,483	63.6%	64.2%	94,231	60,483	64.2%	66.7%	66.7%	2,338	2,338	2.5%	2.5%					
Non-Departmental	1,542,687	191,650	1,414,721	232,526	12.4%	16.4%	1,414,721	232,526	16.4%	66.7%	66.7%	710,621	710,621	50.3%	50.3%					
Human Resources	130,530	92,532	129,020	82,092	70.9%	63.6%	129,020	82,092	63.6%	66.7%	66.7%	3,921	3,921	3.1%	3.1%					
Police	2,269,433	1,460,328	2,348,788	1,534,102	64.3%	65.3%	2,348,788	1,534,102	65.3%	66.7%	66.7%	31,757	31,757	1.4%	1.4%					
Fire	1,766,840	1,169,040	1,729,924	1,142,288	66.2%	66.0%	1,729,924	1,142,288	66.0%	66.7%	66.7%	10,995	10,995	0.7%	0.7%					
Public Works - Streets	464,160	243,029	891,029	341,012	52.4%	38.3%	891,029	341,012	38.3%	66.7%	66.7%	253,007	253,007	28.4%	28.4%					
Public Works - Engineering	138,813	77,477	111,017	66,488	55.8%	59.9%	111,017	66,488	59.9%	66.7%	66.7%	7,523	7,523	6.8%	6.8%					
Community Development	1,218,672	887,612	1,177,982	872,665	72.8%	74.1%	1,177,982	872,665	74.1%	66.7%	66.7%	(87,344)	(87,344)	-7.4%	-7.4%					
TOTALS	8,699,185	4,876,289	9,009,426	5,047,476	56.1%	56.0%	9,009,426	5,047,476	56.0%	66.7%	66.7%	958,808	958,808	10.7%	10.7%					
Net Budget/Income/Variance:															\$79,726	\$21,412	(\$2,015)	(\$192,422)	(\$191,079)	-2.1%

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H=(D*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

(1) Property taxes are not collected evenly throughout the year.

(2) WSDOT and TIB-funded street projects are pending.

(3) Operating transfers are dependent upon FEMA elevation activity. Transfers will be made out of Non-Departmental, as necessary, to provide adequate cash-flow for the project. These funds will be transferred back to the General Fund from the Federal and State Grant Fund when not required.

City of Chehalis
Comparative Financial Reports
August 2011 and 2012

WASTEWATER FUND (#404) REVENUES	A August 2011		B		C=B/A		D		E August 2012		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Var'nc frm Expected	%	Expected % Rec'd*	Var'nc frm Expected	%			
Wastewater Fees	\$3,338,552	\$2,232,028	\$3,404,344	\$2,279,618	66.9%	\$3,404,344	\$2,279,618	67.0%	66.7%	\$10,055	0.3%	66.7%	866	3.4%				
Sewer Connection/Misc. Fees	35,000	18,542	25,000	17,533	53.0%	25,000	17,533	70.1%	66.7%	866	3.4%	66.7%	823	21.9%				
Rentals	3,750	3,750	3,750	3,323	100.0%	3,750	3,323	88.6%	66.7%	10,752	48.8%	66.7%	0	N/A				
Misc. Revenues/Insurance	2,500	2,406	22,000	25,419	96.2%	22,000	25,419	115.5%	66.7%	(550,000)	-45.9%	66.7%	(3,103)	-66.7%				
Interfund Principal Repayment	565,681	0	0	0	0.0%	0	0	N/A	66.7%	(530,606)	-11.4%	66.7%	0					
Interfund Loan Received	0	8,312	4,655	0	N/A	1,200,000	250,000	20.8%	66.7%			66.7%						
Interest Earnings	16,000	8,312	4,655	0	52.0%	4,655	0	0.0%	66.7%			66.7%						
Totals:	\$3,961,483	\$2,265,038	\$4,659,749	\$2,575,893	57.2%	\$4,659,749	\$2,575,893	55.3%	66.7%			66.7%						

WASTEWATER FUND (#404) EXPENSES	A August 2011		B		C=B/A		D		E August 2012		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Var'nc frm Expected	%	Expected % Exp*	Var'nc frm Expected	%			
Operating Expenses	\$2,427,364	\$1,550,449	\$2,533,710	\$1,665,070	63.9%	\$2,533,710	\$1,665,070	65.7%	66.7%	\$24,070	1.0%	66.7%	308,613	47.5%				
Capital Outlay	290,000	107,052	650,000	124,720	36.9%	650,000	124,720	19.2%	66.7%	209,249	12.4%	66.7%	1,713	4.2%				
Debt Principal	1,685,894	912,823	1,694,944	920,714	54.1%	1,694,944	920,714	54.3%	66.7%	543,645	11.1%	66.7%						
Interest Expense	50,166	33,741	40,660	25,394	67.3%	40,660	25,394	62.5%	66.7%			66.7%						
Totals:	4,453,424	2,604,065	4,919,314	2,735,898	58.5%	4,919,314	2,735,898	55.6%	66.7%			66.7%						

Net Budget/Income/Variance: (\$491,941) (\$339,027) (\$259,565) (\$160,005) \$13,038 -0.3%

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H=(D*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

(1) Interfund loan "revenues" are budgeted at \$1,200,000 for 2012. However, the City Council has only approved a loan of \$250,000, so far.
(See Ordinance 897-B.)

(2) Capital expenditures are not made evenly throughout the year.

(3) Debt is not paid evenly throughout the year.

**City of Chehalis
Comparative Financial Reports
August 2011 and 2012**

WATER FUND (#405) REVENUES	A August 2011		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	% Rec'd	August 2012 Budget	Actual	% Rec'd	August 2012 Budget	Actual	% Rec'd	% Exp'd	Expected % Rec'd*	Var'nc Expected	f'm Expected	% Variance	Expected % Rec'd*	Var'nc Expected	f'm Expected	% Variance
Water Sales	\$2,541,852	\$1,530,884	60.2%	\$2,456,633	\$1,560,737	63.5%			63.5%	66.7%	(\$77,018)	20,600	-3.2%	66.7%	20,600	0	103.0%	
Water Connection/Misc. Fees	26,000	17,261	66.4%	20,000	33,933	169.7%			N/A	66.7%	0	0	N/A	66.7%	0	0	N/A	
Intergovernmental Revenues	14,520	14,520	100.0%	0	0	0.0%			N/A	66.7%	0	0	N/A	66.7%	0	0	N/A	
Interfund Principal Repayment	565,681	0	0.0%	0	0	0.0%			N/A	66.7%	2,078	2,078	N/A	66.7%	2,078	2,078	N/A	
Misc. Revenues/Insurance	0	887	N/A	10,000	8,512	85.1%			85.1%	66.7%	1,845	1,845	18.4%	66.7%	1,845	1,845	18.4%	
Interest Earnings	16,000	6,738	42.1%	10,000	8,512	85.1%			85.1%	66.7%	1,845	1,845	18.4%	66.7%	1,845	1,845	18.4%	
Totals:	\$3,164,053	\$1,570,290	49.6%	\$2,486,633	\$1,605,260	64.6%			64.6%	66.7%	(\$52,495)	1,201,595	-2.1%	66.7%	(\$52,495)	1,201,595	-2.1%	

WATER FUND (#405) EXPENSES	A August 2011		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	% Exp'd	August 2012 Budget	Actual	% Exp'd	August 2012 Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Var'nc Expected	f'm Expected	% Variance	Expected % Exp*	Var'nc Expected	f'm Expected	% Variance
Operating Expenses	1,929,809	1,183,995	61.4%	1,902,438	1,126,580	59.2%			59.2%	66.7%	141,712	141,712	7.5%	66.7%	141,712	141,712	7.5%	
Capital Outlay	331,034	43,657	13.2%	790,000	94,439	12.0%			12.0%	66.7%	432,228	432,228	54.7%	66.7%	432,228	432,228	54.7%	
Interfund Loan Disbursed	0	0	N/A	1,200,000	250,000	20.8%			20.8%	66.7%	550,000	550,000	45.9%	66.7%	550,000	550,000	45.9%	
Debt Principal	129,077	16,000	12.4%	130,077	17,000	13.1%			13.1%	66.7%	69,718	69,718	53.6%	66.7%	69,718	69,718	53.6%	
Interest Expense	26,496	8,950	33.8%	24,131	8,150	33.8%			33.8%	66.7%	7,937	7,937	32.9%	66.7%	7,937	7,937	32.9%	
Totals:	2,416,416	1,252,602	51.8%	4,046,646	1,496,169	37.0%			37.0%	66.7%	1,201,595	1,201,595	29.7%	66.7%	1,201,595	1,201,595	29.7%	

Net Budget/Income/Variance: \$747,637 \$317,688 (\$1,560,013) \$109,091 \$1,149,100 27.6%

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H=(D*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

- (1) Capital expenditures are not made evenly throughout the year.
- (2) Interfund loan "expenditures" are budgeted at \$1,200,000 for 2012. However, the City Council has only approved a loan of \$250,000, so far.
(See Ordinance 897-B.)

City of Chehalis
Comparative Financial Reports
August 2011 and 2012

STORM FUND (#406) REVENUES	A August 2011		B		C=B/A		D		E August 2012		F=E/D		G		H ^a		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd*	Expected	Actual	% Exp'd	% Exp*	Expected	Actual	Expected	Variance
Storm & Surface Water Fees	\$401,500	\$268,716	\$407,780	\$270,161	66.9%	66.3%	\$407,780	\$270,161	66.3%	66.7%	(1,692)	1,826	66.7%	66.7%	(1,692)	1,826	66.7%	-0.4%
Storm Connection/Misc. Fees	10,000	489	5,477	5,477	4.9%	100.0%	5,477	5,477	100.0%	66.7%	1,826	1,826	66.7%	66.7%	1,826	1,826	66.7%	33.3%
Interest Earnings	500	245	500	0	49.0%	0.0%	500	0	0.0%	66.7%	(333)	(333)	66.7%	66.7%	(333)	(333)	66.7%	-66.7%
Misc. Revenues/Insurance	0	398	0	2,461	N/A	N/A	0	2,461	N/A	66.7%	2,461	2,461	66.7%	66.7%	2,461	2,461	66.7%	N/A
Totals:	\$412,000	\$269,848	\$413,757	\$278,099	65.5%	67.2%	\$413,757	\$278,099	67.2%	66.7%	\$2,261	\$2,261	66.7%	66.7%	\$2,261	\$2,261	66.7%	0.5%

STORM FUND (#406) EXPENSES	A August 2011		B		C=B/A		D		E August 2012		F=E/D		G		H ^a		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp*	Expected	Actual	% Exp'd	% Exp*	Expected	Actual	Expected	Variance
Operating Expenses	\$363,139	\$196,644	\$359,853	\$202,654	54.2%	56.3%	\$359,853	\$202,654	56.3%	66.7%	\$37,248	\$37,248	66.7%	66.7%	\$37,248	\$37,248	66.7%	10.4%
Capital Outlay	0	3,464	56,416	24,865	N/A	44.1%	56,416	24,865	44.1%	66.7%	12,746	12,746	66.7%	66.7%	12,746	12,746	66.7%	22.6%
Totals:	363,139	200,108	416,269	227,519	55.1%	54.7%	416,269	227,519	54.7%	66.7%	49,994	49,994	66.7%	66.7%	49,994	49,994	66.7%	12.0%
Net Budget/Income/Variance:	\$48,861	\$69,740	(\$2,512)	\$50,580			(\$2,512)	\$50,580			\$52,255	\$52,255			\$52,255	\$52,255		12.5%

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RECOMMENDATION/COUNCIL ACTION DESIRED

This report is for the Council's information only. No action is necessary.

Received by  City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Eva K. Lindgren, Finance Manager
DATE: September 19, 2012
SUBJECT: Annual Debt Compliance Update

ISSUE

With the Issuance of the City of Chehalis' Limited Tax General Obligation Bonds, 2011, the City agreed to adhere to federal regulations and its own Debt Management and Post-Issuance Compliance (DMPI) Policy. The Administration is providing the annual reporting on its compliance with federal requirements relating to bond issuances.

Below is an extract from the City's DMPI Policy which addresses post-issuance compliance. Updates and information are provided below each section requiring follow-up, in italics.

DISCUSSION

IV. POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT BONDS

1. Purpose. The purpose of this section on post-issuance compliance (the "Compliance Section") for tax-exempt bonds issued by the City is to ensure that the City will be in compliance with requirements of (i) the Internal Revenue Code of 1986, as amended (the "Code"), that must be satisfied with respect to such bonds (collectively, the "bonds") after the bonds are issued, and (ii) any continuing disclosure undertakings the City has entered into pursuant to Rule 15c2-12 promulgated by the United States Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended, as applicable to a participating underwriter for the bonds.

2. Responsibility for Monitoring Post-Issuance Tax Compliance. The City Council has the overall, final responsibility for monitoring whether the City is in compliance with post-issuance federal tax requirements. However, by Ordinance No. 878-B, the City Manager of the City (the "City Manager") and the Finance Manager of the City (the "Finance Manager"), acting under the direction of the City Manager, are authorized and directed to take any actions and to execute documents as in his or her judgment that may be necessary or desirable to carry out the terms of such ordinance, including the proper application, use and investment of bond proceeds. Accordingly, the Finance Manager undertakes the primary operating responsibility of monitoring compliance with post-issuance federal tax requirements for the bonds, including the implementation of this Compliance Section of the City's Debt Management Policy.

3. Compliance Check Activities and Frequency. As the officer of the City with the operational responsibility of monitoring compliance with post-issuance federal tax requirements for the bonds, the Finance Manager shall, at least every 12 months so long as the bonds remain outstanding:

(a) confirm the City's compliance with the requirements set forth in paragraphs 4, 5 and 6 below;

(b) inquire with the principal officers of those departments of the City for which property is financed with proceeds of bonds as to whether the property has experienced any material change in use that includes "private business use" (as such term is defined in paragraph 5(a) below);

As the bonds were issued less than a year ago and a very small portion of the proceeds have been spent, follow-up on this was not appropriate in the current year.

and

(c) confirm the City's compliance with its undertaking to provide bondholders with annual financial information and timely notice of the occurrence of certain events, as set forth in the ordinance authorizing the issuance of the bonds.

Since the City operates on a calendar year, it is required to file its annual financial information by September 30th - nine months after year-end. The City submitted its unaudited financial statements and other required financial disclosures on September 18, 2012 to the Municipal Securities Rulemaking Board (MSRB) via the Electronic Municipal Market Access (EMMA). Confirmation of successful submission is attached. The Finance Manager maintains a file on the City's registration with the MSRB and documentation showing actual submissions and confirmation of successful submissions. Once the City's audited financials are available, the City is required to submit them to MSRB via EMMA, as well.

(d) report, at least annually, to the City Manager on actions taken to ensure compliance with the Compliance Section of this policy.

Throughout the year, I have discussed with and kept Merlin G. MacReynold apprised of any issues, concerns, and actions taken to ensure the City's full compliance with the City's debt requirements.

A copy of this Debt Management Policy shall be kept with other City records that are to be readily accessible to any person or officer of the City succeeding the responsibilities of Finance Manager during the lifetime of any bonds. *Both electronic and hard copies of the DMPI Policy are kept in the Finance Manager's office. The City Clerk also maintains copies of City policies. Additionally, a binder titled "BONDS: Post-Issuance Compliance Guidance" is kept in the Finance Manager's office. In addition to the DMPI Policy, it contains post-issuance checklists; the City's Tax Certificate; information on the MSRB and Electronic Municipal Market Access (EMMA) websites; and course materials on arbitrage.*

4. Arbitrage Yield Restriction and Rebate Requirements. The Finance Manager shall maintain or cause to be maintained records of:

(a) purchases and sales of investments made with bond proceeds (including amounts treated as "gross proceeds" of bonds under Section 148 of the Code) and receipts of earnings on those investments; *These records are maintained by the Finance Department. Special balance sheet accounts were set up and are being maintained to distinguish investments of bond proceeds from other City investments. Additionally, a separate Local Government Investment Pool (LGIP) account was set up to exclusively account for the bond proceeds invested with the LGIP.*

(b) expenditures made with bond proceeds (including investment earnings on bond proceeds) in a timely and diligent manner for the governmental purposes of the bonds, such as for the costs of purchasing, constructing and/or renovating property and facilities;

At this point in time, only a small portion of the total bond proceeds have been drawn down - less than \$200,000 out of the \$1,155,000 bond issuance; this includes expenditures for debt issuance costs. A significant portion of the bond proceeds have been earmarked to be used for the Wastewater and Water portions of the LAARC project.

(c) information showing, where applicable for a particular calendar year, that the City was eligible to be treated as a "small issuer" in respect of bonds issued in that calendar year because the City did not reasonably expect to issue more than \$5,000,000 of bonds in that calendar year;

This is not really an issue for the City of Chehalis. The only bonds we issued in 2011 were the Limited Tax General Obligation Bonds, 2011. There is no intent to issue additional bonds in 2012.

(d) calculations that will be sufficient to demonstrate to the Internal Revenue Service (the "IRS") upon an audit of a bond issue that, where applicable, the City has complied with an available spending exception to the arbitrage rebate requirement in respect of that bond issue;

Provided we spend down the bond proceeds in a timely manner, arbitrage should not become an issue for the City. We are still well within the spending limits timeline.

(e) calculations that will be sufficient to demonstrate to the IRS upon an audit of a bond issue for which no exception to the arbitrage rebate requirement was applicable, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS;

This is a non-issue; the City is exempt due to the small size of its issuance. Even if it were not exempt, we could clearly demonstrate that the rate of return on the invested proceeds is considerably lower than the effective interest rates of the bonds.

and

(f) information and records showing that investments held in yield-restricted advance refunding or defeasance escrows for bonds, and investments made with unspent bond proceeds after the expiration of the applicable temporary period, were not invested in higher-yielding investments.

The bonds issued were not issued to advance refund older bonds. This section does not apply.

5. Restrictions on Private Business Use and Private Loans. The Finance Manager, shall adopt procedures authorized by the City Manager that are calculated to ensure that the City complies with rules limiting private business use of bond-financed property by educating and informing the principal operating officials of those departments, including utility departments, if any, of the City (the "users") for which land, buildings, facilities and equipment ("property") are financed with proceeds of bonds about the restrictions on private business use that apply to that property after the bonds have been issued, and of the restriction on the use of proceeds of bonds to make or finance any loan to any person other than a state or local government unit.

Under the terms of the bond issuance, only certain types of capital projects approved and included on the City's CIP may be funded with these proceeds. These projects have been evaluated by the City's Bond Counsel, City Manager, Finance Manager, and Public Works Director for the appropriateness of funding with bond proceeds. None of the projects identified are for "private business use."

In particular, following the issuance of bonds for the financing of property, the Finance Manager shall provide to the users of the property a copy of this Compliance Policy and other appropriate written guidance advising that:

(a) "private business use" means use by any person other than a state or local government unit, including business corporations, partnerships, limited liability companies, associations, *nonprofit corporations*, natural persons engaged in trade or business activity, and *the United States of America and any federal agency*, as a result of ownership of the property or use of the property under a lease, management or service contract (except for certain "qualified" management or service contracts), output contract for the purchase of electricity or water, privately sponsored research contract (except for certain "qualified" research contracts), "naming rights" contract, "public-private partnership" arrangement, or any similar use arrangement that provides special legal entitlements for the use of the property;

(b) under Section 141 of the Code, no more than 10% of the proceeds of any bond issue (including the property financed with the bonds) may be used for private business use, of which no more than 5% of the proceeds of the bond issue (including the property financed with the bonds) may be used for any "unrelated" private business use—that is, generally, a private business use that is not functionally related to the governmental purposes of the bonds; and no more than *the lesser of* \$5,000,000 or 5% of the proceeds of a bond issue may be used to make or finance a loan to any person other than a state or local government unit;

(c) before entering into any special use arrangement with a nongovernmental person that involves the use of bond-financed property, the user must consult with the City Manager and the Finance Manager, provide them with a description of the proposed nongovernmental use arrangement, and they will determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond-financed property;

(d) in connection with the evaluation of any proposed nongovernmental use arrangement, the City Manager and the Finance Manager should consult with nationally recognized bond counsel to the City as may be necessary to obtain federal tax advice on whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the bond-financed property, and, if not, whether any "remedial action" permitted under Section 141 of the Code may be taken by the City as a means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the bonds that financed the property; and

(e) the Finance Manager and the user of the property shall maintain records of such nongovernmental uses, if any, of bond-financed property, including copies of the pertinent leases, contracts or other documentation, and the related determination that those nongovernmental uses are not inconsistent with the tax-exempt status of the bonds that financed the property.

6. Records to be Maintained for Bonds. It is the policy of the City that, unless otherwise permitted by future IRS regulations or other guidance, written records (which may be in electronic form) will be maintained with respect to each bond issue for as long as those bonds remain outstanding, plus three years. For this purpose, the bonds include refunding bonds that refund the original bonds and thereby refinance the property that was financed by the original bonds.

The records to be maintained include:

(a) the official Transcript of Proceedings for the original issuance of the bonds;
Both paper and electronic versions of the official Transcript of Proceedings are maintained by the Finance Manager.

(b) records showing how the bond proceeds were invested, as described in paragraph 4(a) above;
These records are maintained by the Finance Department.

(c) records showing how the bond proceeds were spent, as described in paragraph 4(b) above, including purchase contracts, construction contracts, progress payment requests, invoices, cancelled checks, payment of bond issuance costs, and records of "allocations" of bond proceeds to make reimbursement for project expenditures made before the bonds were actually issued;

Contracts are maintained by the City Clerk; all other applicable documentation is maintained by the Finance Department. Copies of relevant contracts will be made and maintained by the Finance Department, as well.

(d) information, records and calculations showing that, with respect to each bond issue, the City was eligible for the "small issuer" exception or one of the spending exceptions to the arbitrage rebate requirement or, if not, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS, as described in paragraphs 4(c), (d) and (e) above; and

Without the issuance of any other bond issuance, this calculation is irrelevant.

(e) records showing that special use arrangements, if any, affecting bond-financed property made by the City with nongovernmental persons, if any, are consistent with applicable restrictions on private business use of property financed with proceeds of tax-exempt bonds and restrictions on the use of proceeds of bonds to make or finance loans to any person other than a state or local government unit, as described in paragraph 5 above.

This is not applicable, there are no such arrangements.

The basic purpose of the foregoing record retention policy for the bonds is to enable the City to readily demonstrate to the IRS upon an audit of any bond issue that the City has fully complied with all federal tax requirements that must be satisfied after the issue date of the bonds so that those bonds continue to be eligible for the applicable tax exemption under the Code.

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

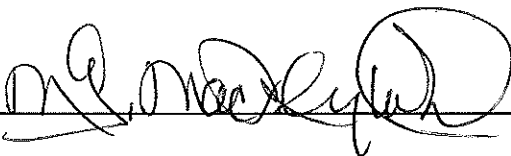
RECOMMENDATION / COUNCIL ACTION DESIRED

Informational only.

SUGGESTED MOTION

None required.

Reviewed by



City Manager



Submission ID:ER522221
09/18/2012 15:40:44

CONTINUING DISCLOSURE (SUBMISSION STATUS: PUBLISHED)

FINANCIAL/OPERATING FILING (CUSIP-9 BASED)

Rule 15c2-12 Disclosure

Annual Financial Information and Operating Data: Unaudited Financial Statements and Operating Data, for the year ended 12/31/2011

DOCUMENTS

Financial Operating Filing

- City of Chehalis - Unaudited 2011 Financials.pdf posted 09/18/2012
- City of Chehalis Continuing Disclosures_2011.pdf posted 09/18/2012

THE FOLLOWING ISSUERS ARE ASSOCIATED WITH THIS CONTINUING DISCLOSURE SUBMISSION:

CUSIP-6	State	Issuer Name
163087	WA	CHEHALIS WASH

THE FOLLOWING 5 SECURITIES HAVE BEEN PUBLISHED WITH THIS CONTINUING DISCLOSURE SUBMISSION:

CUSIP-9	Maturity Date
163087AA7	12/01/2014
163087AB5	12/01/2017
163087AC3	12/01/2021
163087AD1	12/01/2024
163087AE9	12/01/2026

Submitter's Contact Information

Company: City of Chehalis
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CITY OF CHEHALIS
AGENDA REPORT

DATE: September 20, 2012
TO: The Honorable Mayor and City Council
FROM: Herta Fairbanks, Public Works Director
SUBJECT: Adoption of Green House Gas Emissions Policy

ISSUE

Attached is Resolution No. 13-2012, which stipulates green house gas (GHG) emissions reduction policy statements. We are presenting this document for the council's review and consideration.

DISCUSSION

As a condition of most federal and state funding available to the city, including low-interest loan programs and grants, a GHG policy is required to have been adopted by the agency seeking funding. Without a GHG policy, the city will not qualify for funding from these agencies. All state-sponsored programs promulgated by the Washington State Public Works Board requires this as a condition of application.

The administration has worked to develop a GHG Policy that identifies ways in which the City can reduce its GHG emissions when the opportunity arises and the method being considered is both cost-feasible and reasonable for the city to implement. The proposed policy does not restrict the way the city does business, but rather identifies efforts already underway by the city as a course of conducting city business.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 13-2012 on first and final reading, adopting a Green House Gas Emissions Policy.

SUGGESTED MOTION

I move that the council adopt Resolution No. 13-2012 on first and final reading.

REVIEWED BY:  _____, CITY MANAGER

RESOLUTION NO. 13-2012

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, ADOPTING GREEN HOUSE GAS REDUCTION EMISSION POLICY, AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, many local governments throughout the nation, both large and small, are reducing the production of global warming pollutants through programs that provide economic and quality of life benefits, such as reduced energy bills, green space preservation, air quality improvements, reduced traffic congestion, improved transportation choices, and economic development and job creation through energy conservation and new energy.

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

Section 1. Public Buildings Policy:

- All new construction of publicly funded buildings will be evaluated for cost-effective, energy-efficient design.
- Where feasible, conduct energy audits of publicly owned buildings, evaluate potential conservation measures, and carry out those measures identified that are appropriate and cost-feasible.

Section 2. Employee Oriented Policy:

- Encourage energy conservation practices in buildings by raising the awareness of employees own energy use.

Section 3. Transportation Energy Use Policy:

- Encourage ride-sharing by employees when conducting city business.
- Reduce pollutants from transportation activities, to the extent reasonable, through considering and implementing current technologies when performing maintenance on city vehicles or considering purchase of new city vehicles.

Section 4. Utility Oriented Policy:

- Monitor components of water and sewer systems for energy use and troubleshoot and repair any components determined to be functioning inefficiently.

- Encourage conservation of natural resources by customers of the utility systems which reduces production, treatment and disposal needs including chemical usage, power requirements and capacity expansion requirements.

Section 5. Waste Reduction & Use Oriented Policy:

- Encourage waste reduction by the city by providing recycle bins for recyclable goods.
- Promote the purchase of recycled and recyclable goods, when feasible and reasonable.
- Where and when allowed by the building code, encourage the use of building construction materials that promote reductions of greenhouse gas emissions.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof on this 24th day of September, 2012.

Attest:

Mayor

City Clerk

Approved as to form and content:

City Attorney

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Glenn Schaffer, Chief of Police
Eva K. Lindgren, Finance Manager

DATE: September 20, 2012

SUBJECT: Resolution No. 14-2012; Revising Appendix Chapter 'A' (Schedule of Fees and Charges) of the Uniform Development Regulations.

ISSUE

The City of Chehalis has been working on improving its compliance with the State of Washington's Leasehold Excise Taxes (LET) since last year, and it has also been evaluating the appropriateness of its fee structures.

BACKGROUND

Currently, the City of Chehalis provides reserved parking permits for residential and commercial customers for \$7.50 and \$15.00 per month, respectively. It is not known when these fees were last raised, but an educated guess places it at over a decade.

For comparison purposes, the City of Olympia charges \$60.00 per month for a "9-hour" parking permit, which allows parking at "9 hour" meters. No reserved spaces are apparently available. The City of Longview provides reserved parking at two separate lots for \$45 and \$90 per quarter (i.e. \$15 and \$30 per month), respectively.

The State of Washington requires that LET be imposed on long-term rentals made by local governments. The City has been working through issues with the State and its lessees to bring it into compliance with State requirements. However, it has also been brought to the attention of the Administration that not only long-term leases are subject to this tax, but parking permits are potentially subject to this tax, as well.

In consequence of this determination and the fact that contiguous parking spaces with a combined annual fee of \$250 or more are subject to these taxes, the Administration has had to take a close look at how to enable compliance with a minimum amount of confusion to the public and avoid a significant expansion of time spent on appropriate billing and tax collection efforts.

DISCUSSION

The Administration proposes that residential parking permit fees remain at \$7.50 per month and that commercial parking permit fees be raised to \$20.84 per month. The 12.84% state LET will add \$3.06 to the cost of the commercial parking permits, bringing the total cost up to \$26.90.

Additionally, the Police Chief will be instructing his staff to separate permitted residential parking spaces to ensure that no more than two are contiguous, thus falling below the state LET trigger of \$250 annual payments.

In this manner, all commercial parking permits will be subject to state LET and none of the residential parking permit fees will be subject to state LET.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 14-2012 on first and final reading.

SUGGESTED MOTION

I move that the council adopt Resolution No. 14-2012 on first and final reading.

Reviewed by  City Manager

RESOLUTION NO. 14-2012

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, REVISING APPENDIX CHAPTER 'A' OF THE CHEHALIS UNIFORM DEVELOPMENT REGULATIONS, CODIFIED AS CHEHALIS MUNICIPAL CODE TITLE 17, AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, Appendix Chapter 'A' of the Uniform Development Regulations establishes the listing of fees and charges for services provided by the city of Chehalis; and

WHEREAS, Chehalis Municipal Code section 17.09.170.C provides that amendments and revisions to Appendix Chapter 'A' may be made by Resolution; and

WHEREAS, If inconsistencies are identified between Appendix Chapter 'A' and other applicable local, state or federal requirements, said Appendix Chapter 'A' must be altered to reflect such requirements;

WHEREAS, it has been determined that commercial parking permit rates should be increased; and

WHEREAS, Appendix Chapter 'A' must be reviewed at least annually to determine the appropriate fees and charges for city services; now, therefore,

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

Section 1. Appendix Chapter 'A' (Schedule of fees and charges) of the Uniform Development Regulations, codified in the Chehalis Municipal Code as Title 17, shall be, and the same hereby is, revised to reflect the established fees and charges listed in the attached Schedule.

Section 2. 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 on this 24th day of September, 2012.

Attest:

Anthony Ketchum, Mayor

Judith A Schave, City Clerk

Approved as to form and content:

William T Hillier, City Attorney

Chapter 17, Appendix A
Schedule of Fees and Charges

Plan Review/Application Fees

Most plans for which a development permit is required will be assessed a plan review fee in addition to any permit fees. The plan review fee is based on the construction cost or value of the development project, or projected staff review time; and may be a percentage of the development permit fee from the applicable code. Generally, the following formulas are used for the identified type of plan review.

- **Building Permit Plan Review**
 - Residential – one and two family dwellings**
 - New; addition; alteration - 25% of the calculated permit fee
 - Repair; accessory buildings less than 200 square feet; driveways; fences; swimming pools; spas/hot tubs – no plan review fee
 - Residential – multifamily, condominium**
 - New; addition; alteration; substantial repair - 65% of the calculated permit fee
 - Minor repair (including roof, foundation), site work, signs – no plan review fee
 - Non-Residential – institutions, commercial, industrial**
 - New; addition; alteration; substantial repair - 65% of the calculated permit fee
 - Minor repair (including roof, foundation), site work, signs – no plan review fee
- **Manufactured structure** – no plan review fee
- **Fire Permit Plan Review**
 - Development permit – no additional plan review fee
 - Occupancy permit (initial development) – no plan review fee
 - Occupancy permit (annual renewal) – no plan review fee
 - Underground storage tanks – no plan review fee
- **State Environmental Policy Act (SEPA)** – Plan/Checklist Review - \$100.00
- **Land Use/Zoning Plan Review**
 - No plan review fee, unless variance or conditional use permit is required
 - Variance permit fee \$200.00
 - Conditional Use permit fee \$200.00
- **Public Works Variance** – no additional plan review fee
- **Fill/Grade/Clear Plan Review**
 - Any project associated with a Development (Building) Permit – no additional plan review fee
 - Other construction project on R/W (or utility easement) – calculated the same as a building permit plan review fee
 - Occupancy (no construction) of R/W – no plan review fee
- **House-moving Permit Application** – no plan review fee (a development permit may be required at the placement location of moved structures)
- **Joint Aquatic Resource Permit Application (JARPA)**
 - If Shorelines Management Act permit \$200.00
 - Otherwise no fee

Plan review fees must be submitted with the application before any city plan review or approval process will be initiated. Other county, state, and federal agencies with jurisdiction may charge additional review or permitting fees.

Chapter 17, Appendix A Schedule of Fees and Charges

Development Permit Fees

Permit fees are collected after the plan review, if any, is completed and before the permit is issued or any required public hearings are scheduled. Generally, the permit approvals, and conditions, if any, will be forwarded to the applicant with instructions that the permit would be issued when the applicable fees are paid.

- **Building Permit (UBC Table 1-A 1997 Edition)**

Building permit fees are based on the type of construction, the value or cost of the construction, and the use of the building. Generally, Table 1-A of the 1997 UBC is applicable. The Community Development Manager or the building inspector will calculate fees on the computer on request if the following information is provided:

- 1 what kind of work is being done to the building;
- 2 the proposed or current use of the building.
- 3 the approximate square footage of the area involved in the project;
- 4 the estimated construction cost or contract price.

- **Manufactured Structure** - \$100.00 (per assembled structure)

- **Demolition Permit** - \$28.00

- **Fire Permit**

Occupancy - \$15.00 initial application

Fireworks stand (annual renewal) - \$15.00

UST - \$25.00 per tank installed or removed

- **Sign Permit - For Project Cost**

\$1 through \$2,000: \$20.00

\$2,001 or more: \$50.00

- **Variance (Zoning)** - no permit fee

- **Variance (Public Works)** - no permit fee

- **Conditional Use (Zoning)** - no permit fee

- **Earth Disturbing Permit (Stormwater)** -1997 UBC Table A-33-B 'Grading Permit Fees'

- **Right-of-Way Permit**

For construction activity - No permit fee

For temporary (less than 30 days) occupancy - No permit fee

For permanent occupancy associated w/adjacent business - [general business license]

For permanent occupancy otherwise - \$200.00

- **Housemoving Permit** - \$200.00 plus damage deposit of \$5,000.00 or performance bond.

Chapter 17, Appendix A Schedule of Fees and Charges

Development Permit Fees (continued)

- **Joint Aquatic Resources Permit**

If Shoreline Management Act permit, flood hazard zone-permit, local wetland development permit;
or slope/slide/unstable soil permit - no permit fee
If other agency involved - Other agency requirements

State of Washington surcharge - \$4.50 + \$2.00 per residential unit over one. (attached to any building permit issued)

Appeal Fees

Appeal from decision of Responsible Official (SEPA) to Hearing Examiner - \$250.00 *
Appeal from decision of Development Review Committee member to Hearing Examiner - \$100.00 **
Appeal from decision of Shorelines Administrator to Hearing Examiner - \$250.00 *

* 80% of the appeal fee may be refunded to a prevailing party (appellant) upon written request, at the discretion of the Hearing Examiner.

** 100% of the appeal fee shall be refunded to a prevailing party (appellant).

Planning/Zoning Fees

Comprehensive Plan amendment (annual review) - no fee for first form submitted, \$20.00 per form thereafter
Comprehensive Plan amendment with rezone application - \$300.00
Rezone Application - \$200.00

Development Regulation Text Amendment (Title 17) - \$100.00

Subdivision (preliminary plat application) - \$200.00 plus \$5.00 per lot

Subdivision (final plat application) - \$200.00 (includes filing fees at county auditor)

Short-plat application - \$200.00 (includes filing fees at county auditor)

Boundary line adjustment application - \$100.00 (includes filing fees at county auditor)

Planned Unit Development application (PUD) - \$200.00

State Environmental Policy Act checklist - \$200.00

Environmental Impact Statement - \$200.00 (review only -EIS by applicant)

Preliminary site plan review (Development Review Committee) - no fee

Pre-submission conference (Development Review Committee) - no fee

Preconstruction conference (Development Review Committee) - no fee

Other (Miscellaneous) License Fees

Amusement devices/Games of skill - no fee

General business license (conduct of business within the city)

Initial application fee - \$35.00

Annual renewal fee - \$15.00

Change of name or location – no fee

Carnival – (general business license)

Flea market/Swap meet – (general business license)

Temporary mall sales (outside vendors) – (general business license)

Music machine - no fee

Music machine vendor – (general business license)

Notary - no fee if city business; \$5.00 otherwise

Pawnbroker license – (general business license)

Secondhand dealer license – (general business license)

Solicitor (any type) – (general business license)

Chapter 17, Appendix A
Schedule of Fees and Charges

Taxi/For-hire vehicle – (general business license)
 Wrecker license (base operation) – (general business license)
 Wrecker license (independent yard) - included in base operation
 Private security patrol – (general business license)
 Bicycle license - no fee

Concealed weapons permit - \$55.25

Other (Miscellaneous) Fees

NSF or returned (for any reason) check or ACH fee -\$25.00;
 Parking permits: residential \$7.50 per month, business \$15 \$23.84 per month;
 (All business parking permits are subject to an additional 12.84% leasehold excise tax; residential parking permits will only be subject to leasehold excise taxes if three or more parking spaces are contiguous.)
 Sale of class A biosolids (loaded at CRWRF by city on buyer's vehicle) - \$1.00 per cubic yard;
 Fingerprinting - \$10.00;
 Photocopies - \$0.15 (may be waived if associated with city business and less than 50 copies);
 Certified copies - \$5.00 first page, \$1.00/page thereafter for same document (may be waived if associated with city business);
 Copy of audio Compact Disk (CD) or audio tape - \$15.00 (may be waived if associated with city business);
 Copy of map or public data file on Compact Disk (CD) - \$5.00;
 Blueprint/Map copies (black/white):
 • up to 24x36 -\$4.00/sheet;
 • 24x36 -\$10.00/sheet;
 • over 36 x 42 \$10.00/sheet;
 Blueprint/Map copies (color):
 • up to 24x36 \$10.00/sheet;
 • 24x36 -\$15.00/sheet; over 36 x 42 - \$20.00/sheet;
 Installation of Hydrant Meter - \$160.00

Animal Control Fees

Initial license, unsterilized dog	\$25.00
Renewal license, unsterilized dog	\$10.00
Late license, add	\$10.00 to any required license fee
Initial license, sterilized dog	\$5.00
Renewal license, sterilized dog	\$3.00
Late license, add	\$10.00 to any required license fee
Cat license	\$5.00
Other animal, initial license	\$5.00
Replacement licenses	\$3.00
Registration, potentially dangerous dog	\$150.00
Registration, dangerous dog	\$250.00

**Chapter 17, Appendix A
Schedule of Fees and Charges**

Registration, other animal:	
Dangerous/potentially dangerous	\$250.00
Registration for micro-chipped animal	
Not otherwise categorized	no fee
Registration, other animal	\$5.00
Late Registration, add	\$25.00 to any required registration fee
Detainment (impound) per day or	
Part of day	\$35.00
Quarantine, per day or part of day	\$10.00
Disposal fee (relinquished animal)	\$20.00
Rabies testing	actual cost

Building Rental Fees

VR Lee Community Building

<i>Time of Day</i>	<i>Monday-Thursday</i>	<i>Friday</i>	<i>Saturday/holiday</i>	<i>Sunday</i>
Daytime	\$60.00	\$60.00	N/A	N/A
Evening	\$60.00	\$70.00	N/A	N/A
All Day	\$120.00	\$130.00	\$130.00	\$120.00

Fred Hess Kitchen

<i>Time of Day</i>	<i>Monday-Thursday</i>	<i>Friday</i>	<i>Saturday/holiday</i>	<i>Sunday</i>
Daytime	\$35.00	\$35.00	N/A	N/A
Evening	\$45.00	\$50.00	N/A	N/A
All Day	\$80.00	\$85.00	\$85.00	\$80.00

Stan Hedwall Park Covered Shelter (all day) \$100.00

Robert E. Lintott / Alexander Park Covered Shelters (all day) \$100.00

Chapter 17, Appendix A
Schedule of Fees and Charges

Park Rental Fees (per event day)

Stan Hedwall Park

Amplified Music Event with entry fee and alcohol	\$ 7,000
Plus	\$ 1 per ticket or gate pass
Amplified Music Event with no entry fee with alcohol	\$ 5,000
Amplified Music Event with no entry fee, no sales and no alcohol	\$ No Fee
If Alcohol at following events, double park fee:	
Fair/Carnival/Circus	\$ 5,000
Non-Motorized Vehicle related event	\$ 1,000
Motorized Vehicle related event	\$ 3,000
Animal related event	\$ 1,000
Other type event	\$ TBD by DRC

Lintott – Alexander Park

Amplified Music Event with entry fee and alcohol	\$ 3,000
Plus	\$ 1 per ticket or gate pass
Amplified Music Event with no entry fee with alcohol	\$ 2,000
Amplified Music Event with no entry fee, no sales and no alcohol	\$ No Fee
If Alcohol at following events, double park fee:	
Fair/Carnival/Circus	\$ 3,000
Non-Motorized Vehicle related event	\$ 1,000
Motorized Vehicle related event	\$ 3,000
Animal related event	\$ 1,000
Other type event	\$ TBD by DRC

Recreation Park (no Alcohol permitted in this Park)(Events will have limited time restrictions)

Amplified Music Event with entry fee	\$ 3,000
Plus	\$ 1 per ticket or gate pass
Amplified Music Event with no entry fee and no sales	\$ No Fee
Fair/Carnival/Circus	\$ 2,000
Non-Motorized Vehicle related event	\$ 1,000
Motorized Vehicle related event	\$ 5,000
Animal related event	\$ 1,000
Other type event	\$ TBD by DRC

<u>Security / Damage / Cleaning Deposit</u>	\$ 2,000 minimum (determined by DRC on nature of event)
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<u>Fire / EMS Standby Fee</u>	\$ Actual cost of service
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<u>Police / Security Fee</u>	\$ Actual cost of service
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<u>Public Works / Traffic Management Fee</u>	\$ Actual cost of service
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