

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

Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Mayor	Dennis Dawes, Position at Large Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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Regular Meeting of Monday, December 10, 2012

6:00 p.m.

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

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		
3. <u>Interview Applicant for Sister City Committee Vacancy.</u> (Mayor)	---	
4. <u>Briefing on New Program at American Behavioral Health Systems, Inc.</u> (City Manager, Tony Prentice - ABHS Program Manager)	INFORMATION ONLY	

PRESENTATIONS		
5. <u>Employee Service Award – Eva Lindgren - Five Years, Finance Manager.</u> (Mayor)	---	

CONSENT CALENDAR		
6. <u>Minutes of the Regular Meeting of November 26, 2012.</u> (City Clerk)	APPROVE	1
7. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	6
8. <u>Approve Appointment of Dennis Clark and Reappointments of Etsuko Holmes and Sue Carmick to the Sister City Committee for Four-year Terms Expiring December 31, 2016.</u> (City Manager)	APPROVE	8

ADMINISTRATION AND CITY COUNCIL REPORTS		
9. <u>Administration Reports.</u>		
a. Reminder about December 13 work session starting at 5:30 p.m. to meet finalist for Community Development Director Position. (City Manager)	INFORMATION ONLY	
b. Recommendation to cancel December 24, 2012, council meeting. (City Manager)	INFORMATION ONLY	
10. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

UNFINISHED BUSINESS		
11. <u>Ordinance No. 907-B, Second and Final Reading – Amending the 2012 Budget.</u> (City Manager, Finance Manager)	PASS	12
12. <u>Recommendation Regarding North Lewis County Regional Fire Authority.</u> (City Manager, Councilor Dawes)	SUPPORT PLANNING COMMITTEE RECOMMENDATIONS	20

NEW BUSINESS		
13. <u>Resolution No.18-2012, First and Final Reading – Establishing an Employee Wellness Program.</u> (City Manager, Court Administrator, Human Resources Administrator)	ADOPT	23
14. <u>Resolution No. 19-2012, First and Final Reading – Amending the City's Alcohol and Drug-Free Work Place Policy.</u> (City Manager, Human Resources Administrator)	ADOPT	25

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

SPECIAL WORK SESSION ON THURSDAY, DECEMBER 13, 2012, AT 5:30 PM

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, JANUARY 14, 2013

November 26, 2012

The Chehalis city council met in regular session on Monday, November 26, 2012, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 6:00 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; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; and Herta Fairbanks, Public Works Director. Members of the media included Kyle Spurr from *The Chronicle*.

1. **Public Hearing on 2013 Proposed Budget and Revenue Sources, Taxes and Levies.** City Manager MacReynold reported there was no additional tax or fee increases included in the proposed 2013 budget. He noted there were, however, a few changes made to the budget, based on council action at the last meeting.

Finance Manager Eva Lindgren noted some of the more significant changes to the budget ordinance included the Lodging Tax Advisory Committee's recommendations, and the reduction of the wastewater treatment rates for the City of Napavine and Lewis County Water & Sewer District #4.

Councilor Dawes suggested it could be a little confusing with regard to the process the council just went through to raise the water and sewer utility rates to users both inside and outside the city, and then have a report saying they are reducing rate charges to other agencies. He asked Ms. Lindgren to briefly speak to that issue.

Ms. Lindgren reported the city provides wastewater treatment to both the City of Napavine and Lewis County Water & Sewer District #4. She noted the costs for the treatment process are re-evaluated annually and are based on expenses incurred two years prior. Ms. Lindgren reported it had nothing to do with the residential and commercial rates; it was for other agencies that use our plant to process their wastewater.

Councilor Spahr asked if the debt service was figured into the rates. Ms. Lindgren reported it was separate and the two agencies make payments twice a year on the debt service portion.

Councilor Harris inquired about the amount of banked capacity the city had for property tax. Ms. Lindgren stated she would have to go back and look at that information, and would report back.

Councilor Pope stated there were occasions when people on the council ask for additional information and don't always take the time to look at it and/or sign off on it. He suggested if someone asks for additional work to be done, the department directors should make sure the councilor who asks for it, comes and looks at it.

City Manager MacReynold felt that would put a department director and any staff in a precarious situation with reference to something that's been done based on discussion at a council meeting. He requested the council not look to the department directors to take that kind of stance.

Councilor Pope felt if they were going to be asking for additional information they should be obligated to go look at it.

Mayor Ketchum closed the regular meeting at 6:08:22 p.m. and opened the public hearing. There being no public comment the public hearing was closed and the regular meeting reopened at 6:08:40 p.m.

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

- a. Minutes of the regular meeting of November 13, 2012;
- b. Claim Vouchers No.104608-104728 in the amount of \$152,638.06 dated November 15, 2012; and
- c. Approve the revised 2012 budget for the Chehalis-Centralia-Airport.

Councilor Spahr seconded the motion.

November 26, 2012

Councilor Lund inquired about the airport's budget, noting the income for the facilities was not broken down. He asked Airport Manager Allyn Roe if they included any anticipated income for the new Taco Time in the budget.

Mr. Roe reported they were projecting Taco Time to come on-line during the 2014 budget period. He noted they offered some concessions to Taco Time that also include commission agreements, which would prolong the time from when the doors open, to when they will actually receive anything.

Councilor Lund asked when the doors would open. Mr. Roe reported they were working with Taco Time on some requirements by the city.

Councilor Lund wanted to know what the holdup was, noting he had people bugging him wanting jobs and they keep getting pushed off. He asked if there was a reason why it hadn't been fired up yet.

Mr. Roe reported they were working with the city on a sewer study, which was submitted last month. He noted they were still waiting on the results of the study.

Councilor Lund suggested if Mr. Roe was having a problem he and/or his board needed to come to the city and ask for help because a month is too long to have to wait, and the citizens shouldn't have to wait for something like this.

Mr. Roe reported they were working on the issue and validating the report.

Councilor Lund stated he had heard good things about Mr. Roe, but maybe he needed to be more forceful and complain if he can't get something done.

The motion carried unanimously.

3. Administration Reports.

a. **October Financial Report.** Ms. Lindgren reported the largest variances in the general fund had to do with timing issues. She noted earlier in the day she received the most current sales and use tax data, adding the year-to-date total was up by .3 percent. Ms. Lindgren believed they were going to exceed the annual budget, noting that was nice to see.

Councilor Dawes reported he heard on the radio that Chehalis was eighth in the state for sales per capita, which made it sound like we should be swimming in money. Ms. Lindgren reported that was because we have such a small "nighttime" population with a large volume of sales. She stated the amount of sales and use tax we pull in are very significant.

Ms. Lindgren stated most of the negative net budget income in the general fund was attributable to the property tax. She noted the second half was due to the county by the end of October, but would not be remitted to the city until November. She indicated she would provide the council with some additional information on the property tax at the next council meeting.

Ms. Lindgren reported on the water and wastewater funds, noting there were still some large variances in the interfund loans received and paid out. She stated she was waiting until the next meeting to see if any additional loans will need to be taken out against the appropriation. Ms. Lindgren hoped it wouldn't be necessary, but wanted to leave a safety measure there.

b. **Update on AT&T Settlement Agreement.** City Attorney Bill Hillier reported, within the last two years, the city was included in litigation with New Cingular Wireless Services, an affiliate of AT&T Mobility. He noted the litigation involved a refund of taxes attributable to various wireless services providing internet access reflected on customer bills as a separate charge from November 1, 2005, through September 30, 2010. Attorney Hillier indicated the city was included in the suit with virtually every city in the state that has any wireless connection capability. He noted five cities in Lewis County were included in the litigation.

Attorney Hillier stated a request was made for reimbursement from the city for \$18,200. He reported, after looking at the cost to defend the matter, it was decided it would be in the best interest of the city to try and settle the claim. Attorney Hillier indicated he was able to negotiate it down to \$12,154 and they were able to work it in as part of their budget.

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City Attorney Hillier stated it would be a big savings for the city in not having to defend it and still be responsible. He noted City Manager MacReynold signed the settlement document on his ability to do so, but he wanted to bring it to the council's attention so they are aware of the expenditure.

City Attorney Hillier reported they were able to fix the problem in 2010 and would not be faced with it in the future with regard to AT&T.

c. **Update on Community Development Director Selection.** City Manager MacReynold reported a special work session was set for Thursday, December 13, at 5:30 p.m. for the council to meet the four finalists for the community development director position.

4. **Council Reports.**

a. **Update From Councilor Dawes.** Councilor Dawes reported "Author's Night" was coming up on Friday, November 30 at the Lewis County Historical Museum. He noted people would have a chance to purchase books on local history and have them signed by the authors.

Councilor Dawes reported, since the last council meeting, Lewis County Fire District #6 notified the North Lewis County Regional Fire Authority Planning Committee that they are going to pull out of the committee. He noted he was frustrated with the way it was handled and didn't believe District #6 gave it the proper chance to see it all the way through.

Councilor Dawes believed there was still an opportunity for the city to explore a way to provide a rather important service to the citizens with the potential of a reduced rate, or in worst case, at the same rate. He reported the committee would be taking a cool-off time for the later part of November and all of December.

Councilor Dawes reported the city's committee representatives would be meeting with City Manager MacReynold and Fire Chief Kelvin Johnson on Thursday to come up with a recommendation for the remainder of the council to consider, as to where they go from here.

Councilor Spahr stated he would still like to pursue it, adding if it can save the city money, and the entity can still exist, they should continue to explore it.

Councilor Lund felt they were all missing out with District #6 not following it through and pulling out early. He noted all three agencies realized they do things differently and they were supposed to start the functional consolidation soon. Councilor Lund thought the exercise would have been a big help to the community even if they decide not to consolidate, adding it would have given them the chance to be able to work together better.

Councilor Dawes reported they would have done the functional consolidation starting early next year for a period of one year, which would have given the public and the departments the ability to function as one unit without actually formally becoming one unit and intermingling money.

Councilor Taylor asked if Fire District #6 gave a reason for pulling the plug. Councilor Dawes noted one of the Commissioners said their constituency told them no way, they were not interested. Councilor Spahr stated governance seemed to be an issue with them also.

Councilor Dawes reported he didn't believe governance would have been an issue, although, one of the things that would have been a deal breaker was if the agencies disagreed on how the governing body would be set up.

Councilor Dawes reported after being on the budget committee over the last five years, it was very plain to him that we need to do everything we can to maintain what we have.

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b. **Update From Councilor Pope.** Councilor Pope asked Attorney Hillier to give a brief report on the last Chehalis Foundation meeting. Attorney Hillier reported Councilor Pope spearheaded a move for the Foundation to support the police department by taking on a one-time contribution for the K-9 program. He reported the Foundation agreed to fund the program for \$12,000 with two caveats: that the police department not be out actively soliciting donations that would contravene with their attempts to get donations for the pool; and that this was a one-time shot.

5. **Ordinance No. 903-B, Second and Final Reading – Revising Sewer Rates for Lewis County Water & Sewer District #4 and Napavine for 2013.** Herta Fairbanks reported the new rates to be assessed to the City of Napavine and Lewis County Water & Sewer District #4 were for operational expenses at the treatment plant only. She noted, as stated earlier, the debt service is charged separately and coincides with when the city makes its debt service payments on the plant.

Ms. Fairbanks reported the proposed rates were going down for the two jurisdictions by a very small amount over last year's rates, the primary reason being the two-year lag from when the rates are calculated. She noted the overall reduction for the City of Napavine was just shy of 7 percent for the year, and Lewis County Water & Sewer District #4's rate was 1.3 percent below last year's amount. Ms. Fairbanks stated the overall adjustment, if averaged out over the last five years, was just below 3 percent. She noted it was pretty close to what you would consider a CPI type rate, even though it's not based on any type of inflationary figure.

Councilor Spahr moved to pass Ordinance No. 903-B on second and final reading – amending the sewer rates for the City of Napavine and Lewis County Water & Sewer District #4.

The motion was seconded by Councilor Lund and carried unanimously.

6. **Ordinance No. 904-B, Second and Final Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2013; Ordinance No. 905-B, Second and Final Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2013; and Ordinance No. 906-B, Second and Final Reading – Adopting the 2013 Budget for the City of Chehalis.** Ms. Lindgren reported she just received the new estimated values for the tax year 2013 and provided copies of the information to the council. She noted the tax rate for 2013 would actually be 2.326, adding the assessed values increased from what they originally were. The EMS would also be going down to .398 from the .406.

Councilor Harris moved that the council pass Ordinance Nos. 904-B, 905-B, and 906-B as amended on second and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

7. **Ordinance No. 907-B, First Reading – Amending the 2012 Budget.** Ms. Lindgren highlighted some of larger changes being made to the 2012 budget. She noted they were not anticipating the large revenues, inflows, and expenditures out of the FEMA Home Elevation grant program this year. Also reflected were the AT&T settlement and some other items.

Councilor Spahr inquired about the FEMA grant, wanting to know what the problem was. Ms. Lindgren reported when the original grant was awarded their estimates for the cost of doing the actual elevations did not reflect the true cost.

Bob Nacht stated the issue they were facing with the grant program had to do with the way FEMA calculates the cost benefit ratio. He noted as they got into the program the bids came in higher than the original estimates three years ago. Mr. Nacht stated FEMA had to redo the cost benefit ratios and identified that our ratio was still within the program guidelines. He noted the city was currently in the process of dealing with our local administrator, Erin Hillier, and Rene Walker with FEMA, to get the program underway. Mr. Nacht stated, because we are now into the flood season, per FEMA guidelines, they wouldn't be getting any construction projects underway until April 2014.

Councilor Harris asked if they would need to recalculate the cost benefit ratio again next year due to costs going up. Mr. Nacht stated he didn't believe so, adding they were working with the contractors to try and get the bids good for a longer period of time.

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Councilor Spahr moved to pass Ordinance No. 907-B on first reading.

The motion was seconded by Councilor Lund and carried unanimously.

8. Resolution No. 17-2012, First and Final Reading – Adopting the 2013 Budget for the Chehalis-Centralia Airport. Mr. Roe reported, other than their capital expenditures, it was a pretty typical budget. He noted they were starting to look at the reserve balance and the needs of the airport, and made a seven-year financial projection of what it would look like.

Mr. Roe reported they really want to give a good first impression of the airport facilities and plan on reinvesting back into the airport. He noted their 2013 capital expenditures included the construction of a three-bay shop to house the snow removal equipment and their fuel truck. He reported 66 percent of those costs would be reimbursed by FAA. Also included would be a new Jet-A refueler truck, a used SUV for airport operations, one above-ground, double-walled steel tank for jet fuel, and a hangar for Pacific Cataract & Laser Institute.

Mr. Roe reported they showed a negative amount for the year 2013, primarily from deferring some of the capital projects from 2012 into 2013. He noted they will have a profit of approximately \$275,000 in 2012, which will offset the loss in 2013.

Councilor Harris asked if the reimbursement from the FAA was included in the 2013 budget. Mr. Roe reported it was.

Councilor Harris inquired about the safety and security issues of an aboveground fuel tank. Mr. Roe stated they were safer, noting they can secure them better and they will do better during a flood situation.

Councilor Dawes moved that the council approve the 2013 Airport budget by adopting Resolution No. 17-2012 on first and final reading.

The motion was seconded by Councilor Spahr and carried unanimously.

Councilor Lund suggested Mr. Roe keep up the good work. He stated he was amazed at the number of people from the Castle Rock and Longview, Washington, areas who come up here to shop.

9. Request for Partial Reimbursement of Automated External Defibrillator (AED). Ms. Lindgren reported the city was acting as a pass-through agency for the recently installed AED unit at city hall. She noted she had to record the donation received from the Chehalis Fraternal Order of Eagles, and the payment going out to Pope's Kids Place in the amount of \$1,000. Ms. Lindgren reported the payment would be added to the appropriations for the second reading of the budget amendment.

Councilor Harris moved to approve the request to reimburse Pope's Kids Place \$1,000 for the city hall AED unit.

The motion was seconded by Councilor Dawes and carried unanimously. Councilor Pope recused himself from voting on this matter.

There being no further business to come before the council, the meeting adjourned at 6:55 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of November 26, 2012.

CITY OF CHEHALIS
AGENDA REPORT

DATE: November 30, 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. 104729 through 104823 and EFT No. 102012 and 1120121 in the amount of \$287,334.81 dated November 30, 2012 and the transfer of \$42,521.20 from the General Fund, \$2,500.00 from the Tourism Fund, \$1,623.50 from the Federal & State Grants Fund, \$82,153.13 from the 2011 G.O. Bond Fund, \$39.18 from the Automotive Equipment Reserve Fund, \$1.04 from the Garbage Fund, \$32,743.01 from the Wastewater Fund, \$122,400.78 from the Water Fund, \$2,237.42 from the Storm & Surface Water Utility Fund and \$1,115.55 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the November 30, 2012 Claim Vouchers No. 104729 through 104823 and EFT No. 102012 and 1120121 in the amount of \$287,334.81.

SUGGESTED MOTION

I move to approve the November 30, 2012 Claim Vouchers No. 104729 through 104823 and EFT No. 102012 and 1120121 in the amount of \$287,334.81.


Reviewed by: *Mac Reynolds*, City Manager


CITY OF CHEHALIS

AGENDA REPORT

DATE: November 30, 2012

TO: The Honorable Mayor and City Council

FROM: Eva Lindgren, Finance Manager 

PREPARED BY: Michelle White, Accounting Tech II 

SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Payroll Vouchers No. 36151 through 36218, Direct Deposit Payroll Vouchers No. 3595 through 3667, and Electronic Federal Tax Payment No. 117 in the amount of \$647,826.03 dated November 30, 2012, and the transfer of \$448,382.87 from the General Fund, \$5,732.61 from the Arterial Street Fund, \$14,878.92 from the Gambling Enforcement Fund, \$485.45 from the Garbage Fund, \$73,419.77 from the Wastewater Fund, \$76,123.21 from the Water Fund, \$23,218.90 from the Storm & Surface Water Utility Fund, and \$5,584.30 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the November 30, 2012, Payroll Vouchers No. 36151 through 36218, Direct Deposit Payroll Vouchers No. 3595 through 3667, and Electronic Federal Tax Payment No. 117 in the amount of \$647,826.03.


SUGGESTED MOTION

I move to approve the November 30, 2012, Payroll Vouchers No. 36151 through 36218, Direct Deposit Payroll Vouchers No. 3595 through 3667, and Electronic Federal Tax Payment No. 117 in the amount of \$647,826.03.

Reviewed by:  City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: December 3, 2012
TO: The Honorable Mayor and City Council 
FROM: Merlin MacReynold, City Manager
SUBJECT: Appointment and Reappointments to Sister City Committee

ISSUE

The terms of Susan Gonzales, Sue Carmick and Etsuko Holmes expire December 31, 2012. Ms. Carmick and Holmes have expressed interest in being reappointed, leaving one vacancy on the committee.

DISCUSSION

The sister city committee plays an important role in the planning and coordination of incoming delegation visits and Ms. Holmes and Ms. Carmick have been very involved and dedicated to the program. Ms. Holmes has been a member of the committee since 2008 and Ms. Carmick was appointed in 2011 to fill the unexpired term of Sue Bellevue.

Dennis Clark, a retired High School Principal, has submitted an application to be considered to fill the upcoming vacancy of Ms. Gonzales. He has been involved with the Sister City and Sister School Programs for many years.

Appointments to the committee are made by the city council. In 2011 the council passed Ordinance No. 871-B increasing the number of committee members for nine up to thirteen, one of whom shall be a councilor appointed by the city council.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the appointment of Dennis Clark and reappointments of Etsuko Holmes and Sue Carmick to the sister city committee for four-year terms expiring December 31, 2016.

SUGGESTED MOTION

I move that the council approve the appointment of Dennis Clark and reappointments of Etsuko Holmes and Sue Carmick to the sister city committee for four-year terms expiring December 31, 2016.

City of Chehalis APPLICATION FOR APPOINTMENT

Date 11/28/12

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Planning Commission (CMC 2.48)
- Historic Preservation Commission (CMC 2.66)
- Library Board (RCW 27.12)
- Civil Service Commission (CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police)
- Chehalis River Basin Flood Authority

Please print

Name Dennis Clark

Present employer Retired High School Principal

Employer address _____ Phone No. _____

Fax No. _____ E-mail clark@toledotel.com

Home address 137 Laussier Rd / PO Box 296 Home Phone No. 360-864-2870
Toledo WA 98591

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain _____

Date available for appointment Anytime

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? _____

Brief statement of qualifications for position and reason for requesting appointment.
I have worked with the Sister Cities and Sister Schools Programs for many years.

Signature Dennis Clark

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) email / clark@toledotel.com

City of Chehalis APPLICATION FOR APPOINTMENT

Date 10/01/08

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Planning Commission (CMC 2.48)
- Historic Preservation Commission (CMC 2.66)
- Library Board (RCW 27.12)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Other _____

Please print ETSUKO HOLMES

Name _____

Present employer LEWIS CO. P.U.D.

Employer address 324 NW PACIFIC AVE, CHEHALIS Phone No. (360) 748-9261

Fax No. (360) 740-2455 E-mail TERETS@COMCAST.NET

Home address 102 SIRIUS PL, CHEHALIS Home Phone No. (360) 748-0672

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain _____

Date available for appointment AFTER 3:30 PM M - F

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? 8 - 16 HRS

Brief statement of qualifications for position and reason for requesting appointment.

my husband and I have hosted delegations from Inasa many times over the years. I have been to Inasa as part of a delegation in the past. I chaired the Sister City Potluck dinner the past 2 years. As a native of Okinawa Japan, I can help the program with the language and the culture.

Signature: Etsuko Holmes

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) mail to home address
or cell (360) 269-2683

City of Chehalis APPLICATION FOR APPOINTMENT

Date 3/9/11

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Planning Commission (CMC 2.48)
- Historic Preservation Commission (CMC 2.66)
- Library Board (RCW 27.12)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Other _____

Please print

Name Sue Carmick

Present employer Chehalis School / Retired

Employer address _____ Phone No. _____

Fax No. 360-748-6230 E-mail scarmick@gmail.com

Home address 2156 S. Scheuler Rd Home Phone No. _____
Chehalis, WA 98532

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain _____

Date available for appointment _____

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? _____

Brief statement of qualifications for position and reason for requesting appointment.

Various volunteer boards and activ. (Civil Air Patrol, Salvation Army, Church)

Signature Sue Carmick Bob

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) _____

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager
DATE: December 6, 2012
SUBJECT: Budget Amendment Ordinance 907-B; Second Reading

ISSUE

Ordinance 907-B amending the 2012 Budget is hereby submitted to reflect the changes in estimates and the actual activity of the city. It is necessary to ensure compliance with appropriation requirements.

DISCUSSION

The attached spreadsheet provides detailed information on a line-by-line basis, as well as summary information of the proposed budget amendment. The two most significant items incorporated into this budget amendment are as follows:

- Reductions to revenues, expenditures, transfers in and out resulting from the delay to the FEMA Elevation grant program.
- The elimination of the remaining appropriation for the interfund loan between the Water and Wastewater Funds.

The Administration is available to answer any questions regarding the proposed budget amendment.

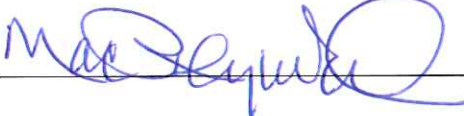
The administration has drafted Ordinance 907-B which results in city-wide net decreases to both revenues and appropriations to the 2012 Budget for all the items listed above and attached. The net decreases total \$3,971,883 and \$4,085,604 for revenues and transfers in; and expenditures and transfers out, respectively. The ordinance is presented, as amended, for passage on the second of two required readings.

RECOMMENDATION/COUNCIL ACTION DESIRED

The Administration recommends that the council pass Ordinance 907-B, as amended, on second and final reading.

SUGGESTED MOTION

I move that the council pass Ordinance 907-B, as amended, on second and final reading.

Reviewed:  _____, City Manager

ORDINANCE NO. 907-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY FOR THE CALENDAR YEAR 2012, BY INCREASING APPROPRIATIONS OF THE GAMBLING ENFORCEMENT FUND IN THE SUM OF NINE THOUSAND NINE HUNDRED AND SIXTY-EIGHT DOLLARS (\$9,968); THE 2011 G.O. BOND FUND IN THE SUM OF TWO HUNDRED AND NINETY-SEVEN DOLLARS (\$297); THE 1ST QUARTER REET FUND IN THE SUM OF ONE HUNDRED AND TWENTY-FIVE DOLLARS (\$125); THE 2ND QUARTER REET FUND IN THE SUM OF NINETY-SIX DOLLARS (\$96); AND DECREASING APPROPRIATIONS OF THE GENERAL FUND IN THE SUM OF ONE MILLION TWO HUNDRED THIRTY-EIGHT THOUSAND FIVE HUNDRED AND NINETY DOLLARS (\$1,238,590); THE TOURISM FUND IN THE SUM OF FIVE THOUSAND DOLLARS (\$5,000); THE HOUSING AND URBAN DEVELOPMENT GRANT (HUD) FUND IN THE SUM OF TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500); AND THE FEDERAL AND STATE GRANT FUND IN THE SUM OF ONE MILLION NINE HUNDRED THOUSAND DOLLARS (\$1,900,000); THE WATER FUND IN THE SUM OF NINE HUNDRED FIFTY THOUSAND DOLLARS (\$950,000); AND MAKING THE CHANGE TO COMPENSATION SCHEDULE AS SPECIFIED BELOW; AND DIRECTING THE FINANCE MANAGER TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to decrease the General Fund's revenues by \$306,178; decrease transfers in by \$950,000; decrease expenditures by \$288,664; and decrease transfers out by \$949,926. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to decrease the appropriations of the General Fund in the sum of one million two hundred thirty-eight thousand five hundred and ninety dollars (\$1,238,590).

Section 2. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to increase the Tourism Fund's revenues by \$10,000 ; and decrease expenditures by \$5,000. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to decrease appropriations of the Tourism Fund in the sum of five thousand dollars (\$5,000).

Section 3. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to decrease the Housing and Urban Development Grant (HUD) Fund's expenditures by \$2,500. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to decrease appropriations of the HUD Fund in the sum of two thousand five hundred dollars (\$2,500).

Section 4. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to increase the Gambling Enforcement Fund's expenditures by \$9,968. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to increase appropriations of the Gambling Enforcement Fund in the sum of nine thousand nine hundred and sixty-eight dollars (\$9,968).

Section 5. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to decrease the Federal and State Grant Fund's revenues by \$950,000; transfers in by \$950,000; decrease expenditures by \$950,000, and decrease transfers out by \$950,000. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to decrease appropriations of the Federal and State Grant Fund in the sum of one million nine hundred thousand dollars (\$1,900,000).

Section 6. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to increase the 2011 G.O. Bond Fund's estimated beginning fund balance to \$4,272; increase transfers in by \$295; and increase expenditures by \$297. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to increase appropriations of the 2011 G.O. Bond Fund in the sum of two hundred and ninety-seven dollars (\$297).

Section 7. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to increase the 1st Quarter REET Fund's transfers out by \$125. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to increase appropriations of the 1st Quarter REET Fund in the sum of one hundred and twenty- five dollars (\$125).

Section 8. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to increase the 2nd Quarter REET Fund's transfers out by \$96. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to increase appropriations of the 2nd Quarter REET Fund in the sum of ninety-six dollars (\$96).

Section 9. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to decrease the Wastewater Fund's revenues by \$950,000.

Section 10. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to increase the Water Fund's revenues by \$124,000 and decrease expenditures by \$950,000. The annual budget of the city for the calendar year 2012 shall be, and hereby is amended to increase appropriations of the Water Fund in the sum of nine hundred fifty thousand dollars (\$950,000).

Section 11. Attached hereto and identified as Exhibit A, in summary form, are the total of estimated revenues, transfers in, expenditures, and transfers out for each separate fund and the aggregate totals for all such funds combined for the city for 2012 for the amended 2012 budget as well as the budget as amended by Ordinance No. 907-B. The Exhibit A, as amended, shows a total estimated ending fund balance of \$5,931,117.

Section 12. The annual budget of the city for the calendar year 2012 shall be, and the same hereby is, amended so as to increase the wages and salaries and related benefits in accordance with a position reclassification. The position of Permitting Technician is being eliminated and the position of Development Review Specialist/Permitting Technician is established, effective retroactively to November 25, 2012.

PASSED by the city council of the City of Chehalis, Washington, and **APPROVED** on its second reading by its mayor, at a regularly scheduled open public meeting thereof this 10th day of December, 2012.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

Exhibit A

CITY OF CHEHALIS AMENDED 2012 BUDGET 2012 Budget Summary - Revised with Ordinance 896-B All Funds

FUND NAME	Est. Beg. Fund Balance	Revenue	Operating Transfers In	Expenditures	Operating Transfers Out	Est. End. Fund Balance
General Fund	828,989	7,983,394	1,024,017	7,957,103	1,052,323	826,974
Arterial Street Fund	26,808	155,000	0	155,626	0	26,182
Tourism Fund	73,255	155,150	0	175,200	0	53,205
Compensated Absence Fund	4,036	10	0	4,046	0	0
Community Dev. Block Grant Fund	21,987	5,050	0	6,500	0	20,537
HUD Block Grant Fund	319,758	4,214	0	2,500	0	321,472
Gambling Enforcement	263,954	500	0	171,961	0	92,493
Federal & State Grant Fund	0	1,183,533	1,028,683	1,188,199	1,024,017	0
2011 G.O. Bond Fund	4,270	0	94,560	98,830	0	0
Public Facilities Reserve Fund	33,515	22,951	0	22,901	33,000	565
Automotive/Equip. Res. Fund	35,639	0	33,000	68,500	0	139
1st Quarter REET Fund	142,806	35,200	0	0	40,188	137,818
2nd Quarter REET Fund	50,659	35,075	0	0	30,732	55,002
Wastewater Fund	2,288,868	4,659,749	0	4,919,314	0	2,029,303
Water Fund	2,885,253	2,486,633	0	4,046,646	0	1,325,240
Storm & Surface Water Fund	364,776	413,757	0	416,269	0	362,264
Garbage Fund	11,089	6,500	0	12,580	0	5,009
Firemen's Pension Fund	189,349	157,100	0	135,000	0	211,449
City Agency Fund	349,742	0	0	0	0	349,742
TOTALS	7,894,753	17,303,816	2,180,260	19,381,175	2,180,260	5,817,394

CITY OF CHEHALIS AMENDED 2012 BUDGET 2012 Budget Summary - Revised with Ordinance 907-B All Funds

FUND NAME	Est. Beg. Fund Balance	Revenue	Operating Transfers In	Expenditures	Operating Transfers Out	Est. End. Fund Balance
General Fund	828,989	7,677,216	74,017	7,668,439	102,397	809,386
Arterial Street Fund	26,808	155,000	0	155,626	0	26,182
Tourism Fund	73,255	165,150	0	170,200	0	68,205
Compensated Absence Fund	4,036	10	0	4,046	0	0
Community Dev. Block Grant Fund	21,987	5,050	0	6,500	0	20,537
HUD Block Grant Fund	319,758	4,214	0	0	0	323,972
Gambling Enforcement	263,954	500	0	181,929	0	82,525
Federal & State Grant Fund	0	233,533	78,683	238,199	74,017	0
2011 G.O. Bond Fund	4,272	0	94,855	99,127	0	0
Public Facilities Reserve Fund	33,515	22,951	0	22,901	33,000	565
Automotive/Equip. Res. Fund	35,639	0	33,000	68,500	0	139
1st Quarter REET Fund	142,806	35,200	0	0	40,313	137,693
2nd Quarter REET Fund	50,659	35,075	0	0	30,828	54,906
Wastewater Fund	2,288,868	3,709,749	0	4,919,314	0	1,079,303
Water Fund	2,885,253	2,610,633	0	3,096,646	0	2,399,240
Storm & Surface Water Fund	364,776	413,757	0	416,269	0	362,264
Garbage Fund	11,089	6,500	0	12,580	0	5,009
Firemen's Pension Fund	189,349	157,100	0	135,000	0	211,449
City Agency Fund	349,742	0	0	0	0	349,742
TOTALS	7,894,755	15,231,638	280,555	17,195,276	280,555	5,931,117

City of Chehalis
 2012 Budget Amendment No. 3 - Ordinance 907-B
 Second Reading
 12/6/12

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
Fund 001 - General Fund					
001.333.D97.04	12 Storm FEMA Disaster	Disaster Funding Awarded	4,108		
001.334.001.87	12 Mil. Dept. Disaster Grt	Disaster Funding Awarded	593		
001.334.003.50	WA Traffic Safety Comm.	School Zone Flashing Lights Proj.	7,500		
001.337.009.40	Chehalis School Dist.	School Zone Flashing Lights Proj.	2,954		
001.316.041.00	Electric Taxes	Underbudgeted revenues	23,840		Added for 2nd reading
001.322.010.00	Building Permits	Overbudgeted revenues	(11,000)		Added for 2nd reading
001.336.006.20	Criminal Justice - High Crime	Overbudgeted revenues	(12,000)		Added for 2nd reading
001.342.033.00	Adult Probation Svc. Chg.	Overbudgeted revenues	(7,000)		Added for 2nd reading
001.345.083.00	Plan Checks	Overbudgeted revenues	(6,000)		Added for 2nd reading
001.347.060.00	Program Fees (Recreation)	Underbudgeted revenues	6,000		Added for 2nd reading
001.353.010.00	Traffic Infractions	Overbudgeted revenues	(5,000)		Added for 2nd reading
001.395.020.04	Insurance Recovery - Sts.	Claim payment received	4,698		Added for 2nd reading
001.334.003.82	TIB Grant	Project Delay	(232,476)		Added for 2nd reading
001.K1.595.030.63.00	Other Impr. (TIB Grt.)	Sts.: Project Delay	(232,476)		Added for 2nd reading
001.333.020.20	DOT/Fed. Hwy Admin.	Project Delay	(79,000)		Added for 2nd reading
001.K1.595.070.63.00	Other Impr. (Grt.)	Sts.: Project Delay	(81,378)		Added for 2nd reading
001.K2.518.090.32.00	Fuel	Eng.: Excess Budget	(1,000)		Added for 2nd reading
001.K2.518.090.41.00	Prof. Svcs.	Eng.: Excess Budget	(1,400)		Added for 2nd reading
001.338.022.03	Fire Protection - Green Hill	State plans to defer payment until '13	(57,000)		Added for 2nd reading
001.333.097.03	07 FEMA Disasters	Grant Close Out	50,000		
001.367.011.76	Donations for Facilities	Eagle's donation for AED	1,000		Added for 2nd reading
001.G1.519.090.35.00	Small Tools & Equipment	Non-Dept: AED Reimbursement		1,000	Added for 2nd reading
(1) 001.397.000.99	Transfer In - Grt. Fund	Delay in FEMA Home Elevation Grt	(950,000)		Decreased by \$50,500 for 2nd reading
(1) 001.G1.597.000.55.20	Transfer Out - Grt. Fund	Non-Dept: Delay in FEMA Grt.		(950,000)	Decreased by \$50,500 for 2nd reading
(2) 001.G1.597.000.55.20	Transfer Out - Debt Svc. Fu	Non-Dept: Incr. debt svc costs		74	
001.367.011.79	Donations: Culture & Rec.	Foundation: Christmas Decorations	2,605		Added for 2nd reading
001.53.573.090.35.00	Small Tools & Equipment	CD: Christmas Decorations	2,605		Added for 2nd reading
001.53.558.010.41.00	Professional Services	CD: GF FEMA Elevation Exps.	2,440		Added for 2nd reading
001.D1.513.010.41.00	Professional Services	CMO: Lobbying Services for Stan Hedwall Park	2,500		
001.G1.519.090.49.00	Miscellaneous	Non-Dept: AT & T Settlement	12,155		
001.G1.511.070.51.00	Intergovt. Prof. Svcs.	Non-Dept: Election Svcs. Not req.	(9,500)		Added for 2nd reading
001.G1.511.080.51.00	Intergovt. Prof. Svcs.	Non-Dept: Voter Reg. cost increase	470		Added for 2nd reading
001.G1.517.038.21.00	Benefits (LEOFF1 PD)	Non-Dept: Excess budget	(4,500)		Added for 2nd reading
001.G1.517.038.21.01	Benefits (LEOFF1 FD)	Non-Dept: Excess budget	(7,000)		Added for 2nd reading
001.G1.519.090.41.00	Professional Services	Non-Dept: FEMA mapping	(10,000)		Added for 2nd reading
001.G2.516.010.35.00	Small Tools & Equipment	HR: Computer replacement	1,000		Added for 2nd reading
001.E1.514.023.48.00	Repairs & Maint.	Fin.: Excess budget	(2,000)		Added for 2nd reading
001.E1.514.023.46.00	Insurance	Fin: Insurance true-down	(458)		Added for 2nd reading
001.H1.521.022.12.00	Overtime	PD: Expended in Gambling Enf. Fund	(2,850)		Increased by \$6,000 for 2nd reading
001.H1.521.021.49.00^	Miscellaneous	PD: Purchase of dog for K-9 unit	6,511		Added for 2nd reading
001.I1.522.030.41.00	Professional Services	FD: Code enforcement overbudgeted	(29,000)		Added for 2nd reading

City of Chehalis
 2012 Budget Amendment No. 3 - Ordinance 907-B
 Second Reading
 12/6/12

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
001.11.522.030.46.00	Insurance	ED: Insurance true-down		(3,643)	Added for 2nd reading
001.11.526.080.11.00	Salaries & Wages	ED: Unfilled position		(6,000)	Added for 2nd reading
001.11.526.080.21.00	Benefits	ED: Unfilled position		(4,000)	Added for 2nd reading
001.53.558.020.41.02	Prof Svcs - Hearing Examiner	CD: Moved costs from HUD Fund		1,600	
001.53.574.020.41.00	Professional Services	CD: Recreation program contractors		32,000	Increased by \$10,000 for 2nd reading
001.53.594.076.41.00	Professional Services	CD: Primarily for Pool Project		8,250	
001.53.576.080.21.07	Benefits - UI Taxes	CD: Unemployment Benefits		21,964	
001.53.574.020.45.00	Rentals	CD: Porta Potty Rentals		850	
001.53.576.080.32.00	Fuel	CD: Costs higher than anticipated		5,700	Increased by \$2,500 for 2nd reading
001.53.524.020.11.00	Salaries & Wages	CD: Reclass. of Permit Tech. Pos. (1 mo.)		409	Added for 2nd reading
001.53.524.020.16.00	Benefits	CD: Reclass. of Permit Tech. Pos. (1 mo.)		61	Added for 2nd reading
001.B1.594.011.46.00	Insurance	Council: Insurance true-down		(2,000)	Added for 2nd reading
001.B1.594.011.64.00	Equipment	Council: Multi-Purpose Machine Purchase		0	Removed for 2nd reading
001.D1.594.013.64.00	Equipment	CMO: Multi-Purpose Machine Purchase		0	Removed for 2nd reading
001.E4.594.014.64.00	Equipment	Clerk: Multi-Purpose Machine Purchase		0	Removed for 2nd reading
001.H1.594.021.64.00	Equipment	PD: Multi-Purpose Machine Purchase		9,026	
^Appropriate coding pending			(1,256,178)	(1,238,590)	(17,588) General Fund 001
Less Transfers			950,000	949,926	
Net Revenues/Expenditures			(306,178)	(288,664)	
Fund 107 - Tourism Fund					
107.313.030.000	Hotel/Motel & Transient Tax	Underbudgeted	10,000		
107.05.557.030.41.19	Pope's Kids Place	Deferred Expenditures		(5,000)	
			10,000	(5,000)	15,000 Tourism Fund 107
Fund 197 - Housing and Urban Development (HUD) Fund					
197.07.558.020.41.02	Prof Svcs - Hearing Examiner	Moved to General Fund CD		(2,500)	
			0	(2,500)	2,500 HUD Fund 197
Fund 198 - Gambling Enforcement Fund					
198.H1.521.022.12.00	Overtime	Unbudgeted in Fund 198		9,968	Increased by \$1,118 for 2nd reading
			0	9,968	(9,968) Gambling Fund 198
Fund 199 - Federal and State Grant Fund					
199.333.D97.03	FEMA Mitigation Grant Revs.	Delay in FEMA Home Elevation Grt	(712,500)		Decreased by \$37,500 for 2nd reading
199.334.D01.81	Military Dept. Grant Revs.	Delay in FEMA Home Elevation Grt	(118,750)		Decreased by \$6,250 for 2nd reading
199.367.011.59	Donations - Housing	Delay in FEMA Home Elevation Grt	(118,750)		Decreased by \$6,250 for 2nd reading
199.397.000.01	Transfer In - General Fund	Delay in FEMA Home Elevation Grt	(950,000)		Decreased by \$50,500 for 2nd reading
199.48.597.000.55.01	Transfer Out - Grt. Fund	Non-Depl: Delay in FEMA Grt.		(950,000)	Decreased by \$50,500 for 2nd reading
199.48.559.D20.49.00	Miscellaneous		(1,900,000)	(1,900,000)	0 Fed. & State Grt. Fund 199

City of Chehalis
 2012 Budget Amendment No. 3 - Ordinance 907-B
 Second Reading
 12/6/12

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
		Less Transfers	950,000	950,000	
		Net Revenues/Expenditures	(950,000)	(950,000)	
Fund 200 - 2011 G.O. Bond Fund					
(2)	200.397.000.01	Transfer In-General Fund	74		
(2)	200.397.000.35	Transfer In-1st Qtr. REET Fund	125		
(2)	200.397.000.36	Transfer In-2nd Qtr. REET Fund	96		
	200.OC.592.034.89.00	Other Debt. Svc. & Int. Costs		149	
	200.OC.592.034.89.00	Other Debt. Svc. & Int. Costs		148	
			295	297	(2) G.O. Bond Fund 200
		Less Transfers	(295)		
		Net Revenues/Expenditures	0	297	
Fund 305 - 1st Quarter REET Fund					
(2)	305.44.597.000.55.20	Transfer Out - Debt Svc. Fui Increase in debt service costs	0	125	(125) Public Fac Fund 301
		Less Transfers	0	(125)	
		Net Revenues/Expenditures	0	0	
2nd Quarter REET Fund					
(2)	306.44.597.000.20	Transfer Out - Debt Svc. Fui Increase in debt service costs	0	96	(96) Auto/Equip. Fund 302
		Less Transfers	0	96	
		Net Revenues/Expenditures	0	(96)	
Fund 404 - Wastewater Fund					
	404.381.010.05	Interfund Loan Receipt	(950,000)		
		Full amount budgeted not needed	(950,000)	0	(950,000) Waste Wtr Fund 404
Fund 405 - Water Fund					
	405.343.040.22	Commercial (Svc. Chgs.)	100,000		Added for 2nd reading
	405.379.000.00	Utility Hook Up/connect Chgs. Underbudgeted	24,000		Added for 2nd reading
	405.10.580.010.06.00	Interfund Loan Disbursmt. Full amount budgeted not needed		(950,000)	
			124,000	(950,000)	1,074,000 Water Fund 405
			(3,971,883)	(4,085,604)	113,721 City-wide

CITY OF CHEHALIS
AGENDA REPORT

Date: November 5, 2012
To: The Honorable Mayor and City Council
From: Kelvin Johnson, Fire Chief
Subject: Regional Fire Authority Planning Committee

ISSUE

The North Lewis County Regional Fire Authority Planning Committee has been meeting for the past 2 years to explore the feasibility of providing fire and emergency services through a joint effort.

DISCUSSION

The original Planning Committee consisted of members from Fire District #5, Fire District #6, Riverside Fire Authority and the City of Chehalis. These entities provided resolutions agreeing to participate. As of this date Fire District #5 has officially withdrawn, and at the November 14, 2012 Planning Committee meeting Fire District #6 indicated their intention to withdraw. Also at the November 14, 2012 meeting, the committee members from Riverside Fire Authority and City of Chehalis committed to continue the process, but recessing until after the first of the year.

At the November 14, 2012 meeting, committee members were to discuss: 1) Governance; 2) Assets and Debts; 3) LEOFF 1 liabilities; and 4) Taxation. These items had been discussed during a Chehalis City Council workshop on November 13, 2012. The direction from the Council at that time was for the planning committee members to meet with City Manager MacReynold and Chief Johnson to make recommendations for the full council to consider.


Councilors Dawes, Spahr and Lund met with City Manager Merlin MacReynold and Fire Chief Kelvin Johnson on November 29, 2012 to discuss and prepare recommendations for the Council. An attachment has been included which summarizes the options and the recommendations.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration supports the Planning Committee recommendations and encourages the full Council to support them as well.

SUGGESTED MOTION

I move that the council support the Planning Committee recommendations as outlined in Attachment "A."

Reviewed: , City Manager

Meeting Notes - Fire Authority
11/29/2012

Present: Councilor Dennis Dawes, Councilor Daryl Lund, Councilor Bob Spahr, City Manager Merlin MacReynold, Fire Chief Kelvin Johnson

Fire Authority – Riverside and Chehalis – Proceed

Questions	Options	Recommendation
1. Governance	<ul style="list-style-type: none"> - At Large positions from District - Rep. from City and District -Reps from Districts within the Fire Authority 	3 council reps for city for 4 years. Representatives from city would be city council members. The city would have equal representation (3) for at least 4 years. After say, 4 years, the governing board could look at possible changes to at-large positions.
2. LEOFF 1 Liabilities	<ul style="list-style-type: none"> -LEOFF-1 and pre-LEOFF goes to the FA -LEOFF-1 and pre-LEOFF stay with the city 	The city would keep LEOFF-1 and pre-LEOFF liabilities. No one would take these liabilities on.
3. Assets & Debt Transfer	<ul style="list-style-type: none"> - Building (What about future?) - Vehicles & Equipment - Debt - not 	<ul style="list-style-type: none"> - No debt in city fire department - All goes to FA Assets would go to the RFA, but there was interest in the building should it be no longer used as a fire station
4. Taxation	<ul style="list-style-type: none"> - Need operational plan & budget to determine 	<ul style="list-style-type: none"> - Yet to determine Need to make sure whatever plan and staffing is determined, taxes paid by city residents would have to be the same or lower than current levels. Can the city give up \$1.50 of taxation and maintain remaining services?

* Need to determine if we need to update Fire Authority resolution passed by the city and need formal letter from Fire District 6 withdrawing from Fire Authority planning.

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Becky Fox, Municipal Court Administrator
Peggy Hammer, Human Resources Administrator

DATE: December 10, 2012

SUBJECT: Resolution No. 18-2012 – Establishing a City Employee Wellness Program

ISSUE

The city wishes to implement a City Employee Wellness Program aimed at preventing illnesses and injuries and promoting better morale, reduced absenteeism, and enhanced productivity and performance among City employees. The policy for the establishment of this program is made by Resolution.

DISCUSSION

Assisting employees in achieving and maintaining healthy habits is a win-win combination. Employees benefit through better health, reduced illness and a likely improved quality of life. The City benefits through healthier employees and reduced absenteeism, and everyone benefits through greater control of health care costs.

Following program guidelines and materials supplied by the city's medical insurance provider, the Association of Washington Cities (AWC), representative employees from all departments will work together to create a City Employee Wellness Program, promoting healthy habits and activities for work and at home.

Adopting a resolution showing support of an Employee Wellness Program is one of the requirements towards achieving the AWC Well Cities Award.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 18-2012 on first and final reading.

SUGGESTED MOTION

I move that the council adopt Resolution No. 18-2012 on first and final reading.

Reviewed by:  _____, City Manager

RESOLUTION NO. 18-2012

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON
ESTABLISHING A CITY EMPLOYEE WELLNESS PROGRAM**

WHEREAS, the City Council of the City of Chehalis recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices; and

WHEREAS, the City Council of the City of Chehalis further recognizes that improvements to employee health, achievable through active workplace health promotion programs and activities, can result in better morale, reduced absenteeism, and enhanced productivity and performance; and,

WHEREAS, the City Council of the City of Chehalis wishes to implement a City Employee Wellness Program aimed at preventing illnesses and injuries and promoting better morale, reduced absenteeism, and enhanced productivity and performance among City employees;

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

Section 1. The City Council of the City of Chehalis hereby expresses its support of the City of Chehalis Wellness Program.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 10th day of December, 2012.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Peggy Hammer, Human Resources Administrator and Risk Manager
DATE: December 10, 2012
SUBJECT: Resolution No. 19-2012 – Amending the City's Alcohol and Drug-Free Workplace Policy

ISSUE

The recent passage of Washington State Initiative 502 creates confusion between local, state and federal drug laws. The City wishes to make clear that the City's existing Alcohol and Drug-Free Workplace Policy applies to any drug considered illegal under any federal law, state or local law or statute.

DISCUSSION

Despite the passage of Washington State Initiative 502, marijuana remains illegal under federal laws.

City of Chehalis employees who hold Commercial Driver's Licenses are regulated by the Federal Department of Transportation which continues to consider marijuana to be illegal for both recreational and medical use.

As the recipient of federal funds, the City continues to be required to comply with the federal Drug-Free Workplace Act. Failure to comply with this act can result in the termination or suspension of federal contracts or grants, and violators may be prohibited from receiving other federal funds.

The City's existing policy refers to "illegal" drugs. By adding new language to the policy, the City hopes to clarify the policy and avoid misinterpretation.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 19-2012 on first and final reading.

SUGGESTED MOTION

I move that the council adopt Resolution No. 19-2012 on first and final reading.

Reviewed by:  _____, City Manager

RESOLUTION NO. 19-2012

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, AMENDING CHAPTER II, SECTION 9,
OF THE EMPLOYEE RULES AND REGULATIONS,
COMMENCING WITH THE FIRST PARAGRAPH, AND
AUTHORIZING THE CITY CLERK TO EFFECT THE
CHANGES AS PROPOSED.**

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

Section 1. Chapter II, Section 9 of the Employee Rules and Regulations, commencing with Paragraph 1, shall be amended to include the following:

For the purposes of this section, “illegal drugs” shall mean any drug considered illegal under any federal law, state or local law or statute.

Section 2. The City Clerk is hereby authorized to effect the changes herein approved.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 10th day of December, 2012.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney