

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

January 23, 2012

5:15 p.m.

EXECUTIVE SESSION

- | | | |
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| 1. <u>Executive Session Pursuant to RCW 42.30.140.(4)(a) – Collective Bargaining.</u>
(City Manager, Human Resources Administrator) | --- | |
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Regular Meeting of January 23, 2012

6:00 p.m.

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

PUBLIC HEARING

4. <u>Public Hearing on Six Month Moratorium on Medical Marijuana Collective Gardens and Dispensaries.</u> (City Attorney)	CONDUCT PUBLIC HEARING	1
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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. Council Committee and Board Appointments. (Mayor)

6

PRESENTATIONS

6. Trees for Market Boulevard. (CCRT Chair Larry McGee and Patty Kaija)

7. Employee Service Award - Glenn Schaffer – Five Years, Police Chief. (Mayor)

8. Chehalis River Fish Study. (Julie Balmelli-Powe and Fish Biologist Shane Scott)

9

CONSENT CALENDAR

9. Minutes of the Regular Meeting of January 9, 2012. (City Clerk)

APPROVE

16

10. Vouchers and Transfers. (Finance Manager)

APPROVE

19

11. Approve Reappointments of Douglas Burton and DJ Hartman to the Historic Preservation Commission for Three-year Terms Each Expiring December 31, 2014. (Community Development Director)

APPROVE REAPPOINTMENTS TO
HISTORIC PRESERVATION
COMMISSION

21

12. Approve Appointment of Steven Bell to the Chehalis Planning Commission for a Four-year Term Expiring December 31, 2015. (Mayor)

APPROVE APPOINTMENT TO
CHEHALIS PLANNING
COMMISSION

24

13. Authorize City Manager to Execute Interlocal Agreement Between the City and Riverside Fire Authority to Provide Fire Code Inspection and Code Enforcement Services. (Fire Chief)

AUTHORIZE CITY MANAGER TO
EXECUTE INTERLOCAL
AGREEMENT

30

14. Adopting a City of Chehalis Domestic Violence Leave Policy. (Human Resources Administrator)

ADOPT POLICY

37

15. Adopting a City of Chehalis Military Leave Policy. (Human Resources Administrator)

ADOPT POLICY

41

16. Accept Washington Traffic Safety Commission (WTSC) Grant for School Zone Flashing Beacon at RE Bennett and Cascade Schools on Market Boulevard. (Public Works Director)

ACCEPT WTSC GRANT FOR
SCHOOL ZONE FLASHING
BEACON

45

CONSENT CALENDAR CONTINUED

17. <u>Resolution No. 1-2012, First and Final Reading – Setting Date and Time for Public Hearing on Vacation of Right-of-Way. (Community Development Director)</u>	ADOPT	49
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ADMINISTRATION AND CITY COUNCIL REPORTS

18. <u>Administration Reports</u>		
a. Quarterly, November, and December financial reports. (Finance Manager)	INFORMATION ONLY	56
b. 4 th Quarter sales and use tax report. (Finance Manager)	INFORMATION ONLY	67
19. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

TABLED ITEMS

20. <u>Appointment and Reappointment of Lodging Tax Advisory Committee (LTAC) Members. (Councilor Harris)</u>	APPROVE APPOINTMENTS AND REAPPOINTMENTS OF LTAC MEMBERS	68
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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, FEBRUARY 13, 2012

Public Hearing on Six-month Moratorium on Medical Marijuana and Dispensaries

ORDINANCE NO. 877-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, ADOPTING AN IMMEDIATE SIX-MONTH MORATORIUM ON THE ESTABLISHMENT, LOCATION, OPERATION, LICENSING, PERMITTING, MAINTENANCE, OR CONTINUATION OF MEDICAL MARIJUANA COLLECTIVE GARDENS OR MEDICAL MARIJUANA DISPENSARIES THAT ARE ASSERTED TO BE AUTHORIZED, OR ACTUALLY AUTHORIZED, UNDER CHAPTER 69.51A REVISED CODE OF WASHINGTON (RCW), OR ANY OTHER LAWS OF THE STATE OF WASHINGTON; DECLARING AN EMERGENCY IN THE PASSAGE OF THIS ORDINANCE PROVIDING THAT THE MORATORIUM WILL TAKE EFFECT IMMEDIATELY UPON ADOPTION AND PUBLICATION AND, UNLESS EXTENDED, WILL SUNSET WITHIN SIX (6) MONTHS OF THE DATE OF ADOPTION.

WHEREAS, the city of Chehalis acknowledges the needs of persons suffering from debilitating or terminal conditions and the benefits that approved medical use of marijuana may provide these persons and believes that the medical use of cannabis should be conducted in a safe and fair manner for the health, safety, and welfare of the community; and

WHEREAS, the possession or distribution of marijuana has been, and continues to be, a violation of state law pursuant to Chapter 69.50 RCW (Washington's Uniform Controlled Substances Act) and federal law, through the Controlled Substances Act ("CSA"); and strict sentencing guidelines enhance the penalties for violations within 1,000 feet of a school; and

WHEREAS, Initiative Measure No. 692, approved by 59% of the voters of Washington State on November 3, 1998, now codified as Chapter 69.51A RCW, created an affirmative defense to marijuana charges under state, but not federal, law, if the person charged could demonstrate that he or she was a qualifying patient or designated provider, as those terms are defined in Chapter 69.51A RCW; and

WHEREAS, the Initiative and current Chapter 69.51A RCW are clear that nothing in its provisions is to be "construed to supersede Washington State law prohibiting the acquisition, possession, manufacture, sale, or use of Cannabis for non-medical purposes;" and

WHEREAS, the Washington State Department of Health opines that it is "not legal to buy or sell" medical marijuana, and further opines that "the law (Chapter 69.51.A RCW) does not allow dispensaries", leaving enforcement to local officials; and

WHEREAS, the city acknowledges the right of qualified health care professionals to recommend the medical use of cannabis, acknowledges the affirmative defense, under state law, available to qualifying patients from the possession of cannabis, as well as the right of patients to

designate a "designated provider" who can "provide" rather than sell cannabis to "only one patient at any one time;" and

WHEREAS, the city of Chehalis acknowledges federal prohibition but wants to respond to the changes in state law in a responsible manner that will minimize impacts on patients, providers, and the health, safety, and welfare of the community; and

WHEREAS, in 2011 the state legislature passed significant amendments to the law, Engrossed Second Substitute Senate Bill 5073 ("E2SSB 5073") and the Governor signed E2SSB 5073, but vetoed several portions expressing her reservations about provisions that involved state employees in activities that could be interpreted as being in violation of federal laws; and

WHEREAS, prior to issuing her partial veto, the Governor received a letter signed by Washington's top two U. S. Attorneys, Mike Armsby and Jenny Durkin, dated April 14, 2011, in which they wrote that marijuana is a Schedule 1 controlled substance under federal law and as such, "growing, distributing and possessing marijuana in any capacity, other than as a part of a federal authorized research program, is a violation of federal law regardless of state laws permitting such activities." Further, the U. S. Attorneys concluded, "state employees who conducted activities mandated by the Washington legislative proposals would not be immune from liability under the CSA;" and

WHEREAS, E2SSB 5073 became effective on July 22, 2011; and

WHEREAS, Section 404 of E2SSB 5073 effectively eliminates medical marijuana dispensaries as a legally viable model of operation under state law; and

WHEREAS, these businesses are illegal under both state and federal law; and

WHEREAS, E2SSB 5073 amends Chapter 69.51A RCW, changing the scope and effect of the law and the rights of qualifying patients and their designated providers, and operators of medical dispensaries are already interpreting the newly amended law to assert that they are permitted to continue to operate; and

WHEREAS, the recent amendments authorize "collective gardens" where up to ten qualifying patients may join together to produce, process, transport, and deliver up to 45 marijuana or cannabis plants for their own medical use, and there is no limit set to the number of medical marijuana collective gardens that may be located at any site or any restrictions as to where collective gardens may be located in relation to other uses; and

WHEREAS, the recent amendments clearly delegate to cities the authority to adopt and enforce zoning requirements, business licensing requirements, health and safety requirements, and business taxes on the production, processing, dispensing, and delivery of medical cannabis; and

WHEREAS, the Chehalis Municipal Code does not currently address medical cannabis or medical marijuana, and the Municipal Code could be changed to address ambiguities in the state law; and

WHEREAS, the city requires time to conduct appropriate research to understand the extent of the changes provided in the new law, to analyze impacts and potential liabilities under federal law, and to determine the appropriate regulatory framework for any provision that is allowed under these laws; and

WHEREAS, the council finds that a zoning, licensing, and permitting moratorium should be established pending local review of appropriate locations and other requirements for these operations, facilities, and uses and the impacts of the newly amended law and its interaction with federal law; and

WHEREAS, unless a moratorium is imposed, medical marijuana dispensaries and medical marijuana collective gardens may be located within the city of Chehalis while the city lacks the necessary tools to ensure the location is appropriate and that the potential secondary impacts are minimized and mitigated; and

WHEREAS, pursuant to RCW 35.63.200 and RCW 36.70A.390, the city may adopt an immediate moratorium for a period of up to six months, provided that the city holds a public hearing on and adopts findings of fact related to the proposed moratorium within 60 days after its adoption; now, therefore,

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

Section 1. The Recitals above are hereby adopted by reference as the City Council's preliminary findings of fact, as if fully set forth herein. The City Council may, in its discretion, modify and/or adopt additional findings at the conclusion of the public hearing referenced below.

Section 2. Pursuant to Washington law, a moratorium is hereby enacted to prohibit within the city of Chehalis the establishment, location, operation, licensing, permitting, maintenance, or continuation of any medical marijuana collective garden or any medical marijuana dispensary, whether for profit or not for profit, asserted to be authorized or whether actually authorized under those portions of E2SSB 5073 signed into law, or any other laws of the state of Washington. No building permit, occupancy permit, or other development permit or approval shall be issued for any of the purposes or activities listed above, and no business license shall be granted or accepted while this moratorium is in effect. Any land use permits, business licenses, or the permits for any of these operations that are issued as a result of error or by use of vague or deceptive descriptions during the moratorium are null and void and without legal force and effect.

Section 3. The City Council deems it to be in the public interest to establish an emergency moratorium pending consideration of changes to regulations, requirements, and taxes

to address medical marijuana collective gardens and dispensaries in order to preserve the public health, safety, and welfare.

Section 4. No use that constitutes or purports to be a medical marijuana dispensary or a medical marijuana collective garden that was engaged in dispensing prior to the enactment of this ordinance shall be deemed to have been a legally established use under the provisions of the Chehalis Municipal Code, and that use shall not be entitled to claim legal nonconforming status.

Section 5. The City Council hereby agrees to hold a public hearing on the 12th day of December, 2011, to develop findings of fact, including the need for and duration of the moratorium.

Section 6. This ordinance shall be transmitted to the Washington State Department of Commerce, pursuant to RCW 36.70A.106.

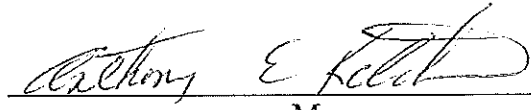
Section 7. The City Manager is hereby authorized to review and develop appropriate business licensing requirements, health and safety requirements, and business taxes regarding medical marijuana collective gardens or medical marijuana dispensaries pursuant to the newly amended law for inclusion in the Chehalis Municipal Code.

Section 8. The City Manager is hereby directed to administer the city's enforcement responsibilities under city, state, and federal law during the moratorium period in a manner that will continue to preserve legal access to medical cannabis for qualifying patients.

Section 9. Notice of and hearing on this ordinance, in the normal course, would undermine effective city planning by allowing the establishment of or the submittal of permit applications between the time notice was published and the time the ordinance was passed, to vest to city regulations which may be inadequate to protect the public health, safety, and general welfare. Therefore, for this reason, the City Council hereby finds and declares that an emergency exists and that the 180-day interim moratorium imposed by this ordinance shall become effective immediately upon passage of this ordinance and its publication, unless repealed, extended, or modified by the City Council after subsequent public hearings and entry of appropriate findings of fact. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the Recitals above, all of which are adopted by reference as findings of fact, as if fully set forth herein.

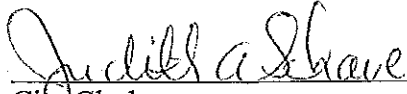
Section 10. If any one or more section, subsection, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, subsections, sentences, clauses, or phrases of this ordinance, and the same shall remain in full force and effect.

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 12th day of September, 2011.



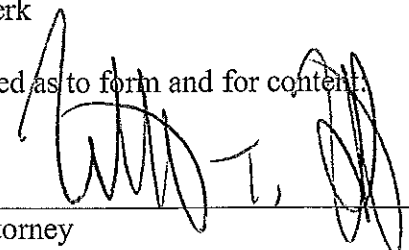
Mayor

Attest:



City Clerk

Approved as to form and for content:



City Attorney

Committee / Board	Representative(s)	Date(s) Appointed	Meeting Information
Centralia Landfill Closure Group: Executive Committee Joint Board	City Manager (chair)	01/23/12	3 to 4 times per year on the 2 nd Thursday of a month 2:00 p.m. Centralia Utilities Department
Centralia-Chehalis Transportation Cooperative	Ketchum Taylor Spahr City Manager - staff Public Works Director-staff	01/23/12 01/23/12 01/23/12 01/23/12	3 rd Monday 7:00 a.m. Centralia City Hall
Chehalis Business Association	Harris Spahr City Manager – Admin Rep	01/23/12 01/23/12 01/23/12	3 rd Tuesday of each month 7:30 a.m. Sweet Inspirations
Chehalis/Lewis County Fire District #6 Cooperative Group	Dawes, Ketchum, Spahr Fire Chief –staff City Manager –staff	01/23/12	2 nd Tuesday of the month - Quarterly 7:00 p.m. District #6 Fire Station
Chehalis-Napavine-LCSD No. 1 Sewer Operations	Pope	01/23/12	As needed
Chehalis River Basin Partnership	Harris (chair) Wiltzius – alternate Vasiliauskas - alternate	01/23/12 01/23/12 01/23/12	4th Friday of each month 9:30 a.m. Lucky Eagle Casino, Rochester
Chehalis Basin Flood Authority	Julie Balmelli-Powe City Manager Taylor - alternate	01/23/12 01/23/12 01/23/12	3 rd Thursday of each month 9:00 a.m. - Technical Workshop Veterans Museum or Lewis County offices 1:30 p.m. - Flood Authority Meeting Lewis County offices
Chehalis Community Renaissance Team	Pope City Manager Foley - Staff	01/23/12	2 nd Friday of each month 8:30 - 9:30 a.m. City Hall Basement (small meeting room)
Chehalis Foundation	Pope	01/23/12	3 rd Tuesday of each month 12:00 – 1:00 p.m. City Hall Basement (small meeting room)
Council Budget Committee	Dawes Harris Taylor	01/23/12 01/23/12 01/23/12	Annually during budget process
Council GMA Committee	Pope (chair) Dawes Ketchum	01/23/12 01/23/12 01/23/12	As needed and available Usually city offices

Council Voucher Approval Committee	Harris Dawes Pope	01/23/12 01/23/12 01/23/12	As needed twice per month to review and sign vouchers Finance Department
Cowfitz-Lewis Economic Development District Board	Spahr City Manager	01/23/12 01/23/12	Twice per year in January and July 12:00 p.m. (360-577-3041) Spiffy's Restaurant
Employee Emergency/Disaster Preparedness Committee	Harris K. Johnson - staff	01/23/12	1 st Tuesday Quarterly 1:30 p.m. City Hall -- Jury Room
Lewis County EDC Board	Spahr	01/23/12	1 st Thursday of Feb., Apr., June, Aug., Oct., and Dec. 7:00 a.m.
Lewis County Historical Museum Board	Dawes	01/23/12	Kit Carson Restaurant 3 rd Tuesday of each month 5:15 p.m. Museum meeting room
Lewis County Law & Justice Council	Schaffer --Staff Fox --Staff	01/23/12 01/23/12	2 nd Tuesday of each month 12:00 p.m. Lewis County Law and Justice Center
Lewis County LEOFF Disability Board	Bonnie Canaday (elected by Lewis County cities)		3 rd Friday of each month 3:00 p.m. Lewis County Commissioners Office
Lewis County Planned Growth (GMA) Committee	Spahr City Manager -- alternate Nacht - Staff	01/23/12	1 st and 3 rd Mondays of each month 3:00 p.m. Various locations
Lewis County Public Transportation Benefit Area Authority (Twin Transit Board)	Taylor	01/23/12	3 rd Thursday of each month 8:00 a.m.
Lewis County Solid Waste Advisory Committee	Harris	01/23/12	Twin Transit Office, Centralia 2 nd Wednesday of each month 1:00 p.m. Lewis County Transfer Station
Lewis County Solid Waste Disposal District Executive (Advisory) Committee	Harris	01/23/12	Once per year to approve the budget
Lewis County Traffic Safety Council	Sahlin --Staff	01/23/12	3 rd Wednesday of each month 7:00 a.m.
Lewis County Transportation Strategy Council	Taylor City Manager Ketchum - alternate	01/23/12	Lewis County Sheriff's Training Room 2 nd Tuesday of each month 7:00 a.m. Kit Carson Restaurant
Lodging Tax Advisory Committee	Harris (chair) City Manager --staff Foley -- staff	01/23/12 01/23/12	Once per year in September and as needed otherwise City Hall
Sister City Committee	Ketchum Foley --staff	01/23/12	Evenings as needed and available, usually more often in spring and summer City Hall

Rural Economic Development Public Facilities Advisory Committee Board	Centralia – 2010 (1 year cycle)	01/23/12	Annually (February – 2010) 9:00 a.m. Lewis County EDC Board Room
South Puget Sound FTZ Policy Committee	City Manager	01/23/12	2 nd Thursday of January, April, July, and October 9:00 a.m. Port of Olympia offices
SW WA Regional Transportation Planning Organization Board	Lund Ketchum – alternate	01/23/12 01/23/12	2 nd Wednesday of Feb., May, Sept., and Nov. 5:00 – 7:00 p.m. Various member locations throughout region

January 2, 2011

Merlin MacReynold
City Manager
City of Chehalis
350 N. Market Blvd., Room 101
Chehalis, WA 98532

Mr. MacReynold:

I appreciate the opportunity to provide the following comments on the Chehalis River Fish Study, dated November, 2011. I am a professional fisheries biologist with extensive experience in working with dams and their effects on fish since 1994. I have reviewed the entire report, but my comments relate primarily to the analyses presented in Appendix F: Fish Population Study. I have provided a summary of concerns related to the document, as well as some background information on my qualifications for your review. Detailed comments on each section of the report then follow. In summary:

There is lack of basic information on fish and their habitat in the mainstem Chehalis River, which is the portion of the river most affected by the proposed multi-purpose dam. More information is needed to provide a more complete picture of the effects of a dam on the Chehalis River Basin fish resources.

- It appears the authors had limited time lacked sufficient information to complete a thorough impact analysis. We recommend that additional information be collected, or developed, to establish a more representative baseline condition and that the analysis then be repeated.

The multi-purpose dam described in the report does not represent the configuration or operation of a dam that would most likely be built at the proposed dam site. A conceptual dam design and operation regime should be further developed before repeating the analysis.

- The dam analyzed in the report should include modern fish passage facilities that are operated to provide proper protection to upstream and downstream migrating fish.
- The conceptual dam should reflect typical design and operation characteristics intended to meet water quality goals, specifically for temperature. A selective-withdrawal structure would typically be included in the dam design, to allow release of water providing the maximum benefit to species of concern.

Water temperatures used to analyze the proposed dam do not represent natural or test conditions. Existing baseline and expected temperature regimes should be revised and the analysis repeated.

- Water temperatures used to represent baseline conditions in the Chehalis River appear to be too warm and do not represent actual temperatures likely to be expected.
- Water temperatures used to represent test conditions below a multi-purpose dam do not incorporate a selective-withdrawal structure, which would allow the operator to release water of optimized temperature.

We recommend these items be corrected and the analysis repeated to better represent the effects of a dam on fish in the Chehalis River Basin. Thank you for the opportunity to comment on this important public policy issue. If you have any questions or need further information please do not hesitate to contact me at (360) 576-4830.

Sincerely,



B. Shane Scott
S. Scott and Associates LLC

Comments on Chehalis River Fish Study

Shane Scott

Principal - S. Scott & Associates LLC

January 2, 2012

Background

I am a professional fisheries biologist and owner of S. Scott & Associates LLC in Vancouver, WA. I have extensive experience working with public and private organizations to provide both technical and policy guidance on mitigation of impacts on fish and wildlife from the development and operation of dams and related facilities. From 1990 to 1994, I worked for a private consulting firm, where I conducted assessments of marine and aquatic environments, wetland delineations, stream habitat assessments, and water and sediment assessments to support permitting and project development. I also worked with teams of engineers to design hatcheries for cold, cool and warmwater fish species all over North America. From 1994 to 2001 I worked as a fisheries biologist for Tacoma Power, managing fisheries mitigation projects on the Cushman, Wynoochee and Nisqually hydroelectric projects.

From 2001 to 2003, I was special assistant to the Director of the Washington Department of Fish and Wildlife, where I represented the agency on the implementation of fisheries mitigation in the Federal Columbia River Power System. From 2003 to present, I have provided technical and policy guidance on fish and wildlife issues for the Public Power Council, an association of public utilities in ID, MT, OR and WA. From 2005 to present, I have been the technical and policy advisor on fish and wildlife issues for the Northwest RiverPartners, an alliance of farming interests, utilities, ports and other river-oriented businesses in the Columbia River Basin.

Since 2006, I have been the owner and principal of S. Scott and Associates LLC where, in addition to my work with utilities and river-oriented industries, I have worked on fish passage projects in North and South America, Asia and Europe. I continue to provide technical and policy guidance on dams and related facilities. Lastly, I also grew up in Lewis and Thurston counties so am very familiar with the Chehalis River Basin.

My primary responsibilities through my professional career have been to represent Clients on interdisciplinary teams of engineers, biologists and hydrologists to develop river operations and dam configurations that protect and improve juvenile and adult fish passage and survival at dams and related structures. As part of this effort, I work with federal, state and tribal fish and wildlife resource management agencies to plan, research and implement fish passage projects for Pacific salmon, steelhead and other species at both high head and run-of-river dams. I also advise Clients on the effects of various policies and regulations on the operation of dam and related facilities.

Summary of Comments on Chehalis Fish Study

There is a lack of basic information on water quality, especially temperature, fish habitat quantity and quality, fish population structure and fish life history distribution in the Chehalis River Basin that limits the authors' ability to provide a more complete picture of any effects of a dam on local fish populations. We understand that the authors had to make a wide variety of assumptions on several biotic and abiotic factors while conducting this analysis. However, we feel that the analysis could be improved if some of the assumptions were replaced or modified. We recommend that additional information be collected or developed and the effects of a dam on fish populations be subsequently reanalyzed.

We also recommend an analysis of fall chinook be included in this report. This species is an important management species and there is likely more information on the spawning distribution and habitat use by fall chinook than any other in the basin. In addition, this species would likely spawn and rear in the mainstem Chehalis River below the proposed dam site and therefore could be most affected by operation of a dam on the upper mainstem.

The configuration and operation of the multi-purpose dam described in the report should be modified to more closely reflect those of a typical hydroelectric dam in the Pacific Northwest. Special attention should be paid to how water is released from a multi-purpose dam. It is most likely that water would be released through a selective-withdrawal outlet to more closely meet optimum water temperatures. The authors should also further develop a dam configuration and operation that reflects current hydroelectric generation and flood control practices, water quality maintenance operations (especially for temperature), upstream and downstream fish passage facility design and operation, and should also incorporate more recent fish passage survival estimates into the analysis. The analysis in Appendix F should then be repeated.

Another concern we have with the study was the assumed baseline water temperatures used throughout the analysis in Appendix F. It appears the temperatures selected for spawning and rearing are near the maximums observed in the basin, and are estimated to remain constant through each lifestage. This does not accurately reflect existing seasonal fluctuations. We recommend developing a temperature regime that more closely mimics existing conditions in the basin for these analyses. The authors should also include some analysis of large summertime fish losses that have been observed in the basin.

We question lack of validated habitat preference relative to fish production. We understand that the authors were told that this information was not available. However, this lack significantly reduces the value of the analysis. Increased instream flows and reduced water temperatures in the summer would most likely benefit juvenile coho rearing habitat quality and quantity in the mainstem Chehalis River. Other species would also likely benefit.

We understand why the three selected species were included for analysis in Appendix F. However, we recommend the authors consider including an analysis of fall chinook in the fish population study for two reasons. First, they are a primary management species in the basin, so much more is likely known about their habitats and distribution. Secondly, mainstem spawning and rearing habitats would more likely be affected by a dam in the Chehalis River Basin.

Lastly, the authors should include an estimate of the effects of the various mitigation actions for fish and wildlife that will be required of a multi-purpose dam. The Federal Energy Regulatory Commission (FERC) licensing process will require a variety of mitigation measures to offset the impacts of a hydroelectric dam. These actions would include both upstream and downstream fish passage, temperature control operations to meet water quality standards, and habitat improvements that would benefit the fish and wildlife populations in the Chehalis River Basin. There are existing FERC-licensed dams in Western Washington, including two in the Chehalis Basin, from which example dam configurations, operations, and fish and wildlife mitigation programs can be evaluated and incorporated into this analysis.

Comments on Specific Sections of the Chehalis River Fish Study

Appendix F: Fish Population Model

2.2.2.2 Spatial Distribution of Spawning

The authors indicate that the spawning of chinook and coho salmon and steelhead are surveyed annually. Does the spawning distribution represent in Table F-1 represent the life histories analyzed in this appendix (i.e., spring chinook, winter steelhead and coho) or the whole population for each species?

Table F-1 should include a separate reach that represents the amount of spawning habitat utilized by each species above the proposed reservoir (RM 118 to RM 108.3). The proposed dam appears to inundate all available spawning habitats. Identifying the amount of spawning habitat actually inundated by the dam would help to better quantify impact to spawning habitat and would assist in the development of fish passage strategies.

Authors selected steelhead, spring chinook and coho salmon for analysis. We recommend the authors consider including an analysis of fall chinook in the fish population study for two reasons. First, they are a primary management species in the basin so likely much more is known about their habitats and distribution. Secondly, mainstem spawning and rearing habitats would likely be more affected by dam in the Chehalis River Basin.

Lastly, the authors should include information about the spawning distribution of these species and life histories throughout the entire Chehalis River Basin. This would give a

better estimate of the actual effects of a dam on the Upper Chehalis River to the anadromous fish populations in the entire river basin.

2.2.2.3 Spatial Distribution for Rearing

The authors report that little data on juvenile salmonid rearing distribution is available. Also, they report that the WDFW noted that juvenile fish are likely not found in the mainstem during the summer. The lack of information on juvenile fish presence limits the completeness of the analysis. Fish presence information collected during the various field surveys in support of this analysis should be included to help verify fish presence and distribution. Also, fish species presence and distribution information from other sources, such as snorkel surveys, should be included in the report. This information would help further what we know about the current distribution of species and their spawning habitat in the basin.

Cooler summertime temperatures would likely provide a variety of benefits that are not mentioned in this analysis. For example, increased summer instream flows would likely increase fish access to off channel habitats preferred by some species, especially juvenile coho salmon. Also, lower summer time water temperatures would likely reduce consumption by piscivorous predators feeding on outmigrating juvenile fish.

2.2.2.4 Fish Population Data Modifications in Analysis with Construction and Operation of a Dam

The authors assume 20% mortality for juvenile fish migrating to, and through, a proposed reservoir. We recommend further research of the available literature on this issue. In the free flowing reach of the Snake River, from the Snake River Trap to the Lower Granite Dam (a reach of approximately 30 RM), the average mortality rate for juvenile steelhead from 1993 through 2011 was 4.7% (NOAA-F 2011). We recommend the authors evaluate more recent juvenile fish passage survival research.

2.2.3.1.1 Spawning Area

The SHRIAZ model used outputs from the PHABSIM model to estimate how many individuals survive to subsequent life stages. We understand this is a limited study, but see opportunities for increasing the accuracy of the analyses provided. We propose that the PHABSIM model may over-estimate the amount of spawning habitat available in the Chehalis River Basin. Shirvell (2007) reports that this model over-predicted available chinook salmon spawning habitat in the Nechahako River in Alaska by 210% to 660%. That author recommends increasing the number of transects measured at each reference site and incorporating bottom topography and velocity gradients into the model to improve spawning area estimates (Shirvell 2007).

Payne et. al. (2004) reviewed over 600 instream flow studies and notes that 18 to 20 transects per study segment will provide the highest accuracy for the PHABSIM model. We suggest that the number of transects studied be increased to provide a more robust analysis.

2.2.3.2 Flood Storage Only Dam Habitat Capacity Inputs

The authors chose to reduce the amount of habitat by 0.5% per year, so that by the end of the 50-year analysis period the available habitat below the dam is approximately 75% of the amount estimated as currently existing. Please provide the basis for this estimate.

The authors also estimate that 90% of the available spawning habitat above the dam site would be lost due to construction and operation of a dam. They note that this will be verified in future drafts. This verification is necessary to better quantify loss in future analyses.

2.2.3.2.1 Spawning Area (Flood Control Dam)

The average river flows presented for the segment from the "Upper Watershed to the Proposed Dam Site" differ between the flood control only and multi-purpose dam alternatives. Average summer flow given for this segment for the flood storage dam is 57 cfs (Figure F-9) but the summer flows for the multi-purpose dam are noted as 140 cfs (Figure F-14). Please clarify how flows above the dam site are expected to differ.

2.2.3.3.2 Rearing Area (Multi-Purpose Dam)

Reservoirs provide rearing habitat for juvenile salmonids. The authors should estimate rearing habitat provided in a reservoir maintained for a multi-purpose dam.

2.2.4 Habitat Productivity Model Inputs

We recommend the authors work with design and operation experts to more thoroughly conceptualize the configuration and operation of a multi-purpose dam. Any dam successfully permitted would most likely be built to meet current fish conservation and water quality standards. The dam would also be designed to release water that meets State and local water quality standards. Upstream and downstream fish passage would generally be provided as a condition of approval. This analysis should be modified to better represent a more realistic multi-purpose dam scenario.

Lastly, the authors could improve and modify this section by describing the effects of the various dam operations on the periodic catastrophic summertime fish losses currently occurring in the Chehalis River Basin.

2.2.4.1 Adult Pre-Spawn Survival

For the baseline analysis the authors chose to use, “the maximum water temperature observed in the months of the year that the adult of each species are understood to be in the river...” The authors do state that temperatures used in the analysis may be too high to support successful spawning for most of these species. However, Tables 16 through 18 use an average temperature for the existing baseline condition. Also, these temperatures are assumed to persist throughout the spawning season, when cooler temperatures would be expected as the year progresses.

The authors also proposed that adult fish would be exposed to high water temperatures above the dam because adult fish would be released into the reservoir where they would have to swim through warm water to continue their spawning migration. Adult fish collected at a trap and haul facility below the dam would most likely be released in free flowing river above the reservoir, therefore avoiding warm water conditions in the reservoir. Further developing fish passage facility configuration and operation would help inform potential effects to fish passing the dam.

2.2.4.4 Summer Rearing Survival

For the baseline analysis the authors chose to use the maximum water temperature observed in June and July for all species and the whole time period. However, Table 21 uses an average temperature for the existing baseline condition. The temperature used should be first clarified. Then a temperature regime to better represent the baseline conditions should be used.

Literature Cited:

- NOAA-F 2011. Memorandum to Bruce Suzumoto from John Ferguson. Preliminary survival estimates for passage during the spring migration of juvenile salmonids through Snake and Columbia River reservoirs and dams, 2011
- Payne, T.R., Steven, S.D. and D.B. Parkinson 2004. The number of transects required to compute a robust PHABSIM habitat index. *Hydroecol. Appl.* (2004) Tome 14 Vol. 1, pp. 27-53
- Shirvell, C. S. 2007. Ability of PHABSIM to predict chinook salmon spawning habitat. *Regulated Rivers: Research and Management*, 3: 277-289.

January 9, 2012

The Chehalis city council met in regular session on Monday, January 9, 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; Dale McBeth, Municipal Court Judge; and Becky Fox, Court Administrator.

1. **Work Session – Interview Applicants for Appointment to the Chehalis Planning Commission.** The council interviewed Steven Bell and Charles Pollock who submitted applications for consideration to fill a vacant position on the Chehalis Planning Commission. The appointment will be confirmed by the council on Monday, January 23, 2012.

Mayor Ketchum closed the work session at 6:00 p.m. and announced the council would take a four minute recess and reopen the regular meeting at 6:04 p.m.

2. **Swearing-in of Re-elected Council Members.** Municipal Court Judge Dale McBeth administered the oaths of office to Terry Harris, District No. 1; Daryl Lund, District No. 2; and Anthony (Tony) Ketchum, District No. 3. Judge Steve Buzzard administered the oath of office to Dr. Isaac Pope, District No. 4.

3. **Election of Mayor and Mayor Pro-tem for 2012-2013.** City Clerk Judy Schave called for nominations for Mayor.

Councilor Lund nominated Tony Ketchum and Councilor Pope nominated Dennis Dawes.

Councilor Pope stated the council agreed that the position of mayor should be rotated. He felt each individual should be given an opportunity to serve as mayor if they wish. Councilor Pope reported Councilor Spahr was mayor for quite a few years and there were people who criticized that situation. He noted prior to the last election for mayor, Tony Ketchum asked if they would extend his term as mayor for two years, so he could be involved with the sister city program, and the council unanimously agreed.

Councilor Dawes stated he was elected to the Chehalis School Board for 24 years and during that time they never had a problem with selecting a chair because they were selected at random. He reported he had an individual who was willing to nominate him two years ago; however, he stepped aside and gave the mayor his word that he would not allow his name to be placed in nomination due to the reason noted by Councilor Pope.

Councilor Dawes reported, as a former staff member, he heard a lot of criticism and found it ironic that the very same individuals who had concerns over Councilor Spahr's longtime tenure as mayor are now willing to do the same thing with another individual. He indicated he already knew what the vote was going to be and was willing to accept that because he was there to serve the people, adding his interest in that was going to be more important than losing an election for the position of mayor. Councilor Dawes indicated he spent half of his life serving the city in the Chehalis police department, his last few years as interim chief. He felt his position as mayor pro-tem was very similar in that he will never get to hit that last step of the ladder.

Ms. Schave closed the nominations and asked for a vote on the nomination for Tony Ketchum for Mayor; Tony Ketchum, Terry Harris, Daryl Lund, and Chad Taylor voted in favor of the nomination. Ms. Schave announced that Tony Ketchum received the majority votes, so there was no need to vote on the nomination for Dennis Dawes.

Mayor Ketchum called for nominations for the position of Mayor Pro-tem.

Councilor Pope nominated Terry Harris and Mayor Ketchum nominated Daryl Lund.

Mayor Ketchum closed the nominations and asked for a vote on the nomination for Terry Harris for Mayor Pro-tem; Terry Harris, Dr. Isaac Pope, Robert Spahr and Dennis Dawes voted in favor of the nomination. Mayor Ketchum announced that Terry Harris received the majority votes, so there was no need to vote on the nomination for Daryl Lund.

4. **Council Committee/Board Appointments.** Mayor Ketchum reported the council received copy of the 2010/2011 committee/board appointments and asked them to look it over and get back to the city clerk regarding any changes. He noted the list of appointments would be brought back to the council for evaluation at their next regular meeting.

January 9, 2012

5. **Update on Chamber Events.** Chamber Director Jim Valley reported last year's Santa Parade on December 3 was the biggest ever, adding they had around 65 entries. He stated it was great to recognize longtime supporters of the city, Jim and Suzi Vander Stoep, adding it was an honor long overdue. Mr. Valley reported the parade also included some Seattle Sea Gals who signed autographs and calendars after the parade at the Market Street Pub. He thanked the council and noted he was looking for more opportunities and ideas to build on the parade and other holiday events in the future.

6. **Update on the Chehalis Renaissance Plan.** Chehalis Renaissance Committee Chair Larry McGee and Co-chair Allyn Roe gave a brief update on the Renaissance plan. Mr. McGee reported, in looking at the council, he could distinctly remember the ways in which each one of them has helped to make things happen, and he and the committee really appreciated it. He gave a quick review of the 2011 accomplishments, which included:

- Secured a \$280,000 grant to do a partial street replacement along Chehalis Avenue
- Fixed the irrigation system on Market Boulevard
- Planted new plantings in the islands along Market Boulevard
- Had a local freelance artist prepare some drawings of the tree options available for Market Boulevard
- Port of Chehalis secured a business incubator grant and selected one of the candidates to get started on a feasibility study
- Children's Museum moved from the feasibility stage into a planning stage for a pilot project
- Installed 20 of the 28 medal plaques that correspond to the walking tour brochure; have handed out 3,500 brochures
- Store-front art project in the former Waldock's building
- Kiosks for pedestrian wayfinding signs

Mr. Roe reported on the 2012 projects, to include:

- Children's Museum pilot project
- Pedestrian wayfinding kiosks – finish fabrication, signage, and installation
- Partnering with ARTrails for a sculpture walk/arts festival
- Identify eyesore properties around town to see what they can do with them
- Design Review Guidelines for the city – hire consultant to work closely with the city, community, and council to put together draft guidelines
- Marketing Chehalis

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

- a. Minutes of the regular meeting of December 12, 2011;
- b. Claim Vouchers No. 101738-101870 in the amount of \$1,088,989.13 dated December 15, 2011; Claim Vouchers No. 101871-101971 and EFT No. 112011 in the amount of \$180,910.90 dated December 30, 2011; Payroll Vouchers No. 35283-35362, 2798-2869, and Electronic Federal Tax Payment No. 106 in the amount of \$678,674.43 dated December 30, 2011;
- c. Set date and time of January 23, 2012, at 6:05 p.m. for public hearing on six month moratorium on medical marijuana collective gardens and dispensaries;
- d. Approve recommendations of the Library Advisory Board to appoint Bonnie Jean Kay and Marilyn Chintella to five-year terms each expiring January 9, 2017;
- e. Approve reappointments of Stephanie Connors and John Matagi to the Sister City Committee for four-year terms expiring December 31, 2015;
- f. Suspend rules requiring two readings of an ordinance and pass Ordinance No. 888-B on first and final reading, amending Ordinance No. 884-B; and
- g. Approve the revised 2011 budget for the Chehalis-Centralia Airport.

January 9, 2012

Councilor Taylor seconded the motion.

Councilor Spahr inquired about Ordinance No. 888-B, asking how they arrived at the figures. City Manager MacReynold reported the Lewis County Assessor's Office looks at the numbers the city gives them to confirm that we're using the right calculation. He reported the county didn't look at the numbers until after council action was taken, so the new ordinance was created to correct the error. Councilor Spahr stated he didn't want anyone to think the council was raising taxes.

The motion carried unanimously.

8. Administration Reports.

a. **Chehalis-Centralia Transportation Cooperative Meetings.** City Manager MacReynold reported there had been discussions about the continuation of the Chehalis-Centralia Transportation Cooperative and it was determined that they need to start looking at quarterly meetings and expanding the group to include a broader review and discussion of other topics, as well as transportation. He reported they planned to have their first 2012 meeting on January 27, at 7:30 a.m. City Manager MacReynold noted, traditionally, attendees have been the mayor and Councilor Taylor with the focus being on transportation. He stated they would like to expand that number to include three councilor members from each jurisdiction. He noted the council members who attend could change quarterly, depending on the topic.

Councilor Spahr volunteered to start attending the meetings.

b. **Airport Board Appointments.** City Manager MacReynold reminded the council about the two 'city representative' vacancies on the airport board. He suggested they were both important appointments and if they had someone in mind that may be interested, to please have them contact the city clerk.

9. **Appointment and Reappointment of Lodging Tax Advisory Committee Members.** Mayor Ketchum noted the item would remain tabled until January 23, 2012.

10. **Ordinance No. 887-B, Second and Final Reading – Amending the City Parking Ordinance.** City Manager MacReynold reported on the ordinance, noting a letter received from a concerned resident had been attached to the agenda report for their review.

Councilor Spahr moved that the council pass Ordinance No. 887-B on second and final reading.

The motion was seconded by Councilor Pope and carried 4 to 3 with Councilor Lund, Councilor Taylor, and Mayor Ketchum voting against the motion.

There being no further business to come before the council, the meeting adjourned at 6:36 p.m.

Mayor



Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of January 9, 2012.

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: January 13, 2012
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions recorded in 2011:

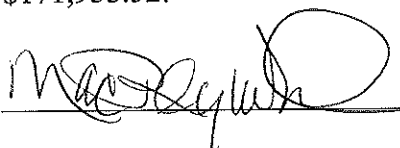
1. Claim Vouchers No. 101972 through 102091 in the amount of \$171,933.52 dated January 13, 2012 and the transfer of \$98,504.80 from the General Fund, \$20,070.03 from the Tourism Fund, \$37,760.67 from the Wastewater Fund, \$12,960.90 from the Water Fund, \$2,229.72 from the Storm & Surface Water Utility Fund, and \$407.40 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED



The administration recommends that the council approve the January 13, 2012 Claim Vouchers No. 101972 through 102091 in the amount of \$171,933.52.

SUGGESTED MOTION

I move to approve the January 13, 2012 Claim Vouchers No. 101972 through 102091 in the amount of \$171,933.52.

Reviewed by:  _____, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: January 13, 2012
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions recorded in 2012:

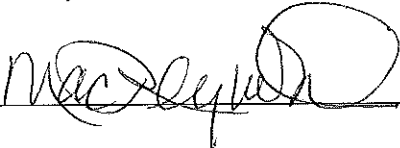
1. Claim Vouchers No. 102092 through 102166 in the amount of \$410,401.82 dated January 13, 2012 and the transfer of \$313,128.98 from the General Fund, \$68,583.26 from the Wastewater Fund, \$24,852.00 from the Water Fund, \$117.58 from the Storm & Surface Water Utility Fund, and \$3,720.00 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the January 13, 2012 Claim Vouchers No. 102092 through 102166 in the amount of \$410,401.82.

SUGGESTED MOTION

I move to approve the January 13, 2012 Claim Vouchers No. 102092 through 102166 in the amount of \$410,401.82.

Reviewed by:  _____, City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: January 6, 2012
TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
SUBJECT: Historic Preservation Commission Appointments

ISSUE

The terms of Douglas Burton and D.J. Hartman on the Historic Preservation Commission expired December 31, 2011, and both wish to be reappointed.

DISCUSSION

The responsibility of the historic preservice commission is to identify and actively encourage the conservation of the city's histoic resources by initiating and maintaining a city register of historic places and reviewing proposed changes to register properties, to make the community aware of the city's history and historic resources, and to serve as the city's primary resource in matters of history, historic planning, and preservation.

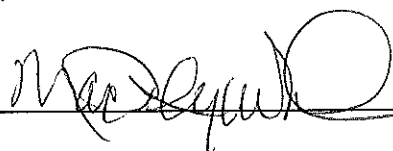
Mr. Burton has been a member of the historic preservation commission since 2006, and Mr. Hartman since 2008. Both have been extremely committed to historic preservation and have served the community well.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the reappointments of Douglas Burton and D.J. Hartman to the Historic Preservation Commission for three-year terms expiring December 31, 2014.

SUGGESTED MOTION

I move that the council approve the reappointments of Douglas Burton and D.J. Hartman to the Historic Preservation Commission for three-year terms expiring December 31, 2014.

Reviewed by:  _____, City Manager

City of Chehalis APPLICATION FOR APPOINTMENT

Date 9 MAR 09

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

Please print

Name DOUB BURTON

Present employer ALASKA AIRLINES

Employer address SEATTLE WA Phone No. 206 433 6333

Fax No. _____ E-mail 1

Home address 175 ALDERWOOD DR CHEHALIS WA Home Phone No. 360 402 6433

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

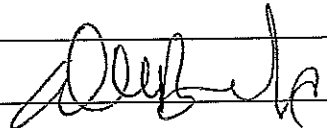
If yes, please explain Current member HPC

Date available for appointment ASAP

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

Approximately how many hours each month can you devote to city business? 10

Brief statement of qualifications for position and reason for requesting appointment.
Current member and Chairperson

Signature  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 APPLICATION FOR APPOINTMENT

Date 7-30-08

(The city of Chehalis accepts applications from anyone residing or employed in the Chehalis School District boundaries unless otherwise indicated.)

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

- Airport Board
- Library Board
- Sister City Committee
- Civil Service Commission
- Lodging Tax Advisory Committee
- Other _____
- Historic Preservation Commission
- Planning Commission

Please print

Name DJ Hartman

Present employer SELF

Employer address 221 Alderwood Dr. Phone No. 740-8965

Fax No. 740-8862 E-mail Hartman Construction @ comcas

Home address _____ Home Phone No. _____

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

If yes, please explain _____

Date available for appointment 7-30-08

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

Approximately how many hours each month can you devote to city business? 4

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

25 years in construction & design

I have an appreciation for historic buildings and classic architecture and would like to be involved in the preservation.

Signature [Signature]

Please return completed form to: Office of the City Clerk
80 NE Cascade Avenue / P.O. Box 871, 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) E-mail

CITY OF CHEHALIS

AGENDA REPORT

DATE: January 12, 2012
TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
SUBJECT: Appointment to the Chehalis Planning Commission

ISSUE

The city has a vacancy on the Chehalis Planning Commission and has received two applications for consideration.

DISCUSSION

The city received applications from Steven Bell and Charles Pollock requesting to be appointed to the Chehalis Planning Commission. The council interviewed both applicants during a work session prior to their regular meeting on Monday, January 9, 2012.

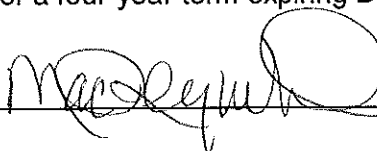
The Chehalis Planning Commission is responsible for reviewing all plats and plans of subdivisions of land within the city or proposed additions, as well as dedications of streets and alleys, and makes recommendations and reports to the council. One of the main responsibilities of the Chehalis Planning Commission is to review the comprehensive plan for the city and to prepare amendments as needed and in the best interest of the citizens of the city, or as directed by the city council.

RECOMMENDATION/COUNCIL ACTION DESIRED

The Mayor has appointed and is seeking confirmation of Steven Bell to the Chehalis Planning Commission for a four-year term expiring December 31, 2015.

SUGGESTED MOTION

I move that the council confirm the Mayors appointment of Steven Bell to the Chehalis Planning Commission for a four-year term expiring December 31, 2015.

Reviewed by:  _____, City Manager

City of Chehalis APPLICATION FOR APPOINTMENT

Date 11-28-11

(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 360-345-3225)

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

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

Please print

Name Steven W. Bell

Present employer Dept. of Fish + Wildlife - Habitat Program

Employer address P.O. Box 43143 Olympia, WA 98504 Phone No. 360-902-2598

Fax No. _____ E-mail stevbell@go.cougs.wsu.edu

Home address 100 Jackson View DR, Chehalis, WA 98532 Home Phone No. 360-528-1887

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

If yes, please explain _____

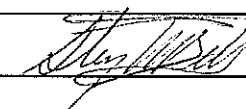
Date available for appointment 12/1/2011

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

Approximately how many hours each month can you devote to city business? 40-50

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

Please see attached statement.

Signature 

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) Home address + e-mail preferred

Steven W. Bell, M.S., M.P.A.

100 Jackson View Drive
Chehalis, WA 98532
Home Phone: 360.528.1887
Work Phone: 360.902.2598

**PROFESSIONAL
EXPERIENCE**

**Washington Department of Fish and Wildlife Habitat Program - Olympia, WA
8/2011 to Present - Oil Spill Planning and Response Specialists**

I respond to reported oil spills and identify fish, wildlife and habitat resources at risk. I conduct resource damage assessments as part of an inter-agency team and recommend compensatory mitigation.

**Washington Department of Fish and Wildlife Habitat Program - Olympia, WA
10/2008 to Present - Administrative Hearings Officer**

A portion of my duties in WDFW involve presiding over appeals. I conduct hearings on Agency Enforcement actions such as license revocations and property seized for forfeiture.

**Washington Department of Fish and Wildlife Habitat Program - Olympia, WA
2/2010 to 8/2011 - Hydraulic Program Compliance Coordinator**

I was the statewide coordinator for the Hydraulic Project Approval compliance program. I lead, directed, developed field protocols, & implemented the HPA compliance monitoring program.

**Washington Department of Fish and Wildlife Habitat Program - Olympia, WA
12/2008 to 2/2010 - Multi-Agency Permit Biologist 4**

I was the WDFW representative on a Multi-Agency Permit Team. We worked closely with other regulators rapidly permit transportation projects. I wrote statewide programmatic permits.

**Bell Landholdings, LLC – Chehalis, WA
7/2006 to 10/2008 – Owner**

I owned a property development and management business. I constructed homes, obtained permits, loans, contractors and accounting. I sold, rented and managed residential properties.

**Washington Department of Fish and Wildlife Habitat Program - Chehalis, WA
4/2001 to 12/2008 - Area Habitat Biologist 3**

I conditioned permits for the protection of fish life. Typical hydraulic project types included bank protection, bulkheads, log jams, docks, floats, bridges, culverts, dredging & stream diversions.

**Washington Association of Fish and Wildlife Professionals – Olympia, WA
8/2004 to 8/2008 - President**

I presided over a budget, staff, job representatives & executive board. I oversaw the transition during civil service reform and during the first and second contract negotiations with the State.

**Washington Department of Natural Resources – Castle Rock, WA
10/2000 to 5/2001 - Forest Practices Forester 2**

I administered Forest Practices Applications to mitigate for potential damage to public resources. I participated or lead interdisciplinary teams on Class IV special activities.

**Washington Department of Natural Resources – Menlo, WA
6/1998 to 9/2000 - State Lands Forester 1**

Duties included pre-sales, contract administration and compliance, silviculture, managing recreation sites. I issued burn permits, and was the Incident Commander on some small wildland fires.

EDUCATION

Master's Degree – 2011
The Evergreen State College – Olympia, WA
Major: Master of Public Administration

Master's Degree – 2001
Washington State University – Pullman, WA
Major: Master of Science in Natural Resources

Bachelor of Science Degree – 1996
Washington State University – Pullman, WA
Major: Wildlife Management. Minor: Range Management

HONORS AND AWARDS

2010 The Evergreen State College Alumni Scholarship.
2008 Washington Department of Fish and Wildlife Team of the Year.
2008 Washington Department of Fish and Wildlife Regional Recognition for Outstanding Performance.
2006 Washington Department of Fish and Wildlife Regional Recognition for Outstanding Performance.
1996 Richland Rod and Gun Club Richard Fitzner Memorial Scholarship.
1996 National Trappers Association Norman Grey Memorial Scholarship.
1995 Richland Rod and Gun Club Richard Fitzner Memorial Scholarship.
1995 National Trappers Association Norman Grey Memorial Scholarship.
1995 The Wildlife Society Richard Fitzner Memorial Scholarship 1995.
1995 Alfred G and Elma Milotte Memorial Scholarship.
1995 Soil and Water Conservation Society Donald Williams Memorial Scholarship.
1994 Rocky Mountain Elk Foundation Wildlife Leadership Award

PROFESSIONAL TRAINING

2011 Incident Command Training: Department of Homeland Security
2011 Hazwoper training: WA Dept. of Ecology
2011 Fluvial Geomorphology of Rivers, Streams & Watersheds: WDFW.
2011 Communication, Problem-solving & Collaborative Decisions: William D. Ruckelshaus Center
2009 Government to government tribal relations training: WA Dept. of Personnel.
2008 Aquatic Invasive Species Training: WDFW.
2002, 2003, 2008 Hydraulic Code & Habitat Training: WDFW.
2004 State Employees Ethics: WDFW.
2003 Freshwater Mussels of the Pacific Northwest Symposium: Northwest Mussel Work Group.
2003 Design of Road Culverts for Fish Passage: WDFW.
2003 Integrated Streambank Protection Guidelines: WDFW.
2003 Handling Emotions Under Stress: WA Dept. of Personnel.
2001 Serving Difficult Clients: WA Dept. of Personnel.
2001 State Environmental Policy Workshop: Dept. of Ecology.
2001 Aquatic Macroinvertebrate Training: Xerces Society.
2000 Commissioned Officer: Police Powers Training: WDNR
2000 Commissioned Warden: Forest Warden Training: WDNR
2000 Slope Stability: WA Dept. of Natural Resources.
2000 Forest and Fish Training: WA Dept. of Natural Resources.
1999 Alternative Logging and Yarding Systems: WDNR
1999 Forest Vegetation Simulation Training: WDNR
1998 Commercial Thinning and Compliance: WDNR
1998 Guard School (Interagency Wildland Firefighting): WDNR
1997 Ecosystem Mgmt., Principles and Application: WSU Workshop.
1997 Forest Animal Damage Mgmt.: WSU Workshop.
1997 Rangeland Restoration: Society for Range Management.

COMMUNITY INVOLVEMENT

2010 & 2011 Participated in "Paint the Town" – paint elderly community member's homes.
2007-2008 Board member Capitol Area Youth Symphony.

CERTIFICATION

Certified Associate Wildlife Biologist with The Wildlife Society 1998 to 2008.

STATEMENT OF QUALIFICATIONS AND REASON FOR REQUESTING APPOINTMENT

I have lived in Chehalis for about 10 years. I raised my family here and I have no desire to leave. I want to contribute to our City by helping it retain its charm and character, prosper in the future, and remain a safe place to call home.

I have been a small business owner, private property owner, natural resource regulator and public lands forester. This broad background provides me with a unique ability to understand varied and often competing interests and perspectives. Some of most relevant education and training include geofluvial morphology, grant writing, watershed management, limnology, and public administration. My training, education and experience as a natural resource scientist will benefit the Planning Commission by contributing another perspective on land use issues, future impacts, critical analysis skills, and problem solving ability.

According to RCW 35.63 (the enabling legislation for CMC 2.48) some of the major areas of emphasis for Planning Commissions include land use and transportation planning, alternative energy resources, watershed restoration projects, and development regulations. These are all areas that I have professional and/or academic knowledge and interest in contributing. In past positions as a private landowner, business owner, forester, and environmental regulator I gained knowledge from experiencing different aspects of land use planning, regulations and their effects. I have extensive regulatory experience working on transportation issues with the Department of Transportation, the forest industry, small landowners, developers, and county public works. I have studied alternative energy resources at the graduate level. I have an extensive education and professional experience in watershed management and hydraulic projects. I gained familiarity with development regulations from the perspective of a landowner, a business owner, and having served on a technical advisory committee for the Lewis County critical areas ordinance.

One of the difficulties managing for the public interests is trying to predict unintended problems our solutions may cause. To prevent, or reduce, unintended consequences commissioners must ask prudent questions. For instance, unsustainable maintenance, repair, and the adequacy of existing infrastructure or emergency services may be hidden costs that can impact future city budgets. The best time to ask questions is when a project is still in its conceptual phase. One way to minimize unintended consequences is to ensure the commission includes diverse interests, backgrounds, experiences and perspectives. I believe my background will contribute to that diversity.

I am attaching a brief resume that highlights some of my education, experience and training as background information for your review and consideration. Thank you for this opportunity to apply for the Chehalis Planning Commission.

City of Chehalis APPLICATION FOR APPOINTMENT

Date 11-23-2011

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

Please print

Name CHARLES LEE POLLOCK

Present employer POLLOCK DEVELOPMENT AND DESIGN / SELF

Employer address 321 MADRID ROAD, CHEHALIS, WA. 98532 Phone No. 360-748-6929

Fax No. 360-748-6929 E-mail C.POLLOCK@THESUPERHWY.COM

Home address 190 MAKOMBER RD, CHEHALIS, WA. 98532 Home Phone No. 360-740-1599

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

If yes, please explain _____

Date available for appointment OPEN

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

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

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

LIFETIME RESIDENT OF COMMUNITY

BUSINESS OWNER

CONCERNED CITIZEN

Signature 

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) C.POLLOCK@THESUPERHWY.COM

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: January 18, 2012
TO: The Honorable Mayor and City Council
FROM: Fire Chief Kelvin Johnson
SUBJECT: Fire Code Inspections and Enforcement Services

ISSUE

The Chehalis Fire Department is in need of a qualified program to conduct portions of a Fire Code Inspections and Enforcement Program.

DISCUSSION

During the 2012 budget preparation process, certain portions of the Fire Code Inspections and Enforcement Services was identified by the city administration as an area where potential savings could be made if the service was contracted out instead of being performed by city personnel. This approach was driven by the cities need to stay within its financial means during this continued economic downturn. This work was currently one of many job duties being done by the Assistant Fire Chief/Fire Marshal. A decision was made to seek a Request for Proposals (RFP) for these Fire Code and Enforcement Services. At the same time, the Assistant Chief applied for and accepted employment elsewhere, hence leaving the position vacant.

Three RFPs were received and considered. For many reasons it was determined the Riverside Fire Authority was the best selection. A verbal agreement was reached in order to facilitate said services in the interim while an Interlocal Agreement was being negotiated. The RFA Board of Commissioners has authorized Chief Walkowski to enter into an agreement to perform such services for the Chehalis Fire Department. (See attachment)

It should be noted that this temporary arrangement has been in place for the last quarter of 2011 and they have delivered a satisfactory work product.

RECOMMENDATIONS/COUNCIL ACTION DESIRED

It is recommended that the council authorize the City Manager to execute an Interlocal Agreement with the Riverside Fire Authority to provide said Fire Code Inspection and Enforcement Services.

SUGGESTED MOTION

I move that the council authorize the City Manager to execute an Interlocal Agreement with Riverside Fire Authority to provide said Fire Code Inspections and Enforcement Services.

Reviewed by:  _____, City Manager

**City of Chehalis
350 N. Market
Chehalis, WA 98532**

**AN INTERLOCAL AGREEMENT
BETWEEN THE CITY OF CHEHALIS AND
RIVERSIDE FIRE AUTHORITY
FOR FIRE CODE INSPECTIONS AND ENFORCEMENT SERVICES**

THIS AGREEMENT is made and entered into this ____ day of _____, 20__, by and between the City of CHEHALIS, WASHINGTON, a municipal corporation, hereinafter referred to as "City", and Riverside Fire Authority, a fire authority, hereinafter referred to as "RFA", under the authority of the Interlocal Cooperation Act, Chapter 39.34 RCW,

WITNESSETH:

WHEREAS, pursuant to Chapter 39.34 RCW (Interlocal Cooperation Act), one or more public entities may contract with one another to perform government services which each is by law authorized to perform; and

WHEREAS, the City is required by Ch. 48.48 RCW to provide the services of a fire marshal or other such fire authority designated by the Fire Chief to conduct fire code inspections and enforcement; and

WHEREAS, the City is required by City Municipal Code 2.30.050 to provide the functions and duties of the department shall include fire prevention, fire suppression, fire investigations, fire code plans review and enforcement, emergency medical services, and such other related functions and duties as may be assigned from time to time by the city manager. [Ord. 767B, 2004.]

WHEREAS, pursuant to RCW 48.48.060(3), the City is expressly entitled to enter into interlocal agreements to carry out such duties in the incorporated areas of Chehalis and its UGA, and RFA has the staff and resources available to provide certain other services in the City and the UGA in an effective and cost-efficient manner; and

WHEREAS, the City and RFA find it mutually beneficial and in the public interest to enter into an interlocal services agreement for RFA to provide fire code inspection, plans review and enforcement services to the Chehalis and UGA residents;

NOW, THEREFORE, THE CITY AND RFA agrees as follows:

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SECTION 8	Independent Contractor

SECTION 9	Hold Harmless/Indemnification
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SECTION 1. PURPOSE, TERM AND EXTENSION OF AGREEMENT. The purpose of this Agreement is to ensure high quality and uninterrupted fire code inspection, plans review and enforcement services to the Chehalis residents and UGA of the city during the period between _____, 2012, and _____, 20____. This agreement may be thrice extended for additional, one-year terms upon written notification by the City to the RFA of not less than thirty (30) days prior to the expiration of the current-year term, and upon the agreement of the parties to the hourly fee, and other terms or amendments for the following year.

SECTION 2. SCOPE OF FIRE CODE INSPECTION AND ENFORCEMENT SERVICES. The scope of services provided by the RFA within the City and UGA addressed by this Agreement shall be as specified in Sections 4 and 5 of this Agreement, and any attached Appendix or Amendment incorporated herein by reference as if fully set forth.

SECTION 3. FINANCIAL ADMINISTRATION. The fair cost for provision of fire code inspections, plans review and enforcement services shall be provided at the rate of \$58.83 per hour and reimbursement for mileage transportation at a rate consistent with the State of Washington mileage reimbursement rate under §4.4. This rate reflects the actual expenses incurred by the RFA for said services of its fire marshal not inclusive of additional administrative expenses during the period said services are being performed by RFA on behalf of the City.

SECTION 4. RESPONSIBILITIES OF RFA. The RFA agrees to provide the following fire code inspection, plans review and enforcement services to the City and UGA as outlined below.

1.0 INTRODUCTION

1.1 The City of Chehalis is soliciting requests for proposal to provide Fire Code Inspections and Enforcement services. The City of Chehalis provides plan reviews, fire code and life safety inspection, and enforcement of the International Fire Code and Municipal Code as related to said reviews and inspections. This position provides direction/supervision of the employees of the fire department through the Fire Chief. Permit requirements are included in these functions. The city wishes to continue this service by contracting these duties.

2.0 STATEMENT OF QUALIFICATION REQUIREMENTS

- 2.1 ICC Fire Plans Examiner, Fire Inspector II Certified.
- 2.2 Five (5) years minimum cumulative firefighting and fire code enforcement experience.
- 2.3 Knowledge of fire prevention principles and practices.
- 2.4 Must have valid liability and errors and/or omissions insurance.

- 2.5 Must provide and maintain their own equipment, and cover all costs associated with providing services.

3.0 SCOPE OF WORK

3.1 Must be able to perform the following services in a timely and reasonable manner:

- a. The RFA shall provide to the City consultation services regarding fire code inspection and enforcement services to include assisting City personnel as necessary in the provision of said services.
- g. Provide timely replies to inquiries regarding application of the IFC, to include reasonable availability on a consistent basis. Inquiries include meetings, e-mails, and telephone calls.
- h. Provide assistance to the City Fire Chief regarding fire and life safety inspections that exceed his/her scope of practice, expertise, or certification level to include; corrective actions required, interaction with business owners/occupants regarding corrective actions required to meet compliance, and inspection follow-up to confirm code compliance.
- l. Provide all completed Fire Code Related documents to City of Chehalis Department of Community Development for filing.
- n. Conduct specialty inspections to include permitting as required. Examples include fireworks stands, temporary displays or businesses activities such as garden, craft, vendor, fairs in malls or other open areas.
- o. May be requested to conduct inspections outside of the city limits as required per contract with the Lewis County Fire Marshal. (Determination of subcontractor clause. See Section 12 below).
- p. Review trends and developments in the area of fire and life safety inspections and make recommendations to the Fire Chief.

4.1 RFA will perform any plan reviews and associated follow-ups as reasonably requested by the City Fire Chief.

4.2 Other associated Fire Code Inspection and Enforcement work may be performed when mutually agreed upon by the representatives of the City and the RFA.

4.3 The City welcomes input from the RFA on the operation of its fire marshal service. Any operational concerns should initially be raised with the City Fire Chief. In addition, if regular meetings are deemed necessary by the RFA to discuss issues regarding fire marshal services, they will be arranged by representatives of the RFA and with said City representative.

SECTION 5. RESPONSIBILITIES OF THE CITY. The City agrees to meet the following responsibilities under this Agreement:

5.1 The City shall grant to the RFA personnel assigned to provide fire code inspection, plans review and enforcement services the authority to enforce the provisions of Ch. 48.48 RCW, and associated City fire marshal duties pertaining to civil and criminal fire code infractions.

5.2 The City shall provide to the RFA personnel assigned to fire code inspection, plans review and enforcement services the assistance of City personnel necessary to assist the RFA in providing fire code inspection and enforcement services, as approved by the City Fire Chief.

5.3 Provide for timely payment of the services provided for in this Agreement upon receipt of a properly constituted and prepared billing by RFA.

SECTION 6. ADMINISTRATION. This Agreement shall be administered by the City Manager and by the Fire Chief of the RFA.

SECTION 7. DISPUTE RESOLUTION. In the event of a dispute between the City and the RFA regarding the delivery of services under this Agreement, the Fire Chiefs of the City Fire Department and the RFA, shall review such dispute and options for resolution. Any dispute not resolved by these representatives shall be referred to the City Manager and the RFA Governing Board. The decision of the City Manager and the RFA Governing Board regarding the dispute shall be final as between the parties.

If any controversy or claim arising out of or relating to this Agreement or the alleged breach of such Agreement that cannot be resolved by the City Manager and RFA Governing Board may be submitted to mediation and if still not resolved, shall be submitted to binding arbitration in accordance with the rules and procedures set forth in Chapter 7.04 RCW, and the judgment or award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 8. INDEPENDENT CONTRACTOR. As used in this Agreement, "City" means the party that solicits and pays for services and "RFA" means the party that contracts to provide those services. The RFA is and shall at all times be deemed to be an independent contractor in the provision of the services set forth in the Agreement. Nothing herein nor in any of the Agreement shall be construed as creating the relationship of employer and employee, or principal and agent, between the City and the RFA or between any of the RFA's employees or agents. The RFA shall retain all authority for provision of services, standards of performance, discipline and control of personnel, and other matters incident to the performance of services by the RFA pursuant to this Agreement. Nothing in this Agreement shall make any employee of the RFA an employee of the City or any employee of the City an employee of the RFA for any purpose, including but not limited to, for withholding of taxes, payment of benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment.

SECTION 9. HOLD HARMLESS/INDEMNIFICATION. The RFA in this Agreement agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from and against any and all liability, demands, losses, damage, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, including deaths and injuries to persons, arising out of, or in connection with, or incident to, the performance by the RFA of this Agreement. In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the City, the City retains the right to participate in said suit if any principal of public law is involved. This indemnity and hold harmless shall include any claim made against the City by an employee of the RFA or subcontractor or agent of the RFA, even if the RFA is thus otherwise immune from liability pursuant to the workers, compensation statute, Title 51 RCW.

The City in this Agreement agrees to indemnify, defend, save and hold harmless the RFA, its officials, employees and agents from and against any and all liability, demands, losses, damage, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, including deaths and injuries to persons, arising out of, or in connection with, or incident to, the performance by the City of this Agreement. In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the RFA, the City retains the right to participate in said suit if any principal of public law is involved. This indemnity and hold harmless shall include any claim made against the RFA by an employee of the City or subcontractor or agent of the City, even if the RFA is thus otherwise immune from liability pursuant to the workers, compensation statute. Title 51 RCW.

SECTION 10. ASSIGNMENT/SUBCONTRACTING. Neither the City nor the RFA shall transfer or assign, in whole or in part, any or all of their respective rights or obligations under this Agreement without the prior written consent of the other. The RFA shall not subcontract for the provision of any services it is to provide the City under this Agreement without the prior written consent of the City.

SECTION 11. NON-DISCRIMINATION. In connection with the provision of services pursuant to this Agreement, the RFA shall not discriminate against any employee or applicant for employment or against any consumer of or applicant for services because of age, sex, race, creed, religion, color, national origin, marital status, pregnancy, veteran status, the presence of any physical, mental or sensory disability, or perceived or actual sexual orientation. The RFA and City each certify that it is an Equal Employment Opportunity Employer.

SECTION 12. NO THIRD PARTY BENEFICIARY. The RFA does not intend by this Agreement to assume any contractual obligations to anyone other than the City. The City does not intend by this Agreement to assume any contractual obligations to anyone other than the RFA. The City and the RFA do not intend there be any third-party beneficiary to this Agreement.

SECTION 13. NOTICE. Any notices to be given under this Agreement shall at minimum be delivered, postage prepaid and addressed to:

To the RFA
Riverside Fire Authority
1818 Harrison Ave.
Centralia, WA 98531-1905
Attention: Fire Chief

To the City:
Chehalis Fire Department
City of Chehalis
455 NW Park St.
Chehalis, WA 98532
Attention: Fire Chief

Either the City or the RFA giving the other notice of such change as provided in this section may change the name and address to which notices shall be directed.

SECTION 14. WAIVER. No waiver by either party of any term or condition of this Agreement or Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.

SECTION 15. ENTIRE AGREEMENT. This Agreement contains all of the agreements of the parties with respect to the subject matter covered or mentioned therein, and no prior Agreements shall be effective to the contrary.

SECTION 16. AMENDMENT AND TERMINATION. The provisions of this Agreement may be amended with the mutual consent of the parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both parties. Either party may terminate this agreement for public convenience upon not less than sixty (60) days prior written notice to the other party.

SECTION 17. DOCUMENT EXECUTION AND FILING. The City and the RFA agree that there shall be duplicate originals of this Agreement procured and distributed for signature by the necessary officials of the City and the RFA. Upon execution, the executed duplicate of this Agreement shall be returned to the City Clerk which shall file a copy of this Agreement with the County Auditor. Upon receipt by the City Clerk of the duplicate originals, each such duplicate original shall constitute an agreement binding upon both City and the RFA.

SECTION 18. SEVERABILITY. If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Agreement.

IN WITNESS WHEREOF, the City and the RFA have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement

Agreements to be dated as of the _____ day of January, 2012, the same being subject to ratifying legislative actions of the respective parties, hereto.

CITY OF CHEHALIS, a municipal corporation
CHEHALIS, WASHINGTON

RIVERSIDE FIRE AUTHORITY
CENTRALIA, WASHINGTON

By: _____
City Manager

By: _____
Fire Chief

Approved as to form, only:

City Attorney

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Peggy Hammer, Human Resources Administrator
DATE: January 23, 2012
SUBJECT: Adopting a City of Chehalis Domestic Violence Leave Policy.

ISSUE

The city wishes to adopt a policy addressing the terms and conditions under which an employee may take leave related to domestic violence as allowed under Revised Code of Washington (RCW) 49.76.

DISCUSSION

Domestic violence, sexual assault, and stalking often negatively impact victims' ability to maintain employment.

An employee who is a victim of domestic violence, sexual assault, or stalking, or an employee whose family member is a victim, must often take leave from work due to injuries, court proceedings, or safety concerns requiring legal protection.

It is in the public interest to provide reasonable leave from employment for employees who are victims of domestic violence, sexual assault, or stalking, or for employees whose family members are victims, to participate in legal proceedings, receive medical treatment, or obtain other necessary services.

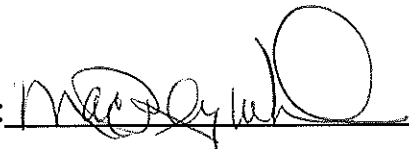
The attached policy addresses the terms and conditions under which an employee may take leave related to domestic violence as allowed under RCW 49.76. An employee who is absent from work pursuant to this policy may use accrued compensatory time, vacation, or sick leave, or be on approved unpaid leave status.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt the Domestic Violence Leave Policy as presented.

SUGGESTED MOTION

I move that the council adopt the Domestic Violence Leave Policy as presented.

Reviewed by:  _____, City Manager

DOMESTIC VIOLENCE LEAVE

SCOPE: This policy applies to all eligible employees of the City of Chehalis unless otherwise addressed by a current collective bargaining agreement.

POLICY: Per RCW 49.76, an employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule, with or without pay, to:

- 1) Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- 2) Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
- 3) Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- 4) Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
- 5) Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

GUIDELINES:

Definitions

Where provided, definitions provided in RCW 49.76 shall apply throughout this policy unless the context clearly requires otherwise.

Notice Requirements

As a requirement of taking leave under this section, an employee shall give advance notice to his/her Department Director or direct supervisor, and the Human Resources

Administrator of the intention to take the leave. When advance notice cannot be given due to an emergency or unforeseen circumstance, the employee or his/her designee must give notice to his/her Department Director or direct supervisor, and the Human Resources Administrator no later than the end of the first day that the employee takes such leave.

Type of Leave

An employee who is absent from work pursuant to this policy may use accrued compensatory time, vacation, or sick leave, or be on approved unpaid leave status.

Verification

The City may require that the request for leave pursuant to this policy be supported by verification that the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking and that the leave was or will be taken for one of the purposes described in this section.

An employee may satisfy the verification requirement of this policy by providing his/her Department Director or direct supervisor with one or more of the following:

- 1) A police report indicating that the employee or employee's family member was a victim of domestic violence, sexual assault, or stalking;
- 2) A court order protecting or separating the victim from the perpetrator of the act.
- 3) Documentation from the victim's health care provider, advocate, attorney; or other recognized medical or legal professional.
- 4) A written statement from the employee that the employee or employee's family member is the victim, needs assistance and that leave is to be taken for this purpose.
- 5) Other documentation providing sufficient information for the basis of the need for leave pursuant to this policy.

Family relationship may be determined by birth certificate, court document or other similar record.

All information provided by the employee related to the events of domestic violence and the need for leave under this policy shall remain confidential and will only be released by the City with the employee's consent, by court or administrative agency order, or as otherwise required by law.

Protection of Position and Benefits

Upon the employee's return, the City shall either restore the employee to the same position that was held prior to the leave commencing, or to an equivalent position with

equivalent benefits, pay and other terms and conditions of employment. However, these restoration rights do not exist if the employee was hired for a specific term or only to perform work on a project and the project is over.

To the extent allowed by law, the City shall maintain coverage under any health insurance plan for an employee who takes leave under this policy. Coverage will be maintained for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had not taken the leave.

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Peggy Hammer, Human Resources Administrator
DATE: January 23, 2012
SUBJECT: Adopting an updated City of Chehalis Military Leave Policy.

ISSUE

The city wishes to adopt an updated policy addressing the terms and conditions under which any employee who is a member of a uniformed service may take qualifying military leave as allowed under Revised Code of Washington (RCW) 38.40.060 and federal regulations.

DISCUSSION

An employee who is a member of a uniformed service may take qualifying military leave as allowed under state and federal laws.

These laws have been revised since the city's current Military Leave Policy was approved.

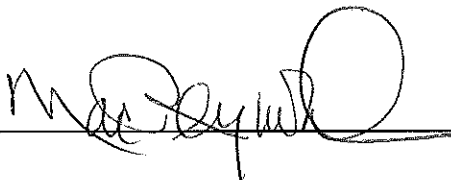
The attached policy updates the existing Military Leave Policy in accordance with RCW 38.40.060 and federal regulations. The City will provide leave for employees serving on active duty, including drills and training-related active duty, as required by law.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt the updated Military Leave Policy as presented.

SUGGESTED MOTION

I move that the council adopt the updated Military Leave Policy as presented.

Reviewed by:  _____, City Manager

(Current Policy)

Section 7. Military Leave.

Any employee who is a member of the Washington National Guard or a federal military unit is entitled to receive paid leave for up to fifteen (15) days each calendar year for official military duty in accordance with state law. Such leaves are in addition to any other leave or vacation benefits.

An employee who is called to or volunteers for service with the armed forces of the United States or the Washington National Guard is entitled to reinstatement to the employee's previous position upon completion of service, providing that the period of service is five (5) years or less. Eligibility for, and terms of reinstatement are administered in accordance with state law.

An employee promoted or hired to fill a vacancy created by a person on military leave is appointed to the position subject to the return of the absent employee. Upon such return, a promoted employee is restored to the employee's original position or an equivalent position subject to the provisions of state law. A replacement employee is subject to layoff if no other position is available.

Employees on approved military leave who fail to return to work on the agreed date, without first receiving an extension, are subject to disciplinary action, up to and including termination.

MILITARY LEAVE FOR PUBLIC EMPLOYEES

SCOPE: This policy applies to all eligible employees of the City of Chehalis unless otherwise addressed by a current collective bargaining agreement.

POLICY: Per RCW 38.40.060, the City provides a leave of absence for any employee who is a member of a uniformed service and is absent from work due to an obligation to uniformed service as required by state and federal law.

GUIDELINES:

Definitions

The uniformed services are the Washington National Guard, Army, Navy, Air Force, Marine Corps, Coast Guard, and their reserves; the Army and Air National Guards; the Public Health Service commissioned corps; and other categories designated by the President in times of emergency.

Notice Requirements

As a requirement of taking leave under this section, an employee shall give advance notice to his/her Department Director or direct supervisor, and the Human Resources Administrator of initial orders and any leave extension orders as soon as he/she becomes aware of the need for military leave. The notice should include a copy of the orders indicating that the employee is required to report for military duty. When advance notice cannot be given due to an emergency, unforeseen circumstance or military necessity, the employee or his/her designee must give notice to his/her Department Director or direct supervisor, and the Human Resources Administrator no later than the end of the first day that the employee takes such leave.

Type of Leave

The City will provide leave for employees serving on active duty, including drills and training-related active duty, as required by law.

Up to a maximum of 21 days of paid leave shall be provided to the employee each calendar year for military leave taken for any active duty or training as required by law. This paid leave shall not require the use of the employee's accrued leave and applies only to those days the employee would normally be scheduled to work. For the purpose of this policy, the calendar year shall begin on October 1 and end the following September 30. Paid leave benefits do not carry over from the previous calendar year, however an additional 21 days of paid military leave benefits will be available for use starting each October.

If an employee's military leave exceeds 21 days during the calendar year, the employee may elect to use accrued compensatory time and vacation during the absence. If the employee has exhausted all paid military leave as well as all accrued compensatory time and vacation leave, the employee will be placed on unpaid leave of absence for the remainder of his/her qualifying military leave.

Protection of Position and Benefits

Employees are entitled to a leave of absence of up to five years for certain types of military or other uniformed service.

Health insurance benefits will be maintained in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other City policies. The City will continue to pay and provide health insurance benefits at the level in effect prior to the military leave while the employee is on paid military leave or receiving payment for the use of accrued compensatory time and vacation leave. While on unpaid leave of absence for qualifying military leave, an employee may elect to continue health benefits for up to 24 months by self-paying all costs.

Reemployment following military leave

The type and length of job protection is dependent on the length of military service. The type of position to which the returning employee will be entitled depends on the period of military service, the type of discharge received by the employee and on the employee's abilities at the time of reinstatement.

As required by law, if the employee returns to employment with the City following military leave, the period of military service will be treated as service for the purpose of accrual of benefits. On reemployment, an employee may apply for service credit through the Washington State Retirement System. After resuming employment with the city, employees must meet any necessary contribution requirements within timelines established by the Washington State Retirement System. The City will make any required employer contributions to the pension plan, if applicable.

An employee promoted or hired to fill a vacancy created by a person on military leave is appointed to the position subject to the return of the absent employee. Upon such return, a promoted employee may be restored to the employee's original position or an equivalent position subject to the provisions of state and federal law. An employee hired solely to fill in for the absent employee may be subject to layoff.

Employees on approved military leave who fail to return to work upon the completion of their military duty without first receiving approval from the City may be subject to disciplinary action, up to and including termination.

The laws governing military leave are complex and all details are not covered in this policy. Any questions should be directed to the Human Resources Administrator.

CITY OF CHEHALIS

AGENDA REPORT

DATE: January 19, 2006
TO: The Honorable Mayor and City Council
FROM: Herta Fairbanks, Public Works Director
SUBJECT: Washington State Traffic Safety Commission Grant Acceptance

ISSUE

The city has received funding authorization of \$7,500 from the Washington Traffic Safety Commission (WTSC) for the installation of the school zone flashing beacon at RE Bennett and Cascade Schools on Market Street.

DISCUSSION

The City has received a grant from WTSC in the amount of \$7,500 for the installation of flashing beacons at Market Street for the RE Bennett and Cascade Schools school zone. The City Public Works Department and Police Department has coordinated with the School Administration to upgrade the installation to include solar panels that will power the beacons as well as an eventual installation of the speed radar read out boards similar to what is presently installed on Cascade Avenue. The school administration has agreed to pay the difference between the cost of the upgraded solar panels and the \$7,500 grant amount. In the 2012 budget, we included a funding amount necessary to purchase the radar read out boards and have ordered the boards. The total cost of the project will be approximately \$20,000.

This project originated from a decidedly obvious difference in the treatment of the school zones by drivers between Cascade Avenue where the full installation already exists and the Market Street school zone where only street signage indicating a school zone exists. It is the police department's experience that drivers adhere to the school zone speed limit almost without fail on Cascade, but rarely adhere to the posted 20 mph speed limit on Market Street. We pursued the \$7,500 grant and received notification of it in August of 2011.

This project is time sensitive; according to the grant parameters the project must begin within 60-days after the award date and must be completed within 120-days of the same date. We ordered the flashing beacons and upgraded solar panels within the 60 day time frame but have received a grant extension on the 120 day installation requirement due to delays in receiving the equipment from the manufacturer. Since we have now entered the 2012 fiscal year, we have also ordered the radar read out boards

and anticipate receiving them within a few weeks. Due to the timing of receiving the full equipment and a desire to have the actual installation interfere with school-bound traffic as little as possible, we are currently scheduled to install the radar read out and flashing beacons during Spring Break, which is the first week in April.

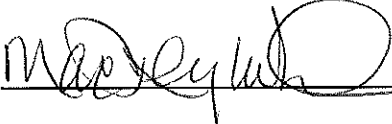
Staff must submit a final report within one year of installation detailing the impact of the project whether or not the goals outlined in our proposal were achieved.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council accept the grant for the school zone flashing beacon in the amount of \$7,500.

SUGGESTED MOTION

I move that the city council accept the WTSC grant of \$7,500.

REVIEWED BY: , CITY MANAGER



STATE OF WASHINGTON
WASHINGTON TRAFFIC SAFETY COMMISSION
PO Box 40944, Olympia, Washington 98504-0944, (360) 753-6197

July 29, 2011

Rick Sahlin, Street/Storm Superintendent
City of Chehalis
2007 NE Kresky Avenue
Chehalis, WA 98532

RE: School Zone Flashing Beacon/Lighting Project

Dear Mr. Sahlin:

On behalf of the Washington Traffic Safety Commission (WTSC), I am pleased to inform you that funding for School Zone Flashing Lights in the amount of \$7,500.00 is approved for the following schools:

R.E. Bennett Elementary School
Cascade Elementary School

Installation costs are not reimbursable per the terms of this grant. Your project(s) must begin within 60 days after July 29, 2011 (date of grant approval and availability of funds) and must be completed within 120 days.

PLEASE NOTE: You may obligate funds for this project immediately.

Reporting Requirements

Your agency is responsible to fulfill the reporting requirements as outlined in the signed agreement, including submitting requests for reimbursement and final reports, in a timely manner.

Final reimbursement requests must be received by the WTSC no later than 30 days after the completion of your project(s) or you **will not** receive reimbursement.

- *Verification that the lighting systems are installed is required prior to our processing of any request for reimbursement. (Please provide a digital picture or similar documentation of the system in place with your request for reimbursement.)*

A final report shall be submitted within one year of installation detailing the impact of this project within the school zone, and should include if the goals outlined in your original

proposal were achieved. The speed data collected for the final report should be consistent with the conditions existing during baseline data collection. One year of post installation collision data should be included as well.

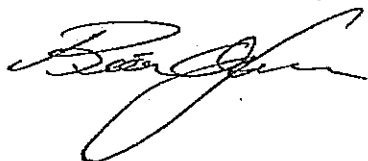
Failure to submit reimbursement requests or to file the required final report could lead to termination of the project agreement, and forfeiture of reimbursement.

I have detailed the order/reimbursement procedure below:

1. Your agency must order/purchase the item(s) granted and be billed for the equipment or goods and services.
2. Upon receipt of the vendor billing, your agency must submit for the reimbursement using the enclosed Invoice Voucher, A-19-1A Form. Submit the voucher and duplicate copy of your vendor-billing invoice to WTSC for reimbursement. Please note that we cannot accept a FAX. We must have your agency identified as the Claimant, a Federal Tax ID Number, Statewide Vendor Number, and original signature of the agency head, command officer or contracting officer on the A-19 form.
3. Upon receipt of the above, your agency/jurisdiction will be reimbursed.

If you have any questions or concerns regarding your project, please contact me at (360) 725-9896, or e-mail bjones@wtsc.wa.gov.

Sincerely,



Brian Jones
Program Director

Enclosure

BJ:kd

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Judy Schave, City Clerk
Bob Nacht, Community Development Director
Herta Fairbanks, Public Works Director

DATE: January 9, 2012

SUBJECT: Resolution No. 01-2012;
Setting a Date for a Public Hearing on a Petition to Vacate a Portion of a Street

ISSUE

The city has received a petition to vacate a portion of the right-of-way of SE Hilltop Drive south of its intersection with SE Park Hill Avenue. A public hearing must be held on this petition, and the date must be set by resolution (RCW 35.79.010).

DISCUSSION

The petition to vacate the subject area is signed by more than two-thirds of the abutting property owners as required. The city must now conduct a public hearing and determine if the requested portions of the right-of-way should be vacated.

The RCW also requires that the date of the subject hearing must be at least twenty days from the date of the resolution.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 01-2012, which sets a date of February 27, 2012, at 6:05 PM for a public hearing regarding a petition to vacate a portion of SE Hilltop Drive as described in the attachments.

SUGGESTED MOTION

I move that the council adopt Resolution No. 01-2012 which sets a date and time of February 27, 2012, at 6:05 PM for a public hearing on a petition to vacate a portion of SE Hilltop Drive.

Reviewed by  _____ City Manager

RESOLUTION NO. 01 - 2012

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, ESTABLISHING THE DATE OF FEBRUARY 27, 2012, AT 6:05PM FOR A PUBLIC HEARING REGARDING A PETITION TO VACATE A PORTION OF SE HILLTOP DRIVE.

WHEREAS, the city has received a petition to vacate a portion of excess right-of-way of SE Hilltop Drive; and

WHEREAS, the petition contains the signatures of more than two-thirds of the property owners abutting the subject portion of said street; and

WHEREAS, RCW Chapter 35.79.010 requires that the city establish a public hearing by resolution to consider the subject petition; and

WHEREAS, the required public hearing must be conducted not less than twenty, nor more than sixty days from the date of the resolution; now, therefore,

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

The Chehalis City Council shall conduct a public hearing on Monday, February 27, 2012, at the hour of 6:05 PM regarding a petition to vacate a portion of the excess right-of-way of SE Hilltop Drive located south of its intersection with SE Park Hill Avenue.

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 23rd day of January, 2012.

Mayor

Attest:

City clerk

Approved as to form and content:

City Attorney

Permit Application

Submit this form and any required attachments to:

**City of Chehalis
Community Development Department
1321 S. MARKET BLVD.; CHEHALIS WA 98532
(360) 345-2229**

APPLICANT FILL OUT AND SIGN UPPER SECTION:

JOB ADDRESS: SE Hilltop Dr. / SE Parkhill Ave.

APPLICANT:
NAME: Ron Leventon
ADDRESS: PO Box 1525
CITY/ST/ZIP: Chehalis WA
PHONE#: 7483643

PROPERTY OWNER (Same as Applicant? Yes No: ROW)
NAME: _____
ADDRESS: _____
CITY/ST/ZIP: _____
PHONE#: _____

CONTACT PERSON (Same as Applicant? Yes No)
NAME: _____
ADDRESS#: _____
CITY/ST/ZIP: _____
PHONE #: _____

CONTRACTOR (Same as Property Owner? Yes No N/A)
NAME: _____
ADDRESS: _____
CITY/ST/ZIP: _____
PHONE#: _____

BONDING/INSURANCE COMPANY (N/A):
NAME: _____
ADDRESS#: _____
CITY/ST/ZIP: _____
PHONE #: _____

DETAILED PROJECT DESCRIPTION: ROW Vacation

PROJECT VALUE: \$ _____

Verbal comments made during discovery are not binding. Only the plan submitted will be reviewed for compliance. The applicant or authorized representative must sign below:

Signature: <u>Ron Leventon</u>	Date: <u>12/16/11</u>
Name (print): <u>Ron Leventon</u>	Telephone #: <u>748-3643</u>

OFFICE USE ONLY:

Date Received: 12-16-11 By: Hcf Date Reviewed: _____ By: _____
Parcel #: R/W Zoning: R1 Flood Zone: X
Permit #: RWV-11-5

CITY OF CHEHALIS

PETITION FOR RIGHT-OF-WAY VACATION

PETITION CONTACT Name: Ron Leventon
 Address: PO Box 1525
Chehalis, WA 98532
 Phone: 360-748-3643

We the undersigned property owner(s) with land abutting the public right-of-way in Chehalis, identified in the legal description below, do hereby petition the city to vacate said right-of-way in accordance with the city's Standard Operating Procedure for Vacation and do agree to compensate the city for the vacated land, as provided in RCW 35.79.030.

Property Address	Property Owner(s)	
	Print	Sign
160 SE Monroe	Ron Leventon	<i>Ron Leventon</i>
591 S.E. Hilltop Dr.	JEFF MECCA	<i>Jeff Mecca</i>

Legal description of right-of-way to be vacated, as prepared by licensed land surveyor or other qualified professional:
PLEASE SEE ATTACHED NARRATIVE AND RECORD OF SURVEY

Total area of right-of-way to be vacated: 6876 square feet
 Total properties petitioning for vacation: 2 Total properties abutting right-of-way to be vacated: 2
 Ratio of properties petitioning vs. total properties: 100%
 (Note: A minimum 2/3 ratio of abutting property owners must petition for vacation before it will be considered.)

Attach map of right-of-way being petitioned for vacation and surrounding area, including identification of all streets, alleys, and abutting property owners.

Please submit this completed petition with attachments to: Chehalis City Clerk
 P.O. Box 871
 80 NE Cascade Avenue
 Chehalis, WA 98532
 phone 360.748.6664

(Attach additional sheets if necessary)

date received

December 27, 2011

LEVENTON
Portion of SE Hilltop Dr.
To be Vacated

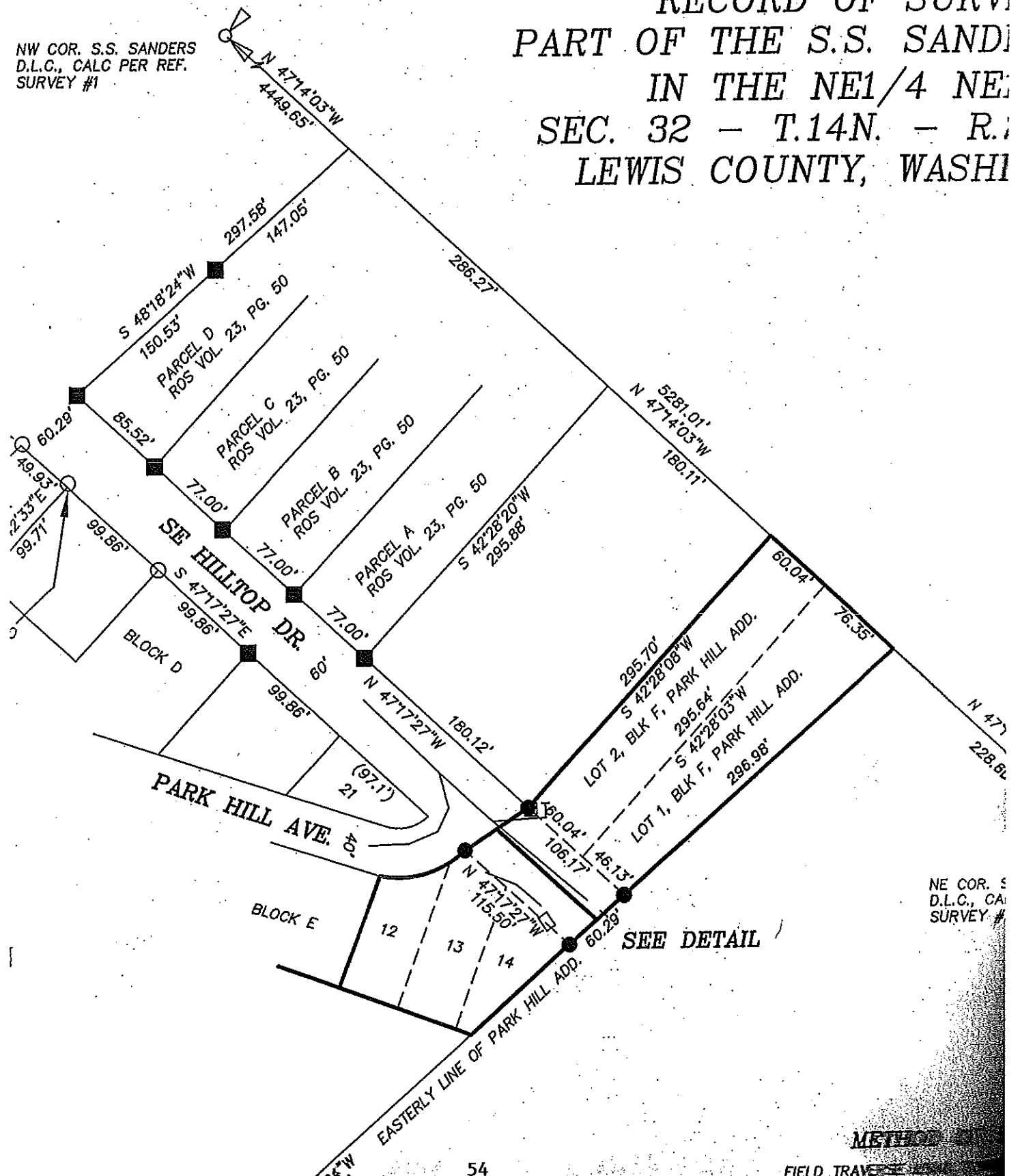
That portion of SE Hilltop Drive, in the S.S. Sanders Donation Land Claim (D.L.C.), described as follows: **Beginning** at the Southeast Corner of Lot 1 of Block F of Park Hill Addition as recorded in Volume 1 of Plats, Page 114, records of Lewis County, Washington; thence N47°17'27"W along the southerly line of Lots 1 and 2 of said Block F a distance of 106.17 feet, to the Southwest Corner of Lot 2 of said Block F; thence S56°55'50"W a distance of 30.95 feet; thence S47°17'27"E a distance of 110.84 feet to the East Line of said Park Hill Addition; thence N48°18'24"E along said East Line a distance of 30.14 feet to the **Point of Beginning**.

MECCA
Portion of SE Hilltop Dr.
To be Vacated

That portion of SE Hilltop Drive, in the S.S. Sanders Donation Land Claim (D.L.C.), described as follows: Commencing at the Southeast Corner of Lot 1 of Block F of Park Hill Addition as recorded in Volume 1 of Plats, Page 114, records of Lewis County, Washington; thence N47°17'27"W along the southerly line of Lots 1 and 2 of said Block F a distance of 106.17 feet, to the Southwest Corner of Lot 2 of said Block F; thence S56°55'50"W a distance of 30.95 feet to the **True Point of Beginning**; thence S47°17'27"E a distance of 110.84 feet to the East Line of said Park Hill Addition; thence S48°18'24"W along said East Line a distance of 30.14 feet to the Northeast Corner of Lot 14, Block E of said Park Hill Addition; thence N47°17'27"W along the northerly line of Lots 14 and 13 of said Block E, a distance of 115.50 feet to the most northwesterly corner of said Lot 13; thence N56°55'50"E a distance of 30.95 feet to the **True Point of Beginning**.

RECORD OF SURVEY
 PART OF THE S.S. SANDERS
 IN THE NE1/4 NE1/4
 SEC. 32 - T.14N. - R.14E
 LEWIS COUNTY, WASHI

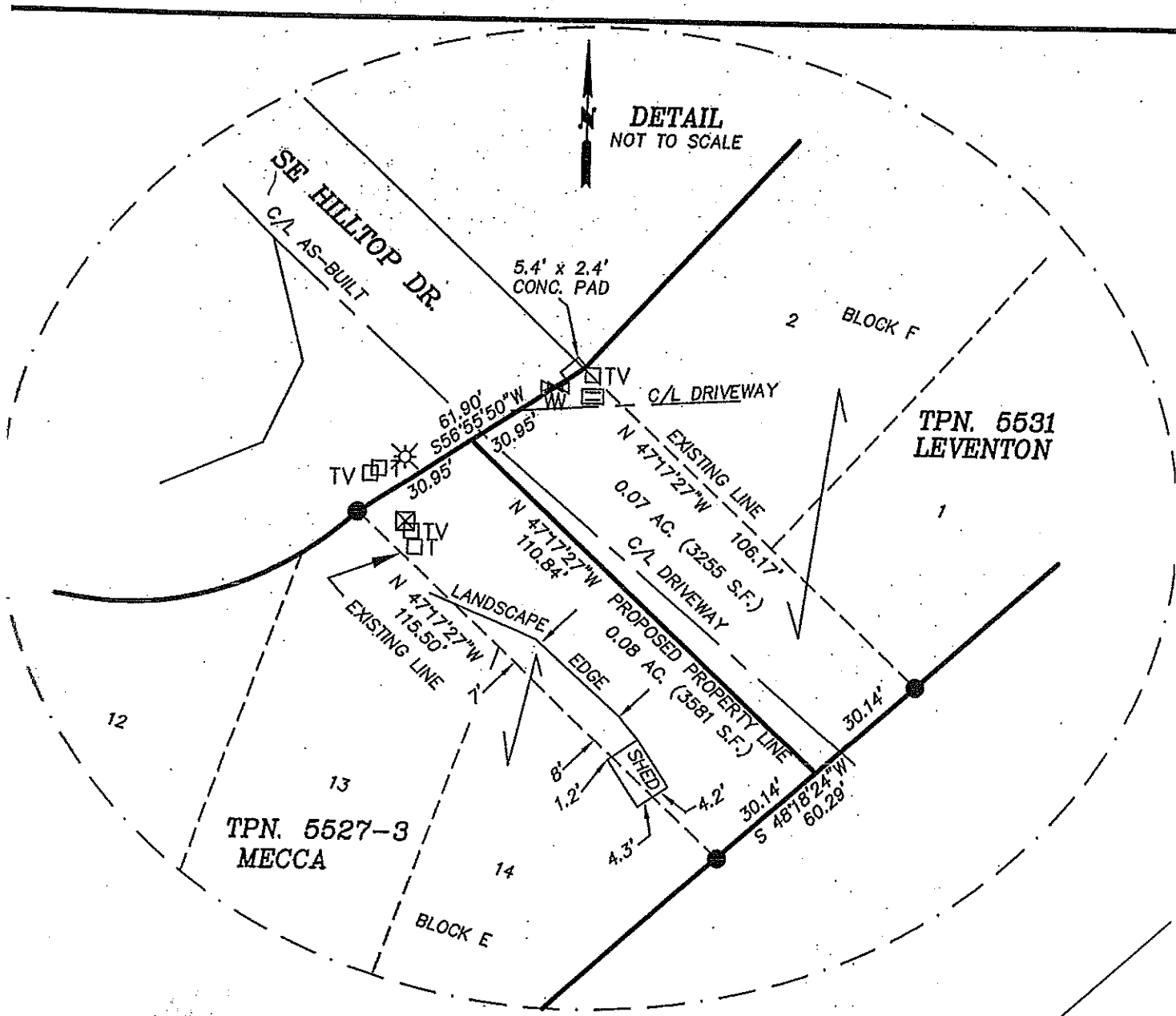
NW COR. S.S. SANDERS
 D.L.C., CALC PER REF.
 SURVEY #1



NE COR. S.S. SANDERS
 D.L.C., CALC PER REF.
 SURVEY #1

METHOD

FIELD TRAVERSE



DETAIL
NOT TO SCALE

TPN. 5531
LEVENTON

TPN. 5527-3
MECCA

ACREAGE

OF PROPOSED AREA OF SE
HILLTOP DR. TO BE VACATED

LEVENTON: 0.07 ACRES (3255 Sq. Ft.)
MECCA: 0.08 ACRES (3581 Sq. Ft.)

PA

City of Chehalis
Preliminary Fourth Quarter Financial Statements - All Funds
December 31, 2011

	General Fund #001		Arterial Street Fund #102		Tourism Fund #107		Compensated Abs. #110		CDBG Fund #195	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	615,991	615,991	56,203	56,203	86,502	90,773	57,268	59,717	178	1,877
Revs. & Transfers In	8,835,407	8,707,603	174,134	172,169	153,000	161,375	150	39	21,000	21,000
Exps. & Transfers Out	(8,713,198)	(8,468,307)	(229,183)	(201,638)	(185,900)	(178,956)	(55,810)	(55,731)	(2,200)	(1,166)
Ending Fund Balance	738,200	855,287	1,154	26,734	53,602	73,192	1,608	4,025	18,978	21,711

	HUD Fund #197		Gambling Enforcmt. #198		2011 G.O. Bond Fund		Public Fac. Res. #301		Auto/Equip. Res. #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	313,193	321,558	445,428	448,139	0	0	46,867	46,948	33,627	35,589
Revs. & Transfers In	1,500	305	0	366	32,570	32,570	4,994	4,888	100	34
Exps. & Transfers Out	(2,500)	(2,161)	(189,313)	(188,162)	(28,300)	(28,300)	(18,000)	(18,000)	0	0
Ending Fund Balance	312,193	319,702	256,115	260,343	4,270	4,270	33,861	33,836	33,727	35,623

	1st Qtr. REET Fund #305		2nd Qtr. REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	149,259	152,606	55,796	60,584	16,485	16,789	2,442,140	2,480,719	1,956,382	2,096,427
Revs. & Transfers In	30,550	27,267	30,250	27,179	5,740	6,524	3,961,483	3,990,078	3,112,300	3,164,131
Exps. & Transfers Out	(40,000)	(40,000)	(40,000)	(40,000)	(12,845)	(11,796)	(4,278,424)	(4,268,080)	(2,416,416)	(2,296,362)
Ending Fund Balance	139,809	139,873	46,046	47,763	9,380	11,517	2,125,199	2,202,717	2,652,266	2,964,196

	Storm/Surface Wtr. #406		Firemens' Pension #611		City Agency Fund	
	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	307,535	266,997	297,688	299,302	302,256	319,741
Revs. & Transfers In	412,000	405,083	13,750	13,927	0	(652)
Exps. & Transfers Out	(333,139)	(316,648)	(135,000)	(122,718)	0	0
Ending Fund Balance	386,396	355,432	176,438	190,511	302,256	319,089

Notes:

In some instances, ending fund balances include non-cash components, such as pre-paid postage and inventory. However, the resulting variances from cash-basis accounting are immaterial.

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Eva K. Lindgren, Finance Manager
 Date: December 23, 2011
 Subject: Monthly Financial Reports for November

City of Chehalis
 Comparative Financial Reports
 November 2010 and 2011

GENERAL FUND (#001) REVENUES	A November 2010		B November 2010		C=B/A		D November 2011		E November 2011		F=E/D		G Expected % Recd*		H^ Var/hc frm Expected		I=F-G % Variance	
	Budget	Actual	% Recd	Budget	Actual	% Recd	Budget	Actual	% Recd	Expected % Recd*	Expected	Variance	% Recd	Expected	Variance	% Recd	Expected	Variance
General Property Taxes	1,212,580	1,014,398	83.7%	1,219,000	1,068,036	87.6%	1,219,000	1,068,036	87.6%	91.7%	(49,381)	-4.1%	91.7%	(49,381)	-4.1%	91.7%	(49,381)	-4.1%
EMS Property Taxes	230,920	194,169	84.1%	233,000	204,455	87.7%	233,000	204,455	87.7%	91.7%	(9,128)	-4.0%	91.7%	(9,128)	-4.0%	91.7%	(9,128)	-4.0%
Sales & Use Tax	3,300,000	2,774,383	84.1%	3,000,000	2,815,839	93.9%	3,000,000	2,815,839	93.9%	91.7%	65,839	2.2%	91.7%	65,839	2.2%	91.7%	65,839	2.2%
Electricity Tax	400,000	301,502	75.4%	375,000	387,293	103.3%	375,000	387,293	103.3%	91.7%	43,543	11.6%	91.7%	43,543	11.6%	91.7%	43,543	11.6%
Gas/Natural Gas Tax	284,000	223,811	78.8%	253,000	229,574	90.7%	253,000	229,574	90.7%	91.7%	(2,343)	-1.0%	91.7%	(2,343)	-1.0%	91.7%	(2,343)	-1.0%
Criminal Justice Tax	100,000	81,573	81.6%	92,000	83,645	90.9%	92,000	83,645	90.9%	91.7%	(888)	-0.8%	91.7%	(888)	-0.8%	91.7%	(888)	-0.8%
Interfund Water/Sewer Tax	328,200	306,590	93.4%	350,000	300,753	85.9%	350,000	300,753	85.9%	91.7%	(20,080)	-5.8%	91.7%	(20,080)	-5.8%	91.7%	(20,080)	-5.8%
Garbage Tax	65,000	62,623	96.3%	65,000	58,453	89.9%	65,000	58,453	89.9%	91.7%	(1,130)	-1.8%	91.7%	(1,130)	-1.8%	91.7%	(1,130)	-1.8%
Cable Tax	80,000	107,496	134.4%	80,000	90,650	113.3%	80,000	90,650	113.3%	91.7%	17,317	21.6%	91.7%	17,317	21.6%	91.7%	17,317	21.6%
Telephone Tax	335,000	283,983	84.8%	335,000	285,463	85.2%	335,000	285,463	85.2%	91.7%	(21,620)	-6.5%	91.7%	(21,620)	-6.5%	91.7%	(21,620)	-6.5%
Leasehold Excise Tax	34,000	25,720	75.6%	35,000	26,448	75.6%	35,000	26,448	75.6%	91.7%	(5,635)	-16.1%	91.7%	(5,635)	-16.1%	91.7%	(5,635)	-16.1%
Other Taxes	0	0	N/A	0	27	N/A	0	27	N/A	91.7%	27	N/A	91.7%	27	N/A	91.7%	27	N/A
Total Tax Revenues	\$6,369,700	\$5,376,248	84.4%	\$6,037,000	\$5,550,636	91.9%	\$6,037,000	\$5,550,636	91.9%	91.7%	\$16,719	0.2%	91.7%	\$16,719	0.2%	91.7%	\$16,719	0.2%
Licenses & Permits	66,080	57,485	87.0%	120,200	74,398	61.9%	120,200	74,398	61.9%	91.7%	(35,785)	-29.8%	91.7%	(35,785)	-29.8%	91.7%	(35,785)	-29.8%
Intergov't Grants/Entitlements	432,650	439,192	101.5%	337,414	272,851	80.9%	337,414	272,851	80.9%	91.7%	(36,445)	-10.8%	91.7%	(36,445)	-10.8%	91.7%	(36,445)	-10.8%
Charges for Goods and Svcs.	1,052,589	960,975	91.3%	779,094	706,052	90.6%	779,094	706,052	90.6%	91.7%	(8,118)	-1.1%	91.7%	(8,118)	-1.1%	91.7%	(8,118)	-1.1%
Fines and Forfeitures	96,360	99,809	103.6%	147,824	142,447	96.4%	147,824	142,447	96.4%	91.7%	6,942	4.7%	91.7%	6,942	4.7%	91.7%	6,942	4.7%
Interest Earnings	28,200	15,860	56.2%	18,800	8,776	46.7%	18,800	8,776	46.7%	91.7%	(8,457)	-45.0%	91.7%	(8,457)	-45.0%	91.7%	(8,457)	-45.0%
Rents & Royalties	64,215	61,497	95.8%	64,200	65,557	102.1%	64,200	65,557	102.1%	91.7%	6,707	10.4%	91.7%	6,707	10.4%	91.7%	6,707	10.4%
Donations/Contributions	36,969	18,401	49.8%	102,599	119,298	116.3%	102,599	119,298	116.3%	91.7%	25,249	24.6%	91.7%	25,249	24.6%	91.7%	25,249	24.6%
Misc. Revenue/Insurance	3,000	4,938	164.6%	10,918	11,556	105.8%	10,918	11,556	105.8%	91.7%	1,548	14.1%	91.7%	1,548	14.1%	91.7%	1,548	14.1%
Non-Revenues	3,958	5,265	133.0%	5,500	3,732	67.9%	5,500	3,732	67.9%	91.7%	(1,310)	-23.8%	91.7%	(1,310)	-23.8%	91.7%	(1,310)	-23.8%
Total Non-Tax Revenues	1,784,021	1,663,422	93.2%	1,586,549	1,404,667	88.5%	1,586,549	1,404,667	88.5%	91.7%	(\$49,670)	-3.2%	91.7%	(\$49,670)	-3.2%	91.7%	(\$49,670)	-3.2%
Proceeds of Long-Term Debt	1,131,362	0	0.0%	1,131,362	0	0.0%	1,131,362	0	0.0%	91.7%	(1,037,082)	-91.7%	91.7%	(1,037,082)	-91.7%	91.7%	(1,037,082)	-91.7%
Operating Transfers-In	50,000	37,500	75.0%	24,000	18,000	75.0%	24,000	18,000	75.0%	91.7%	(4,000)	-16.7%	91.7%	(4,000)	-16.7%	91.7%	(4,000)	-16.7%
Total Other Financing Sources	1,181,362	37,500	3.2%	1,155,362	18,000	1.6%	1,155,362	18,000	1.6%	91.7%	(\$1,041,082)	-90.1%	91.7%	(\$1,041,082)	-90.1%	91.7%	(\$1,041,082)	-90.1%
TOTALS	\$9,335,083	\$7,077,170	75.8%	\$8,778,911	\$6,973,303	79.4%	\$8,778,911	\$6,973,303	79.4%	91.7%	(\$1,074,032)	-12.3%	91.7%	(\$1,074,032)	-12.3%	91.7%	(\$1,074,032)	-12.3%

Key:
 * The expected percentage is calculated as follows: since the report is for the 11th month of the year, 11 is divided by 12-the number of months in the year.
 ^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
November 2010 and 2011

GENERAL FUND (#001) EXPENDITURES	A November 2010		B November 2010		C=B/A		D November 2011		E Actual		F=E/D		G Expected % Exp*		H^ Var'nc frm Expected		I=G-F % Variance	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Expected % Exp*	Expected	Variance	% Variance		
City Council	97,431	82,134	84.3%	84.3%	101,063	90,074	89.1%	91.7%	2,567	2.6%								
Municipal Court	325,256	284,959	87.6%	87.6%	334,798	284,537	85.0%	91.7%	22,361	6.7%								
City Manager	351,343	313,685	89.3%	89.3%	323,204	298,384	92.3%	91.7%	(2,114)	-0.6%								
Finance	496,314	449,169	90.5%	90.5%	317,680	284,143	89.4%	91.7%	7,064	2.3%								
City Clerk	95,912	83,759	87.3%	87.3%	91,305	81,842	89.6%	91.7%	1,854	2.1%								
Non-Departmental	1,534,163	298,896	19.5%	19.5%	1,542,687	294,410	16.5%	91.7%	1,159,720	75.2%								
Human Resources	140,962	116,455	82.6%	82.6%	130,530	133,675	102.4%	91.7%	(14,023)	-10.7%								
Police	2,403,537	2,185,030	90.9%	90.9%	2,269,433	1,986,354	87.5%	91.7%	93,960	4.2%								
Fire	1,913,269	1,667,905	87.2%	87.2%	1,766,840	1,556,401	88.1%	91.7%	63,202	3.6%								
Public Works - Streets	615,696	486,922	79.1%	79.1%	464,160	401,827	86.6%	91.7%	23,653	5.1%								
Public Works - Engineering	289,837	254,358	87.8%	87.8%	138,813	105,315	75.9%	91.7%	21,930	15.8%								
Community Development	1,560,275	1,373,916	88.1%	88.1%	1,218,672	1,102,993	90.5%	91.7%	14,123	1.2%								
TOTALS	\$9,823,995	\$7,597,188	77.3%	77.3%	\$8,699,185	\$6,579,955	75.6%	91.7%	1,394,298	16.1%								

58

Net Budget/Income/Variance: (\$488,912) (\$520,018)

\$79,726 \$393,348

\$320,266 3.8%

Key:

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

(1) Proceeds from the G.O. bond issuance will be received in early December.

(2) Interfund loans will be repaid only once the proceeds from the G.O. bond issuance have been received.

**City of Chehalis
Comparative Financial Reports
November 2010 and 2011**

WASTEWATER FUND (#404) REVENUES	A November 2010		B		C=B/A		D		E		F=E/D		G		H ¹		I=F-G	
	Budget	Actual	% Rec'd	November 2010 Actual	November 2011 Budget	November 2011 Actual	% Rec'd	November 2011 Budget	November 2011 Actual	% Rec'd	Expected % Rec'd*	% Rec'd	Expected % Rec'd*	Var'nc frm Expected	% Variance	Expected	Actual	% Variance
Wastewater Fees	3,510,208	3,112,802	88.7%	3,112,802	3,338,552	3,060,853	91.7%	3,338,552	3,060,853	91.7%	91.7%	91.7%	91.7%	514	0.0%			
Sewer Connection/Misc. Fees	70,000	149,881	214.1%	149,881	35,000	48,539	138.7%	35,000	48,539	138.7%	91.7%	91.7%	16,456	47.0%				
Rentals	3,750	3,750	100.0%	3,750	3,750	3,750	100.0%	3,750	3,750	100.0%	91.7%	91.7%	313	8.3%				
Misc. Revenues/Insurance	2,500	2,744	109.8%	2,744	2,500	18,697	747.9%	2,500	18,697	747.9%	91.7%	91.7%	16,405	656.2%				
Interfund Principal Repayment	565,681	0	0.0%	0	565,681	0	0.0%	565,681	0	0.0%	91.7%	91.7%	(518,541)	-91.7%			(1)	
Proceeds frm Sale of Capital Assets	0	3,668	N/A	3,668	0	0	N/A	0	0	N/A	91.7%	91.7%	0	N/A				
Interest Earnings	54,000	18,956	35.1%	18,956	16,000	16,696	104.4%	16,000	16,696	104.4%	91.7%	91.7%	2,029	12.7%				
Totals:	\$4,206,139	\$3,291,801	78.3%	\$3,291,801	\$3,961,483	\$3,148,535	79.5%	\$3,961,483	\$3,148,535	79.5%	91.7%	91.7%	(\$482,824)	-12.2%				

WASTEWATER FUND (#404) EXPENSES	A November 2010		B		C=B/A		D		E		F=E/D		G		H ¹		I=F-G	
	Budget	Actual	% Exp'd	November 2010 Actual	November 2011 Budget	November 2011 Actual	% Exp'd	November 2011 Budget	November 2011 Actual	% Exp'd	Expected % Exp*	% Exp'd	Expected % Exp*	Var'nc frm Expected	% Variance	Expected	Actual	% Variance
Operating Expenses	2,292,351	2,118,556	92.4%	2,118,556	2,427,364	2,182,192	89.9%	2,427,364	2,182,192	89.9%	91.7%	91.7%	42,892	1.8%				
Capital Outlay	70,000	44,153	63.1%	44,153	290,000	109,077	37.6%	290,000	109,077	37.6%	91.7%	91.7%	156,756	54.1%			(2)	
Debt Principal	1,737,660	1,041,630	59.9%	1,041,630	1,685,894	1,001,121	59.4%	1,685,894	1,001,121	59.4%	91.7%	91.7%	544,282	32.3%			(3)	
Interest Expense	59,481	57,680	97.0%	57,680	50,166	48,486	96.7%	50,166	48,486	96.7%	91.7%	91.7%	(2,501)	-5.0%				
Totals:	\$4,159,492	\$3,262,019	78.4%	\$3,262,019	\$4,453,424	\$3,340,876	75.0%	\$4,453,424	\$3,340,876	75.0%	91.7%	91.7%	\$741,429	16.7%				

Net Budget/Income/Variance: \$46,647 \$29,782 (\$491,941) (\$192,341)

\$258,605 4.5%

Key:

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

(1) Interfund loans will be repaid only once the proceeds from the G.O. bond issuance have been received.

(2) Capital expenditures are not made evenly throughout the year; project has been deferred.

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

**City of Chehalis
Comparative Financial Reports
November 2010 and 2011**

WATER FUND (#405) REVENUES	A November 2010		B Actual		C=B/A		D November 2011		E Actual		F=E/D		G Expected % Rec'd*		H^ Variance		I=F-G	
	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Actual	% Rec'd	% Exp'd	Expected	Expected	Expected	Expected	% Variance	
Intergovernmental Revenues	0	0	N/A	14,520	14,520	100.0%	2,541,852	2,299,364	90.5%	91.7%	1,210	8.3%	(30,667)	-1.2%	36,387	139.9%		
Water Sales	2,298,896	2,162,408	94.1%	26,000	60,220	231.6%	565,681	0	0.0%	91.7%	(518,541)	-91.7%	1,399	N/A	(6,523)	-40.8%		
Water Connection/Misc. Fees	200,000	48,378	24.2%	0	1,399	N/A	16,000	8,144	50.9%	91.7%	0	N/A	(6,523)	-40.8%	0	N/A		
Interfund Principal Repayment	565,681	0	0.0%	0	1,399	N/A	0	0	0.0%	91.7%	0	N/A	0	N/A	0	N/A		
Misc. Revenues/Insurance	0	115	N/A	0	1,399	N/A	0	0	0.0%	91.7%	0	N/A	0	N/A	0	N/A		
Interest Earnings	14,000	5,112	36.5%	0	8,144	50.9%	0	0	0.0%	91.7%	0	N/A	0	N/A	0	N/A		
Proceeds from Sale of Capital Assets	0	1,692	N/A	0	8,144	50.9%	0	0	0.0%	91.7%	0	N/A	0	N/A	0	N/A		
Totals:	\$3,078,577	\$2,217,705	72.0%	\$3,164,053	\$2,383,647	75.3%	\$3,164,053	\$2,383,647	75.3%	91.7%	(\$516,735)	-16.3%	(\$335,419)	-8.9%	\$181,316	7.5%		

(1)

WATER FUND (#405) EXPENSES	A November 2010		B Actual		C=B/A		D November 2011		E Actual		F=E/D		G Expected % Exp*		H^ Variance		I=G-F	
	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	% Exp'd	Expected	Expected	Expected	Expected	% Variance	
Operating Expenses	1,803,191	1,689,622	93.7%	1,940,075	1,661,604	85.6%	320,768	216,555	67.5%	91.7%	116,798	6.1%	77,482	24.2%	(10,756)	-8.3%		
Capital Outlay	577,000	438,640	76.0%	129,077	129,077	101.3%	26,496	26,496	100.0%	91.7%	(2,208)	-8.3%	(2,208)	-8.3%	0	N/A		
Debt Principal	127,464	129,077	101.3%	26,416,416	\$2,033,732	84.2%	0	0	0.0%	91.7%	0	N/A	0	N/A	0	N/A		
Interest Expense	28,725	28,862	100.5%	0	0	0.0%	0	0	0.0%	91.7%	0	N/A	0	N/A	0	N/A		
Totals:	\$2,536,380	\$2,286,201	90.1%	\$2,416,416	\$2,033,732	84.2%	\$2,416,416	\$2,033,732	84.2%	91.7%	\$181,316	7.5%	(\$335,419)	-8.9%	\$181,316	7.5%		

Net Budget/Income/Variance: \$542,197 (\$68,496) \$747,637 \$349,915

Key:

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City of Chehalis
Comparative Financial Reports
November 2010 and 2011

STORM FUND (#406) REVENUES	A November 2010		C=B/A % Rec'd	D November 2011 Budget	E November 2011 Actual	F=E/D % Rec'd	G Expected % Rec'd*	H^		I=F-G % Variance
	Budget	Actual						Var'nc Expected	f'm Expected	
Storm & Surface Water Fees	402,500	368,227	91.5%	401,500	371,535	92.5%	91.7%	3,493	3,493	0.8%
Storm Connection/Misc. Fees	24,000	5,090	21.2%	10,000	489	4.9%	91.7%	(8,678)	(8,678)	-86.8%
Interest Earnings	1,500	0	0.0%	500	245	49.0%	91.7%	(213)	(213)	-42.7%
Misc. Revenues/Insurance	0	0	N/A	0	398	N/A	91.7%	398	398	N/A
Totals:	\$428,000	\$373,317	87.2%	\$412,000	\$372,667	90.5%	91.7%	(\$5,000)	(\$5,000)	-1.2%

STORM FUND (#406) EXPENSES	A November 2010		C=B/A % Exp'd	D November 2011 Budget	E November 2011 Actual	F=E/D % Exp'd	G Expected % Exp*	H^		I=G-F % Variance
	Budget	Actual						Var'nc Expected	f'm Expected	
Operating Expenses	376,541	324,034	86.1%	363,139	287,041	79.0%	91.7%	45,836	45,836	12.7%
Capital Outlay	73,000	41,866	57.4%	0	0	N/A	91.7%	0	0	N/A
Totals:	\$449,541	\$365,900	81.4%	\$363,139	\$287,041	79.0%	91.7%	\$45,836	\$45,836	12.7%

Net Budget/Income/Variance: (\$21,541) \$7,417 \$48,861 \$85,626 \$40,837 11.5%

Key:

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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

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Eva K. Lindgren, Finance Manager
 Date: January 18, 2012
 Subject: Monthly Financial Reports for December

City of Chehalis
Comparative Financial Reports
December 2010 and 2011

GENERAL FUND (#001)	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G		
	Budget	December 2010 Preliminary Actual	% Rec'd	December 2011 Budget	Preliminary Actual	Rec'd	% Rec'd*	Expected	Variance	Expected	% Rec'd*	Expected	Variance	% Rec'd*	Expected	Variance	% Rec'd*	Expected	Variance
General Property Taxes	1,212,580	1,186,966	97.9%	1,219,000	1,193,144	97.9%	100.0%	1,193,144	25,856	100.0%	100.0%	(25,856)	-2.1%	100.0%	(25,856)	-2.1%	100.0%	(25,856)	-2.1%
EMS Property Taxes	230,920	227,206	98.4%	233,000	228,407	98.0%	100.0%	228,407	(4,593)	100.0%	100.0%	(4,593)	-2.0%	100.0%	(4,593)	-2.0%	100.0%	(4,593)	-2.0%
Sales & Use Tax	3,000,000	3,015,751	100.5%	3,000,000	3,049,029	101.6%	100.0%	3,049,029	49,029	100.0%	100.0%	49,029	1.6%	100.0%	49,029	1.6%	100.0%	49,029	1.6%
Electricity Tax	400,000	366,438	91.6%	375,000	387,293	103.3%	100.0%	387,293	12,293	100.0%	100.0%	12,293	3.3%	100.0%	12,293	3.3%	100.0%	12,293	3.3%
Gas/Natural Gas Tax	284,000	226,580	79.8%	253,000	231,496	91.5%	100.0%	231,496	(21,504)	100.0%	100.0%	(21,504)	-8.5%	100.0%	(21,504)	-8.5%	100.0%	(21,504)	-8.5%
Criminal Justice Tax	100,000	87,541	87.5%	92,000	90,477	98.3%	100.0%	90,477	(1,523)	100.0%	100.0%	(1,523)	-1.7%	100.0%	(1,523)	-1.7%	100.0%	(1,523)	-1.7%
Interfund Water/Sewer Tax	328,200	334,562	101.9%	350,000	328,722	93.9%	100.0%	328,722	(21,278)	100.0%	100.0%	(21,278)	-6.1%	100.0%	(21,278)	-6.1%	100.0%	(21,278)	-6.1%
Garbage Tax	65,000	62,623	96.3%	65,000	58,453	89.9%	100.0%	58,453	(6,547)	100.0%	100.0%	(6,547)	-10.1%	100.0%	(6,547)	-10.1%	100.0%	(6,547)	-10.1%
Cable Tax	80,000	107,496	134.4%	80,000	90,650	113.3%	100.0%	90,650	10,650	100.0%	100.0%	10,650	13.3%	100.0%	10,650	13.3%	100.0%	10,650	13.3%
Telephone Tax	335,000	312,850	93.4%	335,000	311,167	92.9%	100.0%	311,167	(23,833)	100.0%	100.0%	(23,833)	-7.1%	100.0%	(23,833)	-7.1%	100.0%	(23,833)	-7.1%
Leasehold Excise Tax	34,000	34,242	100.7%	35,000	35,590	101.7%	100.0%	35,590	590	100.0%	100.0%	590	1.7%	100.0%	590	1.7%	100.0%	590	1.7%
Other Taxes	0	32	N/A	0	70	N/A	100.0%	70	70	100.0%	100.0%	70	N/A	100.0%	70	N/A	100.0%	70	N/A
Total Tax Revenues	\$6,069,700	\$5,962,287	98.2%	\$6,037,000	\$6,004,498	99.5%	100.0%	\$6,004,498	(\$32,502)	100.0%	100.0%	(\$32,502)	-0.5%	100.0%	(\$32,502)	-0.5%	100.0%	(\$32,502)	-0.5%
Licenses & Permits	66,080	60,363	91.3%	120,200	79,618	66.2%	100.0%	79,618	(40,582)	100.0%	100.0%	(40,582)	-33.8%	100.0%	(40,582)	-33.8%	100.0%	(40,582)	-33.8%
Intergov't: Grants/Entitlements	432,650	484,581	112.0%	337,414	300,383	89.0%	100.0%	300,383	(37,031)	100.0%	100.0%	(37,031)	-11.0%	100.0%	(37,031)	-11.0%	100.0%	(37,031)	-11.0%
Charges for Goods and Svcs.	1,064,089	1,042,260	97.9%	779,094	762,670	97.9%	100.0%	762,670	(16,424)	100.0%	100.0%	(16,424)	-2.1%	100.0%	(16,424)	-2.1%	100.0%	(16,424)	-2.1%
Fines and Forfeitures	96,360	110,326	114.5%	147,824	152,793	103.4%	100.0%	152,793	4,969	100.0%	100.0%	4,969	3.4%	100.0%	4,969	3.4%	100.0%	4,969	3.4%
Interest Earnings	28,200	17,607	62.4%	18,800	9,131	48.6%	100.0%	9,131	(9,669)	100.0%	100.0%	(9,669)	-51.4%	100.0%	(9,669)	-51.4%	100.0%	(9,669)	-51.4%
Rents & Royalties	64,215	62,965	98.1%	64,200	69,854	108.8%	100.0%	69,854	5,654	100.0%	100.0%	5,654	8.8%	100.0%	5,654	8.8%	100.0%	5,654	8.8%
Donations/Contributions	24,969	18,401	73.7%	123,099	121,298	98.5%	100.0%	121,298	(1,801)	100.0%	100.0%	(1,801)	-1.5%	100.0%	(1,801)	-1.5%	100.0%	(1,801)	-1.5%
Misc. Revenue/Insurance	3,000	8,962	298.7%	52,914	54,082	102.2%	100.0%	54,082	1,168	100.0%	100.0%	1,168	2.2%	100.0%	1,168	2.2%	100.0%	1,168	2.2%
Non-Revenues	3,958	5,699	144.0%	5,500	3,914	71.2%	100.0%	3,914	(1,586)	100.0%	100.0%	(1,586)	-28.8%	100.0%	(1,586)	-28.8%	100.0%	(1,586)	-28.8%
Total Non-Tax Revenues	1,783,521	1,811,164	101.5%	1,649,045	1,553,743	94.2%	100.0%	1,553,743	(\$95,302)	100.0%	100.0%	(\$95,302)	-5.8%	100.0%	(\$95,302)	-5.8%	100.0%	(\$95,302)	-5.8%
Proceeds of Long-Term Debt	0	0	N/A	1,131,362	1,131,362	100.0%	100.0%	1,131,362	0	100.0%	100.0%	0	0.0%	100.0%	0	0.0%	100.0%	0	0.0%
Operating Transfers-In	50,000	50,000	100.0%	18,000	18,000	100.0%	100.0%	18,000	0	100.0%	100.0%	0	0.0%	100.0%	0	0.0%	100.0%	0	0.0%
Total Other Financing Sources	50,000	50,000	100.0%	1,149,362	1,149,362	100.0%	100.0%	1,149,362	\$0	100.0%	100.0%	\$0	0.0%	100.0%	\$0	0.0%	100.0%	\$0	0.0%
TOTALS	\$7,903,221	\$7,823,451	99.0%	\$8,835,407	\$8,707,603	98.6%	100.0%	\$8,707,603	(\$127,804)	100.0%	100.0%	(\$127,804)	-1.4%	100.0%	(\$127,804)	-1.4%	100.0%	(\$127,804)	-1.4%

Key:
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City of Chehalis
Comparative Financial Reports
December 2010 and 2011

GENERAL FUND (#001) EXPENDITURES	A December 2010		B Preliminary		C=B/A		D December 2011		E Preliminary		F=E/D		G Expected		H^A Varhnc frm		I=G-F	
	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	% Exp*	Expected	% Exp'd	% Exp*	Expected	Variance	% Variance		
City Council	97,431	89,360	91.7%	98,313	98,230	99.9%	98,313	98,230	99.9%	100.0%	83	99.9%	100.0%	83	0.1%	0.1%		
Municipal Court	351,256	338,688	96.4%	337,548	327,525	97.0%	337,548	327,525	97.0%	100.0%	10,023	97.0%	100.0%	10,023	3.0%	3.0%		
City Manager	346,621	340,402	98.2%	328,706	325,566	99.0%	328,706	325,566	99.0%	100.0%	3,140	99.0%	100.0%	3,140	1.0%	1.0%		
Finance	504,145	499,112	99.0%	317,680	311,793	98.1%	317,680	311,793	98.1%	100.0%	5,887	98.1%	100.0%	5,887	1.9%	1.9%		
City Clerk	93,912	90,886	96.8%	91,305	89,398	97.9%	91,305	89,398	97.9%	100.0%	1,907	97.9%	100.0%	1,907	2.1%	2.1%		
Non-Departmental	338,419	331,727	98.0%	1,490,887	1,437,149	96.4%	1,490,887	1,437,149	96.4%	100.0%	53,738	96.4%	100.0%	53,738	3.6%	3.6%		
Human Resources	141,077	135,376	96.0%	153,030	147,107	96.1%	153,030	147,107	96.1%	100.0%	5,923	96.1%	100.0%	5,923	3.9%	3.9%		
Police	2,462,423	2,457,726	99.8%	2,269,433	2,211,799	97.5%	2,269,433	2,211,799	97.5%	100.0%	57,634	97.5%	100.0%	57,634	2.5%	2.5%		
Fire	1,900,704	1,886,655	99.3%	1,808,836	1,759,475	97.3%	1,808,836	1,759,475	97.3%	100.0%	49,361	97.3%	100.0%	49,361	2.7%	2.7%		
Public Works - Streets	556,414	520,130	93.5%	464,160	439,232	94.6%	464,160	439,232	94.6%	100.0%	24,928	94.6%	100.0%	24,928	5.4%	5.4%		
Public Works - Engineering	269,737	269,433	99.9%	126,628	122,961	97.1%	126,628	122,961	97.1%	100.0%	3,667	97.1%	100.0%	3,667	2.9%	2.9%		
Community Development	1,515,291	1,506,738	99.4%	1,226,672	1,198,072	97.7%	1,226,672	1,198,072	97.7%	100.0%	28,600	97.7%	100.0%	28,600	2.3%	2.3%		
TOTALS	\$8,577,430	\$8,466,233	98.7%	\$8,713,198	\$8,466,307	97.2%	\$8,713,198	\$8,466,307	97.2%	100.0%	244,891	97.2%	100.0%	244,891	2.8%	2.8%		

Net Budget/Income/Variance: (\$674,209) (\$642,782) \$122,209 \$239,296 \$117,087 1.4%

Key:

* The expected percentage is calculated as follows: since the report is for the 12th month of the year, 12 is divided by 12-the number of months in the year.
 ^A 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.)

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Comparative Financial Reports
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	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G		
	December 2010 Budget	December 2010 Preliminary Actual	% Rec'd	December 2011 Budget	December 2011 Preliminary Actual	% Rec'd	% Exp'd	Expected % Rec'd*	Var'nc frm Expected	%	Var'nc frm Expected	%	Expected % Exp*	Var'nc frm Expected	%	Expected % Rec'd*	Var'nc frm Expected	%	
WASTEWATER FUND (#404)																			
REVENUES																			
Wastewater Fees	3,510,208	3,386,455	96.5%	3,338,552	3,336,442	99.9%	100.0%	100.0%	(2,110)	99.9%	100.0%	100.0%	100.0%	13,539	100.0%	100.0%	100.0%	-0.1%	
Sewer Connection/Misc. Fees	70,000	149,881	214.1%	35,000	48,539	138.7%	100.0%	100.0%	13,539	138.7%	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	38.7%	
Rentals	3,750	3,750	100.0%	3,750	3,750	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	0.0%	
Misc. Revenues/Insurance	2,500	2,744	109.8%	2,500	18,970	758.8%	100.0%	100.0%	16,470	758.8%	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	658.8%	
Interfund Principal Repayment	0	0	N/A	565,681	565,681	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	0.0%	
Proceeds frm Sale of Capital Assets	0	3,668	N/A	0	0	N/A	100.0%	100.0%	0	N/A	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	N/A	
Interest Earnings	54,000	20,000	37.0%	16,000	16,696	104.4%	100.0%	100.0%	696	104.4%	100.0%	100.0%	100.0%	696	100.0%	100.0%	100.0%	4.4%	
Totals:	\$3,640,458	\$3,566,498	98.0%	\$3,961,483	\$3,990,078	100.7%	100.0%	100.0%	\$28,595	100.7%	100.0%	100.0%	100.0%	\$28,595	100.0%	100.0%	100.0%	0.7%	

	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F		
	December 2010 Budget	December 2010 Preliminary Actual	% Exp'd	December 2011 Budget	December 2011 Preliminary Actual	% Exp'd	% Exp'd	Expected % Exp*	Var'nc frm Expected	%	Var'nc frm Expected	%	Expected % Exp*	Var'nc frm Expected	%	Expected % Rec'd*	Var'nc frm Expected	%	
WASTEWATER FUND (#404)																			
EXPENSES																			
Operating Expenses	2,318,385	2,366,940	102.1%	2,427,364	2,418,879	99.7%	100.0%	100.0%	8,485	99.7%	100.0%	100.0%	100.0%	8,485	100.0%	100.0%	100.0%	0.3%	
Capital Outlay	79,000	56,090	71.0%	115,000	113,142	98.4%	100.0%	100.0%	1,858	98.4%	100.0%	100.0%	100.0%	1,858	100.0%	100.0%	100.0%	1.6%	
Debt Principal	1,737,660	1,726,281	99.3%	1,685,894	1,685,894	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	100.0%	0	100.0%	100.0%	100.0%	0.0%	
Interest Expense	59,481	59,480	100.0%	50,166	50,165	100.0%	100.0%	100.0%	1	100.0%	100.0%	100.0%	100.0%	1	100.0%	100.0%	100.0%	0.0%	
Totals:	\$4,194,526	\$4,208,791	100.3%	\$4,278,424	\$4,268,080	99.8%	100.0%	100.0%	\$10,344	99.8%	100.0%	100.0%	100.0%	\$10,344	100.0%	100.0%	100.0%	0.2%	

Net Budget/Income/Variance: (\$554,068) (\$642,293)

(\$316,941) (\$278,002)

\$38,939 0.9%

Key:

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

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WATER FUND (#405) REVENUES	A December 2010		B Preliminary		C=B/A		D December 2011		E Preliminary		F=E/D		G Expected		H^ Var'nc frm		I=F-G	
	Budget	Actual	% Rec'd	Actual	% Rec'd	Budget	Actual	% Rec'd	Actual	% Rec'd*	Expected	% Rec'd	Expected	Expected	Expected	% Variance		
Intergovernmental Revenues	0	0	N/A	0	N/A	14,520	14,520	100.0%	14,520	100.0%	100.0%	100.0%	0	0	0.0%			
Water Sales	2,298,896	2,357,503	102.5%	2,357,503	102.5%	2,490,099	2,507,997	100.7%	2,507,997	100.0%	100.0%	100.7%	17,898	17,898	0.7%			
Water Connection/Misc. Fees	55,000	49,078	89.2%	49,078	89.2%	26,000	66,240	254.8%	66,240	100.0%	100.0%	254.8%	40,240	40,240	154.8%			
Interfund Principal Repayment	0	0	N/A	0	N/A	565,681	565,681	100.0%	565,681	100.0%	100.0%	100.0%	0	0	0.0%			
Misc. Revenues/Insurance	0	115	N/A	115	N/A	0	1,549	N/A	1,549	100.0%	100.0%	N/A	1,549	1,549	N/A			
Interest Earnings	14,000	5,112	36.5%	5,112	36.5%	16,000	8,144	50.9%	8,144	100.0%	100.0%	50.9%	(7,856)	(7,856)	-49.1%			
Proceeds frm Sale of Capital Assets	0	1,692	N/A	1,692	N/A	0	0	N/A	0	100.0%	100.0%	N/A	0	0	N/A			
Totals:	\$2,367,896	\$2,413,500	101.9%	\$2,413,500	101.9%	\$3,112,300	\$3,164,131	101.7%	\$3,164,131	100.0%	100.0%	101.7%	\$51,831	\$51,831	1.7%			

WATER FUND (#405) EXPENSES	A December 2010		B Preliminary		C=B/A		D December 2011		E Preliminary		F=E/D		G Expected		H^ Var'nc frm		I=G-F	
	Budget	Actual	% Exp'd	Actual	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	Expected	% Exp'd	Expected	Expected	Expected	% Variance		
Operating Expenses	1,806,355	1,876,567	103.9%	1,876,567	103.9%	1,940,075	1,810,220	93.3%	1,810,220	100.0%	100.0%	93.3%	129,855	129,855	6.7%			
Capital Outlay	577,000	459,703	79.7%	459,703	79.7%	320,768	330,569	103.1%	330,569	100.0%	100.0%	103.1%	(9,801)	(9,801)	-3.1%			
Debt Principal	127,464	129,077	101.3%	129,077	101.3%	129,077	129,077	100.0%	129,077	100.0%	100.0%	100.0%	0	0	0.0%			
Interest Expense	28,725	28,862	100.5%	28,862	100.5%	26,496	26,496	100.0%	26,496	100.0%	100.0%	100.0%	0	0	0.0%			
Totals:	\$2,539,544	\$2,494,209	98.2%	\$2,494,209	98.2%	\$2,416,416	\$2,296,362	95.0%	\$2,296,362	100.0%	100.0%	95.0%	\$120,054	\$120,054	5.0%			

Net Budget/Income/Variance: (\$171,648) (\$80,709) \$695,884 \$867,769
\$171,885 6.7%

Key:

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

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STORM FUND (#406) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	December Budget	2010 Preliminary Actual	December Budget	2011 Preliminary Actual	% Rec'd	% Rec'd	December Budget	2011 Preliminary Actual	% Rec'd	% Rec'd	Expected % Rec'd*	% Exp*	Expected % Exp*	Var'nc frm Expected	% Variance	Expected % Exp*	% Variance	
Storm & Surface Water Fees	402,500	400,627	401,500	403,851	99.5%	100.6%	401,500	403,851	100.6%	100.0%	100.0%	100.0%	2,351	0.6%	100.0%	0.6%		
Storm Connection/Misc. Fees	6,000	5,090	10,000	489	84.8%	4.9%	10,000	489	4.9%	100.0%	100.0%	100.0%	(9,511)	-95.1%	100.0%	-95.1%		
Interest Earnings	1,500	0	500	245	0.0%	49.0%	500	245	49.0%	100.0%	100.0%	100.0%	(255)	-51.0%	100.0%	-51.0%		
Misc. Revenues/Insurance	0	0	0	498	N/A	N/A	0	498	N/A	100.0%	100.0%	100.0%	498	N/A	100.0%	N/A		
Totals:	\$410,000	\$405,717	\$412,000	\$405,083	99.0%	98.3%	\$412,000	\$405,083	98.3%	100.0%	100.0%	100.0%	(\$6,917)	-1.7%	100.0%	-1.7%		

STORM FUND (#406) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	December Budget	2010 Preliminary Actual	December Budget	2011 Preliminary Actual	% Exp'd	% Exp'd	December Budget	2011 Preliminary Actual	% Exp'd	% Exp'd	Expected % Exp*	% Variance	Expected % Exp*	Var'nc frm Expected	% Variance	Expected % Exp*	% Variance	
Operating Expenses	375,975	354,022	333,139	316,648	94.2%	95.0%	333,139	316,648	95.0%	100.0%	100.0%	100.0%	16,491	5.0%	100.0%	5.0%		
Capital Outlay	53,000	43,890	0	0	82.8%	N/A	0	0	N/A	100.0%	100.0%	100.0%	0	N/A	100.0%	N/A		
Totals:	\$428,975	\$397,912	\$333,139	\$316,648	92.8%	95.0%	\$333,139	\$316,648	95.0%	100.0%	100.0%	100.0%	\$16,491	5.0%	100.0%	5.0%		

Net Budget/Income/Variance: (\$18,975) \$7,805 \$78,861 \$88,435 \$9,574 3.3%

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

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by  , City Manager

**City of Chehalis
Sales & Use Tax Revenue**

	Month-by-Month Comparisons										10-11 % Chg
	2005	2006	2007	2008	2009	2010	2011	2011	2011	2011	
January	244,346.77	264,552.49	303,003.96	338,775.84	311,681.25	242,158.24	255,550.11	255,550.11	255,550.11	255,550.11	5.5%
February	328,762.57	388,722.09	370,242.18	325,708.20	326,987.75	296,867.87	288,322.28	288,322.28	288,322.28	288,322.28	-2.9%
March	208,023.53	254,068.00	275,769.04	352,594.58	247,974.49	269,687.71	209,202.31	209,202.31	209,202.31	209,202.31	-22.4% ^
April	222,298.47	246,106.89	262,854.70	323,886.70	245,182.86	223,636.27	211,769.41	211,769.41	211,769.41	211,769.41	-5.3%
May	257,313.38	350,778.11	309,705.17	366,700.91	255,481.63	246,998.74	269,316.42	269,316.42	269,316.42	269,316.42	9.0%
June	225,729.39	287,446.83	288,762.68	340,751.01	266,335.35	228,867.63	253,348.87	253,348.87	253,348.87	253,348.87	10.7%
July	274,225.27	318,763.36	280,090.89	352,426.34	270,324.94	239,316.92	235,882.93	235,882.93	235,882.93	235,882.93	-1.4% #
August	361,378.86	331,608.32	367,841.64	416,021.47	276,851.50	268,052.83	264,592.08	264,592.08	264,592.08	264,592.08	-1.3%
September	292,417.87	304,839.70	331,262.66	327,171.53	250,448.70	246,365.20	320,998.49	320,998.49	320,998.49	320,998.49	30.3% ^
October	298,905.19	327,097.48	353,302.89	305,787.51	345,695.15	260,630.19	245,472.95	245,472.95	245,472.95	245,472.95	-5.8%
November	285,548.60	303,346.25	352,562.39	373,132.35	257,314.61	251,801.70	261,382.66	261,382.66	261,382.66	261,382.66	3.8% #
December	274,668.21	322,768.97	314,120.78	194,375.82	234,399.17	241,368.04	233,191.67	233,191.67	233,191.67	233,191.67	-3.4%
Inter-year adj.	16,143.47	-16,143.47	0.00	0.00							
Totals	3,289,761.58	3,683,955.02	3,809,518.98	4,017,332.26	3,288,677.40	3,015,751.34	3,049,030.18	3,049,030.18	3,049,030.18	3,049,030.18	N/A
As of 12/XX:	3,273,618.11	3,700,098.49	3,809,518.98	4,017,332.26	3,288,677.40	3,015,751.34	3,049,030.18	3,049,030.18	3,049,030.18	3,049,030.18	1.1%
As of 4th Qtr.:	3,273,618.11	3,700,098.49	3,809,518.98	4,017,332.26	3,288,677.40	3,015,751.34	3,049,030.18	3,049,030.18	3,049,030.18	3,049,030.18	1.1%

^ Variance is primarily attributable to "one-time" use taxes.

July receipt has been adjusted downwards to reflect a \$5,444.07 overpayment by the Department of Revenue. The remittance to the City for November was reduced by the same amount. The amounts listed for July and November are reflective of what should have been received by the City had the overpayment never been made.

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: January 17, 2012
TO: The Honorable Mayor and City Council
FROM: Lodging Tax Advisory Committee
Councilor Terry Harris (Chair)
SUBJECT: Lodging Tax Advisory Committee Appointments

ISSUE

At the regular meeting of November 14, 2011, the council elected to table the reappointment of the Lodging Tax Advisory Committee (LTAC) members, whose terms expired at the end of November and therefore the council needs to consider reappointment of the memberships.

DISCUSSION

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

Committee members seeking reappointment include Mr. Todd Chaput, Holiday Inn Express & Suites, Ms. Natalie Ketchum, Best Western Park Place Inn and Suites, and Mr. Satpal Sohal, Chehalis Inn, representing businesses required to collect the tax. The only member who represents activities funded by the tax who is seeking reappointment is Mr. Rick Burchett, Chehalis-Centralia Railroad and Museum. Councilor Terry Harris is the council representative and acts as committee chair.

The administration has received applications from two persons representing activities funded by the tax, which include Mr. Charles "Chip" Duncan, the new director of the Veterans Memorial Museum, and Mr. Jim Valley, Director of the Centralia-Chehalis Chamber of Commerce.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the appointment of Charles "Chip" Duncan and Jim Valley, and the reappointments of Rick Burchett, Todd Chaput, Natalie Ketchum, and Satpal Sohal to the city's Lodging Tax Advisory Committee.

SUGGESTED MOTION

I move that the council appointment Charles "Chip" Duncan and Jim Valley, and reappoint Rick Burchett, Todd Chaput, Natalie Ketchum, and Satpal Sohal to the city's Lodging Tax Advisory Committee.

Reviewed by:  _____, City Manager

City of Chehalis APPLICATION FOR APPOINTMENT

Date 11/18/2011

(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:

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

Please print

Name CHARLES "CHIP" DUNCAN

Present employer VETERANS MEMORIAL MUSEUM

Employer address 100 SW VETERANS WAY CHEHALIS Phone No. 360-740-8875

Fax No. 360-740-8913 E-mail VMM@COMPPRIME.COM

Home address 122 Fir Dr, CHEHALIS WA Home Phone No. 360-748-4205

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

If yes, please explain

Date available for appointment JANUARY 2012

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

Approximately how many hours each month can you devote to city business? 1-2 HOURS

Brief statement of qualifications for position and reason for requesting appointment. CURRENT DIRECTOR OF THE VETERANS MEMORIAL MUSEUM, REQUESTING APPOINTMENT TO ENSURE PROPER DISTRIBUTION OF LOGGING TAXES TO PROMOTE TOURISM IN THE CITY OF CHEHALIS

Signature [Handwritten Signature] 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) BY MAIL AT THE VETERANS MEMORIAL MUSEUM

City of Chehalis APPLICATION FOR APPOINTMENT

Date 12/13/11

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

Please print

Name Jim Valley

Present employer Centralia - Chehalis Chamber

Employer address 500 NW Chamber Way Phone No. 748-8885

Fax No. _____ E-mail director@chamberway.com

Home address _____ Home Phone No. 206-920-3018

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

If yes, please explain _____

Date available for appointment any

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

Approximately how many hours each month can you devote to city business? as much as needed

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

The Chamber is the official visitor's center. We help people find local attractions, hotels, restaurants, stores, and more. I think having a Chamber representative would be helpful.

Signature [Signature] 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) _____