

# Kelso City Council Agenda

Regular Meeting, 6:00 pm  
May 17, 2016  
City Hall, Council Chambers  
203 South Pacific  
Kelso, WA 98626



\*\*Special accommodations for the handicapped and hearing impaired are available  
by special arrangement through the City Clerk's Office at 360-423-0900\*\*

## **Roll Call to Council Members:**

## **Invocation:**

Chris Davis from Abundant Life Nazarene

## **1. Approve Minutes:**

1.1. May 3, 2016 – Regular Meeting

## **2. Proclamation:**

2.1. Public Works Week

## **3. Presentations:**

3.1. 911 Communication Center Update

3.2. Finance Department Annual Report

## **4. Consent Items:**

4.1. Contract Award - West Main Revitalization Project

4.2. Auditing of Accounts

## **5. Citizen Business:**

## **6. Council Business:**

# Kelso City Council Agenda

Regular Meeting, 6:00 pm  
May 17, 2016  
City Hall, Council Chambers  
203 South Pacific  
Kelso, WA 98626



## **7. Action/Motion Items:**

- 7.1. Ordinance, 1st Reading
  - 7.1.1. Budget Amendment
- 7.2. Resolution
  - 7.2.1. Designation of Financial Institution
- 7.3. Resolution
  - 7.3.1. Employee Handbook/Salary Matrix Update

## **Other Items:**

- City Manager Report
- Staff/Dept Head Reports
- Council Reports
- Other Business
- Executive Session

Pastor Nick Stumbo, East Hills Alliance Church, gave the invocation. Mayor David Futcher led the flag salute. Mayor Futcher called the Regular Meeting of the Kelso City Council to order. Councilmembers in attendance were Todd McDaniel, Kim Lefebvre, Rick Roberson, David Futcher, Jim Hill, Nancy Malone, and Larry Alexander.

**Minutes:** Upon motion by Councilmember McDaniel, seconded by Councilmember Hill, 'Approve the minutes of the 4/19/16 Regular Meeting,' Motion carried, all voting yes.

**PROCLAMATIONS:**

Mayor Futcher read a proclamation declaring May 9<sup>th</sup> – 14<sup>th</sup>, as “**National Salvation Army Week**” in the City of Kelso. Salvation Army Board Member Wayne Cain accepted the proclamation.

Mayor Futcher read a proclamation declaring May 2016, as “**Mental Health Awareness Month**” in the City of Kelso.

Mayor Futcher read a proclamation declaring May 11<sup>th</sup> – 17<sup>th</sup>, as “**National Transportation Week**” in the City of Kelso. Public Works Superintendent Randy Johnson accepted the proclamation.

Mayor Futcher read a proclamation declaring May 2016 as “**National Bike Month**” in the City of Kelso. Cowlitz Bikes Sponsor Steve Harvey accepted the proclamation. He handed out a flier for their upcoming “Bike to Work Week” event.

Mayor Futcher read a proclamation declaring May 15<sup>th</sup> – 21<sup>st</sup>, as “**National Police Week**” in the City of Kelso. Chaplain Tom Haan accepted the proclamation.

**PRESENTATIONS:**

**National Law Enforcement Officer of the Year:** Longview American Legion Post 155 Representative Steve Dahl presented Kelso Police Officer Kirk Wiper with the 2016 American Legion Law Enforcement Officer of the Year Award.

**Police Department:** Chief of Police Andrew Hamilton provided a presentation in honor of “National Police Week”.

**CONSENT AGENDA:**

1. **Professional Services Agreement:** Reid Middleton – Fence and Beacon Replacement at Southwest Washington Regional Airport

2. **Construction Services Agreement:** Reid Middleton – Sullivan Hangar Demolition at Southwest Washington Regional Airport

Upon motion by Councilmember McDaniel, seconded by Councilmember Lefebvre, 'Approve the Consent Agenda,' motion carried, all voting yes.

**CITIZEN BUSINESS:** None

**MOTION ITEMS:**

**Ordinance No. 16-3873 – Adopting Shoreline Master Plan:** The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Roberson, seconded by Councilmember Alexander, 'Adopt Ordinance No. 16-3873, 'AN ORDINANCE OF THE CITY COUNCIL OF KELSO, WASHINGTON ADOPTING AN UPDATED SHORELINE MASTER PROGRAM AND SHORELINE MAP, AGREEING TO CHANGES PROPOSED BY THE WASHINGTON STATE DEPARTMENT OF ECOLOGY, AND AUTHORIZING THE SUBMITTAL OF THE UPDATED SHORELINE MASTER PROGRAM FOR FINAL APPROVAL.' Motion passed, all voting yes.

**MANAGER'S REPORT:**

**Steve Taylor:** 1) Announced that there would be a signing ceremony at the Department of Ecology headquarters regarding the Coweeman River Wetland Mitigation Bank on May 5, 2016. 2) Provided an update on the progress of the City Charter Commission. 3) Followed up on information he sent to the Council regarding electronic reader boards. He asked the Council to let him know if they are interested in seeing a presentation. 4) Commented that the Environmental Impact Statement (EIS) for the Millennium Bulk Terminal was recently released and comments are now being solicited. In anticipation of a formal request, he asked if the Council would like him to draft a letter providing comments on the EIS for the Millennium Bulk Terminal. Discussion followed. **Upon motion by Councilmember Roberson, seconded by Councilmember Hill, 'Authorize the City Manager to draft a letter in support of the proposed Millennium Bulk Terminal'. Councilmembers Roberson, Futcher, and Hill voted yes. Councilmembers McDaniel, Lefebvre, Alexander, and Malone voted no. Motion failed, 3 to 4.** The Council clarified that the City Manager may draft a letter after the City receives a request.

**Community Development Director/City Engineer Mike Kardas:** Provided an update on the West Main Revitalization project and the projects anticipated to begin this summer.

**COUNCIL REPORTS:**

**Nancy Malone:** No report.

**Larry Alexander:** No report.

**Jim Hill:** 1) Spoke about the City assembling a Block Watch Program. 2) Spoke about the amount of emergency calls relating to the Love Overwhelming facility.

**Rick Roberson:** Spoke in favor of a presentation for electronic boards in the city.

**Kim Lefebvre:** No report.

**Todd McDaniel:** 1) Spoke in favor of a presentation for electronic boards. 2) Commented that he commended the work of the City Charter Committee and staff.

**David Futcher:** No report.

There being no further business, Mayor Futcher adjourned the meeting at 6:55p.m.

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**MAYOR**

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**CITY CLERK**

# PROCLAMATION

## *National Public Works Week*

*May 15-21, 2016*

*WHEREAS*, public works services provided in our community are an integral part of our citizen's everyday lives; and

*WHEREAS*, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

*WHEREAS*, the health, safety and comfort of this community greatly depends on these facilities and services; and

*WHEREAS*, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

*WHEREAS*, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

*WHEREAS*, this year's theme "Public Works Always There", is to recognize the pervasiveness of public works. Communities depend on public works, and the men and women of the profession are always there and always ready.

*Now, THEREFORE*, I, David Futcher, Mayor of the City of Kelso, do hereby proclaim the week of May 15-21, 2016, as

## *"National Public Works Week"*

*in the City of Kelso, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.*

*In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 17th day of May 2016*

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*David Futcher, Mayor*

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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**SUBJECT TITLE:** 911 Communications  
Center Presentation

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** \_\_\_\_\_

**For Agenda of:** \_\_\_\_\_ May 17, 2016 \_\_\_\_\_

**Originator:** \_\_\_\_\_

**City Attorney:** Janean Parker

**City Manager:** Steve Taylor

**PRESENTED BY:**

911 Communications Center Director, Deanna  
Wells

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**SUMMARY STATEMENT:**

911 Communications Center Director, Deanna Wells, will present an update to Council on the dispatch and emergency communications operations for Cowlitz County.

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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**SUBJECT TITLE:**

Construction Contract Award for West Main Revitalization Project #581405

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** Com Dev/Engineering

**For Agenda of:** May 17, 2016

**PRESENTED BY:**

Tim Shell, P.E.  
Senior Engineer

**Cost of Item:** \$1,037,032.04

**City Manager:** Steve Taylor

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**AGENDA ITEM ATTACHEMENTS:**

Bid Tabulation

**SUMMARY STATEMENT:**

The City's West Main Revitalization Project will provide new sidewalks, lighting, pavement repair and surface reconditioning, landscape elements, stormwater improvements, landscaping and furnishings for three blocks of the street between 3<sup>rd</sup> Avenue and Cowlitz Way. The project will also provide raised intersections on 4<sup>th</sup> and 6<sup>th</sup> Ave as well as eliminate the center left-turn lane in Main Street, and convert 6<sup>th</sup> Street to one-way northbound between Main Street and Cowlitz Way while adding angle parking. Lane reduction and improvements to the Cowlitz Way intersection signal will also address confusing traffic movements.

Completion of the project will create a pedestrian friendly environment that promotes commercial activity and stimulates private investment. On street parking will be maximized to the extent possible.

Bids were received and opened for the project on May 10<sup>th</sup>. One bid was received from Advanced Excavating Specialists, LLC (AES) of Longview, WA in the amount of \$1,037,032.04. The bid amount is approximately 4% below the engineer's opinion of probable cost of \$1,079,382.00.

**FINANCIAL SUMMARY:**

This project is funded by a federal STP grant, County Rural Public Facility Grant, CDBG Program Income, Kelso Transportation Benefit District funds, and water and sewer utility funds. The contract amount is within the available budget.

**RECOMMENDED ACTION:**

Staff recommends that the City Council make a motion to award the above-referenced contract to AES of Longview, Washington in the amount of \$1,037,032.04.



**BID TABULATION**

**West Main Street Revitalization Project**

Project #581405

May 10, 2016

Item No.	Description	Quantity	Unit	ENGINEER'S ESTIMATE		AES	
				Unit Price	Total Amount	Unit Price	Total Amount
<b>SCHEDULE A</b>							
A-1	MOBILIZATION (8%)	1	L.S.	\$ 77,500.00	\$ 77,500.00	\$ 80,400.00	\$ 80,400.00
A-2	TRAFFIC CONTROL SUPERVISOR	1	L.S.	\$ 10,000.00	\$ 10,000.00	\$ 3,775.00	\$ 3,775.00
A-3	FLAGGERS AND SPOTTERS	500	HR	\$ 50.00	\$ 25,000.00	\$ 50.00	\$ 25,000.00
A-4	OTHER TRAFFIC CONTROL LABOR	100	HR	\$ 50.00	\$ 5,000.00	\$ 60.00	\$ 6,000.00
A-5	CONSTRUCTION SIGNS CLASS A	320	S.F.	\$ 18.00	\$ 5,760.00	\$ 22.50	\$ 7,200.00
A-6	PORTABLE CHANGEABLE MESSAGE SIGN	120	HR	\$ 9.00	\$ 1,080.00	\$ 11.00	\$ 1,320.00
A-7	OTHER TEMPORARY TRAFFIC CONTROL	1	L.S.	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00
A-8	CLEARING AND GRUBBING	1	L.S.	\$ 2,500.00	\$ 2,500.00	\$ 3,250.00	\$ 3,250.00
A-9	ROADWAY EXCAVATION INCL. HAUL	500	C.Y.	\$ 30.00	\$ 15,000.00	\$ 54.00	\$ 27,000.00
A-10	CRUSHED SURFACING TOP COURSE	584	TON	\$ 35.00	\$ 20,440.00	\$ 42.00	\$ 24,528.00
A-11	CRUSHED SURFACING BASE COURSE	432	TON	\$ 30.00	\$ 12,960.00	\$ 40.00	\$ 17,280.00
A-12	MAINTENANCE ROCK	20	C.Y.	\$ 25.00	\$ 500.00	\$ 60.00	\$ 1,200.00
A-13	HMA CL 1/2 IN. PG 64-22	345	TON	\$ 100.00	\$ 34,500.00	\$ 107.00	\$ 36,915.00
A-14	HMA FOR PAVEMENT REPAIR CL. 1/2 IN. PG 64-22	20	TON	\$ 125.00	\$ 2,500.00	\$ 142.00	\$ 2,840.00
A-15	REPLACE CEMENT CONCRETE PANEL	300	S.Y.	\$ 175.00	\$ 52,500.00	\$ 81.00	\$ 24,300.00
A-16	PLANING BITUMINOUS PAVEMENT	5,500	S.Y.	\$ 2.50	\$ 13,750.00	\$ 2.50	\$ 13,750.00
A-17	PLANING CEMENT CONCRETE PAVEMENT	3,560	S.Y.	\$ 15.00	\$ 53,400.00	\$ 3.50	\$ 12,460.00
A-18	STORM SEWER PIPE, 12 IN. DIAM.	414	L.F.	\$ 60.00	\$ 24,840.00	\$ 72.50	\$ 30,015.00
A-19	PRECAST CATCH BASIN	10	EA.	\$ 1,200.00	\$ 12,000.00	\$ 1,600.00	\$ 16,000.00
A-20	PRECAST CATCH BASIN WITH BEEHIVE GRATE	1	EA.	\$ 1,400.00	\$ 1,400.00	\$ 1,800.00	\$ 1,800.00
A-21	CURB INLET	1	EA.	\$ 1,500.00	\$ 1,500.00	\$ 1,550.00	\$ 1,550.00
A-22	CURB CUT INLET	3	EA.	\$ 800.00	\$ 2,400.00	\$ 910.00	\$ 2,730.00
A-23	ADJUST CATCH BASIN	8	EA.	\$ 500.00	\$ 4,000.00	\$ 300.00	\$ 2,400.00
A-24	ADJUST MANHOLE	10	EA.	\$ 300.00	\$ 3,000.00	\$ 500.00	\$ 5,000.00
A-25	CONNECTION TO DRAINAGE STRUCTURE	11	EA.	\$ 1,000.00	\$ 11,000.00	\$ 575.00	\$ 6,325.00
A-26	STORM SEWER MANHOLE (TYPE 1)	1	EA.	\$ 2,250.00	\$ 2,250.00	\$ 3,025.00	\$ 3,025.00
A-27	REMOVAL AND REPLACEMENT OF UNSUITABLE MATERIAL	50	C.Y.	\$ 50.00	\$ 2,500.00	\$ 100.00	\$ 5,000.00
A-28	TRENCH SAFETY SYSTEM	1	L.S.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
A-29	ECS LEAD	1	L.S.	\$ 1,000.00	\$ 1,000.00	\$ 1,800.00	\$ 1,800.00
A-30	INLET PROTECTION	33	EA.	\$ 50.00	\$ 1,650.00	\$ 50.00	\$ 1,650.00
A-31	TREES, 2" CAL.	17	EA.	\$ 300.00	\$ 5,100.00	\$ 325.00	\$ 5,525.00
A-32	SHRUBS, 1 GAL.	252	EA.	\$ 8.00	\$ 2,016.00	\$ 13.00	\$ 3,276.00
A-33	SHRUBS, 2 GAL.	101	EA.	\$ 15.00	\$ 1,515.00	\$ 27.00	\$ 2,727.00
A-34	GROUNDCOVER, 1 GAL. POTS	100	EA.	\$ 8.00	\$ 800.00	\$ 12.50	\$ 1,250.00
A-35	STORMWATER GRASSES, 4" POTS	492	EA.	\$ 5.00	\$ 2,460.00	\$ 7.00	\$ 3,444.00
A-36	STORMWATER BULBS	129	EA.	\$ 3.00	\$ 387.00	\$ 4.00	\$ 516.00
A-37	STORMWATER SHRUBS, 1 GAL.	24	EA.	\$ 12.00	\$ 288.00	\$ 11.00	\$ 264.00
A-38	TOPSOIL TYPE A	92	C.Y.	\$ 40.00	\$ 3,680.00	\$ 35.00	\$ 3,220.00
A-39	COMPOST	46	C.Y.	\$ 50.00	\$ 2,300.00	\$ 35.00	\$ 1,610.00
A-40	BARK MULCH, 3" DEPTH	30	C.Y.	\$ 55.00	\$ 1,650.00	\$ 39.00	\$ 1,170.00
A-41	ROOT BARRIER	351	L.F.	\$ 15.00	\$ 5,265.00	\$ 8.00	\$ 2,808.00
A-42	IRRIGATION SYSTEM	1	L.S.	\$ 3,200.00	\$ 3,200.00	\$ 21,318.00	\$ 21,318.00
A-43	BENCHES	2	EA.	\$ 1,500.00	\$ 3,000.00	\$ 1,195.00	\$ 2,390.00
A-44	BIKE RACKS: STAPLE	2	EA.	\$ 750.00	\$ 1,500.00	\$ 550.00	\$ 1,100.00
A-45	BIKE RACK: DECORATIVE	1	EA.	\$ 2,000.00	\$ 2,000.00	\$ 2,016.00	\$ 2,016.00
A-46	ILLUMINATION SYSTEM	1	L.S.	\$ 185,000.00	\$ 185,000.00	\$ 173,757.00	\$ 173,757.00
A-47	TRAFFIC SIGNAL SYSTEM MOD - W MAIN ST/5TH STREET	1	L.S.	\$ 74,700.00	\$ 74,700.00	\$ 36,180.00	\$ 36,180.00
A-48	TRAFFIC SIGNAL SYSTEM MOD - W MAIN ST/W COWLITZ WAY	1	L.S.	\$ 10,000.00	\$ 10,000.00	\$ 21,410.00	\$ 21,410.00
A-49	PERMANENT SIGNING	1	L.S.	\$ 15,400.00	\$ 15,400.00	\$ 12,635.00	\$ 12,635.00

**BID TABULATION**

**West Main Street Revitalization Project**

Project #581405

May 10, 2016

				ENGINEER'S ESTIMATE		AES	
A-50	PERMANENT MARKINGS	1	L.S.	\$ 40,600.00	\$ 40,600.00	\$ 16,182.00	\$ 16,182.00
A-51	CEMENT CONC. TRAFFIC CURB AND GUTTER	170	L.F.	\$ 25.00	\$ 4,250.00	\$ 29.50	\$ 5,015.00
A-52	PRECAST DUAL FACED SLOPED MOUNTABLE CURB	100	L.F.	\$ 30.00	\$ 3,000.00	\$ 30.00	\$ 3,000.00
A-53	CEMENT CONC. TRAFFIC CURB	1,755	L.F.	\$ 15.00	\$ 26,325.00	\$ 23.00	\$ 40,365.00
A-54	STORMWATER PLANTER WALL	105	L.F.	\$ 40.00	\$ 4,200.00	\$ 62.00	\$ 6,510.00
A-55	CEMENT CONC. DRIVEWAY ENTRANCE	477	S.Y.	\$ 60.00	\$ 28,620.00	\$ 85.00	\$ 40,545.00
A-56	CEMENT CONCRETE SIDEWALK	1,983	S.Y.	\$ 45.00	\$ 89,235.00	\$ 45.00	\$ 89,235.00
A-57	ADA CURB RAMP	30	EA.	\$ 1,850.00	\$ 55,500.00	\$ 2,670.00	\$ 80,100.00
A-58	STORMWATER FACILITY	75	S.Y.	\$ 125.00	\$ 9,375.00	\$ 150.00	\$ 11,250.00
A-59	ROADWAY SURVEYING	1	L.S.	\$ 16,000.00	\$ 16,000.00	\$ 10,200.00	\$ 10,200.00
<b>SUBTOTAL SCHEDULE A</b>				<b>\$ 1,003,296.00</b>		<b>\$ 970,031.00</b>	
<b>SCHEDULE B</b>							
B-1	8" DIAM. SANITARY SEWER PIPE	192	L.F.	\$ 65.00	\$ 12,480.00	\$ 74.00	\$ 14,208.00
B-2	6" DIAM. SANITARY SEWER PIPE	21	L.F.	\$ 70.00	\$ 1,470.00	\$ 80.00	\$ 1,680.00
B-3	6" DIAM. DUCTILE IRON PIPE	190	L.F.	\$ 100.00	\$ 19,000.00	\$ 90.00	\$ 17,100.00
B-4	MANHOLE 48 IN. DIAM. (SANITARY SEWER)	1	EA.	\$ 2,250.00	\$ 2,250.00	\$ 3,700.00	\$ 3,700.00
B-5	MANHOLE 48 IN. DIAM. (SAN. OVER EXISTING LINE)	1	EA.	\$ 3,500.00	\$ 3,500.00	\$ 3,568.00	\$ 3,568.00
B-6	REMOVAL AND REPLACEMENT OF UNSUITABLE MATERIAL	50	C.Y.	\$ 50.00	\$ 2,500.00	\$ 100.00	\$ 5,000.00
B-7	TRENCH SAFETY SYSTEM	1	L.S.	\$ 1,500.00	\$ 1,500.00	\$ 1,250.00	\$ 1,250.00
B-8	RESETTING EXISTING HYDRANT	2	EA.	\$ 3,000.00	\$ 6,000.00	\$ 950.00	\$ 1,900.00
B-9	MOVING EXISTING HYDRANTS	1	EA.	\$ 4,500.00	\$ 4,500.00	\$ 2,327.00	\$ 2,327.00
B-10	REPLACE WATER METER BOX	7	EA.	\$ 500.00	\$ 3,500.00	\$ 250.00	\$ 1,750.00
B-11	SERVICE CONNECTION 2 DIAM. (IRRIGATION)	1	EA.	\$ 5,000.00	\$ 5,000.00	\$ 4,800.00	\$ 4,800.00
B-12	ADJUST VALVE BOX	20	EA.	\$ 300.00	\$ 6,000.00	\$ 120.00	\$ 2,400.00
B-13	6" CLEANOUT	1	EA.	\$ 750.00	\$ 750.00	\$ 390.00	\$ 390.00
B-14	1" BLOWOFF	1	EA.	\$ 750.00	\$ 750.00	\$ 380.00	\$ 380.00
B-15	6" PLUG	1	EA.	\$ 500.00	\$ 500.00	\$ 385.00	\$ 385.00
B-16	3/4" WATER SERVICE	1	EA.	\$ 750.00	\$ 750.00	\$ 1,200.00	\$ 1,200.00
SUBTOTAL				\$ 70,450.00		\$ 62,038.00	
SALES TAX (8.0%)				\$ 5,636.00		\$ 4,963.04	
<b>SUBTOTAL SCHEDULE B</b>				<b>\$ 76,086.00</b>		<b>\$ 67,001.04</b>	
<b>TOTAL: A + B</b>				<b>\$ 1,079,382.00</b>		<b>\$ 1,037,032.04</b>	

## AGENDA SUMMARY SHEET

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AGENDA ITEM: Ordinance 1st reading.  
Budget revision #2 for the 2016 fiscal  
year.

SUBMITTED BY: Brian Butterfield

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF: 5/17/2016  
ORIGINATING DEPT: Finance  
DATE SUBMITTED: 5/12/2016  
COST OF ITEM: \_\_\_\_\_  
AMT. BUDGETED \_\_\_\_\_  
CITY ATTY. APPROVAL \_\_\_\_\_  
CITY MGR. APPROVAL \_\_\_\_\_

### SUMMARY STATEMENT

The major highlights of this revised budget include anticipated bond revenues for the reconstruction of Yew Street and repairs to Minor Road. In addition, this revision allocates extra monies to the West Main Revitalization project, new salary classifications and building improvements in city hall.

Revisions include the following:

**General Fund:**

- \$220,467 transfer to the Debt Service Fund for debt service in 2016 on the 2016 G.O. Bond. Debt service will be funded by reserves for 2016 only.
- \$61,400 appropriations for new salary classifications/positions in various departments.
- \$60,000 for the relocation of the city's data processing server room from downstairs to upstairs.

**Arterial Street Fund**

- \$1,600,000 for the reconstruction of Yew Street.
- \$250,000 for Minor Road repairs. The majority of this project will be completed in 2017.
- \$185,000 increase for the West Main Revitalization project.
- \$52,150 to pay the costs of issuing G.O. Bonds.

**Debt Service Fund**

- \$220,467 to pay principal and interest on the 2016 G.O. Bond.

**Water Capital Fund:**

- \$35,000 for miscellaneous waterline repairs on the West Main Project.

**Sewer Capital Fund:**

- \$35,000 for miscellaneous sewer line repairs on the West Main Project.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF KELSO RELATING TO PUBLIC EXPENDITURES AND DECLARING AN EMERGENCY UNDER THE PROVISIONS OF RCW 35A.34.150, FIXING THE AMOUNT OF MONEY REQUIRED TO MEET SUCH EMERGENCIES AND AUTHORIZING THE EXPENDITURE OF MONEY NOT PROVIDED FOR IN THE 2015-2016 BIENNIAL BUDGET OF THE CITY.**

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS FOLLOWS:

**SECTION 1.** That by reason of the inability of the City and its officials to foresee and compute with accuracy the actual revenue and necessary expenditures of public funds for the current expenses of the City, it is deemed necessary to make the following amendment to the budget by increasing the following line items by the amounts set forth below for the 2016 Budget, to-wit:

**GENERAL FUND**

Revenues

001-00-308-00-00	Beginning Fund Balance	\$ 341,867.00
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Expenditures

001-04-514-10-10-0	Accounting Manager Salary	\$ 36,000.00
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001-04-514-10-12-0	Part-time Salaries	10,400.00
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001-04-514-10-20-0	Accounting Manager Benefits	17,000.00
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001-04-514-10-20-0	Part-time Benefits	1,500.00
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001-12-546-50-10-0	Airport Manager Salary	20,000.00
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001-13-558-60-10-0	City Planner Salary	10,000.00
001-13-558-60-20-0	City Planner Benefits	8,000.00
001-13-559-10-10-0	Nuisance Abatement Salaries	(35,000.00)
001-13-559-10-20-0	Nuisance Abatement Benefits	(6,500.00)
001-09-594-19-64-2	Server Relocation	60,000.00
001-09-597-00-00-2	Transfer to Debt Service Fund	220,467.00

**ARTERIAL STREET FUND**

Revenues

102-18-337-00-00	Rural County Funds	\$ 185,000.00
102-18-391-10-00	G.O. Bond Proceeds	3,200,000.00
102-18-392-00-00	G.O. Bond Premium	<u>355,067.00</u>
		\$ 3,740,067.00

Expenditures

102-18-508-00-00-0	Ending Fund Balance	\$ 1,652,917.00
102-18-592-95-00-0	Debt Issue Costs	52,150.00
102-18-595-06-00-2	Yew Street Reconstruction	1,600,000.00
102-18-595-14-00-3	West Main Revitalization	185,000.00
102-18-595-16-00-2	Minor Road Repair	<u>250,000.00</u>
		\$ 3,740,067.00

**DEBT SERVICE FUND**

Revenues

206-46-397-00-00	Transfer From General Fund	\$ 220,467.00
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Expenditures

206-46-591-19-71-0	Principal Payment on G.O. Bond	\$ 165,000.00
206-46-592-19-83-0	Interest Payment on G.O. Bond	<u>55,467.00</u>
		\$ 220,467.00

**WATER CAPITAL FUND**

Revenues

404-17-308-00-00	Beginning Fund Balance	\$ 35,000.00
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Expenditures

404-17-594-16-00-2	West Main Revitalization Project	\$ 35,000.00
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**SEWER CAPITAL FUND**

Revenues

408-28-308-00-00	Beginning Fund Balance	\$ 35,000.00
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Expenditures

408-28-594-16-00-2	West Main Revitalization Project	\$ 35,000.00
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**SECTION 2.** It is hereby ordered that the aforesaid sum be and the same is hereby appropriated in excess of the budget of the City of Kelso for 2016 and further that said budget be and the same is hereby amended accordingly.

**SECTION 3.** This Ordinance shall be in full force and effect five days after its passage and publication of summary as required by law.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this \_\_\_\_\_ day of June 2016.

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MAYOR

ATTEST/AUTHENTICATION:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

PUBLISHED: \_\_\_\_\_

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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**SUBJECT TITLE:**

DESIGNATING A CERTAIN FINANCIAL  
INSTITUTION AS DEPOSITORY FOR FUNDS  
REQUIRED TO BE KEPT BY THE DIRECTOR  
OF FINANCE.

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin:** Finance Department

**For Agenda of:** May 17, 2016

**Cost of Item:** \_\_\_\_\_

**PRESENTED BY:**

Brian Butterfield  
Finance Director/City Clerk

**City Manager:** Steve Taylor

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**AGENDA ITEM ATTACHEMENTS**

Resolution

**SUMMARY STATEMENT:**

On October 9, 2015, the City received a Notice of Closure of the City's Accounts and Termination of Treasury Services from Bank of America Merrill Lynch.

Action has been taken to establish a new financial institution for a checking account, deposits, cash management, and treasury services. The City has determined Wells Fargo as a qualified public depository institution and the best choice for the City at this time.

**RECOMMENDED ACTION:**

Staff recommends that the City Council authorize Wells Fargo as a designated financial institution of the City.



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO  
SUPERSEDING AND REPLACING RESOLUTION 98-782 DESIGNATING  
CERTAIN FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR FUNDS  
REQUIRED TO BE KEPT BY THE DIRECTOR OF FINANCE.**

WHEREAS THAT THE CITY COUNCIL OF THE CITY OF KELSO DO HEREBY  
RESOLVE:

**SECTION 1.**

WHEREAS pursuant to RCW 35A.40.030, the following financial institutions  
which are qualified public depositories are designated as depositories of the monies  
required to be kept by the Director of Finance of the City.

- BANK OF AMERICA, N.A.
- HERITAGE BANK
- WELLS FARGO
- US BANK

**SECTION 2.**

This designation shall continue in force until revoked by a majority vote of the  
City Council.

**ADOPTED** by the City Council and **SIGNED** by the City Council this \_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
MAYOR

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

# **AGENDA SUMMARY SHEET**

## **Business of the City Council City of Kelso, Washington**

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**SUBJECT TITLE: RESOLUTION  
AMENDING THE PERSONNEL POLICY  
HANDBOOK AND NON-REPRESENTED  
EMPLOYEE SALARY MATRIX**

**Agenda Item:** \_\_\_\_\_

**Dept. of Origin: City Manager's Office**

**For Agenda of: May 17, 2016**

**Originator: Steve Taylor**

**PRESENTED BY:**  
Steve Taylor

**City Attorney: Janean Parker**

**City Manager: Steve Taylor**

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### **Agenda Item Attachments:**

Employee Handbook Resolution  
2016 Revised Non-Represented Employee Salary Matrix (redline version)

### **SUMMARY STATEMENT:**

Staff briefed the Council at its April 19<sup>th</sup> regular meeting of proposed changes to the non-represented salary classification matrix. The current Assistant Finance Director position (M-10 \$4,482-\$5,453 monthly salary) is proposed to be modified to Accounting Manager (M-12 \$4,941-\$6,012 monthly). The new classification will be focused on accounting and customer service management, and will require professional accounting and financial management education and experience. The human resources function presently provided through the Assistant Finance Director position will be transferred to the Administrative Programs Manager classification.

Additionally, in an effort to increase internal capacity for both current and long-range planning services following the departure of the Planning Assistant and Administrative Programs Manager, staff requested authorization from Council to advertise for an Associate Planner (M-10) and Planning Manager (M-13) open position. Depending upon the desirability of the candidates who apply, the City would hire one individual to fill either the M-10 or M-13 position. Both the Associate Planner and Planning Manager positions are included within the current non-represented employee salary matrix.

Council provided direction on April 19<sup>th</sup> to move forward with hiring the new positions. The attached amended salary matrix reflects the Accounting Manager position. The position classification description is presently under development by the Finance Department.

**OPTIONS**

- 1) Move to approve the Resolution amending the Salary Classification Matrix;
- 2) Do not approve the Resolution.
- 3) Provide further direction to staff for alternative amendments to be brought for consideration at a future meeting;

**RECOMMENDED ACTION:**

Staff recommends the City Council adopt the attached resolution amending the Salary Classification Matrix.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KELSO  
AMENDING RESOLUTION NO. 16-1150 AND ADOPTING CHANGES TO THE  
SALARY CLASSIFICATION SYSTEM FOR NON-REPRESENTED EMPLOYEES.**

**WHEREAS**, the City Council has adopted a Personnel Policy Handbook and has found it necessary to make periodic amendments to reflect changes in law and best practices and to enhance the effectiveness of the provision of public services; and

**WHEREAS**, the City Council desires to revise the salary classification system for non-represented employees;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KELSO DO  
HEREBY RESOLVE:**

**SECTION 1.** That Appendix “D” of the Personnel Policy Handbook is amended in its entirety by an amended 2016 Non-Represented Employee Salary Matrix and Classifications attached hereto as “Exhibit A”.

**SECTION 2.** This Resolution shall be effective immediately upon its adoption.

ADOPTED by the City Council and SIGNED by the Mayor this \_\_\_\_\_ day of  
\_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

Attest/Authentication:

\_\_\_\_\_  
CITY CLERK  
Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY

**Non-Represented Employee Classifications**

2016 Proposed for Adoption 5/2016

Range	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Annual Lo	Annual Hi
Unclassified	City Manager	N/A							
M20	Police Chief	\$ 7,300	\$ 7,592	\$ 7,896	\$ 8,212	\$ 8,540	\$ 8,882	\$ 87,604	\$ 106,584
M19	Director of Public Works	\$ 6,953	\$ 7,231	\$ 7,520	\$ 7,821	\$ 8,134	\$ 8,459	\$ 83,433	\$ 101,509
M19	Finance Dir - City Clerk	\$ 6,953	\$ 7,231	\$ 7,520	\$ 7,821	\$ 8,134	\$ 8,459	\$ 83,433	\$ 101,509
M19	Comm Dev Dir - City Engineer	\$ 6,953	\$ 7,231	\$ 7,520	\$ 7,821	\$ 8,134	\$ 8,459	\$ 83,433	\$ 101,509
M18	Police Captain	\$ 6,622	\$ 6,887	\$ 7,162	\$ 7,448	\$ 7,746	\$ 8,056	\$ 79,460	\$ 96,675
M16	Public Works Superintendent	\$ 6,006	\$ 6,246	\$ 6,496	\$ 6,756	\$ 7,026	\$ 7,307	\$ 72,072	\$ 87,687
M16	Senior Engineer	\$ 6,006	\$ 6,246	\$ 6,496	\$ 6,756	\$ 7,026	\$ 7,307	\$ 72,072	\$ 87,687
M14	Civil Engineer	\$ 5,448	\$ 5,666	\$ 5,892	\$ 6,128	\$ 6,373	\$ 6,628	\$ 65,372	\$ 79,535
M14	Airport Operations Manager	\$ 5,448	\$ 5,666	\$ 5,892	\$ 6,128	\$ 6,373	\$ 6,628	\$ 65,372	\$ 79,535
M13	Planning Manager	\$ 5,188	\$ 5,396	\$ 5,612	\$ 5,836	\$ 6,069	\$ 6,312	\$ 62,259	\$ 75,747
<del>M12</del>	<del>Accounting Manager</del>	<del>\$ 4,941</del>	<del>\$ 5,139</del>	<del>\$ 5,344</del>	<del>\$ 5,558</del>	<del>\$ 5,780</del>	<del>\$ 6,012</del>	<del>\$ 59,294</del>	<del>\$ 72,140</del>
M12	Utility Operations Manager	\$ 4,941	\$ 5,139	\$ 5,344	\$ 5,558	\$ 5,780	\$ 6,012	\$ 59,294	\$ 72,140
M10	Library Manager	\$ 4,482	\$ 4,661	\$ 4,848	\$ 5,041	\$ 5,243	\$ 5,453	\$ 53,781	\$ 65,433
<del>M10</del>	<del>Assistant Finance Director</del>	<del>\$ 4,482</del>	<del>\$ 4,661</del>	<del>\$ 4,848</del>	<del>\$ 5,041</del>	<del>\$ 5,243</del>	<del>\$ 5,453</del>	<del>\$ 53,781</del>	<del>\$ 65,433</del>
M10	Administrative Programs Manager	\$ 4,482	\$ 4,661	\$ 4,848	\$ 5,041	\$ 5,243	\$ 5,453	\$ 53,781	\$ 65,433
M10	Associate Planner	\$ 4,482	\$ 4,661	\$ 4,848	\$ 5,041	\$ 5,243	\$ 5,453	\$ 53,781	\$ 65,433
M9	Building Official	\$ 4,268	\$ 4,439	\$ 4,617	\$ 4,801	\$ 4,993	\$ 5,193	\$ 51,220	\$ 62,317
M8	Assistant to the City Manager	\$ 4,065	\$ 4,228	\$ 4,397	\$ 4,573	\$ 4,756	\$ 4,946	\$ 48,781	\$ 59,350
M8	Airport Operations Superintendent	\$ 4,065	\$ 4,228	\$ 4,397	\$ 4,573	\$ 4,756	\$ 4,946	\$ 48,781	\$ 59,350
M8	Park Superintendent	\$ 4,065	\$ 4,228	\$ 4,397	\$ 4,573	\$ 4,756	\$ 4,946	\$ 48,781	\$ 59,350
M7	Senior Engineering Tech	\$ 3,872	\$ 4,026	\$ 4,187	\$ 4,355	\$ 4,529	\$ 4,710	\$ 46,458	\$ 56,524
M7	Senior Engineering Tech	\$ 3,872	\$ 4,026	\$ 4,187	\$ 4,355	\$ 4,529	\$ 4,710	\$ 46,458	\$ 56,524
M7	Executive Assistant/Records Supervisor	\$ 3,872	\$ 4,026	\$ 4,187	\$ 4,355	\$ 4,529	\$ 4,710	\$ 46,458	\$ 56,524
M5	Abatement Officer	\$ 3,512	\$ 3,652	\$ 3,798	\$ 3,950	\$ 4,108	\$ 4,272	\$ 42,139	\$ 51,269
M5	Executive/Legal Assistant	\$ 3,512	\$ 3,652	\$ 3,798	\$ 3,950	\$ 4,108	\$ 4,272	\$ 42,139	\$ 51,269
M4	Planning Assistant	\$ 3,344	\$ 3,478	\$ 3,617	\$ 3,762	\$ 3,912	\$ 4,069	\$ 40,133	\$ 48,827
M4	Project Coordinator (CD/Eng)	\$ 3,344	\$ 3,478	\$ 3,617	\$ 3,762	\$ 3,912	\$ 4,069	\$ 40,133	\$ 48,827
M2	Engineering Tech	\$ 3,033	\$ 3,155	\$ 3,281	\$ 3,412	\$ 3,549	\$ 3,691	\$ 36,401	\$ 44,288

Part-time Position	Hourly
Abatement Officer (PT)	\$ 26.34
Building Official (PT)	\$ 32.47

Stipends Authorized	Monthly
Civil Service Secretary	\$ 200.00
Safety Committee Secretary	\$ 150.00

## Non-Represented Employee Salary Matrix

2016

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	10 yr - 4% longevity	Step 1 Annual Salary	Step 6 Annual Salary
M22	\$8,049	\$8,371	\$8,705	\$9,054	\$9,416	\$9,792	\$10,184	\$96,584	\$117,509
M21	\$7,665	\$7,972	\$8,291	\$8,623	\$8,967	\$9,326	\$9,699	\$91,985	\$111,913
M20	\$7,300	\$7,592	\$7,896	\$8,212	\$8,540	\$8,882	\$9,237	\$87,604	\$106,584
M19	\$6,953	\$7,231	\$7,520	\$7,821	\$8,134	\$8,459	\$8,797	\$83,433	\$101,509
M18	\$6,622	\$6,887	\$7,162	\$7,448	\$7,746	\$8,056	\$8,378	\$79,460	\$96,675
M17	\$6,306	\$6,559	\$6,821	\$7,094	\$7,378	\$7,673	\$7,980	\$75,676	\$92,071
M16	\$6,006	\$6,246	\$6,496	\$6,756	\$7,026	\$7,307	\$7,600	\$72,072	\$87,687
M15	\$5,720	\$5,949	\$6,187	\$6,434	\$6,692	\$6,959	\$7,238	\$68,640	\$83,511
M14	\$5,448	\$5,666	\$5,892	\$6,128	\$6,373	\$6,628	\$6,893	\$65,372	\$79,535
M13	\$5,188	\$5,396	\$5,612	\$5,836	\$6,069	\$6,312	\$6,565	\$62,259	\$75,747
M12	\$4,941	\$5,139	\$5,344	\$5,558	\$5,780	\$6,012	\$6,252	\$59,294	\$72,140
M11	\$4,706	\$4,894	\$5,090	\$5,293	\$5,505	\$5,725	\$5,954	\$56,471	\$68,705
M10	\$4,482	\$4,661	\$4,848	\$5,041	\$5,243	\$5,453	\$5,671	\$53,781	\$65,433
M9	\$4,268	\$4,439	\$4,617	\$4,801	\$4,993	\$5,193	\$5,401	\$51,220	\$62,317
M8	\$4,065	\$4,228	\$4,397	\$4,573	\$4,756	\$4,946	\$5,144	\$48,781	\$59,350
M7	\$3,872	\$4,026	\$4,187	\$4,355	\$4,529	\$4,710	\$4,899	\$46,458	\$56,524
M6	\$3,687	\$3,835	\$3,988	\$4,148	\$4,313	\$4,486	\$4,665	\$44,246	\$53,832
M5	\$3,512	\$3,652	\$3,798	\$3,950	\$4,108	\$4,272	\$4,443	\$42,139	\$51,269
M4	\$3,344	\$3,478	\$3,617	\$3,762	\$3,912	\$4,069	\$4,232	\$40,133	\$48,827
M3	\$3,185	\$3,313	\$3,445	\$3,583	\$3,726	\$3,875	\$4,030	\$38,221	\$46,502
M2	\$3,033	\$3,155	\$3,281	\$3,412	\$3,549	\$3,691	\$3,838	\$36,401	\$44,288
M1	\$2,889	\$3,005	\$3,125	\$3,250	\$3,380	\$3,515	\$3,656	\$34,668	\$42,179

22% classification range

5% Range

27% at 10 yr longevity

4% Step