

CURRENT INVOICES AND STATEMENT OF ACCOUNT

SEND PAYMENT TO:

City of Kelso

P.O. Box 819

Kelso, WA 98626

360-423-0900

Please Send TOP HALF OF INVOICE WITH PMT

COWLITZ TRANSIT AUTHORITY

254 OREGON WAY

LONGVIEW

WA 98632

CUSTOMER ID STATEMENT DATE

BALANCE DUE

1,103.92

26049

2016/01/26

- 551.96 pd 1/27/16
Rec# 339928
551.96 bal due

TRANS. NUMBER	DATE	CURRENT TRANSACTIONS DESCRIPTION	AMOUNT
16015	2016/01/25	Charge FEB RENT @ 501 S 1ST RM # 111	551.96

PREVIOUS BALANCE

551.96

TOTAL DUE ~~551.92~~ 1,103.92

CURRENT

PAST 30

PAST 60

PAST 90

PAST 120

~~1,103.92~~

.00

.00

.00

.00

551.96

CITY OF KELSO

Acct# 26049
Inv # 16015

Request for Miscellaneous Billing

Originating Department: Finance Dept

Date: 1-20-16

Requested by: Brian Butterfield

Explanation/Description of Billing:

Monthly rent @ 501 S. 1st Ave, Room 111 (Train Station)

For: February, 2016

Rent: 551.96 105 15 362 5000

Total

Bill To: Cowlitz Transit Authority Amount: \$ 551.96

Address: 254 Oregon Way
Longview, WA 98632

Budget Account #(s) for Receipt of Payment:

Approved by: Brian Butterfield (Department Head)

Pmts

105 12 250
105 11 110

For Finance Department Use

G/L Account Assignments: (Accountant Initials)

Debit Account #(s)

Credit Account #(s)

Date Entered to A/R

1/26/16

By:

Invoice Number

16015

Budgetary Accounting Posting Batch Number:

Note/Comments:

Invoice / Run Stmt / Email to Tabitha

LEASE ADDENDUM

This addendum is dated and made effective this 21 day of August, 2015, and is added to and amends the Lease for use of Office Space at the Kelso Train Depot agreement by and between COWLITZ TRANSIT AUTHORITY as Lessee(s) and the CITY OF KELSO as Lessor(s), which agreement is dated 20th day of August, 2013.

Said agreement is amended as follows:

1. Lessee has indicated their intent to renew the lease for one additional twenty-four (24) month period. In accordance with the 2013 agreement, the Lessee shall continue to have an option to extend the lease for one additional twenty-four (24) month period under the same terms and conditions of the original lease.
2. The Term of the Lease is hereby renewed for an additional twenty-four (24) months and shall expire on August 21, 2017.
3. The Lessee shall make payments to the Lessor on the first day of each month as follows, which amounts reflect a 2.5% annual increase from the original payment amount:

Months 1-12 \$551.96

Months 13-24 \$565.76

4. All other terms and conditions of the original lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have subscribed their names on the dates set forth below.

CITY OF KELSO - LESSOR


City Manager, City of Kelso

Date: 9/1/2015

COWLITZ TRANSIT AUTHORITY - LESSEE


Chair, Cowlitz Transit Authority

Date: 8-26-15

ATTEST:


City Clerk

APPROVED AS TO FORM:


CITY ATTORNEY