

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, October 22, 2019 at 7:30 PM

Agenda

WORK SESSION

1. Legislative Priorities.

The Association of Washington Cities has published its 2020 Legislative Priorities.

<https://wacities.org/advocacy/City-Legislative-Priorities>

2. Council/Staff Relationships.

The Administration wishes to have a conversation about the relationships between the City Council and the City Staff.

3. Public Comment Policy

This item is a continuation of the discussion began at the September 24, 2019, regular City Council Meeting. The issue is determining the best method for the City of Tenino to manage the Public Comment period of the City Council Agenda and the best method for agenda management.

4. Water Meters.

This item is a continuation of the discussion which began at the September 24, 2019, regular City Council Meeting. The issue is to inform the City Council about what is happening with the City's water meters and possible solutions.

5. Revenue Discussion.

The Administration would like to review the revenue projections for 2020. The attached 5-Year Comparison Spreadsheet will be used to facilitate the discussion.

CALL TO ORDER

AGENDA APPROVAL

APPROVAL OF MINUTES

6. Minutes of the September 24, 2019 regular meeting of the Tenino City Council.

Recommended action: Move to approve the minutes of the September 24, 2019 regular meeting of the Tenino City Council as presented.

[7.](#) Minutes of the October 15, 2019, Special City Council Meeting.

Recommended action: Move to approve the minutes of the October 15, 2019, Special City Council Meeting as presented.

CONSENT CALENDAR

[8.](#) **Vouchers.**

October 9 through October 22, 2019: EFT's in the amount of \$36,446.21 and Claims Checks #28625 through #28656 in the amount of \$35,699.63, for a grand total of \$72,145.84

9. Liquor & Cannabis License Applications: None

Renewals: None

EXECUTIVE SESSION None

PRESENTATIONS None

PUBLIC COMMENTS

PUBLIC HEARING

[10.](#) **Proposed Ad Valorem Tax Levy.**

1st Public Hearing regarding the proposed 2020 Ad Valorem Tax Levy

PROCLAMATIONS

OLD BUSINESS

11. Mr. Doug Mah requests we settle on a date for the 2020 Strategic Visioning Session and recommends the following dates:

March 7, 2020

March 14, 2010

April 4, 2020

[12.](#) Gibbs & Olsen has proposed a Scope of Work to address the engineering aspect of the Quarry Pool Renovation.

Recommended Action: Move to authorize Mayor Fournier to authorize the Engineer to proceed.

NEW BUSINESS

RESOLUTIONS

ORDINANCES

REPORTS

- 13. 1) Chamber of Commerce
 - 2) Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) Fire District
 - 5) Library
 - 6) Museum
- 14. 1) Civil Service Commission
 - 2) Park Commission
 - 3) Planning Commission
 - 4) Facade Improvement Grant Review Committee
 - 5) Finance Committee
 - 6) Public Safety Committee
- 15. 1) Chief of Police
 - 2) Director of Public Works
 - 3) City Planner / Building Official
 - 4) City Attorney
 - 5) Clerk/Treasurer
 - 6) Mayor
- 16. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
 - 2) Community Investment Partnership (CIP)
 - 3) Solid Waste Advisory Board
 - 4) TCOMM/911
 - 5) Tenino School Board
 - 6) Thurston Regional Planning Council (TRPC)
 - 7) South Thurston Economic Development Initiative (STEDI)
 - 7) Transportation Policy Board

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

1.

Item Attachment Documents:

1. Legislative Priorities.

The Association of Washington Cities has published its 2020 Legislative Priorities.

<https://wacities.org/advocacy/City-Legislative-Priorities>



Adopt a comprehensive set of transportation policies that provide robust new resources and local options

Cities are responsible for a significant share of the statewide transportation system and fund most of that responsibility out of local tax dollars. Cities struggle to meet the \$1 billion gap in transportation maintenance and preservation costs. To meet these ever-expanding needs, the state must maintain existing and create new transportation-specific revenue options for cities. The state must also develop a statewide transportation package that includes increased resources for city transportation needs.



Fully fund the Public Works Trust Fund (P WTF)

The Public Works Trust Fund is a crucial funding partner in our efforts to provide the necessary infrastructure for our communities. We seek full funding for the program and ask the state to protect the current stream of loan repayments and uphold the 2% state share of REET dedicated to the account. Additionally, we look to strengthen the program by ending the ongoing revenue diversions as soon as possible.



Create a tax increment financing (TIF) option for cities

Washington's cities need economic development tools that help maintain, expand, and modernize local infrastructure to spur local private sector investment. By investing in TIF, the Legislature can partner with cities to advance our shared goals of building a robust and diverse economy for communities around the state. For maximum impact, cities need access to both property-tax and sales-tax based TIF programs.



Preserve city fiscal health with secure funding sources

Cities need revenue authority and flexibility to keep up with community growth and increasing service needs. State investment in shared revenue distributions is instrumental to support essential city programs and services. Responsive revenue options allow local elected officials to make the best community-based decisions about how to keep up with growth and the increasing costs of providing basic services like public safety and transportation. Arbitrary restrictions on local revenue decisions unnecessarily hurt residents by limiting critical local services.



Support statewide medication assisted treatment (MAT) services in city and regional jails by providing local flexibility

Cities are experiencing the consequences of an overwhelmed state behavioral health system. While the state has made investments to address some of the challenges, more help is needed. Local jails have increasingly been called to action to address opioid use disorder and provide treatment. However, the costs are overwhelming city criminal justice budgets across the state. City jails need additional state support to access MAT services to save lives and reduce recidivism.



Advance a watershed-based strategic plan to address local fish-blocking culverts along with state culverts

Cities need the state to adopt a broader vision to create a comprehensive response that funds local barrier corrections and provides actual habitat access for fish. Cities recognize that the state is facing a \$4 billion price tag to fix fish-blocking culverts that the U.S. Supreme Court has found to impinge on tribal treaty rights to fish harvests. Cities also own 1,300 barriers in the same streams, and similarly have no identified revenues to pay for needed corrections. A statewide approach is the only way to achieve meaningful salmon and orca recovery.



Continue to pursue new resources and policies to increase affordable housing both at the state and local level

Our communities continue to face a housing crisis and need state support to incentivize housing options. The Legislature can help by proactively supporting cities' voluntary adoption of more effective ADU ordinances and providing additional councilmanic tax authority for housing. Cities need enhanced tools to attract and preserve multifamily development, like changing the multifamily tax exemption program to open it to smaller cities, extending the tax exemption for continued affordability guarantees, and expanding the ability to preserve existing affordable housing.

Contact:

Candice Bock

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3.

Item Attachment Documents:

3. Public Comment Policy

This item is a continuation of the discussion began at the September 24, 2019, regular City Council Meeting. The issue is determining the best method for the City of Tenino to manage the Public Comment period of the City Council Agenda and the best method for agenda management.



Public Participation in Council/Commission Meetings

Introduction

The public evaluates the performance of its elected officials to a great extent by what happens at meetings. Many citizens form their total opinions of the city government on the basis of having attended just one council meeting. This is the time to impress citizens favorably, and show them that the council is capable of doing its job.

The "citizen participation" period is a time slot typically set aside on the agenda for citizens to address the council on any subject. It is not to be confused with a public hearing, which is a formal proceeding conducted for the purpose of discussing a specific topic, such as the city budget or a proposed rezoning.

The Open Public Meetings Act does not require that citizens be allowed to participate and speak at council meetings (other than public hearings). That Act merely specifies that the public has a right to attend council meetings, except for executive sessions. It is up to the council to determine in their rules of procedure if and for how long citizens will be allowed to speak at council meetings.

Of course, most city councils do have a portion of the meeting set aside for citizen discussion and comment. However, even in that portion of the meeting, the citizens may be limited in the topics they are allowed to discuss and also limited as to how long they are allowed to talk. Remember the purpose of the council meeting is to conduct the city's business, it is not a public forum. Limiting public comment time in the meeting is not a violation of the first amendment.

Local practices vary considerably with respect to reserving a place on the agenda for citizen participation. Many councils put this item toward the top of the agenda, so that citizens can make an appearance early in the meeting and then go about their business. Other councils reserve a place for citizen presentations at the very end of the agenda, while others make no provision at all. The presiding officer should inform visitors of the place on the agenda where they will be recognized to speak. If an exceptionally controversial item draws a large crowd, it is generally wise to state the approximate time the item will come up for discussion.

Moving the Agenda Along

To move the agenda along, some councils limit the length of time any one citizen may speak from three to five minutes, and permit this to be extended only by a two-thirds vote of the council.

Don't allow verbal exchanges to drag on between citizens and councilmembers, especially if they concern administrative problems that can be solved by the staff during regular city hall hours. Also, if speakers take too much time or engage in personal attacks on councilmembers, it may be necessary for the mayor to cut them short.

Councilmembers are expected to be polite to citizens appearing before them, but there is no requirement that they subject themselves to intimidation by rude speakers.

Dealing with Critics and Pressure Groups

Criticism of government and a lack of confidence in our country's elected leaders is rampant these days, even at the local level. External conflict, while stressful, can help to frame issues and provide other perspectives. Most important, it often shows that people feel left out, alienated from the governing body.

Providing a fair hearing of issues at council meetings assures that the needs of pressure groups are appropriately balanced with the organization's mission and the greater needs of the community. How the governing body reacts will determine whether the conflict is contained or spills over to other issues.&

How to Deal with Criticism

- The governing body should listen actively to its critics - listen to learn and understand, not to argue, dispute or to silence those critics. Attempt to find some area of agreement by sorting out the issues into those that can be dealt with and those that are outside the scope of authority or the range of possibility to be resolved.
- The council's spokesperson should express regret that the problem has arisen. It is helpful to state that you understand how the person or group feels. Perhaps you might even restate their concerns. If you feel personally attacked, it is OK to say that you feel hurt by the comments.
- At some point, the council's action must be defended. Try to help people understand the factors that influenced the council, or discuss the parameters that will influence an impending decision which is under attack.
- When attacked, think carefully before responding. Know your facts. Be truthful. Credibility is your most important asset in dealing with your critics.
- Don't belittle small but vocal sources of opposition. Don't label people.
- Remember that groups which are fostering a narrow self interest will self-destruct through an inability to gain mainstream support. Don't overreact.
- Keep in mind that anger is directed at your role, not at you as an individual. Last but not least, while remaining respectful, keep a sense of humor.

Managing Difficult Meetings

From time to time, elected bodies are faced with conducting highly charged, controversial meetings, full of aggression and hostility. Such meetings really test the elected body and staff. Here are some ideas on handling those difficult meetings:

Before the Meeting

- Try to get the participants to designate a spokesperson.
- Make agendas and back-up reports easily available to participants.
- Make sure adequate seating is available. Consider moving to larger quarters if necessary.
- Make sure sound and recording equipment is adequate and operational.

During the Meeting

- Explain the issues, the possible actions and the procedures that will be followed at the meeting.
- Don't waste time or try the patience of participants at the beginning of the meeting on routine items such as

correcting the minutes.

- **3.** speakers address the elected body and not the audience. Some speakers are very adept at inciting audiences, especially if they are permitted to face the audience.
- Explain at the beginning why clapping, shouting and other such demonstrations are counterproductive and stop such actions as soon as they occur.
- Use recesses to help diffuse hostility or aggressiveness.
- Consider limiting speakers to a set time such as three to five minutes. If such a procedure is used, make sure it's applied consistently.
- Consider using speaker cards that are filled out and turned in at the beginning of the meeting. The cards can help identify how many people wish to speak and whether they support or contest an issue. They are also invaluable in recording the names and addresses of speakers. Recognize, however, that persons not wishing to fill out a card may still have the legal right to speak.
- Make sure elected members address colleagues and not the audience. Directly addressing the audience can result in loss of control of the meeting.
- Immediately continue items that cannot be decided at the meeting. This does not preclude the elected body from allowing anyone who wishes to speak on the issue to do so.

Conclusion

There is considerable latitude afforded to local governments in establishing rules for the conduct of public meetings. A city or town may develop a comprehensive set of rules governing council procedures to suit its individual needs or it may adopt by reference formalized rules such as Robert's Rules of Order. Rules adopted by a local government will be valid as long as they do not infringe upon constitutional rights or conflict with state law. These liberties do not extend to all aspects of public meetings, however. The so-called "sunshine laws" requiring that the public have access to nearly all mechanisms of government have a significant impact on the conduct of public meetings and other council proceedings.

Last Modified: January 08, 2016

**CITY OF TENINO
CITY COUNCIL AGENDA
STANDING OPERATING PROCEDURES**

WHEREAS, the Tenino City Council has never adopted rules pertaining to the development of city council meeting agendas; and

WHEREAS, recent events have shown the need for a fair and impartial procedure to add items to the agenda in an orderly manner when such items originate from other than the City’s own processes.

NOW, THEREFORE, BY AUTHORITY OF THE MAYOR OF THE CITY OF TENINO, the following rules for preparation and adoption of the agenda for use by the Tenino City Council during their regular and special meetings and for the conduct of those meetings, is hereby established. These rules may be modified from time to time as required or desired.

Section 1. Definitions: As used in these rules, the following words or terms shall have the meaning indicated, below:

1. Action: The transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.
2. Business Session: The period of time during which the Council, sitting as a body, deliberates upon the issues before it using the rules of procedure adopted for such purposes and during which final action may be taken.
3. Clerk/Treasurer. As used in this Resolution, the term “Clerk/Treasurer” shall be understood to include her or his designated representative.
4. Final Action: A collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.
5. Presentation: The practice of showing and explaining, by a person or persons who are not a part of the City’s organizational structure, through the use of words, pictures, video, charts, graphs, or other visual aids, the content of a topic to the City Council for the purpose of informing, persuading, motivating, building good will, or to obtain a decision.
6. Public Comment Period. The purpose for this agenda item is to allow members of the public to voice their concerns or make recommendations pertaining to any item on the Agenda as approved by the City Council; or to ask the Council to consider placing their concerns before the Council as an agenda item in a future meeting. The Public Comment Period is not intended to be a forum in which to

engage the Council, or any particular member, in debate or to gain any decision other than agreement to place an item on a future agenda.

7. **Work Session:** A period of time during which the emphasis is placed on the understanding of the issue under discussion. In a work session, the rules of order are relaxed in order to facilitate a “back and forth” conversation between the individual members of the City Council and the sponsor of the item under discussion. No final action may be taken during a work session.

Section 2. Agenda Format.

1. **Regular Meetings.** The agenda for a Regular Meeting shall include:
 - a. **Work Session.**
 - b. **Call to order.** This portion shall include roll call and the Flag Salute.
 - c. **Agenda Approval.**
 - d. **Approval of Minutes.** This item will include the minutes of the immediately preceding regular meeting and the minutes of any special meeting conducted between regular meetings.
 - e. **Consent Calendar.** This item shall always include vouchers and EFT’s (beginning with those issued the day after the immediately preceding regular meeting through the day of the current meeting) and any Liquor and/or Cannabis license applications or renewals received since the immediately preceding regular meeting.
 - f. **Executive Session.**
 - g. **Presentations.**
 - a. **Public Comment Period #1.** Members of the general public have two opportunities at every regular meeting of the City Council to speak on any current agenda topic they wish for up to three (3) minutes.
 - i. The Clerk/Treasurer shall place a “Public Comment Sign-Up Sheet” on the podium at the beginning of the Work Session and any member of the public who wishes to speak will be required to provide their name, address, and indicate the agenda item they wish to speak about.
 - ii. The Clerk/Treasurer shall collect the sign-up sheet immediately upon conclusion of the Work Session and give it to the Mayor for his use in calling people to the podium.

- iii. No repetitive comments will be allowed. Should a speaker begin to duplicate any previous comment, the Mayor will remind the speaker that repetitive comments are not allowed.
 - iv. The Clerk/Treasurer will keep time and will announce "30 seconds" when the speaker has spoken for 2.5 minutes. The Clerk/Treasurer will announce "time" when the speaker has spoken for 3 minutes.
 - v. The Mayor will withdraw recognition from any speaker who continues past 3 minutes. Any speaker who refuses to comply with the Mayor's instructions shall be asked to step down. Any speaker who refuses to step down shall be asked to leave. Any speaker who refuses to leave shall be ejected from the Council Chambers by a member of the Tenino Police Department.
- h. Public Hearing(s).
 - i. Proclamations.
 - j. Old Business.
 - k. New Business.
 - l. Resolutions. This section shall be understood to include only those Resolutions that are ready for adoption.
 - m. Ordinances. This section shall be understood to include only those Ordinances that are receiving a second reading with the intent of being adopted.
 - n. Reports. Reports shall be divided into four categories and the members of all four categories shall always have the option of addressing the City Council during the reports period.
 - i. Outside agencies:
 1. Tenino Chamber of Commerce (The Chamber).
 2. Thurston Economic Development Council (EDC).
 3. Experience Olympia & Beyond (VCB).
 4. Fire District #12 (STFEMS)
 5. Tenino Branch, Timberland Regional Library (Library)
 6. Tenino Depot Museum (South Thurston County Historical Society, or STCHS)
 - ii. Commissions & Committees:

1. Civil Service Commission
2. Park Commission
3. Planning Commission
4. Façade Improvement Grant Review Committee
5. Finance Committee
6. Public Safety Committee

iii. City Staff:

1. Building Official
2. City Attorney
3. City Historian
4. City Planner
5. Chief of Police
6. Director of Public Works
7. Clerk/Treasurer
8. Mayor

iv. Liaisons:

1. Bucoda/Tenino Healthy Action Team (BTHAT)
2. Community Investment Partnership (CIP)
3. Solid Waste Advisory Board
4. TCOMM/911
5. Tenino School Board
6. Thurston Regional Planning Council (TRPC)
7. South Thurston Economic Development Initiative (STEDI)
8. Transportation Policy Board.

- b. Public Comment Period #2. Members of the general public have two opportunities at every regular meeting of the City Council to speak on any current agenda topic they wish for up to three (3) minutes.
- i. The Clerk/Treasurer shall place a “Public Comment Sign-Up Sheet” on the podium at the beginning of the Work Session and any member of the public who wishes to speak will be required to provide their name, address, and indicate the agenda item they wish to speak about.
 - ii. The Clerk/Treasurer shall collect the sign-up sheet immediately upon conclusion of the Work Session and give it to the Mayor for his use in calling people to the podium.

- iii. No repetitive comments will be allowed. Should a speaker begin to duplicate any previous comment, the Mayor will remind the speaker that repetitive comments are not allowed.
 - iv. The Clerk/Treasurer will keep time and will announce “30 seconds” when the speaker has spoken for 2.5 minutes. The Clerk/Treasurer will announce “time” when the speaker has spoken for 3 minutes.
 - v. The Mayor will withdraw recognition to any speaker who continues past 3 minutes. Any speaker who refuses to comply with the Mayor’s instructions shall be asked to step down. Any speaker who refuses to step down shall be asked to leave. Any speaker who refuses to leave shall be ejected from the Council Chambers by a member of the Tenino Police Department.
- o. Announcements.
 - p. Adjournment.

2. Special Meetings. The agenda for a Special Meeting shall only include:

- a. Call to order. This portion shall include roll call and the Flag Salute.
- b. Purpose of the Meeting: By statute, only the business specified on the Notice of Special Meeting may be transacted at a special meeting. There may be as many agenda items as appeared in the notice and all action items must be clearly identified. No additions to the agenda may be made during a special meeting.
- c. Adjournment.

Section 3. General Guiding Principles. City Council agenda preparation is part science, and part art. The Clerk/Treasurer must reflect upon all the written guidance available in the Municipal Code, the RCW’s, this Resolution, and materials providing during training and at the applicable conferences and conventions related to the management of Governing Bodies and work with all stakeholders to set the stage for smooth, productive meetings wherein all interested parties are heard and their input is considered in order that the City Council may deliberate with full knowledge of the issues and thereby be more apt to arrive at the best decision for the City of Tenino under the circumstances. To this end, the following guiding principles are provided:

- 1. Work Session Length. Work sessions should be timed so as to start no earlier than required in order to end precisely at 7:29 pm. No work session shall be scheduled prior to 6:30 pm.


2. Overall Meeting Length. Every effort should be made to keep the average meeting length to no more than 2½ hours (including the work session, if any).
3. Agenda Approval. The Council shall vote to approve the agenda either as presented by the Administration or may modify the proposed agenda as outlined in TMC 2.04.080. Agendas so modified shall be noted only within the meeting minutes (no retroactive attempt to modify a published agenda shall be made.)
4. Time limits.
 - a. Presentations. Every effort should be made to limit Presentations to no more than 20 minutes, plus 10 minutes for questions and answers. No more than two (2) presentations shall be scheduled during any one meeting.
 - b. Reports. With 28 separate report possibilities, every effort should be made to limit Reports to no more than three (3) minutes each.
 - c. Old or New Business. The length of time required for any item of old or new business will be directly proportional to how well the City Council has been prepared to consider the item. Accordingly, the standard adopted by the City is that complex items shall always first appear as a "Work Session" topic. A judgement may then be made whether the topic should be tabled for a future meeting, or meetings, or whether the Council should modify the Agenda during the Business Session in order to take "final action" the same day. During agenda preparation, if the staff is highly confident the Council will be fully prepared to take final action the same day as the work session wherein the topic is to be considered, the Clerk/Treasurer may schedule the item under "old" or "new" business for final action during the same meeting.
 - d. Final Action. It is the desire of the City Council that no "final action" be requested of the Council until the Council has had adequate time to deliberate on the issue. No amount of science can help here; this is pure art. When attempting to schedule an agenda item where final action is the desired result, the Clerk/Treasurer must rely on his or her innate sensibilities the result of working with a particular Council, staff, and supporting agencies over time, the topic at hand, Council's knowledge of that topic, and how many other things are on the same agenda. What can fairly be said of this dilemma is that it is far easier to pass on an existing agenda item than it is to add the item "in stride" using the procedure in TMC 2.04.080.


Section 4. Submitting Agenda Items. Agenda items may be submitted by the following categories of people and in the manner specified:

1. Elected City Officials. Any elected official may direct the addition of agenda items at any time up until 36 hours in advance of any particular meeting. A Councilmember may direct the inclusion by personal contact, telephone, or email. The Clerk/Treasurer shall immediately coordinate the additional agenda item with the Mayor. If the addition of the item would, in the mayor's opinion, cause the total meeting length to exceed 2½ hours, the Mayor shall coordinate with the Councilmember to determine if the meeting length should be exceeded, or whether the item should be scheduled for the next meeting, or whether an existing agenda item should be pre-empted and re-scheduled. In the event it is the Mayor who wishes an additional agenda item be added at the last minute, he or she will coordinate with the individual City Council Members as outlined, above, and then indicate to the Clerk/Treasurer whether the item shall be appended to the existing agenda, or will replace an existing agenda item and in what meeting the replaced item shall be scheduled.
2. Appointed City Officials. Any appointed official may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer shall process any such request in the same manner as in the preceding paragraph.
3. City Staff or Commission/Committee Members. Any member of the City Staff, or any member of a City Commission or Committee may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer shall decide which date such item shall be scheduled. In the event the requesting official wishes an earlier date, the requesting official shall contact the Mayor and the Mayor will inform the Clerk/Treasurer of the date decided upon.
4. Outside Agencies or Liaisons. Any outside agency or liaison with whom the City has a contractual relation may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer shall decide which date such item shall be scheduled. In the event the requesting official wishes an earlier date, the requesting official shall contact the Mayor and the Mayor will inform the Clerk/Treasurer of the date decided upon.
5. Members of the Public.
 - a. Public Comment Period. A member of the public may request a topic be placed on a future agenda during either of the two Public Comment periods of a regular City Council meeting.
 - b. Presentations. Any member of the Public may request to be included on the agenda as a Presenter. Any such request must be submitted a minimum of two (2) weeks in advance of the requested meeting date and must be accompanied by any materials the requester wishes to present. The Mayor shall evaluate the request, including the materials to be

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presented and will, at his or her sole discretion, decide whether the item will be included on an agenda and will direct the Clerk/Treasurer as to which agenda the Presentation will be included.


Wayne Fournier, Mayor


Date

RCW 35A.12.120 Provides, among other things, that “The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.”

From the MRSC “City council Meeting Agendas” blog:

While it is not mandatory, the agenda typically provides an opportunity for appropriate public participation. Citizens can be given the opportunity to address the council on other subjects of interest. Occasionally, city councils are criticized for limiting the time allotted for public comments during council meetings but it should be remembered that **the council meeting is, first and foremost, a business meeting. The goal of a council meeting is to conduct the city’s business, not to offer a public forum, and thus, limiting the public comment period is not a violation of the First Amendment.** However, this is not to be confused with a public hearing, during which formal public comment is received on a particular issue.

An important consideration in creating a manageable agenda is to include only agenda items that belong there. The formal council agenda is the place in which formal actions will be taken on the part of the governing body. In general, each agenda item should include time to discuss the topic followed by an instrument for council action. Items that are solely for the purpose of informing or advising should be provided to the council outside the formal agenda process. When the agenda is well-managed, it allows for a smooth flow of information to the governing body and creates an efficient process through which this group can consider and craft policy decisions. This makes the entire operation of government run more smoothly and saves a great deal of valuable time.

Many Washington cities have adopted rules for their City Council meetings that include extensive sections on agenda management and Public Comment. Here is a representative sample:

Code Cities

- [Bothell City Council Protocol Manual](#) (2017)
- [Chewelah City Council Rules of Procedure](#) (2014)
- [Ellensburg City Council Rules of Procedure](#) (2019)
- [Ferndale City Council Rules of Procedure and Ethics Handbook](#) (2019)
- [Lacey City Council Policy-Procedure Manual](#) (2015)
- [Lake Forest Park City Governance Manual](#) (2016)
- [Mukilteo City Council Rules of Procedure](#) (2019)
- [Poulsbo City Council Rules of Procedure](#) (2017)
- [Puyallup City Council Rules of Procedure](#) (2018)
- [Sequim City Council Rules of Procedure](#) (2018)
- [Shelton City Council Protocol Manual](#) (2019)
- [Shoreline City Council Rules of Procedure](#) (2019)
- [Spokane Valley Governance Manual](#) (2018)
- [Woodland City Council Rules of Procedure](#) (2017)

8.03 Special Meetings

Special meetings may be called by either the Mayor or Deputy Mayor, or by the written request of four Councilmembers. Notice of a special meeting will be made by the City Clerk by delivering personally, by mail, or by email written notice to each member of the Council and to each local newspaper of general circulation of all special meetings at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical, and increase the likelihood of such injury or damage.

At all regular and special meetings, public comments are invited during a public hearing before or during consideration of any item on the agenda. Public comment is appropriate on any matter within the jurisdiction of the City Council.

8.04 Placing Items on the Agenda

A. Agenda Planning Committee

All matters to be presented to the City Council at its regular meetings are reviewed by the City Manager and the Executive Leadership Team. The City Council may change the order of business on the Projected Agendas, when they deem it to be of a greater public benefit to facilitate public participation.

Requests of items for consideration on the projected council agenda may be made by any one of the following methods:

- Council Consensus
- By any two Councilmembers
- By a Council Committee
- By the Mayor
- By an Advisory Board or Commission
- Via a written citizen request

The Mayor and City Manager will review all agenda requests prior to regular meetings and will have final approval of all items.

Requests (oral or in writing) shall be given at least 15 working days prior to the meeting to allow for sufficient time for research and preparation.

Bothell

B Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

8.05 Development of the Agenda

Given the rigorous time frame for agenda development, it is extremely difficult for staff to compile or prepare information requested at a Tuesday night meeting in time for the next deadline. The Council will receive follow-up information at the second Council meeting following the date it is requested. This would allow staff sufficient time to prepare reports that require additional investigative research and/or additional time due to complexity of subject matter.

8.06 Audio Recording of Meetings

The City Clerk, or designee, shall make and keep audio recordings of all meetings of the Bothell City Council, except those meetings or portions of meetings conducted in Executive Session, or unless a motion is passed to suspend audio recording of a meeting. Recordings and related records of all City Council meetings, except as referenced above, shall be retained by the City in accordance with the Washington State Records Retention Schedule.

8.07 Order of Business – Regular Meetings

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by simple majority of those present, vote to consider items in a different order.

A. Call to Order/Flag Salute

B. Roll Call

C. Meeting Agenda Approval

This is the time when Councilmembers or the City Manager may withdraw or move items on the agenda. A simple majority of those present may vote to consider items in a different order.

Prior to approving the items on the consent agenda, Councilmembers may request to withdraw (or pull) any item and take action separately on that item. Council will consider each withdrawn item during the course of the meeting after the amended consent agenda has been approved.

D. Review Projected Agenda

Provides an opportunity for members of the Council and the City Manager to review the projected agenda and make modifications thereto as necessary.

E. Review of Upcoming Public Engagement Opportunities

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F. Special Presentations

G. Staff Briefings

H. Council Committee/City Manager Reports

I. Visitor Comment

Persons addressing the Council, who are not specifically scheduled on the agenda will be invited by the Mayor to the podium. Speakers will limit their remarks to 3 minutes, unless a longer period is permitted by Council. No speaker may convey or donate his or her time for speaking to another speaker. If many people wish to speak to a particular issue, Council may choose:

- 1) To limit the total amount of time dedicated to that single issue; and/or
- 2) continue the time for visitor comments on that issue to a future Council meeting;
- 3) In the event of single subject group comment, at the discretion of the presiding officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed.
- 4) Groups that desire to designate a spokesperson shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

Speakers are asked to sign the “Sign-in Sheet” provided.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the Clerk of the Meeting. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

The following language will be added to the published agenda under “Visitor Comment:” During this portion of the meeting, the Mayor will invite visitor comment. Each speaker will be granted 3 minutes.

The Mayor has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the rules. The Mayor may command assistance of any peace officer of the City to enforce all lawful orders of the Mayor to restore order at any meeting.

Citizens with complaints, concerns, or questions, will be encouraged to refer the matter to the City Manager, or ask that the matter be placed on a future City Council meeting with the appropriate background information.

- i. *Addressing the Council – Generally - Written Communications.* All persons may address the Council by written communication, including e-mail. Such written communication pertaining to items subject to public hearing procedures will be made a part of the public record, but will not be read aloud.

Written comments may be submitted to the Council at any time by mailing or otherwise delivering to the City Clerk, 18415 – 101st Avenue NE, Bothell, WA 98011. The Clerk will distribute a copy of the correspondence to each Councilmember.

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Oral Communications. All persons may address the Council verbally, either:

- a) During the Visitor’s portion of the Agenda for items not on the Agenda;
- b) During public hearings, following staff (and applicant, if applicable) comments;
- c) During items on the agenda that are not public hearings, etc., following staff comments at the discretion of the Council.

Addressing the Council -- Manner -- Limits. Each person addressing the Council will give his or her name in an audible tone of voice for the record, and, unless the Council grants further time, shall limit the address to three (3) minutes. No person other than the Council and the person having the floor will be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Mayor.

Addressing the Council-- Signs in meetings-- Limits. General public comment is invited and encouraged during the Visitor section of the Agenda only. All other comment is limited to specific items and issues as noted in the Agenda or otherwise allowed by Council with regard to specific items of business. During the Visitor portion of the meeting, the Mayor will invite citizens to speak to Council about topics that are not scheduled for public testimony. Comments on any non-agenda items will not be allowed other than during the Visitor section of the Agenda. Signs will be allowed in the meeting by the presiding officer so long as they are limited in size to 11 x 17 inches and are not displayed or otherwise employed in a manner that disturbs or threatens others as determined by the presiding officer. All signs, placards or other forms of public display type written comment must be composed of soft, collapsible materials with no protrusions or hard mountings. Any person bearing a sign or other form of public display type written comment that violates the provisions of this section will be required to remove such sign from the meeting chambers and may themselves be barred from the meeting if they become disruptive by refusing to remove such signs.

ii. *Addressing the Council -- After a Motion is made*

After the Council makes a motion, no person will address the Council without first securing the permission of the Mayor or presiding officer to do so.

J. Consent Agenda

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council. Examples of such items include:

- Approval of all Council minutes;
- Approval of vouchers;
- Final approval of leases and agreements;
- Final acceptance of grants, deeds, or easements;
- Setting dates for public hearings/meetings;
- Passage of resolutions and/or ordinances which the Council has given directions to place on the consent agenda;
- Final acceptance of public works construction projects.

No discussion shall take place regarding any item on the consent agenda beyond asking questions for simple clarification.

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following: minutes from Council, commission, and committee meetings; excused absence requests from Councilmembers; letters of resignation; approval of appropriations; resolutions which do not involve significant policy issues; routine contracts; labor agreements; and certain administrative actions, such as consideration of banner requests and such other items as may be requested for inclusion by Council or by the City Manager and approved by Council. Any and all items on the consent agenda are approved by single motion and vote of the City Council.

- 4.7 Petitions, protests, and communications.
- 4.8 Citizen comment on non-agenda issues.
- 4.9 Business requiring public hearings.
- 4.10 Introduction and adoption of resolutions and ordinances.
- 4.11 Unfinished business.
- 4.12 New business.
- 4.13 Miscellaneous.
- 4.14 Executive session.
- 4.15 Adjournment. The Presiding Officer shall adjourn Council meetings upon the conclusion of the agenda.

5. Agenda Preparation

5.1 **Preparation.** The City Clerk will prepare an agenda packet for each Council meeting and work session specifying the time and place of the meeting, and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Manager and Mayor (or Mayor pro tempore when acting in the absence of the Mayor), either of whom may add or delete any proposed agenda item for reasons of ensuring council meeting efficiency or for reasons that are in the best interests of the City.

5.2 **Placement of Agenda Items.** An item may be placed on a Council meeting agenda by any of the following methods: 1) approval of the City Manager; 2) approval of the Mayor; 3) upon request of any Councilmember prior to preparation of the agenda; or 4) upon request of any Councilmember and approval by majority vote

during the Councilmember Reports portion City Council meetings, in which case the item shall be placed on the agenda for the next regular Council meeting.

5.3 **Completion.** Agenda items will be completed by the appropriate department staff and submitted to the City Clerk for finalizing by 10 a.m. on the Wednesday prior to the following Council meeting. The "agenda report" form will be used for all items submitted for a meeting agenda of committees, regular or special meetings, and work sessions.

5.4 **Availability.** An agenda shall be prepared and provided to the Council and available to the public on the Thursday prior to each meeting. Public availability shall include posting on the website, distribution by email to an established mailing list and copies provided in the City Hall and Ellensburg Public Library lobbies.

5.5 **Agenda Retention.** The City Manager will prepare and keep current a calendar of agenda items for all Council regular and special meetings, work sessions, and committee meetings.

6. **Comments and Debates**

6.1 **Rules of Debate.** Presiding Officer May Debate and Vote. The Mayor, or such other member of the Council as may be acting as Presiding Officer, may move, second and debate from the chair, subject only to such limitations of debate imposed by these rules on all members. Neither the Mayor nor any Councilmember shall be deprived of any of the rights and privileges of a Councilmember by reason of his or her acting as the presiding officer.

6.2 **Getting the Floor – Improper References to be Avoided.** Every Councilmember desiring to speak shall address the Presiding Officer and, upon recognition, shall confine his or her comments to the question under debate, avoiding all personalities and indecorous language.

6.3 **Interruptions.** A Councilmember, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a Councilmember, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

6.4 **Courtesy.** All speakers, including Councilmembers and the Presiding Officer, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Presiding Officer, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

6.5 **Privilege of Closing Debate.** The Councilmember making the motion shall have the privilege of closing the debate.

6.6 **Motion to Reconsider.** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. It may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor and shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.

6.7 **Remarks of Councilmember – When Entered in Minutes.** A Councilmember may request, through the Presiding Officer, the privilege of having an abstract of his or her statement on any subject under consideration by the Council entered in the minutes. If the Council consents to the request, the statement shall be entered in the minutes.

6.8 **Synopsis of Debate – When Entered in Minutes.** The Clerk may be directed by the presiding officer, with consent of the Council, to enter a synopsis of the discussion on any question coming before the Council into the minutes.

7. Duties and Privileges of Citizens

7.1 **Meeting Participation and Addressing the Council.** Citizens are welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council. Any person desiring to address the Council shall first secure the permission of the presiding officer. Further, it will be expected that all

speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Council Chambers.

7.2 **Written Communications.** Interested parties or their authorized representatives may address the Council by written communications in regard to matters then under discussion.

7.3 **Citizen Comment for Matters Not on the Current Agenda.** Under the agenda item "Citizen Comment on non-agenda items," citizens may address the Council on any matter not on the agenda which concerns the City's business or over which the Council has control during the Citizen Comment portion of the Council agenda subject to the following:

- a. Those persons wishing to speak are requested to sign a register maintained by the City Clerk in advance of the Council meeting.
- b. Prior to speaking, they shall first obtain recognition by the Presiding Officer, state their name, address and subject of their comments.
- c. The Presiding Officer shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Presiding Officer or Council may deem necessary. Time may not be shared among any speakers.
- d. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).
- e. No action will be taken by the Council at the meeting during which the subject is introduced.

7.4 **Addressing the Council After Motion Made.** After a motion is made by the Council, no person may address the Council without first being recognized by the Presiding Officer.

7.5 **Manner of Addressing the Council – Time Limit.** Each person addressing the Council shall stand and give his or her name and address in an

audible tone of voice, for the record, and unless further time is granted by the Council, shall limit his or her remarks to five (5) minutes on a matter subject to a hearing, or three (3) minutes otherwise.

7.6 **“Out of Order” Comments.** Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council shall be forthwith, by the Presiding Officer, barred from further audience before the Council, unless permission to continue is granted by a majority vote of the Council. All remarks shall be addressed to the Council as a body and not to any member thereof. No person other than the Councilmember having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. No question shall be asked of a Councilmember except through the Presiding Officer.

7.7 **Enforcement of Decorum.** At the request of the Mayor or Mayor pro tempore, the Chief of Police or such member or members of the Police Department shall be Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meetings.

8. **Council Actions.** The following actions may be considered at Council meetings:

8.1 **Ordinances.** “Ordinances” are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance.

8.2 **Resolutions.** “Resolutions” are adopted to express Council policy or to direct certain types of administrative action. They have the same effect as a motion, but in a written form. A resolution may be changed by adoption of a subsequent resolution.

8.3 **Proclamations.** “Proclamations” are issued solely under the Mayor's authority. It is not required that they be read or presented at a Council meeting.

8.4 **Motions.** “Motions” are official Council actions which do not require prior documentation in writing. They often are the Council authorizing action (e.g., signing an agreement by the Mayor) or to provide direction to staff to prepare an item

3. shall contact the City Administrator or the City Clerk who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for the absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of Councilmembers present, the member shall be considered excused and the Clerk will make an appropriate notation in the minutes.

8. COUNCIL MEETING AGENDA

The City Clerk shall arrange a list of proposed matters according to the order of business and prepare a preliminary agenda. Proposed matters may be submitted by the Mayor, Councilmembers, Department Heads, and the City Administrator. A single Councilmember may submit a Committee agenda item to the City Administrator, Mayor or City Clerk. Items requiring Council action, other than emergency actions, which have not been previously reviewed by the appropriate Committee, must be approved by a majority of Councilmembers at the beginning of the meeting.

The preliminary agenda shall be completed by 3:00 p.m. on the Tuesday preceding the regular Council meeting in preparation for the Wednesday Committee meetings. Notice shall be furnished on the City website and the agenda distribution email list. Final agenda packets, complete with all necessary information for the Council, shall be available by 12 noon the Friday preceding a regular Council meeting. Should agenda items change after posting on the City website, updates will be made to the website duly noting the change. The Council is under no obligation to consider or act upon agenda items that are presented without necessary supporting information.

Full agenda packets will be available at www.cityofferndale.org.

9. CONSENT AGENDA

Council Committees may recommend that certain items that have been previously discussed by the Council that are so routine and non-controversial that passage without discussion is likely, be placed on the consent agenda. The proper Council motion on the consent agenda is as follows: "I move adoption of the consent agenda". This motion shall be non-debatable, and upon affirmative vote of four Councilmembers, will have the effect of moving to adopt all items on the consent agenda. Prior to the vote to approve the consent agenda, a Councilmember may request of the Mayor or presider of the meeting to remove an item. This is non-debatable. If any matter is withdrawn, the remainder of the consent agenda may be voted on. The Mayor shall place the withdrawn item for separate consideration at an appropriate place on the current agenda or move it to a future meeting.

10. CITY ADMINISTRATOR

The City Administrator or his/her designee shall attend all Council meetings, unless excused by the Mayor or the Council. The Administrator shall recommend measures for adoption; prepare and submit required reports; keep the Council and Mayor fully advised of the affairs of the City; and take part in Council discussions involving the welfare of the City, as stated and defined by the Ferndale Municipal Code.

11. CITY CLERK

The City Clerk or other Mayoral designee shall be the ex-officio Clerk of the Council and shall keep minutes as required by law, and shall perform such other and further duties in the meeting as may be required by the Council, Mayor, or City Administrator. The City Clerk shall keep minutes which identify the general discussion of the issue and complete detail of the official

3.

Any group of three (3) or more persons representing the same position on an issue shall designate a spokesperson who shall limit his/her comments to five (5) minutes. Each additional person representing the same position shall have a one (1) minute time limit.

PUBLIC COMMENT - ITEMS NOT ON AGENDA

All comments by the public shall be made from the speaker's rostrum, and any individual making comments shall first give their name and address for the record, and limit their remarks to three (3) minutes.

PUBLIC COMMENTS - AGENDA ITEMS

All comments by the public shall be made from the speaker's rostrum, and any individual making comments shall first give their name and address for the record, and limit their remarks to three (3) minutes. The procedure for Public comments regarding subjects on the current agenda shall be as follows;

- (a) Introduction of the subject by the Mayor
- (b) Presentation of staff reports or comments where applicable.
- (c) Comments from individuals initially requesting agenda item or those primarily impacted by the decision.
- (d) Council discussion.
- (e) Citizens' comments, directed to the Council, with no person commenting more than once without the full concurrence of the Council and then only after all others wishing to speak have had an opportunity to do so.
- (f) The comment period will be closed and additional comment will be accepted only as requested in the form of a question by a member of the Council or Mayor in order to clarify an issue. Rebuttal of additional comments accepted shall be allowed to insure all points of view are heard.
- (g) The Council will further discuss the agenda item, when applicable frame a motion for debate, and act upon the motion.

25. ACTIONS FOR PUBLIC HEARING

The procedures for a public hearing are as follows:

- (a) The City Clerk shall provide sign-up sheets in Council Chambers for those wishing to speak on an item scheduled for an official public hearing. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing all persons who have signed in and wish to be heard shall be heard.
- (b) The Mayor, subject to concurrence of the Council, may change the order of speakers to ensure testimony is heard in the most logical groupings, and otherwise organize and control presentations. Speakers shall be given three (3) minutes to speak at the hearing.

3. After the Council will reconvene to take action. An Executive Session may be extended to time by announcement of the Mayor ([RCW 42.30.110](#)).

7.05 Agenda Development

The City Manager coordinates the development of regular council, worksession, and committee agendas with the mayor, department directors, and committee chairs.

Advancing Agenda Items:

A Councilmember may request an item be considered on a future agenda either by making a request at a regular council meeting, worksession, or committee meeting, or by contacting the Mayor or City Manager. Items may be added to committee meeting agendas by consensus of the Committee.

Department Directors and staff may request an item be considered on future agendas by submitting their request to the City Manager. As needed, the City Manager will consult with the Mayor before taking matters to the full Council for consideration.

A member of the public may request an item be placed on a future agenda while addressing the City Council during a regular meeting and/or by submitting the request in writing to the City Council through the City Clerk's office. The Council will decide whether to consider an issue proposed for a future agenda.

In order to allow sufficient time for Council to review and staff to research the issue, the request should be submitted at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been approved for placement on an agenda, the City Clerk's office will notify the requestor to invite their attendance.

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disaster, and other severe emergencies. The reason for adding an emergency item to the agenda shall be announced publicly at the meeting and the issue shall be included in the minutes of the meeting.

Agenda Timeline

The following timeline has been developed by the City Clerk's office to ensure timely distribution of regular council meeting, worksession, and committee meeting packs.

- Staff reports are required for most agenda items, and must be ready for City Manager's review by 1 p.m. two Wednesdays prior to the meeting.
- Agendas and meeting packs will be posted on the City's website by 4 p.m. on the Friday prior to a council meeting.
- Council will be notified by email when the meeting packs are available.

The addition of last minute agenda items is discouraged, unless of an urgent nature, which will be determined by the City Manager and/or Mayor.

3. **Order of Business**

Council agenda sets the order of business for regular council meetings.

Call to order

The Mayor, or in the Mayor's absence, the Deputy Mayor, presides over all meetings of the City Council, and after determining a quorum is present, calls the meeting to order. In the absence of the Mayor and Deputy Mayor, a Councilmember is selected from among the body to act as Chair. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

Excused Absences

The Mayor announces the excused absences of individual Councilmembers.

Consent Agenda

The consent agenda consists of items that are routine in nature and do not require additional discussion. Minutes of regular council meetings and worksessions, final plat approvals, and LID/ULID's (local improvement districts/utility local improvement districts) are placed on the consent agenda. The Mayor and Council can remove items from the consent agenda for further discussion.

Public

- **Public Recognition**
When appropriate, the Council recognizes volunteer service, presents special awards, and receives public presentations.
- **Public Comments**
Citizens are invited to address the Council regarding topics that are not scheduled on the agenda. Each person addressing the Council will give their name and address for the record, and shall limit their address to three minutes, unless a longer period is permitted by Council. If several people wish to speak to the same issue, the Mayor may limit the total amount of time dedicated to that issue. The Mayor may interrupt citizen comments that continue too long, relate negatively to others, or are otherwise inappropriate. The Mayor shall have the option to allow or not allow comments on matters before Council.
- As appropriate, the Council will allow the public to address items on the agenda. A three minute limit will apply, but may be reduced to two minutes if there are more than four persons wishing to comment on a subject. These comments shall not be considered as part of a hearing. The public should ask the mayor in advance of the start of the Council meeting if they may speak.

Public Hearings

Public hearings are generally held following adoption of the consent agenda and public comment period. Individuals who wish to address the Council should sign in. The Mayor will open the Public Hearing, and the City Clerk will note the time for the record. Speakers will be called forward in the priority in which they signed in, and are required to state their name and address. Comments are limited to the specific matter for which the public hearing is being held and are limited to 3 minutes, unless a longer period is permitted by the Mayor. Written comments are permitted prior to and during the public hearing, and should be submitted to the City Clerk before the public hearing is closed. Written documents will be entered into the record, but will not be read aloud.

- 5. Council Discussion Topics
- 6. Adjourn

B. Agendas will list the following elements for each Council Discussion Topic:

- 1. Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.
- 2. Identify the Discussion Leader: The person who will introduce the subject and give the background information; identify the discussion goal; and act as facilitator to keep the discussion focused toward the goal.
- 3. Activity: A brief description and time estimate of the discussion necessary for the Council to speak to the question posed in the "Goal" column.
- 4. Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a "touch" according to the "Three-Touch Rule," or for general information.
- 5. Time: Estimated time for presentation and discussion of the item.

C. Board, Commission and Youth Council Engagement

Boards, Commissions and the Youth Council may request a place on the agenda in advance of the meeting. The specific date shall be within three work session meetings and coordinated through the agenda preparation and review meeting.

4.11 Regular Business Meetings

A regular business meeting is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. A regular or special meeting of the Council is primarily for the purpose of voting on the City's business, generally in the form of motions, resolutions or ordinances.

4.11.1 Schedule of Regular Business Meetings

Regular business meetings of the Council of the City of Lake Forest Park shall be held on the second and fourth Thursdays of each month, January through the second week of December each year. Regular business meetings shall be held at 7:00 p.m. at the City Hall Council Chambers, located at 17425 Ballinger Way N E, Lake Forest Park, Washington, 98155.

4.11.2 Public Comment

A business meeting typically includes public comment for a limited period of time stated in advance on the agenda, during which a member of the public may address the Council on any matter of public concern (whether or not on the agenda) for up to three minutes. The actual time allowed for individual public comment shall be determined by the presiding officer and stated publicly at the beginning of the public comment period.

- A. Any member of the public wishing to address the Council will fill in the sign-in sheet provided for that purpose. Speakers must be recognized by the chair, come forward to the microphone and identify themselves by name, address, and

organization, if any, and state the agenda item or topic they are addressing before proceeding. The speaker shall abide by the time limits established for the particular hearing or comment period. The Mayor shall announce this rule at the beginning of any meeting or hearing.

- B. Lengthy comments should be submitted in written form and presented in summary within the allotted time. The Council encourages written comments be submitted for consideration on all issues. The City Administration will provide a written summary of all questions asked by citizens. The Mayor is responsible for providing a City response to the questions and will inform the Council of his/her follow-up actions.

4.11.3 Public Hearings

Public hearings required by State law shall be held before the Council, but legislative action shall not be taken during such a hearing. Public hearings may be scheduled during a regular meeting or a special meeting.

- A. The Chair shall open the hearing and state its subject, explain the rule governing public participation, limit the period for individual comments (3 to 5 minutes, depending on the subject), confirm the duration of the hearing, and, if necessary, arrange for continuation of the hearing. If appropriate, a City representative will provide background information, and then speakers will be recognized by the Chair in order according to the sign-in sheet. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.
- B. The Council may request the Administration to respond to any question raised and not answered during the hearing.

4.11.4 Business Meeting Agendas

Proposed agendas shall state the date, time, and location of the Council meeting. Proposed agendas shall be delivered in electronic format to members of the Council no later than two days before the meeting date. The agenda will be posted at city hall, the Council Chambers and the library by 5:00 p.m. on the Friday preceding the meeting. Updated agendas will be posted by 12:00 noon on the day of the meeting.

- A. Regular Meeting Agendas shall include:
 1. Call to Order: 7:00 p.m.
 2. Pledge of Allegiance
 3. Proclamations
 4. Adoption of Agenda
 5. Public Hearings
 6. Citizen Comment
 7. Consent Calendar
 8. Final Confirmation
 9. Ordinances and Resolutions for Introduction/Referral
 10. Ordinances and Resolutions for Council Discussion
 11. Ordinances and Resolutions for Action

affirmative vote of a majority of the Council. Expulsion for such behavior in the Council's presence shall require the affirmative vote of a majority of the Council, specifying in the order of expulsion the cause thereof.

G. Challenge to Ruling. Any member of the Council shall have the right to challenge any action or ruling of the presiding officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, shall govern.

H. Management Services Director. Once recognized by the presiding officer, the Management Services Director shall have the right to enter into a discussion of any matter coming before the City Council.

RULE 4 – COUNCIL AGENDA

A. Agenda Planning Committee. All matters to be presented to the City Council at its regular meetings are reviewed by the Agenda Planning Committee. The Mayor, Council President and Management Services Director comprise the Agenda Planning Committee. The Vice President can attend for observation purposes only to preserve continuity and all other members shall be invited at the discretion of the Mayor and Council President when needs arise. In a timely manner and at a Council meeting, the Council President should inform the requestor if an item is scheduled, or if it is not scheduled.

B. City Council. A Councilmember may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request in writing to the Management Services Director, Mayor or Council President at least ten working days prior to the meeting for which the item is requested to be placed on the agenda. The item shall be presented to the Agenda Planning Committee to schedule the item. Items may be scheduled at the next available meeting, or later, if deemed necessary by the Committee.

The City Council may review the extended agenda document at all regular meetings and agree to change the extended agenda if a majority chooses to do so.

Once an item is placed on the agenda, if a Councilmember wishes to make a formal presentation during that item, that Councilmember will coordinate with and bring materials (power point, handouts, etc.) to the Mayor or appropriate staff designee at least by the Wednesday preceding the scheduled meeting date.

Within four months of an election date where Councilmembers positions are up for election, presentations by these Councilmembers should be limited, at the discretion of the Agenda Planning Committee.

C. Members of the Public. A member of the public may request an item be placed on a future agenda while addressing the City Council during a regular meeting and/or by submitting the request in writing to the City Council, through the City Clerk's office.

Muk:Heo

B. Amendments to Rules. An amendment to these rules shall be made by resolution and shall require two readings.

C. Public Requests for Presentations. It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a Mukilteo event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Mukilteo’s population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of presentations:

1. The person(s) or organization making the request to make the presentation must submit a request in writing to the Council President, Mayor or Management Services Director.
2. The request should be made 15 working days in advance of the requested Council meeting.
3. The Mayor, Management Services Director, and/or staff designee will determine if the proposed presentation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the Council President for guidance.
4. The presentation shall not exceed ten minutes in length and the Council will not entertain more than two presentations at one Council meeting.
5. The City retains the right to decide if the presentation will or will not be permitted.
6. Once approved, the presentation will be included on the appropriate Council agenda.
7. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

D. Quarterly Reports. If requested through a motion passed by a Council majority, quarterly reports from each council-confirmed department head may be submitted to Council by the second regular meeting of each month following a calendar year quarter. Reports are to contain information on past quarter activities, future planned activities and such other information as may be directed by the Council.

RULE 10 – PUBLIC COMMENT/PUBLIC FORUM

A. Public Comment. The City Council appreciates hearing from the public about items on its agenda, and desires to set aside time at each Council business meeting for Public Comment. At the start and close of each meeting, the public may address the Council about any matter

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The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.

The Chair continues the public hearing to a time specific or closes the public hearing.

7. DUTIES AND PRIVILEGES OF CITIZENS

7.1 MEETING PARTICIPATION: Citizens are welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Council Chambers.

7.2 COMMENTS FROM CITIZENS: Under agenda item "Comments From Citizens" citizens may address any item they wish to discuss with the Mayor and Council. They shall first obtain recognition by the Chair, state their name and the subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting.

Citizen/group presentations scheduled on the agenda to address the Council will be requested to step to the podium, give their name for the record. Presentations should be prearranged through the Mayor's Office and be limited to the time allotted, not to exceed twenty (20) minutes, with ten (10) minutes allowed for a question/answer period after the presentation.

7.4 MANNER OF ADDRESSING THE COUNCIL - TIME LIMIT: Each person addressing the Council shall step up to the podium, give his/her name in an audible tone of voice for the record and, unless further time is granted by

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the Council, shall limit his/her remarks to three (3) minutes. Agenda item "Comments From Citizens" shall be limited to a total of 15 minutes and agenda item "Continued Comments From Citizens" shall be limited to the time available at the end of the regular Council meeting, unless additional time or less time is agreed upon by the Council (dependent upon the length of the Council agenda). All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Chair. The Council will then determine the disposition of the issue (information only, place on present agenda, workshop, a future agenda, assign to staff, assign to Council Committee or do not consider).

7.5 PERSONAL AND SLANDEROUS REMARKS: Any person making personal, impolite, disrespectful or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience before the Council during that Council meeting by the Chair or Presiding Officer.

7.6 WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city's business or over which the Council had control at any time. The written communication may be submitted by direct mail or by addressing the communication to the City Clerk who will distribute copies to the Council members. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the audience/public.

7.7 COMMENTS IN VIOLATION OF THE APPEARANCE OF FAIRNESS DOCTRINE: The Chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the Council or its Boards or Commissions. Such comments should be made only at the hearing on a specific matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.

7.8 "OUT OF ORDER" COMMENTS: Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from

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In the absence of objections, the mayor may “shall order” a motion which will be recorded as a unanimous vote. If a member objects to a unanimous vote, a roll call shall be ordered.

- (2) Roll call vote: The formal recording of each "aye" or "nay" vote of each individual Councilmember as called by the City Clerk, which vote shall be recorded on an individual basis in the official minutes of the City Council. At the desire of any Councilmember, any question shall be voted upon by roll call and the ayes and nays shall be recorded in the official minutes of the Council.
- (3) Abstentions: Although it is the duty of each Councilmember to vote on final action items, he or she cannot be compelled to vote, and thus he or she may abstain. A member should abstain from discussion and voting on a matter when the member is prohibited from so doing under RCW 42.23 or when a member has a conflict of interest under Washington’s common law.

2.5 TYPES OF MEETINGS:

The regular meetings, special meetings and emergency meetings of the City Council shall have the meanings as defined in, and be governed by, RCW 42.30, the Open Public Meetings Act of 1971.

2.6 AGENDA PREPARATION

- (1) The City Manager, with input from the Council, will prepare a preliminary agenda for each Council meeting setting forth a brief general description of each item to be considered by the Council. A copy of the preliminary agenda and supporting materials shall be prepared for councilmembers and distributed prior to 3:00 p.m. three business days prior to a scheduled regular Council meeting.
- (2) Upon the joint request of two or more Councilmembers, a proposed agenda item shall be placed under the agenda approval section of a preliminary agenda for the Council to consider whether the item shall be made part of an approved agenda. The request shall be communicated to the City Manager or City Clerk by the Wednesday before preliminary agenda publication, and shall be accompanied by a written description of the proposed agenda item. If the Council adds the proposed item to an approved agenda, and the item will require the use of staff resources, then the Council shall defer further scheduling of the item to the City Manager. A Councilmember may not utilize administrative staff for the preparation of an item for the agenda without prior direction of the City Manager.
- (3) A preliminary or approved agenda item may be removed from a preliminary or approved agenda by a majority vote of the Council. Likewise, a proposed agenda item may be added to an agenda during the agenda approval section of a meeting by a majority vote of the Council.

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2.7 ITEMS FOR INCLUSION FOR REGULAR COUNCIL MEETING AGENDA:

- (1) Call Meeting to Order: The Mayor shall call the meeting to order. The City Clerk shall conduct a roll call. Councilmembers will inform the Mayor, the City Manager or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. An absence should be excused by the Council if the Councilmember provides advance notice of his or her absence and a valid excuse for the absence. However, the Council retains its discretion to approve or deny all requests for excused absences. The minutes shall reflect absences and whether or not they are excused.
- (2) Pledge of Allegiance: The Pledge of Allegiance will be conducted at regular meetings.
- (3) Moment of Silence or Reflection: The Mayor may call for a moment of silence or reflection.
- (4) Approval of Agenda: The Mayor shall call for additions or deletions of items of business to the preliminary agenda. A motion to approve the preliminary agenda or preliminary agenda as amended is required to pass with a majority affirmative vote of the Council. Upon approval, the preliminary agenda or preliminary agenda as amended shall become the agenda of the Council for the meeting.

New issues raised following approval of the agenda may be discussed but no final action may be taken upon these items unless, by a two thirds vote of the full Council, the Council allows final action to occur on the new issue.

- (5) Citizen Comments: Members of the audience may comment on matters over which the City Council has jurisdiction or are germane to City business.

Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and provide their address or council district in which they reside, and limit their remarks to three minutes. All remarks will be addressed to the Council as a whole.

Citizens with complaints, concerns or questions, will be encouraged to refer the matter to the appropriate City Department or to the City Manager for clarification or action. The matter may be scheduled for consideration at a future City Council meeting at the discretion of Council.

- (6) Consent Agenda: Consent Agenda items are considered to be routine, non-controversial and requiring no discussion, and may be approved by one motion. Items on the Consent Agenda include, but are not limited to, resolutions, final passage of ordinances (per Puyallup Municipal Code), bid awards and previously discussed agreements or matters. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action. Public hearings

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ARTICLE 2 - COUNCIL MEETING PROCEDURES

2.1 Motions and Discussion. All items of business placed before the Council that requires the expenditure of Council and/or administration resources must be in the form of an affirmative motion. Affirmative motions prevent "approval by default" of a failed negative motion.

When possible, Council members should direct questions primarily to the City Manager or the staff member who has been designated to provide information.

2.2 Order of Business. The agenda should be arranged to best serve the needs and/or convenience of the Council and the public. The Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously. The business of all regular meetings of the Council may include the following:

Call to order by the Presiding Officer

Pledge of Allegiance (Presiding Officer's discretion)

Roll Call (see Section 1.6 for procedure to excuse an absence)

Changes to the Agenda

Ceremonial

Comments from the public - limit 3 minutes each, unless modified by the Presiding Officer or additional time is requested and authorized in advance

- **Rules.** Any member of the public who wishes to address the Council must sign in on the sign-in sheet. Once the names have been called from the list, additional speakers may address the Council upon recognition by the Presiding Officer. The City Attorney will rule on the appropriateness of public comments, if necessary, and on a specific individual or group time limit for public comment.
- The Presiding Officer may change the order of speakers so that comment is heard in the most logical groupings. (See Article 7 Public Participation for further details.)
- **Acknowledgment of public comments.** Following public comments, the Presiding Officer will acknowledge the comments. If action is required or has been requested, the Presiding Officer may place the matter on the current agenda or a future agenda or refer the matter to staff for further action and report at a future meeting.
- **Public Hearing Testimony.** Public comments and testimony on Public Hearing items, such as for the adoption of Ordinances, Land Use Controls and Quasi-judicial matters must be made at the public hearing so that a proper record can be made for the hearing.

Public Hearings (see Article 6 for procedural details)

Action Items

- **Consent Agenda**
 - The City Clerk will read the consent agenda titles.

Items exempt from reconsideration include, but may not be limited to, a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline.

An original motion to reconsider must be made no later than the next succeeding regular Council meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable.

Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular Council meeting for any action the Council deems advisable.

Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter may not be discussed or acted upon unless and until all parties or their attorneys and all persons testifying have been given at least five (5) days' advance notice of such discussion and/or action. *Lejeune v. Clallam County*, 64 Wn. App. 257 (1992).

3.3 Complaints and Suggestions to Council. When citizen complaints or suggestions not on an agenda are brought before the City Council, the Presiding Officer, with assistance from City staff, as needed, will first determine whether the issue is legislative or administrative in nature and then:

(a) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to a committee, City Manager, or the Council-of-the-Whole for study and recommendation.

(b) If administrative, and a complaint regarding administrative staff performance, execution of legislative policy or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City Manager for review, if said complaint has not been so reviewed. The City Council may direct that the City Manager brief the Council when the City Manager's response is made.

3.4 Filling Council Vacancies. If a vacancy occurs on the City Council, the Council will follow the procedures outlined in RCW 42.12 to conduct a recruitment. If a vacancy occurs within six (6) months of a prior vacancy, the City Staff may contact those applicants to determine their interest in the position. If they are interested, their prior application will be included in the recruitment process.

The appointment of a Council member shall be made within 90 days of the vacancy's occurrence. If it is not, the City Council loses its authority to do so and the county legislative body makes the appointment.

ARTICLE 7 – PUBLIC PARTICIPATION

7.1 Public Participation. The City Council desires to allow a maximum opportunity for public comment. However, the business of the City must proceed in an orderly, timely manner. At any time, the Presiding Officer, in the Presiding Officer's sole discretion, may set such reasonable limits as are necessary to prevent disruption of other necessary business.

End of Article 7 – Public Participation

8.04 Study Sessions

Study sessions are the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to conduct Council open discussion, and to receive information and presentation from the City Manager and others. Study Sessions allow Councilmembers to do concentrated preliminary work on time consuming, complex matters (i.e., budget, complex legislation or reports, etc.). One of the goals of Study Sessions is to allow a less formal atmosphere within which Councilmembers may ask questions of staff and each other, as opposed to taking time on the action agenda, thus shortening the time spent at Regular meetings.

8.05 Placing Items on the Agenda

A. Agenda Planning Committee

All matters to be presented to the City Council at its regular meetings are reviewed by the Agenda Planning Committee. The Executive Leadership Team, City Manager and City Clerk comprise the Agenda Planning Committee. The City Council may change the order of business on the Projected Agendas as deemed necessary for efficiency or public benefit. The City Manager and Mayor will review the agenda prior to the regular meeting.

B. City Council

A Councilmember may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request in writing to the City Clerk or City Manager at least ten working days prior to the meeting for which the item is requested to be placed on the agenda. The item shall be presented to the Agenda Planning Committee to schedule the item.

C. Advisory Bodies, Boards and Commissions

Advisory bodies of the City Council, Boards, and Commissions may submit items for Council by submitting a request in writing to the City Clerk or City Manager at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda.

D. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be

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announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

8.06 Development of the Agenda

Staff is required to submit an Agenda Briefing Request form for each topic of discussion on the City Council agenda. The deadline for submitting these forms to the City Manager’s Office is 5:00 pm on Wednesday prior to the date of the meeting for which the item is scheduled. The forms must include supporting documentation, including any information requested by Council at the previous Council meeting. Staff are responsible for having coordinated and completed any review as necessary with the City Attorney, Finance Director, City Manager, and other staff as appropriate prior to the Briefing Request form submittal.

Given the rigorous time frame for agenda development, it is extremely difficult for staff to compile or prepare information requested less than fifteen days in advance of the next agenda bill deadline.

The Council will generally receive follow-up information at the second Council meeting following the date it is requested. This would allow staff sufficient time to prepare reports that require additional investigative research and/or additional time due to complexity of subject matter.

8.07 Order of Business

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by simple majority of those present, vote to consider items in a different order.

A. Call to Order; Pledge of Allegiance

The Mayor, or in the Mayor’s absence the Deputy Mayor, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order. Motions may be made to excuse absent Councilmembers. In the absence of the Mayor and Deputy Mayor, the City Clerk shall call the Council to order, whereupon a temporary Deputy Mayor shall be elected by the Members of the Council present. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

B. Agenda Modifications

Any Councilmember may use this time to pull an item from the consent agenda for full consideration and discussion by the Council. There may be a consensus or simple majority vote to consider items in a different order or remove agenda items. To avoid surprise and allow for staff preparation if necessary, Councilmembers are highly

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encouraged to notify the City Manager and Mayor of any anticipated agenda modifications in advance of the meeting.

C. Council Reports and Recognitions

During this portion of the agenda, Councilmembers will share current activities on regional, state, and federal committees, boards, or commissions on which they serve. The City Council may receive awards or special recognitions from various agencies, committees, or individuals during this segment of the meeting. Chairpersons or other representative of various municipal committees or agencies may be asked to report to the Council concerning activities for which they are responsible.

D. General Public Comment

During this portion of the meeting, the Mayor will invite citizens to comment on matters of City business that are not scheduled for public testimony on the meeting agenda. All speakers are asked to sign the "Sign-In" sheet provided, and to state their full name and whether they are a City resident on the record. Speakers shall limit their presentations to three minutes. No speaker may convey or donate his or her time for speaking to another speaker. If an unusual number people wish to speak during general public comment, Council may, by consensus or majority vote:

- Limit the total amount of time dedicated to a single issue of public concern; and/or
- Reduce the time allotted to every speaker
- Continue the time for public comment on that issue to a future Council meeting; and/or
- Encourage citizen groups to appoint a single spokesperson to speak for their group.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the Clerk of the Meeting. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

E. Consent Agenda

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council. Examples of such items include: approval of Council minutes; acceptance of advisory board and commission minutes; Treasurer's Report; approval of vouchers; setting dates for public hearings/meetings; acknowledging receipt of claims for

of the new Councilmember.

- C. Those candidates selected by Council will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- D. The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

Section 3. Agenda Preparation.

- 3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.
- 3.2 An item for a Council meeting may be placed on the agenda by any of the following methods:
 - A. Majority vote or consensus of the Council.
 - B. By any two Councilmembers, in writing or with phone confirmation, with signatures by fax allowed for confirmation of support, no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth on the agenda.
 - C. By the City Manager.
 - D. By the Mayor or Deputy Mayor when acting in the absence of the Mayor.
- 3.3 Staff reports shall be in a standard format approved by the City Council.
- 3.4 Agenda items will be prioritized in the following order of importance: 1) items scheduled for statutory compliance; 2) advertised public hearings; 3) continued items from a prior meeting and 4) items scheduled for convenience.
- 3.5 Ordinances scheduled for Council action will generally receive three readings (with the exception of items that have had a public hearing before the Planning

Commission).

- A. The first reading will be the scheduling of the item on the Council Agenda Planner by title or subject. If reasonably possible the item should be listed on the Agenda Planner at least two weeks prior to the second reading. The Mayor or City Manager may authorize exceptions for items of an emergency or unexpected nature requiring immediate action.
- B. The second reading will be scheduled for review and discussion by the City Council. Items of a routine nature may bypass this meeting and be scheduled directly to a Consent Calendar. In such cases Council shall by motion, waive the second reading as part of the adopting motion.
- C. The third reading will be Council review and action at a subsequent meeting.

Section 4. Consent Calendar.

- 4.1 The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
- 4.2 The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar.
- 4.3 Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. Councilmembers are given an opportunity to remove items from the Consent Calendar after the motion is made and seconded to approve the agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

Section 5. Council Meetings.

- 5.1 All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public.
- 5.2 Any Council Meeting may be canceled by a majority vote or consensus of the Council. The Mayor or Deputy Mayor may cancel a Council Meeting for lack of agenda items.
- 5.3 The Council shall hold **Regular Meetings** on Mondays of each week at 7:00 p.m.

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in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no Regular Meetings between December 15th and the end of the year.

A. Order of Business for Regular Meetings. The order of business shall be as follows:

Regular Meeting (7:00 p.m.)

1. Call to Order
2. Flag Salute, Roll Call
3. Report of the City Manager
4. Council Reports
5. Public Comment, as set forth in Section 6.1(A)
6. Approval of the Agenda
7. Consent Calendar
8. Action Items: The following procedures shall be used:
 - a. Introduction of item by Clerk staff
 - b. Presentation by staff
 - c. Public Hearings, if any noticed (~~Hearings should commence at approximately 7:20 p.m.~~)
 - d. Council motion to move adoption of legislation
 - e. Council discussion and possible action
9. Study Items: The following procedure shall be used:
 - a. Staff reports
 - b. Council discussion
10. Executive Session, if needed
11. Adjournment

5.4. The Council shall make available at one meeting of each month, a **Community Group Presentation**. The order of business shall omit Council Reports and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.2(B) must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

A. Each organization or agency may complete a request form and submit it to the Shoreline City Manager's Office. The blank form shall be available on the City's website and from the City Clerk's Office.

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- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
- C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
- D. Up to three (3) members of the organization are invited to participate.
- E. The presentation must support the adopted position/policy of the organization.
- F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline citizens and government.
- G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.
- H. Organizations which may have alternative, controversial positions or information will be scheduled at the next available Regular Meeting.

5.5 The Council shall hold **Workshop Dinner Meetings** on the second and fourth Monday of each month at 5:45 p.m. in Conference Room 303 of Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.

- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager. Workshop Dinner Meetings may also be used by the Council to conduct Executive Sessions.
- B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote. The agenda for these meetings will be appended to the Regular Meeting agenda and posted and distributed in the same manner as the Regular Meeting agenda.

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- (4) Presentations, Proclamations
- (5) Citizens Communications for Items not on the Agenda
- (6) Citizens Communications for Items on the Agenda
- (7) Agenda Approval
- (8) Public Hearings and Hearings on petitions, appeals, ordinances, etc.
- (9) Reports from City Council
- (10) Reports of Standing Committees – First meeting of the month
- (11) Reports of Ad Hoc Committees – First meeting of the month
- (12) Reports of City Officers – First meeting of the month
- (13) Consent Agenda
- (14) Action Items
- (15) Parking Lot Review & Additions
- (16) Adjournment

The Consent Agenda may contain items which are of routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, vouchers, claims. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Council member. Items may be moved from the Action Agenda to the Consent Agenda upon approval of a majority of the council present under Agenda Approval.

5.2 Order of Business: The order of business for all workshop meetings shall be transacted as follows unless the Council, by a 2/3 vote of the members present, suspends the rules and changes the order:

- (1) Call to order. The Mayor calls the meeting to order.
- (2) Roll call. The Clerk-Treasurer calls the roll of the Council.
- (3) Workshop – description of the workshop topic.
- (4) Adjournment

6. PREPARATION OF AGENDA

6.1 Staff Duties: The City Clerk Treasurer, under the direction of the Mayor, will prepare the agenda for each Council meeting setting forth a brief description of each item and any supporting documentation to be considered by the Council. The agenda prior to submission to the Council shall be reviewed by the Chair.

6.2 Agenda Items: An item to be considered by the City Council at a regular meeting may be placed on the agenda by the Mayor, Clerk Treasurer or any member of Council. Agenda items should be vetted through one of

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the city council standing committees or a council workshop before being placed on the agenda.

6.3 Timing of Preparation: The preliminary agenda will be e-mailed to all members of Council 5:00 p.m. on Tuesday prior to the following Monday evening Council meeting. The deadline for agenda item submission shall be 12:00 p.m. Wednesday. The agenda will be put in final form by 5:00 p.m. Wednesday prior to the following Monday evening Council meeting. Agendas will be distributed via e-mail on Wednesday and hard copies distributed to City Council and City Staff, who have requested hard copies, by 5:00 p.m. Thursday. In addition the agenda shall be posted on the city’s website no later than 5:00 p.m. Wednesday. If there is a holiday the week of agenda preparation, the deadlines all move forward one business day.

7. WRITTEN CORRESPONDENCE WITH THE COUNCIL

7.1 Written Correspondence: Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular citizens of the City. The City Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Woodland residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential.

One concern is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the City Council in a quasi-judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

Correspondence of an Information only Nature – Correspondence which is purely of an informational nature and which does not require a response or action will be placed in the Council member’s mailbox location at the City Hall Annex, distributed by email or put in the city council agenda packet.

Routine Requests – items of a routine nature (minor complaints, routine requests, referrals, etc.) shall be placed in the Councilmembers mailbox and/or emailed. A brief staff memorandum or note should accompany each letter explaining the request and recommending a course of action or which department is replying or taking action.

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The Chair inquires as to whether any Council member has questions to ask the proponents, opponents, speakers or staff. If any Council member has questions the appropriate individual will be recalled to the podium.

The Chair continues the public hearing to a time specific or closes the public hearing.

10.4 Quasi-Judicial Hearings: Except as provided in Section 8.5, the Council reserves the right to adopt specific rules for quasi-judicial hearings in a separate resolution or ordinance.

- 1. The Chair shall announce the matter for consideration and ask Council members to indicate any ex parte oral or written communications with a party, conflicts of interest or any appearance of fairness issues. After all disclosures are made, the Chair will ask if any party to the quasi judicial matter desires to challenge or request a Council member abstain from the decision on the matter. The challenge shall be placed on the record.

11. DUTIES AND PRIVILEGES OF CITIZENS:

11.1 Meeting Participation: Citizens are welcome at all Council meetings and are encouraged to attend and participate. Recognition of a speaker by the Chair is a prerequisite for an orderly and effective meeting, be the speaker a citizen, Council member, or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out of order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones that disrupt the proceedings are prohibited in the Council Chambers. Citizens addressing the City Council are expected to follow the same general rules of decorum as outlined in Section 10.3.

11.2 Subjects Not on the Current Agenda: Under agenda items "Citizens Communications for Items Not on Agenda" citizens may address any item they wish to discuss with the Mayor and Council within the jurisdiction and competence of the City of Woodland. They shall first obtain recognition by the Chair, state their name, address, and the subject of their comments. The Chair shall then allow the comments, subject to a five (5) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary.

11.3 Subjects on the Current Agenda: Any member of the public who wishes to address the Council on an item on the current agenda shall make such

Woodland

5.

Item Attachment Documents:

5. Revenue Discussion.

The Administration would like to review the revenue projections for 2020. The attached 5-Year Comparison Spreadsheet will be used to facilitate the discussion.

5.

Fund Dept Account Title 2016 Actual 2017Actual 2018Actual 2019 Actual 2019 Budgeted 2020 Proposed Notes

001 GENERAL FUND										
	310	TAXES								
1	310	311 10 00 00	Real & Personal Property Taxes	\$267,965.17	\$285,842.60	\$280,345.00	\$139,996.31	\$251,321.00	\$266,597.00	Last year Plus 1%
1	310	313 11 00 00	Sales & Use	\$208,658.92	\$237,285.59	\$241,084.74	\$147,206.61	\$235,000.00	\$230,507.31	
1	310	313 71 00 00	Local Criminal Justice	\$29,280.75	\$31,539.53	\$33,662.62	\$19,784.18	\$28,938.00	\$30,855.23	
1	310	316 10 00 00	Business And Occupation Taxes	\$47,828.38	\$49,066.04	\$50,380.60	\$35,775.85	\$55,000.00	\$50,568.76	
1	310	316 41 00 00	Business Utility Tax-electri	\$89,999.44	\$107,670.91	\$71,510.17	\$78,300.60	\$95,445.00	\$91,156.38	
1	310	316 42 00 00	Utility Tax - Water	\$12,320.15	\$13,447.46	\$14,810.40	\$10,646.86	\$13,573.00	\$13,537.75	
1	310	316 44 00 00	Utility Tax-Sewer	\$57,043.20	\$60,134.99	\$62,042.76	\$47,651.57	\$59,647.00	\$59,716.99	
1	310	316 45 00 00	Business Utility Tax- LeMay (Garbage)	\$17,704.56	\$14,878.94	\$15,546.47	\$13,486.46	\$15,502.00	\$15,907.99	
1	310	316 46 00 00	Business Utility Tax-Comcast/Scattercreek (Cable)	\$41,360.62	\$43,172.35	\$40,410.75	\$25,327.15	\$40,937.00	\$41,470.18	
1	310	316 47 00 00	Business Utility Tax-TTC,Verizon, Sprint (Telephone)	\$35,409.78	\$30,862.50	\$66,613.40	\$21,602.37	\$39,609.00	\$43,123.67	
1	310	316 81 00 00	Gambling Taxes	\$2,544.92	\$5,495.98	\$10,231.64	\$8,513.41	\$5,298.00	\$6,714.14	
1	310	317 40 00 00	Timber Excise Tax (4X)	\$0.00	\$331.00	\$510.61	\$313.41	\$188.00	\$288.76	
			SUBTOTAL						\$850,444.15	
320 LICENSES AND PERMITS										
1	320	321 99 00 00	Business Licenses - New	\$2,358.00	\$2,300.00	\$2,253.59	\$521.72	\$1,800.00	\$2,177.90	
1	320	321 99 01 00	Business License Renewal	\$4,200.00	\$5,250.00	\$6,180.00	\$3,160.00	\$4,500.00	\$5,032.50	
1	320	322 10 00 00	Building Permits	\$10,798.67	\$18,257.55	\$24,033.79	\$16,813.14	\$23,593.00	\$19,170.75	
1	320	322 30 00 00	Animal License	\$495.00	\$202.00	\$417.00	\$406.60	\$517.00	\$407.75	
1	320	322 40 00 01	Parades / Special Events	\$1,200.00	\$900.00	\$800.00	\$600.00	\$1,168.00	\$1,017.00	
			SUBTOTAL						\$27,805.90	
330 INTERGOVERNMENTAL REVENUES										
1	330	336 00 98 00	City Assistance	\$29,059.22	\$35,242.22	\$40,549.38	\$17,979.84	\$28,869.00	\$33,797.71	
1	330	336 06 21 00	Criminal Justice - Populatio	\$1,000.00	\$1,000.00	\$1,000.00	\$750.00	\$1,000.00	\$1,000.00	MRSC Shared Revenue Estimator
1	330	336 06 26 00	Criminal Justice - Special Programs	\$1,737.33	\$1,821.46	\$1,870.80	\$1,431.85	\$1,946.00	\$2,061.00	MRSC Shared Revenue Estimator
1	330	336 06 41 00	Marijuana Enforcement	\$3,252.64	\$2,633.55	\$0.00	\$0.00	\$0.00	\$0.00	
1	330	336 06 42 00	Marijuana Excise Tax	\$0.00	\$1,284.77	\$7,758.26	\$2,614.81	\$6,442.00	\$3,871.26	
1	330	336 06 51 00	DUI Cities	\$269.73	\$269.00	\$263.88	\$189.26	\$320.00	\$916.15	
1	380	336 06 51 10	Crime Victims Compensation	\$399.86	\$397.91	\$601.12	\$357.74	\$466.00	\$466.22	
1	330	336 06 94 00	Liquor Excise Tax	\$8,071.58	\$8,555.73	\$9,023.66	\$7,137.00	\$9,175.00	\$10,102.00	MRSC Shared Revenue Estimator
1	330	336 06 95 00	Liquor Control Board Profits	\$14,902.71	\$14,986.09	\$14,790.37	\$7,276.35	\$14,566.00	\$14,757.00	MRSC Shared Revenue Estimator
1	330	337 00 00 10	RMSA Lexipol Cost Share	\$0.00	\$0.00	\$4,756.31	\$250.00	\$5,000.00	\$2,500.00	1/2 of Price up to \$5000

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1	330	337 00 00 11	AWC Loss Control Grant	\$2,619.19	\$0.00	\$4,756.31	\$250.00	\$5,000.00	\$5,000.00	Estimate
SUBTOTAL									\$74,471.34	
340 GENERAL GOVERNMENT SERVICES										
1	340	341 33 00 00	Compliance Fee	\$145.97	\$36.49	\$50.38	\$223.56	\$126.00	\$118.71	
1	340	341 33 02 00	Warrant Cost	\$773.24	\$623.05	\$1,233.82	\$484.68	\$956.00	\$896.53	
1	340	341 33 03 00	Court Admin Cost	\$253.29	\$453.81	\$163.68	\$39.20	\$409.00	\$319.95	
1	340	341 35 01 00	Police Reports	\$158.97	\$50.00	\$40.00	\$55.00	\$109.00	\$89.49	
1	340	341 49 00 01	Court Conv Fee	\$16.46	\$0.00	\$297.20	\$105.33	\$338.00	\$162.92	
1	340	341 81 00 00	Photocopies	\$79.69	\$19.20	\$50.55	\$34.80	\$46.00	\$48.86	
1	340	341 95 00 00	Legal Services	\$417.22	\$235.66	\$75.00	\$0.00	\$252.00	\$244.97	
1	340	341 95 00 01	Notary Fee	\$0.00	\$0.00	\$20.00	\$40.00	\$50.00	\$50.00	Estimate
1	340	342 10 00 02	TSD School Resource Officer Contract	\$0.00	\$0.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	Agreed Price
1	340	342 33 06 00	Traffic Safety School	\$1,015.00	\$4,361.00	\$3,714.00	\$1,080.00	\$3,598.00	\$3,172.00	
1	340	342 36 00 00	Housing And Monitoring Of Prisoners	\$0.00	\$0.00	\$333.00	\$50.00	\$83.00	\$104.00	
1	340	342 37 00 00	Booking Fees	\$93.98	\$362.48	\$70.00	\$0.00	\$175.00	\$175.37	
1	340	345 29 00 00	Sales Of Electricity Solar Incentive	\$2,345.11	\$0.00	\$0.00	\$0.00	\$2,340.00	\$1,171.28	
1	340	345 81 00 00	Zoning & Subdivision Fees	\$1,790.00	\$3,403.00	\$4,524.00	\$1,225.00	\$3,003.00	\$3,000.00	Estimate
1	340	345 83 00 00	Plan Check Fees	\$3,348.21	\$10,236.24	\$9,504.65	\$6,521.92	\$10,020.00	\$8,277.28	
1	340	347 30 01 00	Ball Field Fees	\$300.00	\$270.00	\$380.00	\$0.00	\$323.00	\$318.25	
SUBTOTAL									\$36,149.59	
350 FINES & PENALTIES										
1	350	352 30 00 00	Mandatory Insurance Cost	\$240.05	\$49.12	\$122.80	\$137.59	\$250.00	\$165.49	
1	350	353 10 00 00	Traffic Infractions	\$7,078.39	\$9,112.87	\$11,618.02	\$7,169.69	\$12,000.00	\$9,952.32	
1	350	354 00 00 00	Parking Infractions	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$3.00	Estimate
1	350	355 80 00 00	Criminal Traffic	\$6,312.15	\$5,994.29	\$8,047.85	\$5,369.33	\$6,452.00	\$6,701.57	
1	350	356 90 00 00	Criminal Non-traffic	\$714.15	\$1,346.08	\$2,286.24	\$979.36	\$1,564.00	\$1,477.62	
1	350	357 33 00 00	Public Defense Cost	\$3,831.07	\$2,337.10	\$5,706.42	\$3,182.08	\$4,487.00	\$4,090.40	
1	350	357 37 00 00	Court Cost Recoup	\$0.00	\$355.10	\$242.96	\$125.67	\$299.00	\$224.27	
1	350	359 00 00 01	Business License Renewal Penalty	\$400.00	\$800.00	\$565.00	\$825.00	\$0.00	\$441.25	
1	350	359 00 00 02	B&O Penalties	\$3,566.07	\$923.60	\$1,936.84	\$694.88	\$1,989.00	\$1,800.00	Estimate
SUBTOTAL									\$24,855.92	
360 MISCELLANEOUS REVENUES										
1	360	361 11 45 20	Investment Interest	\$883.09	\$775.69	\$1,250.14	\$868.29	\$908.00	\$976.23	Estimate
1	360	361 40 00 00	Sales Interest	\$150.63	\$212.88	\$355.88	\$530.24	\$179.00	\$335.60	
1	360	361 40 01 00	D/M Interest Income	\$841.68	\$948.21	\$680.18	\$361.92	\$725.00	\$500.00	Estimate

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1	360	362 40 01 00	Camping Fees	\$2,206.10	\$1,864.00	\$1,520.18	\$1,342.00	\$1,963.00	\$1,500.00	Estimate
1	360	362 40 02 00	Quarry House Rent	\$5,400.00	\$6,490.00	\$6,920.00	\$4,875.00	\$11,375.00	\$7,250.00	Estimate
1	360	362 40 03 00	Park & Picnic Shelter Rental	\$0.00	\$0.00	\$145.00	\$60.00	\$36.00	\$150.00	Estimate
1	360	362 40 04 00	Concession Stand Rental	\$209.00	\$200.00	\$250.00	\$250.00	\$214.00	\$250.00	Estimate
1	360	362 40 05 00	Food Warehouse Rental	\$1,800.00	\$1,530.00	\$4,186.00	\$3,450.00	\$5,000.00	\$5,000.00	Contract Price
1	360	369 10 00 01	Sale Of Scrap And Junk	\$7,384.80	\$66.60	\$1,553.69	\$0.00	\$2,500.00	\$1,500.00	Estimate
1	360	369 80 00 00	Other Miscellaneous Revenue	\$440.17	\$813.49	\$34.32	\$0.00	\$445.00	\$300.00	
SUBTOTAL									\$17,761.83	

380 OTHER INCREASES IN FUND RESOURCES

1	380	389 10 00 01	Deposit / Facility Rental	\$2,500.00	\$3,400.00	\$3,750.00	\$3,106.50	\$3,216.00	\$3,221.75	
1	380	389 10 00 02	Deposit / Land Use	\$438.00	\$2,965.75	\$1,180.00	\$760.00	\$2,000.00	\$1,645.94	
1	380	389 10 00 03	Deposit / Special Events	\$500.00	\$0.00	\$500.00	\$1,000.00	\$416.00	\$500.00	
1	380	389 10 00 04	Hydrant Meter Deposit	\$148.98	\$250.00	\$0.00	\$0.00	\$237.00	\$0.00	Estimate
1	380	389 30 00 02	Building Code Fees	\$157.50	\$1,519.36	\$157.50	\$388.00	\$617.00	\$612.84	
1	380	389 30 00 04	EMS/Trauma	\$1,455.62	\$1,185.27	\$1,002.23	\$584.45	\$1,630.00	\$1,318.28	
1	380	389 30 00 05	Auto Theft	\$922.97	\$1,713.25	\$1,983.49	\$1,140.00	\$1,584.00	\$1,550.93	
1	380	389 30 00 06	Trama Brain Injury	\$182.15	\$342.28	\$396.14	\$227.18	\$315.00	\$308.89	
1	380	389 30 00 07	PSEA 3	\$308.64	\$176.58	\$350.64	\$241.16	\$278.00	\$280.22	
1	380	389 30 00 08	WSP Highway Account	\$416.45	\$155.73	\$331.09	\$355.00	\$315.00	\$314.57	Estimate
1	380	389 30 00 09	Highway Safety	\$135.48	\$54.00	\$107.42	\$171.33	\$99.00	\$137.23	
1	380	389 30 00 10	Death Investigation	\$81.97	\$39.41	\$81.16	\$79.10	\$67.00	\$74.89	
1	380	389 30 00 11	Public Safety/education PSEA 1	\$9,773.93	\$11,552.23	\$14,793.21	\$8,905.20	\$13,750.00	\$12,467.34	
1	380	389 30 00 12	PSEA 2	\$4,865.66	\$6,205.87	\$8,113.04	\$4,834.85	\$7,000.00	\$6,546.14	
1	380	389 30 00 13	JIS	\$2,689.39	\$6,450.59	\$7,111.11	\$4,164.42	\$6,000.00	\$5,562.77	
1	380	389 30 00 14	School Zone Safety	\$600.09	\$680.72	\$1,529.19	\$494.26	\$936.00	\$936.50	
1	380	389 30 00 16	CC Convenience Fee	\$0.00	\$0.00	\$281.25	\$1,727.40	\$450.00	\$2,894.00	Estimate
SUBTOTAL									\$38,372.28	

SUBTOTAL - ALL REVENUES

\$1,069,860.99

511 LEGISLATIVE

1	511	511 20 45 00	Professional Services - Leader Wkshp	\$0.00	\$2,397.70	\$1,680.23	\$1,722.95	\$2,500.00	\$2,500.00	Estimate
1	511	511 30 45 01	Code Book Publications	\$900.00	\$7,725.00	\$9,131.71	\$1,054.78	\$5,000.00	\$5,000.00	Estimate
1	511	511 60 10 00	Council Stipend	\$3,670.06	\$3,350.00	\$4,975.00	\$3,875.00	\$12,000.00	\$7,200.00	Salary Schedule
1	511	511 60 20 00	Council Benefits - Taxes	\$434.86	\$256.39	\$380.71	\$296.56	\$1,800.00	\$717.99	
1	511	511 60 21 00	Council Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00	\$360.00	
1	511	511 60 22 00	Council Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$90.00	

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1	511	511 60 31 00	Janitorial Supplies	\$1,672.06	\$424.83	\$130.10	\$30.84	\$500.00	\$350.00	Estimate
1	511	511 60 42 03	MNS Service Povider	\$0.00	\$0.00	\$685.38	\$501.68	\$1,980.00	\$3,770.25	Contract Price
1	511	511 60 42 04	E-Governance System	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,079.00	\$1,100.00	Contract Price
1	511	511 60 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.74	\$249.00	\$249.00	\$290.00	Contract Price
1	511	511 60 42 06	City Web Site	\$0.00	\$0.00	\$455.00	\$0.00	\$138.00	\$136.36	Contract Price
1	511	511 60 42 08	Postage	\$0.00	\$0.00	\$23.20	\$15.00	\$13.00	\$20.00	Estimate
1	511	511 60 42 10	Office Productivity Software	\$0.00	\$0.00	\$503.11	\$289.50	\$1,008.00	\$1,077.40	Contract Price
1	511	511 60 46 00	Insurance	\$0.00	\$0.00	\$0.00	\$246.00	\$246.00	\$9,756.00	Agreed Price
1	511	511 60 47 00	Advertising & Publications	\$331.78	\$846.86	\$597.03	\$464.20	\$593.00	\$592.17	
1	511	511 60 48 01	Education/Training	\$600.00	\$845.00	\$0.00	\$495.00	\$2,000.00	\$1,000.00	Estimate
1	511	511 60 48 02	Meals/Lodging/Travel	\$156.46	\$293.47	\$0.00	\$500.00	\$2,000.00	\$1,000.00	Estimate
1	511	511 61 10 00	Leg Spt - Salaries & Wages	\$0.00	\$0.00	\$12,862.03	\$15,992.53	\$19,200.00	\$0.00	
1	511	511 61 20 00	Leg Spt - Benefits - Taxes	\$0.00	\$0.00	\$380.71	\$1,531.88	\$4,800.00	\$0.00	
1	511	511 61 21 00	Leg Spt - Benefits - Health Care	\$0.00	\$0.00	\$2,634.08	\$162.29	\$3,840.00	\$0.00	
1	511	511 61 22 00	Leg Spt - Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$1,691.60	\$960.00	\$0.00	
SUBTOTAL									\$34,960.17	

512 JUDICIAL										
1	512	512 50 10 00	Judicial Spt - Salaries & Wages	\$30,760.78	\$31,797.23	\$30,823.84	\$18,281.19	\$23,438.00	\$0.00	
1	512	512 50 20 00	Judicial Spt - Benefits - Taxes	\$9,786.92	\$9,409.06	\$9,009.20	\$2,772.24	\$3,516.00	\$0.00	
1	512	512 50 21 00	Judicial Spt - Benefits - Health Care	\$0.00	\$0.00	\$21.88	\$2,704.94	\$2,813.00	\$0.00	
1	512	512 50 22 00	Judicial Spt - Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$1,758.09	\$703.00	\$0.00	
1	512	512 50 30 00	Office Supplies	\$120.10	\$12.66	\$375.39	\$113.07	\$300.00	\$300.00	Estimate
1	512	512 50 33 00	Small Tools & Equipment	\$0.00	\$32.37	\$100.00	\$0.00	\$100.00	\$100.00	Estimate
1	512	512 50 42 00	Telephone (Land Line)	\$4,239.74	\$4,160.75	\$923.81	\$555.75	\$1,000.00	\$0.00	
1	512	512 50 42 03	MNS Service Provider	\$0.00	\$0.00	\$685.38	\$501.68	\$391.00	\$754.05	Contract Price (Court Clerk)
1	512	512 50 42 05	PRA Compliance Software	\$0.00	\$0.00	\$227.71	\$249.00	\$249.00	\$290.00	Contract Price (Court Clerk)
1	512	512 50 42 06	City Web Site	\$0.00	\$0.00	\$455.00	\$0.00	\$109.00	\$136.36	Contract Price (Court Clerk)
1	512	512 50 42 08	Postage	\$0.00	\$0.00	\$461.13	\$295.81	\$300.00	\$350.00	Estimate
1	512	512 50 42 10	Office Productivity Software	\$0.00	\$0.00	\$503.10	\$289.51	\$216.00	\$215.48	Contract Price (Court Clerk)
1	512	512 50 45 01	Printing	\$0.00	\$0.00	\$292.85	\$0.00	\$100.00	\$100.00	Estimate
1	512	512 50 48 01	Education/Training	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$100.00	Estimate
1	512	512 50 48 02	Meals/Lodging/Travel	\$200.00	\$50.00	\$450.00	\$0.00	\$300.00	\$300.00	Estimate
1	512	512 50 49 00	Dues/membership/misc	\$270.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Estimate
SUBTOTAL									\$2,795.89	

513 EXECUTIVE										
1	513	513 10 10 00	Mayor Stipend	\$7,007.89	\$7,200.00	\$7,200.00	\$8,600.00	\$12,000.00	\$12,000.00	Schedule

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1	513	513 10 20 00	Mayor Benefits - Taxes	\$555.22	\$627.87	\$550.80	\$657.90	\$1,800.00	\$883.47	
1	513	513 10 21 00	Mayor Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00	\$360.00	
1	513	513 10 22 00	Mayor Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$90.00	
1	513	513 10 42 03	MNS Service Provider	\$0.00	\$0.00	\$685.38	\$501.68	\$1,564.00	\$754.00	Contract Price
1	513	513 10 42 10	Office Productivity Software	\$0.00	\$0.00	\$503.17	\$289.50	\$864.00	\$215.00	Contract Price
1	513	513 10 48 01	Executive - Education/Training	\$0.00	\$0.00	\$1,000.00	\$506.40	\$1,000.00	\$1,000.00	Estimate
1	513	513 10 48 02	Executive - Travel, Meals, And Lodging	\$450.00	\$0.00	\$676.70	\$54.00	\$1,000.00	\$1,000.00	Estimate
1	513	513 10 42 06	City Web Site	\$0.00	\$0.00	\$455.00	\$0.00	\$109.00	\$136.00	Contract Price
1	513	513 10 42 08	Postage	\$0.00	\$0.00	\$0.00	\$15.00	\$50.00	\$12.50	
1	513	513 10 46 00	Insurance	\$0.00	\$0.00	\$0.00	\$124.00	\$124.00	\$9,756.00	Agreed Price
1	513	513 11 10 00	Executive Spt - Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$7,352.00	\$0.00	
1	513	513 11 20 00	Executive Spt - Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$1,103.00	\$0.00	
1	513	513 11 21 00	Executive Spt - Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$882.00	\$0.00	
1	513	513 11 22 00	Executive Spt - Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$221.00	\$0.00	
1	513	513 20 42 03	MNS Service Provider	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,262.15	Contract Price
1	513	513 20 42 04	E-Governance System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$733.33	Contract Price
1	513	513 20 42 05	PRA Compliance Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00	Contract Price
1	513	513 10 42 10	Office Productivity Software	\$0.00	\$0.00	\$503.17	\$331.00	\$864.00	\$645.00	Contract Price
1	513	513 20 45 10	CS Commission - Examiner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	Estimate
1	513	513 20 48 01	CS Commission - Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	Estimate
1	513	513 20 48 02	CS Commission - Travel, Meals, & Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	Estimate
SUBTOTAL									\$31,737.45	
514 FINANCIAL, RECORDING, & ELECTION ACTIVITIES										
1	514	514 20 10 00	Salaries & Wages	\$36,841.81	\$42,250.37	\$38,840.40	\$25,610.50	\$37,672.00	\$0.00	
1	514	514 20 20 00	Benefits - Taxes	\$11,426.09	\$11,646.47	\$12,686.17	\$3,497.98	\$0.00	\$0.00	
1	514	514 20 21 00	Benefits - Health Care	\$0.00	\$0.00	\$71.88	\$2,163.99	\$4,520.00	\$0.00	
1	514	514 20 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$2,541.34	\$1,130.00	\$0.00	
1	514	514 20 30 00	Office Supplies	\$0.00	\$0.00	\$0.00	\$716.72	\$600.00	\$600.00	Estimate
1	514	514 20 31 00	Janitorial Supplies	\$1,076.70	\$1,172.20	\$1,025.89	\$117.60	\$150.00	\$150.00	Estimate
1	514	514 20 35 00	Small Tools & Equipment	\$89.77	\$32.36	\$291.22	\$68.35	\$300.00	\$300.00	Estimate
1	514	514 20 42 00	Telephone (Land Line)	\$5,571.02	\$5,741.41	\$912.59	\$848.20	\$1,000.00	\$0.00	
1	514	514 20 42 03	MNS Service Provider	\$0.00	\$0.00	\$884.66	\$501.68	\$391.00	\$1,508.10	Contract Price (Clerk/check reader)
1	514	514 20 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.71	\$249.00	\$249.00	\$290.00	Contract Price
1	514	514 20 42 07	Web Bill Pay Services	\$0.00	\$0.00	\$514.24	\$2,606.54	\$275.00	\$420.00	Contract Price
1	514	514 20 42 08	Postage	\$0.00	\$0.00	\$1,344.17	\$877.07	\$750.00	\$500.00	Estimate
1	514	514 20 42 10	Office Productivity Software	\$0.00	\$0.00	\$465.69	\$289.50	\$216.00	\$430.96	Contract Price
1	514	514 20 42 13	BIAS Financial Software	\$0.00	\$0.00	\$0.00	\$1,657.48	\$1,658.00	\$3,453.50	Contract Price

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1	514	514 20 45 00	Professional Services	\$2,200.00	\$505.43	\$135.00	\$0.00	\$750.00	\$897.61	
1	514	514 20 45 01	Equipment Repair/maintenance	\$4,084.75	\$2,982.92	\$900.37	\$0.00	\$200.00	\$200.00	Estimate
1	514	514 20 48 01	Education & Training	\$250.00	\$324.00	\$666.22	\$570.00	\$750.00	\$500.00	Estimate
1	514	514 20 48 02	Travel/lodging/meals	\$636.12	\$746.19	\$1,041.37	\$552.00	\$1,000.00	\$1,000.00	Estimate
1	514	514 20 49 00	Dues/memberships/misc.	\$100.00	\$300.01	\$85.00	\$25.00	\$100.00	\$146.25	
1	514	514 20 49 01	Bank Charges	\$592.76	\$0.00	\$775.40	\$1,327.57	\$0.00	\$3,953.00	Estimate
1	514	514 23 40 00	Audit Service	\$5,288.32	\$5,137.16	\$7,434.40	\$0.00	\$2,442.00	\$0.00	Estimate
1	514	514 40 51 00	Election Services	\$1,987.57	\$3,198.97	\$2,027.42	\$2,555.76	\$2,500.00	\$2,442.49	
			SUBTOTAL						\$16,791.91	

515 LEGAL

1	515	512 50 41 04	Judge Fees	\$2,250.00	\$0.00	\$0.00	\$4,500.00	\$3,000.00	\$3,500.00	Contract Price
1	515	515 41 41 01	City Attorney	\$39,700.00	\$30,598.29	\$28,847.00	\$28,395.00	\$35,000.00	\$30,000.00	Contract Price
1	515	515 41 41 02	Prosecuting Attorney	\$10,722.08	\$11,987.57	\$11,593.65	\$10,156.50	\$12,000.00	\$12,000.00	Contract Price
1	515	515 41 41 05	Outside Counsel	\$23,981.00	\$359.14	\$1,580.91	\$1,006.74	\$1,500.00	\$1,500.00	Estimate
1	515	515 93 41 03	Public Defender	\$10,722.08	\$10,440.00	\$14,130.00	\$10,800.00	\$18,000.00	\$18,000.00	Contract Price
1	515	515 93 41 06	Interpreter Services	\$500.00	\$500.00	\$200.00	\$400.00	\$500.00	\$500.00	Estimate
			SUBTOTAL						\$65,500.00	

517 UNEMPLOYMENT COMPENSATION

1	517	517 78 20 00	Unemployment Benefit Judicial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 01	Unemployment Benefits-Central Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 02	Unemployment Benefit-Police	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 03	Unemployment Benefits-Community Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 04	Unemployment Benefits-Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 05	Unemployment Benefits-Library	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 06	Unemployment Benefits-Quarry House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 07	Unemployment Benefits-Park	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	517	517 78 20 08	Unemployment Benefits-Lifeguard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			SUBTOTAL						\$0.00	

518 CENTRAL SERVICES

Personnel Services

1	518	518 10 10 00	Personnel Services Salaries	\$21,040.48	\$29,971.46	\$0.00	\$14,704.93	\$13,390.00	\$0.00	
1	518	518 10 20 00	Personnel Services Benefits - Taxes	\$7,534.14	\$10,548.80	\$0.00	\$2,508.24	\$2,009.00	\$0.00	
1	518	518 10 21 00	Personnel Services Benefits - Health Care	\$7,534.14	\$10,548.80	\$0.00	\$1,126.77	\$1,607.00	\$0.00	
1	518	518 10 22 00	Personnel Services Benefits - Retirement	\$7,534.14	\$10,548.80	\$0.00	\$1,496.07	\$402.00	\$0.00	
1	518	518 10 30 00	Office Supplies	\$734.38	\$913.28	\$1,296.66	\$602.90	\$800.00	\$800.00	Estimate

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1	518	518 10 41 00	Professional Services	\$170.71	\$1,235.29	\$0.00	\$549.04	\$500.00	\$500.00	Estimate
1	518	518 10 45 02	OASI Benefits DRS	\$0.00	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	
1	518	518 10 48 01	Education/Training	\$0.00	\$0.00	\$678.29	\$2,110.00	\$2,500.00	\$2,500.00	Estimate
1	518	518 10 48 02	Meals/Lodging/Travel	\$0.00	\$93.42	\$0.00	\$0.00	\$750.00	\$750.00	Estimate
			Bldg & Grounds							
1	518	518 30 10 00	Central Svc Salaries & Wages	\$0.00	\$0.00	\$30,431.45	\$15,354.89	\$0.00	\$0.00	
1	518	518 30 20 00	Central Svc Benefits - Taxes	\$0.00	\$0.00	\$10,617.27	\$2,557.50	\$0.00	\$0.00	
1	518	518 30 21 00	Central Svc Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$1,126.77	\$0.00	\$0.00	
1	518	518 30 22 00	Central Svc Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$1,496.07	\$0.00	\$0.00	
1	518	518 30 23 00	Central Svc Safety Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$125.00	
1	518	518 30 33 00	Small Tools & Equipment	\$240.18	\$125.47	\$162.36	\$20.00	\$200.00	\$100.00	
1	518	518 30 31 01	Janitorial Supplies	\$0.00	\$0.00	\$0.00	\$42.69	\$250.00	\$100.00	
1	518	518 30 32 00	Bldg Hdw/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	
1	518	518 30 35 06	Fuel, F-150	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$25.00	
1	518	518 30 45 03	Maintenance - Office Equipment	\$54.12	\$446.70	\$9.68	\$0.00	\$50.00	\$100.00	
1	518	518 30 45 04	Maintenance - Electronics	\$4,210.92	\$3,442.28	\$0.00	\$0.00	\$750.00	\$750.00	
1	518	518 30 45 05	Maintenance - Facilities	\$1,288.54	\$1,722.82	\$3,776.01	\$2,419.16	\$2,000.00	\$2,000.00	
1	518	518 30 45 06	Utilities	\$5,194.73	\$5,506.18	\$5,511.10	\$5,776.10	\$5,300.00	\$0.00	
			Information Technology Services							
1	518	518 70 42 11	Copier	\$0.00	\$0.00	\$6,287.47	\$4,026.69	\$6,500.00	\$6,500.00	Contract Price
1	518	518 80 42 01	Internet Service Provider	\$0.00	\$0.00	\$0.00	\$501.68	\$391.00	\$4,080.00	Contract Price
1	518	518 80 42 03	MNS Service Provider	\$0.00	\$0.00	\$0.00	\$0.00	\$391.00	\$3,016.20	C/T, DPW, Copier, Vol 1
1	518	518 80 42 06	City Web Site	\$0.00	\$0.00	\$455.01	\$0.00	\$109.00	\$136.36	Contract Price
1	518	518 80 42 08	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	518	518 80 42 10	Office Productivity Software	\$0.00	\$0.00	\$0.00	\$0.00	\$109.00	\$861.92	Contract Price
1	518	518 80 42 13	Financial Software (BIAS)	\$0.00	\$0.00	\$0.00	\$0.00	\$109.00	\$1,726.75	Contract Price
			Other Centralized Services							
1	518	518 90 49 00	AWC Dues	\$734.38	\$913.28	\$1,296.66	\$602.90	\$800.00	\$1,020.00	Invoice
1	518	518 90 49 02	WMCA Dues	\$0.00	\$0.00	\$0.00	\$602.90	\$800.00	\$200.00	
1	518	518 90 46 00	Insurance	\$8,616.80	\$8,186.00	\$9,026.00	\$9,748.00	\$9,748.00	\$31,650.00	Agreed Price
			SUBTOTAL						\$57,016.23	
521 PUBLIC SAFETY										
Administrative										
1	521	521 10 10 00	Salaries & Wages (Admin)	\$37,814.50	\$40,230.23	\$37,265.01	\$5,499.60	\$42,462.00	\$0.00	
1	521	521 10 10 02	Overtime	\$0.00	\$0.00	\$0.00	\$64.42	\$1,000.00	\$0.00	
1	521	521 10 20 00	Benefits - Taxes	\$11,779.00	\$11,691.62	\$10,964.71	\$9,313.52	\$6,369.00	\$0.00	
1	521	521 10 20 02	OT Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$736.82	\$150.00	\$0.00	

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1	521	521 10 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$787.63	\$5,095.00	\$0.00	
1	521	521 10 21 02	OT Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	
1	521	521 10 22 00	Benefits - Retirement	\$0.00	\$0.00	\$479.35	\$1,410.36	\$1,274.00	\$0.00	
1	521	521 10 22 02	OT Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$117.77	\$30.00	\$0.00	
1	521	521 10 24 02	Retiree Medical/deductible	\$9,591.58	\$11,421.23	\$7,488.76	\$0.00	\$0.00	\$0.00	
1	521	521 10 31 00	Office Supplies	\$1,036.06	\$1,434.28	\$1,121.99	\$1,510.54	\$2,000.00	\$1,398.08	
1	521	521 10 33 00	Small Equipment	\$1,455.75	\$1,976.49	\$7,751.98	\$1,103.70	\$2,000.00	\$3,296.06	
1	521	521 10 36 00	Computer Hardware/software	\$2,277.41	\$11,156.26	\$3,055.36	\$1,699.53	\$5,000.00	\$5,372.26	
1	521	521 10 40 00	Audit Services	\$0.00	\$0.00	\$2,237.86	\$0.00	\$2,200.00	\$0.00	
1	521	521 10 42 03	MNS Service Provider	\$705.03	\$515.40	\$685.40	\$501.68	\$0.00	\$754.00	Contract Price
1	521	521 10 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.71	\$249.00	\$1,500.00	\$290.00	Contract Price
1	521	521 10 42 06	City Web Site	\$0.00	\$0.00	\$455.01	\$0.00	\$0.00	\$136.00	Contract Price
1	521	521 10 42 08	Postage	\$0.00	\$0.00	\$459.88	\$365.04	\$0.00	\$0.00	
1	521	521 10 42 09	Telephone (Cellular)	\$0.00	\$0.00	\$4,613.62	\$350.45	\$0.00	\$0.00	
1	521	521 10 42 10	Office Productivity Software	\$0.00	\$0.00	\$503.20	\$289.51	\$0.00	\$215.00	
1	521	521 10 45 01	Prof Svc (Background Investigations)	\$6,357.20	\$1,654.56	\$4,773.76	\$1,453.35	\$0.00	\$3,559.72	
1	521	521 10 45 02	Repair/Maintenance (Office Equip)	\$414.00	\$386.21	\$33.07	\$0.00	\$0.00	\$277.76	
1	521	521 10 45 10	Prof Svc (Public Safety Testing)	\$0.00	\$0.00	\$300.00	\$375.00	\$300.00	\$150.00	
1	521	521 10 47 00	Advertising	\$0.00	\$0.00	\$0.00	\$144.47	\$300.00	\$75.00	
1	521	521 10 48 01	Education/training	\$3,209.93	\$7,690.74	\$5,494.96	\$100.00	\$500.00	\$4,223.91	
1	521	521 10 48 02	Meals/Lodging/Travel	\$3,209.93	\$7,690.74	\$5,494.96	\$667.90	\$1,000.00	\$4,348.91	
1	521	521 10 49 02	Dues/memberships/misc.	\$0.00	\$110.00	\$408.44	\$95.00	\$0.00	\$129.61	
			Operations							
1	521	521 20 10 00	Salaries & Wages (Opns)	\$113,443.50	\$201,151.20	\$186,325.06	\$190,606.63	\$42,462.00	\$0.00	
1	521	521 20 10 01	Standby	\$12,040.86	\$12,882.18	\$6,754.61	\$241.82	\$0.00	\$0.00	
1	521	521 20 10 02	Overtime	\$11,048.39	\$8,131.57	\$8,001.36	\$14,112.83	\$0.00	\$0.00	
1	521	521 20 20 00	Benefits - Taxes	\$35,340.00	\$58,458.12	\$54,823.53	\$18,465.87	\$31,980.00	\$0.00	
1	521	521 20 20 01	Standby Benefits - Taxes	\$0.00	\$2,412.22	\$0.00	\$1,441.51	\$0.00	\$0.00	
1	521	521 20 20 02	OT Benefits - Taxes	\$0.00	\$2,412.22	\$0.00	\$1,441.51	\$0.00	\$0.00	
1	521	521 20 21 00	Benefits - Health Care	\$0.00	\$0.00	\$66.71	\$32,560.93	\$25,584.00	\$0.00	
1	521	521 20 21 01	Standby Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$1,313.71	\$25,584.00	\$0.00	
1	521	521 20 21 02	OT Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$1,313.71	\$25,584.00	\$0.00	
1	521	521 20 22 00	Benefits - Retirement	\$0.00	\$0.00	\$2,396.75	\$11,039.64	\$6,396.00	\$0.00	
1	521	521 20 22 01	Standby Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$633.69	\$0.00	\$0.00	
1	521	521 20 22 02	OT Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$633.69	\$0.00	\$0.00	
1	521	521 20 23 00	Benefits - Uniforms	\$5,444.77	\$3,056.65	\$7,144.16	\$5,477.45	\$5,000.00	\$5,280.76	
1	521	521 20 30 00	Office Supplies	\$1,036.06	\$1,434.28	\$1,121.99	\$1,556.30	\$0.00	\$1,287.16	
1	521	521 20 33 00	Small Equipment	\$1,455.75	\$1,976.49	\$5,415.17	\$5,290.00	\$5,500.00	\$3,586.85	

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1	521	521 20 35 20	Fuel, K8 7418	\$751.00	\$1,862.47	\$1,740.13	\$2,930.77	\$2,500.00	\$1,828.15	
1	521	521 20 35 21	Fuel, K8 7419	\$741.00	\$1,862.47	\$1,740.13	\$2,922.57	\$2,500.00	\$1,870.15	
1	521	521 20 35 22	Fuel, K8 7420	\$741.00	\$1,862.47	\$1,740.13	\$2,665.38	\$2,500.00	\$1,804.15	
1	521	521 20 35 23	Fuel, Tahoe 3013	\$741.00	\$1,862.47	\$1,740.13	\$186.82	\$2,500.00	\$1,710.90	
1	521	521 20 35 24	Fuel, Crown Vic 9052	\$741.00	\$1,862.47	\$1,740.13	\$595.35	\$2,500.00	\$1,710.90	
1	521	521 20 35 25	Fuel, Crown Vic 9061	\$741.00	\$1,862.47	\$1,740.13	\$2,561.65	\$2,500.00	\$1,801.40	
1	521	521 20 42 03	MNS Service Provider	\$0.00	\$0.00	\$0.00	\$501.71	\$2,772.00	\$6,786.00	Chief, Ofc x3, Res x4, Vol x1
1	521	521 20 42 09	Telephone (Cellular)	\$0.00	\$0.00	\$0.00	\$3,163.02	\$3,900.00	\$975.00	
1	521	521 20 42 10	Office Productivity Software	\$0.00	\$0.00	\$0.00	\$0.00	\$1,296.00	\$1,939.00	Contract Price
1	521	521 20 45 05	Repair/Maintenance (LE equipment)	\$6,728.60	\$7,365.90	\$5,415.17	\$500.00	\$500.00	\$5,002.42	
1	521	521 20 45 11	Maintenance, K8 7418	\$0.00	\$0.00	\$0.00	\$378.00	\$500.00	\$125.00	
1	521	521 20 45 12	Maintenance, K8 7419	\$0.00	\$0.00	\$0.00	\$628.00	\$500.00	\$157.00	
1	521	521 20 45 13	Maintenance, K8 7420	\$0.00	\$0.00	\$0.00	\$177.00	\$500.00	\$125.00	
1	521	521 20 45 14	Maintenance, Tahoe 3013	\$0.00	\$0.00	\$0.00	\$52.00	\$1,000.00	\$250.00	
1	521	521 20 45 15	Maintenance, Crown Vic 9052	\$0.00	\$0.00	\$0.00	\$5.00	\$1,250.00	\$312.50	
1	521	521 20 45 16	Maintenance, Crown Vic 9061	\$0.00	\$0.00	\$0.00	\$1,804.00	\$1,250.00	\$450.94	
1	521	521 20 45 10	TCSO Interlocal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	521	521 20 45 21	Lexipol	\$0.00	\$0.00	\$0.00	\$7,075.00	\$7,600.00	\$3,681.00	Contract Price
1	521	521 20 48 01	Education/training	\$3,209.93	\$7,690.74	\$5,494.96	\$4,967.00	\$300.00	\$5,340.66	
1	521	521 20 48 02	Meals/Lodging/Travel	\$3,209.93	\$7,690.74	\$0.00	\$3,041.00	\$4,000.00	\$2,725.17	
1	521	521 20 46 00	Insurance	\$12,925.20	\$12,334.24	\$13,416.00	\$14,489.00	\$14,489.00	\$19,513.00	Agreed Price
1	521	528 20 42 11	Cad Communications	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	
1	521	528 20 42 12	RMS System	\$5,884.05	\$5,396.00	\$5,449.00	\$5,492.18	\$5,500.00	\$5,557.26	
			Crime Prevention Education							
1	521	521 30 49 01	Crime Prevention Education	\$0.00	\$0.00	\$0.00	\$1,771.55	\$2,500.00	\$625.00	
			Facilities							
1	521	521 10 42 00	Telephone (Land Line)	\$10,148.31	\$11,317.04	\$3,414.21	\$2,689.47	\$4,500.00		
1	521	521 10 42 01	Internet Service Provider	\$0.00	\$0.00	\$1,129.05	\$767.32	\$1,500.00	\$2,040.00	Contract Price
1	521	521 50 42 02	Alarm Services	\$705.03	\$515.40	\$669.16	\$617.91	\$600.00	\$622.40	
1	521	521 50 45 00	Custodial Services	\$0.00	\$0.00	\$437.90	\$271.00	\$1,000.00	\$359.48	
1	521	521 50 45 04	Repair & Maintenance	\$0.00	\$629.01	\$4,825.30	\$844.32	\$500.00	\$1,488.58	
1	521	521 50 45 06	Utilities	\$6,211.67	\$6,002.34	\$6,491.91	\$4,380.39	\$5,500.00	\$0.00	
1	521	521 50 46 00	Insurance	\$12,925.20	\$12,334.24	\$13,416.00	\$14,489.00	\$0.00	\$3,466.00	Agreed Price
			Traffic Safety School							
1	521	521 70 49 00	Traffic Safety School	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$62.50	
			SUBTOTAL						\$106,710.61	

522 FIRE & EMERGENCY MEDICAL ACTIVITIES

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1	522	522 20 41 00	Contracted Services - STFEMS	\$100,960.55	\$107,677.48	\$117,334.05	\$0.00	\$4,500.00	\$0.00	
1	522	522 60 49 00	Emergency Management Council Dues	\$441.00	\$434.00	\$307.00	\$75.00	\$305.00	\$371.75	
SUBTOTAL									\$371.75	
523 DETENTION/CORRECTION ACTIVITIES										
1	523	523 60 51 00	Detention/correction-Chehalis	\$1,490.00	\$3,346.86	\$4,195.00	\$1,320.00	\$5,000.00	\$3,507.97	
1	523	523 60 51 01	Detention/correction-Nisqually	\$1,000.00	\$0.00	\$120.00	\$0.00	\$0.00	\$280.00	
1	523	523 60 51 02	Detention/correction-Thurston	-\$572.78	\$0.00	\$0.00	\$163.32	\$0.00	\$143.00	
1	523	523 60 51 03	Prisoner Medical Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SUBTOTAL									\$3,930.97	
553 CONSERVATION										
1	553	553 70 51 00	Air Pollution Control	\$776.00	\$1,298.00	\$1,366.75	\$1,410.15	\$1,410.00	\$1,454.72	Invoice
SUBTOTAL									\$1,454.72	
554 ENVIRONMENTAL SERVICES										
1	554	554 30 10 00	Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$2,223.00	\$0.00	
1	554	554 30 20 00	Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$333.00	\$0.00	
1	554	554 30 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$269.00	\$0.00	
1	554	554 30 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$67.00	\$0.00	
1	554	554 30 31 00	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$58.00	\$14.50	
1	554	554 30 35 00	Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$6.25	
1	554	554 30 41 00	Disposal Fees/county	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$6.25	
1	554	554 30 45 04	Kennel Maintenance	\$0.00	\$0.00	\$0.00	\$60.50	\$300.00	\$75.00	
1	554	554 30 45 06	Utilities	\$0.00	\$0.00	\$0.00	\$340.17	\$312.00	\$0.00	
1	554	554 30 46 00	Insurance	\$0.00	\$0.00	\$0.00	\$362.00	\$362.00	\$1,951.00	Agreed Price
SUBTOTAL									\$2,053.00	
558 COMMUNITY PLANNING & ECONOMIC DEVELOPMENT										
Code Enforcement										
1	524	524 60 10 00	Salaries & Wages - Building Official	\$2,044.27	\$1,780.88	\$5,060.68	\$0.00	\$9,000.00	\$0.00	
1	524	524 60 20 00	Benefits - Taxes	\$239.33	\$172.47	\$561.43	\$36.34	\$1,500.00	\$0.00	
1	524	524 60 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	
1	524	524 60 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	
1	524	524 60 30 00	Office Supplies	\$866.35	\$450.00	\$7.86	\$36.17	\$250.00	\$150.00	Estimate
1	524	524 60 42 03	MNS Service Provider	\$0.00	\$0.00	\$680.87	\$0.00	\$0.00	\$754.05	Contract Price (Bldg Official)
1	524	524 60 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.72	\$0.00	\$0.00	\$290.00	Contract Price
1	524	524 60 42 06	City Web Site	\$0.00	\$0.00	\$455.01	\$0.00	\$0.00	\$136.00	Contract Price

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1	524	524 60 42 08	Postage	\$0.00	\$0.00	\$72.46	\$56.45	\$250.00	\$80.62	
1	524	524 60 42 10	Office Productivity Software	\$0.00	\$0.00	\$540.55	\$0.00	\$0.00	\$215.00	
1	558	524 60 46 00	Insurance	\$0.00	\$106.00	\$448.00	\$484.00	\$0.00	\$6,439.00	Agreed Price
1	524	524 60 49 00	Dues/Memberships	\$500.00	\$0.00	\$110.20	\$0.00	\$0.00	\$145.00	
			Tourism							
1	557	557 30 00 00	Tourism Promotional Items	\$0.00	\$0.00	\$0.00	\$374.99	\$2,500.00	\$625.00	
1	557	557 30 31 00	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	Estimate
1	557	557 30 44 00	Tourism (VCB Interlocal)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	Contract Price
1	557	557 30 47 00	Tourism Expenses	\$0.00	\$0.00	\$0.00	\$1,974.83	\$2,500.00	\$625.00	
1	557	557 30 48 02	Lodging/Meals/Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$750.00	
1	557	557 30 49 00	VCB Dues	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$200.00	
			Planning							
1	558	558 60 10 00	Salaries & Wages	\$0.00	\$0.00	\$3,192.90	\$9,199.18	\$12,151.00	\$0.00	
1	558	558 60 20 00	Benefits - Taxes	\$0.00	\$0.00	\$713.58	\$928.70	\$1,823.00	\$0.00	
1	558	558 60 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$162.26	\$1,458.00	\$0.00	
1	558	558 60 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$558.69	\$365.00	\$0.00	
1	558	558 60 31 00	Office Supplies	\$1,834.47	\$1,504.70	\$7.18	\$0.00	\$0.00	\$500.00	Estimate
1	558	558 60 42 00	Engineering Services Planning	\$0.00	\$2,425.75	\$12,966.54	\$112.84	\$7,500.00	\$5,723.07	
1	524	558 60 42 03	MNS Service Provider	\$0.00	\$0.00	\$680.87	\$501.68	\$0.00	\$3,770.25	Contract Price
1	524	558 60 42 04	E-Governance System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$733.33	Contract Price
1	524	558 60 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.72	\$249.00	\$0.00	\$290.00	Contract Price
1	524	558 60 42 06	City Web Site	\$0.00	\$0.00	\$455.01	\$0.00	\$0.00	\$136.00	Contact Price
1	558	558 60 42 08	Postage	\$0.00	\$0.00	\$72.46	\$56.45	\$250.00	\$80.62	
1	524	558 60 42 10	Office Productivity Software	\$0.00	\$0.00	\$540.55	\$0.00	\$0.00	\$1,077.40	Contract Price
1	558	558 60 44 00	Planning Services Contract	\$35,737.50	\$26,393.43	\$26,898.90	\$19,279.47	\$29,000.00	\$30,000.00	Contact Price
1	558	558 60 45 01	Printing	\$0.00	\$0.00	\$0.00	\$35.00	\$100.00	\$25.00	
1	558	558 60 46 00	Insurance	\$0.00	\$106.00	\$448.00	\$484.00	\$0.00	\$13,073.00	Agreed Price
1	558	558 60 47 00	Advertising/Publication	\$290.59	\$208.56	\$114.84	\$164.64	\$250.00	\$216.00	
1	558	558 60 48 01	Training/Education	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	Estimate
1	558	558 60 48 02	Meals/Lodging/Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$500.00	Estimate
1	558	558 60 49 00	TRPC Dues	\$1,775.00	\$1,819.00	\$1,830.00	\$1,832.00	\$1,875.00	\$1,850.00	Estimate
			Economic Development							
1	558	558 70 45 00	Professional Services - EDC Contract	\$0.00	\$3,750.00	\$3,750.00	\$3,750.00	\$5,000.00	\$5,000.00	
1	558	558 70 45 07	Professional Services - Grant Writer	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
			SUBTOTAL						\$83,759.33	
560 SOCIAL SERVICES										
1	560	565 10 45 05	Food Warehouse Maintenance	\$644.17	\$280.55	\$0.00	\$0.00	\$750.00	\$0.00	

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1	560	565 10 45 06	Food Warehouse Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$2,155.00	\$0.00
1	560	565 40 49 01	CIP Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$1,186.00	\$296.50
1	560	566 00 00 00	Employee Assistance Program	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
1	560	589 30 00 15	Thurston-Mason Behavioral Health	\$0.00	\$0.00	\$0.00	\$362.21	\$500.00	\$500.00
			SUBTOTAL						\$946.50

572 LIBRARIES

1	572	572 50 10 00	Salaries & Wages	\$1,719.16	\$2,872.82	\$2,523.25	\$613.35	\$2,477.00	\$0.00
1	572	572 50 20 00	Benefits - Taxes	\$651.78	\$920.90	\$1,192.55	\$198.52	\$529.00	\$0.00
1	572	572 50 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$77.75	\$423.00	\$0.00
1	572	572 50 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$46.91	\$106.00	\$0.00
1	572	572 50 31 00	Supplies & Maintenance	\$239.98	\$215.78	\$56.66	\$0.00	\$250.00	\$190.61
1	572	572 50 31 01	Janitorial Supplies	\$0.00	\$0.00	\$150.00	\$13.38	\$150.00	\$75.00
1	572	572 50 35 00	Small Tools/minor Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	572	572 50 35 06	Fuel, F-150	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$25.00
1	572	572 50 45 06	Utilities	\$4,663.37	\$5,511.20	\$5,340.88	\$3,850.35	\$4,836.00	\$0.00
1	572	572 50 46 00	Insurance	\$1,292.52	\$1,228.00	\$1,789.00	\$1,932.00	\$1,932.00	\$3,466.00
1	572	572 50 48 00	Repairs/maintenance	\$37.04	\$178.04	\$756.38	\$207.77	\$750.00	\$430.37
			SUBTOTAL						\$4,186.97

Agreed Price

575 CULTURAL & RECREATIONAL FACILITIES

			Museum						
1	575	575 30 10 00	Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$2,287.00	\$0.00
1	575	575 30 20 00	Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$343.00	\$0.00
1	575	575 30 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$274.00	\$0.00
1	575	575 30 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$69.00	\$0.00
1	575	575 50 31 00	Office Supplies	\$0.00	\$119.66	\$365.23	\$0.00	\$0.00	\$121.22
1	575	575 50 31 01	Janitorial Supplies	\$330.45	\$13.67	\$227.12	\$33.43	\$350.00	\$230.31
1	575	575 30 42 00	Telephone (Land Line)	\$779.95	\$967.75	\$469.66	\$381.50	\$782.00	\$0.00
1	575	575 30 42 03	MNS Service Provider	\$0.00	\$0.00	\$58.24	\$501.68	\$391.00	\$754.00
1	575	575 30 42 05	PRA Compliance Software	\$0.00	\$0.00	\$227.21	\$249.00	\$249.00	\$290.00
1	575	575 30 42 06	City Web Site	\$0.00	\$0.00	\$63.84	\$0.00	\$109.00	\$136.00
1	575	575 30 42 10	Office Productivity Software	\$0.00	\$0.00	\$63.84	\$0.00	\$109.00	\$215.00
1	575	575 30 45 05	Repairs & Maintenance	\$237.54	\$891.53	\$1,580.72	\$815.95	\$1,000.00	\$927.45
1	575	575 30 45 06	Utilities	\$4,719.02	\$6,502.18	\$6,669.99	\$6,011.73	\$5,200.00	\$0.00
1	575	575 30 46 00	Insurance	\$2,498.88	\$2,374.00	\$2,684.00	\$2,899.00	\$2,899.00	\$4,333.00
			Quarry House						
1	575	575 50 10 00	Salaries & Wages	\$3,358.42	\$4,088.80	\$3,868.51	\$1,883.45	\$0.00	\$0.00

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1	575	575 50 20 00	Benefits - Taxes	\$1,317.55	\$1,469.86	\$1,765.56	\$368.54	\$0.00	\$0.00
1	575	575 50 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$216.19	\$0.00	\$0.00
1	575	575 50 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$177.29	\$0.00	\$0.00
1	575	575 50 31 00	Office Supplies	\$0.00	\$119.66	\$365.23	\$0.00	\$0.00	\$121.22
1	575	575 50 31 01	Janitorial Supplies	\$330.45	\$13.67	\$227.12	\$33.43	\$350.00	\$230.31
1	575	575 50 35 06	Fuel, F-150	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$25.00
1	575	575 50 42 00	Telephone (Land Line)	\$578.73	\$748.53	\$493.22	\$397.34	\$500.00	\$0.00
1	575	575 50 42 03	IT Service Provider	\$0.00	\$0.00	\$743.65	\$0.00	\$0.00	\$2,040.00
1	575	575 50 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.71	\$249.00	\$249.00	\$290.00
1	575	575 50 42 06	City Web Site	\$0.00	\$0.00	\$423.08	\$0.00	\$109.00	\$136.00
1	575	575 50 45 03	Repairs & Maintenance	\$902.35	\$1,286.55	\$1,487.07	\$336.27	\$1,000.00	\$1,168.99
1	575	575 50 45 06	Utilities	\$3,858.32	\$3,802.43	\$3,777.85	\$2,815.63	\$3,500.00	\$0.00
1	575	575 50 46 00	Insurance	\$1,680.28	\$1,596.00	\$1,789.00	\$1,933.00	\$1,933.00	\$3,466.00
			SUBTOTAL						\$14,484.51
576 PARK FACILITIES									
 Campgrounds									
1	576	576 30 10 00	Salaries & Wages	\$1,832.24	\$8,927.24	\$6,028.93	\$0.00	\$13,349.00	\$0.00
1	576	576 30 20 00	Benefits - Taxes	\$1,985.79	\$2,073.88	\$2,467.18	\$0.00	\$2,003.00	\$0.00
1	576	576 30 21 00	Benefits - Health Care	\$0.00	\$0.00	\$50.00	\$0.00	\$1,602.00	\$0.00
1	576	576 30 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$401.00	\$0.00
1	576	576 30 35 08	Fuel, Ford Ranger	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$37.50
1	576	576 30 53 00	Taxes & Assessments	\$0.00	\$8.89	\$132.46	\$86.91	\$125.00	\$66.59
 Ball Fields & Courts									
1	576	576 40 10 00	Salaries & Wages	\$0.00	\$0.00	\$31,277.00	\$0.00	\$13,349.00	\$0.00
1	576	576 40 20 00	Benefits - Taxes	\$0.00	\$0.00	\$11,796.09	\$0.00	\$2,003.00	\$0.00
1	576	576 40 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$1,602.00	\$0.00
1	576	576 40 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$401.00	\$0.00
1	576	576 40 32 00	Hardware & Matierials	\$60.89	\$185.65	\$195.25	\$281.00	\$200.00	\$180.70
1	576	576 40 35 06	Fuel, F-150	\$168.90	\$375.83	\$0.00	\$300.80	\$25.00	\$211.38
1	576	576 40 35 08	Fuel, Ford Ranger	\$168.90	\$375.83	\$0.00	\$37.78	\$75.00	\$154.93
1	576	576 40 35 10	Fuel, John Deer Tractor	\$168.90	\$375.83	\$0.00	\$337.15	\$950.00	\$373.68
1	576	576 40 35 34	Fuel, Dump Truck	\$168.90	\$375.83	\$0.00	\$0.00	\$50.00	\$148.68
1	576	576 40 45 05	Repairs & Maintenance	\$500.00	\$625.80	\$552.65	\$784.72	\$800.00	\$619.61
1	576	576 40 45 06	Utilities	\$834.25	\$831.76	\$1,319.47	\$6,472.87	\$1,000.00	\$0.00
1	576	576 40 46 00	Insurance	\$947.85	\$900.00	\$895.00	\$967.00	\$0.00	\$3,466.00
 Park - General									
1	576	576 80 10 00	Salaries & Wages	\$30,661.96	\$21,635.68	\$31,277.00	\$33,100.47	\$13,349.00	\$0.00

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1	576	576 80 20 00	Benefits - Taxes	\$11,672.60	\$6,460.87		\$4,650.82	\$2,003.00	\$0.00
1	576	576 80 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$2,559.66	\$1,602.00	\$0.00
1	576	576 80 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$2,804.59	\$401.00	\$0.00
1	576	576 80 31 00	Office Supplies	\$1,753.82	\$1,502.43	\$1,772.24	\$1,790.28	\$1,500.00	\$1,632.12
1	576	576 80 32 00	Hardware & Matierials				\$1,802.00	\$1,500.00	\$1,500.00
1	576	576 80 33 00	Small Equipment	\$1,094.28	\$761.46	\$451.70	\$491.64	\$500.00	\$701.86
1	576	576 80 35 03	Fuel, Chevy C2500	\$0.00	\$0.00	\$0.00	\$280.15	\$300.00	\$75.00
1	576	576 80 35 04	Fuel, Dump Truck	\$0.00	\$0.00	\$0.00	\$92.56	\$50.00	\$23.14
1	576	576 80 35 06	Fuel, F-150	\$0.00	\$0.00	\$0.00	\$450.00	\$100.00	\$0.00
1	576	576 80 35 08	Fuel, Ford Ranger	\$0.00	\$0.00	\$0.00	\$64.39	\$75.00	\$18.75
1	576	576 80 35 11	Fuel, Kubota (Diesel)	\$0.00	\$0.00	\$0.00	\$442.98	\$950.00	\$237.50
1	576	576 80 42 03	MNS Service Provider	\$0.00	\$0.00	\$743.65	\$501.69	\$391.00	\$754.05
1	576	576 80 42 05	PRA Compliance Software	\$0.00	\$0.00	\$423.08	\$0.00	\$109.00	\$290.00
1	576	576 80 42 06	City Web Site	\$0.00	\$0.00	\$423.08	\$0.00	\$109.00	\$136.00
1	576	576 80 42 10	Office Productivity Software	\$0.00	\$0.00	\$423.08	\$0.00	\$109.00	\$215.48
1	576	576 80 45 05	Repairs & Maintenance (Park)	\$1,089.80	\$898.44	\$996.80	\$1,050.36	\$1,000.00	\$1,008.85
1	576	576 80 45 06	Utilities	\$10,809.30	\$12,166.27	\$7,847.58	\$4,341.84	\$7,500.00	\$0.00
1	576	576 80 46 00	Insurance (Park)	\$4,480.74	\$4,257.00	\$4,472.00	\$4,830.00	\$4,830.00	\$2,600.00
1	576	576 80 53 00	Property Taxes	\$257.68	\$257.68	\$187.08	\$240.83	\$237.00	\$234.86
SUBTOTAL									\$14,686.69

580 OTHER DECREASES IN FUND RESOURCES										
1	580	586 00 00 02	Deposit Refund / Special Events	\$0.00	\$0.00	\$500.00	\$500.00	\$750.00	\$312.50	
1	580	589 10 00 01	Deposit Refunds / Facility Rental	\$3,125.00	\$3,325.00	\$3,375.00	\$3,250.00	\$2,456.00	\$3,070.25	
1	580	589 10 00 04	Deposit Refund/Hydrant Meter	\$48.58	\$175.57	\$0.00	\$0.00	\$102.00	\$81.54	
1	580	589 30 00 02	Building Code Fees	\$153.00	\$189.00	\$140.50	\$179.00	\$119.00	\$197.13	
1	580	589 30 00 03	Crime Victim Comp Fund	\$399.86	\$425.29	\$573.73	\$357.74	\$500.00	\$474.72	
1	580	589 30 00 04	Trauma	\$499.10	\$944.04	\$934.56	\$584.45	\$831.00	\$802.18	
1	580	589 30 00 05	Auto Theft Prevention	\$922.97	\$1,842.54	\$1,854.20	\$1,140.00	\$1,600.00	\$1,554.93	
1	580	589 30 00 06	Trauma Brain Injury	\$182.15	\$368.11	\$370.31	\$227.18	\$319.00	\$309.89	
1	580	589 30 00 07	State Fees 3	\$308.64	\$181.88	\$345.34	\$241.16	\$279.00	\$280.22	
1	580	589 30 00 08	WSP Highway Account	\$416.45	\$206.33	\$438.51	\$426.42	\$354.00	\$417.07	
1	580	589 30 00 09	Highway Safety	\$135.48	\$3.40	\$0.00	\$0.00	\$82.00	\$55.22	
1	580	589 30 00 10	Death Investigation	\$81.97	\$0.00	\$0.00	\$79.10	\$82.00	\$44.74	
1	580	589 91 00 00	State Fees	\$9,773.93	\$12,230.15	\$14,115.29	\$8,905.20	\$14,000.00	\$12,529.84	
1	580	589 92 00 00	State Fees 2	\$4,865.66	\$6,632.09	\$7,686.82	\$4,834.85	\$6,137.00	\$6,330.39	
1	580	589 97 00 00	JIS	\$2,689.39	\$5,096.12	\$4,717.12	\$2,936.49	\$4,208.00	\$4,177.66	
1	580	589 99 00 00	School Zone Safety	\$294.14	\$573.88	\$589.42	\$246.73	\$425.00	\$470.61	

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1	580	599 14 00 99	Payroll Benefit Clearing Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			SUBTOTAL						\$31,108.88
597 TRANSFERS OUT									
1	597	597 00 00 01	Transfer To Quarry Pool (Fund 002)	\$0.00	\$55,000.00	\$6,261.37	\$0.00	\$7,468.00	\$0.00
1	597	597 00 00 02	Transfer To Street Fund (#101)	\$0.00	\$0.00	\$31,903.62	\$0.00	\$8,620.00	\$0.00
1	597	597 00 00 03	Trf To 109; Ord 895 EOY Close Out	\$0.00	\$0.00	\$745.50	\$0.00	\$0.00	\$0.00
1	597	597 50 00 00	Transfer To #109	\$54,000.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00
1	597	597 50 00 76	Opertating Transer Out- Fund 002	\$0.00	\$15,758.56	\$0.00	\$0.00	\$0.00	\$0.00
1	597	597 50 00 77	Operating Transfers-Out - Other Costs Allocations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	597	597 70 00 00	Op Transfer To Streets #101	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00
			SUBTOTAL						\$0.00
SUBTOTAL - ALL EXPENDITURES								\$472,495.58	
ENDING BALANCE								\$597,365.41	

002 QUARRY POOL FUND									
340 GENERAL GOVERNMENT SERVICES									
2	340	347 30 00 02	Swimming Pool Revenues	\$14,002.90	\$20,344.00	\$24,230.50	\$16,979.00	\$26,000.00	\$21,144.35
			SUBTOTAL						\$31,144.35
360 MISCELLANEOUS REVENUES									
2	360	367 11 05 02	Quarry Pool Donations	\$10,150.12	\$9,378.56	\$9,381.44	\$0.00	\$13,000.00	\$10,000.00 Estimate
			SUBTOTAL						\$10,000.00
SUBTOTAL - ALL REVENUES								\$41,144.35	
576 PARK FACILITIES - POOL									
Lifeguard Staff									
2	576	576 20 10 02	Salaries & Wages - Lifeguards	\$7,961.50	\$15,727.50	\$17,899.07	\$16,616.56	\$18,000.00	\$0.00
2	576	576 20 20 00	Benefits - Taxes - Lifeguards	\$1,172.83	\$2,037.83	\$2,400.72	\$0.00	\$2,700.00	\$0.00
2	576	576 20 20 02	Benefits - Health Care - Lifeguards	\$0.00	\$0.00	\$0.00	\$1,271.16	\$2,160.00	\$0.00
2	576	576 20 22 00	Benefits - Retirement - Lifeguards	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00	\$0.00
2	576	576 20 42 02	Telephone (Land Line)	\$1,005.18	\$797.10	-\$35.19	\$0.00	\$0.00	\$0.00

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2	576	576 20 42 05	PRA Compliance Software	\$0.00	\$0.00	\$0.00	\$249.00	\$249.00	\$290.00	
2	576	576 20 42 06	City Web Site	\$0.00	\$0.00	\$0.00	\$0.00	\$109.00	\$136.00	
2	576	576 20 47 00	Advertising	\$0.00	\$0.00	\$325.68	\$0.00	\$0.00	\$150.00	
2	576	576 20 48 01	Lifeguard Training	\$600.00	\$955.50	\$0.00	\$278.00	\$1,000.00	\$638.88	
Maintenance Staff										
2	576	576 20 10 03	Salaries & Wages - Full Time	\$4,754.24	\$7,400.24	\$4,009.49	\$6,840.77	\$9,676.00	\$0.00	
2	576	576 20 20 01	Benefits - Taxes - Full Time	\$2,153.72	\$2,663.79	\$1,689.47	\$0.00	\$1,452.00	\$0.00	
2	576	576 20 20 03	Benefits - Health Care - Full Time	\$0.00	\$0.00	\$0.00	\$621.19	\$761.00	\$0.00	
2	576	576 20 22 03	Benefits - Retirement - Full Time	\$0.00	\$0.00	\$0.00	\$880.20	\$290.00	\$0.00	
2	576	576 20 31 00	Janitorial Supplies	\$1,940.58	\$2,039.58	\$2,114.90	\$0.00	\$0.00	\$1,523.77	
2	576	576 20 32 00	Bldg Hdw/Supplies	\$0.00	\$0.00	\$0.00	\$2,101.41	\$2,200.00	\$550.00	
2	576	576 20 45 02	Repairs & Maintenance (Pool)	\$284.03	\$1,668.61	\$2,286.11	\$1,542.02	\$1,000.00	\$1,445.19	
2	576	576 20 45 06	Utilities	\$4,676.20	\$4,293.22	\$4,933.10	\$1,356.60	\$3,500.00	\$0.00	
2	576	576 20 46 02	Insurance (Pool)	\$1,120.29	\$1,064.00	\$895.00	\$967.00	\$967.00	\$2,346.00	Agreed Price
2	576	576 20 49 02	Operating Permit/Taxes	\$1,558.91	\$945.66	\$1,801.13	\$0.00	\$0.00	\$1,076.43	
SUBTOTAL									\$7,079.83	
SUBTOTAL - ALL EXPENDITURES									\$7,079.83	
ENDING BALANCE									\$34,064.52	

101 STREET FUND										
310 TAXES										
101	310	318 35 00 00	REET	\$18,292.00	\$15,365.32	\$14,219.09	\$20,989.00	\$15,559.00	\$17,216.35	
SUBTOTAL									\$17,216.35	
320 LICENSES AND PERMITS										
101	320	322 40 00 00	Street Use Permit	\$440.00	\$800.00	\$375.00	\$520.00	\$621.00	\$559.00	
SUBTOTAL									\$559.00	
330 INTERGOVERNMENTAL REVENUES										
101	330	336 00 71 00	Multimodal Transpo City	\$885.08	\$1,866.12	\$2,511.77	\$1,235.70	\$2,463.00	\$2,502.00	MRSC Shared Revenue Estimator
101	330	336 00 87 00	Mv Fuel Tax - Streets	\$37,346.14	\$38,441.40	\$39,078.78	\$27,590.00	\$36,985.00	\$36,910.00	MRSC Shared Revenue Estimator
SUBTOTAL									\$39,412.00	
360 MISCELLANEOUS REVENUES										

5.

101	360	361 11 45 21	Investment Interest	\$44.33	\$428.23	\$118.55	\$46.50	\$248.00	\$209.78
101	360	367 11 01 01	Donation For Street Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			SUBTOTAL						\$209.78

SUBTOTAL - ALL REVENUES

\$57,397.13

542 ROADS & STREETS

101	542	542 30 10 00	Salaries & Wages	\$10,072.64	\$14,669.44	\$24,614.15	\$33,556.00	\$26,951.00	\$0.00
101	542	542 30 20 00	Benefits - Taxes	\$3,763.72	\$5,269.75	\$10,584.19	\$6,275.00	\$6,738.00	\$0.00
101	542	542 30 21 00	Benefits - Health Care	\$0.00	\$0.00	\$21.06	\$4,526.00	\$5,390.00	\$0.00
101	542	542 30 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$3,388.00	\$1,348.00	\$0.00
101	542	542 30 31 00	Office Supplies	\$618.16	\$620.52	\$950.73	\$455.00	\$1,000.00	\$797.35
101	542	542 30 33 00	Small Tools	\$0.00	\$0.00	\$0.00	\$214.62	\$200.00	\$203.66
101	542	542 30 35 00	Fuel, Unspecified	\$920.39	\$1,397.05	\$2,527.65	\$19.71	\$50.00	\$1,223.77
101	542	542 30 35 02	Fuel, Chevy 1/2t	\$0.00	\$0.00	\$0.00	\$1,769.00	\$1,000.00	\$250.00
101	542	542 30 35 04	Fuel, Dump Truck	\$0.00	\$0.00	\$0.00	\$198.00	\$150.00	\$37.50
101	542	542 30 35 09	Fuel, Grader	\$0.00	\$0.00	\$0.00	\$16.63	\$50.00	\$12.50
101	542	542 30 35 11	Fuel, Street Sweeper	\$0.00	\$0.00	\$0.00	\$215.00	\$150.00	\$37.50
101	542	542 30 35 12	Fuel, Vector Truck	\$0.00	\$0.00	\$0.00	\$287.00	\$150.00	\$37.50
101	542	542 30 42 03	MNS Service Provider	\$0.00	\$0.00	\$685.40	\$438.97	\$391.00	\$754.05
101	542	542 30 42 05	Communications - PRA Compliance Software	\$0.00	\$0.00	\$476.71	\$0.00	\$0.00	\$290.00
101	542	542 30 42 06	City Web Site	\$0.00	\$0.00	\$455.01	\$0.00	\$109.00	\$136.00
101	542	542 30 42 10	Office Productivity Software	\$0.00	\$0.00	\$503.12	\$289.49	\$216.00	\$215.48
101	542	542 30 46 00	Insurance	\$2,154.20	\$2,046.00	\$2,684.00	\$2,899.00	\$2,899.00	\$2,345.75
101	542	542 30 48 01	Auto Repair	\$0.00	\$4,708.82	\$2,652.86	\$2,095.00	\$1,500.00	\$2,364.17
101	542	542 30 48 02	Maintenance/repair	\$1,819.55	\$2,178.41	\$4,598.75	\$6,021.00	\$3,500.00	\$3,654.43
101	542	542 63 47 00	Utilities / Street Lighting	\$44,314.95	\$39,289.11	\$32,362.79	\$26,787.00	\$32,000.00	\$0.00
101	542	542 64 48 00	Traffic Control Devices	\$1,082.90	\$1,287.95	\$726.70	\$1,665.00	\$1,000.00	\$1,190.64
101	542	542 67 50 00	Street Cleaning	\$0.00	\$301.04	\$55.55	\$0.00	\$500.00	\$214.15
101	542	542 67 50 01	Street Painting/Striping	\$0.00	\$0.00	\$0.00	\$573.00	\$1,000.00	\$250.00
			SUBTOTAL						\$14,014.44

594 Capital Expenditures

101	594	595 10 41 01	Professional Engineering Services	\$0.00	\$3,845.11	\$1,149.97	\$0.00	\$1,000.00	\$1,498.77
101	594	595 30 50 00	Street Sign Replacement	\$0.00	\$853.60	\$750.00	\$5,487.33	\$2,000.00	\$900.90
101	594	595 30 63 03	Pot Hole Supplies	\$43,538.84	\$0.00	\$2,385.74	\$942.00	\$1,500.00	\$11,856.15
			SUBTOTAL						\$14,255.82

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SUBTOTAL - ALL EXPENDITURES	\$28,270.26
ENDING BALANCE	\$29,126.87

109 CONTINGENCY FUND

360 MISCELLANEOUS INCOME									
109	360	361 11 45 22	Investment Interest	\$19.44	\$547.62	\$546.37	\$401.00	\$236.00	\$378.61
			SUBTOTAL						\$378.61

310 MUNICIPAL CAPITAL IMPROVEMENT FUND

310 Taxes									
310	310	318 34 03 01	REET	\$33,970.86	\$28,535.66	\$26,406.99	\$37,982.00	\$28,957.00	\$31,723.88
			SUBTOTAL						\$31,723.88

330 INTERGOVERNMENTAL REVENUES

310	330	333 14 00 00	CDBG Grant - Quarry Pool Renovation	\$0.00	\$0.00	\$0.00	\$962.56	\$217,000.00	\$217,000.00
310	330	333 14 00 01	CDBG Grant - Quarry House Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$261,000.00
310	330	334 00 10 01	Leg Direct Grant - City Hall Reno	\$0.00	\$0.00	\$0.00	\$0.00	\$504,700.00	\$504,700.00
310	330	337 00 00 01	Port Of Olympia Small Cities Grant	\$0.00	\$0.00	\$0.00	\$20,000.00	\$10,000.00	\$10,000.00
310	330	337 00 00 02	2020 Heritage Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
310	330	337 00 00 03	Nisqually Tribe Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$10,000.00
			SUBTOTAL						\$1,012,700.00

360 Miscellaneous Income

310	360	361 11 45 23	Investment Interest	\$410.69	\$1,490.13	\$900.42	\$517.00	\$730.00	\$882.81
			SUBTOTAL						\$882.81

390 OTHER FINANCING SOURCES

310	390	395 10 00 01	Sale Of Fire Station	\$26,059.52	\$26,413.00	\$29,532.10	\$15,070.18	\$30,346.00	\$32,000.00
310	390	395 11 00 01	Interest From Sale Of Fire Station	\$7,547.04	\$7,193.56	\$4,074.46	\$1,733.10	\$3,259.00	\$2,500.00
			SUBTOTAL						\$34,500.00

SUBTOTAL - ALL REVENUES	\$1,079,806.69
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594 Capital Expenditures

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310	521	594 21 45 00	Law Enforcement - Vehicle Lease	\$13,000.00	\$27,926.65	\$27,926.65	\$27,926.65	\$27,627.00	\$27,927.00	
310	558	558 70 60 01	Facade Improvement Grants	\$0.00	\$0.00	\$2,515.20	\$3,880.30	\$5,000.00	\$5,000.00	
310	576	594 75 60 01	Museum	\$1,500.00	\$0.00	\$0.00	\$22,134.93	\$500.00	\$500.00	
310	594	594 18 60 02	Professional Services - Engineer Cont	\$0.00	\$433.50	\$0.00	\$2,760.88	\$500.00	\$500.00	Estimate
310	594	594 18 60 04	PW Shop Add-on	\$0.00	\$3,000.00	\$25.86	\$0.00	\$15,000.00	\$4,506.47	
310	594	594 18 62 01	Library	\$14,403.99	\$0.00	\$0.00	\$0.00	\$500.00	\$3,726.00	
310	594	594 75 62 00	Quarry House Renovation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$261,000.00	
310	594	594 76 60 00	Park Improvements - General	\$0.00	\$32,482.43	\$20,217.06	\$2,582.22	\$15,000.00	\$16,924.87	
310	594	594 76 60 04	Quarry Pool Renovation Project	\$0.00	\$0.00	\$0.00	\$11,377.00	\$217,000.00	\$217,000.00	
310	594	595 10 42 01	Engineering - City Hall Reno	\$0.00	\$0.00	\$0.00	\$1,888.25	\$126,000.00	\$126,000.00	
310	594	595 50 42 02	Structures - City Hall Reno	\$0.00	\$0.00	\$0.00	\$2,511.00	\$378,000.00	\$378,000.00	
SUBTOTAL									\$1,041,084.34	
SUBTOTAL - ALL EXPENDITURES									\$1,041,084.34	
ENDING BALANCE									\$38,722.35	

401 WATER FUND										
	340	GENERAL GOVERNMENT SERVICES								
401	340	343 40 00 00	Water Services	\$209,627.84	\$218,426.76	\$248,799.58	\$204,557.00	\$231,971.00	\$227,206.30	
401	340	343 40 00 02	Water Account Activation Fee	\$625.00	\$1,750.00	\$2,410.65	\$2,760.00	\$3,403.00	\$2,047.16	
401	340	343 40 03 00	Excise Tax	\$3,890.62	\$11,468.46	\$12,486.60	\$10,369.00	\$11,527.00	\$9,843.17	
401	340	343 40 04 00	Hydrant Permits	\$0.00	\$100.00	\$0.00	\$235.00	\$103.00	\$50.75	
401	340	359 00 00 04	Late Charge Penalty - Water	\$8,454.26	\$34,724.63	\$17,826.86	\$15,711.00	\$15,000.00	\$19,001.44	
SUBTOTAL									\$258,148.82	

	360	MISCELLANEOUS INCOME								
401	360	361 11 04 01	Investment Interest	\$664.18	\$1,519.87	\$4,444.60	\$3,469.00	\$2,006.00	\$2,524.41	
SUBTOTAL									\$2,524.41	

SUBTOTAL - ALL REVENUES **\$260,673.23**

534 WATER UTILITY OPERATIONS										
401	534	534 00 40 00	Audit Costs	\$0.00	\$1,367.61	\$2,617.71	\$1,284.00	\$1,284.00	\$1,317.33	
401	534	534 80 10 00	Salaries & Wages	\$34,556.77	\$84,404.67	\$78,932.77	\$75,846.00	\$91,803.00	\$72,424.30	
401	534	534 80 20 00	Benefits - Taxes	\$14,829.50	\$30,603.77	\$30,643.18	\$12,224.00	\$13,770.00	\$22,461.61	
401	534	534 80 21 00	Benefits - Health Care	\$0.00	\$0.00	\$45.64	\$9,485.00	\$11,016.00	\$2,765.41	

5.

401	534	534 80 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$7,511.00	\$2,754.00	\$688.50	
401	534	534 80 23 00	Safety Clothing	\$336.00	\$1,608.03	\$1,166.52	\$702.00	\$1,200.00	\$1,077.64	
401	534	534 80 31 00	Office Supplies	\$3,804.72	\$4,049.61	\$3,708.74	\$2,572.00	\$7,000.00	\$4,640.77	
401	534	534 80 33 00	Small Tools & Equipment	\$0.00	\$0.00	\$0.00	\$1,289.00	\$1,500.00	\$375.00	
401	534	534 80 34 00	Corrosion Control Supplies	\$2,466.59	\$1,776.18	\$1,892.26	\$1,735.00	\$3,000.00	\$2,283.76	
401	534	534 80 35 00	Fuel, Unspecified	\$10.63	\$1,376.57	\$1,739.24	\$876.12	\$500.00	\$906.61	
401	534	534 80 35 01	Fuel, Backhoe	\$0.00	\$0.00	\$0.00	\$470.00	\$100.00	\$25.00	
401	534	534 80 35 03	Fuel, Chevy 3/4t	\$0.00	\$0.00	\$0.00	\$2,828.00	\$2,600.00	\$650.00	
401	534	534 80 35 04	Fuel, Dump Truck	\$0.00	\$0.00	\$0.00	\$55.61	\$100.00	\$25.00	
401	534	534 80 35 13	Fuel, Kumatsu	\$0.00	\$0.00	\$0.00	\$24.05	\$100.00	\$25.00	
401	534	534 80 35 15	Fuel, Vactor Truck	\$0.00	\$0.00	\$0.00	\$521.00	\$100.00	\$25.00	
401	534	534 80 41 03	Water Utilities - Professional Services-Rate Study	\$10,172.00	\$6,463.00	\$0.00	\$0.00	\$0.00	\$4,158.75	
401	534	534 80 42 00	Telephone (Land Line)	\$3,200.00	\$8,143.28	\$2,008.78	\$1,460.97	\$2,000.00	\$3,838.02	
401	534	534 80 42 01	Internet Service Provider	\$0.00	\$0.00	\$1,169.24	\$773.04	\$900.00	\$517.31	
401	534	534 80 42 03	MNS Service Provider	\$0.00	\$0.00	\$884.70	\$438.97	\$391.00	\$754.05	MW-BG
401	534	534 80 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.71	\$249.00	\$249.00	\$181.43	
401	534	534 80 42 06	City Web Site	\$0.00	\$0.00	\$455.01	\$0.00	\$109.00	\$141.00	
401	534	534 80 42 07	Web Bill Pay Service Provider	\$0.00	\$0.00	\$85.72	\$17.50	\$420.00	\$126.43	
401	534	534 80 42 08	Postage	\$0.00	\$0.00	\$2,816.24	\$3,023.00	\$2,750.00	\$1,391.56	
401	534	534 80 42 09	Telephone (Cellular)	\$0.00	\$0.00	\$1,609.50	\$1,406.00	\$1,500.00	\$777.38	
401	534	534 80 42 10	Office Productivity Software	\$0.00	\$0.00	\$503.10	\$289.50	\$216.00	\$179.78	
401	534	534 80 42 13	BIAS Financial Software	\$0.00	\$0.00	\$0.00	\$1,657.48	\$1,658.00	\$863.38	Contract Price
401	534	534 80 43 00	Education / Training	\$1,264.01	\$1,433.24	\$164.00	\$0.00	\$0.00	\$715.31	
401	534	534 80 45 03	Professional Testing Service	\$801.00	\$3,086.40	\$2,051.00	\$2,396.00	\$2,000.00	\$1,984.60	
401	534	534 80 45 04	Repair & Maintenance	\$5,353.64	\$18,485.13	\$10,734.56	\$11,252.00	\$15,000.00	\$12,393.33	
401	534	534 80 45 05	Computer Software Maintenance	\$0.00	\$0.00	\$0.00	\$1,612.00	\$15,000.00	\$3,750.00	
401	534	534 80 46 00	Insurance	\$17,602.56	\$16,803.24	\$19,676.00	\$21,250.00	\$21,250.00	\$3,753.00	Agreed Price
401	534	534 80 47 00	Utilities	\$3,699.93	\$16,236.51	\$13,109.26	\$9,629.00	\$13,750.00	\$11,698.93	
401	534	534 80 48 01	Education / Training	\$3,723.73	\$4,125.65	\$3,674.91	\$484.00	\$1,000.00	\$3,131.07	
401	534	534 80 48 02	Meals/Lodging/Travel	\$0.00	\$0.00	\$0.00	\$400.80	\$1,500.00	\$375.00	
401	534	534 80 49 00	Misc Dues, Subs & Tuition	\$2,036.38	\$3,304.96	\$1,628.40	\$1,727.60	\$2,000.00	\$2,242.44	
401	534	534 80 53 00	State Water Excise Tax	\$4,561.43	\$12,855.58	\$12,512.07	\$11,275.00	\$13,000.00	\$10,732.27	
SUBTOTAL									\$173,395.95	
SUBTOTAL - ALL EXPENDITURES										\$173,395.95
ENDING BALANCE										-\$173,254.94

5.

402 WATER CAPITAL IMPROVEMENT FUND										
340 GENERAL GOVERNMENT SERVICES										
402	340	343 40 01 00	Water Surcharge/cap. Improve	\$0.00	\$0.00	\$38,804.86	\$31,736.00	\$60,733.00	\$40,000.00	Estimate
402	340	343 40 02 00	Tapping Fees	\$0.00	\$0.00	\$15,000.00	\$2,500.00	\$78,750.00	\$7,500.00	Estimate
402	340	343 40 05 00	Meter Installation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			SUBTOTAL						\$47,500.00	
360 MISCELANEOUS INCOME										
402	360	361 11 45 25	Investment Interest	\$38.74	\$75.74	\$2,319.33	\$2,102.00	\$523.00	\$1,133.95	
			SUBTOTAL						\$1,133.95	
SUBTOTAL - ALL REVENUES									\$48,633.95	
591 Loan Repayment										
402	591	591 34 70 00	DWSRF Loan Repayment	\$0.00	\$0.00	\$6,673.43	\$6,534.00	\$6,546.00	\$6,545.00	Contract Price
			SUBTOTAL						\$6,545.00	
594 Capital Expenditures										
402	594	534 20 41 00	Water Comp Plan Update	\$0.00	\$0.00	\$18,698.25	\$1,105.00	\$7,000.00	\$6,424.56	
402	594	594 34 61 00	Water Rights	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$10,000.00	
402	594	594 34 61 01	Third Well	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$7,500.00	
402	594	594 34 63 01	Well #1	\$0.00	\$0.00	\$0.00	\$1,595.00	\$10,000.00	\$2,500.00	
402	594	594 34 63 02	Fire Hydrants	\$0.00	\$0.00	\$325.53	\$0.00	\$2,500.00	\$706.38	
402	594	594 34 63 09	Water Main Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$2,500.00	
402	594	594 34 64 05	Radio Read Meter Reading	\$0.00	\$0.00	\$2,000.00	\$3,540.37	\$2,000.00	\$2,770.19	
402	594	594 34 65 00	Water System Repairs	\$0.00	\$0.00	\$9,293.26	\$1,678.00	\$7,500.00	\$4,198.32	
402	594	595 50 60 02	PW Shop Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$3,750.00	
			SUBTOTAL						\$40,349.45	
SUBTOTAL - ALL EXPENDITURES									\$46,894.45	
ENDING BALANCE									\$1,739.51	

403 STORMWATER FUND

5.

360 Miscellaneous Income										
403	360	361 11 45 26	Investment Interest	\$60.07	\$251.78	\$169.78	\$126.00	\$147.00	\$157.16	
			SUBTOTAL						\$157.16	
SUBTOTAL - ALL REVENUES									\$157.16	
543 Roads/Streets General Administration And Oversight										
403	543	543 40 10 00	Salaries And Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$5,764.00	\$1,441.00	
403	543	543 40 20 00	Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$865.00	\$216.25	
403	543	543 40 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$692.00	\$173.00	
403	543	543 40 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$173.00	\$43.25	
403	543	543 40 31 00	Maintenance & Repairs	\$0.00	\$0.00	\$0.00	\$375.00	\$375.00	\$500.00	Estimate
403	543	543 40 45 01	Old 99 Ditch Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$312.50	
403	543	595 50 64 03	Storm Drain Installation	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$625.00	
			SUBTOTAL						\$3,311.00	
SUBTOTAL - ALL EXPENDITURES									\$3,311.00	
ENDING BALANCE									-\$3,153.84	

410 SEWER FUND										
340 General Government Services										
410	340	343 50 00 10	Sewer Services	\$397,304.80	\$1,007,773.28	\$1,056,364.14	\$878,647.00	\$1,082,292.00	\$885,933.56	
410	340	343 50 03 10	Excise Tax - Sewer	\$15,360.05	\$38,870.73	\$40,292.95	\$34,352.00	\$36,901.00	\$32,856.18	
			Subtotal						\$918,789.74	
350 Fines & Penalties										
410	350	359 90 04 02	Late Charge Penalty - Sewer	\$0.00	\$14,713.14	\$11,102.08	\$5,158.00	\$15,000.00	\$10,203.81	
			Subtotal						\$10,203.81	
SUBTOTAL - ALL REVENUES									\$928,993.54	
Admin										
410	535	535 10 10 00	Sewer Admin Salaries & Wages	\$11,737.53	\$35,375.56	\$27,563.53	\$16,847.00	\$0.00		
410	535	535 10 20 00	Benefits - Taxes	\$4,840.72	\$11,093.08	\$9,433.10	\$2,286.00	\$0.00		
410	535	535 10 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$1,855.00	\$0.00		
410	535	535 10 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$1,718.00	\$0.00		

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410	535	535 10 31 00	Office & Operating Supplies	\$248.29	\$480.57	\$540.79	\$558.00	\$650.00	\$479.91	
410	535	535 10 42 08	Postage	\$0.00	\$0.00	\$0.00	\$2,452.58	\$2,500.00	\$625.00	
410	535	535 10 53 00	External Taxes/Op. Assessmts	\$16,721.25	\$31,137.45	\$11,670.39	\$8,933.00	\$34,000.00	\$23,382.27	
410	535	535 23 41 00	Audit Costs	\$0.00	\$1,367.61	\$2,617.69	\$2,600.00	\$2,600.00	\$1,646.33	
Subtotal									\$26,133.51	
Collection System										
410	535	535 50 10 00	Salaries & Wages	\$4,261.27	\$10,338.64	\$20,083.95	\$17,819.00	\$29,827.00		
410	535	535 50 20 00	Benefits - Taxes	\$2,134.96	\$3,856.31	\$7,177.89	\$2,180.00	\$4,474.00		
410	535	535 50 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$772.00	\$3,592.00		
410	535	535 50 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$1,856.00	\$895.00		
410	535	535 50 32 00	Hdw/Maint Supplies	\$0.00	\$0.00	\$0.00	\$1,021.00	\$1,500.00	\$375.00	
410	535	535 50 33 00	Small Tools & Equipment	\$0.00	\$588.73	\$494.37	\$292.00	\$500.00	\$395.78	
410	535	535 50 35 00	Fuel	\$0.00	\$0.00	\$0.00	\$330.38	\$100.00	\$25.00	
410	535	535 50 35 01	Fuel, Backhoe	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$25.00	
410	535	535 50 35 04	Fuel, Dump Truck	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$25.00	
410	535	535 50 35 13	Fuel, Kumatsu	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$25.00	
410	535	535 50 35 15	Fuel, Vactor Truck	\$0.00	\$0.00	\$0.00	\$144.00	\$100.00	\$25.00	
410	535	535 50 35 16	Fuel, Chevy S-10	\$0.00	\$0.00	\$0.00	\$416.00	\$200.00	\$50.00	
410	535	535 50 42 12	Utility Locator Service (811)	\$0.00	\$0.00	\$0.00	\$118.00	\$100.00	\$120.00	Estimate
410	535	535 50 45 03	Maintenance/Repairs	\$23,626.31	\$20,747.03	\$28,466.79	\$46,493.00	\$2,000.00	\$18,710.03	
Subtotal									\$19,775.81	
WWTP										
410	535	535 80 10 10	Salaries & Wages	\$18,845.50	\$42,434.88	\$35,978.94	\$53,326.00	\$34,808.00		
410	535	535 80 20 10	Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$8,258.00	\$5,221.00		
410	535	535 80 21 10	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$2,883.00	\$4,177.00		
410	535	535 80 22 10	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$5,330.00	\$1,044.00		
410	535	535 80 25 01	Personnal Safety Equip/clothes	\$0.00	\$679.31	\$502.47	\$184.00	\$500.00	\$420.45	
410	535	535 80 31 00	Supplies	\$1,630.37	\$5,461.71	\$6,834.16	\$5,549.00	\$5,250.00	\$4,868.81	
410	535	535 80 33 00	Small Tools And Minor Equipment	\$0.00	\$265.72	\$203.69	\$215.00	\$400.00	\$217.35	
410	535	535 80 34 00	Chemicals	\$1,383.32	\$3,620.85	\$3,975.51	\$3,477.00	\$4,000.00	\$3,244.92	
410	535	535 80 35 00	Fuel (generators)	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$225.00	
410	535	535 80 35 12	Fuel, Kubota, Gas	\$0.00	\$0.00	\$0.00	\$31.37	\$300.00	\$75.00	
410	535	535 80 35 16	Fuel, Chevy S-10	\$0.00	\$0.00	\$0.00	\$494.00	\$500.00	\$125.00	
410	535	535 80 41 03	Rate Study	\$0.00	\$19,350.26	\$0.00	\$0.00	\$0.00	\$4,837.57	
410	535	535 80 42 00	Telephone (Land Line)	\$0.00	\$0.00	\$2,917.99	\$2,144.85	\$1,500.00	\$1,104.50	
410	535	535 80 42 01	Internet Service Provider	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$112.50	

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410	535	535 80 42 03	MNS Service Provider	\$0.00	\$0.00	\$0.00	\$439.07	\$391.00	\$754.05	MW-JP
410	535	535 80 42 05	PRA Compliance Software	\$0.00	\$0.00	\$476.71	\$0.00	\$0.00	\$119.18	
410	535	535 80 42 06	City Web Site	\$0.00	\$0.00	\$455.01	\$0.00	\$0.00	\$113.75	
410	535	535 80 42 09	Telephone (Cellular)	\$0.00	\$0.00	\$0.00	\$1,251.83	\$1,800.00	\$450.00	
410	535	535 80 42 10	Office Productivity Software	\$0.00	\$0.00	\$0.00	\$289.53	\$216.00	\$54.00	
410	535	535 80 42 13	BIAS Financial Software	\$0.00	\$0.00	\$0.00	\$1,657.48	\$1,658.00	\$863.38	Contract Price
410	535	535 80 43 00	Prof Services (Engineering)	\$356.25	\$1,573.59	\$0.00	\$0.00	\$0.00	\$500.00	Estimate
410	535	535 80 45 03	WWTP Repairs & Maintenance	\$25,832.20	\$87,172.00	\$69,710.84	\$20,620.00	\$12,949.00	\$50,833.76	
410	535	535 80 45 08	Water/WasteWater Services Contract	\$83,196.00	\$83,196.00	\$83,196.00	\$65,200.00	\$80,000.00	\$84,652.00	Contract Price
410	535	535 80 45 09	Laboratory Services	\$5,245.25	\$19,145.00	\$17,220.00	\$15,281.00	\$17,089.00	\$14,674.81	
410	535	535 80 45 10	Crane Services For Lifting	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	Estimate
410	535	535 80 46 00	Insurance	\$32,743.84	\$31,162.24	\$31,303.00	\$33,808.00	\$33,808.00	\$6,066.00	Agreed Price
410	535	535 80 47 10	Utilities	\$13,604.78	\$42,373.10	\$36,956.49	\$32,146.00	\$39,235.00	\$33,042.34	
410	535	535 80 48 01	Education/Training				\$0.00	\$1,000.00	\$1,000.00	
410	535	535 80 48 02	Meals/Lodging/Travel	\$1,000.00	\$897.82	\$987.27	\$0.00	\$0.00	\$721.27	
410	535	535 80 49 00	Dues/Memberships/Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
410	535	535 80 49 02	Permits/Licenses/Fees	\$1,542.57	\$2,715.69	\$3,287.13	\$1,495.00	\$2,750.00	\$2,573.85	
410	535	535 80 49 03	Manuals/Software/support	\$1,300.00	\$1,368.75	\$1,838.57	\$1,657.48	\$1,800.00	\$1,576.83	
Subtotal									\$215,726.31	
Interfund Transfers										
410	597	597 00 00 20	USDA-RD Bond Interest Payment	\$0.00	\$0.00	\$0.00	\$62,662.00	\$64,915.00	\$16,228.75	
410	597	597 00 00 22	USDA-RD Bond Principal Payment	\$0.00	\$0.00	\$0.00	\$42,362.00	\$40,109.00	\$10,027.25	
410	597	597 00 00 30	PRE-119 Principal Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$53,882.00	\$13,470.50	
410	597	597 00 00 31	PRE-119 Interest Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$2,155.00	\$538.75	
410	597	597 00 00 40	PW-044 Principal Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$387,226.00	\$96,806.50	
410	597	597 00 00 41	PW-044 Interest Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$15,489.00	\$3,872.25	
Subtotal									\$140,944.00	
SUBTOTAL - ALL EXPENDITURES									\$402,579.63	
ENDING BALANCE									\$526,413.92	

421 SEWER CAPITAL IMPROVEMENT FUND										
340 Charges for Services										
421	340	343 50 00 00	Facility Charges - New Connection	\$0.00	\$7,663.18	\$42,000.00	\$6,862.41	\$177,622.00	\$56,821.30	

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421	340	343 50 00 01	Sewer Capital Improvement Fee	\$0.00	\$15,177.10	\$13,853.14	\$15,647.00	\$15,000.00	\$14,892.41
421	340	343 50 00 02	Facility Charge - Loan Repayment	\$20,168.30	\$20,615.29	\$11,374.24	\$2,385.43	\$27,500.00	\$19,914.46
Subtotal									\$91,628.17
360 Miscellaneous Income									
421	360	361 11 45 27	Investment Interest-	\$1,566.36	\$1,875.74	\$4,558.38	\$2,779.00	\$3,575.00	\$2,893.87
Subtotal									\$2,893.87
SUBTOTAL - ALL REVENUES									\$94,522.04
594 Capital Expenditures									
421	594	594 35 62 00	PW Shop Extension						
421	594	594 35 60 01	Septage Receiving Facility						\$142,000.00
Subtotal									\$142,000.00
SUBTOTAL - ALL EXPENDITURES									\$142,000.00
ENDING BALANCE									-\$47,477.96

422 SEWER RESERVE FUND

397 INTERFUND TRANSFERS									
422	397	397 00 00 20	USDA-RD Bond Principal From #410	\$0.00	\$0.00	\$0.00	\$0.00	\$64,915.00	\$16,228.75
422	397	397 00 00 21	USDA-RD Bond Interest From #410	\$0.00	\$0.00	\$0.00	\$0.00	\$40,109.00	\$10,027.25
422	397	397 00 00 30	PRE 119 Principal From #410	\$0.00	\$0.00	\$0.00	\$0.00	\$53,882.00	\$13,470.50
422	397	397 00 00 31	PRE-119 Interest From #410	\$0.00	\$0.00	\$0.00	\$0.00	\$2,155.00	\$538.75
422	397	397 00 00 40	PW-044 Principal From #410	\$0.00	\$0.00	\$0.00	\$0.00	\$387,226.00	\$96,806.50
422	397	397 00 00 41	PW-044 Interest From #410	\$0.00	\$0.00	\$0.00	\$0.00	\$15,489.00	\$3,872.25
SUBTOTAL									\$140,944.00

SUBTOTAL - ALL REVENUES **\$140,944.00**

591 DEBT REPAYMENT									
422	591	591 35 72 20	USDA RD Bond Principal Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$17,644.00	\$4,411.00
422	591	591 35 78 30	PRE-119 & PW-044 Principal Payments	\$0.00	\$0.00	\$0.00	\$441,107.46	\$441,107.00	\$110,276.75
422	591	591 35 83 21	USDA RD Bond Interest Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$64,915.00	\$16,228.75
422	591	591 35 83 31	PRE-119 & PW-044 Interest Payments	\$0.00	\$0.00	\$0.00	\$17,374.89	\$40,109.00	\$10,027.25

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SUBTOTAL **\$140,943.75**

SUBTOTAL - ALL EXPENDITURES **\$140,943.75**

ENDING BALANCE **\$0.25**

450 TENINO RESERVE ACADEMY OPERATING FUND

340 CHARGES FOR SERVICES

450	340	342 10 00 00	Tuition Fees	\$0.00	\$0.00	\$0.00	\$2,250.00	\$2,250.00	\$2,250.00	Estimate
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SUBTOTAL **\$2,250.00**

360 MISCELLANEOUS INCOME

450	360	367 00 00 00	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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SUBTOTAL **\$0.00**

SUBTOTAL - ALL REVENUES **\$2,250.00**

521 LAW ENFORCEMENT

450	521	521 21 10 00	Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 10 03	Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 20 00	Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 20 03	OT Benefits - Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 21 00	Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 21 03	OT Benefits - Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 22 00	Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 22 03	OT Benefits - Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 21 23 00	Benefits - Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 22 31 00	Office & Operating Supplies	\$0.00	\$0.00	\$0.00	\$303.31	\$0.00	\$0.00	
450	521	521 22 33 00	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 20 35 26	Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
450	521	521 22 48 01	Education/Training	\$0.00	\$0.00	\$0.00	\$2,135.61	\$0.00	\$0.00	
450	521	521 22 48 02	Meals/Lodging/Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

SUBTOTAL **\$0.00**

SUBTOTAL - ALL EXPENDITURES **\$0.00**

5.

ENDING BALANCE **\$2,250.00**

601 SWWAIP TRUST FUND									
330 INTERGOVERNMENTAL REVENUES									
601	330	334 00 10 02	Leg Direct Grant - Ag Park Sewer/Water Main Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$617,000.00
SUBTOTAL									\$617,000.00
SUBTOTAL - ALL REVENUES									\$617,000.00
580									
601	580	589 40 00 02	Sewer/Water Line Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$617,000.00
SUBTOTAL									\$617,000.00
SUBTOTAL - ALL EXPENDITURES									\$617,000.00
ENDING BALANCE									\$0.00

601 SMUNICIPAL COURT TRUST FUND									
631	380	386 00 00 00	Receipts From Court	\$24,956.29	\$57,704.19	\$73,465.16	\$37,944.00	\$45,000.00	\$50,281.41
SUBTOTAL									\$50,281.41
631	580	586 00 00 03	Expenditures For TMC	\$22,979.65	\$58,587.28	\$73,404.30	\$37,843.00	\$45,000.00	\$50,281.41
SUBTOTAL									\$50,281.41
SUBTOTAL - ALL EXPENDITURES									\$50,281.41
ENDING BALANCE									\$0.00

6.

Item Attachment Documents:

6. Minutes of the September 24, 2019 regular meeting of the Tenino City Council.

Recommended action: Move to approve the minutes of the September 24, 2019 regular meeting of the Tenino City Council as presented.

**City Council Meeting
Tuesday, September 24, 2019**

Minutes

WORK SESSION

The Work Session was preceded by a re-dedication ceremony for the Tenino Stonecarver.

Mayor Fournier opened the Work Session at 6:38 p.m.

PRESENT

- Councilmember Linda Gotovac
- Councilmember Dave Watterson
- Councilmember John O'Callahan
- Councilmember Rachel Davidson

ABSENT

- Councilmember Jason Lawton

1. As he mentioned in his previous two reports, Public Works Director Troy Cannon has been submerged in water meter maintenance for the past several months and has detected an unfavorable trend with regard to the mechanical condition of the City's meters.. He has invited a representative of "Master Meter" to discuss the status of the City's water meters and to provide information about what options are available to the City to address the pending meter failures.

Presenter did not show. Conversation tabled for a future meeting.

2. Now that the YTT Extension Feasibility Study Report has been accepted, the Administration would like to discuss the possibility of a Joint Statement between Bucoda and the City (and perhaps the TRPC) for submission to the Board of County Commissioners in hopes of having the County prioritize the construction of one or more "geographic reaches" to extend the YTT both south toward Bucoda, and west toward Grand Mound.

The general consensus is that Tenino should join with Bucoda to ask the County to extend the Yelm-Tenino trail south to Bucoda. C/T Millard will draft a proposed joint resolution for presentation to the City Council for consideration at the October 8 regular meeting.

3. Ideas for raising revenues in support of Transportation initiatives.

The MRSC has published several blogs regarding taxes, some of which may be used to raise revenues for transportation projects:

<http://mrsc.org/Home/Explore-Topics/Finance/Special-Topics/Transportation-Benefit-Districts.aspx>

<http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Sales-and-Use-Taxes.aspx>

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2019/SHB-1406-Affordable-Housing-Sales-Tax-Credit.aspx>

The State Department of Revenue has also provided information on how the City can raise revenues to support affordable housing.

Mayor Fournier led a discussion of the various means of raising revenues with a particular focus on revenues for transportation.

With one of the lowest sales tax rates in Thurston County, the City should look at taking advantage of the ability to raise revenues through sales taxes to improve our transportation infrastructure.

The Administration will research the formation and operation of a Transportation Benefit District and the procedures for adopting an additional 2/10th's of 1% dedicated for transportation purposes.

4. With this document, Thurston County is saying that:
 1. Because the proposed amendments are not associated with a specific development proposal, they are being reviewed as a Non-project Action.
 2. The lead agency for this proposal has determined that it does not have a probable significant adverse impact upon the environment. Therefore, an Environmental Impact Statement is not required.

The Public Comment period for this proposal will end on September 16, 2019. Any appeals must be filed by September 23, 2019.

This notice is also being provided to the Tenino Planning Commission.

C/T Millard explained that this item was simply closing the loop on a land use action that borders the City Limits. The action relates to the installation of a diesel-powered backup generator for AT&T's cell tower on Lemon Hill. The Public Comment period closed on September 16 and any appeals were due by September 23.

5. When responding to a potential business owner's request, it was discovered that Chapter 10.16 of the Tenino Municipal Code is in conflict with Chapter 108.40.140, created by Ordinance 849 in December of 2014. Chapter 10.16 prohibits the possession of marijuana; Chapter 108.40.140 allows the production, processing, and/or sale of marijuana in accordance with the guidelines published the State Liquor and Cannabis Board.

Also discovered is the fact that Ordinance 849 has apparently never been codified; this is a separate issue that the Administration is working with the City's Code Publisher. Under the assumption that Ordinance 849 will get codified in 2020, proposed Ordinance 906 will harmonize Chapter 10 (Public Peace, Morals, and Welfare) with Tenino's Land Use Regulations and the State's Recreational Marijuana statutes.

C/T Millard explained how a conflict has arisen in that Title 10 of the Municipal Code is not in harmony with the City's Land Use Regulations.

The Administration has drafted an ordinance that would repeal the current provisions of Title 10 that address marijuana use within the City and replace it by adopting the State Statutes that addresses the recreational use of marijuana throughout the City.

- 6. Councilmember O'Callahan wishes to review the Public Comment Policy (attached, below) recently published by the Administration.

Councilmember O'Callahan led a discussion regarding the Public Comment Period policy recently put in place by the Administration to address the issues surrounding the appropriate role of a Public Comment period and the procedures for maintaining order during a City Council meeting.

The discussion developed two distinct viewpoints regarding the purpose of the Public Comment period: 1) The period should be open to any subject desired by the speaker or, 2) The period should only be open to address what is already on the agenda.

A suggestion was made that the Public Comment period should only be available during the Worksession, and there was some agreement on this point.

The discussion will continue at a future meeting.

CALL TO ORDER

Mayor Fournier called the meeting to order at 7:30 pm.

PRESENT

- Councilmember Linda Gotovac
- Councilmember Dave Watterson
- Councilmember John O'Callahan
- Councilmember Rachel Davidson

ABSENT

- Councilmember Jason Lawton

AGENDA APPROVAL

6.

Councilmember Watterson moved to approve the agenda as presented, but with the addition of the excusal of Councilmember Lawton as part of the Consent Calendar.

Motion made by Councilmember Watterson, Seconded by Councilmember O'Callahan.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Davidson

Motion passes.

APPROVAL OF MINUTES

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- 7. Minutes from the September 10, 2019 Regular Meeting of the Tenino City Council.

Councilmember Gotovac moved to approve the Minutes of the September 10, 2019 regular meeting as presented.

Motion made by Councilmember Gotovac, Seconded by Councilmember Watterson.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Davidson

Motion passes.

CONSENT CALENDAR

Councilmember O'Callahan moved to approve the Consent Calendar as presented, but including the excusal of Councilmember Lawton.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Davidson

Motion passes.

- 8. Vouchers.

Payroll EFT's in the amount of \$25,430.26 and Claims Checks #28560 through #28594 in the amount of \$38,753.67, for a grand total of \$64,183.93

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Davidson

Motion passes.

- 9. Liquor & Cannabis Board Licenses

New Applications: None

Renewals: None

EXECUTIVE SESSION

None.

PRESENTATIONS

None.

PUBLIC COMMENTS

None.

PUBLIC HEARING

None.

PROCLAMATIONS

- 10. County Auditor Ms. Mary Hall has requested the City of Tenino join the County in proclaiming Tuesday, September 24, 2019, National Voter Registration Day in an effort to increase voter registration and turnout in our community.

Councilmember O'Callahan moved to approve the Proclamation as presented. During the discussion, he recommended, since it appears that the Council is asked to support such a proclamation on a yearly basis, that the Administration attempt to schedule this proclamation for approval the meeting prior to the date of the event.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Davidson

Motion passes.

OLD BUSINESS

- 11. The term of the Temporary Position supporting the Department of Public Works is set to expire on September 30. Director Cannon asks that the term be extended one full month until October 31, 2019 in order for the Department to finish the activities related to the closure of the Quarry Pool and to assist in the unexpected volume of water meter issues being experienced at the current time.

Councilmember O'Callahan motioned to approve a one-month extension of the Temporary Employee within the Department of Public Works.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Davidson

Motion passes.

NEW BUSINESS

- 12. Pproposed Ordinance 906 will harmonize Chapter 10 (Public Peace, Morals, and Welfare) of the Tenino Municipal Code with Tenino's Land Use Regulations and the State's Recreational Marijuana statutes.

Councilmember O'Callahan moved to approve as a first reading of proposed Ordinance 906.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Davidson

Motion passes.

RESOLUTIONS

None.

ORDINANCES

None.

REPORTS

- 13. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) Fire District
- 5) Library
- 6) Museum

Councilmember Gotovac, in her capacity as a Member of the Board of the Tenino Chamber of Commerce, reported that the Chamber has hired Mr. George Sharp to help increase Chamber membership.

Councilmember O'Callahan, in his capacity as Chairman of the Board of the South Thurston County Historical Society, reported that the Museum is closed for the season (but special tours can be arranged by contacting him). He also reported that the Annual Historical Society Dinner will be held on Thursday, October 3. Lastly, and with great regret, he reported the passing of long-time Historical Society member Don Montgomery (no memorial information is currently

available, but he expects to know soon).

- 14. 1) Civil Service Commission
- 2) Park Commission
- 3) Planning Commission
- 4) Facade Improvement Grant Review Committee
- 5) Finance Committee
- 6) Public Safety Committee

C/T Millard, in his capacity as Temporary Clerk of the Commission, reported that the reason there is not a set of published Tenino Civil Service Commission Rules is due to a mistaken reading of Ordinance 759, published in 2009, that removed all but a single section of the rules in the Municipal Code. The Code Publisher is working to correct this error.

C/T Millard, in his capacity as Staff Liaison to the Planning Commission, reported that the Commission has decided to implement a training program based on the curriculum developed by the Washington State Department of Commerce for their "Short Course on Local Planning." This program will include a block of instruction of between 20-45 minutes per meeting for the next six or seven meetings. This is an excellent opportunity for anyone interested in learning more about the Municipal Planning Process. The Planning Commission meets on the second Wednesday of every month from 6:00-7:00 pm in Council Chambers.

- 15. 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner / Building Official
- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor
- 16. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Community Investment Partnership (CIP)
- 3) Solid Waste Advisory Board
- 4) TCOMM/911
- 5) Tenino School Board
- 6) Thurston Regional PLanning Council (TRPC)

6.

7) South Thurston Economic Development Initiative (STEDI)

7) Transportation Policy Board

Councilmember O'Callahan, in his capacity of Legislative Liaison to the Transportation Policy Board, reported that the Board has held it's annual "Retreat" where he raised the issues of Autonomous Vehicles and Flying Vehicles.

PUBLIC COMMENTS 2

None.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 7:57 pm.

7.

Item Attachment Documents:

7. Minutes of the October 15, 2019, Special City Council Meeting.

Recommended action: Move to approve the minutes of the October 15, 2019, Special City Council Meeting as presented.

**Special City Council Meeting
Tuesday, October 15, 2019**

Minutes

CALL TO ORDER

Mayor Fournier called the meeting to order at 6:31 pm; Councilmember Watterson arrived at 6:45 pm.

PRESENT

- Councilmember Linda Gotovac
- Councilmember Dave Watterson
- Councilmember Jason Lawton
- Councilmember Rachel Davidson

AGENDA APPROVAL

Omitted...the procedure for a Special Meeting requires the Agenda be fixed prior to the meeting and only those items on the pre-published agenda are open for discussion. In this case, the only purpose for this Special Meeting was to discuss revenues as part of the 2020 Budget Development Process.

WORK SESSION

C/T Millard explained what a Transportation Benefit District is, its powers, formation, and the governance structure virtually mandated by recent legislative changes. He also discussed the procedures required to raise the Sales Tax within the City by .02% for streets and sidewalks and .01% for Public Safety.

Mayor Fournier then led a discussion regarding what the City might do with funds raised either by the formation of a Transportation Benefit District or through an increase in sales tax revenues.

Additionally, Mayor Fournier walked the Council through several line items he wished to have considered as part of the 2020 budget, as well as our process for arriving at revenue estimates.

Finally, C/T Millard shared the remainder of the Budget Calendar with the Council and summarized the major activities for the remainder of the budget development process.

1. This item is a continuation of a discussion that began during the August 27, 2019, regular City Council meeting. While this discussion encompasses all potential revenue sources, it is focused on transportation.

The MRSC has recently published an information page regarding sales taxes, some of which may be used to raise revenues for transportation projects: <http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Sales-and-Use-Taxes.aspx>

7.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 7:50 pm.

8.

Item Attachment Documents:

8. Vouchers.

October 9 through October 22, 2019: EFT's in the amount of \$36,446.21 and Claims Checks #28625 through #28656 in the amount of \$35,699.63, for a grand total of \$72,145.84

8.

Consent Calendar consisting of October 9, 2019 through October 22, 2019:

- Payroll EFT's in the amount of \$36,446.21**
- Claims Checks #28625 through #28656 in the amount of \$35,699.63**
-

for a grand total of \$72,145.84

**Liquor and Cannabis License Applications/
Renewals:**

None

CHECK REGISTER

8. City Of Tenino
MCAG #: 0757

10/09/2019 To: 10/22/2019

Time: 14:46:49 Date: 10/22/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3072	10/22/2019	Claims	5	28642	Public Safety Testing	125.00	
3073	10/22/2019	Claims	5	28643	Puget Sound Energy	2,704.63	
3074	10/22/2019	Claims	5	28644	State Auditor	9,318.18	
3075	10/22/2019	Claims	5	28645	Tenino Chamber Of Commerce	500.00	Deposit Refund - Circus
3076	10/22/2019	Claims	5	28646	Tenino Mini Mall	152.28	100600.00 - 273 SUSSEX AVE W Escrow Overpayment
3077	10/22/2019	Claims	5	28647	Thoren Electric, LLC	2,103.65	
3078	10/22/2019	Claims	5	28648	Thurston Co Public Health & Social Serv	145.00	
3079	10/22/2019	Claims	5	28649	Thurston Co Sheriff	87.22	
3080	10/22/2019	Claims	5	28650	Thurston County Central Services Departm	215.80	
3081	10/22/2019	Claims	5	28651	Thurston Economic Development Council	1,250.00	
3082	10/22/2019	Claims	5	28652	Traffic Safety Supply	137.38	
3083	10/22/2019	Claims	5	28653	Verizon Wireless (Cell)	755.98	
3084	10/22/2019	Claims	5	28654	WA State DNR	17.40	
3085	10/22/2019	Claims	5	28655	WA State Patrol	16.00	
3086	10/22/2019	Claims	5	28656	Wilson Parts Corporation	268.64	
001 General Government Fund #001						35,942.34	
002 Quarry Pool Fund #002						1,237.27	
101 City Street Fund #101						4,281.73	
310 Municipal Capital Imp Fund 310						311.82	
401 Water Fund						8,824.90	
410 Sewer Fund						16,385.71	
601 SWWAIP Trust Fund						5,162.07	
* Transaction Has Mixed Revenue And Expense Accounts						72,145.84	Claims: 35,699.63 Payroll: 36,446.21

CHECK REGISTER

8. City Of Tenino
MCAG #: 0757

10/09/2019 To: 10/22/2019

Time: 14:46:49 Date: 10/22/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2944	10/09/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	
2951	10/10/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	
2960	10/11/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	17.50	
2973	10/15/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	18.75	
2987	10/16/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	
2990	10/20/2019	Payroll	5	EFT	Tyler J Baker	1,614.55	
2991	10/20/2019	Payroll	5	EFT	Veronica A Barnes	1,488.94	
2992	10/20/2019	Payroll	5	EFT	Troy LK Cannon	1,867.02	
2993	10/20/2019	Payroll	5	EFT	Samantha L Cisneros	1,464.12	
2994	10/20/2019	Payroll	5	EFT	Judith Cryderman	1,012.73	
2995	10/20/2019	Payroll	5	EFT	Brent L Gibbs	1,441.29	
2996	10/20/2019	Payroll	5	EFT	Jerry L Jones	1,517.48	
2997	10/20/2019	Payroll	5	EFT	John C Millard	1,836.88	
2998	10/20/2019	Payroll	5	EFT	Denise C Nelson	1,502.19	
2999	10/20/2019	Payroll	5	EFT	Jason M Plaja	2,057.58	
3000	10/20/2019	Payroll	5	EFT	Maria Rodriguez	1,310.25	
3001	10/20/2019	Payroll	5	EFT	Seth D Sharp	1,690.26	
3002	10/20/2019	Payroll	5	EFT	Robert Swain	1,844.27	
3003	10/20/2019	Payroll	5	EFT	Robert D Thornburg	1,504.03	
3004	10/16/2019	Payroll	5	EFT	Timberland Bank	7,123.48	941 Deposit for Pay Cycle(s) 10/20/2019 - 10/20/2019
3011	10/17/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	10.00	
3024	10/18/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	12.50	
3028	10/18/2019	Payroll	5	EFT	Department Of Labor & Industries	6,737.42	3RD Quarter 07/01/2019 - 09/30/2019
3051	10/22/2019	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	12.50	
3053	10/22/2019	Payroll	5	EFT	Employment Security	433.72	Pay Cycle(s) 07/01/2019 To 09/30/2019 - PFML
3055	10/22/2019	Claims	5	28625	Advanced Analytical Solutions, Inc	400.00	
3056	10/22/2019	Claims	5	28626	Ategan Technologies, LLC	980.68	
3057	10/22/2019	Claims	5	28627	Capital Industrial Inc.	601.14	
3058	10/22/2019	Claims	5	28628	Comcast	340.30	
3059	10/22/2019	Claims	5	28629	Corporate Payment Systems	986.28	
3060	10/22/2019	Claims	5	28630	Correct Equipment	1,986.00	
3061	10/22/2019	Claims	5	28631	DPI Legal & Classified Publishing	50.11	
3062	10/22/2019	Claims	5	28632	Dragon Analytical Laboratory	2,034.00	
3063	10/22/2019	Claims	5	28633	David Durden	311.78	600400.20 - 140 LEMIEUX LANE
3064	10/22/2019	Claims	5	28634	Gibbs & Olson Inc	7,725.07	
3065	10/22/2019	Claims	5	28635	Cami Guthrie	100.00	
3066	10/22/2019	Claims	5	28636	Hillier, Scheibmeir & Kelly, PS	1,120.00	
3067	10/22/2019	Claims	5	28637	Interstate Battery Of Tacoma	396.91	
3068	10/22/2019	Claims	5	28638	Joes Refuse	281.75	
3069	10/22/2019	Claims	5	28639	Lloyd P. Kirry	316.72	109500.00 - 142 WICHMAN ST S
3070	10/22/2019	Claims	5	28640	Lewis County Chemical	147.98	
3071	10/22/2019	Claims	5	28641	NARSO	40.00	

10.

Item Attachment Documents:

10. Proposed Ad Valorem Tax Levy.

1st Public Hearing regarding the proposed 2020 Ad Valorem Tax Levy

(Sign in sheet should have listing of audience members who wish to participate)

PUBLIC HEARING PROCEDURE

The public hearing is for public input and discussion of **2020 Ad Valorem Tax(1st public hearing)**. This public hearing will proceed in an orderly fashion and I would like to ask your cooperation in the following procedure:

Everyone present will be given an opportunity to be heard. The clerk will be recording what is said. Therefore, when you address the Council, please, begin by stating your name and address.

Before hearing from the audience, I am going to introduce **Mr. John Millard, the City's Clerk/Treasurer** to present information about this project.

(presentation)

At this time, the floor is open for comments from the audience. In fairness to all in attendance, each person will be given an opportunity to address the Council for an initial period not to exceed three minutes. If more time is needed, it will be made available after everyone has had a chance to speak. I am requesting the Council members to hold their questions of the public until everyone is done.

(Public gives testimony)

Are there any in the audience who would like to add additional, non-repetitive, information? Council members, do you have any questions of the audience or staff?

The public testimony of this hearing is now closed.

NOTES ON THE PROPOSED AD VALOREM TAX LEVY

Good Evening Councilmembers, Mayor, and Members of the Public.

This evening, I'm going to introduce you to the proposed Ad Valorem Tax Levy for 2020.

The Ad Valorem Tax Levy is limited by the State Legislature as the higher of the Implicit Price Deflator, or IPD, (which is similar to the Consumer Price Index) or 1%. This year, the IPD was 1.396%. Therefore, our statutory increase will be limited to a 1% increase over last year. The steps used to compute the City's share of Ad Valorem taxes are:

- 1. Determine the "regular" property tax limit.
 - a. Highest Lawful Levy: \$283,008
 - b. Times 101%: \$255,836 (1% increase over last year's total assessed value)
 - c. Compute the value of the new construction:
 - i. Assessed value of new construction: \$2,511,200.00
 - ii. Times the 2019 rate: \$5144
 - iii. Amount for new construction: \$926
 - iii. Total Regular Levy: \$253,834 + 5144 + 926 = \$291,908

- 2. Determine the Highest Lawful Levy. Washington State Law allows local jurisdictions to levy a maximum of \$3.60 per \$1000.00 of assessed value. "Local jurisdictions" include Cities, Fire Districts, and Library Districts. The City, as the "senior" taxing authority, must reduce the amount of its levy in proportion to the amount assessed by the "junior" taxing authorities (Fire District #12 and the Timberland Regional Library District.)
 - a. Maximum levy allowed by statute: \$3.60
 - b. Fire District levy: \$1.19 (estimate)
 - c. Library District levy: \$0.38 (estimate)
 - d. Highest Lawful Levy: \$3.60 - \$1.19 - \$0.39 = \$2.03 (estimate)
 - e. Total 2020 assessed value: \$131,328,335
 - f. Statutory rate limit: \$2.03
 - g. Statutory maximum: \$266,596

- 5. Determine actual levy:
 - a. Regular levy limit: \$291,908
 - b. Highest Lawful Levy: \$266,596

12.

Item Attachment Documents:

12. Gibbs & Olsen has proposed a Scope of Work to address the engineering aspect of the Quarry Pool Renovation.

Recommended Action: Move to authorize Mayor Fournier to authorize the Engineer to proceed.

**EXHIBIT A
AUTHORIZATION FOR ENGINEERING SERVICES NO. 2019-004
CITY OF TENINO, WASHINGTON**

QUARRY POOL RENOVATION NEEDS EVALUATION

The Engineer is hereby authorized to perform Engineering Services for the Client as provided for in our General Agreement for Professional Engineering Services dated December 16, 2016 and extended through December 31, 2019 by Amendment No. 1 executed on December 12, 2018, and as more fully described herein:

PROJECT DESCRIPTION

The Client’s Quarry Pool needs renovation. The Client desires to determine the scope and cost of needed renovation. The first phase of the project is to perform an evaluation to identify needed structural retaining wall, children’s pool surfacing, electrical, mechanical and filtering deficiencies of the existing facility and to prepare an engineering report summarizing the identified deficiencies and presenting budgetary level opinions of cost to address the identified deficiencies.

SCOPE OF WORK

The Engineer will perform a field survey of the pool area and non-destructive testing of the pool and deck to determine if reinforcing steel is present. The Engineer will also evaluate the existing condition of the children’s pool surfacing, electrical, mechanical and filtering systems. The Engineer will also prepare and submit to the Client an engineering report detailing identified deficiencies and planning level opinions of cost for addressing the deficiencies.

SCHEDULE:

Submit report to Client within 6 weeks of receiving Notice to Proceed from Client.

BUDGET:

The budget for the above referenced work shall be set at \$12,500. The Engineer agrees not to exceed this amount without the Client’s prior authorization.

Authorized by:
City of Tenino, Washington


Date

By: Wayne Fournier, Mayor

Accepted: Gibbs & Olson, Inc.

October 18, 2019

Date



By: Richard A. Gushman, President

13.

Item Attachment Documents:

- 13. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) Fire District
- 5) Library
- 6) Museum

EDC Board of Directors

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Olympia Federal Savings

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Michael McGauly, Treasurer
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RHD Enterprises

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Immediate Past President
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St. Martin's University

Kelsey Hulse
Puget Sound Energy

John Hutchings
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Thurston County

Jessica Jensen
Jensen Milner | Cap City
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Dan Jones
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Wayne Mannie
Columbia Bank

Neil McClanahan
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FORMA Construction

Evan Parker
Kidder Mathews

Nathaniel Jones
City of Olympia

Mark Steepy
KPFF

Tad Stillwell
Councilmember
City of Yelm

Dr. Timothy Stokes
South Puget Sound
Community College

Mark Turner
Capital Medical Center

Lynda Zeman
Councilmember
City of Lacey

October 15, 2019

City of Tenino
Attn: Mr. John Millard
PO Box 4019
Tenino, WA 98589

RE: 3rd Quarter 2019 Activities, Invoice

Dear Mr. Millard,

Thank you for the City of Tenino's continued support of this organization, and the partnership between us. Please find enclosed our invoice for the recently completed 3rd Quarter of 2019 as per our signed services agreement.

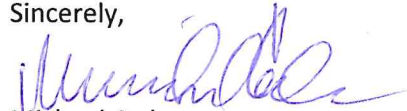
Beyond our regular work plan for retaining, expanding and recruiting investment into our communities, we held our annual Real Estate Forum in late September. The intention of this event is to highlight and showcase real estate trends and opportunities of our communities to developers and real estate professionals from around the Puget Sound region. This year's event had the highest attendance of all previous 11 such forums. It also had representation from the counties of Snohomish, King, Pierce, Mason, Grays Harbor, Pacific, Lewis, Cowlitz and Clark counties. Just under half of the 245 attendees were from out of county – thus meeting our goal of broadcasting our opportunities. I am not inserting a copy of the materials distributed by our keynote speaker, Chris Mefford, President of Community Attributes given the size, but interested readers can find an electronic version on our website at www.thurstonedc.com.

Please know that our staff has been working within the context of our Board adopted work plan and in keeping with our service contract.

If you have any questions regarding the enclosed, do not hesitate to contact me at (360) 754-6320.

On behalf of our entire Board of Directors, thank you for your continued support.

Sincerely,



Michael Cade
Executive Director

EDC Board of Directors

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Olympia Federal Savings

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Phillips Burgess Law, PLLC

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Councilmember
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Business Retention and Expansion

The EDC staff through our Center for Business & Innovation, as reported in prior quarters has developed a series of very robust tools for addressing business retention and expansion. These, and in concert with the existing Procurement Technical Assistance Center and SBA SCORE and Small Business Development Center, are the WA Center for Women in Business, SBA Scale UP, Tune UP, and the Pipeline for Internships. This past quarter these programs have provided a combined resource in the following categories:

SCORE 3rd Quarter

- 3 SCORE volunteers mentored during the quarter
- 28 mentoring sessions

WCWB 3rd Quarter

- 66 coaching sessions
- 36 new unique first time businesses seeking assistance
- 6 workshops and trainings with a combined attendance of 32 participants.
-

Thurston Investment Network

This program was launched this past year – the intention is to generate and provide investment and business development/growth opportunities. The EDC created the network in accordance with State guidelines and SEC requirements. The program has generated a significant amount of opportunities for our local business community to reach a new funding mechanism that would allow for new capital to be invested locally for business growth and expansion. The following are the deliverables this past quarter.

- 2 General events – attended by over 35 individuals – either seeking entry into the network and or already enrolled
- The program showcased two local companies seeking investment and partnerships – and funding was secured for one of the pitch companies infusing \$25,000 of capital into a local business.

Economic Recruitment / Retention Activities

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Councilmember
City of Lacey

The EDC staff has responded to 7 new industrial/employment cases during this quarter. Cases involved were relative to:

For profit training facility

Manufacturing

Distributing

Distributing

Craft Distilling / Cidery

Craft Brewing

All totaled the EDC staff expended over 72 hours in case management.

Additionally the EDC worked with two site selectors/consultants to provide on-the-ground assistance to review proposed sites for consideration.

Of the above referenced cases, the EDC staff is actively working on the three recruitment cases.

Community development activities, not classified in above categories

- 4 Ag Park stakeholder meetings
- 7 Ag Park presentations
- 6 local food procurement/distribution meetings
- 7 statewide Food Policy Forum meetings
- 1 State Legislator reception
- 6 STEDI/Creative District meetings
- 4 IPZ stakeholder meetings
- 4 engagements with college student classes

Procurement technical assistance center – Government Contracting

This reporting quarter, our PTAC counselors provided services to 101 clients – 9 veteran owned, 12 women owned, and 9 minority owned businesses. We enrolled 20 new clients into the program and provided 203 hours of counseling. Government contracting awards by award date: \$3,464,950.86.

The EDC's Center for Business & Innovation continues to push and expand our resources for business technical assistance beyond its home at the South Puget Sound Community College campus. The following is a schedule of activities and resources that have been and will be placed in south County. This represents a significant success for our region's business community.

CB&I Activity in South County

Month	Program Coverage
September 3, 2-5pm	STEDI
September 10, 2-5pm	WCWB-Tawn
September 17, 2-5pm	SCORE
September 18, 2-4pm	Workshop Where's my money? A Cash Flow System to help keep your Profit and Sanity
September 24, 2-5pm	WA PTAC Workshop Laying the Ground Work 3:00-4:00pm
October 1, 2-5pm	WCWB
October 2, 6-8pm	Workshop "How to start a Business: A Step by Step Road Map to Start your successful Small Business.
October 8, 2-5pm	STEDI
October 15, 2-5pm	SCORE
October 22, 2-5pm	CB&I
October 29, 2-5pm	WA PTAC Workshop Laying the Ground Work 3:00-4:00pm
November 5, 2-5pm	STEDI
November 12, 2-5pm	WCWB
November 19, 2-5pm	SCORE- Possibly do a workshop
November 26- No appointments	Thanksgiving Week
December 3, 2-5pm	STEDI
December 10, 2-5pm	WCWB
December 17, 2-5pm	SCORE
December 24- No appointments	Christmas Break
December 31, No appointments	New Years Eve

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Daryl Fournier
Ex Officio
CB&I Board President
Heritage Bank

Ann Freeman-Manzanas
Intercity Transit

Dr. Roy Heynderickx
St. Martin's University

Kelsey Hulse
Puget Sound Energy

John Hutchings
Commissioner
Thurston County

Jessica Jensen
Jensen Milner | Cap City
Law PS

Dan Jones
NorthAmericaTalk

Wayne Mannie
Columbia Bank

Neil McClanahan
Councilmember
City of Tumwater

Bill McGregor
Commissioner
Port of Olympia

Jace Munson
FORMA Construction

Evan Parker
Kidder Mathews

Nathaniel Jones
City of Olympia

Mark Steepy
KPFF

Tad Stillwell
Councilmember
City of Yelm

Dr. Timothy Stokes
South Puget Sound
Community College

Mark Turner
Capital Medical Center

Lynda Zeman
Councilmember
City of Lacey

From: Nicole Thode <nthode@trl.org>
Sent: Tuesday, October 8, 2019 5:17 PM
To: John Millard; Wayne Fournier; Kendra Jones; Linda Gotovac; David Watterson; John O'Callahan; Jason Lawton; Troy Cannon
Cc: Stephanie Bogle; Bernard Weathersbee; Leanne Heald
Subject: Update from the Tenino Library 10/8/2019

Hello from the library!

I will not be able to attend the City Council Meeting tonight, but wanted to give you a snapshot of what is happening at your library.

Things are going great and we have some exciting programming coming up that I thought was worth sharing.

Children:

Wednesdays at 10:15 we have Family Storytime, where we attract a solid group of children and their adults. It is a great opportunity to promote early childhood development and share resources with caregivers. Samantha, who works in Youth Services, does an amazing job making it meaningful, enjoyable and an experience that kids look forward to.

The second and fourth Wednesdays at 3:00 we have Lego Club, where the sky is the limit as kids of all ages create an array of Lego creatures, landscapes and visions.

Teens:

October 18 at 3:30 we will be creating Resin Jewelry. Whether making a beautiful gift or a keepsake for yourself, this one-of-a kind creation is a fun and popular event.

Adults:

The second and Fourth Thursdays at 2:00 we have Crafternoons, where we supply the materials and you supply the creativity as we lead participants through all the steps in creating a homemade masterpiece!

THIS FRIDAY, October 11 we have the program "Civil Conversation in and Angry Age" with Humanities Washington Speaker David Smith. It is an after-hours program, running 6:30-7:30. Humanities Washington Speaker's Bureau is an amazing cast of speakers that are paid largely from the National Endowment for the Arts. Our Friends of the Library group subsidize costs by providing transportation reimbursement. For more information about this great opportunity, here is a link: <https://www.humanities.org/program/speakers-bureau/>

In the community:

Every month you are welcome to join us at Books and Bites at Scatter Creek Winery from 6:00-7:00. Talk about your current read and hear first-hand about the books that you may want to add to your list – or not!

On another note, we want to take a moment to thank Troy for responding quickly to our recent request for restroom supplies. We appreciate it, as do our patrons!

13. says, we are happy to be serving this community and having the opportunity to be an integral part of so many lives. If you have any questions or concerns, feel free to contact me.

Thank you!

Nicole Thode
Library Manager
nthode@trl.org

Tumwater Timberland Library
7023 New Market St SW
Tumwater, WA 98501
(360) 943-7790

Tenino Timberland Library
172 W Central Ave
Tenino, WA 98589
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15.

Item Attachment Documents:

- 15. 1) Chief of Police
- 2) Director of Public Works

- 3) City Planner / Building Official

- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor

Council Report for 10-22-19

WWTP: Monthly report of wastewater Treatment Plant Operations and Maintenance

During the month of September, the treatment plant continues to perform optimally, all testing parameters are well below permit levels. Winterizing plant so that operation isn't affected by freezing weather. Decanting Biosolids lagoon to minimal levels, in preparation for dewatering.

Flows Influent total flow 3.123 MG
Average daily flow .101 MG
Max daily flow .125 MG
Total gallons wasted 58,280 gallons.

Water: Monthly water usage report for September 2019

Total gallons produced Sep 2019 5,413,449 Gallons

Total gallons produced Sep 2018 5,291,448 Gallons

Public Works fixed a number of Water leaks at the beginning of this month that is why the numbers are higher from 2018 to 2019.

Master Meter will be giving a presentation to Council at the work session first council meeting in November. The presentation will be about replacing the outdated meters with a new style meter.

Public Works is constructing a new addition to the Public Works Shop. The new addition will be used to park the equipment inside out of the Weather, and help us organize the shop.

Clerk/Treasurer Council Meeting Report October 22, 2019

Budget:

- **Current status is:**
 - Total revenues are 45.3% of projections (+5.2)
 - Total expenditures are 53.5% of projections (+5.3)
 - Target: **81.25%**

 - General Fund revenues: 75.0% of projections
 - General Fund expenditures: 82% of projections

- **2017-2018 Audit**
 - Exit Conference Re-scheduled: TBD

- **Grants and Other Funding:**
 - **CDBG/Quarry Pool Renovation:** City Engineer ID'd potential contractor
 - **2019 CDBG Grant:**
 - Engineer scheduling testing
 - **Capital Budget Line Items**
 - \$504,700.00 for City Hall Reno: Contract being routed for signature.
 - \$599,460.00 for infrastructure extension to Ag Park: Agreement signed and returned to Commerce for countersignature

Other Than Budget

- **SW WA Agriculture & Innovation Park**
 - G&O preparing SOW for contract administration (sewer/water line extension)
 - EDC capital budget request approved for \$1.5 million (first building)

- **Wide Area Network**
 - New server, firewall, switches, and broadcast devices in place
 - Working data migration
 - New workstations in place by November 15