

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, December 14, 2021 at 7:00 PM

Agenda

WORK SESSION

CALL TO ORDER

AGENDA APPROVAL

1. Agenda for the Regular Meeting of the 12/14/21.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

2. Meeting Minutes for 11/23/2021

Recommended Action: Motion to approve 11/23/2021 meeting minutes as presented.

CONSENT CALENDAR

3. Consent Calendar consisting of November 24, 2021 through December 14, 2021:

Payroll EFT's in the amount of \$26,100.02

Claims Checks #30258 through #30291 and EFT's in the amount of \$66,465.22

for a grand total of \$92,565.24

Liquor Cannabis License: none

Recommended Action: Move to approve the consent calendar as presented as well as Council Member Davidsons absence.

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

- [4.](#) After review of 2021 budget we have found some excess funds that were not used. We are hoping to use these funds to update office furniture for City Hall. The current furniture is not functional and very outdated. Attached is the budget position showing funds.

Recommended Action: Discuss use of excess funds, approve use of funds for City Hall office furniture update.

- [5.](#) Tenino Food Bank Lease

Recommended Action: Review and approve Lease Agreement for Tenino Food Bank.

- [6.](#) Review Planning Commission Application from Dave Watterson

Recommended Action: Review and motion to Confirm Dave Watterson as City of Tenino Planning Commission Position #1.

- [7.](#) Old PW Building Lease

Recommended Action: Review lease and motion to approve Thoren Electric lease on half of PW Old building.

- [8.](#) EDC Contract

Recommended Action: Review and motion to approve EDC Contract as presented.

RESOLUTIONS

- [9.](#) Resolution 2021-08 Surplus police vehicles.

Recommended Action: Review and motion to approve Resolution 2021-08

- [10.](#) Resolution 2021-09 LGIP

Recommended Action: Review and motion to approve Resolution 2021-09

- [11.](#) Resolution 2021-10 Consolidated Fee Schedule.

Recommended Action: Review and motion to approve Resolution 2021-10

ORDINANCES

- [12.](#) Ordinance 919

Recommended Action: Motion to approve first reading of Ordinance 919.

- [13.](#) Ordinance 921 Second Reading and Adoption.

Recommended Action: Motion to approve as a second reading and adoption.

- [14.](#) Ordinance 922

Recommended Action: Motion to approve second reading and adoption of Ordinance 922.

REPORTS

- 15. 1) Chamber of Commerce**
 - 2) Economic Development Council (EDC)**
 - 3) Experience Olympia & Beyond (VCB)**
 - 4) Fire District #12**
 - 5) Library**
 - 6) Museum**
 - 7) Tenino Community Service Center**
- 16. 1) ARCH Commission**
 - 2) Civil Service Commission**
 - 3) Façade Improvement Grant Review Committee**
 - 4) Finance Committee**
 - 5) Planning Commission**
 - 6) Public Safety Committee**
- 17. 1) Chief of Police**
 - 2) Director of Public Works**
 - 3) City Planner/Building Official**
 - 4) City Attorney**
 - 5) Clerk/Treasurer**
 - 6) Mayor**
- 18. 1) Bucoda/Tenino Healthy Action Team (BTHAT)**
 - 2) Community Investment Partnership (CIP)**
 - 3) Solid Waste Advisory Board**
 - 4) South Thurston Economic Development Initiative (STEDI)**
 - 5) TCOMM/911**
 - 6) Tenino School Board**
 - 7) Thurston Regional Planning Council (TRPC)**
 - 8) Transportation Policy Board**

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

2.

File Attachments for Item:

2. Meeting Minutes for 11/23/2021

Recommended Action: Motion to approve 11/23/2021 meeting minutes as presented.

City Council Meeting
Tuesday, November 23, 2021

Minutes

WORK SESSION

Mayor Fournier called the meeting to order at 6:28 pm with

PRESENT

Councilmember Linda Gotovac

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Rachel Davidson

1. 2022 Budget Discussion

Discussion held regarding the 2022 Budget.

Work Session adjourned at 7:28 pm.

CALL TO ORDER

Mayor Fournier convened the meeting at 7:30 pm with

PRESENT

Councilmember Linda Gotovac

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Rachel Davidson

AGENDA APPROVAL

2. Agenda for the Regular Meeting of the 11/23/21.

Recommended Action: Motion to approve the agenda as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac amending the agenda to administer the Oath to Councilmember Klamn.

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion passes 4/0

APPROVAL OF MINUTES

3. Meeting Minutes for 11/9/2021

Recommended Action: Motion to approve 11/9/2021 meeting minutes as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson, Councilmember Klamn.

Motion passes 5/0.

CONSENT CALENDAR

4. Consent Calendar consisting of November 10, 2021 through November 23, 2021:

Payroll EFT's in the amount of \$53,142.48

Claims Checks #30235 through #30257 and EFT's in the amount of \$50,919.59

for a grand total of \$104,062.07.

Liquor Cannabis License: Heddens Liquor & Wine, Raise for Rowyn & Cannabis Northwest Inc.

Recommended Action: Move to approve the consent calendar as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson, Councilmember Klamn.

Motion passes 5/0

EXECUTIVE SESSION

5. Personnel

Mayor Fournier, City Attorney Hughes, C/T Canup and Councilmembers adjourned into Executive session at 7:40 pm to discuss personnel litigation.

No action to be taken and to last approximately 15 minutes.

Convened back to regular meeting at 7:47 pm.

PRESENTATIONS

6. Oath of office appointment for City Council Position #2 Elaine Klamn

Mayor Fournier administered the oath of office to Elaine Klamn for City Council Position #2.

7. Oath of office appointed Civil Service Commission position #1 to Jeff Copeland

Mayor Fournier administered the Oath of office to Civil Service Commission position #1 to Jeff Copeland.

8. Oath of office appointed Civil Service Commission position #2 to Jody Stoltz.

Mayor Fournier administered the Oath of office to Civil Service Commission position #2 to Jody Stoltz.

- 9. Oath of office appointed Civil Service Commission position #3 to Tyler Whitworth.

Mayor Fournier administered the Oath of office to Civil Service Commission position #3 to Tyler Whitworth.

PUBLIC COMMENTS

None

PUBLIC HEARING

Mayor Fournier started the Public Hearing at 7:55 pm and introduced Clerk Treasurer Canup to explain the budget.

- 10. State law provides that each municipality hold two Public Hearings prior to budget adoption in order to provide the opportunity for input by the Public. Tonight's hearing will focus primarily upon expenditures.

Opened the hearing to public comment at 7:56 pm hearing no comments closed at 7:57 pm.

- 11. Thurston County has provided the Assessed Valuation and Property Tax Worksheet for the purpose of calculating and the Ad Valorem Property Tax for fiscal year 2022. The City will hold two Public hearings as required by RCW 84.55 on November 9th and 23rd and is required to pass an ordinance adopting the 2022 property tax by November 30, 2021

Clerk Treasurer Canup explained the way the Ad Valorem Tax works and shared information. The open comment period opened at 7:58 hearing none the comment period closed at 8:01 pm.

PROCLAMATIONS

None

OLD BUSINESS

None

NEW BUSINESS

None

RESOLUTIONS

None

ORDINANCES

- 12. Ordinance 920 Amending Chapter 16.08 Parks of the TMC

Recommended Action: Approve as the 2nd reading and adoption of Ord 920

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

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson, Councilmember Klamn.

Motion passes 5/0.

13. Ordinance 922 2022 Budget

Recommended Action: Move to approve as the 1st reading of Ord 922 adopting the 2022 Budget

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

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson, Councilmember Klamn.

Motion passes 5/0.

14. Ordinance 921

Recommended Action: Move to accept this as the 1st Reading of Ord 921 Amending the Budget for Fiscal Year 2021

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

Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson, Councilmember Klamn.

Motion passes 5/0.

REPORTS

15. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District #12

5) Library

6) Museum

7) Tenino Community Service Center

1) Chamber of Commerce: George Sharp reported the Christmas Tree Lighting will be held on 12/3/21 beginning at 6:00 pm. The next Chamber meeting will be 12/15/21 at the Kodiak Room. Please RSVP for food.

2) Economic Development Council (EDC): None

3) Experience Olympia & Beyond (VCB): The meeting this month was great, they are setting up the marketing for 2022.

4) Fire District #12: Councilmember O'Callahan reported they passed their budget and the levy passed.

16. 1) ARCH Commission

2) Civil Service Commission

3) Façade Improvement Grant Review Committee

4) Finance Committee

5) Planning Commission

6) Public Safety Committee

None

17. 1) Chief of Police

2) Director of Public Works

3) City Planner/Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

1) Chief of Police: Chief Hutchings stated they will have 2-3 Officers available for the tree lighting. They are performing the psych and polygraph for the new Chief end of Dec, fist of January.

5) Clerk/Treasurer: C/T Canup reported things are looking great with the remodel. TC Elections advised if the City has any resolutions for the ballot they must be in by Dec 10th.

6) Mayor: Mayor Fournier attended the farewell dinner with the outgoing Mayors of South County.

18. 1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Community Investment Partnership (CIP)

3) Solid Waste Advisory Board

4) South Thurston Economic Development Initiative (STEDI)

5) TCOMM/911

6) Tenino School Board

7) Thurston Regional Planning Council (TRPC)

8) Transportation Policy Board

4) South Thurston Economic Development Initiative (STEDI): They had a great meeting with a Puget Sound Energy speaker.

8) Transportation Policy Board: They have 1.5 million to put back in the coffers for the County for unused monies they still have.

PUBLIC COMMENTS 2

Marlena Mulkins: She asked what MOU stands for. She also said she felt the Mayor and Council worked really well together getting things done.

ANNOUNCEMENTS

Christmas Tree Lighting at 6:00 pm. Chamber Auction after at the Eagles.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 8:20 pm.

File Attachments for Item:

3. Consent Calendar consisting of November 24, 2021 through December 14, 2021:

Payroll EFT's in the amount of \$26,100.02

Claims Checks #30258 through #30291 and EFT's in the amount of \$66,465.22 for a grand total of \$92,565.24 Liquor Cannabis License: none

Recommended Action: Move to approve the consent calendar as presented as well as Council Member Davidsons absence.

Consent Calendar consisting of November 24, 2021, 2021 through December 14, 2021:

- Payroll EFT's in the amount of \$26,100.02**
- Claims Checks #30258 through #30291 and EFT's in the amount of \$66,465.22**

for a grand total of \$92,565.24

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

CHECK REGISTER

3. City Of Tenino

Time: 16:32:06 Date: 12/14/2021

11/24/2021 To: 12/14/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3389	12/05/2021	Payroll	5	EFT	Rachel L Davidson	138.14	
3390	12/05/2021	Payroll	5	EFT	Wayne R Fournier	889.72	
3391	12/05/2021	Payroll	5	EFT	Linda Gotovac	69.07	
3392	12/05/2021	Payroll	5	EFT	Effie E Klamm	46.04	
3393	12/05/2021	Payroll	5	EFT	Jason A Lawton	69.07	
3394	12/05/2021	Payroll	5	EFT	John J O'Callahan	69.07	
3402	12/05/2021	Payroll	5	EFT	Veronica A Barnes	1,583.92	
3403	12/05/2021	Payroll	5	EFT	Miles Cannon	1,857.22	
3404	12/05/2021	Payroll	5	EFT	Troy LK Cannon	2,133.69	
3405	12/05/2021	Payroll	5	EFT	Kayleen Canup	1,866.68	
3406	12/05/2021	Payroll	5	EFT	Rene Durand	1,560.37	
3407	12/05/2021	Payroll	5	EFT	Brent L Gibbs	1,792.16	
3408	12/05/2021	Payroll	5	EFT	John F Hutchings	2,411.31	
3409	12/05/2021	Payroll	5	EFT	Drew Johnson	2,422.83	
3410	12/05/2021	Payroll	5	EFT	Aaron Lee	1,771.49	
3411	12/05/2021	Payroll	5	EFT	Jason M Plaja	2,417.24	
3412	12/05/2021	Payroll	5	EFT	Maria Rodriguez	1,582.01	
3413	12/05/2021	Payroll	5	EFT	Jennifer N Scharber	1,323.75	
3414	12/05/2021	Payroll	5	EFT	Seth D Sharp	2,096.24	
3460	12/09/2021	Claims	5	30258	South Thurston Fire & EMS	10,000.00	
3501	12/14/2021	Claims	5	30259	Axon Enterprise Inc	2,512.27	
3502	12/14/2021	Claims	5	30260	Centralia OK Tire	33.54	
3503	12/14/2021	Claims	5	30261	Corporate Payment Systems	130.45	
3504	12/14/2021	Claims	5	30262	Dragon Analytical Laboratory	288.00	
3505	12/14/2021	Claims	5	30263	Emergency Vehicle Solutions LLC	251.11	
3506	12/14/2021	Claims	5	30264	Foster Garvey P.C.	7,450.00	
3507	12/14/2021	Claims	5	30265	Gibbs & Olson Inc	4,439.00	
3508	12/14/2021	Claims	5	30266	Hillier, Scheibmeir & Kelly, PS	125.00	
3509	12/14/2021	Claims	5	30267	J P Cooke Co	67.50	
3510	12/14/2021	Claims	5	30268	Joes Refuse	1,152.89	
3511	12/14/2021	Claims	5	30269	Law Office of Richard L. Hughes PLLC	3,675.00	
3512	12/14/2021	Claims	5	30270	MRSC	135.00	
3513	12/14/2021	Claims	5	30271	Steven Magelki	422.64	503400.00 - 1149 GARFIELD AVE E
3514	12/14/2021	Claims	5	30272	Miles Sand And Gravel	90.42	
3515	12/14/2021	Claims	5	30273	Mountain Mist Water	23.02	
3516	12/14/2021	Claims	5	30274	Pacific Testing & Inspection	2,897.58	
3517	12/14/2021	Claims	5	30275	Pitney Bowes	69.63	
3518	12/14/2021	Claims	5	30276	Puget Sound Energy	6,224.80	
3519	12/14/2021	Claims	5	30277	Quill	332.54	
3520	12/14/2021	Claims	5	30278	Right Systems Inc	6,719.45	
3521	12/14/2021	Claims	5	30279	Rochester Lumber	219.22	
3522	12/14/2021	Claims	5	30280	Sunset Air, Inc.	531.90	
3523	12/14/2021	Claims	5	30281	Tenino Marketfresh	27.06	
3524	12/14/2021	Claims	5	30282	Tenino Telephone Co	1,706.32	
3525	12/14/2021	Claims	5	30283	City Of Tenino	1,548.68	
3526	12/14/2021	Claims	5	30284	Thomas L. Meyer	2,250.00	
3527	12/14/2021	Claims	5	30285	USA BlueBook	255.54	
3528	12/14/2021	Claims	5	30286	Utilities Underground Location	12.32	
3529	12/14/2021	Claims	5	30287	Verizon Wireless (Cell)	740.80	
3530	12/14/2021	Claims	5	30288	Voyager Fleet System	2,406.70	
3531	12/14/2021	Claims	5	30289	WA State Dept Natural Resources	27.38	
3532	12/14/2021	Claims	5	30290	Water & Wastewater Svcs, Inc	9,680.62	
3533	12/14/2021	Claims	5	30291	Wilson Parts Corporation	18.84	
						60,276.22	
						99.08	
						3,741.80	

001 General Government Fund #001
 002 Quarry Pool Fund #002
 101 City Street Fund #101

CHECK REGISTER

3. City Of Tenino

11/24/2021 To: 12/14/2021

Time: 16:32:06 Date: 12/14/2021

Page: 2

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		310 Municipal Capital Imp Fund	310		740.00	
		401 Water Fund			2,694.48	
		402 Water Capital Imp Fund			3,807.26	
		410 Sewer Fund			21,033.59	
		421 Sewer Capital Improvement Fund			172.81	
		* Transaction Has Mixed Revenue And Expense Accounts			92,565.24	Claims: 66,465.22 Payroll: 26,100.02

WE, the members of the City Council of the City of Tenino, Thurston County, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the Tenino City Council.

DATED this _____ day of _____ 2021.

Clerk/Treasurer

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

File Attachments for Item:

4. After review of 2021 budget we have found some excess funds that were not used. We are hoping to use these funds to update office furniture for City Hall. The current furniture is not functional and very outdated. Attached is the budget position showing funds.

Recommended Action: Discuss use of excess funds, approve use of funds for City Hall office furniture update.

2021 BUDGET POSITION

City Of Tenino

Time: 08:19:31 Date: 12/03/2021

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310 Municipal Capital Imp Fund 310

01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
594 18 60 03	Danger Tree Management	0.00	0.00	0.00 100.0%
594 18 62 01	Library	0.00	0.00	0.00 100.0%
594 21 60 00	Law Enforcement-Toughbook Puchase	0.00	0.00	0.00 100.0%
594 21 60 04	Dowies Bldg Renovation	0.00	0.00	0.00 100.0%
594 21 60 05	Dowies Bldg Sign	0.00	0.00	0.00 100.0%
594 75 60 01	Museum	0.00	0.00	0.00 100.0%
594 76 43 00	Professional Services - Engineer Cont	0.00	0.00	0.00 100.0%
594 76 60 00	Park Improvements - General	5,000.00	2,094.80	2,905.20 58.1%
594 76 60 01	Interpretive Signs	3,000.00	0.00	3,000.00 100.0%
594 76 60 02	Quarry Pool Renovation Project	191,607.00	24,100.51	167,506.49 87.4%
594 76 60 03	Quarry House Renovation Project	255,669.00	4,519.00	251,150.00 98.2%
594 76 60 04	Caboose Restoration	10,000.00	6,843.88	3,156.12 31.6%
594 76 60 05	Pump Track	0.00	0.00	0.00 100.0%
594 76 60 06	Parking Lot	0.00	2,312.81	(2,312.81) 0.0%
594 76 63 02	Campground Improvements	1,500.00	0.00	1,500.00 100.0%
595 10 42 01	Engineering - City Hall Reno	103,339.00	9,337.68	94,001.32 91.0%
595 50 42 02	Structures - City Hall Reno	378,000.00	136,527.57	241,472.43 63.9%
594 Capital Expenditures		948,115.00	185,736.25	762,378.75 80.4%
999 Ending Balance				
508 80 00 04	Ending Balance	0.00	0.00	0.00 100.0%
508 91 00 04	Ending Balance	0.00	0.00	0.00 100.0%
999 Ending Balance		0.00	0.00	0.00 100.0%
Fund Expenditures:		1,021,042.00	240,755.56	780,286.44 76.4%
Fund Excess/(Deficit):		476,260.00	77,716.98	

\$ 7,405

We ask Council if we can use the remaining funds in the highlighted account to purchase furniture

5.

File Attachments for Item:

5. Tenino Food Bank Lease

Recommended Action: Review and approve Lease Agreement for Tenino Food Bank.

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into this 1st day of January, 2022, by and between **CITY OF TENINO, WASHINGTON, a municipal corporation**, hereinafter referred to as "Lessor", and **Tenino Food Bank, a Washington non-profit corporation**, hereinafter referred to collectively as "Lessee".

WHEREAS, Lessor has property located in Tenino, Washington, which is suitable to serve as a storage facility and distribution facility for food for the less fortunate and otherwise needy population of Tenino, Washington; and

WHEREAS, Lessee is qualified, able, and ready to serve as the provider of food and other needs involved in the operation of a food bank in Tenino, Washington; and

WHEREAS, the parties desire to execute a lease for the use of property of Lessor for the food bank services needed in the greater Tenino area; now, therefore,

IN CONSIDERATION of the above-referenced recitals and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Lessor, for and in consideration of the rentals hereinafter provided and the covenants and agreements herein contained, hereby lets, demises, and leases unto the Lessee, and the Lessee does hereby rent and lease from Lessor, that certain real property commonly known as 748 Sussex Avenue West, Tenino, Thurston County, Washington (PARCEL 74901501000, SNYDER & STEVENS LOT 10 BLK 15).

1. **Term.** The term of this Lease Agreement shall commence the 1st day of January, 2022, and terminate on the 31st day of December, 2022, unless otherwise terminated as provided herein. Lessee, at their option, shall have the right to renew and extend this Lease Agreement annually for one-year periods from and after the 31st day of December, 2022; provided,

however, notice of its intention to so renew and extend this Lease shall be given to Lessor in writing within ninety (90) days of the termination of the then-existing Lease term. In the event Lessee elects to renew and extend the term of this Lease Agreement as herein provided, the terms of this Lease, with the exception of the monthly rent, shall remain the same and in full force and effect during the extended term of this Lease Agreement. All rentals to be paid under the terms of any extension or renewal hereof may be renegotiated at the request of Lessor, for any such renewal or extension term.

2. **Rent.** Each Lessee shall pay to Lessor the sum of One Thousand One Hundred Seventy-Five (\$1,175.00) per quarter as and for the rental of said premises, said rent to be paid in advance on the first day of each quarter, commencing the 1st day of April, 2022. In addition thereto, Lessee shall pay all leasehold excise tax and all premiums for public liability and extended coverage insurance for said premises. Rent for any succeeding term hereof, if applicable, shall be renegotiated effective as of the first day of each new term. All rental payments shall be paid to Lessor at Lessor's address last known by Lessee.

3. **Limitation of Liability.** Lessee accepts the demised premises and building thereon in their present condition. Lessor agrees to repair and maintain the same in their present condition at its expense. Lessee agrees to immediately notify Lessor of any maintenance requirement. In the event Lessor is not notified immediately of any maintenance requirement, Lessor shall not be liable for any damages occasioned by failure to keep the premises in repair and shall not be liable for any damage done or occasioned by plumbing, electric wiring fixtures, gas, water, or other pipes or sewage or the bursting or leaking thereof, or for damages occasioned

by water, snow, or ice being upon or coming through the roof, doors, or other parts of the premises.

4. **Alterations and Repairs by Lessee.** Lessee may at their expense make such alterations and repairs to the demised premises as may be required for the purposes of their respective business; provided, however, that any change in the present floor plan shall at the option of Lessor promptly be restored by Lessee to its condition at the beginning of this Lease at the expense of Lessee, such option of Lessor to be exercised by a notice in writing to Lessee not later than thirty (30) days after the expiration of this Lease.

5. **Lessee's Right to Remove Fixtures.** Lessee shall have the right to remove from the leased premises all machinery, apparatus, and equipment installed by Lessee therein, whether or not such machinery, apparatus, and equipment be attached to the real estate, excepting that such right of removal shall not apply to any machinery, apparatus, or equipment paid for in whole or in part by Lessor, and provided that on the date of the termination of this Lease, Lessee shall restore and repair any damage to the demised premises caused by the removal of such machinery, apparatus, and equipment.

6. **Insurance.** Lessee shall at all times keep the leased premises insured for fire, extended coverage, and public liability insurance for personal injury and property damage in a single limit of not less than One Million Dollars (\$1,000,000).

7. **Liability.** In no event shall Lessor be liable for any accident or injury to any goods, property, or person whomsoever occurring in or about the leased premises, including any that may be caused by any defects now in the premises or hereafter occurring therein, or any part or appurtenance thereto. Lessee shall defend, indemnify, and hold Lessor and each other

harmless from any and all damages, costs, attorney's fees, claims, demands, and expenses of any and every kind and nature whatsoever occasioned by bodily injury, death, sickness, disease, and property damage for loss of use thereof which shall arise or be sustained in connection with Lessee' use and occupation of leased premises. Lessor shall not be liable or responsible to any person or persons whomsoever for any damage to persons or automobiles, goods, wares, or merchandise or other property in or upon or about the premises caused or occasioned by fire, earthquake, Acts of God, or other casualties, civil riot, or war, or the breaking, overflowing, or leaking of roofs, pipes, or walls of any building or improvements, or for any damage suffered by any act or conduct whatsoever.

8. **Hazardous Materials.** Lessee shall keep the leased real property free of hazardous materials, wastes, or substances as the same are now defined or regulated by the federal Environmental Protection Agency or the Washington State Department of Ecology, and Lessee agrees to save, defend, indemnify, and hold Lessor and each other harmless from any and all claims for investigation, damages, or cleanup of industrial waste or hazardous materials, wastes, or substances located upon the leased real property other than any such materials or substances as may be in existence as of commencement of the lease term. This indemnification shall include the payment of all investigation and response costs, as well as all other costs incurred by Lessor, including, but not limited to, attorney's fees.

9. **Rules and Regulations.** Lessee shall faithfully observe and comply with the rules and regulations which from time to time are promulgated by mutual agreement of the parties. Additions and modifications to said rules may be made from time to time by mutual agreement of the parties. The additions and modifications to those rules shall be binding upon

Lessee upon receipt of a copy of them. Lessor shall not be responsible to Lessee for nonperformance of any of the rules by other tenants or occupants. Lessee shall have the right to seek enforcement of the Rules and Regulations in Lessor's place and stead in the event of violation thereof by other tenants or occupants.

10. **Subletting and Assignment.** Lessee shall not sublet the premises or any part thereof or assign this Lease without the prior written consent of Lessor.

11. **Default and Termination.** In the event either of the Lessee shall default in the performance of any of the covenants and agreements herein contained, or in the payment of rent as herein required, Lessor may terminate and cancel this Lease upon giving Lessee written notice of such default not less than thirty (30) days prior to the effective date of such termination. In the event either Lessee fails to cure the default within said 30-day period, Lessor may re-enter and take possession of the leased premises. Notwithstanding any other provision herein, any party hereto may terminate and cancel this Lease Agreement upon giving the other party written notice of such termination not less than thirty (30) days prior to the effective date thereof.

12. **Attorney's Fees.** If, by reason of any default hereunder, it is necessary for either party to employ an attorney, the defaulting party shall pay all costs, expenses, and reasonable attorney fees expended or incurred in connection therewith.

13. **Notices.** All notices given by the parties shall be in writing and either served personally or sent by mail to the address of Lessor or Lessee indicated at their signature blocks below, or such other place as the other party may be notified in writing. Notices are deemed effective on the date mailed or personally delivered.

14. **Binding Effect.** This Agreement shall be binding upon the parties hereto, their heirs, successors, personal representatives, and assigns.

EXECUTED IN DUPLICATE on the date and year first above written.

CITY OF TENINO, WASHINGTON

By _____
Wayne Fournier, Mayor
City of Tenino
P.O. Box 4019
Tenino, WA 98589

LESSOR

TENINO FOOD BANK

By: _____
Name: Pat Haller
Title: Executive Director
Address: 224 Sussex Ave. E.
Tenino, Washington 98589

LESSEE

File Attachments for Item:

6. Review Planning Commission Application from Dave Watterson

Recommended Action: Review and motion to Confirm Dave Watterson as City of Tenino Planning Commission Position #1.



CITY OF TENINO

City Commission Vacancy Application

(Please type or print clearly)

Name as registered:

DAVID ALAN WATTERSON

Physical Address:

1132 CENTRAL AVE E. TENINO WA 98589

Mailing Address:

S.A.A.

Home Phone:

NONE

Cell Phone:

360-402-3244

Email Address:

davewatterson@comcast.net

How long at Residence:

18 yrs

Best time to contact:

Any

Personal Information (optional):

List any prior experience as an elected official:

SERVED ON BUCODA AND TENINO CITY COUNCIL, I AM FAMILIAR OF THE WORK OF THE TENINO PLANNING COMMISSION AS PART OF MY TIME WITH TENINO COUNCIL SERVED ON SOLID WASTE ADVISORY COMMITTEE, C.A.C., BOTH OF WHICH I BELIEVE RELATE TO WORK AROUND PLANNING.

List any applicable work experience:

FIRE FIGHTER / EMT LACEY F.D. #3, 1987 to 2014

VOLUNTEER WITH ALL KIDS WIN - SERVING FOOD TO HOMELESS CHILDREN IN THURSTON COUNTY.

List any applicable experience working with budgets:

SERVED AS SECRETARY-TREASURER FOR IAFF LOCAL 2903
SERVED ON BUDGET COMMITTEE FOR CITY OF TENINO

Please list three (3) references:

Name: TANYA BARHAM
Address:
Contact Number: 503-282-2547

Name: TOM CRAWFORD
Address:
Contact Number: 360-280-0242

Name: CHRISTY DELARE
Address:
Contact Number: 360-264-2016

Council members make recommendations and decisions that affect the entire community.

- 1.) Do you foresee possible conflicts of interest with any of your current employment or civic positions? Yes (Please explain on back) No
- 2.) When making recommendations and decisions do you feel you could be impartial and base your decision on the overall need and benefit of the Community? Yes No (Please explain on back)
- 3.) Are there any days or evenings you are unavailable to meet? Yes (Please explain on back) No

Signature: David Watterson **Date:** 10-10-2021

Please return completed form and any additional information to:
City of Tenino – Attn: City Clerk, 149 Hodgden St South, P.O. Box 4019, Tenino, WA 98589
For more information please call (360) 264-2368

File Attachments for Item:

7. Old PW Building Lease

Recommended Action: Review lease and motion to approve Thoren Electric lease on half of PW Old building.

LEASE AGREEMENT

This Office Lease Agreement (“Lease”) is entered into by and between the **THE CITY OF TENINO (“LESSOR”)**, a Washington municipal corporation, and **THOREN ELECTRIC LLC (“LESSEE”)** a Washington Limited Liability Company, (collectively “Parties”).

It is agreed between the parties hereto as follows:

1. **Description of Premises.** Lessor hereby leases to Lessee, on the terms and conditions hereinafter set forth, approximately 1,296 square feet of that certain property located at 798 Sussex Avenue W, Tenino, WA 98589 (the “Premises”). The leased portion of the Premises is shown on Exhibit A attached hereto (“Leased Premises”), as well as the facilities as described herein.

2. **Term.** The term of this Lease shall commence on January 1, 2022 (“Term”) and continue for a period of 1 year, which may be renewed for successive 1-year periods by Lessee upon providing written Notice to Lessor within 60 days of the date in which the Lease would otherwise expire, and approval by the City Council of Lessor after consideration of whether the City needs the leased space for its own use. Further, either Party may terminate this Lease under paragraph 8 herein. The Parties may amend this agreement from time to time in writing and authorized by their respective representatives.

3. **Rental.** The monthly rent for the Leased Premises shall be in the amount of \$700 and be offset for work as a certified electrician to the city, provided Lessee submits a statement of time and materials for projects requested by the City and such statement is approved by the Mayor or designee. In the event of a dispute concerning Lessee’s statement of time and materials, or work provided by Lessee, Lessee shall be responsible for payment of all rent due on a timely basis, without offset until the dispute is resolved.

The rent for each month shall be paid to Lessor in advance on or before the fifth (5th) day of each month until the end of the Term. Rent shall be paid to the Lessor at the address of the Lessor set forth in this Lease. Lessor may adjust the monthly rent upon each successive 1-year renewal period, but only upon written notice to Lessee at least 120 days prior to the end of the current 1-year period. Lessee shall be responsible for any applicable leasehold tax, utilities and any other expense associated with use of the leased premises.

If Lessee fails to pay any monthly rent payment or other amount owed to Lessor within ten (10) days after it is due, Lessee shall pay as additional rent a sum equal to five percent (5%) of each such overdue amount. At Lessor’s option, any sum not paid by Lessee within twenty (20) days of the date due shall also bear interest at the rate of twelve percent (12%) per annum from the date due until paid in full. Lessor’s acceptance of a late charge (or interest) shall not waive the underlying delinquency or bar the exercise of other remedies for non-payment under this Lease. If the commencement date is on any other than the first day of a month, the first month’s rent shall be the base rent divided by the number of days in that month, multiplied by the number of days in that

month that Lessee occupies the Leased Premises. Such prorated amount shall be payable on the first day of occupancy.

4. **Use.** The Leased Premises are leased to the Lessee for Lessee's business operations in a responsible manner. No other use shall be made of the Leased Premises without the written consent of the Lessor.

5. **Lessee's Obligations.** Lessee shall:

(a) At all times during the Term, or any extension of the Term hereof, keep the Leased Premises, including appurtenances, fixtures, installations and equipment, in good condition and repair, reasonable wear and use excepted;

(b) Not make any alterations, improvements, or additions to the Leased Premises without first obtaining the written permission of Lessor;

(c) Permit Lessor and their agents, upon reasonable notice, to enter into and upon said Leased Premises at all reasonable times for the purpose of inspecting said Leased Premises and for the purpose of maintaining the building in which said Leased Premises are situated, or for the purpose of making repairs thereto;

(d) Properly dispose of rubbish, garbage, and waste in a clean and sanitary manner at reasonable and regular intervals and assume all costs of extermination and fumigation for infestation caused by Lessee;

(e) Properly use and operate all electrical, gas, heating, plumbing, and other fixtures, and appliances;

(f) Not intentionally or negligently destroy, deface, damage, impair or remove any part of the Leased Premises, their appurtenances, facilities, equipment, furniture, furnishings, appliances, or fixtures; and

(g) Not permit a nuisance or common waste.

6. **Surrender of Leased Premises.** Upon expiration of the Term of this Lease, Lessee shall promptly surrender the Leased Premises to Lessor and shall, at Lessee's own expense, return the Leased Premises to its original condition, exclusive of ordinary wear and tear.

7. **Default and Remedies.** If any default shall occur under the terms of this Lease by either party hereto and such default continues for twenty (20) days after either party's written notice thereof to the defaulting party, then the non-defaulting party shall be entitled to all remedies at law or in equity. Jurisdiction for any legal action brought under this Agreement shall be in the Superior Court of the County of Thurston, State of Washington. This Lease will be construed and enforced in accordance with the laws of the State of Washington. The prevailing Party in any legal action shall

be entitled to recover of their attorneys and costs.

8. **Waiver and cumulative rights.** No waiver of any breach of this Lease by Lessee shall be considered to be a waiver of any other or subsequent breach. All rights and remedies of Lessor herein provided or allowed by law shall be cumulative.

9. **Notices.** All notices to be given to the Lessor or Lessee may be given in writing personally or by certified mail sent to the Lessee at Lessee's address set forth above, or to the Lessor at Lessor's address set forth above, or at such other address as either party shall later provide to the other in writing.

10. **Successors and Assigns.** The covenants and conditions hereof shall be binding upon and for the benefit of the heirs, executors, administrators, successors, sublessees and assigns of the parties hereto.

11. **Entire agreement.** This Lease is the entire agreement in respect to the Leased Premises between the Parties in respect to the Leased Premises and there are no promises, agreements, warranties, or representations, oral or written, express or implied, other than as expressly set forth in this Lease. This Lease shall not be modified in any manner except by an instrument in writing and executed by the Parties.

12. **Insurance Requirements.** Lessor shall at all time during this Lease procure and maintain the following insurance coverage:

- (a) Commercial General Liability insurance that covers liability arising from premises, operations, independent contractors, personal injury, advertising injury, and liability assumed by contract. Coverage shall be written with limits no less than \$1,000,000 per occurrence, \$2,000,000 aggregate, with Tenino named as an additional insured under Lessee's Insurance Policy.
- (b) Workers Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

13. **Indemnification/Hold Harmless.** Lessee shall defend, indemnify and hold Tenino, its board members, agents, officers, and employees harmless from any and all claims, injuries, damages, losses or suits including attorney fees and costs, arising out of, or in connection with, the performance of this lease, except for injuries and damages caused by the sole negligence of Tenino, unless it is judicially determined that RCW 4.24.115 is applicable, in which case Lessee's liability hereunder shall be only to the extent of Lessee's negligence. *It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver under Title 51 has been mutually negotiated by the Parties.*

14. **Alternative Dispute Resolution.** In the event of any dispute, claim, question, or disagreement arising from or relating to this Lease, or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect,

they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable resolution satisfactory to both Parties. If the Parties do not reach such resolution within a period of 60 days from the date the dispute first arose then, upon written notice by a Party to the other, all disputes, claims, questions, or differences shall be referred to *non-binding* mediation by a neutral and independent mediator, selected in accordance with the rules of the American Arbitration Association (AAA) for selection of a mediator. The Parties will share equally in the cost of mediation services and bear their own costs of legal counsel. Mediation shall be a pre-requisite to the filing of any litigation arising out of this Lease.

15. **Effective Date.** This Lease shall be deemed effective on January 1, 2022, provided it is signed by both Parties.

IN WITNESS WHEREOF, the parties hereto signed this Lease on the _____ day of _____ , 2021.

LESSOR

LESSEE

City of Tenino

Thoren Electric

By: Wayne Fournier
Its: Mayor

By: Patrick Thoren
Its: Member/Owner/Operator

EXHIBIT A: Leased Premises

7.

8.

File Attachments for Item:

8. EDC Contract

Recommended Action: Review and motion to approve EDC Contract as presented.

THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2022 CONTRACT FOR SERVICES

CONTRACT FOR SERVICES

THIS AGREEMENT, entered into this 1st day of January, 2022 is between:

THURSTON ECONOMIC DEVELOPMENT COUNCIL (EDC)

4220 - 6th Avenue SE
Lacey, WA 98503
(hereafter "Council")

and:

CITY OF TENINO

149 Hodgden Street South
Tenino, WA 98589
(hereafter "City")

WHEREAS, The State of Washington has created RCW 35.21.703 which recognizes participation in economic development programs as a public purpose in which all cities may engage either directly or through non-profit corporations; and

WHEREAS, the City realizes that a sound tax base and providing quality services to its citizens are each positively influenced by creation of economic vitality; and

WHEREAS, the City owns and operates various utilities and cooperates in providing other public services, and is therefore interested and concerned with customer utilization of these services; and

WHEREAS, lack of family-wage job opportunities leads to a decreased standards of living for Tenino residents, increased rates of crime and family violence, as well as physical and mental problems; and

WHEREAS, the nonprofit EDC is actively working to identify and encourage new family wage job opportunities for residents of the City of Tenino; and

WHEREAS, the EDC is actively pursuing and facilitating the location of targeted businesses to Tenino through development and implementation of a strategy to attract such targeted new business and industry, as well as through work with local firms considering expansion; and

WHEREAS, the City is desirous of obtaining for its benefit the knowledge, experience, and resources of the EDC for business development marketing, business expansion and retention, and small business assistance;

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2022 CONTRACT FOR SERVICES**

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, to be kept, performed and fulfilled by the respective parties hereto, it is agreed as follows:

I. SERVICES BY the Thurston EDC

See attached Scope of Work, labeled as "Attachment A"

II. TIME AND PERFORMANCE

The services of the EDC are to commence on January 1, 2022, and terminate on December 31, 2022. The duration of the contract may be extended or terminated upon mutual agreement between the two parties hereto and pursuant to the terms and conditions of the agreement.

III. COMPENSATION

The City shall reimburse the EDC for services as follows:

1. The total contract price for the time of performance shall be ten thousand dollars (\$10,000.00).
2. Payment shall be made in quarterly installments payable at the end of each quarter.
3. The EDC shall submit such properly executed vouchers or forms together with such other reports and recommendations to the City as are necessary or required.
4. If the City receives a Creative District Operating Grant through ArtsWA for \$2,000 during the 2022 calendar year, that grant funding will be provided to the EDC for the EDC's staffing of the District, in addition to the original amount in item III.1 above.

IV. INDEPENDENT CONTRACTOR

1. The EDC is and shall be at all times during the term of this contract an independent contractor and shall not be entitled to any of the usual benefits incident to employment with the City.
2. The EDC shall provide management, establish compensation of independent consultants and personnel, maintain payroll records, and provide payment for all of its personnel, including withholding of income taxes, payment of social security taxes, unemployment compensation (where applicable), and fringe benefits.

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2022 CONTRACT FOR SERVICES**

- 3. Any and all employees of the EDC, other persons or independent consultants, while engaged in the performance of any work or services required by the EDC, shall be considered employees or consultants of the EDC only, and not of the City. Any and all claims that may or might arise under the Workman’s Compensation Act, on behalf of said employee or other persons while so engaged in any of the work or service rendered hereunder shall be the sole obligation and responsibility of the EDC.

V. HOLD HARMLESS INDEMNIFICATION

The EDC shall indemnify and hold the City and its agents, employees, and or officers harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this contract and/or the EDC’s performance or failure to perform any aspect of this contract; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and or officers, this indemnity shall be valid and enforceable only to the extent of the negligence of the EDC; and provided further, that nothing herein shall require the EDC to hold harmless or defend the City, its agents, employees and or offices from any claims arising the sole negligence of the City, its agents, employees, and or officers. The EDC expressly agrees that the indemnification provided herein constitutes the contractor’s waiver of immunity under Title 51 RCW, for the purposes of this contract. This waiver was mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this contract.

VI. NON-DISCRIMINATION

The EDC shall not discriminate against any employee, applicant for employment or client because of race, creed, color, sex, age, national origin, marital status, or physical or motor handicap.

VII. COMPLIANCE WITH LAWS

The EDC shall comply with all applicable state, federal and local laws and safety regulations.

VIII. CHANGES

Either party may request changes in the scope of services, performance, or reporting standards to be performed or provided hereunder. Proposed changes mutually agreed upon shall be incorporated by written amendments to this contract.

IN WITNESS THEREOF, the parties hereto have executed this contract.

THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2022 CONTRACT FOR SERVICES

CITY OF TENINO:


Signed

Wayne Fournier, Mayor

Name and Title

Date

THURSTON ECONOMIC DEVELOPMENT COUNCIL:


Signed

Michael Cade, Executive Director

Name and Title

12/13/21
Date

Attachment A

**Thurston Economic Development Council (EDC)
2020 Scope of Work**

RE: City of Tenino, WA

The Thurston Economic Development Council (EDC) proposes to provide economic development activities in support of the City of Tenino.

The theme of this contract highlights the use of the EDC professional staff as an ad hoc extension of City staff, available for consultations, analysis, project review and proposal writing.

Specifically, the EDC/Tenino 2022 work plan would focus on the following elements:

1. South Thurston Economic Development Initiative (STEDI). EDC staff shall convene, facilitate and support the efforts of STEDI to coordinate and drive economic development within Tenino and throughout the rural communities of Thurston County, ensuring these efforts are communicated back to the City Council.
2. Agricultural Business Park. EDC staff shall continue efforts to support the creation of an Agriculture-focused business park within the City of Tenino, including efforts to oversee and manage park construction, raise funds, build partnerships, attract business tenants and market the project.
3. Creative District. EDC staff, with input and guidance from the city staff and council, shall manage the operations of the District, and continue efforts to build out the offering, partnerships, and economic activity associated with the creative economy.
4. Economic Development Chapter of City Comprehensive Plan. EDC staff will work with City Staff and Council to continue to write an economic development chapter for the City's comp plan.
5. Business Retention and Expansion (BRE). EDC staff will support Tenino business retention and expansion through support of and participation within the Tenino Chamber of Commerce and through such initiatives as the "Façade Improvement" grant program.

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2022 CONTRACT FOR SERVICES**

6. Recruitment. EDC staff shall seek out opportunities to attract new businesses to locate in the area and facilitate discussions between the City and regional economic drivers.
7. Tourism & Marketing. EDC staff shall work to help market Tenino through tourism efforts such as the Bountiful Byway and through business recruitment outreach efforts, coordinating these efforts with partner organizations such as the Visitor & Convention Bureau, Tenino Chamber of Commerce, Washington Film Commission and others.
8. Septage & Bio-solids. EDC staff shall support the City's efforts in regard to septage receiving and the marketing of bio-solids once a septage receiving process has begun.
9. Legislative Agenda. EDC staff shall work with City staff and officials to develop and strengthen legislative relationships and establish a legislative agenda.
10. Funding & Educational Opportunities. EDC staff will work to identify and pursue funding sources and economic development educational programming opportunities, that promote workforce development, community development and economic development capacity building.
11. Place Making. EDC staff will assist and advise City staff and officials, where and when appropriate, on place-making and public works projects such as those involving the City Park and Quarry Pool.
12. Tenino City Council. EDC staff shall meet with Council as appropriate at Council meetings, in work sessions and retreats to present, discuss and strategize opportunities and long range economic development efforts in coordination with an overall regional economic development alliance.
13. Grant writing. The City may identify grant opportunities in support of the City's Economic Development Plan and, where and when appropriate, direct EDC staff to complete such grant requests on behalf of the City. It is noted that while no specific contract or grant opportunity is currently identified, the EDC staff will be available to work with City staff on such opportunity. Such services would be considered above and beyond the scope of this contract and, through the inclusion of this clause, would be negotiated as an additional contract that could be amended to this contract as "Attachment B".

This scope of work is worth an estimated \$10,000 in staff time and materials provided by the EDC.

We look forward to working with the entire City Council and community to increase economic development activities within the City of Tenino.

9.

File Attachments for Item:

9. Resolution 2021-08 Surplus police vehicles.

Recommended Action: Review and motion to approve Resolution 2021-08

RESOLUTION 2021-08

**A RESOLUTION OF THE CITY OF TENINO, WASHINGTON,
DECLARING CERTAIN CITY VEHICLE, TO BE SURPLUS AND OF NO FURTHER USE
TO THE CITY AND AUTHORIZING THE SALE AND DISPOSTION THEREOF.**

WHEREAS, the city of Tenino, Washington, is authorized, pursuant to Washington Laws, to dispose of vehicle owned by the city by sale: and

WHEREAS, the city Council of the city of Tenino, Washington, considers the described vehicle below, owned by the city to be surplus and of no further use to the city; and

WHEREAS, the city Council of the city of Tenino, Washington, considers the sale of the described vehicle below, to be in the best interest of the citizens and patrons of the city; now, therefore,

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

Section 1.

The city of Tenino, Washington, does declare the following described vehicle surplus and of no further use to the city:

2011 Chevrolet Tahoe - **AS IS**
VIN: 1GNLC2E08BR263013
Approx. 169,900 miles

Section 2.

The Mayor of the city of Tenino, Washington, shall be, and he hereby is, authorized to sell said vehicle in a commercially-reasonable manner as determined by the Mayor or his designee.

Section 3.

ADOPTED by the City Council of the City of Tenino, Washington, and APPROVED by the Mayor, at a regularly scheduled open public meeting on the 14th of December 2021.

Wayne Fournier, Mayor

ATTEST:

Kayleen Canup, Clerk/Treasurer

File Attachments for Item:

10. Resolution 2021-09 LGIP

Recommended Action: Review and motion to approve Resolution 2021-09

RESOLUTION NO. 2021-09**CITY OF TENINO, WASHINGTON****A RESOLUTION AUTHORIZING
INVESTMENT OF CITY OF TENINO MONIES
IN THE LOCAL GOVERNMENT
INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Tenino, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City of Tenino, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by City of Tenino and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Wayne Fournier, Mayor the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the City Council of the City of Tenino, State of Washington on this 14th day of December 2021.

Wayne Fournier, Mayor

Attest:

Kayleen Canup, Clerk/Treasurer

Approved as to form and content:

Richard Hughes, City Attorney

File Attachments for Item:

11. Resolution 2021-10 Consolidated Fee Schedule.

Recommended Action: Review and motion to approve Resolution 2021-10

RESOLUTION 2022-10

A RESOLUTION OF THE CITY OF TENINO, WASHINGTON
ADOPTING THE 2022 CONSOLIDATED FEE SCHEDULE

WHEREAS, Ordinance 870, establishing the City of Tenino Consolidated Fee Schedule was duly adopted by the City Council on January 24, 2017; and

WHEREAS, Ordinance 870 requires the Consolidated Fee Schedule to be amended no less than yearly by Resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, that all previous versions of the Consolidated Fee Schedule are repealed effective December 31, 2021, and are replaced by the 2022 Consolidated Fee Schedule as shown below:

Section 1. Use of all City facilities or permits shall be granted only through the application process established for the type of use being requested. All applications shall be submitted to the City Clerk's Office for processing. No permit shall issue unless all applicable fees have been paid.

Section 2. Application forms shall be available at City Hall, or online on the City's Web Page, which can be accessed at: www.cityoftenino.us. Downloaded applications forms must still be submitted to the City Clerk's Office for processing. The Clerk shall accept the forms in person, via the U.S. Mail, or via e-mail.

Section 3. The 2022 General Schedule of Fees and Charges, is set forth below:

	FEES	DEPOSIT
ANIMAL LICENSES		
New License	\$ 15.00	
New License — Senior Citizen	\$ 12.00	
Renewal — Spayed or Neutered	\$ 8.00	
Renewal — Non-altered	\$12.00	
Renewal — Senior Citizen	\$ 5.00	
Replacement Tag	\$ 5.00	
Documented Rescued Animal	1 st License free	
BALLFIELD FEES		
Tournaments (Deposit non-refundable if canceled less than 72 hours prior to event)	\$ 25.00 per field, per day	\$ 50.00 per field
Tournament Maintenance	\$ 15.00 per game	
League Practices (Adults Only — Maximum 2 Practices per week, 10 weeks)	\$ 50.00 per league	
Other than Leagues All Day	\$ 60.00 per day	\$ 50.00
Other than Leagues Half Day	\$ 30.00 per day	\$ 50.00

Youth Sports	\$ 5.00 per player, per season	
Field Maintenance/Capital Improvement	\$250.00 per league per season	
BUSINESS LICENSES		
New Business	\$ 55.00	
Renewal	\$ 45.00	
Late Renewal Penalty	\$ 75.00	
CONCESSION STAND RENTAL		
All Day	\$100.00	\$100.00
Half Day 4 Hours	\$50.00	\$100.00
Youth Seasonal Activities	\$50.00/month	
Commercial Vehicle (Food Vendor — Business License Required)	\$50.00/month	
Concession at Pool — Business License Required		
Non-profit	10% of gross sales \$25/da ca	
For Profit	10% of gross sales \$50/da ca	
COUNCIL CHAMBERS RENTAL		
2 Hour Minimum. No alcoholic beverages.	\$ 50.00 per hour	\$ 100.00
MISCELLANEOUS		
Photocopies	\$ 0.15 each	
Copy onto CD or disc includes cost of CD or disc	\$ 5.00	
Notary Service 1 st signature	\$ 10.00	
Each additional signature	\$ 1.50	
Credit Card Convenience Fee	2.5% of transaction amount	
NSF Check Fee	\$ 40.00	
Copy of Police Reports	\$ 7.50 per report	
PARKING		
Designated Parking Stalls		

11.

Hourly First 15 minutes free	\$ 2.00	
Permit Daily	\$ 1,200.00	
Permit Weekly	\$ 48.00	
Permit Monthly	\$ 150.00	
Permit Yearly	\$ 1,600.00	
PARK FEES		
Premium Numbered Sites	\$ 15.00/night	
1 unit per site 1-8 people		
Unit = Tent/RV/Camping Structure		
Open Camp Sites	\$ 10.00/unit/night	
Camping Fees Single entity/unit/night	\$ 8.00	
Groups		

Areas 1, 2, 4, 5		
1-50 people	\$ 50.00	\$ 75.00
51-75 people	\$100.00	\$ 75.00
76-125 people	\$150.00	\$ 75.00
Area 3 Concession Stand Not Included		
1-50 people	\$ 50.00	\$ 75.00
51-75 people	\$100.00	\$ 75.00
76-125 people	\$150.00	\$ 75.00
Area 6 Concession Stand Not Included		
1-50 people	\$ 50.00	\$ 75.00
51-75 people	\$100.00	\$ 75.00
76-125 people	\$150.00	\$ 75.00
Designated Rentable Spaces & Shelters		
Shelters 2 & 3, Quarry House Back Porch		
All Day 8:00 a.m. to dusk	\$ 60.00	\$ 75.00
½ Day 8 a.m. — 2 p.m. or 2:30 p.m. to dusk	\$ 35.00	\$ 75.00
PARADES & SPECIAL EVENTS		
Permit Fee	\$100.00	\$500.00
Plus cost for any necessary police, public works, or other City personnel or services required.	Per FY Salary Schedule	
QUARRY HOUSE RENTAL		
All Day 8:00 a.m. — 2:00 p.m. the next day	\$190.00	\$ 150.00
½ Day (8:00 am — 4:00 pm or 5:00 pm — 1:00 pm the next day)	\$150.00	\$ 150.00
Meetings 2-hour minimum	\$ 50.00/hour	\$ 75.00
Non-Profit Organizations	\$ 30.00 utility fee	
Senior Lunch Program	\$115.00/month	
QUARRY POOL FEES		
	Inside TSD	Outside TSD

11.

Per Person / Per Da	\$ 4.00	\$ 6.00
Per Season / Per Family 2 adults and 3 children	\$125.00	\$200.00
Earl Bird purchased prior to June 1st	\$100.00	\$175.00
No Child Left Inside Program Pass	\$ 75.00	\$150.00
Day Pass Punch Card pay for nine, get one free	\$ 27.00	\$ 45.00
Corporate Sponsor Day Use Fee	\$1000.00	\$1000.00
Non-Profit Sponsor Day Use Fee	\$800.00	\$800.00
SCOTCH BROOM PULLER RENTAL	\$ 15.00/da	\$ 75.00
STREET USE PERMITS		
Surface Improvements	\$120.00	
Underground Improvements in Roadway	\$180.00	
Underground Improvements Outside Roadway	\$ 75.00	
Miscellaneous	\$ 50.00	
Street Cleaning Deposit		\$200.00
Street Closure Deposit		\$200.00
Bond Required	125% of improvements	
TENINO-TOLEDO RESERVE ACADEMY		
Tuition	\$1000.00	
UTILITIES		
Establishment of Service		
New Account Application Fee	\$ 40.00	
Water Service		
Connection/Disconnection		
Turn water service on or off	\$ 40.00	
Tapping Fee	\$2,500.00 plus cost of materials	
Usage Charges up to 500 cf.		
3/4" meter up to 500 cf.	\$ 12.65	
1" meter up to 500 cf.	\$ 17.63	
1-1/2" meter u to 500 c	\$ 29.58	
2" meter up to 500 cf.	\$ 44.84	
3" meter up to 500 cf.	\$ 93.04	
4" meter up to 500 cf.	\$138.38	
Senior Citizen in city only, up to 300 cf.	\$ 7.59	
Outside City Limits up to 300 cf.	\$ 18.95	
Quarry Pool Rate	\$ 9.1 1	
Vacancy Rate	\$ 3.16	
Overage		
Within city per additional 100 cf.	\$ 3.22	

11.

Outside city per additional 100 cf.	\$ 4.56	
Senior in city only per add 100 cf.	\$ 0.81	
Utility Tax	5029%	
Excise Tax		
Water Capital Improvement Charge	\$1450 er month	
Water Surcharge	\$3.80 er month	
Hydrant		
Permit Fee	\$ 75.00	\$250.00
Use and rent of meter	\$ 3500	
First 300 cubic feet	\$ 18.22	
Each additional 100 cubic feet	\$ 3.10	
Municipal Rate		
Base Rate first 500 cubic feet	\$ 8.93	
Each additional 100 cubic feet	\$ 0.77	
Reclaimed Class A Water		
Available only by contract	Contract Rate	
Sewer Service		
Connection/Disconnection		
Connection Charge	\$7,000.00 plus cost of materials	
Remove or Install Grinder Pump	\$300.00	
Monthly Service		

4 of 7

Per ERU	\$125.66	
Per ERU w/Grinder Credit	\$122.38	
Per ERU w/Grinder Charge	\$128.95	
Vacancy Rate	\$ 71.03	
Excise Tax		
Utility Tax	3.852%	
Surcharge	\$3.80 er month	
Late Fee	\$ 25.00	
Interest on outstanding balance		
Septage Receiving		
Contents u to 10% solids	\$0.12 per gallon	
Contents between solids	\$0.13 per gallon	
Contents over 20% cannot be accepted		
Lien Recordation	\$ 36.00	
Lien Removal	\$ 36.00	

COMMUNITY DEVELOPMENT -

Application, Permit, or Request Type*t	Fee	Initial Engineering Deposit
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11.

Physical Development Permits	\$40 + Building Fee**	
Building Permit		\$0
Design Standards Review	\$264	\$0
Sign Permit	\$33	\$0
Site Development Permit	\$198	\$450
Shoreline Substantial Development Permit	\$660	\$450

Use Permits

Administrative Use Permit	\$396	\$450
Home Occupation	\$198	\$300
Conditional Use Permit — including shoreline conditional use permits	\$1,320	\$450

Public Facilities Use Permit	\$1,320	\$450
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Development Option/Subdivision Permits

Binding Site Plan — Preliminary	\$1,980	\$1,800
Binding Site Plan — Final	\$990	\$1,500
Boundary Line Adjustment	\$396	\$450
Lot Combination/Segregation	\$132	\$0
Density Transfer Program	\$1,320	\$900
Short Plat — Preliminary	\$1,320	\$900
Short Plat — Final	\$330	\$1,500
Subdivision — Final	\$990	\$1,500

Environmental Review*

Critical Area Report Review	\$528	\$450
Subdivision — Preliminary	\$1,980	\$1,800

SEPA Threshold Determination	\$528	\$450
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Waiver - Critical Area Report or Shoreline Substantial	\$198	\$450
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Development Permit

Environmental Impact Statement Review	Staff/ Consultant Costs	Staff/ Consultant Costs
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11.

Master Planned Development \$1,980
 Comprehensive Plan Amendment

Initial Accepted on	Fee	\$0	Application Fee
	Council Docket	\$1,980	City Council Docket

Relief from _____ the LDRs
 Administrative Variance
 Appeal of Administrative or Planning Commission Decision"

Extension Request _____
 Reasonable Use Determination
 Variance — including shoreline variances

Administrative Interpretation _____ Interpretations of the LDRs
 Zoning Decision

Other Requests _____ Annexation

Notification _____ Posting
 Pre- _____ Application Conference
 Right-of-Way Vacation _____
 Cit Council Reconsideration

Application, Permit, or Request Type* ^t	Fee	Initial Engineering Deposits
Mitigation Plan Review	\$528	\$450
Amendments to the LDRs/Comprehensive Plan		
Rezone	\$1,980	\$0
Text Amendment		
<i>Initial Application Fee</i>	\$0	\$0
<i>Accepted on City Council Docket</i>	\$1,980	\$1,800
Master Planned Development	\$1,980	\$1,800
Comprehensive Plan Amendment		

*A review deposit may apply in addition to the application fee.

^tCounty Reviews. Applications may also be required to be reviewed by Thurston County. Please check with the individual County department for possible review/application fees.

^sEngineering Deposit. For applications requiring an initial engineering deposit, projects may be evaluated on a case-by-case basis to determine if the deposit is necessary. All Engineering review fees are required to be paid, including fees in excess of the initial deposit. Any of the deposit remaining after completion of the review will be returned to the applicant.

COMMUNITY DEVELOPMENT – PLANNING & BUILDING

**Building Permits. Building fees are based on current Thurston County Building Fee Guide and fee tables. See <http://www.co.thurston.wa.us/permitting/fees/fees-building-explain.html> for more information.

*Wetland/Stream Reviews. Applications requiring a review of wetlands and/or streams may require an additional \$990 review deposit.

"Appeals. The application fee for appealing an Administrative or Planning Commission decision shall be refunded if appellant prevails.

5-Resolution2020-05-2021consolidatedfeeschedule-201030

ADOPTED by the City Council of the City of Tenino, Washington, and APPROVED by its Mayor, at a regularly scheduled open public meeting thereof this ___ day of December 2022.

Wayne Fournier, Mayor

ATTEST:

Kayleen Canup, Clerk/Treasurer

Approved as to form:

Richard L. Hughes, City Attorney

File Attachments for Item:

12. Ordinance 919

Recommended Action: Motion to approve first reading of Ordinance 919.

ORDINANCE NO. 919

**AN ORDINANCE OF THE CITY OF TENINO, WASHINGTON,
IMPOSING AN ADDITIONAL LOCAL SALES AND USE TAX OF
ONE-TENTH OF ONE PERCENT FOR HOUSING AND
RELATED SERVICES AND PROVIDING FOR OTHER
MATTERS RELATING THERETO AND PROPERLY
PERMITTED AS AUTHORIZED BY RCW 82.14.530; ADDING A
NEW SECTION TO THE CITY OF TENINO MUNICIPAL CODE;
PROVIDING FOR SEVERABILITY AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City of Tenino has a critical need for additional funding to provide affordable housing and housing-related services for the homeless or people in danger of becoming homeless; and

WHEREAS, housing affordability and homelessness are growing problems in the City of Tenino which require prompt attention to reduce human suffering for the City's residents; and

WHEREAS, Under HB 1590, passed by the state legislature as Chapter 222, Laws of 2020, counties were given the exclusive right to impose the tax until September 30, 2020, and cities were given the right to impose the tax thereafter if the county had not already done so; and

WHEREAS, Thurston County did not impose the additional sales and use tax by September 30, 2020; and

WHEREAS, the Tenino City Council has determined that the tax should be imposed and that the proceeds will be used for those purposes authorized by RCW 82.14.530, including constructing affordable housing, constructing mental and behavioral health-related facilities, and funding the operations and maintenance of costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TENINO,

WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Additional Sales and Use Tax Imposed. A new Section 3.04.026 is hereby added to the Tenino Municipal Code (TMC) imposing the one-tenth of one percent sales and use tax authorized by RCW 82.14.530 and to read as follows:

3.04.026 Additional Sales and Use Tax for Housing and Related Services.

A. There is hereby imposed an additional sales and use tax, separate and apart from any other sales and use tax imposed by this chapter, upon every taxable event occurring in the City, for housing and related services as authorized by RCW 82.14.530.

B. As used in this section, the term “taxable event” has the meaning set forth in RCW 82.14.020.

C. The rate of the sales and use tax imposed by this section shall be one-tenth of one percent of the selling price, in the case of a sales tax, or the value of the article used, in the case of a use tax.

D. The tax shall be imposed upon and collected from those persons from whom the state sales tax or use tax is collected pursuant to RCW 82.08 and 82.12.

E. Moneys collected from the tax shall be used solely for those housing and related services authorized by RCW 82.14.530, as the same now exists or as hereafter amended.

F. As provided in RCW 82.14.530, if Thurston County subsequently imposes a sales and use tax for housing and related services as authorized by such statute, the County shall provide a credit against its tax for the full amount of the tax imposed by the City.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court, board or tribunal of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication, provided, that the additional sales and use tax imposed by Section 1 shall apply only to taxable events occurring on and after January 1, 2021.

This ordinance and the sales and use tax imposed herein shall be automatically repealed if Thurston County does not enact a county-wide one-tenth of one percent housing and related services tax on or before December 31, 2020.

ADOPTED by the City Council of The City of Tenino, Washington and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 12th day of January 2022.

Wayne Fournier, Mayor

ATTEST:

APPROVED AS TO FORM:

Kayleen Canup, City Clerk

Richard L. Hughes, City Attorney

File Attachments for Item:

13. Ordinance 921 Second Reading and Adoption.

Recommended Action: Motion to approve as a second reading and adoption.

ORDINANCE 921

AN ORDINANCE OF THE CITY OF TENINO AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, on December 8, 2020, the City Council adopted Ordinance No. 916 fixing the Budget for fiscal year 2021; and

WHEREAS, there are several instances where actual revenues and expenditures vary from projected revenues and expenditures; and

WHEREAS, a budget amendment is desired to close the City's budget at the end of the current fiscal year and establish the beginning fund balances for the subsequent fiscal year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. The Clerk/Treasurer is hereby directed to take the following actions not before December 31, 2021, and no later than January 20, 2022, in preparation for the implementation of the 2022 budget:

- A. Bring the Quarry Pool Fund to an ending balance of \$8,583.00 by executing an Interfund Transfer from the General Fund (001) to the Quarry Pool Fund (002) in the approximate amount of \$15,810.19.
- B. Bring the Street Fund to an ending balance of \$14,000.00 by executing an Interfund Transfer from the General Fund (001) to the Street Fund (101) in the approximate amount of \$38,785.48.
- C. Bring the Sewer Fund to an ending balance of \$578,982.00 by executing an Interfund Transfer from the Sewer Fund (410) to the Capital Improvement Fund (421) in the approximate amount of \$ 363,123.64.

Section 2. This ordinance shall be in full force and effective five (5) days from and after its passage and approval as provided by law.

ADOPTED by the City Council of the City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 14th day of December 2021.

Wayne Fournier, Mayor

Attest:

Approved as to form:

Kayleen Canup, Clerk/Treasurer

Richard L. Hughes, Attorney

File Attachments for Item:

14. Ordinance 922

Recommended Action: Motion to approve second reading and adoption of Ordinance 922.



CITY OF TENINO

2022 Budget

Abstract

Following the debacle that was 2020, this 2021 budget remains balanced, yet includes a fourth Maintenance Helper position, provides a 3% COLA for all current City employees, and provides for the acquisition of a new Police Cruiser and emergency support vehicles for the Department of Public Works, and provides...for the first time since 2015...funds for road and street projects.

Kayleen Canup, Clerk/Treasurer
kcanup@cityoftenino.org

CITY OF TENINO

2022 BUDGET

This budget has been adopted as required by the Revised Code of Washington (RCW) for the operation of the City during the Fiscal Year, January 1, 2022 through December 31, 2022. This budget will assist you in understanding the budget process as required for a municipal government, as well as the goals and priorities for the City of Tenino.

This document contains basic information outlining the operating plan for the upcoming year and is designed as a working document for City staff as well as an informational tool for the citizens of Tenino. Included are fund explanations and spending parameters, which will assist the readers in understanding the budgeting philosophy and city management policies for this fiscal year.

Please feel free to contact Tenino City Hall at (360) 264-2368 if you have any questions. Your comments and suggestions for improvement are welcome.

The Budgeting Process

The City of Tenino Comprehensive Plan is the foundation for the City's operations. The annual operating budget is the primary tool for resourcing the goals and directives of the citizens of the community, as expressed by their elected Representatives, the City Council, and articulated via the Comprehensive Plan. The Council and Mayor together establish the financial planning for the ensuing fiscal year informed by the Comprehensive Plan.

The City of Tenino is an optional code city, and is required to format, adopt and implement an operating budget under the Revised Code of Washington (RCW), Chapter 35A. The City, as is required by statute, operates under cash basis accounting principles. What this means is that revenues are recognized when received, and expenditures are recognized when paid (with the sole exception of a twenty-day period after the close of any fiscal year in which expenditures are appropriately accounted for in the previous year.) Revenues and expenditures, as appropriated, will determine the level of service provided by each department within the City.

Annual appropriated budgets for the City of Tenino are adopted by fund, and expenditures may not exceed the appropriations. The budget constitutes the legal authority for the expenditure of funds. These appropriations lapse at the end of each fiscal year and cannot be carried forward, except within the Capital accounts. This necessitates the adoption of a new budget for each year.

Legal Requirements

The official legal calendar for the development and adoption of a budget is specified by State statute. The process must begin by the second Monday in September, and must be completed by the last day of the current year. The calendar for 2022 has already been prepared and is available from the Clerk/Treasurer upon request.

Budgeting Policies

The following Financial Policies have been adopted by the City Council in a separate Resolution available for download from the City's website at: www.CityOfTenino.us and are summarized here:

- A. General Policies. The City of Tenino's general financial policy goals seek to: 1) ensure the financial integrity of the City; 2) manage the financial assets of the City in a sound and prudent manner; 3) improve financial information for decision makers at all levels; 4) maintain and further develop programs to ensure the long term ability to pay all costs necessary to provide the level and quality of service required by the citizens of Tenino; and 5) maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities.
- B. Cost Allocation Policy. All service rendered by, or property transferred from, one department, public improvement, undertaking, institution, or public service industry to another, shall be paid for at its true and full value by the department, public improvement, undertaking, institution, or public service industry receiving the same, and no department, public improvement, undertaking, institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another. (RCW 43.09.210)
- C. Debt Management Policy. Guidelines for debt financing that provide needed capital for equipment or infrastructure improvements while minimizing the impact of debt payments on current revenues.
- D. Operating Budget Policy. Guidelines for the management of the City's funds, revenues, expenditures, and accounting practices.
- E. Fund Balance and Reserve Policy. Guidelines for the establishment and maintenance of reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.
- F. Investment Policy. Investing public funds is highly regulated. These guidelines ensure the City complies with all Washington State statutes, laws, and regulations when investing public funds, and are mandatory for use by City

Officials whose duties involve the investment of public funds, where those statutes, laws, and regulations allow for discretion on the part of the City.

- G. Procurement Policy. The city desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the City desires consistent and appropriate practices for solicitations and contracting. These guidelines are mandatory for use by City Officials whose duties involve procuring goods and services on behalf of the City.
- H. Capital Improvement Policy. The City reviews its Capital Facilities Plan on an annual basis and monitors the state of the City's capital equipment and infrastructure on a daily basis. This review and monitoring helps the City Council in setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources. These guidelines are mandatory for use by City Officials whose duties involve the operation and maintenance of City property, either real or personal.
- I. Asset Management Policy. Once acquired, managing and disposing of the City's property must be approached in as methodical a manner as the acquisition itself. These guidelines are mandatory for use by all City Officials, whether their duties specifically include the management of the City's assets, or not. All City Officials are charged with being ethical stewards of the public property entrusted to the City.

Budget Development Process

The budget is developed through the cooperation of all department heads within the City, in conjunction with the budgetary policies adopted by the Council. Although state law dictates the minimum criteria which must be met, the criteria mandated deals primarily with deadlines for submission of information, notices, holding of public meetings, and adoption of the completed budget by ordinance.

The process for the Creation of a Budget in any given fiscal year is:

Beginning in August –

Clerk-Treasurer

1. Reviews year-to-date revenues and expenditures, current fiscal year projected to represent a 12-month total.
2. Comparison of the previous four years expenditures and revenues on a line item basis.
3. Evaluating any trends revealed through historical data.

4. Projection of adjustments to on-going/predictable expenditures such as salary, benefits, insurance, utilities, communications, leases and long-term debt.
5. Evaluation of whether expenditures are on-going or are one-time events.
6. Request information from Department Heads for their projected needs in the coming year.

Department Heads

1. Review historical data to project expenditures variances anticipated for upcoming budget year.
2. Analyze departmental needs for upgrade of equipment or facilities, maintenance or replacement of equipment, capital expenditures.
3. Identify any projects or unmet needs/goals from prior year.
4. Present requests to Clerk/Treasurer.

In September & October –

Clerk-Treasurer

1. Present to the Mayor for review a proposed preliminary budget for the upcoming fiscal year.
2. Budget discussions, negotiations and changes are made working with the Mayor and Department Heads.
3. Schedule and advertise workshops and Public Hearings to review budget requests, discuss financial options available, and determine if the budget requests from each department will allow the adoption of a balanced budget which will continue to provide an acceptable level of basic services.

Mayor

1. Present to the Council the Proposed Preliminary Budget along with the requests from the Department Heads.
2. Meet with the City Clerk/Treasurer and Department Heads to discuss, review and negotiate funding, projects and service parameters for the upcoming year.
3. Prepare a budget message to be included with the Preliminary Budget.

Department Heads

1. Meet with the Mayor and Clerk/Treasurer to review requests and discuss needs for the upcoming fiscal year; negotiate changes to the Proposed Preliminary Budget.

In November

1. Public hearings. By statute, the City must conduct a minimum of two Public Hearings in order to give the public an opportunity to comment.
2. Levy Certification. The Clerk/Treasurer must certify the Ad Valorem Tax Levy to the Clerk of the Board of the Thurston County Commission prior to the last day of November.

In December

1. The City Council must adopt a budget for the succeeding fiscal year by the last day of December of the current year.
2. The budget must be adopted by Ordinance, and the Ordinance must be given two readings prior to adoption.

*The first Public Hearing on Capital Improvements occurred during a Regular Meeting of the Tenino City Council on **July 28, 2021**. The second Public Hearing occurred during a Regular Meeting of the Tenino City Council on August **11, 2021**.*

*The Department Heads returned their Budget Estimates to the Clerk on **September 7, 2021**, and the Clerk provided revenue estimates to the Mayor on **September 21, 2020**. The Mayor presented the Executive Budget to the City Council at a Regular meeting thereof on September 22, 2020.*

*The first Public Hearing on the issue of Ad Valorem Taxes was held at a Regular Meeting of the City Council on November 9, 2021. The second Public Hearing occurred at a Regular City Council meeting on November 23, 2021. **Resolution 2020-04**, fixing the Ad Valorem Tax Levy for 2022 was adopted on November 23, 2021.*

The first Public Hearing on the Proposed 2022 Budget was held at a Regular Meeting of the Tenino City Council on November 9, 2021. The second Public Hearing occurred at a Regular City Council meeting on November 23, 2022.

*The first reading of Ordinance **916**, the City of Tenino 2022 Budget, occurred on November 24, 2021. After a second reading on December 7, 2021, **Ordinance 916** was formally adopted during a Regular meeting of the Tenino City Council.*

GOVERNMENTAL STRUCTURE

Incorporated on July 19, 1906, Tenino operated under the laws applicable to a Fourth Class City until July 29, 1990. At that time, the Town of Tenino became a Non-Charter Code City. This was accomplished by adopting Ordinance #479 following the proper referendum measures. As such, the City of Tenino functions under RCW, Chapter 35A.

The City of Tenino has a Mayor/Council form of municipal government. This means the Mayor is the Chief Executive of the City, and the Council, comprised of five positions at large, is the legislative arm of the City Government. In this form of government, policy and administration is separated. All legislative and policy-making powers are vested in the Council. The administrative authority, including a veto power, is vested in the Mayor. Council elects a Council member to serve as Mayor Pro-Tempore in the event the Mayor is unavailable. The following is a short description of the responsibilities of these elected officials.

Mayor: In the City of Tenino, the Mayor does not have regular working hours. To keep abreast of City business, the Mayor makes regular contact with the department heads: the Clerk-Treasurer, the Public Works Director, and the Police Chief.

The Mayor is the authorized signatory for the City for many purposes, including: checks, ordinances, minutes, resolutions, proclamations, and contractual agreements of any kind. The Mayor is responsible for the conduct of all regular and special meetings, executive sessions, and sometimes administering oaths of office. With proper written notice, the Mayor may call a special council meeting.

The Mayor is also responsible for ensuring departmental compliance with all statutes, ordinances, resolutions, and policies adopted by the City. At the discretion of the Mayor, all or some of these duties can be delegated to the appropriate department head. All city employees who are not protected by Civil Service guidelines are considered "at will", and work at the pleasure of the Chief Executive, the Mayor.

The Mayor is the official representative of the City for various groups, committees and associations. A representative from the Council may be appointed by the Mayor to serve in his/her place in these various organizations.

Mayor Pro-Tempore: Each January, the Council elects one member from their number to serve as Mayor Pro-Tempore in the event the Mayor is not available. The Mayor Pro-Tempore presides at meetings of the council, administers oaths, and signs instruments in the absence of the Mayor. A council member acting as Mayor Pro-Tempore generally retains his/her council member vote. The Mayor Pro-Tempore generally serves only in a bona fide emergency situation, or when the Mayor's absence is known beforehand and will be temporary. If a vacancy in the office of the Mayor occurs, a Temporary Mayor would be appointed by the council.

Council: The Council is comprised of five members at large, who are elected by the constituents of the City of Tenino. As such, they are the legislative body of the City. It is the duty of the Council to gather information, discuss and make decisions regarding official city policy and law (ordinance). Regular meetings are held twice a month on the second and fourth Tuesdays. This schedule exceeds the state statutory requirements of a minimum of one meeting per month. Public hearings required by RCW 35A.33.070 are conducted by the Council, and officiated by the Mayor. Council also adopts ordinances; passes resolutions; sets utility rates, user fees, license and permit fees, and ad valorem taxes; sets staffing levels and employee salaries; and authorizes the Mayor to enter into contractual agreements. Council adopts the annual budget and reviews the annual report. All final decisions regarding annexations, zoning amendments, subdivisions, comprehensive plan amendments, and street vacations are made by Council. Payment of all vouchers is approved by Council. A majority vote of the Council, along with proper public notice, may call a special meeting or an executive session.

2022 Elected Officials and Terms of Office

Name	Position	Term
Wayne Fournier	Mayor	01/01/20 – 12/31/23
Linda Gotovac	Council No. 1	01/01/18 – 12/31/21
Vacant	Council No. 2	01/01/20 – 12/31/23
John O’Callahan	Council No. 3	01/01/18 – 12/31/21
Jason Lawton	Council No. 4	01/01/18 – 12/31/21
Rachel Davidson	Council No. 5	01/01/20 – 12/31/23

Fund Accounts

The City of Tenino is a general purpose government that provides public safety, street improvements, parks and recreation, health and social services, and general administrative services. The City owns and operates both a water and a sewer utility system.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity, that identify the City's assets, liabilities, fund equity, revenues (income) and expenditures (expenses), as appropriate. The City resources are allocated to, and accounted for, in these individual funds, depending on their intended purpose. Governmental fund operating statements focus on measuring changes in financial position, rather than net income. They present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets (cash).

Governmental Type Fund (000 to 199 series):

These are the primary operating funds of the City of Tenino. The General Fund accounts for all financial resources except those required or elected to be accounted for in another fund. By Statute, all funds numbered 000-199 are “rolled” into a single fund for reporting purposes via the Annual Financial Report.

Fund 001 – General Fund REVENUES

The general government fund is comprised of revenues received from a combination of taxes, state-shared revenues, and miscellaneous fees derived from charges for services. The following is a summary of these types of revenues:

TAXES

Property Taxes (Ad Valorem Tax)

The Thurston County Treasurer acts as the official agent to collect all property taxes levied within Thurston County for all taxing authorities. Collections are distributed by the 10th day of the month following the receipt of the collections. Property tax revenues are recognized when cash is collected. Delinquent taxes are considered fully collectible because a lien affixes to the property when taxes are levied.

Retail Sales Taxes

The City of Tenino licensed approximately 119 businesses in 2018, 115 in 2017, and , 111 in 2016, and 90 in 2015. The retail sales tax rate within the City of Tenino is 8.0%, of which the City realizes 1.3%.

Gambling/Local Criminal Justice Taxes

There are three establishments in the City that currently offer pull-tab gaming. Predicting revenues from these have been difficult because of the uncertainty of the economy and the citizen participation in gambling.

Business Taxes

Utility taxes vary on a year-to-year basis. The City assesses a 6% Utility Tax and a 2% Business & Occupation (B&O) Tax.

LICENSES/PERMITS

Business Licenses and Permits

Charges for business licenses are \$55 for a new license and \$45/yr. for renewals. The City is now a full partner in the Washington State Department of Revenue's Business License Service. The State Department of Revenue will issue a Tenino Endorsement to the State Business License and will remit all fees for the endorsements to the City.

Franchises

The City of Tenino currently has four telecommunication franchises; AT&T, Comcast, US Sprint, and Verizon for rights-of-way and cell tower land leases.

STATE SHARED REVENUES

The State of Washington acts as the Agent for the City in respect to the disbursement of the City's portion of State-generated revenues. The most significant of these revenues are:

City Assistance	Criminal Justice	Marijuana Enforcement
DUI Enforcement	Liquor Excise Tax	Liquor & Cannabis Board

CHARGES FOR SERVICES

General Services

The City of Tenino charges for services, such as providing police reports, traffic school, fees for planning services and park facility charges.

FINES & FORFEITURES

Fines & Forfeitures

The City of Tenino collects some fees through the Municipal Court for individuals who have been found to have broken the law. The majority of the fees charged are remitted to the State and the County; however, a portion is kept by the local jurisdiction.

MISCELLANEOUS REVENUES

Miscellaneous Revenue

The City of Tenino receives some miscellaneous income for things such as interest for investing resources, camping fees, use of the Quarry House, and miscellaneous donations. Additionally, beginning balances are considered “revenues” in the year in which they are carried forward.

EXPENDITURES

Legislative & Executive

Expenditures for the legislative branch of the City include a small salary for the Mayor, and Council as well as funding for Council supplies, training, travel, City advertising and election expenses.

Municipal Court

The Municipal Court is responsible for the processing of all infractions and citations issued by the Tenino Police Department. This processing includes the scheduling of all court hearings for defendants, maintenance of all related case files including input into the DISCIS automated information system, preparation of all fine payment notices, receipt of payments made for court imposed fines and forfeitures, reporting for the transmittal of fees to county and state agencies, maintenance of separate banking/checkbook functions, all resulting correspondence, as well as research and documentation of each case status.

Expenditures for this department are comprised of a part-time court clerk, plus a small percentage of the Administrative Clerks time to help with court and the Clerk-Treasurer’s time for administrative services. Also included are the costs of the court for the municipal judge, supplies, and small equipment, training, travel, printing and communication expenses.

Administration

The Administration Department of the City of Tenino is responsible for the day-to-day operation of City Hall. The current staffing for City Hall is comprised of the Clerk/Treasurer and 2 clerks all sharing responsibilities for other departments.

The Administrative Department is responsible for customer service and assistance; receipting, depositing, investing, accounting for all funds received; budget preparation, monitoring and modifications; preparation of the annual report and assistance with biannual audits. They also are responsible for all Records Management and Secretarial duties. Additionally, processing of payroll, accounts payable, reservation of City facilities, and support services for the City Council.

Central Services

Central Services has been divided into three sections; 1) Central Services – Personnel, 2) Central Services – Maintenance, and 3) Central Services – General. The Personnel and General section is under the direction of the Clerk-Treasurer and the Maintenance section is under the Public Works Director. The Public Works Director is responsible for the maintenance, repair and improvement of all City owned buildings and grounds. These buildings include City Hall, Tenino Timberland Library, Police Department, Tenino Depot Museum, Quarry House, Maintenance Shop and all other miscellaneous facilities. Additionally, Central Services tracks word processing, data processing and printing and copying costs for the City.

Law Enforcement

The 2021 law enforcement department consists of one full-time Police Chief, three full-time Police Officers, one full-time Police Clerk, and **five Reserve Officers**. The reserve officers assist as a second officer in the patrol car and for special events. Reserve officers must maintain a degree of performance and twenty volunteer hours each month in order to remain certified. The Police Department provides a School Resource Officer to the Tenino School District under the terms of an Interlocal Agreement put into place in September of 2017.

Fire Services

The City was annexed into South Thurston Fire and EMS as of January 1, 2018. The City itself provides no Fire or Emergency Medical Services.

Physical Environment

Services for the physical environment of the City of Tenino include a contract with the Olympic Region Clear Air Agency.

Also included in physical environment services are animal control services for the community. Beginning in 2022, the City will contract with Joint Animal Services of Thurston County.

Community Development

The Tenino Building Department issues permits for construction and remodel projects and works with other City departments and the Planning Commission to ensure consistent and comprehensive compliance with the Tenino Municipal Code.

The City contracts with the Lacey-based firm of **SCJ Alliance** for its planning needs. The contract includes the presence of a professional Community Planner at

Tenino City Hall on a regular basis. The City is also a member of the Thurston Regional Planning Council.

The City has its own Planning Commission, which is comprised of five members and is responsible for the review of all applications received for zoning and land use issues. These issues including zoning variances, conditional use permits, short plats, large lot subdivisions and boundary line adjustments. The Planning Commission presents recommendations to the Tenino City Council for final approval on all issues except street vacations. The Planning Commission meets on the second Wednesday of every month in Council Chambers at City Hall.

The City contracts with the Thurston Economic Development Council (EDC) for professional services related to the promotion of, and planning for, economic development within the Tenino Urban Growth Area.

The City also contracts with the Thurston Visitor and Convention Bureau, doing business as “Experience Olympia and Beyond” for advertising and marketing support.

Mental & Physical Health

Mental and Physical Health services are available to the citizens of Tenino through an intergovernmental agreement with the Thurston County Department of Social and Health Services. This agreement allows for the use of the monthly Health Mobile, as well as social services to assist in the treatment of alcoholism and drug dependency.

Fees for public health services are calculated on a per capita basis. Social services are calculated based upon a percentage formula of the liquor excise taxes received by the City.

Culture and Recreation

There are three departments that provide culture and recreational facilities for the City of Tenino, not including the Parks Department, which follows this section. The three departments included in this section are:

Library

Library services for the City are obtained through an agreement with the Timberland Regional Library services. In exchange for building operation and maintenance by the City, materials and staffing are provided by the Timberland Regional Library.

Tenino Depot Museum

Staffed and operated through volunteer members of the South Thurston County Historical Society (S.T.C.H.S), the Tenino Depot Museum is housed in the former Burlington Northern Train Depot, which was donated to the City and relocated to its present location within the Tenino City Park. The Museum is constructed of Tenino Sandstone, and has been placed adjacent to the old abandoned Burlington Northern Tenino to Yelm Prairie Line. This abandoned rail spur was purchased by the Thurston County Parks and Recreation Department during 1994 to be used as part of the Rails-to-Trails program.

In 2002, the STCHS organization received a donation of a building that served as what is known as the Ticknor School from Thurston County Fire District #12. In 2003, the building was moved from its site in the Skookumchuck Valley to the Tenino City Park adjacent to the Depot Museum and has become part of that historic display.

Tenino Quarry House

The Tenino Quarry House serves as the Community Center for Tenino and is the meeting place for a variety of clubs and organizations. This building is located within the scenic City Park, adjacent to the Quarry Swimming Pool. The Quarry House was the original family home of the owners of the Tenino Sandstone Company, and remains in its original location. The building was constructed with rough sandstone pillars at the entrance. A few paces from the steps are the remnants of a once elaborate sandstone porch. **Every Tuesday and Thursday, from 11:00 a.m. – 1:00 p.m.**, Senior Services of South Sound provides hot lunches for Senior Citizens using Quarry House facilities.

General Parks

The City of Tenino has approximately 44 acres of land designated as parks. The majority of this property is located along the southern boundary of the City, and is bisected by the abandoned Tenino to Yelm Prairie Line, as described above. Tenino's park facilities meet the recommendations for park sizes as established by the National Recreation and Parks Association. The park facilities are maintained and under the supervision of the Public Works Department.

The City Park is the site of the former Tenino Stone Company quarry and office. In addition to park and recreation uses, with the former quarry office (Quarry House) being utilized as a community center, the city park is the site of the Quarry Swimming Pool.

In 2010 the land above the Quarry Pool was acquired from Weyerhaeuser to protect the forest and hillside behind the pool. This acquisition is the result of a multi-

year project working with Weyerhaeuser; funding was provided by State and Federal Grants and fundraising activities of local volunteers.

There are also four ball fields, picnic/play areas, primitive overnight camping facilities, and the multi-user concession/bathroom facilities that were completed during 1994.

Staffing

Salaries, wages, and personnel-related benefits are largely paid from the General Fund, although cost-allocation policies require that some staffing costs are borne by the fund that is receiving the staff support. Regardless of which fund is being supported, the City has a single Salary Schedule that is approved by the City Council and is adopted along with this budget.

The 2022 budget features the addition of a fourth Maintenance Worker position to staff the City's new Septage Receiving Facility located behind the Wastewater Treatment Plant.

Fund 002 - Pool

At the request of the City Council, the Quarry Pool is separated from the General Fund for accounting. The Quarry Pool is part of the Park System maintained and supervised by Public Works. This pool is the actual site of the sandstone quarry for the Tenino Stone Company. Abandoned when quarrying activities struck the aquifer, the old quarry has been developed as a swimming pool. The eastern end of the quarry has been filled and developed into a graduated depth wading pool, which qualifies as a swimming pool by the health department standards, including chlorinated water. The middle portion of the quarry remains in its natural state, with a depth of 25', and is available for swimming during the operating hours of the pool. The remaining western end of the quarry is off limits, as portions of it are approximately 90' deep, and still contain the quarrying equipment that was abandoned when the aquifer was struck. Since the pool is fed by springs into the aquifer, it is classified as an inland lake. Funding to operate the pool is derived from donations, entrance fees during pool operating hours and cash transfers from the General Fund.

Fund 003 – Tenino Reserve Academy

Established in 2019, The Tenino Reserve Academy provides a regional training venue for Reserve Police Officers. The Academy is fully accredited by the Washington State Criminal Justice Training Commission and is operated as a cooperative venture with resources from Cities and Counties within an approximately 75-mile radius. The first graduating class saw **Reserve Officers from both the Lewis and Thurston County Sheriff's Department, the Tenino Police Department, the Toledo Police Department,** and other regional law enforcement agencies. The Academy is funded primarily through

tuition charged but is augmented by both monies and “in-kind” goods and services provided by participating agencies.

Special Revenue Fund Type (100):

These funds account for revenue that is legally restricted because they are derived from specific taxes, grants, or other sources and is designated to finance particular activities of the City.

Fund 101 - Streets

There are approximately 17 miles of roadways within the city. These roadways are comprised of three functional classifications of: Minor Arterial, Major Collector, and Local Access Streets. There are 4 miles of roadways classified as Minor Arterial, for which the city is not responsible for the upkeep. The remaining 13 miles are comprised of 4 designated as Major Collector, and 9 as Local Access. The City is responsible for the maintenance of these roadways.

Most of the Local Access roadways within the city have a chip-sealed surface, and serve relatively light traffic loads, with the exception of Garfield, Howard, Lincoln and Central Streets, which are part of the local school bus route and receive heavy traffic.

This year’s budget provides for the renovation of Ritter Street between Sussex Avenue and Park Avenue via a Small City Arterial Program grant by the Washington State Transportation Improvement Board and planning will begin to renovate Hodgden Street North via a Rural Community Support Program Grant from Thurston County.

Fund 102 – Additional Sales & Use Tax for Housing and Related Services

The Additional Sales & Tax for Housing and Related Services Fund is a Special Revenue Type Fund. The purpose of this fund is to provide

Fund 109 - Contingency

The Contingency Fund is a Special Revenue Type Fund. The purpose of this fund is to provide resources to funds, which cannot financially meet required expenses. Any use of these funds must be specifically approved by the City Council.

In previous years there have been modest amounts held in this fund to defray unexpected expenditures.

This is an important fiscally responsible tool. The City recognizes that it is especially important to have reserve funds in times of financial instability, and commits to contributing to this fund on an annual basis even if the contribution is minimal.

Note: The State Auditor requires that all “Special Revenue Funds” be “rolled up” and reported as part of the General Fund. So, even though Funds 002, 003, 101, 102, and 109 are managed on a day-to-day basis as separate funds, at the end of the year, the amounts in these funds are reported as part of the General Fund (001) as shown on the City’s Annual Financial Report.

Capital Project Funds (300 series):

These funds account for financial resources which are designated for the acquisition or construction of general government capital improvements.

Fund 310 - Municipal Capital Improvement

The Municipal Capital Improvement Fund is a Capital Project type fund and is used to provide for the acquisition of capital assets, as well as the improvement or maintenance of existing capital assets.

The City receives a local real estate excise tax (REET) available to cities that are planning under the Growth Management Act. The City may collect up to a .5% tax that will help fund any capital purpose identified in a capital improvement plan.

The **Capital projects** for fiscal year 2022 include: Continued Renovation of Tenino City Hall, Renovation of the Quarry Pool, and Renovation of the Quarry House.

Capital expenditures include a new PW vehicle.

Proprietary Fund Type (400 series):

These funds are classified as Enterprise Funds and account for operations that are organized to be self-supporting through user charges. Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business, where the intent is that the costs of providing goods or services to the general public on a continuing basis must be financed or recovered through user charges. State law requires these funds to be totally self-supporting.

Fund 401 – Water Fund

The Water Fund is a proprietary fund type. This fund is used for the provision of water services, and the maintenance and upkeep of the City water system.

As a proprietary type fund, this Fund is required by state law to be totally self-supporting, through the implementation of user fees. Revenues are primarily based on fees for water; other revenue comes from hook-up charges, late fees, hydrant rentals,

and investment interest. When necessary for capital projects, the Water Fund may legally apply for, and receive, loans and/or grants. Any such loans must be repaid from revenues received through the provision of services from the Fund.

Appropriations for expenditures include supplies, utilities, salaries, benefits, inter-fund transfers, and miscellaneous charges.

Fund 402 - Water Capital Improvement

The Water Capital Improvement Fund is a Capital Project Fund type. As such, this fund will be used for the development and implementation of improved water facilities for the City of Tenino.

Revenue for the Fund are received from new hookup fees for new construction as well as transfers from Fund #401 and any interest earned from investments.

This year's budget includes funds for acquiring additional water rights, drilling an additional well (Well #3), installation of new radio frequency (RF) water meter reading tower, an emergency response vehicle, and water main replacement.

Fund 403 - Stormwater Fund

The Stormwater Fund is a Special Revenue Fund type. Created in 1995 as a result of identified needed capital facilities improvements through the Comprehensive Plan, this fund has been established for use in planning, design, and construction of a new stormwater drainage system.

Revenues received within this fund are through inter-fund transfers from Fund #401 and interest received from investments.

Stormwater work is often times part of street improvements.

Fund 410- Sewer Fund

The Sewer Fund is a proprietary fund type. This fund is used for the provision of sewer services and the maintenance and upkeep of the City sewer system.

As a proprietary type fund, this Fund is required by state law to be totally self-supporting, through the implementation of user fees. Revenues are primarily based on fees for sewer; other revenue comes from hook-up charges, late fees, and investment interest. When necessary for capital projects, the Sewer Fund may legally apply for, and receive, loans and/or grants. Any such loans must be repaid from revenues received through the provision of services from the Fund.

Appropriations for expenditures include supplies, utilities, salaries, benefits, inter-fund transfers, debt services and miscellaneous charges.

In 2015 the City of Tenino contracted for a utility rate study. The results of that study were provided to the City in August of 2016 and the recommendations of that study continue to be incorporated into this budget.

Fund 421 - Sewer Capital Improvement Fund

The Sewer Capital Improvement Fund is a Capital Project Fund type. This fund was created when the City was building its wastewater treatment plant and the sewer collection system to connect customers to the plant and was originally known as the Sewer Construction Fund. Now that construction is complete, the system must be maintained and improved. As such, this fund is now used exactly like the other capital improvement funds, but for the express purpose of making capital expenditures to both the wastewater treatment plant, the collection system, and other capital expenditures in support of sewer operations.

This year, capital expenditures have been authorized to construct a **composting facility and procure an emergency response vehicle.**

Fund 422 - Sewer Reserve Fund

The Sewer Reserve Fund is a Debt Service Fund. This fund was created for the accumulation of resources to enable payments of principal, interest, and related costs for the city's outstanding long-term (bonded) debt from USDA Water and Sewer Bond.

Revenues for this fund are received through inter-fund transfers from Fund #410 (Sewer fund). All other revenues are received from investment interest only.

USDA requires a monthly transfer of funds from the Sewer Fund sufficient to cover the cost of all principal and interest payments for each year and to maintain a minimum balance in this fund of \$100,000.00.

Fund 631 – Municipal Court Trust Fund

The Court Trust Fund is a fiduciary type fund that is used to account for assets held by the City as an agent of the State Court System.

Whenever the Tenino Municipal Court imposes a fine or fee, the City collects those fines or fees from the Defendant, and deposits those monies into the City's Court Trust Fund. Once a month, this fund is reconciled with the agencies in whose name the City is holding those funds in trust. Approximately 2/3's of these funds is then released to those agencies and approximately 1/3 is then disbursed to the City of Tenino General Fund.

Glossary of Terms

BARS	Budgeting, Accounting and Reporting System as developed by the State Auditor’s Office. This system is required for all governmental entities within the State of Washington.
Benefit	In relation to benefits paid by the City for employees. These benefits include: Retirement, Social Security, Medicare, Worker’s Compensation, Medical Insurance, Vision Insurance and Dental Insurance.
Capital Facilities Plan	(CFP) The plan or schedule of project expenditures for public facilities and infrastructure sources of funding and timing of work over a multiple year period.
Capital Project	The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures and improvements thereon.
Capital Requirements	A plan or schedule of project expenditures for public facilities and infrastructure sources of funding and timing of work over a one-year period.
Cash Basis Accounting	Revenue is acknowledged when received. Likewise, expenses are recorded when payment is issued.
City Official(s)	This is a “catch all” term that includes both Elected and Appointed Councilmembers, Commission Members, Committee Members, Department Heads, and all other City employees, regardless of how they may be otherwise categorized.
Comprehensive Plan	Also known as the “Comp Plan.” The City’s long-term plan as required by the State’s Growth Management Act. The purpose of the plan is to 1) catalog existing conditions within the City, 2) provide policy and direction regarding future development, and 3) specify how to get there from here. Updated on a regular basis, the Comp Plan is the official policy document that guides future development of the City of Tenino.
Clerk-Treasurer	Washington State Law requires each city or town to have a City Clerk to perform administrative operations for the entity. The

City Clerk is the certifying official of the City. The City of Tenino has combined the functions of City Clerk with those of the City Treasurer, who is responsible for accurate financial records and handling of city investments.

Debt Service	The annual payment of principal and interest on the City's indebtedness. Bonds are issued to finance the construction of capital projects such as public buildings, parks, roads, storm sewers and water system improvements.
Fees	A general term used for any charge for services levied by government associated with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.
Fines and Forfeitures	Revenue category which primarily includes court, police, traffic and parking fines and forfeitures.
General Obligation Bond	Bonds for which the full faith and credit of the insuring government are pledged for payment.
Inter-Governmental Revenues	Revenue from other governments, primarily state shared revenue.
Legal Notices	The City is required to publish certain items in the official newspaper of record for the City. The Tenino Independent is the paper of record for the City. All Public Hearings, Ordinances, Requests for Project Bids, and certain Resolutions are required by RCW to be published.
Licenses and Permits	Revenue category that includes building permits, business and amusement licenses and any other miscellaneous license or permit.
LID	Local Improvement District or Special Assessments made against certain properties to defray part, or all of the cost of a specified improvement or service deemed to primarily benefit those properties.
Operating Expense	An operations plan, expressed in financial terms, by which an operating program is funded for a single fiscal year.

Preliminary Budget	The recommended and unapproved City budget submitted to the City Council and public in October and November of each year.
RCW	Revised Code of Washington; State Law or State Statute
Revenue	Income received by the City in support of the program of services to the community. Includes such items as property taxes, fees, user charges, grants, interest income and miscellaneous fees.
Revenue Bonds	Bonds issued pledging future revenues, usually water, sewer, garbage, or storm water charges to cover debt payments in addition to operating costs.
Salaries and Wages	All non-elected officials of the City are paid employees. Employees are categorized as either salaried or hourly. Salaried employees are further categorized as “Exempt,” or “Non-Exempt,” in reference to the federal Fair Labor Standards Act, which has been adopted by the State of Washington and which must be followed by the City. All part-time positions are paid hourly wages. Hourly and Non-Exempt employees are compensated by the payment of overtime or credited with compensatory time for any hours worked in excess of FLSA standards. Exempt employees are not entitled to overtime or compensatory time
Standard Work Year	2,080 hours, or 260 days, is the equivalent of one work year.
Supplemental Appropriation	An appropriation approved by the Council after the initial budget appropriation. Supplemental appropriations are approved by Council during the year and a budget amendment ordinance is passed to amend the budget for those appropriations.
User Charges	The amount the City receives for the provision of services and commodities, or the performance of specific services benefiting the person charged. User charges tend to be voluntary in nature, in contrast to mandatory property and income taxes. Citizens only pay user charges when a specific service is received.

ORDINANCE 922

AN ORDINANCE OF THE CITY OF TENINO WASHINGTON ADOPTING THE BUDGET FOR THE FISCAL YEAR JANUARY 1, 2022 THROUGH DECEMBER 31, 2022.

WHEREAS, the City Council for the City of Tenino, Washington, held public hearings on November 09, 2021, and November 23, 2021, for the purpose of determining the Ad Valorem tax to be levied in 2022; and

WHEREAS, the City Council for the City of Tenino, Washington, held public hearings on November 09, 2021, and November 23, 2021, for the purpose of establishing the City's Budget for fiscal year 2022; and

WHEREAS, the first reading of this Ordinance was held on November 23, 2021, and the second reading was held on December 14, 2021.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TENINO,
WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. The following budget is hereby adopted for the year 2022:

FUND	REVENUES	EXPENDITURES
001 General Government Fund	1,544,519.00	1,464,269.00
002 Quarry Pool Fund	47,277.00	47,117.00
003 Reserve Academy Operating Fund	10,000.00	10,000.00
101 Street Fund	619,595.00	622,634.00
102 Special Revenue Fund-Home Fund	36,000.00	0.00
109 Contingency Fund	117,393.00	0.00
310 Municipal Capital Improvement Fund	1,324,538.00	1,018,686.00
401 Water Fund	287,265.00	231,378.00
402 Water Capital Improvement Fund	1,469,134.00	132,986.00
403 Storm Water Fund	80.00	0.00
410 Sewer Fund	1,911,192.00	1,199,192.00
421 Sewer Capital Improvement Fund	672,691.00	395,000.00
422 Sewer Reserve Fund	559,092.00	559,091.00
631 Municipal Court Trust Fund	55,705.00	50,282.00
TOTAL ALL FUNDS	8,664,481.00	5,730,635.00

Section 2. The details of each of these accounts, along with the 2022 Salary Schedule and Organizational Structure for 2022 are shown at Exhibit A attached hereto, made part hereof, and are incorporated herein by reference.

Section 3. This ordinance shall be in full force and effect on January 1, 2022, after its passage, approval, and publication as provided by law.

ADOPTED by the City Council of The City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 14th day of December 2021.

Wayne Fournier, Mayor

Attest:

Approved as to form:

Kayleen Canup, Clerk/Treasurer

Richard L. Hughes, Attorney

2022 SALARY SCHEDULE

Position	FTE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Chief	1.00	exempt	\$5,294.95	\$5,560.92	\$5,837.86	\$5,837.86	\$6,129.46	\$6,597.95
Police Officer *	3.00	non-exempt	\$3,547.65	\$3,815.00	\$4,101.44	\$4,406.98	\$4,627.65	\$4,744.34
Police Clerk *****	1.00	hourly	\$17.43	\$18.74	\$20.14	\$21.66	\$23.33	\$23.91
Public Works Director *****	1.00	exempt	\$5,634.31	\$5,865.58	\$6,106.41	\$6,359.96	\$6,627.31	\$6,767.35
Maintenance Worker ** *** *****	4.00	hourly	\$18.66	\$20.06	\$21.57	\$23.19	\$24.93	\$25.54
Maintenance Helper	0.50	hourly	\$15.00	\$15.00	\$15.45	\$15.91	\$16.42	\$16.91
Seasonal - Supervisory Lifeguard *****		hourly	\$16.39	\$17.00	\$17.62	\$18.29	\$18.64	\$19.00
Seasonal - Pool Attendent/Lifeguards *****		hourly	\$15.00	\$15.00	\$15.45	\$15.91	\$16.42	\$16.91
Clerk/Treasurer	1.00	exempt	\$5,634.31	\$5,865.58	\$6,106.41	\$6,359.96	\$6,627.31	\$6,767.35
Admin/Utility Clerk	1.00	hourly	\$17.43	\$18.74	\$20.14	\$21.66	\$23.33	\$23.91
Court/Admin Clerk *****	1.00	hourly	\$17.43	\$18.74	\$20.14	\$21.66	\$23.33	\$23.91
Building Official ****	0.25	hourly	\$18.66	\$20.06	\$21.57	\$23.19	\$24.93	\$25.54
Total FTE		13.8						

* Duty Differential of \$100.00/month for extra Police Officer Duties - 1xSergeant, 3xFTO, 1xFirearms Instructor, 1xSRO, 1xDetective
 ** \$10.00 per animal control event (Maximum of five (5) per month per employee)
 *** Duty Differential of \$100.00/month for extra Public Works Duties - 1xSupervisor, 3xCCC, 1xSewerPlantOperator
 ****Duty Differential of up to \$250.00/month - Code Enforcement & up to \$250.00/month - Building Official
 ***** Longevity Pay - \$100.00 additional each month for every 5 years of service.

Mayor Elected \$1,250.00 per month
 Council members Elected \$75.00 per month plus \$50/meeting (max 3 meetings/month)

***** Required for pool operation: Supervisory Lifeguard and 6 Lifeguards (one of whom acts as gatekeeper.) Pool hours are 12:00 - 6:00 p.m., Tue-Sun

City of Tenino Organization Chart 2022

