

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, December 12, 2023 at 7:00 PM

Agenda

WORK SESSION

CALL TO ORDER

AGENDA APPROVAL

1. Agenda for the Regular Meeting of the 12/12/23.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

2. Meeting Minutes for 11/28/2023

Recommended Action: Motion to approve 11/28/2023 meeting minutes as presented.

CONSENT CALENDAR

3. Consent Calendar consisting of November 29, 2023 through December 12, 2023

Payroll EFT's in the amount of \$110,435.28 and Checks #31947 through #31979 in the amount of \$279,109.53.

for a grand total of \$389,554.81

Liquor Cannabis License: none

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

EXECUTIVE SESSION

4. Litigation

Recommended Action: Approve the settlement agreement.

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

[5.](#) EDC Contract

Recommended Action: Motion to approve contract.

NEW BUSINESS

[6.](#) ARTS WA Amendment

Recommended Action: Motion to approve ARTS Wa Amendment

[7.](#) TIB Park Ave Award

Recommended Action: Motion to accept TIB Park Ave Award.

[8.](#) Amendment for City of Tenino and DIG for the North Building CM

Recommended Action: Motion to approve Amendment.

[9.](#) Award for Electrical Ag Park North Bldg.

Recommended Action: Motion to approve Award for Electrical Ag Park North Bldg.

[10.](#) Award for HVAC on Ag Park North Building.

Recommended Action: Motion to approve Award of HVAC to Ag Park North Building.

RESOLUTIONS

[11.](#) Resolution 2023-11

A Resolution of the City of Tenino Amending the Adopted 2024 Consolidated Fee Schedule

Recommended Action: Motion to pass Resolution 2023-11

ORDINANCES

[12.](#) Ordinance 929 second reading and adoption of the 2024 budget.

Recommended action: Move to accept as the second reading and motion to adopt Ordinance 929 as presented.

REPORTS

13. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) South Thurston Economic Development Initiative (STEDI)

4) ARCH Commission

5) Experience Olympia & Beyond (VCB)

6) South Thurston Fire

7) Library

8) Museum

9) Tenino Community Service Center

14. 1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

5) Public Safety Committee

15. 1) Chief of Police

2) Director of Public Works

3) City Planner

4) Code Enforcement/Building Inspector

5) PARC Specialist

6) City Attorney

7) Clerk/Treasurer

8) Mayor

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

2) Solid Waste Advisory Board

3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

2. Meeting Minutes for 11/28/2023

Recommended Action: Motion to approve 11/28/2023 meeting minutes as presented.

**City Council Meeting
Tuesday, November 28, 2023**

Minutes

WORK SESSION

Mayor Fournier convened the work session at 7:00 pm with

PRESENT

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

1. Budget Update

Recommended Action: None, Discussion Only

Mayor Fournier convened the work session at 7:00 pm with

PRESENT

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

CALL TO ORDER

Mayor Fournier convened the regular council meeting at 7:30 pm with

PRESENT

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

AGENDA APPROVAL

2. Agenda for the Regular Meeting of the 11/28/23.

Recommended Action: Motion to approve the agenda as presented.

Motion made by Councilmember Gotovac to amend the agenda to include a payroll action form for C/T Scharber, Seconded by Councilmember O'Callahan.

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

Motion carries 4/0.

APPROVAL OF MINUTES

- 3. Meeting Minutes for 11/14/2023

Recommended Action: Motion to approve 11/14/2023 meeting minutes as presented.

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

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

Motion carries 4/0.

CONSENT CALENDAR

- 4. Consent Calendar consisting of November 15, 2023 through November 28, 2023

Payroll EFT's in the amount of \$35,906.18 and Checks #31923 through #3946 in the amount of \$569,640.25

for a grand total of \$605,546.43

Liquor Cannabis License: Cannabis Northwest

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 Klamn, Councilmember O'Callahan, Councilmember Lawton.

Motion carries 4/0.

EXECUTIVE SESSION

None

PRESENTATIONS

None

PUBLIC COMMENTS

None

PUBLIC HEARING

- 5. 2nd public hearing on 2024 Budget

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 second hearing will focus primarily upon 2024 expenditures.

Recommended action: Move to accept the Administration's recommendations on 2024 budget expenditures as presented.

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

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

Motion carries 4/0.

6. 2nd Public Hearing on the proposed 2024 Ad Valorem Tax Levy

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 2024. The City will hold two Public hearings as required by RCW 84.55 on November 14th and 28th and is required to pass a resolution adopting the 2024 property tax by November 30, 2023

Recommended action: Move to adopt an Ad Valorem Tax Levy using Highest Lawful Levy Procedures that would result in a total increase of \$9,841.18.

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

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

Motion carries 4/0.

PROCLAMATIONS

None

OLD BUSINESS

None

NEW BUSINESS

Under Item 3: Executive order for a step increase from step 1 to step 4 was added to the agenda for C/T Scharber.

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

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

Motion carries 4/0.

7. WWTP Influent Screen Replacement Engineering.

Recommended Action: Motion to approve WWTP Screen replacement Engineering.

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

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

Motion carries 4/0.

8. Park Master Plan Agreement

Recommended Action: Motion to approve Park Master Plan agreement.

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

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

Motion carries 4/0.

RESOLUTIONS

None

ORDINANCES

9. Ordinance 929 2024 Budget Adoption

AN ORDINANCE OF THE CITY OF TENINO WASHINGTON ADOPTING THE BUDGET FOR THE FISCAL YEAR JANUARY I, 2024 THROUGH DECEMBER 31, 2024

Recommended Action: Move to approve as the 1st reading of Ord 929 adopting the 2024 Budget

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

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

Motion carries 4/0.

REPORTS

10. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) South Thurston Economic Development Initiative (STEDI)

4) ARCH Commission

5) Experience Olympia & Beyond (VCB)

6) South Thurston Fire

7) Library

8) Museum

9) Tenino Community Service Center

1) Chamber of Commerce: Holiday Market this past weekend was a great success. Tenino Tree Lighting to be held 12/1 at 6:00 pm. Tenino Chamber Auction 12/1 beginning at 7:00 pm held at the Eagles. The next Chamber lunch forum is 12/20 at noon.

2) Economic Development Council (EDC): Regional forecast and Innovation Expo will be on 12/7 8:00 am to 4:00 pm at the Great Wolf Lodge.

3) South Thurston Economic Development Initiative (STEDI): Friday Dec 15th 8 am - 9:30 am at Swede Hall in Rochester.

8) Museum: Dec 16th they will have an open house from 12:00 pm to 4:00 pm with photo ops with Santa

11. 1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

5) Public Safety Committee

No reports

12. 1) Chief of Police

2) Director of Public Works

3) City Planner

4) Code Enforcement/Building Inspector

5) PARC Specialist

6) City Attorney

7) Clerk/Treasurer

8) Mayor

1) Chief of Police: They have been working on an abatement issue on McClellan St with help from the home owner.

2) Director of Public Works: They have been sweeping the streets and winterizing all equipment.

5) PARC Specialist: website is up, we are still working on improvements.

7) Clerk/Treasurer: C/T Scharber stated she has been working on the budget and the website.

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

2) Solid Waste Advisory Board

3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Legislature

1) Bucoda/Tenino Healthy Action Team (BTHAT): Their meeting consisted of going over the 2024 budget.

5) Thurston Regional Planning Council (TRPC): Meeting to be Friday.

6) Transportation Policy Board: They went over all the end of year items.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

Mayor Fournier resigned as the City of Tenino Mayor and appointed Mayor Pro-Tem Gotovac to fill his position. He was then sworn in as County Commissioner Position #4.

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

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

Motion carries 4/0.

ADJOURNMENT

Mayor Pro-tem Gotovac adjourned the meeting at 8:20 pm.

File Attachments for Item:

3. Consent Calendar consisting of November 29, 2023 through December 12, 2023 Payroll EFT's in the amount of \$110,435.28 and Checks #31947 through #31979 in the amount of \$279,109.53.

for a grand total of \$389,554.81

Liquor Cannabis License: none

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

**Consent Calendar for November 29, 2023 thru
December 12, 2023 consisting of:**

- **Payroll EFT's in the amount of \$110,435.28**
- **Claims Checks #31947 through #31979 in the amount of \$279,109.53.**

for a grand total of \$389,544.81

a) Liquor & Cannabis License:

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3798	12/12/2023	Claims	5	31958	Law Office of Richard L. Hughes PLLC	2,127.50	
3799	12/12/2023	Claims	5	31959	Kamerrer & Bogdanovich P Law, Lyman, Daniel,	2,690.55	
3800	12/12/2023	Claims	5	31960	Mountain Mist Water	22.90	
3801	12/12/2023	Claims	5	31961	Pitney Bowes	1,079.23	
3802	12/12/2023	Claims	5	31962	Rhonda Pratt	150.00	
3803	12/12/2023	Claims	5	31963	Puget Sound Energy	6,826.90	
3804	12/12/2023	Claims	5	31964	R Johnson Construction	39,214.89	
3805	12/12/2023	Claims	5	31965	RTS Enviromental LLC	5,500.00	
3806	12/12/2023	Claims	5	31966	Right Systems Inc	38,021.05	
3807	12/12/2023	Claims	5	31967	Rochester Lumber	1,027.91	
3808	12/12/2023	Claims	5	31968	Ruthe Salzer	180.89	202600.00 - 139 MCARTHUR ST N
3809	12/12/2023	Claims	5	31969	Scheibmeir, Kelly & Nelson PS	1,500.90	
3810	12/12/2023	Claims	5	31970	Brooke Schofield	150.00	
3811	12/12/2023	Claims	5	31971	Carrell Simmons	59.78	302300.00 - 249 LINCOLN AVE E
3812	12/12/2023	Claims	5	31972	South Sound Interpreting & Srvc	89.65	
3813	12/12/2023	Claims	5	31973	Tenino Marketfresh	757.35	
3814	12/12/2023	Claims	5	31974	Tenino Telephone Co	1,897.87	
3815	12/12/2023	Claims	5	31975	City Of Tenino	1,623.80	December Utility Billing
3816	12/12/2023	Claims	5	31976	Up Remodeling LLC	46.96	504800.10 - 1096 LINCOLN AVE E
3817	12/12/2023	Claims	5	31977	Utilities Underground Location	6.45	
3818	12/12/2023	Claims	5	31978	Voyager Fleet System	2,906.71	
3819	12/12/2023	Claims	5	31979	Wilson Parts Corporation	44.52	
						<hr/>	
001 General Government Fund #001						117,694.57	
002 Quarry Pool Fund #002						2,074.87	
101 City Street Fund #101						7,100.03	
310 Municipal Capital Imp Fund 310						53,532.39	
401 Water Fund						17,165.56	
402 Water Capital Imp Fund						8,793.35	
410 Sewer Fund						28,703.06	
421 Sewer Capital Improvement Fund						154,480.98	
						<hr/>	
						Claims:	279,109.53
* Transaction Has Mixed Revenue And Expense Accounts						389,544.81	Payroll: 110,435.28

CHECK REGISTER

Time: 14:43:55 Date: 12/12/2023

11/29/2023 To: 12/12/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3687	11/29/2023	Payroll	5	EFT	AWC Benefits Trust	14,800.87	Pay Cycle(s) 11/05/2023 To 11/05/2023 - AWC Disability; Pay Cycle(s) 11/05/2023 To 11/05/2023 - AWC; Pay Cycle(s) 11/20/2023 To 11/20/2023 - AWC; Pay Cycle(s) 11/20/2023 To 11/20/2023 - AWC Disability
3688	11/29/2023	Payroll	5	EFT	Timberland Bank	25,876.95	941 Deposit for Pay Cycle(s) 11/05/2023 - 11/05/2023; 941 Deposit for Pay Cycle(s) 11/20/2023 - 11/20/2023
3689	12/05/2023	Payroll	5	EFT	Rachel L Davidson	45.58	
3690	12/05/2023	Payroll	5	EFT	Wayne R Fournier	1,297.13	
3691	12/05/2023	Payroll	5	EFT	Linda Gotovac	182.34	
3692	12/05/2023	Payroll	5	EFT	Effie E Klamn	136.75	
3693	12/05/2023	Payroll	5	EFT	Jason A Lawton	136.75	
3694	12/05/2023	Payroll	5	EFT	John J O'Callahan	227.92	
3701	12/05/2023	Payroll	5	EFT	Robert A Auderer	2,537.05	
3702	12/05/2023	Payroll	5	EFT	Veronica A Barnes	1,931.44	
3703	12/05/2023	Payroll	5	EFT	Troy LK Cannon	2,830.99	
3704	12/05/2023	Payroll	5	EFT	Rene Durand	2,045.55	
3705	12/05/2023	Payroll	5	EFT	Brent L Gibbs	2,820.12	
3706	12/05/2023	Payroll	5	EFT	Drew Johnson	2,748.59	
3707	12/05/2023	Payroll	5	EFT	Aaron Lee	2,506.63	
3708	12/05/2023	Payroll	5	EFT	Patrick H Maguire	2,167.54	
3709	12/05/2023	Payroll	5	EFT	Alec C McClelland	3,290.86	
3710	12/05/2023	Payroll	5	EFT	Cole Plaja	1,518.26	
3711	12/05/2023	Payroll	5	EFT	Jason M Plaja	2,125.43	
3712	12/05/2023	Payroll	5	EFT	Jessica Reeves-Rush	1,422.05	
3713	12/05/2023	Payroll	5	EFT	Maria Rodriguez	1,794.77	
3714	12/05/2023	Payroll	5	EFT	Jennifer N Scharber	2,287.25	
3715	12/05/2023	Payroll	5	EFT	Courtney N Sheldon	1,313.12	
3760	12/08/2023	Payroll	5	EFT	AWC Benefits Trust	7,616.18	Pay Cycle(s) 12/05/2023 To 12/05/2023 - AWC Disability; Pay Cycle(s) 12/05/2023 To 12/05/2023 - AWC
3761	12/08/2023	Payroll	5	EFT	WA State Dept of Retirement Systems	14,636.57	Pay Cycle(s) 11/20/2023 To 11/20/2023 - LEOFF II; Pay Cycle(s) 11/20/2023 To 11/20/2023 - PERS II; Pay Cycle(s) 12/05/2023 To 12/05/2023 - LEOFF II; Pay Cycle(s) 12/05/2023 To 12/05/2023 - PERS II
3762	12/08/2023	Payroll	5	EFT	Timberland Bank	12,138.59	941 Deposit for Pay Cycle(s) 12/05/2023 - 12/05/2023
3787	12/12/2023	Claims	5	31947	Raymond Alvarado	150.00	
3788	12/12/2023	Claims	5	31948	Basic Medical Training	300.00	
3789	12/12/2023	Claims	5	31949	Cintas Corporation	136.21	
3790	12/12/2023	Claims	5	31950	Corporate Payment Systems	440.24	
3791	12/12/2023	Claims	5	31951	Frankie Defazio	150.00	
3792	12/12/2023	Claims	5	31952	Sarah Gaden	470.70	
3793	12/12/2023	Claims	5	31953	H D Fowler Co	11,460.43	
3794	12/12/2023	Claims	5	31954	Alan Harvey	4,050.00	
3795	12/12/2023	Claims	5	31955	Joese Refuse	1,325.09	
3796	12/12/2023	Claims	5	31956	Kubota Membrane USA Corp	154,464.09	
3797	12/12/2023	Claims	5	31957	LB#1086 Lakeside Industries	236.96	

File Attachments for Item:

5. EDC Contract

Recommended Action: Motion to approve contract.

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2024 CONTRACT FOR SERVICES**

CONTRACT FOR SERVICES

THIS AGREEMENT, entered into this 1st day of January, 2024 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;

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:

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2024 CONTRACT FOR SERVICES**

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, 2024, and terminate on December 31, 2024. 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.

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.
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

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2024 CONTRACT FOR SERVICES**

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.

CITY OF TENINO

Linda Gotovac, Mayor

Date

THURSTON ECONOMIC DEVELOPMENT COUNCIL:

Michael Cade, Executive Director

Date

ATTACHMENT A: 2024 EDC SCOPE OF WORK

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 2024 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, will continue to provide input and guidance to city staff and council, in their management of the operations of the District, and continue efforts to build out the offering, partnerships, and economic activity associated with the creative economy.
4. 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.
5. 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.
6. 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.
7. Legislative Agenda. EDC staff shall work with City staff and officials to develop and strengthen legislative relationships and establish a legislative agenda.

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2024 CONTRACT FOR SERVICES**

- 8. 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.
- 9. 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.
- 10. Economic Development Chapter of City Comprehensive Plan. Upon mutual agreement, EDC will work with City Staff and Council to provide an economic development chapter for the City’s comp plan update.

Such services would be considered beyond the scope of this contract and can be entered into as an addendum to this contract.

File Attachments for Item:

6. ARTS WA Amendment

Recommended Action: Motion to approve ARTS Wa Amendment



Washington State Arts Commission
Contract Amendment #2– Personal Services Contract

Purchaser: Washington State Arts Commission
Contract Number: CP2022-OPS-010
Amendment Number: Two
Contractor: City of Tenino
Date Issued: 11/22/23
Date Effective: Upon Contractor’s signature or November 22, whichever is later

By signing below, the Purchaser and the Contractor acknowledge that this Amendment is issued under the provisions of the original contract. The services authorized are within the scope of services set forth in the original Contract. All rights and obligations of the parties shall continue to be subject to and governed by the original Contract terms and conditions and this Amendment, including any subsequent modifications, which are hereby incorporated by reference.

Purpose:

- 1. Amend (1) Scope of Work - Creation, fabrication, and installation of metal banners in Tenino’s Creative District
- 2. Amend (2) Budget – For a total of “\$10,583.34 in Capital Funds.”
- 3. Amend (3) Payment Schedule – “The COMMISSION agrees to pay the CONTRACTOR a fee not to exceed: \$10,583.34.”

All other terms and conditions of the Contract, as amended, shall remain in full force and effect.

This Amendment, effective upon Purchaser’s signature, is executed by the persons signing below, who warrant, respectively, that they have the authority to execute it on behalf of the party indicated.

IN WITNESS WHEREOF, the parties have read and understand this Amendment, and by their signatures below, agree to each and every particular.

Accepted
Washington State Arts Commission

Accepted
City of Tenino

Karen Hanan, Executive Director Date

Linda Gotovac, Mayor Pro Tempore Date

6. STATE OF WASHINGTON
INVOICE VOUCHER
 (Rev. 5/91)

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.
3870	107	

AGENCY NAME
 Washington State Arts Commission
 711 Capitol Way S., Ste 600
 PO Box 42675
 Olympia, WA 98504-2675

VENDOR OR CLAIMANT (Warrant is to be payable to)
 City of Tenino
 Attn: Linda Gotovac
 149 Hodgden St S. Tenino, WA 98589
 lgotovac@cityoftenino.org

SWV0001495-00

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY _____
 (SIGN IN INK)

 (TITLE) (DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For reporting Personal Services Contract Payments to I.R.S.) RECEIVED BY DATE RECEIVED

DATE	DESCRIPTION	QUANTITY	UNIT	AMOUNT	FOR AGENCY USE
	Tenino Creative District - Capital Grant Agency: City of Tenino Contract # CP2022-OPS-010 Completion of Metal Banner project			\$ 10,583.34	
	031 State Creative District Funds	\$	-		
	057 Creative District Capital Funds	\$	10,583.34		
	Total Grant Awarded	\$	10,583.34		
		Total Requested for this invoice		\$ 10,583.34	

PREPARED BY: Korja Giles TELEPHONE NUMBER: 360.485.1106 DATE: 11/22/2023 AGENCY APPROVAL: DATE:

DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF DOC.	VENDOR NUMBER	VENDOR MESSAGE	UBI NUMBER

TRANS CODE	MASTER INDEX			SUB OBJ	SUB SUB OBJECT	ORG INDEX	WORK CLASS ALLOC	COUNTY BUDGET UNIT	CITY/TOWN MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER
	FUND INDEX	APPN INDEX	PROGRAM INDEX											
	057	C00	00207	NZ						7CAP			10,583.34	CP2022-010

ACCOUNTING APPROVAL FOR PAYMENT: DATE: WARRANT TOTAL: WARRANT NUMBER:

File Attachments for Item:

7. TIB Park Ave Award

Recommended Action: Motion to accept TIB Park Ave Award.

7.

City Preservation Program (SCPP)

TENINO

Approved Segment Listing

FY 2025 Overlay Program

Street	Termini	Pavement Length	Pavement Width
Park Avenue	6th St to Howard St	2,000 feet	22 feet



Project Funding Status Form

Agency Name: **TENINO**
Project Name: **2024 Park Avenue Overlay
6th St to Howard St**

TIB Project Number: **2-W-977(002)-1**

Verify the information below and revise if necessary.

Email to: Your TIB Engineer

PROJECT SCHEDULE

Target Dates		
Construction Approval	Contract Bid Award	Contract Completion

PROJECT FUNDING PARTNERS

List additional funding partners and amount.

Funding Partners	Amount	Revised Funding
TENINO	20,150	
WSDOT	0	
Federal Funds	0	
TOTAL LOCAL FUNDS	20,150	

Signatures are required from two different agency officials. Return the originally signed form to your TIB Engineer.

Mayor or Public Works Director

Signature

Date

Printed or Typed Name

Title

Financial Officer

Signature

Date

Printed or Typed Name

Title



Washington State Transportation Improvement Board

TIB Members

Chair
Mayor Glenn Johnson
City of Pullman

Vice Chair
Councilmember Sam Low
Snohomish County

Amy Asher
Mason Transit Authority

Aaron Butters, PE
HW Lochner Inc.

Susan Carter
Hopelink

Kent Cash, PE
Port of Vancouver

Barbara Chamberlain
WSDOT

Elizabeth Chamberlain
City of Walla Walla

Dongho Chang, PE
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club/Washington Bikes

Mike Dahlem, PE
City of Sumner

Commissioner Al French
Spokane County

Councilmember Hilda González
City of Granger

Commissioner Scott Hutsell
Lincoln County

Les Reardanz
Whatcom Transportation Authority

Peter Rogalsky, PE
City of Richland

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

December 1, 2023

Mr. Troy Cannon
Public Works Director
City of Tenino
Post Office Box 4019
Tenino, WA 98589-4019

Dear Mr. Cannon:

Congratulations! We are pleased to announce the selection of your project, 2024 Park Avenue Overlay, 6th St to Howard St, TIB project number 2-W-977(002)-1.

TIB is awarding 95.0000% of approved eligible project costs with a maximum grant of \$382,850.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Project Funding Status Form and, revise if necessary. Sign and email a copy.
- Sign and email one copy of the Fuel Tax Grant Distribution Agreement.

You may only incur reimbursable expenses after you receive approval from TIB.

In accordance with RCW 47.26.084, you must certify full funding by December 2, 2024 or the grant may be terminated. Grants may also be rescinded due to unreasonable project delay as described in WAC 479-05-211.

If you have questions, please contact Chris Langhoff, TIB Project Engineer, at ChrisL@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov



City of Tenino
2-W-977(002)-1
2024 Park Avenue Overlay
6th St to Howard St

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Tenino
AGREEMENT

THIS GRANT AGREEMENT (hereinafter “Agreement”) for the 2024 Park Avenue Overlay, 6th St to Howard St (hereinafter “Project”) is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter “TIB”) and City of Tenino, a political subdivision of the State of Washington (hereinafter “RECIPIENT”).

1.0 PURPOSE

For the project specified above, TIB shall pay 95.0000 percent of approved eligible project costs up to the amount of \$382,850, pursuant to terms contained in the RECIPIENT’S Grant Application, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT’s Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT’s submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as



often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:



- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.



12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.



15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer Date

Executive Director Date

Print Name

Print Name

File Attachments for Item:

8. Amendment for City of Tenino and DIG for the North Building CM

Recommended Action: Motion to approve Amendment.

AMENDMENT NO. 1
To
AUTHORIZATION FOR ENGINEERING SERVICES NO. 2023-002
AG PARK BUILDING IMPROVEMENTS

This Amendment No. 1 modifies Authorization 2023-002 between Gibbs & Olson, Inc., Longview, Washington (Engineer) and the City of Tenino, Washington (Client) executed on November 1, 2023, for a project known as the Ag Park North Building Improvements Project. The following modifications are made to the Agreement. All other terms and conditions of the Agreement remain unchanged.

The Client has received state and federal funding to construct a commercial building on the northern portion of Lot 2 at the new Tenino Ag & Innovation Park. Construction of site infrastructure is currently occurring. The base shell structure for the new commercial building is also under construction. Once the base shell is complete, building and mechanical, electrical, plumbing, interior finishes and other related items to complete the building will commence with tentative building occupancy anticipated in April 2024.

To facilitate this schedule, the Client has requested the Engineer subcontract with Dragonwheel Investment Group (Subconsultant) to provide the bulk of required construction management services. The Engineer will provide limited construction management consisting of reviewing Contractor issued Requests for Information (RFIs), progress pay requests from the Contractor and any proposed change orders to the construction contract. The Subconsultant, due to their expertise in commercial building development, will have overall responsibility for providing regular and consistent construction management and administration services required to meet the objectives and timeline noted above.

SCOPE OF WORK

The Engineer's scope of work under this Authorization is modified as follows:

CONSTRUCTION MANAGEMENT SERVICES

Work under this task includes Construction Management Services for the project as follows:

Task 1 - Project Management & Administration:

The Engineer will consult with and advise the Client and act as the Client's representative as required by the Construction Contract Documents. As the Client's representative, all instructions to the General Contractor (GC) will be issued through Engineer who will have authority to act on behalf of the Client to the extent provided in the Contract Documents. Engineer shall prepare monthly narrative progress reports and submit them to the Client.

The Engineer will be responsible for creating the master schedule for work required to fully complete the building beyond the base shell stage of improvements. The master schedule will include delivery, milestones and critical path logic for all trades and vendors expected to perform work or provide materials/equipment/supplies for construction of the building.

Specific items include:

- a. Prepare initial critical path schedule in MS Project showing key milestones, tasks dependencies, durations, etc.
- b. Submit draft schedule to Client for review and comment.
- c. Finalize schedule for use as roadmap and timelines to execute the work for March 2024 completion.
- d. Once the GC is selected as noted under Task 2 – General Contractor Procurement Process, the Engineer will collaborate with the GC to address schedule items, updates, and workflow.
- e. Update schedule on monthly basis with input from GC. Identify any schedule impacts and corrective matters to maintain overall project completion date.

Task 2 – General Contractor Procurement Process:

The Engineer will perform the following under this task as part of soliciting and facilitating the formal Procurement and Bidding Process for both the Fire Suppression and Interior Building Finish Construction portions of the project. Each of these phases will have separate bid phases and construction contracts:

- a. Identify the list of trades and vendors that could be interested in bidding as a GC or subcontractor/supplier.
- b. Coordinating with the project architect and design consultants to verify final design and approvals.
- c. Preparing and assembling the bid package consisting of call for bids, instructions to bidders, bidding forms, construction agreement forms, general and supplementary conditions, technical specifications, prevailing wage rates, and any other applicable forms or documents.
- d. Prepare an opinion of probable construction costs to assist Client in assessing the amount of funding required for the project. This includes using budgetary cost information provided by equipment/material suppliers and applicable construction trade contractors.
- e. Assist Client in advertising for and soliciting construction bids.
- f. Review and respond to bidder questions, prepare, and distribute addenda if required.
- g. Attend bid opening and provide a review and bid summary of bids received to confirm all bid procedures were satisfied by the lowest, responsible, responsive bidder.

Task 3 – Construction Management:

The Engineer will provide construction management services and will provide an experienced Project Manager with expertise in commercial building construction to oversee the project, contracting, and delivery of the building under the four separate construction contracts the Client has or will execute. The Engineer's Subconsultant and lower-tier subconsultants with specific and relevant subject matter expertise will support the Engineer in completing the following under this task:

- a. Following execution of each construction contract, the Engineer will schedule and conduct a Pre-Construction Conference with the contractor, Client, utilities and other entities as appropriate. The Engineer will prepare and distribute meeting minutes, documenting the meeting discussions, to all attendees.
- b. Provide the Master Schedule to the GC and request comments, edits and additions based on each GC's delivery schedule, supply chain issues, etc. The Engineer will update the Master Schedule and will provide the updated schedule to all parties.
- c. Review and respond to all Requests for Information (RFI's) submitted by each GC.
- d. Review material submittals and shop drawings from each GC to ensure materials to be utilized in the project generally conform to the construction contract's technical specifications. Such review by the Engineer shall not extend to the GC's means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto.
- e. Make a daily visit to the construction site to review the progress of construction, contractor means and methods, and overall compliance with contract plans and specifications.
- f. Coordinate with City of Tenino Building Official, Public Works, and other staff that will require various inspections and approvals.
- g. Coordinate with Puget Sound Energy (PSE) and other dry utility providers to confirm service connections and timing of service.
- h. Prepare and submit to the Client a bi-weekly Project Status Report. The report will list construction work completed during the reporting period, items to be completed in the next bi-weekly period and any items requiring resolution, the parties responsible for resolving such items and a required timeline for such resolution.
- i. Review each GC's monthly progress pay requests and will confirm work completed, materials on hand and related expenses requested to be paid in whole or in part are in general conformance with the construction contract requirements and the quantities to be paid for are appropriate. The Engineer will submit a recommendation for payment to the Client. By recommending such payment the Engineer will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examinations have been made by Engineer to check the quality or quantity of Contractor(s)' work as it is furnished and performed beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents. Engineer's review of Contractor(s) work for the purposes of recommending payments will not impose on Engineer responsibility to supervise, direct or control such work or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto or Contractor(s) compliance with laws, rules, regulations, ordinances, codes, or orders applicable to their furnishing and performing the work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes any Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any of the work, materials or equipment has passed to Client free and clear of any lien, claims, security interests or encumbrances, or that there may not be other matters at issue between Client and Contractor that might affect the amount that should be paid.

- j. Confirm each GC and all their lower tier subcontractors, suppliers and vendors provide certified payroll, intent to pay prevailing wages and comply with required and applicable state/federal funding processes.
- k. Issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required.
- l. As the Client's representative, the Engineer will have the authority to require special inspections or testing of the work, and shall receive and review all certificates of inspections, tests and approvals required by laws, regulations, ordinances, codes, orders or the Contract Documents but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract documents.
- m. Act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of the Client and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work. Engineer shall not be liable for the result of any such interpretations or decisions rendered in good faith and made in conformance with the Standard of Practice Clause in the Engineer's On-Call Agreement with the Client.

Task 4 - Project Closeout:

The Engineer will perform the following under this task:

- a. Advise each GC once substantial completion of the building construction is achieved.
- b. Request each GC to prepare a thorough and detailed "punch-list" of items to complete prior to building acceptance.
- c. Review punch-list prepared by each GC and provide daily inspections of the work progress to complete the remaining items identified.
- d. Coordinate with the Client to schedule and establish final building approvals so Certificate of Occupancy can be issued.
- e. Provide a final review and approval of punch-list items and any remaining contractual obligations required by each GC.
- f. Prepare a Letter of Completion to the Client that will allow for the final pay request and release of project retainage.
- g. Prepare a set of reproducible record prints of Drawings showing those changes made during the construction process, based on the marked-up prints, drawings and other data furnished by each GC to Engineer and which Engineer considers significant.

Limitations of Responsibility:

Engineer will not be responsible for the acts of any of the GC's or of any GC subcontractor or supplier, or any of GC's or subcontractor's or supplier's agents or employees or any other persons (except Engineer's own employees and agents) at the site or otherwise furnishing or performing any of the construction contracted work; however, nothing contained in paragraphs "a" through "i" above, shall be construed to release Engineer from liability for failure to properly perform duties and responsibilities assumed by Engineer in the Contract Documents.

SCHEDULE:

Construction contract award is anticipated to occur in either December 2023 or early January 2024 with construction anticipated to occur from January through April 2024 with construction contract close out in May 2024.


BUDGET

The budget for the additional Scope of Work presented above is \$200,000 as detailed in the attached Exhibit A.

Original Agreement Amount	\$ 10,000.00
<u>Amendment No. 1.....</u>	<u>\$201,000.00</u>
Total Agreement Amount	\$211,000.00

GIBBS & OLSON, INC.

CITY OF TENINO, WASHINGTON

By: 
Richard A. Gushman, President

By: _____
Linda Gotovac, Mayor

Date: December 8, 2023

Date: _____

Attachment: Exhibit A - Budget Estimate

File: 0751.5027

**Amendment No. 1 to Authorization 2023-002
 Ag Park North Building Improvements Project
 Exhibit A - Budget
 December 8, 2023**



Budget	Principal	Proj. Mgr.	Engr. I	Word Processor	DIG Subconsult	Total Budget
Design Phase Engineering Services						
Task 1 Project Administration Management	4	16	2	2	\$13,000	\$19,554
Task 2 General Contractor Procurement Process	2	48	40	40	\$10,000	\$31,312
Task 3 Construction Management	2	52	24	8	\$100,000	\$127,988
Task 4 Project Closeout	2	8	6	6	\$15,000	\$20,422
Subtotal	10	124	72	56	\$138,000	\$199,276
Mileage						\$500
Reproduction						\$500
Miscellaneous Project Expenses						\$724
Total Amendment No. 1						\$201,000
Original Agreement Budget						\$10,000
Total Agreement Budget with Amendment No. 1						\$211,000
2024 Rates	\$252	\$221	\$137	\$88		

File Attachments for Item:

9. Award for Electrical Ag Park North Bldg.

Recommended Action: Motion to approve Award for Electrical Ag Park North Bldg.

AGREEMENT

THIS AGREEMENT is dated as of the _____ day of _____ in the year 20__ by and between the City of Tenino, Washington (hereinafter called OWNER) and _____ Travers Electric, Inc. _____ (hereinafter called CONTRACTOR). OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. WORK.

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The work consists of providing all materials and labor to install Electrical for the Ag Park North Building Improvements as shown on the Drawings, Mechanical and Propane Sheets E001 through E621.

Article 2. ENGINEER.

Gibbs & Olson, Inc., 1115 West Bay Drive NW, Suite 201, Olympia, Washington 98502, telephone number 360.352.1120 is hereafter called ENGINEER and is to act as OWNER's representative, assume all duties and responsibilities and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

Hultz-Bhu Engineers. Inc.
1111 Fawcett Avenue, Suite 100
Tacoma, WA 98402
Contact: Rick Hultz
Phone number: (253) 383-3257
Email: RickH@hultzbhu.com

Electrical design for the project was done by:

BCE Engineers, Inc.
6021 12th Street E, Suite 200
Fife, WA 98424
Contact: Mike Meyerdick
Phone number: (253) 922-446
Email: Michael.Meyerdick@bceengineers.com

Any changes to the drawings must be approved by the design engineer responsible for the work that they are associated with.

Article 3. CONTRACT TIMES.

3.1 BIDDER agrees that the Work will be substantially complete within **One Hundred and Fifty (150) calendar days** after the date when the Contract Times commences to run as provided in paragraph 2.3 of the General Conditions. All work shall be completed and ready for final payment in accordance with paragraph 14.13 of the General Conditions within **One Hundred and Eighty (180) calendar days**.

3.2 Liquidated Damages. OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the times specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER THREE HUNDRED DOLLARS (\$300.00) for each day that expires after the time specified in paragraph 3.1 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse or fail to complete the remaining Work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by OWNER, CONTRACTOR shall pay OWNER ONE HUNDRED DOLLARS (\$100.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment.

Article 4. CONTRACT PRICE.

OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to paragraphs 4.1 below:

4.1 for all Work, a Lump Sum of:

Item	Description	Quantity	Unit	Unit Price	Amount
1	Electrical for Ag Park North Building Improvements	1	L.S.	\$335,000.00	\$335,000.00

SUBTOTAL	<u>\$335,000.00</u>
SALES TAX @ 8.1%	<u>\$27,135.00</u>
TOTAL	<u>\$362,135.00</u>

All specific cash allowances are included in the above price and have been computed in accordance with paragraph 11.8 of the General Conditions:

Article 5. PAYMENT PROCEDURES.

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

5.1 Progress Payments; Retainage. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, as provided in paragraphs 5.1.1. and 5.1.2. below. Progress payments shall be submitted not more than once each month and shall be submitted at least 10 days prior to the scheduled City Council Meetings or on the date agreed to by the OWNER and CONTRACTOR. All such payments will be measured by the schedule of values established in paragraph 2.9 of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

5.1.1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below, but, in each case, less the aggregate of payments previously made and less such amounts as ENGINEER shall determine, or OWNER may withhold, in accordance with paragraph 14.02 of the General Conditions.

- 90% (with the balance being retainage) of materials and equipment not incorporated in the Work (but delivered, suitably stored and accompanied by documentation satisfactory to OWNER as provided in paragraph 14.02 of the General Conditions).

5.1.2. Upon Substantial Completion, in an amount sufficient to increase total payments to CONTRACTOR to 95% of the Contract Price or the maximum amount allowed to be released pursuant to applicable State law whichever is less (with the balance being retainage), less such amounts as ENGINEER shall determine, or OWNER may withhold, in accordance with paragraph 14.07 of the General Conditions.

5.2 Final Payment. Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said paragraph 14.07.

Article 6. INTEREST.

All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate indicated in the Supplementary Conditions.

Article 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

7.1 CONTRACTOR has examined and carefully studied the Contract Documents (including the Addenda listed in paragraph 8) and the other related data identified in the Bidding Documents including "technical data."

7.2 CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.

7.3 CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

7.4 CONTRACTOR has carefully studied all drawings of physical conditions in or relating to existing surface at or contiguous to the site which have been identified in the Supplementary Conditions as provided in paragraph 4.2.1

of the General Conditions. CONTRACTOR accepts the determination set forth in paragraph SC-4.2 of the Supplementary Conditions of the extent of the "technical data" contained in such reports and drawings upon which CONTRACTOR is entitled to rely as provided in paragraph 4.2 of the General Conditions. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR's purposes. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all such additional supplementary examinations, investigations, explorations, test, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.

7.5 CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.

7.6 CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

7.7 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

Article 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR concerning the Work consist of the following:

- 8.1 This Agreement (pages III-7 to III-12, inclusive).
- 8.2 Exhibits to this Agreement and Notice of Award (pages III-1 to III-2, inclusive).
- 8.3 Performance, Payment, and other Bonds, and consisting of 4 pages.
- 8.4 Notice to Proceed.
- 8.5 General Conditions (pages 1 to 44, inclusive).
- 8.6 Supplementary Conditions (pages SC-1 to SC-12, inclusive).
- 8.8 Drawings consisting of sheet numbers E001 through E621 inclusive.
- 8.8 Addenda numbers __1_ to __3_, inclusive.
- 8.9 CONTRACTOR's Bid (pages II-1 to II-8, inclusive).
- 8.10 Documentation submitted by CONTRACTOR prior to Notice of Award
- 8.11 The following which may be delivered or issued after the Effective Date of the Agreement and are not attached hereto: All Written Amendments and other documents amending, modifying or supplementing the Contract Documents pursuant to paragraphs 3.5 and 3.6 of the General Conditions.

The documents listed in paragraphs 8.2 et seq. above are attached to the Agreement (except as expressly noted otherwise above).

There are no Contract Documents other than those listed above in this Article 8. The Contract Documents may only be amended, modified or supplemented as provided in paragraphs 3.5 and 3.6 of the General Conditions.

Article 9. MISCELLANEOUS.

9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions will have the meanings indicated in the General Conditions.

9.2 Parties agree a prohibition exists without prior consent of any assignment of rights under this contract being made by the Contractor; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the Contractor from any duty or responsibility under the Contract Documents.

9.3 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

9.4 Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.5 It is further provided that no liability shall attach to the OWNER by reason of entering into this agreement, except as expressly provided herein.

9.6 The Contractor shall defend, indemnify, and hold the OWNER, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the OWNER.

9.7 Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the OWNER, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been *mutually negotiated* by the parties. The *provisions* of this section shall survive the expiration or termination of this Agreement.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in triplicate. One counterpart each has been delivered to OWNER, CONTRACTOR and ENGINEER. All portions of the Contract Documents have been signed, initialed or identified by OWNER and CONTRACTOR or identified by ENGINEER on their behalf.

This Agreement will be effective on _____, 20__ (which is the Effective Date of the Agreement).

OWNER _____ CONTRACTOR _____

By: _____ By: _____

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest _____

Attest _____

Address for giving notices

(If OWNER is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Agreement).

Address for giving notices

License No. _____

Agent for service of process: _____

(If CONTRACTOR is a corporation, attach evidence of authority to sign).



Memorandum

To: Jen Scharber- City of Tenino

From: Michael Marshall, PE

Date: December 8, 2023

Re: Ag Park North Building Improvements Project: Electrical Contract Award Recommendation

The City advertised for bids for the Ag Park North Building Improvements Project: Electrical on November 8, 2023 to perform the electrical finish work. The City opened four bids that were submitted on December 6, 2023 at 1:15 PM. The bids were as follows and all include sales tax:

Travers Electric: \$362,135.00
Thoren Electric: \$396,500
Tapani Electric: \$448,615.00
Apex Mechanical: \$633,476.81

The low bid was offered by Travers Electric.

Travers Electric's bid is the low bid submitted and is properly filled out including signatures and is deemed to be responsive. There was a minor oversight in omitting the year on the notary signature block for the Non Collusion Affidavit form. Travers Electric has submitted a revised form with the year filed in and the city attorney and I agree that this is minor informality which can be waived.

I have verified that Travers Electric is in good standing with the state of Washington. I have also checked their references which were all good.

We recommend that the City award the contract for Ag Park North Building Improvements Project: Electrical to Travers Electric.

NOTICE OF AWARD

Dated December 13, 2023

TO: Travers Electric, Inc
(BIDDER)

ADDRESS: 122 Sturdevant Rd, Chehalis, WA 98532

PROJECT: City of Tenino – Ag Park North Building Improvements Project – Electrical

OWNER's CONTRACT NO. _____

CONTRACT FOR: City of Tenino – Ag Park North Building Improvements Project – Electrical

You are notified that your Bid dated December 6, 2023 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for all work items.

All work
(Indicate total Work, alternates or sections or Work awarded)

The Contract Price of your contract is Three Hundred Sixty Two Thousand, One Hundred Thirty Five Dollars and no cents (\$362,135.00).

Three (3) copies of each of the proposed Contract Documents accompany this Notice of Award.

You must comply with the following conditions precedent within fifteen days of the date of this Notice of Award, that is by December 22, 2023:

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement, the Contract Security (Bonds) as specified in the Instructions to Bidders (paragraph 18), General Conditions (paragraph 5.1) and Supplementary Conditions (paragraph SC-5.1).

3. (List other conditions precedents).

a. _____

b. _____

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

Within ten days after you comply with the above conditions, OWNER will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

City of Tenino
(OWNER)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

ACCEPTANCE OF AWARD

(CONTRACTOR)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)

File Attachments for Item:

10. Award for HVAC on Ag Park North Building.

Recommended Action: Motion to approve Award of HVAC to Ag Park North Building.

NOTICE OF AWARDDated December 13, 2023TO: Elite Mechanical Services, LLC
(BIDDER)ADDRESS: 8304 Woodgrove CT SE, Olympia, WA 98513PROJECT: City of Tenino – Ag Park North Building Improvements Project –
HVAC/Plumbing

OWNER's CONTRACT NO. _____

CONTRACT FOR: City of Tenino – Ag Park North Building Improvements Project –
HVAC/Plumbing

You are notified that your Bid dated December 6, 2023 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for all work items.

All work

(Indicate total Work, alternates or sections or Work awarded)

The Contract Price of your contract is Three Hundred Eighty Seven Thousand, Forty Nine Dollars and sixty seven cents (\$387,049.67).

Three (3) copies of each of the proposed Contract Documents accompany this Notice of Award.

You must comply with the following conditions precedent within fifteen days of the date of this Notice of Award, that is by December 22, 2023:

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement, the Contract Security (Bonds) as specified in the Instructions to Bidders (paragraph 18), General Conditions (paragraph 5.1) and Supplementary Conditions (paragraph SC-5.1).

3. (List other conditions precedents).

- a. _____

- b. _____

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

Within ten days after you comply with the above conditions, OWNER will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

City of Tenino
(OWNER)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

ACCEPTANCE OF AWARD

(CONTRACTOR)

By: _____
(AUTHORIZED SIGNATURE)

(TITLE)

(DATE)



Memorandum

To: Jen Scharber- City of Tenino
From: Michael Marshall, PE
Date: December 8, 2023
Re: Ag Park North Building Improvements Project: HVAC and Plumbing Contract Award Recommendation

The City advertised for bids for the Ag Park North Building Improvements Project: HVAC and Plumbing on November 8, 2023 to perform the HVAC and plumbing finish work. The City opened five bids that were submitted on December 6, 2023 at 1:00 PM. The bids were as follows and all include sales tax:

Elite Mechanical: \$387,049.67
Sunset Air: \$400,906.15
Capital Heating and Cooling: \$478,342.50
Apex Mechanical: \$597,318.44
Pacific Tech: \$ 627,520.50

The low bid was offered by Elite Mechanical Services, LLC.

Elite Mechanical's bid is the low bid submitted and is properly filled out including signatures and is deemed to be responsive.

I have verified that Elite Mechanical is in good standing with the state of Washington. I have also checked their references which were all good.

We recommend that the City award the contract for Ag Park North Building Improvements Project: HVAC and Plumbing to Elite Mechanical Services, LLC.

AGREEMENT

THIS AGREEMENT is dated as of the _____ day of _____ in the year 20__ by and between the City of Tenino, Washington (hereinafter called OWNER) and _____ Elite Mechanical Services, LLC (hereinafter called CONTRACTOR). OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. WORK.

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The work consists of providing all materials and labor to install HVAC and plumbing for the Ag Park North Building Improvements as shown on the Drawings, Mechanical and Propane Sheets M001 through M407 and P001 through P101.

Article 2. ENGINEER.

Gibbs & Olson, Inc., 1115 West Bay Drive NW, Suite 201, Olympia, Washington 98502, telephone number 360.352.1120 is hereafter called ENGINEER and is to act as OWNER's representative, assume all duties and responsibilities and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

HVAC and Plumbing design for the project was done by:

Hultz-Bhu Engineers. Inc.
1111 Fawcett Avenue, Suite 100
Tacoma, WA 98402
Contact: Rick Hultz
Phone number: (253) 383-3257
Email: RickH@hultzbhu.com

Electrical design for the project was done by:

BCE Engineers, Inc.
6021 12th Street E, Suite 200
Fife, WA 98424
Contact: Mike Meyerdick
Phone number: (253) 922-446
Email: Michael.Meyerdick@bceengineers.com

Any changes to the drawings must be approved by the design engineer responsible for the work that they are associated with.

Article 3. CONTRACT TIMES.

3.1 BIDDER agrees that the Work will be substantially complete within **One Hundred and Fifty (150) calendar days** after the date when the Contract Times commences to run as provided in paragraph 2.3 of the General

Conditions. All work shall be completed and ready for final payment in accordance with paragraph 14.13 of the General Conditions within **One Hundred and Eighty (180) calendar days**.

3.2 Liquidated Damages. OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the times specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER THREE HUNDRED DOLLARS (\$300.00) for each day that expires after the time specified in paragraph 3.1 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse or fail to complete the remaining Work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by OWNER, CONTRACTOR shall pay OWNER ONE HUNDRED DOLLARS (\$100.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment.

Article 4. CONTRACT PRICE.

OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to paragraphs 4.1 below:

4.1 for all Work, a Lump Sum of:

Item	Description	Quantity	Unit	Unit Price	Amount
1	HVAC and Plumbing for Ag Park North Building Improvements	1	L.S.	\$358,047.80	\$358,047.80

SUBTOTAL	<u>\$358,047.80</u>
SALES TAX @ 8.1%	<u>\$29,001.87</u>
TOTAL	<u>\$387,049.67</u>

All specific cash allowances are included in the above price and have been computed in accordance with paragraph 11.8 of the General Conditions:

Article 5. PAYMENT PROCEDURES.

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

5.1 Progress Payments; Retainage. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, as provided in paragraphs 5.1.1. and 5.1.2. below. Progress payments shall be submitted not more than once each month and shall be submitted at least 10 days prior to the scheduled City Council Meetings or on the date agreed to by the OWNER and CONTRACTOR. All such payments will be measured by the schedule of values established in paragraph 2.9 of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

5.1.1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below, but, in each case, less the aggregate of payments previously made and less such amounts as ENGINEER shall determine, or OWNER may withhold, in accordance with paragraph 14.02 of the General Conditions.

- 90% (with the balance being retainage) of materials and equipment not incorporated in the Work (but delivered, suitably stored and accompanied by documentation satisfactory to OWNER as provided in paragraph 14.02 of the General Conditions).

5.1.2. Upon Substantial Completion, in an amount sufficient to increase total payments to CONTRACTOR to 95% of the Contract Price or the maximum amount allowed to be released pursuant to applicable State law whichever is less (with the balance being retainage), less such amounts as ENGINEER shall determine, or OWNER may withhold, in accordance with paragraph 14.07 of the General Conditions.

5.2 Final Payment. Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said paragraph 14.07.

Article 6. INTEREST.

All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate indicated in the Supplementary Conditions.

Article 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

7.1 CONTRACTOR has examined and carefully studied the Contract Documents (including the Addenda listed in paragraph 8) and the other related data identified in the Bidding Documents including "technical data."

7.2 CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.

7.3 CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

7.4 CONTRACTOR has carefully studied all drawings of physical conditions in or relating to existing surface at or contiguous to the site which have been identified in the Supplementary Conditions as provided in paragraph 4.2.1

of the General Conditions. CONTRACTOR accepts the determination set forth in paragraph SC-4.2 of the Supplementary Conditions of the extent of the "technical data" contained in such reports and drawings upon which CONTRACTOR is entitled to rely as provided in paragraph 4.2 of the General Conditions. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR's purposes. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all such additional supplementary examinations, investigations, explorations, test, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.

7.5 CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.

7.6 CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

7.7 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

Article 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR concerning the Work consist of the following:

- 8.1 This Agreement (pages III-7 to III-12, inclusive).
- 8.2 Exhibits to this Agreement and Notice of Award (pages III-1 to III-2, inclusive).
- 8.3 Performance, Payment, and other Bonds, and consisting of 4 pages.
- 8.4 Notice to Proceed.
- 8.5 General Conditions (pages 1 to 44, inclusive).
- 8.6 Supplementary Conditions (pages SC-1 to SC-12, inclusive).
- 8.8 Drawings consisting of sheet numbers M001 through M407 and P001 through P101 inclusive.
- 8.8 Addenda numbers 1 to 2 , inclusive.
- 8.9 CONTRACTOR's Bid (pages II-1 to II-8, inclusive).
- 8.10 Documentation submitted by CONTRACTOR prior to Notice of Award
- 8.11 The following which may be delivered or issued after the Effective Date of the Agreement and are not attached hereto: All Written Amendments and other documents amending, modifying or supplementing the Contract Documents pursuant to paragraphs 3.5 and 3.6 of the General Conditions.

The documents listed in paragraphs 8.2 et seq. above are attached to the Agreement (except as expressly noted otherwise above).

There are no Contract Documents other than those listed above in this Article 8. The Contract Documents may only be amended, modified or supplemented as provided in paragraphs 3.5 and 3.6 of the General Conditions.

Article 9. MISCELLANEOUS.

9.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions will have the meanings indicated in the General Conditions.

9.2 Parties agree a prohibition exists without prior consent of any assignment of rights under this contract being made by the Contractor; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the Contractor from any duty or responsibility under the Contract Documents.

9.3 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

9.4 Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.5 It is further provided that no liability shall attach to the OWNER by reason of entering into this agreement, except as expressly provided herein.

9.6 The Contractor shall defend, indemnify, and hold the OWNER, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the OWNER.

9.7 Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the OWNER, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been *mutually negotiated* by the parties. The *provisions* of this section shall survive the expiration or termination of this Agreement.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in triplicate. One counterpart each has been delivered to OWNER, CONTRACTOR and ENGINEER. All portions of the Contract Documents have been signed, initialed or identified by OWNER and CONTRACTOR or identified by ENGINEER on their behalf.

This Agreement will be effective on _____, 20__ (which is the Effective Date of the Agreement).

OWNER _____ CONTRACTOR _____

By: _____ By: _____

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest _____ Attest _____

Address for giving notices

(If OWNER is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Agreement).

Address for giving notices

License No. _____

Agent for service of process: _____

(If CONTRACTOR is a corporation, attach evidence of authority to sign).

File Attachments for Item:

11. Resolution 2023-11

A Resolution of the City of Tenino Amending the Adopted 2024 Consolidated Fee Schedule

Recommended Action: Motion to pass Resolution 2023-11

RESOLUTION 2023-11

A RESOLUTION OF THE CITY OF TENINO, WASHINGTON AMENDING THE ADOPTED 2024 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 January 01, 2023 and are replaced by the amended 2024 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 2024 General Schedule of Fees and Charges, is set forth below:

	FEES	DEPOSIT
ANIMAL LICENSES		
New License	\$25.00	
New License – senior citizen	\$15.00	
Renewal – Spayed or Neutered	\$10.00	
Renewal – Non-altered	\$15.00	
Renewal – Senior Citizen	\$10.00	
Replacement Tag	\$10.00	
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/day cap	
For Profit	10% of gross sales \$50/day cap	
COUNCIL CHAMBERS RENTAL		
2 Hour Minimum (No alcoholic beverages)	\$ 50.00 per hour	\$ 100.00
MISCELLANEOUS		
Photocopies/Records Request	\$ 0.15 each	
Copy onto Thumb Drive	\$ 8.00	
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		
Hourly (First 15 minutes free)	\$ 2.00	
Permit (Daily)	\$ 12.00	
Permit (Weekly)	\$ 48.00	
Permit (Monthly)	\$ 150.00	
Permit (Yearly)	\$1600.00	
PARK FEES		
Premium Numbered Sites	\$ 20.00/night	
1 unit per site (1-8 people)		
Unit = tent/RV/camping structure		
Open Camp Sites	\$ 15.00/unit/night	
Camping Fees (Single entity / unit / night)	\$ 10.00	
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)	\$250.00	\$ 150.00
½ Day (8:00 am – 4:00 pm or 5:00 pm – 1:00 pm the next day)	\$200.00	\$ 150.00
Meetings (2-hour minimum)- Weekday Only	\$ 50.00/hour	\$ 75.00
Non-Profit Organizations- Weekday Only	\$ 30.00 utility fee	
Senior Lunch Program	\$115.00/month	
QUARRY POOL FEES	Inside TSD	Outside TSD
Per Person / Per Day	\$ 4.00	\$ 6.00
Per Season / Per Family (2 adults and 3 children)	\$125.00	\$200.00
Early Bird (purchased prior to June 1 st)	\$100.00	\$175.00
No Child Left Inside Program Pass	\$ 100.00	\$175.00
Corporate Sponsor Day Use Fee	\$1,250.00	\$1,250.00
Non-Profit Sponsor Day Use Fee	\$1,000.00	\$1,000.00
SCOTCH BROOM PULLER RENTAL	\$ 15.00/day	\$ 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		
<u>Establishment of Service</u>		
New Account Application Fee	\$ 40.00	
<u>Water Service</u>		
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)		
¾" meter (up to 500 cf)	\$ 12.65	
1" meter (up to 500 cf)	\$ 17.63	
1-1/2" meter (up to 500 cf)	\$ 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	\$ 9.11	
Vacancy Rate	\$ 3.16	
Overage		
Within city per additional 100 cf	\$ 3.22	
Outside city per additional 100 cf	\$ 4.56	
Senior (in city only) per add 100 cf	\$ 0.81	
Utility Tax	5.029%	
Excise Tax		
Water Capital Improvement Charge	\$14.50 per month	
Water Surcharge	\$3.80 per month	
Hydrant		
Permit Fee	\$ 75.00	\$250.00
Use and rent of meter	\$ 35.00	
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		
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 per month	
Late Fee	\$ 25.00	
Interest (on outstanding balance)	2%	
Septage Receiving	\$0.14 per gallon	
Lien Recordation	\$ 36.00	
Lien Removal	\$ 36.00	

COMMUNITY DEVELOPMENT – PLANNING & BUILDING

Application, Permit, or Request Type*†	Fee	Initial Engineering Deposit [§]
Physical Development Permits		
Building Permit	\$120 + Building Fee**	\$0
Re Roof Permit	Based on Valuation	
Design Standards Review	\$264	\$0
Sign Permit	\$90	\$0
Site Development Permit	\$198	\$450
Shoreline Substantial Development Permit	\$660	\$450
Use Permits		
Administrative Use Permit	\$396	\$450
<i>Home Occupation</i>	\$198	\$300
Conditional Use Permit – including shoreline conditional use permits	\$1,320	\$450
Public Facilities Use Permit	\$1,320	\$450
Development Option/Subdivision Permits		
Binding Site Plan – Preliminary	\$1,980	\$1,800
Binding Site Plan – Final	\$990	\$1,500
Boundary Line Adjustment	\$396	\$450
<i>Lot Combination/Segregation</i>	\$132	\$0
Density Transfer Program	\$1,320	\$900
Short Plat – Preliminary	\$1,320	\$900
Short Plat – Final	\$330	\$1,500
Subdivision – Preliminary	\$1,980	\$1,800
Subdivision – Final	\$990	\$1,500
Environmental Review[‡]		
Critical Area Report Review	\$528	\$450
SEPA Threshold Determination	\$528	\$450
Waiver - Critical Area Report or Shoreline Substantial Development Permit	\$198	\$450
Environmental Impact Statement Review	Staff/ Consultant Costs	Staff/ Consultant Costs

COMMUNITY DEVELOPMENT – PLANNING & BUILDING		
Application, Permit, or Request Type*†	Fee	Initial Engineering Deposit[§]
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		
<i>Initial Application Fee</i>	\$0	\$0
<i>Accepted on City Council Docket</i>	\$1,980	\$1,800
Relief from the LDRs		
Administrative Variance	\$660	\$450
Appeal of Administrative or Planning Commission Decision ^{§§}	\$660	\$0
Extension Request	\$198	\$0
Reasonable Use Determination	\$1,320	\$450
Variance – including shoreline variances	\$1,320	\$450
Interpretations of the LDRs		
Administrative Interpretation	\$660	\$450
Zoning Decision	Hourly Rate	\$0
Other Requests		
Annexation	\$1,320	\$900
Notification Posting	\$33	\$0
Pre-Application Conference	\$264	\$450
Right-of-Way Vacation	\$990	\$1,500
City Council Reconsideration	\$264	\$0

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

** Tech Fee 2.5% of Building Permit Fee

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

§**Engineering 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.

****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.

PASSED at a regular meeting of the Tenino City Council this 12th day of December 2023.

Linda Gotovac, Mayor

ATTEST:

APPROVED AS TO FORM:

Jen Scharber, Clerk-Treasurer

Richard L. Hughes, City Attorney

File Attachments for Item:

12. Ordinance 929 second reading and adoption of the 2024 budget.

Recommended action: Move to accept as the second reading and motion to adopt Ordinance 929 as presented.

ORDINANCE 929

**AN ORDINANCE OF THE CITY OF TENINO WASHINGTON
ADOPTING THE BUDGET FOR THE FISCAL YEAR
JANUARY 1, 2024 THROUGH DECEMBER 31, 2024.**

WHEREAS, the City Council for the City of Tenino, Washington, held public hearings on November 14, 2023, and November 28, 2023, for the purpose of determining the Ad Valorem tax to be levied in 2024; and

WHEREAS, the City Council for the City of Tenino, Washington, held public hearings on November 14, 2023, and November 28, 2023, for the purpose of establishing the City's Budget for fiscal year 2024; and

WHEREAS, the first reading of this Ordinance was held on November 28, 2023, and the second reading was held on December 12, 2023.

**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 2024:

FUND	REVENUES	EXPENDITURES
001 General Government Fund	2,016,597.60	1,872,267.54
002 Quarry Pool Fund	69,083.00	63,130.77
003 Reserve Academy Operating Fund	0.00	0.00
101 City Street Fund	106,697.84	106,502.31
102 Special Revenue Fund-Home Fund	44,011.92	0.00
109 Contingency Fund	34,283.18	0.00
310 Municipal Capital Improvement Fund	3,859,046.21	3,838,363.02
330 Inter Governmental Fund	0.00	0.00
401 Water Fund	287,731.00	283,002.36
402 Water Capital Improvement Fund	1,463,134.00	324,171.23
403 Storm Water Fund	80.00	0.00
410 Sewer Fund	1,670,551.00	1,655,560.28
421 Sewer Capital Improvement Fund	987,151.64	655,432.37
422 Sewer Reserve Fund	498,812.00	497,405.00
631 Municipal Court Trust Fund	0.00	0.00
TOTAL ALL FUNDS	11,037,178.39	9,295,831.88

Section 2. The details of each of these accounts, along with the 2024 Salary Schedule and Organizational Structure for 2024 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, 2024, 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 12th day of December 2023.

Linda Gotovac, Mayor Pro Tempore

Attest:

Approved as to form:

Jen Scharber, Clerk/Treasurer

Richard L. Hughes, Attorney

2024 BUDGET TOTALS

12. City Of Tenino

Time: 16:53:06 Date: 11/28/2023

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001 General Government Fund #001

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 01	Beginning Balance	271,801.48
308 Beginning Balances		271,801.48

310 Taxes

311 10 00 00	Real & Personal Property Taxes	330,597.97
311 30 00 00	Sale Of Tax Title Property	0.00
313 11 00 00	Sales & Use	415,000.00
313 11 00 01	Sales & Use (Public Safety)	75,000.00
313 71 00 00	Local Criminal Justice	37,204.59
316 10 00 00	Business And Occupation Taxes	105,497.35
316 41 00 00	Business Utility Tax-electri	110,423.22
316 42 00 00	Utility Tax - Water	14,768.49
316 44 00 00	Utility Tax-Sewer	66,809.90
316 44 01 00	Utility Tax-Septic Receiving	40,566.94
316 45 00 00	Business Utility Tax (Solid Waste)	20,645.13
316 46 00 00	Business Utility Tax (Cable)	32,081.29
316 47 00 00	Business Utility Tax (Telephone)	28,040.46
316 81 00 00	Gambling Taxes	11,017.93
317 40 00 00	Timber Excise Tax (4X)	362.89
310 Taxes		1,288,016.16

320 Licenses & Permits

321 91 00 00	Comcast Franchise Fees	0.00
321 91 00 01	Comcast Franchise Fees	18,613.92
321 91 00 02	Verizon Franchise Fees	9,507.17
321 99 00 00	Business Licenses - New	10,889.25
321 99 01 00	Business License Renewal	3,768.75
322 10 00 00	Building Permits	68,551.65
322 30 00 00	Animal License	575.00
322 40 00 01	Parades / Special Events	600.00
320 Licenses & Permits		112,505.74

330 Intergovernmental Revenues

331 16 60 00	Bulletproof Vest Partnership Program	0.00
333 14 00 02	CARES Act Funding	0.00
334 03 10 01	SMP Update Grant - DoE	0.00
334 05 80 00	Capital Project Pilot Grant - ARTS	10,000.00
336 00 98 00	City Assistance	65,250.31
336 06 21 00	Criminal Justice - Populatio	1,701.00
336 06 26 00	Criminal Justice - Special Programs	2,408.56
336 06 42 00	Marijuana Excise Tax	4,939.15
336 06 51 00	Police OT Reimbursement / DUI	0.00

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

REVENUES

330 Intergovernmental Revenues

336 06 51 10	Crime Vicitims Compensation	223.57
336 06 94 00	Liquor Excise Tax	13,113.21
336 06 95 00	Liquor Control Board Profits	15,193.63
337 00 00 10	RMSA Lexipol Cost Share	2,972.80
337 00 00 11	AWC Loss Control Grant	5,000.00
330 Intergovernmental Revenues		120,802.23

340 Charges For Services

341 33 00 00	Compliance Fee	112.68
341 33 02 00	Warrant Cost	392.10
341 33 03 00	Court Admin Cost	208.74
341 35 01 00	Police Reports	58.00
341 49 00 01	Court Conviction Fees	231.17
341 81 00 00	Photocopies	45.28
341 95 00 00	Legal Services	197.32
341 95 00 01	Notary Fee	150.00
342 10 00 01	Special Emphasis Reimbursement	0.00
342 10 00 02	TSD School Resource Officer Contract	50,000.00
342 10 00 03	Code Enforcement/Building Official Contract	8,000.00
342 33 06 00	Traffic Safety School	1,404.00
342 36 00 00	Housing And Monitoring Of Prisoners	179.96
342 37 00 00	Booking Fees	175.00
345 29 00 00	Sales Of Electricity Solar Incentive	0.00
345 81 00 00	Zoning & Subdivision Fees	1,980.82
345 83 00 00	Plan Check Fees	34,335.52
347 30 01 00	Ball Field Fees	2,320.00
340 Charges For Services		99,790.59

350 Fines, Penalties, & Forfeitures

352 30 00 00	Mandatory Insurance Cost	52.45
353 10 00 00	Traffic Infractions	5,478.88
354 00 00 00	Parking Infractions	0.00
355 80 00 00	Criminal Traffic	4,808.67
356 90 00 00	Criminal Non-traffic	999.98
357 33 00 00	Public Defense Cost	3,323.34
357 37 00 00	Court Cost Recoup	388.63
359 00 00 01	Business License Renewal Penalty	0.00
359 00 00 02	B&O Penalties	745.22
350 Fines, Penalties, & Forfeitures		15,797.17

360 Misc Revenues

361 11 45 20	Investment Interest	405.99
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2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

REVENUES

360 Misc Revenues

361 40 00 00	Sales Interest	338.79
361 40 01 00	D/M Interest Income	675.24
362 00 00 00	Ag Park Lease	0.00
362 40 01 00	Camping Fees	3,500.00
362 40 02 00	Quarry House Rent	25,000.00
362 40 03 00	Park & Picnic Shelter Rental	475.00
362 40 04 00	Concession Stand Rental	250.00
362 40 05 00	Food Warehouse Rental	3,480.00
362 40 06 00	Old PW Building Rental	12,300.00
362 40 07 00	Programs-Paks & Rec	7,500.00
367 00 00 00	Donations	15,000.00
367 00 00 01	Donations/Jubilee	0.00
367 00 00 02	Donations To COVID-10 Relief Fund	0.00
367 00 00 03	ARTS WA GRANT/ Banner Donations	0.00
369 10 00 02	Sale Of Scrap And Junk	913.15
369 80 00 00	Other Miscellaneous Revenue	307.00
369 90 00 01	Tuition Refund	0.00

360 Misc Revenues		70,145.17
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380 Non Revenues

334 30 00 16	CC Convenience Fee	550.00
385 00 00 00	Special Or Extraordinary Items	0.00
389 10 00 01	Deposit / Facility Rental	3,500.00
389 10 00 02	Deposit / Land Use	450.00
389 10 00 03	Deposit / Special Events	500.00
389 10 00 04	Hydrant Meter Deposit	250.00
389 30 00 02	Building Code Fees	3,024.31
389 30 00 04	EMS/Trauma	601.22
389 30 00 05	Auto Theft	843.72
389 30 00 06	Trama Brain Injury	250.53
389 30 00 07	PSEA 3	268.82
389 30 00 08	WSP Highway Account	195.91
389 30 00 09	Highway Safety	142.81
389 30 00 10	Death Investigation	95.22
389 30 00 11	Public Safety/education PSEA 1	7,926.44
389 30 00 12	PSEA 2	4,228.25
389 30 00 13	JIS	3,247.39
389 30 00 14	School Zone Safety	794.33
389 30 00 15	Distracted Driving	831.11

380 Non Revenues		27,700.06
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397 Interfund Transfers

397 00 00 07	Transfer From #109	0.00
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2024 BUDGET TOTALS

12. City Of Tenino

Time: 16:53:06 Date: 11/28/2023

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001 General Government Fund #001

01/01/2024 To: 12/31/2024

REVENUES

397 Interfund Transfers

397 Interfund Transfers	0.00
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398 Insurance Recoveries

398 10 00 00 Insurance Recoveries	0.00
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398 Insurance Recoveries	0.00
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515 Legal

315 41 41 05 Outside Counsel Retainer Refund	10,039.00
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515 Legal	10,039.00
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Fund Revenues:

2,016,597.60

EXPENDITURES

511 Legislative

511 20 45 00 Professional Services - Leader Wkshp	2,500.00
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511 30 45 01 Code Book Publications	1,500.00
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511 60 10 00 Council Stipend	15,000.00
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511 60 20 00 Council Benefits - Taxes	650.00
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511 60 31 00 Janitorial Supplies	350.00
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511 60 42 03 MNS Service Provider	10,000.00
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511 60 42 04 E Governance Software	1,800.00
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511 60 42 05 PRA Compliance Software	350.00
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511 60 42 06 City Web Site	125.00
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511 60 42 08 Postage	28.00
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511 60 42 10 Office Productivity Software	0.00
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511 60 46 00 Insurance	10,864.06
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511 60 47 00 Advertising & Publications	750.00
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511 60 48 01 Education/Training	2,000.00
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511 60 48 02 Meals/Lodging/Travel	1,000.00
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511 61 10 00 Leg Spt Salaries & Wages	27,812.54
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511 61 20 00 Leg Spt - Benefits-Taxes	2,000.00
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511 61 21 00 Leg Spt - Benefits-Health Care	3,200.00
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511 61 22 00 Leg Spt - Benefits-Retirement	2,500.00
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511 61 22 01 Legislative -DCP	30.00
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511 Legislative	82,459.60
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512 Judicial

512 50 10 00 Judicial Spt Salaries & Wages	32,692.40
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512 50 20 00 Judicial Spt - Benefits-Taxes	2,455.00
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512 50 21 00 Judicial Spt - Benefits-Health Care	4,500.00
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2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

512 Judicial

512 50 22 00	Judicial Spt - Benefits-Retirement	3,000.00
512 50 22 01	Judicial -DCP	180.00
512 50 30 00	Office Supplies	150.00
512 50 33 00	Small Tools & Equipment	150.00
512 50 41 04	Judge Fees	1,917.00
512 50 42 00	Telephone (Land Line)	750.00
512 50 42 03	MNS Service Provider	2,345.00
512 50 42 05	PRA Compliance Software	300.00
512 50 42 06	City Web Site	125.00
512 50 42 08	Postage	550.00
512 50 42 10	Office Productivity Software	150.00
512 50 45 01	Printing	600.00
512 50 46 00	Insurance	5,232.25
512 50 48 01	Education/Training	250.00
512 50 48 02	Meals/Lodging/Travel	500.00
512 50 49 00	Dues/membership/misc	250.00

512 Judicial		56,096.65
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513 Executive

513 10 10 00	Mayor Stipend	18,000.00
513 10 20 00	Mayor Benefits - Taxes	1,193.92
513 10 42 03	MNS Service Provider	2,100.00
513 10 42 05	PRA Compliance Software	125.00
513 10 42 06	City Web Site	125.00
513 10 42 08	Postage	33.00
513 10 42 10	Office Productivity Software	0.00
513 10 46 00	Insurance	7,309.37
513 10 48 01	Executive - Education/Training	1,500.00
513 10 48 02	Executive - Meals, Travel, & Lodging	1,000.00

010 Office of the Chief Executive		31,386.29
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513 20 10 00	Executive Spt Salaries & Wages	21,220.06
513 20 20 00	Executive Spt Benefits - Taxes	2,125.76
513 20 21 00	Executive Spt Benefits - Health Care	2,955.68
513 20 22 00	Executive Spt Benefits - Retirement	2,309.11
513 20 22 01	Executive Spt Benefits - Retirement (DCP)	125.00

020 Advisory Services		28,735.61
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513 20 42 03	MNS Service Provider	6,171.00
513 20 42 04	E Governance Software	1,256.00
513 20 42 05	PRA Compliance Software	350.00
513 20 42 06	City Web Site	125.00
513 20 42 10	Office Productivity Software	0.00
513 20 45 10	CS Commission - Examiner	500.00
513 20 46 00	CS Commission - Insurance	5,176.87

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

513 Executive

513 20 48 01	CS Commission - Training	300.00
513 20 48 02	CS Commission - Travel, Meals, & Lodging	800.00

021 Civil Service Commission		14,678.87
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513 Executive		74,800.77
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514 Finance, Recording, And Elections

514 20 10 00	Salaries & Wages	40,443.22
514 20 20 00	Benefits - Taxes	3,625.56
514 20 21 00	Benefits - Health Care	6,350.24
514 20 22 00	Benefits - Retirement	3,948.00
514 20 22 01	Benefits - Retirement (DCP)	235.00
514 20 30 00	Office Supplies	1,365.12
514 20 31 00	Janitorial Supplies	147.82
514 20 35 00	Small Tools & Equipment	198.00
514 20 42 00	Telephone (Land Line)	1,151.24
514 20 42 03	MNS Service Provider	3,896.91
514 20 42 05	PRA Compliance Software	320.00
514 20 42 07	Web Bill Pay Services	420.00
514 20 42 08	Postage	1,500.00
514 20 42 10	Office Productivity Software	200.00
514 20 42 13	Financial Software (BIAS)	2,977.00
514 20 45 00	Professional Services	777.00
514 20 45 01	Equipment Repair/maintenance	200.00
514 20 46 00	Insurance	5,232.25
514 20 48 01	Education & Training	1,500.00
514 20 48 02	Travel/lodging/meals	1,000.00
514 20 49 00	Dues/memberships/misc.	150.00
514 20 49 01	Bank Charges	1,830.00
514 20 49 03	Fines And Penalties	61.00
514 23 40 00	Audit Costs	5,000.00
514 40 51 00	Election Services	3,118.00

514 Finance, Recording, And Elections		85,646.36
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515 Legal

515 41 41 01	City Attorney	45,000.00
515 41 41 02	Prosecuting Attorney	13,000.00
515 41 41 05	Outside Counsel	500.00
515 93 41 03	Public Defender	14,000.00
515 93 41 06	Interpreter Services	500.00

515 Legal		73,000.00
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2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

518 Centralized/General Services

518 10 10 00	Pers Svc-Salaries	28,644.96
518 10 20 00	Pers Svc-Benefits-Taxes	2,272.18
518 10 21 00	Pers Svc - Benefits-Health Care	4,846.40
518 10 22 00	Pers Svc-Benefits-Retirement	2,576.03
518 10 22 01	Pers Svc-Benefits-Retirement-(DCP)	152.00
518 10 30 00	Office Supplies	900.00
518 10 41 00	Professional Services	500.00
518 10 45 02	OASI Benefits DRS	25.00
518 10 46 00	Insurance - HR	5,232.25
518 10 47 00	Advertising/Publication	0.00
518 10 48 01	Education/Training	1,500.00
518 10 48 02	Meals/Lodging/Travel	750.00

010 Personnel Services 47,398.82

518 30 10 00	Central Svc-Salaries & Wages	14,646.05
518 30 20 00	Central Svc-Benefits-Taxes	2,644.44
518 30 21 00	Central Svc-Benefits-Health Care	6,448.00
518 30 22 00	Central Svc-Benefits-Retirement	4,130.00
518 30 22 01	Central Services-Benefits-Retirement (DCP)	209.00
518 30 23 00	Safety Clothing	250.00
518 30 30 00	Small Tools & Equipment	200.00
518 30 31 01	Janitorial Supplies	200.00
518 30 32 00	Bldg Hdw/Materials	150.00
518 30 35 06	Fuel, F-150	250.00
518 30 45 03	Maintenance - Office Equipment	100.00
518 30 45 04	Maintenance - Electronics	750.00
518 30 45 05	Maintenance - Facilities	2,000.00
518 30 45 06	Utilities	6,000.00

030 Maintenance/Janitorial Services 37,977.49

518 70 42 11	Copier Costs	6,500.00
518 80 42 00	Telephone (Land Line)	0.00
518 80 42 01	Internet Service Provider	4,228.00
518 80 42 03	MNS Service Provider	11,639.64
518 80 42 06	City Web Site	125.00
518 80 42 08	Postage	300.00
518 80 42 09	Telephone (Cellular)	0.00
518 80 42 10	Office Productivity Software	0.00
518 80 42 13	HR Accounting Software (BIAS)	1,988.00

080 Information Technology 24,780.64

518 90 10 00	Pers Svc - Salaries & Wages	0.00
518 90 10 01	Pers Svc-Salaries (P&R Manager)	0.00
518 90 20 00	Pers Services - Personnel Benefits	0.00
518 90 20 01	Pers Svc-SalariesBenefits-Taxes (P&R Manager)	0.00
518 90 40 00	Audit Costs	0.00

2024 BUDGET TOTALS

12. City Of Tenino

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001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

518 Centralized/General Services

518 90 46 00	Insurance (City Hall & PW)	12,122.63
518 90 49 00	AWC Dues	2,418.19
518 90 49 02	WMCA Dues	200.00
090 Other Centralized Services		14,740.82
518 Centralized/General Services		124,897.77

521 Law Enforcement

521 10 20 03	Holiday	15,000.00
000		15,000.00
521 10 10 00	Salaries & Wages	36,674.88
521 10 10 02	Overtime	1,000.00
521 10 20 00	Benefits - Taxes	3,900.00
521 10 20 02	OT Benefits - Taxes	98.00
521 10 21 00	Benefits - Health Care	11,056.00
521 10 21 02	OT Benefits - Health Care	0.00
521 10 22 00	Benefits - Retirement	5,225.00
521 10 22 01	Benefits-Retirement (DCP)	360.00
521 10 22 02	OT Benefits - Retirement	103.00
521 10 24 02	Retiree Medical/Deductible	0.00
521 10 31 00	Office Supplies	1,500.00
521 10 33 00	Small Equipment	1,500.00
521 10 36 00	Computer Hardware/software	1,000.00
521 10 40 00	Audit Services	0.00
521 10 42 03	MNS Service Provider	3,500.00
521 10 42 05	PRA Compliance Software	250.00
521 10 42 06	City Web Site	150.00
521 10 42 08	Postage	1,000.00
521 10 42 09	Telephone (Cellular)	506.00
521 10 42 10	Office Productivity Software	0.00
521 10 45 01	Prof Svc -Background Investigations	1,000.00
521 10 45 02	Repair/Maintenance (Office Equipment)	1,000.00
521 10 47 00	Advertising	250.00
521 10 48 01	Education/Training	500.00
521 10 48 02	Meals/Lodging/Travel	500.00
521 10 49 00	Dues/Memberships/Misc.	150.00
010 Admin		71,222.88
521 20 10 00	Salaries & Wages	437,466.44
521 20 10 01	Standby	500.00
521 20 10 02	Overtime	2,500.00
521 20 20 00	Benefits - Taxes	32,000.00
521 20 20 01	Standby Benefits - Taxes	400.00
521 20 20 02	OT Benefits - Taxes	1,000.00

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

521 Law Enforcement

521 20 21 00	Benefits - Health Care	60,000.00
521 20 22 00	Benefits - Retirement	15,000.00
521 20 22 01	Standby Benefits-Retirement	160.00
521 20 22 02	OT Benefits-Retirement	550.00
521 20 22 03	Benefits-Retirement (DCP)	1,800.00
521 20 23 00	Benefits - Uniforms	3,000.00
521 20 30 00	Office Supplies	1,000.00
521 20 33 00	Small Equipment	1,500.00
521 20 33 01	Firearm Inventory Replacement	0.00
521 20 35 20	Fuel, K8 7418	3,500.00
521 20 35 21	Fuel, K8 7419	3,500.00
521 20 35 22	Fuel, K8 7420	3,500.00
521 20 35 23	Fuel, Explorer (Black)	3,500.00
521 20 35 24	Fuel, Ford F150	3,500.00
521 20 37 00	Bullet-proof Vests	1,500.00
521 20 38 00	Pistol Ammunition	1,000.00
521 20 38 01	Rifle Ammunition	1,000.00
521 20 42 03	MNS Service Provider	15,000.00
521 20 42 09	Telephone (Cellular)	4,976.00
521 20 42 10	Office Productivity Software	500.00
521 20 42 11	Cad Communications	500.00
521 20 42 12	RMS System	6,526.00
521 20 45 05	LE Equipment Repairs & Maintenance	1,500.00
521 20 45 11	Maintenance, K8 7418	1,000.00
521 20 45 12	Maintenance, K8 7419	1,000.00
521 20 45 13	Maintenance, K8 7420	1,000.00
521 20 45 14	Maintenance, Explorer (Black)	1,000.00
521 20 45 15	Maintenance, Ford F150	1,000.00
521 20 45 20	TCSO Interlocal	25,000.00
521 20 45 21	Lexipol	4,470.17
521 20 46 00	Insurance	24,602.96
521 20 48 01	Education/Training	4,000.00
521 20 48 02	Meals/Lodging/Travel	3,000.00

	020 Operations	672,951.57
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521 30 49 01	Crime Prevention Education	1,000.00
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	030 Crime Prevention	1,000.00
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521 50 42 00	Telephone (Land Line)	3,308.00
521 50 42 01	Internet Service Provider	2,040.00
521 50 42 02	Alarm Services	800.00
521 50 45 00	Custodial Services	1,000.00
521 50 45 04	Repair & Maintenance	2,000.00
521 50 45 06	Utilities	5,500.00
521 50 46 00	Insurance	7,731.00

2024 BUDGET TOTALS

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001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

521 Law Enforcement

050 Facilities 22,379.00

521 70 49 00 Traffic Safety School 0.00

070 Traffic 0.00

521 Law Enforcement 782,553.45

522 Fire And Emergency Medical Activities

522 20 50 00 Contracted Services - STFEMS 10,000.00

522 60 49 00 Emergency Management Council Dues 350.00

525 60 50 01 Emergency Management Council Dues 0.00

522 Fire And Emergency Medical Activities 10,350.00

523 Detention/Correction Activities

523 60 40 00 Detention/Correction-Chehalis 2,500.00

523 60 40 01 Detention/Correction-Nisqually 250.00

523 60 40 02 Detention/Correction-Thurston 500.00

523 60 40 03 Inmate Medical Expenses 1,500.00

523 Detention/Correction Activities 4,750.00

525 Disaster Services

525 10 41 01 COVID-19 Legal Expenses 0.00

525 10 42 14 Go To Meeting 1,400.00

525 10 45 13 Vehicle Maintenance 0.00

525 20 33 01 Recovery Grant Supplies 0.00

525 20 33 02 COVID-19 Cleaning Materials 0.00

525 20 33 03 COVID-19 PPE 0.00

525 20 45 01 Recovery Grant Printing Svc 0.00

525 20 45 13 Vehicle Maintenance 0.00

525 30 45 50 COVID-19 Grant Proceeds 0.00

525 30 45 51 Food Bank Plus Donation 0.00

525 30 45 52 CARES Act Disbursement To EDC 0.00

525 50 40 01 Emergency Notification System Contribution 300.00

565 10 45 20 COVID-19 Recovery Grant Program 0.00

565 10 45 21 Tenino Food Bank Plus Grant 0.00

525 Disaster Services 1,700.00

526 Building Services

524 10 07 00 Vehicle Fuel 2,500.00

524 10 10 00 Salaries And Wages 66,400.96

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

526 Building Services

524 10 20 00	Benefits-Taxes	2,146.87
524 10 21 00	Benefits-Healthcare	4,544.39
524 10 22 00	Benefits-Retirement	2,538.68
524 20 06 00	Benefits-Safety Uniforms	500.00
524 20 20 00	Overtime	1,000.00
524 30 01 00	Office Productivity Software	500.00
524 30 02 00	PRA Compliance Software	500.00
524 30 03 00	Small Equipment/Tools	1,500.00
524 30 06 00	Vehicle Maintenance	1,500.00
524 30 07 00	Office Supplies	500.00
524 30 08 00	Cell Phone	600.00
524 30 09 00	Postage	800.00
524 30 10 00	Legal-City Attorney	500.00
524 30 11 00	Computer Hardware/Software	1,000.00
524 30 12 00	MNS Service Provider	500.00
524 30 13 00	Equipment-Repairs/Maintenance	500.00
524 40 01 00	Dues/Memberships/Misc	250.00
524 40 02 00	Education/Training	2,000.00
524 40 03 00	Travel/Lodging/Meals	1,000.00
526 Building Services		91,280.90

553 Conservation

553 70 40 01	DNR FFPA Assessment	275.30
553 70 50 00	Air Pollution Control	1,875.72
553 Conservation		2,151.02

554 Environmental Services

554 30 10 00	Salaries & Wages	0.00
554 30 20 00	Benefits - Taxes Animal Control	0.00
554 30 21 00	Benefits - Health Care	0.00
554 30 22 00	Retirement - Animal Control	0.00
554 30 31 00	Supplies	0.00
554 30 35 00	Fuel	0.00
554 30 41 00	Disposal Fees/county	0.00
554 30 45 04	Kennel Maintenance	0.00
554 30 45 06	Utilities	531.00
554 30 45 30	Join Animal Services Contract	0.00
554 30 46 00	Insurance	2,155.05
554 Environmental Services		2,686.05

557 Community Services

557 30 50 00	Jubilee/Donations Spent	0.00
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2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

557 Community Services

557 Community Services 0.00

558 Community Planning & Economic Development

558 60 44 03 ADA Transition Plan 20,000.00

558 70 21 00 Benefits - Taxes 0.00

000 20,000.00

524 60 10 00 Salaries & Wages - Building Inspector 87,967.36

524 60 20 00 Benefits - Taxes 2,000.54

524 60 21 00 Benefits - Healthcare 4,054.65

524 60 22 00 Benefits - Retirement 2,365.65

524 60 22 01 Benefits - Retirement (DCP) 0.00

524 60 30 00 Office Supplies 150.00

524 60 42 03 MNS Service Provider 2,129.67

524 60 42 05 PRA Compliance Software 287.59

524 60 42 06 City Web Site 200.00

524 60 42 08 Postage 100.00

524 60 42 10 Office Productivity Software 0.00

524 60 45 01 Code Publications 1,222.00

524 60 46 00 Insurance 8,578.02

524 60 49 00 Dues 195.00

010 Protective Inspection Services 109,250.48

557 30 00 00 Tourism Promotional Items 500.00

557 30 31 00 Supplies 125.00

557 30 44 00 Tourism (VCB Interlocal) 5,000.00

557 30 47 00 Tourism Expenses 1,000.00

557 30 48 02 Lodging/Meals/Travel 1,000.00

557 30 49 00 VCB Dues 200.00

030 Tourism 7,825.00

558 60 10 00 Salaries & Wages 2,285.92

558 60 20 00 Benefits - Taxes 0.00

558 60 21 00 Benefits - Health Care 0.00

558 60 22 00 Benefits - Retirement 0.00

558 60 22 01 Benefits - Retirement - (DCP) 0.00

558 60 31 00 Supplies 500.00

558 60 42 03 MNS Service Provider 9,292.00

558 60 42 04 E-Governance System 1,088.66

558 60 42 05 PRA Compliance Software 249.00

558 60 42 06 City Web Site 125.00

558 60 42 08 Postage 304.00

558 60 42 10 Office Productivity Software 0.00

558 60 43 00 Engineering Services Planning 2,500.00

558 60 44 00 Planning Services Contract 35,000.00

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

558 Community Planning & Economic Development

558 60 44 01	Strategic Visioning Facilitator	200.00
558 60 44 02	SMP Update	650.00
558 60 45 01	Printing	50.00
558 60 46 00	Insurance	14,457.00
558 60 47 00	Advertising/planning	225.00
558 60 48 01	Training/Education	500.00
558 60 48 02	Meals/Lodging/Travel	500.00
558 60 49 00	TRPC Dues	2,500.00

060 Planning 21,730.06

558 70 10 00	Salaries & Wages - Econ Dev	4,162.06
558 70 20 00	Benefits - Taxes	1,068.00
558 70 22 00	Benefits - Retirement	1,000.00
558 70 45 00	Professional Services - EDC Contract	10,000.00
558 70 45 07	Professional Services - Grant Writer	3,000.00
558 70 45 08	P.A.R.C. Foundation	2,500.00

070 Economic Development 21,730.06

558 Community Planning & Economic Development 229,232.12

560 Social Services

565 10 45 05	Food Warehouse Maintenance	400.00
565 10 45 06	Food Warehouse Utilities	3,711.00
565 10 46 00	Food Warehouse Insurance	675.00
565 40 49 01	CIP Dues	0.00
566 00 00 00	Employee Assistance Program	0.00

560 Social Services 4,786.00

572 Libraries

572 50 10 00	Salaries & Wages	9,278.65
572 50 20 00	Benefits - Taxes	1,000.00
572 50 21 00	Benefits - Health Care	2,000.00
572 50 22 00	Benefits-Retirement	1,300.00
572 50 22 01	Benefits -Retirement (DCP)	100.00
572 50 31 00	Office Supplies	100.00
572 50 31 01	Janitorial Supplies	250.00
572 50 35 06	Fuel	250.00
572 50 45 06	Utilities	5,200.00
572 50 46 00	Insurance	4,815.85
572 50 48 00	Repairs/Maintenance	1,000.00

572 Libraries 25,294.50

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

575 Cultural & Recreational Facilities

575 30 48 00	Programs-Parks & Rec	2,000.00
000		<u>2,000.00</u>

575 30 10 00	Salaries & Wages	11,432.49
575 30 20 00	Benefits - Taxes	700.00
575 30 21 00	Benefits - Health Care	1,800.00
575 30 22 00	Benefits - Retirement	1,000.00
575 30 22 01	Benefits - Retirement (DCP)	40.00
575 30 31 00	Office Supplies	100.00
575 30 31 01	Janitorial Supplies	300.00
575 30 42 00	Telephone (Land Line)	600.00
575 30 42 02	Alarm Services	200.00
575 30 42 03	MNS Service Provider	2,500.00
575 30 42 05	PRA Compliance Software	300.00
575 30 42 06	City Web Site	200.00
575 30 42 10	Office Productivity Software	0.00
575 30 45 05	Repairs & Maintenance	2,500.00
575 30 45 06	Utilities	7,886.00
575 30 46 00	Insurance	7,578.66
575 30 47 00	Advertising	0.00

030 Museum		<u>37,137.15</u>
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575 50 10 00	Salaries & Wages	17,605.39
575 50 20 00	Benefits - Taxes	800.00
575 50 21 00	Benefits - Health Care	2,400.00
575 50 22 00	Benefits - Retirement	850.00
575 50 22 01	Benefits - Retirement (DCP)	50.00
575 50 31 00	Supplies	800.00
575 50 31 01	Janitorial Supplies	186.00
575 50 35 06	Fuel	200.00
575 50 42 00	Telephone (Land Line)	651.00
575 50 42 01	Internet Service Provider	3,000.00
575 50 42 05	PRA Compliance Software	300.00
575 50 42 06	City Web Site	200.00
575 50 45 05	Repairs & Maintenance	1,000.00
575 50 45 06	Utilities	4,000.00
575 50 46 00	Insurance	5,000.00

050 Quarry House		<u>37,042.39</u>
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575 Cultural & Recreational Facilities		<u>76,179.54</u>
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576 Park Facilities

576 80 45 04	Replacement Of Damaged Park PG Equipment	0.00
000		<u>0.00</u>

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

576 Park Facilities

576 30 10 00	Salaries & Wages	14,185.44
576 30 20 00	Benefits - Taxes	1,699.76
576 30 21 00	Benefits - Health Care	2,900.00
576 30 22 00	Benefits - Retirement	1,700.00
576 30 22 01	Benefits - Retirement (DCP)	60.00
576 30 35 08	Fuel	300.00
576 30 45 06	Utilities - Campground	300.00
576 30 46 00	Insurance - Campground	2,343.43
576 30 53 00	Taxes & Assessments	150.00

030 Campgrounds		23,638.63
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576 40 10 00	Salaries & Wages	19,285.83
576 40 20 00	Benefits - Taxes	1,236.07
576 40 21 00	Benefits - Health Care	1,703.56
576 40 22 00	Benefits - Retirement	1,170.95
576 40 22 01	Benefits - Retirement (DCP)	50.00
576 40 31 00	Supplies	1,000.00
576 40 35 06	Fuel	600.00
576 40 35 08	Fuel, Diesel	500.00
576 40 45 05	Repairs & Maintenance	1,000.00
576 40 45 06	Utilities	7,000.00
576 40 46 00	Insurance - Ball Fields	3,262.68
576 50 35 00	Fuel	0.00
576 50 35 01	Fuel, Diesel	0.00

040 Ballfields & Concession Stand		36,809.09
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576 50 10 00	Salaries & Wages - Pump Trak	0.00
576 50 20 00	Benefits - Taxes	0.00
576 50 21 00	Benefits - Health Care	0.00
576 50 22 00	Benefits - Retirement	0.00
576 50 22 01	Benefits - Retirement (DCP)	0.00
576 50 45 06	Utilities	0.00
576 50 46 00	Insurance	0.00

050 Pump Track		0.00
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576 80 10 00	Salaries & Wages	19,981.69
576 80 20 00	Benefits - Taxes	1,365.00
576 80 21 00	Benefits - Health Care	2,310.00
576 80 22 00	Benefits - Retirement	1,680.00
576 80 22 01	Benefits - Retirement (DCP)	80.00
576 80 31 00	Office Supplies	500.00
576 80 32 00	Hardware & Materials	1,000.00
576 80 34 00	Small Equipment	1,200.00
576 80 35 03	Fuel	1,800.00
576 80 35 04	Fuel, Diesel	800.00
576 80 42 03	MNS Service Provider	0.00

2024 BUDGET TOTALS

001 General Government Fund #001

01/01/2024 To: 12/31/2024

EXPENDITURES

576 Park Facilities

576 80 42 05	PRA Compliance Software	300.00
576 80 42 06	City Web Site	200.00
576 80 42 10	Office Productivity Software	0.00
576 80 45 05	Repairs & Maintenance (Park)	5,500.00
576 80 45 06	Utilities	4,414.00
576 80 46 00	Insurance (Park)	3,722.80
576 80 53 00	Property Taxes	250.00

	080 Park Core & Playground	45,103.49
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	576 Park Facilities	105,551.21
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580 Other Decreases In Fund Resources

582 00 00 02	Deposit Refund / Special Events	400.00
582 10 00 04	Deposit Refund/Hydrant Meter	61.00
588 10 00 00	Prior Period(s) Adjustments - Other Costs Allocations	0.00
589 00 00 02	Deposit Refund / Special Events	0.00
589 10 00 01	Deposit Refunds / Facility Rental	4,000.00
589 10 00 04	Deposit Refund/Hydrant Meter	0.00
589 30 00 02	Building Code Fees	411.30
589 30 00 03	Crime Victim Comp Fund	337.50
589 30 00 04	Trauma	328.57
589 30 00 05	Auto Theft Prevention	591.07
589 30 00 06	Trauma Brain Injury	227.53
589 30 00 07	State Fees 3	379.16
589 30 00 08	WSP Highway Account	226.57
589 30 00 09	Highway Safety	39.00
589 30 00 10	Death Investigation	68.54
589 30 00 15	Thurston-Mason Behavioral Health	315.23
589 91 00 00	State Fees	6,024.53
589 92 00 00	State Fees 2	3,309.08
589 97 00 00	JIS	1,918.61
589 99 00 00	School Zone Safety	210.91
599 14 00 99	Payroll Benefit Clearing Account	0.00

	580 Other Decreases In Fund Resources	18,848.60
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597 Interfund Transfers

597 00 00 01	Transfer To Quarry Pool (Fund 002)	20,000.00
597 00 00 05	Transfer To Contingency	0.00
597 00 00 18	Transfer To #310	0.00

	597 Interfund Transfers	20,000.00
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999 Ending Balance

2024 BUDGET TOTALS

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001 General Government Fund #001

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EXPENDITURES

999 Ending Balance

508 90 00 01 Ending Balance 0.00

508 91 00 01 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures: 1,872,264.54

Excess/Deficit: 144,333.06

2024 BUDGET TOTALS

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002 Quarry Pool Fund #002

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REVENUES

308 Beginning Balances

308 51 00 02	Beginning Balance	8,583.00
308 91 00 02	Beginning Balance	0.00
308 Beginning Balances		8,583.00

340 Charges For Services

347 30 00 02	Swimming Pool Revenues	25,500.00
340 Charges For Services		25,500.00

360 Misc Revenues

367 11 05 02	Quarry Pool Donations	15,000.00
360 Misc Revenues		15,000.00

397 Interfund Transfers

397 00 00 01	Transfer From #001	20,000.00
397 00 00 08	Transfer From #109	0.00
397 Interfund Transfers		20,000.00

Fund Revenues:

69,083.00

EXPENDITURES

576 Park Facilities

576 20 47 00	Advertising	150.00
576 20 48 01	Lifeguard Training	1,000.00
576 21 10 00	Salaries & Wages - Lifeguards	38,027.89
576 21 20 00	Benefits - Taxes - Lifeguards	2,198.00
100 Pool Operations		41,375.89

576 20 10 00	Salaries & Wages - Full Time Employees	4,708.00
576 20 20 00	Benefits - Taxes - Full Time	550.00
576 20 21 00	Benefits - Health Care - Full Time	924.56
576 20 22 00	Benefits - Retirement - Full Time	550.00
576 20 22 01	Benefits - Retirement -(DCP) Full Time	29.00
576 20 31 00	Supplies	1,500.00
576 20 32 00	Bldg Hdw/Materials	110.00
576 20 42 02	Telephone (Land Line)	466.00
576 20 42 05	PRA Compliance Software	249.00
576 20 42 06	City Web Site	200.00
576 20 45 02	Repairs & Maintenance (Pool)	2,500.00
576 20 45 06	Utilities	4,037.00
576 20 46 00	Insurance (Pool)	3,431.32

2024 BUDGET TOTALS

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002 Quarry Pool Fund #002

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EXPENDITURES

576 Park Facilities

576 20 49 02 Operating Permit/Taxes 2,500.00

200 Pool Maintenance 21,754.88

576 Park Facilities 63,130.77

999 Ending Balance

508 80 00 02 Ending Balance 0.00

508 91 00 02 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures: 63,130.77

Excess/Deficit: 5,952.23

2024 BUDGET TOTALS

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003 Reserve Academy Operating Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 03	Beginning Balance	0.00
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308 Beginning Balances		0.00
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340 Charges For Services

342 10 00 00	Tuition Fees	0.00
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340 Charges For Services		0.00
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Fund Revenues:		0.00
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EXPENDITURES

521 Law Enforcement

521 21 10 00	Salaries & Wages	0.00
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521 21 10 03	Overtime	0.00
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521 21 20 00	Benefits - Taxes	0.00
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521 21 20 03	OT Benefits - Taxes	0.00
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521 21 21 00	Benefits - Health Care	0.00
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521 21 21 03	OT Benefits - Health Care	0.00
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521 21 22 00	Benefits - Retirement	0.00
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521 21 22 01	OT Benefits - Retirement	0.00
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521 21 23 01	Benefits - Uniforms	0.00
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521 21 35 26	Fuel	0.00
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521 22 31 01	Office & Operating Supplies	0.00
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521 22 33 02	Small Equipment	0.00
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521 22 48 03	Education/Training	0.00
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521 22 48 04	Meals/Lodging/Travel	0.00
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521 Law Enforcement		0.00
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Fund Expenditures:		0.00
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Excess/Deficit:		0.00
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2024 BUDGET TOTALS

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101 City Street Fund #101

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 00 04	Beginning Balance	14,000.00
308 91 00 03	Beginning Balance	26,000.00
308 Beginning Balances		40,000.00

310 Taxes

313 11 00 02	Sales & Use (Streets)	0.00
318 35 00 00	REET	26,364.84
310 Taxes		26,364.84

320 Licenses & Permits

322 40 00 00	Street Use Permit	1,250.00
320 Licenses & Permits		1,250.00

330 Intergovernmental Revenues

334 03 80 01	Ritter Street SCAP Grant	0.00
334 05 90 01	Hodgden Street Intersection	0.00
336 00 71 00	Multimodal Transpo City	2,620.00
336 00 87 00	Mv Fuel Tax - Streets	36,028.00
330 Intergovernmental Revenues		38,648.00

360 Misc Revenues

361 11 45 21	Investment Interest	435.00
360 Misc Revenues		435.00

Fund Revenues:	106,697.84
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EXPENDITURES

308 Beginning Balances

594 38 00 04	Beginning Balance	0.00
308 Beginning Balances		0.00

542 Roads/Streets Ordinary Maintenance

542 30 10 00	Salaries & Wages	29,657.20
542 30 20 00	Benefits - Taxes	2,491.36
542 30 21 00	Benefits - Health Care	4,754.23
542 30 22 00	Benefits - Retirement	2,530.16
542 30 22 01	Benefits - Retirement (DCP)	155.40

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101 City Street Fund #101

01/01/2024 To: 12/31/2024

EXPENDITURES

542 Roads/Streets Ordinary Maintenance

542 30 31 00	Supplies	1,000.00
542 30 33 00	Small Tools	500.00
542 30 35 00	Fuel	3,000.00
542 30 35 02	Fuel, Diesel	1,000.00
542 30 42 03	MNS Service Provider	0.00
542 30 42 05	PRA Compliance Software	0.00
542 30 42 06	City Web Site	0.00
542 30 42 10	Office Productivity Software	0.00
542 30 46 00	Insurance	2,157.13
542 30 48 01	Auto Repair	1,500.00
542 30 48 02	Maintenance/repair	5,000.00
542 63 47 00	Utilities / Street Lighting	37,000.00
542 64 48 00	Traffic Control Devices	1,500.00
542 67 50 00	Street Cleaning	1,500.00
542 67 50 01	Street Painting/Striping	1,000.00

	542 Roads/Streets Ordinary Maintenance	94,745.48
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594 Capital Expenditures

595 10 41 01	Professional Engineering Services	2,241.00
595 10 43 01	Ritter Street Engineering	0.00
595 21 65 02	PD Communications Upgrade	6,515.83
595 30 50 00	Street Sign Replacement	1,500.00
595 30 62 01	Ritter Street Roadway	0.00
595 30 63 03	Pot Hole Supplies	1,500.00
595 40 62 02	Ritter Street Drainage	0.00
595 61 62 03	Ritter Street Sidewalks	0.00
595 62 62 00	Hodgden Street Intersection	0.00

	594 Capital Expenditures	11,756.83
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999 Ending Balance

508 80 00 03	Ending Balance	0.00
508 91 00 03	Ending Balance	0.00

	999 Ending Balance	0.00
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	Fund Expenditures:	106,502.31
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	Excess/Deficit:	195.53
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102 Special Revenue Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

313 27 10 00 Beginning Balance 8,011.92

308 Beginning Balances 8,011.92

310 Taxes

313 27 00 00 Affordable & Supportive Housing Sales & Use Tax 36,000.00

310 Taxes 36,000.00

Fund Revenues: 44,011.92

Excess/Deficit: 44,011.92

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109 Contingency Fund #109

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 05	Beginning Balance	0.00
308 91 00 05	Beginning Balance	33,848.18
308 Beginning Balances		33,848.18

360 Misc Revenues

361 11 45 22	Investment Interest	435.00
360 Misc Revenues		435.00

397 Interfund Transfers

397 00 00 49	Transfer From Water Fund	0.00
397 00 10 01	Transfer From #001	0.00
397 Interfund Transfers		0.00

Fund Revenues: 34,283.18

EXPENDITURES

308 Beginning Balances

594 38 00 05	Ending Balance	0.00
308 Beginning Balances		0.00

597 Interfund Transfers

597 00 00 07	Transfer To #001	0.00
597 00 00 08	Transfer To #002	0.00
597 Interfund Transfers		0.00

999 Ending Balance

508 10 00 01	Ending Balance	0.00
999 Ending Balance		0.00

Fund Expenditures: 0.00

Excess/Deficit: 34,283.18

2024 BUDGET TOTALS

310 Municipal Capital Imp Fund 310 01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 00 06	Beginning Balance	0.00
308 91 00 06	Beginning Balance	1,051,136.36
308 Beginning Balances		1,051,136.36

310 Taxes

318 34 03 01	REET	46,962.85
310 Taxes		46,962.85

330 Intergovernmental Revenues

330 14 00 00	CDBG Quarry Pool 2022 Funds	109,000.00
331 14 00 01	Housing Rehab Loan Payments	0.00
333 14 00 00	CDBG Grant - Quarry Pool Renovation	0.00
333 14 00 01	CDBG Grant - Quarry House Renovation	0.00
334 10 00 01	Leg Direct Grant - City Hall Renovation	0.00
334 10 00 03	RCO Grant	118,511.00
334 40 00 00	HAPI Grant-WA Dept Of Commerce	0.00
337 00 00 01	Port Of Olympia Small Cities Grant	10,000.00
337 00 00 02	Heritage Grant	5,000.00
337 00 00 03	Nisqually Tribe Grant	40,000.00
337 00 00 04	ARPA-2021	0.00
337 00 00 05	ARPA-2022	0.00
337 00 00 06	Leg Direct Grant-Park Bathrooms	575,000.00
337 00 00 07	Lodging Tax Award Grant	3,000.00
337 00 00 08	CERB Grant	337,500.00
337 00 00 09	CERB Funding	1,012,500.00
337 00 00 12	US Congressional Appropriation	550,000.00
330 Intergovernmental Revenues		2,760,511.00

360 Misc Revenues

361 11 45 23	Investment Interest	435.00
360 Misc Revenues		435.00

390 Other Financing Sources

395 10 00 01	Sale Of Fire Station	0.00
395 11 00 01	Interest From Sale Of Fire Station	0.00
390 Other Financing Sources		0.00

397 Interfund Transfers

397 00 01 00	Transfer From #001	0.00
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310 Municipal Capital Imp Fund 310

01/01/2024 To: 12/31/2024

REVENUES

397 Interfund Transfers

397 Interfund Transfers	0.00
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080 Park, General

594 Capital Expenditures

334 00 10 00 Playground Funds	0.00
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594 Capital Expenditures	0.00
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080 Park, General	0.00
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Fund Revenues:

3,859,045.21

EXPENDITURES

330 Intergovernmental Revenues

594 76 60 11 ARPA 2022	0.00
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330 Intergovernmental Revenues	0.00
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521 Law Enforcement

594 21 45 00 Law Enforcement - Vehicle Lease	0.00
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594 21 45 01 Police Cruiser	0.00
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521 Law Enforcement	0.00
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558 Community Planning & Economic Development

594 58 60 01 Port/Facade Grants	10,000.00
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594 70 00 00 Leg Direct Grant-Park Bathrooms	575,000.00
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558 Community Planning & Economic Development	585,000.00
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594 Capital Expenditures

594 18 60 03 Danger Tree Management	15,000.00
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594 18 62 01 Library	0.00
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594 21 00 03 Nisqually Tribe Grant	40,000.00
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594 21 45 02 PW Truck-Street Sweeper	51,952.02
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594 21 60 00 Law Enforcement-Toughbook Puchase	0.00
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594 21 60 04 Dowies Bldg Renovation	0.00
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594 21 60 05 Dowies Bldg Sign	0.00
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594 75 60 01 Museum Reno	1,000.00
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594 76 43 00 Professional Services - Engineer Cont	20,000.00
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594 76 50 05 ARPA 2021	0.00
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2024 BUDGET TOTALS

310 Municipal Capital Imp Fund 310

01/01/2024 To: 12/31/2024

EXPENDITURES

594 Capital Expenditures

594 76 60 00	Park Improvements - General	175,000.00
594 76 60 01	Interpretive Signs	3,000.00
594 76 60 02	Quarry Pool Renovation Project	109,000.00
594 76 60 03	Quarry House Renovation Project	0.00
594 76 60 04	Caboose Restoration	0.00
594 76 60 05	Pump Track	0.00
594 76 60 06	HAPI Grant - WA Dept Of Commerce	0.00
594 76 60 07	Quarry House-Ramp	0.00
594 76 60 08	Library-Exterior Wall	3,500.00
594 76 60 09	CDBG 2022 Quarry Pool	0.00
594 76 60 10	Old PW Shop Repair/Maint.	10,000.00
594 76 60 12	AWC Loss Prevention Grant	5,000.00
594 76 60 13	RCO Grant	118,511.00
594 76 63 02	Campground Improvements	1,500.00
595 10 42 01	Engineering - City Hall Reno	0.00
595 10 42 03	Ag Park Construction Management	225,000.00
595 10 42 04	Quarry Pool Lake Side Improvements	450,000.00
595 21 65 01	Flock Camera System/Nisqually Grant	39,900.00
595 50 42 02	Structures - City Hall Reno	0.00
595 76 64 01	ARTS WA Grant	15,000.00
595 76 65 01	Lodging Tax Award	0.00
595 76 65 04	SLCGP Cyber Grant	70,000.00
595 90 60 01	Ag Park/CERB	1,350,000.00
595 90 60 02	US Congressional Appropriation	550,000.00

594 Capital Expenditures	3,253,363.02
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999 Ending Balance

508 80 00 04	Ending Balance	0.00
508 91 00 04	Ending Balance	0.00

999 Ending Balance	0.00
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080 Park, General

594 Capital Expenditures

594 60 70 00	Playground Funds	0.00
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594 Capital Expenditures	0.00
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080 Park, General	0.00
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Fund Expenditures:	3,838,363.02
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310 Municipal Capital Imp Fund 310

01/01/2024 To: 12/31/2024

Excess/Deficit:

20,682.19

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330 Inter Governmental Fund

01/01/2024 To: 12/31/2024

REVENUES

330 Intergovernmental Revenues

334 01 10 00 State Direct/Indirect Grant From Criminal Justice Training Commission 0.00

330 Intergovernmental Revenues 0.00

Fund Revenues: 0.00

Excess/Deficit: 0.00

2024 BUDGET TOTALS

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401 Water Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 07	Beginning Balance	0.00
308 91 00 07	Beginning Balance	0.00
308 Beginning Balances		0.00

340 Charges For Services

343 40 00 00	Water Services	255,000.00
343 40 00 02	Water Account Activation Fee	3,000.00
343 40 03 00	Excise Tax	14,000.00
343 40 04 00	Hydrant Permits	231.00
359 00 00 04	Late Charge Penalty - Water	13,000.00
340 Charges For Services		285,231.00

360 Misc Revenues

361 11 45 24	Interest	2,500.00
360 Misc Revenues		2,500.00

Fund Revenues:

287,731.00

EXPENDITURES

534 Water Utilities

534 00 40 00	Audit Costs	5,000.00
534 80 10 00	Salaries & Wages	116,523.45
534 80 20 00	Benefits - Taxes	7,763.75
534 80 21 00	Benefits - Health Care	16,157.14
534 80 22 00	Benefits - Retirement	9,036.09
534 80 22 01	Benefits - Retirement (DCP)	500.00
534 80 23 00	Safety Clothing	1,500.00
534 80 31 00	Supplies	8,500.00
534 80 31 01	Corrosion Control Supplies	3,500.00
534 80 33 00	Small Tools & Equipment	2,500.00
534 80 35 00	Fuel	5,000.00
534 80 35 01	Fuel - Diesel	3,000.00
534 80 41 03	Water Utilities - Professional Services	30,265.00
534 80 42 00	Telephone (Land Line)	4,500.00
534 80 42 03	MNS Service Provider	2,500.00
534 80 42 05	PRA Compliance Software	400.00
534 80 42 06	City Web Site	125.00
534 80 42 08	Postage	3,500.00
534 80 42 09	Telephone (Cellular)	1,688.00
534 80 42 10	Office Productivity Software	250.00
534 80 42 13	BIAS Financial Software	2,200.00
534 80 45 03	Professional Testing Service	2,500.00

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401 Water Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

534 Water Utilities

534 80 45 04	Repair & Maintenance	15,000.00
534 80 45 05	Computer Software Maintenance	1,500.00
534 80 45 17	Maintenance - Vector Truck	0.00
534 80 46 00	Insurance	7,293.93
534 80 47 00	Utilities	15,000.00
534 80 48 01	Education / Training	1,000.00
534 80 48 02	Meals/Lodging/Travel	500.00
534 80 49 00	Misc Dues, Subs & Tuition	2,500.00
534 80 53 00	State Water Excise Tax	13,300.00

534 Water Utilities 283,002.36

597 Interfund Transfers

597 00 00 15	Transfer To #402	0.00
597 00 00 49	Transfer To Water Capital Improvement	0.00

597 Interfund Transfers 0.00

999 Ending Balance

508 80 00 05	Ending Balance	0.00
508 91 00 05	Ending Balance	0.00

999 Ending Balance 0.00

Fund Expenditures: 283,002.36

Excess/Deficit: 4,728.64

2024 BUDGET TOTALS

402 Water Capital Imp Fund 01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 08	Beginning Balance	1,419,291.00
308 91 00 08	Beginning Balance	0.00
308 Beginning Balances		1,419,291.00

340 Charges For Services

343 40 01 00	Water Surcharge/Cap. Improve	32,542.00
343 40 02 00	Tapping Fees	10,000.00
343 40 06 00	Meter Installation	0.00
340 Charges For Services		42,542.00

360 Misc Revenues

361 11 45 25	Investment Interest	1,301.00
360 Misc Revenues		1,301.00

397 Interfund Transfers

397 00 00 15	Transfer From #401	0.00
397 Interfund Transfers		0.00

Fund Revenues: 1,463,134.00

EXPENDITURES

591 Debt Repayment

591 34 70 00	DWSRF Loan Repayment	6,519.23
591 Debt Repayment		6,519.23

594 Capital Expenditures

594 34 43 00	Water Comp Plan Update	6,425.00
594 34 45 03	Reservoir Cleaning	0.00
594 34 61 00	Water Rights	10,000.00
594 34 61 01	Third Well	10,000.00
594 34 62 01	Emergency Response Vehicle	53,822.96
594 34 63 01	Well #1	10,000.00
594 34 63 02	Fire Hydrants	1,000.00
594 34 63 09	Water Main Replacement	100,000.00
594 34 64 05	Radio Read Meter Reading	10,000.00
594 34 64 06	Meter Read Tower	0.00
594 34 64 07	Street Sweeper Finance Payment	103,904.04
594 34 65 00	Water System Repairs	10,000.00
594 50 60 02	PW Shop Maintenance	2,500.00

2024 BUDGET TOTALS

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402 Water Capital Imp Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

594 Capital Expenditures

595 50 60 02 PW Shop Extension

0.00

594 Capital Expenditures

317,652.00

999 Ending Balance

508 80 00 06 Ending Balance

0.00

508 91 00 06 Ending Balance

0.00

999 Ending Balance

0.00

Fund Expenditures:

324,171.23

Excess/Deficit:

1,138,962.77

2024 BUDGET TOTALS

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403 Stormwater Fund 01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 09	Beginning Balance	0.00
308 91 00 09	Beginning Balance	0.00
308 Beginning Balances		0.00

360 Misc Revenues

361 11 45 26	Investment Interest	80.00
360 Misc Revenues		80.00

Fund Revenues: 80.00

EXPENDITURES

543 Roads/Streets General Administration And Overhe

543 40 10 00	Salaries And Wages	0.00
543 40 20 00	Benefits - Taxes	0.00
543 40 21 00	Benefits - Health Care	0.00
543 40 22 00	Benefits - Retirement	0.00
543 40 31 00	Maintenance & Repairs	0.00
543 40 45 01	Old 99 Ditch Cleaning	0.00
595 50 64 03	Storm Drain Installation	0.00
543 Roads/Streets General Administration And Overhead		0.00

999 Ending Balance

508 80 00 07	Ending Balance	0.00
508 91 00 07	Ending Balance	0.00
999 Ending Balance		0.00

Fund Expenditures: 0.00

Excess/Deficit: 80.00

2024 BUDGET TOTALS

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410 Sewer Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 10	Beginning Balance	247,370.00
308 91 00 10	Beginning Balance	0.00
308 Beginning Balances		247,370.00

340 Charges For Services

343 50 00 10	Sewer Services	1,066,292.00
343 50 00 11	Septage Receiving	300,000.00
343 50 03 10	Excise Tax - Sewer	46,889.00
340 Charges For Services		1,413,181.00

350 Fines, Penalties, & Forfeitures

359 90 04 02	Late Charge Penalty - Sewer	10,000.00
350 Fines, Penalties, & Forfeitures		10,000.00

380 Non Revenues

385 00 00 01	Refund Of Overpayment	0.00
380 Non Revenues		0.00

Fund Revenues:

1,670,551.00

EXPENDITURES

535 Sewer/Reclaimed Water Utilities

535 10 10 00	Salaries & Wages	43,412.54
535 10 20 00	Benefits - Taxes	2,091.44
535 10 21 00	Benefits - Health Care	2,357.00
535 10 22 00	Benefits - Retirement	5,345.00
535 10 22 01	Benefits - Retirement (DCP)	152.00
535 10 31 00	Office Supplies	500.00
535 10 42 08	Postage	3,500.00
535 10 53 00	External Taxes/Op. Assessmts	15,000.00
535 23 40 00	Audit Costs	0.00

010 Admin		72,357.98
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535 30 10 00	SR Salaries & Wages	0.00
535 30 20 00	SR Benefits - Taxes	0.00
535 30 21 00	SR Benefits - Health Care	0.00
535 30 22 00	SR Benefits - Retirement	0.00
535 30 22 01	SR Benefits - Retirement (DCP)	0.00
535 30 31 00	SR Office & Operating Supplies	0.00
535 30 53 10	SR Excise Tax	0.00

2024 BUDGET TOTALS

410 Sewer Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

535 Sewer/Reclaimed Water Utilities

030 Septage Receiving 0.00

535 50 10 00	Salaries & Wages	114,073.52
535 50 20 00	Benefits - Taxes	6,465.90
535 50 21 00	Benefits - Health Care	12,868.38
535 50 22 00	Benefits - Retirement	7,519.05
535 50 22 01	Benefits - Retirement (DCP)	415.80
535 50 32 00	Hdw/Maint Supplies	1,200.00
535 50 33 00	Small Tools & Equipment	1,000.00
535 50 35 00	Fuel	1,500.00
535 50 35 01	Fuel, Diesel	1,000.00
535 50 42 12	Utility Locator Service (811)	200.00
535 50 45 03	Repairs & Maintenance	45,000.00
535 50 45 17	Maintenance - Vactor Truck	0.00
535 50 46 00	Insurance	2,493.38

050 Collection System 193,736.03

535 80 10 10	Salaries & Wages	95,358.16
535 80 20 10	Benefits - Taxes	8,479.35
535 80 21 10	Benefits - Health Care	16,715.00
535 80 22 03	Benefits - Retirement (DCP)	532.00
535 80 22 10	Benefits - Retirement	3,734.17
535 80 23 00	Personnel Safety Equip/clothes	1,500.00
535 80 31 00	Supplies	8,500.00
535 80 33 00	Small Tools & Equipment	1,500.00
535 80 34 00	Chemicals	7,000.00
535 80 35 00	Fuel	2,500.00
535 80 35 12	Fuel, Diesel	5,000.00
535 80 41 03	Sewer/Reclaimed Water Utilities - Professional Services	30,265.00
535 80 42 00	Telephone (Land Line)	2,500.00
535 80 42 01	Internet Service Provider	1,000.00
535 80 42 03	MNS Service Provider	3,500.00
535 80 42 05	PRA Compliance Software	300.00
535 80 42 06	City Web Site	125.00
535 80 42 09	Telephone (Cellular)	1,760.00
535 80 42 10	Office Productivity Software	0.00
535 80 42 13	BIAS Financial Software	2,000.00
535 80 45 03	WWTP Repairs & Maintenance	40,000.00
535 80 45 08	Water/WasteWater Services Contract	72,000.00
535 80 45 09	Laboratory Services	25,000.00
535 80 45 10	Crane Services For Lifting	5,000.00
535 80 46 00	Insurance	16,040.95
535 80 47 10	Utilities	46,788.00
535 80 48 01	Education/Training	1,500.00
535 80 48 02	Meals/Lodging/Travel	1,500.00
535 80 49 00	Dues/Memberships/Misc	500.00

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410 Sewer Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

535 Sewer/Reclaimed Water Utilities

535 80 49 02	Permits/Licenses/Fees	6,000.00
535 80 49 03	Manuals/Software/support	2,000.00

	080 WWTP	408,597.63
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	535 Sewer/Reclaimed Water Utilities	674,691.64
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597 Interfund Transfers

597 00 00 16	Transfer To #421	0.00
597 00 00 20	USDA-RD Bond Interest Payment	44,740.00
597 00 00 22	USDA-RD Bond Principal Payment	60,280.00
597 00 00 30	PRE-119 Principal Payment	53,882.00
597 00 00 31	PRE-119 Interest Payment	60,000.00
597 00 00 40	PW-044 Principal Payment	387,226.00
597 00 00 41	PW-044 Interest Payment	11,617.00
597 00 00 50	Transfer To Sewer Capital Improvement	363,123.64

	597 Interfund Transfers	980,868.64
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999 Ending Balance

508 80 00 08	Ending Balance	0.00
508 91 00 08	Ending Balance	0.00

	999 Ending Balance	0.00
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	Fund Expenditures:	1,655,560.28
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	Excess/Deficit:	14,990.72
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421 Sewer Capital Improvement Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 11	Beginning Balance	578,982.00
308 91 00 11	Beginning Balance	0.00
308 Beginning Balances		578,982.00

340 Charges For Services

343 50 00 00	Facility Charges - New Connection	28,000.00
343 50 00 01	Sewer Capital Improvement Fee	15,546.00
343 50 00 02	Facility Charge - Loan Repayment	0.00
343 50 00 21	Sewer Services	0.00
340 Charges For Services		43,546.00

360 Misc Revenues

361 11 45 27	Investment Interest-	1,500.00
360 Misc Revenues		1,500.00

397 Interfund Transfers

397 00 00 16	Transfer From #420	0.00
397 00 00 50	Transfer From Sewer Fund (410)	363,123.64
397 Interfund Transfers		363,123.64

Fund Revenues:

987,151.64

EXPENDITURES

594 Capital Expenditures

594 35 60 02	Grinder Pump Replacement	50,000.00
594 35 62 01	Emergency Response Vehicle	0.00
594 35 68 01	Septage Receiving Facility Construction	1,000.00
594 35 68 02	Belt Press Rental	0.00
594 35 68 03	Composting Facility Construction	50,000.00
594 35 68 04	MBR Replacement	300,000.00
594 35 68 05	Sludge Removal	150,000.00
594 35 68 06	Sludge Hauling Truck	53,822.93
594 35 68 07	Vactor Truck Finance Payment	50,609.44
594 Capital Expenditures		655,432.37

999 Ending Balance

508 80 00 09	Ending Balance	0.00
508 91 00 09	Ending Balance	0.00

2024 BUDGET TOTALS

12. City Of Tenino

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421 Sewer Capital Improvement Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

999 Ending Balance

999 Ending Balance

0.00

Fund Expenditures:

655,432.37

Excess/Deficit:

331,719.27

2024 BUDGET TOTALS

12. City Of Tenino

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422 Sewer Reserve Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 00 11	Reserved Beginning Balance	0.00
308 51 00 12	Beginning Balance	0.00
308 91 00 12	Beginning Balance	0.00
308 Beginning Balances		0.00

397 Interfund Transfers

397 00 00 20	USDA-RD Bond Principal From #410	44,740.00
397 00 00 21	USDA-RD Bond Interest From #410	53,882.00
397 00 00 31	PRE-119 Interest From #410	1,347.00
397 00 00 40	PW-044 Principal From #410	387,226.00
397 00 00 41	PW-044 Interest From #410	11,617.00
397 Interfund Transfers		498,812.00

Fund Revenues:

498,812.00

EXPENDITURES

591 Debt Repayment

591 35 72 20	USDA RD Bond Principal Payment	44,740.00
591 35 78 30	PRE-119 & PW-044 Principal Payments	387,226.00
592 35 83 21	USDA RD Bond Interest Payment	53,822.00
592 35 83 31	PRE-119 & PW-044 Interest Payments	11,617.00
591 Debt Repayment		497,405.00

999 Ending Balance

508 10 00 02	Ending Balance	0.00
508 31 00 02	Ending Balance	0.00
999 Ending Balance		0.00

Fund Expenditures:

497,405.00

Excess/Deficit:

1,407.00

2024 BUDGET TOTALS

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580 Claims Receipts Clearing

01/01/2024 To: 12/31/2024

EXPENDITURES

580 Other Decreases In Fund Resources

589 90 00 01 Claims/ Receipts Clearing 0.00

580 Other Decreases In Fund Resources 0.00

Fund Expenditures: 0.00

Excess/Deficit: 0.00

2024 BUDGET TOTALS

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601 SWWAIP Trust Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 00 13 Beginning Balance 0.00

308 Beginning Balances 0.00

330 Intergovernmental Revenues

334 10 00 02 Leg Direct Grant- Ag Park Sewer/Water Extension 0.00

330 Intergovernmental Revenues 0.00

Fund Revenues: 0.00

EXPENDITURES

594 Capital Expenditures

595 80 68 01 Ag Park Sewer/Water Line Extension 0.00

594 Capital Expenditures 0.00

Fund Expenditures: 0.00

Excess/Deficit: 0.00

2024 BUDGET TOTALS

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631 Municipal Court Trust Fund #631

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 00 14 Beginning Balance 0.00

308 Beginning Balances 0.00

380 Non Revenues

386 00 00 00 Receipts From Court 0.00

380 Non Revenues 0.00

Fund Revenues: 0.00

EXPENDITURES

580 Other Decreases In Fund Resources

586 00 00 03 Expenditures For TMC 0.00

580 Other Decreases In Fund Resources 0.00

999 Ending Balance

508 80 00 10 Ending Balance 0.00

508 91 00 10 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures: 0.00

Excess/Deficit: 0.00

2024 BUDGET TOTALS

Fund	Revenues	Expenditures	Net
001 General Government Fund #001	2,016,597.60	1,872,264.54	144,333.06
002 Quarry Pool Fund #002	69,083.00	63,130.77	5,952.23
003 Reserve Academy Operating Fund	0.00	0.00	0.00
101 City Street Fund #101	106,697.84	106,502.31	195.53
102 Special Revenue Fund	44,011.92	0.00	44,011.92
109 Contingency Fund #109	34,283.18	0.00	34,283.18
310 Municipal Capital Imp Fund 310	3,859,045.21	3,838,363.02	20,682.19
330 Inter Governmental Fund	0.00	0.00	0.00
401 Water Fund	287,731.00	283,002.36	4,728.64
402 Water Capital Imp Fund	1,463,134.00	324,171.23	1,138,962.77
403 Stormwater Fund	80.00	0.00	80.00
410 Sewer Fund	1,670,551.00	1,655,560.28	14,990.72
421 Sewer Capital Improvement Fund	987,151.64	655,432.37	331,719.27
422 Sewer Reserve Fund	498,812.00	497,405.00	1,407.00
580 Claims Receipts Clearing	0.00	0.00	0.00
601 SWWAIP Trust Fund	0.00	0.00	0.00
631 Municipal Court Trust Fund #631	0.00	0.00	0.00
	11,037,178.39	9,295,831.88	1,741,346.51