

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, March 22, 2022 at 7:00 PM

Agenda

WORK SESSION

1. Playground Prep update from PW Director Troy Cannon.

CALL TO ORDER

AGENDA APPROVAL

2. Agenda for the Regular Meeting of the 3/22/22.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

3. Meeting Minutes for 3/8/2022

Recommended Action: Motion to approve 3/8/2022 meeting minutes as presented.

CONSENT CALENDAR

4. Consent Calendar consisting of March 9, 2022 through March 22, 2022:

Payroll EFT's in the amount of \$34,246.70

Claims Checks #30474 through #30498 and EFT's in the amount of \$94,310.97

for a grand total of \$128,557.67

Liquor Cannabis License: Tenino Marketfresh

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

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

5. End of Emergency Fiscal Policy.

Recommended Action: Review and approve end of Emergency Fiscal Policy.

6. Resolution 2022-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TENINO CORRECTING A CLERICAL ERROR
IN ORDINANCE NO. 919

Recommended Action: Review and approve Resolution 2022-04

NEW BUSINESS

RESOLUTIONS

ORDINANCES

REPORTS

7.
 - 1) Chamber of Commerce
 - 2) Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) Fire District #12
 - 5) Library
 - 6) Museum
 - 7) Tenino Community Service Center
8.
 - 1) ARCH Commission
 - 2) Civil Service Commission
 - 3) Façade Improvement Grant Review Committee
 - 4) Finance Committee
 - 5) Planning Commission
 - 6) Public Safety Committee
9.
 - 1) Chief of Police
 - 2) Director of Public Works
 - 3) City Planner
 - 4) Code Enforcement/Building Inspector
 - 5) City Attorney
 - 6) Clerk/Treasurer

7) Mayor

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

2) Community Investment Partnership (CIP)

3) Solid Waste Advisory Board

4) South Thurston Economic Development Initiative (STEDI)

5) TCOMM/911

6) Tenino School Board

7) Thurston Regional Planning Council (TRPC)

8) Transportation Policy Board

9) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

3. Meeting Minutes for 3/8/2022

Recommended Action: Motion to approve 3/8/2022 meeting minutes as presented.

City Council Meeting
Tuesday, March 08, 2022

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

Councilmember Rachel Davidson

1. Draft for Operator in Training

Mayor Fournier went over the draft job description for an OIT at the WWTP.

2. WWTP Operator Position Review

Mayor Fournier went over the position description.

3. P.A.R.C. (Parks, Arts, Recreation & Cultural) Specialist Position Title with a general statement of duties.

Mayor Fournier and Council discussed the job description and position.

4. Interlocal Agreement- Code Enforcement City of Rainier.

Mayor Fournier advised council this is a similar agreement as with the Town of Bucoda for water service. City Attorney Hughes has approved the wording and it has been sent to the City of Rainier for their Attorney and Council's approval.

5. In Person Meetings moving forward.

Mayor Fournier advised council he is hoping that April 1st City Hall will be fully functioning again and the meetings should be back to in person in the council chambers.

CALL TO ORDER

Mayor Fournier convened the Council Meeting at 7:30 pm with

PRESENT

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Rachel Davidson

AGENDA APPROVAL

Agenda for the Regular Meeting of the 3/08/22.

Recommended Action: Motion to approve the agenda as presented.

6. Agenda for the Regular Meeting of the 3/08/22.

Recommended Action: Motion to approve the agenda as presented.

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

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

Motion passes 5/0.

APPROVAL OF MINUTES

7. Meeting Minutes for 2/22/2022

Recommended Action: Motion to approve 2/22/2022 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, Councilmember Davidson.

Motion passes 5/0.

CONSENT CALENDAR

8. Consent Calendar consisting of February 23, 2022 through March 8, 2022:

Payroll EFT's in the amount of \$35,289.07

Claims Checks #30449 through #30473 and EFT's in the amount of \$26,218.44

for a grand total of \$61,507.51

Liquor Cannabis License: None

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, Councilmember Davidson.

Motion passes 5/0.

EXECUTIVE SESSION

9. Receive and Evaluate complaints or charges brought against a Public Officer or Employee.

Mayor Fournier adjourned the regular meeting at 7:32 to go into executive session to not last more than approximately 10 minutes with no action to be taken. The executive session adjourned at 7:43 pm.

Mayor Fournier opened the regular meeting to the public at 7:45 pm.

PRESENTATIONS

None

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

None

OLD BUSINESS

None

NEW BUSINESS

10. Waste Water Contract Termination.

Recommended Action: Review and Approve Waste Water Contract Termination.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to authorize the Mayor to sign and executive Waste Water Contract Termination.

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

Motion passes 5/0.

11. Quarry House Renovation Project Contract Award Recommendation

Recommended Action: Review and Approve Quarry House Renovation Bid.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac to award the bid to Grit City Contracting, LLC.

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

Motion passes 5/0.

12. WWTP Operator Position Review

Recommended Action: Review and Approve WWTP Operator Position.

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

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

Motion passes 5/0.

13. Interlocal Agreement- Code Enforcement City of Rainier.

Recommended Action: Review and Approve Interlocal Agreement with City of Rainier.

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

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

Motion passes 5/0.

RESOLUTIONS

None

ORDINANCES

14. Ordinance 923 Amending Ordinance 904 on ARCH Commission Chapter 2.70 ARCH Commission.

Recommended Action: Review and motion to adopt second reading of Amended Ordinance 904.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton as the second reading and adoption of Ordinance 923.

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

Motion passes 5/0.

REPORTS

15. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District #12

5) Library

6) Museum

7) Tenino Community Service Center

1) Chamber of Commerce: George Sharp reported the next meeting is Wednesday 3/16 with Andrew Shaffrin presenting on the Fire Department. The group for the OTD met on Monday night.

2) Economic Development Council (EDC): Next meeting is 2 weeks.

4) Fire District #12: Meeting on Thursday.

5) Library: Linda reported they have updated their website, so please log in and look around.

6) Museum: Jessica reported they are having a board meeting on March 21, 2022. They have been discussing the possibility of putting on Railroad Days in September celebrating 150 years of the railroad as well as a possible ribbon cutting for the caboose.

7) Tenino Community Service Center: Jody reported they are busy working on the Robin Rudy Run and Bingo afterward at the Eagles happening on 3/26/22. They will be installing a camera at the Food Bank as they have been having people climb the fence. They have approximately 4 high school kids that are helping with delivery of the food boxes to the Senior Apartments. They are in the process of giving a facelift to the building.

16. 1) ARCH Commission

2) Civil Service Commission

3) Façade Improvement Grant Review Committee

4) Finance Committee

5) Planning Commission

6) Public Safety Committee

3) Façade Improvement Grant Review Committee: Councilmember Gotovac reported she is hoping to have a meeting in April.

17. 1) Chief of Police

2) Director of Public Works

3) City Planner

4) Code Enforcement/Building Inspector

5) City Attorney

6) Clerk/Treasurer

7) Mayor

1) Chief of Police: Chief Auderer reported Officer Garcia is most likely moving to the Yelm Police Department. They will be getting a new patrol car from the tribe.

2) Director of Public Works: Mayor Fournier reported they will be picking up a their new truck tomorrow.

4) Code Enforcement/Building Inspector: Technical difficulties, unable to hear Rene.

7) Mayor: He reported he has been busy with the renovation at City Hall, and multiple meetings.

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

2) Community Investment Partnership (CIP)

3) Solid Waste Advisory Board

4) South Thurston Economic Development Initiative (STEDI)

5) TCOMM/911

6) Tenino School Board

7) Thurston Regional Planning Council (TRPC)

8) Transportation Policy Board

9) Legislature

3) Solid Waste Advisory Board: Councilmember Klamn reported they had a Wednesday meeting and they went over some mandatory training required for new members. They had a discussion regarding plastics recycling again and not garbage.

6) Tenino School Board: Councilmember Davidson reported spring sports are now beginning. Parents and friends should keep a look on the website for dates and times. 3/9/22 will be early release.

7) Thurston Regional Planning Council (TRPC): Councilmember O'Callahan stated he would forward the minutes after he gets them.

8) Transportation Policy Board: Councilmember O'Callahan again stated he would forward the minutes after he gets them.

9) Legislature: Councilmember Gotovac reported the legislature looks like they will pass the \$515,000.00 for new playground equipment.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

Mayor Fournier asked council members to please think about volunteering for the finance committee.

3.

Councilmember O'Callahan announced the BBQ being held on 9/10/22.

ADJOURNMENT

Meeting adjourned at 8:26 pm.

File Attachments for Item:

4. Consent Calendar consisting of March 9, 2022 through March 22, 2022:

Payroll EFT's in the amount of \$34,246.70

Claims Checks #30474 through #30498 and EFT's in the amount of \$94,310.97 for a grand total of \$128,557.67

Liquor Cannabis License: Tenino Marketfresh

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



Washington State
Liquor and Cannabis Board
PO Box 43098,
Olympia WA 98504-3098, (360) 664-1600

RECEIVED

MAR 11 2022

CITY OF TENINO

MAYOR OF TENINO/CITY OF TENINO
PO BOX 4019
TENINO, WA 98589



Washington State
Liquor and Cannabis Board
PO Box 43098

Olympia WA 98504-3098, (360) 664-1600
www.liq.wa.gov Fax #: (360) 753-2710

RECEIVED
MAR 11 2022
CITY OF TENINO

March 06, 2022

Dear Local Authority:
RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure If Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at wslcb@liq.wa.gov.

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10

RECEIVED

MAR 11 2022

CITY OF TENNINO

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 03/06/2022

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF TENINO
(BY ZIP CODE) FOR EXPIRATION DATE OF 20220630

LICENSEE

BUSINESS NAME AND ADDRESS

LICENSE NUMBER

PRIVILEGES

1. KIRBY CO.
TENINO IGA MARKET FRESH
669 E LINCOLN AVE
TENINO WA 98589 4015
071208 GROCERY STORE - BEER/WINE

RECEIVED

MAR 11 2022

CITY OF TENINO

Consent Calendar consisting of March 9, 2022 through March 22, 2022:

Payroll EFT's in the amount of \$34,246.70

- **Claims Checks #30474 through #30498 and EFT's in the amount of \$94,310.97**

for a grand total of \$128,557.67

CHECK REGISTER

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|--|------------|---------|--------|-------|---------------------------------|------------------------------------|---|
| 703 | 03/20/2022 | Payroll | 5 | EFT | Robert A Auderer | 2,316.21 | |
| 704 | 03/20/2022 | Payroll | 5 | EFT | Veronica A Barnes | 1,807.07 | |
| 705 | 03/20/2022 | Payroll | 5 | EFT | Miles Cannon | 1,593.60 | |
| 706 | 03/20/2022 | Payroll | 5 | EFT | Troy LK Cannon | 2,661.75 | |
| 707 | 03/20/2022 | Payroll | 5 | EFT | Kayleen Canup | 1,900.88 | |
| 708 | 03/20/2022 | Payroll | 5 | EFT | Judith Cryderman | 386.63 | |
| 709 | 03/20/2022 | Payroll | 5 | EFT | Rene Durand | 1,671.53 | |
| 710 | 03/20/2022 | Payroll | 5 | EFT | Samantha L Garcia | 2,018.28 | |
| 711 | 03/20/2022 | Payroll | 5 | EFT | Brent L Gibbs | 2,168.07 | |
| 712 | 03/20/2022 | Payroll | 5 | EFT | Drew Johnson | 1,559.53 | |
| 713 | 03/20/2022 | Payroll | 5 | EFT | Aaron Lee | 1,810.66 | |
| 714 | 03/20/2022 | Payroll | 5 | EFT | Jason M Plaja | 2,860.83 | |
| 715 | 03/20/2022 | Payroll | 5 | EFT | Maria Rodriguez | 1,673.28 | |
| 716 | 03/20/2022 | Payroll | 5 | EFT | Jennifer N Scharber | 1,347.34 | |
| 717 | 03/17/2022 | Payroll | 5 | EFT | Timberland Bank | 8,471.04 | 941 Deposit for Pay Cycle(s) 03/20/2022 - 03/20/2022 |
| 658 | 03/09/2022 | Claims | 5 | 30474 | Mullinax Ford | 38,164.33 | |
| 702 | 03/17/2022 | Claims | 5 | 30476 | Bright Technologies | 10,000.00 | |
| 745 | 03/22/2022 | Claims | 5 | 30477 | 911 Supply - Keizer | 319.57 | |
| 746 | 03/22/2022 | Claims | 5 | 30478 | Actionaire Inc | 3,710.97 | |
| 747 | 03/22/2022 | Claims | 5 | 30479 | Comcast | 219.39 | |
| 748 | 03/22/2022 | Claims | 5 | 30480 | Corporate Payment Systems | 4,877.10 | |
| 749 | 03/22/2022 | Claims | 5 | 30481 | Dragon Analytical Laboratory | 702.00 | |
| 750 | 03/22/2022 | Claims | 5 | 30482 | Enbody, Dugaw, Enbody | 1,045.00 | |
| 751 | 03/22/2022 | Claims | 5 | 30483 | Gibbs & Olson Inc | 9,768.27 | |
| 752 | 03/22/2022 | Claims | 5 | 30484 | Hillier, Scheibmeir & Kelly, PS | 60.00 | |
| 753 | 03/22/2022 | Claims | 5 | 30485 | Joes Refuse | 286.92 | |
| 754 | 03/22/2022 | Claims | 5 | 30486 | Marin Computer | 399.59 | |
| 755 | 03/22/2022 | Claims | 5 | 30487 | McClatchy Company LLC | 830.96 | |
| 756 | 03/22/2022 | Claims | 5 | 30488 | Northstar Chemical, Inc | 1,785.94 | |
| 757 | 03/22/2022 | Claims | 5 | 30489 | Quality Parking Lot Services | 3,024.00 | |
| 758 | 03/22/2022 | Claims | 5 | 30490 | Quill | 141.98 | |
| 759 | 03/22/2022 | Claims | 5 | 30491 | Rochester Lumber | 202.82 | |
| 760 | 03/22/2022 | Claims | 5 | 30492 | SCJ Alliance | 9,185.00 | |
| 761 | 03/22/2022 | Claims | 5 | 30493 | T-Jags Trucking | 594.00 | |
| 762 | 03/22/2022 | Claims | 5 | 30494 | Thomas L. Meyer | 750.00 | |
| 763 | 03/22/2022 | Claims | 5 | 30495 | Utilities Underground Location | 8.99 | |
| 764 | 03/22/2022 | Claims | 5 | 30496 | Voyager Fleet System | 750.32 | |
| 765 | 03/22/2022 | Claims | 5 | 30497 | Water & Wastewater Svcs, Inc | 7,372.35 | |
| 766 | 03/22/2022 | Claims | 5 | 30498 | Wilson Parts Corporation | 111.47 | |
| | | | | | | 001 General Government Fund #001 | 39,360.36 |
| | | | | | | 002 Quarry Pool Fund #002 | 237.13 |
| | | | | | | 101 City Street Fund #101 | 1,157.78 |
| | | | | | | 310 Municipal Capital Imp Fund 310 | 54,434.51 |
| | | | | | | 401 Water Fund | 4,118.80 |
| | | | | | | 402 Water Capital Imp Fund | 1,722.18 |
| | | | | | | 410 Sewer Fund | 17,526.91 |
| | | | | | | 421 Sewer Capital Improvement Fund | 10,000.00 |
| | | | | | | Claims: | 94,310.97 |
| * Transaction Has Mixed Revenue And Expense Accounts | | | | | | 128,557.67 | Payroll: 34,246.70 |

5.

File Attachments for Item:

5. End of Emergency Fiscal Policy.

Recommended Action: Review and approve end of Emergency Fiscal Policy.



City of Tenino

149 Hodgden St. S
PO Box 4019
Tenino, WA 98589

(360) 264-2368
Fax (360) 264-5772
clerktreasurer@ci.tenino.wa.us

March 16, 2020

All City of Tenino Employees

Re: Emergency Fiscal Policy

The attached Emergency Fiscal Policy is to be implemented immediately. Briefly, its purpose is to:

- Provide the ground rules for any procurement action to be taken in support of our response to the COVID-19 emergency.
- Announce the suspension of certain actions or processes that impact the City's budget.
- Caution all concerned that by taking sweeping action to better posture the City to respond to the COVID-19 emergency, we have increased the level of scrutiny to which such actions will be exposed. We must ensure that any action taken to procure goods or services in the name of remediating the COVID-19 situation must, in fact, be aimed at such remediation.

The policy will be in effect until further notice.

Thank you,

Wayne Fournier
Mayor,
City of Tenino

Enclosure
as stated

City of Tenino Emergency Fiscal Procedures

1. **Definition of “emergency:** “Emergency” as defined in RCW 39.04.280(3) means any unforeseen circumstances beyond the control of the municipality that either present a real, immediate danger to the proper performance of essential functions, or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. This includes declared federal or state disasters, as well as local agency-declared disasters.

2. **Policy.**
 - A. Whenever an emergency is declared, such declaration or proclamation will outline the general financial considerations relative to the emergency. Whenever the declaration or proclamation suspends regular procurement procedures, suspends collection or enforcement actions, or suspends or modifies any personnel process that relates to employee pay, the following policy will be in effect from the effective date of the declaration or proclamation until the date the emergency has been declared to have ended.

 - B. For the duration of the emergency, City Council approval is not required to be obtained prior to entering into a contract for goods or services required as a bona fide response to the emergency declared or proclaimed. City Council is to be notified at their next regular meeting of any such contract so entered.

 - C. Only the Mayor shall have authority to enter into contracts that would normally require the use of formal bids, informal bids, or the Small Works Roster.

 - D. The Mayor may delegate to the Department Heads the authority to enter into contracts that would not normally require either the bid process or the Small Works Roster process.

 - E. There can be no waiver or suspension of the requirement to pay prevailing wages, the requirement for retainage, or the requirement for performance, and payment bonds.

 - F. Properly licensed, bonded, and insured contractors will be used to the extent practicable, but the primary interest is to procure the needed goods or services to alleviate the immediate situation.

 - G. The requirement to have a business license issued either by the City or the State of Washington, or to be current with respect to the payment of B&O taxes is suspended.

- H. Restrictions on the use of City Credit cards are modified for the duration of the emergency as follows:
- (1) The Mayor shall have the authority to direct the use of a City credit card for any amount less than \$5000 per transaction.
 - (2) If directed by the Mayor, the Clerk/Treasurer shall suspend any monthly transaction caps. (The cards may be used to purchase any amount per month up to the authorized limit set by the Credit Card Issuer).
- I. Provided, however, that all procurement actions taken under authority of paragraphs A through G, inclusive, must have some rational connection to the reasons for the emergency at hand.
- J. The Mayor shall have the authority to authorize the hire of Temporary Employees without regard to normal budget processes.
- K. Normal personnel actions that have a budgetary effect are suspended for the duration of the emergency. (e.g., no annual Step Increases, no payout of accrued benefits, no award of any authorized stipend, suspension of ongoing hiring processes, etc.)
- L. The suspension of accrual of any interest, penalty, or fine related to any process or service provided by the City does not constitute a waiver of any right on the part of the City. The intent behind such suspension is to keep a bad situation from becoming worse during the period of emergency; it is not a means of debt forgiveness.
- M. The suspension of any utility disconnection is likewise intended solely a means of preventing a worsening of conditions during the emergency, not a waiver of any such right on the part of the City. Such actions shall be resumed after the emergency has ended.

3. Internal Controls.

- A. The City Council must, within two weeks of the award of any contract issued under emergency conditions, enter a written finding of an emergency into the public record.
- B. The Clerk/Treasurer shall publish a schedule outlining the appropriate Budget Accounting and Reporting System (BARS) codes to be used to allocate any cost associated with planning for, responding to, or cleaning up after the emergency.
- C. The Finance Committee, at the first meeting following the end of the emergency, shall prepare a statement setting forth all categories of expenditures related to the planning, response, or cleaning up after the emergency and shall issue a report certifying those expenses for filing with the next Annual Financial Report.

File Attachments for Item:

6. Resolution 2022-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TENINO CORRECTING A CLERICAL ERROR IN ORDINANCE NO. 919

Recommended Action: Review and approve Resolution 2022-04

RESOLUTION 2022-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TENINO
CORRECTING A CLERICAL ERROR IN ORDINANCE NO. 919**

WHEREAS, Ordinance No. 919, imposing an additional local sales and use tax of one-tenth of one percent for housing and Related services and providing for other matters relating thereto and properly permitted as authorized by RCW 82.14.530; adding a new section to the City of Tenino Municipal Code; providing for severability and establishing an effective date, adopted on January 11, 2022; and

WHEREAS, a clerical error was made in Section 3. Effective Date.; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, do resolve to amend Section 3, as follows:

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

ADOPTED by the City Council of the City of Tenino, Washington and APPROVED by its Mayor, at a regularly scheduled open public meeting thereof this 22nd day of March 2022.

Wayne Fournier, Mayor

ATTEST:

APPROVED AS TO FORM:

City Staff

Richard L. Hughes, City Attorney