

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, November 28, 2023 at 7:00 PM

Agenda

WORK SESSION

- [1.](#) Budget Update

Recommended Action: None, Discussion Only

CALL TO ORDER

AGENDA APPROVAL

- [2.](#) Agenda for the Regular Meeting of the 11/28/23.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

- [3.](#) Meeting Minutes for 11/14/2023

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

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.

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

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.

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.

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

7. WWTP Influent Screen Replacement Engineering.

Recommended Action: Motion to approve WWTP Screen replacement Engineering.

8. Park Master Plan Agreement

Recommended Action: Motion to approve Park Master Plan agreement.

RESOLUTIONS

ORDINANCES

9. Ordinance 929 2024 Budget Adoption

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

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

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

11. 1) Civil Service Commission

- 2) Façade Improvement Grant Review Committee
- 3) Finance Committee
- 4) Planning Commission
- 5) Public Safety Committee

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

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

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

1. Budget Update

Recommended Action: None, Discussion Only

2024 SALARY SCHEDULE

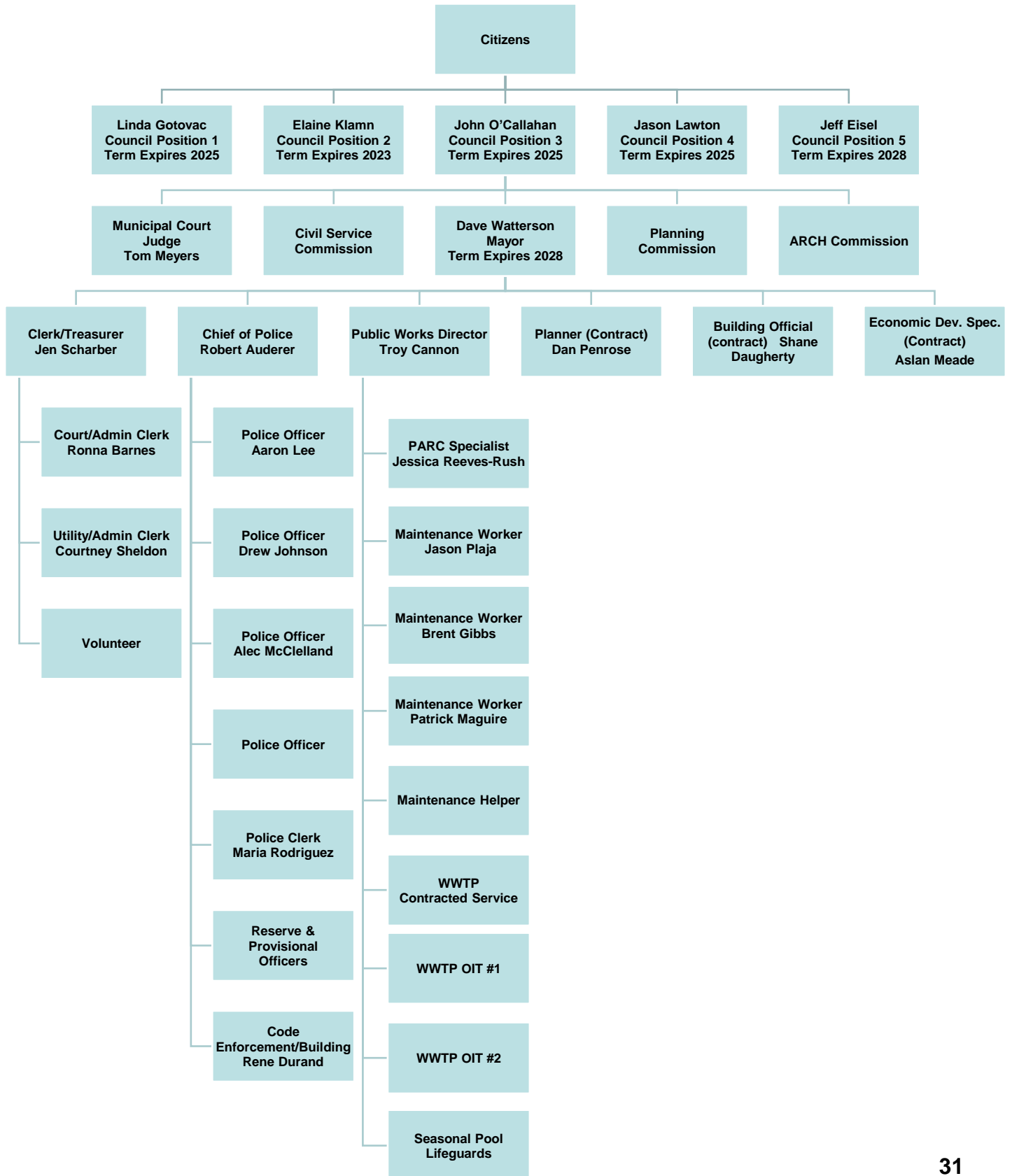
Position	FTE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
PUBLIC SAFETY									
Police Chief	1.00	exempt	\$6,421.35	\$6,674.23	\$6,940.45	\$7,221.17	\$7,368.21	\$7,662.22	\$8,045.32
Police Officer *	4.00	non-exempt	\$5,445.00	\$5,730.45	\$6,032.40	\$6,334.35	\$6,651.15	\$6,985.80	\$7,335.09
Public Safety Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.10	\$27.44	\$28.81
Code Enforcement/Building Official *****	1.00	hourly	\$21.90	\$23.55	\$25.31	\$27.21	\$27.88	\$29.27	30.73
PUBLIC WORKS									
Public Works Director	1.00	exempt	\$6,421.35	\$6,674.23	\$6,940.45	\$7,221.17	\$7,368.21	\$7,662.21	\$8,045.32
Maintenance Worker ** *** *****	4.00	hourly	\$21.90	\$23.55	\$25.31	\$27.21	\$27.88	\$29.27	\$30.73
Public Works Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.14	\$27.44	\$28.81
Maintenace Helper-Seasonal	1.00	hourly	\$16.49	\$17.31	\$18.18	\$19.08	\$20.03	\$21.03	\$22.08
Seasonal - Supervisory Lifeguard	****	hourly	\$18.46	\$19.38	\$20.34	\$21.35	\$22.41	\$23.53	\$24.70
Seasonal-Pool attend/Lifeguards	****	hourly	\$16.49	\$17.31	\$18.18	\$19.08	\$20.03	\$21.03	\$22.08
CITY HALL									
Clerk/Treasurer	1.00	exempt	\$6,683.85	\$6,936.73	\$7,202.95	\$7,483.67	\$7,630.71	\$7,935.21	\$8,331.97
Admin/Utility Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.14	\$27.44	\$28.81
Court/Admin Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.14	\$27.44	\$28.81
Total FTE		17.0							

* Duty Differential of \$100.00/month for extra Police Officer Duties - 1xSergeant, 4xFTO, 1xFirearms Instructor, 1xSRO, 1xDetective
 ** \$10.00 per animal control event (Maximum of five (5) per month per employee)
 *** Duty Differential of \$100.00/month for extra Public Works Duties - 1xSupervisor, 3xCCC.
 ****Duty Differential of WWTP Operator \$100 Level 1, \$200 Level 2, \$300 Level 3.
 *****Duty Differential of up to \$350/Month-Code Enforcement & Up to \$250/Month- Building Official
 *****Longevity Pay- \$100.00 additional each month for every 5 years of service.

Mayor Elected \$1500.00 per month
 Council members Elected \$100.00 per month plus \$50/meeting (max 3 meetings/month)

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

City of Tenino Organization Chart 2024



2024 BUDGET TOTALS

1. ty 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

1. ty Of Tenino

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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

1. City Of Tenino

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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

1. City Of Tenino

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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

1. 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
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	518 Centralized/General Services	124,897.77
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521 Law Enforcement

521 10 20 03	Holiday	15,000.00
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	000	15,000.00
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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
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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

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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

City Of Tenino

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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

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001 General Government Fund #001

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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

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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 37,137.15

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 37,042.39

575 Cultural & Recreational Facilities 76,179.54

576 Park Facilities

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

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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

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001 General Government Fund #001

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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

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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

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002 Quarry Pool Fund #002

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

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

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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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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

2024 BUDGET TOTALS

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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

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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

080 Park, General

594 Capital Expenditures

334 00 10 00 Playground Funds 0.00

594 Capital Expenditures 0.00

080 Park, General 0.00

Fund Revenues:

3,859,045.21

EXPENDITURES

330 Intergovernmental Revenues

594 76 60 11 ARPA 2022 0.00

330 Intergovernmental Revenues 0.00

521 Law Enforcement

594 21 45 00 Law Enforcement - Vehicle Lease 0.00

594 21 45 01 Police Cruiser 0.00

521 Law Enforcement 0.00

558 Community Planning & Economic Development

594 58 60 01 Port/Facade Grants 10,000.00

594 70 00 00 Leg Direct Grant-Park Bathrooms 575,000.00

558 Community Planning & Economic Development 585,000.00

594 Capital Expenditures

594 18 60 03 Danger Tree Management 15,000.00

594 18 62 01 Library 0.00

594 21 00 03 Nisqually Tribe Grant 40,000.00

594 21 45 02 PW Truck-Street Sweeper 51,952.02

594 21 60 00 Law Enforcement-Toughbook Puchase 0.00

594 21 60 04 Dowies Bldg Renovation 0.00

594 21 60 05 Dowies Bldg Sign 0.00

594 75 60 01 Museum Reno 1,000.00

594 76 43 00 Professional Services - Engineer Cont 20,000.00

594 76 50 05 ARPA 2021 0.00

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 Goverenmental 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

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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 - Vactor 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

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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

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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

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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

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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

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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

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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

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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

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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
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308 Beginning Balances		0.00
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380 Non Revenues

386 00 00 00	Receipts From Court	0.00
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380 Non Revenues		0.00
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Fund Revenues:		0.00
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EXPENDITURES

580 Other Decreases In Fund Resources

586 00 00 03	Expenditures For TMC	0.00
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580 Other Decreases In Fund Resources		0.00
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999 Ending Balance

508 80 00 10	Ending Balance	0.00
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508 91 00 10	Ending Balance	0.00
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999 Ending Balance		0.00
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Fund Expenditures:		0.00
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Excess/Deficit:		0.00
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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

File Attachments for Item:

3. Meeting Minutes for 11/14/2023

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

City Council Meeting
Tuesday, November 14, 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

Councilmember Rachel Davidson

1. TCSO Agreement

Recommended Action: Review and Discuss

Discussion held regarding the agreement, Attorney's thoughts and changes.

2. Fourth Officer Position

Recommended Action: Discussion Only

Chief Auderer explained the need and the means of being able to budget for a fourth officer,

3. Budget Workshop

Recommended Action: None, Discussion only

Mayor Fournier went over the revenues of the budget with Council.

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

Councilmember Rachel Davidson,

AGENDA APPROVAL

4. Agenda for the Regular Meeting of the 11/14/23.

Recommended Action: Motion to approve the agenda as presented.

Motion made by Councilmember O'Callahan to amend to include under New Business: TCSO agreement, Fourth Officer hire and Councilmember Lawton requested to also add: Naming of the 2nd building of the Ag Park the "Fournier Building", Seconded by Councilmember Lawton.

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

Motion passes 5/0.

APPROVAL OF MINUTES

5. Meeting Minutes for 10/24/2023

Recommended Action: Motion to approve 10/24/2023 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, Councilmember Davidson.

Motion passes 5/0.

CONSENT CALENDAR

6. Consent Calendar November 14, 2023 consisting of

Payroll EFT's in the amount of \$36,324.97 and Checks #31871 through #31922 in the amount of \$146,454.65

for a grand total of \$182,779.62

Liquor Cannabis License: Heddens Pharmacy

Recommended Action: Move to approve the consent calendar 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.

EXECUTIVE SESSION

7. Litigation

Recommended Action: None

At this time 7:35 pm, the Mayor, Council, Attorney and Clerk/Treasurer went into Executive Session to last no more than 10 minutes with no decisions to be made.

The regular meeting re-convened at 7:46 pm.

Motion made by Councilmember O'Callahan, to add to the amended agenda to include under New Business: Settlement Offer. Seconded by Councilmember Lawton.

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

Motion passes 5/0.

PRESENTATIONS

8. VCB Presentation

Recommended Action: None

Annette Pitts presented on the VCB and their services provided to the City's and County's. She advised that a video featuring the Tenino area will be come out the day of Thanksgiving.

PUBLIC COMMENTS

None

PUBLIC HEARING

9. State law provides that each municipality hold two Public Hearings prior to budget adoption in order to provide the opportunity for input by the Public. Tonight's hearing will focus primarily upon revenues for the 2024 Budget.

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

Mayor Fournier explained the hearing process and opened the hearing to the public at 8:13 pm. Hearing no response from the public he then opened the floor to the Council and staff. No questions from either, hearing was then closed at 8:16 pm.

10. 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.

Mayor Fournier explained the procedure for the public hearing and invited C/T Scharber to explain the process and figures of the Ad Valorem Tax. Hearing no response from the public or council the Public Hearing was opened at 8:16 and then closed at 8:16 pm.

PROCLAMATIONS

None

OLD BUSINESS

None

NEW BUSINESS

Amended agenda New Business:

* TCSO Agreement: 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.

* Fourth Officer 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.

* Budget Revenues: 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.

*Ad Valorem Tax: 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.

* Settlement Offer: Motion made by Councilmember O'Callahan to approve the settlement officer to Chris/Leah Backus a sum of \$6,600.00, Seconded by Councilmember Gotovac.

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

Motion passess 5/0.

* Name of Ag Park Building B: Motion made by Councilmember Lawton to name the building the "Fournier Building", Seconded by Councilmember Gotovac.

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

Motion passes 5/0.

11. Civil Service Commission Appointment of Marlana Mulkins.

Recommended Action: Motion to approve appointment of Marlana Mulkins

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.

12. Lemay Garbage, Recyclable and yard waste rate increase. Price is increasing 6.85%.

Recommended Action: Review and approve Lemay rate increase.

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

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

Motion passes 5/0.

13. Right Systems Quote

Recommended Action: Review and Approve Right Systems Quote

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

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

Motion passes 5/0.

RESOLUTIONS

14. Proposed Resolution 2023-10 would establish the Ad Valorem Tax Levy for 2024. This Resolution would authorize the collection of \$320,738.79 representing a dollar increase of \$9,841.18 over last year's levy, which is 1.3% increase in property tax revenues and represents the highest lawful levy the City may impose absent a voter-approved levy lid lift.

Recommended Action: Review and Approve Ad Valorem Tax Levy first public hearing.

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

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

Motion passes 5/0.

ORDINANCES

None

REPORTS

15. 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: C/T Scharber read George's report reminding everyone of the social tomorrow evening 5:30 pm at the Kodiak Room. The Tenino Holiday Market is Nov 24-26th at the Kodiak Room. The tree lighting will be held Dec 1st on Sussex Ave in front of the Valley View Medical Center beginning at 6 pm with the Holiday Auction following at 7:15pm at the Eagles.

2) Economic Development Council (EDC): Board meeting on 11/15. They will be having a Regional Forecast and Innovation Expo Thursday Dec 7th at the Great Wolf Lodge from 8 am to 4 pm.

3) South Thurston Economic Development Initiative (STEDI): They will be meeting at Mr. Doug's in Yelm on 11/17 from 8 am to 9:30 am.

7) Library: Linda reported the new website is up with features to use. The access hours have been extended they are now 7 am to 8 pm. Thursday they will have crafting for adults on Saturday the crafting will be No Sew for children and adults from 2 - 4 pm.

16. 1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

5) Public Safety Committee

2) Façade Improvement Grant Review Committee: Councilmember Gotovac has reached out to the owners of the Landmark Tavern as well as the Fitness Center to offer them the chance to utilize the Grant monies.

17. 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: Chief Auderer reported his officers participated in a fail to stop at stop signs/speeding emphasis. They had many stops with about 15 tickets issued. The 1st vehicle will be sent off for the new striping that will be paid through the Nisqually Grant received.

2) Director of Public Works: C/T Scharber reported for Director Cannon stating they received the pool cover. The bids have gone out for the fencing around the pool. They have repainted the bulb outs and have continued with the street sweeping.

4) Code Enforcement/Building Inspector: Chief Auderer reported for R Durand stating they worked together on an abatement case on McClellan St. They are in contact with the owner of the property who is working well with them and hope for a great outcome on this.

7) Clerk/Treasurer: C/T Scharber reported she has been busy with the budget and finishing up with the final filing of the grants that are finished.

18. 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**

2) Solid Waste Advisory Board: Councilmember Klamn reported the meeting consisted of the budget and information on no more cooking oil being accepted at the Hazo House in Lacey, due to contaminants.

4) Tenino School Board: Councilmember Davidson reported the Veterans Day Lunch put on by the students was a huge hit. Nov 11 - 16th the High School Drama Club is performing a great play for \$8.00 per person.

5) Thurston Regional Planning Council (TRPC): Councilmember O'Callahan reported they did a study on lite rail in this area, however it will not be beneficial for many years down the road.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

None

ADJOURNMENT

Mayor Fournier adjourned the regular meeting at 8:46 pm.

File Attachments for Item:

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.

**Consent Calendar for November 28, 2023
consisting of:**

- **Payroll EFT's in the amount of \$35,906.18**
- **Claims Checks #31923 through #31946 in the amount of \$569,640.25.**

for a grand total of \$605,546.43

a) Liquor & Cannabis License:

CHECK REGISTER

City Of Tenino

Time: 15:50:47 Date: 11/28/2023

11/15/2023 To: 11/28/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3571	11/20/2023	Payroll	5	EFT	Robert A Auderer	2,530.60	
3572	11/20/2023	Payroll	5	EFT	Veronica A Barnes	1,928.44	
3573	11/20/2023	Payroll	5	EFT	Troy LK Cannon	2,829.39	
3574	11/20/2023	Payroll	5	EFT	Rene Durand	2,045.31	
3575	11/20/2023	Payroll	5	EFT	Brent L Gibbs	2,530.40	
3576	11/20/2023	Payroll	5	EFT	Drew Johnson	3,106.11	
3577	11/20/2023	Payroll	5	EFT	Aaron Lee	2,809.90	
3578	11/20/2023	Payroll	5	EFT	Patrick H Maguire	1,819.88	
3579	11/20/2023	Payroll	5	EFT	Alec C McClelland	3,259.03	
3580	11/20/2023	Payroll	5	EFT	Cole Plaja	1,657.78	
3581	11/20/2023	Payroll	5	EFT	Jason M Plaja	4,577.90	
3582	11/20/2023	Payroll	5	EFT	Jessica Reeves-Rush	1,421.07	
3583	11/20/2023	Payroll	5	EFT	Maria Rodriguez	1,794.13	
3584	11/20/2023	Payroll	5	EFT	Jennifer N Scharber	2,284.17	
3585	11/20/2023	Payroll	5	EFT	Courtney N Sheldon	1,312.07	
3591	11/16/2023	Claims	5	31923	Harvey Law Offices	6,600.00	Christopher/Leah Backus Settlement
3655	11/28/2023	Claims	5	31924	ALS Group USA, Corp	466.00	
3656	11/28/2023	Claims	5	31925	BHC Consultants	55,352.12	
3657	11/28/2023	Claims	5	31926	CSD Attorneys at Law	1,376.00	
3658	11/28/2023	Claims	5	31927	City of Napavine	394,301.10	
3659	11/28/2023	Claims	5	31928	Enviro-Clean Equipment Inc	376.96	
3660	11/28/2023	Claims	5	31929	H D Fowler Co	2,913.92	
3661	11/28/2023	Claims	5	31930	Joe Enbody	1,600.00	
3662	11/28/2023	Claims	5	31931	Lewis County Chemical	169.30	
3663	11/28/2023	Claims	5	31932	Mountain Mist Water	96.01	
3664	11/28/2023	Claims	5	31933	Nicole Mulholland	75.00	409450.30 - 1442 ORCHARD COURT
3665	11/28/2023	Claims	5	31934	Orca Pacific Inc.	15,993.90	
3666	11/28/2023	Claims	5	31935	Puget Sound Energy	3,709.04	
3667	11/28/2023	Claims	5	31936	Quill	561.95	
3668	11/28/2023	Claims	5	31937	Rochester Lumber	128.47	
3669	11/28/2023	Claims	5	31938	Guy Swift	39.77	501800.30 - 805 GARFIELD AVE E
3670	11/28/2023	Claims	5	31939	Tenino Marketfresh	785.62	
3671	11/28/2023	Claims	5	31940	Tenino Telephone Co	1,896.66	
3672	11/28/2023	Claims	5	31941	City Of Tenino	1,604.52	
3673	11/28/2023	Claims	5	31942	Timberland Bank- loans	77,256.74	
3674	11/28/2023	Claims	5	31943	Verizon Wireless (Cell)	814.94	
3675	11/28/2023	Claims	5	31944	Voyager Fleet System	2,879.23	
3676	11/28/2023	Claims	5	31945	Wells Fargo Vendor Fin Serv	449.44	
3677	11/28/2023	Claims	5	31946	Wilson Parts Corporation	193.56	
						91,967.33	001 General Government Fund #001
						776.87	002 Quarry Pool Fund #002
						397,935.29	101 City Street Fund #101
						93,437.21	310 Municipal Capital Imp Fund 310
						7,971.05	401 Water Fund
						2,906.32	402 Water Capital Imp Fund
						10,535.49	410 Sewer Fund
						16.87	421 Sewer Capital Improvement Fund

* Transaction Has Mixed Revenue And Expense Accounts	605,546.43	Claims: 569,640.25	Payroll: 35,906.18
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Washington State
Liquor and Cannabis Board
P O BOX 43098

RECEIVED

NOV 16 2023

CITY OF TENINO

MAYOR OF TENINO
PO BOX 4019
TENINO, WA 98589



Washington State
Liquor and Cannabis Board

P O BOX 43098

www.liq.wa.gov Fax #: (360) 753-2710

November 06, 2023

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

Enclosed please find a list of marijuana licensed premises in your jurisdiction whose cannabis licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 69.50.331 (7).

1) Objection to License Renewal

To object to a cannabis 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.
- o 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 69.50.331 (7)(c).

Your letter of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date (WAC 314-55-165). 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 the objection is received within thirty days of the expiration date or the licensee has already renewed the license, the objection will be considered as a complaint and possible license revocation may be pursued by the enforcement division.

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 marijuana license is placed on hold.

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 marijuana license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License (WAC 314-55-165 (2)(b))

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 cannabis license. 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. The Board members have final authority to renew the cannabis license and will enter a final

5) Procedure If Board Renews License Over Your Objection (WAC 314-55-165 (2)(a))

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 cannabis 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 localauthority@sp.lcb.wa.gov.

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10

C092080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD
LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF TENINO
(BY ZIP CODE) FOR EXPIRATION DATE OF 20240430

DATE: 11/06/2023

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. CANNABIS NORTHWEST C-M INC	CANNABIS NORTHWEST C-M, INC 351 MCCLELLLEN ST S TENINO WA 98589 9573	427770	NON-RETAIL PRIVILEGES

File Attachments for Item:

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.

2024 BUDGET TOTALS

5. City Of Tenino

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

Page: 1

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

5. City Of Tenino

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

Page: 2

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

5. City Of Tenino

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

Page: 3

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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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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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

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

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

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

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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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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
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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
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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
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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

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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

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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

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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

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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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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

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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

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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

5. City Of Tenino

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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

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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

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

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

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

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

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002 Quarry Pool Fund #002

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

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
308 Beginning Balances		0.00

340 Charges For Services		
342 10 00 00	Tuition Fees	0.00
340 Charges For Services		0.00

Fund Revenues: 0.00

EXPENDITURES

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

Fund Expenditures: 0.00

Excess/Deficit: 0.00

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

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

2024 BUDGET TOTALS

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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

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

999 Ending Balance

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

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

2024 BUDGET TOTALS

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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

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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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2024 BUDGET TOTALS

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

REVENUES

397 Interfund Transfers

397 Interfund Transfers 0.00

080 Park, General

594 Capital Expenditures

334 00 10 00 Playground Funds 0.00

594 Capital Expenditures 0.00

080 Park, General **0.00**

Fund Revenues: **3,859,045.21**

EXPENDITURES

330 Intergovernmental Revenues

594 76 60 11 ARPA 2022 0.00

330 Intergovernmental Revenues 0.00

521 Law Enforcement

594 21 45 00 Law Enforcement - Vehicle Lease 0.00

594 21 45 01 Police Cruiser 0.00

521 Law Enforcement 0.00

558 Community Planning & Economic Development

594 58 60 01 Port/Facade Grants 10,000.00

594 70 00 00 Leg Direct Grant-Park Bathrooms 575,000.00

558 Community Planning & Economic Development 585,000.00

594 Capital Expenditures

594 18 60 03 Danger Tree Management 15,000.00

594 18 62 01 Library 0.00

594 21 00 03 Nisqually Tribe Grant 40,000.00

594 21 45 02 PW Truck-Street Sweeper 51,952.02

594 21 60 00 Law Enforcement-Toughbook Puchase 0.00

594 21 60 04 Dowies Bldg Renovation 0.00

594 21 60 05 Dowies Bldg Sign 0.00

594 75 60 01 Museum Reno 1,000.00

594 76 43 00 Professional Services - Engineer Cont 20,000.00

594 76 50 05 ARPA 2021 0.00

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

2024 BUDGET TOTALS

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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

2024 BUDGET TOTALS

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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

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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

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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

5. City Of Tenino

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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

5. City Of Tenino

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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

2024 BUDGET TOTALS

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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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2024 BUDGET TOTALS

5. City Of Tenino

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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

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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

5. 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

5. ty Of Tenino

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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

5. ty Of Tenino

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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

5. City Of Tenino

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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
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308 Beginning Balances		0.00
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380 Non Revenues

386 00 00 00	Receipts From Court	0.00
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380 Non Revenues		0.00
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Fund Revenues:		0.00
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EXPENDITURES

580 Other Decreases In Fund Resources

586 00 00 03	Expenditures For TMC	0.00
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580 Other Decreases In Fund Resources		0.00
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999 Ending Balance

508 80 00 10	Ending Balance	0.00
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508 91 00 10	Ending Balance	0.00
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999 Ending Balance		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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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

File Attachments for Item:

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.

LEVY LIMITATIONS WORKSHEET

TAXING DISTRICT City of Tenino 2023 Levy for 2024 Taxes

Instructions for electronic version of form - Fill in highlighted cells all other self populate.

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).
 Year 2022 \$317,563.16 # 101.000% = \$320,738.79
Highest Lawful Levy Since 1985 Limit Factor/Max Increase 101%

B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).
\$6,288,900 × 1.368710168917 ÷ \$1,000 = \$8,607.68
A.V. Last Year's Levy Rate

C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) (value included in B & D cannot be included in C)
0 × 1.368710168917 ÷ \$1,000 = \$0.00
A.V. Last Year's Levy Rate

D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).
\$5,730,699 - \$6,443,759 = \$ (713,060.00)
Current Year's A.V. Previous Year's A.V. Remainder
0 × 1.368710168917 ÷ \$1,000 = 0
Remainder from Line D Last Year's Levy Rate

E. Regular property tax limit: A+B+C+D = \$329,346.47

Parts F through H are used in calculating the additional levy limit due to annexation.

F. To find the rate to be used in G, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.
\$329,346.47 ÷ \$259,274,236 × \$1,000 = 1.270263004458
Total in Line E Assessed Value Less Annexed AV

G. Annexed area's current assessed value including new construction and improvements, times the rate in Line F.
0 × 1.270263004458 ÷ \$1,000 = 0
Annexed Area's A.V. Rate in Line F

H. Regular property tax limit including annexation E+G = \$329,346.47

I. **Statutory maximum calculation**
 Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.
3.600000000000 - 1.500000000000 - 0.50 + 0.00 = 1.600000000000
District base levy rate Fire or RFA Rate Library Rate Firefighter Pension Fund Statutory Rate Limit
\$259,274,236 × 1.600000000000 ÷ \$1,000 = \$414,838.78
A.V. of District Statutory Rate Limit Statutory Amount

J. **Highest lawful Levy For This Tax Year (Lesser of H and I)** = \$329,346.47

K. **New highest lawful levy since 1985** (Lesser of I & H minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase) = \$329,346.47

L. **Tax Base For Excess Levies**

1. Regular levy taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) \$259,274,236

2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value. _____

3. Plus Timber Assessed Value (TAV) _____

4. Tax base for excess and voted bond levies (1-2+3) \$259,274,236

Excess Levy Rate Computation - Excess levy amount divided by the assessed value in Line L4 above.
0.000000000000 ÷ \$259,274,236 × \$1,000 = 0.000000000000
Levy Amount A.V. from Line L4 above

Bond Levy Rate Computation - Bond levy amount divided by the assessed value in Line L4 above.
0.000000000000 ÷ \$259,274,236 × \$1,000 = 0.000000000000
Levy Amount A.V. from Line L4 above

Population: Less than 10,000 10,000 or more **Res/Ord Amount** **732.45**

Was a resolution/ordinance adopted authorizing an increase over the previous year's levy? Yes No

Was a second resolution/ordinance adopted authorizing an increase over the IPD? Yes No N/A

If so, what was the percentage increase? _____ **Calculated % Increase** **\$0.00**

A. Previous year's actual levy adjusted by the increases as stated in ordinance or resolution (RCW 84.55.120).

Year	<u>2022</u>	<u>\$320,006.34</u>	+	<u>732.45</u>	=	<u>\$320,738.79</u>
		Previous Year's Actual Levy		Plus Resolution Increase Amount		
Year	<u>2022</u>	<u>\$320,006.34</u>	×	<u>0.228886090194%</u>	=	<u>\$320,738.79</u>
		Previous Year's Actual Levy		Resolution Percentage of Increase		

B. Amount for new construction, improvements, & certain green energy (Line B page 1) = \$8,607.67

C. Amount for increment value increase (Line C page 1) = \$0.00

D. Amount for increase in value of state-assessed property (Line D, page 1) = 0

E. Amount for increase in annexation (Line G, page 1) = 0

F. Total levy amount authorized, including the annexation Lesser of A+(B+C+D+E) = \$329,346.46

G. Total levy amount authorized by resolution (F) plus amount refunded or to be refunded (RCW 84.55.070).

<u>\$329,346.46</u>	+	<u>\$1,251.50</u>	=	<u>\$330,597.96</u>
Total from Line F		Amount to be Refunded		Amount allowable per

H. Total amount certified by county legislative authority or taxing district as applicable. (RCW 84.52.020 and RCW 84.52.070) = \$330,597.97

I. Levy limit from line H on page 1, plus amount refunded or to be refunded (RCW 84.55.070).

<u>\$329,346.47</u>	+	<u>\$1,251.50</u>	=	<u>\$330,597.97</u>
Line H, Page 1		Amount to be Refunded		Total

J. Amount of taxes recovered due to a settlement of highly valued disputed property (RCW 84.52.018).

<u>\$330,597.96</u>	-	<u> </u>	=	<u>\$330,597.96</u>
Lesser of G, H, or I		Amount Held in Abeyance		Total

K. Statutory limit from line I on page 1 (dollar amount, not the rate) = \$483,285.36

L. Lesser of J & K \$330,597.96

M. **Levy Corrections** Year of Error: _____

1. Minus amount over levied (if applicable) _____

2. Plus amount under levied (if applicable) _____

N. **Total:** L +/- M \$330,597.96

O. **Regular Levy Rate Computation Without Levy Error Correction**
 Use this rate in next year's levy calculations unless it's changed due to levy error, other limitation, or there's a road levy shift.

<u>\$330,597.96</u>	÷	<u>\$259,274</u>	×	<u>\$1,000</u>	=	<u>1275.091061965330</u>
Lesser of K and L		Amount on line L1 on page 1				rate w/o error correction

P. **Regular Levy Rate Computation:** Lesser of K and N divided by the assessed value in line L1 on page 1.
 Use this rate for the current year's tax roll unless it is changed due to another levy limitation such as the \$5.90 limit.

<u>\$330,597.96</u>	÷	<u>\$259,274,236</u>	×	<u>\$1,000</u>	=	<u>1.275089901335</u>
Lesser of K & N		Amount on line L1 on page 1				rate before aggregate check

Q. **Road Levy Shift Rate Computation - (Do not enter a shift amount in both shift fields.)**

R. _____ **OR** _____
 Amount shifted **TO** this taxing district Amount shifted **FROM** this taxing district

S. \$330,597.97 ÷ \$259,274,236 × \$1,000 = 1.275089939904
 Post Shift Levy Amount Amount on line L1 on page 1 Post Shift Levy Rate

6.

We don't have the Library rate yet, but there stat max is .5
the stat max for the fire is 1.50

File Attachments for Item:

7. WWTP Influent Screen Replacement Engineering.

Recommended Action: Motion to approve WWTP Screen replacement Engineering.

**EXHIBIT A
AUTHORIZATION FOR ENGINEERING SERVICES NO. 2023-003
CITY OF TENINO, WASHINGTON**

**WWTP INFLUENT SCREEN REPLACEMENT ENGINEERING REPORT
PER WAC 173-240-130**

The Engineer is hereby authorized to perform Engineering Services for the Client as provided for in our General Agreement for Professional Engineering Services executed December 16, 2016, and extended by amendment on December 12, 2018, and as more fully described herein:

PROJECT DESCRIPTION

The Client desires to install new raw sewage influent screens at the WWTP headworks to replace existing influent screening units. The new screens will be rotary drum screens and may need to be located outside of the headworks room due to equipment size.

An engineering report prepared in accordance with WAC 173-240-130 will be prepared for review and approval by the Client and the Washington Department of Ecology (Ecology). This report will be the basis for subsequent design work that will occur once the report is approved.

ASSUMPTIONS

The following assumptions were utilized by Engineer in developing the scope of work and estimated budget:

1. Drawings and documents prepared by Engineer will be provided to the Client in .pdf and CAD format.
2. No field survey work will be performed by Engineer.

INFORMATION TO BE PROVIDED BY CLIENT

The Client will provide the following information to the Engineer for use on this project:

- Client's most recent 36-months of Wastewater Treatment Plant Daily Monitoring Reports (DMR's);
- Population projections for the sanitary sewer service area in 2044.

SCOPE OF SERVICES:

The Engineer shall perform the following services under this Agreement.

Task 1 - Project Management, Administration & Meetings:

The Engineer will perform day to day management activities including oversight of Engineer's work, scheduling, budgeting, invoicing and preparing monthly progress reports to Client. Project management will also include coordination and communication with Client and Ecology.

Kickoff Meeting:

The Engineer will conduct a project kickoff meeting with Client staff.

Progress Meetings:

The Engineer will conduct 2 progress meetings with the Client. The meetings will be 4-5 weeks apart.

Meetings with Ecology and Tenino:

The Engineer will participate in up to 2 meetings with the Client and Ecology to review report elements prior to submission of the Engineering Report to Ecology.

Task 2 - Gather & Review of Available Information and Data

The Engineer will review Client provided information regarding the existing headworks layout and design.

Task 3 - Prepare an Engineering Report in Accordance with WAC 173-240-130

The Engineer will prepare an engineering report in accordance with WAC 173-240-130. The report will be sufficiently complete so that design plans and specifications can be developed from it without substantial changes.

The engineering report shall include the following information:

- a. Current flow and population served information.
- b. Influent flow, waste load and population served projections for a 20-year planning horizon;
- c. Current plant performance data and analyses.
- d. Basic design data and sizing calculations that impact the treatment units.
- e. A description of the existing treatment process and operation, including a flow diagram and hydraulic profile.
- f. All necessary maps and layout plan views, conceptual cross-sections/profiles, and figures as appropriate.
- g. A discussion of the various alternatives evaluated, recommended alternatives with design criteria and the reasons other alternatives evaluated are not preferred.
- h. An implementation schedule for final design, permitting and construction of recommended plant upgrades.
- i. A planning level opinion of total project cost for design, permitting, and construction of the recommended alternatives. This opinion of cost will include sales tax and an appropriate level of contingency.

The Engineering Report will be reviewed and approved by the Client and Ecology.

The Engineer will provide a draft of the report to the Client for review and comment in pdf format.

The Engineer will address Client review comments and will revise the draft Engineering Report as appropriate and will provide an updated draft Engineering Report to the Client for submittal to Ecology for their review and comment.

The Engineer will address Ecology review comments and will revise the draft Engineering Report as appropriate. The final Engineering Report will be reviewed with the Client and will then be submitted by the Client for final approval to Ecology.

All draft and final deliverables will be provided to the Client in pdf format.

Task 4 - Scoping for Final Design and Permitting

The Engineer will prepare a proposed scope of work, schedule and budget for final design and permitting for use in executing an Amendment to this Authorization for design engineering services at the completion of the engineering report phase.

SCHEDULE MILESTONES

Complete Alternatives Evaluation and Make Recommendations to City - February 2, 2024

Prepare SEPA Checklist and Provide to City for Review - February 16, 2024

Submit Draft Engineering Report to City for Review - April 5, 2024

Revise Draft Engineering Report to Address City Review Comments - April 19, 2024 Submit

Draft Engineering Report to Ecology for Review - May 3, 2024

Revise Draft Engineering Report to Address Ecology Review Comments - June 7, 2024

BUDGET:

The Engineer’s budget shall be \$24,300 per the attached Exhibit B. Engineer will not exceed the budget amount in completing the identified Scope of Work without the Client’s prior authorization.

GIBBS & OLSON, INC.



By: Richard A. Gushman, President

Date: November 21, 2023

CITY OF TENINO

By: Wayne Fournier, Mayor

Date: _____

Attachment:
Exhibit B - Budget Estimate

File: 0751.Pending

Exhibit B - Budget Estimate
 Tenino Influent Screen Engineering Report
 November 21, 2023
 Gibbs & Olson, Inc.



Task No.	Task Description	Prin.	Proj. Mgr.	Engr. V	Engr. II	CAD	Admin.	Amount
1	Project Management & Administration	2	6	2	4	0	0	\$2,830
2	Gather and review Background data	2	4	2	12	0	0	\$3,604
3	Prepare Draft and Final Report	1	8	16	40	8	12	\$13,260
4	Prepare SEPA checklist	1	2	2	6	0	0	\$1,998
5	Scoping for Final Design and Permitting	2	4	2	2	0	0	\$2,084
Subtotal		8	24	24	64	8	12	\$23,776
Mileage								\$120
Reproduction								\$240
Misc. Expenses								\$164
Total Estimated Budget								\$24,300
Hourly Rates		\$252	\$221	\$196	\$152	\$121	\$88	

File Attachments for Item:

8. Park Master Plan Agreement

Recommended Action: Motion to approve Park Master Plan agreement.

Exhibit A

Tenino City Park Master Plan & RCO Grants Preparation

Scope of Work

This assignment includes the work to be performed by RWD Landscape Architects, (hereinafter RWD) for Tenino City Park (Project) on behalf of the City of Tenino (hereinafter Client). It is understood this Project's Goal is to accomplish two Task Orders.

1. Prepare Master Plan Update for Tenino City Park.
2. Prepare up to four RCO Grants Applications for Tenino City Park. The four RCO Grants are as follows.
 - Youth Athletic Facilities (YAF)
 - WWRP/Local Parks (Local Parks)
 - Community Outdoor Athletic Facility (COAF)
 - Land and Water Conservation Fund (LWCF)

Basis of Proposal

This Scope of Services and Fee Proposal is based upon written documentation provided by, and discussions with Jessica Reeves-Rush, City of Tenino P.A.R.C Specialist.

Task Order 1 Scope of Services

RWD will provide the Scope of Services as defined herein.

Task 1 Master Plan

Task 1.01 Site Analysis

The Owner has provided a Design Survey/Aerial Mapping to RWD. RWD will visit site with survey in hand to confirm if any additional survey is necessary and to document site features not shown. RWD will visit site with Owner to further understand the site conditions.

Task 1.02 Program Element Range Definition

Owner and RWD will examine the range, type, size, and approximate location of neighborhood park program elements. Owner and RWD will define the program mix that will compose the 3 Master Plan Options. This will occur during an in-person meeting with Tenino Staff. RWD will prepare a Program Element list for each Master Plan Option as a result of this meeting.

Task 1.03 Generate 3 Master Plan Options

RWD will generate 3 sketch level master plan options for Owner review. Owner will have one week to redline options after which RWD will document the options in ACAD. RWD will provide utilities connections for each option. The Master Plan Options will be prepared in ACAD and presented over the aerial photo. These Options will not be colored and rendered.

Task 1.04 Provide Cost Estimates

RWD will prepare a detailed itemized Estimate of Capital Cost for each of the 3 Master Plan Options, however it is understood the estimates will reflect the design maturity of the Project. Estimates will include construction cost items, taxes, contingency, A/E services, and escalation to the construction year.

Task 1.05 Park and Recreation Commission Review

RWD will help the Park and Recreation Commission review and become familiar with the Master Plan Options. RWD will discuss the Public Open Houses' goals, protocol, and intended outcomes with the Commission. Volunteers for Stations will be sought.

Task 1.06 Public Open House 1: Master Plan Options

RWD will prepare the materials for Public Open House 1. There will be four stations at the Open House, each will be staffed by a Parks Commissioner. Station 1 is the introductory station whereby the park planning process and schedule will be explained. Stations 2, 3, and 4 will be where the Master Plan Options are explained by the Park Commissioners. For each Master Plan Option Station, 2 boards will be produced. The first board will show the Design Survey, aerial photo, and the Master Plan Option lays out onto the site. The second board will illustrate photo images (Image Board) of some of the major park features. The colored and rendered boards will measure 36" by 48" and mounted on foam core board. The Park Commissioners will describe the advantages and disadvantages of the Master Plan Option at these Stations. Staff and RWD will "roam" and help the Public with understanding the Master Plan Options. Public participants will be given one green dot sticker serving as their one vote for their preferred plan. The Public will be given the opportunity to write down their comments on their preferences and opinions for each Master Plan option and selected Master Plan features. No public presentation is included.

Task 1.07 Park and Recreation Commission Review

The Commission will discuss and evaluate each option through the lens of the Decision Matrix and select the Preferred Master Plan.

Task 1.08 Preferred Master Plan Option Refinement, Phased Master Plan & Master Plan Cost per Phase

Based upon the Owner's written direction, RWD will revise the Preferred Master Plan graphic and capital cost. Owner and RWD will determine the phasing of the Preferred Master Plan. RWD will prepare the Phasing Plan graphic and capital cost per phase. Estimates will include construction cost items, taxes, contingency, A/E services, and escalation to the construction year.

Task 1.09 Maintenance Costs per Master Plan Phase

RWD will prepare the maintenance cost for each project phase.

Task 1.10 Public Open House 2: Preferred Master Plan Refinement & Cost

RWD will prepare the materials for Public Open House 2. There will be 3 stations at the Open House, each will be staffed by a Parks Commissioner. Station 1 is the introductory station whereby the park planning process and schedule will be explained. Station 2 will focus on the Preferred Master and will be supported by 2 boards. The first board will show the Design Survey, aerial photo, and the Master Plan Option laid out onto the site. The second board will illustrate photo images (Image Board) of some of the major park features in the Preferred Option. The boards will measure 36" by 48". Station 3 will focus on the Phasing Plan. Staff and RWD will "roam" and help the Public with understanding and justifications for the Master Plan. The Public will be given the opportunity to write down their comments.

Task 1.11 Master Plan Deliverables

Master Plan deliverables include the following in hardcopy and electronic form; colored and rendered Master Plan (15% Design), Phasing Plan, and Estimate of Probable Costs by Phase.

Task 1.12 PreSubmission Conference

RWD will prepare for and attend the PreSubmission Conference.

Task 1.13 Master Plan Adoption by City Council

Owner will present Master Plan to Tenino City Council and to gain Council adoption. RWD will attend to answer technical questions.

Task 1.14 Project Management

Manage the project progress & direction, communications with Owner, review items provided by others, provide project administration. It is assumed RWD will have minor interaction with the public works and transportation improvements.

Task 2 Grants Preparation

Task 2.01 Grant Strategy Session

Review Client PROS Plan and Capital Projects lists. RWD will meet with Client on one occasion to review near-term Capital Projects that may be good candidates for RCO Grants for the next few Grant cycles.

Task 2.02 Project Initiation

RWD will review existing Project information and note if any relevant Grant information is missing. RWD will gather relevant demographic and “Undeserved Communities” information. RWD will develop a project schedule and responsibilities table.

Task 2.03 Review Estimate of Probable Costs

RWD will review Estimate of Probable Costs. RWD will identify any missing or incomplete cost information and will revise the estimate if necessary. RWD will input cost information by others into a new spreadsheet which will be organized in RCO format. All RCO cost categories will include mobilization, tax, contingency, and escalation to the construction year.

Task 2.04 Prepare Grant Graphics & Answer Technical Questions

RWD will prepare the LWCF and the Local Parks Grant Graphics necessary for both Grants applications. RWD will prepare a Climate Positive Design Scorecard for the Project. RWD will prepare and submit the full Grant Applications via PRISM.

Task 2.05 COAF Technical Review – PreApplication Evaluation

RWD will prepare the graphics, narrative, and powerpoint presentation for the COAF PreApplication Evaluation.

Task 2.06 LWCF Technical Review – Prepare LWCF Presentation & Dry-Runs

RWD will prepare the graphics, narrative, and powerpoint presentation for the LWCF Grant Technical Review. RWD will practice dry runs with Client via a virtual meeting format. RWD will attend the RCO Technical Review presentations and take notes and observations to improve presentation flow, content, and delivery.

Task 2.07 Local Park Technical Review – Prepare Local Parks Presentation & Dry-Runs

RWD will prepare the graphics, narrative, and powerpoint presentation for the Local Parks Grant Technical Review. RWD will practice dry runs with Client via a virtual meeting format. RWD will attend the RCO Technical Review presentations and take notes and observations to improve presentation flow, content, and delivery.

Task 2.08 COAF Technical Review – Prepare Presentation & Dry-Runs

RWD will prepare the graphics, narrative, and powerpoint presentation for the COAF Grant Technical Review. RWD will practice dry runs with Client via a virtual meeting format. RWD will attend the COAF Technical Review presentations and take notes and observations to improve presentation flow, content, and delivery.

Task 2.09 COAF Final Evaluation Presentation

Based upon the Technical Review Comments, RWD will revise the presentation, narrative, graphics, and estimate as necessary for the Final Evaluation Presentation. RWD will attend the COAF Grant Evaluation Presentation via a virtual meeting format and answer technical questions (RWD will sit second chair).

Task 2.10 LWCF Final Evaluation Presentation

Based upon the Technical Review Comments, RWD will revise the presentation, narrative, graphics, and estimate as necessary for the Final Evaluation Presentation. RWD will attend the Grant Evaluation Presentation via a virtual meeting format and answer technical questions (RWD will sit second chair).

Task 2.10 Local Parks Final Evaluation Presentation

Based upon the Technical Review Comments, RWD will revise the presentation, narrative, graphics, and estimate as necessary for the Final Evaluation Presentation. RWD will attend the Grant Evaluation Presentation via a virtual meeting format and answer technical questions (RWD will sit second chair).

Task 2.09 Project Management

This Task accounts for the RWD's time to manage the Project's contractual elements, scheduling, billing and timing of Project, communication with Client, and manage the coordination of, and the execution of the Project Schedule.

Additional, Excluded Services

Specific items that are not within the scope of work/services include, but are not limited to, the following. RWD can provide these services at an additional cost.

- Design Survey
- Biological Baseline Characterization
- Wetland or Critical Area Report
- Full Geotechnical Investigation & Report
- Traffic Studies, Traffic Impact Analysis
- Stormwater Drainage report/studies/design other than as described herein
- Biological Evaluation
- Maintenance Cost projections
- Architectural, Mechanical, Electrical, Civil or Structural engineering services other than as described herein
- 30%, 65%, 95% & 100% Plans, Estimate and Specifications, Bidding Services or Construction Services for On-site and Off-site improvements
- Observation Services of any on-site or off-site, mitigation and building improvements other than defined in the Scope of Services
- Legal Descriptions of easements, Rights-of-Ways, etc.
- Web-site preparation and hosting, visual impact analysis, photo-simulations,
- SITES or LEEDS accreditation
- Tree valuation, Tree removal quantity count
- Noise Studies, Air Quality Studies
- Boundary and ALTA Surveys
- Meeting attendance other than those listed herein
- Stream or Ordinary High-Water Mark delineation, Wetland, Wildlife, Habitat & Fisheries investigations & Impact Analysis other than as described herein
- Grant Writing, graphics, & applications other than listed herein
- SEPA, JARPA, any environmental or regulatory permitting
- Hydrogeologic Report, Hydrology Studies, Environmental Studies, Water Quality Testing & Monitoring
- Visual Impact Analysis
- Cultural Resources investigations & monitoring, Heritage Documentation Programs, other than defined herein

Professional Fee

Professional Fees to accomplish the Scope of Services are shown on Exhibit B1 and B2. RWD will perform the Scope of Services defined herein on a Time & Materials.

Client Responsibilities

Client shall provide the following information or services as required for performance of the work. RWD assumes no responsibility for the accuracy of such information or services and shall not be liable for errors and omissions therein. Should RWD be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Additional Services.

- Client will provide RWD with graphic and photographic images (.jpegs) of trail corridor plans, project, and park patrons. Client will provide graphics of regional location and Pierce County in a high resolution .jpeg format. Client will also provide economic data. Client will help obtain other information that may be helpful such as School Lunch Program participation.
- Client will provide Master Plan graphics, narrative, and cost estimates in editable (original) format.
- Client will provide deed and tenure information and Letters of Support.
- Client will submit Letter of Intent to RCO.
- Client will provide Match Certification, Commission Resolution and other documents that only the Client can provide.

Exhibit B - Tenino City Park Master Plan Fee

City of Tenino			Bob Droll, ASLA		Ann Dinthongsai		Clerical	
#	Task	Task Total	hrs.	subtotal	hrs.	subtotal	hrs.	subtotal
1.00	Master Plan							
1.01	Site Analysis	\$ 1,140.00	4	\$ 680.00	4	\$ 460.00		\$ -
1.02	Program Element Range Definition	\$ 1,600.00	4	\$ 680.00	8	\$ 920.00		\$ -
1.03	Generate 3 Site Plan Options	\$ 9,600.00	24	\$ 4,080.00	48	\$ 5,520.00		\$ -
1.04	Provide Cost Estimates	\$ 1,600.00	4	\$ 680.00	8	\$ 920.00		\$ -
1.05	Park and Recreation Commission Review	\$ 680.00	4	\$ 680.00		\$ -		\$ -
1.06	Public Open House 1: Master Plan Options	\$ 2,280.00	8	\$ 1,360.00	8	\$ 920.00		\$ -
1.07	Park and Recreation Commission Review	\$ 680.00	4	\$ 680.00		\$ -		\$ -
1.08	Preferred Master Plan Option Refinement, Phased Master Plan & Master Plan Cost per Phase	\$ 5,500.00	8	\$ 1,360.00	36	\$ 4,140.00		\$ -
1.09	Maintenance Costs per Master Plan Phase	\$ 1,480.00	6	\$ 1,020.00	4	\$ 460.00		\$ -
1.10	Public Open House 2: Preferred Master Plan Refinement & Cost	\$ 2,740.00	8	\$ 1,360.00	12	\$ 1,380.00		\$ -
1.11	Master Plan Deliverables	\$ 1,600.00	4	\$ 680.00	8	\$ 920.00		\$ -
1.12	PreSubmission Conference	\$ 800.00	2	\$ 340.00	4	\$ 460.00		\$ -
1.13	Master Plan Adoption by City Council	\$ 680.00	4	\$ 680.00		\$ -		\$ -
1.14	Project Management	\$ 5,240.00	24	\$ 4,080.00	8	\$ 920.00	4	\$ 240.00
	Master Plan Subtotal	\$ 35,620.00		\$ 18,360.00		\$ 17,020.00		\$ 240.00
	Direct Expenses	\$ 600.00						
	Professional Master Plan Services Total	\$ 36,220.00						

*Includes 10% Administration Fee

Future Design Tasks

Design	30% Design Submittal	To be determined		\$ -		\$ -		\$ -
	60% Design Submittal	To be determined		\$ -		\$ -		\$ -
	95% Design Submittal	To be determined		\$ -		\$ -		\$ -
	Permitting	To be determined		\$ -		\$ -		\$ -
	100% Bid Documents	To be determined		\$ -		\$ -		\$ -
Construction	Bidding Services	To be determined		\$ -		\$ -		\$ -
	Construction Observation	To be determined		\$ -		\$ -		\$ -
	Warranty	To be determined		\$ -		\$ -		\$ -
	Project Management	To be determined		\$ -		\$ -		\$ -
	Subtotal							
	Direct Expenses							
	Professional Master Plan Services Total	\$ -						

2.00	Grants Preparation for RCO Grants: Youth Athletic Facilities (YAF) Grant, WWRP/Local Parks, Community Outdoor Athletic Facility (COAF), & Land & Water Conservation Fund (LWCF)							
2.01	Grant Strategy Session	\$ 1,140.00	4	\$ 680.00	4	\$ 460.00		\$ -
2.02	Project Initiation	\$ 2,280.00	8	\$ 1,360.00	8	\$ 920.00		\$ -
2.03	Review Estimate of Probable Costs	\$ 680.00	4	\$ 680.00		\$ -		\$ -
2.04	Prepare Grant Graphics & Answer Technical Questions	\$ 9,640.00	8	\$ 1,360.00	72	\$ 8,280.00		\$ -
2.05	COAF - PreApplication Evaluation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -
2.06	LWCF Technical Review - Prepare Presentation & Dry -runs	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -

Exhibit B - Tenino City Park Master Plan Fee

City of Tenino				Bob Droll, ASLA		Ann Dinthongsai		Clerical	
#	Task	Task Total	hrs.	subtotal	hrs.	subtotal	hrs.	subtotal	
2.07	Local Parks Technical Review - Prepare Presentation & Dry-runs	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.08	COAF Technical Review - Prepare Presentation & Dry-runs	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.09	COAF Final Evaluation Presentation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.10	LWCF Final Evaluation Presentation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.11	Local Parks Final Evaluation Presentation	\$ 2,520.00	4	\$ 680.00	16	\$ 1,840.00		\$ -	
2.12	Project Management	\$ 3,880.00	16	\$ 2,720.00	8	\$ 920.00	4	\$ 240.00	
Subtotal		\$ 35,260.00							
Direct Expenses		\$ 400.00							
Professional RCO Grant Services Total		\$ 35,660.00							
Professional Master Plan Services Total		\$ 36,220.00							
Professional RCO Grant Services Total		\$ 35,660.00							
Professional Services Total		\$ 71,880.00							

File Attachments for Item:

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

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.

Wayne Fournier, Mayor

Attest:

Approved as to form:

Jen Scharber, Clerk/Treasurer

Richard L. Hughes, Attorney

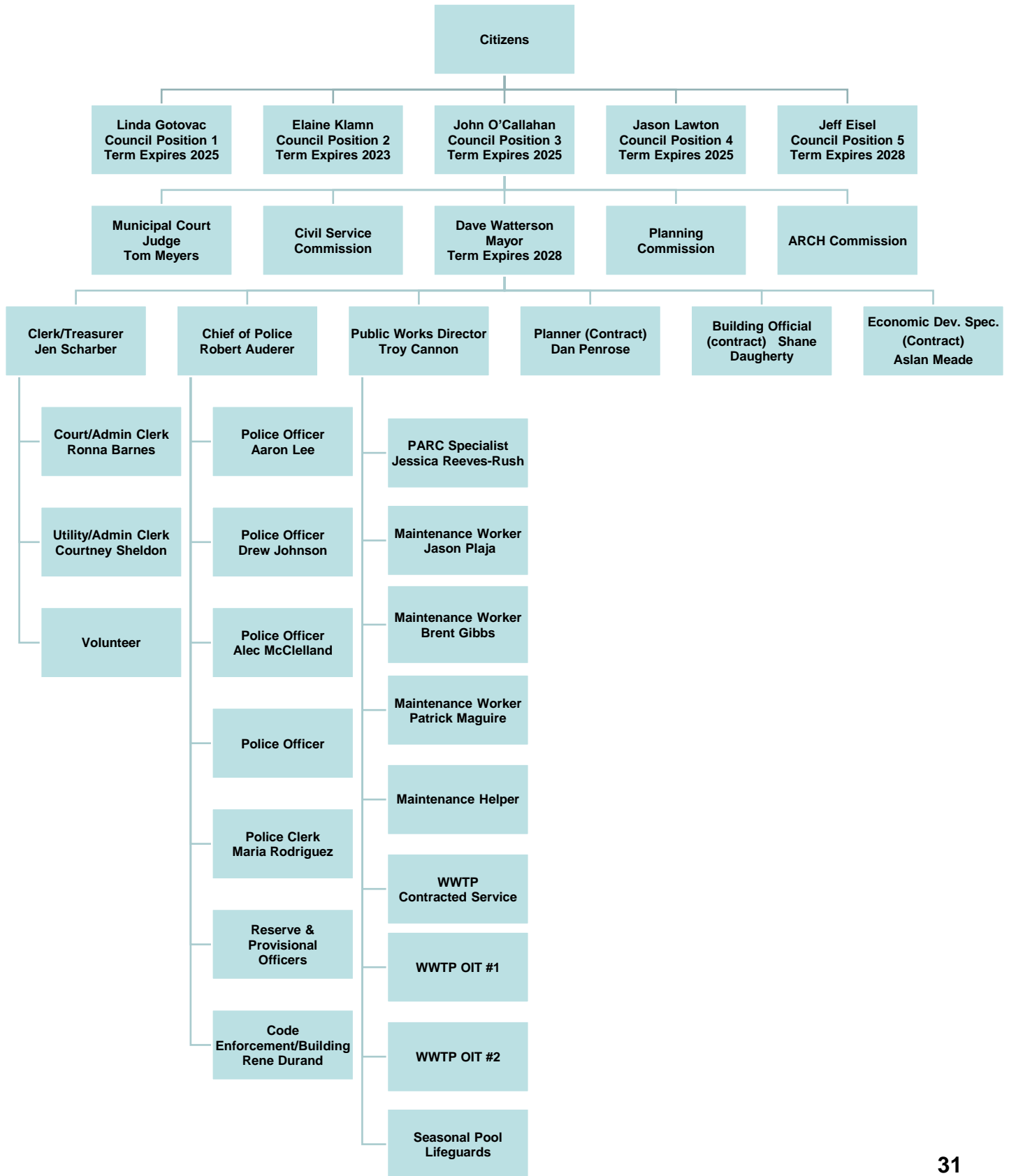
2024 SALARY SCHEDULE

Position	FTE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
PUBLIC SAFETY									
Police Chief	1.00	exempt	\$6,421.35	\$6,674.23	\$6,940.45	\$7,221.17	\$7,368.21	\$7,662.22	\$8,045.32
Police Officer *	4.00	non-exempt	\$5,445.00	\$5,730.45	\$6,032.40	\$6,334.35	\$6,651.15	\$6,985.80	\$7,335.09
Public Safety Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.10	\$27.44	\$28.81
Code Enforcement/Building Official *****	1.00	hourly	\$21.90	\$23.55	\$25.31	\$27.21	\$27.88	\$29.27	30.73
PUBLIC WORKS									
Public Works Director	1.00	exempt	\$6,421.35	\$6,674.23	\$6,940.45	\$7,221.17	\$7,368.21	\$7,662.21	\$8,045.32
Maintenance Worker ** *** *****	4.00	hourly	\$21.90	\$23.55	\$25.31	\$27.21	\$27.88	\$29.27	\$30.73
Public Works Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.14	\$27.44	\$28.81
Maintenace Helper-Seasonal	1.00	hourly	\$16.49	\$17.31	\$18.18	\$19.08	\$20.03	\$21.03	\$22.08
Seasonal - Supervisory Lifeguard	****	hourly	\$18.46	\$19.38	\$20.34	\$21.35	\$22.41	\$23.53	\$24.70
Seasonal-Pool attend/Lifeguards	****	hourly	\$16.49	\$17.31	\$18.18	\$19.08	\$20.03	\$21.03	\$22.08
CITY HALL									
Clerk/Treasurer	1.00	exempt	\$6,683.85	\$6,936.73	\$7,202.95	\$7,483.67	\$7,630.71	\$7,935.21	\$8,331.97
Admin/Utility Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.14	\$27.44	\$28.81
Court/Admin Clerk	1.00	hourly	\$20.45	\$21.98	\$23.64	\$25.47	\$26.14	\$27.44	\$28.81
Total FTE		17.0							
* Duty Differential of \$100.00/month for extra Police Officer Duties - 1xSergeant, 4xFTO, 1xFirearms Instructor, 1xSRO, 1xDetective									
** \$10.00 per animal control event (Maximum of five (5) per month per employee)									
*** Duty Differential of \$100.00/month for extra Public Works Duties - 1xSupervisor, 3xCCC.									
****Duty Differential of WWTP Operator \$100 Level 1, \$200 Level 2, \$300 Level 3.									
*****Duty Differential of up to \$350/Month-Code Enforcement & Up to \$250/Month- Building Official									
*****Longevity Pay- \$100.00 additional each month for every 5 years of service.									

Mayor Elected \$1500.00 per month
 Council members Elected \$100.00 per month plus \$50/meeting (max 3 meetings/month)

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

City of Tenino Organization Chart 2024





CITY OF TENINO

2024 Budget

Abstract

Following the end of a pandemic, Tenino preserved and remained balanced in the budget that supports the levels of service the Citizens of Tenino have come to expect.

Jen Scharber, Clerk/Treasurer
jscharber@cityoftenino.org

CITY OF TENINO

2024 BUDGET

This budget has been adopted as required by the Revised Code of Washington (RCW) for the operation of the City during the Fiscal Year, January 1, 2024 through December 31, 2024. This budget will assist you in understanding the budget process as required for a municipal government, as well as the goals and priorities for the City of Tenino.

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

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

The Budgeting Process

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

The City of Tenino is an optional code city, and is required to format, adopt and implement an operating budget under the Revised Code of Washington (RCW), Chapter 35A. The City, as is required by statute, operates under cash basis accounting principles. What this means is that revenues are recognized when received, and expenditures are recognized when paid (with the sole exception of a 20-day period after the close of any fiscal year in which expenditures are appropriately accounted for in the previous year). Revenues and expenditures, as appropriated, will determine the level of service provided by each department within the City.

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

Legal Requirements

The official legal calendar for the development and adoption of a budget is specified by State statute. The process must begin by the second Monday in September and must be completed by the last day of the current year. The calendar for 2024 has already been prepared and is available from the Clerk/Treasurer upon request.

Budgeting Policies

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

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

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

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

Budget Development Process

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

The process for the creation of a budget in any given fiscal year is:

Beginning in August –

Clerk-Treasurer

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

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

Department Heads

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

In September & October –

Clerk-Treasurer

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

Mayor

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

Department Heads

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

In November

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

In December

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

*The Department Heads returned their Budget Estimates to the Clerk on **September 7, 2023**, and the Clerk provided revenue estimates to the Mayor on **September 21, 2023**. The Mayor presented the Executive Budget to the City Council at a Regular meeting thereof on October 24, 2023.*

*The first Public Hearing on the issue of Ad Valorem Taxes was held at a Regular Meeting of the City Council on November 14, 2023.. The second Public Hearing occurred at a Regular City Council meeting on November 28, 2023. **Resolution 2023-11**.*

The first Public Hearing on the Proposed 2024 Budget was held at a Regular Meeting of the Tenino City Council on November 14, 2023. The second Public Hearing occurred at a Regular City Council meeting on November 28, 2023.

*The first reading of Ordinance **929**, the City of Tenino 2024 Budget, occurred on November 28, 2023. After a second reading on December 12, 2023, **Ordinance 929** was formally adopted during a Regular meeting of the Tenino City Council.*

GOVERNMENTAL STRUCTURE

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

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

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

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

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

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

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

Council: The Council is comprised of five members at large, who are elected by the constituents of the City of Tenino. As such, they are the legislative body of the City. It is

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

2024 Elected Officials and Terms of Office

Name	Position	Term
David Watterson	Mayor	01/01/24 – 12/31/28
Linda Gotovac	Council No. 1	01/01/22 – 12/31/25
Elaine Klamn	Council No. 2	01/01/20 – 12/31/23
John O’Callahan	Council No. 3	01/01/22 – 12/31/25
Jason Lawton	Council No. 4	01/01/22 – 12/31/25
Jeff Eisel	Council No. 5	01/01/24 – 12/31/28

Fund Accounts

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

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

Governmental Type Fund (000 to 199 series):

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

Fund 001 – General Fund

REVENUES

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

TAXES

Property Taxes (Ad Valorem Tax)

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

Retail Sales Taxes

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

Gambling/Local Criminal Justice Taxes

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

Business Utility Taxes

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

LICENSES/PERMITS

Business Licenses and Permits

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

Franchises

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

STATE SHARED REVENUES

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

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

CHARGES FOR SERVICES

General Services

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

FINES & FORFEITURES

Fines & Forfeitures

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

MISCELLANEOUS REVENUE

Miscellaneous Revenue

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

EXPENDITURES

Legislative & Executive

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

Municipal Court

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

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

Administration

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

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

Central Services

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

Law Enforcement

The 2024 Police Department consists of one full-time Police Chief, three full-time Police Officers, one full-time Police Clerk. The Police Department provides a School Resource Officer to the Tenino School District under the terms of an Interlocal Agreement put into place in September of 2021.

Fire Services

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

Physical Environment

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

Community Development

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

The City Contracts with BHC Consultants for all Commercial Building projects, Plan Reviews are done by BHC Consultants.

The City contracts with the Lacey-based firm of **SCJ Alliance** for its planning needs. The contract includes the presence of a professional Community Planner at Tenino City Hall on a regular basis. The City is also a member of the Thurston Regional Planning Council.

The City has its own Planning Commission, which is comprised of five members and is responsible for the review of all applications received for zoning and land use issues. These issues including zoning variances, conditional use permits, short plats, large lot subdivisions and boundary line adjustments. The Planning Commission

presents recommendations to the Tenino City Council for final approval on all issues except street vacations. The Planning Commission meets on the second Wednesday of every month in Council Chambers at City Hall.

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

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

Mental & Physical Health

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

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

Culture and Recreation

There are two organizations that provide culture and recreational facilities for the City of Tenino, not including public works, which follows this section. The two organizations included in this section are:

Library

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

Tenino Depot Museum

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

In 2002, the STCHS organization received a donation of a building that served as the Ticknor School from Thurston County Fire District #12. In 2003, the building was moved from its site in the Skookumchuck Valley to the Tenino City Park adjacent to the Depot Museum and has become part of that historic display. The 1923 Great Northern Caboose was added in 2020.

Tenino Quarry House

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

General Parks

The City of Tenino has approximately 55 acres of land designated as parks. The majority of this property is located along the southern boundary of the City and is bisected by the abandoned Tenino to Yelm Prairie Line, as described above. Tenino's park facilities meet the recommendations for park sizes as established by the National Recreation and Parks Association. The park facilities are maintained and under the supervision of the Public Works Department. Programming and Rentals are by Tenino P.A.R.C. and recreation.

The West end of The City Park is the site of the former Tenino Stone Company. The only remnants of which are the Quarry House Community Center and the Quarry Swimming Pool.

In 2010 the land above the Quarry Pool was acquired from Weyerhaeuser to protect the forest and hillside behind the pool. This acquisition is the result of a multi-year project working with Weyerhaeuser; funding was provided by State and Federal Grants and fundraising activities of local volunteers.

In 2023 an additional 60 Acres was acquired by the City to expand the City Parks trail system. This was made possible by a donation from Angela J. Bowen Conservancy Foundation.

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

Staffing

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

The 2024 budget features the addition of a fourth Maintenance Worker position to staff the City's Septage Receiving Facility located behind the Wastewater Treatment Plant.

Fund 002 - Pool

At the request of the City Council, the Quarry Pool is separated from the General Fund for accounting. The Quarry Pool is part of the Park System maintained and supervised by Public Works. This pool is the actual site of the sandstone quarry for the Tenino Stone Company. Abandoned when quarrying activities struck the aquifer, the old quarry has been developed into a swimming pool. The eastern end of the quarry has been filled and developed into a wading pool and splash pad area, which qualifies as a swimming pool by the health department standards, including chlorinated water. The quarry remains in its natural state and is available for swimming during the operating hours of the pool. When a lifeguard is on Duty. Portions of it are approximately 70 feet deep, and still contain the quarrying equipment that was abandoned when the aquifer was struck. Since the pool is fed by springs into the aquifer, it is classified as an inland lake. Funding to operate the pool is derived from donations, entrance fees during pool operating hours and transfers from the General Fund. The pool is open July-September.

Fund 003 – Tenino Reserve Academy

Established in 2019, The Tenino Reserve Academy provides a regional training venue for Reserve Police Officers. The Academy is fully accredited by the Washington State Criminal Justice Training Commission and is operated as a cooperative venture with resources from cities and counties within an approximately 75-mile radius. The first graduating class saw Reserve Officers from both the Lewis and Thurston Counties Sheriffs Departments, the Tenino Police Department, the Toledo Police Department, and other regional law enforcement agencies. The Academy is funded primarily through tuition fees but is augmented by both monies and "in-kind" goods and services provided by participating agencies.

Special Revenue Fund Type (100):

These funds account for revenue that is legally restricted because they are derived from

specific taxes, grants, or other sources and is designated to finance activities of the City.

Fund 101 - Streets

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

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

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

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

Fund 109 - Contingency

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

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

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

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

Capital Project Funds (300 series):

These funds account for financial resources which are designated for the acquisition or

construction of general government capital improvements.

Fund 310 - Municipal Capital Improvement

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

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

The **Capital projects** for fiscal year 2024 include: Continued Renovation of the Quarry Pool, and

Capital expenditures include the new Flock Camera System.

Proprietary Fund Type (400 series):

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

Fund 401 – Water Fund

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

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

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

Fund 402 - Water Capital Improvement

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

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

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

Fund 403 - Stormwater Fund

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

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

Stormwater work is often times part of street improvements.

Fund 410- Sewer Fund

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

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

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

In 2022 the City of Tenino contracted for a utility rate study. The results of that study were provided to the City in December of 2022 and the recommendations of that study continue to be incorporated into this budget.

Fund 421 - Sewer Capital Improvement Fund

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

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

Fund 422 - Sewer Reserve Fund

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

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

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

Fund 631 – Municipal Court Trust Fund

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

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

Glossary of Terms

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

Treasurer, who is responsible for accurate financial records and handling of city investments.

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

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