

Tonasket City Council Agenda  
Tuesday, January 26, 2021  
7:00 pm

**VIRTUAL ZOOM MEETING ID #881-2637-5336**  
**PHONE #1-253-215-8782**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda. **Action Required.**
- 5) Approval of the minutes of the previous meeting. **Action Required.**
- 6) Public Comment
- 7) Unfinished Business
  - a) Ordinance #822—prohibiting deposit of yard waste on public ways. **Action Required**
  - b) Resolution No. 2021-02 --- declaring certain items surplus. **Action Required**
  - c) Storm Water/Department of Ecology agreement will be on Feb 23<sup>rd</sup> Agenda
- 8) Mayor/Council/Committee Reports
- 9) New Business
  - a) Resolution 2021-03---creating a cost allocation policy for the city. **Action Required**
  - b) Resolution 2021-04---authorizing a procedure for securing telephone and/or written quotation from vendors for purchase of supplies, materials, equipment, or services not connected to a public works project between \$7,500 and \$15,000. **Action Required**
  - c) Ordinance #823----small works roster process. **Action Required**
  - d) Appoint a Mayor-Pro-Tem. **Action Required**
  - e) Approval of Mayor's 2021 Appointments.
- 10) Miscellaneous and Correspondence
- 11) Adjournment

Council Memo  
Tuesday, January 26, 2021  
**VIRTUAL ZOOM MEETING ID# 881 2637 5336**  
**PHONE #1-253-215-8782**

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

Ordinance #822—prohibiting deposit of yard waste on public ways. Superintendent Johnson has asked for this ordinance. A few citizens are piling their yard waste in the street and this ordinance will not allow that action. This ordinance will not hinder the annual spring clean-up—most residents put their items to be picked up near the curb on their property or in the alley, which Darren said is not a problem. As far as enforcement goes, if we have this ordinance then Darren will be able to talk to the people that are not following it and show them it is not allowed. Also, when we have code enforcement, the code enforcement person will have the ordinance to back him/her up. **Suggested Motion: I move to adopt Ordinance #822 prohibiting deposit of yard waste on public ways.**

Resolution 2021-02—declaring certain items to be surplus. **Suggested Motion: I move to approve Resolution 2021-02.**

Resolution 2021-03-creating a cost allocation policy for the City. It has been highly recommended by the State Auditors office that the City adopt a cost allocation policy. It is my recommendation the Council approve this resolution. **Suggested Motion: I move to approve Resolution 2021-03 creating a cost allocation policy for the City.**

Resolution 2021-04—authorizing a procedure for securing telephone and/or written quotations from vendors for purchase of supplies, materials, equipment, or services not connected to a public works project, between \$7,500 and \$15,000. Our prior resolution was out dated and it is time for a new resolution to ensure the city is compliant with state law. It is my recommendation to approve this resolution. **Suggested Motion: I move to approve Resolution 2021-04 authorizing a procedure for securing telephone and/or written quotations from vendors for purchase of supplies, materials, equipment, or services not connected to a public works project, between \$7,500 and \$15,000.**

Ordinance #823 adopting a small works roster process for accomplishing public works projects under a certain value as set forth in RCW 39.04.155. This is another document ready for update to ensure compliance. It is my recommendation to adopt this ordinance. **Suggested Motion: I move to adopt Ordinance #823 adopting a small works roster process for accomplishing public works projects under a certain value in RCW 39.04.155.**

It is that time of year again to appoint a Mayor Pro Tem. Nominations will be taken, then a vote, then the Councilmember who has the most votes will be the next Mayor Pro Tem.

Mayor Kriner's Appointments for 2021 are attached. It has been the Council's practice to make a motion in support of this matter. **Suggested Motion: I move to approve the Mayor's 2021 Appointments.**

DRAFT

Minutes of the Regular City Council Meeting Tuesday, January 12, 2021 Via ZOOM

**Present:** Mayor Kriner and Councilmembers Levine, McMillan, Ritter, Weddle and Alexander.

**Staff:** Attwood, Johnson, Miller and Hawley

The meeting was called to order at 7:05 pm.

Roll call was done and all Councilmembers were present.

**Motion to approve the agenda.** M/McMillan, S/Weddle. Carried 5:0.

**Public Comment** – Patti Hill asked what happened to the speed sign north of town and Mayor Kriner stated that it had been stolen.

**This meeting has been advertised as an open Public Hearing to take testimony and establish the record on Mr. Ray Davis of Tonasket, WA request for a variance.** Mayor Kriner opened the Public Hearing portion of the meeting. City Clerk Attwood went over the hearing protocol and Councilmember Alexander asked to be recused because he had prior knowledge and discussion regarding the variance request. There were a few questions from the Council regarding how far the building is encroaching on the alley and the answer was about 1 and 1/2 ft. City Planner Kurt Danison went over the staff report. There was a short discussion about changing one portion of the recommended motion.

**Motion to accept the recommendation by staff and the findings, and approve the Davis Setback Variance Request with the following conditions: 1) the property be graded to prevent roof runoff from running in the alley or other means employed and, 2) no further variances approved.** M/Ritter, S/Levine. Carried 4:0. Councilmember Alexander recused from the discussion and the vote.

There being no more discussion the Public Hearing portion of the meeting was closed.

#### **Unfinished Business**

**Peddlers Permit Status.** Councilmember Levine and Councilmember Alexander will notify Clerk Attwood when they would like the Peddlers Permit to be put on the agenda.

**Motion to approve the Interlocal Agreement between Okanogan County and the City of Tonasket for Building Inspection and Plan Review Services.** M/Weddle, S/McMillan. Carried 4:0. Councilmember Levine abstained because she works for the County.

**Approval of Funding Agreement with the Department of Ecology for the Storm-Water Project.** Mayor Kriner asked that this be moved to the next meeting because there will be a Zoom meeting on January 21<sup>st</sup> at 6:00 pm with Varela and Associates to discuss this subject. This agreement doesn't have to be adopted tonight.

**Motion to table this agenda item until the next Council meeting on January 26, 2021.** M/Levine, S/McMillan. Carried 5:0.

#### **Department Head Reports**

**Attwood Report** – none

#### **Johnson Report**

- Mild winter so far.
- Have been painting the Youth Center, Council room and hallway.

#### **Hawley Report**

- Presented the monthly report to the Council.
- Have received good feedback from the community.

DRAFT

## Mayor/Council/Committee Reports

### Mayor

- Asked Council for approval to spend up to \$1000 for an attorney to look into the problems with the City Hall roof that is still leaking.

**Motion to allow the Mayor to spend up to \$1000 for an attorney for Mallet Sheet Metal failure to fix the City Hall roof.** M/ McMillan, S/ Ritter. Carried 5:0.

- Will be talking with Attorney Howe concerning what the City can do instead of placing liens on overdue accounts.
- Thanked Superintendent Johnson and crew for painting the Youth Center and City Hall Council room and hall way.
- Would like Councilmembers Ritter and Levine to form an adhoc committee to report back to the Council on exactly how much it will cost to start a Police Department from scratch, and run a Police Department, and report back in 60 days.

### Levine

- Wished everyone a Happy New Year. The Comancheros put on an amazing show.
- Had a conversation with House Representative Joel Kretz.

### McMillan

- None

### Ritter

- Asked if the snow removal sheet that was included in the Council packet would be discussed and Clerk Attwood informed her it would be during Miscellaneous and Correspondence.

### Weddle

- Wished everyone a Happy New Year.
- Hasn't met with her two committees recently.
- Asked who Scott Detro was and why he was doing the Mayor and Council roles meeting on January 25<sup>th</sup> at 5:00 pm. Scott Detro is an attorney that works for several cities in Okanogan County and is also recommended by AWC to do the workshop.

### Alexander

- none

### New Business

**Ordinance #822 prohibiting of yard waste on public ways.** Councilmember Alexander asked if this would link with the Spring Clean-Up and Mayor Kriner said that it wouldn't affect that. Councilmember Ritter asked who initiated this and Clerk Attwood said that she had received it from Attorney Howe but didn't know who had asked for it. Mayor Kriner suggested that it be moved to the January 26<sup>th</sup> meeting and Attwood will contact Attorney Howe. It was the consensus of the Council to move it to the next meeting.

**Motion to approve Resolution 2021-01 which renews the professional services agreement between Highlands Associates and the City of Tonasket for Professional Planning Services in 2021.** M/Levine, S/Ritter. Carried 5:0.

**Resolution 2021-02 Surplus Items.** After discussion it was decided to have the Youth Center Committee meet and look over the items at the Youth Center and decide what needed to be done with the items. Councilmember Alexander asked if he could get the RCW's or the parameters that the City follows for surplus items and Clerk Attwood will get it for him.

**Motion to table the resolution until the next Council meeting on January 26<sup>th</sup>.** M/Ritter, S/Alexander. Carried 5:0.

DRAFT

Mayor Appointments for 2021. Mayor Kriner is not ready to make Council Committee appointments at this time. Councilmember Levine asked if the ad-hoc committees could be added and that she would like to stay on the Perfect Passage Committee. The Mayor also stated she is waiting to appoint everyone.

#### **Miscellaneous and Correspondence**

Clerk Attwood stated the information from Mark Johnson on the Stormwater Project is for everyone to review before the meeting on January 21<sup>st</sup>.

The snow removal sheet was done by Superintendent Johnson and Attwood and is going to be put on the website for information purposes. Councilmember Ritter asked Superintendent Johnson his parameters for plowing snow.

**Motion to approve the minutes of the previous meeting, the December Payroll (10432-10446 and Direct Deposit Run 12/29/20) \$42,963.06 and the Open Period Bills (10447, 10484 and 4 EFT's 1/12/2021) \$69,983.13.** M/Weddle, S/McMillan. Carried 5:0.

There being no further business the meeting was declared adjourned at 8:55 pm.

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Alice J. Attwood, Clerk-Treasurer

**ORDINANCE NO. 822**

AN ORDINANCE prohibiting deposit of yard waste on public ways.

**THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** Section 13.08.010 of the Tonasket Municipal Code providing as follows:

It is unlawful for any person, firm, corporation or association to remove snow from private property and place or deposit the same on any public sidewalk, street, alley, or place in the city.

**Is hereby amended to read as follows:**

It is unlawful for any person, firm, corporation or association to remove snow or any yard waste from private property and place or deposit the same on any public sidewalk, street, alley, or place in the city.

**Section 2.** This ordinance shall become effective from and after its passage by the council, approval by the Mayor, and publication as required by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2021.

**APPROVED:**

\_\_\_\_\_  
Marylou Kriner, Mayor

**ATTEST:**

\_\_\_\_\_  
Alice Attwood, City Clerk-Treasurer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

**RESOLUTION NO. 2021-02**

**A resolution declaring certain property  
to be surplus to the City.**

**WHEREAS**, the City of Tonasket, a municipal corporation of the State of Washington, is the owner of certain property as described in Exhibit "A" attached hereto and incorporated herein as set forth; and

**WHEREAS**, the City of Tonasket is desirous of disposing of said property described in Exhibit "A": attached pursuant to statutory authority of the State of Washington; and

**WHEREAS**, the said property is in excess and surplus to the present or foreseeable needs of the City of Tonasket, or is in such condition as to have no value,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON**, that the property described in Exhibit "A", attached hereto and incorporated herein, as fully set forth is not necessary to the needs of the City of Tonasket and is surplus and excess to the foreseeable needs of said City, or is in such condition as to have not value, may be disposed of pursuant to statutory authority. The City may dispose of the surplus property in a method determined to be in the best interest of the City.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_,  
2021.

**APPROVED:**

\_\_\_\_\_  
**Marylou Kriner, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alice J. Attwood, Clerk-Treasurer**



## EXHIBIT A

### Items to surplus

- 1) Piano (from Youth Center)
- 2) Ping Pong Table (from Youth Center) broken, will throw away
- 3) 36 carpet mats (from Youth Center) will throw away
- 4) Desk frame (from Youth Center) broken, will throw away
- 5) Weight bench (from Youth Center) broken, will throw away
- 6) Television (from Youth Center)
- 7) 2 drawer file cabinet (from Youth Center) locked no key will throw away
- 8) Projector screen (from Youth Center) broken, will throw away
- 9) 2 wooden tables (from Youth Center) broken, will throw away
- 10) 8 wooden chairs (from Council Room)
- 11) 4 metal chairs (from Council room)
- 12) 4 chairs from TVBRC—green plaid wicker—will throw away
- 13) 8 chairs in Council Room (some are in ok condition, some not)
- 14) 2 yellow chairs in Council Room (broken)
- 15) 4 black chairs from council room

**RESOLUTION 2021-03**

**A RESOLUTION of City of Tonasket creating  
a cost allocation policy for the City.**

**WHEREAS**, the Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington; and

**WHEREAS**, RCW 43.09.210 indicates that when one fund is charging another, the fund being charged may only pay for the actual costs of the services it receives; and

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
TONASKET, WASHINGTON AS FOLLOWS:**

**Section 1.** The cost allocation Policy dated January 22, 2021 is hereby adopted as practices of the City.

**Section 2.** This resolution shall take effect immediately upon passage thereof.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**APPROVED:**

\_\_\_\_\_  
**Marylou Kriner, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alice J Attwood, Clerk-Treasurer**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Michael D. Howe, City Attorney**

**CITY OF TONASKET, WASHINGTON**  
**COST ALLOCATION POLICY**  
**January 22, 2021**

**Cost Allocation**

The City of Tonasket desires to comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.

Cost allocation is a method to identify and distribute indirect costs. Direct costs are costs assignable to a specific objective, whereas indirect costs are costs incurred for multiple cost objectives or not assignable to a specific cost objective without effort disproportionate to the benefit received.

The Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington under the Revised Code of Washington (RCW) 43.090.200. Washington State law provides, at RCW 43.09.210, in part:

Separate accounts shall be kept for each department, public improvement, undertaking, institution, and public service industry under the jurisdiction of every taxing body. All services rendered by, or property transferred from, one 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 of fund made for the support of another.

The RCW does not specifically address how "full value" is to be determined.

RCW 35A.33.122/35A.34.205/35.33.123 states:

Administration, oversight, or supervision of utility – Reimbursement from utility budget authorized. Whenever any code city apportions a percentage of the city manager's, administrator's, or supervisor's time, or the time of other management or general government staff, for administration, oversight, or supervision of a utility operated by the city, or to provide services to the utility, the utility budget may identify such services and budget for reimbursement of the city's current expense fund for the value of such services.

**The Federal Office of Management and Budget (OMB) Circular A-87**

OMB Circular A-87 establishes cost principles for State, local, and Indian Tribal Governments for determining costs for Federal Awards. Item 5 of the Circular states that, "The principles are for determining allowable costs only." In defining allowable costs, the Circular provides a definition of allocable costs at Attachment A, paragraph C.3.a, "A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received." The Circular further outlines costs that are allowable for charging the Federal government and distinguishes those that are specifically excluded from recovery.

**Governmental Accounting Standards Board (GASB)**

GASB is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. While GASB is not a governmental agency and does not have enforcement authority, compliance with GASB is tested by the Washington State Auditor's Office's annual audit of the City.

## **Allocated Costs**

The City has identified a variety of ways to identify and determine an appropriate percentage of costs for allocation to various funds. These ways include:

- Number of employees (FTEs) in each fund
- Total operating expenses (dollar amounts) in each fund (not including debt service and capital improvements)
- Total operating revenues (dollar amounts) in each fund (not including beginning fund balances, grant receipts or interfund transfers)
- Number of expenditure line items used in each fund.
- What percentage of Department time is directly attributable to utilities.
- Attorney time spent on Department specific issues.
- A blend of one or more of the above cost drivers may be used.

The following is the plan to allocate employee payroll costs to the various funds and or departments that utilize those employees.

- Identify the total various fund and department costs to be allocated.
- On an annual basis during the budget process, the Finance Department will review and adjust the prior year numbers from the above-mentioned ways to determine the appropriate percentages to use in allocating costs to be allocated to various funds and or departments.
- In the summertime when the swim pool is open, actual time spent by Public Works employees working at the swim pool will be tracked, also City Hall Staff time.
- Actual employee time at the Cemetery, other than the seasonal help, will be tracked.
- Actual time spent in the Parks during the summertime will be tracked.
- Allocate the costs to appropriate departments by percentage ensuring appropriate costs are charged back to the appropriate funds and or departments.
- A time study will be done periodically to determine the fairest way to distribute payroll costs.

In addition to employee payroll costs, there are other shared costs such as insurance, the repair and maintenance of the City Hall building, and day to day operating. The insurance is shared by the Current Expense, Street, Water and Sewer Funds. The City Hall is the main operating building for all City Departments, where the bills are paid, revenues received, and most calls are taken. During the budget process, the shared costs will be addressed annually according to the 7 allocated methods mentioned above.

**Budget Development** The City Clerk is primarily responsible for determining the final percentages charged back to the City funds/departments based on the factors mentioned above.

**RESOLUTION NO. 2021-04**

**A RESOLUTION authorizing a procedure for securing telephone and/or written quotation from vendors for purchase of supplies, materials, equipment, or services not connected to a public works project between \$7,500.00 and \$15,000.00.**

**WHEREAS**, RCW 35.23.352(9) provides that advertisement and formal sealed bidding may be dispensed with as to purchases of supplies, materials, equipment, or services not connected to a public works project between \$7,500.00 and \$15,000.00, if a procedure is established or provided in RCW 39.04.190; and

**WHEREAS**, it is in the interest of the City of Tonasket to establish such a procedure,

NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY OF TONASKET, WASHINGTON, as follows:**

1. Department Heads of the City of Tonasket may solicit telephone and/or written quotations for purchase of supplies, materials, equipment or services not connected to a public works project in an amount less than \$15,000.00, provided that the following procedures are followed:

A. Whenever possible, to assure that a competitive price is obtained, not less than three different vendors shall be contacted by telephone or by letter and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items being sought are only available from a smaller number of vendors. An explanation shall be placed in the procurement file when fewer than three bids are requested, or if there are fewer than three replies. Bid specifications should, whenever possible, be drafted to permit at least three vendors to qualify as prospective bidders.

B. Whenever possible, bids will be solicited on a lump sum or fixed price basis.

C. Telephone or written requests for quotations shall specify at a minimum the following:

- (1) Item(s) to be purchased
- (2) Number of units
- (3) Tax
- (4) Delivery time requirements
- (5) Freight costs
- (6) Point of delivery
- (7) Terms of payment

D. Tabulation of telephone or written quotations shall be on a form which shall include at a minimum the information described in Paragraph C above.

E. Upon written authorization of the Mayor or his designee, the materials, equipment or services will be ordered from the lowest responsible bidder, as defined in Chapter 39.36, whose quotation meets all specifications established for the item or items being purchased.

F. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.

G. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.

2. At least twice per year the city shall publish in a newspaper of general circulation within the city a notice of the existence of vendor lists and solicit the names of vendors for the lists.

PASSED BY THE CITY COUNCIL this \_\_\_\_ day of \_\_\_\_\_, 2021.

**APPROVED:**

\_\_\_\_\_  
**Marylou Kriner, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alice Attwood, Clerk/Treasurer**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Michael D. Howe, City Attorney**

**ORDINANCE NO. 823**

AN ORDINANCE adopting a small works roster process for accomplishing public works projects under a certain value as set forth in RCW 39.04.155.

**THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** There is hereby established within the City of Tonasket a small works roster contract award process for the accomplishment of public works projects with an estimated value threshold as set forth in RCW 39.04.155 as now provided or hereafter amended.

**Section 2.** The small works roster process shall be as provided in Exhibit A attached hereto and incorporated herein as though fully set forth.

**Section 3.** Prior ordinances and/or resolutions adopting a Small Works Roster process are hereby repealed.

**Section 4.** This ordinance shall become effective from and after its passage by the council, approval by the Mayor, and publication as required by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2021.

**APPROVED:**

\_\_\_\_\_  
Marylou Kriner, Mayor

**ATTEST:**

\_\_\_\_\_  
Alice Attwood, City Clerk-Treasurer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney



**ORDINANCE NO. 823**

AN ORDINANCE adopting a small works roster process for accomplishing public works projects under a certain value as set forth in RCW 39.04.155.

**THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** There is hereby established within the City of Tonasket a small works roster contract award process for the accomplishment of public works projects with an estimated value threshold as set forth in RCW 39.04.155 as now provided or hereafter amended.

**Section 2.** The small works roster process shall be as provided in Exhibit A attached hereto and incorporated herein as though fully set forth.

**Section 3.** Prior ordinances and/or resolutions adopting a Small Works Roster process are hereby repealed.

**Section 4.** This ordinance shall become effective from and after its passage by the council, approval by the Mayor, and publication as required by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2021.

**APPROVED:**

\_\_\_\_\_  
Marylou Kriner, Mayor

**ATTEST:**

\_\_\_\_\_  
Alice Attwood, City Clerk-Treasurer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

## EXHIBIT A

### Small Works Roster

There is established for the city of Tonasket a small works roster contract award process for accomplishment of public works projects with an estimated value threshold as set forth in RCW 39.04.155, as amended. The city may create a single small works roster, or may create small works rosters for different categories of anticipated work.

1. Roster List. The small works roster(s) shall consist of all responsible contractors who have requested to be on the list, and where required by law, are properly licensed or registered to perform such work in the state of Washington. Mandatory criteria for determining a responsible contractor under RCW 39.04.350 shall be utilized.

2. Publication. At least once a year, the city shall publish in a newspaper of general circulation within the city the notice of the existence of the roster(s) and solicit the names of contractors for such roster(s). Responsible contractors shall be added to an appropriate roster(s) at any time that they submit a written request and necessary records.

3. Contract. The city will require a contract to be signed that becomes effective when a specific award is made using a small works roster.

4. Appeal. Any contractor whose request to be on the roster(s) has been denied may appeal within 10 calendar days after the denial to the Mayor; the Mayor will make a decision within 30 calendar days of the notice of appeal. A denial by the Mayor may be appealed to the city council within 10 calendar days of the date of the decision. The city council shall hold a public hearing on the issue and make a decision within 45 calendar days of receipt of the notice of appeal. A denial that is not appealed, or that is appealed and results in a final decision against the contractor, prevents the contractor from applying to be on the roster(s) for a period of one year from the date of the initial request.

5. Process. Whenever work that has received city council approval in the current budget, or otherwise been approved by the city council, is sought to be accomplished using a small works roster, a city representative shall obtain telephone, written or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award a contract to the lowest responsible bidder as follows:

a. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This subsection does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

b. Quotations may be invited from:

i. All appropriate contractors on the appropriate small works roster, by sending notice to these contractors; or

ii. If possible, at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will

equitably distribute the opportunity among the contractors on the appropriate small works roster. For purposes of this section, "equitably distribute" means that the city may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

c. At the time quotations are solicited, the city representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

d. A written record shall be made by the city representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bids obtained shall be recorded, open to public inspection, and available by telephone inquiry.

e. At least once every year, a list of the contracts awarded under this process is to be furnished to the city council and made available to the general public. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list shall also state the location where the bids for these contracts are available for public inspection.

6. Determining Lowest Responsible Bidder. Where bidders have not been prequalified, the city shall award the contract for the public works project to the lowest responsible bidder; provided, that whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable all bids may be rejected and the city may call for new bids.

7. Cancellation of Invitations for Quotations. An invitation for quotations may be canceled by the city. The reasons shall be made part of the contract file. Each invitation for quotations issued by the city shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the invitation. The notice shall identify the invitation for quotations and state briefly the reasons for cancellation.

8. Bid Deposit and Performance Bond for Public Works Projects. Whenever competitive quotes or bids are required, a bidder shall make a deposit in the form of a certified check or bid bond in an amount equal to not less than five percent of the total bid, which percentage shall be specified in the call for quotes or bids. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid, and that he/she has not entered into collusion with any other bidder or any other person.

All public works contractors shall furnish a performance bond in an amount equal to the total amount of the contract. In lieu of a performance bond on contracts less than the dollar threshold provided under RCW 39.08.010, as amended, a contractor may request to have the city accept the percentage allowed by RCW 39.08.010 of the contract retained for a period of 30 days after the date of final acceptance or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later. Following the provisions of RCW 39.08.030 the city may, at its option, reduce the amount of a performance bond to not less than 25 percent of the total contract amount for on-call and scheduled maintenance contracts.

**MAYOR'S 2021 COMMITTEE APPOINTMENTS**

Finance/Personnel -----Weddle\* & McMillan

Water/Sewer/Streets-----Levine\* & Ritter

Park/Pool//Recreation-----Ritter\* & Alexander

Airport/Cemetery-----Alexander\* & Levine

Public Safety/Infrastructure/Youth Center-----McMillan\* & Weddle

**AD HOC COMMITTEES**

Police Dept. Research----- Ritter & Levine – 60 days--began Jan 12, 2021 ends Mar 23, 2021

Perfect Passage --- Ritter & Levine – ends Dec 31, 2021

Union Negotiation – Ritter & Weddle – ends Dec 31, 2021

**MAYOR'S 2021 APPOINTMENTS**

City Attorney	Michael D. Howe
City Clerk/Treasurer	Alice Attwood
City Superintendent	Darren Johnson
Court Judge	Anthony Castelda
Airport Manager	Darren Johnson

**CIVIL SERVICE COMMISSION**

Members	Position 1	Patti Hill	term - 2019-2022
	Position 2	Steve Kriner	term -2020-2025
	Position 3	Phil Christy	term - 2018-2023

**MAYOR'S 2021 APPOINTMENTS**

**PLANNING COMMISSION**

Members	Position 1	George Hill	3 year term (exp 12-31-22)
	Position 2	Gayle Mailloux	3 year term (exp 12-31-22)
	Position 3	John Sanchez	3 year term (exp 12-31-23)
	Position 4	Jan Asmussen	3 year term (exp 12-31-23)
	Position 5	Anthony Jenkins	3 year term (exp 12-31-21)

**BOARD OF APPEALS**

Members-----Pending

**TREE BOARD**

Members	Jean Knotson
Mayor	Marylou Kriner
Secretary	Joël Pilkinton