

City of Tekoa
COUNCIL MEETING AGENDA

Monday – March 3, 2025

Meeting time –6:00 p.m.
Tekoa City Hall

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIENCE:

III. ROLL CALL:

MAYOR SCHULZ:
CM DAN THOMAS:
CM MARGIE JAEGER:
CM PETE MARTIN:
CM MIKE HALE:
CM SHELLY AUSMUS:
CM DAVE TYSZ:
CM CHERI CURRIER:

IV. AGENDA MODIFICATIONS:

V. FEBRUARY 18, 2025, COUNCIL MEETING MINUTES:

VI. PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:

A. PUBLIC COMMENTS FROM THE AUDIENCE:

B. COMMUNITY GROUP UPDATES:

VII. UNFINISHED BUSINESS:

A. ETHICS POLICY:

B. HARASSMENT POLICY:

C. TINY HOMES:

D. ADD DRUG TESTING TO THE PERSONNEL POLICY:

E. SPRING CLEAN-UP DATES/DUMPSTER RENTAL:

VIII. NEW BUSINESS:

A. ESTHER AND MONTEY BROWN-VARIANCE:

B. PORT OF WHITMAN-WATER RIGHTS UPDATE:

C. COUNCIL POLICY & PROCEDURES MANUAL UPDATE:

D. CORRESPONDENCE-CLARIFICATION OF PROCEDURES:

E. FINANCIAL REPORT CLARIFICATIONS:

VIII. ANNOUNCEMENTS AND REPORTS:

A. MAYOR'S REPORT:

B. STAFF REPORT:

C. COUNCIL REPORTS & COMMENTS:

X. APPROVAL OF VOUCHERS AND CLAIMS:

XI. EXECUTIVE SESSION:

XII. CONTINUED PUBLIC COMMENTS:

XIII. ADJOURNMENT:

Next meeting – Monday, March 17, 2025 – 6:00 P.M.

City of Tekoa
COUNCIL MEETING MINUTES
Monday – February 18, 2025, 6 P.M.
Tekoa City Hall

- I. CALL TO ORDER:** Mayor Schulz called the meeting to order at 6:00 P.M.
- II. PLEDGE OF ALLEGIANCE:** Mayor Schulz led in the Pledge of Allegiance.
- III. ROLL CALL:**
- MAYOR SCHULZ:** Present.
CM DAN THOMAS: Present.
CM MARGIE JAEGER: Present.
CM PETE MARTIN: Present.
CM MIKE HALE: Present.
CM SHELLY AUSMUS: Present.
CM DAVE TYSZ: Present.
CM CHERI CURRIER: Present.
- IV. AGENDA MODIFICATIONS:** CM Jaeger asked that correspondence be included on the agenda. There was a discussion. CM Asmus asked that website maintenance be included on the agenda.
- V. FEBRUARY 3, 2025, COUNCIL MEETING MINUTES:** CM Hale moved to accept the February 3, 2025, council meeting minutes. CM Jaeger seconded the motion and the motion passed unanimously.
- VI. PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:**
- A. PUBLIC COMMENTS FROM THE AUDIENCE:** Doug Palmer complimented Steven and Jess for an excellent job on snow removal. Mayor Schultz commented on how well the new plow worked for the cemetery today.
- B. COMMUNITY GROUP UPDATES:** None.
- VII. UNFINISHED BUSINESS:**
- A. ETHICS POLICY:** Mayor Schultz said we should be the ones to pull the ethics and other policies together and then have Eric review them. There was discussion about the process. CM Martin moved to approve the council's current ethics policy. There was a discussion about adding an addendum. CM Jaeger seconded the motion. CM Hale noted a couple of mistake corrections that need to be made in the policy. The motion passed unanimously.
- B. HARASSMENT POLICY:** CM Martin needs to gather more info.
- C. TINY HOMES:** CM Ausmus said she would be willing to present a proposal for an ordinance by the first March council meeting. There was a discussion. CM Ausmus asked to make sure the public

is invited to the mid-March meeting to discuss tiny homes. She also clarified to the council that the council has approved one tiny home per lot.

- D. ADD DRUG TESTING TO THE PERSONNEL POLICY:** The Mayor clarified that the attorney thinks we won't be able to enforce drug testing. There was a discussion. CM Hale said he would look into it. There was additional discussion.
- E. COMMUNITY SURVEY QUESTIONS:** There was a discussion about the survey purpose and the survey delivery methods. There was discussion about who should direct the survey. CM Hale suggested that each council member should submit a question on the survey. It was agreed to have council members submit questions and postpone the survey until the next newsletter.

VIII. NEW BUSINESS:

- A. VC3-CYBERSECURITY:** Brad Chandler and Reid Smith were asked for their opinions about cybersecurity. They suggest that we shut down computers at night, at the very least. CM Tysz moved to approve the current level of cybersecurity support for the 3-year contract and CM Martin seconded the motion. There was discussion. The motion passed unanimously
- B. APPROVE JUB FUNDING REQUEST:** CM Hale will be meeting with them in the next month. CM Tysz moved to approve the JUB Funding request and CM Martin seconded the motion. The motion passed unanimously
- C. FINAL ACCEPTANCE OF TIB SCRUB SEAL PROJECT:** CM Tysz moved to accept the TIB Scrub Seal Project in its entirety. CM Currier seconded the motion. The motion passed unanimously.
- D. CORRESPONDENCE:** CM Jaeger asked questions about the correspondence procedure. The mayor responded. CM Jaeger would like to see correspondence with negative overtones edited for tone or postponed for council review. The mayor explained we cannot edit for tone. There was discussion about the council seeing correspondence in advance. CM Jaeger moved that all correspondence be given to the council by the Friday before a meeting for review. CM Ausmus seconded the motion. There was an extended discussion. Yes- CM Ausmus, CM Currier, CM Tysz, CM Martin, CM Jaeger. No-CM Hale, CM Thomas. The motion passed.
- E. WEBSITE MANAGEMENT:** CM Ausmus would like to have city council meeting minutes from 2015 to the present be added to the website. The mayor agreed the office would do that as time allows.

IX. ANNOUNCEMENTS AND REPORTS:

- A. MAYOR'S REPORT:** Major Schultz is working on old appliance pickup for the spring clean-up. CM Tysz recommends calling Garfield to see if someone can haul the metal appliances for free, so we don't get charged. There was discussion. This will be added to the agenda at the next meeting. The mayor reported the UCA volunteers will be back in March and asked for council members to be resources while they are here. CM Tysz and CM Currier volunteered.
- B. STAFF REPORT:** None.
- C. COUNCIL REPORTS & COMMENTS:** CM Tysz has a water conservancy board meeting regarding the Tekoa industrial park and water rights on Monday. CM Hale reminded the council to

reserve enough water rights for airport expansion and the sewer system. There was discussion. CM Currier read an apology letter regarding her dogs. CM Ausmus reported on the Tekoa Care Center's progress and their efforts in the community. She also reported on the Parks & Rec. District and their plans for remaining open this year. CM Martin reported on the Tekoa Golf Course. He would like to have the building looked at to determine what needs to be done cost-wise. Also, he requested the council go over the water/sewer operator contract. CM Martin stated he doesn't believe that it is a conflict of interest for Dave Tysz to have introduced opening the city hall dumpster to the public. CM Hale reported on the fiscal state of the 2024 budget and that it is healthy. There was discussion about who would be on the budget committee.

- X. APPROVAL OF VOUCHERS AND CLAIMS:** CM Martin moved to approve EFT payroll and checks #17643-17667 in the amount of \$142,590.41 and EFT payroll and checks #17668-17696 in the amount of \$45,686.38. CM Currier seconded the motion and the motion was approved unanimously.
- XI. EXECUTIVE SESSION:** None
- XII. CONTINUED PUBLIC COMMENTS:** Brad Chandler suggested we conduct a true comparative survey of the community to understand what is truly going on in our city. He wants the council to take a holistic overview of the golf course and perhaps review their lease agreement with the city.
- XIV. ADJOURNMENT:** CM Dave Tysz moved to adjourn the meeting. CM Currier seconded the motion. The motion passed unanimously. Mayor Schulz adjourned the meeting at 8:08 P.M.

APPROVED:

Roy Schulz - Mayor

ATTEST:

Nicole Hughes– Deputy Clerk/Treasurer

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF TEKOA, Washington adopting Chapter 1.05 "CODE OF ETHICS" thereby establishing standards of ethical conduct expected by City Officials and Employees of the City of Tekoa.

BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEKOA AS FOLLOWS:

Section 1: The following chapter is hereby adopted as Tekoa municipal code chapter 7.30 the following:

CODE OF ETHICS

Sections:

1.05.010- Declaration of Policy.

1.05.020- Code of Ethics.

1.05.030- Disclosure and Reporting of Conflicts of Interest.

1.05.010 – Declaration of Policy: High moral and ethical standards among public officials and public employees are essential to gain and maintain the confidence of the public because such confidence is essential to the conduct of free government. Public officials and public employees are agents of the people and hold their positions for the benefit of the people. The proper operation of democratic government requires that public officials and employees be independent and impartial when establishing policy and that their positions never be used for personal gain. A code of ethical conduct is necessary for the guidance of public officials where conflicts do occur as well as to prevent conflicts of interest.

1.05.020- Code of Ethics: The purpose of the code of ethics is to assist City officials and employees to establish guidelines to govern their own conduct as it relates to official City business. The code is also intended to help develop traditions of responsible public service. This code shall apply to all City Council, Planning Commission, and other City Boards and Commissions members, as well as all City employees and appointed officers. An official or employee shall be deemed to have violated this code if they:

- (1) Receive or has any financial interest in any sale to or by the City of any service or property when such financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service;**
- (2) Accept or seek for others any service, information, or thing of value on more favorable terms than those granted to the public generally from any person, firm, or corporation having dealings with the City;**
- (3) Accept any material gift or favor from any person, firm, or corporation having any dealings with the City if they know or have reason to know that it was intended to obtain special consideration;**

(4) Influence the selection of or the conduct of business with a corporation, person, or firm having business with the City if they personally or through household relatives have a financial interest in or with the corporation, person, or firm;

(5) Is an employee, officer, partner, director, or consultant of any corporation, firm, or person having business with the City, unless they have disclosed such relationship as provided by this chapter; provided, that nothing herein shall be deemed to apply to consultants who render professional advice to corporations, firms or persons on matters unrelated to the business with the City. This provision shall not apply if the official or employee disqualifies themselves from all participation in the City business with the corporation, firm, or person;

(6) Engage in or accepts private employment or renders services for the private industry when such employment or service is incompatible with the proper discharge of their official duties, would impair their independence of judgment or action in the performance of their official duties, or would require or induce them to disclose confidential information acquired by reason of their official position;

(7) Appear on behalf of a private interest before any regulatory or governmental agency against the interest of the City or represents a private interest in any action or proceeding against the interest of the City in any litigation to which the City is a party, unless they have a personal interest and this personal interest has been disclosed to the regulatory governmental agency. A City Councilmember may appear before regulatory governmental agencies on behalf of constituents in the course of their duties as a representative of the electorate or in the performance of public or civic obligations; however, no official or employee shall accept a retainer or compensation that is contingent upon a specific action by a City agency;

(8) Directly or indirectly possess a substantial or controlling interest in any business entity which conducts business or contracts with the City or in selling real estate, materials, supplies, or services to the City without disclosing such interest as provided by this chapter. An interest is not a substantial interest if such interest does not exceed one-tenth of one percent of the outstanding securities of the business concern; or, if the interest is an unincorporated business concern, one percent of the net worth of such concern, or the financial interest of a corporation, person or firm does not exceed five percent of the net worth of the employee and their household relatives;

(9) As a City Councilmember, has a financial or other private interest in any legislation or other matters coming before the council and fails to disclose such an interest on the records of the City Council. This provision shall not apply if the City Councilmember disqualifies themselves from voting by stating the nature and extent of such interest. Any other official or employee who has a financial or other private interest and who participates in discussion with or gives an official opinion to the City Council and fails to disclose on the records of the City Council the nature and extent of such interest is in violation of this chapter;

(10) Violate any provision of Chapter 42.20 or 42.23 RCW;

(11) Violate the appearance of fairness doctrine in Chapter 42.36 RCW

1.05.030- Disclosure and Reporting of Conflict of Interest:

(1) Upon accepting a position with the City of Pullman as an employee, officer, elected or appointed official, or agent, it is the responsibility of the individual to immediately disclose any potential, real, or apparent conflicts of interest to the City Administrator or designee.

(2) All City of Tekoa employees, officers, elected or appointed officials, or agents, during the course of their affiliation with the City of Tekoa, shall take steps to avoid the appearance of a conflict of interest and shall report any potential conflict immediately to the City Administrator or designee for appropriate action. It is the responsibility of all individuals and vendors associated with the City of Tekoa to report any activity that is suspected to be in violation of the basic principles of this Code of Ethics.

Section 2: This ordinance shall be in full force and effect five days after it or a summary thereof, is published in the official newspaper of the City of Tekoa as required by law.

ADOPTED this ____ day of _____, 2025. By the City Council of the City of Tekoa.

Mayor

ATTEST:

Clerk- Treasurer

Approved as to form:

Eric S. Hanson, Town Attorney

AWC Drug Testing Information

Components of a Drug-Free Workplace

Drug-free workplace programs can help employers create safe, cost-effective, and healthy workplaces. Most successful drug-free workplace programs have five key components:

- **A written policy** forms the foundation of your drug-free workplace program. At minimum, your policy should include the rationale for the policy, such as organizational goals and compliance with laws or regulations; expectations for compliance, including who, what, when, and where; assistance options to support employees in following the policy; and consequences for violating the policy.
 - **Employee Education** for employees at all levels to be prepared for the implementation of the drug-free workplace policy and program. Everyone in the organization needs information about the problems associated with substance misuse. Be sure to provide education and training that reinforces healthy attitudes and behaviors and deepens awareness on how substance misuse can affect employee health and employment.
 - **Supervisor Training** can help maximize the effectiveness of your drug-free workplace policy and program. Supervisors should be well-informed about the policy and program and be aware of legally sensitive areas. They must also be trained on how to document potential problems in a fair and systematic manner, honor confidentiality, and refer employees to appropriate services. Supervisors may also need training on how to help employees reintegrate into the workplace after receiving services.
 - **Drug Testing** is one way to protect your workplace from the negative effects of substance misuse. Conducting drug testing may help your organization comply with federal regulations or insurance carrier requirements. It can improve workplace safety and reduce costs from misuse of alcohol and other drugs in the workplace. A drug-testing program can also deter employees from coming to work unfit for duty.
- \$20 - \$40 per test
 - **The cost of drug testing for employers varies depending on factors such as region, product, and type of test.** On average, employers pay between \$20 - \$40 per test when using an accredited drug testing laboratory. The cost may range from \$10 to over \$100 per test depending on the type of drug testing tool and the number of substances the test can detect. Rapid drug screening at a workplace or clinic costs \$30 to \$80, while a more accurate lab-based drug test costs \$50 to \$110.

Information request to MRSC

Inquiry: We are considering a drug testing program for city employees_ What regulations or laws apply to our policy for our employees; city clerk/treasurer, deputy clerk, maintenance supervisor, and maintenance workers. Also, what rules apply to requirements for pre-employment testing.

MRSC response: Here is the general information I found about workplace drug testing programs. I recommend you and the council work closely with your city attorney for legal advice about this proposal. The Association of Washington Cities (AWC) may also have useful guidance for you. In addition, you may want to check with the city's risk management insurance representatives.

In our state, effective January 1, 2024, pre-employment drug testing is generally not allowed for positions that are not safety sensitive or fire/police/or first responder positions. Here is a link to MRSC's topic page Hiring Procedures with an overview of local government hiring procedures and laws, including hiring authority, job descriptions, interview questions, criminal background checks, inclusive hiring practices, hiring records, and more. This page includes following guidance about drug testing:

Drug testing is not a medical examination under the ADA, and thus may be required at the time of application, assuming there is a public safety or other compelling justification for the test. See Robinson vs. Seattle (2000). However, effective January 1, 2024, RCW 49.44.240 prohibits pre-employment drug testing for cannabis (a legal substance in Washington State), except for in the following

Instances:

The new law does not apply to: (1) fire department and law enforcement personnel; (2) first responders; and (3) safety sensitive positions for which impairment while working presents a substantial risk of death (these safety sensitive positions must be identified by the employer prior to the applicant's application for employment).

If a state or federal law requires an applicant to be tested for cannabis, then the state or federal law controls

If the local government is receiving federal funding or federal licensing-related benefits or has entered into a federal contract, then the local government must abide by any federal drug testing requirements (including testing for cannabis) included in the funding agreement or contract for relevant employees.

If an agency does require an applicant be tested for a spectrum of controlled substances, which includes cannabis, the cannabis results cannot be provided to the agency.

Further, drug testing of employees of any kind can only be done in limited situations: employees in positions that require a commercial driver's license (CDL), employees in safety sensitive positions (police and fire),

and employees whose conduct raises a "reasonable suspicion" of drug/alcohol abuse. Random drug testing can only be done in the first two instances (employees needing a CDL and employees in safety sensitive positions), since drug testing under a reasonable suspicion situation would not be random. A drug test of an employee in a non-safety sensitive position where there is no reasonable suspicion of drug use is a violation of that employee's constitutional rights (see Robinson vs. Seattle. 102 Wn. App. 795 (?000}).

MRSC's topic page Employment Limitations includes the following about drug tests:

Some employees in Washington state may be subject to drug tests for several reasons, including if an employer believes an employee's performance is hindered because of alcohol or drugs, or if the employee was involved in an incident or accident. However, as of January 1, 2024 employers may not discriminate against job applicants based on their use of off-the-job cannabis (RCW 49.44.240). See, MRSC's page 1-Hiring Procedures for more information.

There is a 2005 Washington Court of Appeals decision about employer-required drug tests in employee files. See, Hines v. Todd Pacific Shipyards Con, 127 Wn. App. 356, 366–67, 112 P.3d 522, 527 (2005). The Court held (p. 366-

367) that employer-required drug tests do not constitute confidential health care information under Chapter 70.02 RCW:

Hines claims Todd's email disclosing that Hines failed a recent drug test violated the Health Care Disclosure Act, RCW 70.02 (HCDA). Hines asserts Todd is a "health care provider" who disclosed "health care information" without "patient authority." We conclude the HCDA does not apply to Todd. Todd is not a "health care provider," the results of a drug screening test that Todd requires employees to obtain after an on-the-job injury is not "health care information" and the drug screening test was not administered to Hines as a "patient." Todd's drug screening test was a condition of Hines' employment agreed to in the CBA.

- Ferndale Personnel Policy – Page 78 includes a definition of "safety sensitive function."
- Kitsap County Drug and Alcohol Policy and Procedures – See "safety sensitive functions" on pgs. 1 and 2 (pgs. 3 and 4 of the PDF).
- Lynwood CDL Driver Policy - Driver Qualification and Drug & Alcohol Policy – See page 5, which includes a definition of "safety-sensitive function."
- Soap Lake Chapter 2.76 - Drug and Alcohol Testing Policy for Employees Who Operate Coinnrcrcia} Veb££I-es – See Section 2.76.040, which includes a definition of "safety-sensitive position."
- Spokane County Resolution - Drug-Free Workplace Policx – See definition of "safety sensitive positions" on page 1 (pg. 2 of PDF).
- As indicated, I recommend you consult with the city attorney. Let me know if you want to discuss this response.
-

Linda Gallagher (she/her)

Legal Consultant

206.625. 1300 x222

Regarding rules and requirements, here are several sample policies from other cities, You should work with your city attorney to make sure these provisions remain in compliance with the January 1, 2024 new law – RW 49.44.240

Washington State Drug Testing Rules

WAC 357-37-200: Can an employer require an employee to submit to drug/alcohol testing? In addition to drug/alcohol testing required by state or federal law, an employer may require a specific employee to submit to drug/alcohol testing designed to identify the presence in the body of controlled substances referenced under chapter 69.50 RCW, other than drugs prescribed by a physician, if:

(1) The employer has a policy that:

- (a) Complies with legal requirements;
- (b) Establishes procedures under which the test may be conducted;
- (c) Provides for the confidential treatment of drug and or alcohol test results as required by law or in an action or proceeding challenging any disciplinary action arising from the circumstances which led to the test; and

(2) One of the following conditions apply:

- (a) The employee is subject to testing because: (i) The employer has specific, objective grounds to believe the employee's work performance is impaired due to the presence of such substances in the body; or (ii) While on duty the employee is involved in an accident or incident as described by the employer's policy;
- (b) The employer determines that employees in positions with any of the following responsibilities are subject to testing: (i) Providing security on state property or ensuring public safety; (ii) Administering or dispensing medication; or (iii) Utilizing a firearm as called for in performance of job duties.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-12-096, § 357-37-200, filed 5/27/05, effective 7/1/05.]

RCW 49.44.240: Discrimination based upon cannabis use— Exceptions.

(1) It is unlawful for an employer to discriminate against a person in the initial hiring for employment if the discrimination is based upon:

- (a) The person's use of cannabis off the job and away from the workplace; or
- (b) An employer-required drug screening test that has found the person to have nonpsychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids.

(2) Nothing in this section:

- (a) Prohibits an employer from basing initial hiring decisions on scientifically valid drug screening conducted through methods that do not screen for nonpsychoactive cannabis metabolites;
- (b) Affects the rights or obligations of an employer to maintain a drug and alcohol free workplace, or any other rights or obligations of an employer required by federal law or regulation; or

(c) Applies to testing for controlled substances other than preemployment, such as post-accident testing or testing because of a suspicion of impairment or being under the influence of alcohol, controlled substances, medications, or other substances.

(3) This section does not apply to an applicant seeking:

(a) A position requiring a federal government background investigation or security clearance;

(b) A position with a general authority Washington law enforcement agency as defined in RCW 10.93.020;

(c) A position with a fire department, fire protection district, or regional fire protection service authority;

(d) A position as a first responder not included under (b) or (c) of this subsection, including a dispatcher position with a public or private 911 emergency communications system or a position responsible for the provision of emergency medical services;

(e) A position as a corrections officer with a jail, detention facility, or the department of corrections, including any position directly responsible for the custody, safety, and security of persons confined in those facilities;

(f) A position in the airline or aerospace industries; or

(g) A safety sensitive position for which impairment while working presents a substantial risk of death. Such safety sensitive positions must be identified by the employer prior to the applicant's application for employment.

(4)(a) This section does not preempt state or federal laws requiring an applicant to be tested for controlled substances. This includes state or federal laws requiring applicants to be tested, or the way they are tested, as a condition of employment, receiving federal funding or federal licensing-related benefits, or as required by a federal contract. (b) Employers may require an applicant to be tested for a spectrum of controlled substances, which may include cannabis, as long as the cannabis results are not provided to the employer. Such policies are fully subject to subsection (1) of this section.

(5) For the purposes of this section, "cannabis" has the meaning provided in RCW 69.50.101. [2023 c 359 s 2.] Finding—Intent—2023 c 359: "The legislature finds that the legalization of recreational cannabis in Washington state in 2012 created a disconnect between prospective employees' legal activities Certified on 7/12/2024 RCW 49.44.240 Page 1 and employers' hiring practices. Many tests for cannabis show only the presence of nonpsychoactive cannabis metabolites from past cannabis use, including up to 30 days in the past, that have no correlation to an applicant's future job performance. Applicants are much less likely to test positive or be disqualified for the presence of alcohol on a preemployment screening test compared with cannabis, despite both being legally allowed controlled substances. The legislature intends to prevent restricting job opportunities based on an applicant's past use of cannabis." [2023 c 359 s 1.] Effective date—2023 c 359: "This act takes effect January 1, 2024." [2023 c 359 s 3.]

CITY OF TEKOA

COUNCIL POLICIES

&

PROCEDURES

Last Modified by Resolution No. 24-04 on August 19, 2024

CITY COUNCIL POLICIES & PROCEDURES

Article I. Authority.....	5
Authority of Council to determine rules.	5
Procedural policies.....	5
Article II. General Rules	6
Meetings to be public.....	6
Quorum.	6
Meeting cancellation.....	6
Right of floor.....	6
Parliamentary procedure.	6
Attendance of media at council meetings.	6
Public notice.....	7
Article III. Types of Council Meetings.....	7
Regular council meetings.....	7
Special meetings.	7
Council meetings in the event of a disaster or emergency.....	7
Continued and adjourned sessions.	8
Executive sessions.	8
Public hearings.....	9
Quasi-judicial public hearings.	10
Closed record hearings.....	10
Article IV. Council Meeting Attendance	10
Councilmembers.	10
City clerk or designee.	10
Administration/department directors.	10
City.....	10

Parliamentarian.....	11
Sergeant at arms.....	Error! Bookmark not defined.
Article V. Chair and Duties	11
Chair.....	11
Call to order.	11
Preservation of order.....	11
Points of order.....	11
Questions to be stated.	12
Official timekeeper	12
Mayor – Powers.	12
Article VI. Council Agenda	12
Submitting agenda issues.....	12
Directory statements.	12
Setting council agendas.....	12
Setting council agendas for special joint meetings.....	12
Agenda documentation requirements.	13
City clerk or designee duties.....	13
Agenda modification.....	13
Continued agenda items.	14
Mayor and councilmember comments.....	14
Public’s agenda packet.....	14
Meeting information – City website.	14
Agenda order of business.....	14
Article VII. Minutes of Council Meetings.....	15
Journal of proceedings.	15
Reading of minutes.	16
Detail of regular and special meeting minutes.....	16
Dissent.....	16
Recording of council meetings.	16
Article VIII. Deputy Mayor	17
Appointment.	17
Duties of deputy mayor.....	17
Article IX. Chief Financial Officer.....	17
Appointment.	17

Duties of chief financial officer.	17
Article X. Forms of Address	18
Elected officials.	18
Directors and staff.	18
Article XI. Rules of Decorum	18
Councilmembers.	18
Chair.	18
City staff.	19
Article XII. Code of Conduct.	19
Councilmembers.	19
Motions generally.	19
Article XIII. Voting	19
Requirements.	19
Tie breaker.	19
Roll call voting.	19
Votes on motions.	20
Failure to vote on a motion.	20
Explanation of vote by councilmember.	20
Consensus votes.	20
Reconsideration.	20
Table motions.	21
Article XIV. Public Comments.	21
Public comments.	21
Conduct and decorum when addressing council.	21
Written communication.	22
Public hearing procedures.	22
Public hearing process	23
Quasi-judicial public hearings.	24
Comments in violation of the appearance of fairness doctrine.	24
Article XV. Ordinances and Resolutions.	24
Defined.	24
Introduction of ordinances and resolutions at council meetings.	25
Legal review.	25
Two readings required of ordinances.	25

Numbering ordinances and resolutions.....	26
Effective date of ordinances and resolutions.	26
Publication of ordinances.....	26
Ordinance vetoes by the mayor.....	26
Article XVI. Public Concerns and Suggestions.....	27
Correspondence.....	27
Requests from residents for council representative contact information.....	27
Determining whether legislative or administrative.....	Error! Bookmark not defined.
Article XVII. Council or Mayoral Vacancies	27
Vacancy in council seat or mayor’s position.	27
Notice.	27
Application and interview procedure.....	27
Selection of new councilmember or mayor.	28
Article XVIII. Council’s Request for Information from Staff.....	28
Defined.....	28
Article XIX. Council Relations with City Staff.....	28
Policy guidelines.....	28
Article XX. Suspension and Amendment of These Rules.....	28
Suspension of these rules.	28
Amendment of council policies.	28
Severability.	28

Article I. Authority

Authority of Council to determine rules.

The Tekoa City Council, in accordance with state statute RCW 35.23.270 shall determine its own rules and order of business and may establish rules for the conduct of council meetings and the maintenance of order. The council hereby establishes the following rules and procedures. They shall be in effect upon adoption by the council and until such time as they are amended or new procedures adopted in the manner provided.

Procedural policies.

Action taken that is not in compliance with these rules, but which is otherwise lawful, shall not be invalidated or be deemed a violation of law. These procedural policies are designed to assist the council and councilmembers in performing their duties and not to provide additional substantive rights or duties above and beyond that otherwise already established by state law. Failure of the

council to follow any of these rules shall be deemed a council decision to waive such rule, and no notice of such waiver need be provided prior to such waiver.

Article II. General Rules

Meetings to be public.

All official meetings of the council shall be open to the public with the exception of closed sessions (e.g., discussions regarding labor negotiations), and executive sessions for certain limited topics as defined in Chapter 42.30 RCW. All minutes of meetings shall be available on either the City's website or the Washington State Digital Archives Website.

Quorum.

A majority of the current councilmembers shall be in attendance to constitute a quorum for transaction of business. If a quorum is not present, those in attendance shall be named and shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regularly scheduled meeting. When all councilmembers are absent from a regular meeting or special meeting, the city clerk or designee may adjourn the meeting with notice. When adjourned to a later time, the city clerk or designee shall post a notice immediately on city's website and other processes as the city determines.

Meeting cancellation.

Individual council meetings may be canceled with the concurrence of the mayor and deputy mayor following the procedure of Article III Types of Council meetings providing for 24 hours' advance notice.

Right of floor.

Any councilmember desiring to speak shall be recognized by the chair and shall confine their remarks to the subject under consideration or to be considered. No member shall speak until so recognized. All councilmembers desiring to speak on a subject shall have the opportunity to do so before a councilmember may seek to speak again. At the discretion of the chair, councilmembers may be recognized to speak again should there be pertinent new information to provide on the subject. No member shall address the presiding officer or demand the floor while a vote is being taken.

Parliamentary procedure.

Robert's Rules of Order, 12th Edition, shall govern the proceedings of all regular council meetings; however, any informal procedures or policies set by the council shall supersede that text. All councilmembers will familiarize themselves with the parliamentary rules in the above edition for efficiency of procedures at all council meetings.

Attendance of media at council meetings.

All official meetings of the council shall be open to the media, freely subject to recording by radio, television and photographic services at any time; provided that such arrangements do not interfere with the orderly conduct of the meetings.

Public notice.

The city shall comply with the provisions of RCW 35.23.181. The city shall establish a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meetings. Such procedure may include, without limitation, publication of a notice in the official newspaper, posting of upcoming council meeting agendas on the city's website, lobby, or such other processes as the city determines will satisfy the intent of this requirement and applicable legal notice requirements.

Article III. Types of Council Meetings

Regular council meetings.

The council shall meet on the first and third Monday of each month at 6:00 p.m. The meeting shall adjourn no later than 8:00 p.m. To continue past this time of adjournment, a council majority must concur. When a council meeting falls on a holiday, the council may determine an alternate day for the meeting or cancel the meeting. The council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the council chambers at City Hall and noted on the agendas unless specified otherwise by a majority vote of the council. All regular and special meetings shall be public.

If possible, only one or two major topics (defined as issues of high interest, controversial or those which would take an extraordinary amount of city council meeting time) will be scheduled per meeting.

Special meetings.

The mayor or any three members of the council may call special meetings as stipulated in RCW 35.23.181. The city clerk or designee shall prepare a notice of the special meeting stating the time, place and business to be transacted. The city clerk shall attempt to notify each member of the council and the mayor, either by telephone, email, or otherwise, of the special meeting. If the city clerk does not receive a response from a council member, the city clerk shall make an effort to notify that council member using an alternative method of contact (i.e., if notices were originally emailed, the clerk will then telephone the non-responding council member(s)). The city clerk shall or designee shall provide notice of the special meeting at least 24 hours in advance by posting a written notice on the city website and displaying the notice at the agency's principal location (and the meeting site if the special meeting is not held at the agency's principal location); and delivering a notice to each local newspaper of general circulation and to each local radio and/or television station which has filed with the clerk a written request to be notified of special meetings. The council may amend the agenda for any special meeting. The council shall not make final disposition on any matter not mentioned in the notice.

The council may schedule special joint meetings with the councils of the county, other cities or with members of any of the boards, commissions or agencies.

Council meetings in the event of a disaster or emergency.

- A. Special emergency meetings may be called by the mayor or a majority of the council in less than 24 hours to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or

increase the likelihood of such injury or damage as provided in RCW 42.30.080. In addition, in accordance with RCW 42.30.070, in the case of an emergency, if expedited action is needed to meet the emergency, the mayor or designee may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, and the notice requirements of chapter 42.30 RCW shall be suspended during such emergency.

B. If local, state, or federal authorities proclaim a disaster or emergency, including but not limited to an epidemic or pandemic, that interferes with the safe and normal conduct of council meetings, the mayor or designee, in consultation with the deputy mayor, shall have the authority to take any or all of the following actions:

1. Remove nonessential items from council agendas or postpone such items for consideration at a later date.
2. Place emergency items on the council agenda without providing the required or customary notice.
3. Arrange the council chamber to allow for safe conduct of council meetings and change meeting locations to allow for same.
4. Arrange for councilmembers to participate in meetings via telephone or web-based video conferencing, and for council meetings to be broadcast or live-streamed for simultaneous public viewing. If warranted by the disaster or emergency, any number of councilmembers may participate remotely, even when remote participation is not necessary to establish a quorum. If required by the Open Public Meetings Act, the mayor or designee shall establish a location on city property for the public and media to watch or listen live to remote council meetings.
5. Provide a means for the public to submit comments at regular meetings, consistent with OPMA requirements.
6. Cancel regular or special meetings on less than 24 hours' notice.
7. Direct the city clerk to make agendas available to the public only online and not in paper copy.

C. Actions taken under subsection B of this section shall be deemed to automatically suspend and supersede any provisions of this chapter that are to the contrary.

Continued and adjourned sessions.

Any session of the council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

Executive sessions.

Executive sessions may be held in accordance with the provisions of the Washington State Open Meetings Act (RCW 42.30.110). The only parties allowed to participate in a council executive

session shall be the council, mayor, city attorney or deputy city attorney, authorized staff members and/or consultants necessary to the business at hand and authorized by the city council.

The council may hold an executive session during regular or special meetings. Before convening an executive session, the chair shall publicly announce the purpose for excluding the public from the meeting and shall state the time when the executive session will be concluded. The statutory reference(s) supporting the executive session shall be noted on the meeting agendas. If the council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. Should the executive session require more time, the chair shall make a public announcement that the session is being extended, along with another estimated time for the executive session to conclude.

Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the city's position is not compromised. This duty also applies when attending an executive session remotely and includes ensuring other individuals are not able to hear the executive session proceedings. Confidentiality also includes information provided to councilmembers outside of executive sessions when the information is marked confidential or is considered to be exempt from disclosure under the Public Disclosure Act, including all privileged communications with the city attorney's office, Chapter 42.56 RCW; RCW 5.60.060; RCW 42.23.070(4).

If the council, after executive session, has provided direction or consensus to city staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, city attorney, mayor, or city staff designated by the mayor, councilmembers should review such potential discussion with the city attorney. Any councilmember having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the mayor, council, and the city attorney or assistant city attorney in a timely manner.

Likewise, the provisions of the "Open Public Meetings Act" shall not be applicable to any conference, discussion or deliberation between the legislative body and its city attorney concerning settlements, avoidance of, or contemplated litigation, settlement offers and like matters, all of which shall be subject to the statutory and common law attorney-client privilege.

No final action shall be taken during any executive session, except as allowed by RCW 42.30.110.

At the conclusion of the executive session, if appropriate, the public council meeting shall reconvene, and the council may take final action, or the minutes will reflect that no final action was taken.

Public hearings.

Public hearings shall be held on issues as defined in the Tekoa Municipal Code, as required by State law, and on any other issue the council may deem necessary for the public's benefit. If there is more than one item scheduled for a public hearing, the chair shall hold separate public hearings on each issue by announcing and opening the public hearing, taking the public's testimony and closing the hearing for each issue to eliminate any confusion by the council or the public. Procedure for public hearings will comply with the provisions contained in the Tekoa Municipal

Code. (See Article XIII Public Comments and Article XX, Council's Advisory Boards, Agencies and Commissions.)

Quasi-judicial public hearings.

Quasi-judicial public hearings will comply with the procedures in the Tekoa Municipal Code, Article XIII Public Comments, for detailed information.

Closed record hearings.

The council may hold closed record hearings, when required to do so in compliance with the Tekoa Municipal Code, to ensure that the findings of the hearing examiner are supported by the facts on record and to ensure that proper application of ordinances was adhered to in accordance with the findings of the hearing examiner.

Article IV. Council Meeting Attendance

Councilmembers.

All councilmembers will attend all regular meetings, special, and emergency meetings of the council.

RCW 35.23.101 provides that a councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the council without being excused by the council. Members of the council may be so excused by complying with this section. The member shall contact the mayor, deputy mayor or city clerk prior to the meeting and state the reasons for the councilmember's inability to attend the meeting. If the notice is provided to the deputy mayor or city clerk, they shall advise the chair of this information prior to the meeting. During the roll call portion of the council meeting, the chair shall inform the council of the member's absence and state the reason. The council, by motion, may excuse the absence and the clerk will make appropriate notation in the minutes. If a councilmember fails to contact any of the above to advise of their absence, excluding emergency situations, the council, by motion, may vote to not approve the absence and the clerk will note the minutes accordingly.

City clerk or designee.

The city clerk or designee shall attend all regular meetings, special, and emergency meetings of the council unless excused by the council or mayor. If the city clerk and the designee are absent from any council meeting, the chair or person so designated by the chair shall appoint a clerk pro tempore for that meeting only.

Administration/department directors.

The chair shall ensure that all regular meetings, special, and emergency meetings of the council are appropriately staffed. While the authority for requiring department heads to attend council meetings rests with the mayor, the council is free to refuse to take action on particular agenda items where necessary department directors are not present.

City attorney.

The city attorney or designee shall attend one regular council meeting per month as well as other regular and special meetings as requested by the mayor or the person so designated by the chair,

in advance, or by a council majority at a meeting. Such attendance may be virtual with advance notice to the clerk. Attendance is not required for joint meetings with other legislative bodies, or for budget meetings, unless attendance is specifically requested in advance by the deputy mayor or mayor. Any member of the council may, at any time, during a meeting of the council at which the city attorney is present, call upon the city attorney for an oral opinion and a majority of the council may request a written opinion to decide any questions of law and may call upon any other city official present for a report or recommendation as to any matter before the council. Before providing advice, the city attorney may request to provide the advice in executive session if the matter meets the requirements for an executive session or closed session under the OPMA, Ch. 42.30 RCW.

Parliamentarian.

The city attorney or, in the city attorney's absence, the city clerk shall act as the council's parliamentarian and shall advise the chair as to correct rules of procedure or questions of specific rule application.

Article V. Chair and Duties

Chair.

The mayor, if present, shall preside as chair at all meetings of the council. In the absence of the mayor, the deputy mayor shall preside. In the absence of both the mayor and the deputy mayor, the city clerk or designee will call the meeting to order, note the absence of both mayor and deputy mayor and ask council to elect a chair. When the deputy mayor or a councilmember presides over a council meeting, it shall not abridge their right to vote upon all questions coming before the council.

Call to order.

The meetings of the council shall be called to order by the mayor, or in the absence of the mayor, by the deputy mayor. In the absence of both the mayor and the deputy mayor, the meeting shall be called to order by the city clerk or designee for the election of a temporary chair by the majority of the council.

Preservation of order.

The chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives and confine members in debate to the question under discussion.

Points of order.

The chair shall determine all points of order, subject to the right of any member to appeal to the council. If any appeal is taken, the question shall be, "Shall the decision of the chairman be sustained?" A point of order may be raised if the council rules of procedure appear to have been broken. This may interrupt a speaker if the breach of the rules warrants it. The point is resolved before business continues. This is not a motion but is instead a request to the chair for decision. Valid reasons for a point of order include, but are not limited to: the speaker has not been granted the floor; the mayor mistakenly skipped an item on the agenda; a motion or second has been made erroneously; a person has spoken longer than authorized; a speaker is using inappropriate language; a speaker is not speaking to the matter under consideration.

Questions to be stated.

The chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken if requested by a member of the council or the chair.

Official timekeeper.

The chair, or person so designated by the chair, shall be the official timekeeper at all regular and special council meetings.

Mayor – Powers.

The mayor shall have such powers as provided by law and may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the mayor wishes to participate vigorously in the debate of an issue, the mayor shall turn the chairing of that portion of the meeting to the deputy mayor, or to another councilmember if the deputy mayor is absent.

Article VI. Council Agenda

Submitting agenda issues.

The city council desires adequate time to review and research all issues coming before it for consideration and/or action. Therefore, all communications, ordinances, resolutions, contract documents or other matters for council consideration at the forthcoming council meeting shall be delivered to the city clerk or designee by 5:00 p.m. on Wednesday prior to the Monday council meeting and shall follow the agenda guidelines established by the city clerk. The timeline may be altered to accommodate holidays or other closures of city offices. Subject to the council's right to amend the agenda, no legislative item which is not on the council agenda shall be voted upon, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare), or where otherwise deemed important by a majority of the council.

Directory statements.

Statements in these policies under Article VI Council Agenda, Article XIII Public Comments, or any other section which require preliminary consideration of ordinances or other council agenda items by council, are directory statements only for the convenience of the council and not mandatory procedural or substantive requirements for lawful, final council action.

Setting council agendas.

The mayor, deputy mayor, and the city clerk (or designee) shall review all items/issues submitted by the deadline set by the council. Council sets its own agendas for all council meetings.

Legally required and advertised public hearings shall have a higher priority over other scheduled agenda items that have been scheduled by convenience rather than for statutory or other legal reasons.

Setting council agendas for special joint meetings.

In consultation with the deputy mayor, councilmembers, and the chair of the affected board or commission, the mayor shall set the agenda for all special joint meetings. The city clerk or designee

shall provide board or commission members with a final copy of the agenda at the same time it is provided to members of the city council.

Agenda documentation requirements.

Before the council takes final action, the council requires all backup documentation for the issues being considered. To that end, all additional information requested by councilmembers will be provided to the council by staff in their advance agenda packets.

An original ordinance or resolution must be provided when amending or repealing an ordinance or resolution. An original must also be provided when updating all contracts or agreements.

If the council is asked to approve an issue with a monetary value, a copy of the section of the budget, including remaining balance of budget appropriations pertaining to the issue must also be provided.

On all issues presented to the council for review or action, if any of the documentation provided by the staff references any sections of Tekoa Ordinances, RCWs, MRSC or AWC documents, the documents referenced shall also be provided to the council in their advance packets for council meetings.

Originals of all proposed ordinances, resolutions, contracts or agreements shall be required and turned into the city clerk or designee by the established deadline prior to being scheduled for a council meeting agenda.

City clerk or designee duties.

The city clerk or designee shall distribute copies of the proposed agenda, with all the required documentation to each member of the council, the mayor and the city attorney or deputy city attorney and other councils, boards or commissioners when applicable, by noon on Friday preceding the meeting. Agenda packets shall be distributed to the councilmember's city email address, except in the case of emergency meetings (see Article III Types of Council Meetings, Emergency council meetings).

The city clerk shall be responsible for providing each new councilmember with online references to the current copies of the Tekoa Municipal Code, council policies and procedures manual, city reference manual and city comprehensive plans and copies of Chapter 35.23 RCW, Second Class Cities, or paper copies, if available, as requested by the councilmember.

The city clerk shall assist council members with putting together materials for council meeting packets when a council member wants to provide documents to the council either as a report or as a new business item or initiative.

Agenda modification.

Once council agenda is set and posted on the city's website, for any necessary agenda modifications, the city clerk or designee shall prepare a separate sheet listing only the proposed agenda modifications for consideration by the council. Just before the meeting, copies shall be provided to the mayor, council, city or deputy city attorney, staff present, and a copy of all modifications and any related documentation placed on the table for members of the public attending the meeting. The necessity of the agenda modifications shall be explained to the council.

If the requests receive a majority vote of the council, by motion, the agenda modification shall be approved.

Continued agenda items.

Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

Mayor and councilmember announcements and reports; new business and new initiatives.

The agenda shall provide a time (announcements and reports) for the mayor or any councilmember to provide reports or information to the council related to city business, community or governmental actions, events, meetings or notices. In addition, there shall be time in agenda for the chair and the councilmembers to bring before the council any business or new initiatives that he/she feels should be deliberated upon by the council. These matters need not be specifically listed on the agenda, but formal action on such matters shall be deferred until a subsequent council meeting when the matter is placed onto the council agenda with information for council consideration, except that immediate action may be taken upon a vote of a majority of all members of the council and after providing public comments on said action item(s).

Public agenda packet.

The city shall establish a procedure to notify the public of upcoming hearings and the preliminary agenda for forthcoming meetings. The city shall follow this procedure which shall include publication of a notice in the official newspaper, posting of upcoming council meeting agendas and public hearings on the city's website, or such other processes as the city determines will satisfy legal requirements and provide notice to the public.

The city clerk or designee shall have a procedure available for the public to view the complete packet of proposed ordinances, resolutions and contracts being considered by the council available on a table within or outside of the council chambers prior to the start of the meeting. These are public documents and anyone requesting a copy of any item being considered on the council agenda shall be supplied with such upon their request to the city clerk or designee and payment of copies as established in the Tekoa Municipal Code and during normal business hours.

Meeting information – City website.

The city clerk or designee shall be responsible for updating the council agenda on the city's website, which normally be updated by 2:00 p.m. Friday preceding the council meetings.

Agenda order of business.

The order of business for all regular meetings shall be transacted as follows unless the council, by a majority vote of the members present, suspends the rules and changes the order:

A. Call to Order. The mayor or, if absent, the deputy mayor calls to order.

1. Pledge of Allegiance. The mayor or, if absent, the deputy mayor, and at times invited guests, will lead the pledge of allegiance.

2. Roll Call. The city clerk or designee shall call the roll and the chair shall indicate those in attendance and state the reasons for absences. Council absences may be excused by vote of the council.

3. Agenda modifications.

4. Council meeting minutes

B. Public Comments, Public Hearings and Correspondence.

1. Public hearings.

2. Public comments from audience.

a. Community Groups.

3. Correspondence. Any correspondence received by a city official that said official wants reported at the meeting that is pertinent to an item on the agenda shall be submitted to the city clerk or designee in advance of the meeting. The city clerk or designee will report that some correspondence has been received from (note the author) and state the subject matter of the correspondence. No action or discussion is to be taken during the correspondence segment of the council meeting. The chair may refer said correspondence to the member of the administration for consideration.

C. Unfinished business.

D. New business.

E. Announcements and Reports.

1. Mayor
2. Clerk/Treasurer
3. Council

F. Mayor and Council New Business and new Initiatives.

G. Approval of Vouchers and Claims.

H. Continued public comment.

I. Executive/closed sessions.

J. Adjournment.

Article VII. Minutes of Council Meetings

Journal of proceedings.

A journal of all proceedings of the council shall be kept by the city clerk or designee and shall be uploaded and saved on the Washington State Digital Archives Website constituting the official record of the council.

Reading of minutes.

Unless a reading of the minutes is requested by a majority plus one of the council, such minutes may be approved without reading; provided, that the city clerk or designee has provided each member with a printed copy of the minutes as stipulated in these provisions, or made them available on the city's website for those members no longer requesting a printed agenda packet.

Details of regular and special meeting minutes.

Official minutes shall contain the date, time, place and nature of the meeting, the names of the councilmembers present (excused and unexcused), mayor, city attorney or deputy city attorney and staff present; all motions, except those withdrawn, and the names of their maker and who made the second; an objective abstract of all business discussed, actions taken and the results or votes of such actions in the order of business established in these policies.

Ordinances, resolutions, contracts and agreements, budgets and budget amendments shall contain clear subject descriptions and shall state the total monetary amounts, when applicable, in the minutes for easier reference.

For efficient use of city resources, it is expected that there will not be verbatim accounts of council proceedings prepared in most situations but instead a summary will be prepared. However, if an issue is of such importance that a majority plus one of the council feel a verbatim account of a portion of the meeting and/or a particular councilmember's statements are appropriate, a verbatim account may be requested and prepared by the city clerk or designee.

Dissent.

Any member of the city council shall have the right to state the reasons for his/her dissent from, or protest against, any action of the council entered into the minutes.

Recording of council meetings.

All regular and special meetings, unless otherwise determined by the city council, shall be audio recorded and official minutes shall be prepared by the city clerk or designee. However, if the city council holds a quasi-judicial hearing or making a decision as a quasi-judicial body, that portion of the meeting shall be audio recorded by the City without exception.

Titles in minutes.

Titles of individuals reflected in the minutes may be abbreviated as follows:

Mayor:	Mayor
Deputy Mayor:	Dep. Mayor
Council member:	CM
City Clerk:	Clerk
Deputy Clerk:	Dep. Clerk
City Attorney:	City Atty.
Mister:	Mr.
Missus or Miss:	Ms.

Article VIII. Deputy Mayor

Appointment.

In accordance with RCW 35.23.191, the selection of deputy mayor (also called a mayor pro tem) will occur annually, by majority vote of the council. The deputy mayor will serve in the absence or temporary disability of the mayor.

The annual election shall occur during the first meeting of the council in January of each year. Councilmembers shall make nominations for the appointment of deputy mayor. The nominator is permitted to give reasons for supporting the nominee. Nominations do not require a second, but the person nominated should accept or decline the nomination prior to the vote. Councilmembers nominated for this appointment are not required to abstain from voting.

Duties of deputy mayor.

In the absence of the mayor, the deputy mayor presides at meetings of the council, administers oaths and signs instruments. When the deputy mayor presides over a council meeting, he or she shall retain his or her councilmanic vote. In addition, the deputy mayor shall assign the location of where council members shall sit in council chambers during council meetings for the year ahead.

Article IX. Chief Financial Officer

Appointment.

The selection of one council member to serve as the chief financial officer for the council will occur annually, by majority vote of the council. The chief financial officer will provide financial oversight as described in this section on behalf of the city council.

The annual election shall occur during the first meeting of the council in January of each year. Councilmembers shall make nominations for the appointment of chief financial officer. The nominator is permitted to give reasons for supporting the nominee. Nominations do not require a second, but the person nominated should accept or decline the nomination prior to the vote. Councilmembers nominated for this appointment are not required to abstain from voting.

Duties of chief financial officer.

The chief financial officer's duties include the following monthly duties: review of the city check register for accuracy; oversight for possible fraud; review of the then-effective budget for accuracy and account balance monitoring; discussing with the clerk/treasurer the current budget balances and comparing balances to prior year's expenditures and expected revenue. On a quarterly basis, the chief financial officer will report to the city council at a regular council meeting on the overall budget. The city council may also ask the chief financial officer about expenses and the check register more frequently than quarterly at council meetings as these questions arise.

Article X. Forms of Address

Elected officials.

In all formal council meetings, the mayor shall be addressed as “Mayor (surname),” “Your Honor,” or “Mr./Madam Mayor.” The deputy mayor shall be addressed as “Deputy Mayor (surname).” Members of the council shall be addressed as “Councilmember (surname).”

Directors and staff.

All directors shall be addressed as “Director (surname)” or Mr. or Ms. (surname). All other staff shall be addressed as Mr. or Ms. (surname).

Article XI. Rules of Decorum

Councilmembers.

While the council is in session, all members must preserve order, decency and decorum at all times, and no member shall, by conversation or otherwise, delay or interrupt the proceedings of the council.

No member shall use impertinent, degrading, or slanderous language as to any other member of the council, the mayor, city staff, or member of the public while discussing or debating the business of the council. Debate must be fundamentally impersonal. All discussion is addressed to the presiding officer and must never be directed to any individual. Meetings must discuss measures, not people. A motion – its nature and consequences – may be attacked vigorously, but it is never permissible to attack the motives, character, or personality of the presiding officer or another councilmember either directly or by innuendo or by implication.

It is the duty of the presiding officer instantly to stop any member who engages in personal attacks or discusses the motives of the presiding officer or another councilmember or is discourteous in word or manner. If the presiding officer fails to interrupt, any member may make a point of order and call the attention of the presiding officer to the speaker’s misconduct.

Arguments and opinions should be stated as concisely as possible. Discussions by members of the council shall relate to the subject matter at hand and shall be relevant and pertinent thereto so as to provide for the expeditious disposition and resolution of the business before the legislative body.

Anyone who uses improper language or acts in a disorderly manner should be called to order promptly by the presiding officer. When a point of order is raised concerning a speaker’s conduct, the speaker must be silent until the point of order is decided by the presiding officer.

A member who fails or refuses to speak in an orderly and courteous manner may be denied the right to the floor and, if necessary, may be ejected from the meeting by order of the presiding officer or by a vote of the assembly.

Chair.

The chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members’ motives and confine members in debate to the question under discussion. The chair may discourage any city staff or members of the public addressing the council from making personal,

impertinent or slanderous remarks or from becoming boisterous (talking in a voice or making noises which are louder than normal conversation or which disrupt the meeting) while addressing the council, or by conversation to delay, impede or interrupt the proceedings or the peace of the council, or disrupts any member while speaking, or refuse to obey the orders of the council or the chair. All remarks shall be addressed to the council as a whole and any person(s) violating these provisions or who become threatening or disruptive while addressing the council may be requested to leave the meeting by the chair. Any person in violation of these provisions and who refuses to comply with the lawful orders of the chair shall be guilty of disorderly conduct.

The chair shall preserve order at all times during council meetings. Any councilmember may move to require the chair to enforce the rules and the affirmative vote of a majority of the council shall require the chair to do so.

City staff.

Members of the city staff shall observe the same rules of order and decorum that are applicable to members of the city council.

Article XII. Code of Conduct

Councilmembers.

In all dealings, councilmembers shall be governed, to the extent applicable, by Chapter 42.20 RCW relating to misconduct of public officers, by Chapter 42.23 RCW relating to the code of ethics for municipal officers, and by Chapter 42.36 RCW relating to the appearance of fairness doctrine, and by this document and all other statutes or ordinances governing the conduct of city officers.

Motions generally.

All ordinances, resolutions, and other matters requiring council approval shall be in the form of an affirmative motion. All motions shall require a second in order to proceed to a vote. If no one seconds the motion, the motion dies.

Article XIII. Voting

Requirements.

A councilmember must be present at a council meeting or virtually to vote on any issue, contract, ordinance or resolution or any other order of business of the council. No member shall be allowed to vote by proxy.

Tie breaker.

The mayor may cast a vote in the case of a tie vote of the council in matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money per RCW 35.23.201; 35.23.211.

Roll call voting.

The chair, any councilmember, or the city clerk or designee may request a verbal roll call vote.

Votes on motions.

The council requires a majority vote of those councilmembers present and voting, for passage of any action issue; provided, that the passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council, as required by law. Each councilmember present may vote on all questions before the council, except on matters in which he or she has been disqualified or the councilmember has a legal conflict of interest or an appearance of fairness issue under Washington law. Such member shall disqualify him or herself prior to any discussion of the matter, shall temporarily leave the meeting until the agenda item is completed, and shall not attempt to influence the votes of the other councilmembers. When disqualification of a member or members results or would result in the inability of the council at a subsequent meeting to act on a matter which is required by law to take action, any member who was absent or who had been disqualified under the appearance of fairness doctrine may subsequently participate provided such member shall first have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

Failure to vote on a motion.

Any councilmember present who fails to state his or her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining councilmember still creates a quorum.

In situations where a councilmember may need to abstain from voting because of a possible violation of the appearance of fairness doctrine, RCW 42.36.090 provides that the challenged councilmember can still participate in the event that abstention would cause a lack of a quorum or result in a failure to obtain a majority vote as required by law if he or she publicly discloses the basis for disqualification prior to rendering a decision.

Explanation of vote by councilmember.

Any member of the council desiring to explain his or her vote may do so by requesting the floor from the chair and shall be allowed the opportunity to do so for the public and the official record. The question shall not be called for by any councilmember until each councilmember has had an opportunity to address or state their concerns.

Consensus votes.

When a formal motion is not required on a council action or opinion, a consensus voice vote may be taken. The chair will state the action or opinion and each councilmember may vote by saying "aye" or "nay."

Reconsideration.

Any action of the council shall be subject to a motion to reconsider with certain exceptions. The following shall not be subject to reconsideration:

1. Any action that was previously reconsidered,
2. Motions to adjourn,
3. Motions to suspend the rules,
4. An affirmative vote to table or to take from the table,
5. A vote electing to office a person who is present and does not decline, or

6. Approval of a contract if, following the original council approval, the contract has already been signed and delivered to the other contracting party.

Other than the above exceptions, any decision may be reconsidered if a motion to reconsider is timely brought. A motion to reconsider may only be made by a member of the prevailing side on the original action. A motion to reconsider may only be made at the same meeting the initial vote is taken, or at the next succeeding regular council meeting. Debate on a motion to reconsider is limited to the reason for reconsidering the motion and should not be used to repeat discussion regarding the main motion.

Table motions.

If a councilmember wishes to make a motion to table an issue, they may state their intentions to do so and inquire whether any councilmembers wish to make statements or provide information prior to the motion being made and seconded.

Article XIV. Public Comments

Public comments.

The public is encouraged to attend and participate at all council meetings. Any individuals who will have difficulty attending a meeting or who desire to comment virtually will be provided an opportunity to provide oral comment at the meeting remotely either by giving prior notice to the city clerk or designee before 5:00pm the night of the Council Meeting or during the public commenting section of the agenda. Under agenda item "public comments," members of the public may address the mayor and the council regarding any matter relating to city business or over which the city has authority, for up to three minutes per speaker, unless granted further time by the chair or a majority of the councilmembers present. Following such comments, if action is required or has been requested, the chair shall refer the matter to staff for review or investigation and report at a future meeting. Sign-up is not required for this portion of the council meeting. Each member of the public will be allowed to speak only once during the public comment portion in each council meeting.

Conduct and decorum when addressing council.

Any person addressing the council shall comply with the following rules of conduct and decorum:

- A. When recognized by the chair, each in-person attendee addressing the council shall go to the podium and remote attendees when recognized shall give their name and address in an audible tone of voice for the record, and shall limit their remarks to the time specified, unless granted further time by the chair or requested by a majority of the councilmembers present. All remarks shall be addressed to the council as a body and not to any member thereof. This time is set aside for public comments on city business and not to allow individual conversations between citizens and councilmembers/chairperson. No questions shall be asked of a councilmember, except through the chair.
- B. Out of respect for the efficient use of council meeting time, councilmember nor the chair will generally respond to citizen comments unless the matter is city business, and that person wants to respond during the council meeting rather than some other time. With the permission of the chair, a council member may ask for a point of personal privilege to respond, however, that

should be used sparingly so as not to detract from doing the business of the council. No councilmember nor the chair should respond at a meeting to individual or personal matters unless that councilmember or the chair believes the matter is city business that should or may be addressed by the full council at a council meeting, and that councilmember or the chair wants to make a response at a council meeting rather than some other time.

- C. No person, other than the chair, councilmembers, and the person having the floor, shall be permitted to enter into any discussions, either directly or through the members of the council, unless recognized by the chair.
- D. All speakers providing public comment are expected to deliver their comments in a courteous and efficient manner. Any person in the audience who is unruly or disruptive while addressing the council may be requested to leave the meeting or may be barred from further audience before the council during that council meeting by the chair.
- E. In the event of disruption of the council meeting, the chair may declare a recess until such time as order has been restored. If order cannot be restored, the chair may order chambers cleared before the meeting resumes.
- F. When public complaints or suggestions are brought before a council meeting, other than for items already on an agenda, the chair shall first determine whether the issue is in the purview of the executive branch or the legislative branch and then:
 - 1. If within the legislative authority, the council may determine whether to recommend changes to an ordinance or resolution of the city. If so determined, the council may refer the matter to administration or the council of the whole for study and recommendation.
 - 2. If within the executive authority, the mayor should then refer the complaint to the appropriate staff member for his/her review if said complaint has not been so reviewed. The city council may direct that the mayor brief or report to the council when his/her response is made.

Written communication.

All material presented at council meetings, except confidential material not subject to disclosure under law, shall also be presented to the city clerk or designee. A copy of any written communications submitted to the council at council meetings under public comments or in reference to an agenda item shall also be provided to the city clerk or designee who shall note in the minutes that said communication was received and include the subject of the communication and the person or group submitting it and will provide copies to each councilmember.

Examples of confidential information include attorney-client privileged communications, records with personal information or other information that is exempt from disclosure under the public records act.

Public hearing procedures.

- A. Speaker Sign-In. Prior to the start of a public hearing, all persons wishing to be heard are requested to sign in with the city clerk or designee, giving their name and address and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony.

Each speaker shall be given three minutes. If there are numerous items for public hearings on any council agenda, there will be a separate public hearing on each item. The chair may change the order of speakers so that testimony is heard in the most logical groupings. Public hearing testimony sign-up forms shall be available on the table inside the council chambers prior to the meeting until five minutes prior to the meeting starting for use by those wishing to address the council.

- B. Conflict of Interest and Appearance of Fairness. Prior to the start of a public hearing any councilmember who has a conflict of interest or appearance of fairness doctrine concern, needs to step down and give the reason for recusing themselves from participation in the public hearing process. Another councilmember may ask a councilmember to step down from the public hearing process if they believe there is a conflict of interest or appearance of fairness doctrine concern. A councilmember who refuses to step down after challenge, upon the advice of the city attorney and after a ruling by the majority of the remaining members of the council that the member in question should step down, is subject to censure. A councilmember who has stepped down shall not participate in the council decision nor vote on the matter. The councilmember shall leave the council chambers while the matter is under consideration.

Public hearing process.

The city clerk or designee, with the concurrence of the mayor and deputy mayor, shall set public hearing dates to receive public testimony on all issues required by law or as the council may direct.

Discussions by council of public testimony shall normally be scheduled for the next regularly scheduled meeting. Final action by the council on all public hearings shall normally be scheduled for the next regularly scheduled council meeting; except where no public testimony was provided, the council may choose to take final action immediately following the public hearing.

On the day of the public hearing, the city clerk or designee will print a list of item(s) on the public hearing agenda for the public to have during the public hearing, along with the following notice:

1. All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall state their name and address for the official record of the transcript of the public hearing.
2. No comments from members of the public who are physically present shall be made from any other location. Comments that are not on the public hearing topic are out of order. Anyone making "out-of-order" comments shall be subject to removal from the meeting. If you have any special needs or require accommodation, please advise the nearest staff member.
3. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.

The chair calls upon staff to present a brief staff report on the matter under consideration.

The chair calls upon proponents, opponents and all other individuals who have signed in to speak regarding the matter under consideration. After everyone that has signed in to speak has had their opportunity to do so, the chair shall ask if there is anyone else wishing to speak on this matter.

The chair inquires as to whether any councilmember has questions for the proponents, opponents, speakers or staff. If any councilmember has questions, the appropriate individual will be recalled to the podium (or otherwise addressed if participating remotely).

The chair continues the public hearing to a specific date and time or closes the public hearing. The council may choose to keep the public record open to a date and time set by the council to receive written testimony if they so desire.

Quasi-judicial public hearings.

Quasi-judicial hearings occur when the council sits as a “judge” or deliberating body on a specific matter. This may include items such as a rezone or other land use approval. When sitting as a quasi-judicial body, different rules govern how council members work and how these decisions must be made. For example, the appearance of fairness doctrine applies to quasi-judicial hearings, but not to legislative hearings. Council’s decision on a quasi-judicial matter must be based on and supported by the “record” in that matter. The “record” consists of all testimony or comment presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing. All quasi-judicial hearings shall be recorded. Quasi-judicial hearings will be conducted in conformance to procedures outlined in other ordinances, such as the hearing examiner ordinance. Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. Deliberations and eventual decision shall fall within any applicable statutory timelines. Comments from the audience are not permitted during open meeting deliberations as these would provide information that is outside the “record”.

Comments in violation of the appearance of fairness doctrine.

The chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the council or its boards or agency or commissions. Such comments should be made only at the hearing on a subject matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.

Article XV. Ordinances and Resolutions

Defined.

- A. Ordinances. Ordinances are legislative acts or local laws, prescribing general, uniform, and permanent rules of conduct, relating to the corporate affairs of the city. Ordinances are the most permanent and binding form of council action and may be amended or repealed only by adoption of a subsequent ordinance.
- B. Resolutions. A resolution is an act of the council that is less solemn or formal than an ordinance, and in general is an expression of the opinion or mind of the council concerning some particular item of business or matter of administration coming within its official cognizance. Resolutions generally deal with matters of a special or temporary character. A resolution may be amended or repealed by adoption of a subsequent motion resolution or ordinance.

When required ordinances, resolutions and contract documents shall be reviewed by the city attorney or deputy city attorney and approved as to form and legality, prior to submitting to the city clerk or designee for inclusion on a council agenda.

All contracts and agreements which are to be approved by the council shall be submitted to the council for consideration as an exhibit to a resolution to ensure tracking ability.

All additional issues pertaining to the city's yearly budget shall be submitted as exhibits to the main budget ordinance (i.e., salary scale, etc.).

All ordinances and resolutions shall be submitted in the city clerk approved standard template format.

No ordinance or resolution shall contain more than one subject and shall be fully and clearly expressed in its title.

All ordinances and resolutions may be passed by the council by having only the title and summary statement read aloud by the city clerk or deputy city clerk or designee at a council meeting, if it is the second reading of the ordinance or resolution, without the full reading of the ordinance or resolution; however, a councilmember may request a full reading at which time the chair shall ask the city clerk or designee to read the ordinance or resolution.

Introduction of ordinances and resolutions at council meetings.

Ordinances, resolutions and other matters or subjects requiring action by the council shall include a clear description of the subject matter in the titles shown on all agendas and minutes of the council.

Legal review.

All documents needing legal review by the city attorney or deputy city attorney must also be reviewed and approved by the mayor or city administrator prior to final submittal to the city clerk.

Two readings required of ordinances.

Ordinances before the city council for consideration and passage shall be reviewed at two meetings of the council prior to passage.

- A. Introduction and First Reading of Ordinance. Discussion and debate by the city council at a regular meeting may be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, forward the ordinance to an advisory board, or approve placing the ordinance on the agenda of the forthcoming regular council meeting for enactment as an enforceable city law.

Nothing contained in this policy shall prohibit the city council from enacting any ordinance, other than a franchise, after a single reading by majority vote.

- B. Action Items. The council may delay taking action on any issues if sufficient documentation and information has not been provided by the mayor and the staff in advance in council packets to allow the council due deliberation.

Numbering ordinances and resolutions.

Prior to submitting to council, a number shall be assigned to every ordinance or resolution by the city clerk or designee and a current numeric and alphabetical journal log of all ordinances and resolutions shall be kept by the city clerk for easy cross-reference. Copies of the journals shall be provided upon request to councilmembers.

Effective date of ordinances and resolutions.

- A. Under state law ordinances shall not take effect until five days after the date of its publication. However, the council may take action to make the ordinance effectively immediately by passing the ordinance by a vote of a majority plus one of the whole membership of the council provided that the ordinance designates the action as a public emergency necessary for the protection of public health, public safety, public property, public welfare, or public peace. When passed as an emergency by a majority plus one of the whole membership of the council, such ordinance may become effective upon adoption. Emergency passage is not allowed for any ordinance that levies taxes, grants, renews or extends a franchise, or authorizes the borrowing of money.
- B. Resolutions. A resolution may be put to its final passage on the same day it is introduced and may be effective the same day. The title of each resolution shall, in most cases, be read by the city clerk or designee prior to its passage; provided, should a councilmember request that the entire resolution or certain of its sections be read aloud, such requests shall be granted by the chair.

Publication of ordinances.

Ordinances and their summaries shall be published in the city's official newspaper as legal publication in the first possible publication following enactment. Ordinances will also be posted on the city website.

Ordinance vetoes by the mayor.

Per RCW 35.23.211, the mayor shall have the power to veto ordinances passed by the council, but such veto may be overridden by the vote of the majority plus one of the whole membership. The deputy mayor does not have the right to veto ordinances.

To become valid, every ordinance adopted by the council must be presented to the mayor, or in the mayor's absence to the deputy mayor. If approved by the mayor, the mayor or deputy mayor shall sign the ordinance. If not approved by the mayor, the ordinance shall be returned to the council with the mayor's written objections. The council shall cause such objections to be entered at large upon the journal and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole membership, voting upon a call of ayes and nays, favors its passage, the ordinance shall become valid notwithstanding the mayoral veto. If the mayor fails for 10 days to either approve or veto an ordinance it shall become valid without approval. All ordinances shall be signed by the mayor, or in the absence of the mayor by the deputy mayor, approved as to form, when required, by the city attorney and attested to by the city clerk or designee.

Article XVI. Public Concerns and Suggestions

Correspondence.

All correspondence received by the council shall be answered in a timely manner by city staff. All correspondence or phone calls from residents received by city staff regarding policy or legislative issues shall indicate the date received and which department they were referred to for follow up and response. Copies of the information shall be provided to all councilmembers.

The city clerk or designee is authorized to open and examine all mail or other written communications addressed to the city council. No mail shall be opened which is addressed to the personal attention of any one member of the council.

Requests from residents for council representative contact information.

The council expects the mayor to manage requests for public information about councilmembers and to have the staff provide public contract information for councilmembers upon request.

Article XVII. Council or Mayoral Vacancies

Vacancy in council seat or mayor's position.

If a vacancy occurs, the council will follow the procedures outlined in RCW 35.23.101 and RCW 42.12. If the council fails to appoint a qualified person to fill a vacancy within 90 days of the occurrence of the vacancy, the authority of the governing body shall cease, and the Whitman County council shall appoint a qualified person to fill the vacancy. In order to fill the vacancy with the most qualified person available until an election is held, the council will direct the city clerk to distribute and publish a notice of the vacancy and deadline for applying for the position.

Notice.

The notice of the vacancy shall be widely distributed and published in the city newsletter, when possible, on the city website, at the City Hall, and such other places or by such other means as to reasonably provide information to the public, including the procedure and deadline for applying for the position. The deadline for applications included in the notice shall not be less than 14 days from the date the notice is first distributed.

Application and interview procedure.

At the council meeting following the deadline for the close of the application period, the council may interview all or some of the candidates who submitted an application by the deadline for the advertised council vacancy. Such interviews shall be open to the public. Applicants will be asked to remain outside the council chambers while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each councilmember during the interview process. The councilmembers will ask the same questions of each candidate. Each candidate will be allowed two minutes for closing comments.

Selection of new councilmember or mayor.

The council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy shall be conducted during an open public meeting.

Article XVIII. Council's Request for Information from Staff**Defined.**

The council shall make all requests for information to the mayor or in the case of city legislative records to the city clerk or designee. Information shall be provided in a timely manner to enable councilmembers to perform their duties and responsibilities more effectively. If the information requested cannot be provided by the mayor or staff in a timely manner, they shall be advised why and when to expect the requested information. Information of a general council nature will be dispersed to the full council.

Article XIX. Council Relations with City Staff**Policy guidelines.**

There will be mutual respect from both city staff and council members of their respective roles and responsibilities.

City staff shall acknowledge the council as policy makers and councilmembers shall acknowledge staff as administering the council's policies.

Article XX. Suspension and Amendment of These Rules**Suspension of these rules.**

Any provision of these rules not governed by state law or by the city code may be temporarily suspended by a vote of a majority of the council.

Amendment of council policies.

These rules and policies may be amended, or new policies adopted by a majority vote of all members of the council. The council may review its policies and procedures yearly.

Severability.

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

Fund #	Fund Name	2018 Ending Balances	2020 Ending Balances	2021 Ending Balances	2022 Ending Balances	2023 Ending Balances	2024 Ending Balances
001	General Fund	\$681,493.64	\$768,745.24	\$840,564.96	\$907,673.44	\$864,492.51	\$865,460.24
101	Cemetery Fund	\$22,445.35	\$46,901.46	\$33,825.82	\$110,377.26	\$115,480.62	\$181,162.22
102	Cemetery Memorial Fund			\$20,659.58	\$219.91	\$0.00	\$0.00
104	Streets & Roads Fund	\$188,094.98	\$161,852.86	\$145,129.26	\$165,793.39	\$194,914.68	\$206,216.50
105	Airport Fund	\$18,480.99	\$25,200.27	\$29,852.01	\$39,514.10	\$47,879.20	\$69,858.58
108	Fire Department Fund	\$33,256.40	\$37,265.45	\$43,989.42	\$60,218.65	\$57,238.07	\$62,024.53
109	Criminal Justice Fund	\$74,162.13	\$71,739.95	\$72,994.33	\$75,538.70	\$86,734.74	\$95,614.33
114	Street Levy Fund	\$50,000.00	\$55,025.64	\$139,610.49	\$50,000.00	\$50,000.00	\$50,000.00
362	CDBG Planning Only Grant	\$1,200.00			\$0.00	\$0.00	\$0.00
364	Park Street Grant		\$674,014.24	\$52,707.04	\$0.00	\$0.00	\$0.00
365	TIB-Main Street Sidewalk				\$88,466.90	\$3,718.10	\$0.00
366	TIB-Seal Coat Project					\$10,873.76	\$150,659.24
367	TIB-Maintenance Project					\$7,236.59	\$3,770.41
368	WSDOT- Airport Grant					\$10,737.09	\$79,507.09
401	Water Fund	\$447,702.40	\$406,563.01	\$489,092.70	\$505,235.38	\$474,618.44	\$482,144.75
402	Sewer Fund	\$332,876.91	\$416,168.55	\$572,063.91	\$804,958.88	\$778,640.37	\$781,546.19
406	Debt Service - Sewer	\$10,247.32	\$10,247.32	\$10,248.30	\$10,248.30	\$9,990.62	\$9,990.62
452	Water Reserve	\$241,386.04	\$248,048.52	\$196,914.41	\$193,623.39	\$199,064.30	\$193,892.56
455	Sewer Line Replacement	\$716,806.31			\$0.00	\$0.00	\$0.00
456	Sewer Reserve Plant Project	\$169,103.33	\$108,649.40	\$69,058.19	\$114,179.76	\$167,388.26	\$222,776.88
457	Sewer Lift Station - DOE				\$14,250.80	\$662,413.88	\$632,866.46
	DOE WWTP Planning Grant/Loan						\$3,314.15
703	Cemetery Endowment	\$103,574.86	\$126,892.66	\$126,985.20	\$107,897.92	\$117,088.98	\$119,693.12
	Total Revenue	\$3,090,840.66	\$3,157,314.57	\$2,843,695.62	\$3,248,196.78	\$3,858,510.21	\$4,210,497.87
	Total Expenses	\$1,985,090.18	\$2,072,856.03	\$1,637,456.42	\$1,914,432.64	\$2,558,644.21	\$2,773,331.62
	Net gain / loss all funds	\$1,105,750.48	\$1,084,458.54	\$1,206,239.20	\$1,333,764.14	\$1,299,866.00	\$1,437,166.25

Notes:

The increase in 2021 & 2022 balances is from receipt of \$111,629 in ARPA Funds
 ARPA - American Rescue Plan Act (Covid-19 pandemic)
 These funds were mostly spent in 2023