

**GOLDENDALE CITY COUNCIL
REGULAR MEETING
MARCH 4, 2019
7:00 PM**

- A. Call to Order
 - 1. Pledge of Allegiance
- B. Roll Call
- C. Public Hearing
- D. Agenda
 - 1. Approval of Agenda
 - 2. Consent Agenda
 - a. Approval of Minutes
 - b. Claims
 - c. Payroll
 - d. Other
- E. Presentations
- F. Department Reports
- G. Council Business
- H. Resolutions
 - 1. Adopting Procurement Policies and Procedures
 - 2. Adopting a Code of Conduct Policy
 - 3. Adopting a Small and Attractive Assets Policies and Procedures
- I. Ordinances
- J. Report of Officers and City Administrator
- K. Public Comment
- L. Executive Session
 - 1. Qualifications of an Applicant RCW 42.30.101 (1) (g)
- M. Adjournment

NEXT REGULAR COUNCIL MEETING WILL BE ON MARCH 18, 2019 AT 7:00 PM.

AGENDA TITLE: CONSENT AGENDA

DATE: MARCH 4, 2019

ACTION REQUIRED:

ORDINANCE _____ COUNCIL INFORMATION _____ X
RESOLUTION _____ OTHER _____
MOTION _____ X

EXPLANATION:

The consent agenda includes the following:

Minutes of the February 19, 2019 regular council meeting, First pay period February checks #51570 – 51577, 900966, direct deposit run 2/20/2019 in the amount of \$121,986.01, March 4, 2019 claims checks #51578 – 51616, 900967 - 900968 in the amount of \$56,914.75.

FISCAL IMPACT:

Payroll checks in the amount of \$121,986.01, claims checks in the amount of \$56,914.75.

ALTERNATIVES:

Approve the consent agenda.

Remove certain items from the consent agenda for further discussion.

STAFF RECOMMENDATION:

Approve the consent agenda

MOTION:

I MOVE TO APPROVE THE CONSENT AGENDA.

**GOLDENDALE CITY COUNCIL
REGULAR MEETING
FEBRUARY 19, 2019
7:00 PM**

Mayor Michael A Canon called to order the regular meeting of the Goldendale City Council followed by the Pledge of Allegiance.

Roll Call:

Council Present: Mayor Michael A Canon (Not voting), Council Member Andy Halm, Council Member Guy Theriault, Council Member John Sullivan, Council Member Justin Leigh, Council Member Shannon Middleton, Council Member Miland Walling

Staff Present: City Administrator Larry Bellamy (Not voting), Clerk-Treasurer Connie Byers (Not voting), Fire Chief Noah Halm (Not voting), Public Works Director Karl Enyeart (Not voting).

Absent: Council Member Carmen Knopes.

Agenda and Consent Agenda:

Motion: I move to approve the agenda and consent agenda. Moved by Council Member Guy Theriault, Seconded by Council Member Shannon Middleton.

Vote: Motion carried by unanimous roll call vote (summary: AYES = 6).

AYES: Council Member Andy Halm, Council Member Guy Theriault, Council Member John Sullivan, Council Member Justin Leigh, Council Member Miland Walling, Council Member Shannon Middleton.

Presentations:

Greg Wallwork – Plan to Demo Kitchen

Greg asked the council to delay the demo on the kitchen at Ekone Park until September.

Karl informed council that Pioneer Engineering did look at the building and explained the opinion about the buildings condition and offered a solution if the building were to be torn down. He then recommended that the building be removed, and a new structure built in its place.

After much discussion it was decided to leave the structure as is until September.

Department Reports:

Noah reported on the new thermo imaging cameras, calls for last year, the department has 29 members and response time.

Karl reported on the lagoons. Karl then gave a speech of thanks to the Mayor and city council members, office staff, Chief Noah Halm and all the volunteer fire fighters, Chief Reggie Bartkowski and all Police Officers and staff, wastewater and water operators and public works crew.

Council Business:

Capital Outlay for RAS Cleanout at WWTP

Motion: I move to approve a capital outlay for a RAS cleanout at the WWTP in an amount not to exceed \$30,000.00., **Moved by** Council Member Guy Theriault, **Seconded by** Council Member Shannon Middleton.

Vote: Motion carried by unanimous roll call vote (**summary:** AYES = 6).

AYES: Council Member Andy Halm, Council Member Guy Theriault, Council Member John Sullivan, Council Member Justin Leigh, Council Member Miland Walling, Council Member Shannon Middleton.

Resolutions:

Tourism Awards

Motion: I move to adopt resolution no. 692 authorizing tourism funding for 2019 plan B and to move \$250.00 from award to the Presby Mansion to the Goldendale Chamber of Commerce., **Action:** Adjourn, **Moved by** Council Member Guy Theriault, **Seconded by** Council Member Shannon Middleton.

Vote: Motion carried by unanimous roll call vote (**summary:** AYES = 6).

AYES: Council Member Andy Halm, Council Member Guy Theriault, Council Member John Sullivan, Council Member Justin Leigh, Council Member Miland Walling, Council Member Shannon Middleton.

Report of Officers and City Administrator:

Justin stated the he was glad we were able make some compromises to make people happy by using plan B.

Guy thanked Karl for his service at the city.

Shannon thanked Karl and stated that you have done a wonderful job and you are going to be very hard to replace.

Andy thanked Karl for his dedication to the city and all you have done here. He also thanked Noah for the good job he is doing for the fire department. It is good to see that we have gone from 12 volunteers to 29.

John thanked the crew for all their hard work during this weather and keeping our roads clear.

Miland also thanked the good job the road crew did.

Larry reported on upcoming meetings and informed the council that next week the advertisement closes for Karl's position.

Mayor Canon stated that Karl has been phenomenal. He has built a crew that works great together and even worked well with the Police Department putting up their shed. I would not want to be the guy following Karl Enyeart, he has done a great job.

Public Comment:

Terry Luth stated that he is sorry to see Karl go. He suggested a container at the park.

Greg Wallwork thanked Karl and for listening to the Farmers Market concerns.

Ron Ingraham thanked the Event Committee.

Adjournment:

Motion: I move to adjourn the meeting. **Moved by** Council Member Guy Theriault, **Seconded by** Council Member Shannon Middleton.

8:06 pm

Vote: Motion carried by unanimous roll call vote (**summary:** AYES = 6).

AYES: Council Member Andy Halm, Council Member Guy Theriault, Council Member John Sullivan, Council Member Justin Leigh, Council Member Miland Walling, Council Member Shannon Middleton.

Michael A Canon, Mayor

Connie Byers, Clerk-Treasurer

Register

Fiscal: 2019
Deposit Period: 2019 - Feb 2019
Check Period: 2019 - Feb 2019 - 2nd Council Feb 2019


Number	Name	Print Date	Clearing Date	Amount
Columbia State Bank	20016310			
Check				
51578	Republic Services Inc	2/21/2019		\$359.08
51579	WA St Dept of Licensing	2/26/2019		\$47.25
51580	US Bank	2/27/2019		\$7,395.13
51581	Avista Utilities	3/4/2019		\$1,486.76
51582	Bishop Sanitation Inc	3/4/2019		\$187.50
51583	Book Nook, The	3/4/2019		\$64.87
51584	Browning Extinguisher Service	3/4/2019		\$657.90
51585	Cascade Fire Equip Co	3/4/2019		\$48.54
51586	CED Consolidated Electrical Distributors Inc	3/4/2019		\$92.11
51587	Centurylink NC	3/4/2019		\$38.32
51588	Clifford & Martin Inc	3/4/2019		\$73.98
51589	David Brotherton	3/4/2019		\$196.00
51590	Fastenal Company	3/4/2019		\$94.86
51591	Goldendale Exhaust LLC	3/4/2019		\$73.70
51592	Goldendale Sentinel	3/4/2019		\$63.75
51593	Goldendale Tire Center	3/4/2019		\$37.63
51594	Gorge Networks	3/4/2019		\$1,405.08
51595	Gwendolyn L Grundei	3/4/2019		\$4,500.00
51596	Hach Company	3/4/2019		\$251.48
51597	Hattenhauer Energy Co LLC	3/4/2019		\$3,903.36
51598	IBS Incorporated	3/4/2019		\$119.47
51599	Kerns Shop & Propane	3/4/2019		\$108.57
51600	Klickitat CO Health Dept	3/4/2019		\$120.00
51601	Les Schwab Tire Center	3/4/2019		\$618.82
51602	Mail Finance	3/4/2019		\$316.06
51603	MCP Mid Columbia Producers Inc	3/4/2019		\$49.40
51604	Menke Jackson Beyer LLP	3/4/2019		\$3,490.63
51605	MES Northwest	3/4/2019		\$5,110.64
51606	Precision Approach Engineering	3/4/2019		\$3,262.68
51607	Quill Corporation	3/4/2019		\$2,479.06
51608	Radcomp Technologies	3/4/2019		\$3,200.99
51609	Riley Brothers Inc	3/4/2019		\$1,505.00
51610	Schaeffer MFG Co	3/4/2019		\$558.76
51611	Swissphone LLC	3/4/2019		\$2,427.13
51612	The Standard Steel Companies	3/4/2019		\$2,576.51
51613	Verizon Wireless	3/4/2019		\$640.16

Number	Name	Print Date	Clearing Date	Amount
51614	Vision Municipal Solutions Llc	3/4/2019		\$973.00
51615	WA St Dept of Ecology	3/4/2019		\$1,983.96
51616	Yakima-Herald Republic	3/4/2019		\$663.40
900967	HTP America Inc	3/4/2019		(\$41.01)
900968	WA St Dept of Revenue	3/4/2019		\$5,774.22
		Total	Check	\$56,914.75
		Total	20016310	\$56,914.75
		Grand Total		\$56,914.75

**CITY OF GOLDENDALE
CLAIMS REGISTER**

I, the undersigned, do hereby certify that the materials have been furnished, the services rendered or the labor performed as shown on Check numbers 51578 through 51616, 900967 - 900968 in the amount of \$56,914.75, and unpaid obligations against the City of Goldendale, Washington and that I am authorized to certify said claims.

DATED this 28th day of February, 2019.


Clerk-Treasurer

Register Activity

Fiscal: 2019

Period: 2019 - Feb 2019

Council Date: 2019 - Feb 2019 - 2nd Council Feb 2019

Reference	Date	Amount	Notes
Reference Number: 51578 0487-000602094	Republic Services Inc 12/31/2018	\$359.08 \$359.08	Garbage Service
Reference Number: 51579 Invoice - 2/26/2019 3:34:15 PM	WA St Dept of Licensing 2/26/2019	\$47.25 \$47.25	2008 Nissan Atlas
Reference Number: 51580 Invoice - 2/27/2019 10:27:49 AM	US Bank 2/27/2019	\$7,395.13 \$7,395.13	Visa Payment
Reference Number: 51581 Invoice - 2/27/2019 2:18:42 PM	Avista Utilities 2/27/2019	\$1,486.76 \$1,486.76	Natural Gas
Reference Number: 51582 74656 74685	Bishop Sanitation Inc 2/14/2019 2/14/2019	\$187.50 \$120.00 \$67.50	Ekone Park Airport
Reference Number: 51583 917507 917509	Book Nook, The 2/22/2019 2/26/2019	\$64.87 \$2.52 \$62.35	Engraved Letters Plaque
Reference Number: 51584 7057 7058	Browning Extinguisher Service 2/6/2019 2/7/2019	\$657.90 \$118.25 \$539.65	Extinguisher Service Extinguisher Service
Reference Number: 51585 096887.1	Cascade Fire Equip Co 1/29/2019	\$48.54 \$48.54	Electronics and Valve Check
Reference Number: 51586 9477-430759	CED Consolidated Electrical Distributors Inc 2/13/2019	\$92.11 \$92.11	9W LED Lamp
Reference Number: 51587 Invoice - 2/27/2019 2:30:02 PM	Centurylink NC 2/27/2019	\$38.32 \$38.32	Long Distance
Reference Number: 51588 673033	Clifford & Martin Inc 1/22/2019	\$73.98 \$73.98	Water

Reference	Date	Amount	Notes
Reference Number: 51589 <u>Invoice - 2/27/2019 2:30:41 PM</u>	David Brotherton 2/1/2019	\$196.00 \$196.00	Program Portables
Reference Number: 51590 <u>ORTHE76282</u> <u>ORTHE76399</u>	Fastenal Company 1/30/2019 2/6/2019	\$94.86 \$76.38 \$18.48	Supplies Supplies
Reference Number: 51591 <u>1052498</u>	Goldendale Exhaust LLC 2/8/2019	\$73.70 \$73.70	Oil Change
Reference Number: 51592 <u>149970</u> <u>149973</u>	Goldendale Sentinel 2/6/2019 2/13/2019	\$63.75 \$17.00 \$46.75	Public Works Equipment Building Broadband Planning Committee
Reference Number: 51593 <u>317480</u>	Goldendale Tire Center 2/6/2019	\$37.63 \$37.63	Flat Repair
Reference Number: 51594 <u>1-1639146</u>	Gorge Networks 2/18/2019	\$1,405.08 \$1,405.08	Land Lines
Reference Number: 51595 <u>Invoice - 2/27/2019 2:44:34 PM</u>	Gwendolyn L Grundei 2/27/2019	\$4,500.00 \$4,500.00	February Service
Reference Number: 51596 <u>11348913</u>	Hach Company 2/20/2019	\$251.48 \$251.48	Dilution Water
Reference Number: 51597 <u>CL85820</u>	Hattenhauer Energy Co LLC 2/15/2019	\$3,903.36 \$3,903.36	Fuel
Reference Number: 51598 <u>693282-2</u>	IBS Incorporated 2/19/2019	\$119.47 \$119.47	Silverback Flap Disc
Reference Number: 51599 <u>22752</u>	Kerns Shop & Propane 2/27/2019	\$108.57 \$108.57	Bottle for Shop
Reference Number: 51600 <u>000036179</u>	Klickitat CO Health Dept 2/13/2019	\$120.00 \$120.00	Testing
Reference Number: 51601 <u>34800184054</u>	Les Schwab Tire Center 1/23/2019	\$618.82 \$618.82	Tires
Reference Number: 51602 <u>Invoice - 2/27/2019 3:12:12 PM</u>	Mail Finance 2/27/2019	\$316.06 \$316.06	

Reference	Date	Amount	Notes
Reference Number: 51603	MCP Mid Columbia Producers Inc		
<u>SI-33021</u>	2/6/2019	\$49.40	Ice Melt
<u>SI-35796</u>	5/20/2019	\$25.76	Gloves
		\$23.64	
Reference Number: 51604	Menke Jackson Beyer LLP		
<u>Invoice - 2/27/2019 4:22:26 PM</u>	2/27/2019	\$3,490.63	
<u>Invoice - 2/27/2019 4:23:02 PM</u>	2/27/2019	\$1,731.45	Acct 044
<u>Invoice - 2/27/2019 4:23:21 PM</u>	2/27/2019	\$648.00	Acct 035
<u>Invoice - 2/27/2019 4:23:38 PM</u>	2/27/2019	\$111.18	Acct 017
		\$1,000.00	Acct 031
Reference Number: 51605	MES Northwest		
<u>IN1309112</u>	2/11/2019	\$5,110.64	
<u>IN1311627</u>	2/18/2019	\$3,637.64	Seek Reveal Fire Pro
<u>IN1312990</u>	2/21/2019	\$173.17	Hero Wipes
<u>IN1313352</u>	2/22/2019	\$674.03	Gloves
		\$625.80	Kevlar Lining
Reference Number: 51606	Precision Approach Engineering		
<u>4429</u>	1/31/2019	\$3,262.68	Airport Layout Plan
Reference Number: 51607	Quill Corporation		
<u>4327175</u>	1/16/2019	\$2,479.06	
<u>4747738</u>	1/31/2019	\$175.88	Coffee
<u>4815660</u>	2/4/2019	\$306.97	Flash Drive, Datastick....
<u>4815844</u>	2/4/2019	\$52.06	Marker, Index Tabs
<u>4935349</u>	2/7/2019	\$227.87	Ink, Batteries
<u>4973138</u>	2/8/2019	\$188.87	Coffee
<u>5019235</u>	2/12/2019	\$43.97	Coffee
<u>5045462</u>	2/12/2019	\$1,445.84	Workstation, File
		\$37.60	PC Speakers
Reference Number: 51608	Radcomp Technologies		
<u>71908</u>	2/5/2019	\$3,200.99	
<u>71996</u>	2/14/2019	\$375.18	Printer
<u>71997</u>	2/14/2019	\$817.00	IT Service
<u>71998</u>	2/14/2019	\$40.85	IT Service
<u>71999</u>	2/15/2019	\$194.04	Laptop
<u>MSP-72004</u>	2/14/2019	\$337.01	Evidence PC
		\$1,436.91	Gold Package
Reference Number: 51609	Riley Brothers Inc		
<u>0013284</u>	1/22/2019	\$1,505.00	
		\$1,505.00	5/8" Non Spec
Reference Number: 51610	Schaeffer MFG Co		
<u>TY169390-INV1</u>	2/12/2019	\$558.76	
		\$558.76	HTC Supreme, Super Lube
Reference Number: 51611	Swissphone LLC		
<u>SI-306425</u>	2/1/2019	\$2,427.13	
		\$2,427.13	Pagers

Reference	Date	Amount	Notes
Reference Number: 51612	The Standard Steel Companies	\$2,576.51	
2330062	2/7/2019	\$1,847.82	Supplies
2330805	2/21/2019	\$728.69	Supplies
Reference Number: 51613	Verizon Wireless	\$640.16	
9823518738	2/4/2019	\$640.16	Police Vehicles
Reference Number: 51614	Vision Municipal Solutions Llc	\$973.00	
5203	2/17/2019	\$973.00	Utility Bill Mailing
Reference Number: 51615	WA St Dept of Ecology	\$1,983.96	
Invoice - 2/27/2019 4:01:27 PM	2/27/2019	\$1,983.96	2019 First Half
Reference Number: 51616	Yakima-Herald Republic	\$663.40	
868106	2/19/2019	\$663.40	Public Works Director
Reference Number: 900967	HTP America Inc	(\$41.01)	
V297888-1	2/27/2019	(\$41.01)	Returned check as the invoice was already paid with a credit card
Reference Number: 900968	WA St Dept of Revenue	\$5,774.22	
Invoice - 2/27/2019 4:01:55 PM	2/27/2019	\$5,774.22	Excise Tax

Register

Number	Name	Fiscal Description	Cleared	Amount
51570	AWC Benefit Trust	2019 - Feb 2019 - 1st Council Feb 2019		\$37,496.44
51571	Council Trust Acct.	2019 - Feb 2019 - 1st Council Feb 2019		\$1,085.68
51572	Deferred Comp Program	2019 - Feb 2019 - 1st Council Feb 2019		\$405.00
51573	Dept of Labor & Industries	2019 - Feb 2019 - 1st Council Feb 2019		\$2,052.47
51574	Dept of Retirement	2019 - Feb 2019 - 1st Council Feb 2019		\$12,541.28
51575	Employment Security	2019 - Feb 2019 - 1st Council Feb 2019		\$142.25
51576	Goldendale, City of	2019 - Feb 2019 - 1st Council Feb 2019		\$110.00
51577	ICMA Retirement Trust (Plan 302195)	2019 - Feb 2019 - 1st Council Feb 2019		\$112.50
900966	City of Goldendale	2019 - Feb 2019 - 1st Council Feb 2019		\$18,049.97
Direct Deposit Run -	Payroll Vendor	2019 - Feb 2019 - 1st Council Feb 2019		\$49,990.42
2/20/2019				\$121,986.01

AGENDA BILL: H1

AGENDA TITLE: ADOPTING PROCUREMENT POLICIES AND
PROCEDURES

DATE: MARCH 4, 2019

ACTION REQUIRED:

ORDINANCE_____ COUNCIL INFORMATION_____X_____

RESOLUTION_____x_____ OTHER_____

MOTION_____X_____

EXPLANATION:

At the last State audit of the city finance and accounting records it was determined that a formal written procurement policy was needed. In response to this request, Karl and I developed a simple write procurement policy (see attached). Most of the information included in the purchasing and procurement policy is currently being followed, it just needed to be written.

FISCAL IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

MOTION:

**I MOVE TO APPROVE RESOLUTION NO. 693 ADOPTING PROCUREMENT
POLICIES AND PROCEDURES.**

**CITY OF GOLDENDALE
GOLDENDALE, WASHINGTON**

RESOLUTION NO. 693

IN THE MATTER OF ADOPTING PROCUREMENT POLICIES AND PROCEDURES

WHEREAS, the City of Goldendale wishes to establish written procurement policies and procedures; and

WHEREAS, entities must use their own documented and written procurement procedures, which reflect applicable state and local laws and regulations, and provided, that the procurements conform to applicable federal procurement standards; and

WHEREAS, during the recent State Audit of the City's finance and accounting it was identified that the City did not have a formal written procurement policies and procedures; and

WHEREAS, as a result the State Auditor's office made recommendations that the City develop and adopt written procurement policies and procedures; and

WHEREAS, City of Goldendale finds the adoption of this resolution to be in the public's interest;

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Goldendale hereby adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference.

READ, APPROVED AND PASSED this 4th day of March, 2019.

Michael Canon, Mayor

Attest:

Connie Byers, Clerk-Treasurer

CITY OF GOLDENDALE
Purchasing and Procurement Policy

Purpose

The purpose of this document is to implement the requirements of state law with regard to procurement and bidding on public contracts for public works, goods, services, supplies and materials. It is the City's policy to follow state requirements with regard to the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud and favoritism in their award.

Purchasing Code of Ethics

To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics with regard to public contracting:

- o Actions of City employees shall be impartial and fair.
- o Government decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure.
- o Public employment shall not to be used for personal gain, and City employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding on the contract.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. This conflict of interest extends beyond the individual employee, officer, or agent to include that individual's immediate family members, partner, and other employers.

Controlling Laws

The expenditure of public funds for the purchase of and contracting for, goods, services, supplies and materials shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable federal laws and regulations.

Monitoring and Compliance

The department heads shall implement, monitor and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the Finance Director for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline. See RCW 39.30.020.

Proper Authorization

Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City, and subject to disciplinary action.

The following chart describes the most common types of public contracts, summarizes the procedural requirements and the entity authorized to execute the contract:

Type of Purchase	Process	Other Requirements	Contract Authorization
Public Works Projects (Must choose one of the four)			
Projects costing under \$300K	Small Works Roster (the City uses the MRSC Rosters RCW 39.04.155	-Prevailing wage -Insurance -Performance Bond -Bid Bond/Deposit	If budgeted or otherwise approved by Council, Mayor to execute contract.
Projects costing \$300K or more	Must call for bids RCW 35.23.352(1)	-Prevailing wage -Insurance -Performance Bond -Bid Bond/Deposit	If budgeted or otherwise approved by Council, Mayor to execute contract.
Projects with costs that exceed \$40K single trade or \$65K multiple trades and less than \$300K	Must call for bids RCW 35.23.352(1) or use Small Works Roster process to solicit quotes	-Prevailing wage -Insurance -Performance Bond -Bid Bond/Deposit	If budgeted or otherwise approved by Council, Mayor to execute contract.
Projects costing under \$40,000 (Alternative to the Small Works Roster Procedures)	Solicited quotes	-Prevailing wage -Solicited electronic or written quotes from a minimum of 3 contractors from the Small Works Roster -Award to low bidder -Performance Bond	If budgeted or otherwise approved by Council, Mayor to execute contract.
Projects less than \$2,500	One quote needed, two recommended.	-Combined L&A form for prevailing wages -No bond -No retainage	If budgeted or otherwise approved by Council, Mayor to execute contract.
Materials, Goods and Equipment (Not associated with Public Works Projects)			
Items costing more than \$7,500	Must call for bids or use State Bid RCW 35.23.352(6) or RCW 39.04.270	-Publication of RFP if bidding	If budgeted or otherwise approved by Council, Mayor to execute contract.
Items costing less than \$7,500	No state law required process		If budgeted or otherwise approved by Council, Mayor or department head to execute contract.
Personal Services			
Architectural and Engineering Services	Request for Qualifications RCW 39.80	-Publish RFQ -Must evaluate on performance and qualifications -Negotiate contract	If budgeted or otherwise approved by Council, Mayor to execute contract.
All other personal services	No state law required process		If budgeted or otherwise approved by Council, Mayor to execute contract.

Local Business Open Accounts

The City may establish open accounts at local businesses, and purchases on these accounts may be made only by authorized City employees.

Projects – under \$300,000 (Small Works Roster)

In addition to full competitive bid requirements, the City may use any of following procedures when circumstances warrant:

- 1) When the contract amount for a public works project is between \$2,500 and \$300,000, the City may follow the small works roster process instead of competitive bidding requirements. The City has contracted with the Municipal Research and Services Center of Washington to provide a small works roster for the City. If the amount of the contract has been budgeted, the Mayor may execute all documents relating to the contract. Consistent with RCW 39.08.010 the City will require a performance bond as a precondition of entering into a public works contract.
- 2) The City has an interlocal agreement with Klickitat County for miscellaneous services. No bidding requirements apply to work performed by Klickitat County pursuant to this agreement.
- 3) The City may from time to time acquire surplus property from another governmental entity without regard to bid laws.
- 4) The City may also exercise its authority to contract with another public agency through an interlocal agreement to perform any function that either agency is authorized by law to perform. Pursuant to this authority, another public entity could act as the City's agent or contractor.
- 5) The City may also enter into a cooperative interlocal agreement with another governmental entity for joint or "piggy-back" purchases. Washington State Department of Enterprise Services and Sourcewell are two examples. In any such cooperative action, the City will ensure that any competitive bidding requirements, including publication and notice, that otherwise apply to the contract are fulfilled to the extent required by RCW 39.34.030.

Alternative to the "Small Works Roster" Procedures

For limited public works projects, including the construction, alteration, repair, or improvement of real property costing less than \$40,000, the City may contract without use of a small works roster or the advertisement for bids, so long as the City solicits either electronic or written quotations from a minimum of three contractors listed on an appropriate small works roster and awards the contract to the lowest responsible bidder. After such an award, the City will make available all quotations for public inspection.

Projects exceeding \$40,000 for a single trade or \$65,000 for multi-trades:

The City will call for bids for public works projects, including the cost of materials, supplies, and equipment that exceed \$65,000 if more than one craft or trade is involved if the City does not use the "Small Works Roster. If only a single craft or trade is involved, or if the project is one of street signalization or street lighting, the City will call for bids if the cost is greater than \$40,000. The City reserves the right to have its own workers or day laborers do every project, so long as each project meets the applicable bidding limits, and the City will provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not let by contract. For any project using city workers that costs more than \$25,000, the City will publish a description of the project and the estimated cost in the City's official newspaper at least fifteen days before beginning work.

Projects Less Than \$2,500

For projects less than \$2,500, two quotes are recommended, but with approval of the department head, one quote is acceptable. The combined form for Intents and Affidavits will be used. No bond and retainage will be required, but the contractor must submit paid invoices for supplies, equipment rental and materials used in the project.

Materials, Goods and Equipment (Not associated with Public Works Projects)

For the purchase of supplies, materials, or equipment costing more than \$7,500 which is not to be used in connection with any public work or improvement, the City will call for bids or may opt to use a state bid which does not require the City to obtain its own bids. When purchasing telecommunications and data processing (computer) equipment or software costing more than \$7,500, the City may follow a competitive negotiation process as an alternative to the bid process. Pursuant to RCW 30.04.270, any such an alternative competitive negotiation process will include at least the following steps:

- o A request for proposals (RFP) must be published in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- o The RFP must identify significant evaluation factors, including price, and their relative importance.
- o The City must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- o The award must be made to the qualified bidder whose proposal is "most advantageous" to the City. The City may reject all proposals for good cause and request new proposals.

Architectural and Engineering Services

State law does not impose any particular competitive bid requirements for services, except for notice in the official newspaper, and that the requirements of RCW chapter 30.80 shall apply whenever the City contracts for architectural and engineering services. In particular, the City will publish its need for architectural or engineering services in advance, concisely stating the general scope and nature of the project or work for which services are required. The notice will provide the address of a representative of the City who can provide additional details. The City will either publish an announcement each time the service is needed, or will announce generally to the public the City's projected requirements for any category or type of engineering or architectural service.

Cities may also advertise for architectural or engineering services annually. The City will then evaluate the qualifications and performance data it has on file along with any information submitted regarding a proposed project. Following the evaluation, the City will invite one or more firms to meet with City officials to discuss the project and the relative benefits of various methods of providing the desired services. The City will select the most highly qualified firm to provide the required services. The price or cost of the service may not be considered by the City when determining which firm is the most highly qualified. After the most qualified firm has been chosen, the City will negotiate a contract with that firm for the services at a price that it determines to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project. The City need not change engineers every year, but may continue to hire the same engineer if that person or firm is the most qualified. This process may be dispensed with for certain projects upon finding by the City Council that an emergency requires the immediate execution of the work involved.

Professional and Personal Services other than Engineering or Architecture

Professional or personal services are those services involving specialized skill, education, and special knowledge, including accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. A competitive process is not required for professional or personal services, other than professional engineering or architectural services and the official newspaper.

Procurement, administration and termination of such professional or personal services contracts shall be the responsibility of the Mayor, unless the Mayor delegates that responsibility or authority to the appropriate department head. The Mayor is authorized to negotiate all professional and personal services contracts for which funds have been budgeted or otherwise approved by Council.

The Bidding Process

Emergencies

Competitive bidding is not required when an emergency exists; however, in making emergency purchases, the City shall endeavor to include the level of competition that is practical under the circumstances. The department head or designee is authorized to make emergency purchases upon a finding, duly entered of record, of the existence of an emergency, including but not limited to:

- o Any breakage or loss of equipment or in other circumstances in that necessary service is interrupted or is about to be interrupted; or
- o Situations where the city may suffer a substantial loss by reason of the time required for following the regular purchasing procedures that shall be reported to the city council at the next meeting.

If an emergency exists, the Mayor or the appropriate department head is authorized to act and will seek a resolution from Council within 2 weeks that will:

- o Declare or confirm that an emergency situation exists;
- o Waive competitive bidding requirements for purposes of responding to the emergency situation; and
- o Authorize, on behalf of the City, the execution of any contract necessary to address the emergency situation, including, but not limited to, architectural and engineering services.

Advertising for Bids

For all contracts that require competitive bids, the City shall publish notice of the call for bids in the official newspaper, or a newspaper of general circulation most likely to bring responsive bids, at least 13 days prior to the last date upon which bids will be received. The City's advertisement for bids will contain definite specifications and procedures for bidders to use in estimating their bids, in addition to the following information:

- o Time and place where bids will be opened;
- o The time after which bids will not be received;
- o The character of the work to be performed;
- o The materials and equipment to be furnished;

- o Where the specifications for the project may be seen;
- o A statement that a bid bond must accompany the bid; and
- o Statements that the city retains the right to reject any and all bids and to waive minor irregularities in the bidding process.

Since prevailing wages must be paid on all public works performed by public contract, the City will state in either the advertisement for bids or the specifications for the project that the successful bidder will be required to pay prevailing wages for the work to be performed. Bid notices for the purchase of materials, equipment, and supplies not used in connection with a public work do not require a bid bond.

Bid Bonds

Bid bonds are required for all public works projects exceeding \$100,000 to ensure that a bid has been made in good faith and that the bidder will enter into a contract if the bid is accepted. An acceptable bid bond includes a cashier's check, postal money order, letter of credit, surety bond or similar financial guarantee in a form acceptable to the City Attorney in an amount of not less than 5% of the bid amount, including sales tax. The City will not consider any bid, for which a bid bond is required, unless it is accompanied by a suitable financial guarantee. Bid bonds are not required when small works roster procedures are used.

After bids are opened, the City shall award the contract to the lowest responsible bidder. The City shall return bid proposal deposits and/or bid bonds to all unsuccessful bidders. The City will retain successful bidder's bid bond until the bidder executes a contract for the work and furnishes a performance bond in the full amount of the contract price. If the successful bidder fails to execute a contract with the City or does not provide a performance bond within 10 days of being notified of the bid's acceptance, the City reserves the right to retain the bid bond, reject the bidder and either award the contract to the second lowest responsible bidder or readvertise the project.

Performance Bonds

The City shall require a performance bond when entering into all public works contracts, to ensure that the job will be completed and that all workers, subcontractors and suppliers will be paid. Performance bonds are not required if the small works roster is used for a public works contract that does not exceed \$35,000. The successful bidder shall provide the performance bond in a form and amount acceptable to the City Attorney within 10 days of the City's selection of the bidder. In lieu of a performance bond for contracts of \$35,000 or less, the successful bidder may elect to satisfy the bid bond requirement by having the City retain 50% of the contract payment(s) for a period of 30 days after the date of final acceptance.

Bid Opening and Award

The City shall open bids at the place, date, and time stated in the bid package. If the bid is complicated and city council action is required to award the contract, city staff may summarize the bids before presenting them to council. Where council action is required, staff will assist the Council in determining the lowest responsible bidder. The City must award the bid to the lowest responsible bidder or reject all bids. The city may not negotiate with any of the bidders.

Bid Rejection

The City reserves the right to reject any bid not in substantial compliance with the bid documents, specifications, or any prescribed public bidding procedure or requirement and may reject for good cause any or all bids upon a finding that it is in the public interest to do so.

Solicitation or Bid Appeals or Protests

Bidders may appeal or protest a proposal solicitation or award of contract issued by the City, provided that the bidder strictly follows the procedures described below. Prior to the deadline for submitting bids or proposals, bidders may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, bidders may appeal or protest the award or pending award to the apparent low bidder or the selection of the apparently most advantageous proposal. The appeal or protest shall:

- o Be in writing; and
- o Explicitly identify itself as an appeal or protest; and
- o Explicitly identify the bid/project/request being appealed or protested; and
- o Explicitly state all reasons and bases in law and fact supporting the appeal or protest, including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects; and
- o Include any and all supporting documents; and
- o Be filed with the City Clerk.

All appeals or protests of a purchase specification, term, condition, or requirement shall be received by the City Clerk no later than 7 calendar days prior to the deadline for submission of bids or proposals. All appeals or protests of an award or pending award shall be received by the City Clerk no later than 5 business days after the City awards the contract or selects the most advantageous proposal. In no event will appeals or protests be heard or considered if these deadlines are not met. The City reserves the right to proceed with the execution of a contract and

any actions allowed pursuant thereto without notice to the appellant/protestor, notwithstanding the pendency of any appeal/protest.

A bidder's initial appeal/protest will be reviewed by the Mayor, the City Attorney, the department head of the procuring department, and the City Clerk. The initial appeal/protest will be decided based upon the written appeal or protest, supporting documents, and other information obtained by those reviewing the appeal/protest. A meeting or conference with the appellant/protestor will occur only if the Mayor determines that a meeting or conference with the appellant/protestor would materially assist the City in resolving the appeal/protest. Only those issues raised by the appellant/protestor in the initial written appeal/protest filed with the City Clerk will be considered. The City will issue a written decision no later than 10 business days after the initial appeal/protest is filed with the City Clerk. The City may exercise discretion to extend the time for decision if more time is needed.

An appellant/protestor may appeal the City's decision on an appeal/protest to the City Council by following the procedures described in this section. Any appeal of a City decision on an appeal/protest shall be in writing and received by the City Clerk no later than 7 calendar days after the date of the City's written decision. The appeal shall state the legal and factual bases for the appeal, include a copy of the initial appeal/protest, and the resulting City decision appealed. The appeal shall state whether the appellant requests the opportunity to present oral argument to the City Council. The Council will not consider any issues not set forth in the initial appeal/protest. At its sole discretion, Council allow the appellant to present oral argument in support of the appellant's written submission if Council finds that such presentation would materially aid its resolution of the appeal. The Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council. The Council's decision shall be in writing and shall be final and binding.

AGENDA BILL: H2

AGENDA TITLE: ADOPTING A CODE OF CONDUCT POLICY

DATE: MARCH 4, 2019

ACTION REQUIRED:

ORDINANCE _____ COUNCIL INFORMATION _____ X _____

RESOLUTION _____ x _____ OTHER _____

MOTION _____ X _____

EXPLANATION:

At the last State audit of the city finance and accounting records it was determined that a formal written code of conduct policy be adopted. The attached code of conduct policy is the language suggested by the State Auditor.

FISCAL IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

MOTION:

I MOVE TO APPROVE RESOLUTION NO. 694 ADOPTING A CODE OF CONDUCT POLICY.

**CITY OF GOLDENDALE
GOLDENDALE, WASHINGTON**

RESOLUTION NO. 694

IN THE MATTER OF ADOPTING A CODE OF CONDUCT POLICY

WHEREAS, the City of Goldendale wishes to ensure the efficient, fair, and professional administration of federal grant funds; and

WHEREAS, all state agencies must consider whether cities have adopted written standards of conduct; and

WHEREAS, during the recent State Audit of the City's finance and accounting it was identified that the City did not have a formal written code of conduct policy; and

WHEREAS, as a result the State Auditor's office made recommendations that the City develop and adopt a code of conduct policy; and

WHEREAS, the City of Goldendale wishes to establish written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts; and

WHEREAS, City of Goldendale finds the adoption of this resolution to be in the public's interest;

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Goldendale hereby adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference.

READ, APPROVED AND PASSED this 4th day of March, 2019.

Michael Canon, Mayor

Attest:

Connie Byers, Clerk-Treasurer

CITY OF GOLDENDALE CODE OF CONDUCT

PURPOSE:

The purpose of the Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR S 200.318(c)(1) and other applicable federal and state standards, regulations, and laws, by establishing written standards of conduct covering conflict of interest.

APPLICATION:

This Code of conduct applies to all elected officials, employees or agents of the City of Goldendale which governs the actions of its employees engaged in the selection, award and administration of contracts supported by federal grant funds.

REQUIREMENTS:

These standards are:

1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards.

REMEDIES:

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against City of Goldendale elected officials, employees or agents, or the contactor's, potential contractors, sub-contractors or their agents.

CITY OF GOLDENDALE

Michael Canon, Mayor

Andy Halm, Councilmember

Carmen Knopes, Councilmember

Justin Leigh, Councilmember

Shannon Middleton, Councilmember

John Sullivan, Councilmember

Guy Theriault, Councilmember

Miland Walling, Councilmember

ATTEST:

Connie Byers
Clerk-Treasurer

AGENDA BILL: H3

AGENDA TITLE: ADOPTING A SMALL AND ATTRACTIVE
ASSETS POLICIES AND PROCEDURES

DATE: MARCH 4, 2019

ACTION REQUIRED:

ORDINANCE _____ COUNCIL INFORMATION _____ X _____

RESOLUTION _____ x _____ OTHER _____

MOTION _____ X _____

EXPLANATION:

Similarly, during the last State audit of the city's finance and accounting records it was identified that the city needed a small and attractive assets policy. The attached policy meets the requirements outlined by the State Auditor's Office.

FISCAL IMPACT:

ALTERNATIVES:

STAFF RECOMMENDATION:

MOTION:

**I MOVE TO APPROVE RESOLUTION NO. 695 ADOPTING A SMALL AND
ATTRACTIVE ASSETS POLICIES AND PROCEDURES.**

**CITY OF GOLDENDALE
GOLDENDALE, WASHINGTON**

RESOLUTION NO. 695

**IN THE MATTER OF ADOPTING A SMALL AND ATTRACTIVE ASSETS POLICIES
AND PROCEDURES**

WHEREAS, the City of Goldendale wishes to ensure the efficient, fair, and professional administration of small and attractive assets; and

WHEREAS, all state agencies must consider whether cities have adopted written policy for small and attractive assets; and

WHEREAS, during the recent State Audit of the City's finance and accounting it was identified that the City did not have formal written policies and procedures for tracking small and attractive assets; and

WHEREAS, as a result the State Auditor's office made recommendations that the City develop and adopt policies and procedures for tracking small and attractive assets; and

WHEREAS, the City of Goldendale wishes to establish written policies and procedures for tracking small and attractive assets; and

WHEREAS, City of Goldendale finds the adoption of this resolution to be in the public's interest;

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Goldendale hereby adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference.

READ, APPROVED AND PASSED this 4th day of March, 2019.

Michael Canon, Mayor

Attest:

Connie Byers, Clerk-Treasurer

EXHIBIT A

SMALL AND ATTRACTIVE ASSETS POLICY AND PROCEDURES

The following policies and procedures document a small and attractive system designed to ensure controls over items that might not be noticed immediately after their disappearance. The intent of this policy is to obtain accountability over items that do not meet the criteria of a fixed asset and would NOT be noticed immediately upon disappearance or replacement.

I. POLICY

It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The Departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the City Clerk for monitoring differences between years.

A. GENERAL

A small and attractive item is an item with a unit cost of \$500.00 to \$4,999.99 and has a life expectancy of more than one year. This item also is not likely to be missed immediately upon disappearance. Small and attractive assets should include communications equipment, optical devices (binoculars, telescopes, range finders, infrared viewers), cameras and photographic equipment, microcomputer systems, laptop and notebook computers, data-processing accessory equipment and components (scanners, data displays, etc), stereos, radios, television sets, tape recorders, DVD players, VCRs video cameras, and shop equipment (power tools, scaffolding, ladders, etc).

This would not include more permanent fixtures such as desks, tables and shelving and specifically excludes small tools and minor equipment in the public works shop such as shovels, hand tools, supplies, etc. In addition, small and attractive assets never include items that are consumed or used up, such as asphalt, bottled water, printer paper, and the like. Small and attractive assets also do not include items that while they may meet the threshold when purchased are used as an accessory for a larger capital asset such vehicle accessories like light bars, cages, sirens, etc.

B. RESPONSIBILITY OF DEPARTMENT HEADS

The City Clerk will prepare a list at least annually of the small and attractive items for distribution and review. The department heads or their designee will need to review, update, delete, and add new items to the list within 30 days of distribution. Typically, this review will occur in January of each year.

If an item is deleted, the Department Head will note the reason and/or means of disposal.

C. ASSET IDENTIFICATION

The list will contain the serial, model, or other identifying information as identified in the spreadsheet. Whenever feasible, each piece of property will be engraved or marked with the city's name. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.

II. PROCEDURES

A. ADDITIONS

The City may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department purchasing the item should notify the City Clerk or keep a list for annually updating in the database (typically these items are coded as object code 35 according to the BARS manual for small tools and minor equipment but are occasionally purchased in the capital outlays under 594-595.)

B. DELETIONS

Items previously acquired will eventually be disposed of and need to be deleted from the department's list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc).

The department head controlling the item is the only one in position to trigger removal from their list.

Items disappearing mysteriously may require additional reports to the police department, Mayor and Insurance Company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.

C. TRANSFERS

Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.

Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets.

Interdepartmental transfers or intergovernmental (i.e city to County or State) do not require the city to declare the item surplus or to do a public notice.

D. LOST OR STOLEN ASSETS

Whenever an item has mysteriously disappeared, and all efforts have failed to recover it, the controlling department/fund shall notify the City Clerk via Memo, who will give a copy to the City Administrator and Mayor, file a police report and report to the insurance if necessary, and update the database accordingly.