



**WORKSHOP
REGULAR COUNCIL AGENDA
AND PUBLIC HEARING FOR THE 2025 BUDGET**

**Fire Hall - 111 D Street
December 4th, 2024, at 6:00 PM**

WORKSHOP – 6:00 PM

6:00 to 6:30PM – Jeff Johnson Acting Director Aberdeen Food Bank will make a presentation.

6:30 to 7:00 PM - Presentation of the New Municipal Building by Monika of Harbor Architects will present along with the City on the financials

Regular Council Meeting 7:00 PM

- 1. FLAG SALUTE - PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER - ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. Claims Vouchers
 - B. Meeting Minutes – November 20th, 2024
- 5. COUNCIL COMMENTS**
- 6. COMMITTEE REPORTS**
 - A. Auditing
 - B. Finance
 - C. Parks
 - D. Public Safety
 - E. Public Works

7. CITY OFFICIAL REPORTS

- A. Clerk/Treasurer
- B. Police Chief Report
- C. Fire Chief Report
- D. Building Inspector

8. MAYOR'S REPORT

9. NEW BUSINESS DISCUSSION

1. Tara Dunford to Comment: Public: Hearing the 2025 budget - The public hearing is scheduled to take public testimony regarding the 2025 preliminary budget. This is an opportunity for citizens to express their suggestions and opinions.
2. Tara Dunford to Comment: Second Reading of Ordinance 1396 for the 2025 Budget **ACTION REQUIRED**
3. Tara Dunford to Comment: Second Reading of Ordinance 1397 for the 2024 Budget Amendment **ACTION REQUIRED**
4. Councilmembers Darcy and Spargo to present Interlocal Agreement Renewal with Grays Harbor County for Public Works - **ACTION REQUIRED**
5. Clerk Barr to Comment - Lemay annual rate adjustment - **ACTION REQUIRED**
6. Clerk Barr to Present CIAW City insurance Premium Finance Agreement - **ACTION REQUIRED**

10. PUBLIC COMMENTS – Limited to subjects on the agenda

11. NEW BUSINESS – COUNCIL ACTION

1. *Vote will be called for: Ordinance 1396 2025 Budget Ordinance **Rollcall VOTE***
2. *Vote will be called for: Ordinance 1397 2024 Budget Amendment Ordinance **Rollcall VOTE***
3. *Vote will be called for: Interlocal Agreement Renewal with Grays Harbor County for Public Works*
4. *Vote will be called for: Lemay annual rate adjustment*
5. *Vote will be called for: CIAW City insurance Premium Finance Agreement*

12. PUBLIC COMMENTS

13. COUNCIL COMMENTS

Public comments may be made in-person during the meeting. If unable to attend, please submit comments to mayor@cosmopoliswa.gov by noon on the meeting day.

If you are unable to attend the meeting in person, you may join with the following Zoom Information

Webinar ID: 892 8639 2010

Passcode: 002230

Phone: (253) 215-8782



WORKSHOP
6:00PM



**MEETING MINUTES FOR WORKSHOP,
REGULAR COUNCIL MEETING
AND PRELIMINARY 2025 BUDGET PUBLIC HEARING**

**Fire Hall - 111 D Street
November 20th, 2024, at 6:00 PM**

BUDGET WORKSHOP

Scott Boettcher gave a presentation for the Chehalis Flood Authority.

Grays Harbor Conservation District was unable to attend this meeting.

Roger Swalander spoke about the upcoming rate increases for our Lemay Enterprises Contract.

FLAG SALUTE - PLEDGE OF ALLEGIANCE

CALL TO ORDER - ROLL CALL

Mayor Springer calls the meeting to order, and Clerk Barr takes Roll Call.

PRESENT: Councilmember Kim Skinner, Councilmember Jeremy Winn, Councilmember Justin Spargo, Councilmember Mark Collett, Councilmember Sue Darcy.

APPROVAL OF AGENDA

Councilmember Spargo motioned to approve the agenda, and Councilmember Skinner seconded.

Motion passed unanimously.

CONSENT AGENDA

Councilmember Skinner motioned to approve the consent agenda, and Councilmember Collett seconded.

Motion passed unanimously.

COUNCIL COMMENTS

Councilmember Winn reminded Citizens of the tree lighting ceremony coming up on Sunday December 8th around 5pm.

Councilmember Spargo states the Parks and Cemetery meeting is cancelled due to the Holidays and they will reconvene next month.

COMMITTEE REPORTS

Auditing – No report.

Finance – No report.

Parks – No report.

Public Safety – Councilmember Collett states there was a meeting last Monday. Councilmember Skinner says they are wanting to continue the pilot program of resident Firemen. They will have an updated proposal for the residents' stipend at the next Council Meeting.

Public Works – No report.

CITY OFFICIAL REPORTS

Clerk/Treasurer – Clerk Barr gives update on current Audit.

Police Chief Report – Chief Layman wanted to thank the Cosmopolis Elementary School for allowing him to use the scissor lift to do some repairs. The police will be at the Career Day Event at the school later this week. The Chief gave a brief statement about working with cameras to help catch criminals/missing persons potentially.

Fire Chief Report – Chief Falley was not present, no report.

Building Inspector – Bill Sidor has a preliminary miscellaneous fee schedule he has been writing up and working on. The Variance hearing they had earlier today has passed. He's continuing to work on code violation calls and sending out notices as needed.

MAYOR'S REPORT – Mayor Springer thanks her staff for all their hard work.

NEW BUSINESS DISCUSSION

1. Public Hearing for 2025 Budget corrections. Tara Dunford corrected 2 items in preliminary budget. No public comments.
2. Tara Dunford did the second reading of Ordinance 1395 – Property Tax Levy 2025. Action will be taken later in the meeting. Councilmember Spargo asked what difference a 0% change would make, Tara answered \$222 for the General Fund total.
3. Tara Dunford did the first reading of Ordinance 1396 for 2025 Budget.

Councilmember Winn asks if anything has been found out about the Local Improvement District Fund, no findings to date. Councilmember Darcy asked what the impact could be on the budget with the water/sewer contract still being undecided. Tara advised if money to be paid to Aberdeen is more than \$470K there will need to be an amendment made. If it is less than \$470K then no changes need to be made to the billing. Councilmember Darcy had a few other questions on budget items that Tara Dunford answered.

4. Tara Dunford did the first reading of Ordinance 1397 for the 2024 Budget Amendment's to be made. Councilmember Winn wanted to know if this amendment was being made to the new preliminary budget or to the 2024 budget. Tara Dunford confirmed this was for 2024 Budget.

PUBLIC COMMENTS – No comments.

NEW BUSINESS – COUNCIL ACTION

Councilmember Winn motioned to approve Ordinance 1395 establishing regular property tax levy increase for 2025, Councilmember Skinner seconded the motion.

Clerk Barr took a roll call vote:

Councilmember Winn – Yea
Councilmember Spargo – Yea
Councilmember Collett – Yea
Councilmember Darcy - No
Councilmember Skinner – Yea

Motion passed with four “Yea’s” and one “No”

PUBLIC COMMENTS - One citizen is wondering about the New Municipal Building. Another citizen comments that it would be nice to have a question-and-answer time during these meetings.

COUNCIL COMMENTS - Councilmember Winn makes comment regarding the question-and-answer time requested. Councilmember Spargo thanks the presenters for coming out and thanks Frank Chestnut for all he has done for the city. Councilmembers wished everyone a Happy Thanksgiving.

Councilmember Spargo motioned to Adjourn, Seconded by Councilmember Collett. Meeting Adjourned at 7:33 PM

City of Cosmopolis

Preliminary Budget

2025

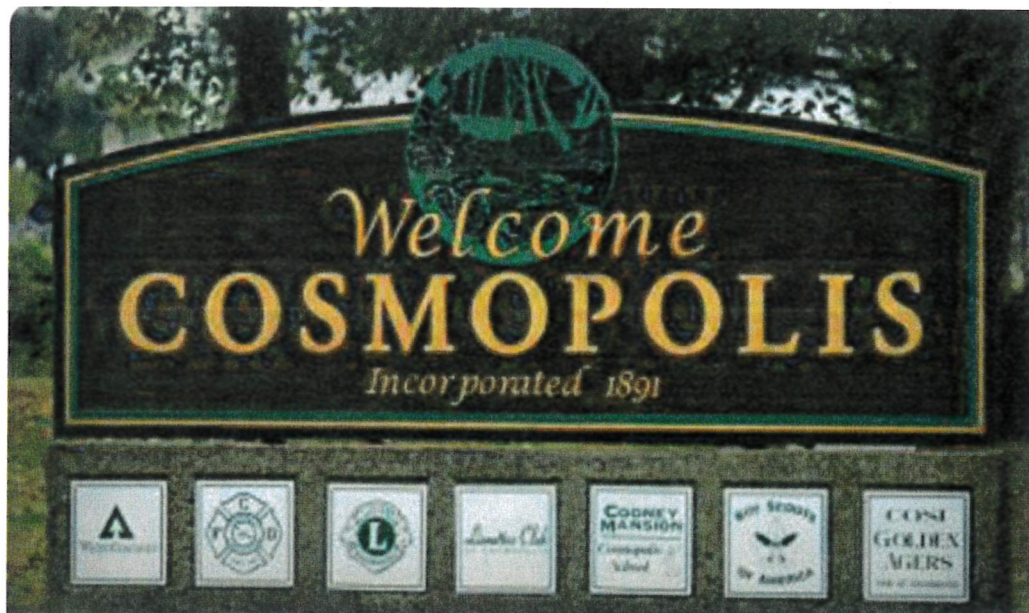


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Mayor's 2025 Budget Message

City Council, Department Heads, Staff, and Cosmopolis Citizens.

My goal is and has been to address our city's financial stability and address our citizens' concerns and values. I, the city, and staff remain steadfast in our fiscal responsibility to maintain a balanced budget. This 2025 budget reflects updated revenue projections with no revenues projected related to Cosmo Mill re-opening in contrast to the 2024 budget in which revenues were artificially high. As we look at adopting our 2025 budget and the priorities outlined, no part of the budget exists in a vacuum; most of it is intrinsically linked to meeting the needs of our community.

With the change in staffing in March, I took a hard look at how we run the city and budget challenges moving forward. Evaluating what changes needed to take place, the first step was hiring a CPA, to understand the city's financial condition. Additionally, the restructuring of staff no longer involved having a Financial Director and instead hiring a Clerk/Treasurer. The City Administrator position was also not replaced. These changes allow the City of Cosmopolis to keep the general fund from falling into a deficit position as well as allowing some funding to be used in other needed areas of the city.

I am a full-time Mayor; I am at City Hall most days and enjoy engaging with citizens. My role involves writing and monitoring grants, grants reporting, collaborating with partner municipalities, ensuring the operation of Mill Creek Dam, overseeing staffing and several other priorities that need to be addressed while working with our resolute city staff, Public Works, and Fire and Police Chiefs. Members of the City Council are actively involved in their committees and collaborate with citizens and City Hall for the best outcomes. We as a city and council are working together to be unified to support the city through challenging times and decision making.

It was made clear by you, our citizens, your ardent desire to keep our Police Department and Cosmopolis Fire Department. My goal is to continue to ensure we meet your expectations for public health and safety as a top priority. Our Cosmopolis Fire Chief Falley has worked tirelessly to rebuild our fire department from scratch, making remarkable progress with a total of twenty volunteers with seven of those being EMT Certified. His work will assist in reducing insurance costs for the city. Our Police Chief has returned to full time, and we have a continually active Police Officer and Police reserves. In addition, we entered an interlocal agreement with Aberdeen Police to cover our evening and overnight calls providing safety and security for our community.

Our city continues to face economic and infrastructure challenges, they are a prevalent issue for all of us. With our aging sewer, water and street systems, I will continue to devote my time and energy to researching, writing grants, and exploring opportunities to assist in meeting and addressing our challenges. We did receive a Transportation Improvement Board Street Lighting grant this year which

the Public Works crew installed. Additionally, we received a \$100,000 State RCO Grant for a preservation project for Mill Creek Park which is in progress. We are actively involved in working with the Comprehensive Stormwater Grant for the City of Cosmopolis. I will continue seeking additional funding for City infrastructure and parks.

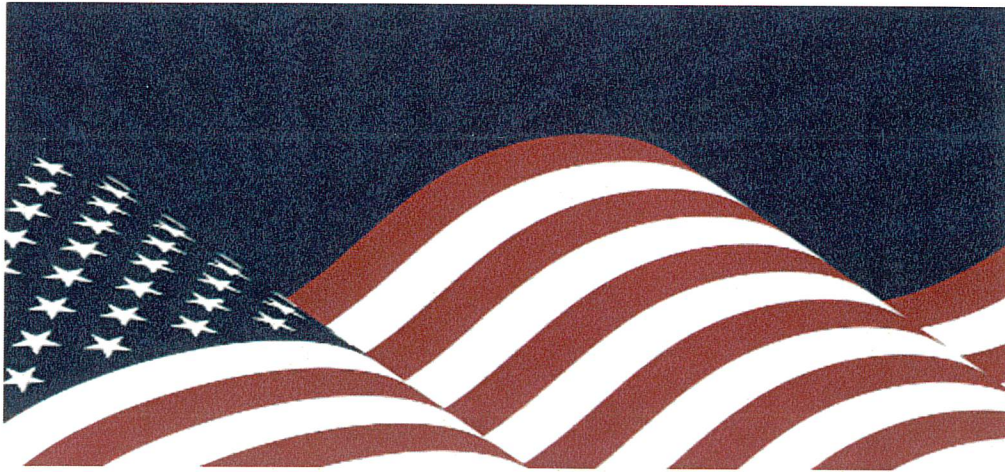
The changes in our budget this year allowed our Public Work Team to be able to work in our parks. In addition, the City of Cosmopolis is proud to acknowledge the ever-increasing numbers of volunteers that assist in the maintenance and upkeep of our parks. We are also fortunate to have our local non-profit, The Friends of Highland Park, and Parks of Cosmopolis, that continues to be effective in finding funding for our Parks. I am and will continue to be a strong believer that small cities can be successful when we come together and work together to improve our city. Cosmopolis Beautification Committee, The Petal Pushers continue to tend to our First Street Boulevard planters. We are truly fortunate to have had citizens this year who have made substantial donations to maintain our first and second streets alongside our public works.

The new Cosmopolis Municipal Hall Building is on track and should be completed the first quarter of 2025. One of our goals was to move our bond funds into the Local Government Investment Pool. With research and approval from the council, we moved the bond funds, increasing the interest and revenue earned to assist in paying for the project. The City Hall staff, the Police Department and mayor will be in the new building. The staff and I were able to stay in the current City Hall building working through construction and interesting moments to say the least. A heartfelt thank you to the citizens and staff for their patience as we worked and are working through the construction changes.

We have faced challenges this year, the proposed budget being presented while not in a deficient at this time will take ongoing accountability and being prudent with our resources. We are facing changes in the future involving our sewer rates and we will begin negotiations with Aberdeen soon. I want to encourage citizens to be involved or reach out to me your mayor and your council as we remain at an extremely crucial point with our city's financial trajectory. My goal and our city's goals are to work towards long-term financial stability for our community and citizens.

Sincerely,

Linda L. Springer, Mayor



Elected Officials

		<u>Term Expires:</u>
Linda Springer	Mayor	December 31, 2027
Kim Skinner	Council Position #1	December 31, 2027
Jeremy Winn	Council Position #2	December 31, 2027
Justin Spargo	Council Position #3	December 31, 2027
Mark Collett	Council Position #4	December 31, 2025
Sue Darcy	Council Position #5	December 31, 2025

Staff

Kerry Barr	Clerk-Treasurer
Heath Layman	Police Chief
Nick Falley	Fire Chief

Budget Development Process

The budget includes financial planning and legal authority to obligate public funds. Additionally, the budget provides policy direction by the City Council to the staff and community.

The budget serves four functions:

It is a Policy Document

The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide the actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the City staff.

It is an Operational Guide

The budget of the city reflects its operations. Activities of each City fund or department have been planned, formalized and described in the following sections. This process will help to maintain an understanding of the various operations of the City and how they relate to each other and to the attainment of the policy issues and goals of the City Council.

It is a Link with the General Public

The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the city, the purpose of those activities, future implications, and the direct relationship to citizens.

It is a Legally Required Financial Planning Tool

Preparing and adopting a budget is a state law requirement of all cities as stated in Title 35A of the Revised Code of Washington (RCW). The budget must be adopted as a balanced budget and must be in place prior to the beginning of the City's fiscal year. The budget is the legal authority to expend public funds and controls those expenditures by limiting the amount of appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to determine funds available.

The City operates on a calendar-year basis. The city utilizes an incremental budgeting approach that assumes, for most functions of government, that the current year's budget is indicative of the base required for the following year. Any increases are incremental and based on needs defined by budget policies, emerging issues, Council goals and available resources.

Budget Calendar

November 6

- Mayor's proposed budget + budget message presented to Council
- Public hearing – revenue sources
- First read – property tax ordinance

November 20

- Public hearing on preliminary budget
- Second read (adoption) – property tax ordinance
- First read – budget ordinance

December 4

- Public hearing on final budget
- Second read (adoption) – budget ordinance

After the budget is adopted, the City enters a budget implementation and monitoring stage. Throughout the year, expenditures are monitored by the City Clerk and department directors to ensure that funds are within the approved budget. The City Clerk provides the City Council with quarterly reports to keep them current with the City's financial condition.

The Mayor is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, position titles, salary ranges or other conditions of employment must be approved by the City Council.

When the City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a fund, it may do so by ordinance adopted by Council.

Budget Principles

General Principles

- Department directors have primary responsibility for formulating budget proposals in line with City Council and Mayor directions, and for implementing them once they are approved.
- The City Clerk Treasurer is responsible for coordinating the overall preparation and administration of the City's budget. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.
- The City Clerk Treasurer assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
- If presented, Interfund charges will be based on recovery of costs associated with providing those services.
- Budget adjustments requiring City Council approval will occur through the ordinance process at the fund level prior to the end of the fiscal year.
- The City's budget presentation will be directed at displaying the City's budget in a Council and Citizen-friendly format.

Basis of Accounting

- Annual appropriated budgets are adopted for all funds on the cash basis of accounting.
- Budgets are adopted at the fund level that constitutes legal authority for expenditures. Annual appropriations lapse at the end of the fiscal period.
- The **General Fund** is the primary fund of the City. It accounts for all financial resources except those required or elected to be accounted for in another fund.
- **Special Revenue Funds** account for revenue sources that are legally restricted or designated to finance certain activities.
- **Capital Project Funds** account for major construction projects.
- **Enterprise Funds** account for operations that provide goods and services to the general public and are supported primarily by user charges.

City-Wide Budget Summary

Fund	Beginning Fund Balance	Revenues	Expenditures	Increase (Decrease)	Ending Fund Balance
001 General	168,289	1,186,262	1,192,762	(6,500)	161,789
002 Fire Equipment	12,256	38,800	50,882	(12,082)	174
007 Equipment Reserve	870	26,850	27,649	(799)	71
010 Drug Seizure	705	-	-	-	705
011 Advance Payment Cemetery	8,988	-	-	-	8,988
012 Makarenko Park Operating	24,943	11,925	6,914	5,011	29,954
101 Street	27,756	117,075	117,075	-	27,756
104 EMS	-	254,660	254,660	(0)	(0)
105 Cemetery Perpetual Care	66,601	-	-	-	66,601
204 1997 UTGO Bond	50,334	-	-	-	50,334
205 2020 UTGO Bond	346,049	186,000	385,695	(199,695)	146,354
305 Real Estate Excise Tax	266,985	20,000	-	20,000	286,985
401 Water	82,622	647,000	639,530	7,470	90,093
402 Sewer	32,600	610,000	640,120	(30,120)	2,481
404 Local Improvement District	78,543	14,856	500	14,356	92,900
410 Stormwater	128,124	61,000	40,753	20,247	148,371
702 Makarenko Park Reserve	304,854	41,925	11,925	30,000	334,854
Total	1,600,520	3,216,353	3,368,464	(152,112)	1,448,408

Authorized Positions

<u>Full Time Permanent</u>	<u>FTE</u>	<u>2025 Pay Range</u>	
		<u>Low</u>	<u>High</u>
Police Chief	1	113,706	113,706
Clerk-Treasurer	1	75,608	75,608
Police Officer	1	63,398	63,398
Senior Utility Worker	1	65,374	65,374
Utility Worker	2	49,317	59,184
Total Authorized Full-time Positions	<u>6</u>		

Other

Utility Worker (Seasonal)	<i>part time</i>	\$22/hour
Building Inspector (Part Time)	<i>part time</i>	\$42/hour
Jr Deputy Clerk	<i>part time</i>	\$23.71/hour
Utility Billing Clerk	<i>part time</i>	\$26.55/hour
Police Clerk	<i>part time</i>	\$26.55/hour
Court Administrator	<i>contract</i>	\$28.00/hour
Fire Chief	<i>contract</i>	\$1,500 per month
Fire Volunteers	<i>part time</i>	
Police Reserves	<i>part time</i>	

General Fund

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	696,415	200,000	178,869	168,289
<i>Revenues:</i>				
Taxes	1,222,686	1,420,000	1,200,940	965,620
Licenses & Permits	48,685	65,600	52,203	52,200
Intergovernmental Revenues - w/out ARPA	204,413	219,538	186,935	83,650
Intergovernmental Revenues - ARPA	-	-	-	-
Charges For Services	10,436	28,950	14,619	14,350
Fines & Forfeitures	37,852	29,600	34,685	34,800
Misc Revenues	110,518	36,750	40,495	35,642
Total Revenues	1,634,588	1,800,438	1,529,878	1,186,262
<i>Expenditures:</i>				
Legislative	21,171	23,500	19,453	23,800
Judicial	51,321	57,500	58,901	56,066
Executive	8,560	8,550	9,399	11,222
Finance	280,478	224,150	153,384	113,574
Legal	31,200	31,200	32,229	30,000
Centralized Services	73,397	67,001	67,514	62,849
Law Enforcement	903,719	634,850	555,140	546,297
Fire Control & Ambulance*	393,605	393,335	362,888	128,352
Detention/Corrections	5,806	5,000	222	2,500
Building & Planning	69,186	66,570	35,630	18,260
Dispatch Services	38,571	16,202	15,431	22,500
Cemetery	51,698	33,450	50,599	42,664
Community Events & Parks	138,217	83,319	122,038	82,737
Debt Service	51,263	30,961	48,961	48,961
Miscellaneous	33,944	124,850	8,667	2,980
Total Expenditures	2,152,134	1,800,438	1,540,458	1,192,762
Increase (Decrease) in Fund Balance	(517,546)	-	(10,580)	(6,500)
Ending Fund Balance	178,869	200,000	168,289	161,789
Fund Balance as Percentage of Expenditures	8%	11%	11%	14%

*EMS moved to fund 104 starting in 2025

Fire Equipment

<u>Description</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>
Beginning Fund Balance	3,670	9,120	12,067	12,256
<i>Revenues:</i>				
Taxes	32,576	33,000	33,000	38,500
Misc Revenues	8,704	250	72	300
Total Revenues	41,280	33,250	33,072	38,800
<i>Expenditures:</i>				
Debt Service	32,883	32,883	32,883	32,882
Capital outlay	-	-	-	18,000
Total Expenditures	32,883	32,883	32,883	50,882
Increase (Decrease) in Fund Balance	8,397	367	189	(12,082)
Ending Fund Balance	12,067	9,487	12,256	174

Funded by a portion of the 5% utility tax for equipment replacement. Funds 75% of 2019 fire truck loan (General Fund pays for remaining 25%).

Equipment Reserve

<u>Description</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>
Beginning Fund Balance	54,680	15,000	22,058	870
<i>Revenues:</i>				
Taxes	32,112	20,000	13,284	26,850
Miscellaneous	2,575	-	-	-
Total Revenues	34,687	20,000	13,284	26,850
<i>Expenditures:</i>				
Debt Service	40,426	34,473	34,473	6,649
Springbrook Software	26,883	-	-	21,000
Total Expenditures	67,308	34,473	34,473	27,649
Increase (Decrease) in Fund Balance	(32,622)	(14,473)	(21,189)	(799)
Ending Fund Balance	22,058	527	870	71

Funded by a portion of 5% utility tax for equipment replacement. Pays for Springbrook software and debt service on 2019 police vehicle loan.

Drug Seizure

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	705	705	705	705
Total Revenues	-	-	-	-
Total Expenditures	-	-	-	-
Increase (Decrease) in Fund Balance	-	-	-	-
Ending Fund Balance	705	705	705	705

Drug seizure funds would be placed into this fund. Funds are restricted for drug enforcement.

Advance Payment Cemetery

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	8,988	9,000	8,988	8,988
Total Revenues	-	-	-	-
Total Expenditures	-	-	-	-
Increase (Decrease) in Fund Balance	-	-	-	-
Ending Fund Balance	8,988	9,000	8,988	8,988

Prepayments on cemetery services. As per Chapter 2.84 of the Municipal Code the Clerk is authorized to accept monthly payments on lots and to accept advance payments for services, except for liners.

Makarenko Park Operating

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	(3,513)	7,000	9,953	24,943
<i>Revenues:</i>				
Transfer from fund 702 - interest	20,993	15,000	22,904	11,925
<i>Total Revenues</i>	<u>20,993</u>	<u>15,000</u>	<u>22,904</u>	<u>11,925</u>
<i>Expenditures:</i>				
Culture & Recreation	7,527	10,500	7,914	6,914
<i>Total Expenditures</i>	<u>7,527</u>	<u>10,500</u>	<u>7,914</u>	<u>6,914</u>
Increase (Decrease) in Fund Balance	13,466	4,500	14,990	5,011
Ending Fund Balance	<u>9,953</u>	<u>11,500</u>	<u>24,943</u>	<u>29,954</u>

This fund accounts for use of Makarenko Park reserve fund interest income.

Street

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	5,636	20,000	21,022	27,756
<i>Revenues:</i>				
Taxes	118,006	130,500	127,178	84,375
Intergovernmental	32,991	32,598	41,034	32,700
Miscellaneous	1,355	-	-	-
<i>Total Revenues</i>	<u>152,352</u>	<u>163,098</u>	<u>168,212</u>	<u>117,075</u>
<i>Expenditures:</i>				
Salaries & Benefits	50,248	60,250	60,926	40,031
Other Street Operating	80,261	62,900	94,551	70,436
Interfund loan repayment	6,457	10,000	6,000	6,607
<i>Total Expenditures</i>	<u>136,966</u>	<u>133,150</u>	<u>161,478</u>	<u>117,075</u>
Increase (Decrease) in Fund Balance	15,386	29,948	6,734	-
Ending Fund Balance	<u>21,022</u>	<u>49,948</u>	<u>27,756</u>	<u>27,756</u>

A portion of property tax and utility tax revenue is allocated to the Street Fund. The allocation amounts are set during budget process and can be changed. Increases to the Street Fund allocation are offset by decreases to tax revenue in the General Fund and vice versa.

EMS

<u>Description</u>	<u>2025 Budget</u>
Beginning Fund Balance	-
<i>Revenues:</i>	
Charges for Services	254,660
<i>Total Revenues</i>	<u>254,660</u>
<i>Expenditures:</i>	
EMS Services	246,660
Other operating expenses	8,000
<i>Total Expenditures</i>	<u>254,660</u>
Increase (Decrease) in Fund Balance	(0)
Ending Fund Balance	(0)

New in 2025

Cemetery Perpetual Care

<u>Description</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>
Beginning Fund Balance	61,601	67,000	66,601	66,601
<i>Revenues:</i>				
Charges for Services	5,000	5,000	-	-
<i>Total Expenditures</i>	-	-	-	-
Increase (Decrease) in Fund Balance	5,000	5,000	-	-
Ending Fund Balance	66,601	72,000	66,601	66,601

Proceeds from sale of cemetery lots to provide for maintenance of cemetery in perpetuity after sale of all lots. Per Chapter 3.48 of the Municipal Code, half of lot sale fees shall go into the cemetery perpetual care fund and the rest into the general fund for cemetery maintenance.

1997 UTGO

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	50,334	50,335	50,334	50,334
Total Revenues	-	-	-	-
Total Expenditures	-	-	-	-
Increase (Decrease) in Fund Balance	-	-	-	-
Ending Fund Balance	50,334	50,335	50,334	50,334

This is an inactive bond fund. City should ask bond counsel to review original bond covenants and advise as to allowable uses of remaining funds.

2020 UTGO

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	2,804,323	2,300,000	2,371,622	346,049
<i>Revenues:</i>				
Taxes	154,335	184,000	184,000	186,000
Interest	1,048	1,000	34,983	-
Total Revenues	155,383	185,000	218,983	186,000
<i>Expenditures:</i>				
Debt Service	195,485	183,860	183,860	185,695
Capital Outlay	392,599	2,301,140	2,060,696	200,000
Total Expenditures	588,083	2,485,000	2,244,556	385,695
Increase (Decrease) in Fund Balance	(432,701)	(2,300,000)	(2,025,574)	(199,695)
Ending Fund Balance	2,371,622	-	346,049	146,354

This fund accounts for use of \$3M bond proceeds for new building, and for property tax levy for related debt service.

Real Estate Excise Tax

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	223,771	244,000	243,100	266,985
<i>Revenues:</i>				
Taxes	19,329	15,000	23,885	20,000
Total Revenues	19,329	15,000	23,885	20,000
<i>Expenditures:</i>				
Capital Outlay	-	50,000	-	-
Total Expenditures	-	50,000	-	-
Increase (Decrease) in Fund Balance	19,329	(35,000)	23,885	20,000
Ending Fund Balance	243,100	209,000	266,985	286,985

Funding source is real estate excise tax, which is restricted by State law for certain capital improvements.

Water

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	48,341	10,000	355	82,622
<i>Revenues:</i>				
Charges for Services	618,963	680,530	647,132	647,000
Miscellaneous	2,258	1,000	175	-
Total Revenues	621,221	681,530	647,307	647,000
<i>Expenditures:</i>				
Salaries & Benefits	184,963	183,800	120,873	113,169
Purchased Water - Aberdeen	362,623	385,000	348,981	385,000
Other Operating	90,356	81,300	63,896	110,095
Debt Service	31,265	31,290	31,290	31,266
Total Expenditures	669,207	681,390	565,040	639,530
Increase (Decrease) in Fund Balance	(47,986)	140	82,267	7,470
Ending Fund Balance	355	10,140	82,622	90,093

Funded by charges for services. Aberdeen contract is based on actual water usage and is paid monthly.

Sewer

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	60,356	75,000	98,719	32,600
<i>Revenues:</i>				
Charges for Services	639,817	702,500	607,442	610,000
Miscellaneous	44	-	101	-
Total Revenues	639,861	702,500	607,543	610,000
<i>Expenditures:</i>				
Salaries & Benefits	178,711	185,300	130,603	86,310
Sewer Contract - Aberdeen	347,866	375,000	494,112	470,000
Other Operating	74,920	96,975	48,947	83,810
Total Expenditures	601,498	657,275	673,662	640,120
Increase (Decrease) in Fund Balance	38,363	45,225	(66,118)	(30,120)
Ending Fund Balance	98,719	120,225	32,600	2,481

Funded by charges for services. Aberdeen contract is based on a pro-rata share of Aberdeen's sewer budget. Billing is done annually, for prior year services.

Local Improvement District

Description	2023 Actual	2024 Budget	2024 Projected	2025 Budget
Beginning Fund Balance	50,272	50,000	64,872	78,543
Interfund loan repayments	14,984	-	14,000	14,856
Total Revenues	14,984	-	14,000	14,856
<i>Expenditures:</i>				
Operating	384	384	329	500
Total Expenditures	384	384	329	500
Increase (Decrease) in Fund Balance	14,600	(384)	13,671	14,356
Ending Fund Balance	64,872	49,616	78,543	92,900

Stormwater

<u>Description</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>
Beginning Fund Balance	64,592	91,000	93,050	128,124
<i>Revenues:</i>				
Charges for Services	68,280	70,760	61,113	61,000
Total Revenues	68,280	70,760	61,113	61,000
<i>Expenditures:</i>				
Salaries & Benefits	27,380	42,250	22,441	22,253
Other Operating	12,441	19,000	3,598	18,500
Total Expenditures	39,821	61,250	26,039	40,753
Increase (Decrease) in Fund Balance	28,458	9,510	35,074	20,247
Ending Fund Balance	93,050	100,510	128,124	148,371

Funded by user charges, for stormwater related expenditures.

Makarenko Park Reserve

<u>Description</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>
Beginning Fund Balance	237,483	258,000	268,330	304,854
<i>Revenues:</i>				
Interest Income	20,993	20,000	10,888	11,925
Interfund loan repayment	30,847	30,000	30,000	30,000
Total Revenues	51,839	50,000	40,888	41,925
<i>Expenditures:</i>				
Transfers Out	20,993	20,000	4,363	11,925
Total Expenditures	20,993	20,000	4,363	11,925
Increase (Decrease) in Fund Balance	30,847	30,000	36,525	30,000
Ending Fund Balance	268,330	288,000	304,854	334,854

This fund accounts for an original trust deposit of \$320,547. The original trust deposit is to remain intact, with interest income to be used for Makarenko Park operating expenses. Interest income is transferred to fund 012 - Makarenko Park and is used for park operating expenses. Outstanding interfund loans receivable at year end 2024 = \$92,479

Interfund Loan Schedule

<u>Borrowing Fund</u>	<u>Lending Fund</u>	<u>Terms</u>	<u>Balance at 12/31/2023</u>	<u>2024 Payment</u>	<u>2024 Ending Balance</u>	<u>2025 Payment</u>	<u>2025 Ending Balance</u>
001 General Fund	404 LID 99	Ord. 1310 - \$80,000 repaid in 10 annual payments of \$8,000 starting in 2017 @ 1%*	30,930	8,000	22,930	8,000	14,930
001 General Fund	702 Makarenko Park Reserve	Ord.1310 - \$100,000 repaid in 10 annual payments of \$10,000 starting in 2017 @ 1% *	41,098	10,000	31,098	10,000	21,098
001 General Fund	702 Makarenko Park Reserve	Ord. 1285 - \$200,000, repaid in 10 annual payments of \$20,000, starting in 2015 @ 1% *	81,381	20,000	61,381	20,000	41,381
101 Street Fund	404 LID 99	Ord.1351 - \$30,000 repaid in 5 years, starting in 2021 @ 2.5% interest	12,447	6,000	6,447	6,447	-
Total							

Note: interfund loan payments were not made in 2020, therefore final payment year will be extended out +1 year from original terms



To: Mayor Linda Springer and City Council Members

From: Tara Dunford, CPA

Date: December 4, 2024

Re: Ordinance No. 1396 2025 Budget

ATTACHMENTS: Ordinance 1396; Budget Book

TYPE OF ACTION: Second Read. Adoption.

Discussion:

Council received the Preliminary budget on November 6, 2024. The required Public Hearing on revenue sources occurred on November 6, 2024. The required Public Hearing on the Preliminary budget occurred on November 20, 2024, and the required Public Hearing on the Final budget will occur on December 4, 2024. Adoption of the budget (second reading of this ordinance) is scheduled for December 4, 2024. The 2025 Budget must be adopted prior to December 31, 2024.

The following changes have been made to the budget book presented on November 20:

- Increase EMS services to match final 2025 contract with Aberdeen (pages 9 & 15).

ORDINANCE NO. 1396

**AN ORDINANCE RELATING TO FINANCE; ADOPTING
A BUDGET FOR THE CITY'S OPERATIONS FOR THE
YEAR 2025.**

R E C I T A L S:

1. With the aid of the City staff, the Mayor and City Council have undertaken a review of the anticipated expenditures which are necessary to fund the operation of the City during the year 2025. At the same time, City Staff, the Mayor and City Council have undertaken a review of the revenue projections for the same period.

2. During the course of this review, the Council and Mayor received a draft budget from the City Clerk which contained an extensive analysis of the anticipated fiscal needs for each city department for 2025.

3. Over the last weeks, the Council and Mayor have held a series of workshops which have been open to the Public so as to insure the maximum amount of public input. This has involved receiving information from each of the department heads as to the operational activities of their departments.

4. In addition to the public workshops, the course of the review had included all statutorily required public notices having been given and hearings held.

5. Prior to the finalization of the 2025 budget, the Council has adopted and the Mayor has signed an ordinance establishing the authorized level of taxation on real property within the City.

6. After such a review, it has been determined that the best interests of the Citizens and this City are served by the adoption of a budget as set forth upon Exhibit #1.

7. The budget as set forth is balanced in terms of projected income and expenditures. It is adopted as a budget by fund and not a line item budget.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF COSMOPOLIS:

SECTION I: That chart of funds attached hereto as Attachment #1, being incorporated by this reference, showing projected expenditures and income shall constitute and is hereby adopted as the budget for the City of Cosmopolis for the year 2025. That chart and the budgetary details upon which it is based shall be made available to any citizen requesting the opportunity to review the budget during the regular business hours of the Office of the City Clerk.

SECTION II: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION III: This Ordinance shall take effect upon the fifth day following date of publication.

SECTION IV: Corrections by the Clerk-Controller or Code Reviser. Upon approval of the Mayor and City Attorney, the Clerk-Controller and the Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state, or federal laws, codes, rules, or regulations, or ordinance number and section/subsection numbering.

PASSED THIS _____ DAY OF _____, 20__ by the City Council of the City of Cosmopolis and signed in approval therewith this _____ day of _____, 20__.

CITY OF MONTESANO:

LINDA SPRINGER, Mayor

ATTEST:

KERRY BARR, City Clerk

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

PUBLISHED: _____

Exhibit 1

<u>Fund</u>	<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Increase (Decrease)</u>	<u>Ending Fund Balance</u>
001 General	168,289	1,186,262	1,192,762	(6,500)	161,789
002 Fire Equipment	12,256	38,800	50,882	(12,082)	174
007 Equipment Reserve	870	26,850	27,649	(799)	71
010 Drug Seizure	705	-	-	-	705
011 Advance Payment Cemetery	8,988	-	-	-	8,988
012 Makarenko Park Operating	24,943	11,925	6,914	5,011	29,954
101 Street	27,756	117,075	117,075	-	27,756
104 EMS	-	254,660	254,660	(0)	(0)
105 Cemetery Perpetual Care	66,601	-	-	-	66,601
204 1997 UTGO Bond	50,334	-	-	-	50,334
205 2020 UTGO Bond	346,049	186,000	385,695	(199,695)	146,354
305 Real Estate Excise Tax	266,985	20,000	-	20,000	286,985
401 Water	82,622	647,000	639,530	7,470	90,093
402 Sewer	32,600	610,000	640,120	(30,120)	2,481
404 Local Improvement District	78,543	14,856	500	14,356	92,900
410 Stormwater	128,124	61,000	40,753	20,247	148,371
702 Makarenko Park Reserve	304,854	41,925	11,925	30,000	334,854
Total	1,600,520	3,216,353	3,368,464	(152,112)	1,448,408

To: Mayor Linda Springer and City Council Members

From: Tara Dunford, CPA

Date: December 4, 1397 2024 Budget Amendment #1

ATTACHMENTS: Ordinance No. 1397; Exhibit A – Proposed Budget Amendment

TYPE OF ACTION: Second Read. Adoption.

Discussion:

This proposed budget amendment includes the following:

Street Fund

Increase of \$30,000 to cover LED lighting project, which was not included in the original 2024 budget. This is covered 100% by state grant funds.

Sewer Fund

Increase of \$120,000 to cover past due contract payments to Aberdeen, related to payments due in 2023. The original 2024 budget for Aberdeen contract sewer payments was \$375,000. The actual due in 2024 was \$325,000, however a total of \$170,000 related to 2023 was unpaid in 2023, resulting in a net increase of \$120,000 required to get caught up in 2024. This increase will be funded by the available fund balance in the Sewer fund.

No changes have been made since the version provided to Council on November 20th.

ORDINANCE NO. 1397

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSMOPOLIS, MAKING CERTAIN FINDINGS OF FACT AND AMENDING THE 2024 BUDGET ADOPTED WITH ORDINANCE NO. 1389 ON DECEMBER 20, 2023, AND PROVIDING FOR SEVERABILITY, AND EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

RECITALS:

1. WHEREAS, the City Council of the City of Cosmopolis adopted the 2024 Budget with Ordinance No. 1389 on December 20, 2023.
2. WHEREAS, unplanned and unbudgeted expenditures have been identified.
3. WHEREAS, the City Council has determined that it is in the best interest of the City of Cosmopolis to increase the Street Fund budget by \$30,000.
4. WHEREAS, the increase in the Street fund expenditure budget will be offset entirely by grant revenue.
5. WHEREAS, the City Council has determined that it is in the best interest of the City of Cosmopolis to increase the Sewer Fund budget by \$120,000.
6. WHEREAS, the increase in the Sewer Fund expenditure budget will decrease ending fund balance by \$120,000.
7. WHEREAS, following the introduction of this ordinance at the Council's meeting held on November 20, 2024, an opportunity for public comment will have been provided as required by law before the adoption of this ordinance.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF COSMOPOLIS:

SECTION I: The above stated recitals are hereby adopted as the council's findings and reasons for the adoption of this ordinance.

SECTION II: The 2024 budget, as adopted with ordinance 1389 is hereby amended with an increase of \$30,000 to revenues and \$150,000 to expenditures as detailed below:

<u>Fund</u>	<u>Expenditures</u>		
	<u>Original</u>	<u>Amended</u>	<u>Increase (Decrease)</u>
General Fund	1,800,438	1,800,438	-
Fire Equipment	33,250	33,250	-
Equipment Reserve	34,473	34,473	-
Drug Seizure Fund	-	-	-
Advanced Cemetery	-	-	-
Makarenko Park	10,500	10,500	-
Street Fund	133,150	163,150	30,000
Cemetery Perpetual Care	-	-	-
Real Estate Excise Tax	50,000	50,000	-
UTGO Bond - 1997	-	-	-
UTGO Bond - 2020	2,583,860	2,583,860	-
Water Fund	681,390	681,390	-
Sewer Fund	657,275	777,275	120,000
Special LID Fund	384	384	-
Stormwater Utility	61,250	61,250	-
Makarenko Park Reserve	20,000	20,000	-
Total	6,065,970	6,215,970	150,000

SECTION III: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION IV: This ordinance, being an exercise of power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED THIS _____ DAY OF December, 2024, by the City Council of the City of Cosmopolis, and signed in approval therewith this _____ day of December, 2024.

CITY OF COSMOPOLIS:

LINDA SPRINGER, Mayor

ATTEST:

KERRY BARR, City Clerk

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

PUBLISHED: _____

EXHIBIT A

2024 Budget Amendment #1

Amending Section 2 of Ordinance 1389 and the City of Cosmopolis 2024 Budget

Fund	Expenditures		
	Original	Amended	Increase (Decrease)
General Fund	1,800,438	1,800,438	-
Fire Equipment	33,250	33,250	-
Equipment Reserve	34,473	34,473	-
Drug Seizure Fund	-	-	-
Advanced Cemetery	-	-	-
Makarenko Park	10,500	10,500	-
Street Fund	133,150	163,150	30,000
Cemetery Perpetual Care	-	-	-
Real Estate Excise Tax	50,000	50,000	-
UTGO Bond - 1997	-	-	-
UTGO Bond - 2020	2,583,860	2,583,860	-
Water Fund	681,390	681,390	-
Sewer Fund	657,275	777,275	120,000
Special LID Fund	384	384	-
Stormwater Utility	61,250	61,250	-
Makarenko Park Reserve	20,000	20,000	-
Total	6,065,970	6,215,970	150,000

INTERLOCAL AGREEMENT BETWEEN GRAYS HARBOR COUNTY AND THE CITY OF COSMOPOLIS FOR PUBLIC WORKS PROJECTS

This agreement (“Agreement”) is made by and between Grays Harbor County (“County”) and the City of Cosmopolis (“City”) for the performance of public works projects.

WHEREAS, chapter 39.34 RCW, the Interlocal Cooperation Act, authorizes the County to provide those public works services requested by the City that the County agrees to perform; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the performance of public works projects, with the intent to supplement but not supplant City personnel.

NOW, THEREFORE, the parties agree as follows:

1. Subject matter. The City may request that the County perform any public works project at a time and in a manner convenient to the parties. Where the County agrees to perform a project:

- (a) The County shall provide the personnel, equipment, or materials necessary for performance.
- (b) All requested work will be performed by County forces and City employees may not participate in the County’s performance; provided that, upon request by the County, the City shall provide administrative or technical assistance.
- (c) The project must be completed and closed out no later than December 31, 2029.

2. Term. This Agreement takes effect: (a) as of the date last executed below and (b) upon either filing with the county auditor or, alternatively, listing by subject on either party’s website or other electronically retrievable public source, whichever is later (“Effective Date”). This Agreement ends on December 31, 2029, unless extended or terminated in accordance with this Agreement.

3. Termination. The parties may at any time and terminate this Agreement by written agreement. Any party may terminate this Agreement at any time and for any reason provided that the terminating party provides 30 days’ written notice of termination to the other party.

4. Notices. All notices including emails must be sent in writing to the following:

<p>For the County:</p> <p>John Becker Attn: County Engineer Grays Harbor County Public Works 100 West Broadway, Suite 31 Montesano, WA 98563 pwd@graysharbor.us</p>	<p>For the City:</p> <p>Name: Title: Department: Mailing address: Email:</p>
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5. Payment. The City shall reimburse the County for all labor, equipment, materials, and other related expenses as applicable, including loss or damage to equipment arising out of the County’s performance of obligations under this Agreement, at its adopted and usual customary rates which may include the adopted annual ER&R resolution rates that are applicable to the time of performance and at cost reimbursement for any tangible products necessary to complete the work. The County shall submit a certified itemized voucher of costs to the City within 30 days after completion of work. Unless otherwise agreed, the City shall pay the submitted voucher amount in full to the County within 30 days of receipt.

6. Refusal and withdrawal. The County shall have no responsibilities or incur any liabilities because it determines to not provide resources and/or services to the City. The County shall retain the right to withdraw some or all of its resources at any time. Notice of intention to withdraw shall be communicated to the City as soon as practicable.

7. Relationship of the parties. All privileges, immunities, rights, duties and benefits of officers and employees of the County apply while those officers and employees are performing functions and duties on behalf of the City, unless otherwise provided by law. Employees of the County remain employees of the County while performing functions and duties on behalf of the City.

8. Indemnification. To the extent permitted by law, the City shall protect, defend, hold harmless and indemnify the County, and its officers and employees from any and all claims, suits, costs, damages of any nature, or causes of action, including the cost of defense and attorneys fees, by reason of the acts or omissions, whether negligent, willful, or reckless, of its own officers, employees, volunteers or any other person arising out of or in connection with any acts or activities authorized by this Agreement, and will pay all judgments, if any, rendered. This obligation shall not include such claims, costs, damages, or other expenses which may be caused by the sole negligence of the County or its authorized agents or employees.

9. Assignment and delegation. It is understood and agreed that this Agreement cannot be assigned, transferred, or any portion subcontracted hereunder by the County without the prior written permission of the City.

10. Third party beneficiaries. This Agreement is for the benefit of the County and City only and no other person or entity shall have any rights whatsoever under this Agreement as a third party beneficiary.

11. Compliance. The County, in the performance of work under this Agreement, shall abide by the provisions of RCW 35.77.020, .030 & .040, RCW 39.34 & RCW 36.75.020, and Title 136 WAC, as applicable (RCW 35.77.020 requires adoption of this Agreement by Resolution of the Board of County Commissioners in the case of work on City streets). Each party shall ensure that their performance complies with all federal, state, and local laws and regulations. This includes, where applicable, Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), and the Americans with Disabilities Act (42 U.S.C. §§ 12131-12189).

12. Severability. In the event that any provision of this Agreement is declared invalid or illegal, such declaration shall in no way affect or invalidate any other provision hereof, and such other provisions shall remain in full force and effect.

13. Amendments. This Agreement may be modified or amended only by a writing duly authorized and executed by all parties. Any such amendment shall be attached to and incorporated into this Agreement.

14. Force majeure. As used in this Agreement, a “Force Majeure Event” means any act or event, whether foreseen or unforeseen, that: (a) prevents a party (the “Nonperforming Party”), in whole or in part, from performing its obligations under this Agreement or satisfying any conditions to the performing party’s (the “Performing Party”) obligations under this Agreement, (b) is beyond the reasonable control of and not the fault of the Nonperforming Party, and (c) the Nonperforming Party has been unable to avoid or overcome by the exercise of due diligence. In furtherance of the definition of Force Majeure Event and not in limitation of that definition, each of the following acts or events is deemed to meet these and to be a Force Majeure Event: war, flood, lightning, drought, earthquake, fire, volcanic eruption, landslide, hurricane, cyclone, typhoon, tornado, explosion, civil disturbance, act of God or the public enemy,

terrorist act, military action, epidemic, famine or plague, shipwreck, action of a court or public authority or strike. During the continuation of the Force Majeure Event, the Nonperforming Party shall: (1) exercise commercially reasonable efforts to mitigate damages to the Performing Party, (2) exercise commercially reasonable due diligence to overcome the Force Majeure Event; (3) to the extent it is able, continue to perform its obligations under this Agreement; and (4) cause the Suspension of Performance to be of no greater scope and no longer duration than the Force Majeure Event requires. During the continuation of the Force Majeure Event, the Nonperforming Party's performance of the covenants set forth in this section are conditions precedent to its continued Suspension of Performance.

15. Counterparts. The parties may execute this Agreement in counterparts, each of which is an original, and all of which constitute only one Agreement between the parties.

16. Signatures. Each person signing below represents and warrants that they have the legal authority to enter into this Agreement. Each party's electronic signature(s) is intended to authenticate this writing and to have the same force and effect as the use of manual signatures.

17. Entire Agreement. The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last signed below.

**GRAYS HARBOR COUNTY
BOARD OF COMMISSIONERS**

CITY OF COSMOPOLIS

Kevin Pine, Chair, District 2

Jill Warne, District 1

Vickie Raines, District 3

Attest:

Wendy Chatham, Clerk of the Board

Date: _____

By:

Signature

Name

Title

Date: _____



HAROLD LEMAY ENTERPRISES, INC.

4201 Olympic Hwy, Aberdeen, WA 98520

Phone 360-533-1251

October 1, 2024
Mayor and Council Members
City of Cosmopolis
P.O. Box 2007
Cosmopolis, WA 98537

Re: Contract for Garbage, Recyclables and Yard Waste Collection, Annual Rate adjustment

Dear Mayor and Council Members,

The Company is requesting the garbage and recycling rates to be adjusted effective January 1, 2025, pursuant to item 32 of the Garbage and Curbside Recycling Contract.

The Consumer Price Index for the year ending June 2024 has increased 4.25%. The contract allows 80% of the CPI for a 3.4% increase on existing rates.

The contract also allows the pass through of any disposal increase. Effective January 1, 2025, the tip fee at the Central Transfer Station is increasing from \$127.69 to \$130.49 per ton for an increase of \$2.80 per ton.

Also, pursuant Item 32, section B, subsection 4 of the Garbage and Curbside Recycling Contract. LeMay proposes the pass through of costs due to the recent implementation of Washington's Climate Commitment Act. LeMay now faces a carbon fee on all fuel purchases. The fee will be adjusted annually with complete transparency to all Cosmopolis Residents by having a specific line item on the invoice.

We take pride in providing the best service and appreciate the working relationship we have with the City of Cosmopolis. If you have any questions or would like to discuss the calculations, we would be happy to meet at your convenience. I can be reached at (360) 533-8286 or rogers@wasteconnections.com.

Sincerely,

Roger Swalander
District Manager

Cc: Austin Sly, Kristina Snyder

EXHIBIT "A"
Rates Effective 01/01/2025
Cosmopolis, WA
ADDENDUM TO GARBAGE CONTRACT

RATES: Charges for garbage collection, removal and disposal shall be as follows

<u>Item I.</u>		2024	2025
<u>Residential Service</u>			Rate
	30 Gallon Monthly	\$ 12.36	\$ 12.83
	65 Gallon Monthly	\$ 17.04	\$ 17.71
	65 Gallon EOW	\$ 25.34	\$ 26.40
	65 Gallon Weekly	\$ 41.03	\$ 42.81
	Additional 65 Gallon (each)	\$ 11.52	\$ 12.00
	90 Gallon Monthly	\$ 18.42	\$ 19.18
	90 Gallon EOW	\$ 34.02	\$ 35.47
	90 Gallon Weekly	\$ 57.72	\$ 60.26
	Additional 95 Gallon (each)	\$ 16.85	\$ 17.56
	Return Trip	\$ 17.69	\$ 18.29
	Extra Unit [can, bag, box] (30 Gallon)	\$ 5.20	\$ 5.42

<u>Item II.</u>			
<u>Commercial Cart Service</u>			
	65 Gallon EOW	\$ 25.34	\$ 26.40
	65 Gallon Weekly	\$ 41.03	\$ 42.81
	90 Gallon EOW	\$ 34.02	\$ 35.47
	90 Gallon Weekly	\$ 57.72	\$ 60.26
	Return Trip	\$ 17.69	\$ 18.29
	Extra Unit [can, bag, box] (30 Gallon)	\$ 5.20	\$ 5.42

<u>Item III.</u>			
<u>Permanent Commercial Container Service</u>			
	1 cubic yard box		
	One pickup per week	\$ 133.11	\$ 138.73
	Each additional dump per week	\$ 115.77	\$ 120.80
	Special or Additional pickup each	\$ 38.99	\$ 40.57
	1.5 cubic yard box		
	One pickup per week	\$ 186.50	\$ 194.48
	Each additional dump per week	\$ 161.16	\$ 168.28
	Special or Additional pickup each	\$ 55.66	\$ 57.93
	2 cubic yard box		
	One pickup per week	\$ 242.74	\$ 253.18
	Each additional dump per week	\$ 215.76	\$ 225.28
	Special or Additional pickup each	\$ 71.90	\$ 74.85

3 cubic yard box		
One pickup per week	\$ 345.80	\$ 360.83
Each additional dump per week	\$ 313.48	\$ 327.41
Special or Additional pickup each	\$ 97.76	\$ 101.84

4 cubic yard box		
One pickup per week	\$ 435.42	\$ 454.59
Each additional dump per week	\$ 395.91	\$ 413.74
Special or Additional pickup each	\$ 129.05	\$ 134.45

6 cubic yard box		
One pickup per week	\$ 636.04	\$ 664.22
Each additional dump per week	\$ 585.11	\$ 590.88
Special or Additional pickup each	\$ 171.19	\$ 178.52

8 cubic yard box		
One pickup per week	\$ 782.68	\$ 818.03
Each additional dump per week	\$ 699.14	\$ 731.65
Special or Additional pickup each	\$ 224.42	\$ 234.07

Temporary Commercial Container Service

1 yard temporary service

Delivery	\$ 55.95	\$ 57.85
Rent per day	\$ 0.61	\$ 0.63
Each pickup	\$ 38.99	\$ 40.57

1.5 yard temporary service

Delivery	\$ 55.95	\$ 57.85
Rent	\$ 0.61	\$ 0.63
Each pickup	\$ 55.66	\$ 57.93

2 yard temporary service

Delivery	\$ 55.95	\$ 57.85
Rent	\$ 0.74	\$ 0.77
Each pickup	\$ 71.90	\$ 74.85

3 yard temporary service

Delivery	\$ 66.61	\$ 68.87
Rent	\$ 1.12	\$ 1.16
Each pickup	\$ 97.76	\$ 101.84

4 yard temporary service

Delivery	\$ 66.61	\$ 68.87
Rent	\$ 1.34	\$ 1.39
Each pickup	\$ 129.05	\$ 134.45

6 yard temporary service

Delivery	\$ 66.61	\$ 68.87
Rent	\$ 2.01	\$ 2.08
Each pickup	\$ 171.19	\$ 178.52

8 yard temporary service

Delivery	\$ 66.61	\$ 68.87
Rent	\$ 2.34	\$ 2.42
Each pickup	\$ 224.42	\$ 234.07
Access Fee Weekly (Monthly Charge)	\$ 10.98	\$ 11.35
Access Fee EOW (Monthly Charge)	\$ 5.49	\$ 5.68
Access Fee 2x Weekly (Monthly Charge)	\$ 21.97	\$ 22.72
Lock Fee (each)	\$ 6.34	\$ 6.56
Cable Fee (each)	\$ 12.68	\$ 13.11
Return Trips, Containers	\$ 34.62	\$ 35.80
Add'l Yard	\$ 41.46	\$ 43.12

Item IV.

Permanent Drop Box

10/20 cubic yard drop box

First haul each month	\$ 219.04	\$ 226.49
Each additional haul	\$ 119.11	\$ 123.16

30 cubic yard drop box

First haul each month	\$ 259.01	\$ 267.82
Each additional haul	\$ 139.09	\$ 143.82

40 cubic yard drop box

First haul each month	\$ 285.64	\$ 295.35
Each additional haul	\$ 167.08	\$ 172.76

Temporary Drop Box

10/20 cubic yard drop box

Delivery	\$ 117.78	\$ 121.78
Rent per day	\$ 6.32	\$ 6.53
Each pickup	\$ 123.11	\$ 127.30

30 cubic yard drop box

Delivery	\$ 117.78	\$ 121.78
Rent per day	\$ 7.67	\$ 7.93
Each pickup	\$ 151.10	\$ 156.24

40 cubic yard drop box

Delivery	\$ 117.78	\$ 121.78
Rent per day	\$ 8.66	\$ 8.95
Each pickup	\$ 189.72	\$ 196.17

Customer owned compactor

20 cubic yard compactor drop box

Each scheduled pickup	\$ 199.07	\$ 205.84
Special pickup	\$ 199.07	\$ 205.84

30 cubic yard compactor drop box

Each scheduled pickup	\$ 212.38	\$ 219.60
Special pickup	\$ 212.38	\$ 219.60

40 cubic yard compactor drop box

Each scheduled pickup \$ 245.68 \$ 254.03
Special pickup \$ 245.68 \$ 254.03

Drop box lids per month \$ 15.99 \$ 16.53
Disposal rate per ton \$ 127.69 \$ 130.49

ITEM V.

Miscellaneous

Senior Discount (65g or 95g monthly) \$ 14.50 \$ 15.08
Small Appliances, Furniture, etc \$ 33.25 \$ 34.38
Large Appliances, Refrigerators, Freezers \$ 77.30 \$ 79.93
Special haul rate packer-load & travel time \$ 82.44 \$ 85.24

Exhibit "A" is here by amended to include the rates for Commercial Containers and Drop Box Services.

PASSED THIS ____ DAY OF _____, 2024, by the City Council of the City of Cosmopolis,
and signed in approval there with this ____ day of _____, 2024.

ATTEST:

CITY OF COSMOPOLIS

Kerry Barr , Finance Clerk/ Treasurer

Mayor Linda Springer

City Attorney

Roger Swalander, District Manager
Harold LeMay Enterprises, Inc.



Cities Insurance Association of Washington
159 Basin Street SW PMB #206
Ephrata, WA 98823

Invoice Number: 2024-34527-1001-3
Invoice Date: 11/7/2024

City of Cosmopolis
PO Box 2007
Cosmopolis, WA 98537

Coverage Information	
Covered Member:	City of Cosmopolis
Coverage Number:	CIAW242534527
Coverage Period:	12/01/2024 - 12/01/2025
Transaction Description:	2024-2025 CIAW Renewal
Transaction Effective Date:	12/01/2024
Premium Information	
Line of Coverage:	Premium:
Property	\$43,695.20
Equipment Breakdown	\$5,105.29
Auto Physical Damage	\$8,978.21
General Liability	\$29,723.23
Law Enforcement Liability	\$20,033.86
Cyber Liability	\$10,600.00
Wrongful Acts	\$14,267.33
Auto Liability	\$38,195.34
Underinsured Motorist	\$6,116.51
Crime	\$2,589.91
Total Premium:	\$179,304.88

Premium is due and payable 30 days from receipt. Please note that if payment is not received, CIAW shall have the right to cancel coverage. Notice of cancellation shall be no less than 60 days. Overdue invoices are subject to a 2% late charge. CIAW is direct bill.

CIAW Underwriter:
Stacy Lyon
800.407.2027 ext. 4077
slyon@chooseclear.com

A	CASH PRICE (TOTAL PREMIUMS)	\$179,304.88
B	CASH DOWN PAYMENT	\$15,203.28
C	PRINCIPAL BALANCE (A MINUS B)	\$164,101.60

AGENT
 (Name & Place of business)
 ACRISURE NW PARTNERS INS SVCS
 LLC
 PO BOX 1075
 MOSES LAKE, WA 98837-0162
 (509)750-9017 FAX:

INSURED
 (Name & Residence or business)
 CITY OF COSMOPOLIS
 PO BOX 2007
 COSMOPOLIS, WA 98537-2007
 kbarr@cosmopoliswa.gov

Account #: _____

LOAN DISCLOSURE

Additional Policies Scheduled on Page 3

Commercial
 Quote Number: 28467019

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate. 9.950%	FINANCE CHARGE The dollar amount the credit will cost you. \$8,276.43	AMOUNT FINANCED The amount of credit provided to you or on your behalf. \$164,101.60	TOTAL OF PAYMENTS The amount you will have paid after you have made all payments as scheduled \$172,378.03
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YOUR PAYMENT SCHEDULE WILL BE

Number Of Payments 11	Amount Of Payments \$15,670.73	When Payments Are Due Beginning: MONTHLY 01/01/2025
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ITEMIZATION OF THE AMOUNT FINANCED: THE AMOUNT FINANCED IS FOR APPLICATION TO THE PREMIUMS SET FORTH IN THE SCHEDULE OF POLICIES UNLESS OTHERWISE NOTED.

Security: Refer to paragraph 1 below for a description of the collateral assigned to Lender to secure this loan.

Late Charges: A late charge will be imposed on any installment in default 5 days or more. This late charge will be 5.00% of the installment due.

Prepayment: If you pay your account off early, you may be entitled to a refund of a portion of the finance charge in accordance with Rule of 78's or as otherwise allowed by law. The finance charge includes a predetermined interest rate plus a non-refundable service/origination fee of \$10.00. See the terms below and on the next page for additional information about nonpayment, default and penalties.

POLICY PREFIX AND NUMBER	EFFECTIVE DATE OF POLICY	SCHEDULE OF POLICIES INSURANCE COMPANY AND GENERAL AGENT	COVERAGE	MINIMUM EARNED PERCENT	POL TERM	PREMIUM
CIAW24254295	12/01/2024	PENNSYLVANIA MANUFACTURERS ASSN INS CLEAR RISK SOLUTIONS CITIES INSURANCE ASSN OF WASHINGTON	PACKAGE	0.000%	12	163,599.59
Broker Fee:						\$0.00
TOTAL:						\$179,304.88

The undersigned insured directs IPFS Corporation (herein, "Lender") to pay the premiums on the policies described on the Schedule of Policies. In consideration of such premium payments, subject to the provisions set forth herein, the insured agrees to pay Lender at the branch office address shown above, or as otherwise directed by Lender, the amount stated as Total of Payments in accordance with the Payment Schedule, in each case as shown in the above Loan Disclosure. The named insured(s), on a joint and several basis if more than one, hereby agree to the following provisions set forth on pages 1 and 2 of this Agreement: **1. SECURITY:** To secure payment of all amounts due under this Agreement, insured assigns Lender a security interest in all right, title and interest to the scheduled policies, including (but only to the extent permitted by applicable law): (a) all money that is or may be due insured because of a loss under any such policy that reduces the unearned premiums (subject to the interest of any applicable mortgagee or loss payee), (b) any unearned premium under each such policy, (c) dividends which may become due insured in connection with any such policy and (d) interests arising under a state guarantee fund. **2. POWER OF ATTORNEY:** Insured irrevocably appoints its Lender attorney-in-fact with full power of substitution and full authority upon default to cancel all policies above identified, receive all sums assigned to its Lender or in which it has granted Lender a security interest and to execute and deliver on behalf of the insured documents, instruments, forms and notices relating to the listed insurance policies in furtherance of this Agreement.

NOTICE: A. Do not sign this agreement before you read it or if it contains any blank space. B. You are entitled to a completely filled in copy of this agreement. C. Under the law, you have the right to pay in advance the full amount due and under certain conditions to obtain a partial refund of the finance charge. D. Keep your copy of this agreement to protect your legal rights.

The undersigned hereby warrants and agrees to Agent's Representations set forth herein.

 Signature of Insured or Authorized Agent

 DATE

 Signature of Agent

 DATE



451 Diamond Drive | Ephrata, WA 98823

Cities Insurance Association of Washington
451 Diamond Drive
Ephrata, WA 98823

Invoice Number: 2023-34527-0897-1
Invoice Date: 11/8/2023

City of Cosmopolis
PO Box 2007
Cosmopolis, WA 98537

2023/2024

Coverage Information	
Covered Member:	City of Cosmopolis
Coverage Number:	CIAW232434527
Coverage Period:	12/01/2023 - 12/01/2024
Transaction Description:	2023-2024 CIAW Renewal
Transaction Effective Date:	12/01/2023
Premium Information	
Line of Coverage:	Premium:
Property	\$40,015.39
Equipment Breakdown	\$4,951.78
Auto Physical Damage	\$10,082.84
General Liability	\$42,195.05
Law Enforcement Liability	\$15,516.02
Cyber Liability	\$10,000.00
Wrongful Acts	\$20,816.54
Auto Liability	\$34,528.63
Underinsured Motorist	\$5,318.80
Crime	\$3,699.85
Total Premium:	\$187,124.90

Premium is due and payable 30 days from receipt. Please note that if payment is not received, CIAW shall have the right to cancel coverage. Notice of cancellation shall be no less than 60 days. Overdue invoices are subject to a 2% late charge. CIAW is direct bill.

CIAW Underwriter:
Stacy Lyon
800.407.2027 ext. 4077
slyon@chooseclear.com

2024 to 2025 Insurance Premium Comparison

	2024	2025	Difference
Property	\$ 40,015.39	\$ 43,695.20	\$ 3,679.81
Equipment Breakdown	\$ 4,951.78	\$ 5,105.29	\$ 153.51
Auto Physical Damage	\$ 10,082.84	\$ 8,978.21	\$ (1,104.63)
General Liability	\$ 42,195.05	\$ 29,723.23	\$ (12,471.82)
Law Enforcement Liability	\$ 15,516.02	\$ 20,033.86	\$ 4,517.84
Cyber Liability	\$ 10,000.00	\$ 10,600.00	\$ 600.00
Wrongful Acts	\$ 20,816.54	\$ 14,267.33	\$ (6,549.21)
Auto Liability	\$ 34,528.63	\$ 38,195.34	\$ 3,666.71
Underinsured Motorist	\$ 5,318.80	\$ 6,116.51	\$ 797.71
Crime	\$ 3,699.85	\$ 2,589.91	\$ (1,109.94)
Total	\$ 187,124.90	\$ 179,304.88	\$ (7,820.02)
Monthly Premium	\$ 16,481.10	\$ 15,670.73	\$ (810.37)