



SPECIAL COUNCIL AGENDA

**Fire Hall - 111 D Street
July 24, 2024 at 6:00 PM**

6:00 PM Workshop Budget with Tara Dunford

Regular Council Meeting

- 1. FLAG SALUTE - PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER - ROLL CALL**

Moment of Silence for Former Council Member Debbi Moran

- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENTS Limited to Agenda topics**
- 5. CONSENT AGENDA**
 - A. Claims Vouchers
 - B. Meeting Minutes – June 26, 2024
- 6. COMMITTEE REPORTS**
- 7. CITY OFFICIAL REPORTS**
 - A. Police Chief Report
 - B. Fire Chief Report
 - C. Building Inspector
- 8. MAYOR'S REPORT**
- 9. NEW BUSINESS**
 - A. Council Applicant Presentations – Mayor Springer

- B. Election of Council Position 5
- C Swearing in of New Council Member – Kerry Barr
- C. Election of Mayor Pro Tempore – Council Members
- D. Easement and Vacation of J Street for Daniels Group – Bill Sidor
- E. Update to CMC 18.52.160 Camping on Public Property – Council Member Skinner
- E. Park Reservation Application/ Agreement – Council Member Winn
- F. Update to CMC 2.04.020 Rules Governing Meetings – Council Member Winn
- G. Keeping of Bees Ordinance: Does the Council want to move forward to have an ordinance drafted – Mayor Springer

10. COUNCIL COMMENTS

11. PUBLIC 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 meeting day.

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

Please click the link below to join the webinar:

Webinar ID: 822 4117 2870

Passcode: 526976

Phone: (253) 215-8782

GENERAL FUND - 2024			
	Original Budget	Projected as of July 2024	Positive (Negative) Variance
Beginning Fund Balance	200,000	178,869	(21,131)
<i>Revenues:</i>			
Taxes	1,420,000	1,234,383	(185,617) (1)
Licenses & Permits	65,600	52,210	(13,390)
Intergovernmental	219,538	115,987	(103,551) (2)
Charges for Services	28,950	21,492	(7,458)
Fines & Forfeitures	29,600	44,341	14,741
Miscellaneous	36,750	47,651	10,901
Total Revenues	1,800,438	1,516,064	(284,374)
<i>Expenditures:</i>			
Legislative	23,500	24,607	(1,107)
Judicial	57,500	46,260	11,240
Executive	8,550	8,574	(24)
Finance	224,150	178,922	45,228 (3)
Legal	31,200	31,200	-
Centralized Services	67,001	70,995	(3,994)
Law Enforcement	634,850	575,567	59,283 (4)
Fire Control & Ambulance	393,335	380,974	12,361
Detention/Corrections	5,000	384	4,616
Building & Planning	66,570	49,587	16,983
Dispatch Services	16,202	16,202	(0)
Cemetery	33,450	35,495	(2,045)
Community Events & Parks	83,319	62,415	20,904
Debt Service	30,961	30,961	-
Miscellaneous	4,850	3,563	1,287
Placeholder - Reserve for Cash Flow	120,000	-	120,000 (5)
Total Expenditures	1,800,438	1,515,706	284,732
Increase (Decrease) in Fund Balance	-	358	358
Ending Fund Balance	200,000	179,227	(20,773)

(1) B&O tax projected to be \$100K less than budget and electric utility tax projected to be \$70K less than budget (both due to closure of Cosmo Specialty Fibers)

(2) \$100K RCO maintenance grant not included in projections

(3) Replace City Administrator , Finance Director, Deputy Clerk-Treasurer with Clerk-Treasurer, part-time Deputy Clerk, and part-time Utility Billing Clerk. City Administrator savings x 9 months, net of leave buyout \$55K decrease*. Finance Director savings x 9 months, net of leave buyout \$60K decrease*. Deputy Clerk-Treasurer savings x 9 months, net of leave buyout \$10K decrease*. Clerk-Treasurer cost x 8 months = \$40K increase*. Part-time utility billing clerk = zero general fund cost (100% utility work), part-time Deputy Clerk x 9 months = \$20K increase, net of CPA contract (increase \$15K)

(4) Reduce Police Officers from 4 to 1 x 9 months, net of leave buyouts(\$160K savings), add back Police Clerk x 8 months (increase \$10K), add Aberdeen service contract (\$94K)

(5) Placeholder account, not reflective of actual expenditures

*General fund - Admin portion only, excludes amounts allocated to other funds and departments

General Fund - Change in Projections

	<u>Projected as of July</u> <u>2024</u>	<u>Projected as of April</u> <u>2024</u>	<u>Positive (Negative)</u> <u>Variance</u>
Beginning Fund Balance	178,869	178,869	-
<i>Revenues:</i>			
Taxes	1,234,383	1,234,383	-
Licenses & Permits	52,210	52,210	-
Intergovernmental	115,987	115,987	-
Charges for Services	21,492	21,492	-
Fines & Forfeitures	44,341	44,341	-
Miscellaneous	47,651	47,651	-
Total Revenues	1,516,064	1,516,064	-
<i>Expenditures:</i>			
Legislative	24,607	28,116	3,509
Judicial	46,260	51,120	4,860
Executive	8,574	8,563	(11)
Finance	178,922	151,308	(27,614) (1)
Legal	31,200	31,200	-
Centralized Services	70,995	67,652	(3,343)
Law Enforcement	575,567	515,608	(59,959) (2)
Fire Control & Ambulance	380,974	380,766	(207)
Detention/Corrections	384	388	4
Building & Planning	49,587	70,880	21,293 (3)
Dispatch Services	16,202	16,202	-
Cemetery	35,495	37,190	1,695
Community Events & Parks	62,415	72,240	9,825
Debt Service	30,961	30,961	(0)
Miscellaneous	3,563	7,463	3,900
Placeholder - Reserve for Cash Flow	-	-	-
Total Expenditures	1,515,706	1,469,657	(46,049)
Increase (Decrease) in Fund Balance	358	46,407	(46,049)
Ending Fund Balance	179,227	225,276	(46,049)

(1) Part-time Deputy Clerk added to July 2024 projections

(2) Police Chief - 50% w/ no benefits in April projections, 100% plus benefits in July projections

(3) City Admin salary not completely removed from April projections, adjusted in July projections

GENERAL FUND - 2024 - EXPENDITURES

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative)</u> <u>Variance</u>	
Salaries & Benefits - Council	13,000	10,212	2,788	
Salaries & Benefits - Court	24,500	18,272	6,228	
Salaries & Benefits - Mayor	7,750	7,736	14	
Salaries & Benefits - Finance & Admin*	193,000	136,253	56,747	(1)
Salaries & Benefits - Police	507,300	377,484	129,816	(2)
Salaries & Benefits - Fire	35,050	33,250	1,800	
Salaries & Benefits - Parks & Rec	51,800	35,579	16,221	
Salaries & Benefits - Building, Planning, Other	75,353	49,231	26,122	
Total Salaries & Benefits	907,753	668,017	239,736	
Supplies	84,900	74,880	10,020	
Insurance	175,420	175,420	-	
EMS - Aberdeen	257,000	257,000	-	
Police - Aberdeen	-	93,730	(93,730)	
Other Services	244,404	235,698	8,706	
Debt Service	10,961	10,961	-	
Placeholder - Reserve for Cash Flow	120,000	-	120,000	
Total Expenditures	1,800,438	1,515,706	284,732	

(1) Replace City Administrator , Finance Director, Deputy Clerk-Treasurer with full-time Clerk-Treasurer, part-time Deputy Clerk, and part-time Utility Billing Clerk. City Administrator savings x 9 months, net of leave buyout \$55K decrease*. Finance Director savings x 9 months, net of leave buyout \$60K decrease*. Deputy Clerk-Treasurer savings x 9 months, net of leave buyout \$10K decrease*. Clerk-Treasurer cost x 8 months = \$40K increase*. Part-time utility billing clerk = zero general fund cost (100% utility work). Part-time Deputy Clerk x 9 months = \$20K increase

(2) Reduce Police Officers from 4 to 1 x 9 months, net of leave buyouts(\$160K savings), add back Police Clerk x 8 months (increase \$10K)

*General fund - Admin portion only, excludes amounts allocated to other funds

GENERAL FUND - 2024 & 2025 PROJECTIONS

	<u>2024 Projected</u>	<u>2025 Projected</u>	<u>Increase (Decrease)</u>	
Beginning Fund Balance	178,869	179,227	358	
<i>Revenues:</i>				
Taxes	1,234,383	1,234,383	-	
Licenses & Permits	52,210	52,210	-	
Intergovernmental	115,987	115,987	-	
Charges for Services	21,492	21,492	-	
Fines & Forfeitures	44,341	44,341	-	
Miscellaneous	47,651	47,651	-	
Total Revenues	1,516,064	1,516,064	-	
<i>Expenditures:</i>				
Legislative	24,607	25,838	1,230	(1)
Judicial	46,260	48,574	2,313	(1)
Executive	8,574	9,003	429	(1)
Finance	178,922	161,379	(17,543)	(2)
Legal	31,200	32,760	1,560	(1)
Centralized Services	70,995	74,545	3,550	(1)
Law Enforcement	575,567	500,418	(75,148)	(3)
Fire Control & Ambulance	380,974	400,023	19,049	(1)
Detention/Corrections	384	403	19	(1)
Building & Planning	49,587	43,141	(6,446)	(4)
Dispatch Services	16,202	17,012	810	(1)
Cemetery	35,495	37,269	1,775	(1)
Community Events & Parks	62,415	65,536	3,121	(1)
Debt Service	30,961	30,961	-	
Miscellaneous	3,563	3,741	178	(1)
Total Expenditures	1,515,706	1,450,602	(65,104)	
Increase (Decrease) in Fund Balance	358	65,462	65,104	
Ending Fund Balance	179,227	244,689	65,462	

(1) Assumes 5% increase over 2024 projections

(2) Based on City Clerk-Treasurer + part-time Deputy Clerk. 2024 includes Finance Director x 3 months and full-time Deputy Clerk-Treasurer x 3 months

(3) 2024 included 3 additional police officers x 3 months + leave buyouts

(4) City Administrator - allocated, x 3 months, included in 2024

LAW ENFORCEMENT - 2024 & 2025 EXPENDITURE PROJECTIONS

	<u>2024 Projected</u>	<u>2025 Projected</u>	<u>Increase (Decrease)</u>
Police Chief:			
Salary	106,000	111,300	5,300
Longevity	7,400	7,770	370
Medical/Dental Stipend	15,000	15,750	750
LEOFF	6,000	6,300	300
FICA	8,600	9,030	430
Police Chief	<u>143,000</u>	<u>150,150</u>	<u>7,150</u>
Police Officer Bailey			
Salary	63,400	66,570	3,170
Medical/Dental	32,000	33,600	1,600
LEOFF	3,400	3,570	170
FICA	4,900	5,145	245
Police Officer Bailey	<u>103,700</u>	<u>108,885</u>	<u>5,185</u>
Police Officers - January to March 2024 only			
Salary	60,500	-	(60,500)
Medical/Dental	23,000	-	(23,000)
LEOFF	3,200	-	(3,200)
FICA	4,600	-	(4,600)
Leave Buyouts	24,900	-	(24,900)
Police Officers - January to March 2024 only	<u>116,200</u>	<u>-</u>	<u>(116,200)</u>
Police Clerk	10,000	25,000	15,000
Aberdeen contract	93,730	102,000	8,270
Insurance	66,550	69,878	3,328
Other operating costs	42,387	44,506	2,119
Total Expenditures	<u><u>575,567</u></u>	<u><u>500,418</u></u>	<u><u>(75,148)</u></u>

FUND 002 - FIRE EQUIPMENT

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	9,120	12,068	2,948
<i>Revenues:</i>			
Utility Tax	33,000	33,800	800
Miscellaneous	250	432	182
Total Revenues	<u>33,250</u>	<u>34,232</u>	<u>982</u>
<i>Expenditures:</i>			
Debt Service	32,883	32,883	-
Total Expenditures	<u>32,883</u>	<u>32,883</u>	<u>-</u>
Increase (Decrease) in Fund Balance	367	1,349	982
Ending Fund Balance	<u><u>9,487</u></u>	<u><u>13,417</u></u>	<u><u>3,930</u></u>

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%).

FUND 007 - EQUIPMENT RESERVE

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	15,000	22,059	7,059
<i>Revenues:</i>			
Utility Tax	20,000	49,528	29,528
Total Revenues	<u>20,000</u>	<u>49,528</u>	<u>29,528</u>
<i>Expenditures:</i>			
Debt Service	34,473	34,473	-
Springbrook Software	-	20,874	(20,874)
Total Expenditures	<u>34,473</u>	<u>55,347</u>	<u>(20,874)</u>
Increase (Decrease) in Fund Balance	(14,473)	(5,819)	8,654
Ending Fund Balance	<u><u>527</u></u>	<u><u>16,240</u></u>	<u><u>15,713</u></u>

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

FUND 010 - DRUG SEIZURE

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	705	705	-
Total Revenues	-	-	-
Total Expenditures	-	-	-
Increase (Decrease) in Fund Balance	-	-	-
Ending Fund Balance	<u>705</u>	<u>705</u>	<u>-</u>

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

FUND 011 - ADVANCE PAYMENT CEMETERY

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	9,000	8,988	(12)
Total Revenues	-	-	-
Total Expenditures	-	-	-
Increase (Decrease) in Fund Balance	-	-	-
Ending Fund Balance	<u>9,000</u>	<u>8,988</u>	<u>(12)</u>

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.

FUND 012 - MAKARENKO PARK

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	7,000	9,953	2,953
<i>Revenues:</i>			
Transfer from fund 702- interest	15,000	22,904	7,904
<i>Total Revenues</i>	<u>15,000</u>	<u>22,904</u>	<u>7,904</u>
<i>Expenditures:</i>			
Culture & Recreation	10,500	8,123	2,377
<i>Total Expenditures</i>	<u>10,500</u>	<u>8,123</u>	<u>2,377</u>
Increase (Decrease) in Fund Balance	4,500	14,782	10,282
Ending Fund Balance	<u><u>11,500</u></u>	<u><u>24,735</u></u>	<u><u>13,235</u></u>

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

FUND 101 - STREET FUND

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	20,000	21,022	1,022
<i>Revenues:</i>			
Taxes	130,500	132,426	1,926
Intergovernmental	32,598	51,693	19,095 (1)
Total Revenues	<u>163,098</u>	<u>184,119</u>	<u>21,021</u>
<i>Expenditures:</i>			
Salaries & Benefits	55,900	53,020	2,880
Other Street Operating	67,250	94,673	(27,423) (1)
Interfund loan repayment	10,000	10,000	-
Total Expenditures	<u>133,150</u>	<u>157,694</u>	<u>(24,544)</u>
Increase (Decrease) in Fund Balance	29,948	26,426	(3,522)
Ending Fund Balance	<u><u>49,948</u></u>	<u><u>47,448</u></u>	<u><u>(2,500)</u></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. The Street Fund has an outstanding interfund loan payable of \$12,500 owed to the Sewer fund.

(1) Grant for LED lights not included in original budget (\$23K)

FUND 105 - CEMETERY PERPETUAL CARE

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	67,000	66,601	(399)
<i>Revenues:</i>			
Charges for services	5,000	-	(5,000)
<i>Total Revenues</i>	<u>5,000</u>	<u>-</u>	<u>(5,000)</u>
<i>Total Expenditures</i>	<u>-</u>	<u>-</u>	<u>-</u>
Increase (Decrease) in Fund Balance	5,000	-	(5,000)
Ending Fund Balance	<u><u>72,000</u></u>	<u><u>66,601</u></u>	<u><u>(5,399)</u></u>

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.

FUND 204 - 1997 UTGO BOND

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	50,335	50,334	(1)
<i>Total Revenues</i>	-	-	-
<i>Total Expenditures</i>	-	-	-
Increase (Decrease) in Fund Balance	-	-	-
Ending Fund Balance	<u>50,335</u>	<u>50,334</u>	<u>(1)</u>

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.

FUND 205 - 2020 UTGO BOND

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	2,300,000	2,371,623	71,623
<i>Revenues:</i>			
Taxes	184,000	188,076	4,076
Interest	1,000	35,000	34,000
<i>Total Revenues</i>	<u>185,000</u>	<u>223,076</u>	<u>38,076</u>
<i>Expenditures:</i>			
Debt Service	183,860	183,860	-
Capital Outlay	2,301,140	2,301,140	-
<i>Total Expenditures</i>	<u>2,485,000</u>	<u>2,485,000</u>	<u>-</u>
Increase (Decrease) in Fund Balance	(2,300,000)	(2,261,924)	38,076
Ending Fund Balance	<u><u>-</u></u>	<u><u>109,699</u></u>	<u><u>109,699</u></u>

This fund accounts for use of \$3M bond proceeds for new building, and for property tax levy for related debt service. Fund should be split into two - one fund for construction & one for property tax collections and debt payments.

FUND 305 - REAL ESTATE EXCISE TAX

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	244,000	243,100	(900)
<i>Revenues:</i>			
Taxes	15,000	11,618	(3,382)
Total Revenues	15,000	11,618	(3,382)
<i>Expenditures:</i>			
Capital Outlay	50,000	-	50,000
Total Expenditures	50,000	-	50,000
Increase (Decrease) in Fund Balance	(35,000)	11,618	46,618
Ending Fund Balance	209,000	254,718	45,718

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

FUND 401 - WATER FUND

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	10,000	355	(9,645)
<i>Revenues:</i>			
Charges for Services	680,500	623,633	(56,867)
Miscellaneous	1,030	347	(683)
Total Revenues	681,530	623,980	(57,550)
<i>Expenditures:</i>			
Salaries & Benefits	183,500	129,117	54,383
Purchased Water - Aberdeen	385,000	335,139	49,861
Other Operating	81,600	54,977	26,623
Debt Service	31,290	31,290	-
Total Expenditures	681,390	550,523	130,867
Increase (Decrease) in Fund Balance	140	73,457	73,317
Ending Fund Balance	10,140	73,812	63,672

Funded by charges for services. Aberdeen contract is based on actual water usage and is paid monthly. Charges for services revenue is less than budget, but that is offset by decreased purchased water costs.

FUND 402 - SEWER FUND

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	75,000	98,718	23,718
<i>Revenues:</i>			
Charges for Services	702,500	677,948	(24,552)
Miscellaneous	-	177	177
Total Revenues	<u>702,500</u>	<u>678,124</u>	<u>(24,376)</u>
<i>Expenditures:</i>			
Salaries & Benefits	185,000	158,503	26,497
Sewer Contract - Aberdeen	375,000	495,000	(120,000)
Other Operating	97,275	50,373	46,902
Total Expenditures	<u>657,275</u>	<u>703,876</u>	<u>(46,601)</u>
Increase (Decrease) in Fund Balance	45,225	(25,752)	(70,977)
Ending Fund Balance	<u><u>120,225</u></u>	<u><u>72,966</u></u>	<u><u>(47,259)</u></u>

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. Projected total of \$495K = \$325K billed for 2023 usage, due in 2024 + \$170K which was past due (billed and due in 2023, for 2022 services). The sewer fund is owed \$45K in interfund loans from general fund/street fund.

FUND 404 - LOCAL IMPROVEMENT DISTRICT

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	50,000	64,873	14,873
<i>Total Revenues</i>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Expenditures:</i>			
Operating	<u>384</u>	<u>384</u>	<u>-</u>
<i>Total Expenditures</i>	<u>384</u>	<u>384</u>	<u>-</u>
Increase (Decrease) in Fund Balance	(384)	(384)	-
Ending Fund Balance	<u>49,616</u>	<u>64,489</u>	<u>14,873</u>

Appears to be inactive. City should research further.

FUND 410 - STORMWATER

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	91,000	93,050	2,050
<i>Revenues:</i>			
Charges for Services	70,760	66,926	(3,834)
<i>Total Revenues</i>	<u>70,760</u>	<u>66,926</u>	<u>(3,834)</u>
<i>Expenditures:</i>			
Salaries & Benefits	42,000	26,298	15,702
Other Operating	19,250	4,428	14,822
<i>Total Expenditures</i>	<u>61,250</u>	<u>30,727</u>	<u>30,523</u>
Increase (Decrease) in Fund Balance	9,510	36,199	26,689
Ending Fund Balance	<u><u>100,510</u></u>	<u><u>129,249</u></u>	<u><u>28,739</u></u>

Funded by user charges, for stormwater related expenditures.

FUND 702 - MAKARENKO PARK RESERVE FUND

	<u>Original Budget</u>	<u>Projected</u>	<u>Positive (Negative) Variance</u>
Beginning Fund Balance	258,000	268,330	10,330
<i>Revenues:</i>			
Interest income	20,000	24,904	4,904
Interfund Loan Repayment	30,000	30,000	-
<i>Total Revenues</i>	<u>50,000</u>	<u>54,904</u>	<u>4,904</u>
<i>Expenditures:</i>			
Transfers Out	20,000	22,904	(2,904)
<i>Total Expenditures</i>	<u>20,000</u>	<u>22,904</u>	<u>(2,904)</u>
Increase (Decrease) in Fund Balance	30,000	32,000	2,000
Ending Fund Balance	<u><u>288,000</u></u>	<u><u>300,330</u></u>	<u><u>12,330</u></u>

Funding sources are interest income and interfund loan repayments. Interest income is transferred to fund 012 - Makarenko Park and is used for park operating expenses. Outstanding interfund loans receivable from general fund = \$122,000



REGULAR COUNCIL MINUTES

Fire Hall - 111 D Street
June 26, 2024 at 7:00 PM

FLAG SALUTE – PLEDGE OF ALLEGIANCE

CALL TO ORDER - ROLL CALL

The regular meeting of the Cosmopolis City Council was called to order by Mayor Springer.

PRESENT: Councilmember Kim Skinner, Councilmember Jeremy Winn, Councilmember Justin Spargo, Councilmember Mark Collett, Councilmember Jim Ancich.

APPROVAL OF AGENDA

Motion made by Councilmember Collett to approve the agenda, Seconded by Councilmember Ancich. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett, Councilmember Ancich. Motion carried.

PUBLIC COMMENTS

Public Comment Period Open – No comments.

CONSENT AGENDA

Motion made by Councilmember Skinner to approve the consent agenda, Seconded by Councilmember Collette. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett, Councilmember Ancich. Motion carried.

COMMITTEE REPORTS

Auditing – Councilmember Skinner said vouchers were reviewed and signed. Councilmember Collett said he also came in and reviewed the vouchers and signed off on them.

Finance – Councilmember Ancich said no report.

Parks – Councilmember Winn stated he and Councilmember Spargo were not able to get a meeting together. Encourage anyone that is interested in joining the Parks Committee to reach out to either himself or Councilmember Spargo. Councilmember Winn talked about the new park rental form.

Public Safety – Councilmember Skinner said no meeting has been held.

Public Works – Councilmember Ancich said no meeting.

CITY OFFICIAL REPORTS

Police Chief – He gave a report on the calls addressed. Encourage people that if they see something to call it in and not just post about it on social media. Also call it in when it happens and don't wait to report it. As there is not always someone at the department don't report it by calling the police department and leaving a voicemail, use the non-emergency number 360-533-8765. If it is a true emergency call 911.

Fire Chief – It has been a busy month in the training department. Spoke about those that have done Regional Fire Academy and Wildland Fire Academy. Taked about the county burn restrictions and city burn ban and restrictions.

Building Official – Board of Adjustments members terms expired in 2022. Mayor put out a request to make up the five members. No one has come forward. He went over some options for the city, and the city attorney spoke to this from his perspective.

Public Works – Tom said nothing to report.

MAYOR'S REPORT – Mayor Springer gave her report. During her reporting, as updates were being given, she had Councilmember Skinner give the Flood Authority report on behalf of Frank Chestnut.

NEW BUSINESS

A. Confirmation of Interim City Clerk/Treasurer Kerry Barr

Motion made by Councilmember Collett to confirm, Seconded by Councilmember Spargo.
Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo,
Councilmember Collett and Councilmember Ancich. Motion carried.

B. Confirmation of Civil Service Board members: Mike Brown & Judy Stiles

Motion made by Councilmember Skinner to confirm, Seconded by Councilmember Spargo.
Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo,
Councilmember Collett and Councilmember Ancich. Motion carried.

C. Confirmation of Planning Commission Board member: John Mendoza

Motion made by Councilmember Skinner to confirm, Seconded by Councilmember Collett.
Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo,
Councilmember Collett and Councilmember Ancich. Motion carried.

D. Introduction of new Public Works employee: Jennifer Mandich

E. Keeping of the Bees Ordinance

Motion made by Councilmember Skinner to approve a Keeping of Bees ordinance, Seconded by Councilmember Spargo.

Councilmember Winn stated he didn't feel he had enough information on this to make a decision at this time. Councilmember Ancich gave a background on this.

Motion made by Councilmember Winn to table this at this time, Seconded by Councilmember Collett. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett and Councilmember Ancich. Motion carried.

F. Homeland Security Region 3 Mutual Aid/Omnibus Agreement: Chief Falley

Motion made by Councilmember Skinner to approve this agreement, Seconded by Councilmember Collett. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett and Councilmember Ancich. Motion carried.

G. DNR FLRA Agreement: Chief Falley

Motion made by Councilmember Collett to approve this agreement, Seconded by Councilmember Skinner. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett and Councilmember Ancich. Motion carried.

H. Comprehensive Transportation Improvement Plan (TIP) Resolution 2024-02

Motion made by Councilmember Spargo to approve this resolution, Seconded by Councilmember Skinner. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett and Councilmember Ancich. Motion carried.

I. Water certification support

Based on our city attorney approval, we are moving forward on this. We will be using Chris Orkney from Community West Water Systems.

COUNCIL COMMENTS

Councilmember Spargo – No Comments

Councilmember Winn – Said he wants to propose some ideas for council meeting format changes. He also postponed the listening sessions he proposed.

Councilmember Ancich –He said this will be his last meeting, as he is resigning.

PUBLIC COMMENTS

Public Comment Period Open – Public comments from Jamin Turner, Kasi Turner, Candice Makos, and Cheryl Turner.



COSMOPOLIS POLICE DEPARTMENT

PO Box 478 / 1312 First Street Cosmopolis, WA. 98537
H. Layman, *Chief of Police*

DEPARTMENT MEMO

DATE: 7/8/2024

TO: ALL OFFICERS

CC: CITY HALL

FROM: CHIEF LAYMAN

RE: CMC 18.52.160

Guidance for Enforcing Camping on Public Property Ordinance, CMC 18.52.160

This guidance document is intended to assist police officers in enforcing the City of Cosmopolis' ordinance prohibiting camping on public property. It outlines the key provisions of the ordinance, proper procedures for enforcement, and de-escalation techniques for encounters with individuals camping on public property.

Understanding the Ordinance

- Review the specific language of the ordinance, including definitions of terms like "camping" and any exemptions (e.g., designated camping areas).
- Be familiar with any signage posted in public areas that references the camping prohibition.

Enforcement Procedures

- **Approach:** When encountering an individual camping on public property, prioritize a respectful and professional demeanor.
- **Identification:** Identify yourself as a police officer and explain the purpose of your interaction.
- **Inform:** Inform the individual of the city ordinance prohibiting camping on public property.
- **Voluntary Compliance:** Encourage the individual to voluntarily remove their belongings and relocate.
- **Citations:** If the individual refuses to comply, explain the issuance of a citation and potential consequences (fines, court appearances).

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- **Confiscation:** Be aware of the ordinance's provisions regarding confiscation of personal property associated with camping.
- **Arrests:** Arrests should be a last resort, typically reserved for situations involving resistance, threats, or outstanding warrants.

De-escalation Techniques

- **Active Listening:** Pay close attention to the individual's concerns and frustrations.
- **Empathy:** Acknowledge the difficulties of homelessness while explaining the enforcement necessity.
- **Non-confrontational Language:** Avoid accusatory language and focus on problem-solving.
- **Offer Resources:** Provide information on available shelters, social services, or homeless assistance programs (have resource cards available).

Additional Considerations

- **Public Safety:** Be mindful of potential health and safety hazards associated with public camping (fires, sanitation issues).
- **Discretion:** Use discretion when encountering individuals with obvious disabilities or those experiencing medical emergencies.
- **Documentation:** Document all interactions, including the date, time, location, details of the encounter, and any enforcement actions taken.

Conclusion

Enforcing the camping ordinance requires a balance between public safety concerns and treating individuals with dignity and respect. By following these guidelines and utilizing de-escalation techniques, officers can effectively enforce the law while promoting positive community interactions. We are working with city hall to obtain and place signage throughout the community advising of this ordinance.

CMC 18.52.160 - Camping—Penalty.

(1) It is unlawful for any person to use a motorhome, trailer, tent or other temporary structure as a temporary residence on private property which is not zoned for camping, except that a resident owner or renter of real property shall be permitted to allow his or her family members, or guests to camp upon his or her property overnight, for a period not to exceed seven days.

(2) It is unlawful for any person to use a motorhome, trailer, tent or other temporary structure as a temporary residence on public property without the written permission of the mayor or his or her designee.

(3) A violation of this section is a misdemeanor.

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City of Cosmopolis

Ordinance No. [YEAR]-[ORDINAL NUMBER]

An Ordinance of the City Council of the City of Cosmopolis, Washington, Prohibiting Camping on Public Property

WHEREAS, the City Council recognizes the need to protect the health, safety, and welfare of the citizens of Cosmopolis; and

WHEREAS, the City Council finds that camping on public property can create public health and safety hazards, including the accumulation of garbage, increased risk of fires, and potential for criminal activity; and

WHEREAS, the City Council desires to promote the safe and appropriate use of public property for the benefit of all citizens;

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

Section 1. Definitions

(a) **Camping** means erecting a temporary shelter, such as a tent, lean-to, or sleeping bag, for the purpose of living or sleeping outdoors.

(b) **Public Property** means all lands, parks, sidewalks, streets, rights-of-way, and other areas owned or operated by the City of Cosmopolis.

Section 2. Prohibition on Camping

It is unlawful for any person to camp on public property within the City of Cosmopolis.

Section 3. Exceptions

This ordinance does not apply to:

(a) Persons with a valid permit for authorized activities such as park maintenance or special events.

(b) Persons using designated picnic areas, playgrounds, or other recreational facilities in accordance with posted rules.

Section 4. Enforcement

(a) The City Police Department shall enforce this ordinance.

(b) Any person found in violation of this ordinance may be issued a citation and subject to a fine of \$[AMOUNT] for the first offense, \$[AMOUNT] for the second offense, and \$[AMOUNT] for each subsequent offense.

(c) In addition to a fine, the City may take any other lawful action to remove any unauthorized camping structures or materials from public property.

Section 5. Severability

If any section, subsection, sentence, clause, phrase, or word of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 6. Effective Date

This ordinance shall take effect thirty (30) days after its passage and publication.

PASSED AND ADOPTED by the City Council of the City of Cosmopolis, Washington, this [DAY] day of [MONTH], [YEAR].

[MAYOR'S SIGNATURE]

Mayor

[ATTEST]

[CITY CLERK'S SIGNATURE]

City Clerk

PLEASE NOTE: This is a sample ordinance and may not reflect all the specific considerations or legal requirements for the City of Cosmopolis. It is recommended that the City Council consult with legal counsel to ensure the ordinance complies with all applicable laws.



PARK RESERVATION APPLICATION/AGREEMENT

Applicant Information

Name of Organization:		Name of Applicant:		
Is your Organization a Non-Profit? No _____ Yes _____ and the State ID # is:				
Address:		City:	State:	Zip:
Type of Event:		Contact Phone:	Contact Email:	
Date(s) Requested:	Times:	(Set-Up)	(Start)	(End)

Park Request

Name of Park:	Area of Park:
---------------	---------------

Supplemental Reservation Use Information

Estimate number to attend:	Is the event open to the public:				
Will you charge any fees or accept donations (explain):					
Will you use: (circle if yes, please explain)					
Live Music	Amplification	Portable Stage	Vendors	Portable Lighting	Tents

Special Request

(Circle all that apply) Not all amenities are available at every park. You should observe what we have at the park on a regular basis. Note the fees for additional items delivered to the park.			
Power	Water	Picnic Tables (\$20 each*)	Garbage Cans (\$40 flat fee*)

Bleachers (\$50 each*)

*This fee includes delivery and pick up of items.

Reservation and Use Policies, Procedures, and Fees

1. This is only an application, submission of application does not guarantee requests will be approved.
2. If the request is approved, the user and the city will enter into a signed agreement on back.
3. There is a \$50 rental fee for approved private events. This fee may be waived for eligible non-profit events.
4. Approved events require \$1 million Liability Insurance naming the City of Cosmopolis as an additional insured.
5. Reservation agreements may not be entered into by minors (17 years & Under).
6. Approved reservations are for the use of the designated reserved area for a single event only.

Reservation Expectations

City staff will meet you at the reserved area at the designated set-up time.
 City staff will pick up garbage in the area and empty garbage cans in the area prior to the event set-up time.
 City staff will clean and stock restrooms where available. Sanicans will be serviced on the regular contracted schedule.

*Attach additional pages if more information is needed.

PARK RESERVATION APPLICATION/AGREEMENT

An agreement between the City of Cosmopolis, a Washington code city and _____, further identified as (user), for the use of _____.

Group Name

Facility Name

The City reserves the right to cancel park reservations or special events if necessary for the upkeep and preservation of the facility. The Cosmopolis Public Works Department shall make reasonable efforts to provide advanced notice to the user of cancellations or restrictions imposed to preserve the facility.

The user agrees to abide by and uphold the ordinances of the City of Cosmopolis, laws of the State of Washington, policies of the Cosmopolis Parks & Recreation, and regulations adopted by the Cosmopolis Parks Committee regarding the public use of the facility.

The user shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by anyone with the user in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

The applicant states that he/she has read and fully understands the park rules, regulations, and policies and agrees to abide by and enforce the same.

IN WITNESS THEREOF, the City and (user) _____ have caused this agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the _____ day of _____, 20__.

Facility Renter Signature

Facility Renter Name in Print

Director (or designee), Cosmopolis Parks & Recreation

Rental Fee Received: \$ _____	on _____
Insurance Received: _____	Date _____
	Date _____

(After signed, make a copy for the renter)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSMOPOLIS RELATING TO THE AMENDING OF CHAPTER 2.04 OF THE COSMOPOLIS MUNICIPAL CODE, SPECIFICALLY SECTION 2.04.020 OF THE CITY CODE; PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

RECITALS:

WHEREAS, the City Council of the City of Cosmopolis has met and concluded the following amendments to CMC 2.04, Section 2.04.020 is in the best interest of the City.

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

SECTION I: CMC 2.04 Section 2.04.020 is amended to read as follows:

2.04.020 – Rules of governing meetings.

The following standing rules shall be and the same are established for the conduct of the proceedings of the council of the city:

(1) The city council may be convened in a special session at any time in the manner specified by law, but no meeting shall be held at any other place than that prescribed for the holding of regular meetings; provided, that in case the building should be destroyed, the council could meet elsewhere.

(2) All votes shall be without a roll call except when any council person requests a roll call vote. All ordinances shall contain a provision as to that ordinance's effective date.

(3) All standing and special committees shall be appointed by the mayor subject to confirmation by the council.

(4) Whenever at the time appointed for meeting of the council there is a quorum present, it is lawful for the members present to order the city marshal to arrest the member or members absent and cause them to appear forthwith at the place of meeting and there remain until the meeting adjourns or leave of absence is granted them.

(5) It is also lawful for any member or members in numbers less than a quorum who may have assembled at the time and place appointed for a meeting of the council to adjourn to a subsequent time and cause the marshal to give notice to the absent members of the time and place to which such adjournment has been made, requiring their attendance at such adjourned meeting, under the penalty of one dollar to each member, and if any such absent member, after having been duly notified, fails to attend such adjourned meeting, he shall forfeit one dollar to the use of the city unless he is excused for his absence upon sufficient reasons by him presented to the council.

(6) The order of proceedings at meetings of the council shall be as follows: First, flag salute—pledge of allegiance; second, call to order—roll call; third, approval of the agenda; fourth, ~~public comments~~ consent agenda; fifth, council comments; sixth, committee reports; seventh, ~~city official reports~~ mayor's report; eighth, ~~mayor's report~~ new business (discussion); ninth, decorum reminder and public comments – limited to subjects which are on the agenda;

tenth, ~~council comments~~ new business (legislative action); ~~and~~ eleventh, public comments – not limited to subjects which are on the agenda; twelfth, council comments. ~~public comments – not limited to subjects which are on the agenda.~~

(7) The order of proceedings prescribed in subsection (6) may be suspended or changed for the time only by a majority vote of members present.

(8) The rules of parliamentary practice as set forth in Robert's Rules of Order shall govern this council in all matters to which they are applicable when not inconsistent with the Constitution and laws of the state, these rules, or any ordinance of the city or order of the council.

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

CITY OF COSMOPOLIS:

LINDA SPRINGER, Mayor

ATTEST:

ORDINANCE - 3

CITY OF COSMOPOLIS
1300 1st STREET
COSMOPOLIS, WA 98537

,City Clerk

APPROVED AS TO FORM:

CHRISTOPHER JOHN COKER, City Attorney

PUBLISHED: _____