MEETING MINUTES FOR BUDGET WORKSHOP & REGULAR COUNCIL MEETING

Council Chambers – 1300 First Street

October 21, 2026 at 6:00 PM

BUDGET WORKSHOP – Tara Dunford, CPA presented her preliminary budget presentation to the council

FLAG SALUTE - PLEDGE OF ALLEGIANCE

CALL TO ORDER - ROLL CALL

Mayor Springer calls the meeting to order; Clerk Francisco takes Roll Call.

PRESENT: Councilmember Kim Skinner, Councilmember Justin Spargo Councilmember Steve Davis, Councilmember Sue Darcy

ABSENT: Councilmember Jeremy Winn

APPROVAL OF AGENDA

Mayor Springer makes an amendment to the agenda to correct the Edward Jones Entity Authorization Resolution No. to 2026-04

Councilmember Skinner moves to approve the agenda with the amendment; Councilmember Davis seconded.
Motion passed unanimously.

CONSENT AGENDA

Councilmember Skinner moves to approve the consent agenda; Councilmember Darcy seconded.
Discussion: Councilmember Davis states he would like to get the information included in the agenda packet earlier for review.
Ayes; 3
Nays; 1
Motion passes

COUNCIL COMMENTS – No comments.

DRAFT

COMMITTEE REPORTS

Auditing & Finance –Councilmember Darcy said they had a meeting. CPA Tara Dunford as well as Councilmember Skinner were present and they went over the budget in detail. She also said that the property next to city hall is back on the market. Councilmember Darcy reviewed the vouchers and approved them.

Parks – Mayor Springer said she can speak for Councilmember Winn in his absence. They had a meeting and she mentioned they have very active community members. They are working on the park comprehensive plan. She mentioned work is being done on Makarenko Park and it looks good.

Public Safety – Councilmember Skinner said they had their meeting last night. Police Chief Green gave his report at the meeting. They had a long discussion on E-bikes in the city and what rules they can make about them.

Public Works – Councilmember Darcy reported they had their meeting. They have been working on 1st Street quite a bit, the cross country meet with the schools at Makarenko Park was successful, the bridge at the Lions Club was repaired, a bike rack from Mill Creek will be moved to the Lions Club. They are planning on having a sandbag day on 11/7 for the community.

CITY OFFICIAL REPORTS

City Administrator – Jon Martin began by introducing the new deputy clerk Linda Francisco. She will be training to take the lead on council meeting packets. Finance, we are working on delinquent utility accounts and reviewing garbage service of any houses that currently don't have service. Notices have been sent out. Took the street tree ordinance to the planning commission. Attended his first planning commission meeting. Working on the comprehensive plan with them. June 30th is the deadline to have it done. Risk management, the city has enrolled in AWC's workers comp retro program which offers claim support. We currently have 32 open public records requests and 29 have been closed. The average time to close has been 71 days. We are working to cut that down. What slows us down is the complexity as well as finding and accessing records. We are probably going to be putting the requests on the website.

Police Chief Report – Chief Green reported on the issue with the feral cats that was brought up at the last meeting. Animal control trapped 16 cats. North Beach PAWS was great to take them in and will be offering them as barn cats. He said we had some calls regarding parking and reminded that we have a parking enforcement officer now. He said calls were up a little but mostly due to follow ups. Last month a new AI system was added for non-emergency calls. Cosmopolis had 19 non-emergency calls that went all the way through the new system. He spoke about Halloween coming up and that they will be handing out candy.

Fire Chief Report – Chief McAbee reported that there have been 292 calls for service so far in 2026. There were 25 aid calls for a little over a month. There were no structure fire calls in Cosmopolis. They have multiple people working towards the next fire and EMT academies. They are looking for community and council support to send them. They are in the process of interviewing 2 new applicants, and they have 6 new volunteers. The generator has been fixed and is in great condition. A special meeting was held to discuss the status of Cosi fire and policy updates. They are partnering with the Lions Club to assist with smoke detector battery changes.

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MAYOR'S REPORT – Mayor Springer reported that Evergreen Rural Water was in our community today. They are a great partner to the city for training and assistance. They were there to teach hydrant flushing, tagging hydrants and documenting hydrant placement. She spoke about the community event to unveil the painting of the Lizzie Vance donated to the city by artist and educator Kenneth Eugene Mitchell. She spoke about the upcoming events planned around the city for Halloween. She spoke about the grant awarded to the city from the Office of the Chehalis Basin for $293,643 to identify flooding concerns. The Chehalis Basin stormwater planning grant is now complete. We are hopeful the remaining $20,000 will be applied to complete our assessment of assets and repairs needed moving forward. The mayor reported upcoming city hall closure dates of November 11, and November 25 and 26.

NEW BUSINESS DISCUSSION

1. **Coast Communications Franchise Agreement – Denny Lawrence**
   Denny Lawrence and Lucas Salazar spoke on the proposed franchise agreement between the city and Coast Communications to provide cable television services. Denny clarified that the proposed duration of the agreement is 15 years. They have hired an engineering group and are taking pictures. It will be a lengthy process beginning in Hoquiam. Councilmember Spargo asked questions about hubs, and whether they will be sub-contracting the installs. He expressed concern about the quality of the work with sub-contractors as has been seen with other providers. Councilmember Darcy asked about a timeline for availability. Possibly next year.
2. **Public Hearing – General Fund Revenue Projections**
   Mayor Springer suspends the Regular Council meeting to open the Public Hearing on the 2027 General Fund Revenue Projections. No public comment. The Public Hearing will remain open until budget is approved. Mayor Springer resumes the Regular Council Meeting.
3. **Council Committee on Policies – Councilmember Davis**
   Councilmember Davis would like to propose the development of a policy committee. He feels the city has ordinances but not policies. Councilmember Spargo offered to be on the committee. Councilmember Darcy said that committees are formed by the mayor and not the council. Councilmember Skinner asked that councilmember Davis identify the subjects he feels need policies. Councilmember Davis said utility billing and public records requests. Councilmember Skinner discussed the burden that public records requests have put on the city and said that he feels issues can be addressed at the council meetings rather than forming a committee. The city attorney pointed out there are RCWs to follow for these issues. Mayor Springer tabled the discussion.
4. **Resolution 2026-04 – Entity Authorization; Edward Jones**
   Discussion-Jon Martin explained the reason for needing a signer is just that a former employee wants to withdraw funds and currently there is no approved signer.

PUBLIC COMMENTS – No public comments

NEW BUSINESS – Council Action

1. **Vote to Approve Resolution 2026-04 – Entity Authorization**
   Councilmember Davis moves to approve the resolution, Councilmember Skinner seconds. Motion passes unanimously.

DRAFT

PUBLIC COMMENTS – No public comments

COUNCIL COMMENTS – Councilmember Skinner spoke about the unveiling of the painting, thanked the mayor for her work on it, and that he was overwhelmed by the turn out.

Councilmember Spargo wanted to remind everyone to stay professional and work together.

Councilmember Davis spoke about formally welcoming Pape to town. Mayor Springer pointed out that we have reached out to them to let them know we are very excited about them coming and we are waiting to hear back from them about whether they will be doing a grand opening because we would like to advertise it and attend.

Councilmember Spargo moves to Adjourn the meeting; Councilmember Springer seconded.

Meeting adjourned at 8:30PM.

Meeting recording available at www.cosmopoliswa.gov*

DRAFT

To: Mayor Linda Springer and City Council Members

From: Tara Dunford, CPA

Date: November 4, 2026

Re: 2027 Preliminary Budget

ATTACHMENTS: Budget Book

TYPE OF ACTION: None. Public Hearing.

Discussion:

The following change has been made since the version of the budget presented to Council on October 21, 2026:

The fire equipment fund (002) has been combined with the equipment reserve fund (007). 2026 projections have been updated to reflect a transfer out of fund balance from fund 002 to 007. Per code section 3.04.050.B a utility tax of five percent per month is imposed on all water, stormwater and sewer payers. Per section C. All funds received from the utility tax shall be placed into the equipment reserve fund. There is no requirement to maintain separate reserve funds for fire equipment replacement. Please reference pages 12 and 15 of the Budget Book.

City of Cosmopolis

Preliminary Budget

2027

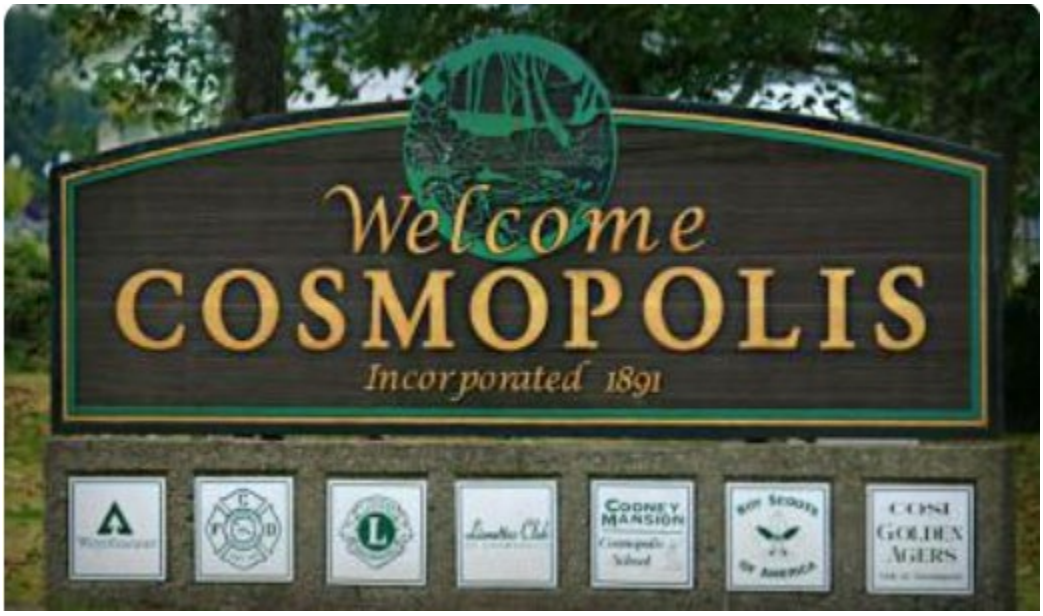


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Mayor's 2027 Budget Message

"We can't change history, but we can create the future."
— Erwin Raphael McManus

Dear City Council, Department Heads, Staff, and Citizens of Cosmopolis,

As I approach the end of my third year as Mayor, these years have brought tough decisions, financial challenges, and the responsibility of finding better ways to operate our city. That work has laid a foundation. The proposed 2027 budget is about building on that and moving Cosmopolis forward.

My commitment remains to serve Cosmopolis with integrity, transparency, accountability, and a determination to build a stronger future for our citizens and future generations.

Our Community and Our Commitment

As the oldest city in Grays Harbor County, Cosmopolis has a proud history rooted in family, tradition, and community. I have called Cosmopolis home for more than 23 years and appreciate the generations of families, volunteers, businesses, and citizens who make our city special. Our history is something we honor. Our future is something we build together.

Leadership, Staffing, and Responsible Operations

During a financially challenging period, the city has operated lean, with many administrative and supervisory duties carried by the Mayor. That helped the city realize savings, but it is not a structure Cosmopolis should depend on going forward. Our city needs an administrative structure that provides continuity for our citizens.

We are now fully staffed. The proposed budget provides for a part-time City Administrator, increased hours and benefits for the part-time Deputy Clerk, and an increased Fire Chief stipend. These changes will strengthen daily operations and help ensure the city's work continues smoothly.

City Hall will continue operating Monday through Thursday, a schedule that supports small cities, managing costs and working within limited budgets. Working closely with our CPA, we continue monitoring expenditures and ensuring responsible fiscal management across every department and fund. The city should always have an outside financial advisor that can and does assist with budget decisions.

Financial Stability and the 2027 Budget

A major component of the proposed budget is the planned contracting of police services, projected to save the General Fund approximately **$175,000 in 2027**. These savings will help maintain a balanced General Fund and support:

- A part-time City Administrator.
- Increased hours and benefits for the part-time Deputy Clerk.
- An increased Fire Chief stipend.
- Replacement of the cemetery roof.
- Fund set aside to address tree-related issues in our community.

The General Fund will also cover the annual Springbrook software license, previously paid from the Equipment Replacement Fund, helping preserve that fund for future equipment and operational needs. Funds are also set aside to address tree-related issues in our community.

The proposed budget includes a 4% cost-of-living adjustment, estimated at $18,700 across city funds, recognizing the value of our employees while remaining mindful of our financial responsibilities. Final payments on interfund loans from the Makarenko Park Trust to the General Fund are scheduled for completion in 2027, another step toward improving our financial position.

Water and Sewer: Paying for What We Buy and What We Own

Our water and sewer utilities remain one of the city's most important financial challenges, and it is important that our citizens understand why.

Cosmopolis does not produce its own drinking water or treat its own wastewater. We buy both from the City of Aberdeen and resell them to our customers. That means every utility dollar has two jobs. The first is paying Aberdeen for water and treatment, including our share of improvements to Aberdeen's system that a past agreement committed us to. The second is maintaining and replacing the infrastructure Cosmopolis owns: the water mains, sewer lines, pump stations, meters and hydrants that run under our streets.

Much of the first cost is set outside our control. The second does not go away because we buy the service from someone else. Pipes still age, still break, and still need to be replaced, and those costs are shared by you, the citizens. When rates cover what we owe Aberdeen but little more, our own system falls behind. That is the gap we must close.

The previous 10-year sewer agreement with Aberdeen, which included capital improvement obligations, expired at the end of 2023. The city had left over debt balances from 2022 to 2024 we have paid all of those off. No new agreement has been signed for services beginning in 2024, and negotiations on sewer remain ongoing as we continue to address our cost of the capital improvement projects as a result of the ten-year contract. Aberdeen is an important partner, and we appreciate their continued work and collaboration with us. We are working and continue to gather input from our attorney, Sewer Team, state partners, and the Department of Commerce to understand our options and learn from compatible communities.

Moving forward, our approach is to:

- **Secure fair, predictable agreements with Aberdeen** so that our customers know what to expect and the city can plan.

- **Know what we own.** Through Comprehensive and recently completed Storm Water Plan, we will inventory our water, sewer, and stormwater systems and assess their condition, so repairs are planned rather than rushed.

- **Continue to communicate rates.** We will review our utility rates so citizens can see which part of their bill pays Aberdeen and which part maintains our own system, and so rates support reserves for future repairs.

- **Bring in outside dollars.** We will continue state and federal infrastructure funding to reduce the burden on our ratepayers.

- **Look at every option.** We are evaluating all long-term options for how our utilities are owned, operated, and paid for, and bring those choices to the City Council and our citizens before any decision is made.

This will not be solved in one budget year, but we can stop reacting to it. We have been and are planning for it, with consideration for our citizens and Cosmopolis's long-term interests and best outcome for our Citizens.

Infrastructure, Stormwater, and Planning Ahead

The Office of Chehalis Basin awarded Cosmopolis a grant of $293,643 to identify the Flooding concern within the community involving our storm water drains and floodgates. In August the city with HDR Engineering approved its Comprehensive Stormwater Plan, identified flooding concerns and evaluated proposed projects, considered costs, and seeking funding for critical projects in the future.

Completing our Comprehensive Plan in early 2027 is a top priority. Our part-time City Administrator is working with the Planning Commission, so the plan meets state requirements and includes a plan for our streets, stormwater, water, and sewer infrastructure. This plan will help guide future decisions, establish community priorities, and strengthen our ability to pursue grants. We were awarded a PUG grant from the Department of Commerce $20,000 reviewing the Critical Area and to be part of the Comprehensive plan.

The Planning Commission also completed the Transportation Improvement Program (TIP), which identifies transportation priorities and provides a framework for pursuing funding for sidewalks and roads. One main goal for 2027 is working with Grays Harbor Council of Governments (CHGOG) to move those priorities toward funding, including grants and in-kind match.

Public Safety and Community Service

Public safety remains a priority. The planned transition to contracted police services addresses the financial realities of our small city while maintaining police services for residents. Accountability, service delivery, and community needs must remain central as this transition moves forward.

Our Volunteer Fire Department is another important strength. I would like to thank Daryle Druzanich for his ongoing support for the Fire Department and the City. His recent donation enabled us to address our

Fire Department Bay Doors. The proposed $18,000 investment in firefighter training supports preparation and recognizes the dedication of those who serve their neighbors. We are encouraged by the renewed focus on training and department needs under our new Administrative Fire Chief.

A Community That Works Together

Our residents, volunteers, local businesses, organizations, and regional partners help Cosmopolis accomplish more than our limited budget could provide alone.

Our parks and public spaces support rentals, youth programs, daycare activities, sporting events, youth soccer, and recreation. Mill Creek Courts are regularly used by young people and adults who are tennis fans, and Highland Park offers pickleball and other features for families. Cosmopolis received $30,000 for a play structure at Lions Park to assist in moving towards completion from Grays Harbor Community Foundation. Four of our parks now offer basketball with new hoops and lights, and our walking trails are maintained for citizens and visitors to enjoy. The Petal Pushers flower program, seasonal decorations, and community activities reflect local pride.

The Cosmopolis Community Center brings people together through weekly meals and social opportunities for residents aged 50 and older, as well as monthly visits from the Timberland Library. Efforts to develop a food pantry further demonstrate our commitment to helping neighbors facing financial challenges.

Visitors often comment on the cleanliness, appearance and care of our city. That recognition belongs to our Public Works employees, volunteers, businesses, and citizens who work together to keep Cosmopolis welcoming and well maintained.

Looking Ahead to 2027

We cannot undo past decisions, but we can learn from them and choose differently. By the end of 2027, our goal is clear progress on:

- An adopted Comprehensive Plan that guides growth, infrastructure, and funding.
- New water and sewer agreements with Aberdeen, and a clear picture of what our own system needs.
- Utility rates that are understandable and that protect our infrastructure and citizens for the long term.
- Grant applications for sidewalks, roads, stormwater, and utilities, prepared with our local and regional partners, including the Grays Harbor Council of Governments (GHCOG).
- **A completed, accountable transition to police services.**
- Continued progress rebuilding reserves and meeting our obligations.

I encourage citizens to attend City Council meetings, participate in committees, ask questions, and share their ideas. I invite you to Coffee with the Mayor on the last Thursday of each month for questions and one-on-one discussion. Transparency means being honest about both our accomplishments and our challenges.

Serving as your Mayor requires difficult choices and long hours. I remain committed to listening to you, our citizens, and approaching the work ahead with determination, respect, and grace.

Together, we can continue building a responsible, well-managed, and resilient city, one that honors its history while planning thoughtfully for its future.

With gratitude and continued commitment,

Mayor Linda Springer

City of Cosmopolis, Washington

We are Cosmopolis Strong



Elected Officials

		Term Expires:
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
Steve Davis	Council Position #4	December 31, 2029
Sue Darcy	Council Position #5	December 31, 2029

Staff

Jon Martin	City Administrator
Mackenzie Adams	Clerk-Treasurer
Kasey Jo McAbee	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

October 21

- Mayor's proposed budget + budget message presented to Council
- Public hearing – revenue sources

November 4

- Public hearing on preliminary budget
- First read – property tax ordinance
- Budget discussion (if needed)

November 18

- Second read and adoption – property tax ordinance
- Public hearing on final budget
- First read – budget ordinance

December 2

- Second read and 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	251,021	1,328,665	1,328,665	-	251,021
002 Fire Equipment	(0)	-	-	-	(0)
007 Equipment Reserve	28,745	76,000	32,883	43,117	71,862
010 Drug Seizure	705	-	705	(705)	-
011 Advance Payment Cemetery	8,248	-	-	-	8,248
012 Makarenko Park Operating	20,427	12,000	20,865	(8,865)	11,561
101 Street	52,996	122,970	122,970	-	52,996
105 Cemetery Perpetual Care	81,436	-	-	-	81,436
110 EMS	3,042	633,611	633,611	-	3,042
205 2020 UTGO Bond	440	189,880	189,428	452	892
305 Real Estate Excise Tax	65,850	20,000	-	20,000	85,850
401 Water	266,070	666,200	666,200	-	266,070
402 Sewer	469,694	653,000	676,026	(23,026)	446,668
410 Stormwater	206,373	71,000	43,453	27,547	233,920
702 Makarenko Park Reserve	372,371	44,479	12,000	32,479	404,850
Total	**1,821,406**	**3,817,805**	**3,726,806**	**90,999**	**1,912,405**

Authorized Positions

		Hourly						Annual					
		Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F
Full Time	**FTE**	0-12 months	13-24 months	25-36 months	37-48 months	49-60 months	61+ months	0-12 months	13-23 months	24-35 months	36-47 months	48-59 months	60+ months
Senior Utility Worker	1	31.74	32.69	33.67	34.68	35.72	36.80	66,021	68,001	70,042	72,143	74,307	76,536
Utility Worker 1	2	29.92	30.82	31.74	32.70	33.68	34.69	62,235	64,102	66,025	68,006	70,046	72,148
Total Full Time	**3**												

	Hourly					
	Step A	Step B	Step C	Step D	Step E	Step F
Part Time - Hourly	0-12 months	13-24 months	25-36 months	37-48 months	49-60 months	61+ months
City Administrator	54.60	56.24	57.93	59.66	61.45	63.30
Clerk Treasurer	38.00	39.14	40.32	41.53	42.77	44.05
Jr. Deputy Clerk x 2	25.40	26.16	26.94	27.75	28.58	29.44

Flat Rate	Flat Rate
Court Administrator	28.00
Building Inspector	42.00
Public Works Seasonal	22.00
Fire Chief	$30,000/year

Longevity - applied to full time and part-time hourly:

5 years	2%
10 years	3%
15 years	4%
20 years	5%
25 years	7%
30 years	10%

General Fund

General Fund

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**10,679**	**187,532**	**203,199**	**251,021**
Revenues:				
Taxes	928,316	933,200	1,024,480	1,047,665
Licenses & Permits	77,965	56,650	77,900	60,400
Intergovernmental Revenues	196,681	125,700	129,600	106,900
Charges For Services	41,626	24,900	30,000	18,600
Fines & Forfeitures	38,431	37,000	35,000	35,000
Misc Revenues	200,491	107,452	196,582	60,100
Transfers In	138,280	-	-	-
Total Revenues	1,621,790	1,284,902	1,493,562	1,328,665
Expenditures:				
Legislative	19,658	24,352	25,634	27,668
Judicial	69,819	40,323	38,046	41,601
Executive	8,481	11,545	31,642	64,447
Finance	105,841	142,861	152,955	198,983
Legal	22,522	50,000	53,945	56,000
Centralized Services	59,621	60,500	68,393	66,200
Law Enforcement	499,681	509,076	422,389	333,466
Fire Control & Ambulance	135,049	127,300	114,758	156,493
Detention/Corrections	853	2,500	1,470	2,500
Building & Planning	27,197	18,021	46,676	49,423
Dispatch Services	27,474	30,300	28,447	19,500
Cemetery	55,831	49,442	54,035	75,269
Community Events & Parks	137,352	105,180	70,546	98,905
Debt Service	43,977	41,050	40,961	43,440
Miscellaneous	27,915	3,600	4,753	2,700
Capital Outlay	-	192,115	195,362	-
Transfers Out	188,000	-	95,728	92,070
Total Expenditures	1,429,270	1,408,165	1,445,739	1,328,665
Increase (Decrease) in Fund Balance	**192,520**	**(123,263)**	**47,822**	**-**
Ending Fund Balance	**203,199**	**64,269**	**251,021**	**251,021**
Fund Balance as Percentage of Expenditures	**14%**	**5%**	**17%**	**19%**

Fire Equipment

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**28,429**	**17,788**	**8,231**	**(0)**
Revenues:				
Taxes	20,067	35,000	38,067	-
Intergovernmental	-	83,000	83,000	-
Misc Revenues	359	-	275	-
Total Revenues	20,425	118,000	121,342	-
Expenditures:				
Supplies	5,000	-	-	-
Debt Service	35,623	33,150	33,150	-
Capital outlay	-	87,000	87,000	-
Transfer out	-	-	9,424	-
Total Expenditures	40,623	120,150	129,574	-
Increase (Decrease) in Fund Balance	**(20,198)**	**(2,150)**	**(8,231)**	**-**
Ending Fund Balance	**8,231**	**15,638**	**(0)**	**(0)**

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%). Proposed to transfer dollars to equipment reserve in 2026 and maintain one equipment fund going forward

Equipment Reserve

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**10,549**	**18,585**	**4,267**	**28,745**
Revenues:				
Taxes	20,068	35,000	38,067	76,000
Transfers in	-	-	9,424	-
Total Revenues	20,068	35,000	47,491	76,000
Expenditures:				
Debt Service	4,432	-	-	32,883
Springbrook Software	21,917	25,000	23,013	-
Total Expenditures	26,350	25,000	23,013	32,883
Increase (Decrease) in Fund Balance	**(6,282)**	**10,000**	**24,477**	**43,117**
Ending Fund Balance	**4,267**	**28,585**	**28,745**	**71,862**

Funded by the 5% utility tax for equipment replacement. Paid for Springbrook software and debt service on 2019 police vehicle loan in the past. Starting in 2027 - combine fire reserve and equipment reserve into one reserve fund. Fund will be used to pay 75% of fire truck debt service, with remaining 25% funded by the General Fund

Drug Seizure

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**705**	**705**	**705**	**705**
Total Revenues	-	-	-	-
Total Expenditures	-	-	-	705
Increase (Decrease) in Fund Balance	**-**	**-**	**-**	**(705)**
Ending Fund Balance	**705**	**705**	**705**	**-**

Close out fund in 2027 - no longer needed since police is contracted out.

Advance Payment Cemetery

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**8,248**	**8,248**	**8,248**	**8,248**
Total Revenues	-	-	-	-
Total Expenditures	-	-	-	-
Increase (Decrease) in Fund Balance	**-**	**-**	**-**	**-**
Ending Fund Balance	**8,248**	**8,248**	**8,248**	**8,248**

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	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**22,759**	**25,288**	**22,436**	**20,427**
Revenues:				
Transfer from fund 702 - interest	11,175	12,000	12,000	12,000
Total Revenues	11,175	12,000	12,000	12,000
Expenditures:				
Culture & Recreation	11,498	23,997	14,009	20,865
Total Expenditures	11,498	23,997	14,009	20,865
Increase (Decrease) in Fund Balance	**(323)**	**(11,997)**	**(2,009)**	**(8,865)**
Ending Fund Balance	**22,436**	**13,291**	**20,427**	**11,561**

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

Street

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**3,242**	**2,384**	**63,361**	**52,996**
Revenues:				
Taxes	143,263	82,276	48,120	-
Intergovernmental	30,613	40,000	40,000	30,900
Miscellaneous	-	-	899	-
Transfers In - General Fund	-	-	-	92,070
Total Revenues	173,875	122,276	89,019	122,970
Expenditures:				
Salaries & Benefits	44,240	46,576	39,833	43,520
Other Street Operating	65,933	75,700	59,552	79,450
Interfund loan repayment	3,583	-	-	-
Total Expenditures	113,757	122,276	99,385	122,970
Increase (Decrease) in Fund Balance	**60,119**	**-**	**(10,365)**	**-**
Ending Fund Balance	**63,361**	**2,384**	**52,996**	**52,996**

Through 2026, an allocation of general property & utility taxes balanced this fund. Starting in 2027, all general property and utility taxes will be receipted into the General Fund, and transfers out of the general fund / transfers in to the Street fund will be utilized to more clearly show the general fund subsidy required to fund streets.

Cemetery Perpetual Care

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**66,601**	**79,390**	**76,261**	**81,436**
Revenues:				
Charges for Services	9,660	-	5,175	-
Total Expenditures	-	-	-	-
Increase (Decrease) in Fund Balance	**9,660**	**-**	**5,175**	**-**
Ending Fund Balance	**76,261**	**79,390**	**81,436**	**81,436**

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 ino the general fund for cemetery

EMS

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**-**	**-**	**3,042**	**3,042**
Revenues:				
Charges for Services	253,318	509,319	367,328	633,611
Transfers In	-	-	71,728	-
Total Revenues	253,318	509,319	439,055	633,611
Expenditures:				
EMS Services	248,557	493,320	433,901	633,611
Other operating expenses	1,718	7,500	5,154	-
Total Expenditures	250,275	500,820	439,055	633,611
Increase (Decrease) in Fund Balance	**3,042**	**8,499**	**-**	**-**
Ending Fund Balance	**3,042**	**8,499**	**3,042**	**3,042**

2020 UTGO

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**(112,962)**	**(243,101)**	**(266,688)**	**440**
Revenues:				
Taxes	160,626	188,000	188,000	189,880
Interest	3,234	-	27	-
Transfers in	188,000	242,901	266,901	-
Total Revenues	351,860	430,901	454,928	189,880
Expenditures:				
Debt Service	185,695	187,800	187,800	189,428
Capital Outlay	319,892	-	-	-
Total Expenditures	505,586	187,800	187,800	189,428
Increase (Decrease) in Fund Balance	**(153,726)**	**243,101**	**267,128**	**452**
Ending Fund Balance	**(266,688)**	**-**	**440**	**892**

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	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**266,745**	**289,463**	**289,637**	**65,850**
Revenues:				
Taxes	22,892	20,000	19,115	20,000
Total Revenues	22,892	20,000	19,115	20,000
Expenditures:				
Transfers out	-	242,901	242,901	-
Total Expenditures	-	242,901	242,901	-
Increase (Decrease) in Fund Balance	**22,892**	**(222,901)**	**(223,786)**	**20,000**
Ending Fund Balance	**289,637**	**66,562**	**65,850**	**85,850**

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

Water

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**46,534**	**129,632**	**126,239**	**266,070**
Revenues:				
Charges for Services	665,427	650,000	664,750	666,200
Total Revenues	665,427	650,000	664,750	666,200
Expenditures:				
Salaries & Benefits	79,578	120,190	55,651	116,134
Purchased Water - Aberdeeen	351,544	385,000	329,642	385,000
Other Operating	123,335	127,500	108,826	133,800
Debt Service	31,265	30,800	30,800	31,266
Total Expenditures	585,722	663,490	524,919	666,200
Increase (Decrease) in Fund Balance	**79,705**	**(13,490)**	**139,831**	**-**
Ending Fund Balance	**126,239**	**116,142**	**266,070**	**266,070**

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

Sewer

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**93,941**	**599,061**	**208,648**	**469,694**
Revenues:				
Charges for Services	645,011	650,000	663,202	653,000
Miscellaneous	4	-	-	-
Total Revenues	645,015	650,000	663,202	653,000
Expenditures:				
Salaries & Benefits	69,787	88,850	54,914	90,226
Sewer Contract - Aberdeeen	400,000	273,000	272,628	500,000
Other Operating	60,521	90,300	74,614	85,800
Total Expenditures	530,308	452,150	402,156	676,026
Increase (Decrease) in Fund Balance	**114,707**	**197,850**	**261,046**	**(23,026)**
Ending Fund Balance	**208,648**	**796,911**	**469,694**	**446,668**

Funded by charges for services. Aberdeen contract is based on a pro-rata share of Aberdeen's sewer budget. Aberdeen contract has been expired since the end of 2023 and there is a substantial past due balance.

Stormwater

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**119,693**	**168,477**	**163,239**	**206,373**
Revenues:				
Charges for Services	71,173	70,000	71,277	71,000
Total Revenues	71,173	70,000	71,277	71,000
Expenditures:				
Salaries & Benefits	14,326	25,891	11,954	20,453
Other Operating	13,301	18,500	16,189	23,000
Total Expenditures	27,627	44,391	28,144	43,453
Increase (Decrease) in Fund Balance	**43,546**	**25,609**	**43,134**	**27,547**
Ending Fund Balance	**163,239**	**194,086**	**206,373**	**233,920**

Funded by user charges, for stormwater related expenditures.

Makarenko Park Reserve

Description	2025 Actual	2026 Budget	2026 Projected	2027 Budget
Beginning Fund Balance	**300,795**	**331,780**	**339,548**	**372,371**
Revenues:				
Interest Income	19,928	12,000	14,823	12,000
Interfund loan repayment	30,000	30,000	30,000	32,479
Total Revenues	49,928	42,000	44,823	44,479
Expenditures:				
Transfers Out	11,175	12,000	12,000	12,000
Total Expenditures	11,175	12,000	12,000	12,000
Increase (Decrease) in Fund Balance	**38,753**	**30,000**	**32,823**	**32,479**
Ending Fund Balance	**339,548**	**361,780**	**372,371**	**404,850**

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 2026 = $32,479. All interfund loans will be paid off in 2027.

Interfund Loan Schedule

Borrowing Fund	Lending Fund	Terms	2025 Ending Balance	2026 Payments	2026 Ending Balance	2027 Payments	2027 Ending Balance
001 General Fund	702 Makarenko Park Reserve	Ord.1310 - $100,000 repaid in 10 annual payments of $10,00 starting in 2017 @ 1% *	21,098	10,000	11,098	11,098	-
001 General Fund	702 Makarenko Park Reserve	Ord. 1285 - $200,000, repaid in 10 annual payments of $20,000, starting in 2015 @ 1%	41,381	20,000	21,381	21,381	-
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: November 4, 2026

Re: Ordinance No. 1409 Property Tax Levy for 2027

ATTACHMENTS: Ordinance No. 1409

TYPE OF ACTION: None. First read.

Discussion: The City must adopt a tax levy ordinance in order to levy property taxes for 2027. The attached ordinance pertains to the regular levy only, exclusive of additional revenue from new construction. The attached ordinance presumes an increase of the maximum allowable (1%). Amounts for this ordinance are provided by Grays Harbor County and are calculated as follows:

Step 1: Calculate 2027 levy based on maximum allowable increase (1%)

Highest lawful regular levy	$481,952
x 101 percent equals	$486,771

Step 2: Calculate change from prior year levy

2027 levy	$486,771 (calculated as shown above)
Less: actual 2026 levy	$486,496
Dollar increase equals	$275.00
Percent increase equals	.06%

Additional revenues related to administrative refunds and new construction are not required to be included in the tax levy ordinance but will be included in the levy certification provided to Grays Harbor County. The percentage increase noted above is less than 1% due to administrative refunds levied in 2026 totaling $4,564, which are excluded from the highest lawful base levy for 2026. The cost of the 1% increase per $1,000 of assessed valuation is approximately $.02. The annual impact on homes at various assessed valuations is as follows:

$300,000 - $6.35
$400,000 - $8.46
$500,000 - $10.58
$600,000 - $12.70
$700,000 - $14.81
$800,000 - $16.93
$900,000 - $19.05
$1,000,000 - $21.06

The total property tax levy per $1,000 was $9.73 in 2026. Of this, $2.02, or 21% was related to the City's regular property tax levy and $.80 or 8% was related to the City's bond levy. 52% of the 2026 property tax levy was for schools, 10% was for the county, and the remaining 9% was for other purposes (port, library, hospital).

ORDINANCE NO. 1409

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSMOPOLIS RELATING TO THE ESTABLISHMENT OF THE REGULAR AD VALOREM TAX LEVY FOR THE YEAR 2027; MAKING FINDINGS; AND RESERVING RIGHTS.

R E C I T A L S:

1. WHEREAS, the City Council of the City of Cosmopolis has met and is considering its budget for the calendar year 2027.

2. WHEREAS, The City's actual levy amount from the previous year was $486,496.

3. WHEREAS, the City has a population of less than 10,000 citizens.

4. WHEREAS, RCW 84.55.120 requires that all property tax increases must be adopted by ordinance and specifically identify the dollar and percentage change from the prior year,

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

SECTION I: That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2027 tax year.

SECTION II: The dollar amount of the increase over the actual levy amount from the previous year shall be $275, which is a percentage increase of .06% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

SECTION III: This ordinance is based upon the information from the Office of the County Assessor as to amounts and calculations, as well as advice from County officials

that this ordinance can be amended to modify the tax rate established herein by adoption of an appropriate amendatory ordinance. The City specifically reserves the right to take such amendatory action up to and including the last day allowed. Upon execution by the Mayor, a certified copy of this Ordinance shall be provided to the appropriate officials of the County so as to provide for appropriate assessment.

SECTION IV: Upon execution by the Mayor, a certified copy of this Ordinance shall be provided to the appropriate officials of the County so as to provide for appropriate assessment.

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

SECTION VII: 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 November, 2026, by the City Council of the City of Cosmopolis, and signed in approval therewith this _____ day of November, 2026.

CITY OF COSMOPOLIS:

_____
LINDA SPRINGER, Mayor

ATTEST:

_____
MACKENZIE ADAMS, City Clerk

APPROVED AS TO FORM:

_____
CHRISTOPHER JOHN COKER, City Attorney

PUBLISHED: _____

CITY OF COSMOPOLIS

RESOLUTION NO. 2026-05

A RESOLUTION setting the time and date for public hearing

WHEREAS, it is necessary to establish the official time and date for a hearing regarding the request to vacate Distler ROW North 30' of Distler Street adjacent to Lot 24 Blk 18 and Easterly 12.5' of Cowper Street adjacent to Lots 21-24 Blk 18 to the City of Cosmopolis.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COSMOPOLIS, WASHINGTON, IN REGULAR MEETING DULY ASSEMBLED, AS FOLLOWS:

Cosmopolis City Council hereby sets the hearing to be held as follows:

Date: December 2nd, 2026

Time: 6:00 PM

Location: Cosmopolis City Hall, Council Chambers

BE IT FURTHER RESOLVED that the Building Official is directed to provide timely notice of the hearing to all required parties and to ensure that all procedural requirements are met.

PASSED AND APPROVED this 4th date of November 2026.

_____

Mayor Linda Springer

Attest:

_____

City Clerk/Treasurer
Mackenzie Adams

DRAFT

CITY OF COSMOPOLIS

1300 First Street • PO Box 2007 • Cosmopolis, WA 98537 • (360) 532-9230

REQUEST FOR QUOTES

RFQ No. 2026-11

Hazard Tree Removal and Pruning

Unit-Price Public Works Contract • Small Works Roster (RCW 39.04.152)

Milestone	Date
RFQ issued	Thursday, November 5, 2026
Site viewing	By appointment with at least 24 hours' notice to Jon Martin, (360) 532-9230; no group site walk
Last day for questions	Thursday, November 12, 2026, 4:00 p.m.
Final addendum issued (if any)	Monday, November 16, 2026
Quotes due	**Thursday, November 19, 2026, 2:00 p.m.**
Award (target)	Tuesday, November 24, 2026
Work complete	Initial three trees within 45 calendar days of notice to proceed; contract term through December 31, 2027

1. INVITATION

The City of Cosmopolis invites quotes from qualified tree service contractors for a unit-price contract for hazard tree work on City property and in City right-of-way. The contract starts with three trees the City has identified as hazardous (Exhibit A). The City may then order additional trees during the contract term, at the unit prices quoted, as funding becomes available. Quotes are submitted on the form in Exhibit B.

This is a public works contract awarded through the City's small works roster process under RCW 39.04.152. Washington prevailing wages apply.

Submit quotes to: Jon Martin, City Administrator, City of Cosmopolis, 1300 First Street, PO Box 2007, Cosmopolis, WA 98537, or by email to jmartin@cosmopoliswa.gov. Mark the envelope or subject line "RFQ 2026-11 – Hazard Tree Work." Late quotes will not be considered.

Questions: In writing only, to Jon Martin at jmartin@cosmopoliswa.gov. Answers that change the RFQ will be issued as a written addendum to everyone who received it.

City Hall is open Monday through Thursday, 8:00 a.m. to 4:00 p.m.

2. SCOPE OF WORK

The Contractor will furnish all labor, equipment, traffic control, and disposal needed to complete the tree work listed in Exhibit A. Each tree is identified by number, location, species, approximate diameter at breast height (DBH, the trunk diameter measured 4.5 feet above the ground), and the work required.

2.1 Types of work

- **Removal.** Fell and remove the tree in sections as needed to protect people, structures, utilities, and pavement. Cut stumps as close to grade as practical, no higher than [4] inches.
- **Stump grinding** (where listed). Grind to [6] inches below grade, remove grindings, backfill with topsoil, and leave the area level.

- **Hazard pruning.** Remove dead, broken, hanging, or structurally unsound limbs [2] inches and larger, and provide clearance of [14] feet over streets and [8] feet over sidewalks, unless Exhibit A says otherwise.

2.2 Work standards

- All pruning follows ANSI A300 (Part 1) and ISA Best Management Practices. No topping, lion-tailing, or climbing spurs on trees being retained.
- All work follows ANSI Z133 safety standards and Washington WISHA rules for tree work.
- Work within 10 feet of power lines is coordinated with Grays Harbor PUD before work begins. Only line-clearance-qualified workers may work near energized lines.

2.3 Site protection and traffic control

- Provide traffic control meeting the MUTCD for any work in streets or on sidewalks. Keep at least one lane or a safe pedestrian route open unless the City approves a closure in advance.
- Notify adjacent residents at least [48] hours before work in front of their property. The City will provide a door-hanger template on request.
- Protect lawns, sidewalks, curbs, fences, vehicles, and utilities. The Contractor repairs any damage it causes at its own cost.
- Call 811 for utility locates before any stump grinding.

2.4 Cleanup and disposal

- Remove all wood, brush, and debris the same day unless the City agrees otherwise. Leave sites raked and swept.
- All material becomes the Contractor's property and is disposed of legally off site. [Optional: The City may ask that some logs or chips be left at the City shop for City use.]

2.5 Work hours

Monday through Friday, 7:00 a.m. to 6:00 p.m., unless the City approves other times. No work on City holidays.

2.6 Additional trees and changes

During the contract term, the City may order work on additional trees by written work order. Each work order lists the trees, the work required, the price calculated from the unit prices in Exhibit B Part 2, and a completion date of at least [30] days unless the Contractor agrees to less. The Contractor may view the trees before accepting a work order.

If the Contractor finds a tree in worse condition than described, it stops and notifies the City before doing extra work. Extra work is paid only under a written change order.

3. QUALIFICATIONS AND WHAT TO SUBMIT

To be considered responsible under RCW 39.04.350, a bidder must:

- Hold a current Washington contractor registration and UBI number, with an active L&I industrial insurance account and Employment Security account.
- Not be disqualified from bidding on public works under RCW 39.06.010 or 39.12.065(3).
- Have completed the required L&I public works and prevailing wage training, or be exempt.
- Have at least one ISA Certified Arborist on staff who will oversee the work on site or be available by phone during work.
- Have at least [3] years of experience doing tree removal of similar size and complexity.

Each quote must include:

1. The completed and signed Quote Form (Exhibit B).
2. Washington contractor registration number and UBI number.
3. ISA Certified Arborist name and certification number.
4. Three references for similar tree work in the last three years, preferably for public agencies, with contact names and phone numbers.
5. A short list of the main equipment the Contractor will use (bucket truck, crane, chipper, stump grinder).
6. A certificate of insurance showing the coverage in Section 4.2, or a letter from the insurer confirming it can be provided.

The City may verify any information submitted and may reject a quote from a bidder it finds not responsible.

4. PUBLIC WORKS REQUIREMENTS

4.1 Prevailing wages. This project is subject to chapter 39.12 RCW. The Contractor and every subcontractor must pay at least the prevailing wage rates for Grays Harbor County in effect on the quote due date. Rates are available at lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates and are incorporated by reference; a copy is available from the City on request. Before any payment, the Contractor must file an approved Statement of Intent to Pay Prevailing Wages for itself and each subcontractor. Before final payment and release of retainage, each must file an approved Affidavit of Wages Paid. Certified payroll must be filed through L&I as required.

4.2 Insurance. Before starting work, the Contractor must provide a certificate and additional insured endorsement naming the City of Cosmopolis, its officers, officials, employees, and volunteers as additional insureds. Minimum coverage:

Coverage	Minimum limit
Commercial general liability	$1,000,000 per occurrence / $2,000,000 aggregate
Automobile liability	$1,000,000 combined single limit
Workers' compensation	Washington statutory (L&I)
Employer's liability (stop gap)	$1,000,000

The Contractor's insurance is primary and non-contributory.

4.3 Bonds and retainage. Because the total contract will be less than $150,000, the Contractor may choose either to provide a payment and performance bond for 100% of the contract amount or to have the City retain 10% of the contract amount in lieu of a bond, as allowed by RCW 39.08.010. The Contractor states its choice on the Quote Form.

Retainage of 5% will be held under chapter 60.28 RCW unless waived as allowed by law. Retainage is released after acceptance, filing of all Affidavits of Wages Paid, and receipt of releases from L&I, Employment Security, and the Department of Revenue.

4.4 Indemnification. The Contractor will defend, indemnify, and hold harmless the City from claims arising from the Contractor's work, except to the extent caused by the City's sole negligence. [Final language per City Attorney.]

4.5 Sales tax. Washington sales tax applies to this work. Quote prices exclude sales tax; the City will pay sales tax on each invoice.

5. AWARD AND CONTRACT

5.1 Basis of award. The City will award to the lowest responsive, responsible bidder based on the Total Evaluated Quote in Exhibit B: the Part 1 total for the three listed trees plus the Part 2 unit prices multiplied by the estimated quantities shown. The estimated quantities are for comparing quotes only and are not a commitment to order that much work. The City may reject any or all quotes and waive minor irregularities.

5.2 Contract. The successful bidder will sign the City's standard small works contract within [10] days of notice of award, and provide insurance documents and any required bond before notice to proceed. [Award at this amount is approved by: City Administrator / City Council.]

5.3 Schedule. Work on the three listed trees begins within [14] days of notice to proceed and is complete within 45 calendar days. Additional trees are completed by the date in each work order.

5.4 Payment. The Contractor invoices monthly or at completion for trees actually completed, at the unit prices quoted, less retainage. The City pays within 30 days of an approved invoice. No payment is made until the Intent to Pay Prevailing Wages is approved.

5.5 Emergencies. If a listed tree fails or becomes an immediate danger during the contract, the Contractor will respond within [4] hours of the City's call at the emergency rates in Exhibit B.

5.6 Acceptance. The City will inspect each site after work is complete. Work is accepted when the City confirms it meets this RFQ. Final acceptance starts the release process for retainage.

5.7 Contract term and funding. The contract runs from award through December 31, 2027. The City may extend it for up to [two] additional one-year terms by written amendment. Total payments over the life of the contract, including extensions, will not exceed $140,000, excluding sales tax. The City guarantees only the work on the three listed trees. All other work depends on City funding being appropriated, and the City makes no promise of any minimum amount of additional work.

5.8 Price adjustments. Unit prices are fixed through December 31, 2027. For any extension, the Contractor may request an adjustment of no more than the change in the Seattle-area Consumer Price Index (CPI-U) for the prior 12 months, plus any increase needed to meet updated prevailing wage rates. Prevailing wage rates are updated as L&I requires for contracts longer than one year.

EXHIBIT A – TREE SCHEDULE

RFQ No. 2026-11

Trees are marked in the field with [orange paint / numbered tags]. Bidders may view the trees by appointment (see Section 1) and are responsible for knowing site conditions before quoting.

Tree #	Location	Species	DBH (in.)	Work required	Stump grind	Notes
1						
2						
3						

DBH = diameter at breast height, measured 4.5 feet above the ground.

EXHIBIT B – QUOTE FORM

RFQ No. 2026-11 • Due Thursday, November 19, 2026, 2:00 p.m.

Prices exclude Washington sales tax and include prevailing wages, traffic control, cleanup, and disposal.

Part 1 – Listed trees (guaranteed work)

Tree #	Work	Price ($)
1		
2		
3		
A. Part 1 total		**$**

Part 2 – Unit prices for additional trees and emergencies

These prices apply to all work orders during the contract term. Estimated quantities are for comparing quotes only.

Item	Unit	Unit price ($)	Est. qty	Extended ($)
Removal, DBH 6–15.9 in.	Each		[2]	
Removal, DBH 16–29.9 in.	Each		[3]	
Removal, DBH 30 in. and over	Each		[2]	
Stump grinding	Per inch of diameter		[60]	
Hazard pruning crew (2 workers + equipment)	Per hour		[16]	
Emergency call-out crew (after hours)	Per hour		[4]	
B. Part 2 extended total				**$**

TOTAL EVALUATED QUOTE (A + B), basis of award: $_____

Bond election (check one): ☐ Payment and performance bond ☐ 10% retainage in lieu of bond

Addenda received: No. ____ No. ____ No. ____

Bidder certification

The undersigned has read this RFQ and all addenda, has viewed the sites, and agrees to perform the work at the prices above under the terms of this RFQ. The undersigned certifies that the bidder meets the responsibility criteria in Section 3 and will pay prevailing wages.

Company name: _____

WA contractor registration #: _____ UBI #: _____

ISA Certified Arborist / cert #: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Printed name and title: _____