



CITY OF MATTAWA COUNCIL MEETING AGENDA

October 23, 2023

6:00 P.M.

***This meeting is continuation from regular council meeting 10.19.23**

Call to Order:

Roll Call: Mayor Maria Celaya, Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta, Alex Heredia, Fabiola Hernandez, Wendy Lopez

I. Additions/Approval of Agenda:

II. Public Comments:

III. Consent Agenda/Informational:

- Minutes- Council Meeting 10/05/23
- Gray & Osborne Project Update: 10/11/23
- Liquor License Renewal: La Perla Tapatia Market & Restaurant
- 2023 Claims EFT & Checks Approval #20071-20100 - \$240,077.73
- 2023 Payroll EFT Approval - \$11,400.00

IV. Reports:

Mayor Report

- Candy Donations – Trunk-n-Treat

Council Report

Police Department Report

Public Works Department Report

V. Council, Items for Motion (Old Business):

1. None.

VI. Council, Items for Motion (New Business):

1. Council Rules & Procedures – Draft
2. John Deere 310 Backhoe Repair

VII. Council Workshops – Budget 2024 (General Fund)

VIII. Adjournment:

IV. Consent Agenda/Informational:

- Minutes- Council Meeting 09/21/23
- 2023 Claims EFT & Checks Approval #20056-20070 - \$183,149.40
- 2023 Payroll EFT & Checks Approval #31891-31897 - \$117,018.21

**** Approval of Claims, Prepaid Claims and Payroll Vouchers audited and certified by the City Clerk as required by RCW 42.24.080, and those expense reimbursement claims, certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Council for approval and is retained for public inspection at city hall.**

**** As of October 05, 2023, the Council approved payment of 2023 Claims EFT & checks approval #20056-20070 in the amount of \$183,149.40, 2023 Payroll EFT & checks approval in the amount of \$117,018.21.**

**** M/s; Acosta / Barajas motion that bills, checks, payroll, 09/21/23 meeting minutes be approved. Motion carried.**

V. Reports:

Mayor's Report

**** Mayor Celaya reported that the city is going through a single federal audit. Anabel has been working with them and will be having an entrance meeting next week.**

**** There was a food distribution at the Orchard Apartments.**

**** The community meeting held by SCJ Alliance on information about the survey for input on city's comprehensive plan. The original deadline is October 6th and has been extended to the 13th.**

Council Report

**** Councilwoman Lopez noticed many unsupervised kids walking on the road during her routine walks. She shared how one time there was a boy looking for his sister and the parents were not home. Chief Salinas recommended calling dispatch to assist with the search in the future.**

**** Councilwoman Hernandez shared that during her consulate visit at the port of Mattawa she interacted with a few residents about the survey and noticed that many did not have interest.**

**** Councilman Acosta is wondering if the crosswalks can be painted a different color like neon green to be more visible. He says the pedestrians are hard to see and especially at night. Juan said he can look into other options, but reflective material is more costly. Grant County PUD is also working on switching street lighting into LED. Councilman Berghout said drivers need to be more careful due to the sun glare going up the hill.**

Police Department Report

** Chief Salinas reported there has been major cases the last couple of weeks, 10 of the cases have resulted in arrest and 4 or 5 of those were felony. There was an assault that resulted in a cut with a knife in the head area. There was a shooting incident. One of our officers got assaulted and that resulted in an arrest.

** Officers are still conducting business checks and will be handing out text my gov flyers. Councilman Berghout would like a flyer for church members.

Public Works Department Report

** The Mattawa clinic project conducted the sidewalk pouring.

** Basketball court project is ongoing, currently getting quotes for asphalt.

** Fall clean-up event. There were 4 containers, 55 participants, \$1,192 collected. It was a busy time for residents since there is harvest season and the fair, will be possibly looking into a different timeframe next year.

** WWTF Improvements is ongoing.

** WWTF Fire Rebuilt- baseboard and epoxy flooring complete.

** Potholes repair – utilized about 330 lbs. of asphalt.

** Well No. 2 rehabilitation & testing is complete.

** Thank you to lead and copper sample participants.

VI. Council, Items for Motion (Old Business):

None.

VII. Council, Items for Motion (New Business):

- 1. Resolution 23.10.15 Surplus Ford Rangers
M/s; Berghout / Heredia motion to approve this resolution. Motion carried.**

VIII. Council Workshop – Budget 2024 Council Rules/Procedures

**** Anabel gave a PowerPoint presentation on the remaining funds for budget 2024.**

**** Council had a discussion on making sure they follow policy attendance. Council is to submit any final request for a draft on council rules and procedures by email by October 10th at 5pm.**

IX. Executive Session: RCW 42.30.110 (b) Real Estate Lease

The session started at 7:25 pm for 10 minutes. An additional 7 minutes added.

The executive session ended at 7:42 pm.

No decision.

X. Adjournment:

The council meeting was adjourned at 7:43 P.M. M/s; Berghout / Heredia. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

Gray & Osborne/City of Mattawa Project Summary (10/11/23)

Development Projects

Hwang Subdivision – Mike Meskimen, Julio Renteria

Project Number: 21845.05

Funded: Developer Contributions

- Preliminary subdivision approval granted
- Future development agreement required
- No active review requirements
- **Currently undergoing environmental review process**

Bodrero Development – Mike Meskimen, Nancy Wetch

Project Number: 21845.07

Funded: Developer Contributions

- Preliminary subdivision review period complete
- **Developer updating conception plans based on City feedback**

Family Dollar – Mike Meskimen, Julio Renteria

Project Number: 21845.08

Funded: Developer Contributions

- No active review requirements
- **No current activity**

Rubalcava – Jamin Ankney, Mike Meskimen

Project Number: 21845.09

Funded: Developer Contributions

- **Final plat has been signed**

Mattawa Community Medical Clinic – Julio Renteria, Mike Meskimen

Project Number: 21845.11

Funded: Developer Contributions

- **No active review requirements**

WGL Mattawa Slope Phase III – Mike Meskimen, Jamin Ankney

Project Number: 21845.12

Funded: Developer Contributions

- **Progress has started on the Phase III of this project**
- **G&O reviewed building permit documents and provided comments**

Transportation Projects

Government Road Multi-Use Pathway – Julio Renteria, Mike Meskimen, Russ Powers (funding)

Project Number: 20854

Funded: CDBG/City Funds (Developer Contributions)

- 10-foot-wide path from Steven Street to Mansion.
- **Construction closeout ongoing**
- **Total Budget: \$715,000**

Riverview Avenue Improvements

Project Number: 23844

Project Completion: TBD

Funded: TIB

- Design completed
- **Bid received was significantly over the City's budget**
- **Considering options for the project**
- **Total Budget: \$100,000**

TIB Applications – Mike Meskimen, Julio Renteria, Michael Woodkey

Project Number: OH230.42

- Applications were due August 11, 2023
- **Funding applications were submitted and are under TIB review**
- **Funding will be announced in November**

Government Road Feasibility Study Update – Mike Meskimen, Julio Renteria, Michael Woodkey

- Cost ranges for update provided by G&O
- City to determine next steps desired
- City may budget this effort for next year

Water System Projects

Water System Plan – Jamin Ankney, Jared McMeen

Project Number: 20854

Project Completion: November 2023

Funded: City Water Fund

- Completed response to DOH comments
- **Resubmitted to DOH for second review**
- **G&O reminded DOH of need for expedited review, to allow eligibility for DWSRF**
- **DOH has provided partial comments on resubmittal, but not the entire comment package**
- **Total Budget \$62,700**

Well 2 Rehabilitation – Jared McMeen, Steve Wagner, Jamin Ankney, Aspect Consulting

Project Number 22867

Project Completion: September 2023

Funded: City Water Fund

- Rehabilitation efforts are ongoing
- Work is substantially complete
- Initial pump test results were positive
- Aspect Consulting has prepared a summary report and recommendations based on rehabilitation results
- **Total Budget: \$266,237**

Well 2 – Re-equipping Design – Jared McMeen, Jamin Ankney

Project Number 22867

Project Completion: April 2024

Funded: City Water Fund

- Design will start once well rehabilitation is complete
- **Total Budget: \$266,237**

Re-equipping Well 2 Construction/Well 5/Pressure Zone Improvements – Jamin Ankney, Jared McMeen, Russ Powers (funding)

- Applied for Congressional Funding Application – May receive funding
- Applied for Legislative Appropriation – Did not receive funding
- Applied to CDBG – Did not receive funding
- Applied to PWB – Received funding
- Will apply to DWSRF Fall 2023
- May consider adding SCADA upgrades to funding application to DWSRF
- **Total Budget: \$7,000,000**

Future/Pending Water System Projects

Water Rights – Aspect Consulting, Jamin Ankney

- **Total Budget: Not an active project**

Reservoir Project – Jamin Ankney, Myron Basden

- Coating Project
- Reservoir No. 1 – No need to evaluate until 2029.
- Reservoir No. 2 – Need to evaluate in 2025 for potential coating project.
- **Total Budget: Not an active project**

SCADA – Jamin Ankney, Brad Bailey (Conley Engineering)

- **Total Budget: Not an active project**
- City has had recent issues with the SCADA system and is working with Connetix to address the issues.
- Based on results of troubleshooting, a SCADA upgrade may be required in the future.
- **Connetix provided a cost estimate for improvements for use in procuring future funding**

Wastewater System Projects

WWTF Fire Assistance – Nancy Wetch, Russ Powers

Project Number: 20827

Project Completion: November 2023

Funded: Insurance Reimbursement/City Funds (Ecology Emergency Funding)

- Phase 1 – Blower Procurement
 - Phase 2 – Building Restoration
 - Phase 3 – Equipment Installation
- **Total Budget: The total cost of the fire response, cleanup, design, construction, etc., is not completely known at this time as costs are still being assembled and approved by the insurance company.**

Initial Emergency Response (G&O does not have total cost)

Engineering: \$414,840 (insurance will reimburse)

Phase I: \$93,505.84 (insurance will reimburse)

Phase II: \$320,864 (insurance will reimburse)

Phase III: \$1,189,148 (working on insurance reimbursement, City will be responsible for some costs – TBD)

- **Currently finalizing last few items of work and completing punchlist.**

WWTF Improvements Construction – Tim DeVries, Nancy Wetch, Jamin Ankney

Project Number: 19044.01

Project Completion: 2024 (for construction completion)

Funded: Ecology Water Quality Funding

- **Construction is ongoing – project is going well**
- **Total Budget \$5,883,000 (includes design, construction, construction administration)**

WWTF Solids Handling Analysis – Nancy Wetch, Arn Combs

Project Number: 23813

Project Completion: November 2023

- **This work is currently ongoing**
- **Will have draft for City review in the next few months**
- **Total Budget \$24,200**

Portage Avenue Lift Station Elimination – Nancy Wetch, Jamin Ankney

Project Number: OH220.72

Project Completion: 2025

- Ecology funding approved
- Waiting for funding agreement, likely Winter 2023
- GMA compliance will be required for this funding to be received. SCJ is working to make sure GMA compliance is obtained.
- **Total Budget \$2,417,000**

Other Projects

Construction Standards Update – Jamin Ankney, Jared McMeen

Project Number: 23826

Project Completion: November 2023

Funded: City Funds

- **A draft of the updated construction standards are currently under City review.**
- **Total Budget \$3,000**

Park Planning – SCJ, Russ Powers

- City has received funding from RCO.
- Needs to be in City's Comprehensive Plan (SCJ Discussions)
- Currently completing contracting with RCO
- Combined project for SCJ + G&O
- **Scope of work was approved at a recent council meeting**
- **Total Budget \$60,000**

Basketball Courts – Julio Renteria

Project Number 22861

Project Completion: TBD

Funded: Foundation Grant

- Bids received exceed funding
- **Bid received was significantly over the City's budget**
- **Considering options for the project, including additional funding opportunities**
- **Total Budget \$125,000**

City Hall Feasibility Analysis – Jamin Ankney, Myron Basden

Project Number 23856

Project Completion: November 2023

Funded: City

- The 60-day due diligence period ends on November 14
- Electrical review was completed Monday, September 18
- Structural/HVAC review was completed Monday, October 2
- Verbal update will be provided at the October 19 council meeting
- Memo report will be submitted in time for staff and council review prior to the November 2 council meeting.
- **Total Budget \$27,700**

Action Items:

Funding News:

Next Meeting – October 25, 2023, 3:30 p.m.

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 10/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF MATTAWA
(BY ZIP CODE) FOR EXPIRATION DATE OF 20240131

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. LA PERLA TAPATIA MEXICAN RESTA	LA PERLA TAPATIA MEXICAN RESTAURANT 700 GOVERNMENT RD STE A MATTAWA WA 99349 0000	426897	BEER/WINE REST - BEER/WINE
2. MERCADO LA PERLA TAPATIA LLC	MERCADO LA PERLA TAPATIA 700 GOVERNMENT RD STE B MATTAWA WA 99349 0000	405177	GROCERY STORE - BEER/WINE

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:37:20 Date: 10/16/2023

As Of: 10/19/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16597	10/19/2023	10/19/2023	1622	ALSCO	80.21 City Hall Mat Maint. Oct. 11, 2023
	518 30 48 00	Repair And Maintenance	001 000 518	Current Expens	80.21 City Hall Mat Maint. Oct. 11, 2023
16604	10/19/2023	10/19/2023	3627	ANATEX LABS INC-SPOKANE	1,860.00 RC Samples
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin	1,040.00 RC Samples
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin	250.00 DW RC Samples
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin	520.00 RC Samples
	535 10 41 02	Testing Samples	405 000 535	Sewer Operatin	50.00 WWTF RC Samples
16599	10/19/2023	10/19/2023	3519	APSCO, LLC	989.77 PW- Blower 1- 4 Maint. Services
	535 10 48 02	Sewer Plant Maintenance	405 000 535	Sewer Operatin	989.77 PW- Blower 1- 4 Maint. Services
16575	10/19/2023	10/19/2023	112	COLUMBIA BASIN HERALD	125.24 Notice Of Public Hearing CDBG Government Rd Multi Used Pathway 9/28/23
	518 30 41 00	Publishing	001 000 518	Current Expens	125.24 Notice Of Public Hearing CDBG Government Rd Multi Used Pathway
16576	10/19/2023	10/19/2023	112	COLUMBIA BASIN HERALD	115.24 Notice Of Public Hearing CDBG Government Rd Multi Used Pathway 9/21/2023
	518 30 41 00	Publishing	001 000 518	Current Expens	115.24 Notice Of Public Hearing CDBG Government Rd Multi Used Pathway
16586	10/19/2023	10/19/2023	112	COLUMBIA BASIN HERALD	56.84 MPD- Ad For Domestic Violence
	521 10 49 00	Professional Services	001 000 521	Current Expens	56.84 MPD- Ad For Domestic Violence
16579	10/11/2023	10/11/2023	108	CONSOLIDATED DISPOSAL	23,200.97 Waste Services Sept. 2023
	537 10 33 00	Consolidated Disposal	420 000 537	Solid Waste Fu	23,200.97 Waste Services Sept. 2023
16580	10/19/2023	10/19/2023	108	CONSOLIDATED DISPOSAL	217.36 Fall Clean Up 2023- 4 Containers
	537 50 41 00	Spring Clean Up	420 000 537	Solid Waste Fu	217.36 Fall Clean Up 2023- 4 Containers
16602	10/19/2023	10/19/2023	2667	CORRECT EQUIPMENT	1,324.19 PW- WWTF Parts/Supplies
	535 10 48 04	System Repairs / Maintenar	405 000 535	Sewer Operatin	1,324.19 4-Port Floats
16583	10/19/2023	10/19/2023	3316	FORD MOTOR CREDIT COMPANY	3,269.63 MPD Vehicle Lease 10/30/2023
	591 21 70 00	Police Vehicles (3) 2021 Fo	102 000 594	Police Vehicle 1	2,843.35 MPD Vehicle Lease 10/30/2023
	592 21 80 00	Police Vehicles (3) 2021 Fo	102 000 594	Police Vehicle 1	426.28 MPD Vehicle Lease 10/30/2023

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:37:20 Date: 10/16/2023

As Of: 10/19/2023

Page: 2.

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16574	10/19/2023	10/19/2023	1698 GRANT COUNTY PUD	1,917.54	Power Billing Sept. 2023
	542 63 47 00	Street Lighting	101 000 542	1,741.56	St Lights
	576 80 47 00	Park Utilities	001 000 576	175.98	St.Lights Park
16589	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	25,049.93	WWTF Improvements CA- Professional Services August 19-Sept. 9, 2023
	594 35 41 00	WWTF Improvements Proj	412 000 594	25,049.93	WWTF Improvements CA- Professional Services August 19-Sept. 9, 2023
16590	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	1,375.23	WWTF Fire Assistance- Professional Services August 19-Sept. 9, 2023
	535 10 41 08	Professional Services - WW	405 000 535	1,375.23	WWTF Fire Assistance- Professional Services August 19-Sept. 9, 2023
16591	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	1,090.65	Bodrero Development- Professional Services August 19-Sept. 9, 2023
	518 30 49 01	Engineering Services	001 000 518	1,090.65	Bodrero Development- Professional Services August 19-Sept. 9, 2023
16592	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	256.62	Family Dollar Development- Professional Services August 19-Sept. 9, 2023
	518 30 49 01	Engineering Services	001 000 518	256.62	Family Dollar Development- Professional Services August 19-Sept. 9, 2023
16593	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	516.54	Rubalcava Development- Professional Services August 19-Sept. 9, 2023
	518 30 49 01	Engineering Services	001 000 518	516.54	Rubalcava Development- Professional Services August 19-Sept. 9, 2023
16594	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	1,191.82	Basketball Court And Parking Lot Improvement - Professional Services August 19-Sept. 9, 2023
	594 76 41 00	2022 Paul Lauzier Grant - F	001 000 594	1,191.82	Basketball Court And Parking Lot Improvement - Professional Services August 19-Sept. 9, 2023
16595	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	7,186.41	WWTF Solids Handling Analysis - Professional Services August 19-Sept. 9, 2023
	594 35 41 05	WWTF Improvements Engi	412 000 594	7,186.41	WWTF Solids Handling Analysis - Professional Services August 19-Sept. 9, 2023

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:37:20 Date: 10/16/2023

As Of: 10/19/2023

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16596	10/19/2023	10/19/2023	1734 GRAY & OSBORNE INC	24,438.36	Well 2 Rehabilitation And Re- Equipping - Professional Services August 19-Sept. 9, 2023
594 34 63 03	Well #2 Rehabilitation & R		401 000 594 Water Operatin	24,438.36	Well 2 Rehabilitation And Re- Equipping - Professional Services August 19-Sept. 9, 2023
16612	10/19/2023	10/19/2023	2311 MARTINEZ, ANABEL	142.79	Mileage Reimb. To EWFOA Meeting
514 23 43 00	Travel & Education		001 000 514 Current Expens	142.79	Mileage Reimb. To EWFOA Meeting
16608	10/19/2023	10/19/2023	1193 MARTY'S HARDWARE	339.18	Parts/Supplies
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	23.61	Broom For Lobby
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin	24.92	Rubber Mallet/Adaters
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin	65.55	Tele Wheels/Comb Mallet/Lid Storbox
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	50.57	Adapters/connectors/elbows
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	8.66	Dawn Soap
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	-7.90	Refund-Adapters
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	28.17	Dusters
542 30 48 02	Repair And Maintenance		101 000 542 Street Fund	4.20	Tray Liners
554 30 31 00	Animal Control / Supplies		001 000 554 Current Expens	75.86	Dog Food
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	34.66	Screws/line Level
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	19.50	Sili Caulk
576 80 31 00	Park Supplies		001 000 576 Current Expens	11.38	PVC Pipes
16607	10/19/2023	10/19/2023	2840 MATTAWA AUTO PARTS, LLC	44.81	Parts/Supplies
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin	21.75	Deicer Wash
535 10 48 04	System Repairs / Maintena		405 000 535 Sewer Operatin	23.06	Black Electric Tape
16609	10/19/2023	10/19/2023	1900 MATTAWA TIRE SERVICES LLC	87.77	MPD- Vehicle Maints. Services
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	87.77	Synthetic Oil/ Filter/Winshield Washer
16603	10/19/2023	10/19/2023	294 MID-AMERICAN RESEARCH	2,017.97	Chlorine
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	2,017.97	Chlorine
16577	10/19/2023	10/19/2023	324 MULTI AGENCY COMMUNICATION CENTER	2,284.34	Dispatch Services October 2023
522 20 42 02	MACC - Communications		107 000 522 Public Safety T	2,284.34	Dispatch Services October 2023
16601	10/19/2023	10/19/2023	625 NORCO	27.59	Cylinder Rental September 2023
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	27.59	Cylinder Rental September

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:37:20 Date: 10/16/2023

As Of: 10/19/2023

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16588	10/19/2023	10/19/2023	3503 PERFORMANCE TIRE INC	544.19	MPD- Vehicle Maint. Service
	521 20 48 00	Vehicle Repair And Mainter	001 000 521	544.19	MPD- Vehicle Maint. Service 2021 For Police Interceptor - Front Axle Shaft/ Mechanic Labor
16585	10/19/2023	10/19/2023	2820 PETRO-USA MATTAWA MART	5,795.28	MPD Fuel Services
	521 20 32 03	Police Vehicle Fuel	107 000 521	5,795.28	MPD Fuel Services
16600	10/19/2023	10/19/2023	2820 PETRO-USA MATTAWA MART	1,420.78	PW Fuel Services Sept. 2023
	534 10 32 02	Fuel	401 000 535	700.00	PW Fuel Services Sept. 2023
	535 10 32 00	Fuel	405 000 535	700.00	PW Fuel Services Sept. 2023
	542 30 32 03	Fuel	101 000 542	20.78	PW Fuel Services Sept. 2023
16578	10/19/2023	10/19/2023	1712 Q. GLOBAL	659.87	Fire Alarm Plan Review/Inspections - Inspire Development Center 310 4th Street
	558 50 41 00	Building Permit & Plan Rev	001 000 558	659.87	Fire Alarm Plan Review/Inspections - Inspire Development Center 310 4th Street
16587	10/19/2023	10/19/2023	1247 RIO'S AUTO AG SUPPLY	47.31	MPD- Parts/Supplies
	521 20 48 00	Vehicle Repair And Mainter	001 000 521	47.31	Oil/Brake Cleaner/Oil Filter
16611	10/19/2023	10/19/2023	3416 SCJ ALLIANCE	3,247.00	Planning Services Fee Period September 3 To September 30, 2023
	558 60 41 00	Planning-Zoning & Land U	001 000 558	3,247.00	Planning Services Fee Period September 3 To September 30, 2023
16615	10/19/2023	10/19/2023	3416 SCJ ALLIANCE	13,269.75	Mattawa Comprehensive Plan Update Period Sept. 3 To Sept. 30, 2023
	558 60 41 01	Comprehensive Plan Updat	001 000 558	13,269.75	
16581	10/19/2023	10/19/2023	2963 SMARSH INC	54.50	Professional Archive - Add' Cx
	518 30 49 14	Professional Services	001 000 518	54.50	Professional Archive - Add' Cx
16605	10/19/2023	10/19/2023	3299 SOILTEST FARM CONSULTANTS INC	1,008.00	RC Samples
	535 10 41 02	Testing Samples	405 000 535	1,008.00	RC Samples
16606	10/19/2023	10/19/2023	3299 SOILTEST FARM CONSULTANTS INC	616.00	WWTP RC Samples
	535 10 41 02	Testing Samples	405 000 535	616.00	WWTP RC Samples

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:37:20 Date: 10/16/2023

As Of: 10/19/2023

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16582	10/19/2023	10/19/2023	3405	STERICYCLE INC	137.25 Shredding Services 8/23/2023
518 30 49 14	Professional Services	001 000 518	Current Expens	68.63	Shredding Services 8/23/2023
521 10 49 00	Professional Services	001 000 521	Current Expens	68.62	Shredding Services 8/23/2023
16598	10/19/2023	10/19/2023	554	U.S. BANK MUN INV. ACCOUNT	26.00 Bank Fees Sept. 2023
514 23 41 01	Banking And Visa/Mercha	001 000 514	Current Expens	26.00	Bank Fees Sept. 2023
16613	10/19/2023	10/19/2023	422	WA STATE AUDITOR'S OFFICE	3,443.20 Audit Period 22-22
518 23 41 00	State Auditor	001 000 518	Current Expens	1,500.00	Audit Period 22-22
534 10 41 00	State Auditor	401 000 534	Water Operatin	481.07	Audit Period 22-22
535 10 41 00	State Auditor	405 000 535	Sewer Operatin	481.07	Audit Period 22-22
537 10 41 00	State Auditor	420 000 537	Solid Waste Fu	481.06	Audit Period 22-22
542 30 41 02	State Auditor	101 000 542	Street Fund	500.00	Audit Period 22-22
16584	10/19/2023	10/19/2023	471	WAHLUKE SCHOOL DISTRICT	6,428.87 COP Expenditure #21- Final
521 10 10 02	Contracts & Consultants - V	105 000 521	COPS Grant	6,428.87	COP Expenditure #21- Final
16610	10/19/2023	10/19/2023	2957	WASTE MANAGEMENT	199.99 WWTF Garbage Container
535 10 47 00	Utilities	405 000 535	Sewer Operatin	199.99	WWTF Garbage Container
16614	10/19/2023	10/19/2023	2957	WASTE MANAGEMENT	67.44 WWTF Garbage Disposal
535 10 47 00	Utilities	405 000 535	Sewer Operatin	67.44	WWTF Garbage Disposal

Report Total: 136,172.43

Fund	
001 Current Expense Fund	23,490.58
101 Street Fund	2,266.54
102 Police Vehicle Fund	3,269.63
105 COPS Grant	6,428.87
107 Public Safety Tax Fund	8,079.62
401 Water Operating Fund	27,569.24
405 Sewer Operating Fund	8,932.22
412 Sewer Capital Improvement	32,236.34
420 Solid Waste Fund	23,899.39

This report has been reviewed by:



10/16/23

REMARKS:

Anabel Martinez - City Clerk

Date

Chapter 2.03

CITY COUNCIL, BOARDS, COMMISSIONS, COMMITTEES RULES OF GOVERNANCE

Sections:

Article I.

Council Procedures

- 2.03.010 Purpose of This Article.**
- 2.03.020 Council Representation.**
- 2.03.030 Meeting Dates and Times.**
- 2.03.040 Agenda Preparation.**
- 2.03.050 Meeting Agenda.**
- 2.03.060 Proclamations.**
- 2.03.070 Public Hearings.**
- 2.03.080 Executive Sessions.**
- 2.03.085 Closed Sessions.**
- 2.03.090 Study Sessions and Workshops.**
- 2.03.100 Special Meetings.**
- 2.03.110 Broadcasting.**
- 2.03.120 Recording Proceedings.**
- 2.03.130 Meeting Attendance.**
- 2.03.140 Council Seating.**
- 2.03.150 Quorum.**
- 2.03.160 Presiding Officer.**
- 2.03.170 Council Discussion.**
- 2.03.180 Voting.**
- 2.03.190 Council Vacancy.**
- 2.03.200 Forms of Address.**
- 2.03.210 Appearance of Fairness Doctrine – Definition and Application**

Article II.

Interaction between City Council, Mayor and City Staff

- 2.03.400 Purpose of This Article.**
- 2.03.410 Respect.**
- 2.03.420 Roles.**
- 2.03.430 Requested Written Material.**
- 2.03.440 Personnel Selection.**
- 2.03.450 City Department Noninterference.**
- 2.03.460 Mail Delivery.**
- 2.03.470 Confidential Mail.**
- 2.03.480 Individual Council Member Directed Actions.**
- 2.03.490 Council Member Requests for Information.**
- 2.03.500 Staff Assistance for Council Members.**

Article III.

Council Committees

- 2.03.600 Definition and Scope of Council Standing Committees.**
- 2.03.610 Committee Attendance.**
- 2.03.620 Composition of the Council Committees.**
- 2.03.630 Council Committee Meeting Schedules.**
- 2.03.640 Ad Hoc Council Committees.**

Article IV.

Advisory Bodies

- 2.03.700 Purpose of This Article.**
- 2.03.710 Citizen Advisory Boards and Commissions Created.**
- 2.03.720 Authority and Intent - Governing Law.**
- 2.03.730 Nondiscrimination - Compensation.**
- 2.03.740 Appointments and Confirmation Process.**
- 2.03.750 Reappointments.**
- 2.03.760 Vacancy or Removal.**
- 2.03.770 Chair and Vice Chair.**
- 2.03.780 Meetings, Reports, and Attendance.**
- 2.03.790 Quorum.**
- 2.03.840 Council Concerns About Recommendations.**
- 2.03.850 Removal of Members.**

- 2.03.860 Committee Operations and Records.**
- 2.03.870 Lobbying Efforts Consistent with City Policy.**

**Article V.
General Provisions**

- 2.03.900 Conflicts.**
- 2.03.910 Violations.**
- 2.03.920 Waiver of Rules.**
- 2.03.930 Amendment of Rules.**

Article I. Council Procedures

2.03.010 Purpose of This Article:

The purpose of this article is to establish formal procedures for the conduct for Council meetings.

2.03.020 Council Representation:

A. Council members are issued an electronic device for access to electronic documents and City email accounts and are subject to follow the electronic device, network usage, personal use of City-owned property, and social media employee policies.

B. All Council members shall represent the City and their position in an appropriate professional manner.

C. If a Council member appears on behalf of the City before another governmental agency, another organization, through the media or otherwise, and speaks to an issue on which the Council has taken a position, the Council member will state the majority position of the Council,

if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Council member clearly states that these statements do not represent the Council's position. Any correspondence with the media shall be communicated to all members of the Council and the Mayor.

D. Operating as a Council-Mayor form of government, the Mayor is tasked with carrying out the policy direction and work of the City Council through the direction of the department directors. Council members may access department directors when there is a question about a project or more in-depth information is needed on a topic; however, the direction of work should come through the Mayor. (RCW [35A.12.100](#).)

2.03.030 Meeting Dates and Times:

A. Regular City Council meetings are held on the first and third Thursdays of each month in the City Council Chambers at 521 Government Road, Mattawa, Washington. Regular meetings start at 5:30 p.m. Meetings will be held in person unless otherwise noticed on the agenda.

B. No Council meeting should be permitted to continue beyond 8:30 p.m. without approval of a majority of the Council members. A new time limit must be established before extending the meeting. In the event that a meeting has not been closed or continued by Council, the items not acted on shall be deferred to the next Council meeting, unless the Council determines otherwise.

C. In the event a City-recognized holiday falls on the third Thursday, the Council meeting shall be moved to the following day. The City Council may, at any time, add or change a meeting date and time by a majority vote of the Council and proper notification pursuant to RCW [42.30.080](#).

D. In the event of emergency, such as a fire, threatened violence, or inability to maintain order, the Mayor shall declare the meeting adjourned or continued and the Council members shall immediately leave the meeting area.

E. A regular meeting may be canceled by a majority vote of the City Council at the previous meeting before said meeting.

2.03.040 Agenda Preparation:

A. The City Clerk shall arrange a list of proposed matters according to the order of business and prepare a preliminary agenda. Proposed matters may be submitted by the Mayor, Councilmembers, and Department Heads. A single Councilmember may submit a Committee agenda item to the Mayor or City Clerk. Items requiring Council action, other than emergency actions, must be approved by a majority of Councilmembers at the beginning of the meeting.

B. The preliminary agenda shall be completed by 3:00 p.m. on the Tuesday preceding the regular Council meeting. Notice shall be furnished on the City website and the agenda distribution email list. Final agenda packets, complete with all necessary information for the Council, shall be available by 4:00 p.m. the Friday preceding a regular Council meeting. Should agenda items change after posting on the City website, updates will be made to the website duly noting the change. The Council is under no obligation to consider or act upon agenda items that are presented without necessary supporting information.

C. Full agenda packets will be available at cityofmattawa.com/meetings.

2.03.050 Meeting Agenda:

Agendas for regular Council meetings must be made available online no later than 24 hours in advance of the published start time of the meeting.

An item may be placed on a Council meeting agenda, in advance of posting an agenda, by any of the following methods: majority vote of the Council; Council consensus; any three (3) Council members; the Mayor; a Council Committee; or the Mayor.

The business of all regular meetings of the Council shall be transacted as follows; provided, however, that the Mayor/Deputy Mayor may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously:

A. Call to order by the Mayor.

B. Roll call.

- C. Additions/Approval of the agenda.
- D. Public Comments
- E. Consent agenda.
- F. Summary reports: Mayor, Council, and Department Heads.
- G. Old Business.
- H. New business.
- I. Executive Session (if applicable)
- J. Adjournment.

2.03.060 Proclamations:

- A. A "proclamation" is defined as an official announcement made by either the City Council or the Mayor. Council proclamations are defined as those noncontroversial events which have a major City-wide impact. Council proclamations shall be publicly read at a Council meeting, and whenever possible, presented to a representative of the event during the Council meeting.
 - B. "Mayor's proclamations" are defined as those noncontroversial events which are requested by a special interest group. Mayor's proclamations are signed by the Mayor and forwarded to a representative of the event or special interest group.
 - C. The Mayor shall determine if a proclamation request is for a Council proclamation or a Mayor's proclamation.
 - D. "Controversy" is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.
 - E. Special presentations include, but are not limited to, retirements, commendations and recognition by the Mayor and City Council.
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2.03.070 Public Hearings:

Prior to the start of the public hearing, the Mayor may require that all persons wishing to be heard sign in with the City Clerk, giving their names, addresses, the agenda item, and whether they wish to speak as a proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so and if time to speak is allowed by Council. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard. Individual speaker time is limited to a maximum of three (3) minutes. However, the Mayor shall be authorized to allow additional time if needed or if one (1) speaker represents multiple individuals and still maintains control of the presentations. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents, opponents, adjacent owners, vested interests, etc.). The Mayor may reduce the amount of time permitted for each speaker if the number of speakers requires a reduction in time.

The public hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy decision-making process. In addition, public hearings are required on quasi-judicial actions which determine the legal rights, duties or privileges of specific parties.

The following procedures shall be adhered to during the hearing:

A. Legislative and Information Gathering.

1. The Mayor will open the public hearing and read the rules governing public testimony.
 2. Staff will make their presentation.
 3. The Mayor will ask if there are any questions from Council for staff.
 4. The Mayor will open the hearing for public comments.
 5. All comments by the public shall be made in an audible format, and any individual making comments shall first give his/her name and address. Anyone making "out of order" comments shall be subject to removal from the meeting. There will be no demonstrations, applause or other audience participation during or at the conclusion of anyone's presentation. The Council is not allowed to acknowledge such expressions.
 6. The Mayor will close the public hearing.
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7. The Mayor will invite any additional comments from staff.
8. The Mayor will ask if Council has additional questions of staff.
9. Council discussion will ensue.
10. Council action will be taken.

B. *Quasi-Judicial Closed Record Proceedings or Appeals.*

1. The Mayor will open the closed record proceeding or appeal.
2. The Mayor will ask if any Council member knows of any reason which would require such member to excuse themselves pursuant to the Appearance of Fairness Doctrine.
3. Staff will make their presentation.
4. Proponent presentation will be made (fifteen (15) minutes).
5. Opponent presentation will be made (fifteen (15) minutes).
6. Proponent rebuttal will be heard.
7. Staff comments will be made.
8. The Mayor will close the closed record proceeding or appeal.
9. Council discussion will ensue.
10. Council action will be taken.

C. The following rules shall be observed for legislative/information gathering public hearings:

1. For an initial presentation of background information from a City department, board, commission, committee, or an organization, no more than twenty (20) minutes will be allowed unless otherwise authorized by the Mayor.
 2. If a speaker purports to speak for an organization, club or others so as to lead Council to believe that a number of persons support a position, such person shall state how that position was developed by the group.
 3. Comments should be limited to five (5) minutes.
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4. The Mayor may allow additional time for receipt of written testimony when needed.
5. The City Clerk shall be the official timekeeper.

D. The following rules shall be observed for the quasi-judicial hearing body before which the hearing was held:

1. When the City Council considers a quasi-judicial matter in a closed record proceeding or appeal, no new evidence may be presented except on matters related to the conflict of interest or appearance of fairness challenge to a Council member. Oral argument shall be based solely on the record before the Planning Agency, Hearing Examiner, or other quasi-judicial hearing body before which the hearing was held.
2. If a quasi-judicial proceeding or appeal is on the agenda, the parties will be informed by the City Attorney as to what state law permits for comments.
3. Quasi-judicial hearings will be conducted in conformance to these procedures.
4. Presentations will be limited as set forth, except that the Mayor shall ask the rest of the Council members if they have any comments or questions before the presenter is excused. For example, if there are matters that should be addressed to ensure a complete record of the proceedings.
5. If comments are provided in writing, it is encouraged that such comments be filed with the City Clerk by 3:00 p.m. on the day of the Council meeting. If written comments are given, the presenter should provide eleven (11) copies for the Council and staff.

2.03.080 Executive Sessions:

An executive session is a Council meeting that is closed except to the Council, Mayor, and authorized staff members and/or consultants authorized by the City Council. The public is excluded from attendance. Executive sessions may be held during any Council meeting and will be announced by the Mayor. Before convening an executive session, the Council will make a motion to announce the purpose of the meeting, cite the related statute, and the anticipated time when the session will be concluded. Should the session require more time, a public announcement from the Mayor shall be made that the meeting is being extended. Executive

sessions may be held in accordance with the provisions of the Washington State Open Public Meetings Act. (RCW [42.30.110](#).)

2.03.085 Closed Sessions:

Closed sessions are exempt from the rules of the Open Public Meetings Act. (RCW [42.30.140](#).)

2.03.090 Study Sessions and Workshops:

During these meetings, items needing in-depth discussions are introduced and reviewed. It is not typical to take a formal action during a study session or workshop. The purpose of study session or workshop discussions is to allow Council members to be made aware of impending business and allow informal discussion of issues that might be acted upon at a future meeting.

These meetings are open to the public, but no public comment is taken during the discussion of a specific agenda item, unless there is a posted public hearing. Study sessions and workshops do not need a detailed agenda.

The Mayor shall arrange the Council study session or workshop topics for discussion. After the Mayor has approved the topics, an email meeting invite shall be prepared for the Council and affected City staff in advance of the meeting.

2.03.100 Special Meetings:

At the discretion of the Council, special meetings can be held. A notice of the time, place and purpose of such special meeting will be posted pursuant to the requirements as set forth in RCW [42.30.080](#).

The City Clerk shall coordinate special meetings of the City Council upon direction as stated for agenda items in Section [2.03.050](#). The agenda shall state the subject(s) to be considered at such special meeting and no other subject shall be acted upon at the meeting. Notice of every special meeting shall be given in writing to every Council member, to the Mayor, to the City Attorney, and to all local news media representatives who have on file with the City Clerk a

request for such notices. The notice shall be delivered personally, by phone, email, or as otherwise possible at least twenty-four (24) hours before the meeting. The notice shall state the place and time of the meeting and the business to be conducted. The Council shall not make final disposition of any matter not included in the notice.

2.03.110 Broadcasting and Remote Attendance:

A. Regular meetings may be streamed live on the internet with dial-in access for remote attendance of the Council, staff, or public as permitted by the City Council.

B. The Mayor and Council members are expected to attend meetings in person. However, a council member may participate remotely in all or part of a Council meeting, provided all people are able to see and hear each other at the same time. Any Councilmember participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the Council meeting related to the topic which the Councilmember is voting on. Councilmembers' cameras should remain on unless remote attendance without video has been approved by Council. The appearance and behavior of any Councilmember attending remotely should be the same as when attending in-person. In the event technical problems or difficulties prevent participation in full or part, the Mayor or Councilmember may seek to note these difficulties in the record. Should the difficulties be resolved during the meeting, the record should reflect that the Councilmember has rejoined the meeting. Any technical problems or difficulties that are unable to be resolved during the meeting may result in an excused absence for the Councilmember.

2.03.120 Recording Proceedings:

The City Clerk shall maintain an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings shall be entered into a minute book constituting the official record of the Council. Council meeting minutes can be corrected but shall not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

2.03.130 Meeting Attendance:

A. *City Council.* Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused.

1. Council members shall inform the Mayor or City Clerk if they are unable to attend any Council meeting, or if they will be late to any meeting.
2. If a Council member has an unexcused absence due to an extraordinary circumstance which precluded the Council member from the notification procedures as described within this article and their presence may have changed the outcome of an action, at the next meeting that the Council member attends, the Council member may request that the Council reconsider their previous motion. The Council member must ask for reconsideration prior to the conclusion of the next meeting that they attend and state the reason for his or her absence or tardiness. The Council would then have the opportunity to rescind the original motion and the motion shall be debatable.
3. In the case of a Council member's extended excused absence or disability, a pro tem Council member selected by a majority of the sitting Council shall be appointed to serve during the absence or disability. (RCW [35A.12.065](#).)
4. A Council member may forfeit his/her office by failing to attend three (3) consecutive regular meetings without being excused by the Council. (RCW [35A.12.060](#).)

B. *Department Directors.* The Mayor, or any member of the City Council, may, through the Mayor, request the attendance at any meeting of the City Council of any department head, officer, or employee of the City.

C. *Citizens and Media.*

1. All public meetings of the City Council shall be open to citizens.
 2. All public meetings shall be open to the media who may record by radio, television or photographic services at any time; provided, that such arrangements do not interfere with the orderly conduct of a meeting.
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3. The Mayor has the authority to limit the number of speakers or otherwise exercise such control over the meeting to ensure citizen comments do not interfere or impede with the Council's ability to conduct its business. Public communications will not be permitted on pending quasi-judicial matters which will come before the Council later in the same meeting or at a future meeting.

2.03.140 Council Seating:

The Council members will be seated in the order as determined by the Mayor. Special setup may occur for special meetings that will be determined by the Mayor.

2.03.150 Quorum:

At all meetings of the Council, a majority of the Council (four (4) members, or five (5) members for budget items and appropriations) constitutes a quorum for the transaction of business, but a lesser number may adjourn from day to day or until the time of the next regular meeting and may compel the attendance of absent members in such a manner and under such penalties as the City Council shall prescribe.

2.03.160 Presiding Officer:

A. The presiding officer at all meetings of the Council is the Mayor, and in the absence of the Mayor, the Mayor pro tem will act in that capacity. If both the Mayor and Mayor pro tem are absent, the next ranking member by tenure shall act in that capacity.

The presiding officer shall:

1. Preserve order and decorum in the Council Chambers;
2. Observe and enforce all rules adopted by the Council;
3. Decide all questions on order, in accordance with these rules, subject to appeal by any Council member;

4. Recognize all questions on order, in accordance with these rules, Council members in the order in which they request the floor, giving every Council member who wishes an opportunity to speak. The presiding officer, as a Council member, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Council members; and
5. From time to time, appoint Council members to serve on ad hoc committees.

2.03.170 Council Discussion:

A. *Robert's Rules.* All Council discussion shall be governed by Robert's Rules of Order, Newly Revised. The City Attorney is the parliamentarian. Every Council member shall be provided with a copy of Robert's Rules of Order, Newly Revised, or a comparable publication when first joining the Council.

B. *Questions of Order.* The Mayor or presiding officer has the authority to rule on questions of order. If the Mayor rules a Council member's comments to be out of order (not germane, or otherwise), the Council member may explain why he or she believes the comments are not out of order. The Mayor/presiding officer will either rescind or confirm the ruling. If confirmed, the Council member shall not continue comment in the manner ruled out of order.

C. *Appeal.* If the Council member questioning order or any other Council member disagrees with the Mayor's/presiding officer's ruling, they can appeal the point of order. The question is then put to the Council to confirm or deny the Mayor's/presiding officer's ruling and whether the Council member shall continue comment.

2.03.180 Voting:

A. *Majority Vote.* All voting must take place at a public meeting with a quorum present either in person or remotely. Passage of most ordinances requires an affirmative vote of the majority of the Council (four (4) votes). A supermajority (five (5) affirmative votes) is required by several statutes related to emergencies and certain expenditures to name a few that can be found in RCW Title [35A](#), as well as RCW [84.55.0101](#) for excess property tax. Unless otherwise provided by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of

any Council member, a roll call vote shall be taken and recorded by the City Clerk. The order of the roll call vote shall be determined by the City Clerk.

B. *Tie Vote.* The passage of a motion, resolution, or ordinance is lost by a tie vote; provided, that the question may be brought forward again at the request of any member at the same meeting or at the next meeting when any members who were absent or disqualified at the time of the tie vote are present. The Mayor shall have a vote in the case of tie with respect to matters other than the passage of an ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.

C. *Votes on Questions.* Each member present shall vote on all questions put to the City Council except on matters on which he or she has been disqualified for a conflict of interest or under the Appearance of Fairness Doctrine. Such member shall disqualify himself or herself prior to any discussion of the matter. If abstaining, the Council member must state the reasons for abstaining, identifying one (1) or more of the following: (1) an excused absence from the prior Council meeting and/or (2) a conflict of interest and/or (3) an appearance of fairness issue. A Council member who abstains but fails to identify the absence, conflict of interest and/or appearance of fairness issue will be considered to have voted for the majority's position in respect to questions before the Council and have their vote so recorded. When disqualification of a member or members results, or would result, in the inability of the Council to act on a matter on which it is required by law to take action, any member who is absent or who is disqualified under the Appearance of Fairness Doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all recordings of the proceedings in which the member did not participate.

D. *Reconsideration.* Any action of the Council, including final action on applications for legislative changes in land use status, shall be subject to a motion to reconsider except for:

1. Any action previously reconsidered; or
2. Motions to adjourn or motions to suspend the rules; or
3. An affirmative vote to lay an item on, or take an item from, the table; or
4. A vote electing to office one who is present and does not decline.

Such motion for reconsideration can only be made by a member of the prevailing side on the original action and prior to the publication deadline. A motion to reconsider is debatable only if

the action to be reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular Council meeting for any action the Council deems advisable. Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter may not be discussed or acted upon unless and until the parties or their attorneys and the persons testifying have been given at least five (5) business days' advance notice of such discussion and/or action.

E. *Dissents and Protests.* Any Council member shall have the right to express dissent from or protest, orally or in writing, against any motion, ordinance or resolution of the Council and have the reason therefor entered or retained in the minutes.

F. *Mayoral Power of Veto.* The Mayor shall have the power to veto ordinances passed by the Council and submitted to her/him as provided in RCW 35A.12.130 but such veto may be overridden by the vote of a majority of all council members plus one more vote. RCW 35A.12.100.

2.03.190 Council Vacancy:

If a vacancy occurs on the City Council, the Council will follow the procedures outlined in RCW [35A.12.050](#). In order to fill the vacancy with the most qualified person available until an election is held, the Council will publish a notice of the vacancy, the procedure, and distribute the application form for applying. The Council will draw up an application which contains relevant information, including questions posed by the Council. The application forms will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Council member. A vacancy must be filled within ninety (90) days per RCW [42.12.070\(4\)](#). The vacancy term is until the next general election results are final and will be for the unexpired term.

2.03.200 Forms of Address:

The Mayor shall be addressed as "Mayor (surname)" or "Your Honor". Members of the Council shall be addressed as "Councilmember (surname)". Council shall endeavor to address staff in a formal manner, i.e. "Director (surname)" or "Mr./Mrs./Ms. (Surname)".

2.03.210 Appearance of Fairness Doctrine—Definition and Application:

The appearance of fairness doctrine is a rule of law that requires government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and in fact. The Appearance of Fairness Doctrine applies only to those actions of the Council which are quasi-judicial in nature. Quasi-judicial actions are defined as actions of the City Council which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested proceeding. Quasi-judicial actions do not include the legislative actions adopting, amending or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance. RCW 42.36.010.

Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember, a Councilmember's business associate, or a member of the Councilmember's immediate family. It could involve ex parte communications, ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, and the like. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If the answer is in the affirmative, no matter how remote, the Councilmember shall disclose such facts to the Mayor who will seek the opinion of the City Attorney as to whether a potential violation exists. The Mayor shall communicate such opinion to the Councilmember.

Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known, or reasonably should have been made known, prior to the issuance of the decision. Upon failure to do so, the Doctrine may not be relied upon to invalidate the decision. The party seeking to disqualify a Councilmember shall state

with specificity the basis for disqualification; for example, demonstrated bias or prejudice for or against a party to the proceedings, a monetary interest in the outcome of the proceedings, pre-judgment of the issue prior to hearing the facts on the record, or ex parte contact. Should such challenge be made prior to the hearing, the Mayor shall direct the City Attorney to interview the Councilmember and render an opinion as to the likelihood that an Appearance of Fairness violation would be sustained in Superior Court. Should such challenge be made in the course of a quasi-judicial hearing, the Mayor shall call a recess to permit the City Attorney to make such interview and render such opinion.

The Mayor or two or more Councilmembers shall have authority to request a Councilmember to excuse himself/herself on the basis of an Appearance of Fairness violation. In arriving at this decision, the Mayor or other Councilmembers shall give due regard to the opinion of the City Attorney. Notwithstanding the request of the Mayor or other Councilmembers the council member may participate in the proceeding.

Specific Statutory Provisions:

(a) Candidates for the City Council may express their opinions about pending or proposed quasi-judicial actions while campaigning as per RCW 42.36.040, except that sitting Councilmembers shall not express their opinions on any such matter which may come before the Council.

(b) A candidate for the City Council who complies with all provisions of applicable public disclosure and ethics laws shall not be limited under the Appearance of Fairness Doctrine from accepting campaign contributions to finance the campaign, including outstanding debts. RCW 42.36.050.

(c) During the pendency of any quasi-judicial proceedings, no Councilmember may engage in ex parte (outside the hearing) communication with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember:

- (1) places on the record the substance of such oral or written communications; and

(2) provided that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. This does not prohibit correspondence between a citizen and his/her elected official if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding. RCW 42.36.060

Article II. Interaction between City Council, Mayor and City Staff

2.03.400 Purpose of This Article:

The purpose of this article is to establish formal procedures for interaction between the City Council, Mayor and City staff.

2.03.410 Respect:

There will be mutual respect from both Mayor/City staff and Council members of their respective roles and responsibilities when, and if, expressing criticism in a public meeting. When feasible, questions should be asked of staff before the public meetings.

2.03.420 Roles:

The Mayor/City staff will acknowledge the Council as policymakers, and the Council members will acknowledge the Mayor/City staff as administering the Council's policies.

2.03.430 Requested Written Material:

Individual Council members represent the Council as a whole. Council members have a responsibility to bring controversial decisions back to the whole Council whenever possible. All written informational material requested by individual Council members shall be distributed by City staff, after approval of the Mayor, to all Council members with a notation indicating which Council member requested the information.

2.03.440 Personnel Selection:

Council members should not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits.

2.03.450 City Department Noninterference:

Council should not attempt to interfere with the operating rules and practices of any City department.

2.03.460 Mail Delivery:

Mail that is addressed to the Mayor and Council members should be date stamped, copied and circulated, including the envelope, by the assigned staff as soon as practical after it arrives. Mail will be placed in designated mail slots at City Hall for Council members to pick up at their convenience.

2.03.470 Confidential Mail:

Mail addressed to individual Council members marked personal and/or confidential will not be opened by City staff. The outside of the envelope will be date stamped and the unopened mail will be placed in the appropriate Council member's mail slot at City Hall.

2.03.480 Individual Council Member Directed Actions:

No Council member should direct the Mayor to initiate any action or prepare any report that is significant in nature or initiate any project or study without the consent of a majority of the Council.

2.03.490 Council Member Requests for Information:

Individual requests for information can be made directly to the department director, unless otherwise determined by the Mayor. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor.

2.03.500 Staff Assistance for Council Members:

Council members needing staff assistance should work through the Mayor.

Article III. Council Committees

2.03.600 Definition and Scope of Council Standing Committees:

The purpose of the standing committees is purely advisory to review certain items for a deeper discussion prior to presenting for decisions by the full Council. The Mayor will coordinate monthly meeting dates and times, and other staff needing to attend.

2.03.610 Committee Attendance:

Council committee members are to notify the Mayor's Office of planned absences at least twenty-four (24) hours in advance of a meeting.

2.03.620 Composition of the Council Committees:

Each Council committee shall consist of two (2) or three (3) members appointed by the Mayor with confirmation by the Council. Changes from elections or vacancies will be filled at the next regular meeting possible.

2.03.630 Council Committee Meeting Schedules:

The days and times of all committee meetings shall be determined by a consensus of Council and Mayor and may be amended as necessary or on a temporary basis by a consensus of the committee.

2.03.640 Ad Hoc Council Committees:

From time to time, the Council may appoint special Council or citizen committees to accomplish specific tasks of limited duration. Committee members shall be appointed by the Mayor and the Mayor with confirmation of the Council.

Article IV. Advisory Bodies

2.03.700 Purpose of This Article:

A. *Participation.* The City of Mattawa's commissions, boards, and committees provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and

Council members in the decision-making process. Effective citizen participation is an invaluable tool for local government. The City Council may assign duties to advisory bodies that are consistent with their oversight.

B. *Purpose.* The City of Mattawa advisory bodies may be acting on a delegation of regulatory duties, to collect the viewpoints of citizens and stakeholders, and to send their advice of such to the City Council.

C. Persons of wide-ranging interests who want to participate in public service but not compete for public office can be involved in governmental commissions, boards, and committees.

D. *Rules.* The adoption of uniform rules of procedure is necessary to assure maximum productivity and fairness. The following governs the City's advisory groups; some of these advisory groups may have more specific guidelines set forth by ordinance or resolution, or at times by state law.

2.03.710 Citizen Advisory Boards and Commissions Created:

A. *Definitions.* For purposes of this article, the following terms have the meanings set forth below:

1. "Ad hoc committee" means a body appointed by the Council to help competing interests come up with a solution that benefits the entire community, provide a forum for voicing concerns, increase community input, discuss alternative solutions and build public consensus over controversial issues before the City Council makes a decision. An ad hoc committee will cease to exist upon completion of its charge as given by the Council.
 2. "Board" means a body established by state statute or city ordinance to study and recommend action to the City Council. Boards are advisory to Council and the work program is delegated by resolution to the board.
 3. "Commission" means a body established by state statute to act in a quasi-judicial capacity. With the exception of the Civil Service Commission, some actions of Commissioners are appealed directly to City Council or Hearing Examiner.
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B. There are established and created the following advisory boards and commissions of the City:

1. Government Road Advisory Committee – MMC Chapter 2.10;
2. Tree Advisory Board—MMC Chapter 2.06;
3. Planning Agency – MMC Chapter 2.03;
4. Civil Service Commission for Police– Chapter 41.12 RCW, and MMC Chapter 2.40;

2.03.720 Authority and Intent – Governing Law:

The City Council of the City of Mattawa is specifically empowered by state law, City code, and ordinance to fill by appointment all boards and commissions established by such state law, code or ordinance, or such other advisory boards or commissions as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the City Council to establish a consistent policy in its decision-making role to fairly select citizens of the community to serve effectively on boards or commissions. To this end, this article has been created, and it shall remain in effect until such time as the City Council desire to amend or modify it in part or revoke it in whole.

The intent of this chapter is to provide a single source for all citizen advisory boards and commissions of the City of Mattawa, by addressing those requirements that should be considered for all advisory boards and commissions and creating a template from which to base the creation of all future citizen advisory boards and commissions.

The Revised Code of Washington (RCW) provides for specific requirements with respect to certain municipal boards and commissions, great lengths have been taken to ensure that this chapter complies with the RCW; however, where a conflict exists between this chapter and the RCW, the RCW prevails.

2.03.730 Nondiscrimination – Compensation:

No person shall be ineligible as a member of a citizen advisory board or commission by reason of race, color, religion, creed, sex, age, marital status, national origin, physical disability, political affiliation, veteran status, or any other class of individuals protected from discrimination under state or federal law.

All members of citizen advisory boards and commissions shall serve without compensation; provided, however, that reimbursement of actual training expenses may be authorized by the City Council.

2.03.740 Appointments and Confirmation Process:

Upon notice of a citizen advisory board or commission vacancy, the Council will direct the Mayor, or designee, to publish notice of the vacancy on the City's website for the full or unexpired portion of the term. A minimum of ten (10) days shall be provided to citizens to complete the application form provided for the open position.

Unless otherwise provided, the Mayor shall appoint all members of boards and commissions in this chapter; provided, that those appointments shall be recommended by staff of the Advisory Board and be subject to confirmation by a majority vote of the City Council.

2.03.750 Reappointments:

A. *Notification and Evaluation.* Incumbents who wish to be reappointed shall notify the City Clerk's office within ninety (90) days prior to the expiration of their term. There is no vested right to reappointment for any position. An incumbent seeking reappointment will be evaluated by the appropriate chair and City staff. The evaluation and their recommendation shall be given to the Mayor. The evaluation of the candidate shall be based on the following performance criteria:

1. Regularity of attendance;
 2. Understanding of committee or commission function;
-

3. Effectiveness;
4. Demonstrated contribution during past term of office on issues, programs, City policies, and signed board responsibilities for the advisory board, committee, or commission; and
5. Term limits as defined by statute, ordinance, or resolution creating the advisory board, committee, or commission.

2.03.760 Vacancy or Removal:

A position will be automatically vacant when a member of a citizen advisory board or commission has:

- A. An unexcused absence from any three (3) consecutive meetings as described in Section [2.03.780](#);
- B. Submitted written resignation to the City Clerk;
- C. Mortally passed; or
- D. Been removed by recommendation of the Mayor with confirmation from the Council.

2.03.770 Chair and Vice Chair:

- A. Unless otherwise provided, each advisory board or commission shall elect a chair and vice chair from their numbers whose terms shall run for one (1) year, from the first meeting of the year until a new chair and vice chair are appointed in the subsequent year. The chair shall act as the presiding officer over the meeting and coordinate with staff in respect to attendance of members, vacancies and other items of concern.
 - B. The chair may move, second, and debate from the chair, subject only to such limitations of debate as are imposed on all members, and shall not be deprived of any of the rights and privileges of a member of the board or commission by reason of their acting as the presiding officer.
-

C. For the purposes of this chapter, any duties or responsibilities designated to the chair shall transfer to the vice chair in their absence. In the event that both the chair and vice chair are absent from a meeting, the members of any citizen advisory board or commission may elect a chair pro tem from their numbers who shall be empowered to carry out said duties and responsibilities for that meeting.

2.03.780 Meetings, Reports, and Attendance:

All meetings of citizen advisory boards and commissions shall be properly noticed and open to the public in accordance with the Washington State Open Public Meetings Act (Chapter [42.30](#) RCW). All actions taken by a citizen advisory board or commission, including minutes of all meetings, shall be filed with the City's Public Records Officer and are subject to review by the public in accordance with the Washington State Public Records Act (Chapter [42.56](#) RCW).

Unless otherwise provided, all citizen advisory boards and commissions shall meet at least once per calendar quarter or at any time that the chair, majority of members thereof, or the City Council shall decide; provided, that any such meeting shall be properly noticed in accordance with other provisions in this chapter.

All citizen advisory boards and commissions shall provide a report to the City Council at least once per calendar year.

Roll call will be taken at the start of all citizen advisory boards and commissions meetings. Members shall notify the chair prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the chair, the member shall contact the assigned staff department director or secretary, who shall convey the message to the chair. Following the roll call, the chair shall announce if a reason was received for a member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. The motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the secretary will make the appropriate notation in the minutes. Any absence that is not excused by motion and passed shall be deemed unexcused and no further action is required at that meeting. The secretary of the citizen advisory board or commission will report all unexcused absences to the City Clerk.

2.03.790 Quorum:

A majority of a citizen advisory board or commission shall constitute a quorum for the transaction of business. Any action taken by the majority of those present at any regular or special meeting is deemed and taken as the action of the advisory board or commission.

2.03.800 Council Concerns About Recommendations:

Council member concern(s) of a recommended appointment from the advisory board or commission staff should be addressed with the Mayor in advance of the meeting.

2.03.810 Removal of Members:

Members may be removed from any advisory committee prior to the expiration of their term of office by a minimum of four (4) affirmative votes of the City Council based on reported violations to the Rules of Conduct for Board and Commission Members.

2.03.820 Committee Operations and Records:

- A. The City Clerk will forward applications to Human Resources to establish the volunteer personnel file.
 - B. The City Council expects new members will be oriented to the roles and responsibilities of their appointment by the staff of the associated department.
 - C. Staff of the associated department will track training of its members in accordance to the Open Public Meetings Act. Certificates of completion will be forwarded to Human Resources
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2.03.830 Lobbying Efforts Consistent with City Policy:

Lobbying efforts by any advisory bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the Mayor's office. In the event a position is taken that differs from that of the City's policy, an advisory body acting as an official body of the City of Mattawa cannot represent that position before another body, i.e., the State Legislature or the Grant County Commissioners. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that he or she is not speaking as a representative of the City of Mattawa, or as a member of his or her commission, committee or task force.

Article V. General Provisions

2.03.900 Conflicts:

In the event that any provision of this chapter conflicts with any other provision of the Mattawa Municipal Code or any other ordinance or resolution of the City, the provisions of this chapter shall control.

2.03.910 Violations:

The provisions of this chapter have been codified for the sole purpose of providing transparency as to the manner in which the City Council will conduct its business and for no other purpose. The provisions of this chapter are enforceable by the City Council only and are not enforceable by any other person. No third party is entitled to be a beneficiary of these rules and procedures. Violations of this chapter are not considered criminal or civil infractions and are subject only to such sanctions as the City Council may impose in its discretion under applicable law.

2.03.920 Waiver of Rules:

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of business. The rules of procedure do not grant to the public or third parties any rights or privileges other than those provided by RCW. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents or employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by majority vote, determine to temporarily waive any of the provisions herein.

2.03.930 Amendment of Rules:

These rules may be amended, or new rules adopted, by a majority vote of the Council at a regularly scheduled meeting.

APPENDIX A – ETHICS HANDBOOK

City of Mattawa Ethics Policy and Integrity Statement

Public trust is the cornerstone of a healthy city government. City Elected Officials are in a unique position to influence the public's confidence and trust since they are the visible representatives of the City. Elected officials must be committed to a philosophy of ethical behavior and integrity. To this end, this Ethics Handbook has been adopted to serve as a guide in assessing behaviors and decisions that may compromise the City's and the public's standards of behavior.

Note: This Handbook is intended to supplement relevant state law regarding ethics including but not limited to RCW 42.20 Public Officers and Agencies and RCW 35A.12 Mayor-Council Plan of Government. The remedies for violations as described in this Handbook do not supersede criminal or civil penalties that may be assessed pursuant to RCW 42.20.

GENERAL CHARACTER AND STANDARDS OF PERFORMANCE

The preservation of public trust is critical for the preservation of democracy. At the core of ethical behavior are some basic standards that public officials should use to reach a level of conduct that strives to be beyond reproach. Some of the items that define the general character of high ethical behavior include the following:

Honesty and Integrity – The public trust in the City Council and Mayor can be a reality only when public officials are truthful.

Impartiality and Respect – All issues and all citizens shall be handled with fairness, impartiality, and respect. This includes dividing time reasonably among potential speakers on an issue at a public hearing and being accessible, open, and direct to other members of the Council, Mayor, and City staff. The public is entitled to communicate with their public servants and to understand the position of the Council on public issues.

Fair and Equitable Treatment – As public servants, duties must be performed in a fair and equitable manner. This means that elected officials shall not exceed their legal authority to assist private entities or individuals where this would result in preferential treatment, not permitting oneself to be placed under any kind of personal obligation that could lead to expectations of favors, and not treating anyone less favorably because race, color, creed, religion, gender, sexual orientation, gender identity, national origin, age, marital status, political affiliation, mental, sensory or physical disability.

Effort – Elected officials have an obligation to attend meetings and to be prepared. It is expected that officials will review materials, participate in discussions, and make informed decisions on the merits of an issue.

Accountability – Elected officials understand that they shall accept responsibility for their actions, and are accountable and responsible for their own personal code of ethics. In addition, Councilmembers shall set aside politics, partisanship, and personalities and hold each other accountable to ensure adherence to this Handbook by the Council as a whole.

CONFLICT OF INTERESTS

A conflict of interest occurs when an elected official is no longer able to remain impartial or objective between the interest of the City of Mattawa and the interest of oneself. The citizens have a right to expect independence and fairness and expect an elected official to act for their benefit and not favor a few individuals. A situation can sometimes make it appear that a conflict of interest exists but does not meet the technical definition. The appearance of a conflict may be just as damaging to the City's reputation as an actual conflict. All individuals are encouraged to avoid situations that create even the appearance of a conflict of interest. The overall public's interest must be the primary concern.

- If an elected official is in a position to vote on an issue that involves a conflict of interest, he or she should abstain and remove him or herself from participating in the discussion pertaining to the item and not vote or attempt to influence the vote.

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- An elected official shall not discuss and/or vote on an issue that he or she stands to gain from financially, or one for which either the elected official or an immediate family member has an ownership interest.

 - An elected official shall not solicit or accept any compensation which might influence the manner in which his or her official duties are performed.

 - If the issue creates an appearance of a conflict or impropriety, the individual should, at a minimum, disclose the nature of the concern to the other members of the body prior to the vote. Failure to do so jeopardizes the public perception of the outcome of the vote.

 - An elected official shall not represent his or her personal opinion as that of the City.

 - An elected official shall not solicit, negotiate, renegotiate, or approve, directly or indirectly, any contract or agreement representing the interest of the City unless specifically authorized to do so.

GIFTS

Since gifts always have the potential to influence decisions and create perceptions of impropriety, the standard and general practice is to refuse gifts and to not use one's position to influence, request, or accept a gratuity or gift that is tied in any way to specific Council action. Gifts include, but are not limited to, monetary compensation, gift cards, meals, travel, entertainment tickets, sporting events, concerts, theaters, offers of employment or employment incentives or bonuses, and other tangibles or contributions that have a personal value.

Items that may be considered permissible include:

-
- Food and refreshments of insignificant value on an infrequent occasion within the course of a meeting, conference, or other occasion where the elected official is representing the city's interest.

 - Nominal gifts from other city officials or employees on appropriate occasions (birthdays, weddings, etc.).
 - Nominal gifts while visiting other places, or hosting official city visitors when it would be a breach of protocol to refuse the gift.

 - Gifts to commemorate a public event in which the elected official participated, such as a ground-breaking ceremony.

 - Winning or receiving a promotional gift from a business, where the opportunity to win/receive the gift is open to the community in general.

 - Reasonable expenditures for travel, food, and lodging that are made in return for participation in a panel or speaking engagement, assuming however that the sponsoring organization does not do business with the City.

 - Honoraria including payment for making a presentation or authoring an article providing that the speech or article is not related to an individual's official duties with the City of Mattawa.
 - Occasional and infrequent minor (less than \$50 in value) items such as meals or tickets to public events.

MANAGEMENT OF CONFIDENTIAL INFORMATION

The City of Mattawa is committed to maintaining an open and accessible government intended to engender trust and confidence from the public. Equally important to garnering public confidence, is protecting confidential information. Elected officials often

have access to important confidential information regarding the property, operations, policies, or affairs of the city. The disclosure of inside information may benefit the few at the expense of the city and may contribute to the deterioration of public confidence.

Specifically elected officials shall not:

- Willfully or knowingly disclose any confidential, privileged, or protected information, whether or not the item was discussed and disclosed in Executive Session, unless authorized or required by law to do so.
- Use any confidential, privileged, or protected information to advance the financial or other private interest of himself or herself or others.
- Accept employment or engage in any business or professional activity which will require the disclosure of confidential, privileged, or protected information, or which could influence the manner in which his or her professional duties are performed.
- Disclose any confidential information, without formal authorization, concerning any city official or employee, or any other person, or any property or governmental affairs of the city.
- Suppress or refuse to provide city reports or other information which is publicly available and constitutes a public record. How information is collected and used involves ethics and directly impacts the standards of performance and behavior that the City of Mattawa wishes to achieve. Elected officials who trade information that rightfully is considered confidential, privileged, or protected are ultimately liable if these standards are not upheld.

POLITICAL ACTIVITY

Political engagement is necessary for the health of city government and is encouraged for all citizens. To ensure this, elected officials shall not use their political position to advance

private interests and shall not use their influence, power, or position to reward or give favors for partisan participation on any campaign or cause.

Specific prohibited behavior includes, but is not limited, to the following:

- Elected officials shall not engage in political campaigning at city meetings or within city buildings, however this does not prohibit a candidate from participating in a public forum or debate, nor does it prohibit an elected official from having a political bumper sticker or magnet on his/her personal vehicle that may be parked at a city building.
- Using public resources for political campaigning such as circulating petitions during a city meeting or soliciting city employees to support their specific cause.
- Making campaign speeches at Council meetings or touting their, or another's, candidacy, or urging residents to vote for them or another, through words, buttons, signs, or other means during a duly noticed public meeting.

UNDUE INFLUENCE

As leaders within city government, elected officials need to set the standard through their words and actions by demonstrating the qualities needed to ensure that the City of Mattawa's workplace culture supports personal responsibility, professionalism, collaboration, honesty, fairness, respect, and accountability. Undue influence involves one person taking advantage of a position of power over another person. Elected officials are expected to engage in the highest level of professional behavior when dealing with City employees or others who are supported by the city.

No elected official shall knowingly, or with reason to know:

- Use or attempt to use the official position to secure for oneself or others
-

unwarranted privileges or exemptions which are not available to similarly situated individuals.

- Act in a manner which would cause a reasonable person to conclude that the official can improperly influence or unduly enjoy favor through the performance of his or her official duties.
 - Place pressure on other elected officials and employees that would cause them to deviate from preferred and acceptable public processes or to deviate from accepted ethical behavior.
 - Use the prestige of the office for his or her or another's personal gain or preferential treatment.
 - Use the public office for private gain, provide preferential treatment, impede government efficiency or economy, make government decisions outside of official channels or adversely affect the confidence of the public in the integrity of the local government.
 - An elected official shall not make any policy statements which promise to authorize or to prevent any future action, agreement, or contract when, in fact, the official has no authority to do so.
 - An elected official shall not act on behalf of the city when making contracts when, in fact, he or she has no authority to do so.
 - An elected official shall not take any action or create the appearance of making or influencing a government decision outside of official channels.
 - An elected official shall not interfere with the ordinary course of law enforcement within the city and shall not suggest or request special favors or consideration or disposition of any law enforcement person in the city concerning any law
-

enforcement matter including, but not limited to parking tickets, traffic tickets, or the enforcement of city codes.

- An elected official shall not seek confidential or privileged information (including personnel information) from any staff member without going through the City Attorney or the Mayor.

- An elected official shall not interfere in the judicial process by involvement in a matter before the court if the elected official is not personally named in the legal action.

- An elected official shall not investigate or cause an investigation or inquiry to be completed for legal actions pending against any citizen or city staff unless the elected official is directly involved in the matter

- An elected official should not knowingly mislead other elected officials or staff into making a decision or taking action based on false, inaccurate, or misleading information.

- An elected official should not try to effectuate a result based on false, inaccurate or misleading information.

- An elected official shall not engage in any unwelcome or harassing conduct that may affect a staff member's tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

- An elected official shall not put staff in a position to make unethical decisions or take action outside of their regular job duties.

USE OF PUBLIC PROPERTY, FACILITIES, RESOURCES, AND EXPENSES

It is imperative that the City of Mattawa remains fiscally responsible by properly managing resources. Elected officials should not, directly or indirectly, use or allow the use of city property for anything other than official activities. Specifically this includes, but is not limited to, the following:

- Expense Reports and Travel – When traveling on city business, elected officials shall conduct themselves professionally as representative of the City of Mattawa. Officials are entitled to be reimbursed for actual and necessary expenses during travel.
- Equipment and Facilities – Elected officials shall not use city equipment or city facilities for private purposes, except to the extent that they are available to the public.
- Voice and Electronic Mail – Electronic and voice mail are to be used only for official business and are to be used in a respectful and professional manner. Electronic mail may be considered a public record and may be subject to disclosure.
- Use of Staff – Elected officials need to be sensitive to the role of the Mayor and Administrator and shall work through them regarding use of city staff. Councilmembers may ask staff members about the status of a matter and may ask for information, but Councilmembers shall not expressly or implicitly give orders or direction to staff, except through their participation on the City Council. They shall not try to privately influence the decisions or recommendations of staff members, but they may share information with staff. Council shall not intervene directly with staff on behalf of a particular constituent or organization but shall participate with the Council in discussing and deciding policy matters for staff to carry out.

COMPLAINT PROCESS

Complaints regarding ethics are intended to be an internal Council process and are not intended to supplant other legal means of redress. Actions taken to address ethics complaints shall only be initiated by other city elected officials and shall not be commenced by other parties or on the behalf of other parties by an elected city official.

Any elected official who believes that a violation exists as prohibited in this Handbook may make a complaint which shall be a written formal signed complaint to the Mayor, who shall cause same to be referred to the City Attorney for review and recommendation. By mutual agreement of the Mayor and City Attorney, the complaint may be directly referred to an outside third party if appropriate. Reasons for directly referring a complaint to an outside third party may include but are not limited to: A conflict of interest between the City Attorney and either the complainant or the subject of the complaint, or the possibility of the City Attorney, Mayor, or City Employee being a potential witness during the investigation of the complaint. Such review may include the ability of the accused to meet with the City Attorney or outside third party to rebut such charges. The City Attorney's or outside third party's review and recommendation shall be forwarded to the Mayor, with a copy to the complainant.

The complainant must specify the section of the Ethics Handbook that he or she is alleging has been violated. If no provision is specified, the complaint will not be investigated or referred to the Council and will be summarily dismissed upon agreement by the City Attorney and Mayor.

If the review by the City Attorney or outside third party shows that there was a violation of the Ethics Handbook, the matter shall be referred to a three-Councilperson Ethics Ad-Hoc Committee who shall review the City Attorney's or outside third party's report and forward a recommendation to the full Council. Any materials from the investigation will not be made public by the City until action is taken.

The matter shall then be scheduled for the next available Council Meeting, or as soon thereafter as possible, at which time, final action shall be determined. In accordance with State law, the review and discussion of such complaint shall be held in Executive Session, unless the subject of the complaint requests a public meeting or public hearing per RCW 42.30.110(f). Any final action shall be made in open session of the City Council. Neither the complainant nor the subject of the complaint will be allowed to participate in the Executive Session, or any subsequent action taken during open session, unless Councilmembers request their presence in the Executive Session. In this instance, the complainant and the subject of the complaint shall individually be given the opportunity to

address the Council; however, in all instances, Council shall reserve the right to limit participation by the complainant and/or the subject of the complaint. Furthermore, the complainant and/or the subject of the complaint may decline any participation regardless of a request by Council. This section shall in no way supersede the right of an elected official who is the subject of a complaint to request that the complaint be discussed by Council in a public meeting or public hearing, in accordance with RCW 42.30.110(f).

The membership on the Ad-Hoc Ethics Committee shall be determined by the Council in public session on a case-by-case basis and shall not include the accuser or others who are listed on the complaint as witnesses. Should it not be possible for three qualifying Councilmembers to serve on the Ad-Hoc Ethics Committee, the report by the City Attorney or outside third party shall be forwarded directly to the Council for final action.

REMEDIES FOR VIOLATIONS

The integrity of individual councilmembers and the Mayor reflects, both positively and negatively, on the overall public perception of the ethical behavior of the entire Council. The behavior of an elected official colors the public confidence and therefore the City Council and Mayor have a vested interest in promoting ethical behavior and adherence to established levels of professional public interaction.

To promote these goals and to provide a progressive discipline atmosphere wherein the Council is in a position to affect the behavior of its members and the Mayor, the following remedies for violations of this Ethics Handbook are hereby adopted. It should be noted that, depending on the severity of the ethical lapse, the Council has the authority to choose the appropriate level(s) of discipline without strictly adhering to the progressive steps outlined below, and/or to combine two or more steps, or to skip a step, as the initial remedy for the violation. Council has full discretion to determine the method, sequence, and level of discipline so long as it is consistent with the policies herein.

Step One – Should it be determined by majority vote of the Council that an elected official violated one or more sections of this Ethics Handbook, a public Declaration of Admonishment shall be read and entered into the record of a public Council meeting.

Step Two – Should it be determined , by majority vote of the Council that there have been additional violations of the Ethics Handbook subsequent to the issuance of the Declaration of Admonishment, or if the ethical lapse is determined to be of such magnitude, the Council shall issue, via a formal Resolution, a Public Censure.

Step Three – Should there be a subsequent violation of the Ethics Handbook either following the issuance of either a Declaration of Admonishment and/or the passage of a formal Resolution of Public Censure, or if the violation is deemed to be of such severity, the Council shall, by a majority plus one vote, remove the offending elected official from his or her intergovernmental and liaison assignments and publish notice of such action in the newspaper of record. The Council shall also determine the duration of such removal.

Step Four - Should there be a subsequent violation of the Ethics Handbook either following the issuance of either a Declaration of Admonishment, the passage of a formal Resolution of Public Censure, or the removal of the offending elected official from his or her intergovernmental and liaison assignments, or if the violation is deemed to be of such severity, the Council shall, by a majority plus one vote, remove the offending Councilmember from all Council Committee assignments and publish notice of such action in the newspaper of record. The Council shall also determine the duration of such removal.

Note: The invocation of one of these remedies shall not preclude the application of other or all of the remedies as listed in this section. These remedies shall not be exhaustive in that certain ethical issues might be subject to prosecution or other legal action pursuant to Washington State law. In these instances, the matter may be referred to the County Prosecuting Attorney for review and further legal action.

Ethics Complaint Form

Please type or print legibly and attach additional pages as necessary

Complainant Information

Name of Elected Official: _____

Official Title: _____

Address: _____

Respondent Information

Name of Respondent: _____

Official Title: _____

Address: _____

Allegation(s) _____

_____ Complaints that
allege that an Elected Official engaged in some form of misconduct that is not within the
City Attorney's authority to resolve will be forwarded to the appropriate agency for review
and possible enforcement.

Section(s) of Ethics Handbook Violated

Complaints must specify the section of the Ethics Handbook that is alleged to have been violated. If no provision is specified, the complaint will not be investigated or referred to the Council and will be summarily dismissed upon agreement by the City Attorney and Mayor.

Description of Facts

Provide a specific description of the facts constituting the violation(s), including relevant dates. Attached additional sheets as necessary.

Witnesses

Provide the following information about person(s) you believe may have information that would assist in the evaluation of this complaint.

Name of Witness: _____

Address: _____ Information you believe this person can provide to support the allegations stated in this complaint:

Name of Witness: _____

Address: _____ Information you believe this person can provide to support the allegations stated in this complaint:

Name of Witness: _____

Address: _____ Information you believe this person can provide to support the allegations stated in this complaint:

Documentation

Attached copies of any documentation in your possession that relate to the allegations stated in this complaint. In addition, indicate below whether there are other records, not in your possession, that you believe may assist the City in its evaluation of this complaint.

Additional Information

Provide any additional information that you believe may assist the City in evaluating this complaint. _____

Related Complaints

Are there any current or open complaints related to this complaint?

Have you made the same or similar allegations to another agency or court?

If yes, identify the agency or court below and attached a copy of any complaint or other written description of the allegations submitted to that agency or court.

Verification

I certify under the penalty of perjury under the laws of the State of Washington that the above statements are true and correct to the best of my knowledge

Executed:

At:

(Date)

(City and State)

By: _____
name) (Signature)

(Typed or printed name)

**CITY OF MATTAWA
STAFF REPORT**

To: City Council
 From: Mayor Celaya & Staff
 Date: October 19, 2023
 Proceeding Type: New Business
 Subject: John Deere 310 Backhoe Repair

Legislative History:

- | | |
|------------------------|------------------|
| • First Presentation: | October 19, 2023 |
| • Second Presentation: | |
| • Requested Action: | Motion Needed |

Staff Report Summary

The subject in front of City Council is to authorize the repair of the John Deere 310 Backhoe.

Background

The City purchased the John Deere Backhoe 310SE in 1999 for approximately \$60,000. It is about 24 years old. The backhoe is utilized in day-to-day operations in water and sewer utilities. It is used to install water and sewer connections. It is used for park and street maintenance projects and events. During the winter it is used for snow removal.

The bucket linkage cylinder and boom extension is not working. The cylinder and boom extension have been evaluated, and repairs are needed. If the backhoe is not repaired a backhoe rental may be needed and borrowing a backhoe can carry liability.

The timeframe for repair is listed below:

- Once parts are ordered: 2- 3 weeks out
- Scheduling for on-site repair: 2- 3 weeks out
 - Total: 4- 6 weeks out

Fiscal and Policy Implications

Fiscal implications consist of the cost of repairs estimated at \$6,500 for parts and labor. No policy Implications are anticipated.

FUND	BARS	LINE ITEM	AMOUNT BUDGETED	CURRENT EXPENDITURE	REMAINING AMOUNT	
401 Water Operating Fund	534.10.48.02	Vehicle Repair & Maintenance	\$6,000	\$2,334	\$3,666	61%
405 Sewer Operating Fund	535.10.48.03	Vehicle Repair & Maintenance	\$5,500	\$2,591	\$2,909	53%
001 Park Facilities	576.80.48.01	Vehicle Repair & Maintenance	\$1,500	\$851	\$649	43%
TOTAL					\$7,224	

Options

1. Authorize the repair of the John Deere 310 Backhoe .
2. Do not authorize the repair of the John Deere 310 Backhoe.
3. Table for next meeting.

Staff Recommendation

- Authorize the repair of the John Deere 310 Backhoe by PAPE Machinery.

Attachments

A.	PAPE MACHINCERY Estimate
B.	Backhoe Pictures

The following documents are attached and subject for reviewal:

Review by:	Type of Document	Title of Document	Date Reviewed	Comment:
Engineering	▪ N/A			
Legal	▪ PDF	Staff Report		
Financial	▪ Staff Report	Staff Report	10/19/23	
Comment:				

10/17/23
13:32:35
PAGE 01

PAPE MACHINERY

ESTIMATE #- 359387
BRANCH- 08
DIVISN- 01

** ESTIMATE **

700734 CITY OF MATTAWA
PO BOX 965
MATTAWA WA 99349
509-932-4037

MK/MODEL:
SERIAL #:
EQUIP #:

SPG: /

SEG- 1

Qty	Part Number/Description	Wt	O/H	Sell	Ext/Cst
1	AHC19446 HYDRAULIC CYLIN	183.836		2,959.90	2,959.90
2	T77932 O-RING @		26	1.73	3.46
1	38H5166 ELBOW FITTING	.769		44.24	44.24
1	51M7047 O-RING	.003	5	3.85	3.85
1	38H5018 ELBOW FITTI@	.559		40.50	40.50
1	51M7045 O-RING	.003	16	2.43	2.43
1	AHC19979 HYDRAULIC CYLIN	.290	6	82.15	82.15
1	AHC16683 HYDRAULIC C@	.299	4	108.62	108.62
	PART AHC16683 HAS REPLACED AH149814				
PARTS		LABOR		MISC	
3,245.15		.00		.00	3,245.15
				STATE/LOCAL TAX	272.58
				GRAND TOTAL-->	3,517.73



5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023

Page: 1

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
311 10 00 00 Real & Personal Property Tax	146,439.97	142,913.47	146,810.41	102,427.01	142,900.00	142,900.00	
311 11 00 00 Lieu Of Taxes - Housing Auth. (Yearly)	2,077.28	2,077.28	2,077.28	0.00	2,077.00	2,077.00	
311 11 00 01 Lieu Of Taxes - WGL (Annual)	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	
313 11 00 00 State & Local Sales Tax	244,866.19	304,270.52	343,385.76	259,342.20	315,000.00	330,000.00	
313 15 00 00 Public Safety Tax	154,437.41	254,378.35	0.00	0.00	0.00	0.00	
316 40 04 01 Utility Tax - Water	91,867.30	109,213.93	106,687.13	78,567.90	118,075.00	133,656.00	
316 40 04 05 Utility Tax - Sewer	97,446.31	98,973.00	119,521.32	89,817.38	121,000.00	156,275.00	
316 40 04 20 Utility Tax - Garbage	55,080.20	67,795.43	71,237.76	47,115.72	65,000.00	73,203.00	
316 46 00 00 Utility Tax On Cable	105.84	361.11	151.98	24.48	250.00	50.00	
316 47 00 00 Utility Tax On Telephone	14,064.21	14,484.52	23,402.32	20,135.36	18,000.00	19,000.00	
316 48 00 00 Utility Tax On Electricity	78,744.39	81,170.64	84,769.97	80,318.27	90,000.00	90,000.00	
316 49 04 01 Utility Tax - Fire Hydrants	8,064.64	8,064.64	8,064.64	4,032.32	8,064.00	8,064.00	
317 20 00 00 Local Leasehold Excise	6,446.81	11,209.72	10,854.20	7,760.74	9,000.00	9,000.00	
310 Taxes	908,640.55	1,103,912.61	925,962.77	698,541.38	898,366.00	973,225.00	
321 99 00 00 Business Licenses & Permits	10,735.00	13,874.18	11,732.83	10,435.67	9,000.00	15,000.00	
321 99 00 01 Rental Licenses	2,550.00	8,717.00	2,930.00	5,193.00	2,800.00	5,000.00	
322 10 00 00 Building Permits	73,458.59	99,492.91	19,821.54	19,084.06	15,000.00	13,000.00	
322 30 00 00 Animal Licenses (ord. 514)	860.00	765.00	1,015.00	1,900.00	900.00	1,500.00	
322 30 01 00 Chicken License	0.00	30.00	0.00	15.00	90.00	90.00	
322 90 00 00 Fireworks Permits	0.00	0.00	0.00	100.00	0.00	0.00	
322 90 00 01 Fence Permits	45.00	135.00	135.00	90.00	100.00	100.00	
322 90 00 02 Yard Sales	0.00	0.00	64.00	164.00	0.00	100.00	
320 Licenses & Permits	87,648.59	123,014.09	35,698.37	36,981.73	27,890.00	34,790.00	
333 19 00 01 NCHIP Grant (Livescan)	0.00	25,293.23	0.00	0.00	0.00	0.00	
334 04 20 00 State Grant From Department Of Commerce- HAPI	0.00	0.00	28,190.00	46,770.00	0.00	0.00	
334 06 90 00 WASPC - Training Funding Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	
335 00 91 00 Pud Privilege Tax (Yearly)	0.00	9,737.73	10,201.33	10,942.38	10,000.00	10,000.00	
335 04 01 00 Law Enforc. & Criminal Justice Leg. One Time Cost	0.00	19,766.00	0.00	0.00	0.00	0.00	
336 00 98 00 City Assistance Essb 6050 (Q)	109,309.32	163,124.73	130,664.72	78,143.54	111,185.00	111,185.00	
336 06 21 00 Criminal Justice - Population (Q)	1,541.31	1,489.14	1,147.91	948.40	1,500.00	1,500.00	
336 06 26 00 Crim Justice Special Programs (Q)	5,516.23	5,303.48	4,070.13	3,349.90	5,000.00	5,000.00	
336 06 42 00 Marijuana Excise Tax	5,630.23	6,513.03	5,409.27	4,154.79	4,500.00	4,500.00	
336 06 51 00 Dui Cities (Q)	715.10	740.64	382.50	126.67	700.00	300.00	
336 06 94 00 Liquor Excise Tax (Q)	31,011.11	31,543.97	23,614.58	18,955.75	25,000.00	25,000.00	
336 06 95 00 Liquor Board Profits (Q)	39,492.67	39,148.72	25,904.03	20,274.78	30,000.00	30,000.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023

Page: 2

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
337 05 21 00 Police Academy Reimbursement From WCJTC	0.00	13,097.58	18,458.88	11,549.96	0.00	0.00	
330 Intergovernmental Revenues	193,215.97	315,758.25	248,043.35	205,216.17	187,885.00	187,485.00	
341 43 00 00 PUD Paystation Revenue	22,500.00	37,500.00	37,500.00	15,000.00	30,000.00	30,000.00	
341 43 01 00 Credit Card Fees Collected	3,703.40	444.04	0.00	0.00	0.00	0.00	
341 81 00 00 Copies/notary/fax	390.80	927.85	1,571.97	2,050.40	1,000.00	1,000.00	
341 81 00 01 Police Copies/reports	715.00	601.00	1,011.60	800.00	500.00	500.00	
341 82 00 00 Engineering Services Reimbursement	0.00	2,845.20	3,800.69	3,305.62	0.00	2,000.00	
342 10 00 01 School Resource Officer (SRO Wahluke School)	150,000.00	56,250.00	85,998.14	54,400.33	80,000.00	75,000.00	
342 40 00 00 Rental/Fire Inspection Fee	8,490.00	14,810.00	8,800.00	17,400.00	7,000.00	16,000.00	
345 23 00 00 Animal Non-court Fines/impond	586.00	864.00	423.00	1,080.00	600.00	600.00	
345 89 00 00 Planning And Development	603.00	4,300.00	32,714.80	33,234.18	10,000.00	15,000.00	
347 20 00 00 Library Service Contract (Semi Annual)	5,355.00	5,737.50	5,737.50	2,868.75	5,355.00	5,355.00	
347 40 00 00 Event Admissions-Booth Registrations	0.00	0.00	1,000.00	562.00	900.00	900.00	
340 Charges For Goods & Services	192,343.20	124,279.59	178,557.70	130,701.28	135,355.00	146,355.00	
352 90 00 00 Civil Fines -- Police Tickets	1,929.58	407.57	0.00	0.00	0.00	0.00	
352 90 00 01 Civil Fines-- Other	954.04	0.00	0.00	0.00	0.00	0.00	
350 Fines & Penalties	2,883.62	407.57	0.00	0.00	0.00	0.00	
347 30 00 00 Events - Public Service Assistance - MPD	0.00	553.19	1,172.04	390.90	500.00	500.00	
361 10 00 00 Investment Interest	5,225.36	3,955.36	4,282.54	5,374.03	2,000.00	4,000.00	
361 10 50 01 Prepaid Interest/Premium On Bond Purchase	-2,737.00	0.00	0.00	0.00	0.00	0.00	
361 30 00 01 Gains (Losses) On Investments	0.00	18,742.50	5,974.80	0.00	0.00	0.00	
361 40 00 00 Interest On Sales (county)	483.02	345.72	573.07	1,321.39	250.00	500.00	
362 30 00 00 Parking Agreement - North Sky	0.00	0.00	1,700.13	0.00	0.00	0.00	
362 40 00 00 US Cellular Lease	13,110.00	12,017.50	4,370.00	16,387.50	13,000.00	15,000.00	
362 40 00 01 Tower Rent -- Saddle Mountain Wireless	3,500.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00	
362 40 00 02 Nighthawk Networking - Tower Rent	0.00	1,166.00	1,166.00	1,166.00	1,166.00	1,166.00	
367 00 00 04 2022 Paul Lauzier Grant - Basketball Court	0.00	0.00	125,000.00	0.00	0.00	0.00	
367 11 00 00 Community Events Donations	0.00	2,045.00	3,342.27	2,915.00	1,000.00	1,000.00	
367 90 00 00 Police Donations	0.00	198.93	1,331.45	1,409.06	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023
Page: 3

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
367 90 00 01 Park Donations	10,000.00	5,000.00	5,000.00	300.00	0.00	0.00	
367 90 00 08 Flag Donations	2,500.00	0.00	0.00	0.00	0.00	0.00	
367 90 02 01 Events - Public Service Assistance	307.08	0.00	0.00	0.00	0.00	0.00	
369 10 00 01 Sale Of Police Surplus Property	3,050.00	17,500.00	0.00	0.00	0.00	0.00	
369 30 00 00 Confiscated/Seized Firearms	3.03	0.00	0.00	0.00	0.00	0.00	
369 80 00 00 Cash Over/short	179.29	23.04	18.34	40.32	0.00	0.00	
369 91 00 00 Reimbursed Expenses-Police	0.00	0.00	1,512.29	765.00	0.00	0.00	
360 Interest & Other Earnings	35,620.78	65,047.24	158,942.93	30,069.20	21,416.00	25,666.00	
367 00 00 03 WCIA Contributions	0.00	25,000.00	0.00	1,225.39	0.00	0.00	
370 Capital Contributions	0.00	25,000.00	0.00	1,225.39	0.00	0.00	
388 10 00 01 Prior Period Adjustments	0.00	308.00	0.00	0.00	0.00	0.00	
380 Non Revenues	0.00	308.00	0.00	0.00	0.00	0.00	
397 00 70 01 Transfer In From Fund 107 (Additional Wages)	0.00	0.00	101,084.00	106,521.00	106,521.00	112,000.00	
397 10 60 02 Grant County Health District 2023 - Transfer From ARPA Fund	0.00	0.00	0.00	3,535.00	3,535.00	0.00	
397 10 70 00 Transfer In From Fund 107 (SRO Wages)	0.00	0.00	26,400.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	127,484.00	110,056.00	110,056.00	112,000.00	
398 10 00 01 Insurance Recoveries (WCIA)	0.00	0.00	0.00	17,676.57	0.00	0.00	
398 Insurance Recoveries	0.00	0.00	0.00	17,676.57	0.00	0.00	
TOTAL REVENUES:	1,420,352.71	1,757,727.35	1,674,689.12	1,230,467.72	1,380,968.00	1,479,521.00	
511 30 41 00 Code Book Update	1,683.87	2,273.61	1,520.07	1,778.51	2,000.00	2,000.00	
511 60 10 00 Council Salaries	10,125.00	9,500.00	9,375.00	7,240.44	10,500.00	10,500.00	
511 60 20 00 Council Benefits	811.04	776.24	758.46	584.74	800.00	800.00	
511 60 31 00 Elected Officials -Office & Operating Supplies	0.00	1,083.82	65.16	70.37	500.00	500.00	
511 60 41 00 Elected Officials - Professional Services	0.00	1,927.74	1,569.67	1,063.62	1,600.00	1,600.00	
511 60 43 00 Elected Officials - Training	125.00	1,405.00	0.00	445.04	1,400.00	1,400.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023

Page: 4

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
511 Legislative	12,744.91	16,966.41	13,288.36	11,182.72	16,800.00	16,800.00	
512 50 51 00 Municipal Court Expenses	3,600.00	2,700.00	0.00	0.00	0.00	0.00	
512 Judicial	3,600.00	2,700.00	0.00	0.00	0.00	0.00	
513 10 10 00 Mayor Salary (prior Years Mayor/Council)	12,000.00	12,000.00	12,000.00	9,000.00	12,000.00	12,000.00	
513 10 20 00 Mayor Benefits (prior Years Mayor/Council)	922.96	918.00	919.10	688.50	1,000.00	1,000.00	
513 Executive	12,922.96	12,918.00	12,919.10	9,688.50	13,000.00	13,000.00	
514 23 10 00 Clerk Salary	7,908.03	8,831.92	15,645.41	13,432.25	16,500.00	23,000.00	
514 23 10 01 Deputy Clerk Wages	24,954.90	32,177.38	36,739.31	27,184.97	31,000.00	33,000.00	
514 23 20 00 Clerk Benefits	4,004.96	4,529.52	6,806.95	5,705.06	8,000.00	11,500.00	
514 23 20 01 Deputy Clerk Benefits	17,093.25	20,168.92	21,313.15	16,609.77	21,500.00	21,500.00	
514 23 31 00 Postage	591.74	690.18	574.33	284.17	600.00	600.00	
514 23 31 02 Office Supplies	3,390.12	2,786.99	3,035.33	1,818.31	3,200.00	3,200.00	
514 23 41 01 Banking And Visa/Merchant Fees	7,456.40	6,478.92	5,331.01	4,250.39	5,000.00	5,000.00	
514 23 43 00 Travel & Education	3,209.59	3,125.67	5,335.80	5,060.11	7,000.00	9,000.00	
514 23 49 02 Assoc. Dues/AWC	1,101.60	1,116.60	1,508.28	1,718.00	1,700.00	2,000.00	
514 40 50 00 Election Costs	1,366.25	1,005.91	805.66	0.00	150.00	800.00	
514 Financial, Recording & Elections	71,076.84	80,912.01	97,095.23	76,063.03	94,650.00	109,600.00	
515 41 41 00 Legal Fees	60,014.85	133,045.62	61,560.55	43,951.86	50,000.00	50,000.00	
515 41 41 01 Legal Fees -- Union Costs	1,254.80	16,304.40	1,220.00	0.00	3,000.00	3,000.00	
515 41 41 02 Legal Fees -- Civil Service Litigation	3,344.40	17,288.90	0.00	0.00	1,000.00	1,000.00	
515 Legal Services	64,614.05	166,638.92	62,780.55	43,951.86	54,000.00	54,000.00	
518 10 31 00 Uniforms	995.67	0.00	0.00	315.08	400.00	400.00	
518 18 47 00 ULID Principal	531.00	531.00	531.00	531.00	530.00	530.00	
518 18 47 01 ULID Interest	264.65	238.10	211.55	185.00	250.00	250.00	
518 20 41 00 Security/Alarm System	2,542.90	1,308.72	711.82	0.00	2,000.00	2,000.00	
518 23 41 00 State Auditor	4,067.99	175.00	3,755.00	1,804.05	200.00	200.00	
518 23 42 14 Telephone/Internet Expense	3,081.05	3,204.82	1,690.19	2,965.29	2,500.00	3,000.00	
518 30 41 00 Publishing	1,663.28	1,342.37	3,200.66	538.46	3,500.00	1,500.00	
518 30 44 00 Central Services - Taxes And Operating Assessments	117.36	110.00	154.00	154.00	150.00	150.00	
518 30 46 00 Insurance	7,463.76	15,821.05	18,354.00	26,095.58	23,500.00	35,200.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023

Page: 5

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
518 30 47 14 City Hall Utilities	3,452.23	3,841.31	3,964.69	2,752.75	3,800.00	3,800.00	
518 30 48 00 Repair And Maintenance	10,340.49	9,561.80	8,372.45	4,733.62	10,000.00	10,000.00	
518 30 49 01 Engineering Services	3,760.02	16,599.69	735.64	6,101.31	7,946.00	8,000.00	
518 30 49 14 Professional Services	4,179.11	4,668.60	6,465.78	7,470.23	6,000.00	9,000.00	
518 30 49 16 Recycling	367.50	183.75	0.00	0.00	200.00	200.00	
518 61 40 00 Judgments & Settlements	10,500.00	100,000.00	0.00	0.00	0.00	0.00	
518 70 31 00 Other Supplies And Furniture	2,698.63	2,083.21	740.33	1,068.57	3,000.00	3,500.00	
518 70 45 01 Copier Lease	1,571.03	1,862.86	1,075.45	748.81	2,000.00	1,000.00	
518 80 41 01 Computer Support/Maintenance	5,767.85	7,907.21	5,472.73	11,615.05	7,000.00	14,000.00	
518 Centralized Services	63,364.52	169,439.49	55,435.29	67,078.80	72,976.00	92,730.00	
521 10 10 00 Police Clerk Wages	40,971.27	22,795.32	0.00	0.00	25,000.00	25,000.00	
521 10 20 00 Police Clerk Benefits	26,753.09	10,568.51	0.00	0.00	15,000.00	15,000.00	
521 10 41 01 Civil Service Commission	5,575.50	446.87	88.00	0.00	1,500.00	1,500.00	
521 10 49 00 Professional Services	20,843.42	14,505.35	13,458.34	15,283.52	14,000.00	20,000.00	
521 20 10 00 Police Chief Wages	82,603.43	82,546.46	88,835.66	78,636.67	108,160.00	112,000.00	
521 20 10 04 Public Works Wages - Police Vehicle Maintenance	0.00	0.00	0.00	130.51	3,100.00	3,100.00	
521 20 20 00 Police Chief Benefits	31,198.65	12,886.60	28,699.59	29,641.98	45,000.00	45,000.00	
521 20 20 04 Public Works Benefits - Police Vehicle Maintenance	0.00	0.00	0.00	72.48	1,800.00	1,800.00	
521 20 31 00 Office Supplies	4,623.94	1,774.44	842.27	1,663.30	2,000.00	2,000.00	
521 20 31 01 Uniforms & Clothing	8,211.31	10,050.29	84.52	1,755.86	3,000.00	4,500.00	
521 20 31 02 Postage	522.40	252.75	435.00	347.58	350.00	500.00	
521 20 31 03 LE Supplies	0.00	0.00	1,501.81	0.00	0.00	0.00	
521 20 31 04 SRO Equipment & Supplies	3,210.00	0.00	30.34	1,885.41	2,500.00	3,000.00	
521 20 31 06 Additional Officer Equip. & Supplies	3,625.03	0.00	0.00	0.00	0.00	0.00	
521 20 32 00 Vehicle Fuel	8,500.62	18,642.41	7,619.11	0.00	0.00	0.00	
521 20 32 01 SRO Vehicle Fuel	4,685.59	8,190.25	0.00	0.00	0.00	0.00	
521 20 32 02 Additional Officer Vehicle Fuel	2,931.17	5,794.93	0.00	0.00	0.00	0.00	
521 20 35 01 Axon - Body Cameras	0.00	0.00	0.00	0.00	7,500.00	7,500.00	
521 20 42 00 Telephone	9,307.27	9,095.82	9,804.20	7,156.35	12,000.00	12,000.00	
521 20 46 00 Insurance	13,683.56	17,535.75	20,859.00	27,258.42	30,000.00	40,500.00	
521 20 48 00 Vehicle Repair And Maintenance	7,755.26	7,237.07	6,464.36	8,830.86	10,000.00	10,000.00	
521 20 48 01 HID Global Corporation - Live Scan Annual Update	0.00	0.00	0.00	0.00	0.00	3,863.00	
521 20 49 02 Association Dues & Etc.	1,616.23	641.60	1,208.00	1,942.00	1,500.00	1,500.00	
521 22 10 00 Police Wages	182,847.21	245,159.72	336,642.38	207,442.26	335,000.00	365,000.00	
521 22 10 01 Police Officer Wages (SRO)	73,932.99	65,644.37	53,317.07	43,639.77	55,000.00	50,000.00	
521 22 10 03 Additional Officer Wages	56,805.00	69,496.88	61,264.94	40,938.56	73,000.00	77,000.00	
521 22 10 07 Police Officer Overtime	12,097.28	34,716.48	28,863.10	27,395.74	30,000.00	35,000.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023
Page: 6

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
521 22 20 00 Police Benefits	82,316.01	113,925.65	143,438.78	84,454.15	165,000.00	165,000.00	
521 22 20 01 SRO - Benefits	32,902.84	29,299.82	24,148.28	19,635.91	25,000.00	25,000.00	
521 22 20 03 Additional Officer Benefits	17,493.89	30,149.57	28,505.27	20,097.69	35,000.00	35,000.00	
521 22 20 05 Reserve Officers Benefits	209.01	0.00	0.00	0.00	0.00	0.00	
521 22 20 07 Police Officer Overtime Benefits	4,786.81	14,265.63	11,836.40	10,616.24	20,000.00	20,000.00	
521 22 35 00 LE Equipment/Supplies	31,570.93	32,878.53	230.80	7,446.71	23,000.00	23,000.00	
521 22 35 04 Office Furniture	208.93	0.00	0.00	0.00	1,500.00	1,500.00	
521 22 35 07 SRO - LE Equipment & Supplies	1,375.17	3,617.35	0.00	0.00	0.00	0.00	
521 22 35 08 Additional Officer - LE Equipment & Supplies	6,067.65	3,597.96	0.00	0.00	0.00	0.00	
521 25 10 00 Contracted Police Officer Wages	0.00	17,140.00	0.00	0.00	0.00	0.00	
521 25 20 00 Contracted Police Officer Benefits	0.00	1,619.21	0.00	0.00	0.00	0.00	
521 30 30 00 Community Crime Prevention	4,298.14	0.00	1,525.55	2,294.06	1,200.00	1,500.00	
521 40 43 00 Travel	3,488.52	644.11	-14.34	907.90	8,000.00	8,000.00	
521 40 49 00 Training	8,296.83	6,145.08	-50.78	3,805.24	15,000.00	15,000.00	
521 40 49 01 Training -- Academy	3,347.00	3,347.00	0.00	4,212.00	4,000.00	4,000.00	
521 40 49 02 Training - Academy SRO	0.00	1,228.00	0.00	0.00	0.00	0.00	
521 40 49 03 Training - Academy Additional Officer	3,347.00	0.00	4,212.00	0.00	0.00	0.00	
521 70 51 00 Grant County Sheriff	2,283.72	0.00	0.00	0.00	2,500.00	2,500.00	
522 20 42 01 Communications MACC	23,340.00	26,132.40	0.00	0.00	0.00	0.00	
521 Law Enforcement	827,632.67	921,972.18	873,849.65	647,491.17	1,075,610.00	1,136,263.00	
522 20 51 00 FPD # 8 Contract	87,218.50	106,559.75	101,095.90	115,192.82	110,000.00	0.00	
522 51 47 00 Fire Hydrants/Lane Issue	8,064.64	8,064.64	8,064.80	4,032.32	8,064.00	8,064.00	
522 Fire Control	95,283.14	114,624.39	109,160.70	119,225.14	118,064.00	8,064.00	
524 20 41 00 Rental/Fire Inspection Costs	11,262.67	14,850.00	8,740.00	14,139.00	7,000.00	14,000.00	
524 Protective Inspections	11,262.67	14,850.00	8,740.00	14,139.00	7,000.00	14,000.00	
554 20 10 00 Animal Control Wages	3,514.78	5,850.84	3,296.16	5,945.18	5,500.00	5,500.00	
554 20 10 01 Animal Control Overtime Wages	0.00	340.27	504.04	407.32	1,000.00	1,000.00	
554 20 20 00 Animal Control Benefits	2,551.91	3,797.81	1,811.49	3,250.00	3,000.00	3,500.00	
554 20 20 01 Animal Control Overtime Benefits	0.00	204.08	265.44	204.31	500.00	500.00	
554 30 31 00 Animal Control / Supplies	2,360.39	2,464.67	1,067.79	3,069.75	4,000.00	3,500.00	
554 Environmental Services	8,427.08	12,657.67	6,944.92	12,876.56	14,000.00	14,000.00	
558 50 41 00 Building Permit & Plan Review	48,873.64	79,641.14	33,772.38	16,555.65	15,000.00	15,000.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023
Page: 7

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
558 60 41 00 Planning-Zoning & Land Use Administration	19,200.00	19,900.00	51,054.01	45,182.37	50,000.00	50,000.00	
558 60 41 01 Comprehensive Plan Update	0.00	0.00	0.00	26,150.38	0.00	0.00	
558 60 41 02 Planning Services - HAPI Grant	0.00	0.00	43,913.79	31,046.21	0.00	0.00	
558 Planning & Community Devel	68,073.64	99,541.14	128,740.18	118,934.61	65,000.00	65,000.00	
562 73 51 00 Grant County Health Services	500.00	500.00	500.00	3,535.00	3,535.00	500.00	
562 Public Health	500.00	500.00	500.00	3,535.00	3,535.00	500.00	
566 00 51 00 2% Alcohol Distribution	0.00	1,410.07	2,404.24	0.00	1,400.00	1,400.00	
566 Substance Abuse	0.00	1,410.07	2,404.24	0.00	1,400.00	1,400.00	
572 20 10 00 Janitorial Wages	0.00	0.00	0.00	0.00	0.00	2,000.00	
572 20 20 00 Janitorial Benefits	0.00	0.00	0.00	0.00	0.00	1,200.00	
572 20 31 00 Library Maintenance And Operation	5,969.65	7,523.04	6,055.92	4,828.54	2,000.00	4,000.00	
572 20 47 00 Library - Utility Services	0.00	0.00	0.00	2,974.53	5,500.00	3,000.00	
572 Libraries	5,969.65	7,523.04	6,055.92	7,803.07	7,500.00	10,200.00	
573 90 49 00 Community Events	0.00	1,611.70	3,367.52	3,673.23	1,000.00	1,000.00	
573 Cultural & Community Activities	0.00	1,611.70	3,367.52	3,673.23	1,000.00	1,000.00	
576 80 10 00 Public Works Wages	7,888.66	9,138.79	6,975.51	7,776.85	15,000.00	13,000.00	
576 80 10 01 Deputy Clerk Wages	853.12	2,657.57	1,034.38	638.61	2,750.00	1,200.00	
576 80 10 02 Public Works Director Salary	0.00	2,303.47	3,531.56	2,967.73	2,400.00	4,000.00	
576 80 10 03 Public Works Overtime Wages	0.00	1,935.23	2,261.63	1,866.71	2,000.00	2,000.00	
576 80 10 04 Admin. Assistant Wages	0.00	0.00	0.00	0.00	1,200.00	0.00	
576 80 20 00 Public Works Benefits	6,299.74	6,672.61	3,803.48	4,679.97	7,500.00	8,500.00	
576 80 20 01 Deputy Clerk Benefits	629.22	2,044.99	676.65	354.05	1,700.00	800.00	
576 80 20 02 Public Works Director Benefits	0.00	1,101.30	1,549.40	1,231.21	1,200.00	2,000.00	
576 80 20 03 Public Works Overtime Benefits	0.00	1,100.98	1,186.10	974.96	1,100.00	1,300.00	
576 80 20 04 Admin. Assistant Benefits	0.00	0.00	0.00	0.00	600.00	0.00	
576 80 31 00 Park Supplies	895.45	1,255.05	2,533.22	1,925.19	2,000.00	2,000.00	
576 80 31 01 Flags And Supplies	2,798.03	172.07	53.77	190.23	500.00	500.00	
576 80 31 02 Skateboard Park Supplies	0.00	39.02	127.86	87.68	100.00	500.00	
576 80 31 03 Playground Equipment Supplies	29.26	140.29	0.00	104.87	400.00	500.00	
576 80 31 04 Cook Shack Repairs	0.00	155.39	683.00	294.75	400.00	500.00	
576 80 32 04 Fuel	0.00	0.00	1,062.37	335.97	600.00	500.00	
576 80 42 00 Park Telephone	0.00	0.00	0.00	0.00	0.00	500.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023
Page: 8

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
576 80 44 00 Park Advertising	0.00	0.00	0.00	0.00	200.00	200.00	
576 80 46 00 Park Insurance	6,235.80	8,057.16	10,151.50	15,000.00	14,100.00	20,000.00	
576 80 47 00 Park Utilities	16,133.23	20,717.33	17,495.81	23,878.08	20,000.00	20,000.00	
576 80 48 00 Park Maintenance	5,148.15	4,115.35	2,896.01	4,148.50	3,500.00	4,000.00	
576 80 48 01 Vehicle Repair & Maintenance	5,345.93	3,361.05	978.66	850.28	1,500.00	2,000.00	
576 80 48 02 Weed Control	773.48	1,011.22	31.82	1,194.96	1,200.00	1,000.00	
576 80 49 00 Park Miscellaneous	0.00	0.00	235.19	0.00	0.00	0.00	
576 90 41 00 Park Facilities - Professional Services	0.00	0.00	0.00	840.00	500.00	0.00	
594 76 63 00 Park Improvements (Donations)	1,165.25	1,343.56	0.00	1,590.91	17,834.00	2,834.00	
576 Park Facilities	54,195.32	67,322.43	57,267.92	70,931.51	98,284.00	87,834.00	
588 10 00 00 Prior Period(s) Adjustments	0.00	1,476.98	0.00	0.00	0.00	0.00	
589 90 00 00 Misc Draw/Payroll Acct	0.00	0.00	700.00	11,400.00	0.00	0.00	
589 90 00 01 Employee Payroll Clearing Account	0.00	196.30	-27.51	38.93	0.00	0.00	
580 Non Expenditures	0.00	1,673.28	672.49	11,438.93	0.00	0.00	
591 14 70 00 Postage Machine Lease - Clerk's Dept.	0.00	0.00	217.80	180.00	0.00	0.00	
591 14 70 01 Copier Machine Lease - Clerk's Dept.	0.00	0.00	990.56	445.70	0.00	0.00	
591 21 70 01 Axon Body Cameras	0.00	0.00	0.00	7,171.32	0.00	0.00	
591 21 70 02 Postage Machine Lease - PD	0.00	0.00	0.00	151.20	0.00	0.00	
591 21 70 03 Copier Machine Lease - PD	0.00	0.00	0.00	445.76	0.00	0.00	
591 Debt Service - Principal Repayment	0.00	0.00	1,208.36	8,393.98	0.00	0.00	
594 14 40 00 Computers	2,060.89	0.00	0.00	0.00	0.00	0.00	
594 18 48 00 City Hall Windows/Front Door Repair	0.00	0.00	0.00	17,676.57	0.00	0.00	
594 18 64 04 HVAC System -- City Hall	5,000.00	0.00	0.00	0.00	0.00	0.00	
594 21 64 02 Livescan (Grant)	28,103.59	0.00	0.00	0.00	0.00	0.00	
594 21 64 05 Hoist Lift - MPD	0.00	0.00	0.00	0.00	4,000.00	4,000.00	
594 76 41 00 2022 Paul Lauzier Grant - Basketball Court - Engineering	0.00	0.00	2,947.92	10,886.35	0.00	0.00	
594 76 63 01 2022 Paul Lauzier Grant - Basketball Court - Construction	0.00	0.00	0.00	29,391.49	125,000.00	0.00	
594 76 64 00 Public Works Truck - Park	0.00	0.00	0.00	0.00	1,200.00	0.00	
594 Capital Expenditures	35,164.48	0.00	2,947.92	57,954.41	130,200.00	4,000.00	
597 00 00 00 Transfer To 102-Police Vehicle	12,804.00	39,100.00	0.00	20,000.00	20,000.00	39,236.00	
597 21 35 00 Transfers-Out To Fund 107 Public Safety Fund	0.00	0.00	15,481.18	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Mattawa

Time: 17:52:55 Date: 10/16/2023
Page: 9

001 Current Expense Fund

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated	Comment
597 Interfund Transfers	12,804.00	39,100.00	15,481.18	20,000.00	20,000.00	39,236.00	
TOTAL EXPENDITURES:	1,347,635.93	1,732,360.73	1,458,859.53	1,304,361.52	1,793,019.00	1,667,627.00	
FUND GAIN/LOSS:	72,716.78	25,366.62	215,829.59	-73,893.80	-412,051.00	-188,106.00	