



CITY OF MATTAWA COUNCIL MEETING AGENDA

November 02, 2023

5:30 P.M.

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. Presentations:

- CAD Homes Update

IV. Workshop:

- Comprehensive Plan – Draft (SCJ Alliance)

V. Public Hearings:

- 2024 Preliminary Budget
- 2024 Revenue Sources (General Fund)
- 2024 Property Tax

VI. Consent Agenda/Informational:

- SCJ Alliance Project Update 11/02/23
- Minutes- Council Meeting 10/19/23 & 10/23/23
- 2023 Claims EFT & Checks Approval #20101-20115 - \$382,011.16
- 2023 Payroll EFT & Checks Approval #31898-31904 - \$108,845.35

VII. Reports:

Mayor Report

Council Report

Clerk's Department Report

Police Department Report

Public Works Department Report

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

1. **Council Rules & Procedures – Draft (2nd Revision)**

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

1. **City Hall Feasibility Study**
2. **SCJ Alliance – On-Call 2023 Budget Request**
3. **Grant County Health District Interlocal Agreement 2024**
4. **Legal Letter – GCHD**
5. **Resolution 23.11.16 Food Distributions from APOYO & Cascadia Produce**
6. **Progress Estimate 4 – WWTF Improvements**
7. **DWSRF Funding**
8. **Resolution 23.11.17 Property Tax Levy 2024**
9. **2024 Budget Subcommittee (Selection)**

X. Executive Session: RCW 42.30.110

- (b) To consider the selection of a site or the acquisition of real estate

XI. Adjournment:

CITY OF MATTAWA
BUDGET HEARINGS; 2024 PRELIMINARY BUDGET
2024 REVENUE SOURCES & PROPERTY TAX

The 2024 Budget for the City of Mattawa has been prepared and placed on file at the City Hall. Copies of the budget are available for review during regular business hours 8:30 a.m. to 4:30 p.m. Monday through Friday.

The Mayor and Council will hold a preliminary hearing on the budget on Thursday November 2ND, 2023 at 5:30 p.m., 521 E. Government Road, Mattawa, WA.

A public hearing will also be followed for the purpose of receiving comments from the public on the possible revenue sources for the city's 2024 current expense budget, including consideration of possible increases in property tax revenues. The public is invited to attend and express their opinion.

To be published in the Columbia Basin Herald on October 25th and November 1st, 2023

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 1

001 Current Expense Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 91 00 01	Beg Bal UnRes Current Exp	725,000.00
308 91 00 02	Beg Bal UnRes/Leave Accrual C/E	25,000.00
308 Beginning Balances		750,000.00

310 Taxes

311 10 00 00	Real & Personal Property Tax	142,900.00
311 11 00 00	Lieu Of Taxes - Housing Auth. (Yearly)	2,077.00
311 11 00 01	Lieu Of Taxes - WGL (Annual)	9,000.00
313 11 00 00	State & Local Sales Tax	330,000.00
316 40 04 01	Utility Tax - Water	133,656.00
316 40 04 05	Utility Tax - Sewer	156,275.00
316 40 04 20	Utility Tax - Garbage	73,203.00
316 46 00 00	Utility Tax On Cable	50.00
316 47 00 00	Utility Tax On Telephone	19,000.00
316 48 00 00	Utility Tax On Electricity	90,000.00
316 49 04 01	Utility Tax - Fire Hydrants	8,064.00
317 20 00 00	Local Leasehold Excise	9,000.00
310 Taxes		973,225.00

320 Licenses & Permits

321 99 00 00	Business Licenses & Permits	15,000.00
321 99 00 01	Rental Licenses	5,000.00
322 10 00 00	Building Permits	13,000.00
322 30 00 00	Animal Licenses (ord. 514)	1,500.00
322 30 01 00	Chicken License	90.00
322 90 00 00	Fireworks Permits	0.00
322 90 00 01	Fence Permits	100.00
322 90 00 02	Yard Sales	100.00
320 Licenses & Permits		34,790.00

330 Intergovernmental Revenues

333 19 00 01	NCHIP Grant (Livescan)	0.00
333 20 60 03	Wa Assoc Sheriff & Police -- Camera Grant 2015	0.00
333 20 60 04	Wa Traffic Safety Comm -- Distracted Driving	0.00
333 20 60 05	Wa Assoc Sheriff & Police -- Handheld	0.00
333 20 60 06	Wa Assoc. Sheriff & Police-Traffic Safety Grant	0.00
333 20 61 60	Wa Traffic Safety Comm -- DUI	0.00
333 20 61 61	Wa Traffic Safety Comm -- Seatbelt	0.00
334 00 10 00	WATPA Grant	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 2

001 Current Expense Fund

01/01/2024 To: 12/31/2024

REVENUES

330 Intergovernmental Revenues

334 04 20 00	State Grant From Department Of Commerce- HAPI	0.00
334 04 20 01	Grant From Department Of Commerce - Comp. Plan (GMA)	0.00
334 06 90 00	WASPC - Training Funding Grant	0.00
335 00 91 00	Pud Privilege Tax (Yearly)	10,000.00
335 04 01 00	Law Enforc. & Criminal Justice Leg. One Time Cost	0.00
336 00 98 00	City Assistance Essb 6050 (Q)	111,185.00
336 06 21 00	Criminal Justice - Population (Q)	1,500.00
336 06 26 00	Crim Justice Special Programs (Q)	5,000.00
336 06 42 00	Marijuana Excise Tax	4,500.00
336 06 51 00	Dui Cities (Q)	300.00
336 06 94 00	Liquor Excise Tax (Q)	25,000.00
336 06 95 00	Liquor Board Profits (Q)	30,000.00
336 06 96 00	Marijuana Tax	0.00
337 05 14 00	WFOA And CIAW Scholarships	0.00
337 05 21 00	Police Academy Reimbursement From WCJTC	0.00

330 Intergovernmental Revenues

187,485.00

340 Charges For Goods & Services

341 43 00 00	PUD Paystation Revenue	30,000.00
341 43 01 00	Credit Card Fees Collected	0.00
341 81 00 00	Copies/notary/fax	1,000.00
341 81 00 01	Police Copies/reports	500.00
341 82 00 00	Engineering Services Reimbursement	2,000.00
342 10 00 01	School Resource Officer (SRO Wahluke School)	75,000.00
342 40 00 00	Rental/Fire Inspection Fee	16,000.00
345 23 00 00	Animal Non-court Fines/impound	600.00
345 89 00 00	Planning And Development	25,000.00
347 20 00 00	Library Service Contract (Semi Annual)	5,355.00
347 40 00 00	Event Admissions-Booth Registrations	900.00

340 Charges For Goods & Services

156,355.00

350 Fines & Penalties

352 90 00 00	Civil Fines -- Police Tickets	0.00
352 90 00 01	Civil Fines-- Other	0.00
359 00 01 00	NSF Fees	0.00

350 Fines & Penalties

0.00

360 Interest & Other Earnings

347 30 00 00	Events - Public Service Assistance - MPD
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500.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 3

001 Current Expense Fund

01/01/2024 To: 12/31/2024

REVENUES

360 Interest & Other Earnings

361 10 00 00	Investment Interest	4,000.00
361 10 50 01	Prepaid Interest/Premium On Bond Purchase	0.00
361 30 00 01	Gains (Losses) On Investments	0.00
361 40 00 00	Interest On Sales (county)	500.00
362 30 00 00	Parking Agreement - North Sky	0.00
362 40 00 00	US Cellular Lease	15,000.00
362 40 00 01	Tower Rent -- Saddle Mountain Wireless	3,500.00
362 40 00 02	Nighthawk Networking - Tower Rent	1,166.00
367 00 00 00	Contributions And Donations From Nongovernmental Sources	0.00
367 00 00 04	2022 Paul Lauzier Grant - Basketball Court	0.00
367 11 00 00	Community Events Donations	1,000.00
367 11 01 00	Cook Shack Repair Donation	0.00
367 90 00 00	Police Donations	0.00
367 90 00 01	Park Donations	0.00
367 90 00 02	Animal Control Donations	0.00
367 90 00 08	Flag Donations	0.00
367 90 01 00	Skateboard Park Donations	0.00
367 90 02 00	Circus Donations -- Police	0.00
369 10 00 01	Sale Of Police Surplus Property	0.00
369 30 00 00	Confiscated/Seized Firearms	0.00
369 30 00 01	Police Drug Fund	0.00
369 80 00 00	Cash Over/short	0.00
369 80 00 01	Cash Over/Short PUD	0.00
369 91 00 00	Reimbursed Expenses-Police	0.00
360 Interest & Other Earnings		25,666.00

370 Capital Contributions

367 00 00 03	WCIA Contributions	0.00
370 Capital Contributions		0.00

380 Non Revenues

388 10 00 01	Prior Period Adjustments	0.00
380 Non Revenues		0.00

397 Interfund Transfers

397 00 70 01	Transfer In From Fund 107 (Additional Wages)	112,000.00
397 10 60 02	Grant County Health District 2023 - Transfer From ARPA Fund	0.00
397 10 70 00	Transfer In From Fund 107 (SRO Wages)	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 4

001 Current Expense Fund

01/01/2024 To: 12/31/2024

REVENUES

397 Interfund Transfers

397 Interfund Transfers

112,000.00

398 Insurance Recoveries

398 10 00 01 Insurance Recoveries (WCIA)

0.00

398 Insurance Recoveries

0.00

Fund Revenues:

2,239,521.00

EXPENDITURES

511 Legislative

511 30 41 00 Code Book Update

2,000.00

511 60 10 00 Council Salaries

10,500.00

511 60 20 00 Council Benefits

800.00

511 60 31 00 Elected Officials -Office & Operating Supplies

500.00

511 60 41 00 Elected Officials - Professional Services

1,600.00

511 60 43 00 Elected Officials - Training

1,400.00

511 Legislative

16,800.00

512 Judicial

512 50 51 00 Municipal Court Expenses

0.00

512 Judicial

0.00

513 Executive

513 10 10 00 Mayor Salary (prior Years Mayor/Council)

12,000.00

513 10 20 00 Mayor Benefits (prior Years Mayor/Council)

1,000.00

513 Executive

13,000.00

514 Financial, Recording & Elections

514 23 10 00 Clerk Salary

23,000.00

514 23 10 01 Deputy Clerk Wages

33,000.00

514 23 20 00 Clerk Benefits

11,500.00

514 23 20 01 Deputy Clerk Benefits

21,500.00

514 23 31 00 Postage

600.00

514 23 31 02 Office Supplies

3,200.00

514 23 41 01 Banking And Visa/Merchant Fees

5,000.00

514 23 43 00 Travel & Education

9,000.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 5

001 Current Expense Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

514 Financial, Recording & Elections

		2,000.00
514 23 49 02	Assoc. Dues/AWC	800.00
514 40 50 00	Election Costs	109,600.00
514 Financial, Recording & Elections		109,600.00

515 Legal Services

		50,000.00
515 41 41 00	Legal Fees	3,000.00
515 41 41 01	Legal Fees -- Union Costs	1,000.00
515 41 41 02	Legal Fees -- Civil Service Litigation	0.00
518 18 41 00	Interpreter Services/City Council	0.00
518 18 41 01	Interpreter Services	54,000.00
515 Legal Services		54,000.00

518 Centralized Services

		400.00
518 10 31 00	Uniforms	530.00
518 18 47 00	ULID Principal	250.00
518 18 47 01	ULID Interest	2,000.00
518 20 41 00	Security/Alarm System	200.00
518 23 41 00	State Auditor	3,000.00
518 23 42 14	Telephone/Internet Expense	1,500.00
518 30 41 00	Publishing	150.00
518 30 44 00	Central Services - Taxes And Operating Assessments	35,200.00
518 30 46 00	Insurance	3,800.00
518 30 47 14	City Hall Utilities	10,000.00
518 30 48 00	Repair And Maintenance	8,000.00
518 30 49 01	Engineering Services	9,000.00
518 30 49 14	Professional Services	200.00
518 30 49 16	Recycling	0.00
518 61 40 00	Judgments & Settlements	3,500.00
518 70 31 00	Other Supplies And Furniture	1,000.00
518 70 45 01	Copier Lease	14,000.00
518 80 41 01	Computer Support/Maintenance	0.00
518 90 49 00	Miscellaneous	92,730.00
518 Centralized Services		92,730.00

521 Law Enforcement

		25,000.00
521 10 10 00	Police Clerk Wages	0.00
521 10 10 01	Civil Service Clerk	15,000.00
521 10 20 00	Police Clerk Benefits	0.00
521 10 20 01	Civil Service Benefits	

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 6

001 Current Expense Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

521 Law Enforcement

521 10 41 01	Civil Service Commission	1,500.00
521 10 49 00	Professional Services	20,000.00
521 20 10 00	Police Chief Wages	112,000.00
521 20 10 01	WTSC Impaired Driving Grant	0.00
521 20 10 02	WTSC Seatbelt Grant	0.00
521 20 10 04	Public Works Wages - Police Vehicle Maintenance	3,100.00
521 20 20 00	Police Chief Benefits	45,000.00
521 20 20 04	Public Works Benefits - Police Vehicle Maintenance	1,800.00
521 20 31 00	Office Supplies	2,000.00
521 20 31 01	Uniforms & Clothing	4,500.00
521 20 31 02	Postage	500.00
521 20 31 03	LE Supplies	0.00
521 20 31 04	SRO Equipment & Supplies	3,000.00
521 20 31 05	Utility Officer Equipment & Supplies	0.00
521 20 31 06	Additional Officer Equip. & Supplies	0.00
521 20 32 00	Vehicle Fuel	0.00
521 20 32 01	SRO Vehicle Fuel	0.00
521 20 32 02	Additional Officer Vehicle Fuel	0.00
521 20 35 01	Axon - Body Cameras	7,500.00
521 20 42 00	Telephone	12,000.00
521 20 46 00	Insurance	40,500.00
521 20 47 00	Utilities	0.00
521 20 48 00	Vehicle Repair And Maintenance	10,000.00
521 20 48 01	HID Global Corporation - Live Scan Annual Update	3,863.00
521 20 49 02	Association Dues & Etc.	1,500.00
521 22 10 00	Police Wages	365,000.00
521 22 10 01	Police Officer Wages (SRO)	50,000.00
521 22 10 02	Utility Officer Wages	0.00
521 22 10 03	Additional Officer Wages	77,000.00
521 22 10 04	Code Enforcement Officer	0.00
521 22 10 05	Reserve Officers	0.00
521 22 10 07	Police Officer Overtime	35,000.00
521 22 20 00	Police Benefits	165,000.00
521 22 20 01	SRO - Benefits	25,000.00
521 22 20 02	Utility Officer Benefits	0.00
521 22 20 03	Additional Officer Benefits	35,000.00
521 22 20 04	Code Enforcement Officer Benefits	0.00
521 22 20 05	Reserve Officers Benefits	0.00
521 22 20 07	Police Officer Overtime Benefits	20,000.00
521 22 35 00	LE Equipment/Supplies	23,000.00
521 22 35 04	Office Furniture	1,500.00
521 22 35 05	WASPC Grant Handheld Radar	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 7

001 Current Expense Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

521 Law Enforcement

521 22 35 07	SRO - LE Equipment & Supplies	0.00
521 22 35 08	Additional Officer - LE Equipment & Supplies	0.00
521 25 10 00	Contracted Police Officer Wages	0.00
521 25 20 00	Contracted Police Officer Benefits	0.00
521 30 30 00	Community Crime Prevention	1,500.00
521 30 30 01	Police Buy Money	0.00
521 40 43 00	Travel	8,000.00
521 40 49 00	Training	15,000.00
521 40 49 01	Training -- Academy	4,000.00
521 40 49 02	Training - Academy SRO	0.00
521 40 49 03	Training - Academy Additional Officer	0.00
521 70 51 00	Grant County Sheriff	2,500.00
522 20 42 01	Communications MACC	0.00
594 21 63 01	Computers	0.00

521 Law Enforcement	1,136,263.00
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522 Fire Control

522 20 41 00	Q Global Fire Investigations	0.00
522 20 51 00	FPD # 8 Contract	0.00
522 51 47 00	Fire Hydrants/Lane Issue	8,064.00

522 Fire Control	8,064.00
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524 Protective Inspections

524 20 41 00	Rental/Fire Inspection Costs	14,000.00
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524 Protective Inspections	14,000.00
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525 Disaster Services

525 60 51 00	Emergency Services	0.00
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525 Disaster Services	0.00
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554 Environmental Services

554 20 10 00	Animal Control Wages	5,500.00
554 20 10 01	Animal Control Overtime Wages	1,000.00
554 20 20 00	Animal Control Benefits	3,500.00
554 20 20 01	Animal Control Overtime Benefits	500.00
554 30 31 00	Animal Control / Supplies	3,500.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 8

001 Current Expense Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

554 Environmental Services

554 Environmental Services 14,000.00

558 Planning & Community Devel

558 30 31 00	Supplies	0.00
558 50 41 00	Building Permit & Plan Review	15,000.00
558 60 41 00	Planning-Zoning & Land Use Administration	60,000.00
558 60 41 01	Comprehensive Plan Update	0.00
558 60 41 02	Planning Services - HAPI Grant	0.00
558 Planning & Community Devel		75,000.00

562 Public Health

562 73 51 00	Grant County Health Services	500.00
562 Public Health		500.00

566 Substance Abuse

566 00 51 00	2% Alcohol Distribution	1,400.00
566 Substance Abuse		1,400.00

572 Libraries

572 20 10 00	Janitorial Wages	2,000.00
572 20 20 00	Janitorial Benefits	1,200.00
572 20 31 00	Library Maintenance And Operation	4,000.00
572 20 47 00	Library - Utility Services	3,000.00
572 Libraries		10,200.00

573 Cultural & Community Activities

573 90 49 00	Community Events	1,000.00
573 Cultural & Community Activities		1,000.00

576 Park Facilities

576 80 10 00	Public Works Wages	13,000.00
576 80 10 01	Deputy Clerk Wages	1,200.00
576 80 10 02	Public Works Director Salary	4,000.00
576 80 10 03	Public Works Overtime Wages	2,000.00
576 80 10 04	Admin. Assistant Wages	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 9

001 Current Expense Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

576 Park Facilities

576 80 20 00	Public Works Benefits	8,500.00
576 80 20 01	Deputy Clerk Benefits	800.00
576 80 20 02	Public Works Director Benefits	2,000.00
576 80 20 03	Public Works Overtime Benefits	1,300.00
576 80 20 04	Admin. Assistant Benefits	0.00
576 80 31 00	Park Supplies	2,000.00
576 80 31 01	Flags And Supplies	500.00
576 80 31 02	Skateboard Park Supplies	500.00
576 80 31 03	Playground Equipment Supplies	500.00
576 80 31 04	Cook Shack Repairs	500.00
576 80 32 04	Fuel	500.00
576 80 42 00	Park Telephone	500.00
576 80 43 00	Park Travel	0.00
576 80 44 00	Park Advertising	200.00
576 80 46 00	Park Insurance	20,000.00
576 80 47 00	Park Utilities	20,000.00
576 80 48 00	Park Maintenance	4,000.00
576 80 48 01	Vehicle Repair & Maintenance	2,000.00
576 80 48 02	Weed Control	1,000.00
576 80 49 00	Park Miscellaneous	0.00
576 90 41 00	Park Facilities - Professional Services	0.00
594 76 63 00	Park Improvements (Donations)	2,834.00
576 Park Facilities		87,834.00

580 Non Expenditures

589 90 00 00	Misc Draw/Payroll Acct	0.00
589 90 00 01	Employee Payroll Clearing Account	0.00
580 Non Expenditures		0.00

594 Capital Expenditures

594 14 40 00	Computers	0.00
594 18 48 00	City Hall Windows/Front Door Repair	0.00
594 18 64 04	HVAC System -- City Hall	0.00
594 18 64 05	Security Cameras- City Hall	0.00
594 21 64 01	Interceptor Lease Int/FCI -- 2014 - 17	0.00
594 21 64 02	Livescan (Grant)	0.00
594 21 64 05	Hoist Lift - MPD	4,000.00
594 21 64 06	Police Vehicles - SRO	0.00
594 21 64 07	Police Vehicles - Additional Officer	0.00
594 42 64 03	Boom Lift (Park Fund)	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 10

001 Current Expense Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

594 Capital Expenditures

594 44 63 01	Mattawa Sign	0.00
594 54 62 00	Dog Kennel	0.00
594 76 41 00	2022 Paul Lauzier Grant - Basketball Court - Engineering	0.00
594 76 63 01	2022 Paul Lauzier Grant - Basketball Court - Construction	0.00
594 76 64 00	Public Works Truck - Park	0.00

594 Capital Expenditures 4,000.00

597 Interfund Transfers

597 00 00 00	Transfer To 102-Police Vehicle	39,236.00
597 21 35 00	Transfers-Out To Fund 107 Public Safety Fund	0.00

597 Interfund Transfers 39,236.00

999 Ending Balance

508 80 00 01	End Bal Unres Current Exp	536,894.00
508 80 00 02	End Bal Unres Leave Acc Current Exp	25,000.00

999 Ending Balance 561,894.00

Fund Expenditures:

2,239,521.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 11

101 Street Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 01 00	Beg Bal Res Street Fund	330,000.00
308 31 01 01	Beg Bal Res Street Leave Accrual	3,408.00
308 Beginning Balances		333,408.00

320 Licenses & Permits

322 10 00 01	Street & Utility Construction Permit	400.00
320 Licenses & Permits		400.00

330 Intergovernmental Revenues

333 11 00 01	CDBG - Government Road Pathway Sidewalk	0.00
333 21 00 00	WA Traffic Safety Commission - Crosswalk Safety	0.00
334 03 80 00	TIB Grant -- Ellice Overlay	0.00
334 03 80 01	TIB Grant -- Saddle Mountain Overlay	0.00
334 03 80 02	TIB Grant - Portage/Selkirk Overlay	0.00
334 03 80 03	TIB Grant - Broadway/Selkirk Overlay	0.00
334 03 80 04	TIB Grant - Government Road Sidewalk (Manson Lane-Columbia Ave.)	0.00
334 03 80 05	TIB Grant - 8th St./Selkirk Ave./Portage-4th Street Overlay	0.00
334 03 80 06	TIB Grant - Complete Streets Award 2022	0.00
336 00 87 00	Motor Vehicle Street Fuel Tax	77,000.00
337 01 01 01	Taylor Orchards West Plat Reimbursement	0.00
337 01 02 00	Grant County PW -- Fuel Redistribution	0.00
330 Intergovernmental Revenues		77,000.00

340 Charges For Goods & Services

347 30 00 01	Community Event Services (Traffic Control)	600.00
340 Charges For Goods & Services		600.00

360 Interest & Other Earnings

361 10 01 01	Investment Interest	2,000.00
361 10 51 01	Prepaid Interest/Premium On Bond Purch	0.00
367 00 00 02	Contributions Toward Government Rd. Pathway	0.00
369 10 00 00	Sale Of Surplus Equipment	0.00
360 Interest & Other Earnings		2,000.00

397 Interfund Transfers

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 12

101 Street Fund

01/01/2024 To: 12/31/2024

REVENUES

397 Interfund Transfers

397 00 00 00	Transfer In From TBD- 8th St. / Selkirk Ave./Portage-4th Street Overlay- City's Match	0.00
397 00 00 01	Transfer In From TBD - Gov't Rd. Sidewalk - City's Match	0.00
397 00 00 03	Transfer In - CDBG Govt' Rd. Pathway - City's Match	0.00
397 Interfund Transfers		0.00

Fund Revenues:

413,408.00

EXPENDITURES

542 Streets - Maintenance

542 30 10 00	Public Works Wages	12,000.00
542 30 10 01	Clerk/Treasurer Salary	3,000.00
542 30 10 02	Public Works Director Salary	3,000.00
542 30 10 03	Public Works Overtime Wages	3,000.00
542 30 10 04	Deputy Clerks Wages	1,200.00
542 30 10 05	Admin. Assistant Clerk Wages	0.00
542 30 20 00	Public Works Benefits	7,000.00
542 30 20 01	Clerk/Treasurer Benefits	1,500.00
542 30 20 02	Public Works Director Benefits	1,500.00
542 30 20 03	Public Works Overtime Benefits	1,200.00
542 30 20 04	Deputy Clerks Benefits	600.00
542 30 20 05	Admin. Assistant Clerk Benefits	0.00
542 30 31 00	Supplies And Postage	300.00
542 30 31 01	Uniforms	600.00
542 30 32 03	Fuel	600.00
542 30 35 00	Street Signs	3,000.00
542 30 35 01	Small Tools & Equipment	1,000.00
542 30 41 00	Professional Services	1,000.00
542 30 41 02	State Auditor	500.00
542 30 41 03	Engineering/Planning -- Taylor Orchards Plat	0.00
542 30 41 04	Engineering -- Government Road Study	0.00
542 30 41 06	Engineering Services	500.00
542 30 43 00	Travel And Training	500.00
542 30 45 00	Equipment Rental	0.00
542 30 48 00	City Street Maintenance	10,000.00
542 30 48 01	Vehicle Repair & Maintenance	1,500.00
542 30 48 02	Repair And Maintenance	500.00
542 63 47 00	Street Lighting	23,500.00
542 70 48 00	Roadside Maintenance/Spray	700.00
542 90 46 00	Insurance	1,000.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 13

101 Street Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

542 Streets - Maintenance

542 Streets - Maintenance 79,200.00

543 Streets Admin & Overhead

542 30 41 01 Publishing 100.00

543 30 47 00 Utilities 700.00

543 Streets Admin & Overhead 800.00

594 Capital Expenditures

594 18 62 02 Shop Offices 0.00

594 42 64 00 Street Sweeper 0.00

594 42 64 01 Boom Lift 0.00

594 42 64 04 HVAC For City Hall 0.00

594 42 64 06 Vehicles - Street 0.00

594 42 64 07 Hoist Lift - PW 0.00

595 00 00 00 Capital Expenditures/Expenses - Other Costs Allocations 0.00

595 10 63 02 Saddle Mountain TIB Grant Engineer Exp 0.00

595 10 63 03 Portage/Selkirk TIB Grant Engineer Exp 0.00

595 10 63 04 Broadway/Selkirk TIB Grant Engineer Exp. 0.00

595 30 63 02 Match Exp For Sidewalk Proj DOT 0.00

595 30 63 03 Saddle Mountain TIB Grant Construction Exp 0.00

595 30 63 04 Portage/Selkirk TIB Grant Construction Exp. 0.00

595 30 63 05 Broadway/Selkirk TIB Grant Constr. Exp. 0.00

595 42 63 00 TIB - Government Rd. Sidewalk (Manson Lane-Columbia Ave.) 0.00

Const.

595 42 63 01 TIB - Government Rd. Sidewalk (Manson Lane-Columbia Ave.) 0.00

Engin.

595 42 63 02 Complete Streets Grant (Riverview Ave. Improv) Construction 0.00

595 42 63 03 Complete Streets Grant (Riverview Ave. Improv.) Engineering 0.00

595 95 41 00 CDBG - Government Road Pathway Sidewalk (Engin.) 0.00

595 95 63 00 CDBG - Government Road Pathway Sidewalk (Const.) 0.00

595 95 63 03 TIB - 8th St/Selkirk/Portage-4th Street Overlay - City's Match 0.00

595 95 63 04 TIB - 8th St/Selkirk/Portage-4th Street Overlay - Construction 0.00

595 95 63 05 TIB - 8th St/Selkirk/Portage-4th Street Overlay - Engineering 0.00

595 95 63 06 Government Rd. Pathway City's Match - CDBG 0.00

594 Capital Expenditures 0.00

595 Capital Expenditures- Streets

595 10 63 00 Ellice Ave TIB Grant Engineer Exp 0.00

595 10 63 01 Streets Overlay 2016 Engineer Exp 0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 14

101 Street Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

595 Capital Expenditures- Streets

595 30 63 00 Ellice Ave TIB Grant Construction Exp 0.00

595 30 63 01 Match Expense For Streets TIB 0.00

595 Capital Expenditures- Streets 0.00

999 Ending Balance

508 10 01 01 End Bal Res Street Fund 333,408.00

999 Ending Balance 333,408.00

Fund Expenditures:

413,408.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023
Page: 15

102 Police Vehicle Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 01 02	Beg Bal UnRes Police Fund	4,953.00
308 Beginning Balances		4,953.00

360 Interest & Other Earnings

361 10 01 02	Investment Interest	25.00
361 10 51 02	Prepaid Interest/Premium On Bond Purch	0.00
360 Interest & Other Earnings		25.00

397 Interfund Transfers

397 10 60 03	Transfer In - ARPA Funds - Police Vehicle Equipment	0.00
397 30 00 00	Transfer In From 001 - Police Vehicles Lease	39,236.00
397 Interfund Transfers		39,236.00

Fund Revenues:

44,214.00

EXPENDITURES

521 Law Enforcement

521 20 64 00	Police Vehicles - Equipment	0.00
521 Law Enforcement		0.00

594 Capital Expenditures

591 21 70 00	Police Vehicles (3) 2021 Ford Interceptors - Principal	33,800.00
592 21 80 00	Police Vehicles (3) 2021 Ford Interceptors - Interest	5,436.00
594 21 64 00	Interceptor Lease Princ/FCI -2014-17	0.00
594 21 64 03	Interceptor Lease/FCI 2016-2019	0.00
594 Capital Expenditures		39,236.00

999 Ending Balance

508 80 01 02	End Bal Unres Police Fund	4,978.00
999 Ending Balance		4,978.00

Fund Expenditures:

44,214.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023
Page: 16

103 Multimodal Transportation Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 01 03 Beg Bal Res Multimodal Transportation 87,650.00

308 Beginning Balances 87,650.00

330 Intergovernmental Revenues

336 00 71 00 Multimodal Transportation 4,000.00

336 00 87 01 MVA Transportation 4,000.00

330 Intergovernmental Revenues 8,000.00

Fund Revenues:

95,650.00

EXPENDITURES

999 Ending Balance

508 10 01 03 End Bal Res Multimodal Transportation 95,650.00

999 Ending Balance 95,650.00

Fund Expenditures:

95,650.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 17

104 COVID Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 01 04	Estimated Beginning Balance	0.00
308 Beginning Balances		0.00

330 Intergovernmental Revenues

332 92 10 00	Coronavirus Relief Funds - Dept. Of Commerce	0.00
330 Intergovernmental Revenues		0.00

Fund Revenues:

0.00

EXPENDITURES

514 Financial, Recording & Elections

514 23 10 10	Clerk Salary - COVID	0.00
514 23 10 12	Deputy Clerk Salary-COVID	0.00
514 23 20 10	Clerk Benefits - COVID	0.00
514 23 20 12	Deputy Clerk Benefits - COVID	0.00
514 Financial, Recording & Elections		0.00

518 Centralized Services

514 20 31 10	Office & Operating Supplies - COVID	0.00
518 63 40 00	Grants To Local Agency/Businesses	0.00
518 63 41 12	Office & Operating Supplies - Non-Essential Businesses	0.00
518 90 41 10	Professional Services - COVID	0.00
518 Centralized Services		0.00

521 Law Enforcement

521 10 10 10	Police Clerk - Wages COVID	0.00
521 10 20 10	Police Clerk - Benefits COVID	0.00
521 20 10 10	Police Chief Wages - COVID	0.00
521 20 20 10	Police Chief Benefits - COVID	0.00
521 22 10 10	Police Officer Wages - COVID	0.00
521 22 10 12	Police Officer Overtime - COVID	0.00
521 22 20 10	Police Officer Benefits - COVID	0.00
521 22 20 12	Police Officer Overtime Benefits - COVID	0.00
521 30 31 00	Office & Operating Supplies - COVID	0.00
521 Law Enforcement		0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 18

104 COVID Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

534 Water Utilities

534 10 10 10	Public Works Wages - COVID	0.00
534 10 20 10	Public Works Benefits - COVID	0.00
534 10 31 10	Office & Operating Supplies - COVID	0.00
534 Water Utilities		0.00

535 Sewer

535 10 10 10	Public Works Wages - COVID	0.00
535 10 20 10	Public Works Benefits - COVID	0.00
535 10 31 10	Office & Operating Supplies - COVID	0.00
535 Sewer		0.00

594 Capital Expenditures

594 18 63 10	Capital Expenditures - COVID	0.00
594 Capital Expenditures		0.00

999 Ending Balance

508 10 40 00	Ending Balance	0.00
999 Ending Balance		0.00

Fund Expenditures:

Excess/Deficit:		0.00
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2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 19

105 COPS Grant

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 01 05 Estimated Beginning Balance 0.00

308 Beginning Balances 0.00

330 Intergovernmental Revenues

331 16 00 00 COPS Grant 0.00

330 Intergovernmental Revenues 0.00

Fund Revenues:

0.00

EXPENDITURES

521 Law Enforcement

521 10 10 02 Contracts & Consultants - Wages - (COPS Grant) 0.00

521 10 35 00 Small Tools And Minor Equipment - (COPS Grant) 0.00

521 40 43 01 Travel & Training - (COPS Grant) 0.00

521 Law Enforcement 0.00

594 Capital Expenditures

594 21 64 04 Equipment/Technology- (COPS Grant) 0.00

594 Capital Expenditures 0.00

999 Ending Balance

508 10 50 00 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures:

0.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 20

106 LFRF Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 01 06 Estimated Beginning Balance 800,000.00

308 Beginning Balances 800,000.00

330 Intergovernmental Revenues

332 92 10 01 Coronavirus Local Fiscal Recovery Funds 0.00

330 Intergovernmental Revenues 0.00

Fund Revenues:

800,000.00

EXPENDITURES

518 Centralized Services

518 10 10 00 Employee Premium Pay Wages (ARPA) 0.00

518 10 20 00 Employee Premium Pay Benefits (ARPA) 0.00

518 Centralized Services 0.00

597 Interfund Transfers

597 21 64 00 Transfers-Out - Fund 102 - Police Vehicle Equipment 0.00

597 34 41 00 Transfers-Out - Rate Study 2022 (ARPA Fund) 0.00

597 35 41 00 Transfers-Out - Rate Study 2022 (ARPA Fund) 0.00

597 62 40 00 Grant County Health District 2023 - Transfer To General Fund 0.00

597 Interfund Transfers 0.00

999 Ending Balance

508 10 60 00 Ending Balance 800,000.00

999 Ending Balance 800,000.00

Fund Expenditures:

800,000.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 21

107 Public Safety Tax Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 91 01 07	Estimated Beginning Balance	266.00
308 Beginning Balances		266.00

310 Taxes

313 15 00 00	Public Safety Tax	200,000.00
310 Taxes		200,000.00

397 Interfund Transfers

397 21 00 10	Transfer In - From General Fund	0.00
397 Interfund Transfers		0.00

Fund Revenues:

200,266.00

EXPENDITURES

521 Law Enforcement

521 20 10 03	Law Enforcement - Salaries & Wages	0.00
521 20 20 01	Law Enforcement - Personnel Benefits	0.00
521 20 31 07	Uniforms	0.00
521 20 32 03	Police Vehicle Fuel	35,000.00
521 20 35 00	Axon Cameras	0.00
521 20 41 00	Lexipol	8,500.00
521 22 35 01	Law Enforcement - Small Tools And Minor Equipment	2,500.00
521 40 40 00	Training	0.00
521 40 43 02	Travel	0.00
521 Law Enforcement		46,000.00

522 Fire Control

522 20 42 02	MACC - Communications	30,000.00
522 Fire Control		30,000.00

594 Capital Expenditures

594 21 70 04	Vehicles Lease - Principal	0.00
594 21 80 05	Vehicles Lease - Interest	0.00
594 Capital Expenditures		0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023
Page: 22

107 Public Safety Tax Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

597 Interfund Transfers

597 21 10 00	Transfer Out To General Fund (SRO Wages)	0.00
597 21 10 01	Transfer Out To General Fund (Additional Wages)	112,000.00
597 Interfund Transfers		112,000.00

999 Ending Balance

508 80 01 07	Ending Balance	12,266.00
999 Ending Balance		12,266.00

Fund Expenditures:

200,266.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 23

140 Transportation Benefit Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 00 00 Beg Bal Trans Benefit Dist 352,000.00

308 Beginning Balances 352,000.00

310 Taxes

313 21 00 00 Sales Tax Revenue -- TBD 80,000.00

310 Taxes 80,000.00

Fund Revenues:

432,000.00

EXPENDITURES

594 Capital Expenditures

595 95 63 01 CDBG - Government Rd. Pathway-City's Match 0.00

597 95 63 02 TIB - Government Road Sidewalk - City's Match 0.00

597 95 63 03 TIB - 8th St/Selkirk/Portage-4th Street Overlay - City's Match 0.00

594 Capital Expenditures 0.00

999 Ending Balance

508 10 00 00 End Bal Trans Benefit Dist 432,000.00

999 Ending Balance 432,000.00

Fund Expenditures:

432,000.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 24

350 Capital Improvement Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 03 50	Beg Bal Res Capital Imp Fund	155,200.00
308 Beginning Balances		155,200.00

310 Taxes

318 34 00 00	Real Estate Excise Tax	5,000.00
310 Taxes		5,000.00

330 Intergovernmental Revenues

337 05 14 01	Grant County SIP Grant Government Road	0.00
330 Intergovernmental Revenues		0.00

360 Interest & Other Earnings

361 10 03 50	Investment Interest	800.00
361 10 53 50	Prepaid Interest/Premium On Bond Purch	0.00
360 Interest & Other Earnings		800.00

Fund Revenues:

161,000.00

EXPENDITURES

518 Centralized Services

518 90 41 00	Central Services - Professional Services (510 Gov't. Rd.)	0.00
518 Centralized Services		0.00

594 Capital Expenditures

594 18 48 01	City Hall Repairs - Front Door & Windows	0.00
594 18 63 00	Government Road WSU RCDI Group	0.00
594 18 63 01	Government Road Project Engineering	0.00
594 18 63 02	Government Road Project Other Costs	0.00
594 18 63 03	Flooring For City Hall	0.00
594 18 63 04	Flower Bed Improvements For City Hall	0.00
594 18 63 05	Exterior Bldg. Painting For City Hall	0.00
594 18 63 06	Security System For City Hall	0.00
594 18 63 07	Dog Pound Pole Building	0.00
594 18 63 08	City Hall Planning	0.00
594 18 63 09	City Server	0.00
594 57 64 00	Reader Board/Electronic	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 25

350 Capital Improvement Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

594 Capital Expenditures

594 57 65 00 Mattawa Sign 0.00

594 Capital Expenditures 0.00

999 Ending Balance

508 10 03 50 End Bal Res Capital Imp Fund 161,000.00

999 Ending Balance 161,000.00

Fund Expenditures: 161,000.00

Excess/Deficit: 0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 26

401 Water Operating Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 01	Beg Bal UnRes Water Fund	820,000.00
308 51 04 41	Beg Bal UnRes Water Leave Accrual	9,299.00
308 Beginning Balances		829,299.00

340 Charges For Goods & Services

343 40 00 00	Water Sales	650,000.00
343 40 00 01	Standpipe	200.00
343 40 00 02	Administration Fee	250.00
343 40 00 03	Utility Tax On Water Sales	113,750.00
343 40 00 04	Water Parts Sales And Hydrant Rentals	3,000.00
343 40 00 05	Water Hookups New	1,000.00
343 40 04 01	Hydrant Meter Maintenance	8,065.00
345 89 00 01	Planning & Development (Engineering)	0.00
340 Charges For Goods & Services		776,265.00

350 Fines & Penalties

359 40 01 01	Delinquent Utility Fees--Water	4,000.00
350 Fines & Penalties		4,000.00

360 Interest & Other Earnings

361 10 04 01	Investment Interest	4,000.00
361 10 54 01	Prepaid Interest/Premium On Bond Purch	0.00
369 10 00 02	Sale Of Surplus	10,000.00
360 Interest & Other Earnings		14,000.00

380 Non Revenues

389 10 04 01	Hydrant Deposits	500.00
380 Non Revenues		500.00

397 Interfund Transfers

397 10 60 00	Trasfer In - Rate Study 2022 (ARPA Fund)	0.00
397 Interfund Transfers		0.00

Fund Revenues:

1,624,064.00

EXPENDITURES

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 27

401 Water Operating Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

534 Water Utilities

534 00 41 00	Rate Study 2022 (ARPA Funds)	0.00
534 10 10 00	Clerk/Treasurer Salary	32,000.00
534 10 10 01	Deputy Clerk Wages	28,000.00
534 10 10 02	Public Works Wages	87,000.00
534 10 10 03	Public Works Director Salary	52,000.00
534 10 10 04	Public Works Overtime Wages	10,000.00
534 10 10 05	Admin. Assistant Clerk Wages	0.00
534 10 20 00	Clerk/Treasurer Benefits	16,000.00
534 10 20 01	Deputy Clerk Benefits	19,000.00
534 10 20 02	Public Works Benefits	48,000.00
534 10 20 03	Public Works Director Benefits	26,000.00
534 10 20 04	Public Works Overtime Benefits	6,000.00
534 10 20 05	Admin. Assistant Clerk Benefits	0.00
534 10 30 02	Postage	1,600.00
534 10 31 00	Office Supplies	4,000.00
534 10 31 01	Operating Supplies	4,000.00
534 10 31 02	Chlorine	7,500.00
534 10 31 03	Uniforms	3,000.00
534 10 35 00	Small Tools & Equipment	5,000.00
534 10 35 01	Wheeler Rex Portable Electric Valve Exercisers	0.00
534 10 40 00	Columbia River Water Rights - Annual Fee	7,050.00
534 10 41 00	State Auditor	2,500.00
534 10 41 01	Computer Support/Maintenance	0.00
534 10 41 02	Chemical Samples	7,000.00
534 10 41 03	Engineering Services	10,000.00
534 10 41 04	Publishing	400.00
534 10 41 05	Professional Services	7,000.00
534 10 41 06	Engineering W/S Rate Study	0.00
534 10 41 07	Water Rights Study	0.00
534 10 41 09	Professional Services - Water System Plan	0.00
534 10 41 10	Water Main Easements Study	0.00
534 10 42 00	Telephone	4,000.00
534 10 43 00	Travel & Training	4,000.00
534 10 44 00	Excise Tax On Sales	30,000.00
534 10 44 02	Utility Tax On Water Sales Paid To General Fund	133,656.00
534 10 45 01	Copier Lease	1,500.00
534 10 46 00	Insurance	46,000.00
534 10 47 01	Utilities	37,000.00
534 10 48 00	Computer Support/Maintenance	9,000.00
534 10 48 01	Meter Installations	10,000.00
534 10 48 03	System Repair & Maintenance	26,000.00
534 10 49 00	Water Master Training	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 28

401 Water Operating Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

534 Water Utilities

534 10 49 01	Miscellaneous	0.00
534 10 49 02	Water System Utility Tax/Hydrant Meter	8,065.00
534 10 51 00	System Permit Fees	8,594.00
594 34 64 02	Meters -- Radio Reads	1,000.00
		<hr/>
534 Water Utilities		701,865.00

535 Sewer

534 10 32 02	Fuel	6,000.00
		<hr/>
535 Sewer		6,000.00

548 Public Works - Centralized Services

534 10 48 02	Vehicle Repair & Maintenance	6,000.00
		<hr/>
548 Public Works - Centralized Services		6,000.00

591 Debt Service - Principal Repayment

591 34 70 00	Postage Machine Lease - PW	300.00
591 34 70 01	Copier Machine Lease - PW	700.00
		<hr/>
591 Debt Service - Principal Repayment		1,000.00

594 Capital Expenditures

594 18 62 00	Shop Offices	0.00
594 34 48 00	Well #2 Upgrade	0.00
594 34 63 00	Replace Main Water Lines	0.00
594 34 63 01	Meter Replacements	0.00
594 34 63 03	Well #2 Rehabilitation & Re-Equipping (ARPA)	0.00
594 34 64 00	Gate Valve Replacement	0.00
594 34 64 03	Dump Trailer	0.00
594 34 64 04	Vehicles (Sales From Surplus)	10,000.00
594 34 64 05	Snow Plow	0.00
594 42 64 05	Boom Lift	0.00
		<hr/>
594 Capital Expenditures		10,000.00

597 Interfund Transfers

597 34 00 00	Transfer Out To 402 Bond	69,852.20
		<hr/>
597 Interfund Transfers		69,852.20

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 29

401 Water Operating Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

999 Ending Balance

508 80 04 01 End Bal UnRes Water Fund

829,299.00

999 Ending Balance

829,299.00

Fund Expenditures:

1,624,016.20

Excess/Deficit:

47.80

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 30

402 Water Bond Debt Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 02 Beg Bal UnRes Water Bond Redemp 42,597.11

308 Beginning Balances 42,597.11

397 Interfund Transfers

397 34 04 02 Transfer In From 401 Water 69,852.20

397 Interfund Transfers 69,852.20

Fund Revenues:

112,449.31

EXPENDITURES

591 Debt Service - Principal Repayment

591 34 72 10 Columbia Bank Princ Loan 60,748.51

591 Debt Service - Principal Repayment 60,748.51

592 Debt Service - Interest Costs

592 34 83 10 Columbia Bank Int Loan 9,103.69

592 Debt Service - Interest Costs 9,103.69

999 Ending Balance

508 80 04 02 End Bal UnRes Water Bond Redempt Fund 42,597.11

999 Ending Balance 42,597.11

Fund Expenditures:

112,449.31

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 31

403 Customer Deposit Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 41 04 03 Beg Bal Res Deposit Fund

20,728.00

308 Beginning Balances

20,728.00

380 Non Revenues

389 10 04 03 Customer Deposits

3,206.00

380 Non Revenues

3,206.00

Fund Revenues:

23,934.00

EXPENDITURES

580 Non Expenditures

588 50 04 03 Water & Sewer Deposits Change In Accounting Principle

0.00

589 30 01 00 Deposit Refunds - Customer

1,849.00

580 Non Expenditures

1,849.00

999 Ending Balance

508 10 04 03 End Bal Res Deposit Fund

22,085.00

999 Ending Balance

22,085.00

Fund Expenditures:

23,934.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 32

404 Water Bond Reserve Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 04 04 Beg Bal Res Water Reserve Fund

79,333.63

308 Beginning Balances

79,333.63

360 Interest & Other Earnings

361 10 04 04 Investment Interest

0.00

360 Interest & Other Earnings

0.00

Fund Revenues:

79,333.63

EXPENDITURES

999 Ending Balance

508 10 04 04 End Bal Res Water Bond Reserve

79,333.63

999 Ending Balance

79,333.63

Fund Expenditures:

79,333.63

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 33

405 Sewer Operating Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 05	Beg Bal UnRes Sewer Fund	300,000.00
308 51 04 45	Beg Bal UnRes Sewer Leave Accrual	13,544.00
308 Beginning Balances		313,544.00

330 Intergovernmental Revenues

334 03 10 00	Dept. Of Ecology Grant - WWTF Improvements	0.00
330 Intergovernmental Revenues		0.00

340 Charges For Goods & Services

343 50 00 01	Sewer Sales	760,000.00
343 50 00 02	Administrative Fee	300.00
343 50 00 03	Utility Tax On Sewer Sales	133,000.00
343 50 00 04	Sewer Sales- Parts	0.00
343 50 00 05	Sewer Hookups New	350.00
340 Charges For Goods & Services		893,650.00

350 Fines & Penalties

359 50 00 01	Delinquent Utility Fees-Sewer	3,500.00
350 Fines & Penalties		3,500.00

360 Interest & Other Earnings

361 10 04 05	Investment Interest	0.00
361 10 54 05	Prepaid Interest/Premium On Bond Purch	0.00
369 10 00 03	Sale Of Surplus	0.00
369 91 00 01	Employee Re-Payment	0.00
360 Interest & Other Earnings		0.00

397 Interfund Transfers

397 10 60 01	Transfer In - Rate Study 2022 (ARPA Funds)	0.00
397 Interfund Transfers		0.00

398 Insurance Recoveries

398 10 00 00	Insurance Recoveries - WWTF Fire	0.00
398 Insurance Recoveries		0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 34

405 Sewer Operating Fund

01/01/2024 To: 12/31/2024

REVENUES

Fund Revenues:

1,210,694.00

EXPENDITURES

535 Sewer

535 00 41 00	Rate Study 2022 - (ARPA Funds)	0.00
535 00 48 01	Sewer Installations	4,000.00
535 10 10 00	Public Works Wages	98,000.00
535 10 10 02	Clerk/Treasurer Salary	32,000.00
535 10 10 03	Public Works Director Salary	43,000.00
535 10 10 04	Public Works Overtime Wages	8,000.00
535 10 10 05	Deputy Clerks Wages	27,000.00
535 10 10 06	Admin. Assistant Clerk Wages	0.00
535 10 20 00	Public Works Benefits	64,000.00
535 10 20 02	Clerk/Treasurer Benefits	16,000.00
535 10 20 03	Public Works Director Benefits	22,000.00
535 10 20 04	Public Works Overtime Benefits	5,000.00
535 10 20 05	Deputy Clerks Benefits	15,000.00
535 10 20 06	Admin. Assistant Clerk Benefits	0.00
535 10 31 00	Office Supplies	3,000.00
535 10 31 01	Postage	1,400.00
535 10 31 02	Uniforms	2,500.00
535 10 31 03	Office & Operating Supplies - WWTF Fire	0.00
535 10 32 00	Fuel	5,000.00
535 10 32 01	Fuel - WWTF Fire	0.00
535 10 35 00	Small Tools & Equipment	4,000.00
535 10 35 02	Composite Sampler ISCO 4700	0.00
535 10 41 00	State Auditor	3,000.00
535 10 41 01	Engineering Services	6,600.00
535 10 41 02	Testing Samples	22,000.00
535 10 41 03	Publishing	500.00
535 10 41 04	Professional Services	7,000.00
535 10 41 05	Engineering -- W/S Rate Study	0.00
535 10 41 06	Legal Fees -- Sewer	0.00
535 10 41 07	Engineering - WWTF Improvements	0.00
535 10 41 08	Professional Services - WWTF Fire	0.00
535 10 41 09	Professional Services - Pretreatment Ordinance	0.00
535 10 41 10	Portage Liftstation Study	0.00
535 10 42 00	Telephone	5,000.00
535 10 43 00	Travel & Training	2,500.00
535 10 44 00	Excise Tax On Sales	15,000.00
535 10 44 01	Utility Tax On Sewer Sales Paid To General Fund	156,275.00
535 10 45 01	Copier Lease	1,200.00
535 10 46 00	Insurance	46,000.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 35

405 Sewer Operating Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

535 Sewer

535 10 47 00	Utilities	24,000.00
535 10 47 01	LID Sewer Assess Fees	0.00
535 10 48 00	Office Repair And Maintenance	2,500.00
535 10 48 01	Computer Support/Maintenance	7,500.00
535 10 48 02	Sewer Plant Maintenance	24,000.00
535 10 48 03	Vehicle Repair / Maintenance	5,500.00
535 10 48 04	System Repairs / Maintenance	24,000.00
535 10 49 00	Miscellaneous	0.00
535 10 51 00	Permit Fees	4,500.00
535 Sewer		706,975.00

591 Debt Service - Principal Repayment

591 35 72 00	PWTF Loan Princ 07-962-014	23,105.00
591 Debt Service - Principal Repayment		23,105.00

592 Debt Service - Interest Costs

592 35 83 00	PWTF Loan Int 07-962-014	2,000.00
592 Debt Service - Interest Costs		2,000.00

594 Capital Expenditures

594 18 62 01	Shop Offices	0.00
594 35 31 00	Computers - WWTF Fire	0.00
594 35 45 00	Blower Rental - WWTF Fire	0.00
594 35 63 03	Spare Pump X 2	0.00
594 35 63 06	WWTF Fire Repairs	0.00
594 35 64 01	Vehicles	0.00
594 35 64 04	Sewer Treatment Plant Fencing	0.00
594 35 64 05	Mower (WWTF)	0.00
594 35 64 06	Snow Plow	0.00
594 42 64 02	Boom Lift	0.00
595 35 63 04	WWTF Fire Repairs - DO NOT USE	0.00
594 Capital Expenditures		0.00

597 Interfund Transfers

597 30 00 00	Transfer To 412-sewer Improv.	15,000.00
597 35 89 00	Transfer To 406 Sewer Debt. Fund (WWTF Improv. Loan Pmt.)	150,000.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023
Page: 36

405 Sewer Operating Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

597 Interfund Transfers

597 Interfund Transfers 165,000.00

999 Ending Balance

508 80 04 05 End Bal UnRes Sewer Fund 313,614.00

999 Ending Balance 313,614.00

Fund Expenditures: 1,210,694.00

Excess/Deficit: 0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 37

406 Sewer Debt Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 06	Beg Bal UnRes Sewer Debt Fund	410,332.00
308 Beginning Balances		410,332.00

360 Interest & Other Earnings

361 10 04 06	Investment Interest	1,200.00
361 40 04 06	ULID Sewer Interest	8,000.00
368 10 04 06	ULID Sewer Principal	22,000.00
360 Interest & Other Earnings		31,200.00

397 Interfund Transfers

397 40 50 00	Transfer In From 405 - WWTF Improv. Loan Re-Payment	150,000.00
397 41 20 00	Transfer In From 412 - Hydro Study Re-Payment	6,389.80
397 Interfund Transfers		156,389.80

Fund Revenues:

597,921.80

EXPENDITURES

591 Debt Service - Principal Repayment

591 35 70 00	Hydro Study Re-Payment - Principal	4,349.39
591 35 72 02	DOE SRF Loan Princ L9800025	0.00
591 35 72 08	DOE CCWF Loan Princ L9800024	0.00
591 35 72 10	Columbia Bank Princ Loan '12	46,069.52
591 35 72 12	DOE SWD Princ Loan EL160638	1,588.00
591 35 79 00	Hydro Study Re- Payment - Admin.	1,020.21
591 35 80 00	Hydro Study Re-Payment - Interest	1,020.20
592 35 83 12	DOE SWD Interest Loan EL160638	620.00
591 Debt Service - Principal Repayment		54,667.32

592 Debt Service - Interest Costs

592 35 83 10	Columbia Bank Int Loan '12	6,903.91
592 Debt Service - Interest Costs		6,903.91

999 Ending Balance

508 80 04 06	End Bal UnRes Sewer Debt Fund	536,350.57
999 Ending Balance		536,350.57

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023
Page: 38

406 Sewer Debt Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

Fund Expenditures:

597,921.80

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 39

407 Water Emergency Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 07 Beg Bal UnRes Water Emergency Fund

62,321.00

308 Beginning Balances

62,321.00

360 Interest & Other Earnings

361 10 04 07 Investment Interest

200.00

360 Interest & Other Earnings

200.00

Fund Revenues:

62,521.00

EXPENDITURES

999 Ending Balance

508 80 04 07 End Bal UnRes Water Emergency Fund

62,521.00

999 Ending Balance

62,521.00

Fund Expenditures:

62,521.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 40

408 Sewer Emergency Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 08 Beg Bal UnRes Sewer Emergency Fund 21,208.00

308 Beginning Balances 21,208.00

360 Interest & Other Earnings

361 10 04 08 Investment Interest 100.00

360 Interest & Other Earnings 100.00

Fund Revenues:

21,308.00

EXPENDITURES

535 Sewer

535 00 48 00 Sewer Repairs & Maintenance 0.00

535 Sewer 0.00

999 Ending Balance

508 80 04 08 End Bal UnRes Sewer Emergency Fund 21,308.00

999 Ending Balance 21,308.00

Fund Expenditures:

21,308.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023
Page: 41

410 Sewer Reserve Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 04 10 Beg Bal Res Sewer Reserve

83,579.00

308 Beginning Balances

83,579.00

360 Interest & Other Earnings

361 10 04 10 Investment Interest

200.00

360 Interest & Other Earnings

200.00

Fund Revenues:

83,779.00

EXPENDITURES

999 Ending Balance

508 10 04 10 End Bal Res Sewer Reserve Fund

83,779.00

999 Ending Balance

83,779.00

Fund Expenditures:

83,779.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 42

411 Water Capital Improvement

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 11	Beg Bal UnRes Water Capital Improvement	459,000.00
308 Beginning Balances		459,000.00

340 Charges For Goods & Services

343 40 00 06	Water Rights Fees In Lieu Of Water Rights	0.00
343 40 00 07	Water GFC Fee NON Developer	0.00
340 Charges For Goods & Services		0.00

360 Interest & Other Earnings

361 10 04 11	Investment Interest	600.00
367 40 04 03	Water GFC System Fees Developer Only	0.00
367 40 04 04	Water Hook Up Fees Developer Only	0.00
360 Interest & Other Earnings		600.00

Fund Revenues:

459,600.00

EXPENDITURES

594 Capital Expenditures

594 18 62 03	Shop Offices	0.00
594 34 35 00	Cameras	0.00
594 34 48 01	Well #2 Upgrade	0.00
594 34 48 02	Reservoir Painting Bars	0.00
594 34 63 02	Replace Main Water Lines	0.00
594 34 64 06	Vehicle - PW	0.00
594 34 64 07	Hoist Lift - PW	0.00
594 Capital Expenditures		0.00

999 Ending Balance

508 80 04 11	End Bal UnRes Water Capital Imp Fund	459,600.00
999 Ending Balance		459,600.00

Fund Expenditures:

459,600.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 43

412 Sewer Capital Improvement

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 12 Beg Bal UnRes Sewer Capital Improvement 674,000.00

308 Beginning Balances 674,000.00

330 Intergovernmental Revenues

333 14 22 81 CDBG Planning Grant '15 Facility Upgrade 0.00

333 19 00 00 Facility Plan WWTP -- DOE Grant 0.00

391 80 10 01 Hydro Study DOE Loan 0.00

330 Intergovernmental Revenues 0.00

340 Charges For Goods & Services

343 50 00 06 Sewer GFC Fee NON Developer 0.00

340 Charges For Goods & Services 0.00

360 Interest & Other Earnings

361 10 04 12 Investment Interest 1,000.00

367 50 04 06 Sewer GFC System Fees Developer Only 0.00

367 50 04 07 Sewer Hook Up Fees Developer Only 0.00

360 Interest & Other Earnings 1,000.00

390 Other Financing Sources

391 80 00 00 Facility Plan WWTP -- DOE Loan 0.00

391 80 00 02 WWTF Improvements -- DOE Loan 0.00

390 Other Financing Sources 0.00

397 Interfund Transfers

397 00 04 12 Transfer 405 To 412 Sewer 15,000.00

397 Interfund Transfers 15,000.00

Fund Revenues:

690,000.00

EXPENDITURES

594 Capital Expenditures

594 35 35 00 Hoist List - PW 0.00

594 35 40 00 Hydro Study DOE Loan 0.00

594 35 40 01 Hydro Study DOE Grant 0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 44

412 Sewer Capital Improvement

01/01/2024 To: 12/31/2024

EXPENDITURES

594 Capital Expenditures

594 35 41 00	WWTF Improvements Project - Engineering (Construction Admin)	0.00
594 35 41 02	WWTF Improvements Engineering DOE Loan (Design)	0.00
594 35 41 04	WWTF Improvements Engineering DOE Grant (Design)	0.00
594 35 41 05	WWTF Improvements Engineering (Task 4 Solids Handling Analysis) -Loan	0.00
594 35 63 00	Facility Plan Engineering CDBG Grant	0.00
594 35 63 01	Lift Station Upgrade	0.00
594 35 63 02	Facility Plan Engineering DOE Loan	0.00
594 35 63 04	Facility Plan Engineering DOE Grant	0.00
594 35 63 05	WWTF Improvements Project - Construction	0.00
594 35 64 00	Vehicle - PW	0.00
594 35 64 02	HVAC For City Hall	0.00
594 35 64 03	Cameras	0.00
594 76 62 05	Bathrooms- Park	0.00
594 Capital Expenditures		0.00

597 Interfund Transfers

597 35 41 01	Transfer Out - Hydro Study Re-Payment To Fund 406	6,389.80
597 Interfund Transfers		6,389.80

999 Ending Balance

508 80 04 12	End Bal UnRes Sewer Capital Imp Fund	683,610.20
999 Ending Balance		683,610.20

Fund Expenditures:

690,000.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 45

413 Water Deposits

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 41 04 13 Beg Bal Res Water Deposits 0.00

308 Beginning Balances 0.00

380 Non Revenues

382 10 04 13 Water Deposits 0.00

388 50 04 13 Water-Change In Accounting Principle 0.00

380 Non Revenues 0.00

Fund Revenues:

0.00

EXPENDITURES

580 Non Expenditures

582 10 04 13 Water Deposit Refunds 0.00

580 Non Expenditures 0.00

Fund Expenditures:

0.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 46

414 Sewer Deposits

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 41 04 14 Beg Bal Res Sewer Deposits 0.00

308 Beginning Balances 0.00

380 Non Revenues

382 10 04 14 Sewer Deposits 0.00

388 50 04 14 Sewer-Change In Accounting Principle 0.00

380 Non Revenues 0.00

Fund Revenues:

0.00

EXPENDITURES

580 Non Expenditures

582 10 04 14 Sewer Deposit Refunds 0.00

580 Non Expenditures 0.00

Fund Expenditures:

0.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 47

420 Solid Waste Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 20	Beg Bal UnRes Solid Waste Fund	120,000.00
308 51 04 21	Beg Bal UnRes Solid Waste Leave Accrual	1,557.92
308 Beginning Balances		121,557.92

340 Charges For Goods & Services

343 70 00 00	Garbage/Solid Waste Services	356,000.00
343 70 00 01	Drop Box Fees	0.00
343 70 00 02	Utility Tax On Garbage Sales	62,300.00
340 Charges For Goods & Services		418,300.00

350 Fines & Penalties

359 70 04 20	Delinquent Utility Fees-Garbage	1,000.00
350 Fines & Penalties		1,000.00

360 Interest & Other Earnings

361 10 04 20	Investment Interest	500.00
361 10 54 20	Prepaid Interest/Premium On Bond Purch	0.00
367 00 00 01	Contributions And Donations	0.00
367 00 00 05	Clean-Up Fee Revenue	2,000.00
360 Interest & Other Earnings		2,500.00

Fund Revenues:

543,357.92

EXPENDITURES

537 Garbage & Solid Waste

537 10 10 00	Clerk/Treasurer Salary	6,000.00
537 10 10 01	Public Works Wages	8,000.00
537 10 10 02	Public Works Director Salary	7,000.00
537 10 10 03	Public Works Overtime Wages	1,000.00
537 10 10 04	Deputy Clerks Wages	12,000.00
537 10 10 05	Admin. Assistant Clerk Wages	0.00
537 10 20 00	Clerk/Treasurer Benefits	3,000.00
537 10 20 01	Public Works Benefits	5,000.00
537 10 20 02	Public Works Director Benefits	3,500.00
537 10 20 03	Public Works Overtime Benefits	600.00
537 10 20 04	Deputy Clerks Benefits	6,000.00
537 10 20 05	Admin. Assistant Clerk Benefits	0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 48

420 Solid Waste Fund

01/01/2024 To: 12/31/2024

EXPENDITURES

537 Garbage & Solid Waste

537 10 31 00	Office Supplies	600.00
537 10 31 01	Postage	1,097.00
537 10 33 00	Consolidated Disposal	255,000.00
537 10 33 01	Consolidated Disposal Drop Box Fees	1,500.00
537 10 41 00	State Auditor	2,000.00
537 10 41 01	Computer Support/Maintenance	3,600.00
537 10 41 02	Professional Services	2,400.00
537 10 41 03	Legal Fees	1,000.00
537 10 42 00	Telephone	1,500.00
537 10 44 00	Excise Tax On Sales	21,000.00
537 10 44 01	Utility Tax On Garbage Sales Paid To General Fund	73,203.00
537 10 46 00	Insurance	2,400.00
537 10 48 00	Office Repair And Maintenance	600.00
537 10 48 01	Vehicle Repair & Maintenance	1,000.00
537 10 49 00	Miscellaneous	0.00
537 30 41 01	Publishing	300.00
537 50 41 00	Spring Clean Up	2,000.00
537 50 48 00	Clean-up Events	500.00

537 Garbage & Solid Waste 421,800.00

594 Capital Expenditures

594 37 64 00	Snow Plow	0.00
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594 Capital Expenditures 0.00

999 Ending Balance

508 80 04 20	End Bal UnRes Solid Waste Fund	121,557.92
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999 Ending Balance 121,557.92

Fund Expenditures:

543,357.92

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 49

460 Water System Construction

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 04 60 Beg Bal UnRes Water Construction 73,796.49

308 Beginning Balances 73,796.49

330 Intergovernmental Revenues

333 14 22 80 CDBG Planning Grant '12 0.00

330 Intergovernmental Revenues 0.00

Fund Revenues:

73,796.49

EXPENDITURES

534 Water Utilities

534 20 41 01 CDBG Planning Only Grant Expenses 0.00

534 Water Utilities 0.00

594 Capital Expenditures

594 34 62 01 Well Pump #2 Service 0.00

594 34 62 02 Well Pump #3 Service 0.00

594 34 62 03 Hypochlorite System 0.00

594 34 64 01 HVAC For City Hall 0.00

594 Capital Expenditures 0.00

999 Ending Balance

508 80 04 60 End Bal UnRes Water Const Fund 73,796.49

999 Ending Balance 73,796.49

Fund Expenditures:

73,796.49

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

Page: 50

639 Custodial Fund

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 00 63 Estimated Beginning Balance 0.00

308 Beginning Balances 0.00

380 Non Revenues

389 30 00 00 State Bldg Code Fee 0.00

389 30 00 01 PSEA State Fees 0.00

380 Non Revenues 0.00

Fund Revenues:

0.00

EXPENDITURES

580 Non Expenditures

589 30 02 00 State Bldg Code Fee To State Treasurer 0.00

589 30 03 00 PSEA State Fees 0.00

580 Non Expenditures 0.00

999 Ending Balance

508 31 00 63 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures:

0.00

Excess/Deficit:

0.00

2024 BUDGET TOTALS

City Of Mattawa

Time: 18:03:02 Date: 10/30/2023

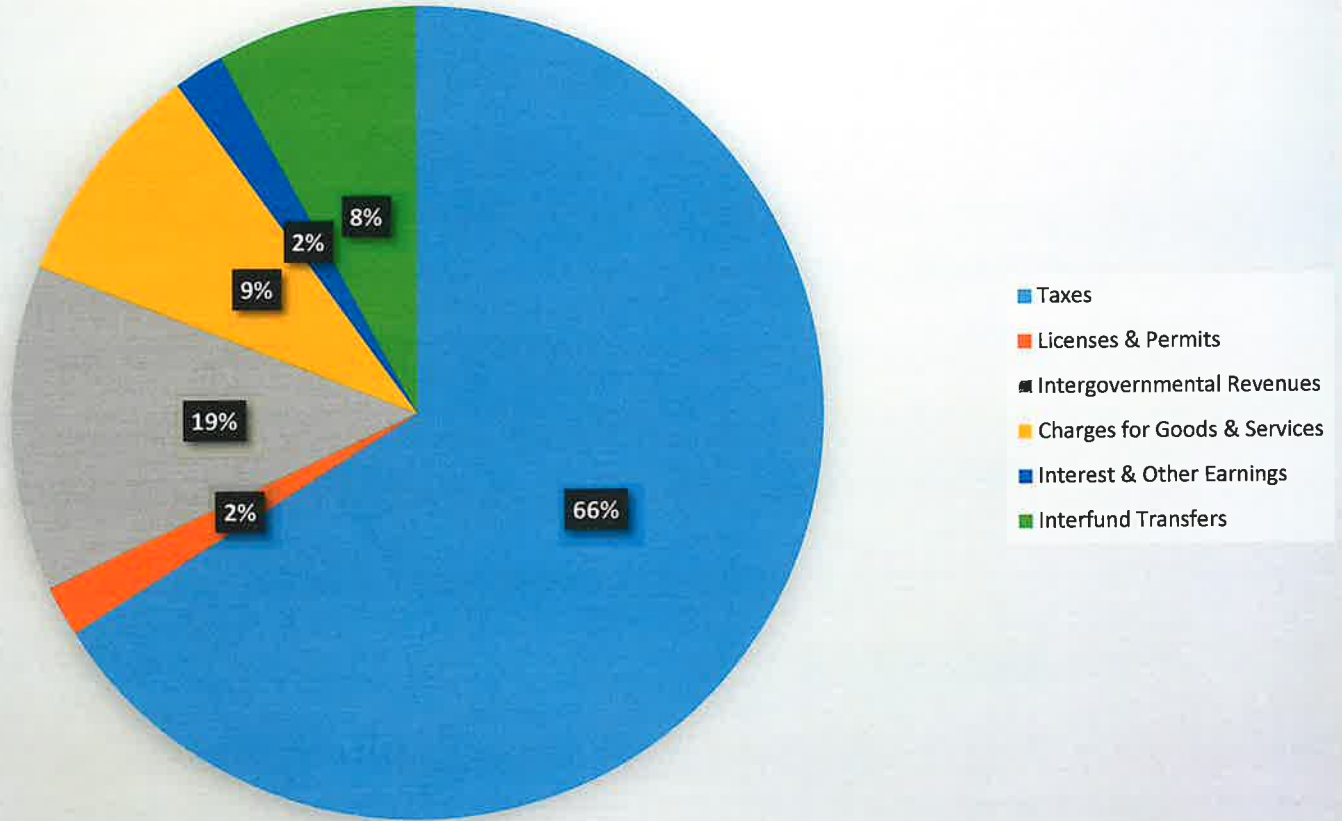
Page: 51

Fund	Revenues	Expenditures	Net
001 Current Expense Fund	2,239,521.00	2,239,521.00	0.00
101 Street Fund	413,408.00	413,408.00	0.00
102 Police Vehicle Fund	44,214.00	44,214.00	0.00
103 Multimodal Transportation Fund	95,650.00	95,650.00	0.00
104 COVID Fund	0.00	0.00	0.00
105 COPS Grant	0.00	0.00	0.00
106 LFRF Fund	800,000.00	800,000.00	0.00
107 Public Safety Tax Fund	200,266.00	200,266.00	0.00
140 Transportation Benefit Fund	432,000.00	432,000.00	0.00
350 Capital Improvement Fund	161,000.00	161,000.00	0.00
401 Water Operating Fund	1,624,064.00	1,624,016.20	47.80
402 Water Bond Debt Fund	112,449.31	112,449.31	0.00
403 Customer Deposit Fund	23,934.00	23,934.00	0.00
404 Water Bond Reserve Fund	79,333.63	79,333.63	0.00
405 Sewer Operating Fund	1,210,694.00	1,210,694.00	0.00
406 Sewer Debt Fund	597,921.80	597,921.80	0.00
407 Water Emergency Fund	62,521.00	62,521.00	0.00
408 Sewer Emergency Fund	21,308.00	21,308.00	0.00
410 Sewer Reserve Fund	83,779.00	83,779.00	0.00
411 Water Capital Improvement	459,600.00	459,600.00	0.00
412 Sewer Capital Improvement	690,000.00	690,000.00	0.00
413 Water Deposits	0.00	0.00	0.00
414 Sewer Deposits	0.00	0.00	0.00
420 Solid Waste Fund	543,357.92	543,357.92	0.00
460 Water System Construction	73,796.49	73,796.49	0.00
639 Custodial Fund	0.00	0.00	0.00
	9,968,818.15	9,968,770.35	47.80

City of Mattawa

2024 Estimated Revenues Sources

Current Expense Budget (General Fund)



Taxes	66%	\$973,225.00
Licenses & Permits	2%	\$34,790.00
Intergovernmental Revenues	13%	\$187,485.00
Charges for Goods & Services	9%	\$156,355.00
Interest & Other Earnings	2%	\$25,666.00
Interfund Transfers	8%	<u>\$112,000.00</u>
TOTAL REVENUE		\$1,489,521.00
Budgeted Beginning Fund Balance		<u>\$750,000.00</u>
Total General Funding Sources		<u>\$2,239,521.00</u>

- Graph Percentages are rounded and may have a 1/10% rounding error



Ordinance / Resolution No. 23.11.17
RCW 84.55.120

WHEREAS, the Council of City of Mattawa has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2024 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 149,126.24 ; and,
(Previous year's levy amount)

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 1,491.26
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 2 day of November , 2023 .

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



City of Mattawa Planning: Monthly Update

Date: November 2nd 2023

From: Rachelle Bradley, Mattawa Contract Planner SCJ Alliance

The purpose of this document is to provide the Mattawa City Council with a written update regarding current planning development for those who have submitted an application and paid fees as well as general planning inquiries. This report will be provided in the Council packet. SCJ Alliance Planning Consultants will provide a verbal update to the Council as substantive project updates are available.

Development Review

Project	Type	Status	Contact	SCJ Lead
1. Lopez Short Plat	Short Subdivision – Preliminary Plat	Updated materials received on 09/05. Application deemed complete.	Macario Lopez	Mike Manning
2. Madrigal Short Plat	Short Subdivision – Preliminary Plat	Application incomplete, waiting on additional materials requested on 07/11	Madrigal	Rachelle Bradley
3. Family Dollar Store BSP	Binding Site Plan	Applicant withdrew application on 09/01. Closed.	Antonio Conti	Rachelle Bradley
4. Hwang Subdivision	Major Subdivision – Preliminary Plat	No update, waiting on applicant to initiate development agreement negotiations	Sun Hwang	Rachelle Bradley
5. Bodrero Estates Subdivision	Major Subdivision – Preliminary Plat	Hearing Examiner final decision issued on 09/07 with conditions.	Sara Prather	Rachelle Bradley
6. Pavon Subdivision	Short Subdivision – Preliminary Plat	Application received on 09/26. Determination of incomplete issued on 10/18.	Marcela Celestino	Victor Ramos
7. Celestino Subdivision	Short Subdivision – Preliminary Plat	Application received on 09/26. Determination of incomplete issued on 10/18.	Marcela Celestino	Victor Ramos
8. Rubalcava Subdivision	Short Subdivision – Final Plat	Final plat approval issued on 10/19.	Maria Rubalcava	Rachelle Bradley

Administrative Inquiries

Project	Type	Status	Contact	SCJ Lead
1. 150 Blanca Ct	Critical Area Determination Letter	Letter requested on 08/30. Determination issued 09/06.	Roberto Pesce	Mike Manning
2. Tamayo Tiny Home/RV	Planning Inquiry/Enforcement	Inquiry received on 09/13. Planning determined on 09/15 issue is outside of Title 17	Karina Tamayo	Rachelle Bradley

			enforcement. If building official/PW determines structure is tiny home then accessory dwelling regs applies.		
3.	205 1 st Street Remodel	Building Permit Planning Review	Received on 09/11 and determined to move forward on 09/19.	Marty True Value/Martin Charvet	Rachelle Bradley
4.	314 Government Rd Carport	Building Permit Planning Review	Received on 09/12 and determined to move forward on 09/26.	Victor Morales	Mike Manning
5.	100 SW Patchee Dr	Planning Inquiry	Inquiry received on 09/28 regarding permitted use for apartments on parcel. Meeting scheduled on 10/10 with applicant. Applicant did not show.	Jorge Ochoa	Rachelle Bradley
6.	106 Portage Telecom Equipment Addition	Building Permit Planning Review	Application received on 10/10, approved to move forward on 10/17	Faulk and Foster	Mike Manning
7.	Umpqua Bank Sign Permit	Sign Permit	Sign permit application received on 10/10, approved to move forward on 10/20.	Umpqua Bank	Mike Manning
8.	Gas Station and C-Store – 243 & Rd 24	Pre-Development Inquiry	Interested buyer reached out to city on 10/16. Pre-application meeting on 10/30.	Hardeep Singh	Rachelle Bradley

General Planning

	Project	Status	Contact	SCJ Lead
1.	Comprehensive Plan 2023 Update	Draft plan completed and uploaded to PlanView for 60-day review. Ends on 12/23.	Rachelle Bradley	Rachelle Bradley
2.	Development Regulations & CAO Update	Draft development regulations, GMA periodic checklist, CAO with County reference adoption, and adopting ordinance uploaded to PlanView for 60-day review. Ends on 12/28.	Rachelle Bradley	Rachelle Bradley
3.	Parks, Recreation, and Open Space Plan	Contract fully executed 10/5. Draft schedule and public participation plan developed. Staff kickoff scheduled on 11/2.	Rachelle Bradley	Rachelle Bradley/Lauren Schubring
4.				



**CITY OF MATTAWA
COUNCIL MEETING MINUTES
OCTOBER 19, 2023
5:30 PM**

- *At 5:30pm, there was a lack of quorum. After a few minutes, there were 4 council members either in-person or logged in.
- *After a council member was having trouble logging in, it was discovered that the council meeting agenda was not posted on the city website.
- * Katherine (city attorney) explained that the council meeting can be moved to another time due to an agenda not posted.
- * **M/s; Heredia / Acosta motion to continue this council meeting to Monday, October 23rd at 6pm. Motion carried.**

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

** 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 23, 2023, the Council approved payment of 2023 Claims EFT & checks approval #20071-20100 in the amount of \$240,077.73, 2023 Payroll EFT approval in the amount of \$11,400.00.

**** M/s; Acosta / Heredia motion that bills, checks, payroll, 10/05/23 meeting minutes be approved. Motion carried.**

IV. Reports:

Mayor's Report

** Trunk or Treat event will be next Tuesday, approximately 6-10 participants have confirmed. The school will have a haunted house and still need verification from taco vendor. The mayor told the council that we are in need of candy donations. Councilwoman Lopez asked if it had to be candies, Mayor said no it does not.

** Cascadia Foods – will have food distribution in smaller quantities.

Council Report

** Councilman Acosta asked about city hall closing for 3 days. Mayor Celaya said the clerk's department will be going to a Springbrook conference and public works to IACC conference.

Police Department Report

** Chief Salinas is absent.

Public Works Department Report

** Basketball Court update: waiting on quotes for paving.

** Chlorine system got services.

** WWTF Improvements: Half of the first clarifier has been poured.

** WWTF Fire rebuilt: Finalize in early November.

** Backhoe was inspected and does not work properly.

** Jamin gave a city hall / fire bldg. update: Preliminary comments are that the old fire building is in need of numerous code issues and concerns if used long term. We will provide pricing and costs associated with upgrades and or remodel of the current city hall so the council can make a decision then.

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

None.

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

1. Council Rules & Procedures – Draft

-Councilman Acosta wanted clarification on section 20.03.020 Council Representation. Katherine explained the chain of command for press release.

-Councilman Acosta would like section 2.03.030 Council Meeting if it falls on a holiday to change it to reschedule to future/later date.

-Councilman Acosta would like section 2.03.040 Final Agenda to be completed by 3 pm on the Monday preceding the regular council meeting.

-Councilman Berghout would like section 2.03.110 Broadcasting to allow remoting in due to his work schedule.

-Section 2.03.150 to change to wait 15 minutes or longer to council member to show up to have a quorum.

M/s; Berghout / Acosta motion to move this item to continue for next meeting. Motion carried.

2. John Deere 310 backhoe Repair

Councilman Acosta asked about pricing for repair. Juan said for repair & labor it is estimated to be about \$6500.

M/s; Acosta / Heredia motion to approve repairs. Motion carried.

3. Re-Striping Project

Juan provided a staff report on selecting a company for restriping city roads.

M/s; Berghout / Lopez motion to select Stripe Rite for road re-striping. Opposed, Acosta. Motion carried.

4. Basketball Court Paving

Juan provided a staff report on selecting a paving company for the basketball court.

M/s; Heredia / Lopez motion to select All Service Asphalt LLC for paving of the basketball court project. Motion carried.

VII. Council Workshop – Budget 2024 (General Fund)

** Council would like to add a budget subcommittee for next meeting.

** Councilman Berghout would like a positive community narrative to better attract commercial interest.

VIII. Adjournment:

The council meeting was adjourned at 7:42 P.M. M/s; Berghout / Acosta. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:53:38 Date: 10/30/2023

As Of: 11/02/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16640	11/02/2023	11/02/2023	3627		
			ANATEX LABS INC-SPOKANE	50.00	WWTP RC Samples
	535 10 41 02	Testing Samples	405 000 535 Sewer Operatin	50.00	WWTP RC Samples
16635	11/02/2023	11/02/2023	3519		
			APSCO, LLC	236.25	PW- WWTF Blowers Belts
	535 10 48 02	Sewer Plant Maintenance	405 000 535 Sewer Operatin	236.25	PW- WWTF Blowers Belts
16644	11/02/2023	11/02/2023	3616		
			BOSS CONTRUCTION, INC	303,336.73	Pogress Estimate 4 WWTF Improvements
	594 35 63 05	WWTF Improvements Proj	412 000 594 Sewer Capital I	303,336.73	Pogress Estimate 4 WWTF Improvements
16633	11/02/2023	11/02/2023	1886		
			CENTURY LINK	67.31	WWTF SCADA System
	535 10 42 00	Telephone	405 000 535 Sewer Operatin	67.31	WWTF SCADA System
16634	11/02/2023	11/02/2023	1886		
			CENTURY LINK	127.63	Lift Station Line
	535 10 42 00	Telephone	405 000 535 Sewer Operatin	127.63	Lift Station Line
16655	11/02/2023	11/02/2023	2150		
			CODE PUBLISHING INC	396.21	Municipal Code- Web Update
	511 30 41 00	Code Book Update	001 000 511 Current Expens	396.21	Municipal Code- Web Update
16641	11/02/2023	11/02/2023	2667		
			CORRECT EQUIPMENT	1,461.23	Gas Services Maint. CL Room
	534 10 48 03	System Repair & Maintenai	401 000 534 Water Operatin;	1,461.23	Gas Services Maint. CL Room
16645	11/02/2023	11/02/2023	2304		
			FIRST BANKCARD	2,949.08	Credit Card Expenses Clerks
	514 23 31 02	Office Supplies	001 000 514 Current Expens	43.86	File Folders/ Hanging File Folders
	514 23 31 02	Office Supplies	001 000 514 Current Expens	120.00	Costco Membership Renewal
	514 23 31 02	Office Supplies	001 000 514 Current Expens	52.84	Office Paper
	514 23 31 02	Office Supplies	001 000 514 Current Expens	33.34	Paper Towels
	514 23 43 00	Travel & Education	001 000 514 Current Expens	10.50	Parking - WFOA Training Spokane
	514 23 43 00	Travel & Education	001 000 514 Current Expens	10.50	Parking- WFOA Training Spokane
	514 23 43 00	Travel & Education	001 000 514 Current Expens	55.00	Dinner Jazmin & Anabel- WFOA Training Spokane
	514 23 43 00	Travel & Education	001 000 514 Current Expens	428.66	Jazmin & Anabel Lodging- WFOA Training Spokane
	514 23 43 00	Travel & Education	001 000 514 Current Expens	40.00	Dinner Jazmin & Anabel- WFOA Training Spokane
	514 23 43 00	Travel & Education	001 000 514 Current Expens	155.83	Jazmin & Anabel Lodging -WFOA Training Spokane
	518 23 42 14	Telephone/Internet Expense	001 000 518 Current Expens	68.90	City Hall Internet
	518 23 42 14	Telephone/Internet Expense	001 000 518 Current Expens	48.23	Office Phone Lines
	518 23 42 14	Telephone/Internet Expense	001 000 518 Current Expens	16.66	Monthly Web Site Fees
	518 70 31 00	Other Supplies And Furnitu	001 000 518 Current Expens	10.79	Tide Wash Lobby Tablecloths
	518 70 31 00	Other Supplies And Furnitu	001 000 518 Current Expens	36.08	Electic Stapler
	518 70 31 00	Other Supplies And Furnitu	001 000 518 Current Expens	16.22	Standard Staples

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:53:38 Date: 10/30/2023

As Of: 11/02/2023

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	9.53	Clorox Disinfecting
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	193.67	Portable Washing Machine
521 10 49 00	Professional Services		001 000 521 Current Expens	16.66	Monthly Web Site Fees
521 20 31 00	Office Supplies		001 000 521 Current Expens	52.84	Office Paper
521 20 31 00	Office Supplies		001 000 521 Current Expens	33.34	Paper Towels
534 10 31 00	Office Supplies		401 000 534 Water Operatin	17.61	Office Paper
534 10 31 00	Office Supplies		401 000 534 Water Operatin	11.11	Paper Towels
534 10 41 05	Professional Services		401 000 534 Water Operatin	5.50	Background Fees
534 10 41 05	Professional Services		401 000 534 Water Operatin	5.50	Background Fees
534 10 41 05	Professional Services		401 000 534 Water Operatin	48.23	Office Phone Lines
534 10 41 05	Professional Services		401 000 534 Water Operatin	8.34	Monthly Web Site Fees
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	17.61	Office Paper
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	11.11	Paper Towels
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	5.50	Background Fees
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	5.50	Background Fees
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	48.24	Office Phone Lines
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	8.34	Monthly Web Site Fees
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	300.80	WWTPO Textbooks
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	300.80	WWTPO Textbooks
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	134.15	WWTPO Textbooks
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	134.15	WWTPO Textbook
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	235.88	WWTPO Textbooks
535 10 47 00	Utilities		405 000 535 Sewer Operatin	54.95	WWTF Internet Services
537 10 31 00	Office Supplies		420 000 537 Solid Waste Fu	17.63	Office Paper
537 10 31 00	Office Supplies		420 000 537 Solid Waste Fu	11.12	Paper Towels
573 90 49 00	Community Events		001 000 573 Current Expens	34.58	Cookies & Water- Community Meeting 10/4/2023
576 80 48 01	Vehicle Repair & Maintena		001 000 576 Current Expens	78.98	Blades For Mower_PW
16657	11/02/2023	11/02/2023	2304 FIRST BANKCARD	1,990.13	Credit Card Expenses-MPD
521 10 49 00	Professional Services		001 000 521 Current Expens	121.72	Schedule Anywhere Licenses
521 20 42 00	Telephone		001 000 521 Current Expens	90.05	Office Phone Lines
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	233.62	Valvoline Full Synthetic Oil
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	151.46	De-Icer Windshield Washer Fluids
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	21.63	Acrobat Pro
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	21.63	Acrobat Pro
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	1,235.92	Metal Detectors
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	-195.66	Refund Metal Detector
521 40 43 00	Travel		001 000 521 Current Expens	22.85	Meal For Officer Villa- Training Puyallup
594 76 41 00	2022 Paul Lauzier Grant - F		001 000 594 Current Expens	286.91	Gravel For Parking Lot For Basketball Court
16658	11/02/2023	11/02/2023	2304 FIRST BANKCARD	2,063.89	Credit Card Expenses- PW

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:53:38 Date: 10/30/2023

As Of: 11/02/2023

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 31 00	Office Supplies		401 000 534 Water Operatin	55.59	Clipboards
534 10 31 00	Office Supplies		401 000 534 Water Operatin	83.94	Keyboard And Mouse Pad
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	34.68	Extention Core
534 10 41 05	Professional Services		401 000 534 Water Operatin	21.67	Acrobat Pro
534 10 41 05	Professional Services		401 000 534 Water Operatin	0.99	Icloud Storage
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin	496.74	Chlorine Switch Over
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	167.78	File Cabinet WWTP
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	350.00	Master Locks
535 10 35 00	Small Tools & Equipment		405 000 535 Sewer Operatin	120.92	Hach Color Disc
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	31.92	Meal For Two Staff -training Yakima
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	34.00	Meal For Two Staff -training Yakima
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	35.48	Meal For Two Staff -training Yakima
535 10 47 00	Utilities		405 000 535 Sewer Operatin	69.90	WWTF Internet
535 10 48 00	Office Repair And Mainten:		405 000 535 Sewer Operatin	185.20	Cleaning Supplies: Clorox/ Lysol/Pinesol
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	350.00	Master Locks
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	15.00	CarWash
537 10 48 00	Office Repair And Mainten:		420 000 537 Solid Waste Fu	48.84	Master Locks
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	-169.19	Stainless Stell-Refund
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	54.16	Cleaning Supplies- Swiffer/Mop
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	28.03	Cleaning Supplies- Swiffer/Mop
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	48.24	Swifter Spray
16628	11/02/2023	11/02/2023	1698 GRANT COUNTY PUD	3,158.84	Power Billing September 2023
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	136.90	City Hall
534 10 47 01	Utilities		401 000 534 Water Operatin	2,818.20	707 2nd Well
534 10 47 01	Utilities		401 000 534 Water Operatin	45.56	Boundary
572 20 47 00	Library - Utility Services		001 000 572 Current Expens	61.02	Library
576 80 47 00	Park Utilities		001 000 576 Current Expens	23.71	106 Portage Ave
576 80 47 00	Park Utilities		001 000 576 Current Expens	27.52	Manson Lane
576 80 47 00	Park Utilities		001 000 576 Current Expens	23.80	Control Circuit
576 80 47 00	Park Utilities		001 000 576 Current Expens	22.13	Outlets
16629	11/02/2023	11/02/2023	1698 GRANT COUNTY PUD	2,000.68	Power Billing September 2023
534 10 47 01	Utilities		401 000 534 Water Operatin	30.20	709 1st Street
535 10 47 00	Utilities		405 000 535 Sewer Operatin	67.38	8th St/ Portage
535 10 47 00	Utilities		405 000 535 Sewer Operatin	1,760.66	U Rd.
576 80 47 00	Park Utilities		001 000 576 Current Expens	101.05	Park
576 80 47 00	Park Utilities		001 000 576 Current Expens	41.39	710 1st St.
16646	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	534.63	Bodrero Development Sept. 10 - Oct. 7, 2023

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:53:38 Date: 10/30/2023

As Of: 11/02/2023

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 30 49 01	Engineering Services		001 000 518 Current Expens	534.63	Bodrero Development Sept. 10 - Oct. 7, 2023
16647	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	68.27	Construction Standards Update Sept. 10 - Oct. 7, 2023
534 10 41 03	Engineering Services		401 000 534 Water Operatin	68.27	Construction Standards Update Sept. 10 - Oct. 7, 2023
16648	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	6,663.99	WWTF Solids Handling Analysis Sept. 10-Oct. 07, 2023
594 35 41 05	WWTF Improvements Engi		412 000 594 Sewer Capital I	6,663.99	WWTF Solids Handling Analysis Sept. 10-Oct. 07, 2023
16649	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	866.92	WWTF Fire Assistance Sept. 10-Oct. 07, 2023
535 10 41 08	Professional Services - WW		405 000 535 Sewer Operatin	866.92	WWTF Fire Assistance Sept. 10-Oct. 07, 2023
16650	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	85.54	Basketball Court & Parking Improvements Sept. 10-Oct. 07, 2023
594 76 41 00 2022	Paul Lauzier Grant - F		001 000 594 Current Expens	85.54	Basketball Court & Parking Improvements Sept. 10-Oct. 07, 2023
16651	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	1,090.65	WGL Mattawa Slope Phase III Sept. 10-Oct. 07, 2023.
518 30 49 01	Engineering Services		001 000 518 Current Expens	1,090.65	WGL Mattawa Slope Phase III Sept. 10-Oct. 07, 2023.
16652	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	602.08	Rubalcava Sept. 10-Oct. 07, 2023.
518 30 49 01	Engineering Services		001 000 518 Current Expens	602.08	Rubalcava Sept. 10-Oct. 07, 2023.
16653	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	11,912.73	WWTF Improvements CA Sept. 10-Oct. 07, 2023.
594 35 41 00	WWTF Improvements Proj		412 000 594 Sewer Capital I	11,912.73	WWTF Improvements CA Sept. 10-Oct. 07, 2023.
16654	11/02/2023	11/02/2023	1734 GRAY & OSBORNE INC	23,493.31	Well 2 Rehabilitation & Re-Equipping Sept. 10-Oct. 07, 2023
594 34 63 03	Well #2 Rehabilitation & R		401 000 594 Water Operatin	23,493.31	Well 2 Rehabilitation & Re-Equipping Sept. 10-Oct. 07, 2023
16656	11/02/2023	11/02/2023	2823 HERNANDEZ, JAZMIN E	472.80	Reimbursement For Lodging - Springbrook Conference

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:53:38 Date: 10/30/2023

As Of: 11/02/2023

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
514 23 43 00	Travel & Education		001 000 514 Current Expens	472.80	Reimbursement For Lodging - Springbrook Conference
16632	11/02/2023	11/02/2023	1993 ORKIN PEST CONTROL	121.40	Pest Control 10/16/2023
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	121.40	Pest Control 10/16/2023
16636	11/02/2023	11/02/2023	434 OXARC	4,078.54	Chlorine
534 10 31 02	Chlorine		401 000 534 Water Operatin	4,078.54	Chlorine
16626	11/02/2023	11/02/2023	2798 PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment Fee September 2023
591 14 70 01	Copier Machine Lease - Clk		001 000 591 Current Expens	49.53	Monthly Equipment Fee September 2023
591 21 70 03	Copier Machine Lease - PD		001 000 591 Current Expens	49.53	Monthly Equipment Fee September 2023
591 34 70 01	Copier Machine Lease - PW		401 000 591 Water Operatin	49.53	Monthly Equipment Fee September 2023
591 35 70 02	Copier Machine Lease - PW		405 000 591 Sewer Operatin	49.53	Monthly Equipment Fee September 2023
591 37 70 01	Copier Machine Lease - PW		420 000 591 Solid Waste Fu	49.52	Monthly Equipment Fee September 2023
16627	11/02/2023	11/02/2023	2798 PACIFIC OFFICE AUTOMATION	243.62	Monthly Ink Usage September 2023
518 70 45 01	Copier Lease		001 000 518 Current Expens	48.72	Monthly Ink Usage September 2023
521 20 31 00	Office Supplies		001 000 521 Current Expens	48.72	Monthly Ink Usage September 2023
534 10 45 01	Copier Lease		401 000 534 Water Operatin	48.72	Monthly Ink Usage September 2023
535 10 45 01	Copier Lease		405 000 535 Sewer Operatin	48.72	Monthly Ink Usage September 2023
537 10 31 00	Office Supplies		420 000 537 Solid Waste Fu	48.74	Monthly Ink Usage September 2023
16625	11/02/2023	11/02/2023	2729 QUADIENT FINANCE USA INC.	50.00	Postage Machine
514 23 31 00	Postage		001 000 514 Current Expens	16.67	Postage Machine
534 10 30 02	Postage		401 000 534 Water Operatin	16.67	Postage Machine
537 10 31 01	Postage		420 000 537 Solid Waste Fu	16.66	Postage Machine
16642	11/02/2023	11/02/2023	1247 RIO'S AUTO AG SUPPLY	89.76	PW- Parts/Supplies
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin	89.76	Oil 5w20
16643	11/02/2023	11/02/2023	1247 RIO'S AUTO AG SUPPLY	186.08	PW- Parts/Supplies
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin	186.08	Fuel Pump Module Assembly
16631	11/02/2023	11/02/2023	1979 THE BUILDING DEPARTMENT LLC	2,111.75	Rental/ Fire Inspection And Building Permit Fees
524 20 41 00	Rental/Fire Inspection Cost		001 000 524 Current Expens	800.00	Rental/ Fire Inspections
558 50 41 00	Building Permit & Plan Rev		001 000 558 Current Expens	1,311.75	Building Permit Fees

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:53:38 Date: 10/30/2023

As Of: 11/02/2023

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16637	11/02/2023	11/02/2023	2140	1,084.00	Basketball Parking Lot Gradying
	594 76 63 01 2022 Paul Lauzier Grant - I		001 000 594 Current Expens	1,084.00	Basketball Parking Lot Gradying
16638	11/02/2023	11/02/2023	2140	1,192.40	Basketball Parking Lot Gradying
	594 76 63 01 2022 Paul Lauzier Grant - I		001 000 594 Current Expens	1,192.40	Basketball Parking Lot Gradying
16639	11/02/2023	11/02/2023	2140	685.00	Portable Restrooms September 2023
	576 80 47 00 Park Utilities		001 000 576 Current Expens	685.00	Portable Restrooms September 2023
16630	11/02/2023	11/02/2023	732	1,527.04	MPD-Cell Phone Services
	521 20 42 00 Telephone		001 000 521 Current Expens	1,527.04	MPD-Cell Phone Services

Report Total: 375,246.13

Fund	
001 Current Expense Fund	14,072.57
401 Water Operating Fund	33,175.97
405 Sewer Operating Fund	5,891.63
412 Sewer Capital Improvement	321,913.45
420 Solid Waste Fund	192.51

This report has been reviewed by:



10/30/23

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.**
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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;
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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
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(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.

- 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



MEMORANDUM

TO: THE HONORABLE MARIA CELAYA
MAYOR, CITY OF MATTAWA

FROM: MYRON BASDEN, P.E., S.E.
AARON PEASE, P.E.

DATE: OCTOBER 30, 2023

SUBJECT: CITY HALL FEASIBILITY STUDY

Introduction

The City contracted with Gray & Osborne (G&O) to perform a site walkthrough and feasibility study of the City's existing City Hall building and a vacant building across the street from City Hall on the south side of Government Road, which formerly served as a fire station. The City is considering an offer to trade the existing City Hall property for the old fire station. If the City decides to stay in the existing City Hall building, additional building area would need to be added to the site to accommodate the City's space needs. If the City decides to acquire the old fire station across the street, the old fire station would require improvements to develop the desired office space.

A site walkthrough of both buildings was completed by Aaron Pease, Jamin Ankney, and Myron Basden on October 2, 2023. This memorandum provides the observations of the site walkthroughs performed by G&O, recommended improvements for each alternative, and preliminary cost estimates.

Site Walkthrough – General Observations – Old Fire Station Building

The old fire station building is comprised of at least three phases of construction. The oldest portion is a small building located at the east end of the property. The date of construction for the oldest phase is unknown. The next phase is located immediately west of the first phase, with a hallway connecting the two phases. It is believed that the second phase was constructed in the 1980s. The most recent phase was added to the west side of the second phase, and was constructed in the late 1990s or early 2000s.

The first phase of construction at the east end appears to be prefabricated metal building on a concrete stemwall foundation. The second and third phases of construction are wood pole building construction with a concrete slab-on-grade floor. Portions of the east end of the building have finishes installed for office space; otherwise, the building has minimal finishes and was intended for vehicle storage use. Evidence of pest intrusion was found, and close inspection of the top of walls found small openings to the exterior.

The cost estimates provided for the recommended improvements are preliminary and are based only on cursory visual observations of the old fire station building during the walkthrough by G&O. As with any project to renovate an existing building, there is risk of additional cost to address unforeseen conditions that are discovered during planning, design, and construction.

Recommended Improvements – Old Fire Station Building

The list below, organized by specification division, provides recommended improvements based on specific observations during the site walkthrough.

Division 2: Site Work

- Frontage improvements to add driveway access, sidewalk, curb and gutter, storm drainage, and lighting.
- Landscaping at non-paved areas.
- Fencing where needed.
- Modifications to buried site utilities such as water and sewer

Division 3: Concrete

- Rehabilitation of existing concrete floor at areas of significant cracking and sagging.
- Patching of existing concrete floor that is demolished for routing of utilities such as water or sewer under the floor.
- At perimeter of building, replace rotting wood baseboard at edge of concrete floor with concrete curb and foundation.

Division 4: Masonry

- Rehabilitate and/or replace cracked masonry veneer at front and west side of building.

Division 6: Woods and Plastics

- Add wood framing/furring for exterior wall and new framing for new interior partition walls.
- Add structural improvements to perimeter walls and connections to foundation for wind/seismic forces as required by IBC for office space occupancy.

Division 7: Thermal and Moisture Protection

- Replace the aging metal roof and wall panel. The south side has plastic re-light panel near the top of wall, warped wall panels, and missing fasteners. The easternmost building has the oldest metal roof and wall panel.

Division 8: Doors and Windows

- Remove existing overhead doors at north side of building. Replace with doors and windows as needed for the new office space.

Division 9: Finishes

- Install finishes and paint for new office space.
- Remodel existing office space.

Division 10: Specialties

- Police and Council build-out.

Division 12: Furnishings

- Install casework for new office space.

Division 15: Mechanical

- Install heating, ventilation, and air conditioning for new office space.
- Install plumbing and fixtures for the new office space

Division 16: Electrical

- Install electrical for new office space.
- Replace electrical service from the power provider.

Site Walkthrough – General Observations – Existing City Hall Building

The existing City Hall building consists of wood-framed roof, masonry walls, and wood-framed walls, and was originally used as a gas station. The west end of the building with the taller roof was added on to the original building for a drive-through car wash. The dates of construction of each phase are not known. The interiors were renovated into office space when the City acquired the building. Within the last 10 years, the City converted the car wash bay into office space and attic storage.

Generally, the existing building is in good condition, except where noted in the recommended improvements below. Frontage improvements were recently installed to provide driveway access, sidewalk, and curb and gutter.

The cost estimates provided for the recommended improvements are preliminary and are based only on cursory visual observations of the existing City Hall building and site during the walkthrough by G&O. As with any project to renovate an existing building and site, there is risk of additional cost to address unforeseen conditions that are discovered during planning, design, and construction.

Additional Office Space - Existing City Hall Building

If the City keeps the existing City Hall building, it is assumed that the additional office space desired by the City would be added as a separate building to the east of the existing building with a breezeway connecting the two buildings. With this approach the new building would be designed to meet current International Building Code (IBC) requirements, and the existing building would not need to be brought into compliance with current IBC. If the additional square footage were added to the existing building, it would trigger code requirements to bring the existing building into full compliance with current IBC, which would add significant cost to the project. For the purpose of cost estimation, a new single-story building with a footprint of 3,100 square feet is assumed for this option. The combined square footage of the existing City Hall building and the proposed new building is approximately the same as the total square footage of the old fire station building.

Recommended Improvements – Existing City Hall Building/Additional Office Space

The list below, organized by specification division, provides recommended improvements based on specific observations during the site walkthrough and the preliminary requirements for construction of additional office space.

Division 2: Site Work

- Modifications to buried site utilities such as water and sewer for serving the new building.
- Site improvements, fencing, and landscaping to accommodate new building.

Division 3: Concrete

- Install concrete slab, foundation, and sidewalk for new building.

Division 4: Masonry

- Install new masonry walls for new building.

Division 6: Wood and Plastics

- Install wood framing and sheathing for roof of the new building.
- Add wood framing for the interior partition walls for the new building.

Division 7: Thermal and Moisture Protection

- Install membrane roof for the new building.
- Replace roof of existing building (existing roof is near the end of its service life).

Division 8: Doors and Windows

- Install doors and windows for the new building.

Division 9: Finishes

- Install interior finishes and paint for the new building.
- Remodel existing office space.

Division 10: Specialties

- Police and Council build-out.

Division 12: Furnishings

- Install casework for the new building.

Division 15: Mechanical

- Install heating, ventilation, and air conditioning for the new building.
- Install plumbing and fixtures for the new office space.

Division 16: Electrical

- Install electrical for new building.
- Install electrical service for new building.

Preliminary Cost Estimates

See attached preliminary cost estimates for the options discussed above. The costs are provided in 2023 dollars. The estimated, planning-level cost of the recommended improvements to the old fire station buildings is \$4,692,000. The estimated cost of the recommended improvements to the existing City Hall and construction of additional adjacent office space is \$3,602,000. Therefore, this preliminary study finds that it would be more cost effective to make improvements to the existing City Hall site.

CITY OF MATTAWA
CITY HALL FEASIBILITY STUDY
PRELIMINARY COST ESTIMATE - OLD FIRE STATION IMPROVEMENTS¹
October 30, 2023

Item	Cost
Division 1	
Mob/Demob, Contractor OH&P	\$ 344,190
Division 2: Site Work	
Frontage improvements to add driveway access, sidewalk, curb and gutter, storm drainage, and lighting.	\$ 250,000
Landscaping at non-paved areas.	\$ 50,000
Fencing where needed.	\$ 20,000
Modifications to buried site utilities such as water and sewer.	\$ 75,000
Division 3: Concrete	
Rehabilitation of existing concrete floor at areas of significant cracking and sagging.	\$ 30,000
Patching of existing concrete floor that is demolished for routing of utilities such as water or sewer under the floor.	\$ 20,000
At perimeter of building, replace rotting wood baseboard at edge of concrete floor with concrete curb and foundation.	\$ 156,000
Division 4: Masonry	
Rehabilitate and/or replace cracked masonry veneer at front and west side of building.	\$ 35,000
Division 6: Woods and Plastics	
Add wood framing/furring for exterior wall and new framing for new interior partition walls.	\$ 157,500
Add structural improvements to perimeter walls and connections to foundation for wind/seismic forces as required by IBC for office space occupancy.	\$ 90,000
Division 7: Thermal and Moisture Protection	
Replace the aging metal roof and wall panel. The south side has plastic relight panel near the top of wall, warped wall panels and missing fasteners. The easternmost building has the oldest metal roof and wall panel.	\$ 361,600
Division 8: Doors and Windows	
Remove existing overhead doors at north side of building. Replace with doors and windows as needed for the new office space.	\$ 100,000
Division 9: Finishes	
Install finishes and paint for new office space.	\$ 67,500
Remodeling of existing office space.	\$ 50,000
Division 10: Specialties	
Police and Council build-out.	\$ 100,000
Division 12: Furnishings	
Install casework for new office space.	\$ 75,000
Division 15: Mechanical	
Install heating, ventilation, and air conditioning for new office space.	\$ 252,000
Install plumbing and fixtures for the new office space.	\$ 90,000
Division 16: Electrical	
Install electrical for new office space.	\$ 315,000
Replace electrical service from the power provider.	\$ 25,000
	Subtotal \$ 2,663,790
	Sales Tax (8.4%) \$ 223,800
	Subtotal \$ 2,887,600
	Contingency (30%) \$ 866,300
	Subtotal \$ 3,753,900
Engineering Design, Construction Management, and Inspection (25%)	\$ 938,500
Total Estimated Project Cost, Rounded	\$ 4,692,000

1. Costs are provided in 2023 dollars.

CITY OF MATTAWA
CITY HALL FEASIBILITY STUDY
PRELIMINARY COST ESTIMATE - EXISTING CITY HALL SITE¹
October 30, 2023

Item	Cost
Division 1	
Mob/Demob, Contractor OH&P	\$ 263,430
Division 2: Site Work	
Modifications to buried site utilities such as water and sewer for serving the new building.	\$ 75,000
Miscellaneous site improvements/restoration.	\$ 75,000
Landscaping at non-paved areas.	\$ 20,000
Fencing where needed.	\$ 20,000
Division 3: Concrete	
Install concrete slab, foundation, and sidewalk for new building.	\$ 186,000
Division 4: Masonry	
Install new masonry walls for new building.	\$ 214,500
Division 6: Woods and Plastics	
Install wood framing and sheathing for roof of the new building.	\$ 99,200
Add wood framing for interior partition walls.	\$ 108,500
Division 7: Thermal and Moisture Protection	
Install membrane roof for the new building.	\$ 108,500
Replace roof of existing building (existing roof is near the end of its service life).	\$ 144,000
Division 8: Doors and Windows	
Install doors and windows for the new building.	\$ 65,000
Division 9: Finishes	
Install interior finishes and paint for the new building.	\$ 46,500
Remodel existing office space.	\$ 80,000
Division 10: Specialties	
Police and Council build-out.	\$ 100,000
Division 12: Furnishings	
Install casework for new building.	\$ 45,000
Division 15: Mechanical	
Install heating, ventilation, and air conditioning for the new building.	\$ 124,000
Install plumbing and fixtures for the new building.	\$ 90,000
Division 16: Electrical	
Install electrical for new building.	\$ 155,000
Install electrical service for new building.	\$ 25,000
	Subtotal \$ 2,044,630
	Sales Tax (8.4%) \$ 171,700
	Subtotal \$ 2,216,300
	Contingency (30%) \$ 664,900
	Subtotal \$ 2,881,200
Engineering Design, Construction Management, and Inspection (25%)	\$ 720,300
Total Estimated Project Cost, Rounded	\$ 3,602,000

1. Costs are provided in 2023 dollars.



MEMORANDUM

TO: THE HONORABLE MARIA CELAYA
MAYOR, CITY OF MATTAWA

FROM: MYRON BASDEN, P.E., S.E.
AARON PEASE, P.E.

DATE: OCTOBER 30, 2023

SUBJECT: CITY HALL FEASIBILITY STUDY

Introduction

The City contracted with Gray & Osborne (G&O) to perform a site walkthrough and feasibility study of the City's existing City Hall building and a vacant building across the street from City Hall on the south side of Government Road, which formerly served as a fire station. The City is considering an offer to trade the existing City Hall property for the old fire station. If the City decides to stay in the existing City Hall building, additional building area would need to be added to the site to accommodate the City's space needs. If the City decides to acquire the old fire station across the street, the old fire station would require improvements to develop the desired office space.

A site walkthrough of both buildings was completed by Aaron Pease, Jamin Ankney, and Myron Basden on October 2, 2023. This memorandum provides the observations of the site walkthroughs performed by G&O, recommended improvements for each alternative, and preliminary cost estimates.

Site Walkthrough – General Observations – Old Fire Station Building

The old fire station building is comprised of at least three phases of construction. The oldest portion is a small building located at the east end of the property. The date of construction for the oldest phase is unknown. The next phase is located immediately west of the first phase, with a hallway connecting the two phases. It is believed that the second phase was constructed in the 1980s. The most recent phase was added to the west side of the second phase, and was constructed in the late 1990s or early 2000s.

The first phase of construction at the east end appears to be prefabricated metal building on a concrete stemwall foundation. The second and third phases of construction are wood pole building construction with a concrete slab-on-grade floor. Portions of the east end of the building have finishes installed for office space; otherwise, the building has minimal finishes and was intended for vehicle storage use. Evidence of pest intrusion was found, and close inspection of the top of walls found small openings to the exterior.

The cost estimates provided for the recommended improvements are preliminary and are based only on cursory visual observations of the old fire station building during the walkthrough by G&O. As with any project to renovate an existing building, there is risk of additional cost to address unforeseen conditions that are discovered during planning, design, and construction.

Recommended Improvements – Old Fire Station Building

The list below, organized by specification division, provides recommended improvements based on specific observations during the site walkthrough.

Division 2: Site Work

- Frontage improvements to add driveway access, sidewalk, curb and gutter, storm drainage, and lighting.
- Landscaping at non-paved areas.
- Fencing where needed.
- Modifications to buried site utilities such as water and sewer

Division 3: Concrete

- Rehabilitation of existing concrete floor at areas of significant cracking and sagging.
- Patching of existing concrete floor that is demolished for routing of utilities such as water or sewer under the floor.
- At perimeter of building, replace rotting wood baseboard at edge of concrete floor with concrete curb and foundation.

Division 4: Masonry

- Rehabilitate and/or replace cracked masonry veneer at front and west side of building.

Division 6: Woods and Plastics

- Add wood framing/furring for exterior wall and new framing for new interior partition walls.
- Add structural improvements to perimeter walls and connections to foundation for wind/seismic forces as required by IBC for office space occupancy.

Division 7: Thermal and Moisture Protection

- Replace the aging metal roof and wall panel. The south side has plastic re-light panel near the top of wall, warped wall panels, and missing fasteners. The easternmost building has the oldest metal roof and wall panel.

Division 8: Doors and Windows

- Remove existing overhead doors at north side of building. Replace with doors and windows as needed for the new office space.

Division 9: Finishes

- Install finishes and paint for new office space.
- Remodel existing office space.

Division 10: Specialties

- Police and Council build-out.

Division 12: Furnishings

- Install casework for new office space.

Division 15: Mechanical

- Install heating, ventilation, and air conditioning for new office space.
- Install plumbing and fixtures for the new office space

Division 16: Electrical

- Install electrical for new office space.
- Replace electrical service from the power provider.

Site Walkthrough – General Observations – Existing City Hall Building

The existing City Hall building consists of wood-framed roof, masonry walls, and wood-framed walls, and was originally used as a gas station. The west end of the building with the taller roof was added on to the original building for a drive-through car wash. The dates of construction of each phase are not known. The interiors were renovated into office space when the City acquired the building. Within the last 10 years, the City converted the car wash bay into office space and attic storage.

Generally, the existing building is in good condition, except where noted in the recommended improvements below. Frontage improvements were recently installed to provide driveway access, sidewalk, and curb and gutter.

The cost estimates provided for the recommended improvements are preliminary and are based only on cursory visual observations of the existing City Hall building and site during the walkthrough by G&O. As with any project to renovate an existing building and site, there is risk of additional cost to address unforeseen conditions that are discovered during planning, design, and construction.

Additional Office Space - Existing City Hall Building

If the City keeps the existing City Hall building, it is assumed that the additional office space desired by the City would be added as a separate building to the east of the existing building with a breezeway connecting the two buildings. With this approach the new building would be designed to meet current International Building Code (IBC) requirements, and the existing building would not need to be brought into compliance with current IBC. If the additional square footage were added to the existing building, it would trigger code requirements to bring the existing building into full compliance with current IBC, which would add significant cost to the project. For the purpose of cost estimation, a new single-story building with a footprint of 3,100 square feet is assumed for this option. The combined square footage of the existing City Hall building and the proposed new building is approximately the same as the total square footage of the old fire station building.

Recommended Improvements – Existing City Hall Building/Additional Office Space

The list below, organized by specification division, provides recommended improvements based on specific observations during the site walkthrough and the preliminary requirements for construction of additional office space.

Division 2: Site Work

- Modifications to buried site utilities such as water and sewer for serving the new building.
- Site improvements, fencing, and landscaping to accommodate new building.

Division 3: Concrete

- Install concrete slab, foundation, and sidewalk for new building.

Division 4: Masonry

- Install new masonry walls for new building.

Division 6: Wood and Plastics

- Install wood framing and sheathing for roof of the new building.
- Add wood framing for the interior partition walls for the new building.

Division 7: Thermal and Moisture Protection

- Install membrane roof for the new building.
- Replace roof of existing building (existing roof is near the end of its service life).

Division 8: Doors and Windows

- Install doors and windows for the new building.

Division 9: Finishes

- Install interior finishes and paint for the new building.
- Remodel existing office space.

Division 10: Specialties

- Police and Council build-out.

Division 12: Furnishings

- Install casework for the new building.

Division 15: Mechanical

- Install heating, ventilation, and air conditioning for the new building.
- Install plumbing and fixtures for the new office space.

Division 16: Electrical

- Install electrical for new building.
- Install electrical service for new building.

Preliminary Cost Estimates

See attached preliminary cost estimates for the options discussed above. The costs are provided in 2023 dollars. The estimated, planning-level cost of the recommended improvements to the old fire station buildings is \$4,692,000. The estimated cost of the recommended improvements to the existing City Hall and construction of additional adjacent office space is \$3,602,000. Therefore, this preliminary study finds that it would be more cost effective to make improvements to the existing City Hall site.

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CITY HALL FEASIBILITY STUDY
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October 30, 2023

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Mob/Demob, Contractor OH&P	\$ 344,190
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Modifications to buried site utilities such as water and sewer.	\$ 75,000
Division 3: Concrete	
Rehabilitation of existing concrete floor at areas of significant cracking and sagging.	\$ 30,000
Patching of existing concrete floor that is demolished for routing of utilities such as water or sewer under the floor.	\$ 20,000
At perimeter of building, replace rotting wood baseboard at edge of concrete floor with concrete curb and foundation.	\$ 156,000
Division 4: Masonry	
Rehabilitate and/or replace cracked masonry veneer at front and west side of building.	\$ 35,000
Division 6: Woods and Plastics	
Add wood framing/furring for exterior wall and new framing for new interior partition walls.	\$ 157,500
Add structural improvements to perimeter walls and connections to foundation for wind/seismic forces as required by IBC for office space occupancy.	\$ 90,000
Division 7: Thermal and Moisture Protection	
Replace the aging metal roof and wall panel. The south side has plastic reight panel near the top of wall, warped wall panels and missing fasteners. The easternmost building has the oldest metal roof and wall panel.	\$ 361,600
Division 8: Doors and Windows	
Remove existing overhead doors at north side of building. Replace with doors and windows as needed for the new office space.	\$ 100,000
Division 9: Finishes	
Install finishes and paint for new office space.	\$ 67,500
Remodeling of existing office space.	\$ 50,000
Division 10: Specialties	
Police and Council build-out.	\$ 100,000
Division 12: Furnishings	
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Install heating, ventilation, and air conditioning for new office space.	\$ 252,000
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Install electrical for new office space.	\$ 315,000
Replace electrical service from the power provider.	\$ 25,000
	Subtotal \$ 2,663,790
	Sales Tax (8.4%) \$ 223,800
	Subtotal \$ 2,887,600
	Contingency (30%) \$ 866,300
	Subtotal \$ 3,753,900
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Total Estimated Project Cost, Rounded	\$ 4,692,000

1. Costs are provided in 2023 dollars.

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CITY HALL FEASIBILITY STUDY
PRELIMINARY COST ESTIMATE - EXISTING CITY HALL SITE¹
October 30, 2023

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Division 1	
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Miscellaneous site improvements/restoration.	\$ 75,000
Landscaping at non-paved areas.	\$ 20,000
Fencing where needed.	\$ 20,000
Division 3: Concrete	
Install concrete slab, foundation, and sidewalk for new building.	\$ 186,000
Division 4: Masonry	
Install new masonry walls for new building.	\$ 214,500
Division 6: Woods and Plastics	
Install wood framing and sheathing for roof of the new building.	\$ 99,200
Add wood framing for interior partition walls.	\$ 108,500
Division 7: Thermal and Moisture Protection	
Install membrane roof for the new building.	\$ 108,500
Replace roof of existing building (existing roof is near the end of its service life).	\$ 144,000
Division 8: Doors and Windows	
Install doors and windows for the new building.	\$ 65,000
Division 9: Finishes	
Install interior finishes and paint for the new building.	\$ 46,500
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Install casework for new building.	\$ 45,000
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Install heating, ventilation, and air conditioning for the new building.	\$ 124,000
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Division 16: Electrical	
Install electrical for new building.	\$ 155,000
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	Subtotal \$ 2,044,630
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	Subtotal \$ 2,216,300
	Contingency (30%) \$ 664,900
	Subtotal \$ 2,881,200
Engineering Design, Construction Management, and Inspection (25%)	\$ 720,300
Total Estimated Project Cost, Rounded	\$ 3,602,000

1. Costs are provided in 2023 dollars.

Mattawa On Call Planning: 2023 Budget Tracker

Summary

Average 2023 Monthly Invoice	\$	4,641.56
Total 2023 Spent as of 7/30/23	\$	40,379.45
Remaining Projected Budget Needed	\$	10,700.00
Total 2023 Projected	\$	51,079.45
Total Budget Requested		555,000

Invoices

Month (2023)	Invoice Date	Invoice #	Invoice Amount	Projection	Notes
January	2/2/2023	70936	\$ 3,325.25	\$ -	
February	3/9/2023	71345	\$ 3,602.50	\$ -	
March	4/7/2023	71643	\$ 5,504.70	\$ -	
April	5/4/2023	72015	\$ 2,300.75	\$ -	
May	6/20/2023	72486	\$ 6,641.75	\$ -	
June	7/10/2023	72486	\$ 2,346.50	\$ -	
July	8/1/2023	73094	\$ 8,255.75	\$ -	
August	9/11/2023	73535	\$ 5,155.25		
September	10/12/2023	73941	\$3,247		
October				\$ 3,700.00	planning activities typically decline in fall
November				\$ 3,500.00	
December				\$ 3,500.00	
Total			\$ 40,379.45	\$ 10,700.00	\$ 51,079

Contract \$50,000
Difference (\$1,079)

Phase/Task Spent as of 6/30/23

Phase 1: General Planning

Phase/Task	Total as of 7/31/23
Task 1 General Planning Assistance	\$ 10,180.00
Task 2 Staff Meetings	\$ 125.00
Task 3 Council Meetings	\$ 3,709.65
Task 4 Comprehensive Plan Update	\$ 111.00
Task 7 RCO Planning	\$ 90.00
Total	\$ 14,215.65

Phase 2: Development Review

Phase/Task	Total as of 7/31/23
Task 3 Hwang Annexation	\$ 111.00
Task 5 Balaggan Short Plat	\$ 62.50
Task 7 Bodrero Estates	\$ 8,025.30
Task 9 Dollar Store BSP	\$ 4,076.75
Task 10 Sonrise Orchards PUD	\$ 498.75
Task 11 Rubalcava Short Plat	\$ 2,384.75
Task 12 Hwang Subdivision	\$ 5,829.25
Task 14 Lopez Short Plat	\$ 625.00
Total	\$ 21,613.30

Phase 99: Expenses

Phase/Task	Total as of 7/31/23
Phase 99: Expenses	\$ 648.45

Total

Phase	Total as of 7/31/23
Phase 1: General Planning	\$ 14,215.65
Phase 2: Development Review	\$ 21,613.30
Phase 99: Expenses	\$ 648.45
Total	\$ 36,477.40

October 25, 2023

Dear Mayor Celaya
City of Mattawa

I truly hope this letter finds you well. I want to start this letter by thanking you for your 2023 financial contribution to the Grant County Health District. As we reflect on the work that has been done in the past year and prepare for the excitement and inevitable challenges of 2024, your continued contribution will help provide the necessary support for our public health team to assist Grant County to the best of our ability.

The generous contributions from our cities, towns, and county in 2023 assisted the Health District to respond quickly and efficiently to essential public health matters. By continuing your contribution for 2024 you are actively supporting GCHD's ability to identify and respond to the public health needs that are specific to our communities. With rising demands and costs for our public health services we are asking for a contribution of \$3 per resident.

In addition to those services required under state law, Grant County Health District provides communicable disease-specific response, local coalition participation, school-based health presentations, solid waste consultations, grant writing assistance, participate in community health fairs, provide trainings, group facilitation, assessment and surveys, and healthy community projects. Your support through this agreement allows us to provide the services and expertise needed to prevent diseases and injuries and make your community safer and healthier.

2023 has been a year filled with both challenges and excitement. Staff have had the opportunity to expand programs and work directly with Grant County communities in a capacity that was not possible before for our local health district! We have a deep appreciation for the financial challenges facing our cities, towns, and county and strongly consider public health to be a sound investment for your community.

If you find the accompanying Interlocal Agreement suitable, please sign two copies and return them to Rita Morfin, Administrative Services at 1038 W Ivy Avenue, Suite #1, Moses Lake, WA 98837 and an invoice will be sent to you after the first of the year. If you need to modify the amount of funding committed, please do so, and an updated Interlocal Agreement will be sent along with the invoice.

We look forward to serving you in this joint effort to keep our citizens safe and healthy. If you have any questions or would like to meet, please contact me at tadkinson@granthealth.org or at (509) 766-7960 ext. 24.

Sincerely,



Theresa Adkinson, Administrator

GCHD's mission is to evaluate the health of Grant County and align opportunities for our communities to thrive and be healthy.



**INTERLOCAL AGREEMENT
BETWEEN THE GRANT COUNTY HEALTH DISTRICT
AND
THE CITY OF MATTAWA
PER CAPITA CONTRIBUTION FOR HEALTH DISTRICT SERVICES**

This Interlocal Agreement for Per Capita Contribution for Health District Services is entered into by and between the GRANT COUNTY HEALTH DISTRICT, a Washington Municipal Corporation (the District) and CITY OF MATTAWA a municipal corporation of the State of Washington (the City) – collectively (the Parties), for the purpose of providing for a per capita contribution by the City for Health District Services.

RECITALS

WHEREAS, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW; and

WHEREAS, to promote the public health in Grant County, Washington, the Board of County Commissioners of Grant County, Washington, established a Health District on in 1967, embracing all of the territory within Grant County, Washington, and all cities and towns therein; and

WHEREAS, in 1967 the Grant County Health District became a public health program with cities indicating a willingness to participate on the Grant County Board of Health; and

WHEREAS, in 1993, counties assumed exclusive financial responsibility for public health relying on Motor Vehicle Excise Tax (MVET) revenues; and

WHEREAS, in 2000, the Washington State Legislature repealed MVET and backfilled only 90% of lost public health funds; and

WHEREAS, on January 1, 2005, 7 of 14 cities and towns agreed to voluntarily contribute \$1.00 per capita to the Health District in return for public health services; and

WHEREAS, prior to the COVID Pandemic, 12 of 13 cities and towns agreed to voluntarily contributed \$1.00-\$4.00 per capita to the Health District in return for public health services; and

WHEREAS, in 2023 Grant County Board of County Commissioners contributed \$171,910 and Grant County cities and towns voluntarily contributed \$139,585 to the Health District in return for public health services; and

WHEREAS, the Health District's ability to perform its most essential functions have been severely compromised since the great recession; and

WHEREAS, the Health District serves an essential public safety function whether ensuring safe food, schools, and septic systems, responding to disasters, or preventing and responding to disease outbreaks; and

WHEREAS, threats to the public's health in the form of foodborne illness such as E.coli and salmonella, communicable diseases such as pertussis, tuberculosis, measles, and Ebola and natural disasters such as response to annual wildfire smoke respect no municipal boundaries; and

WHEREAS, public health is a shared responsibility and regional public health threats require regional responses and close partnerships with every city and town in Grant County; and

WHEREAS, consistent with RCW 70.05, the Grant County Board of County Commissioners is responsible for establishing the Grant County Board of Health, with jurisdiction coextensive with the

boundaries of the county, to supervise all matters pertaining to the preservation of life and health of the people within its jurisdiction; and

WHEREAS, an effective, regional public health response to the threats to public health in Grant County requires the cooperation, participation and support of Grant County and all of the cities and towns in Grant County; and

WHEREAS, Grant County and the cities and towns therein seek to improve and sustain healthy years of life of their residents by engaging in an enhanced partnership with the Health District. This partnership will provide stable funding for public health priorities that would be established to meet the unique needs of each community.

NOW, THEREFORE, in consideration of the agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Health District agree as follows:

1. Purpose.

- A. The recitals set forth above are incorporated herein by this reference.
- B. The purpose of this Agreement is to establish and define the terms and conditions for the cooperative efforts to be undertaken by the City and the Health District to promote, facilitate, and undertake various programs and activities.

2. Term.

The term of this Agreement shall be from January 1, 2024, to December 31, 2024. The term may be extended by mutual written agreement of the parties.

3. Scope of Services.

A. Responsibilities of the City.

The City shall contribute **\$3.00** annually to the Health District commencing January 1, 2024. Payments may be made in one lump sum annually, preferably on or before June 30 of each year.

B. Responsibilities of the Health District.

An invoice will be sent to the city after the first of the year.

The Health District shall provide basic essential public health services and functions such as ensuring safe food, inspecting septic systems, responding to disasters, or preventing and responding to disease outbreaks.

The Health District will partner with the City to coordinate childhood injury prevention, substance use related training, and community outreach events.

The Health District will provide reports to the city identifying services provided to City residents and businesses.

Additional specific services provided by the Health District to the City may be developed jointly by the parties.

4. Legal Requirements.

Both parties shall comply with all applicable federal, state, and local laws in performing this Agreement.

5. Public disclosure laws.

The City and the District each acknowledge, agree, and understand that the other party is a public agency subject to certain disclosure laws, including, but not limited to Washington's Public

Records Act, chapter 42.56 RCW. Each party understands that records related to this Agreement and the District's performance of services under this Agreement may be subject to disclosure pursuant to the Public Records Act or other similar law.

6. Insurance.

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and /or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified party(s). Each party shall provide the other with a certificate of insurance or letter of self-insurance upon request.

7. Indemnification.

The District shall protect, save harmless, indemnify and defend the City its elected officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or District employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the District in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City, its elected officials, officers, employees or agents.

The City shall protect, save harmless, indemnify and defend the District, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or City employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the City in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the District, its elected or appointed officials, officers, employees or agents.

8. Notices.

Any notice/payment to be given to the District under this Agreement shall be either mailed or personally delivered to:

Grant County Health District
1038 W Ivy Ave. Suite 1
Moses Lake, WA 98837

Any notice/invoice to the City shall be mailed or hand delivered to:

City of Mattawa
521 Government Rd
MATTAWA, WA 99349

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

9. Venue.

The laws of the State of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereto shall be in the Superior Court of Grant County, Ephrata, Washington.

10. Disputes.

The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

11. No third-party beneficiaries; no joint venture.

This Agreement is for the sole benefit of the City and District and shall not confer third-party beneficiary status on any non-party to this Agreement. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other joint enterprise between the parties. Health District employees who provide services under this Agreement shall at all times be acting in their official capacities as employees of Grant County Health District.

12. Entire Agreement.

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by written agreement executed by both parties. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

13. Severability.

- A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

14. Filing.

As provided by RCW 39.34.040, this Agreement shall be filed with the Grant County Auditor, or, alternatively, posted on the website of each party.

15. Execution in Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

16. Effective Date. January 1, 2024

Mattawa

Grant County Health District

Maria Celaya, Mayor

Theresa Adkinson, Administrator

ATTEST:

ATTEST:

City Clerk

Clerk of the Board of Health

Approved as to Form:

Approved as to Form:

City Attorney

Health District Attorney

KENISONFRANZ

ATTORNEYS AT LAW

KATHERINE L. KENISON, PS

ANNA C. FRANZ, PS

October 13, 2023

Board Members
Grant County Health District
1038 W. Ivy
Mattawa, WA 98837

City Council
City of Mattawa
521 E. Government RD
Mattawa, WA. 99349

Re: Per Capita Interlocal Agreement for Public Health Services

Dear City Council/Board Members:

We have been requested to draft an updated Per Capita Interlocal Agreement for Public Health Services. Because our firm has represented and continues to represent the Health District and the City as general counsel, we are required by the Washington State Bar Association to inform you of and obtain your written consent to our participation as counsel in transactions which present any potential for conflict of interest.

The purpose of this letter is to inform you of the actual and potential consequences of simultaneous representation for this transaction and to explain the circumstances under which we can represent both parties simultaneously if, after full consideration of the consequences, both clients wish us to do so.

Under applicable rules of professional conduct, a law firm owes each of its clients a duty of loyalty, which would normally preclude any attorney within the firm from undertaking a representation adverse to any client of the firm without the affected client's informed consent. Other rules generally prohibit a firm from undertaking any representation involving an actual or potential conflict of interest without the informed consent of all affected parties. Such a situation exists whenever a firm represents two clients simultaneously in a situation in which their interests are actually or potentially adverse. The conflict of interest, and the need for informed consent, exist no matter how cordial the business relationship between the two parties currently is or is anticipated to be, and no matter how non-controversial the transaction is anticipated to be.

We do not recommend simultaneous representation of adverse parties, and have not recommended this simultaneous representation to you. We have recommended, instead, that each party seek separate representation. We also recommend that each entity seek the advice of independent

OFFICE: 509.754.2493 FAX: 509.754.4022
406 W. BROADWAY AVE., SUITE D, MOSES LAKE, WASHINGTON 98837

Health District Board/City of Mattawa

October 13, 2023

Page 2

counsel of your own choice regarding this written consent. If, however, it is the wish of both clients that we undertake the simultaneous representation of both parties with respect to the transaction, we will undertake to do so under the terms described herein.

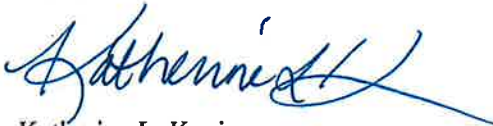
It may not be possible for a single law firm to represent both parties to the transaction in the same aggressive manner as would two separate and independent law firms. By giving the consent requested in this letter, you are, in effect, waiving that kind of zealous representation of your individual and conflicting interests with respect to the transaction. It is possible that each or both of you might be advised by independent counsel to demand or offer different or more favorable terms and conditions with respect to the transaction than we can or will demand or offer.

Moreover, regardless of the terms upon which the matters between the two clients are concluded, the fact that one law firm has been involved in the representation of both parties may give rise to a perception on the part of council members, directors, administration, constituents, or other third parties that different terms might have been arrived at had each entity had separate representation by an independent law firm.

If a dispute should arise in the future between the two entities concerning the transaction or any other aspect of your dealings with each other, we believe we would have to withdraw, or would be disqualified, from representing either entity with regard to that dispute or any other relationship you might then have with each other. You would then each have to retain separate counsel, resulting in additional expense and inconvenience that you might not have incurred had you been separately represented from the outset.

We will be pleased to answer any questions you may have concerning this representation or this requested consent. If you do wish to consent, please sign the enclosed extra copy of this letter and return it to us.

Very truly yours,
KENISONFRANZ



Katherine L. Kenison
KLK/kk

Health District Board/City of Mattawa
October 13, 2023

Page 3

ACKNOWLEDGEMENT AND CONSENT

Despite any potential or actual conflict of interest which may exist now or in the future, we hereby consent to the firm's simultaneous representation of both the Grant County Health District and the City of Mattawa with respect to the transaction as described above. We further agree that the firm may withdraw its representation of either client or both clients without prejudice should it determine that continued representation might violate applicable rules of professional conduct.

GRANT COUNTY HEALTH DISTRICT

CITY OF MATTAWA

By: Tom Harris, Chair

By: Maggie Celaya, Mayor

ATTEST

ATTEST

Anabel Martinez, City Clerk

RESOLUTION NO. 23.11.16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MATTAWA
DECLARING THE COMMUNITY FOOD DISTRIBUTION AT CITY HALL
AND HUND MEMORIAL PARK AS A COMMUNITY EVENT

Recitals:

1. The City recognizes and acknowledges the importance of public special events that serve to enrich the civic, charitable, cultural, economic, entertainment, educational, and other values of the community and that enhance community identity; and
2. The City further recognizes that the limited economic, staff and other resources of the City require that the City provide City support only to those special events that uniquely promote and advance public objectives; and
3. The declaration of a public event as a Community Event may, at the sole discretion of the City, include provision of City resources; and
4. Subject to availability of food distributions, the City agrees to designate and sponsor Community Food Distribution events at the City Hall and Hund Memorial Park through July 2025.

Resolved:

1. The Community Food Distribution events at the City Hall and Hund Memorial Park shall be sponsored by the City.
2. The Allied People Offering Year-round Outreach (APOYO) & Cascadia Produce will provide a variety of food for distribution to the community.
3. The City shall provide staff and volunteers for set up and food distribution.

ADOPTED by the City Council of the City of Mattawa, Washington, this 2nd day of November 2023.

Maria Celaya, Mayor

ATTEST:

Anabel Martinez, City Clerk



October 27, 2023

Ms. Anabel Martinez
Clerk-Treasurer
City of Mattawa
521 Government Road
Mattawa, Washington 99349

SUBJECT: PROGRESS ESTIMATE 4, WWTF IMPROVEMENTS
CITY OF MATTAWA, GRANT COUNTY, WASHINGTON
G&O #19044.01

Dear Ms. Martinez:

We have enclosed Progress Estimate 4 for this project. Please retain a copy for the City files and also provide a copy to the Contractor with the payment. The amount due the Contractor is indicated below. Because the City has accepted the Contractor's retainage bond, no funds are to be retained.

Payment to Contractor: \$303,336.73

Please call me if you have any questions or concerns regarding this matter.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in cursive script that reads 'Tim DeVries'.

Tim DeVries, P.E.

TDV/cah
Encl.

**PROGRESS ESTIMATE 4
OCTOBER 26, 2023**

CITY OF MATTAWA
GRANT COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
AUGUST 26, 2023 TO OCTOBER 20, 2023

PROJECT:
CITY OF MATTAWA
WWTF IMPROVEMENTS
G&O JOB NUMBER #19044.01

CONTRACTOR:
BOSS CONSTRUCTION, INC.
4945 GUIDE MERIDIAN
BELLINGHAM, WA 98226

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
1	Mobilization	1 LS	\$451,783.00	0.00%	50.00%	\$0.00	\$225,891.50	50%
2	Minor Changes	1 CALC	\$40,000.00	0.00	0.00	\$0.00	\$0.00	0%
3	Trench Safety	1 LS	\$9,669.00	0.00%	61.67%	\$0.00	\$5,962.50	62%
4	Unsuitable Excavation	50 CY	\$120.49	0.00	0.00	\$0.00	\$0.00	0%
5	WWTF Improvements	1 LS	\$3,641,812.00	5.49%	11.64%	\$199,822.80	\$423,956.05	12%
6	Rock Excavation	100 CY	\$184.53	0.00	154.60	\$0.00	\$53,993.48	293%

**PROGRESS ESTIMATE 4
OCTOBER 26, 2023**

CITY OF MATTAWA
GRANT COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
AUGUST 26, 2023 TO OCTOBER 20, 2023

PROJECT:
CITY OF MATTAWA
WWTF IMPROVEMENTS
G&O JOB NUMBER #19044.01

CONTRACTOR:
BOSS CONSTRUCTION, INC.
4945 GUIDE MERIDIAN
BELLINGHAM, WA 98226

	PROJECT COSTS	
	AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE	\$199,822.80	\$709,803.53
SALES TAX 8.40%	\$16,785.12	\$59,623.50
MATERIALS ON HAND	\$86,728.81	\$96,574.58
TOTAL	\$303,336.73	\$866,001.61
LESS 5% RETAINED (BEFORE TAX)	\$0.00	\$0.00
CONTRACTOR OBTAINED RETAINAGE BOND		
TOTAL EARNED TO DATE LESS RETAINAGE		\$866,001.61
LESS AMOUNTS PREVIOUSLY PAID		
PROGRESS ESTIMATE 1		\$212,740.22
PROGRESS ESTIMATE 2		\$197,874.62
PROGRESS ESTIMATE 3		\$152,050.04
TOTAL PAYMENT NOW DUE:	\$303,336.73	\$303,336.73
ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)	\$4,517,831.79	
CONTRACT PERCENTAGE TO DATE	15.7%	

**PROGRESS ESTIMATE 4
OCTOBER 26, 2023**

CITY OF MATTAWA
GRANT COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
AUGUST 26, 2023 TO OCTOBER 20, 2023

PROJECT:
CITY OF MATTAWA
WWTF IMPROVEMENTS
G&O JOB NUMBER #19044.01

CONTRACTOR:
BOSS CONSTRUCTION, INC.
4945 GUIDE MERIDIAN
BELLINGHAM, WA 98226

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A TRUE AND CORRECT STATEMENT OF THE WORK PERFORMED UNDER THIS CONTRACT.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES) AND THE FEDERAL DAVIS-BACON AND RELATED ACTS (DBRA).

GRAY & OSBORNE, INC.

BOSS CONSTRUCTION, INC.


TIM DEVRIES, P.E.


CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL		SALES		MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
		EARNED PER PERIOD	SALES TAX RATE	TAX AMOUNT				
1	JUNE 19, 2023 TO JUNE 30, 2023	\$205,744.89	8.40%	\$17,282.57		\$0.00	\$10,287.24	\$212,740.22
2	JULY 1, 2023 TO JULY 21, 2023	\$173,051.09	8.40%	\$14,536.29		\$0.00	(\$10,287.24)	\$197,874.62
3	JULY 22, 2023 TO AUGUST 25, 2023	\$131,184.75	8.40%	\$11,019.52		\$9,845.77	\$0.00	\$152,050.04
4	AUGUST 26, 2023 TO OCTOBER 20, 2023	\$199,822.80	8.40%	\$16,785.12		\$86,728.81	\$0.00	\$303,336.73
TOTAL:		\$709,803.53		\$59,623.50		\$96,574.58	\$0.00	\$866,001.61

**CITY OF MATTAWA
STAFF REPORT**

To: Mayor Celaya and City Council
From: Public Works Department
Date: November 2, 2023
Proceeding Type: New Business
Subject: DWSRF - Application & Submittal

Legislative History:

- | | |
|------------------------|------------------|
| • First Presentation: | November 2, 2023 |
| • Second Presentation: | |
| • Requested Action: | Motion Needed |
-

Staff Report Summary

The subject in front of City Council is to authorize staff to apply and submit for the Drinking Water State Revolving Loan Fund (DWSRF), due November 30th, 2023.

Background

If awarded the funding would go towards Well 2 and Well 5 Pressure Zone Improvements project. The request would be for the total project amount of around \$7 million. Historically, DWSRF offered low interest loans, with partial forgivable principle for water systems with financial hardship. Last year and this year, DWSRF has extra funding and appears to be offering more grants than normal.

Fiscal and Policy Implications

Financial impacts can range, based on award amounts, up to \$7,000,000, Policy implications include DWSRF reporting and compliance.

FUND	BARS	LINE ITEM	FUND AMOUNT	CURRENT EXPENDITURE	REMAINING AMOUNT

Options

1. Authorize staff to apply and submit for the Drinking Water State Revolving Loan Fund DWSRF.
2. Do not authorize staff to apply and submit for the Drinking Water State Revolving Loan Fund DWSRF.

Staff Recommendation

1. Authorize staff to apply and submit for the Drinking Water State Revolving Loan Fund DWSRF.


Attachments

A.	EPA DWSRF Information doc
B.	DWSRF flier

The following documents are attached and subject for review:

Review by:	Type of Document	Title of Document	Date Reviewed	Comment:
Engineering	▪ PDF	Staff Report & Attachments	10/24/2023	
Legal	▪ N/A			
Financial	▪ PDF	Staff Report & Attachments	10/30/2023	
Comment:				

How the Drinking Water State Revolving Fund Works

The Drinking Water State Revolving Loan Fund (DWSRF) was established by the 1996 amendments to the Safe Drinking Water Act (SDWA). The DWSRF is a financial assistance program to help water systems and states to achieve the health protection objectives of the SDWA. (See [42 U.S.C. §300j-12](#) ) The program is a powerful partnership between EPA and the states.

Congress appropriates funding for the DWSRF. EPA then awards capitalization grants to each state for their DWSRF based upon the results of the most recent Drinking Water Infrastructure Needs Survey and Assessment. The state provides a 20 percent match.

States have the option of taking a variety of set-asides. These set-asides help fund state programs and activities to ensure safe drinking water. In total, states may take approximately 31% of their capitalization grant in set-asides.

After taking their set-asides, states place the balance of their capitalization grant, together with the state match, into a dedicated revolving loan fund. This revolving fund provides loans and other authorized assistance to water systems for eligible infrastructure projects.

As water systems repay their loans, the repayments and interest flow back into the dedicated revolving fund. These funds may be used to make additional loans.

Building on a federal investment of over \$21.0 billion, the state DWSRFs have provided more than \$41.1 billion to water systems through 2019. This assistance was provided through over 15,425 assistance agreements for:

- improving drinking water treatment
- fixing leaky or old pipes (water distribution)
- improving source of water supply
- replacing or constructing finished water storage tanks
- other infrastructure projects needed to protect public health

THE DRINKING WATER STATE REVOLVING FUND

Protecting America's Public Health for Over 20 Years

HOW IT WORKS

EPA funds state DWSRFs each year and states provide a **20%** match



Loan Terms:
Up to **30 years**

(for disadvantaged communities: 40 years or design life of project, whichever is less).

Repayments begin up to **18 months** after project completion



For every **\$1** from federal government, **\$2.17** has gone to help communities



WHO HAS DWSRFs?



WHO IS ELIGIBLE?



Publicly or privately owned community water systems



Non-profit non-community water systems



WHAT TYPES OF PROJECTS?

- Drinking Water Treatment
- Pipe Installation/Replacement
- Source Water Protection
- Well Construction/Rehabilitation
- Storage
- & MORE...

\$53.0 BILLION

states leveraged EPA's \$24.5 billion into projects since 1997



18,400

loans made to repair, replace and build infrastructure since 1997



1.25%

average DWSRF loan interest rate in 2022



epa.gov/dwsrf

May 2023



Ordinance / Resolution No. 23.11.17
RCW 84.55.120

WHEREAS, the Council of City of Mattawa has met and considered its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 149,126.24; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 1,491.26 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 2 day of November, 2023.

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

