

## **ORDINANCE #584**

### **AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, ADOPTING THE FINAL ANNUAL BUDGET FOR THE TOWN OF YACOLT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021; RE-ESTABLISHING AND INCREASING THE TOWN'S GENERAL RESERVE FUND (002); AUTHORIZING THE MAYOR AND TOWN CLERK TO MAKE NECESSARY ADJUSTMENTS TO ACCOUNTS; ESTABLISHING EMPLOYMENT POSITIONS AND SALARY/BENEFITS SCHEDULES; AND PROVIDING FOR SUMMARY PUBLICATION**

**Whereas**, the Mayor of the Town of Yacolt, (hereafter "*Town*" or "*Yacolt*"), in consultation with the Town Clerk and the Town's staff, prepared and submitted a preliminary annual budget for the fiscal year ending December 31, 2021 to the Town Council and filed the budget with the Town Clerk;

**Whereas**, the Town Clerk, pursuant to RCW 35.33.061, published a notice in the official newspaper of the Town for two consecutive weeks stating that the preliminary budget for 2021 had been filed with the Town Clerk and would be made available to any taxpayer requesting a copy;

**Whereas**, pursuant to the published notice, the Town held public hearings on November 16, 2020, and December 7, 2020, for the purpose of receiving public comment regarding the preliminary 2021 budget and 2021 revenue sources, and all persons wishing to be heard were heard;

**Whereas**, the Town has previously established a Cumulative Reserve Fund (Fund #002) for the purpose of providing reserves for the Town's Current Expense/General Fund (Fund #001);

**Whereas**, pursuant to RCW 35.21.070, the Town Council desires to increase the resources available in the Cumulative Reserve Fund (#002), and to expand the designated purposes of said Fund;

**Whereas**, the Town Council has considered the proposed 2021 annual budget, and has made such adjustments and changes to the budget as it deems necessary and proper;

**Whereas**, the proposed 2021 annual budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the Town for the purposes set forth in the budget, and the estimated expenditures set forth in the budget are sufficient and necessary to meet the various needs of the Town during fiscal year 2021;

**Whereas**, the Town Council finds that the Town's 2021 budget is appropriate and necessary for the preservation of the general public health, safety and welfare of the community; reflects revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and is in the best interests of the Town and its residents; and,

**Whereas**, the Town Council is in regular session this 21<sup>st</sup> day of December, 2020, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

**NOW THEREFORE, be it Ordained by the Town Council of the Town of Yacolt, Washington:**

**Section 1 – Legislative Findings and Adoption of Recitals:** Each and every recital set forth above is adopted as a true and correct legislative finding of the Town Council for purposes of this Ordinance.

**Section 2 – Adoption of Yacolt’s 2021 Annual Budget:** The final annual budget for the Town of Yacolt, Washington, for the fiscal year ending December 31, 2021 is hereby adopted at the fund level in its final form and content as set forth in the document entitled “Town of Yacolt Budget 2021”, three copies of which are on file in the Office of the Town Clerk.

**Section 3 – Funding of and Revisions to the General Reserve Fund (#002):** The Town Council hereby directs that the following changes be made to the General Reserve Fund (#002):

**Section 3.1 – Transfer of Resources to the General Reserve Fund Authorized:** The Town Council hereby approves and directs an interfund transfer of \$350,000.00 from the General Fund (#001) to the General Reserve Fund (#002).

**Section 3.2 – Amendment of the Reserve Fund’s Designated Purpose:** Pursuant to RCW 35.21.070, the Town Council hereby re-establishes Yacolt’s General Reserve Fund (#002) with the designated purpose of said Fund being expanded to include (a). reserves for the Town’s Current Expense/General Fund (#001), to fund additional appropriations for liabilities and expenses projected for Fund #001 as may be needed from time to time; (b). reserves for the purchase and related costs of acquiring real estate, major equipment, or other capital assets of any kind; and, (c). reserves for the construction, alteration or repair of any public building or work, or the making of any public improvement.

**Section 4 – Summary of Yacolt’s 2021 Annual Budget:** The Town’s estimated 2021 resources, including beginning fund balances and revenues for each separate fund, the appropriations authorized by the Town Council in the 2021 budget for each separate fund, and the aggregate totals (net of transactions between funds) for all such funds combined, are set forth in summary form below:

Town of Yacolt 2021 Budget Summary by Fund						
Fund No.	Fund Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
001	General Fund	\$ 870,200	\$594,704	\$1,464,904	\$1,070,011	\$394,893
002	General Reserve Fund	\$ 3,022	\$350,000	\$353,022	\$0	\$353,022
101	Street Fund	\$ 12,819	\$169,284	\$182,103	\$166,503	\$15,600
103	Cemetery Fund	\$ 47,320	\$8,500	\$55,820	\$13,700	\$42,120
105	REET Fund	\$ 171,366	\$37,000	\$208,366	\$76,200	\$132,166
114	Park Impact Fees	\$ 89,500	\$200	\$89,700	\$14,500	\$75,200
115	Transportation Impact Fees	\$ 103,500	\$200	\$103,700	\$0	\$103,700
403	Stormwater Fees	\$ 83,000	\$45,000	\$128,000	\$50,000	\$78,000
<b>Totals</b>		<b>\$ 1,380,727</b>	<b>\$1,204,888</b>	<b>\$2,585,615</b>	<b>\$1,390,914</b>	<b>\$1,194,701</b>

**Section 5 – Authorities and Duties of the Mayor and Town Clerk:** The Mayor and Town Clerk are hereby authorized and directed to make all adjustments to the 2021 Annual Budget to accomplish the purposes of this Ordinance. The Mayor is hereby authorized to fill such employment vacancies as may currently exist and/or as may occur in the future, up to total staffing levels specified in the budget, without further authorization.

**Section 6 – Positions, Wages and Benefits for Town Employees:** The various positions, salary ranges and benefits for the Town’s employees are adopted in the form and amounts described in Exhibit A, attached hereto and incorporated herein. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

**Section 7 – 2020 Fund Adjustments:** The fund adjustments and transfers proposed by the Mayor and Town Clerk for fiscal year 2020, which are incorporated in the approved budget for fiscal year 2021, are hereby authorized and approved by the Town Council.

**Section 8 - Ratification and Confirmation of Prior Acts:** All acts taken by Town officers and staff prior to the enactment of this Ordinance that are consistent with and in furtherance of the purpose or intent of this Ordinance are hereby ratified, approved and confirmed by the Town Council. Any expenditure of monies from the Current Expense/General Fund (#001) during fiscal year 2020 and prior to the effective date of this Ordinance is hereby ratified, approved and confirmed. Further, because the Town’s operating budget for fiscal year 2021 relies upon anticipated year-end fund balances derived from revenues collected and expenditures incurred in fiscal year 2020, the Town Council hereby ratifies and confirms all revenues, from whatever source derived, and expenditures incurred by the Town to the extent such revenues and expenditures are in accordance with the Town’s budget for fiscal year 2020 or any subsequent budget amendments formally approved by the Town Council.

**Section 9 – Severability and Construction:** If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected. If any provision of this Ordinance is found to be inconsistent with provisions of the Yacolt Municipal Code, this Ordinance is deemed to control.

**Section 10 – Transmittal to AWC:** Pursuant to RCW 35.33.075, the Town Clerk is hereby directed to transmit a copy of the complete, final 2021 annual budget (as adopted) to the Association of Washington Cities, together with a copy of this Budget Ordinance.

**Section 11 – Yacolt Municipal Code:** This Ordinance #584 is a special Ordinance of the Town of Yacolt involving the Town’s 2021 budget. Being applicable for only a specific and limited period of time, this Ordinance #584 shall not result in any amendment to the Yacolt Municipal Code.

**Section 12 – Savings Clause:** Except as provided herein and in any prior amendments, all provisions of Ordinance #578, Ordinance #580, and Ordinance #583 shall remain in full force and effect.

**Section 13 – Effective Date and Publication of Summary:** This Ordinance shall take effect immediately upon adoption and publication according to law. Notice of this Ordinance shall be provided by publication of the following summary in the Town’s official newspaper:

**Town of Yacolt - Summary of Ordinance #584  
2021 Annual Budget**

The Town Council of the Town of Yacolt adopted Ordinance #584 at its regularly scheduled Town Council meeting held on December 21, 2020. The content of the Ordinance is summarized in its title as follows:

“An Ordinance of the Town of Yacolt, Washington, Adopting the Final Annual Budget for the Town of Yacolt for the Fiscal Year Ending December 31, 2021; Re-Establishing

and Increasing the Town's General Reserve Fund (002); Authorizing the Mayor and Town Clerk to Make Necessary Adjustments to Accounts; Establishing Employment Positions and Salary/Benefits Schedules; And Providing for Summary Publication".

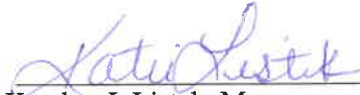
The effective date of the Ordinance is December 30, 2020.

A copy of the full text of the Ordinance will be mailed upon request to the undersigned at the Town of Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this 30<sup>th</sup> day of December, 2020.  
Stephanie Fields, Town Clerk

**PASSED** by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 21<sup>st</sup> day of December, 2020.

**TOWN OF YACOLT**

  
Katelyn J. Listek, Mayor

**Attest:**

  
Stephanie Fields, Town Clerk

Approved as to Form:

\_\_\_\_\_  
David W. Ridenour, Town Attorney

Ayes: Dawson, Noble, Viray  
Nays: Boget, Mosley  
Absent: 0  
Abstain: 0

### **TOWN CLERK'S CERTIFICATION**

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #584 of the Town of Yacolt, Washington, entitled "AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, ADOPTING THE FINAL ANNUAL BUDGET FOR THE TOWN OF YACOLT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021; RE-ESTABLISHING AND INCREASING THE TOWN'S GENERAL RESERVE FUND (002); AUTHORIZING THE MAYOR AND TOWN CLERK TO MAKE NECESSARY ADJUSTMENTS TO ACCOUNTS; ESTABLISHING EMPLOYMENT POSITIONS AND SALARY/BENEFITS SCHEDULES; AND PROVIDING FOR SUMMARY PUBLICATION" as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

  
\_\_\_\_\_  
Stephanie Fields, Town Clerk

Approved: December 21, 2020

Published: December 30, 2020

Effective Date: December 30, 2020

Ordinance Number: 584

## TOWN OF YACOLT SALARY SCHEDULE

(\*= Full Time Employee)

CLASSIFICATION	WAGE/SALARY	AVERAGE HOURS WEEKLY	HOURLY WAGE
Town Clerk*	\$50,700	37.5	\$26.00
Administration Assistant	\$15,600	15	\$20.00
Public Works Director*	\$58,240	40	\$28.00
Public Works Maintenance Assistant*	\$ 45,760	40	\$22.00

***[\* Any needed overtime for Meetings & Town Events]***

<b>TOWN PAID BENEFITS:</b>	90/10
Full Time Employees	Medical, Dental, Vision

### 2021 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS:

Town Clerk	General Fund
Administrative Assistant	General Fund
Public Works Director	Streets, Cemetery, Storm Water
Public Works Maintenance Assistant	Streets, Cemetery, Storm Water