

## **ORDINANCE #602**

### **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, 2025; 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, 2025 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 on October 23 and October 30, 2024, stating that the preliminary budget for 2025 had been filed with the Town Clerk on October 31, 2024 and would be made available to any taxpayer requesting a copy;

**Whereas**, pursuant to the published notice, the Town held public hearings on November 12, 2024 and November 18, 2024, for the purpose of receiving public comment regarding the preliminary 2025 budget and 2025 revenue sources, and all persons wishing to be heard were heard;

**Whereas**, the Town Council has considered the proposed 2025 annual budget, and has made such adjustments and changes to the budget as it deems necessary and proper;

**Whereas**, the proposed 2025 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 2025;

**Whereas**, the Town Council finds that the Town’s 2025 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 special session this 18<sup>th</sup> day of November, 2024, 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 2025 Annual Budget:** The final annual budget for the Town of Yacolt, Washington, for the fiscal year ending December 31, 2025 is hereby adopted at the fund level in its final form and content as set forth in the document entitled “Town of Yacolt 2025 Budget”, three copies of which are on file in the Office of the Town Clerk.

**Section 3 - Summary of Yacolt’s 2025 Annual Budget:** The Town’s estimated 2025 resources, including beginning fund balances and revenues for each separate fund, the appropriations authorized by the Town Council in the 2025 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:

Fund #	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	\$ 1,340,000	\$ 1,565,400	\$ 2,905,400	\$ 1,951,245	\$ 954,155
002	General Reserve Fund	\$ 353,000	\$ -	\$ 353,000	\$ 300,000	\$ 53,000
101	Street Fund	\$ 155,500	\$ 255,000	\$ 410,500	\$ 288,200	\$ 122,300
103	Cemetery Fund	\$ 22,700	\$ 10,000	\$ 32,700	\$ 17,800	\$ 14,900
105	REET Fund	\$ 290,000	\$ 50,000	\$ 340,000	\$ 50,000	\$ 290,000
114	Park Impact Fees	\$ 170,000	\$ 5,000	\$ 175,000	\$ 60,000	\$ 115,000
115	Transportation Impact Fee	\$ 182,000	\$ 380,000	\$ 562,000	\$ 420,000	\$ 142,000
119	School Impact Fees	\$ -	\$ 50,500	\$ 50,500	\$ 50,500	\$ -
403	Stormwater Fees	\$ 111,500	\$ 50,000	\$ 161,500	\$ 100,250	\$ 61,250
	Totals	\$ 2,624,700	\$ 2,365,900	\$ 4,990,600	\$ 3,237,995	\$ 1,752,605

**Section 4 - Authority and Duties of the Mayor and Town Clerk:** The Mayor and Town Clerk are hereby authorized and directed to make all adjustments to the 2025 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 5 - 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 6 - 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 existing funds during fiscal year 2024 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 2025 relies upon anticipated year-end fund balances derived from revenues collected and expenditures incurred in fiscal year 2024, 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 2024 or any subsequent budget amendments formally approved by the Town Council.

**Section 7 - 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 8 - Transmittal to AWC:** Pursuant to RCW 35.33.075, the Town Clerk is hereby directed to transmit a copy of the complete, final 2025 annual budget (as adopted) to the Association of Washington Cities, together with a copy of this Budget Ordinance.

**Section 9 - Yacolt Municipal Code:** This Ordinance #602 is a special Ordinance of the Town of Yacolt involving the Town's 2025 budget. Being applicable for only a specific and limited period of time, this Ordinance #602 shall not result in any amendment to the Yacolt Municipal Code.



**Section 10 - Savings Clause:** Except as provided herein and in any prior amendments, all provisions of Ordinances #594 and #597 shall remain in full force and effect.

**Section 11 - 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 #602  
2025 Annual Budget**

The Town Council of the Town of Yacolt adopted Ordinance #602 at a special meeting of the Town Council held on November 18, 2024. 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, 2025; Authorizing the Mayor and Town Clerk to Make Necessary Adjustments to Accounts; Establishing Employment Positions and Salary/Benefits Schedules; and Providing for Summary Publication"

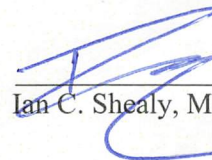
The effective date of the Ordinance is November 27, 2024.

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 27<sup>th</sup> day of November, 2024.  
Stephanie Fields, Town Clerk

**PASSED** by the Town Council of the Town of Yacolt, Washington, at a special meeting thereof this 18<sup>th</sup> day of November, 2024.

**TOWN OF YACOLT**

  
\_\_\_\_\_  
Ian C. Shealy, Mayor

**Attest:**

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

Approved as to Form:


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

Ayes: Carothers, Peto, Russell, Viray  
Nays: \_\_\_\_\_  
Absent: Carroll  
Abstain: \_\_\_\_\_

## **TOWN CLERK'S CERTIFICATION**

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #602 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, 2025; 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: November 18, 2024  
Published: November 27, 2024  
Effective Date: November 27, 2024  
Ordinance Number: 602

**Exhibit “A” to Town of Yacolt Ordinance #602**

**TOWN OF YACOLT SALARY SCHEDULE**

<b>CLASSIFICATION</b>	<b>ANNUAL WAGE</b>	<b>AVG. HRS. WEEKLY</b>	<b>HOURLY WAGE</b>
Public Works Director	\$73,000	40	\$35
Public Works Maint.:			
Part-time	\$37,500	30	\$24
Full-time	\$56,500	40	\$27
Public Works Maint.:			
Seasonal	\$14,400	30	\$22
Town Clerk	\$73,000	40	\$35
Administrative Asst.:			
Part-time	\$40,500	30	\$26
Full-time	\$52,000	40	\$25

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

<b>TOWN PAID BENEFITS:</b>	
Full Time Employees	90/10- Medical, Dental, Vision
Full Time Employees	60/40 PERS

**2025 WAGE DISTRIBUTION OF  
PAYROLL & BENEFITS TO MULTIPLE FUNDS**

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