



# **Town of Yacolt**

## **Council Meeting Agenda**

**Monday, November 04, 2019**  
**7:00 PM**  
**Town Hall**

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### **Call to Order**

### **Flag Salute**

### **Roll Call**

### **Late Changes to the Agenda**

### **Minutes of Previous Meeting(s)**

1. Approve 10-21-19 Council Meeting Minutes

### **Citizen Communication**

*Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.*

### **Old Business**

2. Financial Policy - Review Changes and approve for adoption
3. Increase Med/Den/Vis continued discussion
4. Raise Proposal
5. Wage Scale Change

### **New Business**

6. Approve Streaming and recording of Town Council Meetings

### **Public Works Department Report**

### **Town Clerk's Report**

### **Council's Comments**

### **Mayor's Comments**

**Attorney's Comments**

**Approve to Pay Bills on Behalf of the Town**

**Executive Session**

**Adjourn**

**Town of Yacolt  
Council Meeting Minutes  
Monday, October 21, 2019  
7:00 PM  
Town Hall**

**Call to Order**

Mayor Myers called meeting to order at 7:00 pm.

**Flag Salute**

**Roll Call**

**PRESENT**

Mayor Vince Myers  
Council Member Amy Boget  
Council Member Danny Moseley  
Council Member Malita Moseley  
Council Member Herb Noble  
Council Member Rhonda Rowe-Tice  
Clerk Dawn Salisbury

**ABSENT**

Public Works Director Bill Ross

**Late Changes to the Agenda**

Add approve 10-15-19 budget workshop meeting minutes and 10-7-19 council meeting minutes under Approve meeting minutes.

**Minutes of Previous Meeting(s)**

Approve 10-7-19 Council meeting minutes.

Motion made by Council Member Boget, Seconded by Council Member D Moseley.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble

Voting Naye: Council Member Rowe-Tice

Approve 10-15-19 Budget Workshop minutes

Motion made by Council Member M Moseley, Seconded by Council Member Boget.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble, Council Member Rowe-Tice

### **Citizen Communication**

*Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.*

Mary Rowe- addressed council regarding Yacolt's discussion forum and treasurer's report.

### **Old Business**

1. Financial Policy - Review Changes

Additional changes were added. Review and propose to adopt at 11-4-19 meeting.

2. Wage Scale for Town Staff

Discussion took place. Motion to change Assistant Clerk/Treasurer position scale to \$18 minimum and \$26 maximum.

Motion made by Council Member Noble, Seconded by Council Member D Moseley.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble

Voting Nay: Council Member Rowe-Tice

Motion to accept wage scale with change and amend Chapter 5, Section 5.2 and Section 5.3 of the Town's Personnel Policy.

Motion made by Council Member Boget, Seconded by Council Member D Moseley.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble

Voting Nay: Council Member Rowe-Tice

Motion to make Wage Scale effective date of 1-1-20.

Motion made by Council Member Rowe-Tice, Seconded by Council Member Noble.

Voting Yea: Council Member D Moseley, Council Member Noble, Council Member Rowe-Tice

Voting Nay: Council Member Boget, Council Member M Moseley

3. Increase Med/Den/Vis to 100% for All Employees +1

Motion made to move item to 11-4-19 meeting.

Motion made by Council Member M Moseley, Seconded by Council Member Boget.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble, Council Member Rowe-Tice

4. Discuss Raise Proposals

Item was discussed under another agenda topic. Council Member Noble to present raise proposal at 11-4-19 meeting. Council agreed to discuss again at 11-4-19.

Motion to move agenda item to 11-4-19 meeting.

Motion made by Council Member D Moseley, Seconded by Council Member M Moseley.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble, Council Member Rowe-Tice

### **New Business**

5. Desiree Lorentz - Arts Commission Representative

Desiree Lorentz introduced herself as the Town's newest Arts Commission member along with Tamra Galles. Suggestion was made to paint PUD boxes to beautify the town.

6. Approve Yacolt Trading Post liquor license renewal

Motion to approve Yacolt Trading Post's liquor license.

Motion made by Council Member Boget, Seconded by Council Member Rowe-Tice.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble, Council Member Rowe-Tice

7. Draft Ethics Policy review and discussion only

Discussion took place. Suggestions were made and policy will be reviewed again at the 12-2-19 meeting.

### **Public Works Department Report**

None

### **Town Clerk's Report**

Town Seal should be completed by end of week.

Set menu and asked council members for their donation items for Volunteer Appreciation Dinner.

Scheduled Hiring Committee meeting for PWD position 10-25-19 at 3:00 pm.

Need office coverage for morning of 10-30-19. Council member Boget to cover phones and office.

Audio files to website delayed. Waiting for web publisher help.

Email migration to Silverstar is being worked on now.

Need volunteers for Christmas tree lighting. Council Member Boget volunteered to help.

**Council's Comments**

Council member Noble gave his thoughts on the candidate forum.

**Mayor's Comments**

Mayor Myers admonished Council member Noble for violating Resolution 572, the Town's Electronic Device Policy, for not using disclaimer when posting about town business on public forums.

**Attorney's Comments**

None

**Approve to Pay Bills on Behalf of the Town**

Approve to pay bills on behalf of the Town

001 General Fund	\$5,807.61	Claims: Check #16972- 16979	\$3,680.60
101 Streets	\$2,773.44	Payroll EFT:	<u>\$6,684.76</u>
103 Cemetery	\$124.48		\$10,365.36
403 Storm Water	<u>\$1,659.83</u>		
	\$10,365.36		

Motion made by Council Member Noble, Seconded by Council Member D Moseley.

Voting Yea: Council Member Boget, Council Member D Moseley, Council Member M Moseley, Council Member Noble, Council Member Rowe-Tice

**Executive Session**

None

**Adjourn**

Mayor Myers adjourned meeting at 8:58 pm.

**Executive Session**

None

**Adjourn**

Meeting was adjourned by Mayor Myers at 8:38 p.m.

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Vince Myers, Mayor

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Dawn Salisbury, Clerk

# Town of Yacolt

## Financial Management Policies

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## **Purpose & Objectives**

### **Purpose:**

The Financial Management Policy assembles **all** the Town's financial policies into one document. They are the tools to ensure that the Town is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and internal financial management of the Town.

The Town of Yacolt is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the Town's goals and objectives.

### **Objectives:**

In order to achieve its purpose, the Financial Management Policies have the following objectives for the Town's fiscal performance.

- a. To guide the Town Council, Mayor and Department Heads in fiscal decisions that have significant impact.
- b. To set forth operating principles that minimize financial risk.
- c. To employ balanced and fair revenue policies that provide adequate funding for desired programs.
- d. To maintain appropriate financial capacity for present and future needs.
- e. To promote sound financial management by providing accurate and timely information on the Town's financial condition.
- f. To protect the Town's credit rating and provide for adequate resources to meet the provision of the Town's debt obligations on all municipal debt.
- g. To ensure the legal use of financial resources through an effective system of internal controls.
- h. To promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

## **Reserve Policies:**

The Town will strive to maintain General Operating Reserves at a level equal to at least 25% of the budgeted revenues, including the beginning fund balance. The Reserve would exclude interfund transfers, one-time revenue, and Capital Project grants ie. Community Development Block Grant (CDBG). This reserve shall be created and maintained to:

1. Provide sufficient cash flow to meet daily financial needs.
2. Sustain town services in the event of a catastrophic event such as a natural/manmade disaster (e.g. earthquake, windstorm, fire, flood, terrorist attack) or a major downturn in the economy. In general, the Town shall endeavor to support ongoing operations with ongoing revenues, but may use reserves on a onetime basis to support Town services pending the development of a longer term financial solution. However, in no event shall reserves be used longer than one fiscal year to support Town operations, if reserves are used, the Town will begin to replenish those reserves at the end of the Fiscal year if a surplus exists, but no later than the Fiscal year following their use. Requires Budget Amendment to transfer funds.
3. The Town will strive to build the General Operating Reserves to a minimum of 35% by 2022.
4. Monies from the General Operating Reserves may be transferred into any operating fund.
5. Reserve funds may be used as “Match” for any Capital Facilities Grant.
6. Reserve funds shall be placed in a separate fund in accordance with the BARS recording system.

Annual surpluses in the General Fund will be used to fund one-time operations, capital expenditures, be dedicated to a Capital Facilities planned expenditure or utilized to increase the general operating reserve minimum planned for future years if:

1. There are surplus balances remaining after all current expenditure obligations and reserve requirements are met.
2. The town has made a determination that revenues for the ensuing fiscal year are sufficient to support budgeted general fund operations.

A surplus is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance. It consists of under-expenditures and excess revenues over and above the amounts included in the following Annual Budget.

## **Revenue Policies:**

The Town will strive to maintain a diversified mix of revenues in order to maintain needed services during periods of declining economic activity. Currently, the Town’s main sources of income are Property Tax, Sales Tax, Real Estate Excise Tax, and Building Permit issuance.

Revenue estimates should be prepared on a conservative basis in order to minimize fluctuations in service levels during periods of economic downturn.

The Town Council shall consider the overall impact on the community and its “ability to pay” against the need to enact any tax, utility rate or fee/charge increase.

The use of **one-time** revenues to fund ongoing expenditures is discouraged

### **Official Banking Institution:**

In order to support local brick and mortar businesses within town limits, the Town of Yacolt utilizes the Services of U.S. Bank. In the event the Clerk-Treasurer determines it is in the best interest of the Town to Change banking services, the Town Council will select its official banking institution with the most comprehensive, flexible, and cost-effective banking services available.

### **Property tax:**

Property Taxes provide a consistent base of revenues for the Town to provide public services. The Town shall levy property taxes within its statutory limit or bank the levy capacity so the Town can continue to provide a safe, economically vibrant place to live and work.

### **Banked Capacity:**

From time to time, the town has declined to raise tax revenue by the typical 1% annually. Those years are “banked” and may be included, in addition to the 1%, in future years if in the best interests of the town.

### **Real Estate Excise Tax:**

REET taxes shall be collected and used pursuant to YMC 3.25

### **Sales and Use Tax:**

Sales and Use taxes shall be collected pursuant to YMC 3.30

### **User Fees:**

Unless set by RCW, user fees and charges will be established by resolution set by the Town Council. It is the policy of the Town of Yacolt that fees will generally be set at a level related to the cost of providing the services. All fees for services will be reviewed and adjusted (if necessary) at least every three years.

Administrative Service Fees issued by the Clerk’s Office or Public Works, are for services provided to the public where it is appropriate and permitted by law.

Event Service Fees issued by the Clerk's Office or Public Works, are for services provided to the public where it is appropriate and permitted by law. Event Service Fees include, but are not limited to, Event booths, Spring Cleanup pickup/drop-offs, Parades, Fun Runs, etc.

User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees. Fees may be charged as a "pass through."

As much as is reasonably possible, Town services that provide private benefit shall be supported by fees and charges in order to provide maximum flexibility in the use of general revenues to meet the cost of services of broader public benefit.

### **Revenues of a Limited or Indeterminate Term:**

Revenues of a limited or indefinite term will generally be used for capital projects or one-time operating expenditures to ensure that no ongoing service programs are lost when such revenues are reduced or discontinued.

### **Donations:**

Donations allow for the many Town sponsored events to continue throughout the years. Funds collected as donations will be allocated to the events or funds specified by the individual. Donations to the Town may come from:

Events – Donation cans are available at all town functions. Funds raised during those functions go towards the following years' corresponding event.

Individual – Individuals can donate funds directly to events or funds that they specify.

Council/Mayor – In the event that any elected individual wishes to divert their stipend towards a specific fund or occasion, the individual will receive their stipend and may then donate the same as any other individual.

### **Collecting Fines and Penalties:**

The Town will follow a vigorous policy of collecting fines and penalties issued in enforcement of Yacolt Municipal Code. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

The Town may elect to not collect minor amounts due the Town if the costs of collection equals or exceeds the amount of money to be collected. The Mayor shall determine on a case by case basis what constitutes a minor amount referenced above and shall inform the Council and Town Clerk as to the determination of each case.

In addition to standard fines and fees found in the Town's Municipal Code, expenditures incurred pursuant to the Town's Ethics Policy (Article I section C, subsection 3c: **Obligations Regarding the Use of Public Resources**) shall be collected in the same manner as any other fine or penalty.

#### **Cash on hand:**

Cash on hand, hereafter referenced as Cash Drawer, above \$100.00 shall be deposited and allocated to the correct fund within two business days.

The Cash Drawer includes:

- US issued currency
- Money Orders
- Checks (personal/cashiers)

#### **Expenditure Policies:**

Expenditures approved by the Town Council in the annual budget define the Town's spending limits for the upcoming fiscal year. Beyond the requirements of law, the Town will maintain an operating philosophy of cost control and responsible financial management.

The Town shall maintain expenditure categories according to state statute and 25 administrative regulation as described in the State Auditor's Budgetary, Accounting, and 26 Reporting System (BARS).

The Town Clerk is authorized to transfer budgeted amounts between object classifications within departments or funds. However, the Town Council must approve any revisions that increase the total expenditures of a fund. All Budget amendments must be adopted by ordinance no later than December 31<sup>st</sup> of the budget year being amended.

In the event that an expenditure may be paid out of a restricted use fund as well as another unrestricted fund, the funds from the restricted use fund shall be applied first.

#### **Indirect Cost Allocation Plan**

##### **Indirect Costs**

The Town allocates costs of services to other funds that benefit from the services being provided. In particular, administrative costs paid for from the General Fund are allocated on a fair and equitable basis to other funds that benefit from these administrative functions, unless prohibited by law. The advantages of an indirect cost allocation plan are twofold:

- a. The indirect cost allocation plan ensures that programs properly reflect all costs incurred in carrying out the program, not just direct costs.

- b. In cases where specific grants allow, the indirect cost allocation plan increases grant funding by including these indirect costs in the cost of the grant-funded program.
- c. It allows for greater sources of match funds when applying for grants.

### **Employee Salaries and Benefits:**

The Council shall require a salary and benefit survey to assess the comparability of salaries, wages, and benefits paid by the Town of Yacolt in comparison to the market place for prospective Town employees. Included in that analysis shall be the following:

The survey shall be done no more often than every three (3) years nor less often than every five (5) years.

The survey shall take into account internal comparability for responsibility and critical importance to the Town for short and long-term decision-making.

The survey shall take into account external factors including comparable cities, private-sector jobs, and other factors that influence the Town's ability to recruit and retain qualified employees.

The Town Clerk/Treasurer shall prepare and deliver a report in writing to the Town Council and Mayor prior to any consideration of a change in salary, wages, or benefit levels for employees that details the estimated costs of any proposals that are under consideration for approval by Council.

The Mayor, with approval of the Council, may appoint a special, ad hoc Council Committee to work with the Clerk in the development of any proposals regarding salaries, wages, and benefits for employees of the Town.

Funds allocated in employee benefits lines may not be used to make up shortfalls in other lines within the budget.

### **Unexpended Appropriations:**

The Town shall follow RCW **35.33.151** regarding unexpended appropriations at the end of the fiscal year to facilitate 13<sup>th</sup> month payments to close out the fiscal year.

### **Budget and Operating Policies:**

The operating budget shall serve as the annual financial plan for the Town. It will serve as the policy document of the Town Council for implementing Council goals and objectives. The budget will provide the staff the resources necessary to accomplish Town Council determined service levels.

Annual revenues are conservatively estimated as a basis for preparation of the annual budget. Revenues will be estimated by the Clerk/Treasurer utilizing accepted analytical techniques.

Department heads are responsible for managing their budgets within the total appropriation for their department.

## **Authorized positions**

All authorized positions will be budgeted for a full year with the next step up allowable benefit rate in accordance with the Wage and Benefit Scale unless specifically designated by the Town as a partial year position.

## **Vacant Positions:**

Filling of vacant positions will be conducted by the mayor and a hiring committee. Compensation will be within the Wage Scale for the position with the amount to be determined based on hiring negotiations and candidate experience.

## **The Town's budget procedures shall comply with RCW Chapter 35.33.**

### **Specifics of The Town of Yacolt's budget procedures are listed below:**

- a. By August 15th, the Finance Committee meets and reviews revenues for the first half of the year, trends, and preliminary estimates for the coming budget year. The Town Council may, by resolution, approve budget principles that modify these financial policies for the coming year only.
- b. The Town Clerk issues a call for budgets to each department and fund manager no later than September 1st. The call for budgets contains instructions, restrictions, and forms necessary for budget preparation. The call for budget requires submission of estimated revenues and all requested expenditures no later than September 15th
- c. On, or before, October 1<sup>st</sup>, the Clerk submits the preliminary budget to the Mayor for the following fiscal year. This budget includes proposed expenditures and the means of financing them.
- d. The Mayor meets with each elected official, department head, and fund manager no later than October 15<sup>th</sup> to discuss their budget requests and revenue estimates. Based upon current year budget review, departmental meetings, and goals and objectives, the Mayor provides suggestions and requests as the head of the Executive branch to the Town Clerk.
- f. On or before November 1<sup>st</sup>, the Clerk presents a balanced recommended final budget to the Town Council, outlining new programs, new or deleted positions, areas of increases and decreases, etc.
- g. On **or before** the ~~first~~-last council meeting in November, a public hearing will be held, which may be continued from day to day until concluded, but for not more than three total days, in order to receive public input.
- h. On or before November 20<sup>th</sup> a workshop will be held to solidify any changes to the budget. Changes must be submitted to the Clerk no less than 24 hours prior to the workshop and will be included on an Agenda to be followed during the workshop. Elected Officials, Department

Heads and the Mayor to participate. Citizens may attend but may not interrupt the workshop. Additional citizen input will be accepted after the Agenda concludes.

i. The finalized budget will be available for adoption by Ordinance at the first meeting in December. Any further changes, before adoption, must come as a unanimous vote of the Council.

j. The finalized budget must be passed by Ordinance no later than December 31<sup>st</sup>.

## **Capital Assets Policies and Procedures**

The Director of Public Works and Town Clerk will develop an equipment replacement and maintenance needs analysis for a **5-year** rolling lifecycle of the equipment and will update this projection yearly to be included in the annual budget.

- Public Works will maintain a schedule of replacement for vehicles and equipment including cost estimates.
- The Clerk's Office will maintain a schedule of replacement for equipment used in the daily operations within Town Hall including upgrade and/or replacement cost estimates. Items including, but not limited to printer/copier, computers, filing systems, and software.

Simple Capital expenditures are defined as purchases that will be used for at least one year such as computers, vehicles, equipment, office furniture, real property, and improvements to Town infrastructure and have a minimum cost of \$5,000 and a maximum cost of \$10,000. Capital expenditures may be authorized by the Mayor provided the funds are already allocated within the existing budget.

Compound Capital expenditures are the same as Simple Capital expenditures with a minimum cost of \$10,001. Compound Capital expenditures must pass the council with a simple majority.

The Town will determine the most **cost-effective** financing method for all new projects. Whenever possible, the Town will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the General Fund and certain special revenue funds as outlined in the operating budget policy.

## **Debt Management Policy**

The Town will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.

Neither short nor long-term borrowing will be used to finance on-going maintenance and operational needs without full financial analysis and prior approval of the Town Council.

Short-term debt is defined as a period of three years or less

Long term debt is defined as a period exceeding three years

- Long-term debt will be structured in a manner so that the term of the debt does not exceed the expected useful life of the asset or improvement being funded.

## **Investment Policy**

All funds will be invested in a manner that is in conformance with federal, state and other legal requirements.

Currently the Local Government Investment Pool (LGIP), which is an investment vehicle maintained by the State Treasurer's Office to help local governmental entities achieve higher rates of return by pooling local funds for economies of scale, is the only authorized investment vehicle available to the Town.

## **Accounting, Auditing & Financial Reporting**

### **Comprehensive Accounting System:**

The Town of Yacolt employs the use of BIAS Accounting Software to accurately represent the ongoing balance of accounts in accordance with the BARS system. The Town will maintain written policies on cash handling, accounting, segregation of duties, and other financial matters.

The Town utilizes a “funds” accounting system wherein monies restricted for specific purposes are accounted for in separate “funds” in accordance with national accounting practices. Unrestricted monies will be accounted for in the General Fund. The Town maintains its accounting system on the cash basis of accounting as permitted by the State Auditor and will use the BARS chart of accounts as required by the State Auditor. Additionally, the Town complies with the systems and controls prescribed by the Office of the State Auditor who establishes procedures and records which reasonably assure safeguarding of assets and the reliability of financial reporting. The Town prepares an annual financial report using the forms prescribed by the State Auditor and is audited on a schedule determined by the State Auditor and as prescribed by State law. The Town may, from time-to-time, arrange for additional audits when considered beneficial to the Town’s operations. The State Auditor is required to examine the affairs of all local governments at least once every three years. Reports of the auditor’s examinations are required to be filed in the Office of the State Auditor and in the finance department of the Town.

### **Finance Committee:**

The Town will maintain a Finance Committee comprised of two Council members, to be nominated and voted on by the council. The positions shall be for 6 months and shall rotate off and on the committee opposite each other every 3 months with new council members rotating on.

Monthly and quarterly reports will be prepared and distributed to all departments and the Town Council showing cash position, and year-to-date budgeted and actual expenditures for review. Quarterly reports shall be put on the official Town of Yacolt website in a designated link. Monthly reports shall be included in the meeting packet no later than the second meeting of the following month.

The Town of Yacolt defines a balanced budget as current annual revenues (including fund balances) are equal to or greater than current annual budgeted expenditures (including ending fund balances).

The Finance Committee shall meet at Town Hall at least one hour before the evening Council Meeting to go over bills and payroll to be paid by the Town.

Questions or concerns regarding the bills or payroll will be brought before the Clerk/Treasurer before the Council meeting begins for clarification needs. Bills needing to be held due to amount discrepancies will be labeled as such.

The Mayor will conduct annual reviews of the town's internal controls and cash handling procedures.

### **Reporting and Public Transparency:**

#### **A. The Clerk's office shall:**

1. ***Bi-Monthly:*** Ensure all bills and checks are provided to the Finance Committee before each meeting for review.
2. ***Monthly:*** Reconcile and close out monthly billing and provide the finalized report, by the second meeting of the following month, to the council.
3. ***Quarterly:*** Provide the Budget Position in a YTD report to the Council and upload onto the Official Town of Yacolt website for public viewing.
4. ***Yearly:*** Upon close out of the fiscal year, a finalized budget showing all accounts in fully realized amounts shall be provided to the council and uploaded for public viewing.

#### **B. The Town Council shall:**

1. Review all reports generated under the public transparency section and confirm accuracy.
2. Sign a cover sheet acknowledging that the report has been reviewed and no errors were detected.

### **C. Town Residents Role:**

All residents hold an obligation to stay informed in the budgeting and expenditure processes of their municipality. We encourage Town residents to attend budget workshops, regular meetings, and explore our website in order to be well informed and engaged.

### **Grant Management:**

All Grant Monies will be placed in a separate BARS account within BIAS to comply with all applicable laws.

#### **Funding:**

The Town recognizes that grant funding provides significant resources to enhance the Town's ability to provide services and activities not otherwise available. The Town will seek grant funding for activities that are determined to further core Town functions, or that provide activities, which are in the best interests of our citizens. The Town will examine the benefits of grant funding prior to application and decline funding determined not to meet the above criteria.

#### **New Service Programs:**

Grant applications to fund new service programs will be reviewed by the Mayor and Finance Committee prior to application. Among other issues, consideration will be given to whether grant activities further the Town's mission, whether they are part of the core functions of the department, and whether locally generated revenues will be required to support grant activities when grant funding is no longer available. Departments will provide written documentation regarding these issues with requests to apply.

Programs which require further funds, on a recurring yearly basis, must go before The Council after being reviewed by the Clerk-Treasurer, Mayor and Finance Committee.

## Glossary

Unless the context clearly indicates otherwise, the following words as used in this chapter shall have the meaning herein prescribed:

(1) "Chief administrative officer" as used in this chapter includes the mayor of cities or towns having a mayor-council form of government, the commissioners in cities or towns having a commission form of government, the Town manager, or any other Town or town official designated by the charter or ordinances of such Town or town under the plan of government governing the same, or the budget or finance officer designated by the mayor, manager or commissioners, to perform the functions, or portions thereof, contemplated by this chapter.

(2) "Clerk" as used in this chapter includes the officer performing the functions of a finance or budget director, comptroller, auditor, or by whatever title he or she may be known in any city or town.

(3) "Department" as used in this chapter includes each office, division, service, system or institution of the Town for which no other statutory or charter provision is made for budgeting and accounting procedures or controls.

(4) "Fiscal year" as used in this chapter means that fiscal period set by the city or town pursuant to authority given under RCW **1.16.030**.

(5) "Fund", as used in this chapter and "funds" where clearly used to indicate the plural of "fund", shall mean the budgeting or accounting entity authorized to provide a sum of money for specified activities or purposes.

(6) "Funds" as used in this chapter where not used to indicate the plural of "fund" shall mean money in hand or available for expenditure or payment of a debt or obligation.

(7) "Legislative body" as used in this chapter includes council, commission or any other group of officials serving as the legislative body of a city or town.

(8) Except as otherwise defined herein, municipal accounting terms used in this chapter shall have the meaning prescribed by the state auditor pursuant to RCW **43.09.200**.





## Town of Yacolt Request for Council Action

### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

**Name:** Vince Myers **Group Name:** Mayer  
**Address:** **Phone:**  
**Email Address:** Vince.myers@townofyacolt.com **Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Mayor

**Proposed Meeting Date:** 8/21/19

**Action Requested of Council:** Contribute 100% to medical, dental and vision insurance for Town employees and one family member.

**Proposed Motion:** I make a motion that the Town pay 100% medical, dental and vision insurance for Town employees and one family member effective 11/1/19

**Summary/ Background:** For years the Town paid full coverage for Town employees and one family member as an incentive. In 2017 the Council voted to have employees pay 10% of their MDV coverage. Town employees are still paid below state average for their positions. Re-instating this benefit to 100% will incentivize current employees and inspire future applicants to want to work for the Town.

**Staff Contact(s):**

	wage per year increase	
<b>PWD</b>	\$27 hour	<b>per year increase for med, den, vis</b>
wage increase only	\$5,063.14	\$1,934.76
increase with 100% medical +1	\$6,997.90	
<b>CLERK</b>	\$26 hour	<b>per year increase for med, den, vis</b>
wage increase only	\$10,126.27	\$1,934.76
increase with 100% medical +1	\$12,061.03	
<b>ASST. CLERK</b>	\$20 hour	<b>per year increase for med, den, vis</b>
wage increase only	\$9,403.76	
per year increase for med, den, vis employee only 100%	\$11,474.96	\$2,071.20
per year increase for med, den, vis employee only 100% +1	\$20,468.48	\$11,064.72
<b>PWM Assist.</b>	\$20.34 hour	<b>per year increase for med, den, vis</b>
wage increase only	861.07	966.38
increase with 100% medical	1827.45	
		<b>additional Wage and benefit cost</b>
total wage increase	\$25,454.24	total cost
total med, dent, vision w/asst clerk 100% med	\$6,907.14	\$32,361.38
total med, dent, vision w/asst clerk + 1 100% med	\$15,900.62	\$41,354.86



## Town of Yacolt Request for Council Action

### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Council Member Noble

Group Name: Council members

Address: 202 W Cushman St

Phone: 360.831.2189

Email Address:

Alt. Phone:

[herb.noble@townofyacolt.com](mailto:herb.noble@townofyacolt.com)

### ITEM INFORMATION:

Item Title: Wage scale effective date change

Proposed Meeting Date: 11-4-2019

Action Requested of Council:

Approve wage scale to start effective November 1<sup>st</sup>, 2019.

Proposed Motion:

I make a motion to approve wage scale to be effective November 1<sup>st</sup>, 2019.

Summary/ Background:

As we are in the process of hiring a Public Works Director we need to be able to offer the wage scale prior to January 1<sup>st</sup> 2020. As such I feel the wage scale should be approved for all positions effective November 1<sup>st</sup>, 2019.

Staff Contact(s):



## Town of Yacolt

### Request for Council Action

#### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Councilwoman Boget

Group Name: Council members

Address: 202 W Cushman St

Phone: 503.553.9714

Email Address:

Alt. Phone:

[Amy.boget@townofyacolt.com](mailto:Amy.boget@townofyacolt.com)

#### ITEM INFORMATION:

Item Title: Streaming and recording of Town Council Meetings

Proposed Meeting Date: 11-4-2019

Action Requested of Council: Approve the recording and live-streaming of the council meetings to the official Town of Yacolt Facebook page and provide recordings to potentially be added to the Town Website.

Proposed Motion: I make a motion to allow the video recording and streaming of the council meetings, for the next 12 months or until Ordinance 483 can be amended.

**Summary/ Background:** The Council meetings are currently recorded onto audio. With recent meetings being video recorded by citizens, there has been more citizen engagement. Several recent meetings were unable to be recorded, or have not been shared, and there is an obvious desire for them to be streamed.

Section 15 of our Ordinance 483 indicates that "No Town official or member of the Town's staff shall make any video recording during a meeting without prior authorization by vote of the Council."

This section means that we are relying on outside individuals to record the meetings and allow absent citizens the ability to view the meeting.

Approving this proposal will create a free avenue for our residents to view and listen to the meetings while council and staff explore grants or funding for a more permanent solution.

Staff Contact(s):