



Town of Yacolt

Council Meeting Agenda

Monday, December 02, 2019
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Minutes of Previous Meeting(s)

- [1.](#) Approve 11-18-19 Meeting Minutes
- [2.](#) Approve Budget Workshop 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

- [3.](#) Draft Ethics Policy review and discussion only
- [4.](#) Electronic Device Policy Review

New Business

- [5.](#) Public Hearing on 2020 Budget Approval
- [6.](#) Approve 2020 Budget Ordinance #578
- [7.](#) Ordinance 577. Updating council and mayor stipend
- [8.](#) Confirm 2020 CTRAN representation
- [9.](#) State of Washington Business License Agreement

10. Review Road Condition Report by Jackson Civil Engineering

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, November 18, 2019
7:00 PM
Town Hall**

Call to Order

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

Flag Salute

Roll Call

PRESENT

Mayor Vince Myers
Council Member Amy Boget
Council Member Danny D. Moseley
Council Member Herb Noble
Council Member Rhonda Rowe-Tice
Public Works Director Bill Ross
Clerk Dawn Salisbury
Attorney Bill Eling

ABSENT

Council Member Malita M. Moseley

Late Changes to the Agenda

Council member Rowe-Tice commented on item #4 proposed budget. No change to agenda.

Minutes of Previous Meeting(s)

1. Approve 11-4-19 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 Noble,
Council Member Rowe-Tice

Citizen Communication

Attached statement from Joshua Beck concerning Amboy PTO was read by Mayor Myers.

Old Business

None

New Business

2. Public Hearing EMS Levy Resolution 589

Mayor Myers closed council meeting at 7:10 pm and opened Public Hearing. Discussion took place. Mayor Myers closed Public Hearing at 7:20 pm and reopened council meeting.

Approve Resolution 590 Yacolt EMS Tax Levy

Motion made by Council Member Boget, Seconded by Council Member D. Moseley.
Voting Yea: Council Member Boget, Council Member D. Moseley, Council Member Noble,
Council Member Rowe-Tice

3. Public Hearing Town of Yacolt 2020 Levy Resolution 590

Mayor Myers closed council meeting at 7:23 and opened public hearing. Discussion took place. Mayor Myers closed public hearing at 7:42 pm and reopened council meeting.

Approve Resolution 590 Yacolt 2020 Tax Levy.

Motion made by Council Member Noble, Seconded by Council Member Rowe-Tice.
Voting Yea: Council Member Boget, Council Member Noble, Council Member Rowe-Tice
Voting Nay: Council Member D. Moseley

4. Public Hearing for 2020 proposed budget

Mayor Myers closed council meeting at 7:45 pm and opened public hearing. Discussion took place with a lot of good questions. Council to schedule budget workshop for 11-25-19 at 6:00pm for further discussion. Mayor Myers closed public hearing at 7:55 pm and reopened council meeting.

Public Works Department Report

Replaced springs on Christmas tree. Checking into Fema flood plain update. Council member Rowe-Tice inquired about library awning. PWD hasn't heard back from Library maintenance manager.

Town Clerk's Report

Volunteer dinner was a success. Working on budget process. Council member Rowe-Tice asked why town website was .com not .org or .gov. Clerk to check into. Council member Rowe-Tice asked if there was any update to Paid Family Medical Leave deductions. No update as of yet.

Council's Comments

Council member Rowe-Tice congratulated incoming council members and mayor. Council member D. Moseley wished new council and mayor good luck.

Mayor's Comments

Mayor Myers gave information on the swearing in of new council members and mayor. Mayor Myers introduced our new Public Works Director Tom Esteb. Miss Clark County Outstanding Teen, Ann Marie Vickery, will attend our Christmas Tree Lighting this year.

Attorney's Comments

None

Approve to Pay Bills on Behalf of the Town

001 General Fund	5,381.35	
101 Streets	3,424.97	
103 Cemetery	132.51	
403 Storm Water	<u>1,766.84</u>	
	10,705.67	Claims Check #169994 -17002: 3,381.76
		Payroll: 7,323.91

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

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

Voting Nay: Council Member Rowe-Tice

Executive Session

None

Adjourn

Mayor Myers adjourned meeting at 8:12 pm.

Vince Myers, Mayor

Dawn Salisbury, Clerk

From: Joshua Beck

To: Clerk

Subject: Council announcements from PTO

Date: Monday, November 18, 2019 3:46:22 PM

Good evening, I apologize for my absence this evening as I'm fighting a case of pneumonia. It is very important to me that this message is relayed this evening. First, my congratulations to the new incoming council members and newly elected mayor. Although I am not going to be sitting on the council, it never means that I can't try to accomplish the work I wanted to set out to accomplish, just will have to do it as just another citizen of the town. The PTO has asked me to relay to the council their current plans, and needs, in the hope that we might be able to get the support that they are needing.

First their needs are more volunteers for members, paid and not paid. Everyone is allowed to participate in the meetings, but only the paid members are allowed to vote on their decisions to move forward with planning, events, etc. etc. There is a current need to have a chairperson(s) for the Book Fair. The PTO meetings are on the first Tuesday of every month starting at 4pm. The dates are as follows. December 3rd@ Amboy, January 7th@ Yacolt, February 4th@Amboy, March 3rd@ Yacolt, April 7th@ Amboy, May 5th@Yacolt, and the last meeting of the year on June 2nd@ Amboy. Secondly, their current plans for fundraisers are on December 7th from 9am to 3pm at Amboy middle school, they will be having their Bazaar with various vendors. The Giving Trees are going to be up on the 25th of November, we are all familiar with how that works, so I don't think I need to elaborate.

If all of you would allow me, I would very much like to continue to give updates on what is going on, by announcing the PTO meeting minutes at the second council meeting of the month. I would hope that you all won't mind.

Thank you all for your time and support!

Joshua Beck

Sent from Mail for Windows 10

**Town of Yacolt
Budget Workshop Minutes
Monday, November 25, 2019
6:00 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 D. Moseley
Council Member Malita M. Moseley
Council Member Herb Noble
Council Member Rhonda Rowe-Tice
Clerk Dawn Salisbury
Incoming Mayor Katie Listek
Incoming Council Member Michelle Dawson
Incoming Council Member Marina Viray

ABSENT

Public Works Director Bill Ross

New Business

Budget discussion took place.

Adjourn

Mayor Myers adjourned meeting at 7:04 pm.

Katie Listek, Mayor

Dawn Salisbury, Clerk

TOWN OF YACOLT

ETHICS PROGRAM

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TOWN OF YACOLT ETHICS PROGRAM

ARTICLE I -

INTRODUCTION, PURPOSE, AND ADMINISTRATION OF PROGRAM

A. Preamble

The Town of Yacolt has adopted the following Core Values and Ethics Principles to promote and maintain the highest standards of personal and professional conduct among all the people who comprise the Town's government. The optimal operation of democratic government requires that all of its decision-makers be fair and accountable to the people they serve.

All elected and appointed officials, volunteers, members of Commissions and Committees, and all others who participate in the Town's government are expected to adhere to these Core Values and Ethics Principles, apply them to their specific responsibilities, and make them a common aspect of their work.

B. Core Values

1. Service, Helpfulness, Innovation

We are committed to providing service to the people of Yacolt and to each other that is courteous, cost effective and continuously improving.

2. Integrity

We will treat one another and the citizens of Yacolt with honesty and integrity, recognizing that the trust that results is hard won and easily lost. We pledge to promote balanced, consistent, lawful policies and directives, in keeping with that integrity and the highest standards of this community.

Council Members shall maintain decorum and set an example for conduct when representing the Town and endeavor not to disgrace or embarrass the Town while acting in an official capacity.

Council Members shall represent that opinions stated are the Member's own and do not necessarily represent those of the Council unless the Council has voted and passed an ordinance, resolution or motion that so states the expressed policy.

Council Members shall not make knowingly and intentionally false statements on which the Council, Town staff or other agencies rely to establish policy or make important decisions.

3. Equality, Fairness, Mutual Respect

We pledge to act with the standard of fairness and impartiality in the application of policies and directives and that of equality and mutual respect with regard to interpersonal conduct.

4. Responsibility, Stewardship, Recognition

We accept our responsibility for the stewardship of public resources, and our accountability for the results of our efforts, and we pledge to give recognition for the exemplary work.

C. Ethics Principles

1. Obligations to the Public

Following the highest standards of public service, all those associated with the government of the Town of Yacolt will act to promote the public good and preserve the public's trust. In practice, this principle looks like:

- a. Public meetings and other proceedings conducted in accordance with the Best Practices.
- b. Transparency and honesty in all public statements and written communications.

2. Obligations to Others

In order to sustain a culture of ethical integrity, all those associated with the government of the Town of Yacolt will treat each other and the public with respect and be guided by applicable codes of ethics, labor agreements, and professional codes. In practice, this principle looks like:

- a. Elected and appointed officials, and members of citizen Committees and Commissions, shall familiarize themselves with the ethical rules governing them (including, but not limited to, Washington State statutes RCW 42.23, 42.20, 42.30, 42.41, 42.56, Council Member Handbook, and this Code of Ethics) and obtain annual education regarding such rules.
- b. All those associated with the government of the Town of Yacolt shall, in all their interactions, conduct themselves in a manner that demonstrates civility and respect for others.

3. Obligations Regarding the Use of Public Resources

In recognition of the importance of stewardship, all those associated with the government of the Town of Yacolt will use and allocate public monies, property, and other resources in a responsible manner that takes into consideration both present and future needs of the community. In practice, this principle looks like:

- a. Elected and appointed officials, and members of citizen Committees and Commissions for the Town of Yacolt shall, to the extent possible, seek advice regarding the use of public resources from staff in order to ensure that public resources are used and conserved for the public good.
- b. Elected and appointed officials, and members of citizen Committees and Commissions for the Town of Yacolt, shall ensure that paid experts and consultants who provide advice regarding the use of public resources shall be impartial and free of conflicts of interest.
- c. Elected and appointed officials, and members of citizen Committees and Commissions for the town of Yacolt, shall ensure that their actions do not incur

additional fees, fines, or legal expenses and acknowledge that such expenses may be subject to collection per the ***Collecting Fines and Penalties*** section of the Town of Yacolt's Financial Policy.

D. Ethics Program

1. Purpose of the Ethics Program

All those associated with Town government, including elected officials, members of Town Committees and Commissions, seek to earn and maintain confidence in the Town's services and the public's trust in its decision-makers. Our decisions and our work must meet the most rigorous ethical standards and demonstrate the highest levels of achievement in following the Core Values and Ethics Principles. It is therefore the purpose of this program to:

- a. Articulate the Core Values and Ethics Principles that will guide the conduct of Town affairs and of all people associated with Town government;
- b. Establish standards of ethical conduct in a Code of Ethics for elected officials and members of Town Committees and Commissions;
- c. Provide training and clarification concerning the Core Values, Ethics Principles, and the Code of Ethics;
- d. Establish a system that enables all citizens, including members of Town government, to seek advice and assistance regarding possible ethical violations;
- e. Provide a process to review possible violations of the Code of Ethics by elected officials and members of Town Committees and Commissions;
- f. Maintain an Ethics Committee to assist with the administration of the program;
- g. Provide a comprehensive Ethics Program for the Town, ensuring that the ethics standards and the procedures for enforcing them that apply to Town employees, including policies and collective bargaining agreements, are consistent with the Core Values and Ethics Principles which apply to all persons associated with Town government; and
- h. Provide an equitable program to The Town of Yacolt's Personnel Policy.

2. Administration of the Ethics Program

The Core Values and Ethics Principles apply to all persons associated with Town government. However, there are two sets of rule-based standards, which are separately enforced. The Code of Ethics (Article II of this document) applies to elected and appointed officials, and members of Town Committees and Commissions.

The Code of Ethics is enforced by the Town Council (as detailed in Article III of this document). A set of guidelines and ethical standards included in the Town of Yacolt Personnel Policy applies to all Town employees and is enforced by Town administration.

Violations of the Open Public Meetings Act and the Public Records Act shall be considered especially egregious in nature.

ARTICLE II - CODE OF ETHICS

Except where specifically stated, the rules articulated in Article II apply to elected officials, and citizens serving on Town Committees and Commissions.

A. Gifts and Compensation

1. Limitations on Town-Related Gifts and Outside Compensation

Except as permitted under subsections (2) and (3) below, no elected official or member of a Town Committee or Commission, or any member of their immediate families shall, directly or indirectly, accept any gift (as defined below) for a matter connected with or related to his or her services or duties with the Town of Yacolt or accept any non-Town compensation for the performance or non-performance of those services or duties.

2. Exceptions to Gift Limitations

The following are exceptions to the limitation on gifts and may be accepted by those subject to subsection (1) above:

- a. Unsolicited items of trivial value. "Items of trivial value" means items or services with a value of twenty dollars (\$20.00) or less, such as promotional tee shirts, pens, calendars, books, or other similar items.
- b. Gifts from other Town officers, officials, or employees, or their family members on appropriate occasions.
- c. Gifts appropriate to the occasion and reasonable and customary in light of a familial, social or official relationship of the giver and recipient, such as weddings, funerals, illnesses, holidays and ground-breaking ceremonies.
- d. Campaign contributions as permitted and reported in accordance with law.
- e. Awards that are publicly presented by a non-profit organization in recognition for public service if the award is not extraordinary when viewed in light of the position held by the recipient.
- f. Gifts offered while visiting other cities, counties, states, or countries or hosting visitors from other cities, counties, states, or countries, when it would be a breach of protocol to refuse the gift, provided that any such gifts received shall become property of the Town.
- g. Reasonable and necessary costs to attend a conference or meeting that is directly related to the official or ceremonial duties of the elected official, provided that

any payment of substantial travel or lodging expenses by any person or entity regulated by the Town or doing or seeking to do business with the Town must be approved in advance by the Mayor or, if the Mayor is the recipient, by the Mayor Pro Tem.

3. Immediate Family Gift Exception

It shall not be a violation of this section for a member of an official's immediate family to accept a gift which arises from an independent relationship, if the official does not significantly benefit from the gift, and it cannot reasonably be inferred that the gift was intended to influence the official in the performance of his or her duties.

B. Use of Town Property by Elected Officials

1. Except for limited incidental personal use or emergency circumstances, no elected official shall request, permit, or use Town vehicles, equipment, materials, or property for personal use, personal convenience or profit.
2. From the time that an elected official declares or publicly states that he or she intends to run for re-election until the conclusion of the respective general election, that elected official shall not request or direct that Town funds be used to purchase any media (including newspaper, radio, television or bulk mailing) that contains the name or image of that elected official unless the names or images of all Town elected officials appear in the media being purchased.

C. Confidentiality

Except as required by law, an elected official, former elected official, or current or former member of a Town Committee or Commission shall not disclose or use privileged, confidential or proprietary information obtained in executive session or otherwise in the course of their duties as a result of their position.

D. Conflict of Interest – General

1. Applications of Conflict of Interest

Except as permitted in subsection (2) below, an elected official or member of a Town Committee or Commission shall not directly, or indirectly through a subordinate or fellow officer, official or employee, take any direct official action on a matter on behalf of the Town if he or she, or a member of the immediate family:

- a. Has any substantial direct or indirect contractual employment related to the matter;
- b. Has other financial or private interest in that matter (which includes serving on a Committee of Directors for any organization); or
- c. Is a party to a contract or the owner of an interest in real or personal property that would be significantly affected by the action.

- d. Has been found to have committed any ethics violations against any Town officers, officials or employees in their current election cycle or 24 months, whichever is longer, provided that the official action directly affects the Town officer, official or employee.

2. Conflict of Interest Exceptions for Elected Officials

Subsection (1) above shall not apply when the elected official:

- a. Is required to take or participate in an action based upon the rule of necessity;
- b. Decides to represent himself or herself before the Town Council, Hearing Examiner or any other Town Committee, commission or agency, provided that the individual does not also participate in any way in that Committee's deliberations or decision in an official capacity;
- c. Acquires an interest in bonds or other evidences of indebtedness issued by the Town if acquired and held on the same terms available to the general public;
- d. Officially participates in the appointment of applicants to open Council Seats where a relative has applied provided that the individual is transparent with their affiliation and their reasoning for their selection;
- e. Officially participates in the development and adoption of the Town's budget; or establishes the pay or benefit plan of Town officers, officials, or employees providing that it is for all employees;
- f. Makes decisions on any other legislative or regulatory action of general applicability, unless these actions directly affect, or appear to affect the official's or immediate family member's employment.

3. Conflict of Interest Exceptions for Members of Town Committees and Commissions

Subsection (1) above shall not apply to a member of a Town Committee or Commission provided that the member fully discloses the financial interest on the public record of the Town Committee or Commission and the Committee or Commission votes to allow the person to participate in discussion or the vote.

4. Disclosure for Elected Officials

All elected officials are required to comply with the Washington State Public Disclosure Commission requirements for financial disclosure. In addition, all elected officials shall publicly disclose their financial interest in any matter that comes before them. All elected officials shall annually complete a conflict of interest statement to be submitted to the Town Clerk by April 15th.

E. Conflict of Interest—After Leaving Elected Town Office

1. For two (2) years after leaving elected Town office, no former elected official shall obtain employment in which he or she will take direct or indirect advantage of matters on which he or she took direct official action during his or her service with the Town. This includes contractual negotiations or solicitation of business unavailable to others.
2. For two (2) years after leaving elected Town office, no former elected official shall engage in any action or litigation in which the Town is involved, on behalf of any other person or entity, when the action or litigation involves an issue on which the person took direct official action while in elected Town office.

F. Conflict of Interest – Family Members of Elected Officials

1. Appointment of Family Members

Unless he or she obtains a waiver from the Council, no elected official shall appoint or hire a member of his or her immediate family for any type of employment with the Town.

This includes, but is not limited to, full time employment, part time employment, permanent employment, temporary employment, and contract employment.

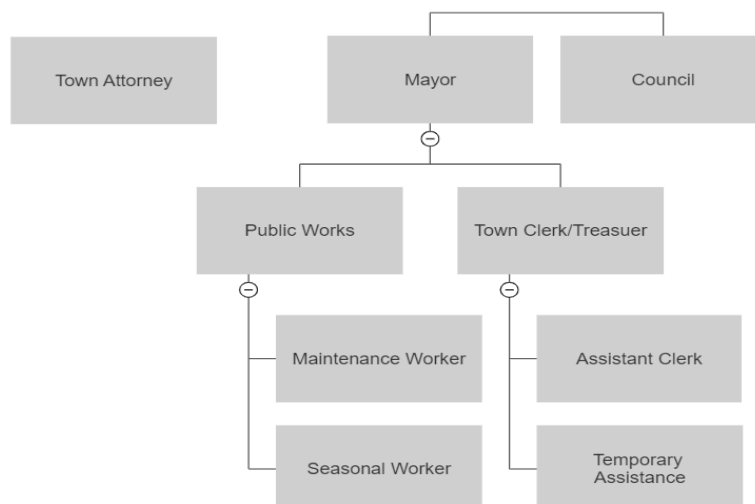
2. Supervision of Family Members

No elected official shall supervise or be in a direct line of supervision over a member of his or her immediate family. If an elected official is placed in a direct line of supervision of a member of his or her immediate family, he or she shall have three (3) months to come into compliance or to obtain a waiver pursuant to section (3) below.

3. Waivers

Waivers from this section may be sought from the Council to allow a member of the immediate family to be hired or to be in the direct line of supervision of a member of the immediate family. Procedures to consider such a waiver are set forth in Article III, Section G (Waivers).

4. Organizational Hierarchy



G. Conflict of Interest – Contractors

Every major contractor submitting bids to the Town shall include a statement affirming that he or she has read the Code of Ethics and agrees to abide by its guiding principles and rules. Further, the contractor affirms that neither the contractor nor any agent of the contractor has made any prohibited gift to an elected official who is involved in direct official action on the bid or has a relationship to such an official that would create a conflict of interest for that official.

H. Conflict of Interest - Citizens serving on Town Committees and Commissions

Citizens serving on Town Committees and Commissions shall sign a conflict of interest statement upon appointment and reappointment.

I. Conduct of Public Meetings

1. Meetings involving elected officials or Town Committees and Commissions should be conducted in a manner that maximizes transparency of relationships among individuals or groups that could affect decision-making.
2. Elected officials or Town Committees and Commissions shall notify the Ethics Committee as soon as a potential conflict of interest on an agenda item is identified.

ARTICLE III - ENFORCEMENT OF THE ETHICS PROGRAM

A. Responsibilities of the Ethics Committee

1. In considering any matter brought to its attention for action, the Ethics Committee shall interpret and apply the Code of Ethics in favor of promoting the Town's Core Values and Ethics Principles, protecting the public's interest in full disclosure of conflicts of interest, and promoting ethical behavior.
2. The Ethics Committee shall handle the following matters:
 - a. Complaints involving alleged violations of the Code of Ethics, Article II, by elected officials, members of Town Committees and Commissions, and persons who contract with the Town;
 - b. Advisory opinions concerning the application of the Core Values and Ethics Principles, Town policies and practices, or the applicability of the Code of Ethics to the requestor's own behavior; and
 - c. Waivers of certain restrictions, as provided in the Code of Ethics.

B. Submission of Ethics Complaints

Any person may submit complaints concerning an elected official, a member of a Town Committee or Commission, or a major contractor to the Town Clerk. Such complaints will be referred to the Ethics Committee.

Complaints concerning the conduct of Town staff will be referred to the Mayor. The Ethics Committee may on its own initiative identify a possible violation and initiate its own complaint.

Complaints must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the Ethics Committee (available through the Town Clerk's office.)

C. Review of Complaints Concerning Town Employees

1. The Mayor will review any ethics complaint forwarded by the Town Clerk and authorize such investigations as may be necessary to determine whether a violation has occurred, consistent with relevant policies and procedures.
2. The Mayor may request advice from the Ethics Committee.
3. If the Mayor determines that no violation has occurred, a written response will be made to the complainant.
4. If a violation of ethics rules has occurred, the Mayor or other appropriate Town officer will take action as guided by state law, and relevant policies and procedures.
5. In the event of a violation, the Mayor will provide a response to the complainant and to the Ethics Committee outlining the substance of the violation and the action taken, subject to governing rules regarding confidentiality articulated in state law, Town policy, and collective bargaining agreements.
6. Apparent violations of law will be reported to the appropriate authorities.

D. Review of Complaints by Ethics Committee

1. The Ethics Committee will review any complaint forwarded to it by the Town Clerk or Mayor.
2. In the course of reviewing a complaint, the Ethics Committee may request clarification of the complaint or other additional information from the complainant.
3. After reviewing a complaint, the Ethics Committee may take any of the following actions and inform the complainant, the respondent, and the Town Clerk:
 - a. Determine that the complaint lacks reasonable credibility;
 - b. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics;
 - c. Determine that facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any potential violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics;
 - d. Issue an advisory opinion if the subject of the complaint is more appropriate for such action;

- e. Hold the complaint for action at a future time if the matter is the subject of litigation; or
 - f. Make a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted.
- 4. If the Ethics Committee makes a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted, the Committee will inform the respondent of its preliminary determination and provide the respondent with a reasonable period of time to submit a written response in which the respondent may provide a statement of facts, supported by a declaration in compliance with RCW 9A.72.085, in opposition to the complaint and any further explanation of the respondent's position on the complaint.
- 5. After receiving the written response from the respondent, the Ethics Committee may take any of the following actions and inform the complainant, the respondent, and the Town Clerk:
 - a. Determine that the complaint lacks reasonable credibility;
 - b. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics;
 - c. Determine that facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any possible violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics;
 - d. Issue an advisory opinion if subject of the complaint is more appropriate for such action;
 - e. Hold the complaint for action at a future time if the matter is the subject of litigation; or
 - f. Determine that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent.
- 6. If the Committee determines either: (1) that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent, or (2) that a material violation of the Code of Ethics has likely occurred, the Committee will forward its determination, along with the complaint, response and relevant supporting materials, to the complainant and respondent. The Committee may also, on its own initiative, forward such a determination to the Town Council for its review.
- 7. Regardless of whether a particular violation of the Code of Ethics has occurred, the Ethics Committee may find that Town processes or policies could better reflect ethical shared values and principles and may publish an advisory opinion to this effect.

8. In the course of reviewing any complaint, the Committee shall report any apparent violation of law to the appropriate authorities and cooperate with any subsequent investigation.

E. Review of Complaints Affecting One or More Members of the Ethics Committee

1. Any Complaint directed towards a member of the Ethics Committee, or immediate family, shall be reviewed by the remaining Ethics Committee members independent of the effected committee member.
2. The Town Attorney shall be considered the 5th member should a recusal be necessary.

F. Advisory Opinions

1. Any person may request an opinion from the Ethics Committee as to whether their own behavior has violated or might in the future violate the Code of Ethics or shared values and principles.
2. The Mayor or Town Council or any citizen may request an advisory opinion from the Ethics Committee regarding Town policies or practices in relation to the Code of Ethics.
3. Citizen Committees and Commissions may request an advisory opinion from the Ethics Committee regarding operating rules or practices in relation to the Code of Ethics.
4. Any person may request an advisory opinion from the Ethics Committee regarding operating policies of the Town Council or Citizen Committees and Commissions in relation to the Code of Ethics.
5. The Ethics Committee, on its own initiative may prepare and publish its own advisory opinion.
6. The Ethics Committee will inform the requestor and publish its advisory opinions.

G. Waivers

Elected officials and members of Town Committees and Commissions may apply to the Ethics Committee for a waiver from provisions of the Code of Ethics. The Committee will publish both the request and its response.

H. Effect of Advisory Opinion or Waiver

An individual who receives a waiver, or who acts in reliance on an advisory opinion, shall not later be found to have violated the Code if the individual acts in a manner consistent with that advisory opinion or waiver.

I. Reporting

1. The Mayor will meet with the Ethics Committee annually to discuss the function of the Ethics Program as it applies to Town employees.
2. The Ethics Committee will report annually on the function of the Ethics Program.

ARTICLE IV -
FOLLOW-UP TO ETHICS COMPLAINTS

A. Town Council Review of Complaints

1. If, after reviewing a complaint, the Ethics Committee has determined: (1) that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent, or (2) that a material violation of the Code of Ethics has likely occurred, either the complainant or the Committee may submit the determination to the Town Council so that the Council may decide whether further action is warranted. The Town Clerk shall provide written notification to the complainant and the respondent of the time, date, and place of any Town Council meeting at which the complaint will be discussed.
2. The Council shall initially review the complaint, response, and relevant supporting materials in executive session to determine whether there appears to be a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence; provided, however, and consistent with RCW 42.30.110(1)(f), upon request of the respondent, the review shall be open to the public. The respondent shall have an opportunity to respond to the complaint. If Council determines that the complaint and attachments do not provide a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence, the Council shall dismiss the complaint, and the complainant and the respondent shall be so informed. The action to dismiss the complaint shall be done by a majority vote of the Council in open public session; provided, that the respondent shall not participate in such a vote.
3. If the Council finds that the complaint and attachments appear to provide a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence, the respondent shall be so informed. Such a finding shall be done by a majority vote of the Council present in open public session; provided, that the respondent shall not participate in such a vote. At that point, the respondent may:
 - a. Admit the one or more of the Code of Ethics violations alleged in the complaint.
 - b. Remain silent.
4. If the respondent admits the Code of Ethics violations or remains silent, the Town Council shall schedule and hold an executive session to hear from the respondent, and deliberate upon the appropriate level of civil sanctions to be imposed, except to the extent that the respondent requests that he or she be heard in open public session. The written findings, conclusions, and sanctions shall be approved by a majority vote of the Council in open public session; provided, that the respondent shall not participate in such a vote. A copy of the findings, conclusions and sanctions shall be forwarded by registered mail to the complainant and to the respondent at addresses as given by both persons to the Town Clerk.

B. Sanctions

If the Town Council concludes that a Code of Ethics violation(s) has occurred, the Council may impose any of the following sanctions:

1. Admonition: An admonition shall be a verbal non-public statement made by the Mayor or Mayor Pro Tem to the official who has violated the Policy.
2. Reprimand: A reprimand shall be a letter prepared by the Town Council, signed by the Mayor or Mayor Pro Tem, and directed to the official who has violated the Code. The reprimand shall be presented during an open public meeting. A declaratory statement shall be made and only include general terms of the violation.
3. Censure: A censure shall be a written statement administered personally by the Mayor, or Mayor Pro Tem, to the official who has committed the violation. The individual shall appear at a time and place directed by the Town Council to receive the censure. The censure shall be given publicly and the official who has violated the Code shall not make any statement in support or opposition thereto or in mitigation. A censure shall be deemed administered at the time it is scheduled whether the member appears as required or not. The statement may be as detailed or vague as the Mayor sees fit.
4. Removal from Committees or Boards: The offending Councilmember may be removed from serving on any boards and internal committees of which the Councilmember represents the Town of Yacolt. Including Advisory Boards, Hiring Committees, Finance Committees, Mayor Pro Tem, etc. The removal may be in addition to any other sanction and shall be a minimum of 6 months to the remainder of their term.
5. Requests to Resign: A formal resignation request by the Mayor or Town Council may accompany a Censure but no other sanction. Details as to the violation shall be presented during an open public meeting. There is no RCW to force a resignation, but a formal request may be made via motion to be voted on by the council.
6. Other sanctions: Any sanction imposed under this Ethics Program is in addition to and not in lieu of any other penalty, sanction or remedy which may be imposed or sought according to law or equity.

ARTICLE V - ETHICS COMMITTEE

A. Purpose of the Ethics Committee

Maintaining an Ethics Committee will help to ensure that Town government adheres to the highest standards of public service. The Committee is responsible for:

1. Training all elected officials, and members of Town Committees and Commissions covered by the Code of Ethics.

2. Working with Town Administration so that major contractors and employees (even though they are not covered by this document) read and are familiar with the Code of Ethics in this document and other applicable Town documents regarding ethical behavior.
3. Providing responses to complaints, advisory opinions and requests for waivers regarding the Code of Ethics.

The Ethics Committee shall promote an understanding of ethical standards for Town officials, officers, and contractors working with the Town, and the general public. Respect for all citizens, including elected officials, will be one of the highest priorities of the Ethics Committee. The Committee's responsibilities are described below, along with a description of the membership of the Ethics Committee.

B. Training

The Ethics Committee shall perform the following training related duties:

1. At least biannually, the Ethics Committee shall prepare and distribute a pamphlet describing this Code of Ethics to all covered persons, after obtaining the Town Attorney's review.
2. The Ethics Committee shall disseminate any change in policy that results from a finding of the Committee.
3. The Ethics Committee shall ensure that all new elected officials and members of Town Committees and Commissions receives a pamphlet on this Code of Ethics.
4. The Ethics Committee shall develop and present a training course on the Code of Ethics to be presented to all elected officials and members of Town Committees and Commissions on an annual basis.

C. Annual Report

By February 15 of each year, the Ethics Committee shall submit an annual report to the Mayor and the Town Council summarizing its activities during the previous calendar year. The report shall include any recommendations for modifying the Code of Ethics.

D. Creation, Terms, and Appointments

1. Membership of Ethics Committee

- a. The Ethics Committee consists of five members appointed in accordance with Section D and shall be sourced from:

1. Public Works: One member
2. Clerk's Office: One member
3. Mayor
4. One Council Member
5. Nonpartisan Community Member

A. Nominated Community members shall be Nonpartisan and have a history of being fair and balanced.

B. Selected Community members will be required to sign a confidentiality agreement.

b. The Town Attorney shall not be required to attend any fact finding or research meetings but must be consulted to give his legal opinion on any Code of Ethics violation the Committee deems is pursuable.

2. Qualifications of Committee Members

a. Members of the Committee shall represent a diverse set of backgrounds and interests.

b. When possible at least one member of the Ethics Committee shall be a former judicial officer or have expertise in ethics acquired through education or experience.

3. Method of Appointment

a. The Mayor shall nominate Committee members for confirmation by the Town Council. Members shall be nominated individually, not in groups of two or more persons. Confirmation of each member shall require a unanimous vote of the Town Council.

b. The Mayor and Town Council shall work cooperatively to ensure that any person who is nominated enjoys the required support of the Town Council. Nominations shall be presented at meetings of the Town Council where all five Councilmembers are present.

4. Terms of Appointment

a. Committee members shall be appointed to terms of two years; however, the first two members nominated by the Mayor and confirmed by the Town Council shall initially serve one-year terms to achieve staggered ending dates.

b. If a member is appointed to fill an unexpired term, that member's term shall end at the same time as the term of the person being replaced.

c. Each member shall continue to serve until a successor has been appointed, unless the member is removed or resigns.

5. Removal of Committee Members

a. The absence of any member of the Committee from three (3) official consecutive meetings, unless the Committee has excused the absence for good and sufficient reasons as determined by the Committee, shall constitute a resignation from the Committee.

b. The appointing authority may remove a member for inappropriate conduct before the expiration of the member's term. Before removing a member, the appointing

authority shall specify the cause for removal and shall give the member the opportunity to make a personal explanation. Before removing the member, who is jointly appointed, either the Mayor or the Council shall specify the cause for removal and shall give the member the opportunity to make a personal explanation.

6. Compensation

Members of the Ethics Committee shall be compensated as follows:

- a. Staff: Paid their hourly wage for monthly meetings
- b. Councilmember: Paid their meeting stipend
- c. Mayor: Covered under monthly stipend
- d. Citizen: Paid a meeting stipend

7. Rules

The Town Council shall approve all rules, which have been adopted by the Ethics Committee, by resolution.

8. Consultation with Legal Counsel

The Ethics Committee may consult with any special counsel appointed by the Town Attorney regarding legal issues which may arise in connection with the Committee's duties and functions under this Ethics Program.

The Ethics Committee may consult with MRSC and RMSA independent of the Town Attorney.

ARTICLE VI – DEFINITIONS

For purposes of the Ethics Program, the following definitions shall apply.

“Confidential Information” means (a) specific information, rather than generalized knowledge, that is not available to the general public on request or (b) information made confidential by law.

“Direct official action” means any action which involves:

1. Negotiating, approving, disapproving, administering, enforcing, or recommending for or against a contract, purchase order, lease, concession, franchise, grant, or other similar instrument in which the Town is a party. With regard to "recommending," direct official action occurs only if the person making the recommendation is in the formal line of decision-making;
2. Enforcing laws or regulations or issuing, enforcing, or regulating permits;
3. Selecting or recommending vendors, concessionaires, or other types of entities to do business with the Town;
4. Appointing and terminating employees, temporary workers, and independent contractors.

5. Doing research for, representing, or scheduling appointments for an officer, official, or employee, provided that these activities are provided in connection with that officer's, official's, or employee's performance of 1 through 4 above.

Direct official action does not include acts that are purely ministerial (that is, acts which do not affect the disposition or decision with respect to the matter). With regard to the approval of contracts, direct official action does not include the signing by the Mayor as required by law, unless the official initiated the contract or is involved in selecting the contractor or negotiating or administering the contract. A person who abstains from a vote is not exercising direct official action.

“Direct line of supervision” means the supervisor of an employee and the supervisor of an employee's supervisor.

“Elected Official” means the members of the Town Council; elected or appointed.

“Gift” means any favor, reward, or gratuity and any money, good, service, travel, event ticket lodging, dispensation, or other thing of value that is given, sold, rented or loaned to a person without reasonable compensation and that is not available to the general public on the same terms and conditions. Any honoraria or payment for participation in an event will be considered a gift.

“Immediate family” means husband, wife, son, daughter, mother, father, grandmother, grandfather, grandchildren, brother, sister, domestic partner and spouse of the above. The term includes any minor children for whom the person, or his or her domestic partner, provides day- to-day care and financial support. A "domestic partner" is an unmarried adult, unrelated by blood, with whom an unmarried officer, official, or employee has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.

“Major Contractor” means any person, corporation, company, firm, business or other entity doing business over \$5,000 with the Town under one contract or annually.

“Rule of Necessity” shall be interpreted and defined in accordance with RCW 42.36.090, which provides: In the event of a challenge to a member or members of a decision-making body which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine.



Town of Yacolt

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Town of Yacolt Electronic Device Policy for Elected Officials and Employees

TITLE: Wireless Internet, email, instant messaging and other communication devices for Town Council members and employees.

PURPOSE: The Town of Yacolt provides a wireless Internet system (“Wi-Fi”) for use in Town Council chambers for the purpose of providing an effective method to communicate, preform research and obtain information that will assist in performing Town Council related tasks.

The purpose of this policy is to provide guidelines on appropriate use, care and requirements of Town-provided wireless Internet and to provide basic information on the appropriate use of Town-issue or personal communication devices on that Wi-Fi system and other Wi-Fi systems.

POLICY: It is the policy of the Town of Yacolt to adhere to the Revised Code of Washington (RCW) 42.30 regarding Open Public Meetings and RCW 42.56 regarding public records.

- 1) Council members and employees are expected, and have the obligation, to use good judgement when using the Internet and electronic communication tools while in a Town Council session. It is strongly recommended that council members and employees only use Town provided Wi-Fi in council chambers to access information related to Town business from the Town of Yacolt website.(townofyacolt.com) Should a council member have an issue with access to Wi-Fi services in council chambers, they should notify the Town Clerk.
- 2) All electronic devices connected to the Town’s Wi-Fi system shall be turned off during closed executive sessions. Elected officials, by virtue of their position, are privilege to confidential information that could not otherwise be obtained by the general public. Pursuant to RCW 42.23.070 – Code of Ethics for Municipal Officers, Prohibited Acts – no municipal officer may disclose confidential information gained by reason of the officer’s position, nor may the officer otherwise use such information for his or her personal gain or benefit.
- 3) All records, regardless of format, related to the conduct of Town business reviewed, created, or altered must be retained per the State of Washington Local Government

Common Records Retention Schedule, (the CORE manual), pursuant to RCW 42.56 and RCW 40.14, Preservation and Destruction of Public Records.

- 4) The Town reserves the right to access, monitor and disclose the contents of electronic messages and any record, regardless of format, related to the conduct of Town business on Town-issued or personal devices that council members and employees use to access the Town Wi-Fi system. Council members and employees should have no expectation of privacy in either sending or receiving electronic messages, or other information on the Internet, Town network or other electronic media.
- 5) All electronic messages, Internet and network activity must be appropriate to the Town's professional environment and consistent with the Town's policies prohibiting discrimination and harassment.
- 6) Per state law, all documents, files, communications and messages created, reviewed or altered that are related to the conduct of Town business, regardless of format, are property of the Town. As a result, these documents, files communications and messages are not private or confidential unless otherwise noted in the Revised Code of Washington.
- 7) Technology resources may be used for incidental personal needs as long as such use does not result in, or subject the Town to, additional costs or liability; interferes with business, productivity, or performance; pose additional risk to security, liability or privacy; cause or tend to cause damage to Town's reputation or credibility. Incidental, personal usage should generally conform to limits typically associated with personal phone calls.

This document does not attempt to address every possible situation that may arise. Professional judgement, etiquette and common sense should be exercised while using Town resources. Anything stored on Town's devices/accounts are not subject to privacy.

- 8) The Town recognizes that public Internet communications technologies are effective tools to promote community and government interaction, and that council members and employees want to participate in public communication. This includes blogging, discussion forums, social networking, message boards, e-mail groups and other media that are now commonplace tools by which people share ideas and information. While all forums are not encouraged, all such information is subject to public records requests. However, since activities on public Internet communication sites are electronically associated with Town network; addresses and accounts that can be easily traced back to the Town of Yacolt, the following rules must be followed for participation on these interactive public Internet communication sites:
 - a. When expressing council member's or employee's view, make it clear that it does not necessarily represent the view of the Town of Yacolt. Opinions or views other than those reflective of Town policy must contain the following disclaimer: "The content of the electronic communication does not necessarily reflect the official views of the elected officials or citizens of the Town of Yacolt."

- b. Always protect the confidentiality, integrity, and availability of all critical information.
 - c. Council members and employees must not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to or of any other council member, employee, person, and/or entity.
 - d. To protect council member's and employee's privacy and the privacy of others, phone numbers or email addresses must not be included in the content body.
 - e. The Town provides council members and employees access to and support of the Exchange/Outlook messaging (e-mail) system. Access or usage of any other messaging systems is not allowed unless it is web based.
- 9) Because electronic messages can be retrieved even after deletion by the author or recipient, and are not confidential, users should treat each electronic message as they would a hard copy that would potentially be distributed to everyone in the Town and subject to discovery in a legal proceeding.
- 10) All council members and employees with access through the Town facilities are responsible for complying with the guidelines contained in this policy. Violations may result in revocation of access privileges. Criminal and/or civil penalties or other legal action against a council member or employee is a possibility depending upon the action.
- 11) The following is a list of prohibited uses:
- a. Transmitting any material or messages in violation of Federal, State, Local law, Ordinance, Regulation or Town policy.
 - b. Taking action via electronic device while in an open public meeting of the governing body. "Action." as defined under RCW 42.30.020, means the transaction of the official business of a public agency by a governing body including, but not limited to, receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.
 - c. Anything that may be construed as harassment or disparagement of other based on race, national origin, sex, sexual orientation, age, disability, or religious beliefs will not be tolerated. This includes, but is not limited to, sending threatening messages, slurs, obscenities, sexually explicit images, cartoons or messages.
 - d. Distributing sensitive or confidential information, per RCW 42.23.070, Code of Ethics for Municipal Officers, Prohibited acts.
 - e. Installing client based software.
 - f. Downloading personal documents or attachments. Video streaming, gambling sites, sports, music videos, personal dating sites, and downloading software for personal use not approved by the Mayor or Town Clerk.

- g. Distributing unauthorized broadcast messages, soliciting or proselytizing others for commercial ventures, religious or political causes, or other non-job related matters except as provided elsewhere in this policy.
- h. Accessing or distributing offensive or pornographic materials.
- i. Using Town-provided Wi-Fi for personal use, to accomplish personal gain, or to manage a personal business.
- j. Downloading or distributing copyrighted materials not owned by the Town including software, photographs, or any other media except when authorized by the Mayor or Town Clerk as it pertains to work related issues.
- k. Developing or distributing programs that are designed to infiltrate computer systems internally or externally (viruses) or intentionally disrupting network traffic or crashing the network and connected systems.
- l. Accessing or downloading any resource for which there is a fee without prior appropriate approval.
- m. Representing yourself as another user or employee, forging electronic mail messages, unauthorized access of others' files with no substantial business, or vandalizing the data of another user.
- n. Attempting to access any system, which a council member or employee is not authorized to access. (hacking)
- o. Giving your user name and password to anyone, except the Town Clerk or designee for any purpose.
- p. Inappropriate use, which is determined by the Town to be a violation of the intended purpose of any electronic media.

- 12) Users should be attentive to emails that may have unusual or questionable subject lines to mitigate spam, phishing scams and script born viruses that come into the network through email attachments or by clicking on links that lead to hostile web sites. If you suspect phishing scams or script born viruses in email attachments immediately contact the Town Clerk.
- 13) The Town will assign an initial password for access to the assigned device. Each user is responsible for immediately changing the password(s) for their assigned device. The users will write their password on a 3x5 index card which will then be sealed in an envelope such that it cannot be read from the outside. The envelope will be turned over to the Town Clerks office where it will be placed in the Town safe for emergency use. The use of another user's account or attempt to capture other users' passwords is prohibited. Each user is responsible for restricting unauthorized access to the network by locking their computer or logging out of their computer account when leaving their computer unattended. Council members and employees who discover unauthorized use of their accounts must immediately report it to the Town Clerk.
- 14) The Town of Yacolt will take the necessary steps to protect the confidentiality, integrity, and availability of all of its critical information. Critical information is defined as information which if released could damage the Town financially; put council members and employees at risk; put facilities at risk; or could cause legal liability. Examples of critical data include: employee health information, social security numbers, credit card holder information, banking information, police crime investigation, etc.

- a. Council members and employees with access to critical information are responsible for its protection. Council members and employees must take reasonable steps to ensure the safety of critical information including: avoiding putting critical data on laptops; encrypting data at any time it is electronically transported outside the Town network; not storing, saving, or transmitting critical data to a home computer or other external computer; ensuring inadvertent viewing of information does not take place; and destroying or rendering the information unreadable when done with it.
 - b. Council members and employees should not transport critical data on unencrypted devices such as thumb drives, CD's, or Smartphones.
 - c. The city will restrict access to critical information only to council members and employees who have a legitimate business need-to-know. Each system owner is responsible for keeping an inventory of critical information and ensuring that access to it is limited.
 - d. Council members and employees will be assigned unique user IDs and passwords for network access. Access to systems and applications containing critical information will only be allowed via unique user IDs. Access will be monitored and actions will be traceable to authorized users.
- 15) The Town also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-based evidence. Therefore, the Town must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the Town reserves the right to obtain access to all electronic mail messages left on or transmitted over these systems, council members and employees should not assume that such messages are private and confidential or that the Town or its designated representatives will not have a need to access and review this information. Council members and employees that access Town Wi-Fi during a council meeting, whether on a private electronic device or Town-issued business equipment should also have no expectation that any information stored on their computer – whether the information is contained on a computer hard drive, computer disks or in any other manner – will be private.

The Town reserves the right to regularly monitor electronic mail messages, information, and all documents. The Town will inspect the contents of computers or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. A council member's or employee's rights while accessing the Internet by use of the Town's property/account does not include the right to privacy. The contents of computers and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by the Town if necessary within or outside of the Town.

- 16) The council member or employee the device is assigned to is liable for all damages incurred (dropping etc.) other than normal wear and tear.
- 17) Council members and employees are required to return devices at the end of term or termination of employment, or he/she will be required to reimburse the town for the cost of the device.

- 18) Legal council may review any request for access to the contents of an individual's electronic device prior to access being made without the individual's consent.
- 19) Any council member or employee who violates this policy for improper uses may be subject to revocation of privileges.
- 20) All council members and employees are required to work collaboratively with the Town Clerk's Office for access to a personal or Town-issued electronic device when responding to a public records request.

"The Town of Yacolt celebrating 109 years--1908-2017"

2020 PROPOSED BUDGET CHANGES

Town Of Yacolt
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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
308 Beginning Balances					
308 80 00 01 Beginning Balance	870,199.63	870,199.63	0.00	100.0%	
308 Beginning Balances	870,199.63	870,199.63	0.00	100.0%	
310 Taxes					
311 10 00 00 Property Tax Revenue	265,535.00	217,359.59	(48,175.41)	81.9%	Estimated revenue
313 11 00 00 Sales & Use Tax Ce	110,000.00	133,000.00	23,000.00	120.9%	2020 estimate
313 71 00 00 Local Criminal Justice Fund	22,000.00	27,000.00	5,000.00	122.7%	2020 estimate
316 41 00 00 Electricity Taxes	52,000.00	52,000.00	0.00	100.0%	
316 47 00 00 Telephone Tax	33,000.00	33,000.00	0.00	100.0%	
310 Taxes	482,535.00	462,359.59	(20,175.41)	95.8%	
320 Licenses & Permits					
321 99 00 00 Business Licenses	5,000.00	5,000.00	0.00	100.0%	
321 99 00 01 Business License Renewal	0.00	0.00	0.00	0.0%	
322 10 00 00 Building Permits	30,000.00	30,000.00	0.00	100.0%	
322 10 00 01 Plan Review Fee	6,400.00	6,400.00	0.00	100.0%	
322 10 00 02 Fire & Life Safety Plan Review Fe	3,600.00	3,600.00	0.00	100.0%	
322 10 00 03 Pre-Application Conference	350.00	350.00	0.00	100.0%	
322 10 00 04 State Surcharge Fee	0.00	0.00	0.00	0.0%	
322 30 00 00 Animal Licences	450.00	450.00	0.00	100.0%	
322 90 00 00 Engineering Pass Thru	5,000.00	5,000.00	0.00	100.0%	
320 Licenses & Permits	50,800.00	50,800.00	0.00	100.0%	
330 State Generated Revenues					
334 06 90 00 State Direct/Indirect Grant Record	0.00	5,263.00	5,263.00	0.0%	Records Room Grant
336 00 98 00 City Assistance	35,000.00	45,000.00	10,000.00	128.6%	2020 estimate
336 06 21 00 Criminal Justice- Population	1,000.00	1,000.00	0.00	100.0%	
336 06 25 00 Mvet-criminal Justice Funding-prc	2,400.00	2,400.00	0.00	100.0%	
336 06 26 00 Criminal Justice- Special Program	1,900.00	1,900.00	0.00	100.0%	
336 06 42 00 Marijuana Excise Tax Distribution	1,200.00	1,200.00	0.00	100.0%	
336 06 51 00 Dui-cities	250.00	250.00	0.00	100.0%	
330 State Generated Revenues	41,750.00	57,013.00	15,263.00	136.6%	

340 Charges For Services

2020 PROPOSED BUDGET CHANGES

Town Of Yacolt
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001 General Fund

Revenues	Original	Proposed	Difference		Remarks
340 Charges For Services					
341 43 00 01 Collections Fees	0.00	0.00	0.00	0.0%	
343 30 00 01 Utility Reimbursement Fort Vanco	1,250.00	1,250.00	0.00	100.0%	
343 30 00 02 Utility Reimbursement North Clari	0.00	0.00	0.00	0.0%	
345 85 00 02 School Impact Fees	25,000.00	15,000.00	(10,000.00)	60.0%	3 houses
346 20 00 00 Wellness	50.00	50.00	0.00	100.0%	
347 30 00 05 Santa Photos	0.00	0.00	0.00	0.0%	
359 90 03 00 Nsf Fee	50.00	50.00	0.00	100.0%	
340 Charges For Services	26,350.00	16,350.00	(10,000.00)	62.0%	
350 Fines & Forfeitures					
359 00 00 01 Criminal Fines	0.00	0.00	0.00	0.0%	
359 90 00 00 Animal Control Fines	100.00	100.00	0.00	100.0%	
350 Fines & Forfeitures	100.00	100.00	0.00	100.0%	
360 Misc Revenues					
341 81 00 01 Notary	25.00	25.00	0.00	100.0%	
341 81 01 01 Copies/Faxes, Ect.	100.00	100.00	0.00	100.0%	
361 11 00 01 Investment Interest	0.00	0.00	0.00	0.0%	
361 40 00 00 Interest Clark County Treasurer	100.00	100.00	0.00	100.0%	
362 40 00 00 Town Hall Rental Fee	100.00	100.00	0.00	100.0%	
362 40 01 00 Park Rental Fees	100.00	100.00	0.00	100.0%	
367 11 00 00 Private Donation/contributi	1,750.00	1,750.00	0.00	100.0%	
367 11 00 01 AWC Grants	3,000.00	3,000.00	0.00	100.0%	
369 10 00 00 Sale Of Surplus Items	50.00	50.00	0.00	100.0%	
369 81 00 00 Cashiers Over/under	0.00	0.00	0.00	0.0%	
369 91 00 01 Public Records Requests	0.00	0.00	0.00	0.0%	
369 91 00 02 Misc Revenue	1,000.00	1,000.00	0.00	100.0%	
360 Misc Revenues	6,225.00	6,225.00	0.00	100.0%	
380 Non Revenues					
362 50 00 00 Library Lease	2,400.00	2,400.00	0.00	100.0%	
386 00 00 01 Rental Agreement Deposit	100.00	100.00	0.00	100.0%	
386 60 00 00 Developer Pass Thru Fees	0.00	0.00	0.00	0.0%	
388 10 00 01 Prior Period Adjustment	0.00	0.00	0.00	0.0%	
389 90 00 02 Revenues Pending Classification	50.00	50.00	0.00	100.0%	

2020 PROPOSED BUDGET CHANGES

Town Of Yacolt
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001 General Fund

Revenues	Original	Proposed	Difference	Remarks
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380 Non Revenues

380 Non Revenues	2,550.00	2,550.00	0.00	100.0%
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390 Other Revenues

347 30 00 00 Rendezvous Days	300.00	300.00	0.00	100.0%	
347 30 00 01 Spring Clean Up Fee	0.00	6,000.00	6,000.00	0.0%	Projected income
347 30 00 02 Big Foot Fun Run	3,000.00	3,000.00	0.00	100.0%	
347 30 00 03 Egg Hunt	25.00	25.00	0.00	100.0%	
347 30 00 04 Parade Entry	0.00	0.00	0.00	0.0%	
395 10 00 00 Sale Of Surplus Equipment	0.00	0.00	0.00	0.0%	
395 20 00 00 Compensation Capitol Loss	0.00	0.00	0.00	0.0%	
390 Other Revenues	3,325.00	9,325.00	6,000.00	280.5%	

397 Interfund Transfers

397 10 01 00 Transfer-In	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	

Fund Revenues:	1,483,834.63	1,474,922.22	(8,912.41)	99.4%	
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Expenditures	Original	Proposed	Difference	Remarks
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511 Legislative

514 40 41 00 Voter Registration Costs-professio	1,400.00	1,400.00	0.00	100.0%	
514 41 41 00 Election Costs-professional Servic	3,500.00	3,500.00	0.00	100.0%	
511 60 10 00 Council Salary	4,300.00	7,500.00	3,200.00	174.4%	Prposed increase
511 60 20 00 Legislative Services-personnel Bei	900.00	900.00	0.00	100.0%	
010 Administration	5,200.00	8,400.00	3,200.00	161.5%	
511 30 44 00 Advertising: Newspaper/Media	5,000.00	5,000.00	0.00	100.0%	
030 Official Publication Services	5,000.00	5,000.00	0.00	100.0%	
511 60 43 00 Legislative Travel/Training	1,200.00	1,200.00	0.00	100.0%	
040 Training	1,200.00	1,200.00	0.00	100.0%	

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Expenditures	Original	Proposed	Difference		Remarks
511 Legislative					
511 Legislative	16,300.00	19,500.00	3,200.00	119.6%	
513 Executive					
513 10 10 00 Mayor Salary	6,300.00	8,400.00	2,100.00	133.3%	Proposed increase
513 10 20 00 Mayor Benefits	500.00	700.00	200.00	140.0%	Proposed increase
010 Administration	6,800.00	9,100.00	2,300.00	133.8%	
513 10 41 00 AWC Dues	963.00	1,000.00	37.00	103.8%	2020 estimate
513 10 43 00 Executive Administration-travel	500.00	500.00	0.00	100.0%	
040 Training	1,463.00	1,500.00	37.00	102.5%	
513 Executive	8,263.00	10,600.00	2,337.00	128.3%	
514 Finance					
514 23 31 03 Konica Minolta Lease	0.00	1,300.00	1,300.00	0.0%	2020 estimate
514 23 31 04 Copies	0.00	1,200.00	1,200.00	0.0%	2020 estimate
514 23 47 00 Clerk's Bond	600.00	600.00	0.00	100.0%	
514 23 47 01 Clerk Assistant's Bond	600.00	600.00	0.00	100.0%	
514 23 49 00 Dues And Memberships	0.00	0.00	0.00	0.0%	
514 23 49 02 Dues National Assoc Of Town Wa	40.00	40.00	0.00	100.0%	
514 23 49 03 Dept Of Licensing - Assistant Cler	30.00	30.00	0.00	100.0%	
514 23 49 04 Dept Of Licensing - Clerks Notary	200.00	200.00	0.00	100.0%	
514 23 49 05 SW WA Regional Transportation (450.00	450.00	0.00	100.0%	
514 23 49 06 WMCA Membership	75.00	75.00	0.00	100.0%	
514 23 49 07 MRSC Membership Dues	150.00	150.00	0.00	100.0%	
514 23 49 08 Dues SW WA Regional Transport:	0.00	0.00	0.00	0.0%	
514 23 49 09 WAPRO Membership	0.00	0.00	0.00	0.0%	
514 30 00 03 Impact Fees BG School Dist	5,000.00	5,000.00	0.00	100.0%	
514 60 41 00 Records Room Grant	0.00	5,263.00	5,263.00	0.0%	Records rom grant
514 81 48 00 Permits/Licenses: Buildings & Stru	0.00	0.00	0.00	0.0%	
514 89 43 00 Travel & Training	2,500.00	2,500.00	0.00	100.0%	
514 89 49 01 Misc, Int, Bank Fees	600.00	600.00	0.00	100.0%	
518 30 47 00 Power, Water/sewer, Garbage	9,000.00	11,000.00	2,000.00	122.2%	2020 estimate
518 80 35 00 Office Hardware & Equipment	9,500.00	2,000.00	(7,500.00)	21.1%	2020 estimate
542 10 41 01 Cleaning Services: Town Halls	4,200.00	0.00	(4,200.00)	0.0%	Moved to correct accountn
542 10 41 03 Engineering Services	18,000.00	18,000.00	0.00	100.0%	

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Expenditures	Original	Proposed	Difference		Remarks
514 Finance					
542 23 31 02 Post Office Box Rental	180.00	180.00	0.00	100.0%	
559 81 48 00 Permits/Licenses: Buildings & Str	200.00	200.00	0.00	100.0%	
514 23 10 00 Admin. Salary: Town Clerk	45,760.00	54,206.07	8,446.07	118.5%	Proposed increase
514 23 10 01 Assistant Clerk Wages	24,960.00	29,952.00	4,992.00	120.0%	Proposed increase
514 23 20 00 Admin Benefits: Town Clerk	29,426.00	30,000.00	574.00	102.0%	Proposed increase
514 23 20 01 Admin Benefits: Asst. Clerk Bene	13,918.00	16,000.00	2,082.00	115.0%	Proposed increase
010 Administration	114,064.00	130,158.07	16,094.07	114.1%	
514 23 31 00 Office & Operating Supplies	2,500.00	2,500.00	0.00	100.0%	
514 23 31 01 Postage	1,000.00	1,000.00	0.00	100.0%	
020 Financial Services	3,500.00	3,500.00	0.00	100.0%	
514 23 41 00 Building Inspector Service	18,000.00	18,000.00	0.00	100.0%	
514 23 41 02 Technical Writing/Grants,etc.	400.00	400.00	0.00	100.0%	
514 23 41 03 Professional Services: Budgeting, /	500.00	500.00	0.00	100.0%	
514 23 41 04 Financial & Record Services - Pro	6,000.00	2,000.00	(4,000.00)	33.3%	2020 estimate
514 23 51 00 State Auditor Fees	0.00	0.00	0.00	0.0%	
030 Records Services	24,900.00	20,900.00	(4,000.00)	83.9%	
514 23 42 00 Telephone And DSL	4,800.00	4,800.00	0.00	100.0%	
514 23 48 00 Repair & Maint: Town Hall Bldgs	8,000.00	0.00	(8,000.00)	0.0%	Transferred to correct accts
050 Facilities	12,800.00	4,800.00	(8,000.00)	37.5%	
514 23 46 00 Insurance	0.00	0.00	0.00	0.0%	
070 Risk Management	0.00	0.00	0.00	0.0%	
514 Finance	206,589.00	208,746.07	2,157.07	101.0%	
515 Legal Services					
515 31 41 00 Legal Services	100,000.00	75,000.00	(25,000.00)	75.0%	2020 estimate
515 Legal Services	100,000.00	75,000.00	(25,000.00)	75.0%	
517 Employee Benefit Programs					
517 90 20 00 Wellness Program	100.00	100.00	0.00	100.0%	

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Expenditures	Original	Proposed	Difference		Remarks
517 Employee Benefit Programs					
517 Employee Benefit Programs	100.00	100.00	0.00	100.0%	
518 Central Services					
518 30 00 00 Insurance - General Liability Polic	32,000.00	34,000.00	2,000.00	106.3%	2020 estimate
518 30 48 02 Town Hall Cleaning Services	0.00	3,840.00	3,840.00	0.0%	Moved from town hall repair budget
518 30 48 03 Schindler Elevator Maintenance C	0.00	1,200.00	1,200.00	0.0%	Moved from town hall repair budget
518 80 41 00 Central Services - Professional Ser	700.00	700.00	0.00	100.0%	
518 80 41 01 BIAS Annual Dues	4,300.00	4,900.00	600.00	114.0%	2020 rate plus back up svce
518 80 41 02 Information Technology Muni Me	2,200.00	2,200.00	0.00	100.0%	
518 80 41 03 Information Technology- Web Put	1,800.00	1,800.00	0.00	100.0%	
518 80 41 04 Information Technology- Compute	4,000.00	4,000.00	0.00	100.0%	
518 80 41 05 Sotware - Adobe	350.00	350.00	0.00	100.0%	
518 80 41 06 SWCAA- Southwest Clean Air Ag	908.95	908.95	0.00	100.0%	
518 80 41 07 Software - Office Subscription For	864.00	864.00	0.00	100.0%	
518 80 41 08 Email Archiving And Data Loss P	0.00	5,000.00	5,000.00	0.0%	Per quote
518 Central Services	47,122.95	59,762.95	12,640.00	126.8%	
519 General Government Services					
514 23 42 04 Communication Services	1,900.00	1,900.00	0.00	100.0%	
514 23 49 01 Other GGS Misc.: Community, Etc	1,500.00	1,500.00	0.00	100.0%	
514 23 53 03 Other GGS:External Taxes & Ope	1,300.00	1,300.00	0.00	100.0%	
514 81 41 00 Animal Control: Professional Serv	1,500.00	1,500.00	0.00	100.0%	
518 30 48 01 Repair & Maintenance- Town Hall	0.00	3,000.00	3,000.00	0.0%	Bal from 514234800
519 General Government Services	6,200.00	9,200.00	3,000.00	148.4%	
521 Law Enforcement					
521 20 41 00 Law Enforcement Services	47,251.00	47,251.00	0.00	100.0%	
521 Law Enforcement	47,251.00	47,251.00	0.00	100.0%	
524 Protective Inspections					
524 20 48 00 Inspections/Permits - Backflow Te	129.00	129.00	0.00	100.0%	
524 Protective Inspections	129.00	129.00	0.00	100.0%	

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Expenditures	Original	Proposed	Difference		Remarks
542 Streets - Maintenance					
542 10 41 04 Roads/Streets Ordinary Maintenan	0.00	0.00	0.00	0.0%	
542 Streets - Maintenance	0.00	0.00	0.00	0.0%	
551 Welfare					
557 20 49 00 Welfare Services-Intergovernment	0.00	0.00	0.00	0.0%	
551 Welfare	0.00	0.00	0.00	0.0%	
566 Substance Abuse					
566 00 51 00 Alcoholism-intergovernmental Prc	250.00	250.00	0.00	100.0%	
566 Substance Abuse	250.00	250.00	0.00	100.0%	
573 Spectator & Community Events					
573 90 31 00 Event: Rendezvous	6,500.00	6,500.00	0.00	100.0%	
573 90 31 01 Event: Christmas Tree Lighting	500.00	500.00	0.00	100.0%	
573 90 31 02 Event - Events Decorations	250.00	250.00	0.00	100.0%	
573 90 31 03 Event - National Night Out	950.00	950.00	0.00	100.0%	
573 90 31 04 Event - Spring Clean-up Day	0.00	6,000.00	6,000.00	0.0%	Cost of last clean up
573 90 31 06 Big Foot Fun Run	3,200.00	3,200.00	0.00	100.0%	
573 90 31 07 Event Easter Egg Hunt	500.00	500.00	0.00	100.0%	
573 90 31 08 Arts And Culture	1,500.00	1,500.00	0.00	100.0%	
573 Spectator & Community Events	13,400.00	19,400.00	6,000.00	144.8%	
576 Park Facilities					
576 67 49 01 Parks/Grant Parks Foundation	500.00	500.00	0.00	100.0%	
576 80 31 00 Parks Supplies	1,000.00	1,000.00	0.00	100.0%	
576 80 47 00 Parks Utility Services	2,300.00	2,300.00	0.00	100.0%	
576 80 48 00 Insurance	0.00	0.00	0.00	0.0%	
576 80 48 01 Park : Repair & Maintenance	6,600.00	6,600.00	0.00	100.0%	
576 80 48 02 Larch Corrections Crew	7,000.00	7,000.00	0.00	100.0%	
576 80 48 03 Temp Staff	2,000.00	11,000.00	9,000.00	550.0%	733 hours at \$15 hour
594 76 64 01 Parks: Capital Expense Equipment	3,000.00	3,000.00	0.00	100.0%	
576 Park Facilities	22,400.00	31,400.00	9,000.00	140.2%	

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Expenditures	Original	Proposed	Difference		Remarks
<hr/>					
580 Non Expenditures					
<hr/>					
589 90 00 01 Public Records Requests	0.00	0.00	0.00	0.0%	
589 99 00 99 Payroll Clearing	0.00	0.00	0.00	0.0%	
	<hr/>	<hr/>	<hr/>	<hr/>	
580 Non Expenditures	0.00	0.00	0.00	0.0%	
<hr/>					
594 Capital Expenditures					
<hr/>					
594 14 63 00 Capital Expenditures/Expenses - C	17,000.00	7,000.00	(10,000.00)	41.2%	Adjusted for 2020
	<hr/>	<hr/>	<hr/>	<hr/>	
594 Capital Expenditures	17,000.00	7,000.00	(10,000.00)	41.2%	
<hr/>					
597 Interfund Transfers					
<hr/>					
597 00 00 02 Reserve/Contingency Fund/Transf	0.00	0.00	0.00	0.0%	
597 00 01 00 Transfers-Out - Depreciation/Amo	0.00	0.00	0.00	0.0%	
597 00 01 01 Transfers-Out - Streets	128,630.05	116,383.57	(12,246.48)	90.5%	2020 estimate
597 00 01 05 Transfer Out To REET	0.00	0.00	0.00	0.0%	
597 00 01 14 Transfer Out To Park Impact	0.00	0.00	0.00	0.0%	
597 00 01 15 Transfer Out To Transportation	0.00	0.00	0.00	0.0%	
	<hr/>	<hr/>	<hr/>	<hr/>	
597 Interfund Transfers	128,630.05	116,383.57	(12,246.48)	90.5%	
<hr/>					
999 Ending Balance					
<hr/>					
508 00 01 00 Ending Balance	870,199.63	870,199.63	0.00	100.0%	
	<hr/>	<hr/>	<hr/>	<hr/>	
999 Ending Balance	870,199.63	870,199.63	0.00	100.0%	
<hr/>					
Fund Expenditures:	1,483,834.63	1,474,922.22	(8,912.41)	99.4%	
<hr/>					
Fund Excess/(Deficit):	0.00	0.00			

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002 General Fund Reserves

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 80 00 02 Beginning Balance	123,022.05	123,022.05	0.00	100.0%
308 Beginning Balances	123,022.05	123,022.05	0.00	100.0%

360 Misc Revenues

361 11 00 02 Investment Interest	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 02 Transfer In /current Expense	0.00	0.00	0.00	0.0%
397 00 04 01 Transfer In From Water	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	123,022.05	123,022.05	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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591 Debt Service

590 00 01 00 Investment	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	123,022.05	123,022.05
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101 Streets					
Revenues	Original	Proposed	Difference		Remarks
308 Beginning Balances					
308 80 01 01 Beginning Net Cash & Investment	0.00	12,819.43	12,819.43	0.0%	Estimated begining balance
308 Beginning Balances	0.00	12,819.43	12,819.43	0.0%	
310 Taxes					
311 10 01 01 Real & Personal Property Tax	0.00	0.00	0.00	0.0%	
310 Taxes	0.00	0.00	0.00	0.0%	
330 State Generated Revenues					
333 14 00 00 CDBG-Hoag Street Indirect HUD	110,100.00	110,100.00	0.00	100.0%	
336 00 71 00 Multimodal Transp.City	2,400.00	2,400.00	0.00	100.0%	
336 00 87 00 Motor Vehicle Fuel Tax - City Str	36,000.00	36,000.00	0.00	100.0%	
336 06 94 00 Liquor Excise Tax	9,000.00	9,000.00	0.00	100.0%	
336 06 95 00 Liquor Profits	14,000.00	14,000.00	0.00	100.0%	
330 State Generated Revenues	171,500.00	171,500.00	0.00	100.0%	
340 Charges For Services					
345 85 00 03 Impact Fees	2,750.00	2,750.00	0.00	100.0%	
340 Charges For Services	2,750.00	2,750.00	0.00	100.0%	
360 Misc Revenues					
344 10 00 01 Misc.: Street Repair Income	0.00	0.00	0.00	0.0%	
361 11 01 01 Investment Interest	0.00	0.00	0.00	0.0%	
361 11 02 01 Bank Rebates	0.00	0.00	0.00	0.0%	
360 Misc Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers					
397 00 00 00 Transfer In From General	128,630.05	116,383.57	(12,246.48)	90.5%	2020 estimate
397 00 00 01 Transfer In From REET For Street	63,741.95	0.00	(63,741.95)	0.0%	2019 completed projects
397 Interfund Transfers	192,372.00	116,383.57	(75,988.43)	60.5%	
Fund Revenues:	366,622.00	303,453.00	(63,169.00)	82.8%	

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101 Streets					
Expenditures	Original	Proposed	Difference		Remarks
514 Finance					
514 23 41 01 Financial & Record Services - Pro	0.00	0.00	0.00	0.0%	
030 Records Services	0.00	0.00	0.00	0.0%	
514 Finance	0.00	0.00	0.00	0.0%	
535 Sewer					
535 80 49 00 Septic: Reporting Fees: Clk. Cty. &	0.00	0.00	0.00	0.0%	
535 Sewer	0.00	0.00	0.00	0.0%	
542 Streets - Maintenance					
542 30 10 01 PWMA Road & Street Maint Salari	0.00	16,751.00	16,751.00	0.0%	Proposed increase
542 30 20 01 PWMA Road & Street Maint : Ben	0.00	7,334.00	7,334.00	0.0%	Proposed increase
542 70 10 01 PWMA Roadside:Salary	0.00	14,000.00	14,000.00	0.0%	
542 70 20 01 PWMA Roadside: Benefits	0.00	7,334.00	7,334.00	0.0%	Proposed increase
542 30 10 00 PWD Road & Street Maint Salary	65,520.00	23,000.00	(42,520.00)	35.1%	Proposed increase
542 30 20 00 PWD Road & Street Maint : Benef	40,652.00	11,667.00	(28,985.00)	28.7%	Proposed increase
542 30 31 01 Safety Equipment	500.00	500.00	0.00	100.0%	
542 30 41 00 Roadway:Professional Services	2,000.00	2,000.00	0.00	100.0%	
542 30 49 00 Roadway:Misc.	0.00	0.00	0.00	0.0%	
030 Roadway	108,672.00	37,167.00	(71,505.00)	34.2%	
542 61 48 00 Sidewalks:Repairs & Maintenance	7,500.00	6,500.00	(1,000.00)	86.7%	Proposed decrease.
542 63 47 00 Street Lighting	8,800.00	8,800.00	0.00	100.0%	
542 64 31 00 Traffic Control Devices:Office & O	400.00	400.00	0.00	100.0%	
542 64 41 00 Traffic Control Devices:Professior	300.00	300.00	0.00	100.0%	
542 64 48 00 Traffic Control Devices:Repairs &	1,800.00	1,800.00	0.00	100.0%	
060 Traffic & Pedestrian Services	18,800.00	17,800.00	(1,000.00)	94.7%	
542 70 10 00 PWD Roadside:Salary	8,250.00	20,000.00	11,750.00	242.4%	Proposed increase
542 70 20 00 PWD Roadside: Benefits	17,000.00	11,667.00	(5,333.00)	68.6%	Proposed increase
542 70 35 00 Roadside-Small Tools & Minor Ec	2,500.00	2,500.00	0.00	100.0%	
543 30 31 00 Roadside:Office & Operating Supl	600.00	600.00	0.00	100.0%	
070 Roadside	28,350.00	34,767.00	6,417.00	122.6%	

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101 Streets

Expenditures	Original	Proposed	Difference	Remarks
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542 Streets - Maintenance

542 Streets - Maintenance	155,822.00	135,153.00	(20,669.00)	86.7%
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543 Streets Admin & Overhead

543 30 31 01 P/W:Office & Supplies	600.00	600.00	0.00	100.0%
543 30 31 02 P/W:Clothing Allowance	800.00	800.00	0.00	100.0%
543 30 43 05 P/W:Travel & Training	2,000.00	2,000.00	0.00	100.0%
543 30 46 00 General Services-insurance	0.00	0.00	0.00	0.0%
543 30 49 00 P/W: Licenses & Permits	0.00	0.00	0.00	0.0%
030 General Services	3,400.00	3,400.00	0.00	100.0%
543 Streets Admin & Overhead	3,400.00	3,400.00	0.00	100.0%

548 Municipal Vehicles/Equipment

542 30 32 01 Fuel Consumed: Diesel	2,500.00	2,500.00	0.00	100.0%
542 30 32 02 Reimburse:Sales Tax On Fuel To I	300.00	300.00	0.00	100.0%
050 Fuel Consumed	2,800.00	2,800.00	0.00	100.0%
542 30 32 00 Fuel Consumed: Regular	3,000.00	3,000.00	0.00	100.0%
543 50 48 00 Repair & Maint.: Vehicles & Equi	5,000.00	5,000.00	0.00	100.0%
543 50 48 01 Equipment Maintenance	6,000.00	4,500.00	(1,500.00)	75.0% Proposed decrease.
070 Equipment Repair	14,000.00	12,500.00	(1,500.00)	89.3%
548 Municipal Vehicles/Equipment	16,800.00	15,300.00	(1,500.00)	91.1%

594 Capital Expenditures

594 48 00 00 Capital Expenditures:Machinery &	0.00	0.00	0.00	0.0%
595 30 63 06 Roadway Improvements: Right-of-	0.00	0.00	0.00	0.0%
595 30 63 07 Roadway: Right-of-way	0.00	0.00	0.00	0.0%
595 30 63 08 Roads/Streets Const. & Other Infr	4,500.00	4,500.00	0.00	100.0%
595 95 63 00 CDBG Hoag St	110,100.00	110,100.00	0.00	100.0%
595 95 63 01 CDBG Hoag St Design And Engin	35,000.00	35,000.00	0.00	100.0%
594 Capital Expenditures	149,600.00	149,600.00	0.00	100.0%

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101 Streets					
Expenditures	Original	Proposed	Difference	Remarks	
597 Interfund Transfers					
597 10 01 00 Transfers-Out - Depreciation/Amo	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance					
508 00 01 01 Ending Balance	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	325,622.00	303,453.00	(22,169.00)	93.2%	
Fund Excess/(Deficit):	41,000.00	0.00			

2020 PROPOSED BUDGET CHANGES

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103 Cemetery				
Revenues	Original	Proposed	Difference	Remarks
308 Beginning Balances				
308 80 01 03 Beginning Net Cash & Investment	47,319.72	47,319.72	0.00	100.0%
308 Beginning Balances	47,319.72	47,319.72	0.00	100.0%
330 State Generated Revenues				
335 00 91 00 Pud Privilege Tax	7,500.00	7,500.00	0.00	100.0%
330 State Generated Revenues	7,500.00	7,500.00	0.00	100.0%
340 Charges For Services				
343 60 00 00 Cemetery Services/Plot Sales	500.00	500.00	0.00	100.0%
340 Charges For Services	500.00	500.00	0.00	100.0%
Fund Revenues:	55,319.72	55,319.72	0.00	100.0%

Expenditures	Original	Proposed	Difference	Remarks
536 Cemetery				
536 00 41 00 Cemetery - Professional Services	0.00	0.00	0.00	0.0%
536 10 49 00 Cemetery Archive Costs	0.00	0.00	0.00	0.0%
536 20 10 00 PWD Cemetery : Salary	1,000.00	4,000.00	3,000.00	400.0% 2020 esdtime
536 20 10 01 PWMA Cemetery : Salary	0.00	0.00	0.00	0.0%
536 20 20 00 PWD Cemetery: Benefits	1,000.00	1,950.00	950.00	195.0% 2020 etimate
536 20 20 01 PWMA Cemetery: Benefits	0.00	0.00	0.00	0.0%
536 20 31 00 Office & Operating Supplies	250.00	250.00	0.00	100.0%
536 20 46 00 Cemetery Services-insurance	0.00	0.00	0.00	0.0%
536 20 47 00 Utility Services: Electric/Water	0.00	0.00	0.00	0.0%
536 Cemetery	2,250.00	6,200.00	3,950.00	275.6%

001 Public Works

536 Cemetery				
536 20 31 03 Operations/Maint./Ground Improv	1,800.00	1,800.00	0.00	100.0%
536 Cemetery	1,800.00	1,800.00	0.00	100.0%

2020 PROPOSED BUDGET CHANGES

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103 Cemetery				
Expenditures	Original	Proposed	Difference	Remarks
001 Public Works	1,800.00	1,800.00	0.00	100.0%
Fund Expenditures:	4,050.00	8,000.00	3,950.00	197.5%
Fund Excess/(Deficit):	51,269.72	47,319.72		

2020 PROPOSED BUDGET CHANGES

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105 REET/Real Estate Excise Tax

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 80 01 05 Beginning Balance	171,365.85	171,365.85	0.00	100.0%
308 Beginning Balances	171,365.85	171,365.85	0.00	100.0%

310 Taxes

318 34 01 05 REET	26,273.31	37,000.00	10,726.69	140.8%	2020 estimate
310 Taxes	26,273.31	37,000.00	10,726.69	140.8%	

397 Interfund Transfers

397 00 01 05 Transfer In For REET	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	

Fund Revenues:	197,639.16	208,365.85	10,726.69	105.4%	
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Expenditures	Original	Proposed	Difference	Remarks
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541 Road & Street Preservation

541 61 63 05 Roads & Streets Preservation Acti	20,000.00	17,000.00	(3,000.00)	85.0%	2020 estimate
541 Road & Street Preservation	20,000.00	17,000.00	(3,000.00)	85.0%	

542 Streets - Maintenance

542 30 48 00 Road & Street Maintenance	30,000.00	20,000.00	(10,000.00)	66.7%	Proposed decrease.
030 Roadway	30,000.00	20,000.00	(10,000.00)	66.7%	
542 Streets - Maintenance	30,000.00	20,000.00	(10,000.00)	66.7%	

594 Capital Expenditures

594 44 01 00 Capital Expenditure - Equipment &	11,000.00	0.00	(11,000.00)	0.0%	Mower bought in 2019
594 Capital Expenditures	11,000.00	0.00	(11,000.00)	0.0%	

597 Interfund Transfers

597 00 01 02 Transfers-Out - Streets	63,741.95	0.00	(63,741.95)	0.0%	2020 estimate
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2020 PROPOSED BUDGET CHANGES

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105 REET/Real Estate Excise Tax

Expenditures	Original	Proposed	Difference	Remarks
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597 Interfund Transfers

597 Interfund Transfers	63,741.95	0.00	(63,741.95)	0.0%
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Fund Expenditures:	124,741.95	37,000.00	(87,741.95)	29.7%
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Fund Excess/(Deficit):	72,897.21	171,365.85		
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2020 PROPOSED BUDGET CHANGES

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114 Park Impact Fees

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 80 00 14 Beginning Balance	69,323.47	69,323.47	0.00	100.0%
308 Beginning Balances	69,323.47	69,323.47	0.00	100.0%

340 Charges For Services

345 85 01 14 Park Impact Fees	2,300.00	2,300.00	0.00	100.0%
340 Charges For Services	2,300.00	2,300.00	0.00	100.0%

397 Interfund Transfers

397 00 01 14 Transfer In For Park Impact Fees	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	71,623.47	71,623.47	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

594 76 63 14 Capital Expenditures/Expenses	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	71,623.47	71,623.47
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2020 PROPOSED BUDGET CHANGES

Town Of Yacolt
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115 Transportation Impact Fees					
Revenues		Original	Proposed	Difference	Remarks
308 Beginning Balances					
308 80 00 15 Estimated Beginning Balance		81,411.49	81,411.49	0.00	100.0%
308 Beginning Balances		81,411.49	81,411.49	0.00	100.0%
340 Charges For Services					
345 85 01 15 Traffic Impact Fees		2,750.00	2,750.00	0.00	100.0%
340 Charges For Services		2,750.00	2,750.00	0.00	100.0%
397 Interfund Transfers					
397 00 01 15 Transfer In For Transportation		0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.0%
Fund Revenues:		84,161.49	84,161.49	0.00	100.0%
Expenditures		Original	Proposed	Difference	Remarks
594 Capital Expenditures					
594 41 63 15 Capital Expenditures/Expenses		0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.0%
Fund Expenditures:		0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):		84,161.49	84,161.49		

2020 PROPOSED BUDGET CHANGES

Town Of Yacolt
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403 Storm Water

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 80 04 03 Beginning Net Cash & Investment	76,456.46	76,456.46	0.00	100.0%
308 Beginning Balances	76,456.46	76,456.46	0.00	100.0%

340 Charges For Services

343 10 00 00 Storm Drainage Fees/Collected	50,000.00	50,000.00	0.00	100.0%
340 Charges For Services	50,000.00	50,000.00	0.00	100.0%

397 Interfund Transfers

397 40 03 00 Transfer-In	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	126,456.46	126,456.46	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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514 Finance

514 23 40 05 Financial & Record Services - Oth	0.00	0.00	0.00	0.0%
050 Facilities	0.00	0.00	0.00	0.0%
514 Finance	0.00	0.00	0.00	0.0%

531 Natural Resources

531 38 10 01 PWMA Storm Drainage - Salary	0.00	11,249.00	11,249.00	0.0%	Proposed increase
531 38 20 01 PWMA Storm Drainage- Benefits	0.00	7,334.00	7,334.00	0.0%	Proposed increase
531 Natural Resources	0.00	18,583.00	18,583.00	0.0%	

538 Other Utilities/Activities

531 38 10 00 PWD Storm Drainage: Salary	19,656.00	17,000.00	(2,656.00)	86.5%	Proposed increase
531 38 20 00 PWD Storm Drainage- Benefits	18,720.00	11,667.00	(7,053.00)	62.3%	Proposed increase
531 38 46 00 Storm Drainage-insurance	0.00	0.00	0.00	0.0%	
531 38 48 00 Storm Drainage-repairs & Maint.	2,500.00	2,500.00	0.00	100.0%	
531 38 49 00 Storm Drainage-miscellaneous	250.00	250.00	0.00	100.0%	

2020 PROPOSED BUDGET CHANGES

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403 Storm Water

Expenditures	Original	Proposed	Difference	Remarks
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538 Other Utilities/Activities

531 91 47 00 Storm Drainage Fees	0.00	0.00	0.00	0.0%
538 38 31 00 Storm Drainage-Office & Operatir	0.00	0.00	0.00	0.0%
538 Other Utilities/Activities	41,126.00	31,417.00	(9,709.00)	76.4%

594 Capital Expenditures

594 04 03 00 Capital Expenditures	0.00	0.00	0.00	0.0%
594 38 64 00 Capital Expenditures-storm Drainæ	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 40 03 00 Transfers-Out - Stormwater	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	41,126.00	50,000.00	8,874.00	121.6%
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Fund Excess/(Deficit):	85,330.46	76,456.46
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2020 PROPOSED BUDGET CHANGES

Town Of Yacolt
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Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Fund	1,483,834.63	1,474,922.22	(8,912.41)	99.4%	1,483,834.63	1,474,922.22	(8,912.41)	99.4%
002 General Fund Reserves	123,022.05	123,022.05	0.00	100.0%	0.00	0.00	0.00	0.0%
101 Streets	366,622.00	303,453.00	(63,169.00)	82.8%	325,622.00	303,453.00	(22,169.00)	93.2%
103 Cemetery	55,319.72	55,319.72	0.00	100.0%	4,050.00	8,000.00	3,950.00	197.5%
105 REET/Real Estate Excise Tax	197,639.16	208,365.85	10,726.69	105.4%	124,741.95	37,000.00	(87,741.95)	29.7%
114 Park Impact Fees	71,623.47	71,623.47	0.00	100.0%	0.00	0.00	0.00	0.0%
115 Transportation Impact Fees	84,161.49	84,161.49	0.00	100.0%	0.00	0.00	0.00	0.0%
403 Storm Water	126,456.46	126,456.46	0.00	100.0%	41,126.00	50,000.00	8,874.00	121.6%
Excess/(Deficit):	2,508,678.98	2,447,324.26	(61,354.72)	97.6%	1,979,374.58	1,873,375.22	(105,999.36)	94.6%

Town of Yacolt
2020 BUDGET ORDINANCE
Ordinance # 578

An ordinance adopting the budget for the Town of Yacolt, Washington, for the fiscal year ending December 31, 2020

WHEREAS, the mayor of the Town of Yacolt, Washington completed and placed on file with the clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the Town of Yacolt for the fiscal year ending December 31st 2020, and a notice was published that the council of Yacolt would meet on the 20th day of September 2019 and the 18th day of November, 2019 at the hour of 6:00 p.m., at the council chambers in the Town Hall of Yacolt, WA. for the purpose of making and adopting a budget for said fiscal year 2020 and giving taxpayers within the limits of said city an opportunity to be heard upon said budget; and

WHEREAS, the Town Council did meet at said time and place and did then consider the matter of said proposed budget, wages and benefits see Exhibit A and B attached; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the Town of Yacolt for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said town for said year and being sufficient to meet the various needs of said town during said period.

NOW, THEREFORE, the Town Council of the Town of Yacolt do ordain as follows:

Section 1. The budget for the Town of Yacolt, Washington, for the year 2020 is hereby adopted at the fund level in its final form and content as set forth in the document entitled Town of Yacolt Budget 2020, three copies of which are on file in the Office of the Clerk.

Section 2 Estimated resources for each separate fund of the Town of Yacolt, and aggregate expenditures for all such funds for the year 2020 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2020 as set forth in the Town of Yacolt 2020 Budget

<u>Fund</u>	<u>Estimated Income</u>	<u>Estimated Expenditures</u>
001 General	604,723	604,723
002 Reserve	123,022	0000
101 Street	303,453	303,453
103 Cemetery	8,000	8,000
105 REET	37,000	37,000
114 Park Impact	2,300	00
115 Transportation Impact	2,750	00
403 Storm Water	50,000	50,000
Total	1,131,248	1,003,176

Section 3. The Town clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect five (5) days after its publication according to law. Passed by the council and approved by the mayor this 2nd day of December 2019.

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

Published this _____ day of December 2019.

Dawn Salisbury, Town Clerk

Signed _____
Katie Listek, Mayor

Attest _____
Dawn Salisbury, Town Clerk

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance # 578 of the Town of Yacolt, Washington, entitled AN ORDINANCE ADOPTING THE BUDGET FOR THE TOWN OF YACOLT, WA. FOR THE FISCAL YEAR ENDING DECEMBER 31ST, 2020 as approved according to the law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

Dawn Salisbury, Clerk

Published: _____

Effective Date: _____

Ordinance Number: _____

WAGE SCALE 2020 EXHIBIT A

	<u>Wage Scale</u>	<u>Current Wage</u>
Public Works Director	\$27 - \$35 hr	\$28 hour \$58,240 yearly \$4853.34 monthly
Public Works Maint	\$19 - \$27 hr	\$20 hour \$41,600 yearly \$3466.67 monthly
Town Clerk	\$26 - \$34 hr	\$26 hour \$54,080 yearly \$4506.67 monthly
Assistant Clerk (1664 hours)	\$18 - \$26 hr	\$18 hour \$29,952 yearly \$2496.00 monthly

Town Paid Benefits 2020 EXHIBIT B

Medical, Dental, Vision total per month \$4893.22. Benefits provided for Full Time 40 hours and Part Time Permanent 32 hours.

- Permanent Full-time employees contribute 10% of Medical Benefits Cost per payroll.
Permanent Part-time employees contribute 20% of Medical Benefits Costs per payroll.
- Does not reflect retirement contributions, or other state mandated deductions.
- Distribution of payroll and benefits are to multiple funds.



Town of Yacolt Request for Council Action

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

Name: Dawn Salisbury **Group Name:**
Address: **Phone:**
Email Address: clerk@townofyacolt.com **Alt. Phone:**

ITEM INFORMATION:

Item Title: Ordinance 577. Updating council and mayor stipend
Proposed Meeting Date: 12-2-19
Action Requested of Council: Approve Ordinance 577
Proposed Motion: I make a motion that the Town approve Ordinance 577 updating mayor and council stipend
Summary/Background: Housekeeping item. Mayor and council stipend were voted on and approved by the council at 10-7-19 meeting. This is amending Ordinance 555 to reflect stipend changes.
Staff Contact(s): Dawn Salisbury

Compensation of councilmembers—Expenses.

The salaries of the councilmembers, including the mayor, shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase or reduction in the compensation attaching to an office shall not become effective until the expiration of the term then being served by the incumbent: PROVIDED, That compensation of councilmembers may not be increased or diminished after their election nor may the compensation of the mayor be increased or diminished after the mayor has been chosen by the council.

Until councilmembers of a newly organized council-manager code city may lawfully be paid as provided by salary ordinance, such councilmembers shall be entitled to compensation in the same manner and in the same amount as councilmembers of such city prior to the adoption of this council-manager plan.

Until a salary ordinance can be passed and become effective as to elective officers of a newly incorporated code city, the first councilmembers shall be entitled to compensation as follows: In cities having less than five thousand inhabitants—twenty dollars per meeting for not more than two meetings per month; in cities having more than five thousand but less than fifteen thousand inhabitants—a salary of one hundred and fifty dollars per calendar month; in cities having more than fifteen thousand inhabitants—a salary of four hundred dollars per calendar month. A councilmember who is occupying the position of mayor, in addition to his or her salary as a councilmember, shall be entitled, while serving as mayor, to an additional amount per calendar month, or portion thereof, equal to twenty-five percent of the councilmember salary: PROVIDED, That such interim compensation shall remain in effect only until a salary ordinance is passed and becomes effective as to such officers, and the compensation provided herein shall not be construed as fixing the usual compensation of such officers. Councilmembers shall receive reimbursement for their actual and necessary expenses incurred in the performance of the duties of their office, or the council by ordinance may provide for a per diem allowance. Procedure for approval of claims for expenses shall be as provided by ordinance.

[2009 c 549 § 3021; 1979 ex.s. c 18 § 25; 1967 ex.s. c 119 § 35A.13.040.]

NOTES:

Severability—1979 ex.s. c 18: See note following RCW 35A.01.070.

ORDINANCE # 577

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF YACOLT, WASHINGTON, AMENDING ORDINANCE # 555 SECTION 2A AND SECTIONS 3A AND 3B; COMPENSATION FOR THE MAYOR AND COUNCIL MEMBERS.

WHEREAS, the Town of Yacolt, Washington, desires that all Council Members and Mayor receive an increase in their monthly stipends; and,

WHEREAS, the Town Council of the Town is in regular session this 2nd day of December 2019; and,

WHEREAS, 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 – Amendment of Section 2 of Ordinance # 555 - Compensation of the Mayor

SECTION 2: The compensation paid to the Mayor of the Town of Yacolt shall be as follows:

- A. Mayor's Stipend: The Mayor shall receive compensation for his or her services in the form of a stipend of Seven Hundred Dollars, (\$700.00), per month.

Section 2 – Amendment of Sections 3A and 3B of Ordinance # 555 - Compensation of the Members of the Town Council

SECTION 3: The compensation paid to the members of the Town of Yacolt Town shall be as follows:

- A. Council Member Compensation: Council Members shall receive compensation in the form of a stipend, in the amount of Fifty Dollars, (\$50.00), for attending any meeting of the Town of Yacolt. This fee is payable for attendance at any regular or special meeting of the Town Council, as well as attendance at any meeting that is adjourned due to lack of quorum. The fee is also payable for attending any meeting of any other group or organization where the Council Member is attending such meeting as

a representative of the Town, and the meeting is reasonably related to Town Business.

- B. Maximum Annual Compensation: In no event shall the total compensation for any one Council Member exceed Three Thousand Dollars, (\$3,000.00), in any single 12-month calendar year.

Section 3 - Severability:

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, the remaining portion of this Ordinance shall remain in full force and effect.

Section 4 - Effective Date:

This Ordinance shall take effect immediately upon adoption and publication of the following summary, according to law.

“Town of Yacolt- Summary of Ordinance # 577

The Town Council of the Town of Yacolt adopted Ordinance #577 at its regularly scheduled Town Council meeting held on December 2, 2019. The content of the Ordinance is summarized in its title as follows:

AN ORDINANCE AMENDING ORDINANCE # 555 SECTION 2A AND SECTIONS 3A AND 3B, COMPENSATION FOR THE MAYOR AND COUNCIL MEMBERS

The effective date of the Ordinance is December 11, 2019

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 11th day of December 2019

Dawn Salisbury, Clerk”

PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 2nd day of December 2019

Town of Yacolt

Katie Listek, Mayor

Dawn Salisbury, Clerk

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance # 577 of the Town of Yacolt, Washington, entitled " AN ORDINANCE AMENDING ORDINANCE # 555 SECTION 2A AND SECTIONS 3A AND 3B, COMPENSATION FOR THE MAYOR AND COUNCIL MEMBERS," as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Dawn Salisbury, Clerk

Published: December 11, 2019

Effective Date: December 11, 2019

Ordinance Number: 577

From: [Debbie Jermann](#)
To: [Mayor](#)
Cc: [Clerk](#)
Subject: 2020 Appointment to the C-TRAN Board of Directors
Date: Wednesday, November 20, 2019 10:43:30 AM
Attachments: [image001.png](#)
[2020 board meeting dates.pdf](#)

Dear Mayor Myers:

The Town of Yacolt is currently represented on the C-TRAN Board of Directors by Ridgefield Councilmember Ron Onslow. He serves on the Board of Directors in accordance with the bylaws, which govern C-TRAN.

C-TRAN bylaws, Article 3, Section 3.1, outline the composition and term of office of the members of the Board as follows:

The governing body of C-TRAN shall consist of a Board of nine voting members, all of whom shall be elected officials selected by and serving at the pleasure of the governing bodies of the component cities and towns within the area and the County Commissioners in the area, and one nonvoting member. The term of office for each Board Member shall begin on January 1 of the year in which such Board Member's term commences. The membership of the Board shall be determined on the following basis:

Two members who are elected officials representing the governing body of the County.

Three members who are elected officials representing the governing body of the City of Vancouver.

One member who is an elected official representing the City of Camas.

One member who is an elected official representing the City of Washougal.

One member who is an elected official representing the City of Battle Ground.

One member who is an elected official representing the Cities of Ridgefield, and La Center, and the Town of Yacolt.

One nonvoting member recommended or selected in accordance with RCW 36.57A.050.

In order to conform to the bylaws, it is necessary for each of the jurisdictions included in C-TRAN's district to reaffirm their existing representative to the Board of Directors or to

designate a new representative. The represented entities may also appoint an alternate in the event the representative is unable to attend a meeting. Your assistance in notifying me of your council's desire in this matter by December 20, 2019, will be greatly appreciated. The C-TRAN Board of Directors meeting schedule for 2020 is enclosed.

Debbie Jermann, MMC | Executive Office Manager/Clerk of the Board

PO Box 2529, Vancouver, WA 98668

D: (360) 906-7303 | debbie.jermann@c-tran.org



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Amendment No. 1 to the

INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD,
THE CITY OF LA CENTER, AND THE TOWN OF YACOLT
FOR JOINT REPRESENTATION ON THE C-TRAN BOARD OF DIRECTORS

THIS AMENDMENT No. 1 to the INTERLOCAL AGREEMENT, (*"Agreement"*), is made and entered into by, between and among the City of Ridgefield, a municipal corporation organized and existing under the laws of the State of Washington, (*"Ridgefield"*), the City of La Center, a municipal corporation organized and existing under the laws of the State of Washington, (*"La Center"*), and the Town of Yacolt, a municipal corporation organized and existing under the laws of the State of Washington, (*"Yacolt"*). Ridgefield, La Center, and Yacolt are hereafter also collectively referred to as the *"Parties"*.

Whereas, in 2015 the Parties entered into an interlocal agreement to set forth the process of appointing representatives to represent the Parties on the C-Tran Board of Directors; and

Whereas, the interlocal agreement automatically terminates on December 31, 2018 unless the Parties amend the agreement by extending its term; and

Whereas, the Parties wish to extend the term of the agreement for an additional 5 years;

Now Therefore, the Parties mutually agree as follows:

1. Paragraph 5(B) of the Interlocal Agreement is amended to read as follows:

Termination by Expiration of Term: This Agreement shall terminate automatically on December 31, 2023, without the need for notice by any Party, unless the Parties amend the Agreement by extending its term.

2. A new Section D is added to paragraph 3 as follows:

(D) During any extension to the term of this agreement, the following schedule will apply in the event the Representatives are unable to reach consensus in the selection of the Joint Representatives:

1. In any even numbered year, the Ridgefield appointee shall be the Parties' primary Joint Representative
2. In even numbered years, La Center and Yacolt appointees shall alternate each even numbered year as the Parties' alternative Joint Representative.
3. In any odd numbered year, the Ridgefield appointee shall be the Parties' alternative Joint Representative.
4. In odd numbered years, La Center and Yacolt appointees shall alternate each odd numbered year as the Parties' primary Joint Representative.

3. All other terms and conditions of the 2015 Interlocal Agreement shall remain in full force and effect through the end of the extended term.

In Witness Whereof, the Parties have executed this Amendment No. 1 to the Interlocal Agreement as of the dates described below:

“Ridgefield”

The City of Ridgefield, a Washington municipal corporation:

By: _____

Name: Steve Stuart

Title: City Manager

Date: _____

Attest:

Lee Kottnerus, City Clerk

Approved as to form only:

Janean Parker, City Attorney

“La Center”

The City of La Center, a Washington municipal corporation:

By: _____

Name: _____

Title: Mayor

Attest:

Suzanne Levis, City Clerk / Finance Director

Approved as to form only:

Daniel Kearns, City Attorney

"Yacolt"

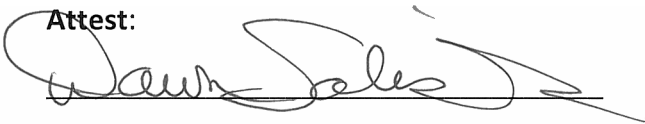
The Town of Yacolt, a Washington municipal corporation:

By: 

Name: Vincent A. Myers

Title: Mayor

Attest:



Dawn Salisbury, Town Clerk / Treasurer

Approved as to form only:

_____, Town Attorney

2020 C-TRAN BOARD OF DIRECTORS MEETING SCHEDULE

January 14, 2020 – 5:30 p.m.
February 11, 2020 – 5:30 p.m.
March 10, 2020 – 5:30 p.m.
April 14, 2020 – 5:30 p.m.
May 12 2020 – 5:30 p.m.
June 9, 2020 – 5:30 p.m.
July 14, 2020 – 5:30 p.m.
August 11, 2020 – 5:30 p.m.
September 8, 2020 – 5:30 p.m.
October 20, 2020 – 5:30 p.m. – *changed meeting to 3rd Tuesday
due to conflict with APTA Annual Conference & Expo*
November 10, 2020 – 5:30 p.m.
December 8, 2020 – 5:30 p.m.

All meetings are held at the C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682, unless advertised differently. Persons requiring an interpreter for the hearing impaired, or information in alternative formats such as large print, should contact C-TRAN's Administration Office at (360) 696-4494, or TTY (360) 695-2760, at least 24-hours prior to the meeting so arrangements can be made. The C-TRAN Administration Building is served by Route #8.

The complete C-TRAN Board of Directors meeting packets are available on C-TRAN's website, prior to the meeting, at:

<https://www.c-tran.com/about-c-tran/c-tran-board-information/board-meeting-documents>.



Town of Yacolt Request for Council Action

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

Name:	Dawn Salisbury	Group Name:	
Address:	202 W Cushman St	Phone:	360-686-3922
Email Address:	clerk@townofyacolt.com	Alt. Phone:	

ITEM INFORMATION:

Item Title:	State of Washington Business License Agreement
Proposed Meeting Date:	December 2 nd , 2019
Action Requested of Council:	Approve mayor to sign agreement
Proposed Motion:	I make a motion to approve Mayor Listek's signing of the State of Washington Business License Agreement.
Summary/ Background:	This is a housekeeping item. Agreement must be signed to have the State of Washington process The Town of Yacolt's business licenses which the council approved 12-3-18 with Ordinance 571 and Resolution 574.
Staff Contact(s):	Dawn Salisbury

BUSINESS LICENSING SERVICES AGREEMENT

I. Parties and Contact Information

This Business Licensing Services Agreement ("Agreement") is entered into between the parties identified below:

	State of Washington Department of DOR Business Licensing Service	Town of Yacolt
	("Revenue")	("Partner")
Mailing Address	PO Box 47475 Olympia, WA 98504-7475	PO Box 160 Yacolt, WA 98675
Delivery Address	6500 Linderson Way, SW, Ste. 102 Tumwater, WA 98501	202 W Cushman St Yacolt, WA 98675
Contact Person	Katie Early Phone: (360) 705-6607 E-mail: KatieE@dor.wa.gov	Dawn Salisbury Phone: (360) 686-3922 Email: Dawn.Salisbury@townofyacolt.com

II. Purpose and Background

The purpose of this Agreement is to establish the terms under which the Business Licensing Services (BLS) program of the Department of Revenue will act as Partner's agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to Partner's licensing or other regulatory activities, hereafter referred to as Confidential Licensing Information. Partner retains all power and authority over its business licensing and other regulatory activities except as expressly delegated to Revenue under this Agreement.

Per RCW 35.090.020 (1) "a city that requires a general business license of any person that engages in business activities within that city must partner with the department (Revenue) to have such license issued, and renewed if the city requires renewal, through the business licensing service in accordance with chapter 19.02 RCW."

III. Effective Date

This Agreement is effective as of (*check one*): ☐ (mm/dd/yyyy).
the date of the last signature ☒ of the parties.

IV. Services Provided by Revenue

Revenue will perform the services identified in this Section IV using best efforts in a manner determined by Revenue in good faith to be appropriate considering objectives, costs, and effectiveness.

- Distribute and process initial and renewal internet and/or paper-based applications for Partner's business licensing and/or other regulatory activities.

- Collect and process license fees and licensing information received from applicants and licensees. Disburse collected fees as directed by Partner.
- Issue Business License with Partner's license endorsement as authorized by Partner.
- Provide routine reports on Partner's business licenses as requested by Partner, which may include daily lists of new business applications and renewals, fees processed each day, weekly list of pending accounts, and lists of businesses for which fees have been transferred.
- Maintain electronic or microfilm images of all paper documents and electronic representations of electronic filings received by Revenue from applicants and provide copies or certified copies as requested.
- Maintain a database containing information received from applicants and licensees (the BLS Database).
- Provide technical assistance to establish and configure appropriate BLS Database access and secure access for Partner staff.
- Provide initial training to Partner staff in the use of the BLS Database, and ongoing training to address changes to the BLS database/access protocols or in Partner staff. Training will occur at Partner's location, over the telephone, or online, as agreed upon by the parties.
- Effect reasonable modifications in the BLS system, database, process, or forms to accommodate Partner's licensing or other regulatory requirements. Revenue will consult with Partner in evaluating alternatives and determining the most feasible and timely means of achieving Partner objectives.
- Timely notify Partner of other modifications to the BLS system, database, process, or forms, including modifications accommodating other BLS partners.

V. Partner Obligations

- Timely provide Revenue with all information requested to implement Partner's participation in the BLS program.
- Follow all requirements identified by Revenue as necessary for participation in the BLS program, including using :
 - The Business License Application and other forms and processes established by Revenue;
 - The "Business License" document for proof of licensure under Partner's licensing or regulatory program.
 - The Unified Business Identifier (UBI) number to identify licensees and license accounts in all communications with Revenue.
- Obtain and maintain at its own cost, all necessary equipment and online services required at Partner's business location(s) to support Partner's access into and use of the BLS Database. End-to-end testing will take place until such time as Revenue is satisfied.
- Ensure Partner Licensing and Information Technology staff are available to respond promptly to Revenue. Partner staff will be knowledgeable of Partner operations and/or technology and be able to assist Revenue staff with process improvements and/or troubleshooting.
- Provide timely advance notice to Revenue of potential changes to Partner business licensing requirements, fees or processes.

- Upon request by Revenue, provide statistical data associated with the BLS Partner Partnership Agreement such as Full Time Equivalent (FTE) savings, change in number of Partner licensees, and change in revenue flow.

VI. Compensation

Services identified in this Agreement are provided by Revenue at no charge with the exception of the following:

- Partner shall reimburse Revenue the costs of developing and producing ad hoc informational reports. Ad hoc reports will be created only if requested by the Partner and agreed-upon by Revenue.
- Partner shall reimburse Revenue's expenses for the implementation of changes to the BLS process, if requested by the Partner and agreed-upon by Revenue.
- All project coordination costs, including travel-related expenses, shall be absorbed by the respective parties for their own staff.

VII. Billing Procedures

Partner will provide and maintain with Revenue its current billing addresses and the personnel, if any, to whom invoices should be directed. Revenue shall submit invoices to Partner as-needed, but in no event more frequently than monthly. Partner shall pay all invoices by warrant or account transfer within thirty (30) calendar days of the invoice issue date. Upon expiration or termination of this Agreement, any claim for payment not already made shall be submitted within ninety (90) calendar days after the expiration/termination date or the end of the fiscal year, whichever is earlier.

VIII. Confidentiality and Data Sharing

The parties agree to the confidentiality and data sharing provisions set forth in Exhibit A and incorporated herein by this reference.

IX. Term and Termination

This agreement is effective until terminated. Either party may terminate this Agreement upon ninety (90) calendar days' prior written notice to the other party. This agreement may also be amended by mutual written agreement of both parties.

X. Disputes

The parties agree to participate in good faith mediation to resolve any disputes that are not otherwise resolved by agreement, prior to any action in court or by arbitration. At any time, either party may initiate formal mediation by providing written request to the other party setting forth a brief description of the dispute and a proposed mediator. If the parties cannot agree upon a mediator within fifteen (15) calendar days after receipt of the written request for mediation, the parties shall use a mediation service that selects the mediator for the parties. Each party shall be responsible for one-half of the mediation fees, if any, and its own costs and attorneys' fees.

XI. Miscellaneous

- A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement must be commenced in Thurston County, Washington.
- B. Interpretation. This Agreement shall be interpreted to the extent possible in a manner consistent with all applicable laws and not strictly for or against either party.
- C. No Waiver. The failure of either party to enforce any term in any one or more instance will not be construed as a waiver or otherwise affect any future right to insist upon strict performance of the term. No waiver of any term of this Agreement shall be effective unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- D. Assignment and Delegation. Either party may assign any right or interest, or delegate any duty or obligation, arising under this Agreement upon thirty (30) days written notice to the other party.
- E. Severability. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions of this Agreement shall be given effect to the extent consistent with applicable law and the fundamental purpose of this Agreement.
- F. Survival. Terms of this Agreement which by their nature would continue beyond termination will survive termination of this Agreement for any reason, including without limitation, Sections 3 through 7 in Exhibit A.
- G. No third party beneficiaries. This Agreement is for the benefit of the parties and their successors and may not be enforced by any non-party.
- H. Amendments. No amendment to this Agreement is enforceable unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- I. Merger and integration. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.
- J. Changes in law. The provisions of this Agreement shall be deemed to change in a manner that is consistent with any changes to any directly applicable statutory authority, provided that the change is consistent with the manifest intent of this Agreement and does not conflict with any of its express provisions. Any such change to this Agreement shall be effective on the effective date of the change in authority.

IN WITNESS WHEREOF, this Agreement is executed effective as of the date specified above.

State of Washington
Department of Revenue
Business Licensing Services

Partner

Date

Date

Template approved as to form

Approved as to form

On File
Kelly Owings,
Assistant Attorney General for Washington State

Date

EXHIBIT A

CONFIDENTIALITY AND DATA SHARING AGREEMENT

I. Purpose and Scope

The following provisions establish the terms under which the Department of Revenue ("Revenue") and Partner will share confidential data pursuant to the Business Licensing Services Agreement (the "Agreement").

II. Definitions

- A. "Confidential Licensing Information" (CLI) has the same meaning as "Licensing Information" under Revised Code of Washington (RCW) 19.02.115(1)(b). CLI is classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, Office of the Chief Information Officer (OCIO) Standard No. 141.10.
- B. "Confidential Tax Information" (CTI) has the same meaning as "Return," "Tax Information," and "Taxpayer Identity" under RCW 82.32.330(b), (c), & (e). CTI is classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.
- C. "Confidential" refers to data classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.
- D. "Portable Devices" refers to small portable computing devices. Examples of portable devices include, but are not limited to handhelds/PDAs, Ultramobile PCs, flash memory devices (e.g., USB flash drives, personal media players), portable hard disks, and laptop/notebook computers.
- E. "Portable Media" refers to small portable digital storage media. Examples of portable media include, but are not limited to optical media (e.g., CDs, DVDs, Blu-Rays), magnetic media (e.g., floppy disks, tape, Zip or Jaz disks), or flash media (e.g., CompactFlash, SD, MMC).
- F. "Data" refers to individual pieces of information.
- G. "Cloud" refers to a non-Partner data center(s) offering infrastructure, operating system platform, or software services. A more complete definition of "cloud" can be found in the National Institute of Standards (NIST) Special Publication 800-145.
- H. "Encryption" refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length.
- I. "Complex Password" or "Complex Passphrase" refers to a secret phrase, string of characters, numbers, or symbols used for authentication that is not easily guessable and meets an established industry guideline for complexity and length, such as NIST Special Publication 800-118.

III. Data Classification, Authorized Use, Access, and Disclosure

- A. Data Classification: Data shared under this Agreement is considered confidential and classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.
- B. Permitted Uses: Business licensing information may be used for official purposes only.
- C. Permitted Access: Business licensing information may be accessed only by Partner's employees and agents that have a bona fide need to access such information in carrying out their official duties.
- D. Permitted Disclosure: Business licensing information received under the Agreement must not be disclosed to non-parties unless the disclosure is:
 - 1) Ordered under any judicial or administrative proceeding; or
 - 2) Otherwise expressly authorized by Revenue in writing.

IV. Confidentiality

Partner and Revenue each agree to keep confidential and secure from unauthorized use, access, or disclosure all confidential data received under the Agreement.

- A. Ensuring Security: Partner shall establish and implement physical, electronic, and managerial policies, procedures, and safeguards to ensure that all confidential data exchanged under this Agreement is secure from unauthorized use, access, or disclosure.
- B. Proof of Security. Revenue reserves the right to monitor, audit, or investigate Partner's security policies, procedures, and safeguards for confidential data. Partner agrees to provide information or proof of its security policies, procedures, and safeguards as reasonably requested by Revenue.

V. Statutory Prohibition Against Disclosure; Confidentiality Agreement

- A. Criminal Sanctions. RCW 19.02.115(2) prohibits the disclosure of Confidential Licensing Information, except as expressly authorized under RCW 19.02.115(3). RCW 82.32.330(2) prohibits the disclosure of Confidential Tax Information except as expressly authorized under RCW 82.32.330(3). It is a misdemeanor for any person acquiring Confidential Licensing Information or Confidential Tax Information under this Agreement to disclose such information in violation of the disclosure limitations stated in RCW 19.02.115 and RCW 82.32.330. Partner will require employees with access to Confidential Licensing Information and/or Confidential Tax Information to sign a copy of the confidentiality agreement attached at Exhibit C.

VI. Breach of Confidentiality

In the event of any use, access, or disclosure of confidential data by Partner, or its employees or agents in material violation of the terms of this Agreement:

- A. Partner shall notify Revenue in writing as soon as practicable, but no later than three working days, after determining that a violation has occurred.
- B. Revenue may immediately terminate this Agreement and require the certified return or destruction of all records containing confidential data received under the Agreement.

VIII. Data Security

Confidential data provided by Revenue shall be stored in a secure physical location and on Partner-owned devices with access limited to the least number of staff needed to complete the purpose of this Agreement.

- A. Partner agrees to store data only on one or more of the following media and protect the data as described:
 - 1) Workstation hard disk drives
 - a) Access to the data stored on local workstation hard disk drives will be restricted to authorized users by requiring logon to the local workstation using a unique user ID and complex password, passphrase, or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.
 - b) If the workstation is not located in a secure physical location, hard drive must be encrypted.
 - c) Workstations must be maintained with current anti-malware or anti-virus software.
 - d) Software and operating system security patches on workstations must be kept current.

- 2) Network servers
 - a) Access to data stored on hard disks mounted on network servers and made available through shared folders will be restricted to authorized users through the use of access control lists, which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password, passphrase, or other authentication mechanisms that provide equal or greater security, such as biometrics or smart cards.
 - b) Data on disks mounted to such servers must be located in a secure physical location.
 - c) Servers must be maintained with current anti-malware or anti-virus software.
 - d) Software and operating system security patches on servers must be kept current.
- 3) Backup tapes or backup media
 - a) Partner may archive Revenue data for disaster recovery (DR) or data recovery purposes.
 - b) Backup devices, tapes, or media must be kept in a secure physical location.
 - c) Backup tapes and media must be encrypted.
 - d) When being transported outside of a secure physical location, tapes or media must be under the physical control of Partner staff with authorization to access the data or under the physical control of a secure courier contracted by Partner for transportation purposes.
- 4) Cloud Storage
 - a) Revenue will meet cloud and data requirements in Washington's Standard for Securing Information Technology Assets, OCIO Standard 141.10.
 - b) Revenue and Partner will, at a minimum, meet the following requirements:
 - i. Encrypt the data at rest and in transit.
 - ii. Control access to the cloud environment with a unique user ID and complex password, passphrase, or stronger authentication method such as a physical token or biometrics.
 - iii. Cloud provider data center(s) and systems must be Service Organization Control (SOC) 2 Type II certified.
- 5) All data provided by Revenue shall be stored on a secure environment by city staff. The City will implement these policies to ensure this security:
 - a) Staff will not store or place any Revenue material on any portable devices or portable media (USB devices, CD/DVD, etc.).
 - b) Staff will not email information provided by Revenue to anyone outside of City staff.
 - c) Staff shall only access Revenue information on a City network computer.
 - d) Staff will not save any Revenue reports or data on the hard drive of any City computer. It shall only be stored on a City network.

B. Protection of Data in Transit

Partner agrees that any retransmission of Revenue data over a network, other than the Partner's internal business network will be encrypted.

IX. Data Segregation

Revenue data must be segregated or otherwise distinguishable from non-Revenue data. This is to ensure that if the data is breached through unauthorized access it can be reported to Revenue and when the data is no longer needed by Partner, all Revenue data can be identified for return or destruction.

X. Data Breach Notification

If Partner or its agents detect a compromise or potential compromise in the data security for Revenue data such that data may have been accessed or disclosed without proper authorization, Partner shall give notice to Revenue within one (1) business day of discovering the compromise or potential compromise. Partner shall take corrective action as soon as practicable to eliminate the cause of the breach and shall be responsible for ensuring that appropriate notice is made to those individuals whose personal information may have been improperly accessed or disclosed. At a minimum, notification to Revenue will include:

- A. The date and time of the event;
- B. A description of the Revenue data involved in the event; and
- C. Corrective actions the Partner is taking to prevent further compromise of data.

XI. Disposition of Data

- A. Records furnished to the Partner in any medium remain the property of Revenue.
- B. Revenue data no longer needed by the Partner must be disposed of following the data destruction procedures in this Agreement.
- C. Upon the destruction of Revenue data, the partner shall complete a Certification of Data Disposition (attached to this Agreement as Exhibit B), and submit it to the Contract Manager within 15 days of the date of disposal.

XII. Data Destruction Procedures

The following are acceptable destruction methods for various types of media. At least one method defined under the various types of media must be used to destroy Revenue data for that media type.

- A. Optical discs
 - 1) Incinerate the disc(s); or
 - 2) Shred the discs.
- B. Magnetic tape(s)
 - 1) Degauss;
 - 2) Incinerate; or
 - 3) Crosscut shredding
- C. Digital files on server or workstation hard drives or similar media
 - 1) For mechanical hard drives, use a "wipe" utility which will overwrite the data at least 3 times using either random or single character data;
 - 2) For solid state hard drives, use a "secure erase" utility that resets all cells to zero;
 - 3) Degauss sufficiently to ensure that the data cannot be reconstructed; or
 - 4) Physically destroy disk(s)

D. Portable media

- 1) For mechanical hard drives, use a “wipe” utility which will overwrite the data at least 3times using either random or single character data;
- 2) For solid state hard drives and devices, use a “secure erase” utility that resets all cells to zero;
- 3) Degauss sufficiently to ensure that the data cannot be reconstructed;
- 4) Physically destroying disk(s) or devices; or
- 5) For SmartPhones and similar small portable devices use one of the following:
 - a) If the devices are encrypted and secured with a complex password, the data is considered destroyed. Before disposal or reissuance of the device, make sure the data is encrypted and then reset the device to original or new condition; or
 - b) If a Mobile Device Management (MDM) solution for the device exists, enable the remote wipe command to destroy the data.

E. Cloud Storage

Use the cloud provider’s procedures to permanently delete the files and folders.

****end*****

November 20, 2019

Town of Yacolt
Attn: Bill Ross
PO Box 160
202 W. Cushman Street
Yacolt, WA 98675

RE: Summary of Street Assessment Walkthrough

Bill,

Per your request Jackson Civil Engineering (JCE) has reviewed the Town's streets to provide guidance on maintenance activities and capital improvement projects. Our review included a visual site assessment performed on November 1, 2019 and review of rating criteria. To minimize costs, we utilized the Transportation Improvement Board's (TIB) roadway assessment spreadsheet to select the lowest rated streets for review. This review is limited to streets that have a pavement condition rating (PCR) score of less than 70. Below is a discussion of our analysis and a summary of our recommendations.

Background

The TIB typically rates streets every four years. The last assessment of the Town's streets took place August of 2019. The TIB street assessment process consists of a reviewer performing a drive by evaluation of the street's physical state. JCE's review utilized the TIB's PCR Data to limit the number of streets assessed, along with specific issues identified by the Town of Yacolt's public works department. Our review was also visual in nature, however we detailed deficiencies and provided recommendations based on those deficiencies.

Understanding how the Town's streets were constructed in comparison to present day standards is important. It dictates the proposed remediation as well as limits aspects such as ride quality. These construction methodologies are summarized below:

Standard asphalt roadway – This cross section consists of shaped and compacted subgrade, compacted crushed surfacing, and compacted hot mix asphalt (HMA). Of the methodologies discussed in this memorandum this provides the longest lifespan as well as the best ride quality. Depending upon the existing thickness of the HMA, the lifespan of the roadway can be restored to a new condition with an overlay or grind and inlay.

Chip seal over gravel or subgrade – This consists of shaped and compacted subgrade and a chip seal coating. This methodology was historically used to convert roads from gravel to a paved surface in a cost-effective manner. The chip seal coating does not provide structural support therefore longevity is entirely based upon the strength of the subgrade. This methodology typically provides the lowest ride quality. To improve ride quality typically the roadway section requires full reconstruction.

There are various modes of failure for roadway surfaces. A brief summary of various modes is provided below:

Oxidation – The aging of the asphalt binder due to the sun’s rays. This method of failure weakens the structural properties of the asphalt binder eventually leading to a breakdown of the roadway surface

Weather Stripping – Water running across the roadway over time wears away the asphalt binder at the surface of the roadway. The wearing exposes aggregate which eventually can break loose. As the process continues the surface weakens and breaks down.

Cracking – Typically there are two types of cracking. Transverse cracking appears as a single line typically running perpendicular to the path of traffic. This is typically caused by freeze thaw cycles. Fatigue cracking, also referred to as alligator cracking, is caused by repeated loading eventually wearing the binder to a point of failure.

Potholes – Potholes are typically caused by standing water or water intrusion into a crack or some form of surface damage. As vehicles pass over the standing water it ‘blasts’ into the asphalt breaking it down. Once the asphalt is lost causing a steep depression in the roadway surface, if left untreated, material will continue to pop out of the pothole and/or ravel away, accelerating pavement deterioration and damaging exposed subbase and subgrade material.

Sinkholes – Sinkholes are depressions in the asphalt surface that eventually fail. These can be small or large and are most often caused by either water intrusion washing away fines in the subgrade and crushed surfacing materials or vegetative material decomposing and compacting.

Discussion

This review covers approximately sixteen street segments with PCR ratings from 52 to 64. The segments primarily show signs of transverse cracking, weather stripping, and oxidation. In a few isolated areas sink holes and pot holes were observed. Fatigue cracking was minimal.

Ride quality varies among the streets analyzed with older local streets demonstrating the lowest performance. Lower ride quality was attributed more to the road being constructed of what appeared to be chip seal as opposed to deterioration of HMA or subgrade material.

Below is a table summarizing segments, PCR score, observed deficiencies, assumed construction type, and an assessment of ride quality.

Town of Yacolt					
Assessment Summary Table					
Arterial	Termini	Observed Deficiencies	Assumed Construction	PCR	Ride Quality
CLARK ST	N HUBBARD AVE to N CEDAR AVE	Weather stripping, cracking	Standard Asphalt	52	Fair
E WILSON ST	S HUBBARD AVE to EOR	Weather stripping, cracking	Chip Seal	56	Fair
HUBBARD AVE	E JONES ST to E CUSHMAN ST	Cracking, low spots, weather stripping	Chip Seal	56	Fair
RANCK AVE	W JONES ST to W CUSHMAN ST	Sink hole, weather stripping, cracking	Chip Seal	56	Fair
VALLEY ST	S HUBBARD AVE to EAST EOR	Weather stripping, cracking	Standard Asphalt	56	Fair
HUBBARD AVE	E FARRER ST to NORTH EOR	Sink hole, weather stripping, cracking	Standard Asphalt	63	Fair
OAK ST	S MAPLE AVE to S SPRUCE AVE	Weather stripping, cracking	Standard Asphalt	63	Fair
PARCEL AVE	W BUMPSKI ST to W HOAG ST	Weather stripping, cracking	Chip Seal	63	Fair
PARCEL AVE	W HOAG ST to W WILSON ST	Weather stripping, cracking	Chip Seal	63	Fair
RANCK AVE	W WILSON ST to W HUMPHREY ST	Weather stripping, cracking	Chip Seal	63	Fair
CHRISTY ST	WEST EOR to N AMBOY AVE	Weather stripping, cracking	Standard Asphalt	64	Fair
HUBBARD AVE	E CUSHMAN ST to E YACOLT RD	Weather stripping, cracking	Chip Seal	64	Poor
SPRUCE AVE	E OAK ST to E HOAG ST	Weather stripping, cracking	Standard Asphalt	64	Fair
YACOLT RD	N AMBOY AVE to N PARCEL AVE	Weather stripping, cracking	Standard Asphalt	64	Fair
HUBBARD AVE	E ALEXANDER ST to E FARRER ST	Weather stripping, cracking	Standard Asphalt	67	Fair
W BUMPSKI ST	S PARCEL AVE to EOR	Weather stripping, cracking	Chip Seal	67	Fair

Recommendations

Overall the Town's streets are currently in acceptable condition for a community of this size. JCE would recommend the community pursue a maintenance plan to address cracking and oxidation. Monies should be set aside for future costs associated with full rebuilds of roads that warrant rebuild based on level of service as well as deterioration. Level of service should be considered due to costs associated with a full rebuild of the roadway and the limited accessibility of grant funding for roads that serve smaller user groups.

Maintenance activities that JCE recommends the Town pursue are described below in order of highest priority to lowest:

- 1) *Crack Sealing* – Crack sealing involves cleaning and grinding cracks as necessary and filling them with a sealant. This preventative maintenance mitigates against water intrusion into the subgrade and freeze thaw cycles breaking the asphalt apart. This is a low-cost maintenance activity that the city could look at subletting or performing internally with seasonal help. Cracking was one of the two most prevalent failure modes observed by JCE. This activity should be implemented throughout all streets however the community can be broken into sections and addressed one section per year as costs and/or manpower allows.
- 2) *Chip Sealing* - Chip sealing provides a non-structural wearing surface that prevents against water intrusion, oxidation, weather stripping, and general wear from traffic. This is a low-cost maintenance activity that can greatly extend the life of a good pavement section. It is important to note that this treatment does not bridge large cracks and does not add a structural component. Areas with large cracks or fatigue cracking need to be addressed prior to chip seal application.

Additional activities that the Town may pursue as outside funding becomes available or opportunities arise are identified below:

- 1) *Seal Coating*- Seal coating is a term that encompasses various methods of applying a seal on top of existing asphalt. In this context we are referring to a purely asphaltic seal such as a fog seal, or a seal comprised of fine aggregate (sand) and an asphalt binder known as a slurry seal. These activities are very low cost however they are most effective in protecting asphalt that is early in its life cycle. These methodologies don't apply to a majority of the Town's streets however as streets are rehabilitated or newly constructed the community should consider implementing this practice to extend life cycles and decrease maintenance costs.
- 2) *Full Reconstruction* – This method involves the replacement of the roadway section. This is the costliest option however if designed and constructed properly will provide the best ride quality and longest life cycle. Due to costs JCE would recommend the Town prioritize this option carefully. Due to the generally acceptable condition of the Community's streets grant funding will be limited.

Further investigation could be performed to draft a more fully complete maintenance plan. Investigation would include roadway coring to determine the cross section of existing roads and traffic counts to determine loading. This information would allow for the accurate determination and design of remedial projects.

There are actions the Town could undertake to increase grant eligibility for projects it wishes to pursue such funding. Additional investigation such as coring and traffic counts can aid by dramatically increasing the accuracy of project estimates increasing the confidence of funding agencies that the project will not experience scope creep. Preliminary design can increase project eligibility by increasing the accuracy of estimates and reducing the amount of grant funding needed during the design phase. A fully designed project further increases eligibility by providing agencies a project that is 'shovel ready' allowing them to spend down funds in the current budget cycle as opposed to carrying it over. These options are all associated with increased direct costs to the Town so they should only be undertaken for projects determined to have an immediate need for action.

JACKSON CIVIL ENGINEERING, LLC

A handwritten signature in blue ink, appearing to read "Devin Jackson". The signature is fluid and cursive, with the first name "Devin" and last name "Jackson" clearly distinguishable.

Devin Jackson, P.E.
Principal

Town of Yacolt								
Small City Street Inventory - Segment Data								
Arterial	Termini	Segment Length	Travel Lanes	Pavement Width	Roadway Surface	PCR Score	Rating Status	Date Rated
ALDER AVE	E OAK ST to E HOAG ST	0.08	2	28	ACP	86	Good	8/6/2019
ALEXANDER ST	N CEDAR AVE to N PINE AVE	0.1	2	30	ACP	68	Fair	8/6/2019
ALEXANDER ST	N HUBBARD AVE to N CEDAR AVE	0.07	2	30	ACP	68	Fair	8/6/2019
AMBOY AVE	W CHRISTY ST to NORTH C/L	0.04	2	28	ACP	90	Good	8/6/2019
AMBOY AVE	W CUSHMAN ST to W YACOLT RD	0.06	2	18	ACP	80	Good	8/6/2019
AMBOY AVE	W JONES ST to W CUSHMAN ST	0.06	2	18	ACP	80	Good	8/6/2019
AMBOY AVE	W YACOLT RD to W CHRISTY ST	0.22	2	28	ACP	81	Good	8/6/2019
AMRO AVE	W WILSON ST to W HUMPHREY ST	0.06	1	12	ACP	81	Good	8/6/2019
ANKENY AVE	E TWIN FALLS ST to E CLARK ST	0.04	2	25	ACP	72	Good	8/6/2019
ANKENY AVE	E YACOLT RD to E TWIN FALLS	0.05	2	28	ACP	81	Good	8/6/2019
BIRCH AVE	E OAK ST to E HOAG ST	0.08	2	28	ACP	81	Good	8/6/2019
BLACKMORE AVE	W CUSHMAN ST to W YACOLT RD	0.07	2	26	ACP	86	Good	8/6/2019
BLACKMORE AVE	W HUMPHREY ST to W JONES ST	0.051	2	25	ACP	90	Good	8/6/2019
BLACKMORE AVE	W JONES ST to W CUSHMAN ST	0.07	2	26	ACP	86	Good	8/6/2019
CEDAR AVE	E FARRER ST to NORTH EOR	0.03	2	30	ACP	72	Good	8/6/2019
CEDAR AVE	E ALEXANDER ST to E FARRER ST	0.04	2	30	ACP	72	Good	8/6/2019
CEDAR AVE	E CLARK ST to E ALEXANDER ST	0.08	2	30	ACP	72	Good	8/6/2019
CEDAR AVE	E JONES ST to SOUTH EOR	0.05	1	10	Gravel	0	Not Rated	8/6/2019
CEDAR AVE	E TWIN FALLS ST to E CLARK ST	0.05	2	30	ACP	81	Good	8/6/2019
CEDAR AVE	E YACOLT RD to E TWIN FALLS ST	0.05	2	30	ACP	68	Fair	8/6/2019
CEDAR CT	E JONES ST to NORTH EOR	0.05	1	10	Concrete	90	Good	8/6/2019
CHRISTY ST	N AMBOY AVE to EAST EOR	0.27	2	24	ACP	95	Excellent	8/6/2019
CHRISTY ST	WEST EOR to N AMBOY AVE	0.2	2	30	ACP	64	Fair	8/6/2019
CLARK ST	N ANKENY AVE to N HUBBARD AVE	0.05	2	30	ACP	72	Good	8/6/2019
CLARK ST	N CEDAR AVE to N PINE AVE	0.07	2	30	ACP	72	Good	8/6/2019
CLARK ST	N HUBBARD AVE to N CEDAR AVE	0.07	2	30	ACP	52	Fair	8/6/2019
CLARK ST	N PINE AVE to N PINE AVE	0.03	2	30	ACP	72	Good	8/6/2019
CUSHMAN ST	N AMBOY AVE to N PARCEL AVE	0.07	2	23	ACP	70	Fair	8/6/2019
CUSHMAN ST	N BLACKMORE AVE to N AMBOY AVE	0.07	2	23	ACP	70	Fair	8/6/2019
CUSHMAN ST	N JOHNSON AVE to N BLACKMORE AVE	0.07	2	23	ACP	80	Good	8/6/2019
CUSHMAN ST	N PARCEL AVE to N RANCK AVE	0.06	2	30	ACP	80	Good	8/6/2019
CUSHMAN ST	N RAILROAD AVE to N HUBBARD AVE	0.131	2	23	ACP	72	Good	8/6/2019
CUSHMAN ST	N RANCK AVE to N RAILROAD AVE	0.05	2	30	ACP	72	Good	8/6/2019
CUSHMAN ST	WEST C/L to N JOHNSON AVE	0.06	2	23	ACP	80	Good	8/6/2019
E HUMPHREY	S WILLIAMS AVE to S HUBBARD	0.05	1	15	ACP	80	Good	8/6/2019
E JONES	N CEDAR CT to N PINE AVE	0.07	2	22	ACP	80	Good	8/6/2019
E JONES	N PINE AVE to S SPRUCE AVE	0.05	2	22	ACP	76	Good	8/6/2019
E JONES	S HUBBARD to N CEDAR CT	0.07	2	22	ACP	72	Good	8/6/2019
E JONES	S RAILROAD AVE to S WILLIAMS AVE	0.02	2	22	ACP	77	Good	8/6/2019
E JONES	S SPRUCE AVE to S REYMONDS	0.07	2	22	ACP	80	Good	8/6/2019

E JONES	S WILLIAMS AVE to S HUBBARD	0.09	2	22	ACP	80	Good	8/6/2019
E WILSON ST	S HUBBARD AVE to EOR	0.1	2	28	ACP	56	Fair	8/6/2019
FARRER ST	N CEDAR AVE to N PINE AVE	0.07	2	30	ACP	72	Good	8/6/2019
FARRER ST	N HUBBARD AVE to N CEDAR AVE	0.1	2	30	ACP	72	Good	8/6/2019
HOAG ST	S ALDER AVE to S MAPLE AVE	0.06	2	28	ACP	77	Good	8/6/2019
HOAG ST	S BIRCH AVE to S ALDER AVE	0.06	2	28	ACP	77	Good	8/6/2019
HOAG ST	S HUBBARD AVE to S BIRCH AVE	0.04	2	28	ACP	77	Good	8/6/2019
HOAG ST	S MAPLE AVE to S SPRUCE AVE	0.06	2	28	ACP	77	Good	8/6/2019
HOAG ST	S PARCEL AVE to S RAILROAD AVE	0.22	2	24	ACP	70	Fair	8/6/2019
HOAG ST	S RAILROAD AVE to S HUBBARD AVE	0.02	2	28	ACP	77	Good	8/6/2019
HOAG ST	S SPRUCE AVE to EOR	0.04	2	28	ACP	81	Good	8/6/2019
HOAG ST	WEST EOR to S PARCEL AVE	0.04	2	24	ACP	80	Good	8/6/2019
HUBBARD AVE	E ALEXANDER ST to E FARRER ST	0.03	2	30	ACP	67	Fair	8/6/2019
HUBBARD AVE	E CLARK ST to E ALEXANDER ST	0.09	2	30	ACP	68	Fair	8/6/2019
HUBBARD AVE	E CUSHMAN ST to E YACOLT RD	0.07	2	18	ACP	64	Fair	8/6/2019
HUBBARD AVE	E FARRER ST to NORTH EOR	0.03	2	30	ACP	63	Fair	8/6/2019
HUBBARD AVE	E HOAG ST to E WILSON ST	0.04	2	28	ACP	72	Good	8/6/2019
HUBBARD AVE	E HUMPHREY ST to E JONES ST	0.068	2	28	ACP	81	Good	8/6/2019
HUBBARD AVE	E JONES ST to E CUSHMAN ST	0.07	2	18	ACP	56	Fair	8/6/2019
HUBBARD AVE	E TWIN FALLS ST to E CLARK ST	0.05	2	30	ACP	72	Good	8/6/2019
HUBBARD AVE	E VALLEY ST to E HUMPHREY ST	0.04	2	28	ACP	72	Good	8/6/2019
HUBBARD AVE	E WILSON ST to E VALLEY ST	0.07	2	28	ACP	81	Good	8/6/2019
HUBBARD AVE	E YACOLT RD to E TWIN FALLS ST	0.038	2	30	ACP	68	Fair	8/6/2019
JOHNSON AVE	SOUTH EOR to W HUMPHREY ST	0.02	2	24	ACP	80	Good	8/6/2019
JOHNSON AVE	W CUSHMAN ST to W YACOLT ST	0.05	2	21	ACP	80	Good	8/6/2019
JOHNSON AVE	W HUMPHREY ST to W JONES ST	0.05	2	21	ACP	80	Good	8/6/2019
JOHNSON AVE	W JONES ST to W CUSHMAN ST	0.05	2	21	ACP	80	Good	8/6/2019
MAPLE AVE	E HOAG ST to E OAK ST	0.08	2	28	ACP	81	Good	8/6/2019
NOBLE CT	SOUTH EOR to E YACOLT RD	0.04	2	18	Gravel	0	Not Rated	8/6/2019
OAK ST	S ALDER AVE to S MAPLE AVE	0.09	2	28	ACP	77	Good	8/6/2019
OAK ST	S BIRCH AVE to S ALDER AVE	0.06	2	28	ACP	77	Good	8/6/2019
OAK ST	S MAPLE AVE to S SPRUCE AVE	0.06	2	28	ACP	63	Fair	8/6/2019
PARCEL AVE	SOUTH C/L to W BUMPSKI ST	0.09	2	22	ACP	70	Fair	8/6/2019
PARCEL AVE	W BUMPSKI ST to W HOAG ST	0.07	2	22	ACP	63	Fair	8/6/2019
PARCEL AVE	W CUSHMAN ST to W YACOLT RD	0.06	2	26	ACP	68	Fair	8/6/2019
PARCEL AVE	W HOAG ST to W WILSON ST	0.06	2	26	ACP	63	Fair	8/6/2019
PARCEL AVE	W HUMPHREY ST to W JONES ST	0.06	2	26	ACP	68	Fair	8/6/2019
PARCEL AVE	W JONES ST to W CUSHMAN ST	0.06	2	26	ACP	68	Fair	8/6/2019
PARCEL AVE	W WILSON ST to W HUMPHREY ST	0.06	2	26	ACP	68	Fair	8/6/2019
PINE AVE	E ALEXANDER ST to E FARRER ST	0.08	2	30	ACP	72	Good	8/6/2019
PINE AVE	E CLARK ST to E ALEXANDE ST	0.05	2	30	ACP	72	Good	8/6/2019
PINE AVE	E FARRER ST to NORTH EOR	0.03	2	30	ACP	68	Fair	8/6/2019
PINE AVE	E JONES ST to NORTH EOR	0.06	1	18	ACP	90	Good	8/6/2019
PINE AVE	E TWIN FALLS ST to E CLARK ST	0.05	2	28	ACP	72	Good	8/6/2019

PINE AVE	E YACOLT RD to E TWIN FALLS ST	0.05	2	28	ACP	72	Good	8/6/2019
PINE AVE	SOUTH EOR to E JONES ST	0.04	16	16	ACP	90	Good	8/6/2019
RAILROAD AVE	CUSHMAN ST to YACOLT RD	0.07	2	34	ACP	90	Good	8/6/2019
RAILROAD AVE	JONES ST to CUSHMAN ST	0.07	2	30	ACP	86	Good	8/6/2019
RAILROAD AVE	SOUTH C/L to W HOAG ST	0.15	2	26	ACP	86	Good	8/6/2019
RAILROAD AVE	W HOAG ST to W WILSON ST	0.07	2	30	ACP	86	Good	8/6/2019
RAILROAD AVE	W HUMPHREY ST to JONES ST	0.07	2	30	ACP	86	Good	8/6/2019
RAILROAD AVE	W WILSON ST to W HUMPHREY ST	0.07	2	30	ACP	86	Good	8/6/2019
RANCK AVE	W HUMPHREY ST to W JONES ST	0.07	2	18	ACP	70	Fair	8/6/2019
RANCK AVE	W JONES ST to W CUSHMAN ST	0.07	2	18	ACP	56	Fair	8/6/2019
RANCK AVE	W WILSON ST to W HUMPHREY ST	0.07	2	18	ACP	63	Fair	8/6/2019
S WILLIAMS AVE	E HUMPHREY ST to E JONES ST	0.05	1	15	ACP	80	Good	8/6/2019
SPRUCE AVE	E HOAG ST to TIMBER WAY	0.06	2	28	ACP	81	Good	8/6/2019
SPRUCE AVE	E OAK ST to E HOAG ST	0.08	2	28	ACP	64	Fair	8/6/2019
SPRUCE AVE	TIMBER WAY to E JONES ST	0.06	2	28	ACP	77	Good	8/6/2019
TIMBER WY	S SPRUCE AVE to EAST EOR	0.04	2	28	ACP	81	Good	8/6/2019
TWIN FALLS ST	N ANKENY AVE to N HUBBARD AVE	0.07	2	28	ACP	72	Good	8/6/2019
TWIN FALLS ST	N CEDAR AVE to N PINE AVE	0.07	2	28	ACP	81	Good	8/6/2019
TWIN FALLS ST	N HUBBARD AVE to N CEDAR AVE	0.07	2	28	ACP	81	Good	8/6/2019
TWIN FALLS ST	N PINE AVE to EOR	0.07	2	28	ACP	86	Good	8/6/2019
VALLEY ST	S HUBBARD AVE to EAST EOR	0.09	2	28	ACP	56	Fair	8/6/2019
W BUMPSKI ST	S PARCEL AVE to EOR	0.05	1	13	ACP	67	Fair	8/6/2019
W HUMPHREY	JOHNSON AVE to S BLACKMORE	0.07	2	23	ACP	90	Good	8/6/2019
W HUMPHREY	PARCEL AVE to RANCK AVE	0.07	2	23	ACP	70	Fair	8/6/2019
W HUMPHREY	RANCK AVE to S AMRO AVE	0.07	2	23	ACP	80	Good	8/6/2019
W HUMPHREY	S AMRO AVE to RAILROAD AVE	0.03	2	23	ACP	72	Good	8/6/2019
W HUMPHREY	S BLACKMORE to PARCEL AVE	0.13	2	23	ACP	76	Good	8/6/2019
W JONES ST	AMBOY AVE to PARCEL AVE	0.07	2	23	ACP	81	Good	8/6/2019
W JONES ST	JOHNSON AVE to S BLACKMORE	0.07	2	23	ACP	77	Good	8/6/2019
W JONES ST	PARCEL AVE to N & S RANCK AVE	0.07	2	23	ACP	86	Good	8/6/2019
W JONES ST	RANCK AVE to RAILROAD AVE	0.07	2	23	ACP	86	Good	8/6/2019
W JONES ST	S BLACKMORE to AMBOY AVE	0.07	2	23	ACP	72	Good	8/6/2019
W JONES ST	W CITY LIMITS to JOHNSON AVE	0.13	2	23	ACP	80	Good	8/6/2019
W WILSON	EOB to PARCEL AVE	0.06	2	23	ACP	80	Good	8/6/2019
W WILSON	PARCEL AVE to RANCK AVE	0.07	2	23	ACP	70	Fair	8/6/2019
W WILSON	RANCK AVE to S AMRO AVE	0.07	2	23	ACP	70	Fair	8/6/2019
W WILSON	S AMRO AVE to RAILROAD AVE	0.07	2	23	ACP	70	Fair	8/6/2019
YACOLT RD	N AMBOY AVE to N PARCEL AVE	0.07	2	40	ACP	64	Fair	8/6/2019
YACOLT RD	N ANKENY AVE to N HUBBARD AVE	0.07	2	28	ACP	70	Fair	8/6/2019
YACOLT RD	N BLACKMORE to N AMBOY AVE	0.07	2	28	ACP	80	Good	8/6/2019
YACOLT RD	N CEDAR AVE to N NOBLE CT	0.03	2	28	ACP	70	Fair	8/6/2019
YACOLT RD	N HUBBARD AVE to N CEDAR AVE	0.07	2	28	ACP	70	Fair	8/6/2019
YACOLT RD	N JOHNSON AVE to N BLACKMORE	0.07	2	28	ACP	80	Good	8/6/2019
YACOLT RD	N NOBLE CT to N PINE AVE	0.03	2	28	ACP	70	Fair	8/6/2019

YACOLT RD	N PARCEL AVE to N RAILROAD AVE	0.09	2	40	ACP	72	Good	8/6/2019
YACOLT RD	N PINE AVE to EAST C/L	0.23	2	28	ACP	70	Fair	8/6/2019
YACOLT RD	N RAILROAD AVE to N ANKENY AVE	0.1	2	28	ACP	70	Fair	8/6/2019
YACOLT RD	WEST C/L to N JOHNSON AVE	0.06	2	28	ACP	72	Good	8/6/2019