

Town of Yacolt

Council Meeting Agenda

Monday, December 21, 2020
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

1. Minutes From 12/07/20 Council Meeting

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.

Unfinished Business

2. Mayor's Message and Budget
3. Budget Adoption Ordinance #584

New Business

4.
C-Tran Rep / Alt
5. Town Engineer

6. Saving Money

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Mayor's Comments

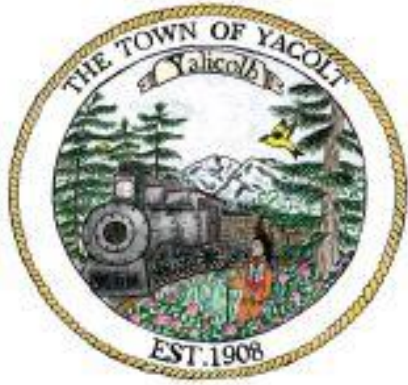
Citizen Communication

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.

Council's Comments

Approve to Pay Bills on Behalf of the Town

Adjourn



Town of Yacolt
Yacolt Town Council Meeting and
Public Hearings Minutes
Monday, December 7, 2020
7:00 PM
Town Hall Virtual/ Telephonic

Call to Order

Mayor Listek called the meeting to order at 7:00 pm

Flag Salute

Roll Call

PRESENT

Mayor: Katelyn Listek

Council Members: Amy Boget, Michelle Dawson, Herb Noble, Malita Moseley, Marina Viray

Public Works: Director Tom Esteb

Town Attorney: David Ridenour

Late Changes to the Agenda

Councilwoman Boget asked if the meeting can be recorded; Mayor Listek declined and said it can be added in as a new business item, in order to allow for discussion by the entire council.

Mayor Listek then announced that the parties involved in the Public Hearing for the Belcorp Short Plat Application have decided to wait until the January 11th meeting to hold this Hearing, so that item is now not going to be part of tonight's agenda.

Approve Minutes of Previous Meetings

Motion was made to approve minutes of the November 16th Council meeting

Motion: Noble 2nd: Dawson

Aye: Boget, Dawson, Noble, Moseley, Viray Nay: 0

Motion passed

Motion was made to approve minutes of the November 30th Budget workshop

Motion: Noble 2nd: Moseley

Aye: Boget, Dawson, Noble, Moseley, Viray Nay: 0

Motion passed

Unfinished business

At 7:05 pm, Mayor Listek closed the regular meeting and opened the Public Budget Hearing. Among discussed items were:

- The need to budget in an amount of \$2000 for tree trimming, to include crane rental
- Additional \$900 needed to be added to the Tree Lighting Event, for lift rental
- Perhaps budgeting in a small amount for re-usable holiday wreaths for on the light poles
- Clarifications regarding beginning balance amounts (esp. the 001, 002 General accounts)
- Correction of a BARS code for the proposed reader boards

With no further comments, Mayor Listek closed the Hearing at 7:19 pm, to return to the regular meeting.

Mayor Listek presented Resolution #599, the Town's formal resolution to allow for 0% increase over this year's tax levy.

Motion was made to approve, then it was voted on.

Motion: Boget

2nd: Noble

Aye: Boget, Dawson, Noble, Moseley, Viray

Nay: 0

Motion Passed

Mayor Listek presented the CDBG Hoag Street Improvement Project Acceptance to the Council, which will serve as the Yacolt's full and final formal acceptance of completion.

Motion was made to accept the project as complete

Motion: Boget 2nd: Viray

Aye: Boget, Dawson, Noble, Moseley, Viray

Nay: 0

Motion Passed

New Business

Councilwomen Boget asked why audio recordings of Council meetings have not been made lately. Boget and Moseley each said they feel like the audio recordings that used to be done have helped them in the past. Mayor Listek stated that while audio recordings are allowed, and have been made in the past, she feels that audio recordings are an unnecessarily redundant record to make; especially since minutes are written and read, modified if need be by council,

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and entered as final once approved, which is the record that is required by law. Suggestion was made for council to make a motion and vote on making it an official policy to create audio recordings of Town Council meetings.

Motion: Boget 2nd: Moseley
Aye: Boget, Mosely
Nay: Dawson, Noble, Viray
Motion Failed

Citizen Communication

Josh called in to suggest that the Town do an outreach to the townspeople next year to see if anyone would like to participate in creation of holiday wreaths for on the light poles

Town Clerk's Report

Continuing to work on training, budgets, reconciliations. Should be up-to date on all reconciliations and have at least through October's Treasurer's report up on the Town's website within a week.

Public Works Report

Continuing to keep streets free of leaves and debris including windfall. Organizing and packing away all items that were pulled out for the tree lighting.

Attorney's Comments

- Looking into plans/ strategies to help the Town reduce spending on attorney's fees. Hoping to get a list out in the next council packet of ways to help us save money.
- If Council wishes, he will draft the 2021 Budget Adoption Ordinance, to serve to give them a firm base to work off of in the future
- The RFQ for Town Engineer went out on November 18th by Public Notice in The Reflector. Deadline for responses is December 9th. Negotiations will follow, and hopefully we will have a contract to submit at the next meeting.
- Although the COVID19 Proclamation officially ends today, we are expecting it to be renewed, and that we will be continuing with virtual meetings for the time being.

Council's Comments

No additional comments

Mayor's Comments

No additional comments

Approval to pay bills on behalf of the town

Motion made to pay the bills on behalf of the town

Motion: Noble 2nd: Moseley

Yea: Noble, Moseley, Viray Nay:0 Abstain: Boget, Dawson

Motion Passed

Adjourn

Mayor Listek adjourned the meeting at 7:55 pm

Katelyn J. Listek, Mayor

Stephanie Fields, Clerk



Town of Yacolt Request for Council Action

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

Name: Mayor Listek

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: 2021 Proposed Budget and Mayor's Message

Proposed Meeting Date: December 21, 2020

Action Requested of Council: Look over the attached budget and Mayor's Message and confirm that all recommended changes have been correctly made

Proposed Motion: none

Summary/ Background: After several months of discussions and input from Council, Mayor Listek, and the public, here is the finished product

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

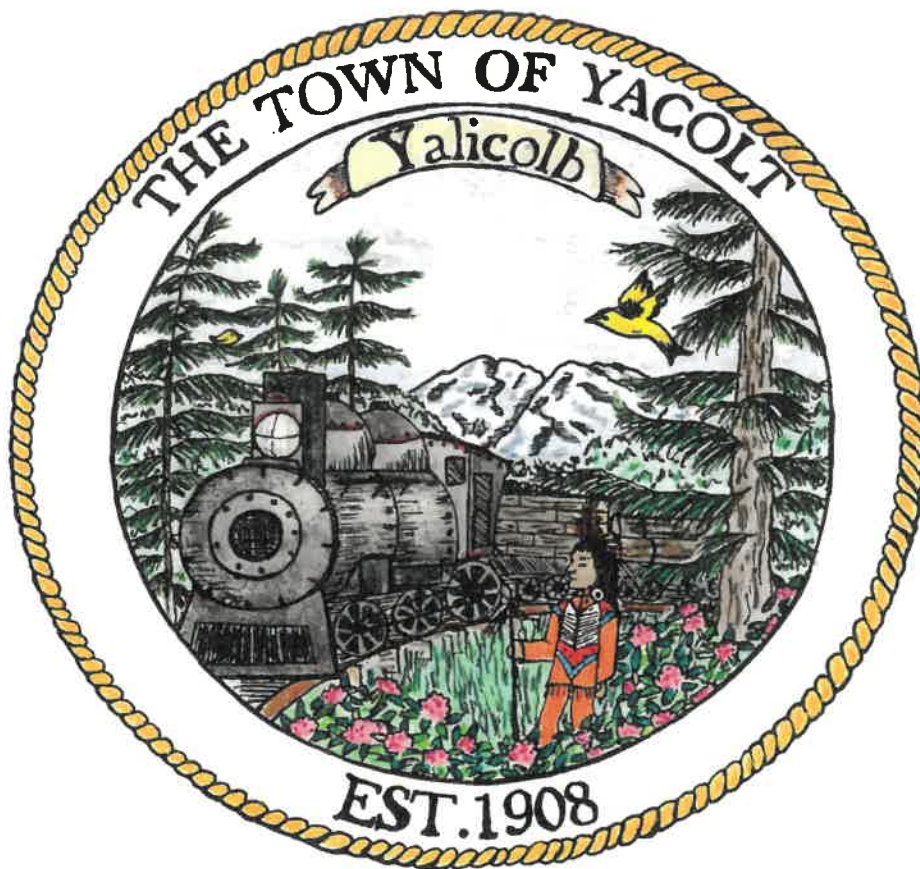
(360) 686-3922

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

TOWN OF YACOLT

2021 BUDGET



TOWN OF YACOLT- 2021 BUDGET

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DIRECTORY OF TOWN OFFICIALS

ELECTED:

Katelyn Listek	Mayor
Amy Boget	Council Position #1
Michelle Dawson	Council Position #2
Malita Moseley	Council Position #3
Herbert Noble	Council Position #4
Marina Viray	Council Position #5

APPOINTED:

David Ridenour	Town Attorney
Devin Jackson	Town Engineer

EMPLOYEES:

Stephanie Fields	Town Clerk Treasurer
Janie Kirkland	Administration Assistant
Thomas Esteb	Public Works Director
Terry Gardner	Public Works Maintenance Assistant

MAYOR'S MESSAGE

To the Town Council and Residents of Yacolt,

As Mayor, I am honored and blessed to be able to present the 2021 Budget for the Town of Yacolt. Yacolt is a place that has experienced many ups and downs throughout its history, and I would like to build upon the history that has brought us to where we are today.

While I had hoped to gather for the many occasions that we typically celebrate in our town, we have been challenged to work through some of the strangest obstacles in our lifetime. With that in mind, I would like to focus on bringing more opportunity to enjoy a higher quality of life within our town. I believe in being frugal, but at the same time, I believe that it is important to do the most with the funds we have accumulated.

A budget is not something that is absolute, but we work within the budget to make the best decisions that we are able to for the residents. The 2021 budget reflects investments to improve our street lighting, cemetery access, parks, signs, and storage while also creating a new community room and council chambers in our Town Hall. These changes will provide an overall improvement to the well-being of our town residents and increase the potential for economic growth opportunities in the future.

We will actively seek additional grant funding for community improvements, but I believe that it is important to continue to plan to improve upon our community with the revenues we have already received. The value of locations to enjoy within our town has been made much more evident during this year of uncertainty. With that in mind, we have budgeted to begin creating a trail system that will ultimately link our town to Yacolt Creek Falls and the Chelatchie Prairie Trail System.

During 2020, the Town of Yacolt purchased a street sweeper to help maintain our roadways which greatly reduced the maintenance hours, focused on reorganizing the offices of the Clerk, established an official office space for the Public Works department, and improved the attic space in Town Hall for better storage.

The Public Works office was improved upon by building a wall that allowed for separation and security of the space from general public access. These changes designated an entry way to the Public Works Office, the elevator, and the future Council Chambers entry. The wall will be utilized as a first stop for any agendas or information prior to council meetings that will eventually be held in the new Council Chambers. Storage closets were built for employee clothing which decluttered the office space and made it presentable as well as functional for

business meetings. Additional storage was utilized in the attic for storing event items and clearing the future council chambers room which has been used as a large, unorganized, storage space for over a decade.

Other progress throughout town includes replacement/install of road signs, freshly painted curbs, an awning on the front of the library, and completely fencing the ball fields and replacing a section of fencing damaged from a fallen tree to include a pedestrian access gate. The sidewalk and crossing on Hoag Street and Railroad Avenue with grant funding received through the CDBG (Community Development Block Grant) was completed. In addition, the Town will be completing the organization of the Records Room through a records room grant that helped us to create a more functional and organized room. Shelves were built to utilize the high ceilings and provide for additional growth for secure and efficient records retention.

Throughout the year, we have been limited on what we could do. Within those limitations, we have continued to make the best of our situation. In June, we restarted our Annual Town Clean-Up and made it more functional and cost effective. Planning for the next cleanup will be much easier. We also began to schedule Saturday Markets during the Summer months to help with economic opportunities and safe community interactions. We hope to continue to build upon the foundation of these markets in the coming year. Prior to the pandemic, we had started to schedule monthly craft days at the Town Hall and will strive to make those events possible in 2021 because Community is Essential.

The preliminary budget was developed through many hours of planning and discussion with staff aimed at providing an overall improvement to the quality of life for the residents within the town.

Looking forward to the future plans of Yacolt for 2021,

-Katelyn Listek

TOWN OF YACOLT SALARY SCHEDULE

(*= Full Time Employee)

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

[* Any needed overtime for Meetings & Town Events]

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

2021 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS:

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

ORDINANCE

**Town of Yacolt
Proposed 2021 Budget
Summary**

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

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt
MCAG #: 0254

Time: 16:16:04 Date: 12/16/2020
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001 General Fund		Original	Proposed	Difference	Remarks
Revenues					
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	217,359.59	217,359.59	0.00	100.0%
313 11 00 00	Sales & Use Tax Ce	133,000.00	133,000.00	0.00	100.0%
313 71 00 00	Local Criminal Justice Fund	27,000.00	27,000.00	0.00	100.0%
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	462,359.59	462,359.59	0.00	100.0%
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%
321 99 00 02	Peddlers License	0.00	0.00	0.00	0.0%
322 10 00 00	Building Permits	30,000.00	20,000.00	(10,000.00)	66.7%
322 10 00 01	Plan Review Fee	6,400.00	0.00	(6,400.00)	0.0%
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	500.00	50.00	111.1%
322 90 00 00	Engineering Pass Thru	5,000.00	5,000.00	0.00	100.0%
322 90 00 01	Legal Pass Through	0.00	8,000.00	8,000.00	0.0%
320	Licenses & Permits	50,800.00	42,450.00	(8,350.00)	83.6%
330 State Generated Revenues					
334 06 90 00	State Direct/Indirect Grant Record	5,263.00	0.00	(5,263.00)	0.0%
336 00 98 00	City Assistance	45,000.00	45,000.00	0.00	100.0%
336 06 21 00	Criminal Justice- Population	1,000.00	1,200.00	200.00	120.0%
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	1,500.00	300.00	125.0%
336 06 51 00	Dui-cities	250.00	200.00	(50.00)	80.0%
330	State Generated Revenues	57,013.00	52,200.00	(4,813.00)	91.6%

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt

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001 General Fund		Original	Proposed	Difference	Remarks
Revenues					
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	1,600.00	350.00	128.0% Based on 2020 revenue
343 30 00 02	Utility Reimbursement North Clar.	0.00	2,200.00	2,200.00	0.0% Based on 2020 revenue
346 20 00 00	Wellness	50.00	50.00	0.00	100.0%
347 30 00 05	Santa Photos	0.00	50.00	50.00	0.0% Based on prior photo donations
359 90 03 00	Nsf Fee	50.00	50.00	0.00	100.0%
389 30 00 02	School Impact Fees	15,000.00	15,000.00	0.00	100.0%
340 Charges For Services		16,350.00	18,950.00	2,600.00	115.9%
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	50.00	25.00	200.0% Based on 2020 revenue
341 81 01 01	Copies/Faxes, Ect.	100.00	50.00	(50.00)	50.0% Based on 2020 revenue
361 11 00 01	Investment Interest	0.00	2,000.00	2,000.00	0.0% Based on 2020 revenue
361 40 00 00	Interest Clark County Treasurer	100.00	120.00	20.00	120.0% Based on 2020 revenue
362 40 00 00	Town Hall Rental Fee	100.00	250.00	150.00	250.0% Expected expansion of use
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	200.00	150.00	400.0% Items in storage to sell
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	8,520.00	2,295.00	136.9%
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	1,000.00	900.00	****% Expected expansion of use
386 60 00 00	Developer Pass Thru Fees	0.00	0.00	0.00	0.0%
389 10 00 01	Prior Period Adjustment	0.00	0.00	0.00	0.0%
90 00 02	Revenues Pending Classification	50.00	0.00	(50.00)	0.0% Not expecting to use

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt
MCAG #: 0254

Time: 16:16:04 Date: 12/16/2020
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001 General Fund		Original	Proposed	Difference	Remarks
Revenues					
380 Non Revenues					
380 Non Revenues		2,550.00	3,400.00	850.00	133.3%
390 Other Revenues					
347 30 00 00 Rendezvous Days		300.00	500.00	200.00	166.7% Expected event expansion
347 30 00 01 Spring Clean Up Fee		6,000.00	3,000.00	(3,000.00)	50.0% Based on 2020 event
347 30 00 02 Big Foot Fun Run		3,000.00	3,000.00	0.00	100.0% Expected based on years prior
347 30 00 03 Egg Hunt		25.00	25.00	0.00	100.0%
347 30 00 04 Parade Entry		0.00	100.00	100.00	0.0% Based on multiple parade entries expected
395 10 00 00 Sale Of Surplus Equipment		0.00	100.00	100.00	0.0% Expected sale of unused equipment
395 20 00 00 Compensation Capitol Loss		0.00	0.00	0.00	0.0%
390 Other Revenues		9,325.00	6,725.00	(2,600.00)	72.1%
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:		1,474,922.22	1,464,904.22	(10,018.00)	99.3%
Expenditures		Original	Proposed	Difference	Remarks
511 Legislative					
514 40 41 00 Voter Registration Costs-professio		1,400.00	1,800.00	400.00	128.6% Based on 2020 expense
514 41 41 00 Election Costs-professional Servic		3,500.00	1,500.00	(2,000.00)	42.9% Based on 5 year comparison average
511 60 10 00 Council Salary		7,500.00	6,500.00	(1,000.00)	86.7% Based on 2021 meeting changes
511 60 20 00 Legislative Services-personnel Bei		900.00	900.00	0.00	100.0%
010 Administration		8,400.00	7,400.00	(1,000.00)	88.1%
511 30 44 00 Advertising: Newspaper/Media		5,000.00	4,000.00	(1,000.00)	80.0% Based on 5 year comparison
030 Official Publication Services		5,000.00	4,000.00	(1,000.00)	80.0%
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%

2021 PROPOSED BUDGET CHANGES

001 General Fund		Original	Proposed	Difference	Remarks
Expenditures					
511 Legislative					
511 Legislative		19,500.00	15,900.00	(3,600.00)	81.5%
513 Executive					
513 10 10 00 Mayor Salary		8,400.00	8,400.00	0.00	100.0%
513 10 20 00 Mayor Benefits		700.00	700.00	0.00	100.0%
010 Administration		9,100.00	9,100.00	0.00	100.0%
513 10 41 00 AWC Dues		1,000.00	1,021.00	21.00	102.1% 2021 dues
513 10 43 00 Executive Administration-travel		500.00	500.00	0.00	100.0%
040 Training		1,500.00	1,521.00	21.00	101.4%
513 Executive		10,600.00	10,621.00	21.00	100.2%
514 Finance					
514 23 31 02 Post Office Box Rental		180.00	180.00	0.00	100.0%
514 23 31 03 Konica Minolta Lease		1,300.00	1,300.00	0.00	100.0%
514 23 31 04 Copies		1,200.00	100.00	(1,100.00)	8.3%
514 23 41 05 Building Permit State Surcharge		0.00	130.00	130.00	0.0% Based on 2020 expense
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	0.00	(600.00)	0.0% No clerk bond needed for admin asst.
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 t		450.00	475.00	25.00	105.6% Based on 2020 expense
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	25.00	25.00	0.0% \$119/year+tax
514 23 49 10 Amazon Prime Membership		0.00	130.00	130.00	0.0%
514 23 49 11 Costco Membership		0.00	120.00	120.00	0.0% Based on 2021 prices
514 23 49 12 NAGARA Membership		0.00	89.00	89.00	0.0% Archive and info management
514 23 49 13 Parks Foundation Membership		0.00	120.00	120.00	0.0% Grant opportunities
514 60 41 00 Records Room Grant		5,263.00	0.00	(5,263.00)	0.0% No expected need
514 81 48 00 Permits/Licenses: Buildings & Str		0.00	0.00	0.00	0.0%
514 89 43 00 Travel & Training		2,500.00	1,800.00	(700.00)	72.0% Less travel due to COVID19

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt
MCAG #: 0254

Time: 16:16:04 Date: 12/16/2020
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001 General Fund		Original	Proposed	Difference	Remarks
Expenditures					
514 Finance					
514 89 49 01	Misc. Int, Bank Fees	600.00	400.00	(200.00)	Based on average
518 30 47 00	Electric, Water/sewer, Garbage	11,000.00	13,000.00	2,000.00	Based on 2020 expense
518 80 35 00	Office Hardware & Equipment	2,000.00	1,000.00	(1,000.00)	50.0% If needed
542 10 41 01	Cleaning Services: Town Halls	0.00	0.00	0.00	0.0%
542 10 41 03	Engineering Services	18,000.00	18,000.00	0.00	100.0%
559 81 48 00	Permits/Licenses: Buildings & Stri	200.00	200.00	0.00	100.0%
589 30 00 00	Impact Fees BG School Dist	5,000.00	5,000.00	0.00	100.0%
514 23 10 00	Admin. Salary: Town Clerk	54,206.07	50,700.00	(3,506.07)	93.5%
514 23 10 01	Assistant Clerk Wages	29,952.00	15,600.00	(14,352.00)	52.1%
514 23 20 00	Admin Benefits: Town Clerk	30,000.00	30,000.00	0.00	100.0%
514 23 20 01	Admin Benefits: Asst. Clerk Bene:	16,000.00	0.00	(16,000.00)	Part-time- no benefits
010 Administration		130,158.07	96,300.00	(33,858.07)	74.0%
514 23 31 00	Office & Operating Supplies	2,500.00	1,800.00	(700.00)	72.0% Based on prior expenses
514 23 31 01	Postage	1,000.00	1,000.00	0.00	100.0%
020 Financial Services		3,500.00	2,800.00	(700.00)	80.0%
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	0.00	(400.00)	0.0% No outside sources needed
514 23 41 03	Professional Services: Budgeting, /	500.00	500.00	0.00	100.0%
514 23 41 04	Financial & Record Services - Pro	2,000.00	5,000.00	3,000.00	250.0% Budget consultant
514 23 48 01	State Auditor Fees	0.00	15,000.00	15,000.00	0.0% Audit due September 2021
030 Records Services		20,900.00	38,500.00	17,600.00	184.2%
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	0.00	0.00	0.00	0.0%
050 Facilities		4,800.00	4,800.00	0.00	100.0%
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		208,746.07	185,564.00	(23,182.07)	88.9%
515 Legal Services					
515 31 41 00	Legal Services	48,000.00	75,000.00	27,000.00	156.3%
515 Legal Services		48,000.00	75,000.00	27,000.00	156.3%

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001 General Fund		Original	Proposed	Difference	Remarks
Expenditures					
517 Employee Benefit Programs					
517 90 20 00	Wellness Program	100.00	100.00	0.00	100.0%
517	Employee Benefit Programs	100.00	100.00	0.00	100.0%
518 Central Services					
518 30 40 00	Insurance - General Liability Polic	34,000.00	37,388.00	3,388.00	110.0% AWC RMSA- projected
518 30 48 02	Town Hall Cleaning Services	3,840.00	3,840.00	0.00	100.0%
518 30 48 03	Schindler Elevator Maintenance C	1,200.00	1,200.00	0.00	100.0%
518 30 48 04	Council Chambers, Comm Room	0.00	0.00	0.00	0.0%
518 80 41 00	Central Services - Professional Ser	700.00	700.00	0.00	100.0%
518 80 41 01	BIAS Annual Dues	4,900.00	5,470.00	570.00	111.6% Dues- purchased by Springbrook Software
518 80 41 02	Information Technology Muni Me	2,200.00	2,400.00	200.00	109.1% Based on 2020 + tax
518 80 41 03	Information Technology- Web Put	1,800.00	1,800.00	0.00	100.0%
518 80 41 04	Information Technology- Comput	4,000.00	1,000.00	(3,000.00)	25.0% As needed
518 80 41 05	Software - Adobe	350.00	350.00	0.00	100.0%
518 80 41 06	SWCAA- Southwest Clean Air Ag	908.95	956.65	47.70	105.2% 2021 Dues
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	5,000.00	5,000.00	0.00	100.0% Contract with Silverstar- email backup
518 80 41 09	Information Technology-Code Put	0.00	925.00	925.00	0.0% Based on 2020 expense
518	Central Services	59,762.95	61,893.65	2,130.70	103.6%
519 General Government Services					
514 23 42 04	Communication Services	1,900.00	1,935.00	35.00	101.8% Based on 2021 dues- population
514 23 49 01	Other GGS Misc.: Community, Et	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	3,400.00	1,900.00	226.7% Based oon 2020 expense
518 30 48 01	Repair & Maintenance- Town Hall	3,000.00	4,000.00	1,000.00	133.3% Council Chambers Improvements- drywall
519	General Government Services	9,200.00	12,135.00	2,935.00	131.9%
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					
20 48 00	Inspections/Permits - Backflow Te	129.00	129.00	0.00	100.0%

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001 General Fund		Original	Proposed	Difference	Remarks
Expenditures					
524 Protective Inspections					
524	Protective Inspections	129.00	129.00	0.00	100.0%
525 Emergency Services					
525	10 36 00 Covid 19 Computer Software And	0.00	0.00	0.00	0.0%
525	10 41 00 Covid-19 Attorney Fees	0.00	0.00	0.00	0.0%
525	10 42 00 Covid-19 Office Productivity Soft	0.00	0.00	0.00	0.0%
525	10 42 01 Covid-19 Legal Ad Costs	0.00	0.00	0.00	0.0%
525	10 45 00 COVID-19 Misc Expenses	0.00	0.00	0.00	0.0%
525	20 00 00 COVID-19 Sick Pay	0.00	0.00	0.00	0.0%
525	Emergency Services	0.00	0.00	0.00	0.0%
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%
559 Housing & Community Develop					
559	30 10 00 Property Development- Town Hall	0.00	0.00	0.00	0.0%
	050 Facilities	0.00	0.00	0.00	0.0%
559	Housing & Community Develop	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					
93	90 31 00 Event: Rendezvous	6,500.00	5,000.00	(1,500.00)	76.9% Shorter fireworks show, allocated to other event items

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001 General Fund		Original	Proposed	Difference	Remarks
Expenditures					
573 Spectator & Community Events					
573 90 31 01	Event: Christmas Tree Lighting	500.00	3,900.00	3,400.00	Expected event expansion
573 90 31 02	Event - Events Decorations	250.00	1,200.00	950.00	All events- need expanded
573 90 31 03	Event - National Night Out	950.00	1,000.00	50.00	Based on population increase
573 90 31 04	Event - Spring Clean-up Day	6,000.00	1,000.00	(5,000.00)	Based on 2020 expense
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	4,000.00	2,500.00	Stormdrain paintins, wood carvings, wood benches
573 Spectator & Community Events		19,400.00	19,800.00	400.00	102.1%
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	11,000.00	7,500.00	(3,500.00)	Decrease
576 80 48 04	Park Facilities Tree Trimming	0.00	2,000.00	2,000.00	Tree Trimming
594 76 64 01	Parks: Capital Expense Equipment	3,000.00	7,000.00	4,000.00	Potential purchase of wing blade mower
576 Park Facilities		31,400.00	33,900.00	2,500.00	108.0%
580 Non Expenditures					
589 90 00 01	Public Records Requests	0.00	5,000.00	5,000.00	Costs based on 2020 requests
589 99 00 99	Payroll Clearing	0.00	0.00	0.00	0.0%
580 Non Expenditures		0.00	5,000.00	5,000.00	0.0%
594 Capital Expenditures					
594 14 63 00	Capital Expenditures/Expenses - C	7,000.00	7,000.00	0.00	100.0%
594 57 63 01	Community Readerboard Signs	0.00	8,000.00	8,000.00	Purchase of 2 Electronic Readerboards
594 Capital Expenditures		7,000.00	15,000.00	8,000.00	214.3%
597 Interfund Transfers					
00 00 02	Reserve/Contingency Fund/Transf	0.00	350,000.00	350,000.00	0.0% Future proj. incl. potential land acquisition
00 01 00	Transfers-Out - Depreciation/Amo	0.00	0.00	0.00	0.0%

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001 General Fund		Original	Proposed	Difference	Remarks
Expenditures					
597 Interfund Transfers					
597 00 01 01	Transfers-Out - Streets	116,383.57	116,383.57	0.00	100.0%
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%
597 Interfund Transfers		116,383.57	466,383.57	350,000.00	400.7%
999 Ending Balance					
508 00 01 00	Ending Balance	870,199.63	870,199.63	0.00	100.0%
999 Ending Balance		870,199.63	870,199.63	0.00	100.0%
Fund Expenditures:		1,447,922.22	1,819,126.85	371,204.63	125.6%
Fund Excess/(Deficit):		27,000.00	(354,222.63)		

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002 General Fund Reserves					
Revenues	Original	Proposed	Difference	Remarks	
308 Beginning Balances					
308 80 00 02 Beginning Balance	123,022.05	3,022.05	(120,000.00)	2.5%	
308 Beginning Balances	123,022.05	3,022.05	(120,000.00)	2.5%	
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	350,000.00	350,000.00	0.0%	Future proj. incl. potential land acquisition
397 00 04 01 Transfer In From Water	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	350,000.00	350,000.00	0.0%	
Fund Revenues:	123,022.05	353,022.05	230,000.00	287.0%	
Expenditures	Original	Proposed	Difference	Remarks	
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%	
594 Capital Expenditures					
594 59 00 00 Capital Expenditure - Property De	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):	123,022.05	353,022.05			

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101 Streets					
Revenues	Original	Proposed	Difference	Remarks	
308 Beginning Balances					
308 80 01 01 Beginning Net Cash & Investment	12,819.43	12,819.43	0.00	100.0%	
308 Beginning Balances	12,819.43	12,819.43	0.00	100.0%	
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	0.00	(110,100.00)	0.0%	Hoag st project completed
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	28,000.00	(8,000.00)	77.8%	Havent received 4th quarter revenues
336 06 94 00 Liquor Excise Tax	9,000.00	7,500.00	(1,500.00)	83.3%	
336 06 95 00 Liquor Profits	14,000.00	15,000.00	1,000.00	107.1%	Based on 2020 revenue
330 State Generated Revenues	171,500.00	52,900.00	(118,600.00)	30.8%	
340 Charges For Services					
345 85 00 03 Impact Fees	2,750.00	0.00	(2,750.00)	0.0%	Based on 2020 revenue
340 Charges For Services	2,750.00	0.00	(2,750.00)	0.0%	
360 Misc Revenues					
344 10 00 01 Misc.: Street Repair Income	0.00	0.00	0.00	0.0%	Based on 5 year comparison
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	116,383.57	116,383.57	0.00	100.0%	
397 00 00 01 Transfer In From REET For Street	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	116,383.57	116,383.57	0.00	100.0%	
nd Revenues:	303,453.00	182,103.00	(121,350.00)	60.0%	

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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		16,751.00	16,751.00	0.00	100.0%
542 30 20 01 PWMA Road & Street Maint : Ber		7,334.00	7,334.00	0.00	100.0%
542 70 10 01 PWMA Roadside:Salary		14,000.00	14,000.00	0.00	100.0%
542 70 20 01 PWMA Roadside: Benefits		7,334.00	7,334.00	0.00	100.0%
542 30 10 00 PWD Road & Street Maint Salary		23,000.00	23,000.00	0.00	100.0%
542 30 20 00 PWD Road & Street Maint : Benei		11,667.00	11,667.00	0.00	100.0%
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 48 00 Road & Street Maintenance		20,000.00	20,000.00	0.00	100.0%
542 30 49 00 Roadway:Misc.		0.00	0.00	0.00	0.0%
030 Roadway		57,167.00	57,167.00	0.00	100.0%
542 61 48 00 Sidewalks:Repairs & Maintenance		6,500.00	6,500.00	0.00	100.0%
542 64 31 00 Traffic Control Devices:Office & t		400.00	100.00	(300.00)	25.0% If needed
542 64 41 00 Traffic Control Devices:Professor		300.00	0.00	(300.00)	0.0% Based on need
542 64 48 00 Traffic Control Devices:Repairs &		1,800.00	1,800.00	0.00	100.0%
060 Traffic & Pedestrian Services		9,000.00	8,400.00	(600.00)	93.3%
542 70 10 00 PWD Roadside:Salary		20,000.00	20,000.00	0.00	100.0%
542 70 20 00 PWD Roadside: Benefits		11,667.00	11,667.00	0.00	100.0%
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	250.00	(350.00)	41.7% Based on prior years
070 Roadside		34,767.00	34,417.00	(350.00)	99.0%

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101 Streets							
Expenditures		Original	Proposed	Difference	Remarks		
542 Streets - Maintenance							
542 Streets - Maintenance		146,353.00	145,403.00	(950.00)	99.4%		
543 Streets Admin & Overhead							
543 30 31 03 Shop Supplies		0.00	2,000.00	2,000.00	0.0%	Based on 2020 expense	
543 30 31 01 P/W:Office & Supplies		600.00	200.00	(400.00)	33.3%	Based on need	
543 30 31 02 P/W:Clothing Allowance		800.00	400.00	(400.00)	50.0%	Based on need	
543 30 43 05 P/W:Travel & Training		2,000.00	1,200.00	(800.00)	60.0%	Decrease based on online trainings	
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	1,800.00	(1,600.00)	52.9%		
543 Streets Admin & Overhead							
543 Streets Admin & Overhead		3,400.00	3,800.00	400.00	111.8%		
548 Municipal Vehicles/Equipment							
542 30 32 01 Fuel Consumed: Diesel		2,500.00	2,000.00	(500.00)	80.0%	Based on 2020 expense	
542 30 32 02 Reimburse:Sales Tax On Fuel To l		300.00	300.00	0.00	100.0%		
050 Fuel Consumed		2,800.00	2,300.00	(500.00)	82.1%		
542 30 32 00 Fuel Consumed: Regular		3,000.00	2,500.00	(500.00)	83.3%	Based on 2020 expense	
543 50 48 00 Repair & Maint.: Vehicles & Equi		5,000.00	5,000.00	0.00	100.0%		
543 50 48 01 Equipment Maintenance		4,500.00	4,500.00	0.00	100.0%		
070 Equipment Repair		12,500.00	12,000.00	(500.00)	96.0%		
548 Municipal Vehicles/Equipment							
548 Municipal Vehicles/Equipment		15,300.00	14,300.00	(1,000.00)	93.5%		
594 Capital Expenditures							
594 44 60 00 Capital Expenditure - Equipment &		0.00	0.00	0.00	0.0%		
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 Infra		4,500.00	3,000.00	(1,500.00)	66.7%	Decrease	
595 90 63 00 CDBG Hoag St		110,100.00	0.00	(110,100.00)	0.0%	Project completed	
595 90 63 01 CDBG Hoag St Design And Engin		35,000.00	0.00	(35,000.00)	0.0%	Project completed	

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101 Streets				
Expenditures	Original	Proposed	Difference	Remarks
594 Capital Expenditures				
594 Capital Expenditures	149,600.00	3,000.00	(146,600.00)	2.0%
597 Interfund Transfers				
597 00 01 02 Transfers-Out - Streets	0.00	0.00	0.00	0.0%
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:	314,653.00	166,503.00	(148,150.00)	52.9%
Fund Excess/(Deficit):	(11,200.00)	15,600.00		

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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	1,000.00	500.00	200.0%	Based on 2020 revenue
340 Charges For Services	500.00	1,000.00	500.00	200.0%	
Fund Revenues:	55,319.72	55,819.72	500.00	100.9%	
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	4,000.00	4,000.00	0.00	100.0%	
536 20 10 01 PWMA Cemetery : Salary	0.00	0.00	0.00	0.0%	
536 20 20 00 PWD Cemetery: Benefits	1,950.00	1,950.00	0.00	100.0%	
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	6,200.00	6,200.00	0.00	100.0%	
001 Public Works					
536 Cemetery					
536 20 31 03 Operations/Maint./Ground Improv	1,800.00	7,500.00	5,700.00	416.7%	Begin work on road and sidewalk plans
536 Cemetery	1,800.00	7,500.00	5,700.00	416.7%	

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103 Cemetery					
Expenditures	Original	Proposed	Difference	Remarks	
001 Public Works	1,800.00	7,500.00	5,700.00	416.7%	
Fund Expenditures:	8,000.00	13,700.00	5,700.00	171.3%	
Fund Excess/(Deficit):	47,319.72	42,119.72			

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105 REET/Real Estate Excise Tax				
Revenues	Original	Proposed	Difference	Remarks
308 Beginning Balances				
308 10 01 05 Beginning Balance	0.00	0.00	0.00	0.0%
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	37,000.00	37,000.00	0.00	100.0%
310 Taxes	37,000.00	37,000.00	0.00	100.0%
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:	208,365.85	208,365.85	0.00	100.0%
Expenditures	Original	Proposed	Difference	Remarks
541 Road & Street Preservation				
541 61 63 05 Roads & Streets Preservation Acti	17,000.00	17,000.00	0.00	100.0%
541 Road & Street Preservation	17,000.00	17,000.00	0.00	100.0%
542 Streets - Maintenance				
542 63 47 00 Street Lighting	8,800.00	59,200.00	50,400.00	672.7% Update street lighting, light posts along main roads
060 Traffic & Pedestrian Services	8,800.00	59,200.00	50,400.00	672.7%
542 Streets - Maintenance	8,800.00	59,200.00	50,400.00	672.7%
Fund Expenditures:	25,800.00	76,200.00	50,400.00	295.3%
Fund Excess/(Deficit):	182,565.85	132,165.85		

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt
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114 Park Impact Fees					
Revenues	Original	Proposed	Difference	Remarks	
308 Beginning Balances					
308 80 00 14 Beginning Balance	69,323.47	89,500.00	20,176.53	129.1% Based on 2020	
308 Beginning Balances	69,323.47	89,500.00	20,176.53	129.1%	
340 Charges For Services					
345 85 01 14 Park Impact Fees	2,300.00	200.00	(2,100.00)	8.7% Based on 2020 revenue	
340 Charges For Services	2,300.00	200.00	(2,100.00)	8.7%	
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	89,700.00	18,076.53	125.2%	
Expenditures	Original	Proposed	Difference	Remarks	
594 Capital Expenditures					
594 76 63 14 Capital Expenditures/Expenses	0.00	14,500.00	14,500.00	0.0% Beginning phase of PW shop and play structure in ball park	
594 Capital Expenditures	0.00	14,500.00	14,500.00	0.0%	
Fund Expenditures:	0.00	14,500.00	14,500.00	0.0%	
Fund Excess/(Deficit):	71,623.47	75,200.00			

2021 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	103,500.00	22,088.51	127.1% Based on 2020
308 Beginning Balances	81,411.49	103,500.00	22,088.51	127.1%
340 Charges For Services				
345 85 01 15 Traffic Impact Fees	2,750.00	200.00	(2,550.00)	7.3% Based on 2020 revenue
340 Charges For Services	2,750.00	200.00	(2,550.00)	7.3%
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	103,700.00	19,538.51	123.2%
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	103,700.00		

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt
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403 Storm Water					
Revenues	Original	Proposed	Difference	Remarks	
308 Beginning Balances					
308 80 04 03 Beginning Net Cash & Investment	83,000.00	83,000.00	0.00	100.0%	
308 Beginning Balances	83,000.00	83,000.00	0.00	100.0%	
340 Charges For Services					
343 10 00 00 Storm Drainage Fees/Collected	50,000.00	45,000.00	(5,000.00)	90.0%	Based on 2020 revenue
340 Charges For Services	50,000.00	45,000.00	(5,000.00)	90.0%	
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:	133,000.00	128,000.00	(5,000.00)	96.2%	
Expenditures	Original	Proposed	Difference	Remarks	
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	11,249.00	11,249.00	0.00	100.0%	
531 38 20 01 PWMA Storm Drainage- Benefits	7,334.00	7,334.00	0.00	100.0%	
531 Natural Resources	18,583.00	18,583.00	0.00	100.0%	
538 Other Utilities/Activities					
531 38 10 00 PWD Storm Drainage: Salary	17,000.00	17,000.00	0.00	100.0%	Salary pulling from one account, needs updated
531 38 20 00 PWD Storm Drainage- Benefits	11,667.00	11,667.00	0.00	100.0%	Pulling from one account
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%	

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt
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403 Storm Water					
Expenditures	Original	Proposed	Difference	Remarks	
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	31,417.00	31,417.00	0.00	100.0%	
594 Capital Expenditures					
594 04 03 00 Capital Expenditures	0.00	0.00	0.00	0.0%	
594 38 64 00 Capital Expenditures-storm Drainage	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:	50,000.00	50,000.00	0.00	100.0%	
Fund Excess/(Deficit):	83,000.00	78,000.00			

2021 PROPOSED BUDGET CHANGES

Town Of Yacolt
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Fund Totals

Fund	Revenues			Expenditures		
	Original	Proposed	Difference	Original	Proposed	Difference
001 General Fund	1,474,922.22	1,464,904.22	(10,018.00)	1,447,922.22	1,819,126.85	371,204.63
002 General Fund Reserves	123,022.05	353,022.05	230,000.00	0.00	0.00	0.00
101 Streets	303,453.00	182,103.00	(121,350.00)	314,653.00	166,503.00	(148,150.00)
103 Cemetery	55,319.72	55,819.72	500.00	8,000.00	13,700.00	5,700.00
105 REET/Real Estate Excise Tax	208,365.85	208,365.85	0.00	25,800.00	76,200.00	50,400.00
114 Park Impact Fees	71,623.47	89,700.00	18,076.53	0.00	14,500.00	14,500.00
115 Transportation Impact Fees	84,161.49	103,700.00	19,538.51	0.00	0.00	0.00
403 Storm Water	133,000.00	128,000.00	(5,000.00)	50,000.00	50,000.00	0.00
Excess/(Deficit):	2,453,867.80	2,585,614.84	131,747.04	1,846,375.22	2,140,029.85	293,654.63
			105.4%			115.9%



Town of Yacolt Request for Council Action

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

Name: Mayor Listek

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: 2021 Budget Adoption Ordinance #584

Proposed Meeting Date: December 21, 2020

Action Requested of Council: Vote to adopt the 2021 Budget, as per the attached Ordinance

Proposed Motion: "I move that we pass Ordinance #584, thereby adopting the 2021 Budget"

Summary/ Background: Over the past few months, the Mayor, Clerk, and Council have held numerous meetings, workshops, and public hearings in an effort to fine-tune the budget for 2021. All recommended updates have been made to the proposed budget. The law requires us to adopt a budget before the end of the year.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

(360) 686-3922

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

ORDINANCE #584

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Published this 30th day of December, 2020.
Stephanie Fields, Town Clerk

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

TOWN OF YACOLT

Katelyn J. Listek, Mayor

Attest:

Stephanie Fields, Town Clerk

Approved as to Form:

David W. Ridenour, Town Attorney

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

TOWN CLERK'S CERTIFICATION

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

Attest:

Stephanie Fields, Town Clerk

Approved: December 21, 2020
Published: December 30, 2020
Effective Date: December 30, 2020
Ordinance Number: 584

TOWN OF YACOLT SALARY SCHEDULE

(*= Full Time Employee)

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

[* Any needed overtime for Meetings & Town Events]

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

2021 WAGE DISTRIBUTION OF PAYROLL & BENEFITS TO MULTIPLE FUNDS:

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



Town of Yacolt Request for Council Action

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

Name: Mayor Katelyn Listek

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: C-Tran Representative/ Alternate

Proposed Meeting Date: December 21, 2020

Action Requested of Council: Designate a representative and alternate for the C-Tran Board of Directors

Proposed Motion: "I move that we designate Ron Onslow as our C-Tran Board of Directors representative, and Herb Noble as our Alternate for the term beginning January 1, 2021."

Or

"I move that we designate _____ as our C-Tran Board of Directors representative, and _____ as our Alternate for the term beginning January 1, 2021."

Summary/ Background: Currently, Ridgefield Councilmember Ron Onslow serves as the representative for Yacolt, LaCenter, and Ridgefield as a whole. Yacolt Councilmember Herb Noble is the Alternate for this position. C-Tran requires that we name a representative and alternate and notify C-Tran of our decision before December 31. We may continue as-is, or nominate a new representative and/or alternate.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com
(360) 686-3922

Mayor Katelyn Listek
mayorlistek@townofyacolt.com

SMD/dj

October 19, 2020

Mayor Katie Listek
Town of Yacolt
PO Box 160
Yacolt, WA 98675

Dear Mayor Listek:

The Town of Yacolt, and cities of La Center and Ridgefield, are 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.

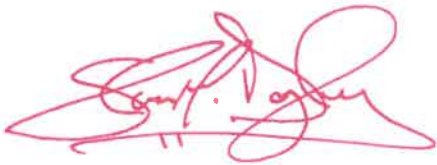
One member who is an elected official representing the City of Battle Ground.

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 31, 2020, will be greatly appreciated. The C-TRAN Board of Directors meeting schedule for 2021 is enclosed.

Sincerely,



Shawn M. Donaghy
Executive Director/CEO

Enclosures:

1. 2021 Meeting Schedule

2021 C-TRAN BOARD OF DIRECTORS MEETING SCHEDULE

January 12, 2021 – 5:30 p.m.
February 19, 2021 – 5:30 p.m.
March 9, 2021 – 5:30 p.m.
April 13, 2021 – 5:30 p.m.
May 11 2021 – 5:30 p.m.
June 8, 2021 – 5:30 p.m.
July 13, 2021 – 5:30 p.m.
August 10, 2021 – 5:30 p.m.
September 14, 2021 – 5:30 p.m.
October 12, 2021 – 5:30 p.m.
November 9, 2021 – 5:30 p.m.
December 14, 2021 – 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: Mayor Listek

Group Name:

Address:

Phone:

Email Address:

Alt. Phone:

ITEM INFORMATION:

Item Title: Town Engineer

Proposed Meeting Date: December 21, 2020

Action Requested of Council: Review Engineering Contract for Jackson Civil Engineering for consideration of Jackson as our Town Engineer for 2021

Proposed Motion:

Summary/ Background: Jackson Civil Engineering has contracted as our Town Engineering firm since 2017. When the Town posted a Request for Qualifications for any interested parties to submit a statement of their qualifications, Jackson was the only company who submitted a statement. The proposed contract they sent us has changes in wages, with one position increasing by 4%, one by 7%, and one new position created. The remainder of the contract is unchanged except for the dates.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

(360) 686-3922

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

JACKSONCIVIL

STATEMENT OF QUALIFICATIONS



TOWN OF YACOLT

On-call Engineering Services

December 2020

December 9, 2020
Town of Yacolt
Attention: Mayor and Council
PO Box 160
Yacolt, Washington 98675

Dear Mayor and Council,

- Jackson Civil Engineering, LLC (JCE) appreciates your consideration for the opportunity to work with the town and its staff to provide On-call services as the Town Engineer. JCE understands the town faces key challenges including the sourcing of funding to allow the town to undertake projects that address infrastructure needs, the development of a feasible sewer system and associated capital facilities plan to lift a pre-existing moratorium on expansion, technical oversight of new development, and the need for a high level of energy to build the momentum to establish a proactive approach to the maintenance and replacement of Town infrastructure.
- Devin Jackson has worked with town staff to actively seek project funding and improve town infrastructure. To date Devin has worked closely with town staff to fund, design, and construct a chip seal and the complete rebuild of the intersection of Yacolt Ave and Amboy Rd. Devin has a track record of actively seeking opportunities for clients including the Town of Yacolt. Furthermore, the projects designed and constructed with these funds have been delivered on time and under budget, positioning the town to be competitive for additional funding in the future. JCE shall continue to actively seek out funding and improvement opportunities for the town.
- Devin Jackson has worked with the town to review land use applications and ensure responsible development took place inside town limits. In 2016 Devin worked with city staff to review land use applications, construction drawings, and the construction of development inside town limits. The coordination between town staff, the town attorney, the town building inspector, and Devin ensured that the development was equitable for the developer and met the town's responsibilities to ensure development meets its code and engineering standards.
- JCE has the availability and resources to ensure both the anticipated and unforeseen needs of the town are met. JCE is aware of current and upcoming projects in Yacolt. This knowledge as well as extensive experience and a willingness to commit the necessary time and resources needed to meet these goals allow JCE to make a commitment to the town that it will provide the highest level of service to accommodate anticipated needs while leaving bandwidth to provide for the unforeseen.
- Jackson Civil Engineering is a member of the Municipal Resource Service Center, is currently on the town's small works roster, and has the ability and resources to commence work immediately as the town engineer and to provide a seamless transition by continuing already established working relationships with town staff at all levels and utilizing its pre-existing knowledge of current and upcoming needs, projects, and goals.

Sincerely,
Jackson Civil Engineering, LLC



Devin Jackson, P.E.
Principal



FIRM DESCRIPTION

FIRM DESCRIPTION

Professional Engineering LLC Washington License Number: 3757

Jackson Civil Engineering LLC (JCE) is a multidisciplinary firm with expertise in the design and construction administration of transportation, water, and sewer capital projects as well as scoping, estimating, and grant writing. JCE currently serves as on call engineer for small cities throughout Washington including North Bonneville, Yacolt, and Napavine.

JCE emphasizes communication with project stakeholders including the public, city staff, city officials, outside agencies, and consultants. Team members have in depth experience presenting in public forums, assisting agency staff in communicating controversial aspects of capital projects to the public, coordinating team members, and the dissemination of information to overcome challenges as they arise during all phases of a project.

JCE has a wealth of experience designing, administering, and inspecting roadway projects that utilize both federal funds and/or state funds. In the last year JCE has worked on over eight projects in seven cities across Washington. The projects included sidewalk improvements, pavement repairs, full depth reclamation, sewer main extension, and complete roadway rebuilds. To date all projects have been delivered on-time and on-budget.

JCE has relationships with various firms, municipalities, and governmental agencies and our relationships ensure the absolute best product to our clients. Devin Jackson, Principal, has ten years' experience in public works and has worked to scope, design, and administer projects in Washington and Oregon.

References

Bryan Morris
City of Napavine Public Works Director
360-880-6137

Paul Hampton
City of Forks Public Works Director
360-640-1535

Bryan Henrichsen
City of North Bonneville Public Works Director
541-490-2370



PRINCIPAL IN CHARGE

Devin Jackson, PE

Devin Jackson will serve as Principal-in-charge and project manager. His established relationships and 10+ years of experience in the field as a designer, inspector, project manager, and principal will be utilized to guarantee accurate and timely project delivery.

As a civil engineer licensed in Oregon and Washington, Devin has a passion for creating positive impacts in communities by developing infrastructure projects to foster economic growth and improve the quality of life for residents.

He considers among his greatest accomplishments writing grants, designing, and administering projects for several municipalities including North Bonneville, Stevenson, Yacolt, Toledo, Forks, Westport, Napavine, Vader, and Mossyrock. Municipalities have requested these services due to funding increasing in scarcity year after year and applications that have historically gone unanswered.

Education

BS, Civil Engineering

Washington State University

Licenses

Washington Professional Engineer, #49478

Oregon Professional Engineer, #90913PE

Project Experience

- Town of Yacolt - 2017 Town On Call Engineer (Federal/State Funded Projects)
- Town of Yacolt - Emergency Pavement Repair (State Funded)
- Town of Yacolt - Yacolt Ave Intersection Reconstruction (State Funded)
- Town of Yacolt Grant Writing - 2018 Hoag Sidewalk CDBG (Federally Funded)
- City of North Bonneville - 2017/2018 City On Call Engineer
- City of Napavine - 2018 On Call Transportation Engineer



JCE Personnel

Devin Blackshere (Computer Aided Drafting)

Devin Blackshere serves as a Computer Aided Drafting (CAD) software operator for JCE. With over 25 years of experience in CAD software Devin Blackshere brings knowledge and efficiency to the modeling of JCE's designs and the development of construction drawings. This efficiency leads to cost effective and accurate deliverables for our clients. He is familiar with both AutoCAD Civil3D and Microstation InRoads which allows him to work in formats that are used by all Consultants and Agencies in the region. It is anticipated that on capital facilities design projects he will provide drafting and modeling support.

David Nielsen (Engineer-In-Training)

David Nielsen serves as an Engineer-In-Training (EIT) for JCE. As an EIT he works on the design and modeling of JCE's designs. He has worked with JCE for over a year. During this time he has assisted with the design, construction inspection, and administration of the Town's Hoag Street Sidewalk Project. Additionally he has assisted with the review of land use applications increasing his knowledge of the Yacolt Municipal Code and standards.



RELEVANT PROJECTS

Town of Yacolt On-call Town Engineer

Devin Jackson has served as the Yacolt Town Engineer since February of 2016. This relationship started with grant writing where Devin was brought in to seek funding for an intersection rebuild project the city had been unable to finance for several years. Working with staff the grant scope and estimate were revised, submitted, and ultimately funded for the original

project plus additional chip sealing work in the project vicinity. Since then JCE has successfully designed and administered multiple TIB funded transportation projects. Devin has also actively worked with the Town to source federal funding for street improvements.

Town of Yacolt Emergency Pavement Repairs

JCE worked with the Town of Yacolt to scope and administer emergency pavement repairs and railroad crossing repairs throughout the town. The repairs addressed failing pavement sections due to age. The construction portion was funded by an

outside grant agency with a short deadline for completion. Due to these constraints, coordination was of the utmost importance between JCE, town staff, the railroad, and the grant agency. The project was successfully designed and constructed in 3 months.

City of North Bonneville On-call City Engineer

JCE currently serves as the City of North Bonneville's On-call City Engineer. As part of this role JCE has worked closely with staff to design and administer large and small scale capital improvement projects. Projects include a full depth reclamation

of Evergreen and Cascade Drives for just over one mile and a deep gravity sewer main extension. Both projects were completed on time and on budget.

City of Napavine On-call Transportation Engineer

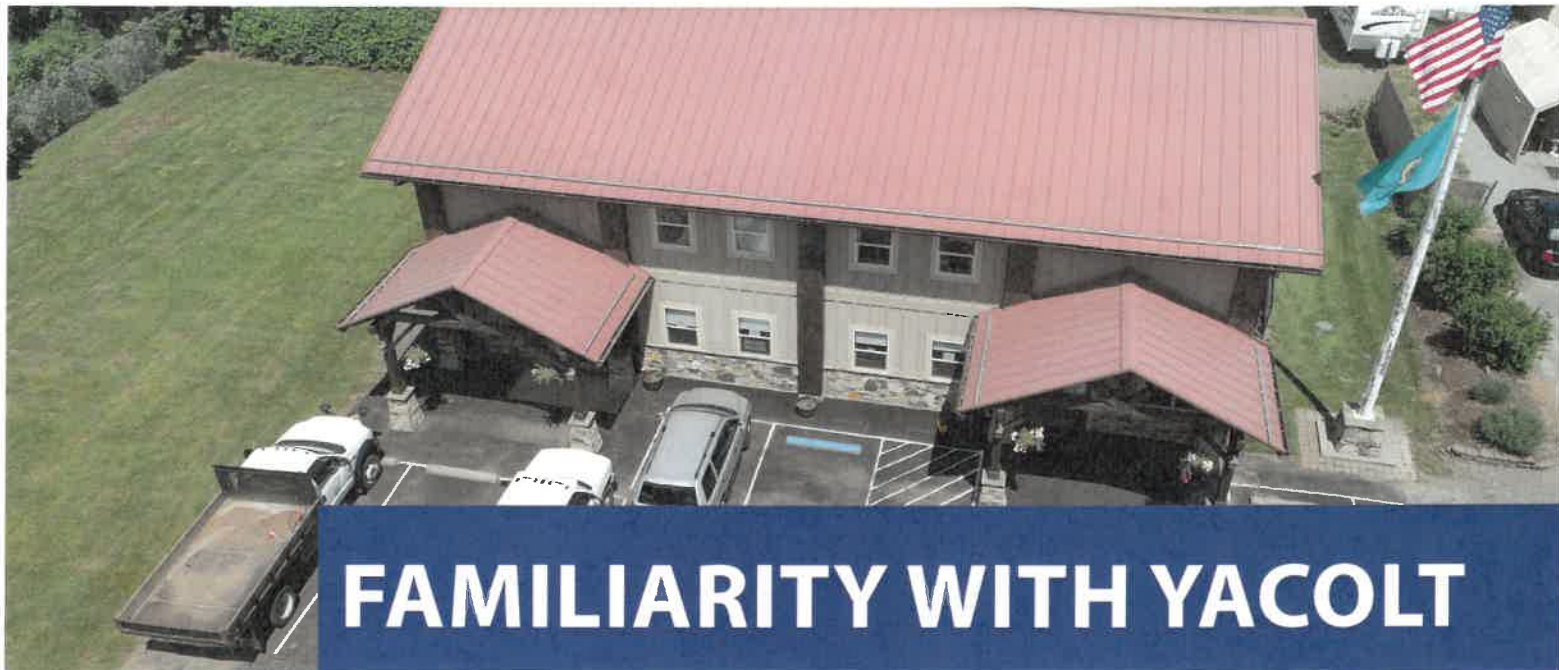
JCE currently serves as the City of Napavine's On-call Transportation Engineer. JCE is working with staff to design and administer a large scale roadway reconstruction project. Grant writing services are provided as needed and have been

utilized to date for various multimodal transportation projects. Additionally Devin Jackson has provided guidance to city staff and council regarding adopted resolutions, municipal code revisions, and land use processes.

Grant Writing

Devin Jackson and JCE have extensive experience writing grants for small cities in Washington including the Town of Yacolt, City of North Bonneville, City of Stevenson, City of Vader, City of Mossyrock, City of Napavine, City of Long Beach, City of Westport, and the City of Forks all in the last three years. Devin Jackson wrote grants for several agencies including Yacolt in 2015 with a 100% success rate and continued that success with

100% of agencies for which he wrote grants receiving funding in 2016. In 2017 and 2018 JCE wrote several successful state funded and federally funded grants including a CDBG grant for the Town of Yacolt. JCE is capable of autonomously scoping and writing project applications based on criteria provided by the agency or working hand in hand with staff to deliver successful applications while minimizing cost.



FAMILIARITY WITH YACOLT

Familiarity with Facilities, Personnel, and Operations

JCE has established relationships with town personnel, has familiarity with the town's infrastructure, and has voluntarily attended meetings to stay apprised of town business.

- **Katie Listek – Devin has worked with Katie, Mayor of Yacolt, while reviewing land use applications and responding to questions.**
- **Tom Esteb – Devin has worked in the field with Tom Esteb, the town's public works director, while responding to town questions and addressing issues with infrastructure as they arise.**
- **Terry Gardner - Devin has worked with Terry to resolve various infrastructure issues in the field. Additionally Devin has volunteered during the**

JCE has reviewed the Yacolt stormwater plan and has extensive experience working with the adopted Puget Sound Manual. Devin has spent time with staff reviewing the existing stormwater system throughout the town as well as the natural flow patterns of water. Understanding the history of the stormwater system and the natural flow paths allows JCE to utilize best practices that perform as expected and save costs. Over the last two and a half years Devin has worked with staff and the city attorney to review the existing land use ordinances

town's annual spring clean up helping to perform trash pick ups as well as clean the parks.

- **David Ridenour – Devin has worked with the town's attorney to review old ordinances, review applications, and answer staff questions in regards to responsible development.**
- **Stephanie Fields– Devin has begun to work with Stephanie the Town's Clerk/Treasurer to help administer capital improvement projects as well as community development.**

and update to a codified system. JCE has 'lessons learned' experience that helps streamline the land use process providing improved development for the town and its citizens as well as a cost effective process for the developer.

JCE is very familiar with the town's flood plains and the history behind the development of the town's FIRM map. Devin has personally helped citizens with the development of elevation certificates and worked with staff to review potential impacts to future development in the community.

Ability to Undertake Anticipated Work

Based on experience serving as an On-call civil engineer and working with the Town of Yacolt staff Devin is in a unique position to best understand the needs of the town. Devin is aware of and prepared to take on the following:

- **2020 Chip Seal**
- **Land Use Applications**
- **Process Updates**

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is by and between the Town of Yacolt, a municipal corporation located in the County of Clark, State of Washington, (hereinafter referred to as the "Town"), and Jackson Civil Engineering, LLC, a Washington licensed limited liability company, (hereinafter referred to as the "Engineer").

The parties recite and declare that:

1. The Town is in need of an engineer to perform and render engineering services to the Town.
2. The Engineer employs persons who, through education and experience, possess the requisite skills to provide competent engineering services for the Town.
3. The Town is, therefore, desirous of engaging the services of the Engineer.
4. The Town performed a qualifications-based public competitive bidding and procurement process pursuant to RCW 39.80, and found the Engineer best met the qualifications required by the Town for the Town's forecasted engineering needs.

For the reasons set forth above and in consideration of the mutual covenants and promises of the parties hereto, the Engineer and the Town agree as follows:

Section One – Acceptance of Contractual Relationship:

The Town hereby retains the Engineer as its Town Engineer to perform and render engineering services as described in Section Five, below.

Section Two – Character of Contractual Relationship:

The Engineer is an independent contractor and not a Town employee. As the Engineer is customarily engaged in an independently established trade which encompasses the specific services provided to the Town hereunder, no agent, employee, representative or sub-consultant of the Engineer shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the Town. In the performance of the work, the Engineer is an independent contractor with the ability to control and direct the performance and details of the work, the Town being interested only in the results obtained under this Agreement. None of the benefits provided by the Town to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the Town to the employees, agents, representatives, or sub-consultants of the Engineer. The Engineer may not sign any contract on behalf of the Town, and may not obligate the Town in any way without the Town's express written consent.

Section Three – Duration and Scope of Relationship:

The term of this Agreement shall be from January 1, 2020, continuing thereafter through December 31, 2021, unless and until terminated pursuant to Section Eight, below. This Agreement may be extended for additional periods of time upon the mutual written agreement of the Town and the Engineer.

The Town reserves the right to contract with other engineers for project-specific engineering as required by Washington public contracting requirements, or as the Town deems appropriate.

Section Four - Place of Work:

It is understood that the Engineer's service will be rendered largely at the Engineer's office in Washougal, but that the Engineer will, on request and as work requires, come to the Yacolt Town Hall or such other places as designated by the Town, to work on Town projects and meet with the Town's representatives.

Section Five - Nature of Duties:

As Town Engineer, the Engineer shall perform engineering services as requested by the Town, manage and oversee construction contracts, prepare engineering and project estimates, prepare documents necessary and proper in connection with the business of the Town, and, in general, to render such engineering services of every kind and nature as the Town shall require or deem proper in its business. The Engineer shall exercise the degree of skill and diligence normally employed by professional engineers engaged in the same profession, and performing the same or similar services at the time such services are performed. The Engineer warrants that it has the requisite training, skill, and experience necessary to provide the engineering services and is appropriately accredited and licensed by all applicable agencies and governmental entities.

Section Six - Compensation:

The Town agrees to pay the Engineer:

- A. \$160.00 per hour for all services rendered by Devin Jackson Principal, in increments of ¼ hour.
- B. \$130.00 per hour for all services rendered by Civil Engineer, in increments of ¼ hour.
- C. \$90.00 per hour for all services rendered by Senior Engineering Technician, in increments of ¼ hour.
- D. \$84.00 per hour for all services rendered by Engineering Technician, in increments of ¼ hour.
- E. \$165.00 per hour for all services rendered by 2-person crew, in increments of ¼ hour.
- F. Invoice amount plus 15% for all subcontractors rendering services on behalf of Jackson Civil Engineering, LLC.
- G. If Jackson Civil Engineering, LLC hires additional employees, the rate of compensation for services rendered by those employees shall be determined by mutual written agreement between the Town and Jackson Civil Engineering, LLC prior to the performance of work.
- H. In addition to the compensation set forth above, the Town shall reimburse the Engineer for all reasonable and necessary expenses which may be paid or incurred by Engineer on behalf of the Town, subject to Town review and audit of receipts in support thereof.

Section Seven - Other Employment:

The Engineer shall devote all time reasonably necessary to the business of the Town but shall not

by this retainer be prevented or barred from taking other employment of a similar or other character by reason of the contractual services herein specified.

Section Eight – Termination:

This Agreement may be terminated by either party at any time on thirty (30) days' prior written notice to the other party.

Section Nine – Modification:

No modification or waiver of this Agreement or of any covenant, condition, or provision herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

Section Ten - Indemnification / Insurance:

The Engineer shall defend, indemnify and hold the Town, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Engineer in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Engineer and the Town, its officers, officials, employees, agents and volunteers, the Engineer's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Engineer's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Engineer's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

A. Insurance Term:

The Engineer shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Engineer, its agents, representatives, or employees.

B. No Limitation:

The Engineer's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Engineer to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance:

The Engineer shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Town shall be named as an additional insured under the Engineer's Commercial General Liability insurance policy with respect to the work performed for the Town using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Engineer's profession.

D. Minimum Amounts of Insurance:

The Engineer shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

E. Other Insurance Provision:

The Engineer's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain a provision that they are primary insurance with respect to the Town. Any Insurance, self-insurance, or self-insured pool coverage maintained by the Town shall be in excess of the Engineer's insurance and shall not contribute with it.

F. Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage:

The Engineer shall furnish the Town with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Engineer before commencement of the work.

H. Notice of Cancellation:

The Engineer shall provide to the Town any written notice of any policy cancellation within two business days of its receipt of such notice.

I. Failure to Maintain Insurance:

Failure on the part of the Engineer to maintain the insurance as required shall constitute a material breach of this Agreement, upon which the Town may, after giving five business days' notice to the Engineer to correct the breach, immediately terminate the Agreement, and/or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Town on demand, or at the sole discretion of the Town, offset against funds due the Engineer from the Town.

J. Full Availability of Engineer's Limits:

If the Engineer maintains higher insurance limits than the minimums shown above, the Town shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Engineer, irrespective of whether such limits maintained by the Engineer are greater than those required by this contract or whether any certificate of insurance furnished to the Town evidences limits of liability lower than those maintained by the Engineer.

Section Eleven - Notice:

Any notice required under this Agreement shall be deemed sufficient if made in writing and personally delivered or sent by certified mail to either party at the following addresses, or such other address as may hereafter be specified by either party in writing:

Mailing Addresses:	Town of Yacolt P.O. Box 160 Yacolt, WA 98675	Jackson Civil Engineering, LLC P.O. Box 1748 Battle Ground, WA 98601-4687
Physical Addresses:	202 W. Cushman St. Yacolt, WA 98675	704 E Main Street, Suite 103 Battle Ground, WA 98604

Section Twelve – Title VI of the Civil Rights Act of 1964:

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section Thirteen - Access to Records Clause:

The Town and other authorized representatives of the state and federal governments shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to the Agreement for the purposes of making audit, examination, excerpts, and transcriptions.

The Engineer agrees to maintain such records and follow such procedures as the Town may prescribe. In general, such records will include information pertaining to the Agreement, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this Agreement and work undertaken under this Agreement shall be retained by Engineer for a period of three (3) years, unless a longer period is required to resolve audit findings or litigation. In such cases, Town shall request a longer period of record retention.

Section Fourteen – Section 109 of the Housing and Community Development Act of 1974, as amended:

No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

Section Fifteen - Public Law 101-336, Americans with Disabilities Act of 1990:

Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Section Sixteen – Age Discrimination Act of 1975, as amended:

No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance [42 U.S.C. 610 *et. seq.*]

Section Seventeen – Section 504 of the Rehabilitation Act of 1973, as amended:

No otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds [29 U.S.C. 794]

Section Eighteen - Complete Agreement:

This written Agreement embodies the whole agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by either the Town or the Engineer other than contained herein.

Section Nineteen – Confidentiality:

The Engineer may, from time to time, receive information which is deemed by the Town to be confidential. The Engineer shall not disclose such information without the prior express written consent of the Town or upon order of a court of competent jurisdiction.

Section Twenty - Applicable Laws and Standards:

The Parties, in the performance of this Agreement, agree to comply with all applicable federal, state, and local laws and regulations. The Engineer warrants that its designs, construction documents, and services shall conform to all applicable federal, state and local statutes and regulations.

The law of the State of Washington shall apply in interpreting this Agreement. Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Clark County.

Section Twenty-One - Binding Effect and Assignment:

This Agreement shall be binding upon and shall inure to the benefit of the Town and its successors and assigns. Neither this Agreement nor any rights hereunder may be assigned by the Engineer without the written consent of the Town.

Section Twenty-Two - Saving Clause:

If any provision of this Agreement, or the application of such provision to any person or under any circumstances, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

Section Twenty-Three - No Waiver:

The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

Section Twenty-Four - Costs and Attorney's Fees:

In the event of any claim or dispute arising out of this Agreement, the party that substantially prevails shall be awarded, in addition to all other relief, all legal fees and other costs and expenses incurred in connection with such claim or dispute.

Section Twenty-Five - Business License:

Prior to commencement of work under this Agreement, the Engineer shall register for a business license in the Town.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates of the signatures below.

TOWN OF YACOLT:

ENGINEER:

Katie Listek
Town of Yacolt

Date

Devin Jackson, P.E.
Principal

Date

ATTEST:

Approved as to Form:

Stephanie Fields
Clerk

Date

David Ridenour
Town Attorney

Date



Town of Yacolt Request for Council Action

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

Name: David Ridenour

Group Name:

Address:

Phone:

Email Address: davidwr@copper.net

Alt. Phone:

ITEM INFORMATION:

Item Title: Saving Money on Professional Fees

Proposed Meeting Date: December 21, 2020

Action Requested of Council: Carefully look over the attached lists and spreadsheet detailing last year's Attorney's and Engineer's fees. Use it as a tool going forward to help gauge fees for future projects, and look for ways to cut back.

Proposed Motion: none

Summary/ Background: This year has seen a sharp increase in Attorney's fees due to issues including COVID19, staff turnover, Public Records Requests, litigation, and so on. Council has expressed concern over the increase and has been wanting to see how they can save costs in the future. Going forward, we are "over the hump" on some of these issues, while others are ongoing. The attached draft is for your reference.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

(360) 686-3922

Mayor Katelyn Listek

mayorlistek@townofyacolt.com

DAVID W. RIDENOUR
Attorney at Law

4001 Main Street, Suite 306
Vancouver, WA 98663

360.906.1556
Fax: 360.906.1558
Davidwr@copper.net

Via e-mail only the Town Clerk at clerk@townofyacolt.com
December 17, 2020

The Honorable Katelyn J. Listek
Mayor, Town of Yacolt
Members of the Yacolt Town Council
P.O. Box 160
Yacolt, WA 98675

Re: Working List of Subjects Resulting in Legal Fees
My file number: **382-01**

Dear Mayor Listek and Members of the Yacolt Town Council:

As the Town prepared to finalize its budget for 2021, the Council has been thinking about the Town's costs for legal and consultant services. The Council asked me to provide a list of different subject areas where legal services have been requested by the Town and provided by my office. Such a list may help the Council identify areas where other less expensive options may be available and preferred.

The list I created below is a working draft. It is not complete, and we should all freely add other subjects that I have missed. I am also currently drafting a confidential memorandum to the Council that will provide some perspective and analysis of the Town's attorney's fees. I am trying to finish that memorandum before the next Council meeting.

In the meantime, I am also providing a short list of the known projects that I have on my calendar for December, so the Council may discuss those projects with the Mayor, too.

Thank you for the opportunity to discuss these important subjects with you.

Very truly yours,



David W. Ridenour
/dwr

Legal Services Projected for December, 2020

The following is a partial list of projects that are active or expected during December, 2020. The list does not include longer term projects where I lack clear direction from the Council, (such as updating fee schedules, or developing policies and procedures for functions including Public Records Act compliance and improved Building / Land Use / Zoning Department compliance):

1. Review and revision of Church permit document(s) for content and procedural guidance.
2. Procedural guidance regarding public hearing and Council decision on the Andrew Bell Short Plat Application, including legal review and support of Town Engineer on substantive zoning and land use issues raised by Application. Follow-up work in support of written permits or findings. (Some fair and reasonable portion of this work should be reimbursable under the Applicant's Cost Recovery Agreement with the Town).
3. Support Mayor Listek and the Town Clerk in the effort to make as much progress as possible with responses to outstanding public records requests by multiple requestors, (Katie Younce, Key Calm, LLC, and two for Eric Hood, (who previously sued the Town for alleged PRA violations)).
4. Meeting planning surrounding potentially contentious issues affecting the Town, including meeting conduct, meeting interruptions, ethics considerations, questions surrounding the recall process, legal authority and limits on meeting procedures, social media concerns, and potential interactions with the media.
5. Complete legal research, investigation and Report to the Mayor and Council regarding multiple ethics complaints lodged against sitting Council member.
6. Draft 2021 Budget Ordinance.
7. Continue processing of 2021 Town Engineer RFQ, including possible review of 2021 proposed contract.
8. Assist the Council in developing priorities and strategies for improving legal compliance in all areas of the Town's services while at the same time lowering the total cost of legal services from all sources.
9. Periodic evaluation of Covid-19 Proclamations and impact on the Town's duties under OPMA, PRA, and in the collection of the Hardin Judgment.
10. Verify final Historical Preservation Commission Interlocal Agreement execution, recording, and fully-executed final records for the Town Clerk's file.
11. Support and training as needed for the new Town Clerk, (including explanations of sound practices and procedures for various tasks and agency functions, including public records requests, Council meetings, and whatever comes up on a day-to-day basis.)

Partial List of General Subjects for which the Town Attorney Provides Legal and Administrative Support:

1. Open Public Meetings Act, including administrative support as needed for minutes, agendas, Council packages, control of meetings, notices, special meetings, public hearing procedures, executive sessions, limitations on Council actions, etc.
2. Public Records Act, generally including the statutory requirement for a formal policy, administrative procedures and controls, fee schedules, etc.
3. Public Records Act responses to specific requests for records, including identification of required notices to affected third parties and application of available exemptions and statutory

limitations. Consult with Yacolt's legal counsel provided through AWC to address more challenging requests and responses.

4. Records, including support regarding administrative and substantive legal requirements for organization, security and retention of the Town's physical and digital records.
5. Interlocal Agreements: Drafting of or substantive review of proposed new or renewing agreements.
6. Interlocal Agreements: Procedural and 'form' review of interlocal agreements created by other government agencies.
7. Interlocal Agreements: Support the Town's administrative controls over contracts and interlocal agreements. (Currently a primary responsibility of the Town Clerk's Office.)
8. Interlocal Agreements: Administrative support for procedures and quality control measures to ensure Council and public access to information.
9. Personnel Policy: Includes updates as needed or requested by Council or required by legislative changes, and administrative support through interpretation and recordkeeping, such as during periods of employee turn-over.
10. Support for Mayor and Council as needed during employee reviews, discipline, terminations, and issues raised during turnover.
11. Personnel complaints, including assistance with workplace conflicts, investigations, and procedures to resolve workplace problems.
12. Citizen complaints, including assistance with conflicts, investigations, and procedures to resolve problems originating from citizens or outside parties.
13. Ethical and legal complaints raised against elected officials or employees: (This can include investigation, evaluation, legal research, and guidance with respect to procedures and substantive decisions.)
14. Budget assistance, substantive and administrative.
15. Financial issues, including assistance as needed with all aspects of financial functions and records.
16. Audit support, (including, when requested from the SAO, required audit letters from counsel describing the agency's risks and litigation and claims).
17. Ordinances and Resolutions: Drafting and assistance with Council options and decisions. Includes evaluation of substantive law, procedural rules, and practical considerations.
18. Ordinances and Resolutions: Administrative support for Town's maintenance and public access of Ordinances and Resolutions and Policies.
19. Code Enforcement: Assist with enforcement of the Town's nuisance Code and other Codes on an as-needed basis. (Work can range from informal assistance with a correction-request letter from the Mayor or Clerk, to formal litigation.)

20. Litigation defense, in support of AWC or other, or on behalf of the Town.
21. Litigation claims, including collection efforts and judgment enforcement.)
22. Procurement: Procedures, competitive bidding rules and exceptions, legal compliance and documentation.
23. Assist with training the Town Clerk on legal compliance matters.
24. Grants, including support for requests, contract evaluation of grant conditions and proper paperwork, etc.
25. Employee terminations, agreements, application of Personnel Policy, (as needed). (Has historically ranged from no involvement at all to extensive support during the termination process.)
26. Council meeting attendance.
27. Evaluation of unfinished / outdated historical ordinances reflected in the YMC, including update of index and changes, subsequent history.
28. Evaluation and organization of the Town's Book of Resolutions, including changes to enable useful access by the Council and public, and including creation of an index and database for subsequent history.
29. Building Department: Assist the Town's continued improvement of procedures, forms, fee schedules, etc.
30. Land Use and Zoning Applications: Support for Town's legal compliance with rules surrounding land use and zoning applications, including collaboration with the Town Engineer as necessary. (Some reasonable charges are recoverable from applicants under Cost Recovery Agreements.
31. Emergencies, (including on-going work related to the Coronavirus Emergency).
32. Council support, including periodic requests for information on legal subjects of interest, (such as support to eliminating systemic racism, second amendment litigation, evaluation and application of free-speech rights, and review of other various laws and policies of interest.)
33. General availability for input on unexpected challenges, problems and responsibilities that arise from time to time, (particularly where the Town benefits from my historical background with Yacolt, and my understanding Yacolt's unique needs that is frequently not available from resources including MRSC).
34. Other: We could probably prepare an equally long list of specific subject areas that trigger unique legal requirements given the historical problems and challenges with the Town's practices and procedures. Examples might include issues involving the Cemetery, public streets, right-of-way use and maintenance agreements, responding to specific requests from the State Auditor, responding to Auditor findings regarding the agency's practices and procedures, etc.

WORKSHEET
2020 Town Attorney and Town Engineer Fees to Date
December 17, 2020

DWR 2020 Invoices - Legal Fees													
File Number	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
382-01	\$ 12,925.00	\$ 18,450.00	\$ 8,475.00	\$ 1,175.00	\$ 18,537.50	\$ 29,000.00	\$ 22,800.00	\$ 16,000.00	\$ 7,500.00	\$ 12,875.00	\$ 16,825.00	\$ -	\$ 164,562.50
382-1138	\$ -	\$ -	\$ -	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00
382-1139	\$ 625.00	\$ 1,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,525.00
382-1140	\$ 175.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.00
382-1141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
382-1142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ 925.00	\$ 525.00	\$ -	\$ 1,625.00
382-1144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ 75.00	\$ 2,275.00	\$ 50.00	\$ 900.00	\$ -	\$ 3,475.00
382-1146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ -	\$ 800.00
Totals	\$ 13,725.00	\$ 20,350.00	\$ 8,475.00	\$ 3,875.00	\$ 18,537.50	\$ 29,000.00	\$ 22,975.00	\$ 16,075.00	\$ 9,950.00	\$ 14,650.00	\$ 18,250.00	\$ -	\$ 175,862.50

Jackson Engineering - Fees*													
Matter	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Hoag Sidewalk Imp.	\$ 8,747.78	\$ 762.18	\$ 3,373.50	\$ -	\$ 11,251.45	\$ -	\$ 11,446.60	\$ -	\$ 1,577.38	\$ -	\$ -	\$ -	\$ 37,158.89
Yacolt Church	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,716.00	\$ -	\$ -	\$ -	\$ 1,716.00
Spruce Ave. Short Plat	\$ 525.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525.00
Jorgensen Timber Harvest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,205.80	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 1,505.80
W. Jones Water Main	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,516.68	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 1,816.68
Belcorp Short Plat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 766.68	\$ -	\$ 1,905.75	\$ -	\$ -	\$ -	\$ 2,672.43
On Call	\$ 1,475.65	\$ -	\$ 1,366.68	\$ -	\$ 2,353.75	\$ -	\$ 3,975.00	\$ -	\$ 3,225.00	\$ -	\$ -	\$ -	\$ 12,396.08
Totals	\$ 10,748.43	\$ 762.18	\$ 4,740.18	\$ -	\$ 13,605.20	\$ -	\$ 18,910.76	\$ -	\$ 9,024.13	\$ -	\$ -	\$ -	\$ 57,790.88

*Note: Estimates additional fees in October/November of roughly \$11,000. (primarily Belcorp and Church files).

DWR Legal Fees Potentially Recoverable from Above from Grant Funds or Third Parties Under Cost Recovery Agreements																						
Cost Recovery:	\$	-	\$	-	\$	-	\$	-	\$	175.00	\$	75.00	\$	2,450.00	\$	1,775.00	\$	1,425.00	\$	-	\$	5,900.00
Records Room Grant:	\$	-	\$	-	\$	-	\$	75.00	\$	4,125.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,200.00
CARES Act:	\$	-	\$	-	\$	2,100.00	\$	950.00	\$	3,337.50	\$	2,225.00	\$	3,050.00	\$	250.00	\$	-	\$	-	\$	11,912.50
Totals	\$	-	\$	-	\$	2,100.00	\$	1,025.00	\$	7,462.50	\$	2,225.00	\$	3,050.00	\$	250.00	\$	-	\$	-	\$	16,112.50
CARES Act No Charge	\$	-	\$	-	\$	1,400.00	\$	5,600.00	\$	50.00	\$	350.00	\$	50.00	\$	175.00	\$	-	\$	-	\$	7,675.00
CARES Act: Billed/Not Eligible	\$	-	\$	-	\$	-	\$	-	\$	3,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,000.00
CARES Act: NC/Not Eligible	\$	-	\$	-	\$	-	\$	3,275.00	\$	375.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,650.00
Totals	\$	-	\$	-	\$	1,400.00	\$	8,875.00	\$	3,425.00	\$	350.00	\$	50.00	\$	175.00	\$	-	\$	-	\$	14,325.00

DWR 2020 Legal Fees Written Off - NO CHARGE**													
File Number	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
382-01	\$ 6,924.00	\$ 5,451.00	\$ 7,600.00	\$ 10,025.00	\$ 10,250.00	\$ 9,300.00	\$ 17,125.00	\$ 10,600.00	\$ 4,875.00	\$ 5,150.00	\$ 6,425.00	-	\$ 93,725.00
382-1138	\$ 1,650.00	\$ 150.00	\$ -	\$ 3,675.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 5,475.00
382-1139	\$ 150.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 750.00
382-1140	\$ 225.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 225.00
382-1141	\$ -	\$ -	\$ 275.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ -	-	\$ 650.00
382-1142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 50.00	\$ 225.00	\$ 375.00	\$ 175.00	-	\$ 925.00
382-1144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ 75.00	\$ 75.00	\$ 300.00	\$ 200.00	-	\$ 825.00
382-1146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00	\$ 450.00	\$ -	-	\$ 725.00
Totals	\$ 8,949.00	\$ 6,201.00	\$ 7,875.00	\$ 13,700.00	\$ 10,250.00	\$ 9,300.00	\$ 17,775.00	\$ 10,725.00	\$ 5,450.00	\$ 6,275.00	\$ 6,800.00	-	\$ 103,300.00

**Note: At DWR's regular hourly rate of \$350.00, the write-off of attorney's fees represents nearly \$145,000.00 of billable time.