AN ORDINANCE FOR THE COUNCIL OF THE TOWN OF CATHLAMET, WASHINGTON —
RELATING TO BUDGETS, FINANCE, AND SALARIES, AND ADOPTING THE BUDGET FOR THE
FISCAL YEAR ENDING DECEMBER 31, 2020

WHEREAS, the estimates and budgets for the Town of Cathlamet, Washington, for the 2020 fiscal
year have been prepared and filed as provided by laws of the State of Washington; and

WHEREAS, the preliminary budget was printed for distribution and notice published in the official
paper of the Town of Cathlamet, setting time and place for hearing on the budget and stating that all
taxpayers requesting a copy from the Town Clerk would be furnished a copy of the preliminary budget to
review; and

WHEREAS, the Cathlamet Town Council held a public hearing on the preliminary budget on
November 14, 2019 and December 2, 2019, as required by law, and has considered the public testimony
presented;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CATHLAMET:
The budget for the fiscal year 2020 for the Town of Cathlamet, Washington is hereby adopted at the fund
level in its final form and content as set forth herein;

SECTION 1. Budget Adopted.
This shall be known as the Town of Cathlamet 2020 Budget Ordinance which estimated revenues for each
separate fund of the Town of Cathlamet, and aggregate expenditures for all such funds for the year 2020
are set forth in a summary form below:

<table>
<thead>
<tr>
<th>FUND</th>
<th>ESTIMATED REVENUES</th>
<th>APPROPRIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 CURRENT EXPENSE</td>
<td>$ 931,819.34</td>
<td>$ 931,819.34</td>
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<tr>
<td>101 STREETS</td>
<td>$ 156,934.75</td>
<td>$ 156,934.75</td>
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<tr>
<td>102 LIBRARY</td>
<td>$ 56,769.31</td>
<td>$ 56,769.31</td>
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<tr>
<td>107 C.E. CUMULATIVE RESERVE</td>
<td>$ 723,781.04</td>
<td>$ 723,781.04</td>
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<tr>
<td>108 FIRE DEPT. CUMULATIVE RESERVE</td>
<td>$ 45,500.41</td>
<td>$ 45,500.41</td>
</tr>
<tr>
<td>109 EMS CUMULATIVE RESERVE</td>
<td>$ 166,606.04</td>
<td>$ 166,606.04</td>
</tr>
<tr>
<td>120 CATHLAMET TOURISM DEV. FUND</td>
<td>$ 23,604.00</td>
<td>$ 23,604.00</td>
</tr>
<tr>
<td>301 CAPITAL PROJECTS CUMULATIVE RESERVE</td>
<td>$ 101,005.76</td>
<td>$ 101,005.76</td>
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<tr>
<td>402 WATER O/M FUND</td>
<td>$ 2,478,527.76</td>
<td>$ 2,478,527.76</td>
</tr>
<tr>
<td>403 SEWER O/M FUND</td>
<td>$ 633,456.18</td>
<td>$ 633,456.18</td>
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<tr>
<td>404 SEWER FACILITY IMPROVEMENTS</td>
<td>$ 40,209.81</td>
<td>$ 40,209.81</td>
</tr>
<tr>
<td>405 UTILITY DEPOSITS</td>
<td>$ 58,256.15</td>
<td>$ 58,256.15</td>
</tr>
<tr>
<td>406 WATER DEBT SERVICE RESERVE</td>
<td>$ 147,908.89</td>
<td>$ 147,908.89</td>
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<tr>
<td>407 SEWER DEBT SERVICE RESERVE</td>
<td>$ 707,704.24</td>
<td>$ 707,704.24</td>
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<tr>
<td>TOTAL ALL FUNDS</td>
<td>$ 6,271,273.68</td>
<td>$ 6,271,273.68</td>
</tr>
</tbody>
</table>
SECTION 2. Administration.
The Clerk-Treasurer is directed to transmit a certified copy of the budget hereby adopted to the State of Washington Auditor’s office and the Association of Washington Cities.

SECTION 3. Elected Officials Compensation.
The compensation for the Town of Cathlamet’s elected officials shall remain at $50.00 a month for all council member positions and $250.00 a month for the Mayor.

SECTION 4. Employee Salaries and Compensation.
There is hereby established an amendment of “Attachment A,” of Ordinance 612-19, Town Employee’s Salary Classifications and Pay Scale and shall be set forth in Section 4 of the “Supplementary Information” section of this document.

SECTION 5. Town Service Fees and Charges.
The 2020 Service Fees and Charges section of Ch. 3.75 of the Cathlamet Municipal Code is hereby amending to include the rates as set by Council set forth in Section 5 of the “Supplementary Information” section of this document. This document shall amend each section listed herein and amend the following to reference the PDF attachment which shall be known as the Town Service Fees and Charge Schedule.

The Parks and Recreation Plan, adopted by Resolution 365-18 on June 18, 2018, is hereby acknowledged and established as the Capital Improvements Program/Plan for the use of REET tax revenues in the Town’s Capital Projects Fund for the fiscal year 2020, as set forth in Section 6 of the “Supplementary Information” section of this document.

SECTION 7. Severability.
The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AS OF JANUARY 1ST, 2020.


TOWN OF CATHLAMET, BY:

[Dale Jacobson, Mayor]

ATTEST:

[Sarah Clark, Clerk-Treasurer]

APPROVED AS TO FORM:

[Fred Johnson, Town Attorney]
<table>
<thead>
<tr>
<th>CLASS</th>
<th>POSITION</th>
<th>CLASS</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10A</td>
<td>PW</td>
<td>6</td>
<td>Accounting Assistant I</td>
</tr>
<tr>
<td>10</td>
<td>Clerk-Treasurer</td>
<td>5</td>
<td>PW</td>
</tr>
<tr>
<td>9A</td>
<td>PW Certified Treatment Worker</td>
<td>4A</td>
<td>PW</td>
</tr>
<tr>
<td>9</td>
<td>PW</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>8A</td>
<td>PW Utility Maintenance Worker II</td>
<td>3</td>
<td>Deputy Clerk II</td>
</tr>
<tr>
<td>8</td>
<td>Accounting Assistant II</td>
<td>2A</td>
<td>PW</td>
</tr>
<tr>
<td>7A</td>
<td>PW Utility Maintenance Worker</td>
<td>2</td>
<td>Deputy Clerk I</td>
</tr>
<tr>
<td>7</td>
<td>Utility Maintenance Worker</td>
<td>1A</td>
<td>PW Maintenance Worker</td>
</tr>
<tr>
<td>6A</td>
<td>Accounting Assistant I</td>
<td>1</td>
<td>EMS Billing Clerk</td>
</tr>
</tbody>
</table>

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TOWN SERVICE FEES & CHARGES

TOWN SERVICES.

(1) CLERK SERVICES.
(A) Clerk Certification $1.00 per document
(B) Notary Fee $10.00 per document
(C) Customized Service Actual Costs
(D) NSF Fees $30
(E) Facility/Park Rental $100 / one-day
Plus, Refundable Cleaning Deposit $75

(2) COPIES/DISTRIBUTION.
(A) Copies 25 cents per side
(B) Fax $2.00 per page
(C) Scans 10 cents per page
(D) Mailing $5.00 minimum fee (up
to 20 pages) additional
at per page price
(E) Per Page 20 cents (8.5"x11")
25 cents (larger)
(F) Prepared Documents $1.00 per 4-pages
'1-sided"

(3) PUBLIC RECORDS.
(A) Inspections FREE
(B) Deposit 10%
(C) Copies RCW 42.56.120

BUSINESS LICENSES.
Annun income determines fee
$2,001-$3,000 $25
$3,001-$10,000 $50
$10,001+ $75
Out-of-Town $75
Prorated 1/2 year, 75%/1 Qtr, 50%

ANIMAL LICENSES.

(1) DOGS.
(A) Licenses $3.00 annum
(B) Replacement Tags $1.00

(2) CATS.
(A) Optional License $3.00 annum
(B) Replacement Tags $1.00

UTILITIES.

(1) DEPOSITS.
(A) Water or Sewer $100
(B) Water and Sewer $300

(2) FEES.
(A) Late Fee $30
(B) Connect/Disconnect $30
(C) NSF Fees $30
(D) Increased Usage Fee $100

(3) CONSTRUCTION.
(A) Water OR Sewer In-Town $3,000
(B) Water AND Sewer In-Town $6,000
(C) Water OR Sewer Out-Town $5,000
(D) Water AND Sewer Out-Town $10,000

(E) Boege Road
PLUS, County Fee $3,000

(F) Building Fee $25
(G) Latecomer Fees 5% ($50-$500)
(H) Actual costs of materials & labor

(3) WATER & SEWER RATES.

(A) Water In-Town Basic Charge (350 cu. ft/mo.)
5/8 inch $38.15
3/4 inch $45.13
1 inch $60.48
1 1/2 inch $80.39
2 inch $102.77
3 inch $136.39
4 inch $178.63
>4 inch Establish Contract

Excess Usage $2.61 per 100 cu ft/mo.

(B) Sewer In-Town $104.80/mo.

(C) Water Out-Town Basic Charge (350 cu.
ft/mo.)
5/8 inch $55.97
3/4 inch $69.85
1 inch $87.56
1 1/2 inch $115.67
2 inch $147.25
3 inch $193.36
4 inch $254.31
>4 inch Establish Contract

Excess Usage $3.49 per 100 cu ft/mo.

(D) Sewer Out-Town $121.83/mo.
PERMITS.
(A) Fireworks $50/annual

(1) PLANNING.
(A) Conditional Use $250
(B) Temporary Use $250
(C) Variances $250
(D) Minor Variances $150
(E) Shoreline Permit $800
PLUS, notice fees
(F) Shoreline Exemption $100
(G) Short Plat $200 + $25/lot
(H) Subdivision $800 + $25/lot
(I) Floodplain Determination $25
(J) SEPA Threshold Determination/Review $150
PLUS, notice fees

(2) BUILDING.
(A) Administration Fee $20
(B) Fire Inspections $60 per hour
(C) Driveway Construction $5.00 / lineal foot of curb cut
(D) Building Permit Fees Table 3-A of the 1997 Uniform Administrative Code, using current Building Valuation Data from the International Code Council, times a factor of 1.41
(E) Inspection/Re-Inspection Fees Table 3-A of the 1997 Uniform Administrative Code; OR total hourly costs to jurisdiction, whichever is greatest. Costs shall include supervision, overhead, equipment, hourly wages and fringe benefits of the involved

(3) STREETS.
(A) Street Vacation $150 + Appraisal Fees
(B) Right-of-Way $25-$150
(C) Road Signs/Removal $25 + actual costs

(4) HYDRANT USE.
(A) Use Permit Fee $25
(B) Connect/Disconnect $50
(C) Use Charges PLUS, excess rate for overage (350 cu. ft.)

(D) Meter Construction One Month
2" Meter, plus excess rate for overage (350 cu. ft.)

(D) Hydrant Damage $150
(E) Unauthorized Use $225 minimum
PLUS $1.00/100 cu. ft. of usage

MUNICIPAL COURT.
(A) Transcript of Judgment $6.00
(B) FTA Fee, Failure to Appear $47.00
(C) Warrant Processing Fee $25-$50
(D) Certify Document/Record $5.00 each
(E) Superior Court Appeal $40.00
(F) Filing by Fax $2.00 minimum + $1.00 per page
(G) Parking Delinquent $25.00

TOWN DOCKS.
Permits up to 3 nights max
0-19 FT $12/night
20-29 FT $15/night
30-39 FT $17/night
40-49 FT $19/night
50+ FT $22/night
Commercial 150% x Fee

OTHER FEES MAY BE ASSESSED FOR OTHER ACTIVITIES AS A RATE AS DETERMINED BY TOWN STAFF. STAFF WILL BE FAIR AND RESEARCH FOR INFORMATION REGARDING FEES THAT WERE NOT ADDRESSED WITHIN THIS DOCUMENT.
Capital Improvements Plan Report, for the use of REET (Real Estate Excise Tax) in 2020. 
Reference: *CIP; Capital Improvements Program/Plan (Table 2. Pg. 18, Adopted by Resolution No. 365-18,

(1) The purpose of this report is to account for the Real Estate Excise Tax (REET) usage by the Town’s Capital Projects Fund. Per RCW 82.46.010, it requires that the legislative authority of any county or city identify in the adopted budget the capital projects funded in whole or in part from the proceeds of the tax authorized in this section and must indicate that such tax is intended to be in addition to other funds that may be reasonably available for such capital projects.

(2) The revenues from this tax must be used by any city or county with a population of five thousand or less and any city or county that does not plan under RCW 36.70A.040 for any capital purpose identified in a capital improvements plan and local capital improvements, including those listed in RCW 35.43.040.

(3) RCW 35.43.040: Whenever the public interest or convenience may require, the legislative authority of any city or town may order the whole or any part of any local improvement including but not restricted to those, or any combination thereof, listed below to be constructed, reconstructed, repaired, or renewed and landscaping including but not restricted to the planting, setting out, cultivating, maintaining, and renewing of shade or ornamental trees and shrubbery thereon; may order any and all work to be done necessary for completion thereof; and may levy and collect special assessments on property specially benefited thereby to pay the whole or any part of the expense thereof, including Parks.

(4) The Town’s Capital Improvement Program Plan, which is adopted by Resolution 365-18. The Town chooses to use REET revenues, in the fiscal year 2020 budget, for the following projects that are approved within that plan:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Total Est. Park Cost</th>
<th>CIP Budget 2020</th>
<th>% Funded</th>
<th>2020 REET USE</th>
<th>Other Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterfront Park</td>
<td>$330,000</td>
<td>$60,000</td>
<td>18.18%</td>
<td>$60,000</td>
<td>$30,000</td>
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<tr>
<td>Town Docks</td>
<td>$25,000</td>
<td>$4,166</td>
<td>16.66%</td>
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<td>$4,166</td>
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<tr>
<td>Erickson Park</td>
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<td>12.50%</td>
<td>$10,000</td>
<td>$3,000</td>
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<tr>
<td>Signage</td>
<td>$2,500</td>
<td>$500</td>
<td>20.00%</td>
<td>$500</td>
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<tr>
<td>Strong Park</td>
<td>$8,500</td>
<td>$5,000</td>
<td>58.82%</td>
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<tr>
<td></td>
<td>$446,000</td>
<td>$79,666</td>
<td>17.86%</td>
<td>$75,500</td>
<td>$37,166</td>
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2020 Revenue Sources (CIP)

<table>
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<tr>
<th>Funding</th>
<th>2020 Dedicated</th>
<th>2020 Available</th>
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<tbody>
<tr>
<td>REET</td>
<td>$75,500</td>
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<tr>
<td>CE Reserve</td>
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<td>$22,000</td>
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<td>General Fund</td>
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<td>Possible Grants</td>
<td>$80,666</td>
<td>$22,000</td>
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<table>
<thead>
<tr>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>Total</th>
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<tbody>
<tr>
<td>REET REVENUES</td>
<td>$12,457</td>
<td>$8,451</td>
<td>$11,103</td>
<td>$12,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>EXPENDITURES</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$75,500</td>
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