

# CITY OF ASOTIN 2020 BUDGET...



**CITY OF ASOTIN 2020 BUDGET**  
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# DIRECTORY OF CITY OFFICIALS

## ELECTIVE

### MAYOR

Paris, Dwayne

Expiration 12/2024

### COUNCILMEMBERS

Weakland, David	Position #1	Expiration 12/2024
Loseth, Lori	Position #2	Expiration 12/2024
Cowdrey, Steve	Position #3	Expiration 12/2024
Schneider, Mervin	Position #4	Expiration 12/2021
Appleton, Joe	Position #5	Expiration 12/2021

### APPOINTIVE

Balzer, Shawn	City of Asotin Fire Chief
Renzelman, Monte	Chief of Police
Richards, Jane	City Attorney
Richardson, Todd	Asotin Municipal Court Judge

### EMPLOYEES

Davidson, Tina	Court Administrator/Deputy Clerk
Frye, Bill	WWTP Operator
Portlock, Bob	Public Works Superintendent
Rains, Wes	WWTP & Public Works Maintenance Technician
Rogers, Tiffany	City Clerk/Treasurer

# Mayor Message

*As mayor elect, I have been asked to write the message for the budget book this year. While I have been serving on the council, I have learned many things about not only the budget itself, but also the process that defines it.*

*The budget is not a written in stone document, but a living thing. As with any living thing it must be fed, allowed and guided to grow in the correct direction. While it is growing, the sometimes most difficult thing is to protect it from itself, it must be trimmed, weeded and monitored to ensure it doesn't outgrow itself.*

*We have a great community in Asotin, with many people young and old. These people place their trust in us to verify their hard-earned money is spent in the most effective ways to ensure the longevity of the community. As to that, I will be looking at the small items that usually escape notice on a budget of this scale. The large-scale items have many eyes on them and processes to ensure that the correct decisions are being made on each step of the topic. The small items that might slip through the cracks can add up to a significant amount. It isn't about cutting corners, its about making the right decisions. Stating that, I believe there is a great council, and an amazing group of department heads that I will be leaning on heavily to help evaluate those items. We will continue to apply for grants for large- and small-scale items. No, this is not "free" money, it is money that we as tax payers have paid at the pump, grocery stores, and as income taxes. But the more grants our community acquires, the more of our own tax dollars are returned to our own community. Asotin has an excellent team, with a proven track record of obtaining funding through grants, that I want to see continue.*

*The worst thing that can ever happen to a small town is complacency. The thought process of "That's the way it has always been done.", doesn't hold much water. There might very well be a reason that something hasn't changed throughout the years. But on the flip side, it very well might not be the most effective use of the resources anymore. We won't know till we ask the questions. The budget isn't just about surviving the year, it's also about planning for the future.*

*I look forward to the adventure of 2020.*

*Dwayne Paris*

# CITY OF ASOTIN SALARY SCHEDULE

## 2020 SALARY SCHEDULE

<u>CLASSIFICATION</u>	<u>WAGE/SALARY</u>
Clerk/Treasurer **	\$50,700.00
Deputy Clerk/Court Administrator **	\$47,300.00
Police Chief	\$65,400.00
Public Works Superintendent **	\$50,700.00
WWTP & Public Works Maintenance Technician**	\$34,900.00
WWTP Operator	\$50,700.00

### CITY PAID BENEFITS

Medical-Dental-Vision-Life Insurance – 100% All Full Time Employees

### **2020 Wage Distribution of Payroll & benefits to multiple funds as follows:**

<b><u>**Clerk/Treasurer:</u></b>	General Fund #001 25%	Street Fund #103 15%
	Water Fund #401 25%	WWTP Fund #402 25%
	Stormwater Fund #403 10%	
<b><u>**Deputy Clerk:</u></b> Court Administrator	General Fund #001 50%	
	Water Fund #401 25%	WWTP Fund #402 5%
	Stormwater Fund #403 20%	
<b><u>**Public Works Superintendent:</u></b>	Street Fund #103 20%	
	Water Fund #401 40%	WWTP Fund #402 40%
<b><u>**WWTP &amp; Public Works:</u></b> Maintenance Technician	Parks Fund #121 35%	Water Fund #401 40%
	Street Fund #103 10%	WWTP Fund #402 15%

## Ordinance #2019-846

### **An Ordinance of entitled an Ordinance fixing the assessed valuation of the City of Asotin for the fiscal year of 2020 the estimated receipts and disbursements for the year 2020 and adopting a budget for the City of Asotin for the year 2020**

**Whereas**, the Mayor of the City of Asotin, Washington, completed and placed on file with the city Clerk/Treasurer a proposed budget and estimate of the amount of moneys required to meet the public expenses, reserve funds and expenses of government of the City of Asotin for the fiscal year ending December 31, 2020 and a notice was published that the council of Asotin would meet on the 9<sup>th</sup> day of December, 2019, at the hour of 5:30pm at Asotin City Hall, 121 Cleveland Street for the purpose of making and adopting a budget for said fiscal year and giving taxpayers, within the limits of said city, an opportunity to be heard upon said budget; and

**Whereas**, the 2020 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Asotin for the purpose set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of the City of Asotin for the 2020 fiscal year and being sufficient to meet the various needs of the City of Asotin during the 2020 fiscal year.

**Now Therefore**, the City Council of the City of Asotin in regular meeting assembled do ordain as follows:

#### **Section 1.**

That the budget for the City of Asotin, Washington, for the year 2020 is hereby adopted at the fund level in its final form and content as set forth in the document entitled 2020 Final Budget, City of Asotin, three (3) copies of which are on file in the Office of the City Clerk/Treasurer.

#### **Section 2.**

That the assessed valuation of all taxable property within the municipal limits of the City of Asotin for the year 2020 be set at approximately \$91,050,581.

#### **Section 3**

Estimated resources, including fund balances or working capital for each fund of the City of Asotin, and aggregate totals (net of transactions between funds) for all such funds combined, for the year 2020 are set forth in summary form below and are hereby appropriated for expenditures during 2020 as set forth below.

#### **Section 4**

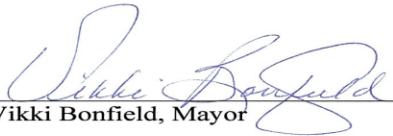
The City Clerk/Treasurer is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the State Auditor's Office and the Association of Washington Cities.

#### **Section 5**

This ordinance shall be in full force and effect five days from and after its passage, approval, and legal publication in the Lewiston Tribune, a legal newspaper for the City of Asotin, Washington.

Passed and approved this 23<sup>rd</sup> day of December, 2019.

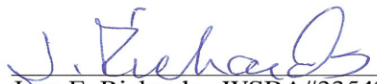
Fund	Revenue	Expenditure
<b>Current Expense 001</b>	<b>\$559,805.00</b>	<b>\$559,805.00</b>
<b>EMS 101</b>	<b>\$54,000.00</b>	<b>\$54,000.00</b>
<b>Streets 103</b>	<b>\$1,132,355.00</b>	<b>\$1,132,355.00</b>
<b>Cemetery 105</b>	<b>\$4,905.00</b>	<b>\$4,905.00</b>
<b>REET Capt Improv 106</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>
<b>Stadium/Conv 107</b>	<b>\$110.00</b>	<b>\$110.00</b>
<b>Parks 121</b>	<b>\$38,352.00</b>	<b>\$38,352.00</b>
<b>Community Center 122</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<b>Asotin Days 123</b>	<b>\$790.00</b>	<b>\$790.00</b>
<b>Fire Department 125</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>
<b>Building Dept 126</b>	<b>\$25,200.00</b>	<b>\$25,200.00</b>
<b>Fire Dept Bld Reserve 300</b>	<b>\$0</b>	<b>\$0</b>
<b>Marina Capt Proj 301</b>	<b>\$0</b>	<b>\$0</b>
<b>Water 401</b>	<b>\$337,150.00</b>	<b>\$337,150.00</b>
<b>WWTP/Sewer 402</b>	<b>\$443,200.00</b>	<b>\$443,200.00</b>
<b>Stormwater 403</b>	<b>\$249,200.00</b>	<b>\$249,200.00</b>
<b>Water/Sewer Reserve 408</b>	<b>\$12,450.00</b>	<b>\$12,450.00</b>
<b>Water Debt Service 410</b>	<b>\$9,700.00</b>	<b>\$9,700.00</b>
<b>Water Construction 411</b>	<b>\$139,000.00</b>	<b>\$139,000.00</b>
<b>WWTP Debt Serv 413</b>	<b>\$9,500.00</b>	<b>\$0</b>
<b>Cemetery Trust 601</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>	<b>\$3,098,717.00</b>	<b>\$3,089,217.00</b>

  
 Vikki Bonfield, Mayor

Attest:

  
 Tiffany Rogers, Clerk/Treasurer

Approved as to form:

  
 Jane E. Richards, WSBA#33542  
 Attorney for the City of Asotin

**CITY OF ASOTIN** was incorporated July 28, 1890. The City's classification is a non-charter code city, and has the mayor-council plan of government. The following is a list of funds that summarizes the revenues and expenditures.

**GENERAL FUND/CURRENT EXPENSE FUND # 001**

**General Fund/Current Expense Fund** generates the majority of its revenue from taxes and intergovernmental revenues. The current expense fund receives approximately 8.46% of the property taxes paid to the Asotin County Treasurer by our citizens.

Currently, the maximum increase in annual property tax levies is limited to 1% or Implicit Price Deflator (whichever is less). Annexations and new construction are then added. The limit on increases to property taxes does not affect property values and has no impact on the annual valuation of property that is done by the County Assessor. The state statute does not cap the value of your property nor does it cap individual property tax bills. The total taxes shown on an individual property tax bill do not come to the City of Asotin. Taxes are assessed by a variety of districts, the school, the county and the state. The City splits the property taxes between General Fund/Current Expense Fund 65% and the Street Fund 35%. A public hearing is required each year which focuses on the overall need for the property tax to pay for services and on the amount of the proposed increase for the upcoming year.

Local Retail Sales and Use Taxes are one-cent on the sale or consumption of goods and services. Admission Taxes are paid per ordinance #127 at five percent (5%) on all Admission Charges. Utility Users Tax (Cell Phone Tax) is paid to the city at 6%. B & O Taxes are charged at a rate of five percent (5%) as stated in ordinance #282 and #382. Real Estate Excise Tax is three quarters of one percent of the selling price of real estate sold in the city limits. Utility tax on water and sewer is 9%. License and Permit Fees are revenue from Business Licenses and Permits, and Animal Licenses.

**Business and Occupation License Application Under Ordinance #2009-746 & 2009-747 & #2014-786 FEES**

This fee is not refundable or cannot be prorated.

\$50.00 Annual Business and Occupation License

Are due by January 31st (After January 31st - \$60.00)

\$25.00/day or \$100.00 quarter each person Commercial Solicitor License

\$15.00/day or \$75.00 quarter – Itinerant Merchant License

The City requires that all dogs within the city be licensed. The fee for dog licenses are as follows:

Neutered or spayed dog Life Time License	\$25.00 Life Time
Unspayed female dog	\$25.00 per year
Unneutered male dog	\$25.00 per year
Neutered or spayed dog Annual License	\$ 8.00 per year
Replacement tag	\$10.00

State shared revenues are made up of gasoline taxes and liquor receipts (profits and excise taxes). These taxes are collected by the State of Washington and shared with local governments based on populations.

Fines are the amount received by the City after the court has set the fine. Miscellaneous Revenues are Checking Account Interest, Investment Interest, Sales Interest and any Donations/Contributions.



## **GENERAL FUND/CURRENT EXPENSE EXPENDITURES**

General Fund/Current Expense Expenditures are an estimated outlay to be incurred. The General Fund/Current Expense Fund provides funding for several departments including finance, fire, police, judicial and parks.

The legislative department provides funding for the city council members and the mayor. Currently each city council member is paid \$225 per month for their service and the mayor is paid \$350 per month. In addition, election costs are allocated to the legislative department.

The judicial department covers the costs of the city's municipal court services. These costs include a portion of the court clerk, court-appointed attorneys and judges salary. Fines and forfeitures paid to Asotin Municipal Court related to Asotin cases are paid to the City of Asotin. A portion of these fees are remitted to the State of Washington and to Asotin County (crime victims' fees). Also included in state fees, is a fee paid for each building permit of \$6.50. These fees are passed through the city to the state.

The city retains an attorney to provide civil and criminal attorney services. The city attorney acts as the city's prosecutor in all criminal matters and advises the city council on civil matters including entering into contracts agreements, adoption of ordinances and personnel issues, etc.

The financial and administrative department covers the costs of the salaries and benefits for a full-time city clerk/treasurer and a deputy clerk/court clerk are covered in this department. The city clerk/treasurer provides financial services for the city, records the minutes of city council meetings, and records the ordinances for the city. The deputy clerk/court clerk assists the city clerk/treasurer with financial services including accounts payable and utility billing for the water and sewer departments. The clerk/treasurer is responsible for public notices which are published in The Lewiston Morning Tribune and posted at the Asotin Post Office and at Asotin City Hall. In addition, the clerk/treasurer maintains the city's web page which provides city minutes, city council meeting agendas and public notices. A major expense in the financial and administrative department is the cost for state auditing services. The city is normally audited on a biennial basis (auditing two years worth of financial statements at a time). If the city has expended more than \$750,000 in a year then it is required to have a single-year federal audit. In addition to financial audits, the state Auditor's Office also completes accountability audits.

The facilities includes costs to operate the city hall/fire hall building. The major expenditure under facilities is the city's insurance costs for protection of city facilities, risk and liability. A portion of these costs are paid from the general/current expense, street, water, cemetery and treatment plant funds based on operating and maintenance expenditures.

The City of Asotin contracts with Asotin County for the housing of prisoners that are arrested in Asotin by the City of Asotin Police Department.

The City of Asotin contracts with Asotin County for Whitcom 911 Dispatch Services.

## **CITY OF ASOTIN VOLUNTEER FIRE DEPARTMENT**

The City of Asotin utilizes a Volunteer Fire Department. The City of Asotin Fire Department provides structure, wildland protection and operates an EMS Quick Response Unit, to the city. Over the years the "department" may have changed but the dedication of its staff to the community has only increased. The volunteers, can be seen providing EMS coverage to rodeo's, football games, fairs, and participating in

community events. The City of Asotin Fire Department members train every Thursday and are readily available when someone dials 911. However, the emergency crews are low key and not in the public's view most of the time. Saying that, the Fire Department is the only department in the City that saves the homeowner money by keeping insurance rates low. The Fire Department is graded by Washington's Survey and Ratings Bureau. This grading system considers the number of personnel, type of equipment, age of equipment, training of personnel, hydrants, response times and mutual aid partners. Without maintaining the Survey and Ratings grade, home-owners fire insurance would increase dramatically. The department plays an integral part of the public safety component, not only to the City of Asotin, but also to the surrounding areas by being an auto-aid partner to Asotin County Fire District #1 and a mutual aid partner with Blue Mountain Fire District, City of Lewiston, and City of Clarkston. Because of these partnerships the Fire Department not only receives assistance from these agencies as needed but also responds to emergencies, whether fire or medical, anywhere requested in the valley or beyond. The Fire Department also has a cooperative agreement with Washington State Department of Natural resources. That agreement allows as a small revenue stream when helping DNR on fires and also allows for wildland equipment grants. The firefighters also train with these agencies to better themselves and their understanding of new techniques. This partnership has also saved taxpayers money as the City of Asotin Fire Department stores and utilizes a brush truck and an engine that are owned by the Asotin County Fire District #1, by being able to utilize this equipment it has saved money by not being required to replace the much older equipment owned by the city which has timed out. As the number of volunteers nationwide is at an all-time low, in 2017, the current volunteers created a JR fire and EMS program. This program was designed to supplement the ranks while providing education and experience in the fire/ems service to young adults and instill a sense of community involvement in our teens. Confidence in personal choices, and critical decision-making abilities, and a possible career or continuing education in public service are just a few of the program goals. From 2017 to present this program has had over 20 students from Asotin, Clarkston and Lewiston High schools apply and participate in the training. Because of this program, we have students who are now full members of the department and now helping protect the city. The City of Asotin Fire Department was awarded the (DHS) FY 2017 Assistance to Firefighters Grant to replace the self-contained breathing apparatus. (SCBA's/ breathing packs, masks and bottles) This is a \$150,780 thousand dollar award. The City of Asotin match funds will be \$8,500 dollars. This expense was budged for in 2018, and the department will receive this equipment in January of 2019. As the area continues to grow, so do the calls for service. The Fire Department strives to plan for the future and meet all emergency needs.

## **CITY OF ASOTIN POLICE**

In January 2005, the City started its own Police Department. The City of Asotin is responsible for furnishing cost-effective services and well-maintained facilities, safeguarding the public and property, enhancing the community's favorable quality of life, protecting Asotin's natural environment and sustaining a healthy, growing economy for all to enjoy. Asotin is the County seat of Asotin County Washington. Asotin County is in the south east corner of Washington, abutting Idaho and Oregon. The population of the city was 1,251 at the 2010 census. City of Asotin is part of the Lewiston, ID-WA Metropolitan Statistical Area. 2017, City of Asotin employed two full time officers (Chief and Officer) and one SRO for the Asotin-Anatone School District, one Reserve Officer and an Evidience Clerk. Being the county seat of Asotin County WA, Asotin receives an influx of citizens during business hours for all the county services provided from inside the city jurisdiction. The offices for the majority of the county services are located at the county building inside the City of Asotin, meaning people are coming to visit Asotin for these services. The county court house is part of the services provided from Asotin, and it brings its own dynamics to the Asotin Police Department work load. With Asotin being part of the Lewiston, ID-WA Metropolitan Statistical Area, Asotin receives an influx of motoring public. Asotin is five miles south of Clarkston WA and Lewiston ID. Lewiston and Clarkston are one

city divided by a river that happens to be the state line. With this large of a population not eight minutes driving time away, people are continually going through Asotin. Asotin is the last city along the route to a great visitor destination, Hells Canyon. There are a large number of people going through Asotin visiting this great travel destination. This is also the location for locals to use the river resources for boating, swimming, and fishing. These citizens travel through Asotin to reach these spots. The traffic during the warm months of the year can triple or quadruple. The Asotin-Anatone School is a big part of the community of Asotin. It is a pre-kindergarten thru 12<sup>th</sup> grade school with an enrollment of around 600 students. It is a large part of the community that draws a lot of people for different events throughout the year. 2013-2018, there was a full time School Resource Officer (SRO) assigned to the school which funding originally came from a federal COPS SRO Grant. The school did assist with paying a third of the SRO wage. The SRO is primarily assigned to the school, and is not part of the call rotation other than emergencies and summer months. With so many government agencies and properties making up Asotin, the tax base is limited for revenue. Asotin is a small community with limited businesses. Businesses tend to open in the more metropolitan areas of Clarkston and Lewiston to be more accessible to people. The businesses we have are small service type businesses; convenience store, gas station, sandwich shop. The tax base is limited for the services we need to provide for. Asotin embraces and embodies the Community Policing practices. Having a smaller population, the officers get to know a large number of the community on a personal note. They look to be problem solvers that work towards solving issues that arise before it becomes a crime or bigger problem that takes more resources. With this mind set the officers can work towards helping the citizens more than just reacting to crime. There is no statistic or number that can be placed on the amount of crime that the Asotin Police Department prevents or stops from being seen by having patrol. The services provided are instrumental to the safety and wellbeing of the people that live, work and play in the City of Asotin. 2018 the City of Asotin budget was reduced and left the Police Department without a Full Time Police Officer and an Evidence Clerk. Therefore, the current Police Department is made up of the Police Chief, School Resource Officer and one Reserve Officer. 2018-2019 the Asotin-Anatone School District did not renew the School Resource Officer position, therefore, this officer is now back in rotation. 2019 the Levy Lid Lift did not pass therefore, reducing the Police Department to just the Police Chief who will work 40 hours a week.

The City of Asotin created A Resolution of the City Council of the City of Asotin, Washington, Providing for the Submission of a Proposition to the Qualifying Voters of the City of Asotin at the November 7, 2017 General Election for their Ratification or Rejection, Providing for Authority to Levy an Increase in the Regular Property Tax Levy at the Rate of \$3.15 per \$1,000 of Assessed Value Which is in Excess of the Limit Factor Established in RCW 84.55.005 and 84.55.010; Setting Forth the Ballot Proposition. **RESOLUTION #2017- 599**. This did not pass.

The City of Asotin created A Resolution of the City Council of the City of Asotin, Washington, Providing for the Submission of a Proposition to the Qualifying Voters of the City of Asotin at the November 6, 2018 General Election for their Ratification or Rejection, Providing for Authority to Levy an Increase in the Regular Property Tax Levy at the Rate of \$3.15 per \$1,000 of Assessed Value Which is in Excess of the Limit Factor Established in RCW 84.55.005 and 84.55.010; Setting Forth the Ballot Proposition. **RESOLUTION # 2018-621**. This did not pass.

#### **CITY OF ASOTIN MUNICIPAL COURT**

The City of Asotin formally established the operation of the Asotin Municipal Court as authorized by RCW 3.50 in January 2017. **ORDINANCE #2016-817 and #2016-818**

The City of Asotin opened the Asotin Municipal Court on January 9, 2017. Todd Richardson is the Judge and will be holding court in the Asotin City Council Chambers. The City of Asotin attorney is the Prosecuting Attorney and there are multiple public defenders. Municipal Court handles all misdemeanor cases as well as local code violations.

**2020**

**ASOTIN MUNICIPAL COURT DATES  
FOURTH THURSDAY OF THE MONTH**

Jan-23	May-28	Sept-24
Feb-27	June-25	Oct-22
Mar-26	July-23	Nov-19
Apr-23	Aug-27	Dec-17

**CITY OF ASOTIN GROWTH MANAGEMENT ACT**

The Department of Commerce has granted to the City of Asotin on Date of Execution to the end date of June 30, 2019 for Growth Management Act Update Grant in the amount of \$2,500.00 with no match monies required. The Department of Commerce Growth Management Act Update Grant will assist with land use planning work, which will contribute towards final completion of the review, and if needed revision of the comprehensive plan and/or development regulations, required under the Growth Management Act, RCW 36.70A.130.

**SALES TAX MEASURE**

November 5, 2019 a proposition was placed before Asotin County voters that authorized an additional sales and use tax at the rate of 0.3% to be used for the construction, maintenance, operation of jail facilities, for police and fire protection pursuant to RCW 82.14.450. August 5, 2019, City of Asotin entered into an Interlocal Jail Facility Use Agreement between Asotin County, the City of Asotin and the City of Clarkston pursuant to RCW Chapters 70.48 and 39.34. Voters approved the Sales Tax Measure therefore, the parties agree that all funds derived from the 0.3% Sales Tax Measure and distributed by the Washington State Department of Revenue will be paid to Asotin County, exclusively to (1) service the Bonds; (2) costs associated with construction, operations, maintenance, staffing, improvements, additions, and other such costs of the New Jail, and (3) cover increased costs associated with operation of the New Jail as necessary in the future. Asotin County agrees to place all such funds in the Public Safety Jail Fund. The agreement will be effective for the life of the Bonds, which shall not be more than 30 years in duration from the date of their issuance.

**EMS FUND # 101**

The City of Asotin funded Emergency Medical Services (EMS) for many years through an Excess Levy that was voted on annually. In an effort to save money and plan for the future, voters approved a 6 year “EMS Levy”. That 6 year levy expires December 31, 2018. This Levy, is capped by state law at .50 cents per \$1000 of assessed property value and all the money collected is spent solely on emergency medical services. The EMS Levy funded a \$25,000 contract with the City of Lewiston Fire Department to provide an Advanced Life Support Ambulance to respond to emergencies within the City of Asotin. This ambulance is stationed at the Asotin County Fire District # 1 in the Clarkston Heights. Because of this contract the ambulance responds immediately to most medical calls within the city to support our City of Asotin Fire Department’s Quick Response Unit and Emergency Medical Technicians (EMTs). The ambulance then provides the transport, when needed to the appropriate facility. This contract ensures a paramedic level ambulance is within a 10-minute response to the City of Asotin. The Levy also funded our City of Asotin EMS services, by providing funds for

training, certifications, supplies, and fuel for medical emergencies. Because the Levy expired at the end of 2018, the levy had to be passed by the voters to continue. As you can see below the levy failed in the August primary by just a few votes. A super majority is needed to pass this levy. In February of 2019, there will be a special election to put this levy to the voters again as a permanent levy. Without the funds for this levy, the City of Asotin will not be able to fund the contract with the City of Lewiston, which is now \$30,000.

The City of Asotin created A Resolution of the City Council of the City of Asotin, Washington, of City of Asotin Providing for the Submission to the Qualified Electors of the City of Asotin at the Primary Election to be Held on August 7, 2018, in Conjunction with the State Primary Election to held on the Same Date, of the Proposition Authorizing a Permanent Levy of a Property Tax Not To Exceed \$.50 per \$1,000 of True and Assessed Valuation in Addition to its Regular Property Tax Levy, to be Levied Each Year Beginning in 2019 and to be Collected in each Succeeding Year to Provide Funds Required to Provide Emergency Medical Services and Ambulance Service. RESOLUTION #2018-615. This did not pass.

The City of Asotin created A Resolution of the City Council of the City of Asotin, Washington, of City of Asotin Providing for the Submission to the Qualified Electors of the City of Asotin at the Special Election to be Held on February 12, 2019, in Conjunction with the State Special Election to held on the Same Date, of the Proposition Authorizing a Permanent Levy of a Property Tax Not To Exceed \$.50 per \$1,000 of True and Assessed Valuation in Addition to its Regular Property Tax Levy, to be Levied Each Year Beginning in 2020 and to be Collected in each Succeeding Year to Provide Funds Required to Provide Emergency Medical Services and Ambulance Service. RESOLUTION 2018-634. This passed.

### **STREET FUND # 103**

The Street Fund Cities receive gas taxes from the state. Cities with a population of under 15,000 are allowed to deposit the gas tax into the street fund and to spend the monies for any street purposes. Maintenance of the city's streets is provided under the street fund and includes street lighting, striping for crosswalks and parking spaces, street signage, minor maintenance for potholes, etc. The Street fund consists of all revenues designated for streets and arterial streets and generates its revenue from state motor vehicle fuel taxes and Multimodal Transportation. About 7.05% of the property taxes paid to the Asotin County Treasurer by Asotin citizens are deposited into this fund. 35% of the general property tax received by the City is placed in this fund. The motor vehicle fuel tax is received from the State of Washington and is distributed based on the population as of April 1 of the preceding year (1,235). The local share of state collected revenues for the gas tax in 2020 is projected at \$27,200.00. Street lighting is budgeted at \$19,700.00

2010, the City of Asotin was awarded a grant from the Transportation Improvement Board (TIB) in the amount of \$571,548 with a 5% City of Asotin match. These grant dollars were for the resurfacing of 2<sup>nd</sup> Street, from Washington Street to Cleveland Street. This project was completed August, 2010.

The City also received another grant from TIB in the amount of \$271,509. This was used for the resurfacing of 2<sup>nd</sup> Street from Cleveland to the Memorial Bridge. This grant also has a 5% City match. The award of these grants was very exciting to the City of Asotin, as the original street surface had been in place since the early 1900's. November 2012, the resurfacing of 2<sup>nd</sup> Street from Cleveland Street to the Memorial Bridge was completed and was a great improvement to the City. 2013, Curb Islands were finished with installation of the electricity and automatic sprinklers.

The City of Asotin placed an M&O Levy on the ballot to collect taxes for street maintenance and repairs, however,

it did not pass the November 2015 and 2016 election.

2016-2017 the City of Asotin received a grant from Washington State Department of Transportation through the TAP Funding source in the amount of \$10,600.00 for the Cleveland Street Sidewalk Upgrade. No match monies required.

2018 the City of Asotin received Transportation Improvement Board Funding (TIB) to rehabilitate Fourth Street Harding Street to Wilson Street. The amount to be received will be \$168,919.00. This will be to resurface Fourth Street. Seal Coating will be completed on Curry Court, Garfield 2<sup>nd</sup> to 3<sup>rd</sup> to Kings Lane, Harding 1<sup>st</sup> to 3<sup>rd</sup>, 3<sup>rd</sup> to Kings Lane to 4<sup>th</sup>, Jefferson Street 3<sup>rd</sup> to Kings Lane and Riverview Dr SR195 to 4<sup>th</sup> Street. The amount to be received will be \$26,256.00. There were no match monies required for this project.

2019 the City of Asotin will be receiving \$927,000.00 in grant funding from the Transportation Improvement Board (TIB) for 2<sup>nd</sup> Street Paving from Washington Street to Harding Street. There are no match monies required for this project. Engineering will begin in 2019 and Construction will start in 2020.

**The City of Asotin has a six year transportation plan which includes the following roads:**

**RESOLUTION 2019-652  
AMENDED SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR  
JANUARY 1, 2019 TO DECEMBER 31, 2024**

<b>PRIORITY</b>	<b>PROJECT NAME</b>	<b>DESCRIPTION</b>	<b>LENGTH/WIDTH/CLASS</b>	<b>COST</b>
[1]	PED3 2 <sup>nd</sup> Street remove and Replace sidewalk Washington to Harding south side	Sidewalk	2,600 L.F.	\$542,000
[2]	C13 Memorial Bridge Rehabilitation	Railing, Deck, Etc.	100 L.F.	\$483,000
[3A]	P1 3 <sup>rd</sup> Street Chip Seal Cleveland to Filmore	Chip Seal	370 L.F. / 26' / Local	\$6,000
[3B]	P1 3 <sup>rd</sup> Street Chip Seal Washington to Jefferson St	Chip Seal	2,000 L.F. / 36' / Urban Local Access	\$50,000
[3C]	P1 3 <sup>rd</sup> Street Chip Seal Jefferson to Wilson St	Chip Seal	2,700 L.F. / 36' / Urban Local Access	\$70,000
[4]	PED1 SR-129 Replace Sidewalk Baumeister to Filmore (N. Side)	Sidewalk Replacement, Curb, Gutter, & Ped Ramps	1,010 L.F. / NA / Minor Arterial	\$189,000
[5]	PED1 SR-129 Remove & Replace Sidewalk / Filmore to SR-129	Sidewalk Replacement	830 L.F. / NA / Minor Arterial	\$81,000

**TOTAL ESTIMATED CONSTRUCTION FOR SIX YEARS \$1,421,000**

**BE IT RESOLVED**, that the above program which will require an estimated \$1,421,000 total improvements in the ensuing six years, after having been reviewed in a public hearing held May 28, 2019.

## **CEMETERY FUND # 105**

**The Cemetery** is a non-endowment cemetery. The City of Asotin is not included in the Vineland Cemetery District. This is a stand-alone fund; proceeds from plots get deposited into fund 105. The interest from the Cemetery Trust Fund and the charges for the plots constitute the revenue received in this fund. The City has been cleaning and pruning the cemetery since 1999. (spraying, mowing, weed control, etc.) The City has also started a volunteer program for cemetery refurbishing. 2014. Lewis Clark State College volunteered to create a data base to locate block, tract and lot numbers.

The City of Asotin website now displays date and names of people who are buried in the Cemetery. It also indicates where Veterans are buried. The Cemetery received a fresh coat of gravel and a new cattle guard. 2013 and 2014 the VFW started holding services at the City of Asotin Cemetery on Memorial Day honoring our Veterans. The VFW replenishes the Cemetery Flags each year. 2017 the VFW and Ron Ritz donated funds to have a new Cemetery Sign made and placed at the entrance of the Cemetery. 2018 the VFW and the Masons placed a concrete seating area with a new flag and flag pole. 2019 the Cemetery Plot fees will be increased from \$200.00 to \$500.00 per plot. The new bleachers were great, before people had to bring lawn chairs. May 2019 new permanent bleachers were installed at the cemetery. The American Legion Post #246 and Potlatch #1 Credit Union donated the funds to purchase the bleachers.

## **REET FUND # 106**

**Real Estate Excise Tax Fund** Resolution #13-502 created a new fund titled Real Estate Excise Tax (REET) for the ¼ (0.25)% Real Estate Excise Tax monies to be deposited into a local municipal Capital Improvement Fund. The State of Washington is authorized to levy a real estate excise tax on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages and other debts given to secure the purchase at a rate of 1.28%.

The County Treasurer collects all funds and distributes the amount collected for the City of Asotin. The City of Asotin receives .075% per RCW 82.45.060. The City of Asotin deposits ½ (0.50) % Real Estate Excise Tax (REET) into the City's General Fund. The City of Asotin levied an additional ¼ (0.25) % quarter percent tax that must be used for funds of any local capital improvement purpose identified in RCW 35.43.040 and RCW 82.46.010.

## **STADIUM/CONVENTION CENTER FUND #107**

**The Stadium/Convention Center Fund** gets its revenue from the Motel-Hotel tax. It is budgeted to be expended for the advertising of tourism. With the revenues from this fund, the City purchased Asotin Days banners in 2007. In 2011, the City purchased a new 'Welcome to Asotin' sign to greet people coming into town, traveling southbound on State Highway 129. In 2012, T-Shirts were purchased to sell as advertisement. In 2013, this fund paid for a webpage update to advertise the City of Asotin recreational area and to promote economic development. 2014, the City purchased a new 'Welcome to Asotin' sign to greet people coming into town, traveling northbound on State Highway 129.

## **PARKS FUND #121**

**Parks Fund Resolution #2018-641** created a new fund titled Parks . This will be a new and separate fund for 2019 that the City of Asotin will deposit City Park, Chief Looking Glass Park and RV Rental Fees into the new and separate fund number 121 titled Parks. The City of Asotin shall expend monies to replace, repair, upgrade structures and maintain the City Park, Chief Looking Glass Park and the RV spots from fund number

121 titled Parks. The City of Asotin shall transfer \$30,000.00 yearly into this fund from the General Fund to create a Zero Base Budget.

**ASOTIN COMMUNITY CENTER (SITE OF THE HISTORICAL CHURCH) FUND #122**

**Asotin Community Center (Site of the Historical Church) The Full Gospel Church**, located at 305 First Street, was designated a National Monument early in 1973. Resolution #80 sponsored protection and preservation of the Full Gospel Church as a National Historical Monument and was signed November 19, 1973. The Full Gospel Church, formerly the Asotin Grace Presbyterian Church, was built in 1899. The basement and rear wing were added in 1913. Because of its location, it became a part of the Lower Granite Reservoir and became the property of the United States Army Corp of Engineers. It was conveyed to the City of Asotin as the administration agency. The Full Gospel Church Preservation Fund is a voluntary foundation. 2013, the Full Gospel Church dissolved. The building will be cleaned, painted, preserved, and ready to welcome the community. 2014 Funds generated from the rental of the building will be deposited into a new fund number account (122) for restoration according to the National Monument Historic Registry and for accounting purposes. The building is rented for Weddings, Wedding Rehearsals, Funerals, Baby Showers, Bridal Showers, Professional Meetings, Family Reunions, Birthday Parties, Fundraising Events, School Meetings, Excercise Classes, 4-H Meetings, Church Services and Events.

**ASOTIN DAYS FUND #123**

**Asotin Days Fund** is a new fund that was started in 2014. This fund has its own board that consists of a Chair, Co-Chair and Secretary/Treasurer. They meet at City Hall to plan Asotin Days that is the 2<sup>nd</sup> Full Weekend in August. **RESOLUTION #2014-514.** The City of Asotin has determined the demand for organization of Asotin Days which is held in the City of Asotin the 2<sup>nd</sup> Weekend in August. The City of Asotin has determined Asotin Days revenues and expenditures shall be administered through the City of Asotin for auditing purposes. The City of Asotin has establish an Asotin Days Committee made up of a Chairperson, Vice-Chairperson, Secretary and Treasurer to create By-Laws, Vision and Intent Statement, Vendor Contracts and oversee the day to day operation of the Asotin Days activities. All Asotin Days Committee members are volunteers.

**Fire Department FUND #125**

**Fire Department Fund** is a new fund that started in 2020. **RESOLUTION 2019-657.** The City of Asotin shall create and establish a new and separate fund number 125 titled Fire Department starting in the year of 2020. The City of Asotin shall expend monies to pay any fire department related expenditures including but not limited to: purchases, repairs, maintenance of vehicles and buildings, personnel benefits, administrative services, provide office/operating supplies, fuel, emergency reporting system, uniforms/clothing, small tools, minor equipment, professional services, travel, meals, motel, repairs/maintenance, miscellaneous, tuition/training, vehicle repairs/maintenance and other items as needed from fund number 125 titled Fire Department. The City of Asotin shall transfer \$70,000.00 yearly into this fund from the General Fund to create a Zero Base Budget.

**BUILDING DEPARTMENT FUND #126**

**Building Department Fund** was established in 2014. Resolution #2014-779 states the City of Asotin has determined that it is in the best interest of the City to issue, produce and process City of Asotin Building Permits and complete property inspection services. The City of Asotin will start issuing, producing and processing City of Asotin Building Permits and completing property inspection services April 11<sup>th</sup>. The City charges for building permits according to the schedule adopted in the Building Code. The Building Inspector will process permit applications, review plans, issue permits and perform all mandatory inspections required under the Uniform



Building Code, Uniform Plumbing Code, Uniform Mechanical Code, Energy Code, Shorelines Management Act and Flood Control Statutes. Performs a wide variety of skilled duties relating to the inspection of construction and the related codes that regulate that construction and the investigation of code violations and mitigation of nuisances as they apply to City Ordinances and Building Codes. Assists the general public, contractors, developers, architects and others to meet applicable City Codes, Building Codes, Ordinances and Resolutions that pertain to living and working in the City of Asotin. Inspector will check the soil and other conditions of the building's foundation site to ensure that blueprint plans for the building comply with local building codes. The building inspector will examine the soil of the site before concrete is poured into the correct areas of the site. Checking the future positioning and depth of the structure's beam footing as well.

### **FIRE DEPARTMENT BUILDING RESERVE FUND #300**

**Fire Department Building Reserve Fund** was established in 2001. This fund receives money from fund raising events, grants and donations to the Fire Department. The expenditures pay for improvements/additions to the fire hall. It was projected that a minor building addition would be added in 2010. This project never developed and therefore there is a two year Certificate of Deposit that was purchased through Twin River Bank in 2014 in the amount of \$14,400.00 to reserve this fund and continue to accrue interest.

### **CITY OF ASOTIN MARINA CAPITAL PROJECTS IMPROVEMENT FUND #301**

**City of Asotin Marina Capital Projects Improvement Fund** was established in 2014. The City of Asotin shall create and establish a new and separate fund number 301 titled **City of Asotin Marina Capital Project/Improvement Fund**. The City of Asotin shall deposit Donations and Revenues into the new and separate fund number 301 titled City of Asotin Marina Capital Project/Improvement Fund. The City of Asotin shall expend monies designated from the City of Asotin Marina Capital Project/Improvement Fund funding expenditures from fund number 301 titled City of Asotin Marina Capital Project/Improvement Fund.

The Asotin's Marina is an essential recreational facility in Washington State. It provides services to a significant number of boaters on the Snake River. It provides the last service area with any population for visitors to Hells Canyon National Recreation area. The need for the City of Asotin Marina (and boat launching facility) as a recreational facility was established by the U.S. Army Corp of Engineers (USACE) in 1975 when they planned for construction of the facility.

There is a need for the City of Asotin Marina to provide economic stability to the City of Asotin. This Marina has been in the past and will be again, the primary economic development tool for the City of Asotin. The City of Asotin plans to restore the recreational opportunities that have been lost over time due to sediment build up.

**RESOLUTION #2014-526** under the provision of the Boating Infrastructure Grant (BIG) program, grant assistance is requested to aid in financing the cost of *facility development*, and our organization considers it in the best public interest to complete the project described in the application(s);

1. The Mayor is authorized to made formal application to the Recreation and Conservation Office for grant assistance.
2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Our organization hereby certifies that our matching share of project finding will be derived from General Fund and that we are responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable

costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.

5. We acknowledge that any facility developed through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director of the Recreation and Conservation Funding Board.
6. We acknowledge that any facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for such use for a minimum of 20 years from the date of final project reimbursement unless otherwise provided and agreed to by our organization, the Recreation and Conservation Funding Board, and the U.S. Fish and Wildlife Service.
7. We have read both the federal guidelines and state policies for the BIG program and agree to abide by those guidelines and policies, and as BIG grants are federal funds, our organization must comply with all applicable federal laws.
8. The resolution becomes part of the formal application to the Recreation and Conservation Office for grant assistance; and
9. We provided appropriate opportunity for public comment on the application.

**RESOLUTION #2014-527** our organization has approved a comprehensive parks and recreation plan that includes this project. Under the provision of the Boating Facilities Program (BFP), state grant assistance is requested to aid in financing the cost of *planning*. Our organization considers it in the best public interest to complete the project described in the application(s);

1. The Mayor is authorized to make formal application to the Recreation and Conservation Office for grant assistance.
2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Our organization hereby certifies that our matching share of project finding will be derived from a dedicated boat launch improvement fund and General Fund and that we are responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.
5. This resolution becomes part of the formal application to the Recreation and Conservation Office for grant assistance; and
6. We provided appropriate opportunity for public comment on the application.

**RESOLUTION NO #2014-536** the City of Asotin is seeking funds to restore the boat launch in downtown Asotin. The Recreation and Conservation Funding Office—a potential funder of this project—requires that assets they invest in be available to the public a minimum of 25 years. The City of Asotin recognizes that having a boat launch available for public use is an important service it is in a unique position to provide to the boating public. The City of Asotin wishes to convey its commitment to keeping the launch open and operable for decades to come. The City of Asotin hereby acknowledges a commitment to maintenance and operations of a restored Asotin Boat Launch for no fewer than 30 years.

### Recreational Conservation Office (RCO) Grant

The City of Asotin received a Recreation and Conservation Office (RCO) Planning Grant funding for the Marina in the amount of \$61,611.00. It was awarded for the 2015-2017 Boat Facilities Program Local Projects. This grant is to design, and permit the restoration and development of a boat launch along the Snake River. The launch, which has not been used safely in the past 20 years, is the last access point to the Snake River near a city with fueling services and other supplies. Future development includes, restoring the boat launch, installing a breakwater, and building new moorage floats, bathrooms, and lighting. The City of Asotin will contribute \$20,537 in cash, staff labor, and donations of labor. For more information and photographs of this project, visit RCO's online Project Search. (14-2013).



### Rural Business Development Grant-Enterprise Emphasis (RBEG) an Agency of the USDA

The City of Asotin received a Rural Business Development Grant in the amount of \$47,765.00 through USDA for the Asotin Boat Basin Pre-Construction Design and Permitting. Funds will be used to lay groundwork for the restoration of a recreational and commercial boat launch which will draw people to linger within the City, thereby growing the market for small and emerging businesses within the City of Asotin. The professional services paid for by this project will guide the City through the maze of construction, and sediment disposition options so that permits can be obtained, and the ultimate project will be ready for construction.



## City of Asotin

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### City of Asotin Project: Restoration of Asotin Boat Launch

The Asotin Boat Launch is an essential recreational facility in Washington State and the City of Asotin.

- It provides services to significant numbers of boaters on the Snake River - more accessible mileage on the Snake in Asotin County than any other county;
- It provides the last service area with any population for visitors to Hells Canyon National Recreation area.

HISTORY: The need for the Asotin Boat Launching facility was established by the U.S. Army Corps of Engineers (USACE) in the early 1970's when they planned for construction of the facility. When the USACE removed 60% of level ground within the Asotin City limits from private ownership (and the tax base), they also took every inch of riverfront property within the City limits. In doing so they eliminated our ability to use the Snake River (aka Lower Granite Lake) for any commercial development.

- This important amenity replaced many private docks and marinas along the river. It was a key hub of river activity for two decades.
- There is a need for the Restoration of the Boat Launch to provide economic stability to the City of Asotin since so much productive, taxable property was removed from the City. This boat launch has been in the past and will be again, the primary economic development tool in the City's tool box. Without this boat launch we rely almost solely on property tax to survive. With the launch the City has the ability for economic development and to lessen the burden on tax-paying citizens.
- We are the last available safe launch as you enter Hells Canyon; from this point there is limited access not only to the Snake River but the Grande Ronde, Salmon and Imnaha Rivers.
- The Boat Launch is located on CORP property that the City began leasing from the CORP when it was developed in 1972
- When the launch was accessible the City of Asotin had 15 retail businesses. We currently have 4.

The siltation problem that has arisen in the Asotin Boat Launch is due to a flawed design by the USACE. The CORP never developed a siltation plan for any facilities that are a part of the Lower Granite Dam project. No siltation plan was developed because the CORP planned to build additional dams upriver from Asotin.



## **WATER/SEWER/STORMWATER FUND # 401**

**Water/Sewer/Stormwater Fund** is an enterprise fund used to account for the financing of the services provided to the public and all expenses are paid by user charges. The minimum water charges in 2014 will be \$25.00 which includes the first 1,000 cubic feet of water used, with the overage charge of \$.49 per 100 cubic feet.

The sewer rates for the year 2013 will be \$39.51 month. The City installed a new Lower Water Reservoir with a loan from the Department of Community Trade and Economic Development. The initial loan amount was \$757,500.00 with an interest rate of 0.50% and loan term of 21 years. The City of Asotin made its first loan payment of \$35,390.41 in September 2008.

The City also is repaying its loan to the Department of Ecology for the upgrade to the Wastewater Treatment Plant in 2005. This loan is \$505,000.00 at 1.5% interest with two yearly payments of \$29,664.43 over 20 years.

The City of Asotin has also been awarded a Loan/Grant from the State of Washington Community, Trade and Economic Development CERB (Community Economic Revitalization Board) Board for the purpose of upgrading and extending our water main in the Northwest entrance to our City. The funding is \$142,000 in a loan with zero percent interest over 20 years with the first five years deferred; \$48,000 in a grant; and \$63,000 in matching funds from outside sources. The City began this project in the fall of 2010 with a projected end date of spring 2011.

In 2014, new funds were created to separate the enterprise funds of Water, Sewer and Stormwater Funds. There are new Fund numbers for Water Fund #401, WWTP Fund #402 and Stormwater Fund #403 per Resolution # 13-501.

## **WATER FUND # 401**

**2014 Water Fund** Resolution #13-501 establishes a separation of an existing utility in fund accounting to create a new and separate fund number for Water to establish individual fund balances for the year starting 2014. The City of Asotin shall create and establish a new and separate fund number (401) titled Water, to keep funding revenues and expenditures separate from other funding to establish Water fund balances.

Ordinance #2014-781 increases the water rates starting December 2014. Per unit minimum charge will be twenty seven dollars and ninety three cents (\$27.93) per month for one thousand cubic feet of water. For each additional one hundred cubic feet of water a charge of one dollar (\$1.00), with a fraction roundup to the nearest one hundred cubic feet, shall be charged. Where a single meter is used to measure water consumption, each resident, apartment, living unit or trailer space occupied by a trailer shall be classified as a unit.

The minimum and excess charges for commercial, school, church and industrial users shall be the same as that of a residence. Any individually owned, leased, or rented business shall be subject to the minimum charge even though sanitary facilities are shared. Leased public parks, i.e. schools and RV parks shall have a minimum charge of twenty seven dollars and ninety three cents (\$27.93) per month for one thousand cubic feet of water. For each additional one hundred cubic feet of water a charge of one dollar (\$1.00), with a fraction roundup to the nearest one hundred cubic feet, shall be charged. An increase to the base water rate will be one dollar (\$1.00) per year in each of the next five years. For each additional one hundred cubic feet of water a charge of twenty five cents (.25) will be added in each of the next five years. These rates will become effective on December 1<sup>st</sup> of each year. 2020 base rate for water is \$30.93 tax \$2.79 excess water usage is \$2.25 per 100

cubic feet.

**SEWER/WWTP FUND # 402**

**2014 Sewer/WWTP Fund** Resolution #13-501 establishes a separation of an existing utility in fund accounting to create a new and separate fund number for Sewer/WWTP to establish individual fund balances for the year starting 2014. The City of Asotin shall create and establish a new and separate fund number (402) titled Sewer/WWTP to keep funding revenues and expenditures separate from other funding to establish Sewer/WWTP fund balances.

The city's Sewer/Waste Water Treatment funds cover expenditures for maintaining the collection system for wastewater. The collection system transfers wastewater (sewer) from residences and businesses to the wastewater treatment plant. The public works department assists in making new connections to the collection system in addition to repairing existing lines.

July 22, 2013, Sewer rates were increased by \$10.00 Resolution #2013-770. In 2013, the City of Asotin applied to the State Department of Commerce for funding assistance through the Community Development Block Grant (CDBG) to request \$24,000.00 for a Planning Grant to make upgrades to the Wastewater Treatment Plant Facility Plan, including removal and construction of new screw pump chambers and the replacement of brush rotors.

The City of Asotin shall increase the base sewer rates by \$5.00 in 2015 and an additional \$5.00 in 2016 to cover the "Debt Service" payments through the passage of City Ordinance #2014-529.

2019 and 2020 the base rate will be increased by \$2.50. Sewer rates will be increased by 4% each year after 2021 until 2030. 2020 base rate for sewer is \$61.24 tax \$5.52.

Department of Ecology, Kim Prisock presented a Special Recognition Award plaque for six consecutive years of outstanding performance to Waste Water Treatment Plant Operator, Bill Frye from the Washington State Department of Ecology who recognizes the exemplary effort and work accomplished by the City of Asotin and the dedication team at the Asotin Waste Water Treatment Plant. Department of Ecology, Kim Prisock stated the Snake River provides life and protecting that is a big deal. The last six years substantial upgrades and projects have been done to the Asotin Waste Water Treatment Plant. Even with that much activity the treatment plant is safe. Within the six years there have been no violations and never missed a test. Of approximately 300 wastewater treatment plants statewide Asotin is one of 111 that achieved full compliance with its National Pollutant Discharge Elimination System (NPDES) permit in 2019. Wastewater treatment plants in Washington were evaluated for compliance with the effluent limits, monitoring and reporting requirements, spill prevention planning, pretreatment, and overall operational demands of the NPDES permit. Kim Prisock from Department of Ecology stated it takes diligent operators and a strong management team, working effectively together, to achieve this high level of compliance. It is not easy to operate a wastewater treatment plant 24 hours a day, 365 days a year, without violations. Ecology appreciates the extraordinary level of effort the Asotin plant operators demonstrated throughout 2019. Talented and proficient operators are critical to successful plant operations and protecting the health of Washington's waters. Excellent record is a credit to the dedicated operators who are responsible for running this award-winning plant. This is the eleventh time the City of Asotin has received this award since the program was started.

**STORMWATER FUND # 403**

**Stormwater Fund** Resolution #13-501 establishes a separation of an existing utility in fund accounting to create a new and separate fund number for Stormwater to establish individual fund balances for the year starting 2014. The City of Asotin shall create and establish a new and separate fund number (403) titled Stormwater to keep funding revenues and expenditures separate from other funding to establish Stormwater fund balances.

In 2008, the City of Asotin went into a partnership with Asotin County and the City of Clarkston for Stormwater Management as driven by the Clean Water Act. In 2010, the City of Asotin began charging Stormwater Utility Fees in the amount of \$5.00 per ERU, with commercial being pro-rated per property size. In 2013, the Stormwater Utility Fee was reduced to \$4.00 per ERU, with commercial being pro-rated per property size. The City of Asotin entered into an Interlocal Agreement with Asotin County to manage the Stormwater Program. In 2013, Resolution #2013-508 the City applied and accepted a grant from the State of Washington Department of Ecology Funds for \$172,000.00 for the Second Street Stormwater Project. This project was completed in 2015.

Also in 2013, The City identified a chronic drainage problem on Second Street in Asotin between Highway 129 and Harding Street. The City received a \$120,000.00 grant from the State of Washington Department of Ecology Funds for the Second Street Municipal Stormwater Capacity Grant Program. Resolution #2013-509 will allow funding to create a study and planning project. There is a zero percent match for the city. This project was completed in 2015.

2017 the City of Asotin received grant funding through State of Washington Department of Ecology for the Second Street (Harding to Washington) Stormwater Improvements. The grant and loan provides for \$685,000.00 toward the project. The project will improve water quality in the Snake River by installing Low Impact Development (LID) facilities on Second Street between Washington and Harding. This project will provide treatment for total suspended solids and will also reduce flows to the Snake River by increasing Stormwater infiltration and providing Stormwater detention.

\$5.00 per ERU rate will be charged beginning January 1<sup>st</sup>, 2019 until December 31<sup>st</sup> 2021. The ERU rate will increase to \$5.50 beginning January 1<sup>st</sup>, 2022.

**WATER/SEWER RESERVE FUND #408**

**Water/Sewer Reserve Fund** was established in the year 1999 and the income and revenues to this fund will be used by the City for capital improvements, restoration, maintenance, repair, upkeep and expansion of the City of Asotin’s water and sewer facilities. All of the fees for water/sewer service hook-ups are deposited into this fund.

SewerTAP Inspection/Alteration Fee	\$ 400.00
Sewer Hookup-Connection Fee	\$1,200.00
1” Water Meter/Connection Fee	\$2,500.00

**WATER DEBT SERVICE FUND #410**

**Water Debt Service Fund** was established October 15, 2019. **RESOLUTION 2019-661** A resolution of the City Council, of the City of Asotin being a Resolution creating new fund number for USDA loan/grant funding for the updated water installation on 2<sup>nd</sup> Street. The United States Department of Agriculture (USDA) awards Federal grant / loan combinations to help finance investment in infrastructure for Utility, Water and Environmental Programs. The City of Asotin agrees to the conditions set forth in a Letter of Conditions received by Marti Canatsey of USDA Rural Development, dated September 4, 2019. The City of Asotin shall



create and establish a new and separate fund number 410 titled Water Debt Service Reserve Fund. Water Debt Service Reserve Fund must be equal to 10% of the monthly payment each month over the life of the loan until one annual installment. This reserve will establish an emergency fund for emergency maintenance and repairs and debt repayment. The Agency Loan \$86,000.00 and USDA Rural Development (RD) Grant \$53,000.00

#### **WATER CONSTRUCTION FUND #411**

**Water Construction Fund** was established October 15, 2019. **RESOLUTION 2019-661** A resolution of the City Council, of the City of Asotin being a Resolution creating new fund numbers for USDA loan/grant funding for the updated water installation on 2<sup>nd</sup> Street. The United States Department of Agriculture (USDA) awards Federal grant / loan combinations to help finance investment in infrastructure for Utility, Water and Environmental Programs. The City of Asotin agrees to the conditions set forth in a Letter of Conditions received by Marti Canatsey of USDA Rural Development, dated September 4, 2019. The City of Asotin shall create and establish a new and separate fund number 411 titled Water Construction Fund. This will be a participating 31 CFR Part 202 collateral depositories, federal agency, or Federal Reserve Bank acting as a fiscal agent in the United States. All funds will be deposited into this account. The account shall be solely for the purposes of paying authorized costs of the project as outlined in the project budget. The Agency Loan \$86,000.00 and USDA Rural Development (RD) Grant \$53,000.00.

#### **WASTE WATER TREATMENT PLANT DEBT SERVICE RESERVE FUND #413**

**Waste Water Treatment Plant Debt Service Reserve Fund** was established in 2014 to budget and fund unanticipated emergency maintenance and repairs, and assist with debt service should the need arise. This fund will also establish and maintain the anticipated and expected expenses including but not limited to operation and maintenance, customer deposits, and asset management for short-lived assets. As a part of the Agency loan, the city will establish and fund monthly a **debt service** reserve fund equal to 10% of the monthly payment each month over the life of the loan until an accumulations of one annual installment. The reserve is required to establish an emergency fund for emergency maintenance and repairs and debt repayment should the need arise. Ten percent of the proposed loan installment will be equal to \$711.09 per month. In addition, a fund asset management reserve for short-lived assets by depositing a sum of \$73.58 monthly in addition to that required for the debt service reserve.

#### **CEMETERY TRUST FUND #601**

**The Cemetery Trust Fund** was set up September 15, 1954 by the estate of Reba LaFond in the amount of \$12,928.00. The interest from this trust fund is placed in the Cemetery Fund #105 and is used for the upkeep of Mrs. LaFond's grave site and other areas of the cemetery. A two year Certificate of Deposit was purchased through Twin River Bank in 2014 in the amount of \$12,935.00 and continues to accrue interest.

#### **RESERVE FUNDS**

**The Reserve Funds** are the City of Asotin's investments which are insured, registered, or held by the City's agent in the City's name. Investments are presented at fair market value. The Investments are located at the State of Washington Local Government Investment Pool with an ending balance as of December 31, 2019 \$121,158.79.

**DEBT**

The debt service requirements for general obligation bonds, revenue bonds and payments including both principle and interest, are as follows:

Year	Principal	Interest	Total Debt Service
2020	138,353	48,337	186,690
2021	140,014	46,415	186,429
2022	142,117	44,238	186,355
2023	138,877	42,185	181,062
2024	451,311	178,506	629,817
2025-2029	368,130	168,520	536,650
2030-2034	221,991	153,924	375,915
2035-2039	317,408	126,810	444,218
2040-2044	188,308	85,222	273,530
2045-2049	244,254	70,138	314,392
2050-2054	277,047	37,936	314,983
2055-2059	129,535	5,343	134,878
<i>Totals</i>	\$ 2,627,810	\$ 1,002,230	\$ 3,630,040

# THE CITIZENS OF ASOTIN

## MAYOR

## CITY COUNCIL

### CLERK/TREASURER

#### FUNCTIONS

Administrative  
Budgeting  
Accounting  
Payroll  
Human Resources  
Council Meetings  
Public Records  
Cemetery  
Risk Management  
Purchasing  
Community Fundraising

### DEPUTY CLERK

#### FUNCTIONS

Administrative Assistant  
Customer Service  
Cashier  
Budget Assistance  
Accounts Rec/Payable  
Public Records  
Water/Sewer Billings  
Cemetery  
Licenses  
Website Designer  
Grants  
Community Fundraising  
Food Pantry  
Vendor Fairs

### ASOTIN MUNICIPAL

#### COURT

#### FUNCTIONS

Last Thursday of each month  
Courts of Limited Jurisdiction  
Infractions-Criminal Traffic and  
Non-Traffic  
Civil and Non-Civil  
Misdemeanor  
Local Code Violations  
Collections

### WWTP OPERATOR

#### FUNCTIONS

Facility Operator  
Mechanic  
Operate WWTP Computer  
Laboratory Testing  
Chemical Testing  
Analyze Data  
DOE Reports  
Heavy Equipment Operator  
Maintain Logs  
Sludge Removal  
Heavy Manual Labor  
Back up Public Works Operator  
Inspect Sewer Lines  
Building Inspector

### Public Works

#### Superintendent

#### FUNCTIONS

Construction/Maintenance  
Mechanic  
Heavy Equipment Operator  
Parks  
Streets  
Cemetery  
Water  
Meter Reader  
WWTP Operator  
Corp of Engineer Levee  
Snow & Ice Removal  
Flood Maintenance  
Building Inspector

### WWTP/Public

#### Works

#### Maintenance

#### Technician

#### FUNCTIONS

Mechanic  
Parks  
Streets  
Cemetery  
Water  
Meter Reader  
Snow & Ice Removal

### POLICE

#### FUNCTIONS

Emergency Services  
Animal Control  
Parking Control  
Public Relations  
School Protection  
Shop with a Cop  
Asotin County Fair Parade  
Asotin Lighted Christmas Parade  
National Night Out  
Community Planning

### BUILDING

#### DEPARTMENT

#### FUNCTIONS

Issue Building Permits  
Commercial  
Additions  
Restorations  
New Construction  
Deck, Garage, Mechanical  
Building Inspections  
Gas/Electricity Inspections  
Guidance for Zoning

### PLANNING COMMISSION

#### FUNCTIONS

Meet Quarterly  
Consider Conditional Use Permits/Variations  
Investigate Zoning areas  
Recommend updates to ordinances

### FIRE/EMS

#### FUNCTIONS

Fire Protection  
Emergency Medical Services  
Jr Firefighter/EMS Program  
Asotin County Fair Parade  
Lighted Christmas Parade  
Community Projects/Public Relations  
On-Site EMS for Asotin County Fair  
On-Site EMS Asotin Football Games  
Weekly Training/Meetings

# City of Asotin Values, Vision, Mission & Philosophy

## Values

In 2010, the City of Asotin began a journey toward becoming a values-based organization, with less reliance on policies and ‘rules’. To further this effort, municipal staff and City Council have embraced the values of teamwork, integrity and excellence.

- **TEAMWORK:** We will work together, demonstrating collaboration through mutual reliability, openness and flexibility to accomplish our goals.
- **INTEGRITY:** We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability and sincerity.
- **EXCELLENCE:** We will deliver a superior level of commitment, responsiveness, performance and provision of services to all, with the attitude that everything is worth our best effort.

## Vision

Asotin is a progressive, safe and family-friendly community that welcomes diversity. It is noted for excellence in education, recreation, tourism, and citizen participation. This dynamic city, situated on the Snake River, actively supports opportunities for economic development that are in harmony with the area’s unique natural resources.

## Mission

The City of Asotin is responsible for furnishing cost-effective services and well-maintained facilities, safeguarding the public and property, enhancing the community’s favorable quality of life, protecting Asotin’s natural environment and sustaining a healthy, growing economy for all to enjoy.

## Philosophy

We, the members of the Asotin Police Department:

- Believe the protection of life is our number one priority.
- Will respect and protect the rights and dignity of all persons and utilize the utmost in courtesy and compassion in every contact we make.
- Will strive for excellence in the delivery of police services and will utilize training, technology and innovation to accomplish our goal.
- We believe Asotin is a unique community in that we have a state highway running through our city, we have an outstanding school system, a growing residence area, are neighbors to the City of Clarkston and Lewiston, and we are an important part of our community’s successes.
- To partner with the Asotin School District to provide a quality environment for learning in our schools.
- To partner with youth of our community and instill the true values and wholesomeness they deserve.