

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**April 17, 2025**  
**6:00 PM, City Hall and Remote**

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjvA/>

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Items with an asterisk (\*) have been added or modified after the initial draft publication of the Agenda.

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

**2. PUBLIC COMMENTS:** *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to ben@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

- a) - D. Hendricks 04/08/2025 - Vacation Rentals
- S. Bentley 04/11/2025 - Support of Lauser
- L. Paxson 04/14/2025 - Defense of Nakedness
- \*M. Cieloha 04/15/2025 - Support of Lauser
- \*A. Abdulkader 04/17/2025 - Support of Lauser
- \*K. Puckett 04/17/2025 - Support of Lauser

**3. CHANGES TO THE AGENDA:** *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

**4. CONSENT AGENDA:** The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Resolution 2025-\_\_\_\_\_ Personnel Policy** - Adopt a resolution to modify the personnel policy. All changes are discussed in the attached staff report.
- b) **Resolution 2025-\_\_\_\_\_ Fire Department Pay** - Adopt a resolution to modify the compensation afforded to members of the Stevenson Fire Department.
- c) **Minutes** of City Council Meetings and Executive Sessions: March 20th, March 25th & April 9th, 2025.

MOTION: To approve consent agenda items a-c.

#### 5. SHERIFF'S OFFICE REPORT:

- a) **a) Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.

#### 6. PUBLIC HEARINGS:

- a) **Public Hearing: Ordinance 2025-\_\_\_\_\_ Sewer & Pretreatment** - Staff will reintroduce the Public Release Draft Ordinance for Public Comment

- Staff Presentation
- Comments In Favor
- Comments Opposed
- Neutral Comments
- Council Deliberation

#### 7. COUNCIL BUSINESS:

#### 8. INFORMATION ITEMS:

- a) **Contracts Awarded Administratively** - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month is attached.
- b) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- c) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

**d) Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

**9. CITY ADMINISTRATOR AND STAFF REPORTS:**

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director
- c) Ben Shumaker, Interim City Administrator

**10. VOUCHER APPROVAL:** Vouchers will be presented prior to the meeting for council review.

**11. MAYOR AND COUNCIL REPORTS:**

**12. ISSUES FOR THE NEXT MEETING:** *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

**13. ADDITIONAL PUBLIC COMMENT:** *[This is an opportunity for members of the audience to address the Council for items discussed at the meeting.]*

**14. ADJOURNMENT** - Mayor will adjourn the meeting.

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*UPCOMING MEETINGS AND EVENTS:*

- a) **SPRUCE UP STEVENSON**-Saturday, April 26, 2025-Contact the Stevenson Downtown Association for volunteer details.
- b) **SIP AND STROLL**-Saturday, May 10, 2025
- c) **ONE PREVENTION ALLIANCE-BIKE RODEO**-Saturday, May 17, 2025-Contact One Prevention Alliance for volunteer details.

April 8, 2025

Dear City Council,

Stevenson is an amazing place to live, but as everyone knows, it's becoming unaffordable to live here. The boom in Vacation Rental properties, like Airbnb, really makes this problem worse. As is well-documented elsewhere, as the number of Vacation Rentals rise, long-term rents and housing prices rise.

Back 10 years ago when Vacation Rentals were first allowed by the City of Stevenson, it made sense at the time because there were not adequate hotel options. Since then, we've had 2 new hotels open and Skamania Lodge expanded. And we've added many dozens of Vacation Rentals. That's enough. We don't need to keep giving up more of our small town's housing stock to tourists.

Neighborhoods need neighbors. Our neighborhood is starting to feel hollow. Over the years, the City has done a lot of great things to make Stevenson more walkable and bikeable, with plans to improve this further. This attracted me to buy a house near downtown 18 years ago. But now, on my normal walk around the neighborhood between the fairgrounds and City Hall, it seems like I notice a new Vacation Rental almost every time. It's starting to feel like a sad, empty ski town in its off-season. Fewer neighbors. Fewer families sending their kids to school, fewer folks chatting from their front yards or walking their dogs. Who are we making Stevenson more walkable for?

Let me be clear - I don't begrudge a homeowner who wants to make extra money from their property. And, I do appreciate having *some* rental houses available in our town. In fact, when we have family visiting from out of town, they love to rent a house.

But there are different types of Vacation Rental hosts. Some rent out parts of the home they live in full-time, helping them afford to live in the community they love and otherwise couldn't afford. But then there are investors who sometimes have no ties to our community. They buy up houses to convert to Vacation Rentals that sit empty most of the time. A Vacation Rental that's only occupied a fraction of the year can still make a profit for these investors. And the tourists who visit are surely helping certain parts of our economy. But they don't work here and they don't volunteer and they're not invested in the community. We can't let the number of Vacation Rentals ruin our sense of community.

In 2020 the percentage of housing stock in Skamania County used as either second homes or Vacation Rentals was already 18%. Certainly it's higher now. It's a real shame when houses converted to Vacation Rentals were previously long-term rentals and/or affordable houses. Is the City taxing the Vacation Rentals at a rate that can help compensate for other lost values, such as decreasing school enrollments, shortage of volunteer firefighters, and businesses struggling due to lack of housing for their workers?

How many under-the-radar Vacation Rentals are operating? The annual application fee for the City's license hasn't been adjusted since 2016. Is it really sufficient to cover the City of

Stevenson's costs for robust tracking, inspection, and enforcement? Platforms such as Airbnb must be required to remove listings without a valid license on file. Licenses must be revoked for failing to comply with the "Neighborhood Notice" provision and other requirements in our City code.

And we need a new rule: within City limits, we should cap the number of unhosted Vacation Rentals, where the host lives off-site, to the number that currently exists. Any new Vacation Rentals would have to be within the host's primary residence, and/or an additional dwelling unit on the same property. Many cities have enacted rules such as these.

Reining in Vacation Rentals won't singlehandedly solve our affordable housing issue, but it's a good place to start. And it will certainly help our neighborhoods feel like neighborhoods again. It's time for us to take a hard look at our situation and move towards solutions.

Sincerely,

Dana Hendricks  
Stevenson

## Save Our Stevenson (SOS)

Draft Ordinance

4/4/2025

### Purpose

The goal of this law is to prevent Stevenson from becoming a “town” of vacation rentals rather than a town of people who actually live here. It will prevent additional houses from being bought up by out-of-town investors mainly for the purpose of operating as vacation rentals.

### Definitions

“City of Stevenson” refers to the legislative body titled as such.

“Vacation rental” or “Short term rental” is defined as a rental unit rented for periods lasting less than one month.

“Proof of Residency”: possession of a voter registration card showing the primary residence in Stevenson

“Hosted Vacation Rental” is considered to be hosted because the owner lives on-site. The rental unit may be within the host’s primary residence, or an additional dwelling unit on the same property.

“Unhosted Vacation Rental” is an unhosted rental unit, where the owner lives off-site.

### Application of Rule

This rule only applies to properties zoned residential.

### Text of Rule

The annual number of licenses granted by the City of Stevenson for Unhosted Vacation Rentals shall not exceed the number that currently exists on the date when this rule is enacted. As existing license-holders decline to renew, or otherwise forfeit, licenses for Unhosted Vacation Rentals will be phased out. Any new Vacation Rental licenses must meet the definition of a Hosted Vacation Rental.

### Enforcement

In addition to the tracking and enforcement mechanisms already in the City code, these will be added:

- The annual cost of the license shall be adjusted to a rate sufficient to cover the City of Stevenson’s costs for tracking and enforcement.
- Platforms such as Airbnb must be required to remove listings without a valid license on file.
- When the City of Stevenson is alerted that a property owner may be in violation, by operating under a Hosted Vacation Rental license without living onsite, the legal property owner will be given 30 days upon notification from the City of Stevenson to produce proof of residency. If the legal owner of the property does not produce proof of residency, the City of Stevenson will turn off sewer and

water services to the property. The City of Stevenson will refund any portion of the sewer and water bill that was already paid at point of termination.



Ben Shumaker <ben@ci.stevenson.wa.us>

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## Public Comment in Support of Councilor Lucy Lauser

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**Sasha Bentley** <sasha.r.bentley@gmail.com>  
To: ben@ci.stevenson.wa.us

Fri, Apr 11, 2025 at 11:45 AM

Dear Stevenson City Council,

My name is Sasha Bentley, and while I live in Klickitat County, my community ties and relationships extend deeply into Skamania County. I'm writing in strong support of Councilor Lucy Lauser.

Lucy has consistently shown up for this community — whether it's cooking meals for neighbors, advocating for our LGBTQ+ youth, volunteering with local organizations, or bringing passion and knowledge to her role on City Council. I've seen the impact of her leadership and her heart for this community across both counties.

What's happening to her right now — the harassment, the online vitriol, and even physical assault — is horrifying, and in my eyes, deeply unjust. The backlash she's facing for a peaceful act of protest feels less about the protest itself and more about who she is. That should concern all of us.

Being visibly trans in a small town takes immense courage. Supporting someone who serves your community with integrity should not be controversial.

I urge the council and community members to stand behind Lucy, not just because of this moment, but because of all the work she's done — and continues to do — to build a more inclusive, connected, and compassionate community.

Thank you for your time and consideration,

Sasha Bentley  
Klickitat County Resident

509-637-4063



April 14, 2025

Dear Stevenson City Council Members,

I understand a storm has arisen as the result of Council Member Lauser choosing to bear her breasts at an event in downtown Stevenson last month. The storm has unleashed all the latent fears so many Americans harbor about the human body. Equal parts fascination and repulsion. And, now, it appears a petition is circulating—something to the effect of stopping public exposures and the promotion of extremist views of Lucy Lauser. It sounds as if the petition gatherers want to spank Ms. Lauser in a public fashion as the petition in and of itself has no real teeth.

Sigh. So much to unpack, including America's love/hate affair with the naked body.

In case people have been living inside a cocoon, they might be shocked to know that naked protests are ubiquitous and take place all over the world (and have done so for a very long time). Last month in Paris, more than 100,00 people took part in a Women's Day March; several dozen of them were bare-breasted women with various condemnations of fascism painted on their bodies.

Does it get people's attention? Yes. Is it provocative? Of course, that is the point.

I'm going to quote from Philip Carr-Gomm's book, *A Brief History of Nakedness*, as he says it far better than I.

*Nakedness makes a human being particularly vulnerable, but in certain circumstances strangely powerful, which is why it has become so popular as a vehicle for political protest. By exposing the human body, protestors convey a complex message; they challenge the status quo by behaving provocatively, and they empower themselves and their cause by showing that they are fearless and have nothing to hide. But at the same time they reveal the vulnerability and frailty of the human being.*

For some people, it comes down to squeamishness about the naked body. The petitioners seem to believe children are being groomed or damaged by such exposure. Or that nakedness equals obscenity. But, let's talk about real obscenity. During the Biden presidency, someone erected a large sign in their yard in town that said, "Fuck Biden". It was on a public street, near Stevenson elementary school and I'm sure the majority of those students could read those words. I consider that far more damaging to children than seeing a naked body. That was an offensive message that stayed up for far too long. Another obscenity: the fact that our current President disrespectfully refers to poor countries as "shit hole countries". Or that he brags about foreign leaders "kissing his ass" over tariffs. Those were crude and profane public statements made by a sitting President.

Or, let's take a really deep dive. Real obscenity is the Israeli government bombing and murdering Palestinian civilians in Gaza. (Bombs courtesy of US military aid. Our tax dollars at work.) U.S. abandonment of Ukraine. The defunding of U.S.A.I.D. Pardons issue to January 6 violent criminals. These are real obscenities with far-reaching consequences.

So, let's get a little perspective.

I'd like to believe that this storm is a tempest in a teapot, if I wasn't worried about people threatening Ms. Lauser. Or tempers rising and increased political violence.

Please do the right thing, Council Members. Reject parochial thinking. Focus on real problems in the community, not made up ones. Protect vulnerable members of our community and the 1<sup>st</sup> amendment.

Sincerely,  
Laura Paxson  
452 Skamania Landing Rd., Stevenson, WA 98648





Ben Shumaker <ben@ci.stevenson.wa.us>

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## Public Comment for the Upcoming City Council Meeting on April 17, 2025

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**Marisa Cieloha** <marisa312@hotmail.com>  
To: "ben@ci.stevenson.wa.us" <ben@ci.stevenson.wa.us>

Tue, Apr 15, 2025 at 6:16 PM

Mayor Anderson and Stevenson City Council members,

I am writing in support of Lucy Lauser. I wish more people in the world were like Lucy. Lucy has dedicated countless hours and unmeasurable efforts to support her community and all the people within it. Lucy brings people together—whether she is volunteering to cook meals for the community, giving her time at CASS, working to improve the community center, or serving on City Council, Lucy is clearly determined to make Stevenson a better place for all residents. Lucy is an advocate for youth and adults in need and underserved. She stands up for people who are marginalized, unheard, and mistreated.

Lucy lives her life with grace and courage. As a transgender woman, baseless harassment is a daily struggle for her. Many people in this country—and in our Gorge communities—unleash relentless cruelty to anyone that doesn't fit their expectation of gender expression. They make judgements based on outside appearance without getting to know the person inside. Transgender people all around the world face continuous, sustained aggression and disdain simply because they are misunderstood and different. And yes, it happens every day in our Gorge communities, too. It's heartbreaking to see, and soul-crushing to experience.

I hope people leave the meeting tonight with a more comprehensive understanding of who Lucy is as a whole person—a dedicated, caring person with a full heart who loves her town and wants to make it better for everyone in it. Our small, close-knit communities can only thrive with people like Lucy in them. Stevenson is lucky to have her.

Thank you for your time.

Your neighbor,

Marisa Cieloha  
she/her  
White Salmon



Ben Shumaker <ben@ci.stevenson.wa.us>

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## Support for Lucy -Comments for Meeting

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**Amneh Abdulkader** <amnehabdulkader@gmail.com>  
To: "Ben@ci.stevenson.wa.us" <Ben@ci.stevenson.wa.us>

Thu, Apr 17, 2025 at 8:19 AM

Hello,

I wanted to voice my concern on behalf of Lucy Lauser. I support her right to protest and think that the city should protect marginalized people in our small community rather than attack them. Lucy is kind, generous and is working on doing great things in Stevenson.

Thank you,

Amneh



## In support of Lucy Lauser

1 message

**Kim Puckett** <kim.s.puckett@gmail.com>  
To: ben@ci.stevenson.wa.us

Thu, Apr 17, 2025 at 10:22 AM

Please include this in the City Council Packet for today's meeting:

This is Lucy Lauser

[OBJ]

[OBJ]

Lucy is my friend!

Also:

- Lucy is a member of the Stevenson community.
- She grew up in Skamania County
- Lucy is autistic
- She volunteers with several organizations in the city and county, including many hours for Community Art

Studio Of Skamania - CASS, the Stevenson, community Meals at Stevenson Methodist Church, Skamania, pride, and the Gorge equality council, Skamania Pride, Gorge Equality Council, Skamania Domestic Violence council, Skamania Democrats volunteering, and community housing for low-income residents

- She is an artist
- She is a city of Stevenson council member
- Lucy has Ehlers-Danlos syndrome, EDS this causes, among other things, extreme joint pain
- She is the QUEEN of finding Agates in Skamania County
- She can solve the original Rubiks cube in less than 30 seconds, she owns over 15 different Rubik's cube type

objects

- Lucy is a transgender woman. Autistic individuals report higher rates of gender diversity than the non-autistic population. (See article link below)
- Due to her autism the smell of cough drops or the sound of open mouth crunching among many other sensory intrusions causes the mental equivalent of being repeatedly stabbed with a needle and that feeling continues until she can escape the sensory intrusion. Sensory overload is experienced by autistic people as literal pain. It causes acute mental distress and PTSD. When Lucy experiences this she is unable to speak words to explain what is distressing her, she may just cover her ears and look at you with panic written all over her face
- Similarly, she avoids certain textures that do the same thing, and wearing any clothes for hours also has a similar effect. She has lived her entire life with a pretty much constant urge to rip off her clothes. She dissociates to cope with it. She has used nudity as part of therapy for over a decade. Going to clothing optional beaches and spas helped her stop hating her body before she transitioned. More recently, her therapist has encouraged it as a way to calm her nervous system and practice being present and connected with her body.
- Lucy is an accomplished, pianist and composer
- Lucy might be able to speak out loud in a public setting, even giving a presentation or facilitating a workshop, but then due to autism and the cost of masking, the next day she may not be able to get out of bed or dress her self and she may not be able to speak for several days
- Lucy shows people she cares about them by giving them a gift of a beautiful gemstone that she has found
- Lucy is a passionate activist and advocate for human rights, social justice, trans rights, LGBTQ+ rights and houseless people rights

I can't begin to really help you know the real Lucy with just these few words. And neither can a Facebook post. I have enjoyed getting to know her by spending time with her. I hope people will consider doing the same.

Articles of interest:

Gender Discomfort and Autism:

<https://autism.org/gender-discomfort-and-autism/>

Autism Self Advocacy Network: Learn about autism from folks experiencing autism: <https://autisticadvocacy.org/>

What is Ehlers-Danlos Syndrome: <https://www.ehlers-danlos.com/what-is-eds/>

In Peace,  
Kim Puckett

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**5 attachments**



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125K



**image1.jpeg**  
121K



**image2.jpeg**  
281K



**image3.jpeg**  
176K

Lucy Lauser



**image4.jpeg**  
127K

**Address:**  
City Council Member #3  
**Phone Number:**  
City 427-5973  
**Email:**  
lucy.lauser@ci.stevenson.va.us











## Lucy Lauser



**Position:**

City Council Member #3

**Phone Number:**

(509) 427-5970

**Email:**

[lucy.lauser@ci.stevenson.wa.us](mailto:lucy.lauser@ci.stevenson.wa.us)



# City of Stevenson Administrator's Office

(509)427-5970

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

**TO:** City Council  
**FROM:** Ben Shumaker, Interim City Administrator  
**DATE:** April 17, 2025  
**SUBJECT:** Personnel Policy Modifications

## Introduction

Attached is a proposal to amend the City's Personnel Policy. The proposed changes incorporate Council requests from April 3<sup>rd</sup> and advance the City Council's Strategic priorities related to Internal Processes and Quality Infrastructure. Staff recommends adoption of the changes on this, a second, touch of the resolution.



## Scope of Changes Since April 3

Additional changes were made by City Council request:

- For all Public Works Department job descriptions, a 6-month window is established for completion of first aid/CPR and flagger certifications
- The superfluous job description for Wastewater Treatment Plant Operator III is removed.

## Scope of Changes Presented on April 3

The proposed changes appear on:

- The Front Cover, pages 82, 98, 102, 105, 108, 111, 115. The dates on these pages will reflect the actual meeting date when modifications are adopted.
- Page 84. Change for consistency of driver's license language. Addition of a preferred qualification and required certification. Lengthens timeline to obtain certifications. Typographical change eliminates redundantly keyed space(s).
- Page 99. Incorporates current practice for on-call rotation. Typographical change eliminates redundantly keyed space(s).
- Page 100. Change for consistency of driver's license language. Lengthens timeline to obtain certifications. Typographical change eliminates redundantly keyed space(s).
- Page 103. Incorporates current practice for on-call rotation. Typographical change eliminates redundantly keyed space(s).
- Page 104. Change for consistency of driver's license language. Lengthens timeline to obtain certifications. Typographical change eliminates redundantly keyed space(s).
- Page 106. Change for consistency of driver's license language. Lengthens timeline to obtain certifications. Typographical change eliminates redundantly keyed space(s).
- Page 109. Incorporates current practice for on-call rotation. Change for consistency of driver's license language. Typographical change eliminates redundantly keyed space(s).

- Page 110. Change for consistency of driver’s license language. Addition of a preferred qualification and required certification. Lengthens timeline to obtain certifications. Typographical change eliminates redundantly keyed space(s).
- Page 111. Clarifies job duties. Typographical change eliminates redundantly keyed space(s).
- Page 113. Incorporates current practice for on-call rotation. Change for consistency of driver’s license language. Addition of a preferred qualification. Typographical change eliminates redundantly keyed space(s).
- Page 114. Addition of a required certification. Lengthens timeline to obtain certifications. Typographical change eliminates redundantly keyed space(s).
- Page 117. Change for consistency of driver’s license language. Addition of a preferred qualification and required certification. Lengthens timeline to obtain certifications. Typographical change eliminates redundantly keyed space(s).

The changes are all tracked using the functions of our word processing software. These functions use red underlining to indicate new text, ~~red strikethrough~~ to indicate deleted text, ~~double green strikethrough~~ to indicate copied from, and double green underlining to indicated copied to.

Prepared by,

Ben Shumaker  
Interim City Administrator

Attachments:

- Draft Resolution & Redline Policy

**CITY OF STEVENSON  
RESOLUTION NO. 2025-\_\_\_\_\_**  
**A RESOLUTION OF THE CITY OF STEVENSON  
REVISING THE PERSONNEL POLICY**

**WHEREAS**, the City has in place a personnel policy that needs updates to ensure the City can recruit and retain knowledgeable and capable staff and practicably implement adopted policies; and

**WHEREAS**, the City Council finds the adoption of this resolution to be in the best interest of the City and all city employees.

**NOW, THEREFORE**, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described and revised in Exhibit A, attached hereto and incorporated by reference, for the benefit of the City, its employees and managers.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

\_\_\_\_\_  
Clerk of the City of Stevenson

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for the City of Stevenson



# City of Stevenson

## Personnel Policy

Revised ~~January 16~~ April 17, 2025





# City of Stevenson Personnel Policy

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# City of Stevenson Personnel Policy

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## City of Stevenson Personnel Policy

# RECEIPT OF PERSONNEL POLICIES

All employees should read the following; then sign, date and return the form to your supervisor. The form will be placed in the employee’s personnel file.

Enclosed are the City of Stevenson’s personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment of any specific duration between the City and its employees. Although we hope that your employment relationship with us will be long term, we recognize that at times things do not always work out as hoped, and either of us may decide to terminate the employment relationship.

***At Will Notice: Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.***

As the City grows and changes, personnel policies may change. The City, therefore reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Mayor or City Administrator. You will be notified of any such changes.

Please also understand that no supervisor, manager or representative of the City other than the Mayor or the City Administrator has the authority to make any written or verbal statements or representations which are inconsistent with these policies.

I hereby consent to deduction from my final paycheck of any amounts advanced to me that remain unearned when my employment with the City ends, including unearned vacation leave.

If you have any questions about these policies or any other policies of the City, please feel free to ask your supervisor, the Mayor or City Administrator.

I have read and understand the statements above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return one signed copy of this form to payroll.



# City of Stevenson Personnel Policy

## CHAPTER 1: PURPOSE AND SCOPE

### 1.1 INTRODUCTION

These personnel policies serve as a general guide to the City's current employment practices and procedures. As such, we hope they will help you better understand how the City operates and what is expected of you as an employee. These policies also describe what the City provides you in terms of compensation, benefits and other support.

The City places the highest value on our employees and their well-being. We want to see that you are a satisfied worker, with the support necessary to achieve the objectives of your position. Only in this manner can your contribution to the City organization be the most productive.

It is our belief that when consistent and equitable personnel policies are known and communicated to all the choices for greater job satisfaction increase. We encourage you to read these policies. If you have any questions, please ask your supervisor. As you have ideas or suggestions for improvement, please do the same.

### 1.2 INTENT OF POLICIES

These policies are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long term, we recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship. Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees for the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. Please understand that no supervisor, manager or representative of the City other than the Mayor or City Administrator has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

### 1.3 SCOPE OF POLICIES

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply.



# City of Stevenson Personnel Policy

## 1.4 CHANGING OF POLICIES

As the need arises, the City Council may modify these policies and any changes in compensation or benefit levels by Resolution. The Mayor or City Administrator may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their supervisor. Employees must be notified in writing of modifications or revisions to this policy within 30 days of adoption and provided a copy of the change.

## 1.5 DEFINITIONS

**Accident:** An incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.

**Alcohol:** The intoxicating element of whiskey, beer, wine and other fermented or distilled liquors.

**Alcohol Use:** The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

**Child:** Biological, adopted, foster or stepchild or legal ward under 18 or a child older than 18 incapable of self-care. (See 7.3 for unique definition of dependent child as it relates to health insurance coverage).

**Class:** A group of positions sufficiently similar in duties, responsibilities, authority, and minimum qualifications to permit combining them under a single title, and to permit the application of common standards for selection and compensation.

**Commercial Driver:** Any employee who has a commercial driver's license (CDL) and who may operate a commercial motor vehicle on a regular or intermittent basis at the direction of, or with the consent of the City, including, but not limited to full or part-time, regularly appointed employees, and temporary or intermittent employees.

**Compensation Schedule.** A schedule of salary ranges of all position classes in the service of the city, including single position classes, setting forth the salary range for each such position in accordance with the criteria and procedures set forth in these rules and regulations and also setting forth the salary rates by step in each range.

**Compensatory Time Off.** Time off from work to compensate the employee for overtime worked.

**Controlled Substance/Drugs:** Prohibited drugs are any illegal controlled substance including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP),





## City of Stevenson Personnel Policy

and amphetamines, as well as any drug not approved for medical use by the USDA or the USFDA. Illegal use includes use of or impairment by any illegal drug, misuse of legally prescribed or over the counter drugs or illegally obtained prescription drugs.

**Department Head:** An employee designated by the Mayor with confirmation of the City Council to be responsible for management and supervision of a Department

**Impaired.** Under the influence of drugs or alcohol meeting or exceeding the standard of RCW 46.61.502(1), Driving Under the Influence, regardless of whether the employee is charged or convicted of the criminal conduct described therein.

**Medical Review Officer:** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with the individual's medical history of any other relevant biomedical information.

**Overnight Travel:** You must be more than 50 road miles from your home or work (one-hour travel time). Exceptions can be made by the supervisor in special circumstances such as:

- a) To avoid driving back and forth for back-to-back late night/early morning meetings.
- b) To avoid driving in inclement weather.

**Overtime.** Time worked in excess of the regularly scheduled 40-hour workweek.

**Parent:** Biological parent or someone who was "in loco parentis" a legal term meaning a person or entity that stands in place of a parent.

**Regular Full-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of forty (40) hours a week.

**Regular Part-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works less than forty (40) but at least twenty (20) hours a week.

**Retirement:** The separation from service with the City of an employee who is retiring under regulations for the Washington State Department of Retirement systems or upon eligibility for full age retirement or early retirement benefits under Title II of the Social Security Act. The employee shall select which of these criteria to use for determination of retirement.

Memo: PERS 2  
65 with five service credit years

PERS 3  
65 with 10 service credit years



## City of Stevenson Personnel Policy

55 with twenty service credit years

55 with 10 service credit years

**Salary Range.** The range of salary rates for a position as set forth in the compensation plan as established by the legislative body of the City.

**Supervisor:** An employee who is responsible for directing one or more departments or staff members.

**Standby Pay:** An employee is required to remain at a specific location or in an immediate vicinity of a specific location and be prepared to report immediately to work if the need arises, although the need may not arise.

**Temporary Employee:** Employees who hold jobs of limited duration due to special projects, abnormal workloads or emergencies. Temporary employees are not eligible for City benefits.

**Trial Employee:** Employees who have not yet completed their trial period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.



## City of Stevenson Personnel Policy

### CHAPTER 2: GENERAL POLICIES & PRACTICES

#### 2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, or disability.

#### 2.2 DISABILITY DISCRIMINATION PROHIBITED

The City will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. The City will reasonably accommodate qualified individuals with disabilities.

#### 2.3 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow City employees or the public exists.

#### 2.4 ANTI-HARASSMENT POLICY

It is the City's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by employees toward co-workers or to members of the public. Employees are expected to show respect to each other and the public at all times, despite individual differences.

Harassment is defined as a verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, political ideology, age, or disability.



## City of Stevenson Personnel Policy

### 2.5 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City.

Sexual harassment is behavior of a sexual nature which is unwelcome. Examples of sexual harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Other conduct also may constitute sexual harassment depending upon given facts and circumstances.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- It is part of a manager's or supervisor's decision to hire or fire;
- It is used to make other employment decisions like pay, promotion, or job assignments;
- It creates an intimidating, hostile, or offensive work environment.

Employees engaging in improper harassment are subject to discipline, including termination.

### 2.6 DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

Should you believe that you have been harassed or are the victim of discrimination, you should try, if possible, to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern **immediately** with the Mayor or the City Administrator. If supervisors or managers receive a report from an employee, they must document and refer to the Mayor or City Administrator as soon as possible. No employee will suffer retaliation for reporting such concern. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee or member of the public did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal



## City of Stevenson Personnel Policy

and/or written reprimands, a letter to the employee's file or an employee transfer, demotion, suspension or termination.

### 2.7 EMPLOYEE RECORDS

A personnel file is maintained for each employee. An employee's personnel file(s) contains the employee's name, title and/or position held, job description, department to which the employee is assigned, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

It is the City Administrator's responsibility to ensure complete personnel files are maintained for each employee to demonstrate legal requirements have been satisfied; to provide a basis for personnel actions; and to document the attainments of each employee.

Employees have the right to review their file. An employee may request removal of irrelevant or erroneous information in their personnel file. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information as regulated by the Washington State Public Disclosure Act.

### 2.8 EMPLOYMENT REFERENCES

Only the Mayor, the City Administrator or the supervisor will provide employment references on current or former City employees. Other employees shall refer request for references to the appropriate person. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release.



# City of Stevenson Personnel Policy

## CHAPTER 3: RECRUITING & HIRING

### 3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability or age.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired. All statements submitted on the employment application shall be subject to investigation and verification prior to appointment.

### 3.2 HIRING

When a position becomes vacant or is newly created and prior to any posting or advertisement of the vacancy, the supervisor shall review the position, its job description and the need for such a position. The supervisor will prepare and submit a written request to fill the position to the City Administrator or the Mayor. The position will be posted in house and/or advertised only after the request is approved. All candidates for employment must file an employment application form with the City.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City, pre-employment drug tests and certain background checks as needed. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States, requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement and background check, or requiring applicants/employees who handle money to pass a background check.

Residency within the City shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of the employee's duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination which will include testing for alcohol and controlled substances.



## City of Stevenson Personnel Policy

The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure the employee's physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history form; or (3) if the exam reveals use of alcohol and/or controlled substances.

### 3.3 TEMPORARY EMPLOYEES

Supervisors may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load or emergency needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees do not receive vacation, health insurance, holidays or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the City on their behalf. Temporary employees will not normally be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

### 3.4 TRIAL PERIOD

Upon hire or appointment, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. An employee on their trial period may be terminated by their supervisor without cause and is notified of such action in writing.

The normal trial period is six months from the employee's date of hire, rehire or promotion. The Mayor and/or the City Administrator may authorize the supervisor to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness, a continued need to evaluate an employee's performance, or the need to meet specific trainings and certifications.

There will be a performance review at mid-point and prior to the end of the trial period to ensure that the employee is performing up to City standards.



## City of Stevenson Personnel Policy

Once the trial period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for a specified duration.

**Use of Sick Leave/Vacation During Trial Period:** Trial employees may use their accrued sick leave from the beginning of their employment but may not use vacation until they have successfully completed their trial period, at which time they will be credited for six days of vacation. Certain employees may have training and certifications to get that are required over an extended period of time. These employees will have access to their vacation at the 6-month period.

### 3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

The City will consider a member of a current employee's immediate family for employment if the applicant possesses all the qualifications for employment. However, an immediate family member may not be employed, if the employment would place one of the family members in a position:

- (1) Of authority or practical power to supervise, appoint, remove, influence salary or compensation decisions, or discipline the other;
- (2) To handle confidential material that creates improper or inappropriate access to that material by the other;
- (3) Of responsibility for auditing the work of the other; or
- (4) That might lead to potential appearance of favoritism, conflict among the parties, or conflict between the interest of one or both parties and the best interests of the City.

**Change in Circumstances:** If two employees become immediate family and, if in the City's judgment, any of the potential conflicts noted above exist or reasonably could exist, only one of the employees will be permitted to remain employed by the City, unless appropriate action can be taken to reduce or eliminate the potential conflict, as determined by the City Administrator. The decision as to which employee will remain with the City must be made by the two employees within 30 calendar days of the date they become immediate family. If no decision is made during this time, the City reserves the right to terminate either employee.

For the purposes of this section:

- (1) "Immediate family" includes the employee's spouse, domestic partner, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, sibling-in-law, and any other member of the employee's household.
- (2) "Employee" also includes co-workers paid by an entity other than the City and volunteers.





## City of Stevenson Personnel Policy

### 3.6 PROMOTIONS

The City encourages promotion from within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Mayor or the City Administrator may choose to circulate a promotional opportunity within the City. This will not apply for temporary employees.

The City reserves the right to seek qualified applicants outside of the organization at its discretion.

To be considered for promotion, an employee must be employed in their position for at least six (6) months and meet the qualifications for the vacant position.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed, unless waived or reduced by the supervisor. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee.



## City of Stevenson Personnel Policy

### CHAPTER 4: HOURS & ATTENDANCE

#### 4.1 WORKING HOURS

The City's standard work week consists of 40 hours with an unpaid lunch period. Due to the nature of the City's operation, longer hours may be necessary in some instances.

A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's department head will advise the employee regarding the employee's specific working hours.

Flexible scheduling will be considered with the approval of the appropriate department head and City Administrator. All requests will be evaluated against the need for continuity in access by and service to the citizens and the facilitation of staff teamwork.

Part-time and temporary employees will work hours as specified by their department heads.

#### 4.2 HOURS OF WORK AND OVERTIME

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the City.

For most City employees, the established work period is forty (40) hours within a seven (7) day work week. In some instances, under the City's flexible scheduling, the department head may define a work week/work period as something other than the standard Monday through Sunday. All personnel are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period. All overtime must be authorized in advance by the employee's department head. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period. When computing overtime, *time taken as compensatory time off*, is not counted as hours worked.

Neither the federal FLSA nor the state Minimum Wage Act (Ch 49.46) requires payment of overtime for work on a holiday. It is the City's practice to allow on call field staff to charge a minimum of two (2) hours of overtime for any call outs when on call. When that call out is on a holiday the rate of pay will be double time and a half (2 ½ ) rather than overtime for all call outs on a holiday.



## City of Stevenson Personnel Policy

Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay except as otherwise approved by City Council.

### 4.3 COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. The City is not required to grant comp time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Maximum accrual of compensatory time shall be limited to two hundred forty (240) hours when combined with vacation (ex: vacation + comp time = 240 max). All compensatory time will be paid out in the year it is earned.

Employees may use compensatory time after getting approval from the employee's department head. The use of comp time may be denied if such time used would disrupt City operations.

### 4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of their employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message on the answering machine stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

### 4.5 UNUSUAL CONDITIONS

WEATHER During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.

PANDEMIC During pandemic flu or other community health emergencies the City Administrator shall identify a set of procedures to be approved by Council to maintain essential city functions while protecting the health of the staff. Those procedures shall be tailored to the specific health emergency and could include but are not limited to staggered work schedules, working from home (remote computer connections), allowing



## City of Stevenson Personnel Policy

employees to use accrued leave or comp time, furloughing certain employees, and other appropriate actions.

### 4.6 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid.

### 4.7 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. An employee who is not fit to respond shall not accept a call back. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate for hours worked over the applicable overtime threshold).

### 4.8 PAYROLL RECORDS

The official payroll records are kept by the City Administrator. Each department head shall turn in, on a monthly basis, a signed work record for each employee within their department, noting hours worked, and leave taken and overtime worked. The Mayor shall sign work records for the City Administrator.



# City of Stevenson Personnel Policy

## CHAPTER 5: COMPENSATION

### 5.1 SALARY CLASSIFICATION AND GRADES

The City Administrator, Mayor and City Council shall be responsible for the preparation and maintenance of the City's position classifications for salary purposes. Each position classification is designated a particular salary or salary range as shown on the City's salary and wage schedule, which is approved annually by the City Council. The City Administrator shall, every five years, conduct comparative studies to ensure the salaries are competitive and justified and to ensure that the City's position classifications and compensation plan are properly connected. The most current salary schedule and job classifications will be filed in Appendix A-8.

The City's salary and wage schedule (the compensation plan) consists of a series of salary ranges. Within each range there are a series of steps graduated by standard percentage increments.

### 5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory. All employees no longer in their probationary period with satisfactory performance will receive a step increase each year on January 1<sup>st</sup>.

The Mayor may propose and the City Council may grant an across-the-board pay adjustment (COLA) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Any employee promoted to a position in a higher classification and salary range shall receive, at a minimum, the next highest available pay amount within the range of the higher classification. For Example a Utility Maintenance Worker at a step 7 promoted to Field Supervisor may go to a step 3 or higher (based on the 2023 salary schedule) depending on their qualifications.



## City of Stevenson Personnel Policy

### 5.3 CERTIFICATION PAY

An incentive plan is established to provide a means for rewarding employees who assume additional certification beyond what is considered a normal part of their position. The plan shall further provide a means for rewarding such exemplary professional development of direct value to the City, as determined by the Mayor or City Administrator. Such reward shall be granted through a salary adjustment of 2% for each certification, up to a maximum of 6%. The adjustment shall start beginning in the pay period following the City's receipt of certification and is conditioned on the following:

- Certifications will be reviewed on an annual basis.
- It is the responsibility of the employee to maintain and renew their certification.
- Any employee receiving a less than satisfactory Performance Review will not be awarded new certification pay until a satisfactory Performance Review is given.

Examples of certifications include:

- Wastewater Treatment Plant Operator Group II
- American Institute of Certified Planner Certification
- American Public Works Association Certified Public Works Professional-Supervision
- American Public Works Association Certified Public Works Professional-Management
- Permit Technician Certification
- Certified Public Records Officer
- Certified Public Finance Officer
- Master Municipal Clerk
- International City/County Management Association Credentialed Manager
- Any other certification program approved by the Department Head and Mayor in alignment with city's goals and objectives.

An additional certification pay of 15% will be provided for a Professional Engineer. The maximum reward available to such an employee is 21%.

The percent increases established herein shall be arithmetic based on the City's adopted Compensation Plan; percentages do not compound.

### 5.4 OUT OF CLASS PAY

“Out-of-class pay” means the temporary adjustment of an employee to perform most of the normal ongoing duties and responsibilities associated with a higher-paying job classification. The Director or City Administrator may temporarily assign the duties of higher-paying classification to an employee in order to continue or complete essential public services and compensate the employee for that performance. The threshold for granting an out-of-class assignment is when the employee who normally performs the duties will be away for 4 consecutive weeks or more. The temporary pay adjustment will increase the employee's regular base rate of pay to the greater of: 1) the Classification



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salary beginning rate of pay for the higher-level position or 2) ten percent above the Employee's regular base of pay.

If such an employee is also receiving certification pay, the percent increases shall be arithmetic based on the City's adopted Compensation Plan; percentages do not compound.

### 5.5 ON CALL PAY

The City requires some employees to be "on-call" when needed to protect the health, safety and property of the City and its residents. Upon supervisor approval and demonstrated proficiency in wastewater and water treatment plant operations, employees within the Public Works Department will be required to be "on call" on a rotating basis. "On Call" requires that the employee will be available for all emergencies by an effective means, to be determined by each employee (telephone, cell phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

As compensation for "on call" coverage, "on call" pay will be paid to these employees on an hourly basis according to the Salary Key approved by City Council annually. It will be the responsibility of the Department Head to ensure that the stand-by days are equally shared among the responsible personnel.

### 5.6 PAYDAYS AND PAY PERIODS

City employees are paid monthly on the last business day of each month. If a regularly scheduled payday falls on Saturday or Sunday, pay will be distributed on Friday.

New monthly employees working less than a calendar month will be paid at a rate per hour determined by dividing the annual salary by 2080 hours for the actual day or hours worked. Permanent monthly employees after the probationary period is completed, who have used all accumulated sick leave and vacation leave will lose pay at a rate determined by dividing the annual salary by 2080 hours on the basis of eight hours for each day lost.

Part time employees shall be paid on an hourly basis. The hourly wage will be determined by dividing the annual salary by 2080 or will be set by contract in the case of contracted employees.

### 5.7 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The city will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee or by statute.



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### 5.8 TRAVEL AND TRANSPORTATION REGULATIONS

**Responsibilities:** The Mayor, City Administrator or Director of Public Works are primarily responsible for ensuring that any cost incurred pursuant to this chapter are directly work related, ***obtained within the state rate***, and are both critical and necessary for city business. Prudent judgment is to be exercised in approving these costs. Receipts showing proof of payment will be required for all expense except for per diem meal reimbursements.

**Travelers:** A traveler on official city business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official city business travel are not considered acceptable as exercising prudence. Travelers are responsible for excess cost and additional expenses incurred for personal preference or convenience.

**General:**

Travelers are to receive prior approval by the Mayor, City Administrator or Director of Public Works before embarking on any out of city travel for city business. Local travel within the Gorge and to the metropolitan area of Portland/Vancouver requires verbal permission of the appropriate Department Head. The City has established a set of guidelines for the handling of expenses while on city business:

**Mileage:** City owned vehicles should be used when traveling by automobile whenever possible for City business. If, however, there is reason to use a privately-owned automobile and the employee expects to be compensated for expenses (i.e., mileage allotment), prior approval must be obtained. In this case the rate of mileage reimbursement will be based on the standard mileage rate approved by the US Internal Revenue Service. The City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle. Carpooling is encouraged. Either state mileage charts or odometer readings can be used for calculating mileage reimbursement.

If public transportation is used, reimbursement shall not exceed the dollar amount of a round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination, and any associated parking fees.

**Lodging:** The reimbursement for lodging and associated travel expenses (such as parking fees) incurred on official city business in all areas of the Continental USA is to be on an actual expense basis for lodging and other travel expenses, as evidenced by a receipt, up to a specified maximum. Generally, the maximum for reimbursement for lodging expenses (before tax) shall not exceed the maximum allowable as stated in Schedule A or Schedule B of the State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management (as updated). The single





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rate should be clearly indicated on all receipts. If the employee is accompanied by another, it will be the employee's responsibility to pay the additional charges for the second person.

It is recognized that on certain occasions it will be necessary to exceed the adopted guidelines when an alternate reasonable accommodation is not available. This will require council approval with full documentation of the situation.

**Meals:** Meal reimbursements for all overnight trips incurred on official city business will be set on a per meal entitlement basis for subsistence (per diem). When the travel includes a partial day, the reimbursement will be prorated based on the time of travel. For example, a training in Vancouver requiring travel from 7am-5pm would include lunch whereas travel to a location from 3pm-8pm would include dinner, etc. The reimbursement amounts in both non-high cost and high cost areas of the USA shall not exceed the maximum allowable per diem rates stated in Schedule A or Schedule B, except as authorized by Subsection 4.2.7.2.2 of State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management. Annually, the City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. It is recognized that it may be necessary on certain occasions (banquets at a conference) to exceed the above guidelines. Prior permission will be needed and receipts will be required. If a meal is included in the tuition or registration during a conference, training or other form of official city business, no meal reimbursement will be made if the employee opts to eat elsewhere. Breakfast compensation does not need to be reduced if continental breakfasts are provided with the lodging rate.

On occasion employees of the City must attend a seminar or conference as a City representative in the local area that will include a meal. A request for reimbursement for these meals must include date, place, meeting attended, and the specific reason for attendance. Receipts will be required.

### 5.9 COMPENSATION UPON TERMINATION

When an employee's employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

- (1) Regular wages for all hours worked up to the time of termination which has not already been paid.
- (2) Any overtime or holiday pay due.
- (3) A lump sum payment of any accrued but unused vacation and compensatory time.
- (4) Unused accumulated sick time will be compensated at the rate of 25% of the total remaining balance on retirement or separation after twenty-five years.



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### CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

#### 6.1 TRAINING

The City seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to City employment to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

#### 6.2 PERFORMANCE EVALUATIONS

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. The City Administrator is responsible for developing and maintaining the City's performance evaluation program. Employees are to be evaluated by their supervisor prior to completion of their trial period and usually once every year thereafter.



# City of Stevenson Personnel Policy

## CHAPTER 7: BENEFITS POLICY

### 7.1 RETIREMENT BENEFITS

The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

All regular and part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels, membership qualifications and contribution rates are set by the State of Washington.

Employees intending to retire should notify their supervisor of their intent to retire at least three months prior to the date of retirement.

The City is a member of a deferred compensation plan which allows employees to make deferred deposits up to certain dollar limits defined by the IRS.

### 7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

When an employee is absent for one or more days due to an on-the-job accident, they are required to file a claim for Workers' Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When the employee receives Workers Compensation benefits, they are required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than they would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

The City may require an examination at its expense, performed by a physician of its choice to determine when the employee can return to work and if they will be capable of performing the duties of the position.

### 7.3 HEALTH INSURANCE BENEFITS

Regular full-time employees, their spouses (including Domestic Partners as defined by City policy) and their dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. For the purposes of medical insurance, the term dependent child includes children below the age



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of 23; for children 23 to 26 the employee may choose to pay for coverage through the City's medical program. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

Part time employees may participate in the City's various insurance programs. Part time employees will contribute toward the cost of premiums based on a pro rata system established by the City Council for each position.

Employees may opt for pay in lieu of their medical benefits provided they have medical coverage through other means (spouse, domestic partner, Veteran's benefits, etc).

Temporary employees will normally not be eligible for insurance coverage.

Both retired and disabled employees shall have access to health insurance after leaving employment with the City. Eligible participants wanting to continue participation in the health plan will be responsible to pay the full cost of the medical coverage.

The City offers a Health Reimbursement Arrangement (HRA) benefit. The terms of the HRA are governed by the HRA VEBA policy as adopted by council.

### 7.4 CONTINUATION OF INSURANCE COVERAGE

Workers Compensation Leave: An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Mayor or City Administrator makes an exception in individual situations pursuant to Section 1.4 criteria of these policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time they receive Workers Compensation benefits.

COBRA Rights: Upon an employee's termination from City employment or upon an unpaid leave of absence, at the employer's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or their dependents who elect to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire or are on an approved leave of absence, the City will pay the premium for the month the employee is leaving if the employee works less than 80 hours in the month. If the employee works more than 80 hours in the month of termination, the City will pay the premium for the month following their departure.



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### 7.5 UNEMPLOYMENT COMPENSATION

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

### 7.6 FIRE/EMERGENCY CALLS

Regular full-time city employees that also serve as Volunteer Firefighters may need to respond to emergency calls during working hours. It is the policy of the city to pay the employee for the entire day worked as if the emergency call had not occurred. If an employee needs to work additional hours to complete their job outside of their regular schedule due to an emergency call, the city will not pay overtime unless the total hours worked exclusive of the emergency would trigger overtime pay. For example, if an employee responded to a call that lasted one hour and worked three hours over their scheduled shift, they would be compensated for two hours of overtime.

Temporary city employees may respond to the emergency call but will not be compensated for the time away from their position.

### 7.7 BOOT ALLOWANCE

Regular full-time, non-probationary city employees working in the Public Works department will receive a bi-annual \$400 boot reimbursement allowance. An employee may receive reimbursement of up to \$400 every other year, or \$200 annually, for safety boots required to perform their job duties. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.

### 7.8 EMPLOYEE RECOGNITION

Employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the City, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among City employees. The expenditure of funds for recognition of longevity of employment and/or retirement is limited to no more than \$200 total per employee, plus \$5 for every year of service. This limit does not include sales tax, shipping and handling, and engraving charges.

The expenditure of funds for meals related to an employee recognition event may not exceed the per diem rate for the City of Stevenson as established by the Washington State Office of Financial Management. A list of attendees must be submitted with the itemized meal costs.



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### 7.9 Hepatitis B Vaccination (Optional)

Employees whose duties require them to work at the wastewater treatment plant may choose to be vaccinated against Hepatitis B. The City will bear the cost of such vaccination.



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## CHAPTER 8: LEAVES

### 8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

| <u>Years of Employment</u> | <u>Vacation Hours Earned</u>                               |
|----------------------------|--|
| 0- 5 years                 | 8 hours/month  |
| 6 years +                  | add 8 hours per year but not to exceed 240 hours per year. |

All new employees must satisfactorily complete their 6-month trial period to be entitled to the accrual and use of vacation leave. (After satisfactorily completing the probation period, the 48 hours will be accrued.) Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Employee Vacation Accruals are calculated yearly as of Jan 1st and are based on the complete number of years employed (i.e. Jan 1 – December 31).

Each department is responsible for scheduling its employees’ vacations without undue disruption of department operations. All requests for vacation must be approved by the department head and leave requests should be submitted at least two weeks prior to taking vacation leave. In the event of a conflict, the department head’s decision will be guided by “first in” and seniority.

240 is the maximum number of vacation hours which may be accumulated. In cases where City operations have made it impractical for an employee to use vacation time, the department head with the approval of the Mayor may authorize additional carryover and/or a buyout. Minimally the employee must use or have a plan to use 80 hours of vacation within a full year of employment and the employee must have a minimum of eighty (80) hours remaining in the leave bank. Cash out will be at the rate of pay in effect on the date of the cash out payment. Vacation leave compensation may be part of the negotiations for employment for exempt employees. Employees will be paid for unused vacation time upon termination of employment.

### 8.2 SICK LEAVE

All full-time regular employees accrue sick leave benefits at the rate of 8 hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked, with a minimum rate of 1 hour for every 40 hours worked. Sick leave compensation may be part of the negotiations for employment for exempt employees. Temporary employees will accrue



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sick leave benefits at the rate of 1 hour for every 40 hours worked. Employees do not accrue sick leave benefits during a leave without pay. Such leave shall be accumulated up to a maximum of 1,440 hours.

Allowable uses of Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

1. Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
2. The need to care for the employee's dependent children under the age of 18 who are ill.
3. To care for a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.
4. Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
5. Exposure to a contagious disease where on the job presence of the employee would jeopardize the health of others;
6. Use of a prescription drug which impairs job performance or safety;
7. Additional leave beyond bereavement leave for a death in the immediate family, to be authorized by the Mayor.
8. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
9. For absences that qualify for leave under the state's Domestic Violence Leave Act.

A doctor's certificate may be required when an employee is absent for a period in excess of 3 days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs the employee's ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's approval, request a leave without pay. (See Leave Without Pay Policy.)

Employees will be paid for unused sick leave as stipulated in section 5.7 Compensation upon termination.

### 8.3 LEAVE WITHOUT PAY

The Mayor or City Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include





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time off work for personal reason, such as a prolonged illness, parenting, caring for an ill relative, or pursuing an education.

### 8.4 JURY AND WITNESS LEAVE

It is the civic obligation of each employee to serve on a jury if the employee is called. While on jury duty or while appearing as a legally required witness, an employee will receive full pay from the city but the city shall deduct or the employee shall sign over the amount equal to jury fees actually received by the employee.

### 8.5 ADMINISTRATIVE LEAVE

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the City (as determined by the Mayor) during the pendency of an investigation or other administrative proceeding.

### 8.6 MILITARY LEAVE

The City provides all employees leave while performing military service in accordance with federal and state law. Regular full-time and part-time employees receive paid military leave of up to 15 working days per year for military service. In general, if military service extends beyond 15 working days, the additional leave will be unpaid. Exempt salaried employees who serve longer than two weeks should contact the City Administrator to discuss whether further paid leave will be provided. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance the applicable federal and state law. Health insurance will be paid for the first 30 days of active duty and Cobra-like benefit will be available to continue insurance coverage beyond the 30-day period.

During a period of military conflict as defined by SB 6447 an employee who is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty is entitled to a total of fifteen days of unpaid leave per deployment as described in SB 6447.

### 8.7 FAMILY LEAVE

The City complies with the federal Family and medical Leave Act of 1993 (the FMLA) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, we will give you the leave required by law.



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**Family Leave Eligibility:** The FMLA provides up to 12 weeks of unpaid, job-protected leave every 12 months to eligible male and female employees for certain family and medical reasons. To be eligible you must have worked for us for at least one year, and for 1,250 hours over the previous 12 months.

**Reasons for Taking Leave:** Unpaid FMLA leave is granted for any of the following reasons:

- To care for your child after birth or placement for adoption or foster care.
- To care for your spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform the essential functions of your job.
- To care for a spouse, child, parent, or next of kin injured in the line of duty as a member of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness incurred in the line of active duty for up to a total of 26 weeks (12 weeks as outlined above plus an additional 14 weeks) of protected leave within a 12-month period.
- To address a “qualifying exigency” arising out of the employee’s spouse, child, or parent in the Armed Forces serving on active duty.

Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Under some circumstances, FMLA leave may be taken intermittently – which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. FMLA leave may be taken intermittently if medically necessary because of a serious health condition. FMLA leave may be taken by victims of domestic violence, sexual assault or stalking to take “reasonable” or intermittent leave from work to obtain legal or law enforcement assistance, medical treatment or counseling. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to our approval.

**Substitution of Paid Leave:** At your request or ours, certain kinds of paid leave may be substituted for unpaid FMLA leave. Accrued vacation may be substituted for any type of FMLA leave. Accrued sick leave may be substituted only in the circumstances where our policies or state law allow you to use that paid leave. This means, in general, that sick leave may be used only for leave taken because of your own health condition or a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.

If you have any sick leave available that may be used for the kind of FMLA leave you are taking, it is our policy that you must use that paid sick leave as part of your FMLA leave. Use of vacation time for FMLA leave, however, is at your option.



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If you use paid leave for a purpose for which FMLA leave would be available, it is our policy to designate your paid leave as counting against your FMLA leave allowance. You are required to notify us if you use paid leave for a reason covered by the FMLA so that we may properly account for the leave.

Advance Notice and Medical Certifications: We require that you provide us with advance leave notice, with medical certification, of the need for a leave related to a health condition, and with medical certification of your fitness to return to duty after medical leave. Taking leave, or reinstatement after leave, may be denied if these requirements are not met.

You must give us at least 30 days' advance notice of your request for leave if the reason for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment. If 30 days' notice is not practicable, you must give us notice as soon as practicable, usually within one or two business days of when the need for leave becomes known to you. If you do not give us 30 days' advance notice, and if the need for the leave and the approximate date of the leave were clearly foreseeable by you, we may deny your request for leave until at least 30 days after the date you give us notice.

We require that you provide a medical certification to support a request for leave because of a serious health condition (your own or your child's, spouse's or parent's) whenever the leave is expected to extend beyond five consecutive working days or will involve intermittent or part-time leave. We may require second or third opinions, at our option, at our expense.

We require that you provide a medical certification of your fitness for duty to return to work after a medical leave that extends beyond 10 consecutive working days, that involves a mental disability or substance abuse, or where the medical condition and your job are such that we believe you may present a serious risk of injury to yourself or others if you are not fit to return to work.

Periodic Reporting: If you take leave for more than two weeks, we require that you report to us at least every two weeks on your status and intent to return to work.

Health Insurance: If you are covered by our group health plan (medical, dental or vision), we will continue to provide paid health insurance during FMLA leave on the same basis as during regular employment. But if you don't return to work after the leave, you will be required to pay us back for our portion of the insurance premiums unless your failure to return was beyond your control.

Other Insurance: If you are covered by other insurance plans through us, such as life or disability insurance, those coverages will continue during paid leave on the same basis as during regular employment. If you take unpaid FMLA leave, you will be responsible during the leave for the premiums you normally pay plus the premiums we normally pay for you. If you don't pay these premiums, we may choose to pay them for you, to keep



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your coverage from lapsing, but you will be responsible for repaying us whether or not you return to work.

Couples Employed by Us: If both you and your spouse work for us and you request leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to you as a couple for those purposes is 12 weeks.

Determining Leave Availability: FMLA leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the “12-month” period is a rolling 12-month period measured backwards from the date you use any FMLA leave.

Leave Related to Pregnancy: If you take leave for the disability phase of pregnancy or childbirth while you are physically unable to work, this time is counted against your annual 12-week FMLA leave allowance. For example, if you take six weeks of FMLA leave for childbirth to recover from childbirth, you are entitled to only six weeks of FMLA leave after that to care for your new child.

You are entitled to unpaid leave for the full period of your physical disability resulting from pregnancy and childbirth, even if you are disabled for more than 12 weeks, and even if you don’t qualify for leave under the federal law.

### 8.8 BEREAVEMENT LEAVE

We provide regular, full-time and part-time employees with paid leave for up to three (3) days in the event of the death of an immediate family member. An immediate family member is defined as parent, child, grandparent, grandchild, sibling, spouse or significant other.

### 8.9 SHARED LEAVE PROGRAM

The Mayor or Administrator may authorize employees to donate their accrued vacation or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate their employment. The following conditions apply:

- To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten days of accrued leave. In no event shall a leave transfer result in the donor employee reducing their vacation or sick leave balance to less than ten days. Transfer of leave will be in increments of one day of leave. All donations of leave are strictly voluntary.
- The employee receiving donated leave shall have exhausted all their accumulated vacation and sick leave.



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- While an employee is using shared leave, they will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.



# City of Stevenson Personnel Policy

## 8.10 HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

|                        |                                      |
|------------------------|--------------------------------------|
| New Year's Day         | January 1                            |
| MLK Day                | 3 <sup>rd</sup> Monday in January    |
| President's Day        | 3 <sup>rd</sup> Monday in February   |
| Memorial Day           | Last Monday in May                   |
| Juneteenth             | June 19                              |
| Independence Day       | July 4                               |
| Labor Day              | 1 <sup>st</sup> Monday in September  |
| Veteran's Day          | November 11                          |
| Thanksgiving           | 4 <sup>th</sup> Thursday in November |
| Day after Thanksgiving | Day after Thanksgiving               |
| Christmas Day          | December 25                          |
| Personal Day (16 hrs)  | Optional                             |

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

In their first year of employment, newly hired employees with a start date prior to July 1<sup>st</sup> will receive 2 Personal Days, while those with a start date of July 1<sup>st</sup> or later will receive 1 Personal Day. Personal Days follow the same process for approval as Vacation Leave.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus 2½ times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the department head. An employee substituting paid sick/vacation for unpaid FMLA leave is entitled to any holiday pay that would be normally paid.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

## 8.11 RELIGIOUS HOLIDAYS

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with their departments head's approval, take the day off using vacation, compensatory time, personal day or leave without pay.

## 8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:



## City of Stevenson Personnel Policy

Regular Part-Time Employees: All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and 40 hours per week.

Temporary Employees: Temporary employees are not eligible to receive benefits, including leaves other than Sick Leave, holidays and insurance.



# City of Stevenson Personnel Policy

## CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

### 9.1 GENERAL CODE OF CONDUCT

It shall be the responsibility of all employees to represent the City to the public in a manner which shall be courteous, efficient, and helpful.

The City is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly “menial” duties outside your regular assignments. It is no reflection on your worth to the City but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

### 9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The City of Stevenson allows its employees to engage in outside work subject to certain restrictions. Employees are required to disclose outside work, other jobs, contractual commitments or self-employment to their department head and obtain prior approval to perform outside work or hold another job.

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the City’s opinion, with the best interests of the City or interfere with the employee’s ability to perform their assigned City job. Outside work will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

### 9.3 CODE OF CONDUCT

From time to time employees will be asked to participate in the selection, award or administration of a contract supported by federal and/or state grant funds. The employee shall NOT participate in the selection, award or administration of the contract if there is a conflict of interest, real or apparent, such as:

- The employee, elected official, or agent;
- Any member of the employee’s immediate family;
- The employee’s partner; or
- An organization that employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Furthermore, the employee shall not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.





## City of Stevenson Personnel Policy

### 9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by City Officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution. (See Appendix #A-5, A-6)

### 9.5 POLITICAL ACTIVITIES

City employees may participate in political or partisan activities of their choosing provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. No person may solicit on City property for contributions to be used for political subdivisions.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing their regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause. Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendment rights.

For persons employed by the City in positions which are financed primarily by federal grant-in-aid funds, political activity will be regulated by the rules and regulations of the United States Civil Service Commission.

### 9.6 NO SMOKING POLICY

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices.

### 9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The City furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. We do not, however, assume responsibility for any theft or damage to the personal belongings of employees, and we reserve the right to search employee desks, lockers, and personal belongings brought onto City premises, if necessary.



## City of Stevenson Personnel Policy

The City also furnishes computers for use in conducting City business. Because the computers are for City business, the City reserves the right to review the contents of any files or documents on the computer including contents of any electronic mail. City Department heads may and will intermittently monitor internet usage. Receipt of a public records request for public employees' internet usage places all internet usage subject of public disclosure without prior consent or notice. City computers are not for personal use. See appendix A-4 for policy, procedures and agreements regarding Cell Phones and A-9 for policy, procedures and agreement regarding Internet.

### 9.8 USE OF CITY VEHICLES AND EQUIPMENT

Use of City phones for personal phone calls should be kept to a minimum. Other City equipment, including vehicles, should be used by employees for City business only. An employees' misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

It is important to clarify the use of City vehicles to better interpret City policy and maintain community confidence in the wise use of city resources. City vehicles may not be used for personal use including personal errands such as banking, shopping and etc. City-owned vehicles/equipment are restricted to City business and are for employee use only. Children or individuals not engaged in a direct City business activity are not permitted. Any driver of a City vehicle will not consume alcohol or illegal drugs while conducting City business.

City vehicles may be used to attend business functions, for out of town travel, and to travel between the job site and lunch or break sites when working in the field. There is a group of employees who are required to drive motorized vehicles in the performance of their jobs and who have been assigned first responder responsibilities. These activities require emergency duties. For those City staff that are assigned stand-by duty, City vehicle use may be authorized for commuting between the place of residence and place of work both for regular work hours and after work hour periods.

### 9.9 USE OF CITY CREDIT CARDS (Ref. Resolution No. 132)

Gas Credit Cards – An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day-to-day operations of the employee's department. Cash Advances, purchases of food or other non-automotive related items are not authorized.

Other Credit Cards – Other credit cards may be used by City employees for advanced payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses. The credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment. Credit cards shall not be used for cash advances. The employee is expected to submit a fully itemized expense voucher for the charges. The employee will be responsible for repayment for disallowed charges.



# City of Stevenson Personnel Policy

## 9.10 CONTACT WITH THE NEWS MEDIA

The City Administrator shall designate the person to be responsible for official contacts with the news media during working hours, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects.

## 9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific City positions, an employee may be required to hold a valid driver's license with the appropriate endorsements. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify their supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the employee's supervisor. Depending on the duration and the employee's duties, the license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination. The City may review the driving record of any employee whose job requires them to drive City vehicles at least annually. The driving record will be evaluated according to the matrix in appendix A-14 and a determination Borderline or Poor may lead to a loss of driving duties and consequences as outlined above. It is the responsibility of the employee to inform their supervisor if a physical condition or medical treatment might impair their driving ability.

## 9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property. The following limitations apply:

1. Persons not employed by us may not solicit, survey, petition, or distribute literature on our premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor.
2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchroom is considered a non-work area under this policy.



## City of Stevenson Personnel Policy

### 9.13 SAFETY

The City Administrator recognizes the need for the development of safe working conditions and practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other design and use of buildings, equipment, tools, and other devices. Responsibility for development, promotion and coordination of the safety program throughout the various City departments shall be a primary function of the supervisors of each department.

Administration of the adopted safety program is the responsibility of supervisors. Supervisors and employees should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each supervisor shall insure that the employees under their supervision are well acquainted with existing safety rules and shall make certain that the rules are uniformly enforced. Each employee will be personally responsible for keeping informed and being constantly aware of all the latest State Industrial Safety guidelines and Safety Policies as they are presented and/or approved by the City. Safety education of all employees shall be promoted by supervisors adhering to all safety rules. Any employee who habitually or purposely ignores or fails to comply with established safety rules, as outlined by the State Industrial agency or the City, will be subject to suspension, without pay, or dismissal as deemed necessary by the supervisor.

### 9.14 DRUG-FREE WORKPLACE

The City will strive to educate and increase employee awareness of the dangers of drug abuse in the workplace, the City's commitment to maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the City's commitment of support for employees undergoing treatment and rehabilitation for chemical dependencies.

The City recognizes maintenance of a drug-free workplace as essential to the safety and welfare of its employees and the public. This policy establishes programs and practices that promote and support a drug-free working environment and brings the City into compliance with the Drug-Free Workplace Act of 1988.

- The manufacture, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees are strictly prohibited.
- The use of prescription and over-the-counter drugs which compromise safety in the workplace or the quality of the employee's work product is prohibited. It is the employee's responsibility to check with their physician as to whether or not a prescription or over-the-counter drug will impair performance and to notify their supervisor of the physician's opinion.
- As a condition of employment, all employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.



## City of Stevenson Personnel Policy

Violation of this policy can result in immediate disciplinary action, up to and including termination. The employee may be required to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program.

The City will utilize available City resources, including drug education programs to educate employees about the dangers of drug abuse.

All complaints and reported violations for these policy provisions will be strictly confidential, except as required by public disclosure laws or court order.

### 9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

The City of Stevenson provides vital public services to our community. In an effort to ensure that services are delivered safely and efficiently, we are intent on providing and maintaining a drug and alcohol-free working environment. It is the City of Stevenson's policy to:

- Create a workplace free from the adverse effects of drugs and alcohol abuse or misuse;
- Assure that all employees have the ability to perform assigned duties in a safe, healthy and productive manner.
- Comply with all regulations applicable to City employees under the federal Omnibus Transportation Employee Testing Act of 1991, 49 CFR Part 40, as amended, 49 CFR Part 382, as amended, RCW 46.25, as amended and the Drug Free Workplace Act of 1988. Copies of 49 CFR Parts 382 and 40 can be found on the Internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>. A copy of RCW 46.25 may be found on the Internet at the Washington State Legislature Uniform Commercial Driver's License Act Website <https://app.leg.wa.gov/RCW/default.aspx?cite=46.25>.

#### DEFINITIONS

Covered Employee: An employee that performs safety-sensitive functions.

Safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL:
  - (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or
  - (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
  - (3) Is designed to transport 16 or more passengers, including the driver; or



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(4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

### SCOPE

This policy outlines the City's position relative to alcohol and drug control in the workplace and applies to all employees at all levels of the City of Stevenson. The City will not tolerate use of this policy to harass or intimidate employees.

- The following policy has been adopted not only to protect the health and safety of all employees, but to encourage any employee with a drug or alcohol dependence problem to help him/herself by voluntarily seeking professional assistance. The City is committed to helping employees deal with any drug or alcohol abuse problem they may have.
- The City recognizes that each employee has a desire to maintain a degree of privacy and that this desire should be respected. The City believes that the provision of this policy, in conjunction with its general commitment to helping individuals with a drug or alcohol dependency problem, creates a balance between the interest of the City and the rights and needs of its employees.
- The City will assist any employee, who voluntarily seeks help for a drug or alcohol abuse problem, in initial intervention and referral. Employees who voluntarily seek assistance for an alcohol or drug related problem before it becomes a subject of formal discipline will not be subject to disciplinary action. Rehabilitation, however, is the responsibility of the employee.
- Employees shall be subject to random testing for the purpose of discovering possible drug or alcohol abuse and as mandated by state or federal law.

### PROHIBITED BEHAVIOR

All employees are prohibited from behavior which is outlined in the City of Stevenson's Drug Free Workplace Policies and Procedures. Federal regulation (Title 49, CFR subtitle B, Chapter III, part 382 subpart B) prescribes prohibited behavior for employees subject to those regulations. Prohibited behavior includes:



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- Alcohol concentration: Reporting for duty or remaining on duty while having a blood alcohol concentration of 0.04 or greater
- Alcohol Possession: Possession of alcohol while on duty or operating a commercial motor vehicle.
- On Duty Use of Alcohol: Use of alcohol while on duty. (This includes alcohol that may be in medications.)
- Pre-duty Use of Alcohol: Performance by an on-call employee of safety sensitive functions within four hours after using alcohol. If called out, pre-duty use of alcohol must be discussed with supervisor. If the on-call employee claims the ability to perform their safety-sensitive function, they must take an alcohol test with a result of less than 0.02 prior to performance. All employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- Use Following Accident: Use of alcohol within eight hours following an accident or before undergoing a post-accident alcohol test, whichever occurs first.
- Use of Controlled Substances (Drugs): Reporting for duty or remaining on duty after having used any controlled substance, except when the use is pursuant to the instructions of a physician who has advised that the substance does not adversely affect the employee's ability to safely perform their duties.
- Use of Illegal Drugs: Use of illegal drugs is prohibited at all times. All employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in 49 CFR Par 40. Prohibited drugs include:
  - Marijuana
  - Cocaine
  - Phencyclidine (PCP)
  - Opioids
  - Amphetamines
- Refusal to Submit to a Required Test: Refusing to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test as directed pursuant to this policy.
- Positive Drug Test: Reporting for duty, or remaining on duty, after having tested positive for a controlled substance.

City supervisors and managers shall not permit employees to remain on duty when they engage in any of the above prohibited behavior.

### PRESCRIPTION DRUG USE

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the immediate supervisor. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.



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Regardless of State Laws on recreational and medical marijuana use, marijuana (THC) is a schedule I prohibited substance as defined by the United States Drug Enforcement Agency and is a banned substance under this policy. A positive marijuana test is a violation of this policy. A violation of this policy shall result in disciplinary action that may include termination.

### PROCEDURES

- All employees who are required to have a valid Commercial Driver's License (CDL) must be tested for the presence of controlled substances and alcohol as a condition of employment in accordance with these regulations and randomly on an ongoing basis.
- All employees may be subject to testing prior to employment in permanent full-time positions, for reasonable suspicion, and prior to return after failing a test or upon the completion of substance abuse treatment.
- All City employees who have a permanent, full-time status may be subject to testing following an on-duty incident or accident if there is reasonable suspicion of impairment.
- City employees may be requested to undergo a drug screen test if the City has reasonable suspicion that an employee is under the influence of alcohol or a controlled substance. "Reasonable suspicion" shall mean that articulable facts or information exists which appears reliable and discloses facts or circumstances which, when taken together, would convince an ordinary, reasonable person that the suspected person is under the influence of a controlled substance. Test results gathered under this policy will not be used in a criminal investigation or prosecution.
- Following an accident in a City owned vehicle the employee(s) involved must immediately submit to an alcohol or drug screen test if such test is required by the supervisor. The test must be taken within 8 hours following the accident or incident, if the employee's performance either contributed to the accident, or cannot be discounted as a contributing factor. The term "accident" is defined as an incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.
- No alcohol or drug test shall be conducted without the consent of the employee, but refusal by the employee to submit to a drug screen test will be deemed an admission of violation of this policy, thus subjecting the employee to the risk of discipline, including termination.
- Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test (as defined by 49 CFR Part 40) will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP) in accordance with 49 CFR Part 40, Part 382 and RCW 46.25, et.al. **A violation of this policy will result in disciplinary action, up to and including termination of employment, at the company's discretion.**
- Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of the employee's





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- next regularly scheduled duty period, but not less than 24 hours following administration of the test.
- The City may request that a specific employee submit to a search of their person or possessions if the City has probable cause that the employee has any drugs and/or alcohol concealed in a particular place on City property.
  - A medical Review Officer (MRO) shall be utilized to review and interpret positive test results. The MRO must examine alternate medical explanations for any confirmed positive test result. This action may include conducting a medical interview with the addicted employee, review of the employee's medical history and review of any other relevant biomedical factors. The MRO must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
  - The City recognizes that a flexible approach will be necessary in handling violations of this policy. As a result, the measures taken in response to a particular violation will depend on a number of factors including the nature of the violation, the risks to health and safety created by the violation, the employee's willingness to take steps toward rehabilitation and the employee's length of service and employment record. **All employees should be aware that any violation, by any employee, may result in termination of employment.**
  - Employees who violate this policy may be subject to progressive discipline. Normally, a first offense will result in requirement that the employee successfully complete a course of rehabilitation if such course is suggested by a counselor. An employee may be suspended during such rehabilitation depending on the facts of each case. Upon completion of a course of rehabilitation following a first offense, the employee will sign an agreement (form attached), agreeing to submit to random testing at the City's expense and on City time during the six calendar months following the employees return to work. During this period, failure to submit to the appropriate drug screen test will result in immediate termination. However, if there are mitigating circumstances and the employee has 2 yrs. of service with the City and a work record which is otherwise good, a second rehabilitation may be attempted. A third violation will result in immediate termination. See Appendix A-1 for agreement.
  - Related records will be maintained by the employer as prescribed in the City's Records Retention Guidelines and file.

### CIRCUMSTANCES FOR TESTING

#### *Pre-Employment Testing*

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions (as defined by 49 CFR Part 40). If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 30 or more consecutive calendar days and has not been in the random testing pool during that time,



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the employee must take and pass a pre-employment test before they can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements. **If the employee has a Washington State issued Driver's License, they must provide proof of reinstatement of that CDL endorsement.**

### *FMCSA Drug Testing Exceptions*

A driver is not required to undergo a pre-employment test if:

- (1) The driver has participated in a DOT testing program within the previous 30 days; and
- (2) While participating in that program, either:
  - (i) Was drug tested within the past six months (from the date of application with the City), or
  - (ii) Participated in the random drug testing program for the previous 12 months (from the date of application with the City); and
- (3) The City can ensure that no prior employer of the driver of whom the City has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months.

### *Reasonable Suspicion Testing*

All employees shall be subject to a drug and/or alcohol test when the City has reasonable suspicion to believe that the employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee (See Appendix A-11).

Employees may be subject to reasonable suspicion drug testing any time while on duty. Employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### *Post-Accident Testing*

#### DOT FMCSA Procedures

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances (Also, see Appendix A-12):

#### Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a



## City of Stevenson Personnel Policy

human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

### Non-fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### *Random Testing*

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by DOT FMCSA. The current year testing rates can be viewed online at <http://www.transportation.gov/odapc/random-testing-rates>. If a given driver is subject to random testing under the rules of more than one DOT agency, the driver will be subject to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.



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The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

### *Return to Duty Testing*

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

### *Follow-up Testing*

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

### *Testing Procedures*

All DOT FMCSA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### *Dilute Urine Specimen*

**If there is a negative dilute test result, the City will conduct one additional retest.** The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL will require an immediate recollection (as indicated on the MRO result letter). The re-collection will be conducted under direct observation as required under 49 CFR Part 40.

### *Split Specimen Test*



## City of Stevenson Personnel Policy

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee (and only the employee) can request to the MRO that the split specimen be tested at a second laboratory. The City guarantees that the split specimen test will be conducted in a timely fashion.

### *Test Refusals*

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because they have left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the City for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the City's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP. **A violation of this policy shall result in disciplinary action that may include termination.**

DOT-FMCSA CLEARINGHOUSE



## City of Stevenson Personnel Policy

The Clearinghouse is a centralized database that employers will use to report drug and alcohol program violations and to check that current or prospective employees are not prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV), due to an unresolved drug and alcohol program violation—that is, a violation for which the driver has not completed the return-to-duty (RTD) process. This query must be conducted as part of a pre-employment driver investigation, and at least annually for current employees. The driver’s commercial driver’s license (CDL) number and issuing State will be used when reporting a drug and alcohol program violation in the Clearinghouse.

The Clearinghouse will contain records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information will also be recorded in the Clearinghouse.

Drivers are not required to register for the Clearinghouse. However, a driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the driver’s record. A driver must also be registered to electronically view the information in the driver’s own Clearinghouse record.

Any covered employee refusing to provide consent (See Appendix A-13) for the company to conduct a limited query of the Clearinghouse will be prohibited from performing safety-sensitive functions, including driving a commercial motor vehicle (CMV), as required by FMCSA drug and alcohol program regulations.

### TRAINING

- The City will ensure that all employees will receive material explaining the City’s policy on alcohol and drug use and misuse.
- All supervisors must receive training on alcohol misuse and drug abuse within the first year of employment with the City. Training must address skills needed to determine “reasonable suspicion”.

### CONFIDENTIALITY

Confidentiality is to be maintained throughout the drug/alcohol testing process. All positive test results shall be first forwarded to a Medical Review officer (MRO) for review. The MRO shall review the individual medical history and afford the employee an opportunity to offer any clarifying information that would explain the positive test. The City will maintain results in the strictest of confidence in a medical file separate from the official personnel file. In cases where disciplinary action results from a positive test, such information shall be shared only with those in a supervisory capacity involved in that action. The City of Stevenson will carry out this policy in a manner which respects the dignity and confidentiality of those involved.

### VOLUNTARY SELF-REFERRAL



## City of Stevenson Personnel Policy

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer themselves to the City Administrator, who will refer the individual to a substance abuse counselor for evaluation and treatment. **A self-referral is not a violation of this policy and will not, in itself, be grounds for termination.**

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from the employee's safety-sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety-sensitive function, the employee must also undergo a DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.



## City of Stevenson Personnel Policy

### CHAPTER 10: DISCIPLINE & TERMINATIONS

#### 10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

Our success in providing excellent service to our citizens and maintaining good relationships with the community depends on our employees. We have therefore provided for your guidance certain conduct which, if engaged in, would be detrimental to our objective and could lead to disciplinary action including discharge. The following specified conduct is illustrative and not comprehensive.

1. Misrepresentation or withholding of pertinent facts in securing employment.
2. Unauthorized use or possession of the City facilities/property.
3. Unauthorized use of position with the City for personal gain or advantage.
4. Accepting unlawful gratuities or bribes.
5. Lying.
6. Smoking in any unauthorized posted area or creating fire hazards in any area.
7. Violation of the City's telephone use policy.
8. Failure to report an occurrence causing damage to City, customer, or public property.
9. Failure to properly secure the City facilities or property.
10. Loitering after completing day's work which results in the disruption of the City's business or the work effort of other employees.
11. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
12. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
13. Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
14. Habitual lateness for work.
15. Absence without prior notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
16. Loitering, goofing off, failing to assist others in a work situation.
17. Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the city or our employees, on or off premises.
18. Disorderly conduct, including fighting on the premises.
19. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees.
20. Immoral conduct while on duty.
21. Intentional falsification of records/paperwork required in the transaction of the City business.
22. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.
23. Concealing defective work.
24. Failure to observe safety practices, rules, regulations, and instructions.





## City of Stevenson Personnel Policy

25. Negligence that results in injury to others.
26. Failure to wear required safety clothing and equipment.
27. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
28. Failure to obtain necessary certifications.
29. Dishonesty or theft, including deliberate destruction, damage, or removal of the city's or other's property from the premises, or any job site.
30. Possession, use, sale, or being under the influence of alcohol and controlled substances while on the city business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given their supervisor prior notice of such use and/or efficient work performance.
31. Possession of explosives or weapons on the premises or at any job site.
32. Conviction of a gross misdemeanor or felony.

### 10.2 POSSIBLE DISCIPLINARY ACTIONS

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

1. Oral Warning.
2. Written Reprimand.
3. Suspension
4. Demotion.
5. Termination.

Progressive discipline is the preferred alternative when appropriate. This system gives the employee an opportunity to correct problems. The choice of what discipline to apply in any particular case is solely the City's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves violation of safety rules of major significance. Serious misconduct may result in immediate discharge of any employee.

Employees shall comply with all existing rules that are not in conflict with the express terms of this policy, provided that reasonable notice has been given of the existence of the rule. Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the complaint procedure. The City will make a good faith effort to enforce rules uniformly. (Supervisors reference [Appendix A-2](#) for guidelines.)

### 10.3 PRE-TERMINATION HEARING

In the case of termination or demotion of an employee (other than trial employees), the city will conduct a pre-termination or pre-demotion hearing. The pre-termination or pre-demotion hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional facts before a termination or demotion decision is



## City of Stevenson Personnel Policy

finalized. Thorough investigation is critical to comply with all constitutional safeguards and rules of just cause.

In the event a supervisor desires to terminate an employee, the employee shall be provided with a written notice of the recommendation for termination. The notice shall include an explanation for the charges on which the recommendation is based, and the time, place and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.

Pre-termination hearings will be presided over by the Mayor or a designated representative. The hearings are intended to be informal. The employee may show cause why they should not be terminated. The employee may bring one person to the hearing as a representative.

Usually within two (2) working days after the pre-termination hearing, the Mayor will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. A longer review period may be required in more complex situations.

### 10.4 LAYOFF

The Mayor may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place.

Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected. In determining who is to be laid off, consideration will usually be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the City. Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

### 10.5 RESIGNATION OR RETIREMENT

An employee should provide at least 2 weeks written notice of resignation or retirement. This time limit may be waived by the employee's supervisor or the Mayor. A Separation Agreement will be signed upon departure from City employment ([Appendix A-3](#)).



## City of Stevenson Personnel Policy

# CHAPTER 11: COMPLAINT PROCEDURES

## 11.1 COMPLAINT PROCEDURES

The City recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with City policies. The complaint could be a dispute or misunderstanding between the employee and the employee's direct supervisor concerning the application or interpretation of specific provisions of this policy. For this reason, the City provides its employees with procedures for resolving complaints. Use of this procedure will not reflect unfavorably on the employee or the employee's immediate supervisor.

Step 1: Employees should first try to resolve any problem or complaint with their supervisor.

Step 2: If the employee is not satisfied with the response from the supervisor, the employee may submit the problem, in writing, to the Mayor or City Administrator. The written complaint must contain, at a minimum:

1. A description of the problem, identifying the facts and identity of involved parties;
2. A specific policy or procedure which the employee believes has been violated or misapplied;
3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
4. The remedy sought by the employee to resolve the complaint.
5. The date the written complaint was submitted.

The written complaint must be filed within 10 working days of the occurrence leading to the complaint, or 10 working days after the employee becomes aware of the circumstances.

As a part of the inquiry or investigation, the Mayor or City Administrator may meet with the parties, either individually or together to compile the facts necessary to reach a decision. The Mayor or City Administrator will usually respond in writing to the aggrieved employee within ten working days of the meeting. The Mayor's or City Administrator's response and decision shall be final and binding.

Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.



# City of Stevenson Personnel Policy

Appendix # A-1

**CONFIDENTIAL \*\*\*\*\*CONFIDENTIAL\*\*\*\*\*CONFIDENTIAL**

## MEMORANDUM OF AGREEMENT

This agreement is between the CITY OF STEVENSON and (employee) \_\_\_\_\_.

As a result of access to the City’s Employee Assistance Program Services, and upon the recommendation of the assistance provider, the employee in this agreement is being returned to work on (date) \_\_\_\_\_.

Return to work and continued employment with the City is based upon the following voluntary agreement between the City and \_\_\_\_\_ (hereafter referred to as the Employee).

During the six calendar months immediately following the employee’s return to work date, the employee agrees to submit to random testing at the City’s expense.

Failure or refusal of the employee to comply with a City request to submit to a drug test as agreed to in this document will be grounds for immediate termination from employment.

Any positive test of the employee during the period outlined above will be grounds for immediate termination from employment or as outlined in Section 9 of the Policy.

I have read and understand this document and voluntarily agree to comply and abide with its provisions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Stevenson Personnel Policy

## Appendix # A-2

### SUPERVISOR GUIDES

To ensure consistency, supervisors should be familiar with the City's workplace expectations before issuing any discipline. If there are any questions, consult with the City Administrator and/or Mayor. Suspensions, demotions and terminations can only be determined by the City Administrator and/or Mayor.

#### Oral Warnings

- Talk to the employee in private.
- Oral warnings are appropriate for relatively minor infractions where the employee will have an opportunity to correct the condition.
- Supervisor should file a written, dated notation that an oral warning was given with a reference to subject matter.

#### Written Reprimand

- Supervisor should issue a written reprimand when an employee has disregarded an oral warning or if the infraction severity warrants a written reprimand.
- The supervisor should describe in writing the nature of the infraction in detail and the supervisor should sign and date the reprimand.
- Prior to meeting with the employee, the supervisor should discuss the warning notice with his/her supervisor.
- The supervisor should then meet with the employee to be certain the employee understands the nature of the reprimand. The employee should receive a copy.
- The written reprimand should be filed with the employee's personnel file.

#### Suspension

- This form of discipline is administered as a result of a severe infraction or for excessive violations after a written reprimand. Suspension should not be considered without first discussing the issues with the Administrator and /or Mayor.
- The supervisor shall set forth in writing all facts for the reason for the Notice of Suspension and the duration of the suspension. A copy will be filed with the employee's personnel file and given to the employee.
- The supervisor should demonstrate that a thorough investigation is completed with both sides of the facts being objectively investigated.
- The supervisor shall meet with the employee and give the employee an opportunity to respond. If major issues are raised, the City may investigate further before confirming intent.

#### Demotion

- This form of discipline is rare – used in instances when an employee has been promoted to a position to which they are unable to perform the responsibility or in instances when a City is reducing its force and laying staff off.
- See terminations.

#### Terminations

- Prior to a supervisor taking any actions on discharge of an employee, the supervisor must discuss his/her recommendation for discharge with the Administrator and/or Mayor.
- A thorough investigation is critical. All facts should be reviewed objectively. Review the personnel file to determine if there is a pattern of behavior. Get witness statements.
- Review the issues for justification of the discharge. Follow rules of just cause. Were all procedural protections applied?
- If paid suspension is needed to complete an investigation, use it.
- Document.
- Provide the employee a hearing where the employee will have an opportunity to explain before final action.
- Follow Loudermill guidelines.



# City of Stevenson Personnel Policy

## Appendix # A-3

### SEPARATION AGREEMENT (a)

This separation agreement (hereinafter referred to as "Agreement") is made effective \_\_\_\_\_, 20\_\_, by and between the City of Stevenson and \_\_\_\_\_ (hereinafter referred to as the "Employee").

For and in consideration of the mutual covenants herein contained, the City of Stevenson and Employee agree as follows:

1. EMPLOYEE will separate active employment with the City of Stevenson effective \_\_\_\_\_, 20\_\_.
2. The City of Stevenson will pay EMPLOYEE a total severance benefit of \$ \_\_\_\_\_, less required deductions upon the signing of this Agreement, equal to \_\_\_\_\_ month(s) of salary continuation. This severance payment will be payable over the three-month period, on the City of Stevenson's regularly scheduled pay periods. This payment is in lieu of all accrued salary, and benefits and continuation of EMPLOYEE'S salary, benefits, and any other matters to which EMPLOYEE might otherwise be entitled. EMPLOYER further agrees to provide EMPLOYEE with continued medical, dental and vision benefits under its current policies so long as EMPLOYEE is eligible under federal COBRA laws. If EMPLOYEE makes timely application for these COBRA benefits, EMPLOYER will pay the premium for these benefits, less any deduction for dependent coverage, for the period of salary continuation. After this period, for the remaining portion of the CORA benefits, EMPLOYEE will pay the premiums.
3. EMPLOYEE agrees that this severance benefit is not a benefit that he/she would otherwise be entitled to under existing employee benefit plans provided by the City of Stevenson. The severance payment will be made irrespective of whether EMPLOYEE accepts other employment or dies, and is subject to the usual federal income tax, social security, and any other applicable withholdings.
4. EMPLOYEE accepts the benefits specified herein in full payment and satisfaction of all his/her rights and interest relating to his/her employment with the City of Stevenson its affiliates, owners, directors, stockholders, agents, employees, and successors and assigns, from any and all claims, demands, and causes of action, which he/she now has or any manner arise out of his/her employment with, or separation from, the City of Stevenson. This release specifically covers, but is not limited to, any and all claims EMPLOYEE may have under federal, state, and local laws that prohibit discrimination in employment, any contract or tort claims arising under federal, state, or local law, and any claims under any express or implied contract or legal restriction on the City of Stevenson's rights to deal with employees. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
5. EMPLOYEE represents that he/she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court, and that he/she will not do so at any time hereafter.
6. EMPLOYEE represents that he/she has read, considered, and fully understands this Agreement, and all its terms, and executes it freely and voluntarily.
7. EMPLOYEE acknowledges that he/she has had the opportunity to consult with his/her attorney prior to accepting this Agreement, and has had an adequate opportunity to do so.
8. EMPLOYEE agrees to maintain the confidentiality of this Agreement. EMPLOYEE agrees not to divulge the terms of this Agreement to, or discuss the events leading up to his/her separation from the City of Stevenson with, any person other than his/her attorney and members of his/her immediate family.
9. EMPLOYEE represents that in entering into this Agreement, he/she does not rely and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Agreement or Employee's separation from employment with the City of Stevenson.
10. It is understood and agreed that by entering into this Agreement, the City of Stevenson expressly denies that it has any legal liability in this matter. This Agreement is solely intended as the resolution of a disputed claim and may not be used by anyone as an admission of any kind by the City of Stevenson.
11. This Agreement is intended to constitute a full and final resolution of this matter. Interpretation of this Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorney's fees and costs.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

\_\_\_\_\_  
THE CITY OF STEVENSON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## SEPARATION AGREEMENT (b)

This separation agreement (“Separation Agreement”) by and between the City of Stevenson and \_\_\_\_\_ (“Employee”).

For good and valuable consideration, the parties agree as follows:

1. Separation of Employment. EMPLOYEE’S last date of employment with the City of Stevenson shall be \_\_\_\_\_, 20\_\_\_\_\_.
2. Severance Pay. The City of Stevenson agrees to pay EMPLOYEE \_\_\_\_\_ weeks of severance pay at his/her current regular rate of pay. Such severance pay shall be paid by check in a lump sum payment; provided, however, that the severance payment shall not be made until after EMPLOYEE has returned the executed Separation Agreement to the City of Stevenson, and the Revocation Period specified in Paragraph 8 below has expired. The severance payment made under this Separation Agreement shall be subject to all withholdings required by state and federal law. The parties agree that the separation pay described in this Paragraph 2 is designed to aid EMPLOYEE’s transition to alternative employment, and that the specified benefits do not constitute benefits to which she would otherwise be entitled upon separation under existing employee benefit plans provided by the City of Stevenson or under any pre-existing benefit plans provided by the EMPLOYEE and the City of Stevenson.
3. Health Insurance. If EMPLOYEE makes timely application and remains eligible for such benefits, the City of Stevenson will provide EMPLOYEE and his/her dependents with continued medical, dental and vision benefits under its current health insurance policies for 18 months following the Separation Date (“COBRA” benefits). It is the intent of the parties that EMPLOYEE’s COBRA rights begin to run on the Separation Date.
4. Accrued Vacation and Floating Holidays. The City of Stevenson agrees to pay EMPLOYEE for vacation and floating holidays that he/she has accrued but not used, if any, as of the Separation Date.
5. Release. EMPLOYEE accepts the benefits contained in this Separation Agreement in full satisfaction of all his/her rights and interests relating to his/her employment with and separation from the City of Stevenson and, in consideration therefore, EMPLOYEE hereby releases the City of Stevenson, its affiliates, successors, predecessors, past and present officers, directors agents, and employees from all claims (other than claims for the payments provided for under this Separation Agreement), causes of action or liabilities, suspected or unsuspected and irrespective of any present lack of knowledge of any possible claim or of any fact or circumstance pertaining thereto, which EMPLOYEE may have or claim to have against the City of Stevenson arising from or during his/her employment or as a result of his/her separation from employment. This release specifically covers, but is not limited to, any workers’ compensation or disability claims under state law; any claims of discrimination based on race, color, national origin, sex, marital status, age (including claims under the Age Discrimination in Employment Act) or physical or mental disability under any federal, state, or local law, rule, or regulation; any contract or tort claims arising under federal, state, or local law; any claims arising under federal, state or local law based on promises made or allegedly made by the City of Stevenson to EMPLOYEE; and any claims under any express or implied contract or legal restrictions on the City of Stevenson’s right to terminate its employee. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
6. Other Claims or Lawsuits. EMPLOYEE represents that as of the date she executes this Separation Agreement, she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court.
7. No Admission. Nothing in this Separation Agreement shall be construed as any indication that the City of Stevenson has acted wrongfully towards EMPLOYEE or any other person.
8. Review and Revocation. EMPLOYEE acknowledges that:
  - a. Pursuant to applicable law, she has been offered the opportunity to review a copy of this Separation Agreement for a period of twenty-one (21) days (the “Review Period”).
  - b. The City of Stevenson advised EMPLOYEE at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Separation Agreement, including without limitation the release set forth in this Separation Agreement; and
  - c. The terms and conditions of this Separation Agreement have not been amended, modified, or revoked during the Review Period. The City of Stevenson and EMPLOYEE agree that EMPLOYEE shall have seven (7) calendar days (the “Revocation Period”) following the date on which EMPLOYEE signs this Separation Agreement to revoke his acceptance of the Separation Agreement and the release set forth in this Separation Agreement, and this Separation Agreement shall not become effective until the Revocation Period has expired.



# City of Stevenson Personnel Policy

9. Confidential Information. EMPLOYEE acknowledges that while employed by the City of Stevenson and its predecessor, she had access to certain confidential information relating to the business of the City of Stevenson and its predecessor which constitute trade secrets of the City of Stevenson under the Uniform Trade Secrets Act, RCW 19.108. EMPLOYEE acknowledges that under the Uniform Trade Secrets Act, she has an obligation to maintain the confidentiality of such trade secrets of the City of Stevenson.
10. Voluntary Execution. EMPLOYEE represents that she has read, considered, and fully understands this Separation Agreement and all its terms, and executes it freely and voluntarily.
11. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Separation Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Separation Agreement. Interpretation of this Separation Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Separation Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.
12. No Representations. EMPLOYEE represents that in entering into this Separation Agreement, she does not relay and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Separation Agreement.
13. Confidentiality. EMPLOYEE Agrees to keep the terms of this Separation Agreement confidential, except for communications about it with his/her immediate family, attorney or accountants or other professional financial advisors.
14. Remedies for Breach of Covenants. In the event of a breach or threatened breach by EMPLOYEE of any covenants herein, EMPLOYEE agrees that the City of Stevenson shall be entitled to a temporary restraining order or a preliminary injunction (without the necessity of the City of Stevenson posting any bond in connection therewith) restraining EMPLOYEE from such breach or threatened breach. Nothing herein shall be construed as prohibiting the City of Stevenson from pursuing any other remedies available to it for such breach or threatened breach, including the recovery of damages from EMPLOYEE.
15. Complete Agreement. This Separation Agreement constitutes a full and final resolution of all matters in any way related to EMPLOYEE's employment with and separation from the City of Stevenson. This Separation Agreement supersedes any and all other agreements between the parties.
16. Amendment. The parties agree that no modification, change or amendment of this Separation Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change or amendment is sought to be enforced.
17. Severability. If any provision of this Separation Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Separation Agreement or portion thereof, and this Separation Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to the extent necessary to render the same valid and enforceable.
18. Titles. The titles of the paragraphs of this Separation Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of their terms, covenants or conditions of the Separation Agreement.

IN WITNESS WHEREOF, the parties have executed this Separation Agreement as their free and voluntary act on the dates set forth below.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

THE CITY OF STEVENSON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

## Appendix # A-4:

### CELL PHONE POLICY

#### PURPOSE

The purpose of this policy is to provide cell phone use guidelines. This policy enables the City of Stevenson to meet its fiduciary responsibility to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is often a need to communicate when access to a regular telephone or computer is unavailable. Cell phones are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner.

#### DEFINITIONS

**Employee**—A person employed by the City, does not include an independent contractor.

**City Business**—Official City business is business that relates directly to a person's work function and benefits the City.

**Cell Phone**—Cellular telephones including smart phones: any device that is used, by any measure, to send or receive wireless voice or data transmissions including text messaging.

#### POLICY

This policy shall apply to all City employees.

1. The City recognizes that cell phones are an important and necessary tool for certain employees to perform their job duties. For this purpose, the City will provide a cell phone.
2. The City Administrator will determine which employees require a cell phone by considering the individual job duties and related wireless communications needs. The Purchasing Officer will procure the most cost-effective cell phone and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.
3. The use of a cell phone, whether owned by the employee or the City, creates data that is stored on the devices, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received). When the cell phone is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. It is the employee's responsibility to ensure that all cell phone data related to City business is retained consistent with this policy and all City rules, regulations, policies and procedures.
4. All communications created or received using a City cell phone and all data stored on the devices is the property of the City. Employees have no personal or property right



## City of Stevenson Personnel Policy

in these communications and data and no expectation of privacy with regard to their use of City communication devices. Furthermore, the City reserves the right to access and monitor any and all communications created or received using a City-owned cell phone, any record of such communications and all data stored on City cell phones, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received) to ensure that all use of a City cell phone is consistent with this policy and all City rules, regulations, policies and procedures.

### PROCEDURE

#### 1. Determination of Cell Phone Eligibility

- a. Eligibility is based on the need for frequent use of a cell phone, such as an employee who needs to be frequently available for emergency contact, and whose duties require him/her to be quickly contacted, anywhere, anytime as determined by the City Administrator.
- b. Employees leaving City employment must turn in City-owned cell phones as part of their termination process. Employees transferring or promoting within the City must re-establish their eligibility in their new position.

#### 2. Determination of Phone or Plan

- a. The City Administrator is responsible for projecting business use, and for communicating this estimate to the Purchasing Officer. The Purchasing Officer is responsible for purchasing City-owned cell phones and establishing plans with providers that best meet the City's business needs at the lowest cost.

#### 3. Use of Cell Phone

- a. Except for incidental personal use, City-owned cell phones shall be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental personal use phone calls shall be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls shall be made during breaks. Use of a City-owned cell phone for non-City business, or more than incidental personal use, will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.
- b. Employees are prohibited from Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws



## City of Stevenson Personnel Policy

- c. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all associated liabilities.
- d. In many cases, cell phones operate as a camera or as a way to access the internet or email. Employees operating a City-owned cell phone in these capacities must comply with the City's policy regarding "Internet Access," and "Email."
- e. There are certain cell phone uses that are prohibited and can result in disciplinary action at the discretion of the City Administrator. They include:
  - Commercial use other than City business.
  - Harassment of any member of the public, any governmental employee or any vendor.
  - Making or receiving any calls of a sexually explicit nature.
  - Inappropriate language including obscenity, vulgarity, profanity or expressions of ill will.
  - Subjects of political nature.
  - Misrepresentations or release of information of a confidential nature.
  - Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws.

#### 4. City Paid Monthly Stipend for Use of Personal Mobile Phones

- a. At the department director's discretion employees who would otherwise be provided with a City issued mobile phone can request to receive a monthly stipend for using their personal mobile phone for City business. The monthly stipend is paid through the payroll system as a taxable benefit, and the amount of the monthly stipend is based on one of two plan options as determined appropriate by the employee's director, or designee:

- A. Phone only
- B. Phone with data

The amount of the monthly stipend will equal the rate of the plan paid by the city, inclusive of taxes. Employees who receive a monthly stipend agree to purchase a device that meets the City's technical standards and use their personal phone for City business. In addition, employees must execute a Monthly Mobile Phone Stipend Agreement to be submitted to the employee's manager/supervisor for approval. The monthly stipend process is administered and overseen by the Payroll Officer.



## City of Stevenson Personnel Policy

### **Special Responsibilities for Managerial Staff**

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Public Records Act – Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules.



## City of Stevenson Personnel Policy

### RECEIPT OF THE CITY OF STEVENSON'S CELL PHONE USE POLICY

*Please read the policy carefully to ensure that you understand the policy before signing this document.*

I certify that I have received a copy of the City of Stevenson's Cell Phone Use Policy. I understand that it is my responsibility to read and comprehend this policy. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the Policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Personnel Office.

**I agree to observe and follow the Cell Phone Use Policy. I understand that failure to abide by the policy could result in the loss of cell phone privileges and/or other disciplinary actions.**

---

Employee Name (Signature)

---

Employee Name (Please Print)

---

Department

---

Date



# City of Stevenson Personnel Policy

## Appendix # A-5

City of Stevenson  
Ordinance No. 879

**An ordinance of the City of Stevenson adopting policies and procedures for reporting improper governmental action and protecting employees against retaliatory action.**

### Recitals

1. Chapter 44, Laws of 1992, entitled “The Local Government Employee whistleblower Act,” became effective for local governments on January 1, 1993.
2. Under the Local Government Employee Whistle blower Act it is unlawful for a local government to take retaliatory action because an employee, in good faith and in conformance with the local government’s procedures, provides information that improper government action may have occurred; and
3. Under the Local Government Employee Whistleblower Act local governments must enact specific policies for reporting improper government actions.

Now, Therefore, the City Council of the City of Stevenson do ordain as follows:

1. Policy statement. It is the policy of the City of Stevenson to:
  - 1.1 Encourage reporting by its employees of improper governmental action taken by City of Stevenson officers or employees; and
  - 1.2 Protect City of Stevenson employees who have reported improper governmental actions in accordance with the City of Stevenson’s policies and procedures from retaliatory action.
2. Definitions. As used in this policy, the following terms shall have the meanings indicated:
  - 2.1 “Improper governmental action”: means any action by a City of Stevenson Officer or employee
    - a. That is undertaken in the performance of the officer’s or employee’s official duties, whether or not the action is within the scope of the employee’s employment; and
    - b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.
  - 2.2 “Improper governmental action” does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspension, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.
  - 2.3 “Retaliatory Action” means any adverse change in the terms and conditions of a City of Stevenson employee’s employment.
  - 2.4 “Emergency” means a circumstance that if not immediately changed may cause damage to persons or property.
3. Procedures for Reporting.
  - 3.1 City of Stevenson employees who become aware of improper governmental actions should raise the issue first with their supervisor. Except in the event of an emergency, the employee shall also submit a written report to the supervisor, or to the City of Stevenson, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the City of Stevenson administrator, mayor or such other person as may be designated by the City of Stevenson administrator to receive reports of improper governmental action.
  - 3.2 In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigation of the improper action.



## City of Stevenson Personnel Policy

- 3.3 The supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee, as the case may be, shall take prompt action to assist the City of Stevenson in properly investigating the report of improper governmental action. City of Stevenson officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigations, except that personnel actions taken as a result of the investigation may be kept confidential.
- 3.4 City of Stevenson employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the City of Stevenson employee reasonably believes that an adequate investigation was not undertaken by the City of Stevenson to determine whether an improper governmental action occurred, or that insufficient action has been taken by the City of Stevenson to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
- 3.5 CITY OF STEVENSON EMPLOYEES WHO FAIL TO MAKE A GOOD-FAITH ATTEMPT TO FOLLOW THE CITY OF STEVENSON'S PROCEDURES IN REPORTING IMPROPER GOVERNMENTAL ACTION SHALL NOT RECEIVE THE PROTECTION PROVIDED BY THE CITY OF STEVENSON IN THESE PROCEDURES
4. Protection Against Retaliatory Actions.
- 4.1 City of Stevenson officials and employees are prohibited from taking retaliatory action against a City of Stevenson employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.
- 4.2 Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee. City of Stevenson officials and supervisors shall take appropriate action to investigate and address complaints or retaliation.
- 4.3 If the employee's supervisor, the City of Stevenson administrator, or the City of Stevenson administrator's designee, as the case may be, does not satisfactorily resolve a City of Stevenson employee's complaint that he or she has been retaliated against in violation of this policy, the City of Stevenson employee may obtain protection under this policy and pursuant to state law by providing a WRITTEN notice to the City of Stevenson council that:
- Specifies the alleged retaliatory action; and
  - Specifies the relief requested.
- 4.4 City of Stevenson employees shall provide a copy of their written charge to the City of Stevenson mayor no later than thirty (30) days after the occurrence of the alleged retaliatory action. The city of Stevenson shall respond within thirty (30) days to the charge of retaliatory action.
- 4.5 After receiving either the response to the City of Stevenson or thirty (30) days after the delivery of the charge to the City of Stevenson, The City of Stevenson employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City of Stevenson administrator within the earlier of either fifteen (15) days of delivery of the City of Stevenson's response to the charge of retaliatory action, or forty-five days of delivery of the charge for retaliation to the City of Stevenson for response.
- 4.6 Upon receipt of request for hearing, the City of Stevenson shall apply within five (5) working days to the Sate Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:
- Office of Administrative Hearings  
PO Box 42488, 4224 Sixth SE  
Row Six, Bldg. 1  
Lacey, WA 98504-2488  
206-459-6353
- 4.7 The City of Stevenson will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.



# City of Stevenson Personnel Policy

- 5. Responsibilities. The city Administrator is responsible for implementing the City of Stevenson’s policies and procedures for reporting improper governmental action and for protecting employees against retaliatory action. This includes ensuring that this policy and these procedures are permanently posted where all employees will have reasonable access to them are made available to any employee upon request and are provided to all newly-hired employs. Officers, manager and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.
- 6. List of Agencies. The City Administrator will maintain a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Said list will be updated not less frequently than annually and copies thereof shall be made available to all employees. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact agencies shown on the list.

PASSED by the Council of the City of Stevenson and approved by the Mayor this 18<sup>th</sup> day of February, 1993.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the City of Stevenson

\_\_\_\_\_  
Attorney for the City of Stevenson





# City of Stevenson Personnel Policy

## Appendix # A-6

### LIST OF AGENCIES RESPONSIBLE FOR ENFORCING FEDERAL, STATE and LOCAL LAWS and INVESTIGATING OTHER ISSUES INVOLVING IMPROPER GOVERNMENTAL ACTION

#### LOCAL

City of North Bonneville  
Mayor  
North Bonneville City Hall  
PO Box 7  
North Bonneville, WA 98639  
509-427-8182  
City Attorney 509-427-5665

City of Stevenson  
Mayor  
Stevenson City Hall  
PO Box 371  
Stevenson, WA 98648  
509-427-5970  
City Attorney 509-427-5665

#### SKAMANIA COUNTY

Commissioners  
Skamania County Courthouse  
PO Box 790  
240 NW Vancouver Avenue  
Stevenson, WA 98648  
509-427-9447

Prosecuting Attorney  
Skamania County Courthouse  
PO Box 790  
240 NW Vancouver Avenue  
Stevenson, WA 98648  
509-427-9405

Sheriff  
Skamania County Sheriff's Office  
PO Box 790  
200 NW Vancouver Ave  
Stevenson, WA 98648  
509-427-9490

Port of Skamania County  
Chairman Board of Port Commissioners  
PO Box 1099  
130 SE Cascade Avenue  
Stevenson, WA 98648  
509-427-5484

Public Utility District No. 1  
of Skamania County  
Chair, Board of PUD Commissioners  
PO Box 500 Wind River Highway  
Carson, WA 98610  
509-427-5126

#### STATE OR REGIONAL AGENCIES

Washington State Attorney General  
111 NE Olympia Avenue  
Olympia, WA 98501  
360-753-6210

Washington State Department of Ecology  
PO Box 47600  
Olympia, WA 98504  
360-459-6000

Washington State Department of Natural Resources  
PO Box 47000  
Olympia, WA 98504  
360-902-1000

Washington State Department of Transportation  
Transportation Building  
KF-01  
Olympia, WA 98504  
360-705-7000

Washington State Department of  
Community Development  
9<sup>th</sup> & Columbia  
MSGH-51  
Olympia, WA 98504  
360-725-2800

Southwest Washington Air Pollution  
Control Authority  
1308 NE 134<sup>th</sup>, Suite D  
Vancouver, WA 98685  
800-633-0709



# City of Stevenson Personnel Policy

Southwest Washington Health District  
PO Box 5000  
Vancouver, WA 98663  
360-695-9215

Washington State Department of Fisheries  
115 General Administration Bldg.  
MS AX-11  
Olympia, WA 98504  
360-753-6600

Washington State Auditor's Office  
Legislative Building  
PO Box 40021  
Olympia, WA 98504-0021

Washington State Department of Health  
Health Consumer Assistance  
PO Box 4789  
Olympia, WA 98504  
800-525-127

Washington State Liquor Control Board  
Enforcement Division  
1514 E. Street  
Vancouver, WA 98666

## FEDERAL AGENCIES

Department of Agriculture  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Supervisor Auditor  
360-553-8290  
Supervisor Special Agent  
360-553-8286

Alcohol Tobacco & Firearms  
Criminal Enforcement  
915 Second Avenue  
Seattle, WA  
360-553-4485

Department of Commerce Commission  
Office of the Inspector General  
Office of Audits  
915 Second Avenue  
Seattle, WA  
360-553-0801  
Fraud Hotline 800-424-5454

US Department of Education  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Audits 360-553-0657  
Investigations 360-553-1482

Washington State Employment Security  
Bingen Job Service Center  
PO Box 847  
Bingen, WA 98605  
509-493-1210

Washington State Utilities Transportation  
Chandler Building, MS FY-11  
13005 Evergreen Park Dr. SW  
Olympia, WA 98504  
360-753-6423

Washington State Human Rights Commission  
402 Evergreen Plaza Bldg.  
Olympia, WA 98504-2490  
360-753-6770

Washington State Dept. of Labor & Industries  
General Administration  
Building, MS, HC-101  
Olympia, WA 98505  
360-753-6341

Washington State Department of Social & Health  
Services; Special Investigation Office  
11900 NE 95th  
PO Box 4485  
Vancouver, WA 98662  
360-696-6707

Department of Army  
Corp of Engineers  
PO Box 2946  
319 Pine  
Portland, OR 97225  
503-326-6000

US Attorney  
800 Fifth Avenue  
Seattle, WA  
360-553-7970

Consumer Product Safety  
Hotline 800-638-2772  
US Customs Service  
Office of Enforcement  
909 First Avenue  
Seattle, WA  
360-653-7531

Environmental Protection Agency  
Criminal Investigations  
1200 Sixth Avenue  
Seattle, WA



# City of Stevenson Personnel Policy

Equal Employment Opportunity Agency  
2815 Second, Suite 500  
Seattle, WA  
360-553-0968

US Department of Energy  
Bonneville Power Administration  
PO Box 3621  
Portland, OR 97208  
360-230-3000

General Accounting Office (GAO)  
1500 NE Irving Street  
Portland, OR 97232  
503-235-8500

Department of Health & Human Services  
Food & Drug Administration  
22201 23<sup>rd</sup> Drive SE  
Bothell, WA  
Trade Complaints 206-483-4949  
Audits: 360-553-0452

US Bureau of Indian Affairs  
PO Box 3785  
Portland, OR 97208  
503-231-6702

Department of Interior US Fish & Wildlife Services  
Division of Law Enforcement  
121 107<sup>th</sup> NE  
Bellevue, WA

Department of Justice  
Drug Enforcement Administration  
220 West Mercer, Suite 300  
Seattle, WA  
360-553-5443

Mine Safety & Health Administration  
117 107<sup>th</sup> NE  
Bellevue, WA  
360-553-7037

National Transportation Safety Board of Directors  
19518 Pacific Highway South  
Seattle, WA  
360-764-3782

Department of Transportation  
Office of Inspector General  
915 Second Avenue  
Seattle, WA 98178  
360-553-5720

Federal Emergency Management Agency  
130 – 228<sup>th</sup> Street SW  
Bothell, WA  
360-487-4600

General Services Administration  
915 Second Avenue  
Seattle, WA  
Investigations: 360-931-7654  
Law Enforcement: 360-553-0290  
Audits: 360-931-7650

Department of Housing and Urban Development  
Office of Counsel  
1321 Second Avenue  
Seattle, WA  
Audits 360-553-0270  
Investigations: 360-553-0272

Interstate Commerce Commission  
915 Second Avenue-Room 1894  
Seattle, WA 98154  
360-553-5421

Federal Bureau of Investigation (FBI)  
1500 SW 1<sup>st</sup> Avenue  
Portland, OR 97201  
503-224-4181

Department of labor  
Occupational Safety & Health (OSHA)  
1111 Third Avenue, Suite 715  
Seattle, WA 98101-3212  
360-553-5930  
Audits  
1111 Third Avenue, Suite 780  
Seattle, WA 98101-3212  
360-553-4880  
Investigations  
1111 Third Avenue, Suite 785  
Seattle, WA 98101-3212

Nuclear Regulatory Commission  
510-975-0200  
Federal Trade Commission  
915 Second Avenue  
Seattle, WA  
360-553-4656

Department of Treasury  
Bureau of Alcohol, Tobacco & Firearms  
Law Enforcement Division  
915 Second Avenue – room 806  
Seattle, WA 98174



# City of Stevenson Personnel Policy

Department of Veterans Affairs  
Office of Inspector General  
915 Second Avenue  
Seattle, WA 98674  
Fraud/Waste/Abuse Hotline  
800-488-8244

Securities & Exchange Commission  
Seattle, WA 98174  
360-553-7990



# City of Stevenson Personnel Policy

## Appendix # A-7

### Travel Reimbursement Request

*(To be turned in to Accounts Payable after travel is complete to request reimbursement)*

**Name:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

|  | <b>Paid by City</b>             | <b>Reimbursement</b> |
|--|---------------------------------|----------------------|
| <b>Tuition, Registration, Etc.</b> \$ _____                      | _____                           | -                    |
| Back up Documentation Required                                   |                                 |                      |
| <b><u>Lodging: Receipts Required</u></b>                         |                                 |                      |
| # of nights ____ @ _____ per night                               | _____                           | -                    |
| Less charges for non official companions:                        | -                               | -                    |
| State Lodging Per Diem Rate: \$ _____                            | Higher Rate of: \$ _____        |                      |
|  | Approved by City Council: _____ |                      |
| <b><u>Travel: Receipts required for all except vehicles.</u></b> |                                 |                      |
| Personal Vehicle: # of Miles: _____ per mile                     | -                               | -                    |
| City Vehicle: _____  | -                               | -                    |
| Public Transportation: _____                                     | -                               | -                    |
| Round Trip Airfare: _____  | -                               | -                    |
| Parking Fees: _____  | -                               | -                    |
| <b><u>Per Diem Meals ... No Receipts Required</u></b>            |                                 |                      |
| ___ Breakfasts at \$ _____ each                                  | -                               | \$0.00               |
| ___ Lunches at \$ _____ each                                     | -                               | \$0.00               |
| ___ Dinners at \$ _____ each                                     | -                               | \$0.00               |
| Meals included in Tuition: _____                                 |                                 |                      |
| <b><u>Total Expenses:</u></b>                                    | <u>\$0.00</u>                   | <u>\$0.00</u>        |

Please note where you are required to return receipts. Reimbursements will not be made if the expenses requested exceed the amount approved by City Council. City Council must approve rates higher than the State Per Diem.

Supervisor Approval: \_\_\_\_\_  
 Date of City Council Approval (if req'd): \_\_\_\_\_

Final Reimbursement Requested: (After travel is complete) \* \$ \_\_\_\_\_  
 Requested by: \_\_\_\_\_ (signature)  
 \* Limited to amount approved above by Supervisor or City Council



# City of Stevenson Personnel Policy

## Appendix # A-8

### CITY ADMINISTRATOR

**POSITION:** City Administrator  
**REPORTS TO:** Mayor  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Exempt

#### SUMMARY:

This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees all City operations and reports directly to the Mayor and Council.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and polices for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Manage City's contracts for compliance and performance.
- Negotiate contracts.
- Administrative responsibility for all contract management.
- Develop programs as directed by Council.



## City of Stevenson Personnel Policy

- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.
- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Administer contracts for liability, health, and other benefit programs.
- Maintain City compliance with Federal and State mandates.
- Prepare City Ordinances and Resolutions.
- Act as risk manager and maintain accident files.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Attend all City Council meetings.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

### ABILITY TO:

- Maintain confidentiality
- Work independently
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate clearly and effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Exercise discretion in confidential or sensitive situations
- Adapt to new technologies and policy changes.
- Maintain records and prepare reports.
- Demonstrate excellent problem solving and follow through skills.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.



# City of Stevenson Personnel Policy

- Exhibit proficient computer skills.

### SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising Directors, Department Heads and office staff; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all remaining city staff; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

Evening meetings and substantial overtime may be required.

### MINIMUM QUALIFICATIONS:

- College Graduate, previous government experience
- Must have good accounting knowledge, management experience,
- Communication skills
- Leadership and analytical skills
- Experience with standard office equipment including computers

### PREFERRED QUALIFICATIONS:

- Grant Writing Experience
- Master's degree in a related field

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

## PUBLIC WORKS DIRECTOR

**POSITION:** Public Works Director  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** ~~June 15, 2023~~ April 17, 2025  
**FLSA STATUS:** Exempt

### SUMMARY:

The position is responsible for planning, directing and coordinating the Public Works Department activities including the construction, maintenance, operation and repair of city streets, storm water system, vehicle fleet, parks and buildings, water and sewer systems and serving as the liaison with the emergency management services. The position needs management and supervisory experience.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the City Public Works Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's public works facilities including execution of both short and long-range construction programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the Street, Equipment Services, Water, Sewer and Storm Water departments.
- Oversee the selection, training, professional development and certification programs for all department personnel and provide guidance to the Public Works Field Supervisor and system managers.
- Ensure that appropriate policies and procedures are in place and ensure employee compliance to department policies and procedures.
- Work closely with Public Works Field Supervisor and system managers to develop and implement appropriate policies and procedures for each respective division of the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on public works activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the above departments including assisting the finance department with budgeting for the public works departments.
- Attend all City Council meetings and represent the City on other committees as assigned.
- Direct the research and compilation of all required reports relative to the operation of the public works programs.
- Ensure that the City's water and sewer utilities meet all regulatory requirements.



## City of Stevenson Personnel Policy

- Supervise public works construction projects.
- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Review and approve building permit applications for public works compliance.
- Serve with the Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Serve as the enforcement officer for the protection of public facilities.
- Assist with the control of public nuisances.
- Respond to public inquires related to public works issues.
- Assist with grant writing.
- Perform field work in all public works departments as needed. (i.e. streets, water/sewer, equipment service).

### ABILITY TO:

- Analyze and problem solve problems relating to Public Works functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate workers performing various maintenance and repair activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Confidently make informed decisions and/or recommendations regarding all Public Works functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Maintain various health and safety standards and regulations
- Perform moderately, strenuous physical tasks.
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.
- Secure compliance with construction specifications in an effective manner.

### SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising the Public Works Field Supervisor, WWTP0 II (or III, if the position is filled), system managers and subcontractors; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all maintenance worker positions in the department; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.



# City of Stevenson Personnel Policy

## JOB CONDITIONS

On call status, evening meetings, and substantial overtime may be required. The incumbent may experience exposure to high noise levels, extreme temperatures, work around machinery and high traffic, harmful gasses and fumes, confined spaces, and exposure to blood-borne pathogens. Extensive computer work is required, including eight or more hours per week being devoted to clerical work such as typing, filing, data entry, and report writing. Although work will be performed in an office setting, due to the small size of the City, “on-site” supervisory and inspection duties will need to be performed and may lead to considerable time spent out-of-doors. During the occasional emergency the director may be exposed to extreme weather and work conditions.

This position may also require pushing, pulling, lifting and carrying objects weighing up to fifty (50) pounds.

## MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.

Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.

Computer literate with general knowledge of public works software applications.

Familiarity with government budgeting, regulatory environment and report preparation.

Supervisory skills, including evaluation, discipline and discharge.

~~Must have a valid a v~~ valid state issued Driver’s License.

## PREFERRED QUALIFICATIONS:

Bachelor degree from accredited college or University in Business Management, Civil Engineering, Planning or related field or demonstrated equivalent in formal education and experience.

Commercial Driver’s License (CDL)

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

Flagger Certification

## POSSESSION OR ABILITY TO ACQUIRE WITHIN ~~18-24~~ MONTHS OF EMPLOYMENT:

~~First Aid & CPR Certification~~

~~Flagger Certification~~

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator in Training (WWTPOIT)

Water Distribution Manager I (WDM I)



# City of Stevenson Personnel Policy

## Cross Connection Control Specialist (CCCS)

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

#### Water Plant Operator II (WTPO II)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## COMMUNITY DEVELOPMENT DIRECTOR

**POSITION:** Community Development Director  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Exempt

### SUMMARY:

Performs current and long-range planning functions related to the City's growth, development and change. Creates and facilitates programs and systems to improve the physical environment (public infrastructure, environmental protection, private investments), human/social capacity (public dialogue, civic involvement), and economic vitality of the community. Engages community stakeholders on emerging issues and relates community needs to City elected and appointed officials.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Current Planning:
  - Act as ordinance administrator and ensuring compliance under SMC Title 16, Title 17, Title 18, and other/future ordinances as assigned.
  - Advise the public on City regulatory requirements.
  - Ensure that a comprehensive public record is developed and retained by the City through the carrying out of the required notices, reviews, assessments, and impact statements as authorized by the City.
- Long-Range Planning:
  - Develop programs (e.g. facilitative, informational, regulatory) necessary to implement the City's Comprehensive Plan.
  - Maintain compliance with state-mandated land use and environmental statutes.
  - Develop the community's capacity to engage in informed, shared decision-making.
  - Assist with development of Capital Improvement Programs to align with land use patterns and community need.
- Grant Writing:
  - Lead and assist with grant sourcing, project conceptualization/development, and preparing grant narratives and submittals.
- Testify as expert witness in court if required or assisting with the preparation of City lawsuits involving land use issues.
- Attend all City Council meetings and represent the City on various boards and committees.
- Managing and assisting with special projects and programs as assigned.
- Serve as a key member of the City's management team.
- Assist with the control of public nuisances.



## City of Stevenson Personnel Policy

- Serve with the Public Works Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Obtain training to update present skills or obtain new skills.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.

### SUPERVISORY RESPONSIBILITIES:

Occasionally exercises supervision over consultants, volunteers, interns, temporary and part-time employees.

### JOB CONDITIONS:

Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required, occasional attendance at meetings and trainings that occur outside City boundaries and substantial overtime may be required.

The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.

### MINIMUM QUALIFICATIONS:

Graduation from an accredited 4-year college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Three (3) or more years of work in land use planning.

Working knowledge of:



## City of Stevenson Personnel Policy

- Local land use planning principles, practices and techniques.
- Environmental sciences.
- Computer literacy.
- City government functions, policies, rules and regulations.
- State planning statutes and general familiarity with legal foundations of planning.
- Research methods and sufficient technical/analytical skills to interpret and prepare data for planning studies and reports/recommendations pertaining to land use control and EIS.

### PREFERRED QUALIFICATIONS:

Master’s degree from an accredited college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field  
 American Institute of Certified Planners membership.

Working knowledge of:

- GIS, presentation, and infographic software.

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## DEPUTY CLERK/TREASURER

**POSITION:** Deputy Clerk/Treasurer  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that acts as primary assistant to the city administrator and performs a variety of functions to such as assisting with the maintenance of the city accounting system, managing investments, responding to public inquiries, assisting with records maintenance, creating and filing general city records. Fills in for the city administrator in their absence.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Receipt, reconcile and deposit incoming funds and maintain records as required.
- Review and code accounts payable.
- Prepare vouchers and checks.
- Maintain daily postings to the general ledger.
- Assist with the preparation of monthly, quarterly and annual reports.
- Assist the Utility Clerk with the preparation and reconciliation of water and sewer billing and receipting, including maintaining all state and city records.
- Monitor reporting of court activity and reconcile against monthly court and jail billings.
- Fill in for the City Administrator when required.
- Assist the Fire Department, Public Works Director, Planning Director and City Administrator when required.
- Prepare the annual financial reports.
- Assist in the preparation of the budget and annual state audit.
- Purchase office and household supplies.
- Monitor city purchases for compliance with City/State bid laws.
- Provide front counter customer service when needed.
- Evaluate monthly cash flows and interest rates to invest city funds and maintain records.
- Assist City Administrator with the investing of City funds.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software, utility/financial software programs, and online platforms for asset management, permitting and code enforcement.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Process public records requests.





## City of Stevenson Personnel Policy

- Prepare monthly payroll for city staff, maintaining all payroll files.
- Maintain city website, social media and other city communication outlets.
- Receive and address Nuisance Complaints and other Code Enforcement issues.
- Notarize various documents for the City and general public.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.  
Office Experience, understanding of Generally Accepted Accounting Principles (GAAP)  
Proficient typing skills, computer experience (preferably Windows based Excel & Word)  
Good customer service, writing and communication skills

### PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience  
College graduate



## City of Stevenson Personnel Policy

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

First Aid & CPR Certification

Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## UTILITIES CLERK

**POSITION:** Utilities Clerk  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; accounts payable; utility billing tasks; cash receipting and records management duties.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receipting payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- Receive and screen telephone calls.
- Perform secretarial services for various departments when required.
- Assist in the preparation financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention.
- Provide zoning information, building permit information, water/sewer information.
- Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software, utility/financial software programs, and online platforms for asset management, permitting and code enforcement.
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets and online databases.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of applications for various city permits.
- Assist with maintaining the permit tracking database.



## City of Stevenson Personnel Policy

- Purchase office and household supplies.
- Notarize various documents for the City and general public.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent  
Office Experience, understanding of basic accounting  
Proficient typing skills, computer experience (preferably Windows based Excel & Word)  
Good customer service, writing and communication skills

### PREFERRED QUALIFICATIONS:

Prior Government Accounting Experience  
College graduate



## City of Stevenson Personnel Policy

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

- First Aid & CPR Certification
- Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities, and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PLANNING AND PUBLIC WORKS ASSISTANT

**POSITION:** Planning and Public Works Assistant  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that performs a wide variety of support for the Community Development Director, Public Works Director and City Administrator through clerical duties, records management, code enforcement and permit technician duties.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Coordinate, track, and process permit applications ensuring that policies and procedures are followed in the receipt, routing, processing and recording of permit applications.
- Review applications for compliance with policies, such as Stevenson Municipal Code and Engineering Standards.
- Monitor application progress for status reports to the applicant and city departments on a regular basis.
- Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.
- Prepare and provide legal notices for a variety of applications.
- Plan and perform a variety of building and planning research functions, such as review of property ownership, easements and other land use matters.
- May approve and issue minor permits at the discretion of the Department Head, such as right of way and minor land use permits.
- Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.
- Initiate, create, recommend and document updates to policies and processes for permit applications.
- Prepare agendas and reports, compile and prepare meeting materials for distribution, prepare meeting locations, and update post-meeting documents.
- Attend meetings to take notes and compose clear, accurate and comprehensive minutes for various committees and boards.
- Perform confidential secretarial and administrative work of a varied nature including receive and screen telephone calls; establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.



## City of Stevenson Personnel Policy

- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist with records retention and maintain City Council cross reference indexes.
- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software and building permit and public works software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets and/or other asset tracking software.
- Intake, track, manage and coordinate responses to public nuisances.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.



# City of Stevenson Personnel Policy

**MINIMUM QUALIFICATIONS:**

- High School Graduate or GED equivalent.
- Office Experience, good writing skills, understanding of basic accounting
- 10-key by touch, computer experience (preferably Windows based) excel & word
- Good Customer Service

**PREFERRED QUALIFICATIONS:**

- Prior Government Experience with land use permitting, zoning, building and construction permitting
- College graduate (AA degree or above)

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

- First Aid & CPR Certification
- Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

## PUBLIC WORKS FIELD SUPERVISOR

**POSITION:** Public Works Field Supervisor  
**REPORTS TO:** Public Works Director  
**EFFECTIVE DATE:** ~~June 15, 2023~~ April 17, 2025  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is a field position reporting directly to the Public Works Director. The Public Works Field Supervisor supervises and works with the Public Works employees responsible for the City's water utility, streets, equipment, parks and general facilities. This position must also work with the employees responsible for the sewer utility. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring public works tasks. The Public Works Field Supervisor must have the ability to troubleshoot and analyze problems related to street obstructions, slides, storm water system failures, equipment failures and water main breaks.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Schedules and performs the regular and recurring installation, repair and maintenance work in the streets, storm water system, water supply and distribution, parks division and City buildings.
- Proficiently operates and maintains departmental equipment such as back hoes, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs water lines, clean curbs, gutters and repair park facilities.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements and inspects new connections.
- Must be capable of operating the sewer treatment plant and able to conduct weekend testing and emergency back up to the Wastewater Treatment Plant operator.
- Organizes, with the WWTP O II (or III if the position is filled), the water and sewer utilities on-call duties shared with other Public Works employees.
- Will assist with the preparation of bid specifications on public works projects.
- Responsible for the construction and maintenance of city parks, city buildings and other structures – carpentry skills will be needed.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of streets and infrastructure within the roadway prism, storm water system, water supply and distribution, parks division, and City buildings.



# City of Stevenson Personnel Policy

## ABILITY TO:

- Oversee, direct and coordinate the work of lower level staff.
- Train staff in the most current and accepted practices in Public Works.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for water.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in Public Works.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

## SUPERVISORY RESPONSIBILITIES:

Responsible for supervising Utilities/Maintenance staff, with direction from the Public Works Director.

## JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field [and Wastewater crews](#). -These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.



# City of Stevenson Personnel Policy

## MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.  
Must live within a thirty-minute response time of the city.  
Must be able to work independently and have work experience in general maintenance, trade areas.  
~~Must have a valid state issued Driver's License with CDL validation or ability to acquire within eighteen (18) months. The City will complete a review of the final applicant's driving record.~~  
Must be highly skilled in heavy equipment operation and maintenance.  
Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

## PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing and Carpentry Skills.
- Basic electrical skills, telemetry and cable splicing knowledge.
- Experience in Welding.
- Basic mechanical skills and diesel and gas equipment repair.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance and/or Irrigation Experience.
- Supervisory skills and good oral communication capabilities to work with the public

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

- Flagger Certification
- First Aid & CPR Certification
- ~~First Aid & CPR Certification~~

## POSSESSION OR ABILITY TO ACQUIRE WITHIN ~~18-24~~ MONTHS OF EMPLOYMENT:

- Commercial Driver's License (CDL)
- Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
- Water Distribution Manager I (WDM I)
- Cross Connection Control Specialist (CCCS)
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WTPO I)
- A/C Pipe Certification
- ~~Flagger Certification~~
- ~~First Aid & CPR Certification~~

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPOII)



## City of Stevenson Personnel Policy

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

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Signature

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Date



## City of Stevenson Personnel Policy

### UTILITIES MAINTENANCE WORKER

**POSITION:** Utilities Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** ~~June 15, 2023~~ April 17, 2025  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's water and sewer utilities, street, parks, equipment, and general facilities maintenance departments.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring installation, repair and maintenance work in the streets, water supply and distribution, sewer collection or parks division.
- Proficiently operates departmental equipment such as back hoe's, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs sewer and water lines, cleans curbs, gutters and repairs park facilities.
- Responds to complaints from the public on utility and infrastructure items, such as water leaks, pressure issues, loss of water, potholes, etc. and evaluates the situation to explain to the supervisor for possible direction on a resolution.
- Reads city water meters on a regular basis.
- Assists in or shuts off utility lines and mains to repair broken sections of water or sewer lines and shut-offs for delinquent utility accounts.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements.
- Responsible for installation, maintenance and repair of city sewer lines and pumping equipment.
- Weekend testing and emergency back up to the Wastewater Treatment Plant operator.
- Maintenance of city streets will include pothole patching, striping, snow plowing, sign repair, litter control, hot mixing, and control of vegetation along right-of-way.
- Operation of street sweeper and brushcutters.
- Street light repair.
- Culvert replacement, chip seal, painting crosswalks, concrete cutting saw, pouring sidewalks, operating cutting torch, saws, roller, man lift, jumping jack.
- Maintenance of fire hydrants.
- Responsible for the general maintenance and repair of both diesel and gas engines.



## City of Stevenson Personnel Policy

- Responsible for the construction and maintenance of city parks, city buildings and other structures.

### ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field and Wastewater crews. -These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.



# City of Stevenson Personnel Policy

Must live within a thirty-minute response time of the city.

Must be able to work independently.

~~Must have a valid state issued Driver's License with commercial validation or the ability to acquire within eighteen twenty four (18/24) months. The City will complete a review of the final applicant's driving record.~~

## PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Experience in Road Construction and Repair.

Knowledge of Grounds Maintenance.

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

Flagger Certification

First Aid & CPR Certification

## POSSESSION OR ABILITY TO ACQUIRE WITHIN ~~18-24~~ MONTHS OF EMPLOYMENT:

Commercial Driver's License (CDL)

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Water Distribution Manager I (WDM I)\_\_\_\_\_

Cross Connection Control Specialist (CCCS)

Water Plant Operator I (WTPO I)\_\_\_\_\_

Wastewater Treatment Plant Operator I (WWTPO I)

A/C Pipe Certification

~~Flagger Certification~~

~~First Aid & CPR Certification~~

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. -Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**



# City of Stevenson Personnel Policy

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Signature

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Date





# City of Stevenson Personnel Policy

## FACILITIES MAINTENANCE WORKER

**POSITION:** Facilities Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** ~~June 15, 2023~~ April 17, 2025  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's utility (water and sewer), street, parks, equipment, and general facilities maintenance departments and other partner agencies as agreed upon by the City.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring maintenance work in the parks department and with partner agencies to include mowing, edging, fertilizing and spraying.
- Routinely removes brush and debris from fence lines.
- Proficiently operates departmental equipment such as trucks, pressure washers, lawnmowers, weed eaters and other brush cutting equipment.
- Cleans and maintains curbs and gutters.
- Collection and disposal of garbage from City or partner owned waste receptacles.
- Set-up and clean-up of special events.
- Cleans, maintains, and repairs park facilities.
- May assist City or partner personnel on other projects.

### ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Work courteously and tactfully with customers and employees.



# City of Stevenson Personnel Policy

## SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

## JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy objects; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

This position may be subject to verbal abuse at times from the public.

## MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.  
Must be able to work independently.  
~~Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.~~  
~~Must have a Driver's License with commercial validation or the ability to acquire within eighteen (18) months. The City will complete a review of the final applicant's driving record.~~

## PREFERRED QUALIFICATIONS:

- Experience in small power equipment operation (lawn mowers, weed eaters, saws, etc).
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Good oral and written communication skills are necessary to work with the public.

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

- Flagger Certification
- First Aid & CPR Certification

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 18-24 MONTHS OF EMPLOYMENT:

- Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
- ~~Flagger Certification~~
- ~~First Aid & CPR Certification~~

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed.- Employees



## City of Stevenson Personnel Policy

occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## WASTEWATER TREATMENT PLANT OPERATOR I

**POSITION:** Wastewater Treatment Plant Operator I  
**REPORTS TO:** Wastewater Treatment Plant Operator II (or III if the position is filled)  
**EFFECTIVE DATE:** ~~June 15, 2023~~ April 17, 2025  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Week end testing and emergency back up to the Wastewater Treatment Plant operator.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

### ABILITY TO:



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- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field and Wastewater crews. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.

Must be able to work independently.

~~Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.~~



# City of Stevenson Personnel Policy

## PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Commercial Driver’s License (CDL)
- ~~Cross-Connection Control Specialist~~

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

- Flagger Certification
- First Aid & CPR Certification

## POSSESSION OR ABILITY TO ACQUIRE WITHIN ~~18-24~~ MONTHS OF EMPLOYMENT:

- Completion of “competent person training” in the areas of trenching, shoring and confined spaces.
- ~~First Aid & CPR Certification~~
- ~~Flagger Certification~~
- Water Plant Operator I (WTPO I)
- Water Distribution Manager I (WDM I)
- Wastewater Treatment Plant Operator I (WWTPO I)
- Cross Connection Control Specialist (CCCS)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed.- Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR II

**POSITION:** Wastewater Treatment Plant Operator II  
**REPORTS TO:** Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled)  
**EFFECTIVE DATE:** ~~June 15, 2023~~ April 17, 2025  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). -The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. -This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. -This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks.- The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Manage and enforce ordinances, codes, and engineering standards related to wastewater and sewer management, including but not limited to Title 13. Inspect and collect data from customers as required.
- Develop, implement, manage, and enforce industrial and commercial connection monitoring programs, including but not limited FOG and SIU programs.
- Perform wash down of chambers, ultraviolet (UV) tanks, and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.



## City of Stevenson Personnel Policy

- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.
- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate.
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Organizes, with the Public Works Supervisor, sewer utility on-call duties shared with other Public Works employees.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Participate in the development and administration of goals, objectives and procedures.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for sewer.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in the sewer utility.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Train staff in the most current and accepted practices in wastewater management.
- Select, supervise, train and evaluate staff.





## City of Stevenson Personnel Policy

### SUPERVISORY RESPONSIBILITIES:

In the absence of the WWTPO III position being filled, this is a supervisory position responsible for supervising the Wastewater Treatment Plant Operator I, with direction from the Public Works Director. -Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field and Wastewater crews.- These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.  
Must live within a thirty-minute response time of the city.  
Must be able to work independently.  
~~Must have a v~~valid state issued Driver's License.~~-The City will complete a review of the final applicant's driving record.~~  
Wastewater Treatment Plant Operator II (WWTPO II)

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).  
Plumbing Skills.  
Basic Electrical Skills including basic Telemetry and cable splicing knowledge.  
Carpentry Skills.  
Experience in Welding.  
Diesel and Gas equipment repair.  
Basic Mechanical Skills.  
Knowledge of Grounds Maintenance.  
~~Cross Connection Control Specialist~~  
Wastewater Treatment Plant Operator III (WWTPO III)  
Commercial Driver's License (CDL)



# City of Stevenson Personnel Policy

POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

Flagger Certification

First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN ~~18-24~~ MONTHS OF EMPLOYMENT:

Completion of “competent person training” in the areas of trenching, shoring and confined spaces.

~~First Aid & CPR Certification~~

~~Flagger Certification~~

Water Plant Operator I (WTPO I)

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. -Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## WASTEWATER TREATMENT PLANT OPERATOR III

**POSITION:** ~~\_\_\_\_\_~~ Wastewater Treatment Plant Operator III

**REPORTS TO:** ~~\_\_\_\_\_~~ Public Works Director

**EFFECTIVE DATE:** ~~\_\_\_\_\_~~ June 15, 2023 March 20, 2025

**FLSA STATUS:** ~~\_\_\_\_\_~~ Non Exempt

### SUMMARY: ~~\_\_\_\_\_~~

~~This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks. The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility.~~

### ESSENTIAL JOB DUTIES: ~~\_\_\_\_\_~~

~~The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.~~

- ~~• Perform all work to safety standards and ensure that no property or person is at risk.~~
- ~~• Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.~~
- ~~• Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.~~
- ~~• Monitor, test, adjust and maintain the wastewater treatment plant in working order.~~
- ~~• Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.~~
- ~~• Take and record plant operation readings according to prescribed schedules.~~
- ~~• Collect samples for lab analysis; perform lab analysis as required.~~
- ~~• Inspection and data collection from customers for use in the Industrial Permitting process.~~
- ~~• Maintain and operate lift stations and wells.~~
- ~~• Maintain daily logs; report unsafe conditions; record plant operating data as required.~~
- ~~• Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.~~
- ~~• Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate~~
- ~~• Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.~~



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- ~~Maintain building and grounds in a clean and sanitary condition; wash floors and walls; clear weeds; perform light maintenance.~~
- ~~Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.~~
- ~~Assists with the general maintenance and repair of both diesel and gas engines.~~

### ABILITY TO:

- ~~Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.~~
- ~~Protect the health and safety of personnel, the public, and the environment.~~
- ~~Participate in the development and administration of goals, objectives and procedures.~~
- ~~Operate a variety of hand tools, machinery, vehicles and equipment.~~
- ~~Communicate technical information clearly and concisely both orally and in writing.~~
- ~~Maintain accurate log readings and operating information.~~
- ~~Recognize and respond quickly to operational information.~~
- ~~Perform plant maintenance and housekeeping work.~~
- ~~Interpret, analyze and apply new technical information.~~
- ~~Perform moderately, strenuous physical tasks.~~
- ~~Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.~~
- ~~Compose utility as-built drawings for sewer.~~
- ~~Establish and maintain cooperative and effective working relationships with others.~~
- ~~Work independently with little direction or supervision.~~
- ~~Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in the sewer utility.~~
- ~~Observe health and safety regulations.~~
- ~~Maintain records and prepare reports.~~
- ~~Work courteously and tactfully with customers and employees.~~
- ~~Train staff in the most current and accepted practices in wastewater management.~~
- ~~Select, supervise, train and evaluate staff.~~

### SUPERVISORY RESPONSIBILITIES:

~~This is a supervisory position responsible for supervising the Wastewater Treatment Plant Operator I and II, with direction from the Public Works Director. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.~~

### JOB CONDITIONS:

~~Outdoor work environment, subject to adverse and extreme weather conditions.~~



## City of Stevenson Personnel Policy

~~Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.~~

~~Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.~~

~~Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.~~

### MINIMUM QUALIFICATIONS:

- ~~High School graduate or GED equivalent.~~
- ~~Must live within a thirty minute response time of the city.~~
- ~~Must be able to work independently.~~
- ~~Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.~~
- ~~Wastewater Treatment Plant Operator III (WWTPO III)~~

### PREFERRED QUALIFICATIONS:

- ~~Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).~~
- ~~Plumbing Skills.~~
- ~~Basic Electrical Skills including basic Telemetry and cable splicing knowledge.~~
- ~~Carpentry Skills.~~
- ~~Experience in Welding.~~
- ~~Diesel and Gas equipment repair.~~
- ~~Basic Mechanical Skills.~~
- ~~Knowledge of Grounds Maintenance.~~
- ~~Cross Connection Control Specialist~~
- ~~Wastewater Treatment Plant Operator IV (WWTPO IV)~~
- ~~Commercial Driver's License (CDL)~~

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18-24 MONTHS OF EMPLOYMENT:

- ~~Completion of "competent person training" in the areas of trenching, shoring and confined spaces.~~
- ~~First Aid & CPR Certification~~
- ~~Flagger Certification~~
- ~~Water Plant Operator I (WTPO I)~~
- ~~Water Distribution Manager I (WDM I)~~
- ~~Cross Connection Control Specialist (CCCS)~~



## City of Stevenson Personnel Policy

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.~~

~~**I have read and understood the functions, responsibilities and requirements of this position**~~

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Signature

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Date



# City of Stevenson Personnel Policy

## MINUTE TAKER

**POSITION:** Minute Taker  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

Attends meetings and records minutes. Prepares final drafts of minutes off-site on applicant's personal computer equipment for the City Council, the Planning Commission and the boards of Adjustment and Appeals.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Attend and take minutes at regular meetings of the City Council and Planning Commission, special meetings as requested, and scheduled meetings of the Board of Adjustment and Board of Appeals and takes minutes of the proceedings.
- Prepare drafts of the minutes and submits those drafts for review by the designated staff member and final adoption by the appropriate elected or appointed board. All drafts are prepared using software compatible with that used by the City.

### ABILITY TO:

- Follow oral and written directions.
- Work independently with little direction.
- Communicate clearly in writing.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

The position may require long periods of sitting at evening meetings.

### MINIMUM QUALIFICATIONS

High School Graduate or GED equivalent  
Office experience with a minimum 50 wpm keyboard speed  
Familiarity with Windows based software  
Good writing and spelling skills

### PREFERRED QUALIFICATIONS:

Prior experience with boards and/or governing bodies



## City of Stevenson Personnel Policy

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

## FIRE CHIEF

**POSITION:** Fire Chief  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** January 1, 2025  
**FLSA STATUS:** Volunteer/Non-Exempt

### SUMMARY:

The position is responsible for the organization and direction of the Stevenson Fire Department. This includes all volunteer fire department actions and personnel in response to official emergency calls as training allows, ensuring life safety, environmental preservation, and property conservation. The position needs management and supervisory experience. The Fire Chief is in command of the Fire Department as outlined in SMC 2.24 Volunteer Fire Department.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the Stevenson Fire Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's fire department facilities and equipment including execution of both short and long-range programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the fire department.
- Oversee the selection, training, professional development and certification programs for all department personnel.
- Ensure that appropriate policies and procedures are in place and ensure personnel compliance to department policies and procedures.
- Work with other agencies to develop, implement, and enhance appropriate policies, procedures, and programs for the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on fire department activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the fire department including assisting the finance department with budgeting for the fire department.
- Provide a departmental status report at all City Council meetings, represent the City on other committees as assigned, and attend ceremonial occasions or other organizational meetings as necessary.
- Direct the research and compilation of all required reports relative to the operation of the fire department.
- Ensure that the City's fire department meets all regulatory requirements.



## City of Stevenson Personnel Policy

- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects or activities.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Serve with the Public Works Director, Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Assist with the control of public nuisances.
- Respond to public inquiries related to fire department issues.
- Assist with grant writing.
- Maintain and secure appropriate fire department records.
- Knowledge and application of modern public relations principles and practices.
- Knowledge and application of modern theories, principles, practices, methods, and equipment of modern firefighting.
- Knowledge and application of fire hazards, fire prevention techniques and building construction.

### ABILITY TO:

- Analyze and problem solve problems relating to Fire Department functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate personnel performing various fire department activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing with a diverse range of people.
- Respond professionally when confronted verbally and physically.
- Establish and maintain effective working relationships.
- Work courteously and tactfully with customers and personnel.
- Confidently make informed decisions and/or recommendations regarding all fire department functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Interview people and gather information on circumstances surrounding an incident, which may include medical history.
- Prepare incident and inspection reports, either by hand or computer, using proper detailed descriptions and appropriate grammar.
- Exercise independent judgment and/or independent action regularly and under emergency conditions.
- Maintain various health and safety standards and regulations.
- Perform moderately, strenuous physical tasks and occasionally work under extreme physical and environmental conditions.



## City of Stevenson Personnel Policy

- Read, analyze and interpret financial reports, legal documents, engineering reports, and blueprints.
- Identify hazardous materials codes by color.
- Respond to an alarm, wake, and transition from a sound sleep to full activity and exertion within a matter of minutes.
- Take command of scenes with little to no information given.
- Make decisions using all available information available at the time the decision is made.
- Maintain high standards of professionalism as an example for other department personnel.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications.
- Hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, back-drafts, breaking glass, fire, other firefighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses when necessary.

### SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising all fire department personnel, either directly or through subordinate Captains and other positions; provide direction and guidance, make approvals and recommendations as needed; maintain and promote team-centered participatory management practices.

### JOB CONDITIONS

#### *Work Environment:*

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed mostly in office settings but often in vehicles and outdoor settings as well. Outdoor work is required in the supervision of employees who are training and in responding to incidents in all weather conditions, including temperature extremes, during all hours of the day and night. Work is often performed in emergency and stressful conditions. Work may be conducted near machinery and moving parts, and in high or precarious places.

The noise level is generally that expected in a typical office/shop environment but may involve exposure to alarms, sirens, and other loud noises. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards including smoke, noxious odors, fumes, chemicals, and explosives may be encountered while visiting other locations or responding to emergencies.

#### *Physical Demands:*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable*



## City of Stevenson Personnel Policy

*accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop and plant setting, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The employee must occasionally perform work under extreme physical and environmental conditions and must lift and/or move up to 100 pounds.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

5 or more years of progressively responsible experience in a fire department-related position and demonstrated management responsibilities.

Good knowledge of state and federal laws and procedures relating to fire departments and emergency management.

Advanced knowledge of the Fire/Med Radio system

Computer literate with general knowledge of Microsoft Office and/or Google Docs software applications.

Experience with social media management

Must have a valid state issued Driver's License.

Knowledge of the use of fire records and their application for fire prevention and fire protection administration.

Knowledge of the various functions and dynamics of modern Fire Department operations.

### PREFERRED QUALIFICATIONS:

Supervisory and management skills, including mentoring, training, evaluating, disciplining and discharge.

Familiarity with government budgeting, regulatory environment and report preparation.

Instructor I Certification

Red Card (Wildland)

Fire Officer Certification



# City of Stevenson Personnel Policy

## Public Information Officer (PIO) Training

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

National Incident Management System Certifications:

IS-700

IS-800

ICS-100

ICS-200

ICS-300

ICS-400

HAZMAT Awareness

HAZMAT Operations

HAZMAT On Scene Incident Commander

Emergency Vehicle Incident Prevention Program (EVIP)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## Appendix # A-9

### CITY OF STEVENSON INTERNET/INTRANET, PERSONAL COMPUTER, VOICE MAIL AND E-MAIL USE POLICY

#### Section 1 - Purpose

This policy shall govern access to and use of City of Stevenson equipment, telecommunications, and services for employees of the City. The intent of this policy is to provide employees the tools to perform their job tasks without infringing on the rights of others, whether they are public or employee users of the personal computers, computer network, voice mail and Internet/Intranet communications systems. This includes minimizing the risk of computer virus infections, avoiding bandwidth congestion, adhering to software license agreements, and controlling private use of government equipment. This policy addresses issues such as acceptable conduct and usage procedures by public employees when using equipment provided by the employer or provider of such services.

Network and Internet access is provided to city employees as a research and communication tool to assist in conducting City business. Employees are trusted to use good judgment in use of City owned equipment, services (both duration and frequency of use), information technology or other resources.

#### Section 2 - Affected Parties

All City employees including appointed and elected officials, quasi-employees and authorized volunteers who use City equipment, services, and information technology must comply with this policy. All users are expected to use equipment and services in a professional manner.

#### Section 3 - References

The intent of this policy is to address the following Federal and State regulations as they relate to the use of telecommunication equipment and services:

:

- The Electronics Communications Privacy Act (ECPA)
- RCW 9.73.030 Privacy Act
- RCW 40.14 Retention, Storage and Destruction of Public Records.
- RCW 42.17 Open Public Records Act
- RCW 42.30 Open Meetings Act

#### Section 4 – Definitions

Terms used for the purposes of this policy --

- 4.1 Discoverable:  
Knowledge that something such as a letter, memo, note or Email or voice mail, may exist and can be requested to be produced as part of an investigation.
- 4.2 Downloading.  
Copying software programs and/or files from a floppy disk, CD ROM disk, or an INTERNET site or from another outside source, on to a City owned computer.
- 4.3 Email:  
Refer to all Electronic Mail software applications, whether INTERNET, LAN or WAN.
- 4.4 Employee:  
Employee means an elected official, officer, employee, quasi-employee, authorized volunteer of the City, who has been elected or appointed, but does not include an independent contractor.



## City of Stevenson Personnel Policy

- 4.5 INTERNET.  
Refers to connectivity with other agencies, networks and/or services.
- 4.6 Official City Business Purposes:  
Those activities performed by an official, employee, or quasi-employee or authorized volunteer of the City, as directed by the City through his/her supervisor in order to accomplish City programs or as required by the duties of his/her position or office.
- 4.7 Posted:  
Refers to World Wide Web (WWW) sites, Email, Voice Mail, news groups or any other network location where information is shared internally or externally.
- 4.8. Public Records:  
Those documents defined in RCW 42.17.020, including the exemptions listed in RCW 42.17.310 and 42.17.315.
- 4.9 Voice Mail:  
Recorded telephone messaging system.
- 4.10 WWW.  
Refers to World Wide Web sites.

### Section 5 - Policies

#### 5.1 City Business Purposes

Use of City computers, network resources (whether LAN, WAN, Internet or Electronic Mail) and voice mail systems, shall be used for City business purposes only, as is the case with all forms of City equipment and resources, except as provided below.

##### 5.1.1 Personal Use of City Computer Equipment

Personal use of City computer equipment may be allowed under the following conditions:

The use is small scale and only done during the employees break time or before or after normal business hours of the employee's department or as an alternate means of contact with family members for scheduling changes and other needs typically allowed under the telephone policy.

The employee has made a detailed and specific request and received prior approval through their supervisor and Department Head/Elected Official for the specific use.

The use will have no impact on other departments, employees, or the public and will not cause network congestion and/or misuse of system resources.

All provisions of this policy regarding inappropriate message content (Section 5.3.4 & 5.4.4), solicitations (Section 5.5), advertising (Section 5.6), campaigning (Section 5.7), public records, and other applicable policies will govern the personal use of City equipment by an employee. Employee shall abide by all policies of appropriate behavior and usage discussed in this policy.

Expenses that would be charged to any member of the public which are incurred due to the use, will be paid to the City. These may include:

Photocopy Machines - same rate charged to the public.

Computers - Reimburse the City for any supplies used (i.e. diskettes, paper for printing) at the rate the department would charge to the public.

Facsimiles Machine - Reimburse for pages sent at same rate charged to public. Employees MAY NOT use FAX machines to send messages to a long distance telephone number unless the call is



# City of Stevenson Personnel Policy

charged to the employee's telephone credit card. Reimburse for pages received to cover cost of supplies.

## 5.2 Computer Viruses

When there is a clear business reason for downloading software and/or files from outside sources, the appropriate anti-virus detection program(s) will be used to prevent infection. Use of the Internet risks exposure to viruses that can cause serious problems if downloaded from the Internet.

## 5.3 Electronic Mail (Email)

### 5.3.1 Disclosure

Electronic Mail (Email is NOT private and may be subject to the Public Disclosure Act, RCW 42.17).

All Email messages, (whether created or received) may be considered "public records" pursuant to the Public Disclosure Act, "if they relate to the conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine most "public records." If Email is used, the user is responsible to comply with the Public Disclosure Act.

Email shall not be used to send confidential information. Email is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

5.3.2 Requests for Copies of Electronic Mail (Email) Information Request for Email messages, calendars, or records will be treated like any other "public record" in the possession of the City. Email contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting Email messages from a computer does not guarantee it has been erased from the system. Employees should use good judgment when creating Email and always assume that it is discoverable. The City reserves the right to retrieve and/or review Email messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

### 5.3.3 Retention of Electronic Mail (Email)

Each user is responsible to maintain "public records" as required by law. Messages that may be needed beyond 30 days or that are considered "public records", shall be copied or moved to another storage location. Email messages that contain information that could be considered "public records" under RCW Chapter 42.17, must be printed and included in the subject file, or be retained as word processing documents, by the employee controlling the message.

### 5.3.4 Inappropriate Electronic Mail (Email) Message Content

City network users will refrain from the posting of any materials, which violate federal or State laws and/or City Personnel Policies and/or resolutions. All issues raised in the city's Personnel Policy are applicable. These shall include, but are not limited to, those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from any posting or transmittal of materials containing obscene, pornographic or profane materials of any kind, including jokes, cartoons, photographs or any other text based or digitized images. Generally, the same policies of appropriate behavior apply in network usage, as apply in the workplace.

## 5.4 Voice Mail (If Applicable)

### 5.4.1 Disclosure

Voice Mail messages are NOT private. All voice mail messages, (whether created or received) may be considered to be "public records" pursuant to the Public Disclosure Act, RCW 42.17, "if they relate to the





## City of Stevenson Personnel Policy

conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine "public records." If Voice Mail is used, the user is responsible to comply with the Public Disclosure Act.

Voice mail shall not be used to send confidential information. Voice mail is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

### 5.4.2 Requests for Copies of Voice Mail Information

Request for voice mail messages or records will be treated like any other "public record" in the possession of the City. Voice mail contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting voice mail messages from the telephone system does not guarantee it has been erased. Employees should use good judgment when creating voice mail messages and always assume that it is discoverable. The City reserves the right to retrieve and/or review voice mail messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

### 5.4.3 Retention of Voice Mail Messages

Each user is responsible to maintain "public records" as required by law. Any messages that may be needed shall be copied or moved to another storage location. Voice mail messages that contain information that could be considered "public records" under RCW Chapter 42.17, shall be saved to a computer disk and retained as a word processing document.

### 5.4.4 Inappropriate Voice Mail Message Content

City voice mail users will refrain from leaving messages which violate federal or State laws and/or City Personnel Policies and/or resolutions. These shall include but not be limited to those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from leaving any message containing obscene, pornographic or profane information of any kind including jokes. Generally, the same policies of appropriate behavior apply in voice mail usage, as apply in the workplace.

## **5.5 Solicitations**

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email, or Voice Mail which constitutes a solicitation of any type (i.e. religious, political, personal gain, or in support of illegal activities.)

## **5.6 Advertising**

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email or Voice Mail, which may enter the realm of commercial advertising. When government supplies legislative or other public interest information on the Internet, there is little danger of advertising liability arising from the posting.

## **5.7 Campaigning**

Employees must make certain that information provided about elected officials does not cross the line into campaign advertising. LAN, WAN, Internet and telephone system access are established with taxpayer money and there is a risk of violation of laws when elected officials become the centerpiece of information.

## **5.8 Personal Security**



# City of Stevenson Personnel Policy

Employees should keep personal log-ons and passwords confidential and change passwords on a regular basis as needed. Failure to adhere to this policy jeopardizes network security and puts users at risk of potential misuse of the system by other individuals. Network users may be held responsible for all actions taken using their personal network access permissions.

## **5.9 Limitations on Entry into the City Computer Network**

### 5.9.1 Access to Internet and/or Email Services

Access to Internet and/or Email Services will be coordinated through the City Administrator. This includes the use of independent dial-up Internet Service Providers (ISP's) and dial-up Email services.

### 5.9.2 Access to Information on the City's Computer Network

Access to information contained on the City's computer network shall be based on a need to know and a determination from the appropriate department head.

### 5.9.3 Access to Information on Personal Computer Hard Drives

Information stored on the hard drive of a computer may contain discloseable information, it may contain exempt information, it may contain NON-GOVERNMENTAL information, and it may also contain personal information of the person who is assigned the computer for his or her use (similar to the contents of a desk drawer). Therefore, access to or operation of City computers by persons who are not employees, quasi-employees, authorized volunteers or contractors of the City should not be permitted due to the inability to segregate the information.

### 5.9.4 Data Sharing By and Between Employees

In general City employees may have access into such network-stored data in various departments and servers as are relevant to their jobs. If granted, such access should be coupled with an admonition that the material obtained might be exempt from public inspection and caution should be exercised in order to not violate the rights of privacy of private citizens or create a liability for the disclosure of exempt information and a violation of privacy.

### 5.9.5 Access Levels

Levels of access by executive and management employees should be determined by employment status and the need to know.

All users must submit a completed Internet Usage Agreement to their department head who will assign access levels.

## **5.10 World Wide Web**

### 5.10.1 Internet Access

Permission for employees to access the World Wide Web (WWW) resources will be dependent on approval from elected officials or department heads.

#### 5.10.1.1 Internet Access Audit Logs

The Department Head may revoke permission to access specific sites. Access times may be restricted due to bandwidth congestion and/or misuse of system resources.

### 5.10.2 News Groups

When posting to news groups, City employees will use a disclaimer, such as - "these opinions are mine and not necessarily those of the City". Users shall abide by all other policies of appropriate behavior and usage discussed in this policy.

## **5.11 Copyrights, Trademarks, Patents and Authorship**

### 5.11.1 Conservative and Cautious Approach to Copyrights, etc.



# City of Stevenson Personnel Policy

City employees should take a conservative and cautious approach when dealing with materials that may be copyrighted. In general, if an employee is not sure if materials are copyrighted, they should not be used without permission in writing from the author.

The City will comply with Federal software licensing and copyright law.

Copies are to be made with the copyright holder's permission.

Unauthorized copying of software will be cause for disciplinary action. The City will not defend employees for willful misuse of copyrighted software.

Employee owned software must be accompanied by a valid license as evidence of ownership.

## 5.11.2 Trademarks, Patents and Authorship

Trademark violations can occur when governments publish materials online, and knowingly or unknowingly attach to a publication, or omit from the publication, a registered trademark. Employees publishing materials online will respect trademarks and obtain the appropriate authorizations before publishing the materials.

## **5.12 Public Meetings Regulations Open**

RCW 42.30 addresses regulations concerning public and private meetings. Email or voice mail initiated by a Council person and directed to any other Council person, relating to the conduct of City government, is subject to the Open Public Meetings Act. The City should therefore be cautious in the use of Email and voice mail communication in order to not violate these regulations.

## **5.13 Public Disclosure of Electronic Data and Voice Mail, RCW 42.17**

### 5.13.1 Email (electronic communication from one computer to another or to others) and Voice Mail

Each person and department using Email or voice mail should be familiar with the Public Disclosure Act and the definition of "public records."

When information is initiated by a City employee it is NOT SUBJECT TO DISCLOSURE if

- (i) it is of a private nature (non-governmental); or
- (ii) it is within the exemptions from public inspection.

Otherwise, it is subject to public inspection at reasonable times, but not by computer operation by other than City employees or contractors. Preferably, disclosure should be provided by printed document; if by diskette or visual examination of screen, care must be exercised to delete exempt data from disclosure.

### 5.13.2 Other Data

The same rules of disclosure apply to Email and voice mail as to written or printed information. The public's right to inspect and copy remains the same. Because of financial restraints and to protect public records from destruction, requesters of public records should not have access to electronic information. Instead, a City representative should print out a hard copy of the requested information. The public should not be permitted to operate City computers for three reasons:

- 1) Data could be inadvertently erased or destroyed;
- 2) Certain excepted or exempt documents, including personal or confidential material, could inadvertently be disclosed; and



## City of Stevenson Personnel Policy

- 3) Limited resources do not allow us to provide the equipment necessary to permit citizens' access to this information.

### Section 6 - Procedures:

#### 6.1 Enforcement of This Policy (Right to Administer or Revoke Use).

Failure of City employees to adhere to this policy may result in restriction or revocation of access and/or disciplinary action. The City Administrator, Mayor or their designee may access data under an employee's control without the consent of the individual employee when necessary for normal business functions or when the Administrator becomes aware of possible inappropriate Internet use.

The Administrator will investigate the site(s) and/or system(s) and call upon the user to determine how the site is business related. If the Administrator concludes that the site is inappropriate the offense will be logged in the individual's file and a memo forwarded to the employee detailing the offense and potential consequences.

##### 6.1.1 Access Limitation or Revocation

With concurrence of the Mayor, City Administrator or Department Head, employees who are found to have violated this Policy may be subject to the following:

- 1) Internet and Email access may be revoked.
- 2) Access times may be restricted.
- 3) Disciplinary action.

##### 6.1.2 Disciplinary Action

Substantial or repeated abuse of the provisions outlined in this policy may be deemed sufficient justification for immediate discharge.

### Section 7 - Responsibilities:

#### 7.1 Compliance with City Policies

All Department Supervisors, Department Heads and Elected Officials are responsible for ensuring compliance with federal laws and regulations, RCW'S, WAC'S, City Ordinances, resolutions and policies. Employees (excluding Elected Officials) may be disciplined in accordance to the City Personnel Policy and/or applicable union contract for failure to follow this Policy.



# City of Stevenson Personnel Policy

## Internet Policy Waiver Form & Authorization to Use

I, \_\_\_\_\_,  
have read and understand the City Computer Network, Internet, Intranet, E-mail and Voice Mail Use Policy.

I understand and agree to follow this policy which includes:

Network resources, whether LAN, WAN, Internet, Electronic Mail or Voice Mail systems should be used for official City business purposes only, as is the case with all forms City of equipment and resources. Personal use of the City equipment discussed in this policy is allowed only as described in Section 5. 1. 1.

Electronic Mail (Email) from an internal system and/or the Internet, is NOT private. All Email messages, (whether created or received) may be considered to be public records pursuant to the Public Disclosure Act, RCW Ch. 42.17, and the public has a right to examine most public records.

The City will maintain and monitor Internet access. Permission to access Internet or specific Internet sites may be revoked by a department head and at times internet access may be restricted due to bandwidth congestion and/or misuse of system resources.

I have read and understand this policy and will abide by its provisions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Stevenson Personnel Policy

## Appendix # A-10

### CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS

#### 1) Retail Gasoline Credit Cards

- A. Credit cards may be used for the purchase of gasoline and other minor automotive supplies for City vehicles. Cash advances, purchases of food or other non-automotive related items are not authorized.
- B. No single transaction will exceed \$500.00 unless authorized by the Mayor or City Administrator.
- C. The City Administrator shall be responsible for establishing all credit arrangements and agreements with applicable vendors and managing the use of credit cards by City employees and elected or appointed officials.
  - I. Except when being used by an employee, elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City Administrator or designee.
  - II. Any department head, elected or appointed official, or other authorized employee requesting to use a credit card shall make a request to the City Administrator and shall sign for receipt and return of the card. A copy of the receipt for all purchases shall be submitted to the City Administrator when the card is returned.
    - (i) An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of the Public Works Department.
  - III. The vendor which carries the account shall be required to submit a bill for the credit card to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
  - IV. The City Administrator may disallow the use of any City credit card by a City employee or official for a violation or misuse of this policy.

#### 1 All Other Credit Cards

- A. The City of Stevenson shall contract with an appropriate banking facility for one VISA credit card account with a limit of \$5,000.00. The City may establish credit arrangements with other vendors from time to time. The City Administrator shall set individual credit limits on each account as they are established, not to exceed \$5,000.00 per account.
- B. Credit cards may be used by City employees, and by the elected or appointed officials, for advance payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses,



## City of Stevenson Personnel Policy

Credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment, capital equipment approved by budget or authorization of the Council, unless the law requires the City to purchase such equipment by bid process.

- C. Credit cards shall not be used for cash advances. If requested, funds for City business travel may be provided to employees and elected or appointed officials from the Travel Advance Account.
- D. The City Administrator shall be responsible for managing the use of credit cards by City employees and city officials
  - I. Except when being used by an employee or elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City administrator or designee.
  - II. Any department head, elected or appointed official, or other authorized employee requesting to use a City VISA or other credit card shall make a request to the City Administrator and shall sign for receipt and return of the card.
  - III. The financial institute or vendor that carries the account shall be required to submit a bill for use of credit cards to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
  - IV. Elected or appointed officials and employees of the City of Stevenson who use the credit cards are required to comply in all respects with the provisions of RCW 42.24.115 regarding the submission of a fully itemized travel expense voucher and a repayment of disallowed charges.
  - V. The City Administrator may disallow the use of any City credit card by a City employee or official for violation of this policy.



# City of Stevenson Personnel Policy

## Appendix # A-11

### Reasonable Suspicion Documentation Form

Employee Name: \_\_\_\_\_

Observation Date: \_\_\_\_\_

Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ am/pm

End Time: \_\_\_\_\_ am/pm

#### **APPEARANCE**

- Normal
- Flushed complexion
- Poor hygiene
- Unkempt clothing
- Bloodshot eyes
- Rapid eye movement
- Blank/glazed eyes
- Inability to focus eyes
- Eyes overly sensitive to light
- Frequent use of eye drops
- Trembling/shaking
- Drowsiness

#### **BEHAVIOR**

- Normal
- Poor balance
- Stumbling
- Swaying
- Staggering
- Unusual gait
- Using arms for balance
- Grabbing for support
- Flailing

#### **PERSONAL**

- Normal
- Moody/mood swings
- Depressed
- Overly excitable
- Loss of inhibitions
- Risk taking
- Unwarranted confidence

#### **SPEECH**

- Normal
- Slurred
- Loud
- Incoherent
- Rapid/excessive talk
- Confused/hard to follow
- Exaggerated pronunciation
- Inappropriate laughter
- Whispering
- Non-responsive/silent

#### **PERFORMANCE INDICATORS**

- Normal
- Poor manual dexterity
- Work errors
- Excessive time off task
- Absent from work station
- Inability to follow directions
- Inattentive
- Customer complaints
- Co-worker complaints

#### **PHYSICAL**

- Normal
- Complaints of dizziness
- Flu-like symptoms
- Chills
- Low energy
- Bursts of high/low energy

#### **INTERPERSONAL**

- Normal
- Arguing
- Fighting
- Defensive
- Hostile
- Overly aggressive

#### **BODY ODORS**

- Normal
- Odor of alcohol on breath
- Body odor of alcohol
- Smell of marijuana on breath or clothes
- Excessive perspiration
- Frequent use of mouthwash breath mints or spray

#### **AWARENESS**

- Disoriented
- Sleepy
- Stupor
- Suspicious
- Blaming
- Paranoia

Other observed actions or behavior: \_\_\_\_\_

*To the best of my knowledge and belief, this report represents the appearance, behavior, and/or conduct of the above-named employee, observed by me and upon which I base my decision to require said employee to submit to reasonable suspicion drug and/or alcohol testing.*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

Appendix # A-12

## Post-Accident Checklist

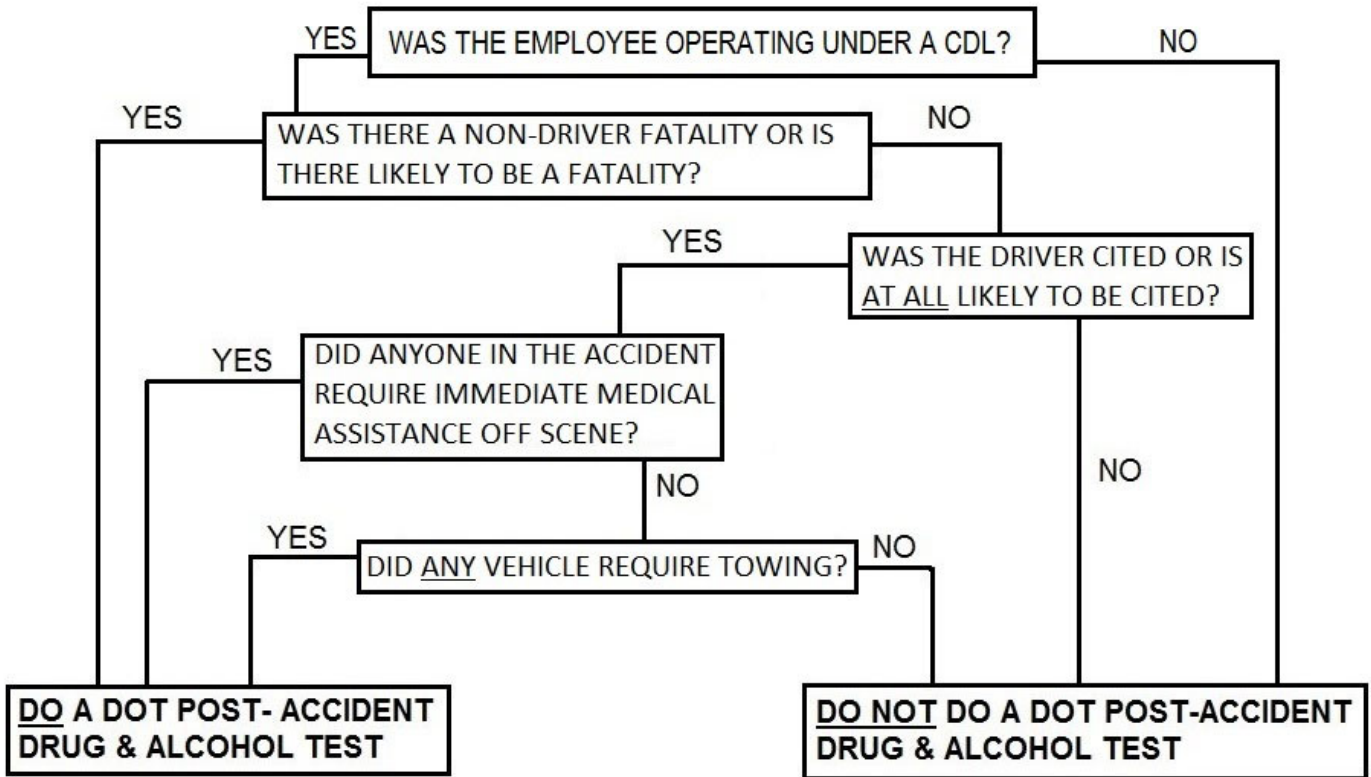
Employee Name: \_\_\_\_\_

Date/Time Accident Occurred: \_\_\_\_\_

Documenting Personnel: \_\_\_\_\_

### Is the employee required to test under DOT?

➤ Circle YES or NO and follow the chart...



*Additional Comments:*

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If the employee is NOT required to test under DOT, what does your **company policy** state... *Do they need to test as a NON-DOT?*



#### DOT REGULATION TIME LIMITS:

**CONTROLLED SUBSTANCES:** Employee must test within **32 HOURS** of the accident.

**ALCOHOL:** Employee must test within **8 HOURS** of the accident.

(If the alcohol test is not administered within the first 2 hours, document why.)



# City of Stevenson Personnel Policy

## Appendix # A-13

### Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse

I, \_\_\_\_\_, hereby provide consent to the City of Stevenson, Employee Name  
 hereinafter referred to as the Company and QCL, Inc. as the C/TPA, to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I consent to multiple limited queries, to be conducted for the duration of my employment with the Company; and understand that the number of limited queries is unlimited.

I understand that if the limited query conducted by the Company indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the Company without first obtaining additional specific consent from me. The company will obtain the driver’s electronic consent in the Clearinghouse prior to the release of detailed violation information when a full query is warranted.

I further understand that if I refuse to provide consent for the Company to conduct a limited query of the Clearinghouse, the Company must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date



# City of Stevenson Personnel Policy

## Appendix # A-14

### Driver Evaluation Matrix

The purpose of the Driver Evaluation Matrix is to determine eligibility for an employee when driving is a function of the job.

#### **ONCE ADR IS RECEIVED:**

1. Review the driver's Abstract of Driving Record (ADR) using the Driver Evaluation Matrix shown below.
2. Determine whether driving record is clear, acceptable, borderline or poor.

#### **THINGS TO KEEP IN MIND:**

1. Past driving records are highly predictive of future performance as a safe, dependable driver and statistically, there is a high correlation between recent driving history and future accident frequency. A driver, who had four moving violations, more than three years ago, may be a better risk than a driver who has two violations within the last 12 months. However, do not base any hiring, promotion, or transfer decisions solely on this one factor. Persons with borderline ADRs can be advised of their status and coached to improve.
2. Consider the applicability of the individual's past violations to the job the applicant or employee will perform.
3. Review the details of the violations listed on the ADR with the applicant/employee to determine if any extenuating circumstances exist regarding the violation.
4. Accidents listed on ADRs are coded with a two-digit number (e.g. 01-CAR, 02-CAR) that indicates the number of vehicles involved in the particular accident. This number is NOT an indication the driver was or was not at fault.
5. Most convictions and violations are kept on an ADR for five years from the date of conviction or adjudication. Departmental actions, such as, suspensions, revocations, or disqualifications are kept on an ADR for ten years from final release date. Certain violations appear on an ADR in perpetuity, such as alcohol-related convictions, vehicular assault and vehicular homicide convictions and deferred prosecutions.

Under Washington State law, employers are not allowed to consider violations that occurred more than ten years ago, unless the position involves law enforcement, school districts, or the direct responsibility for children, mentally ill, developmentally delayed, or vulnerable adults. Federal law imposes no similar date restriction but requires employers to take into account the age of the violation, the nature of the violation, and the relationship of the violation to the job.



## City of Stevenson Personnel Policy

*Authorized drivers should only be allowed to operate a vehicle on behalf of the City if their driving record demonstrates they will be a safe driver. Those possessing an invalid or suspended license are not eligible to operate a vehicle, for the City under any circumstances.*

| Moving Violations | # of Accidents (at-fault) |   |   |    |
|-------------------|---------------------------|---|---|----|
|                   | 0                         | 1 | 2 | 3+ |
| 0                 | CLEAR                     | A | A | B  |
| 1                 | A                         | A | B | P  |
| 2                 | A                         | B | P | P  |
| 3+                | B                         | P | P | P  |
| Major             | P                         | P | P | P  |

A = Acceptable: Those with none or fewer than three points.

B = Borderline: Management should give consideration prior to placing or maintaining this individual in a driving position and may want to provide additional training or other requirements.

P = Poor: Management should give serious consideration to not placing or maintaining this individual in a driving position.

Major Violations include:

- DUI – Driving under the influence of drugs or alcohol
- Negligent homicide in the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Operating a vehicle without a valid unsuspended license
- Aggravated assault with a motor vehicle
- Grand theft of a motor vehicle
- Reckless driving or speed contest/racing
- Hit and run (bodily injury and/or property damage)

Moving Violations include violations other than Major Violations. These consist of speeding and other moving traffic infractions. See WAC 308-104-160. Traffic photo enforcement and parking tickets do not appear on driving records as Moving Violations. If multiple citations are issued on the same day, they will be counted as a single violation.

**CITY OF STEVENSON  
RESOLUTION NO. 2025-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF STEVENSON  
REVISING THE REIMBURSEMENTS TO MEMBERS OF THE STEVENSON FIRE  
DEPARTMENT**

**WHEREAS**, the Stevenson Fire Department protects the people and property from danger;

**AND WHEREAS**, the City Council values the services provided by the members of the Stevenson Fire Department;

**NOW, THEREFORE**, be it resolved the City Council of the City of Stevenson, Washington, resolves as follows:

1. The City’s designated Fire Chief shall continue to be paid a monthly stipend of \$1,000 per month, as was made effective January 1, 2024 by Resolution 2024-425.
2. The City’s designated Fire Officer corps shall be paid a monthly stipend of \$100 per month, effective May 1, 2025
3. The City’s Firefighters shall continue to be paid based on their level of participation and response to incidents as follows, as was made effective January 1, 2018 by Resolution 2018-312:
  - a. Drills will be paid at \$8/drill
  - b. Calls will be paid at \$10/call
4. To the extent this resolution conflicts with Resolutions 2018-312 and 2024-425, this resolution shall prevail.

ADOPTED this 17<sup>th</sup> day of April, 2025.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

\_\_\_\_\_  
Clerk of the City of Stevenson

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for the City of Stevenson

**DRAFT MINUTES**  
**CITY OF STEVENSON SPECIAL COUNCIL MEETING**  
**March 25, 2025**  
**8:00 AM, Hotel Stevenson**

Attending:

**ELECTED OFFICIALS:**

Mayor Scott Anderson; Councilmembers David Cox, Michael Johnson, Chuck Oldfield, Lucy Lauser, Pat Rice

**CITY STAFF:**

City Attorney Robert Muth

**GUESTS:**

David Tuan, Strategic Government Resources, Inc., City Administrator Candidates: Ben Shumaker, Eric Lowe, Ahmad Qayoumi and Wesley Wootten

**PUBLIC ATTENDEES:**

None.

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**1. CALL TO ORDER**

**Mayor Anderson** called the meeting to order at 8:00 a.m.

**2. Executive Session.**

The City Council entered into executive session under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Council returned to regular session. The Council acknowledged the consultant will proceed as discussed.

**3. ADJOURNMENT - Mayor Anderson** adjourned the meeting.

**DRAFT MINUTES**  
**CITY OF STEVENSON SPECIAL COUNCIL MEETING**  
**February 25, 2025**  
**6:00 PM, City Hall and Remote**

Attending:

**CITY ELECTED OFFICIALS:**

Mayor Scott Anderson; Councilmembers David Cox, Michael Johnson, Lucy Lauser, Chuck Oldfield, Pat Rice

**FIRE DISTRICT II ELECTED OFFICIALS:**

Tom Delzio, Howard Hoy, Greyson Rudd

**STAFF:**

Ray Broughton (City/FD2), Valerie Hoy (City/FD2), LaRene Huber (FD2), Ben Shumaker (City)

**PUBLIC ATTENDEES:**

Ann Lueders

---

**1. CALL TO ORDER**

**Mayor Anderson** called the meeting to order at 5:30 p.m.

**2. JOINT BUSINESS.**

- a) **Fire Operations: Chief Broughton** provided information on major operations through Q1 and highlighted expected activities to occur in Q2. Discussion focused on a) need for budget amendment to replace fire truck and b) need to repair of Loop Road as an evacuation route and important fire response corridor.
- b) **Discuss Coordination Efforts**  
The group identified the following list of areas where additional coordination should occur:
- Reimburse Officers: City to match FDII payment of \$100 per month
  - Simplify Proportional Split: Entities to consider relying more heavily on 70/30 split instead of 50/50, 0/100, 100/0
  - Simplify Accounting Practices: City to simplify chart of accounts in next budget year
  - Reconsider how stipend pay works: Chief Broughton to assess new payment model based on other districts' practices
  - Hold next meeting: Entities to meet again on 6/11 at 5:30 pm at City Hall

**3. ADJOURNMENT - Mayor Anderson** adjourned the meeting.

**DRAFT MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**March 20, 2025**  
**6:00 PM, City Hall and Remote**

**Attending:**

Elected Officials: **Mayor Scott Anderson; Councilmembers Pat Rice, Chuck Oldfield, Dave Cox, Michael Johnson, Lucy Lauser.**

City Staff: **Ben Shumaker, Community Development Director/Interim City Administrator; Tiffany Andersen, Planning and Public Works Assistant; Robert Muth, City Attorney; Ray Broughton, Stevenson Fire Chief; Carolyn Sourek, Public Works Director; Cody Rosander, Public Works.**

Guests: Lou Palermo, Executive Director of the Columbia Gorge Museum.

Public participants: Rick Jessell, Mary Repar, Melissa Kuehnell, Kelly O'Malley-McKee

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** **Mayor Anderson** called the meeting to order at 6:00 p.m., led the group to recite the pledge of allegiance and conducted roll call.

**2. PUBLIC COMMENTS:**

Melissa Kuehnell requested clarification regarding **Councilmember Rice's** residency. **Mayor Anderson** requested that she meet with **Councilmember Rice** privately following the meeting.

Kelly O'Malley-McKee, Executive Director for the Stevenson Downtown Association, spoke to the Council about ensuring candidates have experience with strong civic partnerships as they search for a new city administrator.

Rick Jessell commented on the amount of funds to be generated by the recently passed levy and noted a numerical error in the ordinance text.

Mary Repar provided information regarding immigration rights.

**3. CHANGES TO THE AGENDA:**

It was noted a change to the agenda regarding a street closure came in too late to be included on the agenda but will need to be acted on.

**4. CONSENT AGENDA:** The following items were presented for Council approval.

- a) **Utility Billing Adjustment:** The Council was asked to authorize an adjustment for the account at Account No. 15181. Service to the account was disrupted for approximately 8 months as a result of a City construction project in the summer of 2024. There is no policy to guide action during such situations. Council was asked to authorize removing 8 months of base rates from the customer's account (\$2,411.00) to cover the construction period.
- b) **Liquor License Renewal** - Columbia Gorge Interpretive Center
- c) **Liquor License Renewal** - Fraternal Order of Eagles
- d) **Liquor License Renewal** - Stevenson Farmer's Market
- e) **Liquor License Renewal** - Rock Creek Tavern
- f) **Minutes** of February 20th and February 25th, 2025, City Council meetings.



**6:10**

**MOTION** to approve consent agenda items a-f was made by **Councilmember Lauser**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Rice, Lauser, Cox, Johnson, Oldfield**.

Following the vote, at the request of **Councilmember Oldfield, Interim City Administrator Shumaker** briefly explained that part of the utility billing review would include what authority would be needed from the Council to permit the Administrator to waive certain billing fees resulting from water leaks. He also shared the current cap allowing waivers of up to \$1,000 could be amended.

**5. SHERIFF'S OFFICE REPORT:**

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for February 2025 was presented for council review by Skamania County Undersheriff Tracy Wyckoff.

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Columbia Gorge Museum** - Lou Palermo, Executive Director of the Columbia Gorge Museum shared information about an important community asset. She distributed the Museum's annual report and provided updates on visitor rates and improvements taking place with the exhibits.
- b) **American Red Cross (ARC)** - Council agreed through consensus to support a proclamation declaring April 'Red Cross Month'.

**9. UNFINISHED BUSINESS:**

**7. COUNCIL BUSINESS:**

- a) **Ordinance 2025-1226 – An Ordinance Enacting a New Section 3.08.032 to the Stevenson Municipal Code Imposing an Addit -**  
**Interim City Administrator Ben Shumaker** presented and explained a draft ordinance to impose a tax on behalf of the Stevenson Transportation Benefit District. Following his presentation the Council held a brief discussion on how to direct and distribute the revenue generated to specific funds within the city budget. It was agreed to hold further discussion during the April 3rd, 2025, Special Council Meeting.

**6:42**

**MOTION** to approve an ordinance enacting a new section 3.08.032 to the Stevenson Municipal Code imposing an additional sales and use tax of three-tenths of one percent within the boundaries of the Stevenson Transportation Benefit District as authorized by RCW 36.73.065, RCW 82.14.0455, and the voters of Stevenson was made by **Councilmember Lauser**, seconded by **Councilmember Oldfield**.

Prior to the vote **Councilmember Rice** clarified the intent was to use the new revenue generated by the tax to supplant the amount of street funds currently provided through the general fund. In turn, the same amount from the general fund will then be devoted to the water/sewer fund as a way to lower the current sewer rates.

Voting aye: **Councilmembers Rice, Lauser, Cox, Johnson, Oldfield**

- a) **TBD Tax Workshop - Interim City Administrator Ben Shumaker** presented and explained a staff report on the Transportation Benefit Tax and scenarios related to actual vs projected tax collections. Two mechanisms are available to infuse the Water/Sewer Fund with additional revenue.
- a) Initial Transfer-In: with this mechanism the projected \$270,000 would be transferred from the General Fund to the Water/Sewer Fund as part of the initial budget for each year, or
  - b) Monthly Allocation of sales & use tax revenues: with this mechanism a sum equal to 0.3% of the taxable value involved in each month's sales & use tax remittance will be directed to the Water/Sewer Fund. No action is expected.
- Shumaker** advised Council a rise and fall in collections and market investments is always possible, which led to a discussion on how best to direct surpluses and manage shortages. A decision was reached through consensus to go with the initial transfer in the amount of \$270K, and monitor and direct any surpluses.

**8. INFORMATION ITEMS:**

- a) **Contracts Awarded Administratively** - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month was attached.
- b) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- c) **Planning Commission minutes** from the Planning Commission meeting for the prior month were attached.

**9. CITY ADMINISTRATOR AND STAFF REPORTS:**

A last-minute change to the agenda was noted. First Street in Stevenson will need to be closed for approximately a week in order to complete the striping, which has been delayed due to weather.

**7:31**

**MOTION** to approve the closure of First Street to complete the construction project was made by **Councilmember Johnson**, seconded by **Councilmember Lauser**.

Voting aye: **Councilmembers Rice, Lauser, Cox, Johnson, Oldfield**

a) **Ray Broughton, Stevenson Fire Chief**

- i. **Broughton** distributed a quarterly update regarding the fire department's projects.
- ii. Wildfire season is approaching; red card training is taking place. DNR Field Day activities will take place on Chief Broughton's property.
- iii. Worked with Burlington-Northern Santa-Fe regarding HAZMAT responses.
- iv. Training with NW Natural Gas for residential and commercial incident response will take place soon.
- v. Looking to order and purchase a new engine, cost is approximately \$800K.
- vi. A WSRB (Washington State Survey and Rating Bureau) audit is coming up. This inspection and evaluation of the fire defenses, communications and building code enforcement of cities, counties, and municipal fire districts helps to establish fire insurance premiums for property owners.

- vii. Fire District 2 officers will receive a monthly stipend of \$100.
- viii. The department is working to become fully digitized.
- ix. Turn out gear cleaning has been completed. Cascade Locks and Stevenson Fire Departments are looking to work together more often.
- x. He described joint training taking place with other local fire districts, DNR and EMS.
- xi. A tentative date for a combined Fire Commissioner and City Council meeting was set for April 9th at 5 p.m.

**b) Ben Shumaker, Community Development Director**

- i. A zoning change proposal is scheduled for the Council to review on April 3rd, 2025. **Shumaker** advised Councilmembers about not engaging in ex-parte communications about the project in order to avoid any challenges to their decision-making.
- ii. The Planning Commission is looking to ensure that the work that they're doing is advancing the city council's strategic priorities. **Mayor Anderson** attended a recent PC meeting.
- iii. **Planning Commission Chair Jeff Breckel** spoke on the desire to facilitate communication and coordination between the Council and the Planning Commission in order to address important issues.
- iv. **Shumaker** reported that the volume of building permits issued has declined.

**c) Carolyn Sourek, Public Works Director**

- i. **Sourek** is resigning effective mid-May 2025. **Cody Rosander** will be the new Public Works Director.
- ii. The 90% plan for the Cascade Avenue water project is in hand. Property owners along Cascade Avenue have been contacted.
- iii. Department of Ecology visited the WWTP. There are new challenges arising with the operations of the new plant and DOE is collaborating with the city Public Works Department on problem solving.
- iv. **Sourek** is working to ensure the new sewer ordinance provides residents with clear information on connection costs and availability.
- v. Spruce Up Stevenson is set for April 26th.
- vi. **Sourek** pointed to information in the packet regarding equipment replacement for rolling stock. **Ben Shumaker, Interim City Administrator**, highlighted the work that goes into the preparation of these documents.
- vii. **Sourek** has been working with the county to arrange a presentation on the care and maintenance of septic systems for homeowners. It will be on April 16th at 6 p.m. at the Hegewald Center. The intent is to help property owners preserve the life of their septic systems by understanding how they work and what can affect their functioning.
- viii. **Sourek** is looking to update the city's engineering standards before she leaves. The instruction chapter text is being replaced with more graphics and pictures.
- ix. **Sourek** acknowledged the work of the employee placed through People for People. She noted a recent project involved pressure washing outside of City Hall to remove mold.

**d) Ben Shumaker, Interim City Administrator**

- i. Tripepi Smith Consulting is still under contract with the city. **Shumaker** is looking to have them develop scenarios for the Council to ensure residents realize the biggest benefit from the reduction in sewer rate increases.
- ii. A utility billing audit is underway to ensure customer accounts are being billed accurately. A question to come before the Council will be whether or not to waive instances of under billing.
- iii. **Shumaker** is considering asking the tourism advisory committee to develop policies to help use lodging tax funds to repair and or improve certain facilities.
- iv. **Tiffany Andersen** reported on the current software used for public records requests and suggested a different program would be more suited to what the city needs to adequately maintain public records. If a change to a different system is made the information will migrate to the new system. She will have additional information at the April 2025 City Council meeting.

#### **10. VOUCHER APPROVAL:**

**8:17**

**MOTION** to approve the vouchers as presented was made by **Councilmember Oldfield**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Rice, Lauser, Cox, Johnson, Oldfield**

#### **11. MAYOR AND COUNCIL REPORTS:**

**Councilmember Johnson** shared participants in the St. Patrick's Day 5K run liked the new First Street path.

**City Attorney Muth** highlighted the recent 11-0 boys' soccer team win.

#### **12. ISSUES FOR THE NEXT MEETING:**

None were provided.

#### **13. ADDITIONAL PUBLIC COMMENT:**

Mary Repar commented on the First Street sidewalk and curbing design.

Prior to the Executive Session **Mayor Anderson** called for a brief break.

**8:29**

#### **14. EXECUTIVE SESSION** - City Council entered Executive Session under RCW

42.30.110(1)(i) at 8:29 p.m. for ten minutes for the purpose of discussing potential litigation. Announced time of reconvening was 8:39 p.m. Upon reconvening it was stated no decisions were made; the Mayor will proceed as discussed.

#### **15. ADJOURNMENT** – **Mayor Anderson** adjourned the meeting at 8:40 p.m.



*Summer N. Scheyer*  
**SHERIFF**

**OFFICE OF THE SKAMANIA COUNTY**

**SHERIFF**

PO Box 790  
200 Vancouver Ave.  
Stevenson WA 98648  
Phone (509)427-9490  
Fax (509)427-4369  
www.skamaniasheriff.com  
scso@co.skamania.wa.us

*Tracy Wyckoff*  
*Undersheriff*

*Steve Minnis*  
*Chief of Corrections*

*Ondine Obias*  
*Chief Civil Deputy*

**March 2025**

**Total 97**

City of Stevenson

Calls/Patrol

73 Calls

Medical 24

Fire 1

Service Hour

484.50 Hrs.

3 Court Hrs.

Milage

1,559

04/01/25  
08:14

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 1

| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition            |
|-----------|--------------------|--------------|------------|------------------------|
| 25-01245  | Custodial Int.     | CINT         | 21         | Settled By Contact     |
| 25-01250  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01252  | Found Property     | LFPR         | 21         | INFORMATION            |
| 25-01257  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01273  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01283  | Runaway Juvnile    | JRUN         | 21         | Unfounded              |
| 25-01289  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER CITED   |
| 25-01298  | Parking Problem    | PARK         | 21         | Unfounded              |
| 25-01301  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01314  | Suspicious         | SUSP         | 21         | INFORMATION            |
| 25-01319  | Parking Problem    | INFO         | 21         | INFORMATION            |
| 25-01321  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01322  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01324  | Dog Call           | ANDC         | 21         | INFORMATION            |
| 25-01332  | Hospice Death      | HOSP         | 21         | INFORMATION            |
| 25-01338  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01341  | Information        | INFO         | 21         | Settled By Contact     |
| 25-01343  | Domestic Viol      | DOMV         | 21         | Settled By Contact     |
| 25-01353  | Information        | INFO         | 21         | INFORMATION            |
| 25-01355  | Medical            | AMAS         | 21         | Ambulance Service Prov |
| 25-01361  | Hit & Run          | TAHR         | 21         | Active                 |
| 25-01364  | Req Traff Enf      | RTEN         | 21         | UNABLE TO LOCATE       |
| 25-01369  | PD Collision       | TAPD         | 21         | Cleared Adlt Exception |
| 25-01376  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01379  | Medical            | AMAS         | 21         | INFORMATION            |
| 25-01380  | Theft Prop Oth     | TPOT         | 21         | Investigation Complete |
| 25-01382  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 25-01384  | Fraud              | FRAU         | 21         | Cleared Adlt Exception |
| 25-01390  | Medical            | CITA         | 21         | INFORMATION            |
| 25-01420  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01437  | Traffic Stop       | TOFF         | 21         | Investigation Complete |
| 25-01438  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 25-01459  | Sex Offense        | SOFF         | 21         | Cleared Adlt Exception |
| 25-01477  | Vagrancy           | VAGR         | 21         | UNABLE TO LOCATE       |
| 25-01481  | Domestic Viol      | DOMV         | 21         | Cleared Adlt Exception |
| 25-01484  | Citizen Dispute    | INFO         | 21         | INFORMATION            |
| 25-01489  | Domestic Viol      | DOMV         | 21         | Settled By Contact     |
| 25-01491  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01492  | Loitering          | LOIT         | 21         | INFORMATION            |
| 25-01494  | Domestic Viol      | DOMV         | 21         | Investigation Complete |
| 25-01497  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01502  | Medical            | CITA         | 21         | INFORMATION            |
| 25-01503  | Custodial Int.     | CINT         | 21         | Investigation Complete |
| 25-01512  | Information        | INFO         | 21         | INFORMATION            |
| 25-01515  | Vagrancy           | VAGR         | 21         | UNABLE TO LOCATE       |
| 25-01520  | Citizen Dispute    | CDIS         | 21         | Investigation Complete |
| 25-01534  | Citizen Dispute    | CDIS         | 21         | Unfounded              |
| 25-01544  | Theft Prop Oth     | TPSH         | 21         | Cleared Adult Arrest   |
| 25-01561  | Jail Problem       | JPRB         | 21         | Settled By Contact     |
| 25-01568  | Medical            | INFO         | 21         | Transferred to Other A |
| 25-01570  | Agency Assist      | ASST         | 21         | INFORMATION            |
| 25-01576  | Fraud              | FRAU         | 21         | Settled By Contact     |
| 25-01584  | Information        | INFO         | 21         | INFORMATION            |
| 25-01595  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 25-01602  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |

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08:14

Skamania County Sheriff's Office  
Incident Audit Report

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| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition            |
|-----------|--------------------|--------------|------------|------------------------|
| 25-01608  | Smoke, other       | FIRE         | 21         | Inactive               |
| 25-01614  | Suicide Threat     | SUIA         | 21         | Investigation Complete |
| 25-01636  | Juvenile Prob      | JUVO         | 21         | INFORMATION            |
| 25-01643  | Parking Problem    | PARK         | 21         | Settled By Contact     |
| 25-01647  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01650  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01655  | Harrassment.       | HARR         | 21         | Settled By Contact     |
| 25-01659  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 25-01670  | Wanted Person      | WANT         | 21         | Cleared Adult Arrest   |
| 25-01674  | Traffic Hazard     | THAZ         | 21         | Investigation Complete |
| 25-01684  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01695  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01704  | Information        | INFO         | 21         | INFORMATION            |
| 25-01708  | Vandalism          | VAND         | 21         | Settled By Contact     |
| 25-01711  | Theft Prop Oth     | TPSH         | 21         | Investigation Complete |
| 25-01712  | Sex Offense        | SOFF         | 21         | Investigation Complete |
| 25-01722  | Suspicious         | SUSP         | 21         | Cleared Adlt Exception |
| 25-01726  | Citizen Assist     | CITA         | 21         | Cleared Adlt Exception |
| 25-01728  | Suspicious         | SUSP         | 21         | Cleared Adlt Exception |
| 25-01730  | Information        | INFO         | 21         | INFORMATION            |
| 25-01737  | Suspicious         | SUSP         | 21         | Settled By Contact     |
| 25-01738  | Welfare Check      | WELF         | 21         | Settled By Contact     |
| 25-01742  | Dog Problem        | ANDC         | 21         | Active                 |
| 25-01743  | Hit & Run          | TAPD         | 21         | Cleared Adlt Exception |
| 25-01744  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 25-01757  | Req Traff Enf      | THAZ         | 21         | UNABLE TO LOCATE       |
| 25-01765  | Mental Subject     | MENT         | 21         | Investigation Complete |
| 25-01772  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01779  | Trespassing        | TRES         | 21         | Investigation Complete |
| 25-01780  | Citizen Dispute    | CDIS         | 21         | Investigation Complete |
| 25-01784  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01791  | Citizen Assist     | CITA         | 21         | Cleared Adlt Exception |
| 25-01793  | Fraud              | FRAU         | 21         | Active                 |
| 25-01797  | Welfare Check      | WELF         | 21         | Cleared Adlt Exception |
| 25-01800  | Suspicious         | SUSP         | 21         | INFORMATION            |
| 25-01812  | Welfare Check      | WELF         | 21         | INFORMATION            |
| 25-01825  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01827  | Domestic Viol      | DOMV         | 21         | Settled By Contact     |
| 25-01838  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01842  | Burg Res Unl En    | INFO         | 21         | Investigation Complete |
| 25-01850  | Motorist Assist    | ASSM         | 21         | Transferred to Other A |
| 25-01866  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |

Total Incidents: 97

Report includes:

All dates reported between `00:00:00 03/01/25` and `00:00:00 04/01/25`  
All agencies matching `SCSO`  
All nature of incidents  
All offenses observed  
All offenses reported  
All offense codes  
All dispositions  
All responsible officers  
All locations matching `21`

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Skamania County Sheriff's Office  
Incident Audit Report

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Skamania County Sheriff's Office  
Incident Audit Report

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| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition            |
|-----------|--------------------|--------------|------------|------------------------|
| 25-01250  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01257  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01273  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01301  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01321  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01322  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01338  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01355  | Medical            | AMAS         | 21         | Ambulance Service Prov |
| 25-01376  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01379  | Medical            | AMAS         | 21         | INFORMATION            |
| 25-01390  | Medical            | CITA         | 21         | INFORMATION            |
| 25-01420  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01491  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01497  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01502  | Medical            | CITA         | 21         | INFORMATION            |
| 25-01568  | Medical            | INFO         | 21         | Transferred to Other A |
| 25-01647  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01650  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01684  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01695  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01772  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01784  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01825  | Medical            | AMAS         | 21         | Transferred to Other A |
| 25-01838  | Medical            | AMAS         | 21         | Transferred to Other A |

Total Incidents: 24

Report includes:

All dates reported between `00:00:00 03/01/25` and `00:00:00 04/01/25`  
All agencies matching `SCSO`  
All nature of incidents matching `Medical`  
All offenses observed  
All offenses reported  
All offense codes  
All dispositions  
All responsible officers  
All locations matching `21`

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**Course Detail By Employee**

Jan 1, 2025 - Mar 31, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000008**  
Employee **Beacock, Nicholas**

| Training Course          | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective   | Expires     | Offering ID | Instructor    |
|--------------------------|------|------------|-----------|-------------|--------------|--------------|---------------------|--------|-------------|-------------|-------------|---------------|
| Annual Crisis Intervent  |      |            | Completed | 2.0         | Jan 2, 2025  | Jan 2, 2025  | C.I.T. Annual Refre |        | Jan 2, 2025 | Jan 1, 2026 |             | ONLINE        |
| CPR/FIRST AID            |      |            | Completed | 4.0         | Feb 10, 2025 | Feb 10, 2025 |                     |        |             |             |             | C. Hildabrand |
| Evidence/Search Warr     |      |            | Completed | 4.0         | Jan 14, 2025 | Jan 14, 2025 |                     |        |             |             |             | J. Schultz    |
| Firearms Qualification   |      |            | Completed | 4.0         | Mar 18, 2025 | Mar 18, 2025 |                     |        |             |             |             | N. Beacock    |
| Pistol Instructor Re-cre |      |            | Completed | 16.0        | Jan 8, 2025  | Jan 9, 2025  |                     |        |             |             |             | Jason Camp    |
| Sexual Assault Investi   |      | 7250       | Completed | 3.0         | Jan 2, 2025  | Jan 2, 2025  |                     |        |             |             | 7250        | ONLINE        |
| <b>Total Hours: 33.0</b> |      |            |           |             |              |              |                     |        |             |             |             |               |

Employee ID **000013**  
Employee **Benton, Austin**

| Training Course          | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor    |
|--------------------------|------|------------|-----------|-------------|--------------|--------------|-------------|--------|-----------|---------|-------------|---------------|
| CPR/FIRST AID            |      |            | Completed | 4.0         | Feb 10, 2025 | Feb 10, 2025 |             |        |           |         |             | C. Hildabrand |
| Drone Visual Observer    |      |            | Completed | 2.0         | Jan 14, 2025 | Jan 14, 2025 |             |        |           |         |             | J. Schultz    |
| Evidence/Search Warr     |      |            | Completed | 4.0         | Jan 14, 2025 | Jan 14, 2025 |             |        |           |         |             | J. Schultz    |
| Firearms Qualification   |      |            | Completed | 4.0         | Mar 18, 2025 | Mar 18, 2025 |             |        |           |         |             | N. Beacock    |
| <b>Total Hours: 14.0</b> |      |            |           |             |              |              |             |        |           |         |             |               |

Employee ID **000021**  
Employee **Childs, John B**

| Training Course         | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective    | Expires      | Offering ID | Instructor |
|-------------------------|------|------------|-----------|-------------|--------------|--------------|---------------------|--------|--------------|--------------|-------------|------------|
| Annual Crisis Intervent |      |            | Completed | 2.0         | Jan 17, 2025 | Jan 17, 2025 | C.I.T. Annual Refre |        | Jan 17, 2025 | Jan 16, 2026 |             | Online     |
| CPR/FIRST AID           |      |            | Completed | 4.0         | Feb 19, 2025 | Feb 19, 2025 |                     |        |              |              |             | Dennis     |
| Drone Visual Observer   |      |            | Completed | 2.0         | Jan 14, 2025 | Jan 14, 2025 |                     |        |              |              |             | J. Schultz |
| Evidence/Search Warr    |      |            | Completed | 4.0         | Jan 23, 2025 | Jan 23, 2025 |                     |        |              |              |             | J. Schultz |
| Firearms Qualification  |      |            | Completed | 4.0         | Mar 27, 2025 | Mar 27, 2025 |                     |        |              |              |             | C. Lyle    |

**Course Detail By Employee**

Jan 1, 2025 - Mar 31, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000021**  
Employee **Childs, John B**

| Training Course          | Name | Course No. | Status | Grade Hours | Start | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|--------------------------|------|------------|--------|-------------|-------|-----|-------------|--------|-----------|---------|-------------|------------|
| <b>Total Hours: 16.0</b> |      |            |        |             |       |     |             |        |           |         |             |            |

Employee ID **000018**  
Employee **Coltrane, Trevor**

| Training Course          | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective   | Expires     | Offering ID | Instructor |
|--------------------------|------|------------|-----------|-------------|--------------|--------------|---------------------|--------|-------------|-------------|-------------|------------|
| Annual Crisis Intervent  |      |            | Completed | 2.0         | Jan 7, 2025  | Jan 7, 2025  | C.I.T. Annual Refre |        | Jan 7, 2025 | Jan 6, 2026 |             | On-Line    |
| CPR/FIRST AID            |      |            | Completed | 4.0         | Feb 19, 2025 | Feb 19, 2025 |                     |        |             |             |             | Dennis     |
| Evidence/Search Warr     |      |            | Completed | 4.0         | Jan 23, 2025 | Jan 23, 2025 |                     |        |             |             |             | J. Schultz |
| Firearms Qualification   |      |            |           | 4.0         | Mar 27, 2025 | Mar 27, 2025 |                     |        |             |             |             | C. Lyle    |
| <b>Total Hours: 14.0</b> |      |            |           |             |              |              |                     |        |             |             |             |            |

Employee ID **000004**  
Employee **Evans, Joshua Ross**

| Training Course          | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective    | Expires     | Offering ID | Instructor |
|--------------------------|------|------------|-----------|-------------|--------------|--------------|---------------------|--------|--------------|-------------|-------------|------------|
| ACCESS I Recertificat    |      |            | Completed | 2.0         | Mar 10, 2025 | Mar 10, 2025 | ACCESS              |        | Mar 10, 2025 | Mar 9, 2027 |             | On-Line    |
| Annual Crisis Intervent  |      |            | Completed | 2.0         | Jan 5, 2025  | Jan 5, 2025  | C.I.T. Annual Refre |        | Jan 5, 2025  | Jan 4, 2026 |             | Online     |
| CPR/FIRST AID            |      |            | Completed | 4.0         | Feb 19, 2025 | Feb 19, 2025 |                     |        |              |             |             | Dennis     |
| Evidence/Search Warr     |      |            | Completed | 4.0         | Jan 23, 2025 | Jan 23, 2025 |                     |        |              |             |             | J. Schultz |
| Firearms Qualification   |      |            |           | 4.0         | Mar 18, 2025 | Mar 18, 2025 |                     |        |              |             |             | N. Beacock |
| <b>Total Hours: 16.0</b> |      |            |           |             |              |              |                     |        |              |             |             |            |

**Course Detail By Employee**

Jan 1, 2025 - Mar 31, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000010**  
Employee **Frederickson, Spencer**

| Training Course         | Name | Course No. | Status    | Grade Hours              | Start        | End          | Certificate         | Number | Effective   | Expires     | Offering ID | Instructor    |
|-------------------------|------|------------|-----------|--------------------------|--------------|--------------|---------------------|--------|-------------|-------------|-------------|---------------|
| Annual Crisis Intervent |      |            |           | 2.0                      | Jan 4, 2025  | Jan 4, 2025  | C.I.T. Annual Refre |        | Jan 4, 2025 | Jan 3, 2026 |             |               |
| CPR/FIRST AID           |      |            | Completed | 4.0                      | Feb 10, 2025 | Feb 10, 2025 |                     |        |             |             |             | C. Hildabrand |
| Drone Visual Observer   |      |            | Completed | 2.0                      | Jan 14, 2025 | Jan 14, 2025 |                     |        |             |             |             | J. Schultz    |
| Evidence/Search Warr    |      |            | Completed | 4.0                      | Jan 14, 2025 | Jan 14, 2025 |                     |        |             |             |             | J. Schultz    |
|                         |      |            |           | <b>Total Hours: 12.0</b> |              |              |                     |        |             |             |             |               |

Employee ID **000011**  
Employee **Helton, William Michael**

| Training Course         | Name | Course No. | Status    | Grade Hours              | Start        | End          | Certificate         | Number | Effective    | Expires      | Offering ID | Instructor |
|-------------------------|------|------------|-----------|--------------------------|--------------|--------------|---------------------|--------|--------------|--------------|-------------|------------|
| Annual Crisis Intervent |      |            | Completed | 2.0                      | Jan 26, 2025 | Jan 26, 2025 | C.I.T. Annual Refre |        | Jan 26, 2025 | Jan 25, 2026 |             | Online     |
| CPR/FIRST AID           |      |            | Completed | 4.0                      | Feb 19, 2025 | Feb 19, 2025 |                     |        |              |              |             | Dennis     |
| Evidence/Search Warr    |      |            | Completed | 4.0                      | Jan 23, 2025 | Jan 23, 2025 |                     |        |              |              |             | J. Schultz |
| Firearms Qualification  |      |            |           | 4.0                      | Mar 27, 2025 | Mar 27, 2025 |                     |        |              |              |             | C. Lyle    |
|                         |      |            |           | <b>Total Hours: 14.0</b> |              |              |                     |        |              |              |             |            |

Employee ID **000019**  
Employee **Kioroglo, Boris Vasilyevich**

| Training Course         | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective   | Expires     | Offering ID | Instructor    |
|-------------------------|------|------------|-----------|-------------|--------------|--------------|---------------------|--------|-------------|-------------|-------------|---------------|
| Annual Crisis Intervent |      |            | Completed | 2.0         | Jan 3, 2025  | Jan 3, 2025  | C.I.T. Annual Refre |        | Jan 3, 2025 | Jan 2, 2026 |             | ONLINE        |
| CPR/FIRST AID           |      |            | Completed | 4.0         | Feb 10, 2025 | Feb 10, 2025 |                     |        |             |             |             | C. Hildabrand |
| Evidence/Search Warr    |      |            | Completed | 4.0         | Jan 14, 2025 | Jan 14, 2025 |                     |        |             |             |             | J. Schultz    |
| Firearms Qualification  |      |            |           | 4.0         | Mar 18, 2025 | Mar 18, 2025 |                     |        |             |             |             | N. Beacock    |

**Course Detail By Employee**

Jan 1, 2025 - Mar 31, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

|                 |                             |            |        |             |       |     |             |        |           |         |             |            |                          |  |  |  |  |  |  |  |  |
|-----------------|-----------------------------|------------|--------|-------------|-------|-----|-------------|--------|-----------|---------|-------------|------------|--------------------------|--|--|--|--|--|--|--|--|
| Employee ID     | 000019                      |            |        |             |       |     |             |        |           |         |             |            |                          |  |  |  |  |  |  |  |  |
| Employee        | Kioroglo, Boris Vasilyevich |            |        |             |       |     |             |        |           |         |             |            |                          |  |  |  |  |  |  |  |  |
| Training Course | Name                        | Course No. | Status | Grade Hours | Start | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |                          |  |  |  |  |  |  |  |  |
|                 |                             |            |        |             |       |     |             |        |           |         |             |            | <b>Total Hours: 14.0</b> |  |  |  |  |  |  |  |  |

|                         |                        |            |           |             |              |              |             |        |           |         |             |               |                          |  |  |  |  |  |  |  |  |
|-------------------------|------------------------|------------|-----------|-------------|--------------|--------------|-------------|--------|-----------|---------|-------------|---------------|--------------------------|--|--|--|--|--|--|--|--|
| Employee ID             | 000022                 |            |           |             |              |              |             |        |           |         |             |               |                          |  |  |  |  |  |  |  |  |
| Employee                | Lyle, Christian Steele |            |           |             |              |              |             |        |           |         |             |               |                          |  |  |  |  |  |  |  |  |
| Training Course         | Name                   | Course No. | Status    | Grade Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor    |                          |  |  |  |  |  |  |  |  |
| CPR/FIRST AID           |                        |            | Completed | 4.0         | Feb 10, 2025 | Feb 10, 2025 |             |        |           |         |             | C. Hildabrand |                          |  |  |  |  |  |  |  |  |
| Evidence/Search Warr    |                        |            | Completed | 4.0         | Jan 14, 2025 | Jan 14, 2025 |             |        |           |         |             | J. Schultz    |                          |  |  |  |  |  |  |  |  |
| Firearms Qualification  |                        |            |           | 4.0         | Mar 27, 2025 | Mar 27, 2025 |             |        |           |         |             | C. Lyle       |                          |  |  |  |  |  |  |  |  |
| Pistol Instructor Re-cc |                        |            | Completed | 16.0        | Jan 8, 2025  | Jan 9, 2025  |             |        |           |         |             | Jason Camp    |                          |  |  |  |  |  |  |  |  |
|                         |                        |            |           |             |              |              |             |        |           |         |             |               | <b>Total Hours: 28.0</b> |  |  |  |  |  |  |  |  |

|                         |                        |            |           |             |              |              |                     |        |              |              |             |               |                          |  |  |  |  |  |  |  |  |
|-------------------------|------------------------|------------|-----------|-------------|--------------|--------------|---------------------|--------|--------------|--------------|-------------|---------------|--------------------------|--|--|--|--|--|--|--|--|
| Employee ID             | 00001                  |            |           |             |              |              |                     |        |              |              |             |               |                          |  |  |  |  |  |  |  |  |
| Employee                | Scheyer, Summer Nicole |            |           |             |              |              |                     |        |              |              |             |               |                          |  |  |  |  |  |  |  |  |
| Training Course         | Name                   | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective    | Expires      | Offering ID | Instructor    |                          |  |  |  |  |  |  |  |  |
| ACCESS I Recertificat   |                        |            | Completed | 2.0         | Mar 3, 2025  | Mar 3, 2025  | ACCESS              |        | Mar 3, 2025  | Mar 2, 2027  |             | On-line       |                          |  |  |  |  |  |  |  |  |
| Annual Crisis Intervent |                        |            |           | 2.0         | Jan 20, 2025 | Jan 20, 2025 | C.I.T. Annual Retre |        | Jan 20, 2025 | Jan 19, 2026 |             | Online        |                          |  |  |  |  |  |  |  |  |
| CPR/FIRST AID           |                        |            | Completed | 4.0         | Feb 10, 2025 | Feb 10, 2025 |                     |        |              |              |             | C. Hildabrand |                          |  |  |  |  |  |  |  |  |
| Evidence/Search Warr    |                        |            | Completed | 4.0         | Jan 23, 2025 | Jan 23, 2025 |                     |        |              |              |             | J. Schultz    |                          |  |  |  |  |  |  |  |  |
| Firearms Qualification  |                        |            |           | 4.0         | Mar 27, 2025 | Mar 27, 2025 |                     |        |              |              |             | C. Lyle       |                          |  |  |  |  |  |  |  |  |
|                         |                        |            |           |             |              |              |                     |        |              |              |             |               | <b>Total Hours: 16.0</b> |  |  |  |  |  |  |  |  |

**Course Detail By Employee**

Jan 1, 2025 - Mar 31, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **00009**  
Employee **Schultz, Jeremy M.**

| Training Course        | Name | Course No. | Status    | Grade Hours              | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|------------------------|------|------------|-----------|--------------------------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| CPR/FIRST AID          |      |            | Completed | 4.0                      | Feb 19, 2025 | Feb 19, 2025 |             |        |           |         |             | Dennis     |
| Evidence/Search Warr   |      |            | Completed | 4.0                      | Jan 23, 2025 | Jan 23, 2025 |             |        |           |         |             | J. Schultz |
| Firearms Qualification |      |            |           | 4.0                      | Mar 27, 2025 | Mar 27, 2025 |             |        |           |         |             | C. Lyle    |
|                        |      |            |           | <b>Total Hours: 12.0</b> |              |              |             |        |           |         |             |            |

Employee ID **000012**  
Employee **Sloniker, Stephen**

| Training Course         | Name | Course No. | Status    | Grade Hours              | Start        | End          | Certificate         | Number | Effective   | Expires     | Offering ID | Instructor   |
|-------------------------|------|------------|-----------|--------------------------|--------------|--------------|---------------------|--------|-------------|-------------|-------------|--------------|
| Annual Crisis Intervent |      |            | Completed | 2.0                      | Jan 4, 2025  | Jan 4, 2025  | C.I.T. Annual Refre |        | Jan 4, 2025 | Jan 3, 2026 |             | Dennis       |
| CPR/FIRST AID           |      |            | Completed | 4.0                      | Feb 19, 2025 | Feb 19, 2025 |                     |        |             |             |             | Ian McKenzie |
| Confidential Informant  |      |            | Completed | 8.0                      | Jan 14, 2025 | Jan 14, 2025 |                     |        |             |             |             | N. Beacock   |
| Firearms Qualification  |      |            |           | 4.0                      | Mar 18, 2025 | Mar 18, 2025 |                     |        |             |             |             |              |
|                         |      |            |           | <b>Total Hours: 18.0</b> |              |              |                     |        |             |             |             |              |

Employee ID **00005**  
Employee **Taylor, Ryan**

| Training Course         | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective   | Expires     | Offering ID | Instructor    |
|-------------------------|------|------------|-----------|-------------|--------------|--------------|---------------------|--------|-------------|-------------|-------------|---------------|
| Annual Crisis Intervent |      |            | Completed | 2.0         | Jan 3, 2025  | Jan 3, 2025  | C.I.T. Annual Refre |        | Jan 3, 2025 | Jan 2, 2026 |             | ONLINE        |
| CPR/FIRST AID           |      |            | Completed | 4.0         | Feb 10, 2025 | Feb 10, 2025 |                     |        |             |             |             | C. Hildabrand |
| Evidence/Search Warr    |      |            | Completed | 4.0         | Jan 14, 2025 | Jan 14, 2025 |                     |        |             |             |             | J. Schultz    |
| Firearms Qualification  |      |            |           | 4.0         | Mar 18, 2025 | Mar 18, 2025 |                     |        |             |             |             | N. Beacock    |
| Sexual Assault Investi  |      |            | Completed | 3.0         | Jan 2, 2025  | Jan 2, 2025  |                     |        |             |             |             | ONLINE        |
|                         |      |            |           |             |              |              |                     |        |             |             | 7250        |               |

**Course Detail By Employee**

Jan 1, 2025 - Mar 31, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **00005**  
Employee **Taylor, Ryan**

| Training Course          | Name | Course No. | Status | Grade Hours | Start | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|--------------------------|------|------------|--------|-------------|-------|-----|-------------|--------|-----------|---------|-------------|------------|
| <b>Total Hours: 17.0</b> |      |            |        |             |       |     |             |        |           |         |             |            |

Employee ID **000015**  
Employee **Vejar, Jennifer Lynn**

| Training Course          | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate         | Number | Effective   | Expires     | Offering ID | Instructor |
|--------------------------|------|------------|-----------|-------------|--------------|--------------|---------------------|--------|-------------|-------------|-------------|------------|
| Annual Crisis Intervent  |      |            | Completed | 2.0         | Jan 9, 2025  | Jan 9, 2025  | C.I.T. Annual Refre |        | Jan 9, 2025 | Jan 8, 2026 |             | Online     |
| CPR/FIRST AID            |      |            | Completed | 4.0         | Feb 19, 2025 | Feb 19, 2025 |                     |        |             |             |             | Dennis     |
| Evidence/Search War      |      |            | Completed | 4.0         | Jan 23, 2025 | Jan 23, 2025 |                     |        |             |             |             | J. Schultz |
| Firearms Qualification   |      |            |           | 4.0         | Mar 27, 2025 | Mar 27, 2025 |                     |        |             |             |             | C. Lyle    |
| <b>Total Hours: 14.0</b> |      |            |           |             |              |              |                     |        |             |             |             |            |

Employee ID **00002**  
Employee **Wyckoff, Tracy**

| Training Course         | Name | Course No. | Status    | Grade Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|-------------------------|------|------------|-----------|-------------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| CPR/FIRST AID           |      |            | Completed | 4.0         | Feb 19, 2025 | Feb 19, 2025 |             |        |           |         |             | Dennis     |
| Evidence/Search War     |      |            | Completed | 4.0         | Jan 14, 2025 | Jan 14, 2025 |             |        |           |         |             | J. Schultz |
| <b>Total Hours: 8.0</b> |      |            |           |             |              |              |             |        |           |         |             |            |

| March 2025                   | 1          | 2          | 3 | 4           | 5           | 6 | 7 | 8           | 9           | 10          | 11          | 12          | 13          | 14 | 15          | 16 | 17          | 18          | 19 | 20          | 21          | 22 | Totals       |
|------------------------------|------------|------------|---|-------------|-------------|---|---|-------------|-------------|-------------|-------------|-------------|-------------|----|-------------|----|-------------|-------------|----|-------------|-------------|----|--------------|
| <b>Mileage</b>               |            |            |   |             |             |   |   |             |             |             |             |             |             |    |             |    |             |             |    |             |             |    |              |
| County                       | 290        | 349        |   | 1200        | 720         |   |   | 1436        | 1010        | 1262        | 1195        | 1702        | 2320        |    | 1906        |    | 1680        | 2292        |    | 1203        | 1017        |    | 19582        |
| Stevenson                    | 26         | 0          |   | 102         | 185         |   |   | 49          | 0           | 92          | 255         | 143         | 78          |    | 206         |    | 35.5        | 188         |    | 186         | 13          |    | 1559         |
| N. Bonneville                | 28         | 0          |   | 53          | 132         |   |   | 31          | 0           | 56          | 100         | 96          | 76          |    | 47          |    | 27          | 51          |    | 200         | 0           |    | 895          |
| USFS                         | 0          | 0          |   | 0           | 730         |   |   | 0           | 0           | 0           | 0           | 0           | 0           |    | 0           |    | 2           | 0           |    | 45          | 0           |    | 777          |
| Title 3                      | 0          | 0          |   | 0           | 0           |   |   | 0           | 25          | 0           | 0           | 0           | 0           |    | 0           |    | 0           | 0           |    | 0           | 0           |    | 25           |
| PP&L                         | 0          | 0          |   | 0           | 0           |   |   | 0           | 0           | 0           | 0           | 0           | 0           |    | 0           |    | 0           | 0           |    | 0           | 0           |    | 0            |
| <b>TOTAL</b>                 | <b>342</b> | <b>349</b> |   | <b>1355</b> | <b>1767</b> |   |   | <b>1516</b> | <b>1035</b> | <b>1410</b> | <b>1550</b> | <b>1941</b> | <b>2474</b> |    | <b>2159</b> |    | <b>1745</b> | <b>2531</b> |    | <b>1634</b> | <b>1030</b> |    | <b>22838</b> |
| <b>Hourly Report</b>         |            |            |   |             |             |   |   |             |             |             |             |             |             |    |             |    |             |             |    |             |             |    |              |
| Vacation                     | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 30.75       | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 10.25       |    | 41.00        |
| Sick Leave                   | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 10.25       | 10.25       | 0.00        | 10.25       | 9.25        |    | 13.25       |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 53.25        |
| Training                     | 0.00       | 0.00       |   | 4.00        | 3.25        |   |   | 4.00        | 7.00        | 0.00        | 4.00        | 5.00        | 0.00        |    | 4.75        |    | 9.00        | 0.00        |    | 5.00        | 10.00       |    | 56.00        |
| Administration               | 0.00       | 164.00     |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 164.00       |
| <b>Patrol/Investigations</b> |            |            |   |             |             |   |   |             |             |             |             |             |             |    |             |    |             |             |    |             |             |    |              |
| Schools/Com Svc              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| K 9                          | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| County                       | 190.25     | 0.00       |   | 75.00       | 36.00       |   |   | 71.25       | 146.75      | 61.50       | 65.75       | 58.00       | 102.50      |    | 109.75      |    | 59.75       | 38.50       |    | 98.00       | 113.25      |    | 1226.25      |
| Stevenson                    | 0.00       | 0.00       |   | 53.25       | 44.25       |   |   | 42.75       | 0.00        | 49.00       | 65.25       | 29.25       | 14.00       |    | 23.00       |    | 36.50       | 60.50       |    | 47.75       | 19.00       |    | 484.50       |
| Stev Court                   | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| N. Bonneville                | 0.25       | 0.00       |   | 24.25       | 15.25       |   |   | 14.75       | 0.00        | 17.00       | 16.00       | 13.50       | 14.00       |    | 12.00       |    | 22.25       | 24.75       |    | 38.75       | 0.00        |    | 212.75       |
| N. Bonn Court                | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| District Court               | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| Superior Court               | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| USFS                         | 0.00       | 0.00       |   | 0.00        | 60.00       |   |   | 1.00        | 0.00        | 0.00        | 1.00        | 0.00        | 0.00        |    | 0.00        |    | 2.00        | 0.00        |    | 7.50        | 0.00        |    | 71.50        |
| George Scenic                | 0.00       | 0.00       |   | 20.00       | 0.00        |   |   | 9.00        | 0.00        | 14.00       | 1.00        | 17.75       | 0.00        |    | 18.00       |    | 38.50       | 15.00       |    | 0.00        | 0.00        |    | 133.25       |
| PP&L                         | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.50        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.50         |
| Drug                         | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| Special Contracts            | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| Boat                         | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| County Traffic Enforce.      | 0.00       | 0.00       |   | 18.00       | 15.50       |   |   | 11.00       | 0.00        | 2.00        | 37.00       | 20.00       | 14.00       |    | 14.00       |    | 26.75       | 15.00       |    | 3.00        | 0.00        |    | 176.25       |
| SAR County                   | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| <b>Title 3</b>               |            |            |   |             |             |   |   |             |             |             |             |             |             |    |             |    |             |             |    |             |             |    |              |
| Emergency Response           | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
| SAR Missions                 | 0.00       | 0.00       |   | 0.00        | 3.00        |   |   | 0.00        | 0.00        | 0.00        | 4.25        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 7.25         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    | 0.00        | 0.00        |    | 0.00         |
|                              | 0.00       | 0.00       |   | 0.00        | 0.00        |   |   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |    | 0.00        |    | 0.00        | 0.00        |    |             |             |    |              |







# City of Stevenson Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

**TO:** City Council  
**FROM:** Ben Shumaker  
**DATE:** September 19th, 2024  
**SUBJECT:** Sewer/Septic Ordinance – Legal Review

## Introduction

On June 15, 2023, city staff initiated discussions to change the sewer connection requirement under SMC 13.08.070 and .120. The change was intended to advance the Council’s strategic priorities related to Financial Health, Quality Infrastructure, and Internal Processes (Community Look & Feel was not an adopted priority in 2023). That proposal aimed to establish a consistent level of service by having development pay to extend the sewer utility to city limits. It was discussed again on August 24<sup>th</sup> and September 21<sup>st</sup>, 2023, at council workshops where it was referred to a Sewer Ordinance Committee.

The final report from the Committee was presented to Council on January 18<sup>th</sup>, 2024, and discussed at the February 15<sup>th</sup>, March 21<sup>st</sup>, April 18<sup>th</sup>. The ordinance was redrafted to incorporate the recommendations of the committee. At the May 16<sup>th</sup> meeting, the Council authorized a public release draft to enable continued community engagement. At the August 7<sup>th</sup> meeting, the Council requested changes based on legal analysis of the earlier draft. The redrafted ordinance continues to advance the strategic priority related to Quality Infrastructure. Modifications address Community Look & Feel and Governance. They do so at the expense of the Financial Health priorities. The City Council authorized the current draft for public release on September 16<sup>th</sup>, 2024.

Documents, recordings, and minutes from the previous meetings are available online at <https://www.ci.stevenson.wa.us/meetings>.

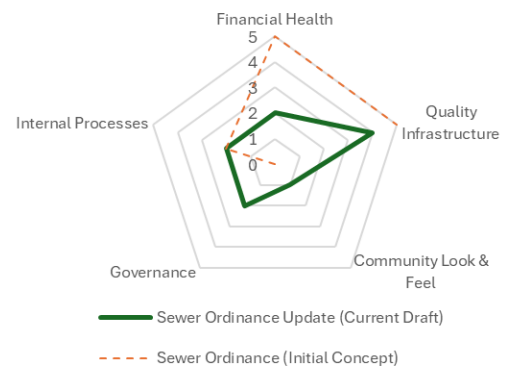
Tonight’s public hearing allows the public to provide the City Council with input on the Public Release Draft. Following the input, staff will synthesize comments and, potentially, amend the draft prior to final adoption.

## Stakeholder Categories

There are at least 3 categories of stakeholders involved in these regulatory changes:

- Existing Sewer Users: This category of stakeholders is paying monthly rates to support the operation of the sewer system and debt service on the recent improvements to the collection system and wastewater treatment plant, which is built to accommodate their sewerage plus growth.
- Septic Users to whom Public Sewer is Available: This category of stakeholders has either not been asked to comply with the existing ordinance or has received an exemption after a past appeal. Upon adoption of the new ordinance, compliance will be sought.
- Septic Users to whom Public Sewer is not currently Available: This category of stakeholders would not need to comply with the amended ordinance until a triggering event occurs (ex. They proposed development or a sewer line extension occurs.)

City Council Strategic Priorities



**New Development: Sewer Service Area & Availability**

The Public Release Draft ordinance expands the location where new development can be permitted on septic systems. It accomplishes this by eliminating a 300-foot buffer from existing sewer lines. Instead, development on septic systems would be allowed so long as the public system is not available to the lot.

The Public Release Draft limits the type of new development that can be permitted on septic systems. It accomplishes this by differentiating between intensive and less intensive developments. Single- and two-family construction and division of land into 2 lots can occur where public sewer is not available. Multi-family, commercial/industrial construction, and division of land into 3 lots or more must extend and connect to the public sewer system.

**Existing Development: Project Development/Connection Timelines**

The Public Release Draft Ordinance provides a 90-day window within which owners of existing development are expected to decide whether or not they will connect to the public. The 90-day window will begin after different forms of public outreach/coordination by the City. For those who do not to connect, the City will no longer compel the connection via court order. Instead, a monthly penalty will be imposed.

**Existing Development: Connection Incentives & Phase-In Allowances**

Connection to the public sewer system involves a financial outlay. When owners are deciding whether or not to connect, the Public Release Draft Ordinance incentivizes immediate connection. If a lot owner has the means to do so within 90 days, their System Development Charge will be waived. If a lot owner cannot connect within 90 days, but agrees to connect within 3 years, then their System Development Charge will be deferred to sale or transfer of the property.

The Public Release Draft Ordinance also considers the differential needs of low- and moderate-income lot owners. The connection incentive is available to these owners for a longer period of time.

The Public Release Draft Ordinance provides a phase-in allowance for those same owners who do not connect immediately but agree to connect within 3 years. The phase-in allowance would halve the monthly penalty assessed on those who do not to connect/agree to connect.

**Relief on Appeal.**

The Public Release draft continues to provide an appeal process for lot owners to communicate directly with the City Council. The appeal allows for relief, including relief related to connection, penalties for non-connection, connection incentives, and phase-in allowances.

**Next Steps**

Once public comment is received, the City Council will be asked whether to continue the amendment discussion or whether to maintain the code as-is. If amendment discussions continue, staff will synthesize public concerns and ask the City Council for direction on how to further incorporate public comments.

Prepared by,

Ben Shumaker  
Community Development Director

Attachment

- 1- Public Release Draft Ordinance
- 2- Written Public Comments

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## Chapter 13.08 SEWER AND PRETREATMENT

### Sections:

#### **13.08.010 Purpose and policy.**

This chapter sets clear standards and requirements for any person served by the publicly owned treatment works (POTW) for the city and the means by which such requirements will be imposed and enforced. This chapter is intended to:

- A. Establish standards for the collection of sewage and wastewater in areas served by the city of Stevenson.
- B. Prevent any discharge to the sanitary sewer which could:
  - 1. Damage the transmission or treatment systems;
  - 2. Interfere with the POTW's operation;
  - 3. Be incompatible with the POTW's biological processes.
  - 4. Pass through the treatment plant at levels which may harm the environment;
  - 5. Threaten the health and safety of employees and the public.
- C. Enable the city to support the implementation of a pretreatment program that meets Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.
- D. Promote reuse and recycling of industrial wastewater and sludge from the POTW.
- E. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW. More specifically, equitable distribution of costs is accomplished by expanding the pool of ratepayers to include those to whom the public sewer system is available but who do not connect thereto. Equitable distribution of costs for POTW expansion is accomplished by placing greater expectations on ratepayers and the public at large to pay than on developers.
- F. Manage urbanization through the expansion of the public sewer system. More specifically, this management is accomplished by keeping Stevenson Stevenson in areas where the public sewer system is not available. This management is accomplished, in part, by City's more stringent approach to development of commercial uses, multi-family uses, and land divisions of 3 lots than for development of single-family and two-family residential development and land divisions of only 2 lots. The desired management is accomplished, in part, by the real estate development market's response to City standards. The City expects the market for the latter development types to continue according to existing trends. The City expects these trends to decrease the inventory of land available to the former development types and increase the per dwelling cost of extending public sewer to such areas. The City expects this increase will make more intensive and dense land uses less feasible, which will continue to under-supply the market's demand. Moreover, the City deems increased housing costs and utility rates an acceptable outcome of keeping Stevenson Stevenson.

#### **13.08.020 Applicability.**

This chapter shall apply to all properties within the corporate limits of Stevenson and to all persons connected or believed or intended to be connected to the sanitary sewer collection system operated by the city. Such persons shall be known as users as defined herein, and the provisions of this ordinance apply as specified herein to standard users, significant industrial users, and non-significant industrial users. The ordinance compels

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the production of information; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

### **13.08.030 Administration.**

Except as otherwise provided herein, the director shall administer, implement, and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the director may be delegated by the director to other city personnel.

### **13.08.040 Abbreviations.**

The following abbreviations, when used in this chapter, shall have the designated meanings:

AKART - All known, available, and reasonable treatment

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

mg/l - milligrams per liter

NOEC - No observable detrimental effect

NPDES - National Pollutant Discharge Elimination System

NSCIU - Non-Significant Categorical Industrial User

OSS – On-site septic system

POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial User

TSS - Total Suspended Solids

U.S.C. - United States Code

### **13.08.050 Definitions.**

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.

A. Words and Phrases beginning with "A".

1. "ASTM specification." All references to the form ASTM mean the Standard Specifications or Methods of the American Society for Testing Materials of the serial designation indicated by the number and, unless otherwise stated, refer to the latest adopted revision of such specifications or method.

2. B.—"Act" or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 on.

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~~3C.~~ "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.

~~4D.~~ "Authorized or duly authorized representative of the user."

~~1a.~~ If the user is a corporation:

~~ai.~~ The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

~~iiib.~~ The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

~~2b.~~ If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.

~~3c.~~ If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

~~d4.~~ The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.

~~5E.~~ "Available." A public sewer abuts a lot along any street, alley, right-of-way or easement accessible to the lot owner. Generally this means extension of a public sewer is not necessary to serve the lot.

B. Words and Phrases beginning with "B".

~~1.F.~~ "Biochemical oxygen demand or BOD." The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).

~~2.F.~~ "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in SMC 13.08.210(A) and (B) [40CFR 403.5(a)(1) and (b)]. BMPs may also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

~~3.G.~~ "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

~~4.H.~~ "Building sewer" means the extension from the building drain to the property line or right-of-way line for connection with the public sewer service connection.

C. Words and Phrases beginning with "C".

~~1.I.~~ "Categorical pretreatment standard" or "categorical standard." Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33

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U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.

~~2.J~~ "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.

~~3.K~~ "City." The city of Stevenson or its city council

~~4.L~~ "Combined sewer" means a sewer receiving both surface runoff and sewage.

~~5.M~~ "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.

~~6.N~~ "Connection" or "connect" means construction of sewer line, which could include building sewer and service connection, connecting a structure or structures on a lot to a public sewer.

D. Words and Phrases beginning with "D".

~~1.N~~ "Daily concentration." The concentration obtained through analysis of a composite sample of all discharges over a day (or 24-hour period) or the average of all discrete samples taken over such period.

~~2.O~~ "Daily limit (maximum daily limit)." The maximum allowable discharge of a pollutant over a calendar day or equivalent 24-hour period. Where daily limits are expressed in units of mass, compliance is the product of the Daily Concentration and the flow over the same period.

~~3.P~~ "Director." The city of Stevenson public works director, or designee.

E. Words and Phrases beginning with "E".

~~1.Q~~ "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.

~~2.R~~ "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official.

~~3.S~~ "Existing source." Any source of discharges subject to categorical standards and discharging prior to the promulgation of those standards or otherwise not meeting the definition of a "new source" in this section.

F [Reserved.]

G. Words and Phrases beginning with "G".

~~1.T~~ "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

~~2.U~~ "Grab sample." A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.

H. [Reserved.]

I. Words and Phrases beginning with "I".

~~1.V~~ "Indirect discharge" or "discharge." The introduction of pollutants into the POTW from any nondomestic source subject to this chapter or other state or federal regulations.

~~2.W~~ "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.

~~3.X.~~ "Instantaneous limit." The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. For analytes for which users must take a grab sample for compliance purposes, this standard is the same as the daily maximum standard. For all other pollutants the instantaneous limit shall be twice the daily limit.

~~4.Y.~~ "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.

J. [Reserved.]

K. [Reserved.]

L. Words and Phrases beginning with "L".

~~1.Z.~~ "Local limits." Effluent limitation developed for users by the director to specifically protect the potw from the potential of pass through, Interference, and intended biosolids uses. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and reasonable treatment expectations for non-domestic wastewater. See SMC 13.08.240 for a full list of local limits.

~~2.AA.~~ "Lot." A fractional part of divided lands having fixed boundaries and being of sufficient area and dimensions to meet relevant zoning requirements. "Lot" also is any identifiable parcel of unsubdivided land with established boundaries set forth in a deed or other form of conveyance. The term includes "tract" and "parcel" and excludes the term "tax parcel".

~~3.BB.~~ "Lot Line." Any line bounding a lot as defined herein.

M. Words and Phrases beginning with "M".

~~1.CC.~~ "Medical waste." Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

~~2.DBBB.~~ "Monthly average." The arithmetic mean of the effluent sample results collected during a calendar month or specified 30-day period. Where the city has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the city are not to be included in a monthly average.

~~3.ECCC.~~ "Monthly average limit." The limit to be applied to the monthly average to determine compliance with the requirements of this chapter (see SMC 13.08.240 for listing).

~~4.FDDD.~~ "Multi-Family Dwelling Development." Any lot on which 3 or more dwellings are located or intended to be located.

N. Words and Phrases beginning with "N".

~~1.GG.~~ "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.

~~2.HHEE.~~ "New source."

~~a1.~~ A facility whose construction began after categorical pretreatment standards applicable to its operations were proposed and with a real or potential discharge provided the facility is: A) constructed at a site at which no other source is located; B) totally replaces the process or production equipment that generate regulated process waste streams at an existing source; or C) the new processes are substantially independent of an existing source at the same site.



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- b2. Construction at an existing source does not make the source a new source if the construction merely alters, partially replaces, or adds to existing process or production equipment.
  - c3. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

Users must provide documentation sufficient to conclusively substantiate any existing source claim with their initial permit application. Once categorized as a new source, users may not assert "existing source" status in subsequent permit renewals.

3.HFF. "Non-contact cooling water." Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

O. Words and Phrases beginning with "O".

1. "On-site sewage system" or "OSS". An integrated system of components, located on or nearby the property it serves, that conveys, stores, treats, and/or provides subsurface soil treatment and dispersal of sewage. It consists of a collection system, a treatment component or treatment sequence, and a soil dispersal component. An on-site sewage system also refers to a holding tank sewage system or other system that does not have a soil dispersal component.

P. Words and Phrases beginning with "P".

1.HGG. "Pass through." A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.

2.KKHH. "Person." Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

3.LLH. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.

4.MMJJ. "Pollutant." Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, carbonaceous oxygen demand, toxicity, or odor).

5.NNKK. "Pretreatment." The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. Dilution is not considered pretreatment.

6.OOLL. "Pretreatment requirements." Any substantive or procedural requirement related to pretreatment imposed on a user other than a pretreatment standard such as the proper operation of pretreatment devices, record keeping, and reporting.

7.PPMM. "Pretreatment standards" or "standards." Discharge prohibitions (SMC 13.08.210), categorical pretreatment standards (SMC 13.08.220), state pretreatment standards (SMC 13.08.230), local limits (SMC 13.08.240), and site-specific limits based on potential for vapor toxicity, explosion, sewer corrosion, or other detrimental effects to the POTW.

8.QQNN. "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of foods that have been shredded to such degree that all particles will be carried freely

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under the flow and conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

~~9.00.~~ "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.

~~10.11PP.~~ "Publicly owned treatment works" or "POTW." A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.

Q. [Reserved.]

R. [Reserved.]

S. Words and Phrases beginning with "S".

~~1.00.~~ "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.

~~2.11111.~~ "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The director may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, and treatment lagoons to be septic tank waste so long as they are absent chemicals which might inhibit biological activity.

~~3.1111.~~ "Service connection" means a public sewer which has been constructed to the property line or right-of-way from a public sewer lateral or main for the sole purpose of providing a connection for the building sewer.

~~4.1111.~~ "Sewage." Human excrement and gray water (e.g., water from household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).

~~5.1111.~~ "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.

~~6.1111.~~ "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.

~~7.1111.~~ "Sewer" means a pipe or conduit for carrying ~~sewage~~ wastewater.

~~8.~~ "Single-Family Development." Any lot on which one dwelling is located or intended to be located.

~~9.11.~~ "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:

~~a.1.~~ A user subject to categorical pretreatment standards; or

~~b.2.~~ A user that:

~~i.a.~~ Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);

~~ii.b.~~ Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or

~~iii.c.~~ Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

~~c.3.~~ The city may determine that a user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the

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user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:

- ~~i.a.~~ The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;
- ~~ii.b.~~ The user annually submits the certification statement required in SMC 13.08.695(B) [see 40CR 403.12(q)], together with any additional information necessary to support the certification statement; and
- ~~iii.e.~~ The user never discharges any untreated concentrated wastewater.
- ~~iv.4.~~ Upon a finding that a user meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such user should not be considered a significant industrial user.

~~10.FFFYY.~~ "Slug load" or "slug discharge." Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. This includes discharges at a flow rate or concentration which could cause a violation of the prohibited discharge standards of SMC 13.08.210.

~~11.GGGZZ.~~ "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.

~~12.HHHAAA.~~ "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

~~13.III BBB.~~ "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

~~14.CCC.~~ "Suspended solids." The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.

T. Words and Phrases beginning with "T".

1. "Two-Family Development." Any lot on which 2 dwellings are located or intended to be located. This includes developments involving accessory dwelling units.

U. Words and Phrases beginning with "U".

~~1.LLDDD.~~ "User" or "industrial user." A source of indirect discharge.

V. [Reserved.]

W. Words and Phrases beginning with "W".

~~1.MMMEEE.~~ "Wastewater." Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

~~2.NNNFFF.~~ "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

~~3.OOOGGG.~~ "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

**13.08.060 Certain facilities prohibited.**

Except as provided in this chapter, it is unlawful to construct or maintain any on-site sewage system, including but not limited to privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage or industrial wastes.

**13.08.070 Connection with public sewer required—~~Appeal procedure~~Public Sewer—**

**Requirement to Connect.**

~~The owner of any dwelling used for human occupancy, employment, recreation or other purposes situated on property within the city and abutting on any street, alley or right of way in which there is now located or in the future is located a public sanitary sewer of the city, is required at his expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter, within 90 days after the date of official notice to do so; provided, that such public sewer is available to or on the property and/or at a property line of such property and the structures or buildings are within 300 feet of the public sewer. In the event that, during such period of 90 days, such owner files his written objections with the city against so being required to install such facilities, the provisions of this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than ten days or more than 45 days after the date of the filing of such objections. Not less than seven days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.~~

- A. Compliance Required. The owner of any lot which generates sewage or industrial wastes within the city must, at their own expense, install suitable toilet and/or wastewater facilities and comply with Table 13.08.070-1.

| <b>Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements</b>  |                                      |   |
|---|--------------------------------------|---|
| <b><u>New Development</u></b>   | <b><u>Public Sewer Available</u></b> | <b><u>Public Sewer Not Available</u></b>        |
| <u>Commercial or Industrial</u>   | <u>Connect to public sewer</u>       | <u>Extend and connect to public sewer</u>       |
| <u>Multi-Family</u>   | <u>Connect to public sewer</u>       | <u>Extend and connect to public sewer</u>       |
| <u>Land Division Resulting in 3 Lots or More</u>  | <u>Connect to public sewer</u>       | <u>Extend and connect to public sewer</u>       |
| <u>Land Division Resulting in 2 Lots</u>  | <u>Connect to public sewer</u>       | <u>Install OSS<sup>1,2,3</sup></u>              |
| <u>Single-Family or Two-Family</u>  | <u>Connect to public sewer</u>       | <u>Install OSS<sup>3</sup></u>                  |
| <b><u>Existing Development</u></b>  | <b><u>Public Sewer Available</u></b> | <b><u>Public Sewer Not Available</u></b>        |
| <u>Alteration of any existing development type which necessitates expansion of existing OSS</u>   | <u>Connect to public sewer</u>       | <u>Continue use of existing OSS<sup>3</sup></u> |
| <u>Continuation, Repair, or Alteration of any development type which does not necessitate expansion of existing OSS</u>   | <u>Connect to public sewer</u>       | <u>Continue use of existing OSS</u>             |
| <p><u>1 – Where any lot in the land division equals or exceeds double the minimum lot size allowed when public sewer is available shall demonstrate how public sewer service can be made available to all lots within the division.</u></p> <p><u>2 – When sewer becomes available to any lot within a land division approved after the effective date of this ordinance, it shall be deemed available to all lots within said land division.</u></p> |                                      |   |

3 – Installation or expansion of an OSS will not be approved unless the lot owner agrees to pay a proportionate share of the cost to make sewer available to the lot.

B. Exceptions. The following exceptions are permitted to the requirements of Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements:

1. The installation, modification, and continued use of an OSS is also subject to the controls adopted by the county or state health officials.
2. Any lot to which public sewer is not available has the option to extend and connect to public sewer.
3. Lots granted relief after appeal under SMC 13.08.078.

### **13.08.072 Public Sewer Availability—Notification, Response.**

- A. Notification. Whenever connection to public sewer is required under SMC Table 13.08.070-1, the director shall send a notice to the lot owner informing them of said requirement, the permissible exceptions thereto, the connection incentives available under SMC 13.08.074, the phase-in allowance available under SMC 13.08.075, and the penalty for failure to connect established under SMC 13.08.076.
- B. Response Required. Within 90 days of the date of the official notice issued by the director, the lot owner shall inform the City of their intent to comply with SMC 13.08.070 and whether they intended pursue a connection incentive and/or phase-in allowance.
- C. Connections. Where compliance with SMC 13.08.070 requires connection to the public sewer system, the connection shall be made, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter and the Stevenson Engineering Standards and at no expense to the City.

### **13.08.074 Public Sewer Available—Connection Incentive.**

- A. A connection incentive is hereby established. The incentive allows for the waiver or deferral of the wastewater system development charge applicable to the development on a lot. The connection incentive advances valid governmental interests in reducing administrative burdens, reducing risks of soil and water contamination, and ensuring the availability of affordable housing to all economic segments of the population.
- B. Waiver, General. The wastewater system development charge will be waived for all developments if connection to the public sewer system is made within 90 days after the date of the official notice issued by the director under SMC 13.08.072(A).
- C. Waiver, Low – and Moderate-Income. The wastewater system development charge will be waived for eligible developments if connection to the public sewer system is made within 3 years after the date of the official notice issued by the director under SMC 13.08.072(A). Eligibility for the waiver is as follows:
1. Within 90 days after the date of the official notice issued by the director, a lot owner must submit a notice of intent to connect to public sewer or enter into a phase-in agreement under SMC 13.08.075.
  2. The party or parties benefiting from the waiver must qualify for relief under SMC 13.10.100, SMC 13.10.110, or SMC 13.10.120.
- D. Deferral. The wastewater system development charge will be deferred for eligible developments if connection to the public sewer system is made within 3 years after the date of the official notice issued by the director under SMC 13.08.072(A). Eligibility for the deferral is as follows:
1. Within 90 days after the date of the official notice issued by the director, a lot owner must submit a notice of intent to connect to public sewer or enter into a deferral agreement. Said agreement shall be recorded as a real property lien until the deferral has been repaid to the city, be reviewed for acceptability by the City Attorney and run with the land.

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- 2. The lot owner must agree to pay the deferred wastewater system development charge in full upon sale or transfer of the property.
  - 3. The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.
- E. Action Required. If, within 90 days after the date of the official notice issued by the director under SMC 13.08.072(A), no statement of intent is provided under SMC 13.08.072(B) and if no connection to the public sewer system is made within 3 years of the date of the official notice issued by the director, the connection incentive established herein shall not be available to the lot.

### **13.08.075 Public Sewer Available—Phase-In Allowance.**

- A. A phase-in allowance is hereby established. The phase-in allowance provides an option to delay connection to the public sewer system and to reduce the penalty for failure to connect by 50% during the phase-in period.
- B. The phase-in period shall not exceed 3 years after the date of the official notice issued by the director under SMC 13.08.072(A).
- C. Eligibility for the phase-in allowance is as follows:
  - 1. Within 90 days after the date of the official notice issued by the director under SMC 13.08.072(A), the lot owner must enter into a phase-in agreement. Said agreement shall be reviewed for acceptability by the City Attorney and run with the land.
  - 2. The lot owner must agree to pay the reduced penalty for failure to connect during the phase in period.
  - 3. The lot owner must agree to pay for the back-billing of the entire amount of the reduced penalty, if connection to the public sewer system is not made within 3 years of the official notice issued by the director.
  - 4. The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

### **13.08.076 Failure to Connect—Penalty.**

- A. Public Sewer Available. If the lot owner fails to connect to the public sewer system pursuant to SMC 13.08.072, the following provisions shall apply:
  - 1. Penalty. The lot shall be subject to a monthly penalty. The amount of the penalty shall be established and periodically adjusted by resolution of the City Council. The maximum monthly penalty amount shall equal the charge that would be made for sewer service if the lot was connected to such system. The resolution may establish a lesser penalty to exclude costs related to operations and maintenance of the WWTP.
  - 2. Pursuant to the authority granted under RCW 35.67.200, a lien shall be recorded against the property for all penalties levied under this section including an interest rate of 5% per annum computed on a monthly basis.
- B. Public Sewer Not Available. If the lot owner fails to extend and connect to the public sewer system pursuant to SMC 13.08.072, the City may withhold development permits and certificates of occupancy.

### **13.08.078 Connection with public sewer required—Appeal.**

- A. Appeal Authorized. When compliance with SMC Table 13.08.070-1 requires connection to the public sewer system, a lot owner may file written objections with the city against so being required to install such facilities, the provisions of SMC 13.08.070 this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than 10 ten days or more than 45 days after the date of the filing of such objections. Not less than 7 seven days prior to the date set for such meeting, the city council shall give

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due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.

- B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A) or within 90 days of the date of such other notice issued by the director citing a requirement to connect to the public sewer system under SMC Table 13.08.070-1.
- C. Relief Available. The City Council may, at its sole discretion, grant or deny relief upon appeal. Available relief includes but is not limited to exempting development from a requirement to extend public sewer, extending the period when the connection incentive is available, extending the phase-in period to better amortize the useful life of an existing OSS, and reducing the penalty for failure to connect.
- D. Review Criteria. Factors for Council consideration of appeals may include and are not limited to:
1. Whether or not the length of the building sewer or sizing of pumping facilities necessary to connect to public sewer present a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, 20 percent of the fair market value of the building and building site with sewer facilities installed.
  2. Whether or not the appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer, provided extension is necessary.
  3. Whether or not the lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.
  4. Whether or not development on the lot is owner-occupied or used for nonprofit purposes.
  5. Whether or not the use or density of development on the lot is consistent with adopted city plans.
  6. Whether or not the OSS has been inspected and found to be of suitable size and condition.
  7. Whether or not there is evidence of water quality degradation in a nearby potable water well or watercourse.
- E. Recording. When the decision of the City Council is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor’s Office.

### **13.08.080 Connection with public sewer—Permit, ~~bond required.~~**

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the director.
- ~~B. No plumbing contractors shall be allowed to make connections of private sewers to the sewage works of the city on behalf of any owners of property therein without first posting with the city a bond in the sum of one thousand dollars indemnifying the city and the inhabitants thereof against any loss or damage which the city or the inhabitants thereof might suffer by reason of the actions of such contractors in making such connections.~~

### **13.08.090 Connection with public sewer—Building sewers.**

- A. Where existing buildings are too low to be served by gravity to an available sewer, and when ~~ordered by the city to~~required to connect to ~~an available~~public sewer as stipulated under ~~Section-SMC~~ 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.
- B. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all requirements of the Stevenson Engineering Standards~~this chapter.~~
- ~~C. Standards and Specifications:~~

1. ~~The size and slope of the building sewer shall be subject to the approval of the director, but in no event shall the diameter be less than four inches. The slope of such four inch pipe shall not be less than one-quarter inch per foot, unless approved by the director. In no case shall the slope of four inch pipe be less than one-eighth inch per foot. A minimum of 18 inches of cover shall be maintained over the top of the service pipe at all times.~~
  2. ~~The building sewer shall be laid at uniform grade and in straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe no greater than 45-degree bends. All pipe shall be laid on a four-inch granular base of three-fourths minus rock, pea gravel, sand or combination thereof.~~
  3. ~~Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.~~
  4. ~~No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.~~
  5. ~~All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the director. No backfilling of the trench shall be done until receipt of written approval from the director.~~
  6. ~~All joints and connections shall be made gastight and watertight.~~
- D. ~~All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation.~~

### **13.08.100 Industrial user surveys.**

The city is obligated under federal law to identify all users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such users. To satisfy this requirement, the Director will categorize all users as either "standard user" or "categorical industrial user". To ensure proper categorization, all sources of non-domestic discharges to the POTW must, upon request of the Director, periodically complete an industrial user survey form. Proper completion of survey requirements is a condition of initial and continued discharge to the public sewer system. Users failing to fully comply with survey requirements within 30 days shall be subject to all enforcement measures authorized under this chapter including termination of service. The director is authorized to prepare several forms for this purpose and require completion of the particular form which the director determines appropriate to provide the information needed to categorize each user. The director shall be authorized to categorize each user, provide written notice of a user's categorization and what it means, and revise this categorization at any time.

### **~~13.08.110 Private system—Required when.~~**

~~Where a public sanitary or combined sewer is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private sewage disposal system.~~

### **~~13.08.120 Private system—Construction—Permit required—Application.~~**

~~Before commencement of construction of a private sewage disposal system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.~~



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### **13.08.130 Private system—Inspection requirements.**

~~A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the director. He shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director.~~

### **13.08.140 Private On-Site Sewage System—Compliance with state standards required.**

~~A. The type, capacities, location and layout of an private-on-site sewage disposal system shall comply with all recommendations and requirements of the Washington county or state health officials Department of Ecology and the county sanitarian.~~

~~B. No septic tank or cesspool shall be permitted to discharge to any natural outlet.~~

### **13.08.142 Administrative Appeal of Health Official Requirement to Connect.**

- ~~A. Appeal Authorized. When compliance with the requirements of county or state health officials results in connection to the public sewer system which is not already required by SMC Table 13.08.070-1, a lot owner may file written objections with the director against said requirement from county or state health officials, said requirement shall not be enforced upon such owner until the director shall have heard such objections of such owner, and rendered a decision thereon. Such meeting shall be held not less than 10 days or more than 45 days after the date of the filing of such objections. Not less than 7 days prior to the date set for such meeting, the director shall give due notice of the date set therefor to such owner and the relevant county or state health officials. The decision of the director shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.~~
- ~~B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the county or state health official citing a requirement to connect to the public sewer system.~~
- ~~C. Review Criteria. The director shall grant relief upon appeal only when the following criteria are satisfied:~~
- ~~1. The length of the building sewer or sizing of pumping facilities necessary to connect to public sewer presents a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, a cost equal to or exceeding 120 percent of the cost to achieve OSS compliance.~~
  - ~~2. The appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer, if extension is required.~~
  - ~~3. The lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.~~
  - ~~4. Development on the lot is owner occupied or used for nonprofit purposes.~~
  - ~~5. The use or density of development on the lot is consistent with adopted city plans.~~
  - ~~6. The OSS has been inspected and found to be of suitable size and condition.~~
  - ~~7. There is no evidence of water quality degradation in a nearby potable water well or watercourse.~~
- ~~D. Recording. When the decision of the director is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor’s Office.~~

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### 13.08.150 Private system—Connection with public sewer required when—Abandonment of private facilities.

At such time as a ~~lot connects to the~~ public sewer ~~system, becomes available to a property served by a private sewage disposal system, as provided in SMC 13.08.070, a direct connection shall be made to the public sewer in compliance with this chapter, and any~~ existing septic tanks, cesspools and similar private sewage disposal facilities not utilized in an approved pumping facility shall be abandoned ~~according to the requirements of county or state health officials. Septic tanks shall be pumped free of sewage. Septic tanks not constructed of concrete shall be removed or opened and filled with soil or gravel. Cesspools and similar private disposal facilities shall be filled with soil or gravel.~~

### 13.08.160 ~~Private On-Site Sewage Ssystem—~~Permitting, Inspection, and ~~MM~~Maintenance requirements.

- ~~A.~~ Where a public sanitary or combined sewer system is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private on-site sewage disposal system.
- ~~B.~~ Before commencement of construction, expansion, replacement, or repair of an on-site private sewage disposal system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.
- ~~C.~~ A permit for a private on-site sewage disposal system shall not become effective until the installation is completed to the satisfaction of the director. ~~He~~They shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director.

~~A-D.~~ The owner shall operate and maintain private sewage disposal or pumping facilities in a sanitary manner at all times, at no expense to the city.

### 13.08.170 Provisions not to limit additional requirements.

No statement contained in ~~this Chapter~~ SMC ~~13.08.110 through 13.08.160~~13.08 shall be construed to interfere with any additional requirements that may be imposed by county or state health officials.

### 13.08.210 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
  - 1. Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.

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2. Wastewater having a pH less than 5.0 or more than 11.0, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel. Discharges outside this pH range may be authorized by a permit issued by the city pursuant to a finding that the system is specifically designed to accommodate a discharge of that pH.
  3. Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than one-quarter inch (0.64 cm) in any dimension be discharged.
  4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
  5. Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).
  6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
  7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
  8. Trucked or hauled pollutants.
  9. The following are prohibited unless approved by the director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
    - a. Non-contact cooling water in significant volumes.
    - b. Stormwater, or other direct inflow sources.
    - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
  10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
  11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
  12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
  13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the director.
  14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
  15. Medical wastes, except as specifically authorized by the director in a wastewater discharge permit;
  16. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
  17. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
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18. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 300 mg/l, or total petroleum hydrocarbon concentrations of no more than 100 mg/l.
  19. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over 20 percent of the lower explosive limit based on an explosivity meter reading.

Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

### **13.08.220 National categorical pretreatment standards.**

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405—471 are hereby incorporated.

- A. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, Ecology may impose equivalent concentration or mass limits in accordance with SMC 13.08.220.D and 13.08.220.E (see 40 CFR 403.6(c)).
- B. When categorical pretreatment standards are expressed in terms of a mass of pollutant which may be discharged per unit of production, Ecology may either impose limits based on mass or equivalent effluent concentrations. The user must supply appropriate actual or projected long-term production rates for the unit of production specified in order to facilitate this process. (See 40 CFR 403.6(c)(2))
- C. Ecology may permit wastewater subject to a categorical pretreatment standard to be mixed with other wastewaters prior to treatment. In such cases, the user shall identify, in their permit application, all categorical wastestreams and provide sufficient information on each non-categorical wastestream to determine whether it should be considered dilute for each pollutant. Absent information showing that non-categorical wastestreams contain the pollutant in question at levels above that of the supply water, such wastestreams shall be considered dilute. In such situations, Ecology shall apply the combined wastestream formula as found at 40 CFR 403.6(e) to determine appropriate limits.
- D. When a categorical pretreatment standard is expressed only in terms of pollutant concentrations, an industrial user may request that Ecology convert the limits to equivalent mass limits. Ecology may establish equivalent mass limits if the industrial user meets all of the conditions set forth below.
  1. To be eligible for equivalent mass limits, the industrial user must submit information with its permit application or permit modification request which:
    - a. Shows it has a pretreatment system which has consistently met all applicable pretreatment standards and maintained compliance without using dilution.
    - b. Describes the water conserving practices and technologies it employs, or will employ, to substantially reduce water use during the term of its permit.
    - c. Includes the facility's actual average daily flow rate for all waste streams from continuous effluent flow metering.
    - d. Determines an appropriate unit of production, and provides the present and long-term average production rates for this unit of production.
    - e. Shows that long term average flow and production are representative of current operating conditions.
    - f. Shows that its daily flow rates, production levels, or pollutant levels do not vary so much that equivalent mass limits would be inappropriate.
    - g. Shows the daily and monthly average pollutant allocations currently provided based on the proposed unit of production.

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2. An industrial user subject to equivalent mass limits must:
    - a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits.
    - b. Continue to record the facility's flow by continuous effluent flow monitoring.
    - c. Continue to record the facility's production rates.
    - d. Notify Ecology if production rates are expected to vary by more than 20 percent from the baseline production rates submitted according to SMC 13.08.220(D)(1)(d). Ecology may reassess and revise equivalent limits as necessary to reflect changed conditions.
    - e. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to SMC 13.08.220(D)(1)(b) so long as it discharges under an equivalent mass limit.
  3. Equivalent mass limits:
    - a. Will not exceed the product of the actual average daily flow from regulated process(es) of the user and the applicable concentration-based daily maximum and monthly average standards (and the appropriate unit conversion factor).
    - b. May be reassessed and the permit revised upon notification of a revised production rate, as necessary to reflect changed conditions at the facility; and
    - c. May be retained in subsequent permits if the user's production basis and other information submitted in SMC 13.08.220(D)(1) is verified in their reapplication. The user must also be in compliance with SMC 13.08.953 regarding the prohibition of bypass.
  - E. Ecology may convert the mass limits of the categorical pretreatment standards of 40 CFR Parts 414 (organic chemicals), 419 (petroleum refining), and 455 (pesticide formulating, packaging and repackaging) to concentration limits in permits for such users. In such cases, the director will document the basis and the determination that dilution is not being substituted for treatment in the permit fact sheet.
  - F. Ecology must make the documentation of how any equivalent limits were derived (concentration to mass limits or vice versa) publicly available.
  - G. Once incorporated into its permit, the user must comply with the equivalent limits in lieu of the categorical standards from which they were derived.
  - H. The same production and flow estimates shall be used in calculating equivalent limits for the monthly (or multiple day average) and the maximum day.
  - I. Users subject to permits with equivalent mass or concentration limits calculated from a production based standard shall notify the director if production will significantly change. This notification is required within two business days after the user has a reasonable basis to know that that production will significantly change in the next calendar month. Users who fail to notify the director of such anticipated changes must meet the more stringent of the equivalent limits or the user's prior limits.

### **13.08.230 State pretreatment standards.**

Washington State pretreatment standards and requirements, located at Chapter 173-216 WAC, were developed under authority of the Water Pollution Control Act, Chapter 90.48 RCW and are hereby incorporated. The version incorporated is the version current as of the date of the latest revision or version of this ordinance, or amendment thereto. All waste materials discharged from a commercial or industrial operation into the POTW must satisfy the provisions of Chapter 173-216 WAC. In addition to some slightly more stringent prohibitions,

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(merged with SMC 13.08.210), the following provisions unique to Washington State are required by this chapter for discharges to a POTW:

- A. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submission of plans and reports for construction of wastewater facilities, chapter 173-240 WAC. Sources of non-domestic discharges shall request approval for such plans through the Department of Ecology. To ensure conformance with this requirement, proof of the approval of such plans and one copy of each approved plan shall be provided to the director before commencing any such construction or modification.
- B. Users shall apply to Ecology for a permit at least 60 days prior to the intended discharge of any pollutants other than domestic wastewater or wastewater which the director has determined is similar in character and strength to normal domestic wastewater with no potential to adversely affect the POTW. (173- 216-050(1)). Users shall provide proof of compliance with this requirement together with a duplicate permit application to the director prior to commencing the new or changed discharge.
- C. All significant industrial users must apply for and obtain a permit from ecology prior to discharge.
- D. All users shall apply all known, available, and reasonable methods to prevent and control waste discharges to the waters of the state (AKART). The director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
- E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
- F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.
- G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:
  - 1. The name and address of the applicant and facility/activity to be permitted.
  - 2. A brief description of the activities or operations which result in the discharge.
  - 3. Whether any tentative determination which has been reached with respect to allowing the discharge,
  - 4. The address and phone number of the office of the Director where persons can obtain additional information.
  - 5. The dates of the comment period (which shall be at least 30 days),
  - 6. How and where to submit comments or have any other input into the permitting process, including requesting a public hearing.
- H. Ecology may require the applicant to also mail this notice to persons who have expressed an interest in being notified, to state agencies and local governments with a regulatory interest, and to post the notice on the premises. If the Ecology determines there is sufficient public interest they shall hold a public meeting following the rules of WAC 173-216-100. The director may require users not subject to Ecology permits to provide public notice for a contract, discharge authorization, coverage by local BMPs, food service establishment, or others regulated under authority of this chapter.
- I. Permit terms shall include, wherever applicable, the requirement to apply all known, available, and reasonable methods of prevention, control, and treatment.

- J. All required monitoring data shall be analyzed by a laboratory registered or accredited under the provisions of Chapter 173-50 WAC, except for flow, temperature, settleable solids, conductivity, pH, turbidity, and internal process control parameters. However, if the laboratory analyzing samples for conductivity, pH, and turbidity must otherwise be accredited, it shall be accredited for these parameters as well.

**13.08.240 Local limits.**

- A. The director may establish local limits pursuant to 40 CFR 403.5(c).
- B. The following pollutant limits are established to protect against pass through and interference and reflect the application of reasonable treatment technology. No person shall discharge wastewater in excess of the following daily maximum limits if the total mass discharged would exceed that contained in 1,000 gallons at the below limit (see column to the right of each pollutant concentration limit). The director may require flow monitoring or determine appropriate flows to use in making this estimation.
- C. The below limits apply at the point where the wastewater is discharged to the POTW. Ecology may impose mass limits in addition to concentration-based limits.
- D. Users discharging BOD, TSS, or ammonia in excess of the concentration limits by more than the threshold amount must both receive authorization from the director and pay applicable fees (usage, and impact fees) for this loading. Users in excess of this threshold amount shall be subject to the terms of the high strength surcharge program. They shall also be liable for capacity and treatment surcharges assessed by the director under the authority of this chapter up to the "ceiling" loading limit established by written authorization of the director.
- E. Users shall be subject to "instantaneous limits" (as determined by a grab sample) of equal to twice the below "daily maximum" concentrations for any pollutant for which a composite sample is required in a permit. This provision is inapplicable to users without permits, or without the permit requirement to collect a composite sample for the analyte in question.

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

| Conc.    | Parameter:             | Threshold Amount: |
|----------|------------------------|-------------------|
| 300 mg/l | BOD <sub>5</sub>       | 2.5 lb/d          |
| 300 mg/l | total suspended solids | 2.5 lb/d          |
| 60 mg/l  | ammonia                | 0.5 lb/d          |

PROTECTION OF SEWER LINE BLOCKAGE

| Conc.    | Parameter:                                    | Threshold Amount: |
|----------|---|-------------------|
| 300 mg/l | Oil and grease of animal or vegetable origin* | Any amount        |

\*(Or compliance with the BMPs established by the director for food service establishments as an alternative to numerical standards where such BMPs have been established and the user can document compliance with them, such as the grease trap program)

PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

| Conc.    | Parameter:   | Threshold Amount: |
|----------|--|-------------------|
| 50 mg/l  | hydrocarbon based oil/grease                         | Any amount        |
| 0.5 mg/l | sulfides (H <sub>2</sub> S vapor toxicity threshold) | .004 lb/d         |

|   |   |           |
|---|---|-----------|
| 50.0 mg/l   | sulfates                                | .004 lb/d |
| 1,000 mg/l  | total chloride                          | 8 lb/d    |
| 5,000 mg/l  | total dissolved solids                  | 40 lb/d   |
| 1,000 mg/l  | total organic solvents (incl. alcohols) | 8 lb/d    |
| 5.0 su  | Minimum pH in Standard Units            |           |
| 11.0 su   | Maximum pH in Standard Units            |           |
| 10% reduction in effluent UV transmissivity (per cm at 254 nm wavelength)   |   |           |
| 10% decrease in the maximum effluent concentration which has no observable detrimental effect (NOEC) in any whole effluent toxicity test. |   |           |

- F. The director may use contracts to establish ceiling limits, monitoring and reporting requirements, and charges applicable to the discharge of compatible pollutants to the POTW.
- G. The director may establish and require BMPs for any category of user or type of industrial process which creates a non-domestic waste stream for which Ecology has declined to issue an individual permit. Such requirements may be applied either in lieu of or in addition to the local limits of SMC 13.08.240. BMPs may also include alternative limits which may be applied at the end of a specific process or treatment step instead of at the combined effluent. Such BMPs shall be superseded by an Ecology permit should one be issued.
- H. The construction, maintenance and performance standard of any pretreatment facility must comply with current applicable codes, especially SMC 17.25.110 C(1)(b) regarding the emission of offensive odors.

**13.08.250 City's right of revision.**

The city reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

**13.08.260 Dilution.**

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limit unless expressly authorized by an applicable pretreatment standard or requirement. The director may impose mass limitations on users where deemed appropriate to safeguard against the use of dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

**13.08.270 Grease, oil and sand traps/interceptors—Requirements.**

- A. Grease, oil and sand traps/interceptors, or GRD's (grease removal devices) shall be provided, when, in the opinion of the director, they are necessary for the proper handling of liquid wastes containing grease in excessive amount, or any flammable wastes, sand and other harmful ingredients, except that such GRD's shall not be required for private living quarters. This includes all food service establishments, beverage providers, and food trucks or trailers that are connected to a public sewer. All GRD's shall be of a type and capacity approved by the director and shall be located so as to be readily and easily accessible for cleaning and inspection, and shall be maintained by the owner, at his expense, in continuously efficient operation at all times.
- B. Non-compliance is described as when F.O.G. accumulation reaches 25 percent of the capacity of the GRD, or when F.O.G. is witnessed leaving the device.
- C. Fines for non-compliance may be imposed if there is a failure to properly maintain the GRD.
  - 1. First violation—\$150.00



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2. Second violation—\$350.00
  3. Third violation—\$700.00
  4. Fourth and every additional violation—\$1,400.00
- D. In addition to the fines imposed, a business that violates the requirements of the FOG program twice in twelve consecutive months, will be moved to the next highest BOD strength category as defined in the wastewater rate ordinance. The business will stay in that category until they receive two consecutive passing inspections.
- E. If a business violates three times within twelve consecutive months, they will be moved up two BOD strength categories. The business will stay in that category until they receive three consecutive passing inspections.
- F. If a business violates four times within twelve consecutive months, they will be moved to the highest BOD strength category. The business will stay in that category until they receive four consecutive passing inspections.

### **13.08.280 Establishment of the preferred pumper program.**

The preferred pumper program consists of companies that are approved by the city of Stevenson for grease trap/interceptor maintenance. These companies will come to your establishment on a regular schedule, clean your grease trap, then send a report to the city for verification of maintenance. If you decide to use a preferred pumper, the city inspector will only visit your facility once per year, if you prefer to self-clean your GRD, then a city inspector will visit your facility a minimum of four times per year.

### **13.08.310 Pretreatment facilities.**

Users shall provide wastewater treatment as necessary to comply with this chapter and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in SMC 13.08.210 within the time limitations specified by EPA, the state, or the director, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense, and satisfy state requirements for review and approval of plans for wastewater facilities as described in SMC 13.08.230. Such plans (engineering report, plans and specifications, and operation and maintenance manuals) shall be submitted as required by Chapter 173-240 WAC to either the director or the Department of Ecology for review, and users shall obtain and provide the approval to the director prior to construction. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of complying with this chapter, local building codes, or from the requirement to modify such facilities if needed to meet their permit or produce a discharge acceptable to the city under the provisions of this chapter.

### **13.08.315 Deadline for compliance with applicable pretreatment requirements.**

- A. Existing sources covered by one or more categorical pretreatment standards shall comply with such standards within three years of the date the standard is effective unless the pretreatment standard includes a more stringent compliance schedule. Ecology shall establish a final compliance deadline date for any existing user not covered by categorical pretreatment standards or for any categorical user when the local limits for the user are more restrictive than EPA's categorical pretreatment standards.
- B. New sources and new users shall comply with applicable pretreatment standards within the shortest feasible time, but in no case shall time exceed 90 days from the beginning of discharge. Prior to commencing discharge, such users shall install and start-up all pollution control equipment required to meet applicable pretreatment standards.

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### **13.08.320 Additional pretreatment measures.**

- A. The director may require users to reduce or curtail certain discharges to the sewer, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and take all other measures to protect the POTW and determine the user's compliance with the requirements of this chapter. This includes the curtailment of any device used to dispose of what might otherwise be solid waste down the sewer by grinding.
- B. The director, based on the determination that a device is necessary for implementation of pretreatment requirements, may require any user to install and maintain, on their property and at their expense the following devices:
  - 1. A sample taking facility accessible to the director.
  - 2. A suitable storage and/or flow equalization tank.
  - 3. Grease, oil, and/or grit interceptors.
  - 4. An approved combustible gas detection meter.
  - 5. Flowmeter with 24-hour totalizer.
- C. Users installing any of the above devices shall ensure they are of the type and capacity identified in volume/chapter/section of the Stevenson Engineering Standards or otherwise approved by the director, meet applicable building and plumbing codes, and conform to any separate requirements established by the city. Users shall locate units in areas easily accessible for cleaning and inspection by representatives of the director. Users shall be responsible for all periodic inspection, cleaning, and repair of such devices.
- D. Retrofit of User Facilities. Users may be required to retrofit facilities which were constructed prior to the adoption of the ordinance codified in this chapter. The requirement to retrofit shall be on a case-by-case basis, as determined by the director for compliance with city, state and federal regulations. The director may require installation of grease interceptors, grease traps or other pretreatment facilities for those facilities that violate discharge prohibitions and supplemental limitations as set forth in this chapter. In all cases, existing food service users that have a Type 1 hood exhaust system shall be required to retrofit with an approved grease trap or interceptor that is sized in accordance with the current Uniform Plumbing Code and its appendices. In deciding whether to require a user to retrofit their facilities, the director shall take into account all relevant circumstances, including but not limited to, the extent of potential harm caused by the discharge, the magnitude and duration of the discharge, economic detriment to the user, corrective actions by the user, the compliance history of the user, and any other relevant factors. Grease interceptor or grease trap size shall be determined in accordance with the Uniform Plumbing Code and any other requirements by the city as set forth herein at the time the user is notified that facility modifications are required. Sizing of grease traps or interceptors will be reviewed and may be modified at the request of the local sewer jurisdiction. All costs incurred in retrofitting a user's facility shall be the sole responsibility of the user.

### **13.08.330 Accidental discharge/slug discharge control plans.**

The director may require any User to develop and implement an accidental discharge/slug discharge control plan and take other actions the director believes are necessary to control discharges which may be caused by spills or periodic non-routine activities. Where a user has an Ecology permit that requires such a plan, the user shall provide a copy to the director and notify the director as well as Ecology of any discharge required to be reported by that plan. Accidental discharge/slug discharge control plans shall include at least the following:

- A. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal;

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- B. A description of all stored chemicals, disclosing all ingredients in formulations which could violate a discharge prohibition if discharged to the sewer;
  - C. The procedures for immediately notifying the director of any accidental or slug discharge, as required by SMC 13.08.660; and
  - D. The procedures that will be taken to prevent the occurrence or adverse impact from any accidental or slug discharge. Such procedures shall address the inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

**13.08.340 Public sewer construction—Permit required—Exception.**

No person shall construct, extend or connect to any public sewer without first obtaining a written permit from the city and paying all fees and connection charges and furnishing bonds as required in Sections 13.08.080 and 13.08.370. The provisions of this section and Sections 13.08.350 through 13.08.390 requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the city.

**13.08.350 Public sewer construction—Permit application requirements.**

The application for a permit for public sewer construction shall be accompanied by complete plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of the city, prepared by a registered civil engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by an authorized representative of the city who shall within ten days approve them as filed or require them to be modified as ~~he~~ they may deem necessary.

**13.08.360 Public sewer construction—Compliance with standards.**

All sewer work plans, specifications and construction procedure shall conform to city standards and regulations. These standards will be as contained in the contract documents for the construction of the sewage collection and treatment facilities for the city, dated January, 1971, or any standard and regulation that the city shall subsequently adopt.

**13.08.370 Public sewer construction—Bond requirements.**

Prior to issuance of a permit for public sewer construction, the applicant shall furnish to the city a performance bond, or cash deposit in the amount of the total estimated cost of the work. Such performance bond, or cash deposit, shall be conditioned upon the performance of the terms and conditions of the permit, and, shall guarantee the correction of faulty workmanship and replacement of defective materials for a period of one year from and after the date of acceptance of the work by the city.

**13.08.380 Public sewer construction—Reimbursement for certain extensions.**

Except as provided, the extension of the public sewerage facilities to serve any parcel or tract of land shall be done by and at the expense of the owner. The size of all sewer mains and other sewerage facilities shall be as required by the city. An installer of a sewer line who is required by the city to lay sewer pipe larger than that required for his own purposes, to accommodate other users, will be reimbursed by the city for the difference in cost between the size of line installed and that which would be required for his own use.

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### **13.08.390 Public sewer construction—Special reimbursement agreements.**

Where special conditions exist in the opinion of the city relating to any reimbursement agreement pursuant to the provisions of this chapter, the city may, either in addition to or in lieu of any of the provisions of this chapter, authorize a special reimbursement contract between the city and the person or persons constructing public sewerage facilities. Such special reimbursement agreement shall be made and entered into prior to the issuance of a permit for the work by the city.

### **13.08.400 Damaging sewer works prohibited.**

No person, or persons, shall unlawfully, maliciously, willfully or, as the result of gross negligence on his or their part, break, damage, destroy, uncover, deface or tamper with any structure, facility, appurtenance or equipment which is a part of the sewage works.

### **13.08.410 Wastewater discharge permit requirement.**

- A. No user categorized by the director as a significant industrial user shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or, where applicable, a general permit from Ecology. An existing user newly categorized by the director as a significant industrial user that has filed a timely application pursuant to SMC 13.08.420 with Ecology, and whose application has not been found deficient by Ecology, may continue to discharge unless and until notified otherwise by Ecology or the director.
- B. The director may require all other users to apply for a wastewater discharge permit from Ecology, to provide proof to the director of having made this application, to meet the limits and requirements of this ordinance, or to implement best management practices at the direction of the director to carry out the purposes of this chapter. For example, a wastewater discharge permit may be required solely for flow equalization.
- C. Any failure to complete the required survey form, apply for and obtain a required permit, or violate the terms and conditions of a wastewater discharge permit, contract, local limit or BMP established by this chapter shall be deemed violations of this ordinance and subject the wastewater discharge permittee to the sanctions set out in SMC 13.08.920 through 13.08.946. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with any other provision of this chapter including enrollment in and payment of surcharges for high strength waste and capacity charges.

### **13.08.420 Wastewater discharge permitting—Existing connections.**

Within 180 days of notice by the city or Ecology that a state waste discharge permit is required for discharge, a user shall submit a state waste discharge permit application to the city for transmittal to Ecology; and by the earliest practicable date, the user shall submit a copy of the permit to the city.

### **13.08.430 Wastewater discharge permitting—New connections.**

Persons wishing to discharge non-domestic wastewater must first complete either a survey form (if they do not expect a permit is needed) or a permit application. Any user identified by the director through the survey as an SIU or otherwise require a state waste discharge permit must file a permit application with Ecology and provide proof of such application to the director. Applications for wastewater discharge permits, in accordance with SMC 13.08.440, must be filed at least 90 days prior to the desired date of discharge, and the discharge permit obtained prior to commencing discharge unless Ecology provides written notification that they do not believe a state waste discharge permit is required.

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### 13.08.440 Wastewater discharge permit application contents.

- A. All users required to obtain a wastewater discharge permit must apply using the form provided by Ecology. Users eligible for coverage under a general permit may request such coverage using an industry specific form if one has been developed (see SMC 13.08.450). Users for which Ecology has declined to issue a permit, but for which the director believed need pretreatment controls, must supply the director the following information that is relevant to the users operation.
1. Identifying information.
    - a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
    - b. A description of activities, facilities, and plant production processes on the premises;
  2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
  3. A description of operations and facilities including:
    - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
    - b. The number and type of employees and proposed or actual hours of operation.
    - c. The type, amount, rate of production, and process used for each product produced.
    - d. The type and amount of raw materials used (average and maximum rates).
    - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
    - f. The types of wastes generated on a routine and periodic basis.
    - g. The times and durations when wastes will be discharged.
    - h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
    - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
    - j. The sampling locations and provisions for monitoring discharges.
    - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
  4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
  5. Pollutant data.
    - a. The categorical pretreatment standards applicable to each regulated process.
    - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the Director), of regulated pollutants in the discharge from each regulated process.

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- c. The estimated peak instantaneous, daily maximum, and long-term average discharge concentrations (and mass) based on the sampling results.
  6. Sampling data to show samples are:
    - a. Representative of daily operations.
    - b. Taken just downstream from pretreatment facilities if such exist, or just downstream of the regulated process(es) if no pretreatment exists.
    - c. Collected as required by SMC 13.08.691.
    - d. Analyzed according to SMC 13.08.691.
  7. Information confirming BMPs. Where standards specify a BMP or pollution prevention alternative, the user must include the information needed by the director or the applicable standard to determine whether BMPs are (or will be) implemented.
  8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge must include new sampling showing (continued) absence of the pollutant in the raw wastewater and satisfying SMC 13.08.640(B).
  9. Any request to be covered by a general permit shall satisfy SMC 13.08.450 (below).
  10. Any other information deemed necessary by the Director to evaluate the situation and prepare a discharge permit.
- B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The director shall be held harmless for delays caused by returned applications.

### **13.08.450 General permits.**

- A. The director may use general permits to control discharges to the POTW from all users that are not SIUs or otherwise permitted by Ecology. Significant users covered by a general permit will be those that the director finds:
  1. Involve the same or substantially similar types of operations.
  2. Discharge the same types of wastes.
  3. Require the same effluent limitations or BMPs.
  4. Require the same or similar monitoring (or do not require monitoring).
  5. Are more appropriately controlled under a general permit.
  6. Are not subject to production-based standards, mass limits, or require use of the combined wastestream formula to calculate limits.
- B. To be covered by the general permit, the user must file a written request for coverage. The request must identify contact information, the general permit under which coverage is requesting, and whether any activities other than those for which the general permit were developed are generating wastewater at the facility. The user must also identify where any wastes covered by the general permit are discharged. If the general permit allows a monitoring waiver, the applicant must certify they are eligible for the waiver. The user must also provide any other information the director has requested to properly evaluate the situation.
- C. The director will retain the following for three years after the expiration of the general permit: A copy of the general permit, the fact sheet, each user's request for coverage, and the potw's determination to extend coverage to each user.

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### **13.08.460 Application signatories and certifications.**

- A. All survey forms, wastewater discharge permit applications, and user reports must be signed by an authorized representative of the user and contain the certification statement in SMC 13.08.695(A).
- B. Users shall submit a new authorization if the designation of an authorized representative is no longer accurate. This includes when a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company. The user must submit the new authorization prior to or with any reports to be signed by the new authorized representative.
- C. A facility determined to be a non-significant categorical industrial user by Ecology pursuant to SMC 13.08.140 (FF)(3) must annually submit the signed certification statement found at SMC 13.08.695(B).

### **13.08.470 Wastewater discharge permit decisions.**

Any facility identified by the director as potentially being a significant industrial user, must prepare a state waste discharge permit application, obtain the endorsement of the director on that application, and submit this application to Ecology for disposition. The facility shall provide the director any response received from Ecology. The director will determine during this process whether or not to require a contract or impose any other local conditions as authorized by this chapter and may deny or condition any application for a wastewater discharge permit. In addition to conditions imposed by Ecology by letter or permit, the director may require additional safeguards, reports (including plans under Chapter 173-240 WAC), information, or fees for extra strength or capacity as provided for by this chapter.

### **13.08.510 Wastewater discharge permit duration.**

The director may require any discharger to provide a copy of any application or reapplication of a state waste discharge permit whenever such documents are due to Ecology or have been submitted. Where a permit has not been required, or when it does not cover constituents of concern to the POTW, including flow and conventional pollutant strength and loadings, the director may require a discharger to enter into a contract for services stipulating those conditions necessary to protect the POTW and fairly compensate the director for wastewater services being provided to that person.

### **13.08.520 Wastewater discharge contract contents.**

Wastewater discharge contracts will include conditions the director deems reasonably necessary to carry out the goals of the pretreatment program (SMC 13.08.110), federal and state regulations, and the requirements of this chapter.

- A. Wastewater discharge contracts may contain:
  - 1. The permit issuance date, expiration date, and effective date.
  - 2. A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with SMC 13.08.550, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.
  - 3. Effluent limits, including best management practices, based on applicable pretreatment standards and requirements to apply AKART (see SMC 13.08.230(I)).
  - 4. The pollutants to be monitored, and specific monitoring requirements. This includes the sampling location(s), sampling frequencies, and sample types consistent with federal, state, and local law. (See SMC 13.08.230(J)).

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5. Requirements to submit certain reports (as reflected in SMC 13.08.610 through 13.08.695), provide various notifications, keep records, and implement best management practices,
  6. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
  7. Requirements to control slug discharges, including to develop, update, and implement slug discharge control plans (find required content in SMC 13.08.330) where the director determines such plans are important to preventing accidental, unanticipated, or non-routine discharges.
  8. Any monitoring which has been conditionally waived by the director according to SMC 13.08.640(B) but which automatically applies at any time the requirements of the conditional waiver are not met.
  9. Reapplication or renewal requirements.
- B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:
1. Pretreatment facilities and measures required by SMC 13.08.310, 13.08.320 and 13.08.926.
  2. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
  3. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the treatment works, ground, or stormwater.
  4. Requirements to develop and implement of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
  5. Requirements to pay charges or fees for discharge to the POTW including high strength, impact and capacity charges.
  6. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices.
  7. Notice that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the wastewater discharge permit. And
  8. Other conditions as deemed appropriate by the director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

### **13.08.530 Contract issuance process.**

- A. **Public Notice.** The director may require users to follow the procedures for public notice found in SMC 13.08.230(G) and 13.08.230(H). The director shall consider and respond to public input as appropriate prior to issuance of a permit. The director will arrange a public meeting if there is sufficient interest, or may use community forums such as council meetings to fulfill the requirements for public involvement.
- B. **Permit Appeals.** Users must petition Ecology to challenge the terms of any state waste discharge permit. For any contract, users may petition the director to reconsider the terms of a contract at any time after it is signed by the parties. Such a petition will not stay the terms of the contract.
  1. In its petition, the appealing party must indicate the wastewater discharge contract provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge contract.



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2. If the director fails to act within 30 days, a request for reconsideration shall be deemed to be denied. Decisions as to whether to require an Ecology permit as a condition of discharge, or to require a wastewater discharge contract, to reconsider a wastewater discharge contract, or to modify a wastewater discharge contract shall be considered final administrative actions for purposes of judicial review.
  3. Aggrieved parties seeking judicial review of the final administrative wastewater discharge contract decision must do so by filing a complaint with the Superior Court of Skamania County within 30 days from the date of the later of Ecology or the director's decision or Ecology or the director's response to a request for reconsideration.

### **13.08.540 Wastewater discharge permit modification.**

The director may require the user to apply to Ecology for a modification to its wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements including new or revised local limits.
- B. To address new or changed operations, processes, production rates, waste streams, or changes in water volume or character.
- C. To reflect conditions at the POTW requiring an authorized discharge to be reduced or curtailed. Such requirements may be either temporary or permanent.
- D. Based on information indicating that a permitted discharge poses a threat to the city's POTW or staff, the receiving waters, or to violate a prohibition of this chapter.
- E. To address violations of any terms or conditions of the wastewater discharge permit;
- F. To address misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required report.
- G. To incorporate revisions based on a variance from categorical pretreatment standards approved pursuant to 40 CFR 403.13.
- H. To correct typographical or other errors in the wastewater discharge permit.
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator as required under SMC 13.08.550.

### **13.08.550 Wastewater discharge permit transfer.**

Wastewater discharge permits may be transferred by Ecology to a new owner or operator consistent with the process described in the permit, and subject to at least 30 days advance notice to the director and the director approves the wastewater discharge permit transfer. Where the permittee also has a contract with the director, they must negotiate that contract at this time. Failure to provide advance notice of a transfer renders the wastewater discharge contract void as of the date of facility transfer. The notice to the director must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator have no immediate intent to change the facility's operations and processes.
- B. Identifies the specific date on which the transfer is to occur. And
- C. Acknowledges full responsibility for complying with the existing wastewater discharge contract, and willingness to enter into such contract under the same terms.

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### **13.08.560 Wastewater discharge permit revocation.**

The director may revoke and require renegotiation of a wastewater discharge contract for good cause, including, but not limited to, when a user has:

- A. Failed to notify the director of significant changes to the wastewater prior to the changed discharge.
- B. Failed to provide prior notification to the director of changed conditions pursuant to SMC 13.08.650.
- C. Misrepresented or failed to fully disclose all relevant facts in the wastewater discharge permit application.
- D. Falsified self-monitoring reports or tampered with monitoring equipment.
- E. Refused to allow the Director timely access to the facility premises and records.
- F. Failed to meet effluent limitations or permit conditions.
- G. Failed to pay applicable fines or sewer charges.
- H. Failed to meet compliance schedule deadline dates.
- I. Failed to complete a wastewater survey or wastewater discharge permit application.
- J. Failed to provide advance notice of the transfer of business ownership.
- K. Violated any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.
- L. Ceased operations; or
- M. Transferred business ownership.

Wastewater discharge contracts issued to a user are void upon the issuance of a new wastewater discharge contract to that user.

### **13.08.570 Wastewater discharge contract extension or reissuance.**

A user with an expiring wastewater discharge contract shall apply for a new or revised wastewater discharge contract by submitting a complete permit application, in accordance with SMC 13.08.450, a minimum of 90 days prior to the expiration of the user's existing wastewater discharge contract.

### **13.08.610 Baseline monitoring reports.**

- A. Users subject to categorical standards who must submit a "baseline monitoring report" to Ecology must submit a duplicate copy at the same time to the director. This report must contain the information listed in paragraph B, below. Failure to provide this report to the director, or to include the requisite content, shall be a violation of this chapter.
- B. The baseline monitoring report shall include the following information:
  - 1. All information required in SMC 13.08.450(A)(1) through 13.08.450 (A)(7).
  - 2. Additional conditions for existing sources measuring pollutants.
    - a. Users shall take a minimum of one representative sample to compile the data for the baseline monitoring report.
    - b. Users shall take samples immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If the user mixes other wastewaters with the regulated wastewater prior to pretreatment, the user must provide

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the flows and concentrations necessary to apply the combined wastestream formula of SMC 13.08.220(C) and 40 CFR § 403.6(e). Where the user wants an alternate concentration or mass limit, and it is allowed by federal rules at § 403.6(e), the user shall propose the adjusted limit and provide supporting data to the control authority (Ecology or city).

- c. Sampling and analysis shall be performed in accordance with SMC 13.08.691.
  - d. The director may allow the report to use only historical data if the data is good enough to allow the evaluation of whether (and which) industrial pretreatment measures are needed;
  - e. The baseline report shall indicate the time, date, and place of sampling, methods of analysis. The user shall certify that the sampling and analysis presented is representative of normal work cycles and expected pollutant discharges to the POTW.
3. Compliance Certification. A statement, reviewed by the user's authorized representative as defined in SMC 13.08.140(C) and certified by a qualified professional, such as a professional engineer indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment steps are required to meet the pretreatment standards and requirements.
  4. Compliance Schedule. While new sources must install the treatment required to meet the pretreatment standards prior to operation, Existing sources may be granted a compliance schedule where they must provide additional pretreatment and/or O&M to meet the pretreatment standards. In such cases, the user shall propose the shortest schedule by which they can provide the additional pretreatment and/or O&M. The completion date which the user proposes in this schedule may not be later than the compliance date established for the applicable pretreatment standard. Any compliance schedule authorized pursuant to this section must also meet the requirements set out in SMC 13.08.620.
  5. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with SMC 13.08.695(A) and signed by an authorized representative as defined by SMC 13.08.140(C).

### **13.08.620 Compliance schedule progress reports.**

Where users subject to categorical standards qualify for a compliance schedule, they shall provide this schedule to the director and Ecology. Compliance schedules proposed by Existing Sources according to SMC 13.08.610(C)(4) shall:

- A. Contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine months;
- C. The user shall submit a progress report to the Director no later than 14 days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine months elapse between such progress reports to the director.

### **13.08.630 Reports on compliance with categorical pretreatment standard deadline.**

Both existing sources and new sources must submit a report to the director and Ecology on whether compliance has been initially achieved. For existing sources, the report is due 90 days after the date applicable

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categorical standards give as the final compliance date. For a new source, the report is due 90 days after starting to discharge to the POTW.

In both cases, the report must contain the information described in SMC 13.08.450(A)(3) through 13.08.450(A)(6). For existing sources, it must also contain the compliance certification of 13.08.610(C)(3) and, if needed, the compliance schedule described in 13.08.610(C)(4). Users subject to equivalent mass or concentration limits, as allowed by SMC 13.08.220, must include a reasonable measure of their long-term production rate. Other users subject to standards based on a unit of production (or other measure of operation) must include their actual production during the sampling period. All compliance reports must be signed and certified in accordance with SMC 13.08.695(A).

### **13.08.640 Periodic compliance reports.**

- A. The director may require any user to provide duplicate reports as required by Ecology. Where the director develops BMPs for an industry sector, or issues a contract to regulate pollutants not covered by a state waste discharge permit, the director may specify the necessary minimum sampling and reporting frequencies and include applicable requirements in contracts or BMPs. Significant industrial users (SIUs), except those recognized as "middle tier" users under SMC 13.08.640(C), must:
  - 1. Report at least twice a year, in June and December unless otherwise specified.
  - 2. Report the flows and concentrations of regulated pollutants in all discharges subject to pretreatment standards.
  - 3. Report average and maximum daily flows for the reporting period and identify where flow estimates are used.
  - 4. Include the documentation needed to show compliance with applicable BMPs, pollution prevention alternatives, maintenance, treatment, or record keeping requirements.
- B. Users must sign and certify all periodic compliance reports in accordance with SMC 13.08.695(A).
- C. Users must take wastewater samples which are representative of their range of discharge conditions and of any discharge not disclosed in their permit application. Users must properly operate, clean, and maintain sampling and flow metering facilities and devices and ensure they function properly. The director may not allow user claims that sampling results are unrepresentative due to a user's failure to meet this requirement.
- D. Users subject to the reporting requirements in this section must report any additional monitoring which might determine compliance with permit requirements. This includes any additional monitoring of regulated pollutant at their respective effluent monitoring locations using procedures prescribed in SMC 13.08.691. In such cases, the results of this monitoring shall be included in periodic monitoring reports.
- E. Users that send electronic (digital) documents to the city to satisfy the requirements of this section must meet all state and federal electronic signature requirements: Electronic data shall be in the format required by the director. The director may also require reporting in both digital and traditional format.

### **13.08.650 Reports of changed conditions.**

Each user must notify the director of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater from that described in either an industrial user survey form, state waste discharge permit application, or by written correspondence to the city. This notification must be made at least 30 days before the desired change and be sent to both the director and Ecology. In such cases:

- A. Either Ecology or the director may require the user to submit whatever information is needed to evaluate the changed condition. The director may also require a new or revised wastewater discharge permit application under SMC 13.08.450.

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- B. The director may issue, reissue, or modify a wastewater discharge contract applying the procedures of SMC 13.08.510 through 13.08.570 in response to a user's notice under this section.

### **13.08.660 Reports of potential problems.**

- A. Any user which has any unusual discharge that could cause problems to the POTW must immediately notify the director by telephone of the discharge. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user to control and curtail the discharge. Such notification does not authorize the discharge, and all reasonable steps to halt or prevent the discharge must be made. However, failure to make such notification is a separate and distinct violation of this chapter from the discharge itself. Such discharges may include spills, slug loads, accidental discharges, or other discharges of a non-routine, episodic nature. Problems to the POTW which require reporting under this section include violating pretreatment prohibitions, treatment standards, or other requirements of SMC 13.08.210 through 13.08.260 such as vapor toxicity and explosivity limits, or cause interference with the collection system or treatment works, or pass through the POTW.
- B. Within five days following such discharge, the user shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.
- C. Regardless of whether the user has been required to submit a slug discharge control plan (per SMC 13.08.330), all users required to have a contract or permit shall post notice in a prominent location advising employees who to call at City Hall to inform the director of a potential problem discharge (13.08.660(A)). Users shall ensure that all employees who may cause or witness such a discharge are advised of the emergency notification procedures.
- D. All users must immediately notify the Director of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site which, if discharged to the POTW, would cause problems. Users required to prepare a slug discharge control plan under SMC 13.08.330 shall also modify their plans to include the new conditions prior to, or within two days after making such changes.
- E. These requirements apply in addition to any requirements of an Ecology permit.

### **13.08.670 Reports from unpermitted users.**

All users not required to obtain a wastewater discharge permit or general permit shall provide appropriate reports to the director as the director may require. This includes periodically completing and signing industrial user surveys or certifying compliance with the requirements of any BMP program or grease remediation program.

### **13.08.680 Notice of violation/repeat sampling and reporting.**

If sampling performed by a user by either an Ecology permit or city contract indicates a violation, the user must notify the director within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the director within 30 days after becoming aware of the violation. The director may waive the repeat sampling requirement where the city has sampled the effluent for the pollutant in question prior to the user obtaining sampling results.

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### **13.08.690 Notification of the discharge of hazardous waste.**

- A. Any user who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261, or Chapter 173-303 WAC must also comply with the following requirements:
1. Notify the director, Ecology's permit contact, the EPA regional waste management division director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit application or re-applications under this chapter.
  2. Include the following information in the notification:
    - a. The name of the hazardous waste as found in 40 CFR Part 261,
    - b. The EPA hazardous waste number,
    - c. The type of discharge (continuous, batch, or other).
  3. If the discharge totals more than 220 pounds in any month, also provide:
    - a. The hazardous constituents contained in the wastes;
    - b. An estimate of the mass and concentration of hazardous constituents in the wastestream discharged during that calendar month; and
    - c. An estimate of the mass of constituents in the wastestream expected to be discharged during the following 12 months.
  4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
  5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
  6. Users must provide notifications under this paragraph only once to EPA and the State for each hazardous waste discharged. However, all of the information of these notices shall be repeated in each new permit application submitted under this chapter.
  7. This requirement does not relieve the user from requirements to provide other notifications, such as of changed conditions under SMC 13.08.650, or applicable permit conditions, permit application requirements, and prohibitions.
  8. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required in a permit under this chapter.
- B. Users must report all discharges of more than 33 pounds per month of substances which, if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Subsequent months during which the user discharges more of a hazardous waste for which notice has already been provided do not require another notification to EPA or the state, but must be reported to the director.
- C. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under paragraphs A, if required by paragraph B within 90 days of the effective date of such regulations.
- D. For any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical and shall describe that program and reductions obtained through its implementation.

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- E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a contract issued thereunder, an Ecology issued permit, or any applicable federal or state law.

### **13.08.691 Sampling—Analytical requirements and collection protocols.**

- A. All pollutant sampling and analyses required under this ordinance shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the director determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the Director may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by EPA.
- B. Sampling and analysis reports performed by the director will be supplied to the user. The user may dispute the accuracy of the sample and provide an alternative sampling report within 21 days of receipt of the city's findings. If no alternative sample is provided within the 21-day period, it shall constitute an acknowledgement by the user that the sampling and analysis performed by the director is a valid representation of the pollutants in their wastewater.
- C. Users must ensure all samples they collect to satisfy sampling requirements under this chapter are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specific period.
1. Users must use properly cleaned sample containers appropriate for the sample analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate EPA guidance.
  2. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds using grab collection techniques.
  3. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, and sulfides either in the laboratory or in the field, and may composite grab samples for volatile organics and oil & grease in the laboratory prior to analysis.
  4. For all other pollutants, users must employ 24-hour time-proportional composite samplers unless the director authorizes or requires an alternative sample collection method.
  5. The director may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
  6. The director may require grab samples either in lieu of or in addition to composite sampling to show compliance with instantaneous discharge limits.
  7. In all cases, users must take care to ensure the samples are representative of their wastewater discharges.
  8. Users sampling to complete baseline monitoring and 90-day compliance reports required by SMC 13.08.610 and 13.08.630, must satisfy some specific requirements. These reports require at least four grab samples for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds. Users may composite samples prior to analysis if allowed in 13.08.691(C)(3). Where historical sampling data exists; the Director may also authorize fewer samples.
  9. For periodic monitoring reports, (SMC 13.08.640), the director may specify the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
  10. The user shall record instantaneous and 24-hour flow (from totalizer) at the time each sample is collected, and provide said flow information to the director. If a flowmeter is not available, the city will use water flow information from their records to determine corresponding load (in pounds per day).

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### **13.08.693 Date of receipt of reports.**

The director will credit written reports as having been submitted on the date of the post mark when mailed through the United States Postal Service. Reports delivered in any other manner will be credited as having been submitted on the business day received.

### **13.08.694 Record keeping.**

Users subject to reporting requirements of this chapter shall retain the below records for all monitoring required by this ordinance and for any additional monitoring which could be used to satisfy minimum monitoring requirements. Users must make these records available for inspection and copying at the location of the discharge. Users must similarly maintain documentation associated with any best management practices required under authority of SMC 13.08.240(C). Monitoring records shall include at least:

- A. The time, date, and place of sampling;
- B. The sampling and preservation methods used;
- C. The person taking the sample, and persons with control of the sample prior to analysis;
- D. The person performing the analyses and the date the analysis was completed;
- E. The analytical techniques or methods used; and
- F. The results of analysis.

Users are encouraged to retain quality control and quality assurance information provided by the laboratory and submit this information in routine reporting. This information also has value in the event that the sample data is called into question. For analytes for which Washington State requires use of a certified/accredited laboratory, Users must maintain the scope of accreditation for laboratories performing any analyses for them.

Users shall maintain the above records for at least three years, until any litigation concerning the user or the city is complete, or for longer periods when the user has been specifically notified of a longer retention period by the director.

### **13.08.695 Certification statements.**

- A. The following certification statement must be signed by an authorized representative as defined by SMC 13.08.140(C) and included when submitting:
  - 1. An industrial user survey or update to a survey to reflect changed conditions.
  - 2. A permit (re-)application in accordance with SMC 13.08.460;
  - 3. A dispute of any city-provided sample performed under SMC 13.08.691,
  - 4. A baseline monitoring report under SMC 13.08.610(B)(5),
  - 5. A report on compliance with the categorical pretreatment standard deadlines under SMC 13.08.630;
  - 6. A periodic compliance report required by SMC 13.08.640 (A)—(D), or
  - 7. An initial request to forego sampling of a pollutant based on SMC 13.08.640(B)(4)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."



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- B. Certification of Pollutants Not Present. Users that have an approved monitoring waiver based on SMC 13.08.640(B) must also include the following certification statement in each report. This statement certifies that there has been no increase in the pollutant in its wastestream due to activities of the user:

"Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR \_\_\_\_\_ [specify applicable National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of \_\_\_\_\_ [list pollutant(s)] in the wastewaters due to activities at the facility since filing of the last periodic report under SMC 13.08A.640(A)."

### **13.08.710 Right of entry—Inspection and sampling.**

The director shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. users shall allow the director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The director shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- C. Users shall provide full access to the director to use any monitoring facilities and utilities available or required in accordance with SMC 13.08.310 and 13.08.320 (B) and (C) to confirm that the standards or treatment required for discharge to the sewer are being met.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the director and shall not be replaced. The costs of clearing such access shall be borne by the user.
- E. Any unreasonable delay in allowing the director full access to the user's premises and wastewater operations shall be a violation of this chapter.

### **13.08.720 Search warrants.**

The director may seek issuance of a search warrant from the Skamania County Superior Court. Such warrants may be secured when:

- A. The director has been refused access or is unable to locate a representative who can authorize access to a building, structure, or property, or any part thereof, and has probable cause that a violation of this chapter is occurring on the premises;
- B. The director has been denied access to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or any permit or order issued hereunder; or
- C. The director has cause to believe there is imminent endangerment of the overall public health, safety and welfare of the community by an activity on the premises.

### **13.08.810 Confidential information.**

Generally, information submitted to demonstrate compliance with pretreatment standards and requirements will be freely available to the public. Users may have certain information, however, withheld as confidential if the following process is followed.

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- A. When a user submits information to the director, or provides information to inspectors, Users may request that specific information be maintained as confidential. Users must promptly identify the specific information in writing, and describe why the release would divulge information, processes, or methods of production entitled to protection as trade secrets or confidential business information under applicable state or federal laws.
  - B. The director shall review and approve or deny such requests. When approved, the information shall not be available as public records and shall be marked confidential.
  - C. All other information submitted to the director and obtained from the director's oversight shall be available to the public subject to the city records review policy.
  - D. Information held as confidential may not be withheld from governmental agencies for uses related to the NPDES program or pretreatment program, or in enforcement proceedings involving the person furnishing the report.
  - E. Federal rules prevent wastewater constituents and characteristics and other effluent data, as defined by 40 CFR 2.302 from being recognized as confidential information.

### **13.08.910 Publication of users in significant noncompliance.**

- A. Publishing: The director must annually publish a list of the users which, at any time during the previous 12 months, were in significant noncompliance with applicable pretreatment standards and requirements. The list will be published in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW.
- B. Definition: The term significant noncompliance means:
  - 1. Any violation of a pretreatment standard or requirement including numerical limits, narrative standards, and prohibitions, that the director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public.
  - 2. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, including risk of noncompliance with city's NPDES permit, or has resulted in the director's exercise of its emergency authority to halt or prevent such a discharge.
  - 3. Any violation(s), including of best management practices, which the director determines will adversely affect the operation or implementation of the local pretreatment program.
  - 4. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter taken during a rolling six-month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of SMC 13.08.210 through 13.08.260.
  - 5. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of wastewater measurements taken for each pollutant parameter during a rolling six-month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous limits, as defined by SMC 13.08.210 through 13.08.260), multiplied by the applicable criteria. Applicable criteria are 1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH.
  - 6. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
  - 7. Failure to provide any required report within 45 calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.

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8. Failure to accurately report noncompliance.
- C. Applicability: The criteria in paragraphs 1—3 above are applicable to all users, whereas the criteria in paragraphs 4—8 are only applicable to SIUs.

### **13.08.920 Administrative enforcement remedies.**

In administering the city pretreatment program, the director is obliged to follow the city pretreatment program's approved procedures. In response to non-compliance with any requirement of this chapter, the director shall apply its enforcement response plan, which is a part of these approved procedures. This plan ensures that the application of remedies provided for in SMC 13.08.920 through 13.08.946 is appropriate to the violation, and consistent with the treatment of other users. Any person may review or obtain a copy (for a nominal charge) of the enforcement response plan by contacting the director or city.

### **13.08.921 Notification of violation.**

The director may serve a written notice of violation on any user that the director finds has violated any provision of this chapter, including terms or requirements of a permit, order, or a pretreatment standard or requirement. In all cases in this chapter, a continuation of a violation of a provision of this chapter is a "violation." Users shall, in response to a notice of violation, provide the director a written explanation of the violation, its cause, and a corrective action plan within thirty (30) days of the receiving this notice. Users submitting plans to correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the soonest practicable date. The director's acceptance of a plan does not relieve a user of liability for any violations. The director may also take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

### **13.08.922 Show cause hearing.**

The director may propose actions in response to a violation of any provision of this ordinance, including a provision of a permit, order, or a pretreatment standard or requirement. The director may order a user in violation to appear at a date, time, and location set by the director to show why the proposed enforcement action should not be taken. The director will notify the user of the violation, the proposed action, the rationale, and the users rights and obligations to provide evidence why the proposed enforcement action should not be taken, and to provide its support for any alternative it proposes at this meeting. This notification shall be served personally or by registered or certified mail (return receipt requested) at least 20 days prior to the hearing. Such notice may be served on any authorized representative of the user as defined in SMC 13.08.140(C). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

### **13.08.923 Administrative orders.**

- A. Consent Orders. The director may enter into a consent order or other voluntary agreement to memorialize agreements with users violating any requirement of this chapter. Such agreements must include the specific action(s) required and date(s) they are to be completed to correct the noncompliance. Such documents must be constructed in a judicially enforceable manner, and have the same force and effect as administrative orders issued pursuant to this section.
- B. Compliance Orders. The director may issue a compliance order to any user which has violated any provision of this chapter including a requirement of a permit, order, or a pretreatment standard or requirement. The compliance order may direct that the user come into compliance within a specified time, install and properly operate adequate treatment facilities or devices, or take such measures as the Director finds are reasonably necessary. These measures may include additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, or relieve a user of liability

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for any violation, including a continuing violation. If the user does not come into compliance within the time provided, sewer service may be discontinued. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

- C. Cease and Desist Orders. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the Director may issue an order to the user directing it to cease and desist all such violations and directing the user to:
1. Immediately comply with all requirements; and
  2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

### **13.08.925 Administrative fines.**

- A. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director may fine such user in an amount not to exceed ten thousand dollars. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. The director may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to the noncompliance and the director's response to the situation to the amount of the fine.
- C. The director will consider the economic benefit enjoyed by a user as a result of the noncompliance in cases where there appears to have been a monetary benefit from not complying. In such cases, the director shall ensure that fines, to the maximum amounts allowable, exceed the benefit to the user from the noncompliance.
- D. Unpaid charges, fines, and penalties shall, at 30 calendar days past the due date, be assessed an additional penalty of one percent of the unpaid balance, and interest shall accrue thereafter at a rate of one percent per month. After 30 days the city shall be authorized to file a lien against the user's property for unpaid charges, fines, and penalties.
- E. Users desiring to dispute such fines must file a written request for the Director to reconsider the fine along with full payment of the fine amount within 15 working days of being notified of the fine. Where a request has merit, the director may convene a hearing on the matter. In the event the user's appeal is successful, the director shall rebate the difference between the initial and final penalty amounts to the user.
- F. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

### **13.08.926 Emergency discontinuance of service.**

- A. The director may immediately and effectively halt or prevent any discharge of pollutants to the POTW which reasonably appear to present an imminent endangerment to the health or welfare of persons. In such cases, the director will provide the user advance notice if possible, but shall not delay a response to imminent endangerment.
- B. The director may halt or prevent any discharge to the POTW which presents or may present an endangerment to the environment, including risk of noncompliance with city's NPDES permit, or which threatens to interfere with the operation of the POTW (including the collection system and pump stations).

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In such cases, the director shall attempt to provide not only notice to the affected user(s), but the opportunity to respond.

- C. Any user causing the director to exercise the emergency authorities provided for under this section shall be responsible for reimbursement of all related costs to the city.

### **13.08.927 Emergency suspensions.**

The director may immediately suspend a user's discharge (or threatened discharge) when it reasonably appears to present a substantial danger to the health or welfare of persons. In such cases, the director will first provide informal notice to the user. The director may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, a danger to the environment.

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. If a user fails to immediately comply voluntarily with the suspension order, the director may take such steps as deemed necessary to protect the public and its interest in the sewer system. Remedies available to the director include immediately severing the sewer connection, at the users expense, turning off pump stations downstream of the user, and partnering with law enforcement. The director may not allow the user to recommence its discharge until the user has demonstrated to the satisfaction of the director that the situation warranting the suspension has been properly addressed and any proposed Termination proceeding has been resolved.
- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report to the director prior to the date of any show cause or termination hearing under SMC 13.08.923 and 13.08.928.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

### **13.08.928 Termination of discharge.**

Any user who violates the following conditions is subject to having the privilege of discharging to the public sewer system withdrawn:

- A. Discharge of non-domestic wastewater without a permit, including:
1. Where the appropriate permit has not been requested;
  2. Where the appropriate permit has not yet been issued; or
  3. Where the permit has been denied or revoked based on the provisions of SMC 13.08.560 (Permit Revocation).
- B. Violation of permit terms and conditions including:
- a. Exceeding any permit limit;
  - b. Failing to meet other pretreatment standards or requirements;
  - c. Violating any prohibition; or
  - d. Failing to properly monitor and report discharges or changed conditions.
- C. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; (whether subject to a permit or not); or
- D. Violation of the pretreatment standards and requirements in SMC 13.08.210 through 13.08.260, including failure to satisfy industrial user survey requirements.

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When the director determines this remedy is necessary and appropriate to fulfill the intentions of this chapter, such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under SMC 13.08.923 why the proposed action should not be taken. Exercise of this option by the director shall not be a bar to, or a prerequisite for, taking any other action against the user.

### **13.08.931 Injunctive relief.**

The director may seek injunctive relief when a user has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder. In such cases, the director may petition the Superior Court of Skamania County through the city's attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this chapter on activities of the user. The director may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

### **13.08.932 Civil penalties.**

- A. A user which has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder shall be liable to the city for a maximum civil penalty of \$10,000.00 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The director may recover reasonable attorneys' fees, court costs, and other expenses associated with any emergency response, enforcement activities, additional monitoring and oversight, and costs of any actual damages to the city.
- C. In determining the amount of civil liability, the court shall take into account all relevant circumstances. The director shall provide the court a recommended civil penalty amount, and its basis. This basis shall address, as available, the extent of harm caused, the magnitude and duration of the violation, any economic benefit gained, the timing of users actions and responses, corrective actions by the user, and the user's compliance history. The director will provide the range of penalty amounts its enforcement response plan suggests if it addresses the situation and provides such guidance. The director will provide any other facts the court requests, or the director believes important for the court to have to render a just determination.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, any other action the director may take to resolve noncompliance by a user.

### **13.08.933 Criminal prosecution.**

- A. A user who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$10,000.00 per violation, per day, or imprisonment for not more than one year, or both.
- B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of at least \$1,000.00 or be subject to imprisonment for not more than one year, or both. This penalty shall be in addition to any other criminal charges or judicial remedies, including remedies for causing personal injury, endangerment, or destruction of public property available under state law.
- C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be

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punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.

- D. In the event of a second conviction, a user shall be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.

### **13.08.934 Remedies nonexclusive.**

The remedies provided for in this chapter are not exclusive. The director may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the city's enforcement response plan. However, the director may take other action against any user when the circumstances warrant. Further, the director is empowered to take more than one enforcement action against any noncompliant user.

### **13.08.941 Penalties for late reports.**

The director may assess a penalty of \$50.00 to any user for each day that a report required by this chapter, a permit or order issued hereunder is late. Penalties accrue beginning the fifth day after the report is due. The director's actions to collect late reporting penalties shall not limit the director's authority to initiate any other enforcement action.

### **13.08.942 Performance bonds.**

The director may require a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the director as necessary to assure the User will achieve consistent compliance with this chapter. The Director may require this bond as an enforcement response or as a prerequisite to issue or reissue a wastewater discharge permit. Any user who has failed to comply with any provision of this chapter, a previous permit or order issued hereunder, or any other pretreatment standard or requirement may be subject to this requirement. This bond may also be required of any category of user which has led to public burdens in the past regardless of the compliance history of the particular user. The city may use this bond to pay any fees, costs, or penalties assessed to the User whenever the Users account is in arrears for over 30 days. This includes the costs of cleanup of the site if the user goes out of business, sells the business to a person that does not first assume the bond, or goes bankrupt. Users may petition the director to convert their performance bond to a requirement to provide liability insurance, or to forego any such safeguard based on their performance. User may petition no more frequently than once in any twelve-month period.

### **13.08.943 Liability insurance.**

The director may require any user to provide insurance if they previously failed to comply with any provision of this ordinance, a previous permit, or order issued hereunder, or any other pretreatment standard or requirement. The director may also require users in businesses which historically have left a public burden to clean up pollution to obtain this insurance, regardless of their compliance history. In such cases, Users must provide proof that the insurance is sufficient to cover any liabilities incurred under this chapter, including the cost of damages to the POTW and the environment caused by the user. The director may require users to provide the proof of such insurance either in response to non-compliance or prior to issuing or reissuing a wastewater discharge permit.

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### **13.08.944 Payment of outstanding fees and penalties.**

The director may decline to issue or reissue a wastewater discharge permit to any user who has failed to pay any outstanding fees, fines or penalties incurred as a result of any provision of this chapter, a previous permit or order issued hereunder.

### **13.08.945 Water supply severance.**

The director may order water service to a user severed whenever a user has violated or continues to violate any provision of this chapter, a permit, or order issued hereunder, or any other pretreatment standard or requirement. Users wishing to restore their service must first demonstrate their ability to comply with this ordinance and pay the related costs of this action.

### **13.08.946 Public nuisances.**

A violation of any provision of this chapter or a permit or order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the director. Any person(s) creating a public nuisance shall be subject to the provisions of SMC 8.60 governing such nuisances, including reimbursing the city for any costs incurred in removing, abating, or remedying said nuisance.

### **13.08.951 Upset.**

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to punitive actions in response to noncompliance with categorical pretreatment standards (SMC 13.08.220 and SMC 13.08.230), but not local limits (SMC 13.08.240) when the requirements of paragraph (C), below, must be met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
  - 1. An upset occurred and the user can identify the cause(s) of the upset.
  - 2. The facility was at the time being operated in a prudent and workman-like manner and was in compliance with applicable operation and maintenance procedures.
  - 3. Where the upset involved reduction, loss, or failure of its treatment facility (e.g. a power failure), the User controlled production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards until the facility was restored or an alternative method of treatment was provided.
  - 4. The user submitted the following information to the director within 24 hours of becoming aware of the upset. When initially provided orally, the User must have provided a written report within five days:
    - a. A description of the indirect discharge and cause of noncompliance;
    - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
    - c. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.



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- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
  - E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.

### **13.08.952 Prohibited discharge standards.**

A user will have an affirmative defense to an enforcement action brought against it for noncompliance with the prohibitions in SMC 13.08.210(A), and 13.08.210(B)(3)—(7) in certain cases. The user must be able to prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the User's prior discharge when the city was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

### **13.08.953 Bypass.**

- A. For the purposes of this section,
  - 1. Bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.
  - 2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to assure efficient operation.
- C. Any other bypass must meet the following requirements:
  - 1. Users knowing in advance of the need for a bypass must submit prior notice to the director, at least ten days before the bypass wherever possible.
  - 2. Users must tell the director of any unanticipated bypass that exceeds applicable pretreatment standards within 24 hours of becoming aware of the bypass. Users must provide a written follow-up report within five days. The Director may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:
    - a. A description of the bypass (volume, pollutants, etc.).
    - b. What caused the bypass.
    - c. When, specifically, the bypass started and ended.
    - d. When the bypass is expected to stop (if ongoing).
    - e. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.
- D. Bypass.
  - 1. Bypass is prohibited, and the director may take an enforcement action against a user for a bypass, unless:
    - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

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- b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
  - c. The user submitted notices as required under paragraph (C) of this section.
2. The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

### **13.08.961 Pretreatment charges and fees.**

The city may adopt reasonable fees for reimbursement of costs of setting up and operating the city's pretreatment program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals;
- E. Fees to recover administrative and legal costs associated with the enforcement activity taken by the director to address IU noncompliance; and
- F. Other fees as the city may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by the city.



Ben Shumaker <ben@ci.stevenson.wa.us>

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## Sewer Ordinance Comments

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John Prescott <jpprescott@yahoo.com>  
To: Ben Shumaker <ben@ci.stevenson.wa.us>

Sun, Apr 13, 2025 at 5:33 PM

From John Prescott  
1001 NW Kaspar Rd  
Stevenson, WA 98648

Hi Ben,

Thanks for taking the time to chat with me at the Sewer Ordinance Open House last week. I appreciate all your work, and the work of the Committee and Council on this topic.

Following the recent open house, I have the following comments.

- 1) City Council should structure the proposed ordinance to allow existing septic system owners to choose if they want to connect to any city sewer line expansion (without penalties). Why penalize owners who did not have the option to connect to city sewer when they built their dwelling and, instead, paid for the installation and ongoing maintenance of a septic system? That being said, I do prefer the proposed ordinance to the existing ordinance.
  
- 2) If an owner receives a 90 day notice forcing them to connect to the city sewer system, the Sewer Development Charge waiver would apply if the connection did not happen in 90 days due to scheduling, city permitting delays or other unexpected events. Perhaps using words like "...best efforts or reasonable efforts" where the owner could be granted a short time extension to allow for connection is appropriate.

Thanks again.

John Prescott  
503.550.7250 cell/txt

## **City Council Members and Staff,**

We bought our home in August of 1998 at 7022 East Loop Rd. At that time, public sewer was not available to us. There was talk that it may be coming sometime in the future, but city officials had no idea when. We have had many conversations with the previous City Manager Mary Ann Duncan-Cole, Ben Schumaker, and Leana Kinley. We were always told the same thing: that as long as our septic system was properly maintained and functional, we would not be required to hook up to city sewer when and if it became available.

In 2012, we added a bathroom to our home, remodeled our kitchen, and replaced all the old galvanized plumbing. Once again, we went to the city to inquire about city sewer. We had the original septic system and thought that since we were adding a bathroom and remodeling, this would be the time to hook up to city sewer if available. Still, no word on when or if it would be coming.

We opted to replace and upgrade our septic system. We had Mark Peterson design an oversized system. Kurt Russell from Stabler Backhoe installed it. We went through the permit process with the county and the City of Stevenson. Both of them signed off and approved the septic system plan. All of this was at great cost to us.

Fast forward to January 2022, we received a certified letter from the City of Stevenson stating that city sewer was coming up Loop Road. If we wanted to hook up, it would cost \$17,169.01 and an additional fee of \$6,168 for a system development charge. (I was told at the open house on April 10th that the fee has actually gone up.) I reached out to Leana and let her know that we had a functioning system that was only a few years old and we were not interested in city sewer. Again, we were told that as long as our system was functioning, we would not be required to hook up to city sewer.

At the Open House on April 10th, I reviewed the Sewer Plan Draft. I have a few areas of concern. You are proposing to charge all of us a "penalty" for not hooking up to city sewer, up to the amount of the monthly sewer fee, which is currently \$140 monthly and will probably go up, as it has every year. The definition of penalty is "a punishment imposed for breaking a law, rule, or contract." None of us homeowners have done anything wrong. I feel that what you're doing is unethical. It would cost me approximately \$50K to hook up to city sewer. Why would I do that? I have already spent thousands of dollars to replace our septic system that is fully functional and operational. It makes no sense to me that you are proposing to charge us a "penalty" for not using something that we do not want or need.

There is also the fee for the System Development Charge, as I understood it, which is basically a lien that will be placed on my home. It would need to be paid if my home was sold or transferred. Again, why am I paying for something that I don't need or want? Another question I have is whether this fee will go up. It already has since I received the letter from the city in 2022.

I appreciate that you have expanded the sewer system and made it available to those who want or need it. We had asked for it for years, and it was not available. I don't feel that homeowners should be penalized for not utilizing it if we don't need it.

**Respectfully,**

Robert and Rose Wertheimer



Ben Shumaker <ben@ci.stevenson.wa.us>

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## To Stevenson City Council - NYTimes.com: Why America Should Sprawl

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**Rick** <windsurf@gorge.net>  
To: citycouncil@ci.stevenson.wa.us

Tue, Apr 15, 2025 at 10:45 AM

The attached article "Why America Should Sprawl" looks at the Dalles – Fort Worth find a solution to the lack of affordable housing – to sprawl or build out housing.

On a very smaller scale, Stevenson has the Comprehensive Plan Future Land Use Map which doubles the future size of Stevenson as well as 151 vacant lots itself.

The proposed Sewer Ordinance appears to anticipate and facilitate this future growth.

Rick Jessel

[https://www.nytimes.com/2025/04/10/magazine/suburban-sprawl-texas.html?unlocked\\_article\\_code=1.\\_04.LmUQ.bXxxleRvKweZ&smid=em-share](https://www.nytimes.com/2025/04/10/magazine/suburban-sprawl-texas.html?unlocked_article_code=1._04.LmUQ.bXxxleRvKweZ&smid=em-share)



# Why America Should Sprawl

The word has become an epithet for garish, reckless growth — but to fix the housing crisis, the country needs more of it.



**By Conor Dougherty**

Conor Dougherty covers housing and is the author of “Golden Gates: The Housing Crisis and a Reckoning for the American Dream.”

April 10, 2025

The conference room next to Ross Perot Jr.’s office has a floor-to-ceiling map of the Dallas-Fort Worth metropolitan area. The map is in black and white, with pools of orange and blue shading representing the various warehouses, office buildings and housing developments that one of Perot’s companies, Hillwood, has splayed across the region since the late 1980s.

Perot, whose father made billions in the computer business and used that wealth to fund the outsider presidential campaigns that made him a household name, has amassed his own fortune by becoming one of the largest real estate developers in the country. When I met him in the conference room on a recent morning, Perot stood on the toes of his wingtips and stretched his arm overhead to point to the exurbs north of Dallas, where Hillwood has seven projects in development. There, under his fingers, lay one of the fastest-growing areas in the country.

A Hillwood executive took me on a helicopter tour to see the map in real life, promising that a view from 1,500 feet was the only way to understand just how fast the city is growing. The helicopter made a dusty landing about 40 miles from downtown Dallas, in an area where builders were laying down new traffic circles next to pastures grazed by herds of longhorn cattle.

Hillwood is a land developer that creates planned communities, building infrastructure and dividing up lots that major homebuilders like D.R. Horton and Pulte Homes then fill with houses. The executive took me around one of the firm's projects, quaintly named Pecan Square, which has a faux downtown complete with parks and pickleball courts; a co-working space on the square has been built with exposed ductwork, to give it an industrial vibe. Once finished, Pecan Square will have 3,100 homes, starting around \$415,000 for a three-bedroom.

Perot, who is now 66, plans to spend the rest of his life building such communities. The Dallas area has grown by about three million people over the past two decades, and, he predicted, it would continue to push outward for many decades more — 40 miles from downtown, then 50, until the metroplex bulges across the state line into Oklahoma, surpassing the population of the Chicago region and continuing to expand from there. “I told my kids, ‘All you got to do is fill in this map, and you’ll have a pretty good business,’” Perot said.

Perot's vision of Dallas as an endlessly expanding suburb has for decades been regarded by planners and environmentalists as a nightmare that needs to be slowed or stopped. The epithet is “sprawl,” a word that is used to deride edge city development, evoking lollipop cul-de-sacs lined with homes so similar they can be



distinguished only by the cars parked in front. Since the mid-20th century, critics have blamed sprawl for many of the country's deepest and most lasting problems, accusing it of chewing up farmland, spewing out greenhouse gases and carving American cities into rings of monotonous neighborhoods whose lonely and isolated residents are imprisoned by two-hour supercommutes. Environmental groups, a number of which were founded specifically to stop outward growth, have gone so far as to call sprawl a "curse" and a "cancer."

Anti-sprawl legislation has successfully limited or prohibited this sort of growth in much of the country. Consider the trajectory of California. In the 1960s and '70s, when the state added eight million residents and fruit trees were being ripped out to make space for ranch houses, its Legislature passed a flurry of land-use and environmental laws aimed at preserving agricultural land and containing development to major metropolitan areas. Those laws were celebrated for saving farming regions like Napa Valley and wild spaces like the Marin Headlands, but they also have made building so difficult that even environmentally friendly projects, like a small apartment building next to a commuter rail line in San Francisco, can be tied up in years of lawsuits that can add millions of dollars to the final cost.

Similar laws throughout the country have slowed the pace of construction and made housing far more expensive, contributing to one of the worst affordable housing crises in the nation's history. After two decades of underbuilding, economists estimate the country's housing shortage at somewhere between four million and eight million units. Last year was among the most difficult on record to buy a home; a quarter of tenants now spend more than half their income on rent and utilities; and the most recent homeless count, at about 770,000, was up nearly 20 percent from the previous year.



In Princeton, Texas, the nation's third-fastest-growing city, infrastructure has struggled to keep up with growth. Dan Winters for The New York Times

The second-order effects of the housing crisis are also enormous. The rising cost of rent has become one of the main drivers of inflation, which was a defining issue in the 2024 presidential election. Housing costs have made businesses less productive by preventing people from moving to the job markets most in need of workers. For all the focus on billionaires and stock prices, it's home values that are a primary source of wealth inequality and the root of a generational schism between the housing-rich baby boomers and young adults today. According to Edward Glaeser, an economics professor at Harvard, the housing crisis has become “a huge hindrance on the quest for well-being and the pursuit of happiness.”

The solution is to build more. That's not controversial — housing is one of the few remaining areas of bipartisan agreement. The rub, as always, is where and how to get it done. Over the past decade, dozens of cities and states have tried to spur construction by passing laws that aim to make neighborhoods denser: removing single-family zoning rules, reducing permitting times and exempting housing in established neighborhoods from environmental rules.

That shift is important, especially in cities like San Francisco and Los Angeles that have little chance of lowering housing costs or reducing their homeless populations without building up. But cities are difficult and expensive places to build because they lack open land. Adding density to already-bustling places is crucial for keeping up with demand and preventing the housing crisis from getting worse. It will not, however, add the millions of new units America needs. The only way to do that is to move out — in other words, to sprawl.

**Like “privilege” and “gentrify,” “sprawl”** is a word that has come to contain more emotion than meaning. New York is usually considered the antithesis of sprawl and Los Angeles the progenitor of it. And yet when you look at the density across both urban areas, Los Angeles is actually *more packed* than the New York region. There's of course no place in L.A. that's as dense as Manhattan. But the homes in L.A.'s suburbs are squeezed side by side for miles beyond the core city, while New York's outskirts are in general more spacious.

So what is sprawl, exactly? In his 2005 book, “Sprawl: A Compact History,” the architectural historian Robert Bruegmann described sprawl as low-density development that is scattered around the urban periphery. That description, he noted, captures what the edges of large cities have looked like for most of history. The fringes of ancient Rome were known as “suburbium,” meaning outside the walls. There, and in so many other large cities — London, Paris, New York — growth has almost always pressed outward through a buffer zone that is neither fully urban nor rural. This wasn't a permanent condition but rather the first step of growth, as, over time, the buffers filled in and were often incorporated into the city core: The Upper East Side of New York and the Hyde Park section of Chicago would have both been considered exurbs in their earliest stages of development

Before the 19th century, regular travel between the core and the outlying areas of cities made sense only for those wealthy enough to afford carriages, boats and other forms of private transit. First railroads, then automobiles changed that, opening the gates of suburbia to the middle class. In his book, Bruegmann traces widespread anti-sprawl rhetoric to London in the 1920s, when it emerged as a way for aristocrats to denigrate their new middle-class neighbors under the guise of protecting nature. The word was popularized in the United States by a 1958 essay, “Urban Sprawl,” by the Fortune writer William H. Whyte Jr., who described the modern suburbs as “smog-filled deserts.”

“The attack on suburbs in the U.S. didn’t really become a dominant motif among the chattering classes until after World War II,” Bruegmann told me, “when the move out from the city by lower, middle and working classes in American cities became very obvious.” As millions of expanding families moved to larger homes in more spacious neighborhoods, artists and social critics followed with a long list of books (“Revolutionary Road”), songs (“Little Boxes”) and movies (“The Stepford Wives”) that criticized the conformity of suburbs and the American appetite for growth.

Cities and states responded by adopting anti-sprawl rules that created growth boundaries, made it easier to sue over new development and in some cases prevented even moderate density by limiting housing to multiacre parcels. The predictable result was that the pace of building slowed, housing costs exploded and anti-development sentiment became so pervasive that by the early 1980s the word “NIMBY” — short for “not in my backyard” — had proliferated to describe it.

One of the better accounts of this shift is a 1979 book, “The Environmental Protection Hustle,” by a professor of urban planning at M.I.T. named Bernard Frieden. Frieden documented how organizers in the San Francisco Bay Area were often as hostile to denser housing in urban neighborhoods as they were to low-slung developments on farmland. Chapters of the Sierra Club, he wrote, would protest exurban housing for being too sprawling, suburban housing for being insufficiently close to job centers and urban housing for taking up open space.

Frieden's book points to a second distinguishing feature of postwar sprawl: Because most of today's suburbs were built after zoning and land-use laws became more widespread and stringent, it has been harder to fill in the closest suburbs with density the way older cities did. This has increased the pressure to grow outward. Since 1950, big American cities have added very little new housing in established neighborhoods, according to an analysis by Issi Romem, an economist at MetroSight, an economic research and consulting firm. It might not seem that way when you look out on the glass-tower apartments and condominiums that have risen in the downtowns of big and even midsize U.S. cities. But those projects are frequently part of an industrial redevelopment, like Mission Bay in San Francisco or Hudson Yards in New York. They rarely disrupt neighborhoods zoned for single-family homes, which account for a majority of the land mass in many U.S. metro areas.

California and other states have spent much of the past decade trying to get out of this predicament by undoing single-family zoning laws and streamlining permitting for apartments, backyard cottages and other higher-density housing. These attempts to make it easier to fill in nearby suburbs where prices are highest — to fill in the previous generation's sprawl — is the same process maturing cities have gone through for centuries. But density is gradual and takes decades to be effective. "Infill" — housing built in populated areas — is difficult and expensive. For all the vitriol this has caused in City Council meetings and legislatures, the overall pace of building has barely budged.

Even if all the regulatory restraints were removed tomorrow, developers couldn't find enough land to satisfy America's housing needs inside established areas. Consequently, much of the nation's housing growth has moved to states in the South and Southwest, where a surplus of open land and willingness to sprawl has turned the Sun Belt into a kind of national sponge that sops up housing demand from higher-cost cities. The largest metro areas there have about 20 percent of the nation's population, but over the past five years they have built 42 percent of the nation's new single-family homes, according to a recent report by Cullum Clark, an economist at the George W. Bush Institute, a research center in Dallas.

Lora Karacic became a real estate agent in Dallas in 2021, when the pandemic slowed air travel and she was furloughed from her job as a flight attendant. Her timing turned out to be perfect: In the past five years, the Dallas metro area has led the nation in both population and housing growth. Last year alone, Dallas permitted the construction of 72,000 new homes, or about three-quarters as many as the entire state of California, according to Moody's Analytics.



Celina, Texas, has 54,000 residents, compared with 8,000 a decade ago. Dan Winters for The New York Times

I recently visited Karacic and her partner, Zack Srisauy, at their home in Celina, Tex., which is about 40 miles north of Dallas. A color-changing Tesla sat in the driveway. On Instagram, Karacic has racked up more than 100,000 followers, who scroll through her videos of spacious houses in the Dallas exurbs with walk-in

closets and kitchen islands that have the dimensions of a conference-room table. Karacic and Srisauy are partners in business as well as life: He films, she tours, then they organize meetups with new clients over direct message.

I asked the couple how much of their business consisted of people moving to Texas from out of state.

“Like 75 percent,” Karacic said.

“Yeah, maybe even 80,” Srisauy added.

Celina was recently declared the fastest-growing city in the country. The area had 8,000 residents a decade ago. Now it has 54,000, and the population is projected to hit 110,000 by 2030. Nearby, Hillwood is building a community called Ramble, which is scheduled to offer 4,000 new homes starting next year. Four months ago, Karacic and Srisauy decided to relocate to Celina from a more central part of Dallas in order to be closer to the houses they sell, paying \$500,000 for a four-bedroom house. They told me they had gotten tired of spending hours in traffic on the way to showings.

“All the business is up here,” Karacic said.

**There were just** two stoplights in Princeton, Tex., when Eugene Escobar Jr. moved there. That was a dozen years ago, back when Princeton was a town of fewer than 10,000 that sat beyond Dallas but wasn’t yet part of it. The subdivisions had started arriving, but a good amount of the housing still consisted of faded homes with clapboard siding and chain-link fences.



Celina, Texas. Dan Winters for The New York Times

Escobar, a 33-year-old from Harlem, paid \$240,000 for a 3,500-square-foot home, where he still lives with his wife and four of his children. He runs a tech-support business from a desk by his pool table, and he recently became the city's first Black mayor, in an election dominated by debates over runaway growth. Since Escobar arrived, the population of Princeton has quintupled to just under 50,000 residents, according to city estimates, overwhelming the roads, the sewers and the local Police Department. Now the nation's third-fastest-growing city, Princeton has become a case study in what happens when development outpaces planning.

When I met Escobar on a recent afternoon, we drove past newly graded fields, half-built apartment complexes and subdivisions with names like Monticello Park and Sicily. Most of the drive was along a four-lane road packed with cars going



miles per hour. Despite the boom in residents, Princeton still has just a handful of restaurants and few places to take children beyond private backyards. There are not many local jobs, so most of Princeton's residents commute out of town for work. The largest employer is the local government.

“We went from a farm town to a city of 47,000, and in the next three years it will be 80,000,” Escobar said. “The city allowed a lot of developers to come in and was looking at the tax money but didn't realize, ‘Hey, the water is behind, the police are behind.’”

Last year, the City Council voted to impose a moratorium on all new housing projects in hopes of giving infrastructure time to catch up. The moratorium hasn't slowed much down, because Texas law prohibits cities from stopping development that has already been approved. It nevertheless sent a message: Residents, having bought into what they thought was a bright future, are now worried about where the city is headed.

Escobar became a politician in hopes of helping it change course. His reward has been a full-time job with no pay that requires him to spend every other Monday in City Council meetings, where he sits at the center of the council dais, six feet from the microphone where residents comment and complain about the growing pains he ran for office to solve. “Until you're in the shoes, you really don't understand how much pressure that you're under all the time,” Escobar said.

Princeton's godawful traffic and its views of pastures being consumed by tract homes are exactly the sorts of scenes opponents of sprawl have in their heads. But this is how cities are built: through a chaotic and uneven process in which the mix of homes, jobs and infrastructure is constantly shifting and never quite in balance. Instead of endless sprawl, it's better to think of boomtowns like Princeton as economic nodes in a broader region. Their relationship to Dallas proper is akin to Newark's relationship to New York or Oakland's to San Francisco: They begin as satellites of the core city but, over time, become their own cores.

That process is well underway in Texas: As the population of Dallas's northern region has exploded, jobs have followed. Plano and Frisco, two Dallas suburbs that have each surpassed 200,000 residents, are rapidly adding offices and apartment buildings and have daytime populations that roughly equal or exceed their nighttime populations, becoming cities in their own right. Modern, car-centric cities will probably never become as dense as places whose streets were designed for pedestrians, but the basic process of expanding outward with housing, then jobs, is unchanged. Over decades, places like Plano and Frisco will come to look and feel more like central Dallas. "Sprawl is a way of thinking that is centered on the core city, that imagines somehow that people, however far out their homes are, they're going to commute to the core," says Clark, of the George W. Bush Institute. "That's increasingly unmoored from the reality of how people are living."

Policy wonks on the political right have been preaching this for years. One of them is Judge Glock, a senior fellow at the Manhattan Institute who has written essays with titles like "Sprawl Is Good" and "Sprawl Is Still the Future." Glock is not a reflexive defender of the suburbs: In an interview, he praised many of the efforts to repeal single-family zoning laws and add small apartments to neighborhoods where they have long been banned. "But the importance of outward growth has been massively underestimated," he said.

As the scale of America's housing crisis has grown, that position has moved toward consensus. Around the country, Democrats in state and federal office have started pushing proposals to amend urban growth boundaries, sell off federal land and pare back environmental laws that aim to keep growth from pressing outward. The liberal journalists Ezra Klein and Derek Thompson's recent book, "Abundance," champions the idea that it has become too hard to build housing and infrastructure in the places where Democrats govern. Even Alan Durning, founder of the Sightline Institute, a think tank that advocates for dense housing and renewable energy, says he has come to the conclusion that new cities are likely to be part of the solution to America's housing shortage. Those cities are already being built, right in plain sight, the same way they always have been: on the edges of the cities we already have.



McKinney, Texas. Dan Winters for The New York Times

Certainly the process is smoother in some places than in others. Developers like Hillwood usually make sure to secure a water supply and build enough infrastructure to make growth feasible over the long term, designing “total

communities” around a denser core with walkable streets, rowhouses, grocery stores, parks and other spaces for gatherings like concerts and fairs. Other developers, often those who cater to a lower-income demographic, simply build houses, which, if they multiply too fast, can turn a town into a disjointed collection of subdivisions and test a city’s ability to maintain infrastructure. That puts the onus on the local government and mayors like Escobar to create a more complete place with things to do and places to shop.

Toward the end of my interview with Escobar, we swung by his home, a two-story brick house with a collection of scooters and toys in the entryway. Escobar told me he moved to Princeton because he could find a big house there for less than \$300,000, but now the city is home, and he didn’t like where it was headed. Over the next four years, he said, his goal is to redevelop the downtown, try to attract offices where locals can work and build out a park system that voters recently funded with a bond measure. “You ask anybody what they love about Princeton, and it’s simply just the affordability,” Escobar told me. “We need to be more than that.”

**Conor Dougherty** covers housing and development, focusing on the rising costs of homeownership. He is based in Los Angeles.

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A version of this article appears in print on , Page 25 of the Sunday Magazine with the headline: Sprawl or Nothing

17 April 2025

Stevenson City Council  
7121 East Loop Road  
Stevenson, WA 98648  
(509) 427-5970

Dear Stevenson City Council:

We are Lisa and David Birney, Stevenson residents since 2017, and we are urging you to not adopt the “Proposed Sewer Ordinance” as presented.

At the first hearing on Thursday, April 10<sup>th</sup>, Council Member Oldfield told residents that we needed to “share the burden” of the sewer costs. He kept calling it “fairness” because the sewer system was developed for the whole city, and currently, only people connected are paying. According to Council Member Oldfield, the city has a \$17 million sewer debt (possibly \$12 million), and the “Proposed Sewer Ordinance” will help pay that debt. The “Proposed Sewer Ordinance” is in no way “fair” to all the residents who have paid for their septic systems and continue to maintain their systems. The “Proposed Sewer Ordinance” states:

E. ... More specifically, equitable distribution of costs is accomplished by expanding the pool of ratepayers to include those to whom the public sewer system is available but who do not connect thereto. Equitable distribution of costs for POTW expansion is accomplished by placing greater expectations on ratepayers and the public at large to pay than on developers.

The “Proposed Sewer Ordinance” (pp. 1-15) has many flaws that are not “equitable” to the residents of Stevenson:

1. “13.08.070 Connection with public sewer required. A. Compliance Required.” The table in part A under “Existing Development” does not allow an owner with OSS to alter or repair their current OSS. The table also states: “Installation or expansion of an OSS will not be approved unless the lot owner agrees to pay a proportionate share of the cost to make sewer available to the lot.”
2. Residents who opt out of connecting to city sewer will incur a monthly “penalty” of \$140+. Council Member Oldfield said the city cannot legally charge residents for a service they are not using; therefore, the city is calling it a “penalty.”
3. Twelve property owners will be immediately affected if the ordinance is adopted.

4. When the city's "General Sewer Plan" and "Conceptual" plan become realities, your residents will have to connect or pay a monthly "penalty," even if they have a working OSS.

The "Proposed Sewer Ordinance" needs more work. Existing developments with OSS should continue with their OSS, without penalty, or have a choice to connect, and new developments should connect to city sewer.

Please do not adopt the "Proposed Sewer Ordinance" as presented. Thank you for your time!

Sincerely,  
Lisa & David Birney

Contracts and/or Change Orders awarded above \$10,000  
March, April 2025

| Date     | Contractor | Amount    | Total Contract | Description of service                       |
|----------|------------|-----------|----------------|--|
| 4/2/2025 | HHPR       | 14,361.00 | 14,361.00      | Water and Sewer Easement (Birkenfeld Parcel) |
|          |            |           |                |  |
|          |            |           |                |  |
|          |            |           |                |  |

**DRAFT Minutes**  
Stevenson Planning Commission Meeting  
Monday, March 10, 2025  
6:00 PM

**Planning Commission Vice-Chair Auguste Zettler** called the meeting to order at 6:04 p.m. A quorum was present.

**MEMBERS PRESENT**

Vice-Chair **Auguste Zettler**; Commissioners **Anne Keesee**, **Charles Hales** and **Tony Lawson** were in attendance. **PC Chair Jeff Breckel** was not in attendance.

**STAFF PRESENT**

**Community Development Director Ben Shumaker**,  
**Planning & Public Works Assistant Tiffany Andersen**

**GUESTS**

Mike Green, Brian McKenzie

**PUBLIC PRESENT**

Mary Repar

**A. Preliminary Matters**

**1. Public Comment Expectations**

**Shumaker** explained use of tools for remote and public participants: For remote, \*6 to mute/unmute & \*9 to raise hand, or raise hand icon. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

**2. Public Comment Period:**

Mary Repar commented on Lasher Street Parking

**3. Approval of Minutes:**

February 10th, 2024 Planning Commission meeting minutes were approved unanimously following a motion by **Commissioner Keesee**, seconded by **Commissioner Lawson**. There were no changes or corrections.

**B. New Business**

ZON2024-02: Rezone Request: R2 to R3 on Lasher Street

**4. Zoning Recommendations**

Proposal from property owners to rezone a .052 acre parcel on Lasher Street from R2 Two-Family to R3 Multi-Family residential.



**a. Appearance of Fairness**

**Shumaker** explained and administered the Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers in a quasi-judicial setting to conduct non-court hearings and proceedings in a way that is fair, impartial and unbiased in both appearance and fact. Any conflicts of interest must be disclosed to ensure fairness and impartiality. Disclosures include any financial interest in the final outcome, any outside (ex-parte) communications made with any party of interest or anything else that could be construed as a conflict or affecting any decision making. Decision makers can be challenged by applicants regarding any perceived conflicts of interest.

**Disclosure**

None of the Planning Commissioners disclosed any ex-parte communications concerning the application, and none reported any financial conflicts or other matters that would impede a fair and impartial decision. There were no challenges by the applicant or the public.

**b. Presentation by Staff**

**Community Development Director Ben Shumaker** explained the proposal for rezoning. The presentation provides opportunity for public involvement. He noted state statutes require a review, and the City Council will hold a public hearing regarding the application. The subject property lies within the HDR – High Density Residential area of the Comprehensive Plan’s Future Land Use Map. This designation would support both the existing zoning designation and the requested change. The subject property is the only property served by Lasher Street which does not bear the requested R3 Multi- Family Residential zoning designation. There is no apparent rationale for the disparate treatment of the subject property. Maximum units allowed would be 11.

**c. Presentation by Applicant**

Brian McKenzie, the applicant stated he was looking for the best use of the area. It is currently bordered by R3 structures on 3 sides. Higher density would allow additional housing units to be constructed.

**d. Public Involvement**

**1. Comments in Favor**

None received

## 2. Comments in Opposition

Mary Repar spoke about the need to conduct a SEPA (State Environmental Policy Act) determination and received clarification of the site's location. She expressed concerns about wildlife habitat. She was informed the SEPA comment period was still open.

**Shumaker** noted the purpose of the presentation was to consider the zoning request. Information provided would help the Planning Commission make a recommendation to the City Council on the proposal.

## 3. Comments Neither in Favor nor Opposition

None received.

## e. Commission Deliberation

Commissioners held a brief discussion. It was determined the proposal would not change the nature of the neighborhood. With surrounding structures zoned as R3, all concurred it was a reasonable request for change.

**Vice-Chair Zettler** noted the presentation was for a zoning determination following the rules and policies currently in place.

## f. ACTION

A motion to recommend approval of the proposal to the City Council made by **Commissioner Hales**, seconded by **Commissioner Keese** was approved unanimously.

D. Discussion

C. Old Business

5. Staff & Commission Reports:

**Community Development Director Ben Shumaker** provided an update on staffing levels within the city.

**Planning & Public Works Assistant Tiffany Andersen** explained the procedure and timeline regarding the processing of public records requests. One request involves reviewing 17,000 emails.

### Utility Customer Audit

**Shumaker** reported when utility rates changed last year, the rates were not applied equally. The city is undertaking a review of accounts to determine where billing errors took place.

## 6. Thought of the Month:

Designing. -Vitruvian Triad: Firmitas, Utilitas, Venustas: Durability, Usability, Beauty <https://moss-design.com/vitruvius/> -Components of Venustus: <https://www.cnu.org/publicsquare/2025/02/24/six-point->

visual-check-better-downtown. Articulated architectural approach of Romans.

Mary Repar questioned when the Planning Commission would hold an affordable housing discussion. She recommended a Community Roots presentation. **Vice-Chair Zettler and Commissioner Hales** noted the issue has been a long time topic. It was suggested without some form of subsidization it is unlikely the housing market will support affordable housing developments. Mary encouraged Commissioners to look at Clark County's programs.

#### **E. Adjournment**

**Vice-Chair Zettler** declared the meeting adjourned at 6:48 following a motion by **Commissioner Keese**, seconded by **Commissioner Lawson**.