

AGENDA
CITY OF STEVENSON COUNCIL MEETING
December 19, 2019
6:00 PM, City Hall

Items with an asterisk (*) have been added or modified after the initial 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.

Paul Hendricks requests and excused absence.

MOTION: To excuse Paul Hendricks.

2. 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].*

3. 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) **Liquor License Renewal** - Skamania Lodge and Big River Grill
- b) **Water Adjustment** - Gail Collins (meter No. 700200) requests a water adjustment of \$196.76 for a broken toilet which he has since repaired.
- c) **Skamania County Incarceration Services Agreement** - City Administrator Leana Kinley requests approval of the 2020 contract with Skamania County for Incarceration services. There are no changes from the 2019 contract. (p. 6)
- d) **Skamania County Prosecuting Attorney Agreement** - City Administrator Leana Kinley requests approval of the 2020 contract with Skamania County for Prosecuting Attorney services. There are no changes from the 2019 contract. (p. 12)
- e) **Contract for Immediate WWTP Improvements** - Public Works Director Karl Russell requests the approval of the contract with Stellar J Corporation for immediate improvements at the wastewater treatment plant in the amount of \$25,848. It is less than the not to exceed amount of \$63,000 approved at the November 21st council meeting. (p. 17)
- f) **Tourism Funding Contracts** - City Administrator Leana Kinley requests approval of the Tourism Funding contracts as detailed in the staff memo for a total of \$558,250. (p. 20)
- g) **Wastewater Treatment Plant Operation Transition and Support Services** - Public Works Director Karl Russell requests council approval of the two contracts with Ronald Moeller

Operations Services, LLC for services supporting city operation of the wastewater treatment plant. These services were discussed at the November 21st council meeting and are presented as two separate contracts and scopes of work. The first contract is for support during the transition of operations from Jacobs to the City for an amount not to exceed \$16,980 and a period of performance retroactive to November 15, 2019. The second contract is for operations support in 2020 for an amount not to exceed \$29,284. At the end of the operations support contract the city, contractor and Department of Ecology will evaluate the need for continued support. (p. 131 & 134)

- h)** **2020 Salary Scale** - City Administrator Leana Kinley requests council approval of Resolution 2019-351 adopting the salary scale for 2020 as discussed at the September 19, 2019 council meeting and included in the 2020 budget. The Facilities Maintenance Worker position is the same scale as the Temporary Assistant II (summer public works position made full time) and a revised job description will be presented at the January meeting. (p. 137)
- i)** **Wallis Engineering Contract for General Engineering Services** - City Administrator Leana Kinley requests approval of the contract with Wallis Engineering for General Engineering Services on an as-needed basis in the amount not to exceed \$10,000. (p. 139)
- j)** **Wallis Engineering Contract for Development Engineering Services** - City Administrator Leana Kinley requests the approval of the attached agreement with Wallis Engineering for Development Engineering Services on an as needed basis in 2020 for an amount not to exceed \$15,000. (p. 143)
- k)** **Separation Agreement** - City Administrator Leana Kinley requests approval of the attached separation agreement with Eric Hansen which includes payment of all benefits due him according to city policy and a severance amount of \$30,000. (p. 147)
- l)** **Minutes** of October 8th, November 14th and 20th special council meetings and November 21st, 2019 regular council meeting. (p. 149, 152, 155, & 157)

MOTION: To approve consent agenda items a-l as presented.

4. 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.]*

5. PUBLIC HEARINGS: *[Advertised public hearings have priority over other agenda items. The Mayor may reschedule other agenda items to meet the advertised times for public hearings.]*

- a)** **6:05 pm - Sewer and Water Rate Changes** - City Administrator Leana Kinley will present ordinance 2019-1153 and 2019-1154 for public comment and council consideration. The rates proposed include an annual 5% water rate increase outlined in the adopted Water System Plan, and a 37% sewer rate increase as outlined in the revised General Sewer

Facilities Plan. These rate increases were also discussed during the 2020 budget process and included in the 2020 budget. (p. 166)

MOTION: To approve Ordinance 2019-1153 revising the water rates and ordinance 2019-1154 revising the sewer rates.

6. COUNCIL ACTION ITEMS:

- a) 2019 Budget Amendment #1** - City Administrator Leana Kinley requests council approval of the Ordinance 2019-1151 revising the 2019 budget as presented at the November 21st council meeting. (p. 173)

MOTION: To approve Ordinance 2019-1151 revising the 2019 budget.

- b) 2020 Budget Adoption** - City Administrator Leana Kinley presents ordinance 2019-1152 adopting the 2020 as presented at the November 21st council meeting, with a minor change removing the Loop Road Project, for council approval. (p. 218)

MOTION: To approve ordinance 2019-1152 adopting the 2020 budget.

- c) Approve Changes to Development Standards** - City Administrator Leana Kinley presents changes to the development standards as outlined in the attached staff memo. (p. 259)

MOTION: To approve Ordinance 2019-1148 revising the city standards regarding driveways and amendment procedures.

- d) Approve First Street Project Local Agency Agreement and Project Prospectus** - Community Development Director Ben Shumaker requests council approval of the Local Agency Agreement in the amount of \$187,800 for preliminary engineering and the Project Prospectus in the amount of \$804,900. The 2020 budget includes the \$187,800 project cost for initial project work. Construction is anticipated in 2021. (p. 268)

MOTION: To approve the Local Agency Agreement in the amount of \$187,800 and the Project Prospectus in the amount of \$804,900 for the First Street project.

- e) *Approve Contract Amendment for Wastewater Design Services** - City Administrator Leana Kinley presents a contract amendment with Wallis Engineering for services related to the wastewater treatment plant and collection system design and analysis. (p. 278)

MOTION: To approve the contract amendment with Wallis Engineering for services related to the design of the wastewater treatment plant and collection system for an additional amount of \$1,009,488 and a revised total contract amount of \$1,419,488.

- f) *Approve Amendment for Russell Ave Engineering Services** - Public Works Director Karl Russell presents the Supplemental Agreement Number 4 for engineering services

related to the Russell project for council review and consideration. These costs include bidding and construction services through the end of the project. (p. 293)

MOTION: To approve supplemental agreement number 4 with Wallis Engineering for the Russell Street project in the amount of \$75,744.24 for a total revised contract amount of \$305,729.23.

7. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) November 2019 payroll & December 2019 A/P checks have been audited and are presented for approval. November payroll checks 14011 thru 14018 total \$87,225.05 which includes one EFTPS and five ACH payments. A/P Checks 14046 thru 14104 total \$175,349.63 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. November investment activity include: \$500,000 callable bond purchased at a discount yielded earnings of \$9,618.50. \$500,000 callable bond purchased at a slight premium of \$168. (p. 301)

MOTION: To approve the vouchers as presented.

8. DISCUSSION ITEMS:

- a) **Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.
- b) **Discuss Air Quality Burn Bans** - Council will discuss burn bans during periods of low air quality.

9. INFORMATION ITEMS:

- a) **Building Permit Report** - 11SFRs total, 3 finalized since last council meeting. 2 Lodge treehouses, foundations poured. 4 cabins, 60% complete. 1 triplex framed. 2 duplexes on Vancouver-first permit with County process, framed. 93 total building permits for 2019. Talks of development surrounding bottom of Monda Road as well as portions of Upper Monda still in the works. Short plat in the works for Holstrom Rd/Ryan Allen areas. Short plat in the works for Carter Lane.
- b) **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in November, 2019. (p. 304)
- c) **Financial Report** - City Administrator Leana Kinley presents the City's Treasurers' Report for November, 2019. Year to date revenues and expenses through 12/19/19 are included in the 2019 budget proposal. (p. 306)
- d) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for November, 2019 is attached for council review. (p. 313)

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Karl Russell, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) Leana Kinley, City Administrator

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. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- December 24 & 25, 2019 (Wednesday and Thursday) - Christmas Eve and Christmas Day, City offices closed.
- January 1, 2020 (Wednesday) - New Year's Day, City offices closed.
- January 16, 2020 (Thursday) - Regular Council Meeting.

**CONTRACT FOR INCARCERATION SERVICES
CITY OF STEVENSON**

THIS CONTRACT, made and entered into this 19th day of December, 2019, by and between the **COUNTY OF SKAMANIA**, a legal subdivision of the State of Washington, hereinafter referred to as "**COUNTY**," and the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as "**CITY**,"

WITNESSETH:

WHEREAS, RCW 39.34.180 requires each city and town to be responsible for the incarceration of their misdemeanants and gross misdemeanants ("inmates") referred from their respective law enforcement agencies; and

WHEREAS, the **CITY** previously contracted with the Skamania County Sheriff's Office to serve as its law enforcement agency; and

WHEREAS, the **CITY** does not have any facilities in which to incarcerate its inmates; and

WHEREAS, the **COUNTY**, by and through its Sheriff, owns and operates the Skamania County Jail; and

WHEREAS, the **CITY** desires to contract with the **COUNTY** to incarcerate its inmates; and

WHEREAS, the **COUNTY** wishes to provide the **CITY** these incarceration services, including the Skamania County Sheriff's Non-Custody Work Crew Program; and

WHEREAS, this contract is authorized by the provisions of RCW 39.34.010 and is required by RCW 39.34.180; and

WHEREAS, the parties have considered the anticipated costs of providing the incarceration services, including the Skamania County Sheriff's Non-Custody Work Crew Program, have anticipated the potential revenues for providing these services, and continue to consider alternatives to and for incarceration services.

NOW, THEREFORE, it is hereby agreed as follows:

1. Services.

The County agrees to provide the City a jail facility and the necessary personnel to incarcerate the City's inmates generally in the same manner as it confines inmates derived from the unincorporated areas of the County.

The County also agrees to provide supervision, control, and the necessary equipment for participation in the Skamania County Sheriff's Non-Custody Work Crew Program.

For purposes of this agreement, the term "City inmates" shall mean those inmates who are arrested, booked, sentenced, or held in the County Jail on crimes, or suspected crimes, involving misdemeanors or gross misdemeanors within the City limits. "City inmates" shall not include those people who are arrested on, charged with, or convicted of a felony offense, (even if that crime arises out of the same transaction or occurrence as a misdemeanor or gross misdemeanor), and shall not include offenses committed by juveniles except those crimes prescribed by the City of Stevenson Code.

For purposes of this agreement, the term "Skamania County Sheriff's Non-Custody Work Crew Program" shall mean that program supervised by the Skamania County Sheriff's Office whereby inmates perform various work within the City and County, as directed by the Skamania County Sheriff's Office., using equipment provided by the Skamania County Sheriff. Said participation shall be subject to approval by the Skamania County Sheriff's Office. Each work crew day shall begin at 8:00 AM and end at 5:00 PM. Work crew may be served, as determined by the terms of the inmate's sentence, in lieu of jail, or for payment of fines.

2. Payments

As consideration for providing this facility and these services, upon presentation of an invoice statement that provides the inmate's name and dates of incarceration, the City shall pay the County as follows:

- 2.1 Sixty dollars (\$60.00) per day for each City inmate incarcerated in the Skamania County Jail. A City inmate is incarcerated in the County Jail if they are held in excess of four (4) hours from the completion of the booking process. For every City inmate placed into the County Jail, the City shall be charged for at least one (1) day. A day shall mean a calendar day.
- 2.2 The sum of twenty-five dollars (\$25.00) for each City inmate booked into the County Jail. The County will first assess the twenty-five dollar fee to the inmate. That portion of the twenty-five dollar fee that the inmate cannot pay will be assessed to the City. The City shall not be charged more than one booking charge for each City inmate for the same criminal conduct. The City shall not be charged a booking fee if the booking charge(s) is out of the same transaction or occurrence as a felony charge.
- 2.3 The sum of ten dollars (\$10.00) for each full day that a City inmate participates on the Skamania County Sheriff's Non-Custody Work Crew. The parties agree that the inmate shall also be charged an initial \$10.00 participation fee. The City shall not be responsible for reimbursement of the participation fee, and the Skamania County Sheriff's Office agrees to hold the City inmate solely responsible for payment of the participation fee.

3. Term.

The duration of this agreement shall be for a one-year period beginning January 1, 2020 and ending December 31, 2020. Upon the mutual written consent of both parties, this agreement can be extended for successive one (1) year period. This agreement may also be terminated by the mutual written consent of both parties at any time, or by either party for any reason upon ninety (90) day's written notice.

4. Operational Control.

The Skamania County Sheriff shall have exclusive control of the Sheriff's Office and jail staff personnel, and sole responsibility for their compensation. The County Sheriff shall also have exclusive control of the day-to-day operations of the Skamania County Jail in performing this contract and the City inmates will be subject to the same rules and regulations required of the other inmates. The County Sheriff shall also have exclusive control of the day-to-day operations of the City inmates who perform work on the Skamania County Non-Custody Work Crew Program.

5. Health Care.

Pursuant to RCW 70.48.130, the County shall provide routine and regular health care checkups on the City inmates. The City shall be responsible for any extraordinary or emergency medical costs incurred by the City's inmates provided, if at all reasonably practicable, the County shall provide the City notice prior to incurring any extraordinary or emergency medical costs. Such extraordinary or emergency medical costs shall include but not be limited to surgeries, treatment of broken bones, major dental care, or any medical or dental services that require the inmate to leave the jail facility. The City shall not be responsible for the costs for any medical treatment that is required due to injuries sustained while the inmate is incarcerated in the County jail or while the inmate is working on the Skamania County Sheriff's Non-Custody Work Crew Program that result from injury caused by other inmates, or injuries that are caused by property or persons under the control and supervision of the Skamania County Sheriff's Office.

6. Services Provided.

Unless otherwise specified, services provided by the County shall be the type commensurately rendered to the unincorporated areas of Skamania County related to misdemeanants and gross misdemeanants. Incarceration services will be available to the City on a twenty-four (24) hour per day, seven (7) days per week basis; provided that to alleviate overcrowded conditions or other factors, the Skamania County Sheriff's Office reserves the right to matrix, reject, release or give earned good-time credit to the City's inmates in the same fashion as it handles and administers the other inmate population.

7. Independent Contractor/Hold Harmless/Indemnification.

The parties intend that an independent contractor/County relationship will be created by this agreement. No agent, employee, servant or representative of the City shall be deemed to be an employee, agent, servant or representative of the County for any purpose. The City shall protect, defend, save harmless and indemnify the County from and against all claims, suits and/or actions arising from negligent acts or omissions of the City in the performance of this

agreement. The County shall protect, defend, hold harmless and indemnify the City from and against all claims, suits and actions arising from negligent acts or omissions of the County in the performance of this agreement.

8. Full Cooperation.

The City agrees to cooperate fully with the County in the performance of this contract and to furnish the County with any information available to the City that the County may require in the course of the performance of this contract. The Skamania County Sheriff's Office, including the jail personnel, shall have all authority granted to a non-charter code city under the laws of the State of Washington. The County agrees to provide the City with daily reporting updating the City on the inmates currently incarcerated in the County Jail and the inmates currently working through the Skamania County Sheriff's Non-Custody Work Crew Program, the number of days that each inmate has been incarcerated or successfully performed on the Skamania County Sheriff's Non-Custody Work Crew Program, and the expected date of release.

9. Modifications.

No changes or additions to this agreement shall be valid or binding upon either party unless such changes or additions be made in writing and executed by both parties.

10. Attorney Fees.

If any suit or action is filed by any party to enforce or interpret a provision of this contract, Or otherwise with respect to the subject matter of this contract, the prevailing party shall be Entitled, in addition to other rights and remedies it might have, to reimbursement for its Expenses incurred with respect to such suit or action, at trial & on appeal, including court Costs and reasonable attorney's fees.

11. Entire Agreement.

This contract is the entire agreement between the parties and supersedes all previous agreements or understandings between them. This contract may be modified only in writing, provided both parties have signed the amended document. This contract is not intended to affect or otherwise change any other agreements between the County and the City.

12. Laws of Washington.

This contract shall be governed by and construed under the laws of the State of Washington, and any action brought to enforce the terms of this contract, shall be brought in a court of competent jurisdiction located in Skamania County.

13. Effective Date.

This contract shall take effect immediately after it has been executed and copies filed as set forth in section 14 of this agreement.

14. Interlocal Agreement Representations

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2020 or as otherwise provided in paragraph 3.0, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for law enforcement services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 3.0, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

[Signatures appear on the following page]

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

**CITY OF STEVENSON,
A MUNICIPAL CORPORATION**

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Mayor

Chairman

Commissioner

City Clerk

Commissioner

David S. Brown, Skamania County Sheriff

APPROVED AS TO FORM ONLY:

ATTEST:

City Attorney

Clerk of the Board

APPROVED AS TO FORM ONLY:

Skamania County Prosecuting Attorney

**INTERLOCAL AGREEMENT FOR LEGAL SERVICES
(PROSECUTING ATTORNEY)**

THIS AGREEMENT, entered into this 19th day of December, 2020 is by and between the **CITY OF STEVENSON**, a Municipal Corporation located in the County of Skamania, State of Washington, (hereinafter referred to as "City"), and **SKAMANIA COUNTY**, a legal subdivision of the State of Washington, by and through its Prosecuting Attorney (hereinafter referred to as "Attorney").

The parties recite and declare that:

1. This Agreement is entered into pursuant to the laws of the State of Washington, including the Interlocal Cooperation Act, Title 34, Chapter 39 of the Revised Code of Washington, and each of the parties hereto represents that it has authority to execute the same.
2. The City is in need of an attorney to perform and render legal assistance to the City.
3. The Attorney or its Deputies are persons who, through education and experience, possess the requisite skills to provide competent legal services for the City.
4. The Attorney intends to assign its district court deputy prosecutor to serve as its primary City Prosecutor, but each of the three attorneys employed by the Skamania County Prosecutors Office may appear as needed or dictated by office need. In the event the Prosecuting Attorney's office is unable to adequately perform this contract, the City shall have the right to contract directly with a private attorney and to simultaneously terminate this agreement without penalty.
5. The City is, therefore, desirous of engaging the services of the Attorney for prosecution services for crimes over which the City of Stevenson has jurisdiction.

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

**Section One
Purpose of Employment**

City hereby employs Attorney and counselor at law to perform and render legal services to the City as its Prosecuting Attorney.

**Section Two
Acceptance and Duration of Employment**

The City does hereby employ and retain the Attorney as its attorney for and during a period commencing on the 1st day of January, 2020, and ending on the 31st day of December, 2020, for the performance of legal services herein set forth.

Section Three
Place of Work

It is understood that the Attorney's service will be rendered largely at his offices in the County Courthouse in Stevenson, Washington, but that the Attorney will, on request, come to the Municipal Offices of the City at 7121 NW Loop Rd., Stevenson, Washington, or such other places as designated by the City, to meet with representatives of the City.

Section Four
Nature of Duties

1. As Prosecuting Attorney for the City, Attorney shall perform all criminal prosecution legal services required by law on behalf of the City whenever, and to the extent required by the City, shall represent the City in any and all municipal court actions, suits or proceedings in all courts of the State of Washington or competent jurisdiction originating in city municipal court; shall prepare and all pleadings and documents necessary and proper in connection with the prosecution of misdemeanants and gross misdemeanants committing violations within the City limits; and, in general, to render all such prosecution related legal services of every kind and nature as the City shall reasonably require or deem proper in its business.

2. The Attorney acknowledges that the City schedules Municipal Court hearings in Skamania County District Court, and also requires the services of the Prosecuting Attorney on dates scheduled for prosecution of jury trials at Skamania County Superior Court.

3. Acting as the City Prosecutor, including, without limitation, representing the City in Municipal Court, Superior Court, or any higher Court on criminal charges and/or infractions occurring in the City of Stevenson not otherwise prosecuted by Skamania County.

4. Preparation of Intent to File Theft Charges letters for City of Stevenson.

5. Filings, docketing, discovery requests, preparation of subpoenas as required to perform duties specified in Section Four paragraph 1.

Section Five
Compensation

The City agrees to pay the Attorney at the rate of One Thousand Three Hundred Thirty Three and 33/100 Dollars (\$1,333.33) Dollars per month, payable monthly as a lump-sum retainer, for the above services performed by the Attorney on the City's behalf:

Section Six
Nature of Employment

The Attorney and Skamania County shall serve as an independent contractor of the City of Stevenson, and shall not be employed by the City. Nothing precludes the Attorney or the County from entering into similar agreements, provided they do not directly conflict with Attorney's ability to carry out the terms of this agreement.

Section Seven
Termination

Either party may terminate this agreement at any time on thirty (30) days' written notice to the other party.

Section Eight
Modification

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

Section Nine
Indemnification

The City shall indemnify, defend and hold Attorney harmless against all claims, actions, and liability Attorney may hereafter incur with third parties while acting in the capacity of City Prosecutor and while acting within the scope of his representation of City. Attorney shall at all time maintain errors and omissions insurance sufficient to protect the City against third party claims resulting from Attorney representation of the City under this contract. Continued membership in the Washington Counties Risk Pool will satisfy this requirement.

Section Ten
Notice

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

City of Stevenson

City Hall
P.O. Box 371
Stevenson, WA 98648

SKAMANIA COUNTY

c/o Prosecuting Attorney, Adam Kick

P.O. Box 790
Stevenson, WA 98648

Section Eleven
Interlocal Agreement

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. The duration shall be as set forth in Section 2 above, or as otherwise agreed to by the parties pursuant to this Agreement.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City to utilize County prosecution services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in Section Seven, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.

Section Twelve
Complete Agreement

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

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and the year first written above.

CITY OF STEVENSON, a Washington
Municipal Corporation

SKAMANIA COUNTY, a Legal Subdivision of
the State of Washington

Board of Commissioners

By: _____
Scott Anderson, Mayor

By: _____
Chairman

By: _____
Commissioner

By: _____
Commissioner

ATTEST:

By: _____
Leana Kinley, City Clerk

By: _____
Debbie Slack,
Clerk of the Board

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney

Adam Kick, Prosecuting Attorney

SMALL PUBLIC WORKS AGREEMENT

Single Craft/Trade \$40,000 or less – Multiple Craft/Trade \$65,000 or less, including sales tax

Contract #:		WO#:	
Contractor:	Stellar J Corporation	Department:	Public Works, Division
Name:	R.E. Kignhorn	Date:	
Address:	1363 Down River Drive Woodland, WA. 98674	Department Contact:	
Contact:	Brint DeVilling	Phone:	(509) 493-1133 ext 500
Phone:	360-225-7996	Fax:	(509) 493-1231
Fax:	360-225-8007	Email:	
Email:	brint@stellarj.com		

Insurance and Indemnification: The Contractor shall defend, indemnify and hold the City and all of its employees harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the work performed under this Agreement to the extent of the Contractor's negligence. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement. Contractor shall secure and maintain, at its own cost and expense, Comprehensive General Liability and Property Damage insurance in the amount of not less than \$1,000,000 for death or injury in any one occurrence and \$1,000,000 for property damage in any one occurrence which provides, at a minimum, the following coverage:

Premises and Operation; Explosions, Collapse and Underground Hazards (Where Applicable); Products/Completed Operations; Contractual Liability; Broad Form Property Damage; Independent Contractors; and Personal Injury.

Contractor shall secure and maintain, at its own cost and expense, Comprehensive Auto Liability insurance in the amount of not less than \$1,000,000 per occurrence which provides, at a minimum the following coverages:

Owned Vehicles; Non-Owned Vehicles; Hired Vehicles; Property Damage.

This coverage shall be issued from an insurance company authorized to do business in the State of Washington. The City shall be named as additional insured on said insurance coverage at least as broad as ISO CG 20 10 10 01 in a form acceptable to the City Attorney. The Contractor agrees to repair and replace all property of the City and all property of others damaged by the Contractor, Contractor's employees, subcontractors and agents. It is understood that the whole of the work under this contract is to be done at the Contractor's risk and that the Contractor is familiar with the conditions of materials, climatic conditions, and other contingencies likely to affect the work and has made their bid accordingly and that the Contractor will assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

Warranties: If within one year after the completion date of the Work, defective and unauthorized Work is discovered, the Contractor shall promptly, upon written order by the City, return and in accordance with the City's instructions, either correct such work, or if such Work has been rejected by the City, remove it from the site and replace it with non-defective and authorized Work, all without cost to the City.

Nondiscrimination: The Contractor shall comply with all applicable federal and state laws, and city ordinances, for equal employment opportunity and nondiscrimination laws.

Gifts: The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

Business License: The Contractor is required to submit proof of a City business license (\$10) within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

Prevailing Wages: This contract is subject to prevailing wages according to RCW 39.12.020. Contractor shall file an Intent to Pay Prevailing Wage form and Affidavit of Wages Paid form with L&I and pay for all fees associated with filing the forms. Contractor shall submit the Intent and Affidavit forms, approved by L&I, to the City with payment request. No payment will be issued to the Contractor until the City receives both approved forms. If any work is subcontracted on this project, an approved Intent and Affidavit form must be submitted for each sub-contractor. If progress payments are made on this project, an approved Intent form must be received prior to issuing the first payment. An approved Affidavit form must be received prior to issuing final payment.

Bonds/Retainage: No Bid Bond is required. Contract Bond is required. For projects with an estimated total cost of less than \$150,000, the contractor may elect to a 10% retainage in lieu of a Contract Bond. Retainage is required.

Industrial Insurance Status: Contractor is responsible for maintaining a current status of their industrial insurance premiums with the Department of Labor and Industries (L&I). Prior to issuing final payment, the City will verify with L&I the status of the contractor's premiums. Under RCW 60.28 the City can withhold and pay the contractor's delinquent premiums from the final payment.

Completion Date: To be determined	Total Contract Fixed Price (Including Tax): \$ 25,848.000 according to proposal attached as Exhibit A.
	OR
	Not to Exceed Total (Including Tax applying schedule of rates and charges attached as Exhibit A: \$ _____
Description of Work: Construction of minor improvements to the City's Wastewater Treatment Plant, according to proposal attached as Exhibit A and the Contract Drawings.	
The contractor should send invoices to the following address: 7121 E. Loop Rd., PO Box 371 Stevenson WA 98648. Unless otherwise agreed, payment is net 30 days less retainage.	
Note:	
The contractor shall not start work until the City orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received.	
<u>Contractor:</u> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ (Signature) </div> <div style="text-align: center;"> 12/4/2019 _____ (Date) </div> </div> Print Name <u>R.E. Kignhorn, President</u>	<u>City Department Approval:</u> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ (Signature) </div> <div style="text-align: center;"> _____ (Date) </div> </div> Print Name _____
Approved as to form:	
_____ City Attorney (Date)	
Approved by Council: _____, 20____	
Distribution Account Codes: _____ - _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Program Object </div>	

EXHIBIT A
SCOPE OF WORK

CITY OF STEVENSON
WWTP IMMEDIATE IMPROVEMENTS

This work consists of making modifications and additions to the City of Stevenson's wastewater treatment plant. This work includes the following components:

1. Installation of a new owner furnished dissolved oxygen sensor in the oxidation ditch, a new owner furnished pH sensor in the influent channel, a new owner furnished sensor controller, and appurtenant items,
2. Provide conduit, conductors and terminations between the new owner-furnished sensor controller and the existing plant PLC,
3. Provide conduit, conductors and terminations between the existing influent flow transmitter and the existing plant PLC,
4. Removal of existing return activated sludge (RAS) piping, and installation of new owner-furnished pipe, fittings, and flow meters on the existing piping manifold,
5. Provide conduit, conductors and terminations between the new owner-furnished RAS flow meters and the existing plant PLC,
6. Provide conduit and CAT-6 cables between a new owner-furnished SCADA computer and the existing plant PLC,

And all other work necessary to provide a complete and operable system as shown on the Drawings.



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

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

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: Tourism Fund Contracts
Meeting Date: December 19, 2019

Executive Summary:

City council discussed 2020 tourism funds in the amount of \$558,250 for 16 projects on November 21, 2019. The contracts for the approved funding are listed below.

- i) Skamania County Chamber of Commerce – Amount not to exceed \$175,000 includes both the Chamber of Commerce and Stevenson Business Association projects.
- ii) Skamania County General Services – Amount not to exceed \$12,000 includes both Fair and Timber Carnival and GorgeGrass events.
- iii) Discover Your Northwest – Amount not to exceed \$17,250
- iv) Columbia Gorge Interpretive Center – Amount not to exceed \$55,000
- v) Skamania County Senior Services – Amount not to exceed \$2,000 to operate weekend transit
- vi) Gorge Outrigger Races – Amount not to exceed \$5,000
- vii) Bridge of the Gods Kiteboarding Festival – Amount not to exceed \$3,000
- viii) Stevenson Farmers Market – Amount not to exceed \$2,000
- ix) Stevenson Downtown Association – Amount not to exceed \$55,000 for operations
- x) Stevenson Waterfront Music Festival – Amount not to exceed \$3,000 for marketing only
- xi) Walking Man Fools Fest – Amount not to exceed \$2,500 for marketing only
- xii) Stevenson Community Pool – Amount not to exceed \$3,000
- xiii) Skamania County Fair Board – Amount not to exceed \$6,000 for GorgeGrass
- xiv) Columbia Gorge Tourism Alliance – Amount not to exceed \$2,500
- xv) Skamania County Public Works – Amount not to exceed \$15,000 for the exhibit hall roof.
- xvi) Stevenson Downtown Association – Amount not to exceed \$200,000 for the Park Plaza Project.

AGREEMENT

This agreement made and entered into this 19th day of December, 2019 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **SKAMANIA COUNTY CHAMBER OF COMMERCE**, a non-profit corporation, hereinafter referred to as “Chamber.”

Recitals

1. The City of Stevenson is desirous of increased dissemination of information about the City to attract visitors to the local region and to encourage tourism expansion.
2. Among other things, the Chamber of Commerce is formed to promote interest in the local region and is uniquely qualified to act on the City’s behalf in disseminating information about the City.
3. The Chamber of Commerce maintains a local office that can respond to tourist inquiries and direct those people to the appropriate resources.
4. The Chamber of Commerce is the central organization responsible for overseeing special events and festivals designed to attract tourists to the City.

NOW, therefore, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Performance.** The Chamber will perform the work set forth on the Scope of Work attached hereto as **Exhibits “A”, “B”, and “C”** which are incorporated herein by reference with the understanding that the work described in Exhibits B and C is designed to be a separate product that, if mutually agreed upon, could be transferred to a third party for administration.
2. **Completion.** The Chamber shall complete the services to be performed under this agreement on or before December 31, 2020.
3. **Term.** The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. **Payment**
 - a. In consideration of the work to be performed as described in Exhibit A, the City will pay the Chamber the total sum of **Ninety Thousand Dollars (\$90,000)**. As described in Exhibit A, the Chamber will submit a request for payment and a report of work completed every (30) thirty-days. Upon receipt of each satisfactory work report, the City will pay the Chamber one-twelfth (1/12) of the total deliverable **Ninety Thousand Dollars (\$90,000)** under Exhibit A or Seven Thousand Five Hundred and 00/100 (\$7,500.00). After written notice to the Chamber, the City may withhold payment if the Chamber cannot demonstrate

substantial compliance with the terms of the Scope of Work statement attached hereto. Failure to submit satisfactory work reports demonstrating substantial compliance with the Scope of Work statement shall be considered a breach of this agreement and the City will be excused from further performance hereunder. All payments will be reimbursements for work performed.

- b. The Chamber is authorized to administer funds to perform City of Stevenson Promotional Programs as described in Exhibits B and C attached hereto. Upon receipt and approval by the City of an itemized billing for such work, or part thereof, the City will pay the Chamber on a reimbursement basis. Total payments from the City to the Chamber for the work described in Exhibits B and C will not exceed **Eighty-Five Thousand Dollars (\$85,000.00)**. In the event the Chamber and the City mutually agree that the deliverables specified under Exhibits B and C could be transferred to a third party for administration, this contract shall be amended. The City may withhold payment if the Chamber cannot demonstrate to the City's satisfaction substantial compliance with the terms of Exhibit B and Exhibit C. Failure to submit satisfactory work reports demonstrating substantial compliance with Exhibit B and Exhibit C shall be considered a breach of this agreement, and the City will be excused from further performance hereunder.
 - c. All tourism funding expenditure reports required by the Washington State Legislature are to be submitted by the Chamber to the City before final payment under this contract is made.
5. **Termination and Waiver.** Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. **Financial Records.** The Chamber shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. **Status of Chamber.** It is hereby understood, agreed and declared that the Chamber is an independent contractor and not the agent or employee of the City and that no liability shall attach to the City by reason of entering into this agreement, except as may be provided herein. The City acknowledges that the Chamber may contract with the Stevenson Business Association to perform certain services set forth in the Scope of Work; provided, however, that if the Chamber chooses to assign to the Stevenson Business Association any services, it will assign only those services listed on Exhibit B.
8. **Insurance and Liability.** The Chamber shall indemnify and save harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees

incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement. The Chamber further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by the Chamber's employees, agents, contractors, subcontractors or other representatives.

The Chamber shall at all times maintain with insurers or underwriters approved by the City a comprehensive Liability and Property Damage Policy with limits of not less than \$500,000 per person and \$1,000,000 per occurrence as respects property damage. The City shall be named as an insured party prior to commencement of the work hereunder. The Chamber shall provide the City with ten (10) days notice in writing prior to cancellation of any such policy.

9. **Assignment.** Except as set forth in Paragraph 3 above, this agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. **Ownership of Work Product.** All brochures, pamphlets, maps, displays, and any other thing or idea created or produced by the Chamber under the terms of this agreement shall be and remain the property of the City.
11. **Completeness of Agreement and Modification.** This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations or agreements, written or oral, not incorporated herein.
12. **Equal Opportunity and Compliance With Laws.** The Chamber shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, the Chamber shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. **Governing Law and Venue.** The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. **Costs and Attorney Fees.** If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorney's costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends or is involved with any action to enforce the provisions of this

contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and appeal.

15. **Certification of Authority.** The parties hereby certify that the persons executing this agreement on behalf of the City and the Chamber have legal authority to enter into this agreement on behalf of the City and the Chamber and are able to bind the City and the Chamber in a valid agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto executed this agreement as of the day and the year first written above.

CITY OF STEVENSON

**SKAMANIA COUNTY
CHAMBER OF COMMERCE**

By _____
Scott Anderson, Mayor

By _____
Board President

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney

Exhibit A – SCOPE OF WORK

Skamania County Chamber of Commerce serving as Destination Marketing Organization & Visitor Information Services

- 1) Considering that tourism is currently Skamania County's main economic driver, the most important function of the Chamber is to promote Skamania County as a tourism destination, enhance the visitor experience and increase overnight stays. The Chamber will answer visitor requests by phone, mail, e-mail and in person. Fulfillment materials will continue to be produced.
- 2) Staff the Visitor Information Center with paid employees, year-round five days a week. In addition, the center will be open seven days a week from Memorial Day through Labor Day. In 2020 we plan to start a volunteer program to staff our satellite visitor center at the Bridge of the Gods, open from Memorial Day through Labor Day, Friday through Sunday.
- 3) Maintain counts of visitor contacts by category and, where possible, evaluate effectiveness of various promotional approaches.
- 4) One-time cost of approximately \$2,000 for a display ad in the 2020 Official Washington State Visitors Guide promoting Skamania.
- 5) Maintain and advertise our toll-free phone number.
- 6) Advertise and maintain Chamber website including enhanced search engine optimization, trip itineraries and adding new images.
- 7) Organize, plan and execute Bigfoot Bash at Logtoberfest in Home Valley.
- 8) Organize, plan and execute Gorge Blues & Brews Festival, 4th of July Fireworks, Skamania County Fair Parade and Christmas in the Gorge in Stevenson.
- 9) Create comprehensive marketing plans for both the Chamber and the City of Stevenson.
- 10) Handle all promotional programs for City of Stevenson tourism.
- 11) Attend trade shows promoting Skamania County as a tourist destination.
- 12) Sponsor, assist with content and distribute 2020 Skamania County Visitors Guide, magazine-size publication showcasing Skamania County.
- 13) Update the Skamania County "Lure" brochure with the Accommodations Guide (listing all hotels, motels and campgrounds), Dining Guide and Calendar of Events and distribute at locations throughout Washington and Oregon.
- 14) Update databases on local recreation, goods and products such as guide services, gift items, hiking trails, family activities and campgrounds in the region.
- 15) Distributed relocation packets in response to requests.
- 16) Continue to work closely with state, regional and national tourism organizations:
 - a. Columbia River Gorge Tourism Alliance
 - b. Washington State Destination Marketing Organizations Association (WSDMO)
 - c. Washington Tourism Alliance

- 17) Respond to inquiries from travel writers with suggested story ideas.
- 18) Assist Columbia River Gorge Tourism Alliance, Carson Hot Springs Resort and Skamania Lodge with FAM (familiarization) press tours visiting Stevenson and Skamania County.
- 19) Work with Skamania Lodge on co-op marketing projects and cross promotion on social media.
- 20) The Chamber will assist event coordinators from the County, private organizations and local business associations in the planning, production and advertising of the many county-wide events
- 21) Sell event tickets for events hosted by Skamania County Community Events and Recreation and other local associations as requested.
- 22) Place a two-page ad placement within the 'Columbia Gorge Visitors Guide'. Participation in this regional guide offers our local businesses a competitively priced four-color cooperative advertising opportunity.
- 23) Continue to promote the Columbia Gorge Interpretive Center Museum, the Gifford Pinchot National Forest, Mt. St. Helens Volcanic Monument and Pacific Crest Trail as major attractions in Skamania County.
- 24) Work with the local organized business associations in Skamania County.
- 25) Operate a retail center in the Chamber office selling maps, NW Forest Passes, hiking guide books and local history books.

2019 Chamber Project Review

- Professionally, we met the many diversified needs of our visitors seeking information
- Chamber membership reached an all-time high with 290 organizations, businesses and individuals.
- We developed and placed various ads as contracted:
 - Washington State Visitors Guide
 - Columbia River Gorge Visitors Guide Co-Op
 - The Gorge Magazine Co-Op
 - Hood River/The Dalles Visitor Guide
 - Vancouver, USA Visitor Guide
 - Bridge of the Gods Magazine
 - Wind River Publishing – guestroom directories, visitors guide
- We assisted event coordinators in various methods with promoting countywide events.
- Organized and executed a fundraising auction during Annual Dinner & Awards Ceremony in January which raised close to \$7,000 to supplement Chamber budget.
- Sponsored a full schedule of Chamber “Happy Hours” events throughout 2019.
- Organizing the 13th Annual Small Business Showcase offering all members an opportunity to host their fellow members and promote their services.
- “Chamber Break”, morning networking sessions, held once a month in the morning at various member locations.
- Social media marketing for Facebook pages promoting Skamania County, City of Stevenson and local events.
- Printed new panels for information kiosks located at Bridge of the Gods, Stevenson Landing and at the entrance to Carson.
- Created new lure brochure for the Chamber and updated inserts including Dining Guide, Accommodations Guide and Calendar of Events
- Created welcome packets for new businesses.
- Focused on membership recruitment with several cold-call outings.
- Held quarterly brown bag lunch workshop to help small businesses owners.
- Worked with Skamania County Senior Services, USFS-CRGNSA and WSDOT by soliciting Stevenson businesses to provide discount to Dog Mountain shuttle riders, incentivizing use of the shuttle rather than parking directly at the trailhead.
- Guided Wind River Business Association in the planning, organization and execution of Bigfoot Bash at Logtoberfest, held in Home Valley.
- Served as the lead party for organizing Gorge Blues & Brews Festival in Stevenson.
- Organized 4th of July fireworks display at Skamania County Fairgrounds in Stevenson.
- Staged the annual parade during the Skamania County Fair.
- Organized Fall Hike the Gorge weekend in Stevenson, with “shop local” promotion. Discounts were offered by participating Stevenson businesses to customers who show proof of their hike.
- Currently working on all details of Christmas in the Gorge activities, planned for the first weekend in December. Also implement “Shop Stevenson for Christmas” campaign.
- Produced monthly electronic newsletter “Columbia Currents”. Also produced weekly e-blast “Under Currents” highlighting member businesses and advising of current events and activities.
- Serve on Stevenson Downtown Association board of directors and Promotion committee, working on city-wide clean-up day and creating a historic walking tour of downtown.
- Please review 2019 monthly reports (presented to Skamania County monthly) to further explain the full extent of the Chamber’s vast list of deliverables and the amount of work entailed.

Exhibit B

City of Stevenson Promotional Program Deliverables and other work on behalf of Stevenson Business of Association

- Serve on Stevenson Downtown Association board of directors and promotion committee.
- Assist Stevenson Downtown Association director as necessary and requested.
- Work closely with Sasquatch Advertising on marketing campaign updates, monthly newsletters, website enhancements, display ad placement, seasonal promotions such as Fall Hiking Weekend, Instagram campaign, etc.
- Administer the Stevenson Facebook page. Post regular updates, notices, photos and items of interest.
- Manage Facebook pages for Stevenson events; Gorge Blues and Brews Festival and Christmas in the Gorge.
- Maintain Stevenson promotional website with current business information.
- Cooperate with Sasquatch Advertising on the “Fall Hike the Gorge” campaign, soliciting Stevenson businesses to provide discounts to hikers over one weekend in October.
- Worked cooperatively with Skamania Lodge on seasonal marketing projects including radio and print.
- Order placement of Stevenson display ads in regional guides and publications.
- Chamber staff leads the working committee to organize Gorge Blues & Brews Festival. Handle all aspects of marketing and promotion, volunteer organization, security scheduling, bookkeeping and many other tasks.
- Organize “Christmas in the Gorge” event with over 700 visitors to the Bazaar at the Skamania County Fairgrounds Exhibit Hall. 20 vehicles participated in the Starlight Parade with over 500 spectators viewing the parade and tree lighting.
- Revise Stevenson downtown map several times as new businesses open and others close. Order printing of map many times throughout the year.
- Update the tall kiosk maps on downtown lampposts, order new signs and schedule placement.
- Worked with event planners on date changes and/or re-design of kiosk diebond signs.
- Provide maps, guides and information to “Queen of the West”, “American Pride” and “American Empress” crews for distribution on board.
- Created Shop Local campaign and promotions.
- Compile information for registration packets for various groups at Skamania Lodge and those holding events at Skamania County Fairgrounds.
- Administer the Stevenson Bucks program.
- Organize and hold SBA meetings including creation of agenda, scheduling presentations, etc.
- Manage the SBA financial accounts including receivables and payables.

SPONSORED EVENTS

- Gorge Blues & Brews Festival takes place the Saturday after Father's Day in June. Attendance is measured by on-line registration, occupancy counts at lodging properties and local campgrounds and beer/wine glass counts. By creating a two-day event, overnight stays have increased accordingly. The amount allocated within this request of \$9,000 represents approximately 20% of the entire event budget. Chamber staff leads the event coordination and promotion, including but not limited to:
 - Print advertisement design and placement
 - Website updates
 - Social media (i.e., Facebook) updates and regular postings
 - Banner, signs and poster design
 - Diebond sign update and installation
 - Coordinating breweries, wineries and food vendors
 - Contract with bands, sound and staging companies
 - Arrange for security staff, parking attendants, clean-up staff
 - Order all supplies and rental equipment
 - Sponsorship solicitation
 - Financial administration
 - Volunteer recruitment and scheduling
- Christmas in the Gorge is an event designed to increase visitation to Stevenson during the holiday season. With activities offered Friday through Sunday, overnight stays are encouraged. Attendance is determined by occupancy counts at lodging properties, physical counts at various activities, website statistics and social media interaction. \$5,000 provided by hotel/motel funds represents approximately 50% of the total budget. The Chamber manages event coordination and promotion of Christmas in the Gorge, including but not limited to:
 - Print advertisement design and placement
 - Website page creation
 - Social media (i.e., Facebook) updates and regular postings
 - Diebond sign installation
 - Working with local artist on annual event poster, printing and distribution
 - Creation of Christmas in the Gorge festivities schedule and distribution through Pioneer, schools, etc.
 - Schedule small tree lighting ceremony
 - Organization of Starlight Parade
 - Organization of downtown business decorations and contest
 - Organization and execution of crafts bazaar
 - Organization of weekend schedule of activities
 - Scheduling of entertainment, i.e., carolers, artists, etc.
- 4th of July Fireworks show has a direct impact on occupancy at Skamania Lodge and other Stevenson lodging properties. By providing an evening fireworks display, this holiday is more likely to entice overnight stays in Stevenson. \$6,500 is the total budget for this event, \$5,000 of which is spent on the fireworks themselves. The additional \$1,500 covers all marketing, posters, advertisements and entertainment. The Chamber manages event coordination of the fireworks, including but not limited to:
 - Print advertisement design and placement
 - Poster design, printing and distribution
 - Press release composition and distribution
 - Social media (i.e., Facebook) updates and postings
 - Scheduling live band and food vendors
 - Scheduling of pyrotechnician services
 - Organizing set up of event site – fencing, seating, bathrooms, etc.
 - Onsite attendance of event to count people, ensure execution

Exhibit C

City of Stevenson 2020 Promotional Programs Budget (Draft)

Program 1	Stevenson Street Enhancement	
A	Kiosk – tall images	\$ 500
B	Kiosk – diabond	500
C	Kiosk – diabond maintenance/service	<u>1,500</u>
	Sub-Total	\$ 2,500
Program 2	Promotional Products & Projects	
A	Stevenson Map – update	\$ 500
B	Stevenson Map - printing	1,500
D	Stevenson Advertising Campaign	43,000
	D1 - Website (hosting, enhancements, webcams, maintenance, newsletter)	
	D2 - Print (media plan, social media, press releases, rack card, etc.)	
	D3 – Ad Development	
	D4 – Other (promotional products, misc marketing, postage, etc.)	
E	Wind River Publishing Advertisements (BHSR, Skamania Lodge, BWCRI, CMHS, Visitors Guide)	2,000
F	Skamania Lodge Co-Op Marketing Projects	<u>15,000</u>
	Sub-Total	\$ 62,000
Program 3	Stevenson Business Association Event Program	
A	Gorge Blues & Brews Festival	\$ 9,000
B	Christmas in the Gorge	5,000
C	4 th of July Fireworks	<u>6,500</u>
	Sub-Total	\$ 20,500
	TOTAL	\$ 85,000

**INTERLOCAL AGREEMENT BETWEEN
SKAMANIA COUNTY AND THE CITY OF STEVENSON
FOR PROMOTION AND OPERATION OF EVENTS IN STEVENSON
TO ATTRACT TOURISTS - 2020**

THIS AGREEMENT made and entered into this 19th day of December, 2019 between Skamania County, a municipal corporation, hereinafter referred to as “**COUNTY**”, and the City of Stevenson, a municipal corporation, hereinafter referred to as the “**CITY**” for purposes hereinafter mentioned:

WHEREAS, the City is the recipient of Hotel/Motel Funds for the promotion of travel and tourism and the marketing and operation of special events and festivals and related tourist activities in Stevenson,

WHEREAS, the City wishes to increase publicity about the City to attract visitors to the local region, to increase overnight stays at our local hotels, inns and lodges and to encourage tourism expansion,

WHEREAS, the City and the County and its Department of Community Events and Recreation mutually agree that the County can provide promotional information and operation of **events described in Exhibit “A”** that will increase tourism; and

NOW, THEREFORE, BE IT RESOLVED, that the City and the County through this interlocal agreement pursuant to RCW 39.34.080 shall act in consideration of the terms and conditions set forth below:

1. Performance: The County shall design and conduct promotion for tourist events/festivals as described on Exhibit A, and operate said events,
2. Completion: All work shall be completed by December 31, 2020. To meet reporting requirements set by Substitute Senate Bill 5647 the contractor, the County, must submit to the City a completed copy of the Lodging Tax Report for each of the events described in Exhibit A. Final payment on the contract will be withheld until receipt of report.
3. Term: The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse the County up to \$12,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 2 above shall be submitted before final payment under this contract is made.
5. Default: Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

6. Termination: This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records: The County shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or Federal Auditors.
8. Status of Community Events and Recreation Department: It is hereby understood, agreed and declared that the County is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. The County agrees to indemnify and hold harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

The County further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims made against the City by Skamania County employees, agents, contractors, subcontractors or other representatives.

10. Assignment: This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification: This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings representations, or agreement, written or oral, not incorporated herein.
12. Equal Opportunity and compliance With Laws: The County shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, Community Events and Recreation Department shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue: The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees: If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all cost and expenses so incurred by the non-defaulting party, including without limitation, reasonable attorney costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement

by the losing party for its court costs and reasonable attorney costs and fees.

15. Certification of Authority: The parties hereby certify that the person executing this agreement on behalf of City and County, have legal authority to enter into this agreement on behalf of City and County, and are able to bind City and County, in a valid agreement on the terms herein.

16. Interlocal Agreement Representations

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2020 or sooner as provided in paragraph 6.0 above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for event promotion and operation.
- d. Manner of Financing. The City intends to finance this agreement in cash as part of its Tourism Promotion Fund budget.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 6.0 above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

/ / / / / / [Signatures appear on next page] \ \ \ \ \ \

CITY OF STEVENSON

**BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

City of Stevenson, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

Chairman

Commissioner

Commissioner

Clerk of the Board

APPROVED AS TO FORM:
Prosecuting Attorney

EXHIBIT A
Tourism Promotional and Event Operation Services

Skamania County Fair & Timber Festival	\$ 5,000
Columbia Gorge Bluegrass Festival	<u>\$ 7,000</u>
Total Award:	<u>\$ 12,000</u>

1. Movement of funds between programs of up to 10% of the total contract amount is allowed.
2. Community Events and Recreation shall plan and operate the above events as described on the respective Tourism Funding Application Forms submitted by Community Events and Recreation for these events, incorporated herein by reference.

AGREEMENT

This agreement made and entered into this 19th day of December, 2019, between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and **DISCOVER YOUR NORTHWEST**, a 501(c) (3) non-profit corporation, hereinafter referred to as “Discover Your Northwest.”

Recitals

1. The City of Stevenson desires to increase dissemination of information about the City to attract visitors to the local region and to encourage tourism.
2. Among other things, Discover Your Northwest is formed to promote interest in the local region and is uniquely qualified to act on the City’s behalf in disseminating information about U.S. Forest Service programs and services.
3. Discover Your Northwest has experience in partnering with public agencies such as the US Forest Service to provide on-site resources that improve a visitor’s experience when visiting the Columbia River Gorge; and Discover Your Northwest is willing to maintain a local visitor’s facility that can respond to tourist inquiries and direct those people to the appropriate resources.
4. Discover Your Northwest is uniquely suited to partner with Skamania Lodge, the US Forest Service and the City to serve the more than 20,000 tourists that annually visit the Skamania Lodge Visitor Center by recruiting volunteers, operating the book sales operation, and managing the recreation pass sales program.

NOW, therefore, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Performance.** Discover Your Northwest will perform the work set forth on the Scope of Work attached hereto as Exhibits “A” which are incorporated herein by reference.
2. **Completion.** Discover Your Northwest shall complete the services to be performed under this agreement on or before December 31, 2020.
3. **Term.** The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. **Payment.** In consideration of the work performed as described in Exhibit A, the City will reimburse Discover Your Northwest a total sum **not to exceed Seventeen Thousand Two Hundred Fifty dollars (\$17,250)**. Discover Your Northwest will submit a request for reimbursement and a report of work completed every (30) thirty-days. Upon receipt of each satisfactory work report, the City will reimburse Discover Your Northwest the invoiced amount. After written notice to Discover Your Northwest, the City may withhold payment if Discover Your Northwest cannot demonstrate substantial compliance with the terms of the Scope of Work statement attached hereto. Failure to submit satisfactory work reports demonstrating substantial compliance with the Scope of Work statement shall be considered a breach of this agreement and

the City will be excused from further performance hereunder.

5. **Default.** Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

5. **Termination.** This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.

6. **Financial Records.** Discover Your Northwest shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.

7. **Status of Discover Your Northwest.** It is hereby understood, agreed and declared that the Discover Your Northwest is an independent contractor and not the agent or employee of the City and that no liability shall attach to the City by reason of entering into this agreement, except as may be provided herein. The City acknowledges that Discover Your Northwest may contract with the US Forest Service, Skamania Lodge or others to affect the performance of certain services set forth in the Scope of Work; provided, however, that if Discover your Northwest chooses to assign any services, it will notify the City prior to the assignment of those services as listed on the Scope of Work.

8. **Insurance and Liability.** Discover Your Northwest shall indemnify and save harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement. Discover Your Northwest further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Discover Your Northwest employees, agents, contractors, subcontractors or other representatives.

Discover Your Northwest shall at all times maintain with insurers or underwriters approved by the City a comprehensive Liability and Property Damage Policy with limits of not less than \$500,000 per person and \$1,000,000 per occurrence as respects property damage. The City shall be named as an insured party prior to commencement of work hereunder. Discover Your Northwest shall provide the City with ten (10) days notice in writing prior to cancellation of any such policy.

9. **Assignment.** Except as set forth in Paragraph 7 above, this agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.

10. **Completeness of Agreement and Modification.** This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations or agreements, written or oral, not incorporated herein.

11. **Equal Opportunity and Compliance With Laws.** Discover Your Northwest shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, Discover Your Northwest shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

12. **Governing Law and Venue.** The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.

13. **Costs and Attorney Fees.** If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorney's costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and appeal.

14. **Certification of Authority.** The parties hereby certify that the persons executing this agreement on behalf of the City and Discover Your Northwest have legal authority to enter into this agreement on behalf of the City and Discover Your Northwest and are able to bind the City and Discover Your Northwest in a valid agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON:

Scott Anderson, Mayor

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC City Attorney

DISCOVER YOUR NORTHWEST:

Signature

Jim Adams Executive Director

Printed Name & Title

Exhibit A

Scope of Work

Discover Your Northwest will hire a person to work as an Information Assistant at the FS VC in Skamania Lodge for six hours per day Wednesday through Sunday of 2020.

This Information Assistant will:

1. Provide up to date information about the cultural, natural, scenic and recreational resources of the Columbia Gorge National Scenic Area.
2. Provide information about recreational resources in the Gifford Pinchot National Forest.
3. Sell books, maps and passes.
4. Have access and the skill to locate information on the FS network and other sources available on the internet.
5. Be able to inform visitors about FS programs.
6. Be able to inform visitors about non-Forest Service events and programs in the area.
7. Email weekly (no later than Wednesday at noon) to the Skamania County Chamber office (angie@skamania.org) about events or special programs being offered by the Forest Service to visitors.
8. Email to the Stevenson Business Association announcements of the Visiting Value Field Ranger Program to be held in Stevenson. Those announcements will be posted to the appropriate media outlets. Work with the Visiting Value Field Ranger Program to ensure that adequate facilities are available for their programs
9. Post the weekly issue of the Skamania County Chamber of Commerce issue of "Undercurrents" in the Forest Service Information Center. The weekly issue will be forwarded to the Center's attention at fsskamania@hotmail.com by the Chamber Staff.

The passes offered for sale will include:

- NWFP Annual
- NWFP Day
- Interagency Annual
- Senior Pass

The Forest Service will enroll the Information Assistant as a volunteer to allow greater access to FS resources.

AGREEMENT

This agreement made and entered into this 19th day of December, 2019 between the City of Stevenson, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and the Columbia Gorge Interpretive Center Museum, hereinafter referred to as “Interpretive Center” or “Museum”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. Among other things, the Interpretive Center routinely distributes promotional material that would generate interest in the City and the local region.
3. The Interpretive Center is uniquely qualified to provide historically oriented promotional information to potential visitors, which is an important consideration with more than 40% of tourists listing historical sites/museums as a key destination.
4. The Interpretive Center is a key tourist-related facility within the community.
5. It is in the City’s interest to contract with the Interpretive Center to perform certain activities relating to the encouragement of increased tourism, the promotion of tourist interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance & Payment. The Interpretive Center will perform the work as described in Exhibit A and submit requests for payment within forty-five days of each accepted and audited task. The maximum amount to be reimbursed under this agreement is \$55,000 as further described in Exhibit A.
2. Completion. The Interpretive Center shall complete the work to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
5. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date

of termination. Payment for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.

6. Status of Interpretive Center. It is hereby understood, agreed and declared that Interpretive Center is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
7. Insurance and Liability. The Interpretive Center shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

The Interpretive Center further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the city harmless from any claims made against the City by the Interpretive Center's employees, agents, contractors, subcontractors or other representatives.

8. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
9. Ownership of Work Product. All cards, brochures, pamphlets, maps, displays, and any other thing or idea created or produced by Interpretive Center pursuant to this agreement shall be and remain the property of Interpretive Center.
10. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
11. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
12. Costs and Attorney Fees. If either party shall be in default under this contract, the non defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the

losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.

13. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Interpretive Center have legal authority to enter into this agreement on behalf of City and Interpretive Center respectively and have full authority to bind City and Interpretive Center in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON:

COLUMBIA GORGE INTERPRETIVE CENTER:

Scott Anderson, Mayor

Printed Name & Title:

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney

EXHIBIT A
Columbia Gorge Interpretive Center 2020 Tourism Funding

Task A: Advertising and Promotion

The Columbia Gorge Interpretive Center Museum shall minimally promote the museum in print ad in a minimum of six local/regional/national sites. All ads must note Stevenson, WA as the location of the museum.

The Museum shall actively maintain a website and will maintain a link between the museum website and the SBA website (cityofstevenson.com).

Other promotional activities may include radio and television spots, press releases, posters, fliers, post cards, maintenance costs of social media sites, attendance at tourism conferences where the museum would be promoting visits to its facilities, and signage along SR-14 and I-84.

Any posters purchased under this contract shall always identify City of Stevenson as the location of the museum.

Task B: Sponsoring of special events

The museum shall operate special events, including but not limited to:

- Silent Auction and Dinner
- Anniversary Event
- Car Show
- Fall Ball

The City can reimburse the museum for the promotion of each event and for actual event costs.

Task C: Marketing and Administration

The City can reimburse for marketing management and administration costs. These costs will be reimbursable based on time sheets identifying hours worked and the nature of the activity for which reimbursement is sought.

Other Deliverables

1. Interpretive Center shall plan and operate the above events as described on Tourism Funding Application Form submitted by Interpretive Center for these events, incorporated herein by reference.
2. Interpretive Center will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All state-required reports are to be submitted before final payment under this contract is made.
3. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

4. The Tourism Advisory Committee (TAC) is interested in the long-term success of the Museum. The TAC understands that generally museums are dependent on sponsorships, grants, endowments, and other gifts to maintain fiscal stability. The TAC will be requesting a brief report on the Museum's success at acquiring private and public funding support outside of ticket sales.
5. The City of Stevenson must be identified in all promotional activities – this can be accomplished by simply indicating the museum's location in Stevenson, WA. Whenever possible and/or appropriate the Stevenson Business Associations' Promotional Website (cityofstevenson.com) should be listed on any promotion pieces.

**INTERLOCAL AGREEMENT BETWEEN
SKAMANIA COUNTY AND THE CITY OF STEVENSON
FOR PROMOTION OF TOURISM – SEASONAL PUBLIC TRANSPORTATION**

THIS AGREEMENT is entered into between Skamania County, a municipal corporation, hereinafter referred to as “**Skamania County Senior Services**”, and the City of Stevenson, a municipal corporation, hereinafter referred to as the “**CITY**” for purposes hereinafter mentioned:

WHEREAS, the City is the recipient of Hotel/Motel Funds, for the promotion of travel and tourism, for the marketing and operation of special events and festivals and for related tourist activities in Stevenson,

WHEREAS, the City desires to increase dissemination of information about the City to attract visitors to the local region, to increase overnight stays at our local hotels, inns and lodges and to encourage tourism expansion,

WHEREAS, the City and Skamania County Senior Services mutually agree that the County can provide promotional information **for a tourism service** that will increase tourism;

NOW, THEREFORE, BE IT RESOLVED, that the City and the County through this interlocal agreement pursuant to RCW 39.34.080 shall act in consideration of the terms and conditions set forth below:

1. Skamania County Senior Services shall:
 - a. Design and conduct promotion for and operation of the County transportation service to accommodate tourists and recreation users in accordance with Exhibit A attached hereto and incorporated herein by reference, and in accordance with the 2020 Tourism Funding Application form submitted by Skamania County Senior Services attached hereto as Exhibit B and incorporated herein by reference.
 - b. Complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Term: The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
3. Completion: All work shall be completed by December 31, 2020.
4. Payment:
 - a. The sum to be paid shall not exceed \$2,000 and will be reimbursed as described in Exhibit “A” and as follows.
 - b. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - c. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
5. Default: Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any

such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records: Skamania County Senior Services shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or Federal Auditors.
8. Status of Skamania County Senior Services: It is hereby understood, agreed and declared that Skamania County Senior Services is an independent contractor and is not the agent or employee of City and that no liability shall attach to City by reason on entering into this agreement, except as may be provided herein.
9. Insurance and Liability: Skamania County Senior Services shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Skamania County Senior Services further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Skamania County Senior Services employees, agents, contractors, subcontractors or other representatives.

10. Assignment: This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification: This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
12. Equal Opportunity and compliance With Laws: Skamania County Senior Services shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, Skamania County Senior Services shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue: The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees: If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all cost and expenses so incurred by the non-defaulting party, including without limitation, "reasonable attorney" costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees.
15. Certification of Authority: The parties hereby certify that the person executing this agreement on behalf of City and Skamania County Senior Services, have legal authority to enter into this

agreement on behalf of City and Skamania County Senior Services, and are able to bind City and Skamania County Senior Services, in a valid agreement on the terms herein.

16. Interlocal Agreement Representations

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2019 or sooner as provided in paragraph 6 above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County Senior Services for certain tourism services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of the Tourism Promotion Fund Budget.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraphs 5 and 6 above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing: Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON:

**BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON:**

Mayor

Chairman

Commissioner

Commissioner

ATTEST:

City Clerk

Clerk of the Board

APPROVED AS TO FORM ONLY:

City Attorney

Skamania County Prosecuting Attorney

EXHIBIT A

Tourism Promotional Services

DELIVERABLES:

The project shall provide seasonal public transportation for tourists and recreation users as described in their 2020 Tourism Funding Application form submitted by Skamania County Senior Services attached hereto as Exhibit B and incorporated herein by reference.

Visitors from the Portland, Oregon and Vancouver/Clark County Washington areas will have access to the Gifford Pinchot National Forest and the Columbia River Gorge National Scenic Area via public transportation on the weekend. Funding has been received from WSDOT and Skamania County to provide the transit runs during the weekdays.

The City will reimburse Skamania County Senior Services for marketing, promotion, and operation of the special seasonal transportation services not to exceed the amount specified in paragraph 4 above.

Whenever possible the promotional pieces will identify the City of Stevenson on the route maps and as a “stop”.



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Skamania County Senior Services

91-6001363

Organization/Agency

Federal Tax ID Number

Sophie Miller

Contact Name

PO Box 369 Stevenson, WA 98648

Mailing Address

509-427-3985

miller@co.skamania.wa.us

Phone

Email

Dog Mountain Shuttle

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 2000.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

Skamania County Senior Services (SCSS) provides a Dog Mountain shuttle during the peak wildflower season;

Mid-April to June. This shuttle provides transportation from Stevenson to the Dog Mountain trailheads Saturdays and Sundays during the busiest times of the year. The shuttle was devised to address safety concerns alleviate parking and congestion at the trailhead. The goal is to increase visitor access to the popular trailhead while also promoting Stevenson tourism. The visitors will have access to local maps, business guides and promotion of the town through our bus drivers.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

The Dog Mountain shuttle would begin Mid-April and go through June 2020. Providing the shuttle from the Stevenson fairgrounds parking lot will allow visitors to drive to Stevenson and ride the shuttle

bus to the trailhead. This allows for visitors to preview the town and see what restaurants/shops are available to them after their hike. Expected costs for the 2020 Dog Mountain shuttle are \$24,000.

3. Identify your top 5 sources of Revenue:

1.	Transit Fares	\$ 5000
2.	City of Stevenson Lodging Tax	\$ 2000
3.	Skamania County Lodging Tax	\$ 2000
4.	Skamania County	\$ 5000
5.	Federal Lands Access Program/BNSF Grants	\$ 10,000

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date. We partner with the US Forest Service to promote safety and alleviate parking and congestion at the trailhead. The US Forest Service is looking into alternative measures at the trailhead but until then, the Dog Mountain shuttle works to help with accessing the trail. The County is unable to cover 100% of the costs to run the shuttle. We look to partner with grantors and other agencies to provide financial support for this program.

5. Describe your plans for advertising and promoting your proposed activity or facility. SCSS uses partnerships with local agencies such as the Skamania County Chamber of Commerce, The Friends of the Columbia River Gorge, Hood River Chamber of Commerce, Gorge Translink and the US Forest Service to assist with marketing and promoting of the Dog Mountain Shuttle.

6. Explain how your activity or facility will result in increased tourism and overnight stays. The Dog Mountain Trailhead has a very large draw during the peak wildflower season. Providing the Dog Mountain Shuttle from Stevenson promotes visitors to come to Stevenson and access all the amenities that it has to offer. SCSS informs the Skamania Lodge about the shuttle services and our transit bus drivers are trained to promote local businesses and tourism opportunities in Stevenson.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 25 Staying overnight in paid accommodations.
2. 5 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 1000 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 100 Attend but are not included in any one of the categories above.
5. 1500 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

SCSS has a very strong relationship with Skamania County Chamber of Commerce, they are an integral part of the Dog Mountain shuttle. We rely on them for their support and ability to promote and outreach for the shuttle. We also work with the chamber of commerce in Hood River for the same purposes of promoting of the shuttle.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

N/A

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging? In past years, local businesses have partnered with the US Forest Service and the Chamber to offer discounts to those visitors that ride the shuttle and show their permit/bracelet. We offer visitor material on the buses from the chamber, local maps and word of mouth from our drivers promoting businesses.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

Please see attached.

12. Sign and date your proposal.


Signature

Sophie Miller
Printed Name

10/14/2019
Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

Source	2020 Revenue	2019 Expected Expenditures
Transit Fares	\$ 5,000.00	Salaries/Wages/Benefits \$16,000
City of Stevenson Lodging Tax	\$ 2,000.00	Fuel \$3,000
Skamania County Lodging Tax	\$ 2,000.00	Repairs/Maint. \$2,000
Skamania County	\$ 5,000.00	Misc-Supplies, Brochures Etc. \$3,000
FLAP/BNSF Grant	\$ 10,000.00	\$24,000
	\$ 24,000.00	

2020 Request \$2000

Lodging Tax request is about 8% of the total budget

AGREEMENT

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and JD Davies, dba Waterwalker / Gorge Outrigger Races, hereinafter referred to as “**Gorge Outrigger Races**”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage Outrigger races.
3. Gorge Outrigger Races is uniquely qualified to manage an Outrigger race, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with Gorge Outrigger Races to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. Gorge Outrigger Races will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. Gorge Outrigger Races will plan and operate the Gorge Outrigger Races as described on Exhibit A, incorporated herein by reference.
 - b. Gorge Outrigger Races will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. Gorge Outrigger Races will complete the work and provide the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse Gorge Outrigger Races up to \$5,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. Gorge Outrigger Races shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "Gorge Outrigger Races". It is hereby understood, agreed and declared that Gorge Outrigger Races is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. Gorge Outrigger Races shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Gorge Outrigger Races further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Gorge Outrigger Races employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
 12. Equal Opportunity and Compliance with Laws. Gorge Outrigger Races shall not discriminate against any employee employed under this agreement because of race, color,

religion, age, sex or national origin. Further, Gorge Outrigger Races shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Gorge Outrigger Races have legal authority to enter into this agreement on behalf of City and Gorge Outrigger Races respectively and have full authority to bind City and Gorge Outrigger Races in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

Gorge Outrigger Races

Scott Anderson, Mayor

JD Davies, Owner

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney

OCT 15 2019



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Waterwalker 516-72-4033
Organization/Agency Federal Tax ID Number

JD Davies
Contact Name

Box 1038 Carson, Wa 98610
Mailing Address

541-400-0187 jd@nwoutrigger.com
Phone Email

Gorge Outrigger Canoe Race
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 5000.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

The Gorge Outrigger Canoe Race is the largest outrigger event in all of the pacific northwest.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

To continue to host the largest outrigger canoe event int he northwest on July 11th, 2020.


9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

NA

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
A number of businesses claim to have their best weeks of the summer during the outrigger events.
Restaurants stay open later on that weekend to accomidate the paddlers. A&J donates all of the lunches for the staff and volunteers along with ice and water.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

	JD Davies	10/14/19
Signature	Printed Name	Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

3. Identify your top 5 sources of Revenue:

1. Our only source is the paddler registration fees	\$ 31,035.00
2.	\$
3.	\$
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

No. We would need a title sponsor that wanted to come on board.

5. Describe your plans for advertising and promoting your proposed activity or facility.

We always include Stevenson, Wa. on our event shirts, hats, posters and website.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Many of our competitors and their families and friends will stay in the Stevenson area for the week leading up to the outrigger event and also stay on for the following week long event held here in the Gorge.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 600 Staying overnight in paid accommodations.
2. 10 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 60 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 50 Attend but are not included in any one of the categories above.
5. 300 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

By consulting with the Chamber and the Business Association. We also partner with PNW-ORCA (Pacific NW Outrigger Racing Canoe Association) along with CORA (Canadian Outrigger Racing Association)

Revenue from Gorge Outrigger Race in 2019.....31,035.00

=====

Personal salaries.....9,850.00

Administration / Permits.....3,200.00

Marketing / Promotion.....6,500.00

Travel.....2,100.00

Consultants / Awards.....2,900.00

PRM Insurance.....2,055.00

Event meals.....1,200.00

PNW-ORCA Race Fees.....3,230.00

=====

Roughly 16% of the budget is covered with TAC funds.

The Gorge Outrigger Race was started in Stevenson in 1997 and has become the largest race of its kind in all of the PNW and British Columbia.

Paddlers enjoy coming here to test themselves in the rough conditions on the Columbia River and to enjoy the gathering of friends while camping at the fairgrounds. This event attracts between 650-700 paddlers and their families each year.

The paddlers race in 6-person outrigger canoes, which are 45' long and weigh 400 lbs, along with the new Unlimited canoes which weigh under 150 lbs. In 2020, first the ladies will race from Stevenson to Drano Lake, then the men will race from Drano Lake to Bingen, making this a downwind event.

Many of the participants and their families stay in the area for well over a week so they can compete in both the Gorge Outrigger Race as well as the Gorge Downwind Champs, which is the following week. These two races are the premier paddling events in the Gorge.

AGREEMENT

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Tony Bolstad**, dba Bridge of the Gods Kiteboarding Festival, hereinafter referred to as “BOTG Kiteboarding Festival”

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Kiteboarding festival.
3. BOTG Kiteboarding Festival is uniquely qualified to manage a Kiteboarding festival, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with BOTG Kiteboarding Festival to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. BOTG Kiteboarding Festival will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. BOTG Kiteboarding Festival will plan and operate the Bridge of the Gods Kiteboarding Festival as described on Exhibit A, incorporated herein by reference.
 - b. BOTG Kiteboarding Festival will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. BOTG Kiteboarding Festival shall complete the work and provide the services to be performed under this agreement on or before December 31, 2020.
3. Payment.
 - a. The City will reimburse BOTG Kiteboarding Festival up to \$3,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.

4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
5. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
6. Financial Records. BOTG Kiteboarding Festival shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. Status of "BOTG Kiteboarding Festival". It is hereby understood, agreed and declared that BOTG Kiteboarding Festival is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
8. Insurance and Liability. BOTG Kiteboarding Festival shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

BOTG Kiteboarding Festival further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by BOTG Kiteboarding Festival employees, agents, contractors, subcontractors or other representatives.
9. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
11. Equal Opportunity and Compliance with Laws. BOTG Kiteboarding Festival shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, BOTG Kiteboarding Festival shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

12. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
13. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
14. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and BOTG Kiteboarding Festival have legal authority to enter into this agreement on behalf of City and BOTG Kiteboarding Festival respectively and have full authority to bind City and BOTG Kiteboarding Festival in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

BOTG Kiteboarding Festival

Scott Anderson, Mayor

Tony Bolstad, Owner

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



Exhibit A

City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Bridge of the Gods Kite Festival
Organization/Agency

EIN- 46-5476510
Federal Tax ID Number

Rachel Callahan
Contact Name

12 Buck Run Stevenson WA 98648
Mailing Address

209-559-1952
Phone

rachelcallahanbotg@gmail.com
Email

Bridge of the Gods Kite Festival/ Competition/ East Point Kite Beach Stevenson Water Front.
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$3,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
Bridge of the Gods is a Kiteboarding Festival and Competition. We hold a Youth Freestyle competition ages 8-18, and a downwind race from Stevenson WA to Hood River OR. This brings people in from Hood River, Portland, Vancouver, Florida, Canada, Mexico, Dominican Republic, Europe and many more exotic places. We host local food vendors, promote local businesses through raffles and our prize pool offers many things including local lessons.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.
BOTG is a 3 day amateur kiteboarding competition. The amateur event will be in its 20th year and is the longest running kiteboarding comp in North America. Amateurs from 10 countries and 3 continents have competed in this event. This coming year we are emphasizing the future of the community by promoting the youth of the sport. BOTG is going back to its roots, and bringing families and youth into the fun filled competition. The Blowout Race from Stevenson to Hood River has begun to grow in numbers. We had 64 competitors this year for the iconic downwind race. Dates are 7, 8, and 9 of August 2020. We spend \$5,000 in ads.

3. Identify your top 5 sources of Revenue:

1. Sponsorship Donations	\$2,700
2. Selling of Merchandise	\$ 500
3. Registration Fees	\$ 6,000
4. City Funding	\$ 3,000
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

BOTG obtained tax exempt status in 2015 which allows us to approach many higher level sponsors such as Subway, Subaru, and Patagonia that were previously not able to participate in our event. Eventually obtaining one of these larger entities will allow us to be more self-funded. We are still working to gain more funds from these types of sponsors and our goals are set high.

5. Describe your plans for advertising and promoting your proposed activity or facility.

We place ads in kiteboarding magazines such as The Kiteboarder, online ads at ikitesurf.com and the local kite forum NWkite. Our main outlet for advertising is through our social media account on Facebook @BOTGkitefestival where we send updates, news, photos, and videos to our 300+ followers with easy to find contact info and event history. We place posters at restaurants, bars and sporting good retailers in Stevenson, Hood River, The Dalles, Tourdale and Gresham. We generally spend \$5,000 in ad costs each year.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Our 3 day event attracts 200 to 300 spectators each day of the event, of which 90% are from out of town. Only about 10% generate overnight stays in Stevenson and Skamania County during the event but they all generate traffic at the local restaurants, bars, grocery store and gas station. Many people of the event return on an annual or regular basis to enjoy the Stevenson amenities and waterfront, many of which would not have known of Stevenson without the kite festival. We also draw a large portion of the Hood River locals to the Stevenson area.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 20 Staying overnight in paid accommodations.
2. 25 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 150+ Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 50 Attend but are not included in any one of the categories above.
5. 50 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We have worked with the Chamber in the past to list our event on their website and to provide flyers and other information about the event to them. We need to improve our communications through the chamber to reach out to other members to try and get them involved in promoting our event and to help participate in the activities surrounding the event. We hope to get more locals involved in the kite community and in the sport in general. We are so lucky to have such amazing conditions in this beautiful city which we all share and love.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
We bring people from out of town and showcase our waterfront facilities and local businesses. BOTG Kite Fest creates a direct boost in economic activity the weekend of the event and indirectly develops additional visitors and activity throughout the summer and shoulder season months

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Rachel Callahan	Rachel Callahan	11/05/19
Signature	Printed Name	Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and Stevenson Farmers’ Market, a 501(c)(3) organization, hereinafter referred to as “Stevenson Farmers’ Market”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Farmers’ Market.
3. Stevenson Farmers’ Market is uniquely qualified to manage a Farmers’ Market, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with Stevenson Farmers’ Market to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. Stevenson Farmers’ Market will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. Stevenson Farmers’ Market will plan and operate a Farmers’ Market as described on Exhibit A, incorporated herein by reference.
 - b. Stevenson Farmers’ Market will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. Stevenson Farmers’ Market shall complete the work and provide the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse Stevenson Farmers’ Market up to \$2,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. Stevenson Farmers' Market shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "Stevenson Farmers' Market". It is hereby understood, agreed and declared that Stevenson Farmers' Market is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. Stevenson Farmers' Market shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Stevenson Farmers' Market further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the city harmless from any claims made against the City by Stevenson Farmers' Market employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
 12. Equal Opportunity and Compliance With Laws. Stevenson Farmers' Market shall not discriminate against any employee employed under this agreement because of race, color,

religion, age, sex or national origin. Further, Stevenson Farmers' Market shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.

14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.

15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Stevenson Farmers' Market have legal authority to enter into this agreement on behalf of City and Stevenson Farmers' Market respectively and have full authority to bind City and Stevenson Farmers' Market in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

STEVENSON FARMERS' MARKET

Scott Anderson, Mayor

Pharaoh Lappin, Director

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Stevenson Farmers' Market 27-0536918
Organization/Agency Federal Tax ID Number

Pharaoh Skinner
Contact Name

Po Box 1222 Stevenson, WA 98648
Mailing Address

509-427-4707 Farmers.Market.Stevenson@gmail.com
Phone Email

Stevenson Farmers' Market Season 2020
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 2,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
 The Stevenson Farmers' Market (SFM) is an association of independent local farmers and crafters operating under the 501c3 umbrella of Community Enrichment for Klickitat County (CEKC). Its mission is to enhance the quality of life in Skamania County by providing access to fresh, locally grown produce for all income levels, provide alternative marketing opportunities to local agricultural and cottage industries, foster food education, and social gathering/interaction within our community. The market's services function to attract and retain visitors, promote exploration of our city and foster a sense of community friendliness. SFM is an ongoing activity operating from mid June through mid October each year.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

The proposal is market promotion through 1) personal outreach to potential vendors that can add diversity of product to the market. This entails market manager visitation with farmers, value added producers and crafters within the gorge between Jan – April, 2020 and an afternoon info/recruitment session to be held in Stevenson on March 7, 2020 along with associated advertising for these two activities; 2) Training for staff with emphasis on promotional strategies that will increase market visitation and duration of stay within the community. This involves attendance of market co-managers at the WA State Farmers’ Market Association Conference to be held in Tacoma Washington in March, 2020. 3) Market promotion via Logos on the Stevenson Farmers’ Market Utility Trailer can provide Permanent advertising for Stevenson and the market 4) Newspaper articles throughout the gorge Total cost for entire promotional project is \$3550.

3. Identify your top 5 sources of Revenue:

1. Sponsorships	\$ 2300
2. Lodging tax grant	\$ 2000
3. Vendor Booth Fees	\$ 1160
4. Vendor Memberships	\$ 675
5. TShirt Sales	\$ 660

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

The Stevenson Farmers’ Market as a Non-Profit 501c3 will always rely on sponsorships and grants in addition to our self-generated income.

5. Describe your plans for advertising and promoting your proposed activity or facility.

The projects goal is to refine our promotional activities. It will include general advertising for vendor recruitment via web pages, facebook & electronic newsletters of various organizations (Gorge Grown, Washington State Farmers Market Association, SFM, Garden Club list serve, Chamber Newsletter, etc). A market volunteer will target and visit specific farmers/orchardists, value-added food producers, and crafters to promote and recruit for SFM. Ads for the vendor recruitment/info session will be via the above venues plus radio, posters, & newspapers throughout the gorge. Our lead sponsor is now RiverTalk Weekly, we plan to retain this sponsor for years to come.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

The Stevenson Farmers’ Market provides a regular, ongoing event to draw area visitors into the city of Stevenson that will enhance and expand their stay. It encourages tourists to explore the surrounding stores and restaurants. The presence of an open, friendly market with unique and diverse products can influence visitors to lodge in Stevenson as opposed to other Gorge communities. A growing number of visitors are selecting their destinations based on the ability to provide foods meeting their dietary requirements.

New vendors bringing increased diversity of products equates to increased visitation and duration of stay by visitors to our market and community. These influences can easily be tracked using current survey

methods. Previous survey info has already shown that there is positive association between visitation and diversity of product.

Training of market managers provides management staff access to the resources and tools needed to focus on attracting more visitors and providing the products that meet their interests and needs. Booth presentation, market layout, surveys, etc. can all help to attract more visitors & encourage “word of mouth” market promotion resulting from the quality, variety, and uniqueness of a market. Managers need to network with other market managers and exposure to new ideas that promote attraction and retention of market visitors.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 100 Staying overnight in paid accommodations.
2. 200 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 600 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 2000 Attend but are not included in any one of the categories above.
5. 800 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

The market will coordinate with the Chamber, WSU Extension, Gorge Grown, Master Gardener Organizations and Gardening clubs/groups to promote vendor recruitment. The market will likewise work with the Chamber & Gorge Grown to design our survey(s) so as to accurately evaluate the results of our efforts to increase visitor attendance and duration at market and provide information pertinent to lodging.

9. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

The Stevenson Farmers' Market engages all business in Stevenson in search for Sponsorships in exchange for advertising on our website, facebook, at our info booth and in RiverTalk Weekly.

10. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

The 2020 funding request represents 29.92% of our projected income based on 2019 revenue. Other sources of income include Vendor Booth fees and Memberships, Tshirt Sales along with Sponsorships and Donations.

11. Sign and date your proposal.



Pharaoh Skinner

10/14/2019



2020 Budget

INFLOWS

Bag / Shirt Sales	660
Booth Fee	1100
Sponsorship and Dona	2000
Fundraiser	250
Lodging Grant Income	2000
Vendor/Community M	675
total inflow	6685

OUTFLOWS

Advertising	600
Assoc. Memberships	211
<i>Washington State Farmers Market Assoc.</i>	<i>150</i>
<i>Skamania County Chamber Of Commerce</i>	<i>61</i>
Food Permit	80
Insurance	200
Personnel	3800
<i>Market Manager</i>	<i>2930</i>
<i>WSFMA Confrence Manager Training wages</i>	<i>870</i>
Market Musicians	600
Post Office Box	56
Subsidies	938
Supplies	200
Miscellaneous	100
Web Site	46
EBT Costs	300
Utility Trailer various costs	43
WSFMA Confrence Manager Training	1050
Wages	870
lodging and tickets	540
Total Outflow	8224

AGREEMENT
Operation of Stevenson Main Street Program

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and the **Stevenson Downtown Association**, hereinafter referred to as “SDA”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Main Street Program.
3. The Stevenson Main Street Program vision is for a vibrant and attractive downtown that is home to businesses and welcoming to residents and visitors. The cornerstone tenets of the Stevenson Main Street Program include Organization, Promotion, Design, and Economic Vitality. The City recognizes that a vibrant downtown is a draw for tourists while also enhancing the quality of life for local residents.
4. SDA is uniquely qualified to manage a Main Street program, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
5. It is in the City’s interest to contract with SDA to perform certain activities relating to the design, implementation, and management of the Main Street program that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. SDA will perform the work set forth below and submit requests for payment to the City as outlined in section 3 below.
 - a. SDA will plan and operate the Main Street program as described on Exhibit A, incorporated herein by reference.
 - b. SDA will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. SDA will complete the work and provide the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. In consideration of the work to be performed as described herein, the City will pay SDA the total sum of \$55,000. SDA will submit a request for payment and a report of work completed every quarter at a minimum. Upon receipt of each satisfactory work report, the City will pay SDA one-quarter (1/4) of the total deliverable of Fifty-five Thousand Dollars (\$55,000) or Thirteen Thousand Seven-Hundred Fifty Dollars and 00/100 (\$13,750). After written notice

to the SDA, the City may withhold payment if the SDA cannot demonstrate substantial compliance with the terms of this agreement. Failure to submit satisfactory work reports demonstrating substantial compliance with this agreement shall be considered a breach of this agreement and the City will be excused from further performance hereunder. All payments will be reimbursements for work performed. Payments will be made on the City's regularly established payment dates following submittal of detailed invoices by SDA to the City.

- b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. SDA shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "SDA". It is hereby understood, agreed and declared that SDA is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. SDA shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

SDA further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by SDA employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.

12. Equal Opportunity and Compliance with Laws. SDA shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, SDA shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and SDA have legal authority to enter into this agreement on behalf of City and SDA respectively and have full authority to bind City and SDA in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

STEVENSON DOWNTOWN ASSOCIATION

Scott Anderson, Mayor

President

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney

2020 LTAC Application: SDA Operations

1. Describe your Tourism-Related Activities, Event or Facility:

Support the operations of the Stevenson Downtown Association as we pursue the development of projects that create tourism draws in the downtown area including the Park Plaza Project and the walking tour.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the Call for Tourism Promotion Proposals for criteria and items to be prioritized by the Tourism Advisory Committee.

By funding SDA staff and/or additional contractor positions and concomitant operations TAC enables the SDA to better leverage donors funds for tourism-oriented capital projects including the walking tour and park plaza. In our experience donors are most interested in funding capital projects rather than operations, but the success of our capital projects is predicated on reliable staffing. Further, these funds will help the SDA apply for more grants. Last year's LTAC grant of 40k enabled the award of 150k in capital funds from the state legislature and 73k in donations from the business community. Additionally, our staff application for RCO park plaza grant ranked one position away from funding. The typical successful grant application was developed with the support of professional grant writer support and funding a grant writer will put our plaza project on a level playing field with other projects. .

3. Identify your top 5 sources of Revenue:

1. MSTCI
2. LTAC
3. Community Donations
4. Corporate Donations
5. Events

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

Our current level of fundraising far exceeds our operations budget but is oriented towards capital projects. Following the completion of the park plaza we anticipate a boost to our credibility among our current MSTCI donors that will facilitate a transition from restricted capital projects donations to unrestricted donations.

5. Describe your plans for advertising and promoting your proposed activity or facility.

Our organization communicates and recruits participants through flyers, social media, tabling at local events, person-to-person promotion. We have gained membership into state and national sister organizations that give us access to best-practices and continuing education in our field.

6.Explain how your activity or facility will result in increased tourism and overnight stays.

The SDA promotes excellence in design, operation and programming in the Downtown Business District. A primary focus of 2020 will be increasing the street-level experience and programing of Stevenson including the creation of a free, self guided walking tour as well as a new amphitheater in the courthouse lawn to enhance existing activities such as the farmers market and support the development of new outdoor events. A vibrant downtown will encourage travelers to stop and visit Stevenson, eat and shop, and plan overnight trips.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 5,211 Staying overnight in paid accommodations.
2. 8,150 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 53,244 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. Attend but are not included in any one of the categories above.
5. Estimated number of participants in any of the above categories that attend from another state or country.

Appendix A, Table One: Estimated Effects of Courthouse Lawn Renovation on Local Tax Revenue

	Visitors/Day ¹	50% Buy 1 Meal @ \$12.00	25% Stay Overnight @ \$111.91 ²	Annual Estimated Revenue
May-September ³ 1% of vehicles stop	197.6	\$1,185.60	\$5,483.40	\$1,000,350.00
October-April .5% of vehicles stop	98.8	\$592.80	\$2,741.70	\$700,245.00
	Total Visitor Spending			\$1,700,595.00
	Total Jobs Created ⁴			19.62
	Local Sales Tax Revenue ⁵			\$18,706.55
	State Sales Tax Revenue ⁶			\$112,239.27
	LTAC Revenue ⁷			\$19,651.32

¹ WaDoT average daily car count at 7,600 and average occupancy rate of 2.6 passengers per vehicle

² Average spending per visitor per night. Figures based on 2017 State Tourism Study conducted by Dean, Runyan and Associates

³ Average of 147 sunny days in Stevenson, per National Weather Service.

⁴ Amount of visitor spending that supports one job in Skamania County \$86,690 (2017, Dean, Runyan & Associates)

⁵ Stevenson Sales Tax @ 1.1%

⁶ Washington State Sales Tax @ 6.6%

⁷ 39% of overnight visitors (estimated at 25% of 1% and .05% ADT) pay for lodging, triggering \$4 LTAC receipt. Figures based on 2017 State Tourism Study conducted by Dean, Runyan and Associates

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We borrow expertise from each organization to ensure excellence in design and execution. We are in close communication with chamber staff to ensure we don't schedule competing events and that key community players are notified of our activities and part of the design process.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility

We are currently helping to facilitate a joint City/County MOA addressing the operations and maintenance plan for the park plaza.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

We strive to ensure that each activity we undertake grows the resources and skills of our community. Projects like the murals, oral history and walking tour increase the sense of ownership and pride of our regional community in the downtown core of Stevenson. We believe this is a core aspect of providing year-round, long term economic vitality.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts

This request for 65,000 represents approximately 42% of our anticipated revenue, exclusive of park plaza oriented grants. Please note, while we will apply for 500k this year for the park plaza, those funds would not be awarded until 2021.

Revenue		
	LTAC	65,000
	MSTCI	83,000
	Donations	5,000-15,000
Expense		
	Operations (rent, utilities, supplies)	5,000
	Staff and/or contractors (eg Executive Director, Grant Writer, etc)	60,000
	Programmatic (eg Walking Tour, Murals)	20,000
	Park Plaza Contribution	70-78,000

12. Sign and date your proposal.



Signature

Marie G Perez
Printed Name

10.16.19
Date

AGREEMENT – STEVENSON WATERFRONT MUSIC FESTIVAL

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Chris Kellogg, dba Clark & Lewie’s Restaurant**, hereinafter referred to as “Clark & Lewie’s”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Waterfront Music Festival.
3. Clark & Lewie’s is uniquely qualified to manage a Waterfront Music Festival, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with Clark & Lewie’s to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. Clark & Lewie’s will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. Clark & Lewie’s will plan and operate the Stevenson Waterfront Music Festival as described on Exhibit A, incorporated herein by reference.
 - b. Clark & Lewie’s will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. Clark & Lewie’s shall complete the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse Clark & Lewie’s up to \$3,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. The total contracted amount must be spent on marketing, advertising or promoting this event and cannot be used for staff time.

- c. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - d. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. Clark & Lewie's shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "Clark & Lewie's". It is hereby understood, agreed and declared that Clark & Lewie's is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. Clark & Lewie's shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Clark & Lewie's further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Clark & Lewie's employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or

oral, not incorporated herein.

- 12. Equal Opportunity and Compliance with Laws. Clark & Lewie’s shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, Clark & Lewie’s shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
- 13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
- 14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party’s expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys’ costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
- 15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Clark & Lewie’s have legal authority to enter into this agreement on behalf of City and Clark & Lewie’s respectively and have full authority to bind City and Clark & Lewie’s in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

Clark & Lewie’s

Scott Anderson, Mayor

Chris Kellogg, Owner

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Clark and Lewie's 46-3510428
Organization/Agency Federal Tax ID Number

Chris Kellogg
Contact Name

PO Box 1340 Stevenson WA.
Mailing Address

509 219 0097 eat@clarkandlewies.com
Phone Email

Waterfront Music Festival
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
Tourism-Related Facility
Events/Festivals X

Amount Requested: \$ 4500.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
Waterfront Music Festival is an annual event that now is held for 2 days in August.
This weekend is perfect for this time when no other main events are going on in Stevenson. This Festival has become the one waterfront festival that has attracted over 1000 people from local and Surrounding areas bringing families down to the water to enjoy music, activities, and vendors from the NW.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the Call for Tourism Promotion Proposals for criteria and items to be prioritized by the Tourism Advisory Committee.
Major marketing has and will be done for this event. Newspaper articles, social media, flyers, tee shirts, coasters, banners, and other are used and successful.

3. Identify your top 5 sources of Revenue:

1. Sponsors	\$3-5000
2. Food and Vendor sales	\$5-8000
3. Spirits and Beer Sales	\$3-6000
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

With a board and larger management and assistance from the city and SDA, this event can be a fully Self-funded event. Certainly this event has a positive economic benefit to this city. Now entering our 5th Year this event will showcase the waterfront that makes Stevenson a destination.

5. Describe your plans for advertising and promoting your proposed activity or facility.

Advertising will be River Talk News, Social Media, Chamber, radio if needed, flyers, banners and Common methods that are successful.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Because this event is now in its 6th year, that is proof that volunteers can make things happen and Has improved and increased tourism here in Stevenson. Now that its 2 nights, there will be additional Overnight stays.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 10-20 Staying overnight in paid accommodations.
2. 15-40 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 10-20 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 300-1500 Attend but are not included in any one of the categories above.
5. 40-100 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We would like to work with the Chamber, SBA, SDA and the city and make a collective effort to Have a board that supports and now takes this festival and makes it a Stevenson own.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

N/A

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

We do encourage and discuss, and have support, of the city, businesses, restaurants and have heard.

Nothing but good things about what we are doing to promote this now new fantastic waterfront.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Chris Kellogg

Chris Kellogg

10/16/19

Signature

Printed Name

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT – FOOLS FEST

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Walking Man Brewing, LLC**, TIN 91-1985615, hereinafter referred to as “Walking Man”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a “Fools Fest” event.
3. Walking Man is uniquely qualified to manage a Fools Fest event, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with Walking Man to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. Walking Man will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. Walking Man will plan and operate the Fools Fest event as described on Exhibit A, incorporated herein by reference.
 - b. Walking Man will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. Walking Man will complete the work and provide the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse Walking Man up to \$2,500 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. The funds must be spent on marketing, advertising or promoting this event and cannot be used for staff time.
 - c. Final invoice for this agreement must be received by the City on or before January 12 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- d. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records. Walking Man shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
8. Status of "Walking Man". It is hereby understood, agreed and declared that Walking Man is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. Walking Man shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Walking Man further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Walking Man employees, agents, contractors, subcontractors or other representatives.

10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
12. Equal Opportunity and Compliance with Laws. Walking Man shall not discriminate against any employee employed under this agreement because of race, color, religion,

age, sex or national origin. Further, Walking Man shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Walking Man have legal authority to enter into this agreement on behalf of City and Walking Man respectively and have full authority to bind City and Walking Man in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

Walking Man

Scott Anderson, Mayor

Tabitha Wiggins, for Walking Man Brewing

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

WALKING MAN BREWING

91-1985615

Organization/Agency

Federal Tax ID Number

TABATHA WIGGINS

Contact Name

PO BOX 337, STEVENSON, WA 98648

Mailing Address

(509) 427-5520

twiggins@walkingmanbeer.com

Phone

Email

5TH ANNUAL FOOLS FEST 2020

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$2500.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
The 5th Annual Fools Fest is scheduled to take place at Walking Man Brewing on Saturday, April 4, 2020. The event will feature local musicians through live music performances throughout the day, a silent auction to highlight local businesses and artists, food, craft beer, bubbles, lights and folly for all ages. We will have heaters and a fire, weather permitting, to create a cozy environment to celebrate the start of the spring season in Stevenson. We will encourage and offer prizes for the most “foolish” and festive costumes.
2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.
In its fifth year, Fools Fest draws tourists to an event that features fun and folly in Stevenson during the shoulder season. Through marketing and promotion, we hope to highlight local musicians through live music, feature our local businesses and artists through a silent auction and offer special beer releases and menu items to attract visitors to enjoy the event and experience our town. Expenses include staffing for planning, set up, day of execution and tear down, live music, promotion and marketing, security, permitting, licensing, insurance, food and beverage costs,

propane, table and chair rentals, decor and all other misc. expenses. Estimated total expenses for the event are \$9600. Expenses for 2020 are expected to be higher than 2019 due to increased minimum wage increase, increase in COGS and event glassware and coasters will need to be re-ordered.

3. Identify your top 5 sources of Revenue:

1. Beer & Wine Sales	\$ 3200
2. Food Sales	\$ 3000
3. Wine & Cider Sales	\$ 530
4. Raffle Ticket Sales for Silent Auction	\$ 500
5. Merchandise Sales	\$ 130

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.
 Due to the expenses and labor involved in putting on this event, it would not be possible to host this event without funding and support from The City and available TAC funding.
5. Describe your plans for advertising and promoting your proposed activity or facility.
 Through promotion to our patrons, local and regional print, digital and radio advertising, social media, press outreach, beer bloggers, printed posters and through the support of our community partners including the City of Stevenson, the Skamania County Chamber of Commerce and the Stevenson Downtown Association.
6. Explain how your activity or facility will result in increased tourism and overnight stays.
 Walking Man will attract visitors from out of town to visit and enjoy Stevenson as well as provide an event for our local community to congregate and celebrate the start of the spring season. By featuring local musicians and artists, Fools Fest is an excellent event to highlight a piece of the talent our small community has to offer. In its fifth year, it has become a welcome tradition.
7. List the number of tourists expected to attend your activity or facility in each of these categories:
1. 12 Staying overnight in paid accommodations.
 2. 20 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
 3. 350 Staying for the day only and traveling 50 miles or more from their place of residence or business.
 4. 125 Attend but are not included in any one of the categories above.
 5. 300 Estimated number of participants in any of the above categories that attend from another state or country. (Including Oregon in this estimate)
8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.
 This event would not be possible without the support of our community partners. We will continue, to seek promotion and marketing support for Fools Fest. In addition, we have partnered with the Skamania County Fairgrounds who have generously donated an outdoor tent and fencing panels, saving us over \$1000 on tent rental fees. We will continue to partner with local businesses and artists to highlight an offer, item or gift certificate for our silent auction.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility. N/A

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
 We will continue to partner with local businesses (including existing and planned lodging facilities) to highlight an item, offer or gift certificate for our silent auction, as well as items from our many talented local artists.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.
 Our request for funding represents approximately 25% of the total expenses. Expenses shown below do not include taxes, insurance, licensing or my time to organize and administrate for the event.
 2020 Fools Fest Budget:

EXPENSES:	2019 Actual	2020 Budget
Live Music	\$1,800.00	\$2,000.00
Sound Engineer	\$500.00	\$500.00
Outdoor Tent Set Up & Heaters	\$250.00	\$250.00
Banners/Flyers	\$300.00	\$300.00
Silent Auction	\$300.00	\$300.00
Portable Toilets Rental	\$110.00	\$110.00
Event Glassware	\$0.00	\$450.00
Estimated Labor and Staffing	\$1,600.00	\$1,800.00
Miscellaneous Items	\$250.00	\$150.00
Advertising	\$1,200.00	\$1,500.00
F&B COGS	\$1,600.00	\$1,800.00
Promotional Coasters	\$0.00	\$500.00
TOTAL EXPENSES:	\$7,910.00	\$9,660.00
REVENUE:		
Retail Sales	\$6,500.00	\$7,000.00
City of Stevenson Funding	\$2,000.00	\$2,500.00
Raffle Auction Ticket Sales	\$500.00	\$1,000.00
TOTAL REVENUE:	\$9,000.00	\$10,500.00
NET PROFIT:	\$1,090.00	\$840.00

12. Sign and date your proposal.

Signature _____ Printed Name **TABATHA WIGGINS** Date **October 16, 2019**

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF STEVENSON and
STEVENSON-CARSON SCHOOL DISTRICT**

FOR SUPPORT OF MARKETING THE STEVENSON COMMUNITY POOL

THIS AGREEMENT dated December 19, 2019, is entered into between the **City of Stevenson**, a municipal corporation, hereinafter referred to as "CITY", and the **Stevenson-Carson School District**, a political subdivision of the State of Washington, hereinafter referred to as "SCHOOL DISTRICT" for City support of School District efforts to market the community pool.

WHEREAS, Washington Statute RCW 39.34 provide any power or powers, privileges or authority exercised or capable of exercise by a public agency of Washington may be exercised and enjoyed jointly with any public agency of Washington having the power or powers, privilege or authority, and jointly with any public agency of any other state and any two or more public agencies any enter agreements with one another for mutual cooperative action; and

WHEREAS, the legislature has given the general authority for intergovernmental agreements by units of local government pursuant to the provisions of RCW 38.52 and RCW 39.34; and

WHEREAS, the parties hereto recognize the benefits of a community pool to area citizens, visitors, and the local economy; and

WHEREAS, the School District has requested local governmental agencies form partnerships with the School District to assist with reopening and marketing the community pool (owned by the School District); and

WHEREAS, the City desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism, and

WHEREAS, the City does not have qualified staff to manage marketing for the Community Pool; and

WHEREAS School District is uniquely qualified to manage marketing the Community Pool, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events; and

WHEREAS it is in the City's interest to contract with School District to perform marketing of the Community Pool to encourage increased tourism, promote interest in the City and the local region and to act on the City's behalf in disseminating information about the City.

NOW, THEREFORE, BE IT RESOLVED, that the City and the School District through this interlocal agreement pursuant to RCW 39.34.030 shall act in consideration of the terms and conditions set forth below:

1. Performance. School District will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. School District will market the Community Pool (owned by the School District) as described on Exhibit A, incorporated herein by reference.
 - b. School District will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. The School District shall complete the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse School District up to \$3,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records. School District shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
8. Status of "School District". It is hereby understood, agreed and declared that School District is an independent contractor and not the agent or employee of City and that no

liability shall attach to City by reason of entering into this agreement, except as may be provided herein.

9. Insurance and Liability. School District shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

School District further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by School District employees, agents, contractors, subcontractors or other representatives.

10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
12. Equal Opportunity and Compliance With Laws. School District shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, School District shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.

15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and School District have legal authority to enter into this agreement on behalf of City and School District respectively and have full authority to bind City and School District in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

Stevenson-Carson School District

Scott Anderson, Mayor

Karen Douglass, Superintendent

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Organization/Agency

Federal Tax ID Number

Contact Name

Mailing Address

Phone

Email

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$_____

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

3. Identify your top 5 sources of Revenue:

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

5. Describe your plans for advertising and promoting your proposed activity or facility.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. _____ Staying overnight in paid accommodations.
2. _____ Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. _____ Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. _____ Attend but are not included in any one of the categories above.
5. _____ Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Signature

Printed Name

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

The Community Pool

Stevenson-Carson School District

Working Operating Budget**		
		1920FY
Revenues	1920 Budget	YTD(September)
Local-2000s	\$ 104,350.00	\$ -
Local donations		
Governmental Partnerships		
8900 - Other Governmental Grants	\$ -	
8918 - Skamania County Tourism	\$ 4,000.00	
8917 - City of Stevenson Tourism	\$ 3,000.00	
8914 - City of Stevenson Grant	\$ 30,000.00	
District Contributions	\$ 40,000.00	
Needed Grants or Donations*	\$ 23,477.00	
Total Revenues	\$ 204,827.00	\$ -
Expenses	1920FY Budget	YTD
8900/9700 General Pool Expenditures		
Salary & Benefits	\$ 137,427.00	
Supplies & Materials	\$ 15,000.00	
Purchased Services	\$ 52,400.00	
Travel	\$ -	
Capital Outlay	\$ -	\$ -
Total Expenditures General Pool	\$ 204,827.00	\$ -
NET POSITION		\$ -

* BNSF, iQ, City of North Bonneville, WRBA
 Skamania County, Pool Committee Support, Grants
 (Past individual grants given)

**Budgeted amounts based on a combination of 18-19 actuals and expected revenues/expenses with the school fiscal year and the government calendar year adjustment

Mid-Year Target = 60% of Revenue
 \$122, 894 (adjusted to align with expenses)
 3rd Quarter Target = 80% of Revenue
 \$163,861 (adjusted to align with expenses)

AGREEMENT

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Skamania County Fair Board**, a 501(c)(3) organization, hereinafter referred to as “Fair Board”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a “GorgeGrass” event.
3. The Fair Board is uniquely qualified to manage a GorgeGrass event, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with the Fair Board to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. The Fair Board will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. The Fair Board will plan and operate the GorgeGrass event as described on Exhibit A, incorporated herein by reference.
 - b. The Fair Board will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. The Fair Board will complete the work and provide the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse the Fair Board up to \$6,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records. The Fair Board shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
8. Status of the "Fair Board". It is hereby understood, agreed and declared that the Fair Board is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. The Fair Board shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

The Fair Board further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Fair Board employees, agents, contractors, subcontractors or other representatives.

10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
12. Equal Opportunity and Compliance with Laws. The Fair Board shall not discriminate against any employee employed under this agreement because of race, color, religion,

age, sex or national origin. Further, the Fair Board shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and the Fair Board have legal authority to enter into this agreement on behalf of City and the Fair Board respectively and have full authority to bind City and the Fair Board in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

Skamania County Fair Board

Scott Anderson, Mayor

Name & Title: _____

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Skamania County Fair Board
Organization/Agency

91-1098073
Federal Tax ID Number

Jayne Borden
Contact Name

P.O. Box 369, Stevenson, WA 98648
Mailing Address

360-608-6600
Phone

jayne@skamaniacountyfair.org
Email

GorgeGrass Entertainment Support
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$8,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
The GorgeGrass Festival brings people from all over the country to hear our bands and partake in the atmosphere we provide. Over the last few years the cost for entertainment has increase substantially. We are asking for Lodging Tax to help supplement our cost. In 2019 we spent roughly \$38,000 on bands and lodging. We also spend roughly \$10k on event supplies.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.
We work with Skamania County Community Events and Recreation with the festival. They put our information in several media outlets. We also attend the Wintergrass Festival in Seattle, Wa. We have a booth and hand out our fliers to several hundred attendees.

3. Identify your top 5 sources of Revenue:

1. Admission	\$ 50,218
2. Donations	\$ 10,000
3.	\$
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.
 With the rising costs to book and house bands, we are struggle to come in even.

5. Describe your plans for advertising and promoting your proposed activity or facility.
 Please see question 2

6. Explain how your activity or facility will result in increased tourism and overnight stays.
 Almost all the campgrounds are full because of the GorgeGrass Festival. Several businesses have told us that during our event their establishment is full. We have patrons stay at Skamania Lodge, The Best Western, and the Econo Lodge.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 800 Staying overnight in paid accommodations.
2. 200 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 50 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 50 Attend but are not included in any one of the categories above.
5. 100 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

The Chamber supports our event by helping us find volunteers, marketing our fliers, and selling our local tickets at the chamber location. We work with several local businesses such as Subway and A&J who provide us in-kind donations that keep our cost lower.

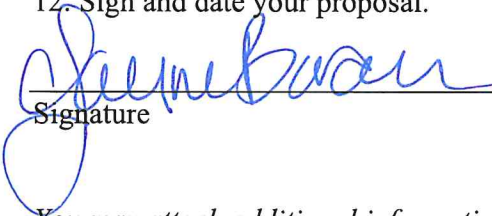


9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

n/a

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
See above comments in question 6

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

		
Signature	Printed Name	Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT

This agreement made and entered into this 19th day of December, 2019 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **COLUMBIA GORGE TOURISM ALLIANCE**, a non-profit corporation, hereinafter referred to as “CGTA.”

Recitals

1. The City of Stevenson is desirous of increased dissemination of information about the City to attract visitors to the local region and to encourage tourism expansion.
2. CGTA is a Gorge-wide network focused on helping develop the region as a world-class sustainable tourism economy.
3. The City of Stevenson does not have qualified staff to manage a such a network.
4. CGTA is uniquely qualified to manage a unique network, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such position.
5. It is in the City’s interest to contract with CGTA to perform certain activities relating to the management of this network that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

NOW, therefore, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Performance.** CGTA will perform the work set forth on the Scope of Work attached hereto as Exhibit A which is incorporated herein by reference.
2. **Completion.** CGTA shall complete the services to be performed under this agreement on or before December 31, 2020.
3. **Term.** The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. **Payment**
 - a. In consideration of the work to be performed as described in Exhibit A, the City will pay CGTA the total sum of \$2,500. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.

- b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. All tourism funding expenditure reports required by the Washington State Legislature are to be submitted by CGTA to the City before final payment under this contract is made.
5. **Termination and Waiver.** Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. **Financial Records.** CGTA shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. **Status of Chamber.** It is hereby understood, agreed and declared that CGTA is an independent contractor and not the agent or employee of the City and that no liability shall attach to the City by reason of entering into this agreement, except as may be provided herein. The City acknowledges that CGTA may contract with the Stevenson Business Association to perform certain services set forth in the Scope of Work; provided, however, that if CGTA chooses to assign to the Stevenson Business Association any services, it will assign only those services listed on Exhibit B.
8. **Insurance and Liability.** CGTA shall indemnify and save harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement. CGTA further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by CGTA's employees, agents, contractors, subcontractors or other representatives.
- CGTA shall at all times maintain with insurers or underwriters approved by the City a comprehensive Liability and Property Damage Policy with limits of not less than \$500,000 per person and \$1,000,000 per occurrence as respects property damage. The City shall be named as an insured party prior to commencement of the work hereunder. CGTA shall provide the City with ten (10) days notice in writing prior to cancellation of any such policy.
9. **Assignment.** Except as set forth in Paragraph 3 above, this agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other

party.

10. **Ownership of Work Product.** All brochures, pamphlets, maps, displays, and any other thing or idea created or produced by CGTA under the terms of this agreement shall be and remain the property of the City.
11. **Completeness of Agreement and Modification.** This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations or agreements, written or oral, not incorporated herein.
12. **Equal Opportunity and Compliance With Laws.** CGTA shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, CGTA shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. **Governing Law and Venue.** The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. **Costs and Attorney Fees.** If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorney's costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and appeal.
15. **Certification of Authority.** The parties hereby certify that the persons executing this agreement on behalf of the City and CGTA have legal authority to enter into this agreement on behalf of the City and CGTA and are able to bind the City and CGTA in a valid agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto executed this agreement as of the day and the year first written above.

/ / / / / / [Signatures appear on next page] \ \ \ \ \ \

CITY OF STEVENSON

**COLUMBIA GORGE
TOURISM ALLIANCE**

By _____
Scott Anderson, Mayor

By _____
Board President

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Organization/Agency

Federal Tax ID Number

Contact Name

Mailing Address

Phone

Email

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ _____

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

3. Identify your top 5 sources of Revenue:

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

5. Describe your plans for advertising and promoting your proposed activity or facility.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. _____ Staying overnight in paid accommodations.
2. _____ Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. _____ Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. _____ Attend but are not included in any one of the categories above.
5. _____ Estimated number of participants in any of the above categories that attend from another state or country.

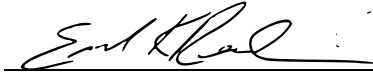
8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.



Signature

Printed Name

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

**INTERLOCAL AGREEMENT BETWEEN
SKAMANIA COUNTY AND THE CITY OF STEVENSON
FOR THE REPLACEMENT OF THE EXHIBIT HALL ROOF - 2020**

THIS AGREEMENT made and entered into this 19th day of December, 2019 between Skamania County, a political subdivision of the state of Washington, hereinafter referred to as “**COUNTY**”, and the City of Stevenson, a municipal corporation, hereinafter referred to as the “**CITY**” for purposes hereinafter mentioned:

WHEREAS, the City is the recipient of Hotel/Motel Funds for the promotion of travel and tourism and the marketing, hosting and operation of special events and festivals and related tourist activities in Stevenson,

WHEREAS, the City wishes to increase publicity about the City to attract visitors to the local region, to increase overnight stays at our local hotels, inns and lodges and to encourage tourism expansion,

WHEREAS, the City and the County and its Department of Public Works mutually agree that the County can provide promotional information, hosting and operation of **events described in Exhibit “A”** that will increase tourism; and

NOW, THEREFORE, BE IT RESOLVED, that the City and the County through this interlocal agreement pursuant to RCW 39.34.080 shall act in consideration of the terms and conditions set forth below:

1. Performance: The County shall design and install a new roof for the Exhibit Hall as described on Exhibit A,
2. Completion: All work shall be completed by December 31, 2020. To meet reporting requirements set by Substitute Senate Bill 5647 the contractor, County, must submit to the City a completed copy of the Lodging Tax Report for each of the events described in Exhibit A. Final payment on the contract will be withheld until receipt of report.
3. Term: The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. The City will reimburse the County up to \$15,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 2 above shall be submitted before final payment under this contract is made.
5. Default: Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting

party is excused from further performance hereunder.

6. Termination: This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records: The County shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or Federal Auditors.
8. Status of County: It is hereby understood, agreed and declared that the County is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. County agrees to indemnify and hold harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

County further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims made against the City by Skamania County employees, agents, contractors, subcontractors or other representatives.

10. Assignment: This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification: This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings representations, or agreement, written or oral, not incorporated herein.
12. Equal Opportunity and compliance With Laws: County shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, County shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue: The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees: If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all cost and expenses so incurred by the non-defaulting party, including without limitation, reasonable attorney costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement

by the losing party for its court costs and reasonable attorney costs and fees.

15. Certification of Authority: The parties hereby certify that the person executing this agreement on behalf of City and County, have legal authority to enter into this agreement on behalf of City and County, and are able to bind City and County, in a valid agreement on the terms herein.

16. Interlocal Agreement Representations

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2020 or sooner as provided in paragraph 6.0 above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for event promotion and operation.
- d. Manner of Financing. The City intends to finance this agreement in cash as part of its Tourism Promotion Fund budget.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 6.0 above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

/ / / / / / [Signatures appear on next page] \ \ \ \ \ \

CITY OF STEVENSON

**BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

City of Stevenson, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

Chairman

Commissioner

Commissioner

Clerk of the Board

APPROVED AS TO FORM:
Prosecuting Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Skamania County Community Events and Recreation 91-6001363.

Organization/Agency Federal Tax ID Number

Alex Hays

Contact Name

P.O. Box 369, Stevenson, WA 98648

Mailing Address

509-427-3978 hays@co.skamania.wa.us

Phone Email

Re-Roofing of the Exhibit Hall

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 15,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
The Exhibit Hall on the Skamania County Fairgrounds is the most used building of any tourism related buildings in the county. The roof is 30+ years old and need replaced. We are working on other granting sources as well to cover the costs.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.
Events such as Blues and Brews, GorgeGrass, Skamania County Fair, Country Chic, Christmas in the Gorge Outrigger Racing, NW Bus Nuts and the X-Fest do advertising to bring in outside patronage

3. Identify your top 5 sources of Revenue:

1. Department of Agriculture	\$ 100,000
2. Stevenson Lodging Tax	\$ 15,000
3. Skamania County Lodging Tax	\$ 15,000
4. .09 Distressed County Funds	\$ 15,000
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.
We are looking in several avenues to provide funding to get this job done.

5. Describe your plans for advertising and promoting your proposed activity or facility.

N/A

6. Explain how your activity or facility will result in increased tourism and overnight stays.
See above list of groups/events that use the facility

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 5000 Staying overnight in paid accommodations.
2. 4000 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 1500 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 2500 Attend but are not included in any one of the categories above.
5. 4000 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

Several of the events are run by the Skamania County Chamber of Commerce. We work together on several events.

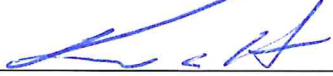
9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

Materials have been bought to reroof the building. We are looking for funding to pay for the labor and equipment to remove and install the roof.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging? See the list of events. These events all support the local community and business. They result in overnight stays in several venues.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.


Signature

Alex Hays
Printed Name

10/16/19
Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT
Park Plaza Support

This agreement made and entered into this 19th day of December, 2019 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and the **Stevenson Downtown Association**, hereinafter referred to as “SDA”.

Recitals

1. The City of Stevenson desires to increase assets in the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to design, engineer and construct a plaza.
3. The Stevenson Main Street Program vision is for a vibrant and attractive downtown that is home to businesses and welcoming to residents and visitors. The cornerstone tenets of the Stevenson Main Street Program include Organization, Promotion, Design, and Economic Vitality. The City recognizes that a vibrant downtown is a draw for tourists while also enhancing the quality of life for local residents.
4. SDA is uniquely qualified to manage a plaza project, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such projects.
5. It is in the City’s interest to contract with SDA to perform certain activities relating to the design, implementation, and management of the plaza project that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. SDA will perform the work set forth below and submit requests for payment to the City as outlined in section 3 below.
 - a. SDA will design and construct the plaza project as described on Exhibit A, incorporated herein by reference, with final design approval by City Council.
 - b. SDA will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. SDA will complete the work and provide the services to be performed under this agreement on or before December 31, 2020.
3. Term. The term of this agreement shall begin January 1, 2020 and end upon the completion of the project, but no later than December 31, 2020.
4. Payment.
 - a. In consideration of the work to be performed as described herein, the City will pay the SDA a sum not to exceed \$200,000. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with backup documentation to the city.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2021. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. SDA shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "SDA". It is hereby understood, agreed and declared that SDA is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. SDA shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

SDA further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by SDA employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
 12. Equal Opportunity and Compliance with Laws. SDA shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, SDA shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
 13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.

14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and SDA have legal authority to enter into this agreement on behalf of City and SDA respectively and have full authority to bind City and SDA in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

STEVENSON DOWNTOWN ASSOCIATION

Scott Anderson, Mayor

President

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Stevenson Downtown Association 81-3500088
Organization/Agency Federal Tax ID Number

Marie Gluesenkamp Perez
Contact Name

PO Box 1037, Stevenson WA 98648
Mailing Address

360 818 1429 Director@StevensonMainstreet.org
Phone Email

SDA Park Plaza
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
Tourism-Related Facility
Events/Festivals

Amount Requested: \$200,000.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
See Attached

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the Call for Tourism Promotion Proposals for criteria and items to be prioritized by the Tourism Advisory Committee.

2020 LTAC Application: SDA Park Plaza

1. Describe your Tourism-Related Activities, Event or Facility:

Development of a central park plaza in the courthouse lawn by providing pre-construction funds that will be leveraged with existing funds from the SDA and State Legislature Capital Budget. Pre-construction funds will be used to execute site survey, geotechnical engineering, development of construction plans, permitting, etc. Preconstruction work will also include and enable application for a Washington State Recreation and Conservation Office grant which can provide 50-70% of the cost of the park.

All of our major private donors (accounted for in the MSTCI program and BNSF grant) require that their donations not be used for soft-costs such as engineering and design. We are asking for TAC funds to cover specifically these initial costs that our business donors are unwilling to cover.

Last year's LTAC request amount was oriented around a phased approach to pre-construction. Currently, we are requesting funding to execute the pre-construction phase of the project as a whole as our advisors anticipate a cost-savings to this approach. Additionally, awarding these funds will enhance the strength of our RCO grant application due in June of 2020 as it demonstrates strong community support.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the Call for Tourism Promotion Proposals for criteria and items to be prioritized by the Tourism Advisory Committee.

As our urban neighbors grow, Stevenson has the opportunity to market itself as the charming small town in the gorge to visit. This plaza is outward expression of our community's forward looking commitment to meeting that demand, while preserving what is unique and special about our downtown. We anticipate finishing pre-construction work in 2020, and depending on the outcome of engineering reports and the city/county MOA we hope to be able to promptly begin construction work to a phased development of the park plaza.

3. Identify your top 5 sources of Revenue:

1. RCO Grants (potential)
2. MSTCI/SDA
3. Legislature allocation (LCP)
4. Corporate Donations
5. Community Donations

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

Yes. With support from the SDA operations budget, we plan to increase our grant writing activities. Last year we applied for a RCO grant and were one position away from

funding. We expect adjustments to the phasing approach and environmental design adjustments will position us to receive funding.

5. Describe your plans for advertising and promoting your proposed activity or facility.

Our organization communicates and recruits participants through flyers, social media, tabling at local events, person-to-person promotion. We have gained membership into state and national sister organizations that give us access to best-practices and continuing education in our field.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Redevelopment of the courthouse lawn would enhance existing activities such as the farmers market, Christmas and Fair parades, Easter Egg hunt and support the development of new outdoor events. A vibrant downtown will encourage travelers to stop and visit Stevenson, eat and shop, and plan overnight trips. There is substantial evidence that well maintained public bathrooms are a huge draw for tourists and increase the average spending—once someone has stopped to go to the restroom, they often walk around town to stretch their legs and grab a snack. This critical first step can often domino into a decision to come back to spend the night and get to know Stevenson better.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 5,211 Staying overnight in paid accommodations.
2. 8,150 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 53,244 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. _____ Attend but are not included in any one of the categories above.
5. _____ Estimated number of participants in any of the above categories that attend from another state or country.

	Visitors/Day ¹	50% Buy 1 Meal @ \$12.00	25% Stay Overnight @ \$111.91 ²	Annual Estimated Revenue
May-September ³ 1% of vehicles stop	197.6	\$1,185.60	\$5,483.40	\$1,000,350.00
October-April .5% of vehicles stop	98.8	\$592.80	\$2,741.70	\$700,245.00
	Total Visitor Spending			\$1,700,595.00
	Total Jobs Created ⁴			19.62
	Local Sales Tax Revenue ⁵			\$18,706.55
	State Sales Tax Revenue ⁶			\$112,239.27
	LTAC Revenue ⁷			\$19,651.32

¹ WaDoT average daily car count at 7,600 and average occupancy rate of 2.6 passengers per vehicle

² Average spending per visitor per night. Figures based on 2017 State Tourism Study conducted by Dean, Runyan and Associates

³ Average of 147 sunny days in Stevenson, per National Weather Service.

⁴ Amount of visitor spending that supports one job in Skamania County \$86,690 (2017, Dean, Runyan & Associates)

⁵ Stevenson Sales Tax @ 1.1%

⁶ Washington State Sales Tax @ 6.6%

⁷ 39% of overnight visitors (estimated at 25% of 1% and .05% ADT) pay for lodging, triggering \$4 LTAC receipt. Figures based on 2017 State Tourism Study conducted by Dean, Runyan and Associates

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We borrow expertise from each organization to ensure excellence in design and execution. We are in close communication with chamber staff to ensure we don't schedule competing events and that key community players are notified of our activities and part of the design process.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility

We are currently helping to facilitate a joint City/County MOA addressing the operations and maintenance plan for the park plaza. The plaza design includes plans for an outdoor dining area that would be rented to the adjacent restaurant, and those revenues, financial and/or in-kind, would support the maintenance of the park plaza into the future.

Additionally, the amphitheater presents the opportunity for generating revenue via reservation fees, merchandise sales and events.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

This plaza is a core strategy for providing year-round, long term economic vitality. By investing in the core of downtown, LTAC has the opportunity to increase downtown property value, tax revenue and employment opportunities.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts

This request for \$200,000 represents approximately 10% of the anticipated total project cost. We anticipate being able to contribute 70k every year for the next four years via MSTCI, however the majority of our MSTCI contributions can't be used for pre-construction costs. Please note, expenses related to public engagement and fundraising are included in the SDA operating budget request. Cost estimates are preliminary.

Revenue		-2019	2020	2021	2022	2023	
	LTAC	60,000	200,000				260,000
	SDA	140,000	70,000	70,000	70,000	70,000	420,000
	LCP		150,000	150,000			300,000
	RCO			500,000		500,000	1,000,000
	Corporate	50,000	50,000				100,000

Expense							
	Engineering and Permitting	60,000	250,600				310,600
	Construction			500,000	500,000	500,000	1.5
	Sales tax						108,636

12. Sign and date your proposal.



Marie G Perez

10.16.19

Signature

Printed Name

Date

Ronald Moeller Operations Services, LLC

Ronald L. Moeller, Managing Member

November 25, 2019

Karl Russell
Public Works Director
City of Stevenson
PO Box 371
7121 E. Loop Road
Stevenson, WA 98648

Subject: Proposal for City of Stevenson Wastewater Treatment Plant Operations Transition

Dear Mr. Russell,

Ronald Moeller Operations Services, LLC (RMOS) is pleased to submit this scope and budget proposal, per your request, to provide services for the City of Stevenson (City) Wastewater Treatment Plant (WWTP) Operations Transition.

Project Overview and Understanding

The wastewater treatment facility includes a headworks with a comminutor and bypass channel with bar screen, oxidation ditch/extended air activated sludge with two secondary clarifiers, ultraviolet disinfection system, 16-inch diameter outfall to the Columbia River, and an aerobic sludge digestion tank. Aerobically digested sludge is trucked to the Hood River, Oregon, WWTP where it is further treated by anaerobic digestion and then co-applied to agricultural land with the Hood River biosolids. Both the Stevenson and Hood River treatment facilities are operated by Operations Management International, Inc. (OMI), a subsidiary of CH2M-Hill, now known as Jacobs, based at the Hood River Oregon treatment plant.

The City of Stevenson has expressed a desire to transition from contract operations (Jacobs) to City-employed operations staff. On December 31, 2019, Jacobs will no longer operate the City of Stevenson's WWTP. Instead, the Public Works Director will be the Operator in responsible charge of the WWTP. The WWTP Operations Transition project will help the City make a smooth transition from contract services to City-employed Operators. RMOS will also evaluate the systems, programs and services needed to enable the WWTP to perform optimally while protecting the investment that the Stevenson residents have made in the facility.

Scope of Services

Task 1 – Data Collection and Review

This task includes collecting data from the City and Jacobs. Data to be collected from the City for review includes job descriptions, WWTP information including WWTP historical data, operation and maintenance (O&M) manuals, standard operating procedures (SOPs), maintenance records, process control issues and strategies, and other information related to operation of the WWTP. This task will also include the necessary steps to confirm that any data provided by Jacobs is in an appropriate format.



Task 2 – Data Evaluation

This task involves evaluating the data collected in Task 1 to determine if any data deficiencies exist. RMOS will make a list for the City of incomplete data needed for proper O&M of the WWTP and associated systems and will assist in securing the necessary data.

Task 3 – Operations Review

This task involves having Brad Musick of Wastewater Solutions, Inc. (WSI), a subcontractor to RMOS, review the operational and process strategies currently utilized by Jacobs. WSI will tour the facility with City staff and a former Jacobs employee to determine the best strategies for operational control of the WWTP.

Task 4 – Preparation of Technical Memorandum (TM)

This task includes preparation of a draft and final WWTP Operations Transition TM and quality control reviews of this document. A summary of the data collected, comments pertaining to a review of the data, interviews with City staff and Jacobs staff, and proposed process control strategies will be compiled into a WWTP Operations Transition TM.

Task 5 - Project Management

This task includes preparation of invoices, team member coordination and communications, and necessary oversight to ensure that the project plan, schedule and budget are being met.

Assumptions

The following assumptions were used to develop the budget estimate:

Ronald Moeller Operations Services

- Attendance at the WWTP for two consecutive weeks as Jacobs transitions out of the WWTP.
- Communication with Jacobs regarding data and process related issues.
- Communication with the Washington State Department of Ecology (DOE) as required and necessary.

City of Stevenson

- Participate in transition as available.
- Make staff and information available as necessary to complete the work as scheduled.
- Coordinate and compile TM review comments to eliminate contradictory comments and provide in a format for ease of providing responses.

Schedule

Retroactive to November 15, 2019 and scheduled to complete by January 10, 2020. RMOS is flexible on the schedule.

Compensation for Consulting Services

Because the exact level of effort to complete the proposed scope of services cannot be estimated at this time, we propose that compensation for consulting services be on a time and expense reimbursement basis. Based on the Scope of Services presented above, we propose a budget of \$16,980, which will not be exceeded without authorization. It is acknowledged that the individual task budget breakdowns are an estimate and may be transferred among each work element depending on specific interim work needs, as long as the total budget is not exceeded.



Thank you for considering RMOS for these services to support implementation of this important project. I look forward to working with you and City staff on these tasks.

Please contact Ron Moeller at 360-269-4169 if you have any questions regarding this proposal.

Regards,

Ronald Moeller Operations Services, LLC

A handwritten signature in cursive script that reads "Ronald Moeller".

Ronald Moeller
Managing Member

360-269-4169
ronmoeller@outlook.com

AUTHORIZATION:

CITY OF STEVENSON

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

Ronald Moeller Operations Services, LLC

Ronald L. Moeller, Managing Member

November 25, 2019

Karl Russell
Public Works Director
City of Stevenson
PO Box 371
7121 E. Loop Road
Stevenson, WA 98648

Subject: Proposal for City of Stevenson Wastewater Treatment Plant Operations Support

Dear Mr. Russell,

Ronald Moeller Operations Services, LLC (RMOS) is pleased to submit this scope and budget proposal, per your request, to provide services for the City of Stevenson (City) Wastewater Treatment Plant (WWTP) Operations Support.

Project Overview and Understanding

The wastewater treatment facility includes a headworks with a comminutor and bypass channel with bar screen, oxidation ditch/extended air activated sludge with two secondary clarifiers, ultraviolet disinfection system, 16-inch diameter outfall to the Columbia River, and an aerobic sludge digestion tank. Aerobically digested sludge is trucked to the Hood River, Oregon, WWTP where it is further treated by anaerobic digestion and then co-applied to agricultural land with the Hood River biosolids. Both the Stevenson and Hood River treatment facilities are operated by Operations Management International, Inc. (OMI), a subsidiary of CH2M-Hill, now known as Jacobs, based at the Hood River Oregon treatment plant.

The City of Stevenson has expressed a desire to transition from contract operations (Jacobs) to City-employed operations staff. On December 31, 2019, Jacobs will no longer operate the City of Stevenson's WWTP. Instead, the Public Works Director will be the Operator in responsible charge of the WWTP. The WWTP Operations Support project will help the City effectively operate the WWTP.

Scope of Services

Task 1 – Operations Support

This task includes RMOS being present at the WWTP to educate and assist City operators in proper operation and maintenance (O&M) of the WWTP. RMOS will assist City staff with the following:

- Process control testing and decision making
- WWTP rounds
- WWTP preventative maintenance
- Discharge Monitoring Report (DMR) assistance
- National Pollutant Discharge Elimination System (NPDES) Permit understanding



Task 2 – Industrial Side Stream Treatment

This task involves reviewing Industrial Users and developing strategies for treating high strength industrial waste.

Task 3 – Process Improvement Review and Education

This task involves a review of current process control strategies and a recommendation of long-term process control strategies. This task also includes a workshop in a classroom setting discussing process control variables and strategies. It is anticipated that the Washington State Department of Ecology (DOE) will provide continuing education units (CEUs) for operator certification.

Task 4 - Project Management

This task includes preparation of invoices, team member coordination and communications, and necessary oversight to ensure that the project plan, schedule and budget are being met.

Assumptions

The following assumptions were used to develop the budget estimate:

On or around January 15th, 2020, RMOS and the City will discuss the progress of City staff in operating and maintaining the WWTP and will decide if RMOS involvement should be amended for the remaining term of the contract.

Ronald Moeller Operations Services

- Attendance at the WWTP for two consecutive weeks as the City begins operation of the WWTP.
- Attendance at the WWTP on a weekly basis for an additional 8 consecutive weeks.
- Daily communication with City staff regarding WWTP process decisions.
- Communication with the Washington State Department of Ecology (DOE) as required and necessary.
- Workshop on wastewater treatment and process control strategies.
- Application to DOE for CEUs.

City of Stevenson

- Participate in operation of the WWTP.
- Make staff and information available as necessary to complete the work as scheduled.
- Make staff available for workshop on wastewater treatment and process control strategies.

Schedule

Work will begin on January 1, 2020 and continue through March 1, 2020. RMOS is flexible on the schedule.

Compensation for Consulting Services

Because the exact level of effort to complete the proposed scope of services cannot be estimated at this time, we propose that compensation for consulting services be on a time and expense reimbursement basis. Based on the Scope of Services presented above, we propose a budget of \$29,284, which will not be exceeded without authorization. It is acknowledged that the individual task budget breakdowns are an estimate and may be transferred among each work element depending on specific interim work needs, as long as the total budget is not exceeded.



Thank you for considering RMOS for these services to support implementation of this important project. I look forward to working with you and City staff on these tasks.

Please contact Ron Moeller at 360-269-4169 if you have any questions regarding this proposal.

Regards,

Ronald Moeller Operations Services, LLC

A handwritten signature in cursive script that reads "Ronald Moeller".

Ronald Moeller
Managing Member

360-269-4169
ronmoeller@outlook.com

AUTHORIZATION:

CITY OF STEVENSON

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

**CITY OF STEVENSON
RESOLUTION NO. 2019-351
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE SALARY SCALE**

WHEREAS, on December 20, 2018 the City Council of the City of Stevenson adopted a revised 2018 salary schedule in resolution 2018-325; and

WHEREAS, the City wishes to revise the salary scale to reflect a cost of living increase of 2.6% for 2020 as discussed at the September 19, 2019 council meeting.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, as follows:

1. The salary scale attached as exhibit A is hereby accepted, effective January 1, 2020.

ADOPTED this 19th day of December, 2019.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Resolution 2019-351 Exhibit A

City of Stevenson Salary Schedule

2020 Salary Schedule

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Position</u>								
City Administrator	79,912	83,108	86,432	89,889	93,485	97,224	101,113	105,158
Deputy Clerk/Treasurer II	51,305	53,357	55,491	57,711	60,019	62,420	64,917	67,514
Deputy Clerk/Treasurer I	45,347	47,161	49,047	51,009	53,049	55,171	57,378	59,673
Public Works Director/Com Dev Director	67,313	70,006	72,806	75,718	78,747	81,897	85,173	88,580
Field Sprvr /Bldg Insptr/WWTPO III	58,046	60,368	62,783	65,294	67,906	70,622	73,447	76,385
WWTPO II	52,374	54,469	56,648	58,914	61,271	63,722	66,271	68,922
Utilities / Maintenance Worker/WWTPO I	50,053	52,055	54,137	56,302	58,554	60,896	63,332	65,865
Facilities Maintenance Worker	33,030	34,352	35,726	37,155	38,641	40,187	41,794	43,466
Minute Taker (Hourly)	19.11	19.87	20.66	21.49	22.35	23.24	24.17	25.14
Temporary Assistant II (office or field)(Hourly)	15.88	16.52	17.18	17.87	18.58	19.32	20.09	20.89
Temporary Assistant I (office or field)(Hourly)	13.50	14.04	14.60	15.18	15.79	16.42	17.08	17.76
Standby Pay (Hourly)	2.11							



AGREEMENT FOR PROFESSIONAL SERVICES
City of Stevenson General Engineering Services

This Agreement is between the City of Stevenson, hereafter called "CITY", and Wallis Engineering, PLLC, hereafter called "ENGINEER", for the Project known as "City of Stevenson General Engineering Services".

Effective Date and Duration

This Agreement shall become effective on the date the Agreement is signed. This Agreement shall expire, unless otherwise terminated or extended, on December 31, 2020.

Scope of Services

Subject to the terms of this Agreement, the ENGINEER shall perform the services outlined in the scope of work contained in Exhibit A, which is attached hereto and by this reference made a part hereof.

Compensation

The City agrees to pay the Engineer a sum not to exceed \$10,000 for completion of the work. A rate schedule is included as Exhibit B to this Agreement. Monthly invoices will be issued by the Engineer for all work performed under this Agreement, and based on time and materials. Wallis Engineering Hourly Rates will be the basis of compensation. These rates are subject to annual calendar year adjustments; include all allowances for salary, overhead and fee; but do not include allowances for Direct Expenses. Wallis Engineering Direct Expenses, when part of the basis of compensation, are those costs incurred on or directly for the City's Project, including, but not limited to: necessary transportation costs; laboratory tests and analyses; printing, binding and reproduction charges; all costs associated with outside consultants; and other similar costs. Reimbursement for Direct Expenses will be on the basis of actual charges. A service charge of 10 percent will be added to Direct Expenses. Invoices are due and payable upon receipt.

Terms and conditions are listed on page 2.

Wallis Engineering Certification and Signatures

Name: Wallis Engineering, PLLC
Address: 215 W. 4th Street, Suite 200, Vancouver, WA 98660
Federal Tax ID#: 91-1944973
Business Form: PLLC

Payment information will be reported to the IRS under the name and taxpayer ID number provided above.

I, the undersigned, agree to perform work outlined in this Agreement in accordance to the terms and conditions (listed on Page 2 and Exhibit A and made part of this Agreement by reference) and the statement of work made part of this contract by reference; hereby certify under penalty of perjury that my business is not in violation of any Washington tax laws; hereby certify that I am an independent contractor.

Approved for Engineer: [Signature] Date: December 13, 2019
Name and Title: Jane Vail, Principal

City of Stevenson Signatures

Approved for City:
Name and Title:

TERMS AND CONDITIONS

1. Authorization to Proceed

Execution of this Agreement by the City will be authorization for Engineer to proceed with the work, unless otherwise provided for in this Agreement.

2. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of Engineer's profession practicing under similar conditions at the same time and in the same locality, and for this type of project. Except as set forth in this Agreement, Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services.

It is the general intent that services specified in this Agreement to be performed by the ENGINEER, will be delivered using the ENGINEER's standard form and content of drawings, technical specifications, and contract documents. The ENGINEER's standards will be in conformance with applicable local, state and federal standards and requirements.

3. Termination

This Agreement may be terminated for convenience by either party on 30 days' written notice; or for cause, if either party fails to substantially perform in accordance with this Agreement through no fault of the other and does not commence correction of such nonperformance within five days of written notice and diligently complete the correction thereafter. On termination, Engineer will be paid for all authorized work performed up to the termination date.

4. Limitation of Liability

Notwithstanding any other provisions of this Agreement, Engineer's liability for City's damages will not exceed the compensation received by Engineer under this Agreement.

5. Severability and Survival

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. The limitations of liability and indemnities will apply regardless whether Engineer's liability arises under applicable statute or case or common law, including without limitation by reason of enumeration herein, negligence, strict liability or any other type of cause of action, and shall apply to Engineer, its officers, and employees.

The law of the state of Washington shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it; jurisdiction being in District or Superior Courts of the State of Washington with venue in Clark County, Washington.

6. Hazardous Substances

To the maximum extent permitted by law, the City will indemnify and defend Engineer and its officers, employees, subconsultants and agents from all claims, damages, losses, and expenses, including, but not limited to, direct, indirect, or consequential damages and attorney's fees arising out of or relating to the presence, discharge,

release, or escape of hazardous substances, contaminants, or asbestos on or from the Project.

7. Subsurface Investigations

In soils, foundations, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, explorations, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total Project cost and/or execution schedule. To the extent that subsurface investigations affect Project cost and/or execution, Engineer shall notify City as soon as possible and an equitable adjustment in the compensation reflecting increase or decrease in the Project shall be made.

8. No Third Party Beneficiaries

This Agreement gives no rights or benefits to anyone other than the City and Engineer and has no third party beneficiaries.

Engineer's services are defined solely by this Agreement, and not by any other contract or agreement that may be associated with the Project.

9. Insurance

Engineer shall maintain public liability and property damage insurance which shall protect Engineer from personal injury or property damage claims arising from its negligent performance of work under this Agreement. The limits of liability for such insurance shall be \$1,000,000 combined single limit.

Engineer shall name City as additional insured under the general liability insurance policy, and shall provide proof of insurance for professional and general liability insurance.

10. Disputes

In the event of any dispute arising out of this Agreement, the parties agree to submit the dispute to non-binding mediation and binding arbitration under the then prevailing rules so the American Arbitration Association (AAA) for construction industry disputes, provided that no party objects to arbitration within 30 days after a demand for arbitration is filed with AAA. In any action brought for such dispute, the prevailing party shall be entitled to recover its reasonable costs and attorney fees.

1.1 General Services.

Certain matters requiring engineering services are a routine order of business for the Public Works Department (City) and occur on a regular basis; these include consultation and meeting with City officials and staff. The Engineer will be available to the City to provide such Engineering services, consultation and advice, and assist in the Engineering work of the City. The Engineer will provide such services upon written or verbal direction of an authorized representative of the City, and will confirm verbal requests from the City in writing.

1.2 Project Services

1.2.1 From time to time the City will undertake projects requiring study and report preparation, or design services and/or construction related services or some combination of such services. The Engineer will have the option to perform the Engineering and related services on all City projects within Engineer's area of professional competence and which Engineer can reasonably expect to accomplish in fulfillment of the City's needs in view of Engineer's other contractual obligations. Previous work for the City and for others establishes the areas of practice and professional competence of the Engineer.

Services provided under this section will be authorized by written Work Orders describing the project, scope of work, cost of services and schedule, and approved by the City. Authorization and approval will be by a representative of the City.

1.2.2 For such projects the City will negotiate with the Engineer to obtain services on a basis the City determines fair and reasonable. If the City is unable to negotiate a satisfactory agreement with the Engineer, the City may terminate said negotiations and select other firms with which to negotiate for services.

1.2.3 Negotiations shall be based upon criteria established by the City and if these criteria are revised during the course of negotiating with others, the Engineer will be afforded an opportunity to renegotiate based upon the revised criteria. The City will then select the proposal which the City finds best satisfies its criteria.

1.2.4 Because of the nature of this Agreement, it can reasonably be expected the Engineer may expend time and effort developing project criteria to the benefit of the City. The Engineer will be compensated under the terms of this Agreement for services rendered in developing these criteria if negotiations with the Engineer are terminated.

1.2.5 In performing services under this section, the Engineer will advise the City of the need or the City may independently determine a need to obtain services from others to provide the expertise to perform work outside the Engineer's usual area of practice. If authorized by the City, the Engineer will obtain services from others which shall be paid for by the City.

P:\City of Stevenson_18General Services\Agreement\Exhibit A Scope.docx



RATE SCHEDULE

Rate Schedule good through December, 31, 2020

<u>Title</u>	<u>Range</u>	
Associate Engineer	\$141	\$141
Senior Engineer	\$193	\$193
Engineering Manager I - VI	\$165	\$190
Project Engineer I - IX	\$117	\$163
Staff Engineer I - IV	\$95	\$115
Engineering Intern I - III	\$59	\$65
Designer	\$112	\$136
Construction Manager	\$125	\$125
Inspector	\$88	\$103
Technician I-IV	\$78	\$114
Administrative I – VI	\$47	\$104

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.



AGREEMENT FOR PROFESSIONAL SERVICES
City of Stevenson Development Engineering Services

This Agreement is between the City of Stevenson, hereafter called "City", and Wallis Engineering, PLLC, hereafter called "Engineer", for the Project known as "City of Stevenson Development Engineering Services".

Effective Date and Duration

This Agreement shall become effective on the date the Agreement is signed. This Agreement shall expire, unless otherwise terminated or extended, on December 31, 2020.

Scope of Services

Subject to the terms of this Agreement, the Engineer shall perform the services outlined in the scope of work contained in Exhibit A, which is attached hereto and by this reference made a part hereof.

Compensation

The City agrees to pay the Engineer a sum not to exceed \$15,000 for completion of the work. A rate schedule is included as Exhibit B to this Agreement. Monthly invoices will be issued by the Engineer for all work performed under this Agreement, and based on time and materials. Wallis Engineering Hourly Rates will be the basis of compensation. These rates are subject to annual calendar year adjustments; include all allowances for salary, overhead and fee; but do not include allowances for Direct Expenses. Wallis Engineering Direct Expenses, when part of the basis of compensation, are those costs incurred on or directly for the City's Project, including, but not limited to: necessary transportation costs; laboratory tests and analyses; printing, binding and reproduction charges; all costs associated with outside consultants; and other similar costs. Reimbursement for Direct Expenses will be on the basis of actual charges. A service charge of 10 percent will be added to Direct Expenses. Invoices are due and payable upon receipt.

Terms and conditions are listed on page 2.

Wallis Engineering Certification and Signatures

Name: Wallis Engineering, PLLC
Address: 215 W. 4th Street, Suite 200, Vancouver, WA 98660
Federal Tax ID#: 91-1944973
Business Form: PLLC

Payment information will be reported to the IRS under the name and taxpayer ID number provided above.

I, the undersigned, agree to perform work outlined in this Agreement in accordance to the terms and conditions (listed on Page 2 and Exhibit A and made part of this Agreement by reference) and the statement of work made part of this contract by reference; hereby certify under penalty of perjury that my business is not in violation of any Washington tax laws; hereby certify that I am an independent contractor.

Approved for Engineer: [Signature] Date: December 13, 2019
Name and Title: Jane Vail, Principal Engineer

City of Stevenson Signatures

Approved for City: _____ Date: _____
Name and Title: _____

TERMS AND CONDITIONS

1. Authorization to Proceed

Execution of this Agreement by the City will be authorization for Engineer to proceed with the work, unless otherwise provided for in this Agreement.

2. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of Engineer's profession practicing under similar conditions at the same time and in the same locality, and for this type of project. Except as set forth in this Agreement, Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services.

It is the general intent that services specified in this Agreement to be performed by the ENGINEER, will be delivered using the ENGINEER's standard form and content of drawings, technical specifications, and contract documents. The ENGINEER's standards will be in conformance with applicable local, state and federal standards and requirements.

3. Termination

This Agreement may be terminated for convenience by either party on 30 days' written notice; or for cause, if either party fails to substantially perform in accordance with this Agreement through no fault of the other and does not commence correction of such nonperformance within five days of written notice and diligently complete the correction thereafter. On termination, Engineer will be paid for all authorized work performed up to the termination date.

4. Limitation of Liability

Notwithstanding any other provisions of this Agreement, Engineer's liability for City's damages will not exceed the compensation received by Engineer under this Agreement.

5. Severability and Survival

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. The limitations of liability and indemnities will apply regardless whether Engineer's liability arises under applicable statute or case or common law, including without limitation by reason of enumeration herein, negligence, strict liability or any other type of cause of action, and shall apply to Engineer, its officers, and employees.

The law of the state of Washington shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it; jurisdiction being in District or Superior Courts of the State of Washington with venue in Clark County, Washington.

6. Hazardous Substances

To the maximum extent permitted by law, the City will indemnify and defend Engineer and its officers, employees, subconsultants and agents from all claims, damages, losses, and expenses, including, but not limited to, direct, indirect, or consequential damages and attorney's fees arising out of or relating to the presence, discharge,

release, or escape of hazardous substances, contaminants, or asbestos on or from the Project.

7. Subsurface Investigations

In soils, foundations, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, explorations, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total Project cost and/or execution schedule. To the extent that subsurface investigations affect Project cost and/or execution, Engineer shall notify City as soon as possible and an equitable adjustment in the compensation reflecting increase or decrease in the Project shall be made.

8. No Third Party Beneficiaries

This Agreement gives no rights or benefits to anyone other than the City and Engineer and has no third party beneficiaries.

Engineer's services are defined solely by this Agreement, and not by any other contract or agreement that may be associated with the Project.

9. Insurance

Engineer shall maintain public liability and property damage insurance which shall protect Engineer from personal injury or property damage claims arising from its negligent performance of work under this Agreement. The limits of liability for such insurance shall be \$1,000,000 combined single limit.

Engineer shall name City as additional insured under the general liability insurance policy, and shall provide proof of insurance for professional and general liability insurance.

10. Disputes

In the event of any dispute arising out of this Agreement, the parties agree to submit the dispute to non-binding mediation and binding arbitration under the then prevailing rules so the American Arbitration Association (AAA) for construction industry disputes, provided that no party objects to arbitration within 30 days after a demand for arbitration is filed with AAA. In any action brought for such dispute, the prevailing party shall be entitled to recover its reasonable costs and attorney fees.

TASK 1 PRE-APPLICATION

The ENGINEER will review pre-application submittals, provide recommended comments to meet local standards, and attend pre-application conferences.

TASK 2 PRELIMINARY REVIEW

Once a complete application is submitted the ENGINEER will review application submittals for conformance with the CITY's codes, master plans, Public Works Design and Construction Standards, and engineering and construction practices. The ENGINEER may obtain input from other agencies and coordinate as needed. Consolidating comments received from staff, the ENGINEER will identify conflicting engineering issues and prepare engineering summaries of the proposal, findings against the requirements of the code and standards, and provide recommended conditions of approval for Planning staff reports. The ENGINEER will also attend public hearings.

TASK 3 FINAL REVIEW

The ENGINEER will perform iterative final plat review and review as-built submissions from the developer's surveyor/engineer. The ENGINEER will also review engineering cost estimates for bonding requirements, assist with walk-through inspections, and provide recommendations for acceptance.

TASK 4 MISCELLANEOUS SERVICES

In some instances, the ENGINEER may feel that further calculation or analysis of a particular developer's proposed improvement is merited/required. Such additional analysis/review could be conducted in-house by the ENGINEER or handled by a subconsultant if such expertise did not reside within the ENGINEER's staff. In either case, CITY approval will be required.

TASK 5 SERVICES AS REQUESTED

In some instances, the ENGINEER may provide additional services as requested in writing by the CITY in support of Development Review Engineering Services.



RATE SCHEDULE

Rate Schedule good through December, 31, 2020

<u>Title</u>	<u>Range</u>	
Associate Engineer	\$141	\$141
Senior Engineer	\$193	\$193
Engineering Manager I - VI	\$165	\$190
Project Engineer I - IX	\$117	\$163
Staff Engineer I - IV	\$95	\$115
Engineering Intern I - III	\$59	\$65
Designer	\$112	\$136
Construction Manager	\$125	\$125
Inspector	\$88	\$103
Technician I-IV	\$78	\$114
Administrative I – VI	\$47	\$104

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.

SEPARATION AGREEMENT

This separation agreement ("Separation Agreement") by and between the City of Stevenson and Eric Hansen ("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 September 24, 2019.
2. Severance Pay. The City of Stevenson agrees to pay EMPLOYEE the sum of Thirty Thousand and 00/100 Dollars (\$30,000.00) as severance 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 they 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) at the cost of the EMPLOYEE. 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 equaling \$5,406.88 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 any protected class, including but not limited to race, color, national origin, sex, sexual orientation, 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 they execute this Separation Agreement, they have 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, they have 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.
9. Confidential Information. 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 separation from EMPLOYER with, any person other than his attorney and members of his immediate family.

10. Voluntary Execution. EMPLOYEE represents that they have 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, they do not rely and have 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. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. Reference letter. The parties agree to the content of the reference letter attached hereto as Exhibit "A" for referrals to prospective employers.

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




 EMPLOYEE

12-12-2019

 Date

Approved as to Form:



 Employee's Attorney

12-12-19

 Date

THE CITY OF STEVENSON

 Mayor

 Date

 City Attorney

 Date

MINUTES
CITY OF STEVENSON COUNCIL /SKAMANIA COUNTY COMMISSIONERS JOINT MEETING
October 08, 2019
5:30 PM, Courthouse Annex

1. CALL TO ORDER: Present: Skamania County Commissioners Richard Mahar and Bob Hamlin. Commissioner Tom Lannen participated via telephone. Stevenson City Administrator Leana Kinley, Stevenson Mayor Scott Anderson, Stevenson City Councilmembers Matthew Knudsen and Paul Hendricks, Casey Roeder, Skamania County Public Works Director Tim Elsea, Skamania County Prosecuting Attorney Adam Kick, Skamania County Clerk of the Board Debbie Slack. There was no quorum of councilmembers present.

2. COURTHOUSE PARK PLAZA RENOVATION PROJECT:

The discussion led off with Marie Perez with the Stevenson Downtown Association (SDA) thanking everyone for coming. She appreciated everyone's time and asked for everyone to be proactive. She explained her role as being a resource for fundraising and coordinating information between agencies. She agreed there would be no decisions made tonight, but future action items would be determined.

She explained the site is county land and the county needs control in its development. Items such as a site survey, cultural review, geo-technical, stormwater and sewer needs and others get incorporated into the overall site engineering. The engineering is needed to get site-specific accurate costs which in turn can help determine grant requirements.

Commissioner Hamlin asked how much money has been raised for the project. Marie responded that she believed 23% of the project costs were in hand, based on preliminary cost analysis. As much of the building material is columnar basalt, a cost engineering analysis could determine ways to save money.

Marie Perez stated she sees the project as an opportunity for the City of Stevenson and the County to improve livability in the city and build long term value in the county property. She noted the SDA was reimbursing the county for project costs associated with use of its associate engineering staff.

City Councilmember Matthew Knudsen asked how the reimbursed costs were paid for. Maria Perez stated the SDA used LTAC (Lodging Tax Advisory Committee) funds. Knudsen questioned how the county could claim there was cost sharing when their costs were being reimbursed? He also asked questions regarding possible lease agreements, noting the property would still belong to the county. He noted several times he wanted to make sure the terminology was clear.

Skamania County Public Works Director Tim Elsea provided information regarding restrictions on the county road funds. Reimbursement is required for staff time as the county road department cannot spend funds on projects outside that scope.

Following this information, the group held a substantial discussion on the structure of the project. Much of the discussion centered on clarifying how the city and county would work together. Mayor Anderson stated that he believed the arrangement had always been that in exchange for the county providing the land the city would then provide maintenance and operations. The SDA would work with the city regarding funds for construction, maintenance, insurance, etc. There was consensus from the group regarding that understanding.

Questions arose about the future of the project-if in 20/30 years the project was not seen as viable how would the shared project be terminated? Other questions arose as to who would be responsible for installing and paying for water, sewer and storm water and power? Who would select the contractor-would there be joint input? Adam Kick, Prosecuting Attorney for Skamania County suggested it seems unlikely that in the future the county would want to put a large building on the property, but it is hard to predict what will take place in 30 years. He noted parks tend to serve the local populace in the areas they are located.

He offered a number of scenarios that could be used for conveyance of the property. Long term leases, provisional gifts with reversion clauses, inter-local agreements, Memorandums of Understanding, etc. were presented as options. The agreement would be written to address responsibilities, funding terms, work distribution, timelines and other items. Commissioner Hamlin asked PA Kick if lease arrangements were binding. Kick replied it is based on whatever is written into the agreement.

Tim Elsea noted there would be expenses only associated with the project-no revenue would come to the county from sales taxes. Mayor Anderson stated there would be event fees generated from use of the site. Marie Perez shared information on a revenue projection that was based on traffic flow and the % of visitors stopping for meals or lodging. Those visits do result in sales taxes, lodging taxes and employment opportunities. She agreed the SDA was not a parks maintenance organization and the resources needed to carry out all phases of the project need to be in place to ensure adequate upkeep, with details spelled out in any agreement (lease, etc.) developed.

City Councilmember Paul Hendricks asked if the agreement could include a clause that provides the City of Stevenson first refusal if the county ever decided to sell the land. Councilmember Knudsen suggested a gift whereby the park would be held in perpetuity for the public good could be another avenue to consider.

Commissioner Hamlin offered an example of a similar project, in which the State of Washington gave Skamania County a former corrections camp, which in turn is now operated by the Kiwanis. The county still owns the land but the Kiwanis operate and maintain the site under an agreement with Skamania County.

PA Kick noted any agreement could contain language that any activities have to align with courthouse usage, e.g, loud music concerts could not be held while court is in session.

Commissioner Hamlin noted that parking is an issue, and the city is conducting a parking study to find solutions.

Casey Roeder asked for participants to define who would work out the agreement details. PA Kick asked what the timeline would be for the city and county to develop an agreement. Marie Perez stated having one in place by the end of December 2019 would be helpful. She shared there are funds available for initial work on the project, but they expire as of July 2021. She also noted that having agreements in place would be beneficial to the SDA as it plans to ask for state Recreation and Conservation Office funds, as well as private donations and grants.

PA Kick related his office would draw up a draft interlocal agreement. Mayor Anderson noted the details to be addressed are on the agenda from tonight. The agreement would then be presented to the city for follow up conversations. The SDA and the city also need to work out details. Kick asked participants to email him with ideas or suggestions regarding any details they would like to see addressed.

Commissioner Lannen asked about the development of an interlocal agreement regarding the SDA's use of county engineering manpower to address items on the agenda. PA Kick reported there was already an interlocal agreement in place for that purpose, and Marie Perez added there was a separate pot of money for that portion. PA Kick noted a right of first refusal may be complicated and a conditional gift may make more sense. Commissioner Lannen asked if a provision could be included that the property would revert to the county if city could not meet its obligations. Commissioner Hamlin asked that it be made clear the property is to be used as intended.

Commissioner Hamlin asked if the Russell Street project was to be included in the Park Plaza construction. City Administrator Kinley noted they are waiting on funds for the upper part of Russell Street, and having the Plaza details sorted and agreed on would help with the progression of the Russell Street project.

3. PROPOSED NEXT STEPS

It was determined that PA Kick would research items discussed and draw up a draft agreement to present to the City of Stevenson by November 15th, 2019. That would allow the City Council time to review, discuss, approve or amend the agreement at their November 21st Council meeting, with final approval to be made by December 19th, 2019.

A follow-up meeting was scheduled for January 14th, 2020, to be held at 5:30 p.m. at the Courthouse Annex.

4. ADJOURNMENT

Commissioner Mahar closed the meeting at 6:43 p.m.
Casey Roeder thanked everyone for coming and staying within the timeline.

Approved _____; Approved with revisions _____

Name

Date

Minutes by Johanna Roe

MINUTES
CITY OF STEVENSON COUNCIL MEETING
November 14, 2019
6:00 PM, City Hall

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:04 p.m.

- PRESENT
Councilmember Amy Weissfeld
Councilmember Paul Hendricks
Councilmember Matthew Knudsen
- ABSENT
Councilmember Robert Muth
Councilmember Jenny Taylor
- City Staff Present: City Administrator Leana Kinley; Public Works Director Karl Russell.
- Others present: Annie McHale, newly elected City Councilmember

2. PUBLIC HEARINGS:

- a) **6:15 - Commercial Wastewater Moratorium** - City Administrator Leana Kinley presented resolution 2019-349 adopting the findings of fact related to the moratorium extension and ordinance 2019-1149 extending a wastewater moratorium on commercial sewer connections with discharge above residential strength for public comment and council consideration.

The public hearing on the Wastewater Moratorium Extension was opened at 6:15 p.m. by Mayor Anderson.

Councilmembers received a report from City Administrator Kinley on the history of past moratoriums and the reason for the current extension of the moratorium on commercial sewer connections with discharge above residential strength.

Public Works Director Russell provided updates on the efforts Public Works is making towards finding answers to the problem of frequent discharge violations.

Mayor Anderson closed the public hearing at 6:22 p.m. No public comment was received.

MOTION: To approve resolution 2019-349 adopting the findings of fact related to the extension of the wastewater moratorium on commercial connections.

Motion made by Councilmember Knudsen, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

MOTION: To approve ordinance 2019-1149 extending the wastewater moratorium on commercial connections with discharge above residential strength.

Motion made by Councilmember Knudsen, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

3. COUNCIL BUSINESS:

- a) **2020 Budget Discussion** - City Administrator Kinley presented Councilmembers with a revised 2020 budget proposal for the City of Stevenson. She provided details on a number of items contained in the proposal, explained revenue and expense projections and answered questions from the Council on the different funds that make up the budget.

Additional items discussed included more funds for plantings at the Waterfront Project and possible support for the 2020 Forest Youth Success program. Providing funds for homeless housing and domestic violence services was addressed following a prior request from Councilmember Knudsen. Councilmembers noted the strategic plan called for housing support and agreed to provide funds to support these services.

Capital Projects, including streets and roads, the Stevenson Fire Hall building and the Waste Water Treatment Plant were discussed at length. Funds for smart meters and support for the Stevenson Pool were also considered. Aligning road works, sewer and utility projects was encouraged in order to reduce re-paving and excavation costs. Forecasting of future development and annexations was noted to be difficult but important for planning purposes.

Administrator Kinley explained a number of funding options available to the City, including grants, loans, bonds, use of reserves, fees, utility and sewer charges and tax revenue. Reducing expenditures to save money was also highlighted. She detailed how taxes are assessed and the laws in place that limit increases in property taxes. Mayor Anderson noted the upcoming legislative session is a good time to encourage legislators to consider budget amendments that support municipalities.

PWD Russell provided information on the Public Works Department. Most equipment appears to be in good shape, so no vehicles are expected to be replaced. A suggestion to purchase a tanker truck and have a city employee with a CDL endorsement drive WWTP solids to Hood River is being explored as a way to save trucking costs. He also shared information on technical assistance opportunities through USDA and the Department of Ecology that Public Works is making use of. Potential training for current employees of

the WWTP could lead to Public Works being able to operate the WWTP independently. Significant cost savings could be achieved by the City if solutions are found. City Administrator Kinley noted that with the cost reductions taking place at Public Works the likely sewer rate increase would be 37%, not 70% as previously projected.

Councilmember Weissfeld requested if results are positive that the good news be highlighted in the local newspaper.

Councilmembers expressed their appreciation for the work Administrator Kinley and PWD Russell were doing to find creative ways to reduce the city budget and balance expenses with revenue, and for the materials presented in the budget packet. They were reminded of an upcoming special council meeting with Fire District 2 members set for November 20th.

4. ADJOURNMENT - Mayor Anderson adjourned the special meeting at 8:08 p.m.

Approved _____; Approved with revisions _____

Name _____ Date _____

Minutes by Johanna Roe

JOINT MEETING MINUTES
STEVENSON CITY COUNCIL AND FIRE DISTRICT 2
November 20th, 2019
6:00 PM, STEVENSON CITY HALL

PRESENT

Mayor Scott Anderson
Councilmember Amy Weissfeld
Councilmember Jenny Taylor

City Staff present

City Administrator Leana Kinley
Community Development Director Ben Shumaker

FD 2 Members present

Rob Farris, Chief	Tom Delzio
Karl Russell, Commissioner	Leonard Damian
Frances Heller, Secretary	Scott Griswold

Call to Order

City Administrator Leana Kinley opened the meeting at 6:08 p.m. Mayor Anderson was delayed. The early arrival of Councilmembers Weissfeld and Taylor was noted. There was no quorum of councilmembers present.

Discussion

The meeting began with City Administrator Leana Kinley presenting information from conversations she has had with a developer regarding public-private construction options for the proposed new Fire Hall. Public/Private projects may eliminate the requirement for prevailing wage to be paid, resulting in considerably less project costs. This would be the case if a portion of the building could be used for a private party or business. If the project were all for public use, prevailing wages would need to be paid. The developer has experience with similar projects, including one in Ridgefield, WA.

She provided details on scenarios regarding leasing and buy-back opportunities. One possibility provided for a ten-year lease, with a purchase option beginning at year three. The purchase price would be agreed upon at the beginning of the lease period. Administrator Kinley explained what funding sources could be obtained depending on the construction method selected. Grants, bonds, reserve funds, sale of existing firehall property and tax proceeds were all considered.

In order to arrive at an accurate cost estimate, an updated set of drawings will need to be made available. Tom Delzio agreed to help with that. The developer could likely have some clearer numbers on building costs to provide to the Council by the December 2019 meeting. A very rough estimate of \$300/sq. ft was suggested.

Councilmember Weissfeld expressed reservations at options that result in less than prevailing wages for local workers. She was concerned there may be public pushback regarding the absence of prevailing wage. She also requested the city staff do a reference check on the developer to verify his experience and satisfactory completion of work.

The possibility of issuing bonds from both the City and Fire District to help pay for the project drew considerable comments and discussion. Councilmember Taylor suggested floating a bond sooner than later to gauge public support. If it failed the City and Fire District would have time to seek other funding.

The recent passage of the local EMS levy was seen as a positive indication of public support for emergency services. Mayor Anderson highlighted the need to present a unified and consistent message with practiced talking points. He stressed the significance of having the Fire District be the lead in communicating to the public the importance of their support.

The consensus was to begin a campaign in early 2020 detailing the scope of the project in order to build support for passage of a bond or additional levy. Councilmember Weissfeld advised avoiding discussing public-private options since the details were not known yet. Talking with other developers as suggested at a prior meeting by Councilmember Muth was also considered.

At least one Open House would be held at the existing Fire Hall to reveal the building's structural problems. Informational sessions similar to the ones presented on the Park Plaza Project were suggested, with large poster boards on display detailing the project. Mayor Anderson spoke of a similar project in Steven's County that failed, but then passed when the Fire Chief took on the marketing. He stated he would contact people in Steven's County for more details and resources on holding Open Houses. FD 2 members noted that at the recent county fair the public showed little interest in the design of the building, with most questions about services and response times. Chief Farris reminded everyone the School District would be placing a bond on the ballot in 2021, so timing of any others is important to boost chances of passage.

The group agreed to another meeting on January 21st, at 6 p.m. at Stevenson City Hall.

Mayor Anderson declared the meeting adjourned at 7:18 p.m.

Approved _____; Approved with revisions _____

Name

Date

Minutes by Johanna Roe

MINUTES
CITY OF STEVENSON COUNCIL MEETING
November 21, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG:

Mayor Anderson called the meeting to order at 6 p.m He led the group in reciting the pledge of allegiance and conducted roll call.

PRESENT

Councilmember Robert Muth
Councilmember Amy Weissfeld
Councilmember Paul Hendricks
Councilmember Jenny Taylor
Councilmember Matthew Knudsen

Staff present

City Administrator Leana Kinley
Community Development Director Ben Shumaker
Public Works Director Karl Russell

Other

City Attorney Ken Woodrich

2. CHANGES TO THE AGENDA:

No changes, documents added only.

3. CONSENT AGENDA: The following items were presented for Council approval.

Councilmember Weissfeld had questions regarding the minutes. She inquired if Councilmember Knudsen's requested changes to the September 2019 minutes and if May's comments on the marking of the trail on Del Ray had been addressed. Administrator Kinley assured her they had been.

- a) **City Hall Closure Request** - City Administrator Leana Kinley presented a request form City staff to close City Hall and the Public Works department Tuesday, December 24 prior to the December 25 holiday. Staff taking the day off would use vacation time, comp time or leave without pay.
- b) **Approve Skamania County EDC Contract** - City Administrator Leana Kinley presented the contract with the Skamania County Economic Development Council for 2020 services in the amount of \$10,530 for council approval.
- c) **Approve Contract with Ken Woodrich** - City Administrator Leana Kinley presented the revised contract with Ken Woodrich for City Attorney Services. The contract changes in section 1(b)(3) allows him to miss one meeting per calendar year for personal reasons, up to two per year.

d) **Minutes** of September 19, 2019 and October 17, 2019 council meetings.

MOTION: Councilmember Weissfeld motioned to approve consent agenda items a-d, with the EDC contract services in the amount of \$10,530. Councilmember Muth seconded the motion. The vote to approve was unanimous.

4. PUBLIC COMMENTS:

Mayor Anderson opened the meeting for all public comments.

- Mary Repar commented she wanted to see a total burn ban in the National Scenic Area during times of poor air quality. She encouraged people to compost. She asked how people are notified by the Southwest Clean Air Agency if there are issues with air quality.
- An audience member asked about the property tax increase on the agenda.
- Rick May requested to have two letters entered in the minutes.

➤As time allowed before the first public hearing was scheduled to open, City Administrator Kinley presented a request to the Council to approve BIAS Software Contracts (**item 7a on agenda**).

The first contract is for up to 20 hours of accounting support through the next four months to assist with payroll and train new staff, not to exceed \$2,800 plus tax. The second contract is the 2020 subscription for the financial software. Since the city is partnering with the county for building permit services, staff is researching the software used by the county to take the place of the BIAS Building Permit module. The recommendation is to move forward without the Building Permit module at this time.

MOTION: Councilmember Hendricks motioned to approve the contract with BIAS for accounting support not to exceed \$2,800 plus tax. Councilmember Knudsen seconded the motion. The motion passed unanimously.

MOTION: Councilmember Hendricks moved to approve the 2020 subscription contract with BIAS without the Building Permits module for a total cost of \$12,476.02. Councilmember Weissfeld seconded the motion. The motion passed unanimously.

5. PUBLIC HEARINGS:

a) **6:15 - 2020 Proposed Property Tax Levy Hearing** - City Administrator Leana Kinley presented Resolution 2019-350 and Ordinance 2019-1150 for public comment and council consideration.

Mayor Anderson opened the public hearing at 6:25 p.m.

Administrator Kinley provided information to the Council regarding what the increase in the Consumer Price Index is for the region. It is estimated to be 2.4%. She recommended approval of a 1% increase in property taxes due the rise in the cost of living.

No public comments were received. Mayor Anderson closed the hearing at 6:25 p.m.

MOTION: Councilmember Knudsen moved to approve Resolution 2019-350 authorizing an increase in property taxes for fiscal year 2020. Councilmember Hendricks seconded. The vote to approve was unanimous.

MOTION: Councilmember Knudsen motioned to approve Ordinance 2019-1150 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2020. Councilmember Hendricks seconded. The vote to approve was unanimous.

- b) **6:30 - 2019 Proposed Budget Amendments** - City Administrator Leana Kinley presented proposed changes to the 2019 budget based on revised estimates and contracts approved throughout the year for public comment and council review. The first report lists changes only and the second report is the proposed budget with year to date totals included.

Mayor Anderson opened the public hearing at 6:32 p.m.

Public comments: None were received. Mayor Anderson closed the hearing at 6:34 p.m.

City Administrator Kinley explained the changes to the budget. She noted most changes are revised salary estimates. Councilmember Weissfeld asked about several areas with excess revenues and deficits. Kinley noted the new software in use will be better at projecting budget figures. Councilmember Muth questioned Kinley on the timber fund. She explained it had been closed out, with balances transferred between general and fire reserve funds. \$1M will be going towards the construction of a new fire hall.

- c) **6:45 - 2020 Proposed Budget** - City Administrator Leana Kinley presented a revised 2020 budget and associated documents based on items discussed at the November 14, 2019 special meeting. The vote on the budget will take place at the December 2019 Stevenson City Council meeting.

She explained items in the budget packet, detailing changes and revisions from charts presented at the November 14th meeting. She pointed out that capital projects were listed below revenue, and noted the larger percentages had to do with personnel and other high cost items.

Kinley also included information from the Skamania County Council on Domestic Violence and Sexual Assault Changes regarding their scope of work. She highlighted that because of fewer expenses associated with the WWTP the expected rate increase will remain at the originally projected 37%. She wants to do a cost analysis to see if purchasing a truck and using a City employee to haul material to Hood River will result in further savings. She pointed to several pages with financial comparisons for similar sized cities that she downloaded off the state auditor website.

Mayor Anderson opened the public hearing at 6:42 p.m.

Public comment received:

- Mary Repar asked if the Council would provide a way for audience members to see documents so the audience can follow along with the items being considered. She suggested an overhead projector and screen system for viewing.
- Rick May spoke about having links to documents included on the city website so the public could find more information. He was advised the links were already in place.

Administrator Kinley introduced Leslie Naramore from Washington Gorge Action Programs to explain the housing and shelter services the agency provides.

Naramore thanked the Council for the opportunity and provided an overview of the programs WAGAP administers. She noted over the past year 110 people used the Emergency Shelter. Moving into more permanent housing is a challenge due to lack of affordable homes. Rent costs are soaring. Other resources are also needed. Naramore is looking into a partnership with Skamania County regarding other buildings that could be used for housing. Councilmember Hendricks asked for suggestions regarding increasing the stock of affordable homes and how the City could encourage developers. Naramore suggested getting the business community more aware and involved. Naramore introduced Curt Gray, the manager for the Stevenson shelter.

Councilmember Knudsen asked what WAGAP's greatest immediate need was. Gray spoke of the acute need to get people out of cold, wet weather and suggested using buildings at the fairgrounds as temporary warming shelters. He also suggested funds for short term rental assistance.

Mayor Anderson asked about options to rerun the proposed .01% sales tax increase, and proposed having a definite plan for the money might make it more likely to pass. Ben Shumaker, Community Development Director related the Buildable Lands Inventory underway with the Economic Development Council is confirming the need for more affordable housing options.

Paul Spencer, an audience member suggested improvements to a small building near the fairgrounds to use as a warming or day shelter.

The council agreed to hold a workshop early in 2020 to address housing. The consensus was to retain \$20,000 in the budget for WAGAP's housing programs. Leslie Naramore thanked the Council for their support.

Julie May suggested adding links to the City website regarding donations and other support for community agencies

Mayor Anderson closed the public hearing at 7:07 p.m.

6. UNFINISHED BUSINESS:

- a) **Approve Resolution Regarding a Ballot Proposition for Creation of a Metropolitan Park District** - City Administrator Leana Kinley presented several resolutions for council discussion and consideration.

The Council entered into a substantial discussion in which they considered three options to create and fund a Metropolitan Park District in support of the Stevenson Pool. They discussed insurance and legal costs, school district contributions, location of district boundaries, election of park commissioners, levy rates and removal of the capital replacement portion. Councilmembers selected option B.

MOTION: Councilmember Taylor motioned to approve a Resolution 2019-347 option B Regarding a Ballot Proposition for Creation of a Metropolitan Park District. Councilmember Hendricks seconded. Councilmember Knudsen commented he liked the idea of having more people than just within the city limits voting on the issue and in removing the capital reserve portion. The motion passed unanimously.

- b) **Sewer Plant Update** - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System. He related there are plans to have existing staff with Public Works obtain their Group II certification and become in-house operators for the WWTP. Jacobs, the current contracted operator, has notified the City of Stevenson they would continue to provide services only if certain conditions were agreed to, including the hiring of additional staff from Jacobs. They had previously signaled their intention to end their contract as of December 31. PWD Russell declined to renew with Jacobs and has been working with Ron Moeller, a WWTP consultant. Moeller is helping develop several scopes of work regarding the Stevenson WWTP. The scope of work will include working with high load users. Moeller will oversee the WWTP transition and operations until the employees become fully certified. PWD Russell noted that without the building inspector duties he will have time to also dedicate to the plant.

Councilmember Weissfeld requested a cost comparison between Jacobs and the proposed in-house program and a timeline for certifications. Moeller charges \$150/hr. The current contract with Jacobs is \$150,000 annually. As the PWD staff becomes more competent, Moeller's time will be reduced. Attorney Woodrich advised PWD Russell to put together a contract with 'not to exceed' language regarding overall costs to avoid excessive charges.

City Administrator Kinley alerted the Council to an additional item that needed addressing. Approval of a low-bid contract allowing for immediate improvements to the WWTP was requested. Bids for the work are due November 22. The cost is not to exceed \$60,000 and is funded through the Department of Ecology.

MOTION: Councilmember Weissfeld motioned to approve a lowest bid contract, not to exceed \$60,000, providing for immediate improvements to the WWTP. The motion was seconded by Councilmember Taylor. The vote to approve was unanimous.

7. COUNCIL BUSINESS:

- a) **Approve BIAS Software Contracts** - City Administrator Leana Kinley presents two contracts for council review and approval. The first contract is for up to 20 hours of accounting support through the next four months to assist with payroll and train new staff, not to exceed \$2,800 plus tax. The second contract is the 2020 subscription for the financial software. Since the city is partnering with the county for building permit services, staff is researching the software used by the county to take the place of the BIAS Building Permit module. The recommendation is to move forward without the Building Permit module at this time. **(Addressed and approved earlier in meeting, see page 2.)**
- b) **Approve Interlocal Agreement with Washington State Patrol** - City Administrator Leana Kinley presented an interagency agreement between Washington State Patrol and the Stevenson Fire Department to allow for reimbursement of allowable costs while the

department's assets are mobilized as outlined in the agreement. Administrator Kinley noted the Fire Department is not mobilized very often but if the Washington State Patrol does call on them the agreement allows for costs to be reimbursable.

MOTION: Councilmember Weissfeld motioned to approve the interagency agreement between the State of Washington Washington State Patrol and the Stevenson Fire Department. Councilmember Knudsen seconded. The vote to approve was unanimous.

- c) **Open Public Meetings and Public Records Act Training** - Administrator Kinley advised the Council on the requirement that elected officials have to complete training on the Open Public Meetings Act (OPMA) and Public Records Act (PRA) within 90 days of taking office and have to retake the training every four years (RCW 42.30.205). The training can be taken through in-person courses such as the Elected Officials Essentials on December 7th from 8:30-2:30 in Vancouver through AWC, or online. The link to the OPMA training is <https://wacities.org/data-resources/open-public-meetings-act-elearning> and the link to the PRA training is <https://wacities.org/data-resources/public-records-act-elearning>. After training is completed, please submit certifications or confirmation of completion to City Administrator Leana Kinley. Councilmember Knudsen noted he is registered for the training on December 7th.

- d) **Tourism Funding Awards** - City Administrator Leana Kinley presented the Tourism Advisory Committee's 2020 funding recommendations attached for Council consideration.

Councilmember Knudsen asked several questions regarding the SDA funding and timing on the Park Plaza project. The Council entered into a further discussion regarding the recommended projects presented. It was noted the funds are specific to tourism activities. A reserve can be generated.

MOTION: Councilmember Muth motioned to approve the recommendations of the Tourism Advisory Committee for projects in 2020 totaling \$558,250. Councilmember Knudsen seconded the motion. The vote to approve was unanimous.

- e) **Approve Title VI Non-Discrimination Agreement** - City Administrator Leana Kinley presented an updated Title VI Non-Discrimination Agreement, changing the responsible party from Mary Ann Duncan-Cole to Leana Kinley and Karl Russell, for council review and consideration. This agreement is required to receive funds from the Washington State Department of Transportation.

MOTION: Councilmember Weissfeld motioned to approve the updated Title VI Non-Discrimination Agreement with the Washington State Department of Transportation. Councilmember Hendricks seconded. The vote to approve was unanimous.

8. INFORMATION ITEMS:

- a) **Building Permits Issued** - Stevenson has 16 SFRs total in process, 2 were finalized since the last meeting. There are 2 tree houses for the Lodge, 4 cabins, 1 triplex and 2 duplexes on Vancouver (the first permit with the new county process). There are a total of 89 permits for 2019. There are talks of development surrounding the bottom of Monda Road area, as well as portions of upper Monda. There are short plats in the works for Holstrom Road/Ryan

Allen area and Carter Lane. The County Building Inspector suffered a detached retina and will be recovering until after the Thanksgiving Holiday. Karl is performing county inspections and also plan reviews for the city until his return.

b) Chamber of Commerce Activities - The attached report described activities conducted by Skamania County Chamber of Commerce in October, 2019.

c) Fire Department Report - A copy of the Fire Department report for October, 2019 was attached for council review.

Administrator Kinley and Mayor Anderson provided a brief update on the recent meeting held with City Council members and FD2 regarding the new fire hall project. Councilmember Knudsen asked if the FD had committed a specific amount of money to put towards the project. Administrator Kinley noted the discussion did not get to that level of specifics but they were receptive to issuing a bond. Having the fire district take the lead in conducting a public awareness campaign regarding building design and funding options was highlighted. The next joint meeting will be Tuesday, Jan. 21, 2020 @ 6 p.m. at City Hall.

d) Sheriff's Report - A copy of the Skamania County Sheriff's Report for October 2019 was attached for council review.

e) Burn Permit - A copy of the current burn permit with contact information for checking air quality before burning is attached. Burning during periods of poor air quality is not allowed per SMC 8.25.030(A)(3)(a). Contact Southwest Washington Clean Air Agency at 800-633-0709 or the sheriff's office to report an illegal burn.

Presentation of this item led to a discussion on the function of the SW Clean Air Agency. Questions were raised about public notification of burn bans during times of poor air quality. Using reverse 9-1-1 was considered unworkable by the fire chief due to lack of air quality monitoring in Stevenson. Regulation of burn bans is through the Fire District.

Councilmember Knudsen asked a number of questions about who was responsible for initiating burn bans in the event of poor air quality.

Mayor Anderson noted the new city hall employee will be tasked with maintaining alerts and notifications via social media. Ben Shumaker, City Development Director asked if the Council wanted to have the Clean Air Agency do more regarding air quality alerts. Mayor Anderson suggested continuing the discussion at another Council meeting if Council wanted to create policies. Shumaker asked if the Council wanted to have the director of the SW Clean Air Agency make a presentation at a future meeting and Council indicated they would.

f) Mayor and Councilmember Handbook - The link to the Mayor and Councilmember Handbook on the Association of Washington cities website is <https://wacities.org/docs/default-source/resources/mayorcouncilmemberhandbook.pdf>. It outlines roles, responsibilities, resources and advice for elected officials.

- g) Financial Report** - The October 2019 Treasurer's Report was attached for council review. Administrator Kinley provided details on the Finance report, explaining the ending balance in each fund, reimbursable funds (DOE loan) for the WWTP upgrades, investment balance and available cash in each fund, and outstanding checks and cash receipts not reconciled.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) PWD Russell thanked the Council for hiring Susan, as it helped with the DOE's requirement for facility maintenance at the WWTP. He shared she has her Class A CDL with a tanker endorsement, making her the third PW employee with that certification. The Russell Street project bids go out in early January. He also expressed appreciation for passage of the contract allowing immediate improvements to the WWTP. Progress on getting the Hegewald well on line has been delayed two weeks.
- b) City Development Director Shumaker alerted the Council of future planning issues, including sub-division applications, engineering changes to driveway standards and public involvement in code changes. He asked the Council to make time at the next meeting for the presentation of the implementation phase of the downtown plan. The Columbia Avenue project will be on next month's agenda. He noted there is a Comprehensive Plan amendment proposal that will come before the Council in spring 2020.

He reiterated the Buildable Lands Inventory and Housing Needs Assessment is showing that housing needs are driving up costs. Additional recommendations include working on infrastructure issues across the county. Specific to Stevenson, the recommendation is to extend sewer and water services; in Carson using package sewage treatment plants is being proposed. Another area to work on will be the Stevenson urban area and growth policies.

- c) Administrator Kinley spoke about the Forest Youth Success program. \$20K will fund three crews of students, \$35K funds four crews.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) October 2019 payroll & November 2019 A/P checks have been audited and are presented for approval. October payroll checks 13934 and 13939 thru 13943 total \$101,572.64 which includes twenty-nine EFT payments. A/P Checks 13935 thru 14010 total \$722,650.63 which includes two ACH payments. The A/P Check Register is attached for your review. Detailed claims vouchers will be available for review at the Council meeting. There was no investment activity for October.

MOTION: Councilmember Hendricks moved to approve the vouchers as presented. Hendricks. Councilmember Muth seconded. The vote to approve was unanimous.

11. MAYOR AND COUNCIL REPORTS:

Councilmember Weissfeld reported the next Economic Development Council board retreat will be in early January 2020. She asked if anyone had any issues to bring to the EDC to let her know.

The Council was reminded of a joint meeting planned with the Port of Skamania County on December 3 at 6 p.m. at City Hall.

12. ISSUES FOR THE NEXT MEETING: *None*

13. EXECUTIVE SESSION –

At 8:05 the Council convened in an Executive Session for an initial 10 minutes under:

- a) RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is, or is likely to become, a party. Council came out of executive session at 8:15. Staff was directed to proceed as discussed.

14. ADJOURNMENT – Mayor Anderson adjourned the meeting at 8:15pm.

Approved _____; Approved with revisions _____

Name

Date

Minutes by Johanna Roe

STEVENSON UTILITY RATES

AFFORDABILITY WORKSHEET

Typical Measures of Affordability

Washington DOE

Moderate Hardship – Sewer Fee **2.0** to **3.0%** of household income

Elevated Hardship – Sewer Fee **3.0** to **5.0%** of household income

Severe Hardship – Sewer Fee **>5.0%** of household income

U.S. EPA

Drinking water – **2.0%** of household income

Wastewater – **2.5%** of household income

Total – **4.5%** of household income

Proposed Stevenson 2020 Rates

Average household income \$47,300

Water \$58.41 per month (\$700.92 per year) = **1.5%**

Wastewater \$80.02 per month (\$960.24 per year) = **2.0%**

Total \$138.43 per month (\$1,661.16 per year) = **3.5%**

Federal Poverty Guidelines income (family of 4) = \$25,750

**13% of households are below the poverty line*

**21% of population are 65 years of age and older*

Water \$29.21 per month (with senior low income discount) = **1.9%**

Wastewater \$40.01 per month (with senior low income discount) = **1.4%**

Total \$69.22 per month (with senior low income discount) = **3.2%**

CITY OF STEVENSON, WASHINGTON

ORDINANCE NO. 2019 - 1153

AN ORDINANCE ESTABLISHING CHARGES FOR THE USE OF WATER FURNISHED BY THE CITY OF STEVENSON

AND REPEALING ORDINANCE NO. 2017-1111

WHEREAS, it is necessary to revise the user fee system for the City of Stevenson Water System to provide funds sufficient to meet all expenses associated with the city’s water system and to meet bonding requirements; and

WHEREAS, the Council discussed at a public hearing on October 17th and November 21st, 2019 the projected revenue and expenses for the department and the impact on rates; and,

WHEREAS, the Council discussed at a public hearing December 19th, 2019 these rate increases; and

WHEREAS, the City annually reviews and updates an analysis of the capital demands of the water system and recognizes the needs for capital outlays for replacement/repair of existing facility.

NOW, THEREFORE, the City Council of the City of Stevenson do ordain as follows:

After the effective date of this Ordinance charges for water furnished by the City of Stevenson shall be as follows:

(a) Single-family, mobile/manufactured homes, commercial, industrial and government customers:

(1) Minimum Monthly Base Water Service Charge

Service Connection Pipe Diameter (IPS)	Inside City					
	2020	2021	2022	2023	2024	2025
Up to ¾”	32.00	33.60	35.28	37.04	38.89	40.83
1”	52.50	55.13	57.89	60.78	63.82	67.01
1 ½”	126.74	133.08	139.73	146.72	154.06	161.76
2”	244.45	256.67	269.50	282.98	297.13	311.99
3”	439.28	461.24	484.30	508.52	533.95	560.65
4”	527.05	553.40	581.07	610.12	640.63	672.66
6”	1,403.97	1,474.17	1,547.88	1,625.27	1,706.53	1,791.86

Service Connection Pipe Diameter (IPS)	Outside City					
	2020	2021	2022	2023	2024	2025
Up to ¾”	47.18	49.54	52.02	54.62	57.35	60.22
1”	89.42	93.89	98.58	103.51	108.69	114.12
1 ½”	182.52	191.65	201.23	211.29	221.85	232.94
2”	353.15	370.81	389.35	408.82	429.26	450.72
3”	637.39	669.26	702.72	737.86	774.75	813.49
4”	766.58	804.91	845.16	887.42	931.79	978.38
6”	2,032.74	2,134.38	2,241.10	2,353.16	2,470.82	2,594.36

The base fees will increase 5% annually beginning in 2026.

First 400 cubic feet of water consumed included in minimum monthly base water service charge thereafter:

(2) Metered Monthly Charge for Additional Water Consumed

	Usage Rates:					
	2020	2021	2022	2023	2024	2025
Inside City	0.041	0.043	0.045	0.047	0.049	0.051
Outside City	0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(b) Multiple Dwelling Units (shall apply to all customers with two or more living units per meter.)

(1) Minimum Monthly Water Service Charge

A base rate equal to the rate for up to a ¾” service connection pipe diameter (IPS), multiplied by the number of dwelling units served, and

a. Metered Monthly Charge for Water Consumed

The water consumed per unit shall be calculated by dividing the total cubic feet of water used by the number of dwelling units served. The first 400 cubic feet per unit multiplied by the number of units served is included in the monthly water service charge. Water consumed thereafter will be charged according to the following schedule:

	Usage Rates:					
	2020	2021	2022	2023	2024	2025
Inside City	0.041	0.043	0.045	0.047	0.049	0.051
Outside City	0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(c) Transient Lodging – Metered Monthly Charge for Water Consumed

A transient lodging service can elect to select option (a) or option (c). If Option C is selected the water consumed per unit shall be calculated by dividing the total cubic feet of water used by the number of dwelling units served. The first 200 cubic feet per unit multiplied by the number of units served is included in the monthly water service charge. Recognizing that transient units are not occupied continuously the monthly unit charge shall be at 50% of the monthly residential unit charge. Water consumed thereafter will be charged according to the following schedule:

	Usage Rates:					
	2020	2021	2022	2023	2024	2025
Inside City	0.041	0.043	0.045	0.047	0.049	0.051
Outside City	0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(d) Hydrant Use Charge

From time to time the Public Works Director may authorize the use of water from the City’s fire hydrants for non-fire protection related purposes. The hydrant customer will file an application with the City and, if approved, the hydrant customer will be responsible for the following charges:

(1) Application Fee

The application for hydrant use will be \$100 per calendar year.

(2) Water consumption

The application fee shall include the first 400 cubic feet of water used; thereafter the charge shall be:

Usage Rates:					
2020	2021	2022	2023	2024	2025
0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(e) Late Fees

(1) Delivery Fee of Lock Off Notice

If, pursuant to SMC 13.11.030, the City gives 24 hour written notice to the customer personally or by leaving a copy of the notice at the structure receiving service of

termination of water service by means of a lock off, the customer shall pay a \$10 delivery fee.

(f) Service Termination Fees:

(1) Termination Fees

If service has been terminated and a resumption of service has been requested, then, prior to and in consideration of resumption of service, the customer shall be required to pay a fee of \$50.00 for a lockoff/resumption during regular working hours and \$100.00 for a lockoff/resumption during nonworking hours and an amount equal to five months base fee for a disconnect.

(g) Vacancy Periods

A minimum monthly water service charge shall be applicable to all water users, both inside the City limits and outside the City limits, during the entire twelve month period whether or not a user self disconnects his service for a temporary period, has no metered use, or other water sources during that period.

And

BE IT FURTHER ORDAINED that Ordinance 2017-1111 and all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2020 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on this 19th day of December, 2019.

Scott Anderson
Mayor of the City of Stevenson

ATTEST:

Leana Kinley
Clerk of the City of Stevenson

APPROVED AS TO FORM:

Kenneth Woodrich
Attorney for the City of Stevenson

CITY OF STEVENSON, WASHINGTON

ORDINANCE NO. 2019-1154

**AN ORDINANCE ESTABLISHING CHARGES FOR THE USE OF THE SEWER SYSTEM
FURNISHED BY THE CITY OF STEVENSON**

AND REPEALING ORDINANCE NO. 2017-1112

Whereas, it is necessary to revise the user charge system in the City of Stevenson to provide funds sufficient to meet all expenses associated with the City's wastewater treatment system; and

Whereas, the City must pay all expenses associated with said treatment works/collection system and charge users of said system accordingly; and

Whereas, the City of Stevenson Wastewater Treatment Plant is in need of major construction to meet new Department of Ecology standards and increased loading on the plant; and

Whereas, the Department of Ecology has identified several capital facilities improvements that will need to be completed in the next five years and the City will need to accrue sufficient funds to address these improvements; and

Whereas, the City held Public Hearings on December 19th regarding these rate changes.

NOW, THEREFORE, the city council of the city of Stevenson do ordain as follows:

SECTION I

It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare, and convenience of the City to collect charges from all users who contribute wastewater to the City's treatment works. The proceeds of such charges so derived will be used for the purpose of operating, maintaining, and retiring the debt for such public wastewater treatment works.

SECTION II

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

BOD: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/l).

Residential shall mean any contributor to the City's treatment works whose real estate or building is used for domestic dwelling purposes only.

SS (denoting suspended solids) shall mean the solids that either float on the surface of or are in suspension in water, sewage, or other liquids and which are removable by laboratory filtering.

SECTION III

1. The user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement of bonded capital associated with financing the treatment works which the City may by ordinance designate to be paid by the user charge system.
2. The total user charge collected shall be deposited to the water/sewer fund and will be kept in two primary accounts:
 - a. User charges shall be collected and deposited in the water/sewer operating cash account; and,
 - b. The City may designate deposits to the Replacement Account/ Sewer from the water/sewer operating cash account to ensure replacement needs over the life of the treatment plant at the direction of the City Council.

SECTION IV

1. Each user shall pay for the services provided by the City based on their use of the treatment works as determined by water meter(s) acceptable to the City as outlined in Exhibit A.

SECTION V

The City shall review the user charge system annually and revise user charge rates as necessary to ensure that the system generates adequate revenues to pay the costs of operation and maintenance including replacement and that the system continues to provide for the proportional distribution of operation and maintenance including replacement costs among users and user classes.

BE IT FURTHER ORDAINED that Ordinance 2017-1112 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2020 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on the 19th day of December, 2019.

Mayor of the City of Stevenson

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth Woodrich, City Attorney

Exhibit A

Rates Effective for 2020

Class of Service	Base Fee
Residential	
Single ¾" Residential	\$80.02
Multifamily-per dwelling unit	\$80.02
Non-Residential	
Transient quarters	\$40.01
Other Commercial	
¾" water service	\$80.02
1" water service	\$166.30
1.5" water service	\$247.79
2" water service	\$374.82
3" water service	\$537.78
4" water service	\$700.74
6" water service	\$1,157.03
Mobile Home Sites	
With or without individual connections-per dwelling unit/space	\$80.02
Special Services-Public and Private	
Meeting halls and churches	Same as applicable commercial rate
Schools	Same as applicable commercial rate
Convalescent homes, nursing homes and detention facilities	Same as applicable commercial rate
Hospitals and clinics	Same as applicable commercial rate
Industrial	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
Downspout/Sump Pump Connection¹	\$10.00

Usage ² Rates for Non-Residential/Commercial	
Flow Surcharge	\$0.045
BOD Surcharge³	
Low	\$0.000
Medium	\$0.018
High	\$0.036
Very High	\$0.071

- 1- The charge for connections to downspouts or sump pumps will be removed upon city verification that the rain catchment system, or any rain or groundwater collected in the structure, is not transferred to the sewer system.
- 2- Flow based on water consumption charged per cubic foot over 400 cu/ft. Industrial users will be charged based on a consumption factor as determined by the City.
- 3- BOD Surcharge applies to commercial customers based on the following classification:

Strength Category	BOD Strength	Types of Typical Users
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	301-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	600-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

Additional fees for BOD₅ testing at the request of the customer will be billed at actual rates for staff time, materials and testing services used plus 17% overhead.

Rates for 2021 and beyond shall increase 3% per year.

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:40:08 Date: 12/16/2019

MCAG #:	Original	Proposed	Difference			Page:
308 80 00 0001	Unreserved Cash & Investments	568,753.50	929,079.68	360,326.18	163.4%	Match 2018 Ending Cash
308 10 02 0001	Reserved Cash - Custodial	54,546.82	59,695.22	5,148.40	109.4%	Match 2018 Ending Cash
308 10 03 0001	Reserved Cash - Fire Equip	105,000.00	70,000.00	(35,000.00)	66.7%	Match 2018 Ending Cash
334 03 10 0001	DOE-Spills Grant	0.00	80,000.00	80,000.00	0.0%	Update to reimbursement amount
512 50 20 0001	Court Clerk Benefits	3,000.00	2,000.00	(1,000.00)	66.7%	Revised estimate
513 10 10 0001	City Administrator Salary	25,800.00	70,000.00	44,200.00	271.3%	Update based on revised allocation
513 10 20 0001	City Administrator Benefits	6,192.00	33,000.00	26,808.00	532.9%	Update based on revised allocation
514 20 10 0001	Budgeting/Accounting Salary	80,106.96	66,000.00	(14,106.96)	82.4%	Reallocate to City Admin.
514 20 20 0001	Budgeting/Accounting Benefits	26,065.02	25,000.00	(1,065.02)	95.9%	Reallocate to City Admin.
518 30 41 0001	Contractual Services	0.00	15,500.00	15,500.00	0.0%	Increased for Leadership Team Dev. Training and Records Request costs
518 40 41 0000	Office Equip Repair& Maintena	6,000.00	12,000.00	6,000.00	200.0%	Increased to include BIAS software purchase
594 22 64 0000	Fire Equip Purchase-Fire Truck	25,000.00	0.00	(25,000.00)	0.0%	Moved amount to Fire Res. Transfer
594 22 64 0001	Fire Equip Purchase - City	20,000.00	100,000.00	80,000.00	500.0%	Update to match final CV project cost
576 80 10 0000	Park Maintenance Salary	26,832.00	45,000.00	18,168.00	167.7%	Update to full time employee
576 80 20 0000	Park Maintenance Benefits	9,288.00	13,000.00	3,712.00	140.0%	Update to full time employee
576 80 48 0000	Parks - Contracted	4,000.00	12,000.00	8,000.00	300.0%	Tree removal and replacement
597 00 01 0020	Transfers-Out - Fire Reserve	0.00	480,000.00	480,000.00	0.0%	Ending Balances transfer to Fire Reserve
508 80 00 0000	CE-Unreserved Ending Cash	200,067.45	419,177.61	219,110.16	209.5%	Update to reflect changes
508 10 00 0004	CE-Custodial	54,546.82	59,695.22	5,148.40	109.4%	Match Beginning Balance
508 10 00 0001	CE-Fire Truck Reserve	350,000.00	0.00	(350,000.00)	0.0%	Moved to Fire Reserve
508 10 00 0003	CE-Fire Equip. Replacement	105,000.00	0.00	(105,000.00)	0.0%	Moved to Fire Reserve
397 01 00 0301	Gen. Res.-Transfer In From Tin	0.00	325,553.66	325,553.66	0.0%	Close Out Timber Harvest Fund
508 10 00 0010	Gen. Res.-Ending Balance	0.00	325,553.66	325,553.66	0.0%	New ending balance
397 02 00 0001	Fire Res-Transfer In From Gene	0.00	480,000.00	480,000.00	0.0%	Ending Balances transfer
397 02 00 0301	Fire Res-Transfer In From Timt	0.00	1,000,000.00	1,000,000.00	0.0%	Close Out Timber Harvest Fund
508 10 00 0020	Fire Res-Ending Balance	0.00	1,480,000.00	1,480,000.00	0.0%	New fund ending balance
308 80 00 0000	ST Unreserved Begin CA & Inv	114,770.30	177,995.51	63,225.21	155.1%	Match 2018 Ending Cash
313 11 00 0100	Additional .5% Sales Tax	235,000.00	270,000.00	35,000.00	114.9%	Revised Estimate
316 42 00 0000	PUD Excise Tax	45,000.00	52,000.00	7,000.00	115.6%	Revised Estimate
334 03 80 0000	TIB Relight WA Grant	0.00	109,077.00	109,077.00	0.0%	Update to Actual
334 03 80 0002	TIB Chipseal Grant	0.00	23,800.00	23,800.00	0.0%	Update to actual grant received
336 00 87 0000	Street Fuel Tax-MVFT	34,555.50	32,807.25	(1,748.25)	94.9%	Revised Estimate
397 00 00 0001	Transfer In From General Fund	0.00	5,565.00	5,565.00	0.0%	Restitution
397 02 00 0306	Transfer In From Kanaka	0.00	9,025.00	9,025.00	0.0%	Revised Estimate
542 39 48 0000	Contracted Labor	20,000.00	45,000.00	25,000.00	225.0%	Update to actual costs and revised estimates
542 62 41 0000	Path Maintenance-Contract Svc:	0.00	5,000.00	5,000.00	0.0%	Environmental Monitoring
595 33 10 0000	Russell Avenue (Restor/Rehab)	12,000.00	30,000.00	18,000.00	250.0%	Revised Estimate
595 33 20 0000	Russell Avenue (Restor/Rehab)	6,000.00	15,000.00	9,000.00	250.0%	Revised Estimate
595 33 31 0000	Russell Avenue (Restor/Rehab)-	0.00	15,000.00	15,000.00	0.0%	Revised Estimate
595 33 41 0000	Russell Avenue (Restor/Rehab)-	0.00	6,000.00	6,000.00	0.0%	Revised Estimate
595 33 45 0099	Eq Rental - Restor/Rehab (Russ)	4,000.00	15,000.00	11,000.00	375.0%	Revised Estimate
595 50 41 0000	Kanaka Bridge Rebuild	20,000.00	0.00	(20,000.00)	0.0%	Removed-included in 2020 budget.
597 18 00 0000	Transfer Out to 309 Russell Ave	111,600.00	187,902.50	76,302.50	168.4%	Revised Estimate
508 80 00 0100	Streets-Unreserved Ending Cash	2,277.30	107,918.76	105,641.46	****%	Update for changes

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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103 Tourism Promo & Develop Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0103	Tourism Reserved C&I - Capita	200,000.00	300,000.00	100,000.00	150.0%	Match 2018 Ending Cash
308 10 01 0103	Tourism Reserved C&I - Rev. S	251,767.54	247,672.30	(4,095.24)	98.4%	Match 2018 Ending Cash
313 31 00 0000	Stadium (Motel/Hotel) Tax	415,000.00	500,000.00	85,000.00	120.5%	Revised estimate.
594 75 63 0004	Fairground Midway Reseeding	27,750.00	0.00	(27,750.00)	0.0%	Contract never signed.
594 75 63 0008	Waterfront Park Enhancements	155,000.00	0.00	(155,000.00)	0.0%	Contract extended to 2020.
594 76 63 0001	Courthouse Park Plaza (SDA)	103,400.00	60,000.00	(43,400.00)	58.0%	RCO grant not received
508 10 00 0103	Tourism-Cap. Facility Reserve	200,000.00	300,000.00	100,000.00	150.0%	Match beginning balance
508 10 00 0104	Tourism-Ending Cash	8,606.54	315,661.30	307,054.76	*****	Revised Estimate
308 10 00 0300	Cap Imp Reserved Begin C&I	43,491.00	97,368.97	53,877.97	223.9%	Match 2018 Ending Cash
597 18 00 0309	Transfer Out To Russell	0.00	29,389.00	29,389.00	0.0%	Russell Project
508 10 00 0300	Cap. Imp.-Ending Cash	63,491.00	87,979.97	24,488.97	138.6%	Update for Changes
308 80 00 0301	Timber Harvest Unres Beg Cash	1,913,246.34	1,311,537.00	(601,709.34)	68.6%	Update to actual
361 11 00 0301	Interest on Investments - Timbe	0.00	5,000.00	5,000.00	0.0%	Revised Estimate
554 90 48 0301	Timber Sale Contracted Sevice	0.00	3,306.00	3,306.00	0.0%	Rolled over from 2018 contract-replanting
597 01 00 0010	Transfers-Out - General Reserve	0.00	313,231.00	313,231.00	0.0%	Move to General Reserve-Close out fund
597 01 00 0020	Transfers-Out - Fire Reserve	0.00	1,000,000.00	1,000,000.00	0.0%	Move to Fire-Close Out fund
508 80 00 0302	Timber-Ending Cash	1,913,246.34	0.00	(1,913,246.34)	0.0%	Closing out fund
334 03 80 0001	TIB Grant	0.00	9,025.00	9,025.00	0.0%	Update to actual revenue-Final closing out of Kanaka Project
597 15 00 0306	Transfer Out to Streets	0.00	9,025.00	9,025.00	0.0%	Update to actuals.
308 10 00 0309	Russell Ave Res Beg CA & Invt	0.00	(66,157.50)	(66,157.50)	0.0%	Match 2018 Ending Cash
333 20 20 0001	Russell STP Grant	700,000.00	123,000.00	(577,000.00)	17.6%	Engineering Limit
397 02 00 0309	Transfer In from Streets	111,600.00	187,902.50	76,302.50	168.4%	
397 03 00 0309	Transfer In From CI	0.00	29,389.00	29,389.00	0.0%	
595 10 41 0309	Russell Ave - Engineering	811,600.00	271,134.00	(540,466.00)	33.4%	Revised contract amount
595 20 61 0309	Russell Ave-Right Of Way	0.00	3,000.00	3,000.00	0.0%	
308 80 00 0400	WS Unreserved Begin CA & In	33,605.50	97,513.09	63,907.59	290.2%	Match 2018 Ending Cash
308 10 01 0400	WS Res Begin C&I System Dev	119,479.17	110,376.85	(9,102.32)	92.4%	Match 2018 Ending Cash
308 10 02 0400	WS Res Begin C&I System Dev	52,380.00	100,730.27	48,350.27	192.3%	Match 2018 Ending Cash
308 10 03 0400	WS Res Begin C&I Sewer Outf	32,670.00	32,670.00	0.00	100.0%	Match 2018 Ending Cash
367 40 00 0000	Water Capital Contributions	35,000.00	81,000.00	46,000.00	231.4%	Revised closer to actuals
367 50 00 0000	Sewer Capital Contributions	20,000.00	74,000.00	54,000.00	370.0%	Revised closer to actuals
361 11 00 0400	Interest on Investments - W/S	0.00	6,000.00	6,000.00	0.0%	Revised Estimate
534 10 10 0000	WA-Administrative Salary	12,384.00	2,500.00	(9,884.00)	20.2%	Revised Estimate
534 10 20 0000	WA-Administrative Benefits	2,064.00	1,000.00	(1,064.00)	48.4%	Revised Estimate
534 10 41 0022	WA-Audit Fee	3,000.00	0.00	(3,000.00)	0.0%	No audit in 2019
534 20 10 0000	WA-Administrative Planning W	2,064.00	0.00	(2,064.00)	0.0%	No admin planning time
534 20 20 0000	WA-Administrative Planning W	1,032.00	0.00	(1,032.00)	0.0%	No admin planning time
534 54 10 0000	WA-Maintenance-Trtmnt Plant	8,256.00	0.00	(8,256.00)	0.0%	Consolidated with Treatment Plant Ops
534 54 20 0000	WA-Maintenance-Trtmnt Plant	4,128.00	0.00	(4,128.00)	0.0%	Consolidated with Treatment Plant Ops

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference		Remarks
534 Water Utilities					
534 55 10 0000 WA-Maint.-Trans & Distr. Sala	34,056.00	0.00	(34,056.00)	0.0%	Consolidated with T&D Ops
534 55 20 0000 WA-Maint.-Trans & Distr. Benef	16,512.00	0.00	(16,512.00)	0.0%	Consolidated with T&D Ops
534 70 10 0000 WA-Customer Services Salary	46,208.83	43,000.00	(3,208.83)	93.1%	Revised Estimate
534 70 20 0000 WA-Customer Services Benefit	15,732.64	14,000.00	(1,732.64)	89.0%	Revised Estimate
534 70 41 0001 WA-EBPP Fees	1,000.00	2,000.00	1,000.00	200.0%	Estimate based on actual costs and projected costs through the end of the year.
534 80 42 0000 WA-Telephone	750.00	1,400.00	650.00	186.7%	Increase for internet services
534 80 45 0001 WA-Telemetry Services	0.00	3,000.00	3,000.00	0.0%	Mission service contract
534 84 10 0000 WA-Operations Plant Salary	61,920.00	72,000.00	10,080.00	116.3%	Consolidated with Maint.
534 84 20 0000 WA-Operations Plant Benefits	36,120.00	40,000.00	3,880.00	110.7%	Consolidated with Maint.
534 85 10 0000 WA-Operations T & D Salary	46,440.00	60,000.00	13,560.00	129.2%	Consolidated with Maint.
534 85 20 0000 WA-Operations T & D Benefits	25,800.00	30,000.00	4,200.00	116.3%	Consolidated with Maint.
535 10 41 0022 WW-Audit Fee	4,120.00	0.00	(4,120.00)	0.0%	No audit in 2019
535 10 49 0001 WW-Dues & Membership/filing	5,150.00	500.00	(4,650.00)	9.7%	Revised estimate
535 10 51 0000 WW-Permit Fees/DOE	3,090.00	2,500.00	(590.00)	80.9%	Revised estimate
535 51 10 0000 WW-Maintenance T&D Salary	30,960.00	0.00	(30,960.00)	0.0%	Consolidated with Ops
535 51 20 0000 WW-Maintenance T&D Benefit	15,480.00	0.00	(15,480.00)	0.0%	Consolidated with Ops
535 51 48 0000 WW-Repair (Contract Serv) T&	112,490.00	118,990.00	6,500.00	105.8%	Increased for line repair on Russell.
535 54 10 0000 WW-Plant Maintenance Salary	62,830.00	0.00	(62,830.00)	0.0%	Consolidated with Ops
535 54 20 0000 WW-Plant Maintenance Benefit	45,320.00	0.00	(45,320.00)	0.0%	Consolidated with Ops
535 70 10 0000 WW-Customer Service Salary	46,208.83	43,000.00	(3,208.83)	93.1%	Revised Estimate
535 70 20 0000 WW-Customer Service Benefits	15,732.64	14,000.00	(1,732.64)	89.0%	Revised Estimate
535 70 41 0001 WW-EBPP Fees Sewer	0.00	2,000.00	2,000.00	0.0%	Estimate based on actual costs and projected costs through the end of the year.
535 80 45 0099 Eq Rental - Sewer	28,000.00	45,000.00	17,000.00	160.7%	Increased labor hours
535 81 10 0000 WW-Operations Coll. Salary	12,928.90	39,000.00	26,071.10	301.6%	Consolidated with Maint.
535 81 20 0000 WW-Operations Coll. Benefits	6,464.45	17,000.00	10,535.55	263.0%	Consolidated with Maint.
535 84 10 0000 WW-Operations Plant Salary	27,864.00	73,000.00	45,136.00	262.0%	Consolidated with Maint.
535 84 20 0000 WW-Operations Plant Benefits	13,932.00	45,000.00	31,068.00	323.0%	Consolidated with Maint.
594 34 64 0000 WA-Fixed Assets To Capitalize	50,000.00	0.00	(50,000.00)	0.0%	Russell project moved to 2020
594 35 41 0400 #38 Sewer Plan - Prof Serv	0.00	20,000.00	20,000.00	0.0%	Final plan update
597 10 00 0000 Transfer Out to 410 WW Sys. U	10,000.00	11,000.00	1,000.00	110.0%	Update to actual amount transfered for Value Planning and Feasibility Study efforts
508 80 00 0400 WS-Ending Cash	1,149.32	129,205.20	128,055.88	*****	Revised estimate
508 10 00 0401 WS-Water Reserve	104,479.17	191,376.85	86,897.68	183.2%	Increase due to increased SDCs
508 10 00 0402 WS-WW Reserve	55,380.00	157,730.27	102,350.27	284.8%	Increase due to increased SDCs
308 10 00 0410 WW Sys Upgrades Beg Cash &	0.00	(93,407.14)	(93,407.14)	0.0%	Match 2018 Ending Cash
397 05 00 0410 Transfer In from Water/Sewer F	10,000.00	11,000.00	1,000.00	110.0%	To cover EDA Project Proposal Svcs and remaining CER match
594 35 41 4102 Feasibility Study-Consultant Sv	60,000.00	19,050.00	(40,950.00)	31.8%	Rollover balance from 2018

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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410 Wastewater System Upgrades

Expenditures	Original	Proposed	Difference		Remarks
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594 Capital Expenditures

594 35 41 4103 Design-Consultant Svs	1,985,000.00	1,927,540.00	(57,460.00)	97.1%	Reduced to removed Value Planning Costs
594 35 41 4104 EDA Project Consultant Service	0.00	6,000.00	6,000.00	0.0%	Proposal services
508 10 00 0410 WW Cap-Ending Cash	0.00	2.86	2.86	0.0%	
308 80 00 0500 ES Unreserved Begin CA & Inv	38,808.41	67,144.73	28,336.32	173.0%	Revised to Actual
348 00 00 0000 Equipment Rental-Internal	120,000.00	150,000.00	30,000.00	125.0%	Revised Estimate
369 10 00 0500 Sale of Scrap Equip Service	0.00	5,400.00	5,400.00	0.0%	Revised to Actual
508 80 00 0500 ES-Ending Cash	1,714.41	65,450.73	63,736.32	*****%	Revised Estimate

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	728,300.32	1,138,774.90	410,474.58	156.4%	941,898.25	1,352,372.83	410,474.58	143.6%
010 General Reserve Fund	0.00	325,553.66	325,553.66	0.0%	0.00	325,553.66	325,553.66	0.0%
020 Fire Reserve Fund	0.00	1,480,000.00	1,480,000.00	0.0%	0.00	1,480,000.00	1,480,000.00	0.0%
100 Street Fund	429,325.80	680,269.76	250,943.96	158.5%	175,877.30	426,821.26	250,943.96	242.7%
103 Tourism Promo & Develop Fund	866,767.54	1,047,672.30	180,904.76	120.9%	494,756.54	675,661.30	180,904.76	136.6%
300 Capital Improvement Fund	43,491.00	97,368.97	53,877.97	223.9%	63,491.00	117,368.97	53,877.97	184.9%
301 Timber Harvest Fund	1,913,246.34	1,316,537.00	(596,709.34)	68.8%	1,913,246.34	1,316,537.00	(596,709.34)	68.8%
303 Joint Emergency Facilities Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
306 Kanaka Creek Road Improvements	0.00	9,025.00	9,025.00	0.0%	0.00	9,025.00	9,025.00	0.0%
308 Gropper Sidewalk	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
309 Russell Ave	811,600.00	274,134.00	(537,466.00)	33.8%	811,600.00	274,134.00	(537,466.00)	33.8%
310 Wastewater System Upgrades	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	293,134.67	502,290.21	209,155.54	171.4%	969,046.78	1,178,202.32	209,155.54	121.6%
410 Wastewater System Upgrades	10,000.00	(82,407.14)	(92,407.14)	824.1%	2,045,000.00	1,952,592.86	(92,407.14)	95.5%
500 Equipment Service Fund	158,808.41	222,544.73	63,736.32	140.1%	1,714.41	65,450.73	63,736.32	*****%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Excess/(Deficit):	5,254,674.08	7,011,763.39	1,757,089.31	133.4%	7,416,630.62	9,173,719.93	1,757,089.31	123.7%

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2019-1151**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF STEVENSON,
WASHINGTON, FOR FISCAL YEAR 2019**

Whereas, City Council of the City of Stevenson has reviewed its original 2019 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2019 budget are appropriate; and

Whereas, the proposed budget amendments do not exceed the lawful limit of taxation allowed by the law to be levied on the property within the City of Stevenson for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being necessary to carry on the government of the City of Stevenson for the fiscal year and being sufficient to meet the various needs of the City during the fiscal year.

NOW, THEREFORE, the City Council of the City of Stevenson do hereby ordain as follows:

Section 1. The budget for the City of Stevenson, Washington for the year 2019 as amended is hereby adopted in its final form and content.

Section 2. Estimated resources, including cash balances for each separate fund of the City of Stevenson, for all such funds combined for the year 2019 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2019 as set forth in the 2019 Fiscal Year Budget as attached Exhibit A:

THIS ORDINANCE SHALL TAKE EFFECT and be in force five (5) days after its publication according to law.

PASSED BY THE CITY COUNCIL this 19th day of December, 2019.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Kenneth B. Woodrich, PC
City Attorney

Leana Kinley, City Clerk

Exhibit "A"

Ordinance 2019-1151 Exhibit A									
2019 Budget Amendment #1									
Estimated Revenues and Budgeted Appropriations by Fund									
		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	1,111,744	1,260,602	-	2,372,346	1,587,288	42,000	743,028	2,372,346
100	Street Fund	124,770	330,181	-	454,951	331,074	111,600	12,277	454,951
103	Tourism Promotion	451,768	415,000	-	866,768	658,161	-	208,607	866,768
300	Capital Improvements Fund	54,748	20,000	-	74,748	-	-	74,748	74,748
301	Timber Harvest	1,913,246	-	-	1,913,246	-	-	1,913,246	1,913,246
303	Joint Emergency Facilities	-	-	42,000	42,000	42,000	-	-	42,000
306	Kanaka Creek Road	-	-	-	-	-	-	-	-
309	Russell Avenue	-	700,000	111,600	811,600	811,600	-	-	811,600
400	Water / Sewer Fund	238,135	1,361,060	-	1,599,195	1,395,516	10,000	193,678	1,599,195
410	Wastewater System Improv.	-	2,035,000	10,000	2,045,000	2,045,000	-	-	2,045,000
500	Equipment Service Fund	38,808	120,000	-	158,808	157,094	-	1,714	158,808
		3,933,189	6,241,843	163,600	10,338,632	7,027,733	163,600	3,147,299	10,338,632
		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	1,442,189	1,340,602	-	2,782,791	1,748,504	522,000	512,287	2,782,791
010	General Fund Reserve	-	-	325,554	325,554	-	-	325,554	325,554
020	Fire Reserve Fund	-	-	1,480,000	1,480,000	-	-	1,480,000	1,480,000
100	Street Fund	187,996	503,310	14,590	705,895	400,074	187,903	117,919	705,895
103	Tourism Promotion	547,672	500,000	-	1,047,672	432,011	-	615,661	1,047,672
300	Capital Improvements Fund	108,626	20,000	-	128,626	-	29,389	99,237	128,626
301	Timber Harvest	1,311,537	5,000	-	1,316,537	3,306	1,313,231	-	1,316,537
303	Joint Emergency Facilities	-	-	42,000	42,000	42,000	-	-	42,000
306	Kanaka Creek Road	-	9,025	-	9,025	-	9,025	-	9,025
309	Russell Avenue	(66,158)	123,000	217,292	274,134	274,134	-	-	274,134
400	Water / Sewer Fund	341,290	1,467,060	-	1,808,350	1,286,368	11,000	510,982	1,808,350
410	Wastewater System Improv.	(93,407)	2,035,000	11,000	1,952,593	1,952,590	-	3	1,952,593
500	Equipment Service Fund	67,145	155,400	-	222,545	157,094	-	65,451	222,545
		3,846,889	6,158,397	2,090,435	12,095,721	6,296,081	2,072,548	3,727,093	12,095,721

Key: ~~Strikethrough~~ means repealed. **Bold** means new.

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
308 Beginning Balances						
308 80 00 0001 Unreserved Cash & Invo	927,975.68	568,753.50	929,079.68	360,326.18	163.4%	Match 2018 Ending Cash
100 Unreserved	927,975.68	568,753.50	929,079.68	360,326.18	163.4%	
308 10 01 0001 Reserved Cash - Unemp	33,413.82	33,413.82	33,413.82	0.00	100.0%	
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	0.00	100.0%	
308 10 02 0001 Reserved Cash - Custod	59,695.22	54,546.82	59,695.22	5,148.40	109.4%	Match 2018 Ending Cash
104 Custodial Reserve	59,695.22	54,546.82	59,695.22	5,148.40	109.4%	
308 10 00 0001 Reserved Cash - Fire Tr	350,000.00	350,000.00	350,000.00	0.00	100.0%	
308 10 03 0001 Reserved Cash - Fire Ec	70,000.00	105,000.00	70,000.00	(35,000.00)	66.7%	Match 2018 Ending Cash
202 Fire Department	420,000.00	455,000.00	420,000.00	(35,000.00)	92.3%	
308 Beginning Balances	1,441,084.72	1,111,714.14	1,442,188.72	330,474.58	129.7%	
310 Taxes						
311 10 00 0000 General Property Tax	464,024.40	461,897.01	461,897.01	0.00	100.0%	
311 Property Tax	464,024.40	461,897.01	461,897.01	0.00	100.0%	
313 11 00 0000 Sales Tax	290,528.53	230,000.00	230,000.00	0.00	100.0%	
313 71 00 0000 Local Criminal Justice	22,046.25	15,000.00	15,000.00	0.00	100.0%	
313 Sales Tax	312,574.78	245,000.00	245,000.00	0.00	100.0%	
316 43 00 0000 Natural Gas Utility Tax	14,088.35	15,000.00	15,000.00	0.00	100.0%	
316 45 00 0000 Garbage Utility Tax	9,407.19	7,500.00	7,500.00	0.00	100.0%	
316 46 00 0000 Cable TV Utility Tax	4,006.81	3,000.00	3,000.00	0.00	100.0%	
316 47 00 0000 Telephone Utility Tax	11,613.53	15,000.00	15,000.00	0.00	100.0%	
316 Utility Tax	39,115.88	40,500.00	40,500.00	0.00	100.0%	
317 20 00 0000 Leasehold Tax	19,013.02	16,000.00	16,000.00	0.00	100.0%	
317 21 00 0000 Rock Cove ALF In-Liet	1,681.29	0.00	0.00	0.00	0.0%	
317 Other Tax	20,694.31	16,000.00	16,000.00	0.00	100.0%	
310 Taxes	836,409.37	763,397.01	763,397.01	0.00	100.0%	

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Revenues	YTD	Budgeted	Proposed	Difference		Remarks
320 Licenses & Permits						
321 99 01 0000 Business Licenses	2,110.00	1,400.00	1,400.00	0.00	100.0%	
321 99 02 0000 Peddlers & Solicitors Pe	0.00	0.00	0.00	0.00	0.0%	
321 99 03 0000 Vacation Rental License	2,000.00	1,500.00	1,500.00	0.00	100.0%	
321 Licenses	4,110.00	2,900.00	2,900.00	0.00	100.0%	
322 10 00 0000 Building Permits	58,941.48	30,000.00	30,000.00	0.00	100.0%	
322 Permits	58,941.48	30,000.00	30,000.00	0.00	100.0%	
320 Licenses & Permits	63,051.48	32,900.00	32,900.00	0.00	100.0%	
330 Intergovernmental Revenues						
333 14 51 0001 CDBG Housing Rehab	27,081.57	400,000.00	400,000.00	0.00	100.0%	
334 01 20 0000 AOC LFO Judicial ager	4.33	0.00	0.00	0.00	0.0%	
334 03 10 0001 DOE-Spills Grant	79,307.18	0.00	80,000.00	80,000.00	0.0%	Update to reimbursement amount
330 Grants	106,393.08	400,000.00	480,000.00	80,000.00	120.0%	
335 00 91 0000 PUD Privilege Tax (in I	12,320.85	11,000.00	11,000.00	0.00	100.0%	
335 State Shared	12,320.85	11,000.00	11,000.00	0.00	100.0%	
336 06 21 0000 Criminal Justice - Low]	1,000.00	1,000.00	1,000.00	0.00	100.0%	
336 06 25 0000 Criminal Justice - Contr	2,910.06	2,500.00	2,500.00	0.00	100.0%	
336 06 26 0000 Criminal Justice - Speci	1,698.61	1,716.75	1,716.75	0.00	100.0%	
336 06 42 0000 Marijuana Excise Tax	1,742.51	1,842.75	1,842.75	0.00	100.0%	
336 06 51 0000 DUI/Other Crim Justice	219.46	0.00	0.00	0.00	0.0%	
336 06 94 0000 Liquor Excise Tax	8,611.28	8,095.50	8,095.50	0.00	100.0%	
337 40 00 0000 Private Harvest Tax	17.96	0.00	0.00	0.00	0.0%	
336 State Entitlements, Impact P	16,199.88	15,155.00	15,155.00	0.00	100.0%	
330 Intergovernmental Revenues	134,913.81	426,155.00	506,155.00	80,000.00	118.8%	
340 Charges For Goods & Services						
341 81 00 0000 Printing/Photocopy Ser	66.18	0.00	0.00	0.00	0.0%	
341 Other	66.18	0.00	0.00	0.00	0.0%	
342 21 00 0000 Fire District II Fire Con	21,348.22	15,000.00	15,000.00	0.00	100.0%	

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Revenues	YTD	Budgeted	Proposed	Difference	Remarks
340 Charges For Goods & Services					
342 Fire District 2	21,348.22	15,000.00	15,000.00	0.00	100.0%
345 83 00 0000 Planning Fees	9,250.00	4,500.00	4,500.00	0.00	100.0%
345 Planning	9,250.00	4,500.00	4,500.00	0.00	100.0%
345 83 01 0000 N Bonn Bldg Inspect R	1,973.20	3,000.00	3,000.00	0.00	100.0%
345 83 02 0000 Skamania County Reim	2,659.88	0.00	0.00	0.00	0.0%
346 Building	4,633.08	3,000.00	3,000.00	0.00	100.0%
340 Charges For Goods & Services	35,297.48	22,500.00	22,500.00	0.00	100.0%
350 Fines & Penalties					
353 10 00 0000 Traffic Infractions/Park	5,906.06	2,500.00	2,500.00	0.00	100.0%
353 70 00 0000 Non-Traffic Infractions	139.78	50.00	50.00	0.00	100.0%
355 20 00 0000 DUI Fines	311.99	1,000.00	1,000.00	0.00	100.0%
355 80 00 0000 Criminal Traffic Fines	600.25	1,000.00	1,000.00	0.00	100.0%
356 90 00 0000 Criminal Non-Traffic Fi	399.80	600.00	600.00	0.00	100.0%
357 37 00 0000 Court Cost Recoupment	9,368.34	5,000.00	5,000.00	0.00	100.0%
350 Fines & Penalties	16,726.22	10,150.00	10,150.00	0.00	100.0%
360 Interest & Other Earnings					
361 11 00 0000 Interest Income/General	27,929.00	5,000.00	5,000.00	0.00	100.0%
361 40 00 0000 Sales Tax Interest	1,005.68	200.00	200.00	0.00	100.0%
362 00 00 0000 Park Rentals	2,500.00	0.00	0.00	0.00	0.0%
367 10 00 0000 Fire Department Donati	0.00	0.00	0.00	0.00	0.0%
369 91 00 0000 Miscellaneous Income	529.20	300.00	300.00	0.00	100.0%
360 Interest & Other Earnings	31,963.88	5,500.00	5,500.00	0.00	100.0%
380 Non Revenues					
386 90 00 0000 Agency Deposit - Court	10,774.55	0.00	0.00	0.00	0.0%
389 30 00 0000 Agency Collections - St	340.00	0.00	0.00	0.00	0.0%
380 Non Revenues	11,114.55	0.00	0.00	0.00	0.0%

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Revenues	YTD	Budgeted	Proposed	Difference		Remarks
Fund Revenues:	2,570,561.51	2,372,316.15	2,782,790.73	410,474.58	117.3%	

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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511 Legislative

511 30 41 0000 Ordinance Codification	2,374.74	2,500.00	2,500.00	0.00	100.0%	
511 30 44 0000 Legislative Publishing	4,756.24	3,500.00	3,500.00	0.00	100.0%	
511 60 10 0000 Council Salary	10,799.99	12,000.00	12,000.00	0.00	100.0%	
511 60 20 0000 Council Benefits	849.94	1,000.00	1,000.00	0.00	100.0%	
511 60 43 0000 Travel/Lodging Council	52.43	2,000.00	2,000.00	0.00	100.0%	
511 60 49 0000 Tuition Council	225.00	1,000.00	1,000.00	0.00	100.0%	
511 Legislative	19,058.34	22,000.00	22,000.00	0.00	100.0%	

512 Judicial

512 50 10 0001 Court Clerk Salary	3,817.08	5,000.00	5,000.00	0.00	100.0%	
512 50 20 0001 Court Clerk Benefits	1,454.31	3,000.00	2,000.00	(1,000.00)	66.7%	Revised estimate
512 50 31 0000 Court Supplies	0.00	0.00	0.00	0.00	0.0%	
512 50 49 0000 Juror/Witness/Investiga	0.00	1,500.00	1,500.00	0.00	100.0%	
512 50 51 0001 Jury Management/Cour	694.19	1,200.00	1,200.00	0.00	100.0%	
512 50 51 0003 Municipal Court Contra	20,000.00	20,000.00	20,000.00	0.00	100.0%	
512 52 41 0001 Transcription Services	0.00	0.00	0.00	0.00	0.0%	
512 52 41 0002 Interpreter Fees	0.00	500.00	500.00	0.00	100.0%	
512 52 51 0000 Sheriff Warrant Service	0.00	500.00	500.00	0.00	100.0%	
515 35 51 0000 Prosecuting Attorney C	16,000.00	20,000.00	20,000.00	0.00	100.0%	
515 93 41 0000 Indigent Defense	12,075.94	15,000.00	15,000.00	0.00	100.0%	
512 Judicial	54,041.52	66,700.00	65,700.00	(1,000.00)	98.5%	

513 Executive

513 10 10 0000 Mayor Salary	6,600.00	7,200.00	7,200.00	0.00	100.0%	
513 10 10 0001 City Administrator Sala	63,472.79	25,800.00	70,000.00	44,200.00	271.3%	Update based on revised allocation
513 10 20 0000 Mayor Benefits	504.90	625.00	625.00	0.00	100.0%	
513 10 20 0001 City Administrator Ben	29,380.65	6,192.00	33,000.00	26,808.00	532.9%	Update based on revised allocation
513 10 43 0000 Travel/Lodging Mayor/	2,336.70	0.00	0.00	0.00	0.0%	
513 10 49 0000 Tuition Mayor/Adminis	256.95	0.00	0.00	0.00	0.0%	
513 Executive	102,551.99	39,817.00	110,825.00	71,008.00	278.3%	

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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
514 Financial, Recording & Elections						
514 20 10 0001 Budgeting/Accounting S	55,358.26	80,106.96	66,000.00	(14,106.96)	82.4%	Reallocate to City Admin.
514 20 20 0001 Budgeting/Accounting I	21,822.65	26,065.02	25,000.00	(1,065.02)	95.9%	Reallocate to City Admin.
514 20 41 0001 EBPP Fees General Fun	496.80	0.00	0.00	0.00	0.0%	
514 20 41 0022 Audit Fee	0.00	7,000.00	7,000.00	0.00	100.0%	
514 20 43 0000 Travel Financial/Record	1,452.39	3,000.00	3,000.00	0.00	100.0%	
514 20 46 0000 Clerk Bond Premiums	8.00	1,500.00	1,500.00	0.00	100.0%	
514 20 49 0000 Training/Tuition - Finar	4,130.14	3,000.00	3,000.00	0.00	100.0%	
514 20 49 0001 Dues & Membership -	910.00	1,000.00	1,000.00	0.00	100.0%	
514 20 49 0002 Fiduciary Fees/VISA	1,372.51	750.00	750.00	0.00	100.0%	
514 20 49 0003 Miscellaneous Charges	14.29	500.00	500.00	0.00	100.0%	
514 30 10 0000 Minutes - Recording Fe	2,195.09	2,250.00	2,250.00	0.00	100.0%	
514 30 20 0000 Minutes - Recording Fe	205.38	200.00	200.00	0.00	100.0%	
514 41 51 0000 Elections	0.00	6,000.00	6,000.00	0.00	100.0%	
514 91 51 0000 Voter Registration Serv	0.00	6,000.00	6,000.00	0.00	100.0%	
514 Financial, Recording & Election	87,965.51	137,371.98	122,200.00	(15,171.98)	89.0%	
515 Legal Services						
515 41 41 0000 Advisory Board Service	22,382.20	30,000.00	30,000.00	0.00	100.0%	
515 41 43 0000 Travel - Legal	158.24	750.00	750.00	0.00	100.0%	
515 41 49 0000 Training & Tuition - Le	42.00	750.00	750.00	0.00	100.0%	
515 Legal Services	22,582.44	31,500.00	31,500.00	0.00	100.0%	
517 Employee Benefit Programs						
517 70 22 0000 Unemployment Claims	89.16	0.00	0.00	0.00	0.0%	
517 70 51 0000 Old Age Survivor Insur	25.00	25.00	25.00	0.00	100.0%	
517 90 26 0000 Staff Wellness	0.00	500.00	500.00	0.00	100.0%	
517 Employee Benefit Programs	114.16	525.00	525.00	0.00	100.0%	
518 Centralized Services						
518 20 44 0000 DNR Fire Control Asse	17.90	0.00	0.00	0.00	0.0%	
518 30 10 0000 Building Repair Salary	1,328.16	3,096.00	3,096.00	0.00	100.0%	
518 30 20 0000 Building Repair Benefit	888.42	1,548.00	1,548.00	0.00	100.0%	
518 30 31 0000 Household Supplies/Rej	335.80	2,000.00	2,000.00	0.00	100.0%	
518 30 41 0000 Custodial Services	3,623.06	4,000.00	4,000.00	0.00	100.0%	

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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
518 Centralized Services						
518 30 41 0001 Contractual Services	5,309.80	0.00	15,500.00	15,500.00	0.0%	Increased for Leadership Team Dev. Training and Records Request costs
518 30 44 0000 HR-Advertisement	896.13	0.00	0.00	0.00	0.0%	
518 30 45 0099 Eq Rental-Bldg Repair	431.99	0.00	0.00	0.00	0.0%	
518 30 46 0000 Insurance - Liability	1,120.60	14,000.00	14,000.00	0.00	100.0%	
518 30 47 0000 Heat & Lights	2,108.45	3,000.00	3,000.00	0.00	100.0%	
518 30 47 0001 City Hall Water/Sewer	1,047.10	890.10	890.10	0.00	100.0%	
518 30 48 0000 Building Repair Supplie	1,075.91	1,000.00	1,000.00	0.00	100.0%	
518 40 31 0000 Office Supplies	3,690.72	6,000.00	6,000.00	0.00	100.0%	
518 40 41 0000 Office Equip Repair& M	13,102.83	6,000.00	12,000.00	6,000.00	200.0%	Increased to include BIAS software purchase
518 40 42 0000 Central Services Teleph	4,097.84	3,750.00	3,750.00	0.00	100.0%	
518 40 42 0001 Miscellaneous - Postage	531.31	500.00	500.00	0.00	100.0%	
518 80 41 0023 Website - General Fund	1,270.00	500.00	500.00	0.00	100.0%	
518 90 49 0001 Dues And Membership	3,313.14	3,000.00	3,000.00	0.00	100.0%	
594 18 64 0000 Office Furniture/Equipm	1,053.80	3,000.00	3,000.00	0.00	100.0%	
594 18 64 0001 Computer Equipment	19,346.48	15,000.00	15,000.00	0.00	100.0%	
518 Centralized Services	64,589.44	67,284.10	88,784.10	21,500.00	132.0%	
521 Law Enforcement						
521 20 51 0000 Police Services	169,731.00	169,731.00	169,731.00	0.00	100.0%	
521 20 51 0001 CR Jus #4 Basic Law E	2,200.20	2,700.00	2,700.00	0.00	100.0%	
521 30 51 0000 CR Jus #1 Drug/Alchoh	1,284.22	1,600.00	1,600.00	0.00	100.0%	
523 60 51 0000 Jail Services	9,787.60	13,000.00	13,000.00	0.00	100.0%	
521 Law Enforcement	183,003.02	187,031.00	187,031.00	0.00	100.0%	
522 Fire Control						
522 10 10 0000 Fire Chief/Administrati	1,324.64	1,200.00	1,200.00	0.00	100.0%	
522 10 20 0000 Fire Chief/Administrati	84.15	820.00	820.00	0.00	100.0%	
522 20 10 0000 Fire Contract Volunteer	11,434.00	11,000.00	11,000.00	0.00	100.0%	
522 20 20 0000 Firefighter Benefits	874.71	1,000.00	1,000.00	0.00	100.0%	
522 20 24 0000 Firefighter Pension/Dis	1,920.00	3,500.00	3,500.00	0.00	100.0%	
522 20 31 0000 Fire Supplies	8,518.37	16,000.00	16,000.00	0.00	100.0%	
522 20 32 0000 Fire Truck Fuel	604.58	1,000.00	1,000.00	0.00	100.0%	
522 20 42 0000 Fire Telephone	1,226.18	1,400.00	1,400.00	0.00	100.0%	
522 20 46 0000 Fire Truck Insurance	759.07	2,800.00	2,800.00	0.00	100.0%	
522 20 48 0000 Fire Hydrant Repair/Su	0.00	0.00	0.00	0.00	0.0%	
522 20 49 0001 Dues & Memb./Sub. Ci	152.50	0.00	0.00	0.00	0.0%	

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Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
522 Fire Control						
522 30 10 0000 Fire Support Salary	4,708.01	15,000.00	15,000.00	0.00	100.0%	
522 30 20 0000 Fire Support Benefits	2,820.39	7,000.00	7,000.00	0.00	100.0%	
522 30 31 0001 Fire Prevention Supplie	0.00	500.00	500.00	0.00	100.0%	
522 30 41 0000 Fire Investigations	0.00	1,000.00	1,000.00	0.00	100.0%	
522 30 45 0099 Eq Rental - Fire Suppor	2,535.07	4,000.00	4,000.00	0.00	100.0%	
522 45 43 0000 Travel - Fire Departmer	0.00	1,000.00	1,000.00	0.00	100.0%	
522 45 49 0000 Fire Department Trainir	351.46	2,000.00	2,000.00	0.00	100.0%	
522 50 47 0000 Fire Hall Heat And Ligl	2,294.46	3,000.00	3,000.00	0.00	100.0%	
522 50 47 0099 Water on Demand For F	4,000.00	4,000.00	4,000.00	0.00	100.0%	
522 50 48 0000 Fire Hall Repair	0.00	3,500.00	3,500.00	0.00	100.0%	
522 60 48 0000 Fire Equipment Repair	6,809.23	6,000.00	6,000.00	0.00	100.0%	
594 22 64 0000 Fire Equip Purchase-Fir	0.00	25,000.00	0.00	(25,000.00)	0.0%	Moved amount to Fire Res. Transfer
594 22 64 0001 Fire Equip Purchase - C	79,529.85	20,000.00	100,000.00	80,000.00	500.0%	Update to match final CV project cost
597 12 00 0000 Transfer Out To 303 Joi	34,316.57	42,000.00	42,000.00	0.00	100.0%	
202 Fire Department	164,263.24	172,720.00	227,720.00	55,000.00	131.8%	
522 20 31 0002 Fire Supplies FD II	8,792.56	10,000.00	10,000.00	0.00	100.0%	
522 20 32 0002 Fire Truck Fuel FDII	948.05	1,000.00	1,000.00	0.00	100.0%	
522 20 49 0002 Dues & Membership/Su	317.50	0.00	0.00	0.00	0.0%	
522 30 31 0020 Fire Prevention Supplie	0.00	500.00	500.00	0.00	100.0%	
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.00	0.0%	
522 45 49 0002 Fire Training FD II	351.45	2,000.00	2,000.00	0.00	100.0%	
522 60 48 0002 Fire Equipment Repair l	196.55	6,000.00	6,000.00	0.00	100.0%	
594 22 64 0002 Fire Equip Purchase - F	0.00	10,000.00	10,000.00	0.00	100.0%	
203 Fire District 2	10,606.11	29,500.00	29,500.00	0.00	100.0%	
522 Fire Control	174,869.35	202,220.00	257,220.00	55,000.00	127.2%	
528 Dispatch Services						
528 60 42 0000 Radio Contract	2,870.84	4,000.00	4,000.00	0.00	100.0%	
528 60 51 0000 Dispatch Fees - City	2,301.39	3,000.00	3,000.00	0.00	100.0%	
528 Dispatch Services	5,172.23	7,000.00	7,000.00	0.00	100.0%	
551 Public Housing Services						
551 00 41 0000 CDBG Housing Rehab	27,081.57	400,000.00	400,000.00	0.00	100.0%	

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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
551 Public Housing Services					
551 Public Housing Services	27,081.57	400,000.00	400,000.00	0.00	100.0%
553 Conservation					
553 70 51 0000 Air Pollution Authority	276.80	276.80	276.80	0.00	100.0%
553 Conservation	276.80	276.80	276.80	0.00	100.0%
558 Planning & Community Devel					
558 50 10 0000 Building Inspector Sal	42,815.13	42,312.00	42,312.00	0.00	100.0%
558 50 20 0000 Building Inspector Bene	25,074.91	25,800.00	25,800.00	0.00	100.0%
558 50 31 0000 Building Department Su	189.77	1,000.00	1,000.00	0.00	100.0%
558 50 41 0000 Consulting Services	90.00	2,000.00	2,000.00	0.00	100.0%
558 50 42 0000 Building Department Te	533.69	750.00	750.00	0.00	100.0%
558 50 43 0000 Travel - Building Inspec	1,088.98	1,500.00	1,500.00	0.00	100.0%
558 50 45 0099 Eq Rental - Building De	16,488.59	15,000.00	15,000.00	0.00	100.0%
558 50 49 0000 Training & Tuition - Bu	1,187.73	500.00	500.00	0.00	100.0%
558 50 49 0001 Dues & Membership - F	95.00	300.00	300.00	0.00	100.0%
550 Building	87,563.80	89,162.00	89,162.00	0.00	100.0%
558 60 10 0000 Planning Salary	76,245.25	84,000.00	84,000.00	0.00	100.0%
558 60 10 0001 Planning Recorder - Sal	776.70	1,800.00	1,800.00	0.00	100.0%
558 60 10 0002 Planning Commission S	2,402.68	4,500.00	4,500.00	0.00	100.0%
558 60 10 0003 Planning Intern Salary	0.00	0.00	0.00	0.00	0.0%
558 60 20 0000 Planning Benefits	34,175.21	37,000.00	37,000.00	0.00	100.0%
558 60 20 0001 Planning Recorder - Bei	41.85	180.00	180.00	0.00	100.0%
558 60 20 0002 Planning Commission E	190.66	500.00	500.00	0.00	100.0%
558 60 20 0003 Planning Intern Benefits	0.00	0.00	0.00	0.00	0.0%
558 60 31 0000 Planning Supplies	0.00	750.00	750.00	0.00	100.0%
558 60 41 0000 Planning & Professiona	119,807.30	130,000.00	130,000.00	0.00	100.0%
558 60 41 0001 Planning Publication	819.00	1,750.00	1,750.00	0.00	100.0%
558 60 43 0000 Travel - Planning/Prof /	898.88	2,500.00	2,500.00	0.00	100.0%
558 60 49 0000 Training & Tuition - Pl	451.69	1,500.00	1,500.00	0.00	100.0%
558 60 49 0001 Dues & Membership - F	0.00	500.00	500.00	0.00	100.0%
558 60 49 0002 Planning Filing Fees/Mi	570.00	500.00	500.00	0.00	100.0%
560 Planning	236,379.22	265,480.00	265,480.00	0.00	100.0%
558 70 49 0001 EDC Assessment	10,237.50	11,000.00	11,000.00	0.00	100.0%

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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
558 Planning & Community Devel						
558 70 49 0002 MCEDD Services	894.00	900.00	900.00	0.00	100.0%	
570 Economic Development	11,131.50	11,900.00	11,900.00	0.00	100.0%	
558 Planning & Community Devel	335,074.52	366,542.00	366,542.00	0.00	100.0%	
565 Welfare						
565 10 49 0000 Food Bank Support	10,000.00	10,000.00	10,000.00	0.00	100.0%	
565 Welfare	10,000.00	10,000.00	10,000.00	0.00	100.0%	
566 Substance Abuse						
566 72 52 0000 Substance Abuse/Liquo	1,481.58	150.00	150.00	0.00	100.0%	
566 Substance Abuse	1,481.58	150.00	150.00	0.00	100.0%	
573 Cultural & Community Activities						
573 90 49 0000 Hosting of Meetings/Ev	1,008.45	500.00	500.00	0.00	100.0%	
573 Cultural & Community Activitie	1,008.45	500.00	500.00	0.00	100.0%	
576 Park Facilities						
576 20 51 0000 Community Pool Suppc	32,500.00	30,000.00	30,000.00	0.00	100.0%	
576 80 10 0000 Park Maintenance Salar	35,974.98	26,832.00	45,000.00	18,168.00	167.7%	Update to full time employee
576 80 20 0000 Park Maintenance Bene	14,398.74	9,288.00	13,000.00	3,712.00	140.0%	Update to full time employee
576 80 31 0000 Parks Supplies	10,271.51	7,000.00	7,000.00	0.00	100.0%	
576 80 45 0099 Eq Rental - Parks	12,216.32	13,000.00	13,000.00	0.00	100.0%	
576 80 47 0000 Parks Electricity	377.95	250.00	250.00	0.00	100.0%	
576 80 48 0000 Parks - Contracted	11,332.00	4,000.00	12,000.00	8,000.00	300.0%	Tree removal and replacement
576 Park Facilities	117,071.50	90,370.00	120,250.00	29,880.00	133.1%	
580 Non Expenditures						
586 90 00 0000 Agency Disbursement -	9,639.93	0.00	0.00	0.00	0.0%	
586 91 00 0000 Agency Disbursement -	856.79	0.00	0.00	0.00	0.0%	
589 30 00 0000 Agency Remittances - S	207.50	0.00	0.00	0.00	0.0%	
589 99 00 0000 Payroll Clearing	2,524.98	0.00	0.00	0.00	0.0%	

2019 PROPOSED BUDGET CHANGES

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
580 Non Expenditures						
580 Non Expenditures	13,229.20	0.00	0.00	0.00	0.0%	
597 Interfund Transfers						
597 00 01 0020 Transfers-Out - Fire Res	480,000.00	0.00	480,000.00	480,000.00	0.0%	Ending Balances transfer to Fire Reserve
597 00 01 0100 Transfers-Out - To 100	5,565.12	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	485,565.12	0.00	480,000.00	480,000.00	0.0%	
999 Ending Balance						
508 80 00 0000 CE-Unreserved Ending	0.00	200,067.45	419,177.61	219,110.16	209.5%	Update to reflect changes
100 Unreserved	0.00	200,067.45	419,177.61	219,110.16	209.5%	
508 10 00 0002 CE-Unemployment Res	0.00	33,414.00	33,414.00	0.00	100.0%	
102 Unemployment Reserve	0.00	33,414.00	33,414.00	0.00	100.0%	
508 10 00 0004 CE-Custodial	0.00	54,546.82	59,695.22	5,148.40	109.4%	Match Beginning Balance
104 Custodial Reserve	0.00	54,546.82	59,695.22	5,148.40	109.4%	
508 10 00 0001 CE-Fire Truck Reserve	0.00	350,000.00	0.00	(350,000.00)	0.0%	Moved to Fire Reserve
508 10 00 0003 CE-Fire Equip. Replace	0.00	105,000.00	0.00	(105,000.00)	0.0%	Moved to Fire Reserve
202 Fire Department	0.00	455,000.00	0.00	(455,000.00)	0.0%	
999 Ending Balance	0.00	743,028.27	512,286.83	(230,741.44)	68.9%	
Fund Expenditures:	1,704,736.74	2,372,316.15	2,782,790.73	410,474.58	117.3%	
Fund Excess/(Deficit):	865,824.77	0.00	0.00			

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010 General Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	0.0%	Remarks
360 Interest & Other Earnings						
361 11 00 0010 Gen. Res.-Interest	1,072.29	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	1,072.29	0.00	0.00	0.00	0.0%	
397 Interfund Transfers						
397 01 00 0301 Gen. Res.-Transfer In F	325,593.42	0.00	325,553.66	325,553.66	0.0%	Close Out Timber Harvest Fund
397 Interfund Transfers	325,593.42	0.00	325,553.66	325,553.66	0.0%	
Fund Revenues:	326,665.71	0.00	325,553.66	325,553.66	0.0%	
Expenditures	YTD	Budgeted	Proposed	Difference	0.0%	Remarks
999 Ending Balance						
508 10 00 0010 Gen. Res.-Ending Balar	0.00	0.00	325,553.66	325,553.66	0.0%	New ending balance
999 Ending Balance	0.00	0.00	325,553.66	325,553.66	0.0%	
Fund Expenditures:	0.00	0.00	325,553.66	325,553.66	0.0%	
Fund Excess/(Deficit):	326,665.71	0.00	0.00			

2019 PROPOSED BUDGET CHANGES

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020 Fire Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	0.0%	Remarks
360 Interest & Other Earnings						
361 11 00 0020 Fire Res-Interest	3,216.86	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	3,216.86	0.00	0.00	0.00	0.0%	
397 Interfund Transfers						
397 02 00 0001 Fire Res-Transfer In Fr	480,000.00	0.00	480,000.00	480,000.00	0.0%	Ending Balances transfer
397 02 00 0301 Fire Res-Transfer In Fr	1,000,000.00	0.00	1,000,000.00	1,000,000.00	0.0%	Close Out Timber Harvest Fund
397 Interfund Transfers	1,480,000.00	0.00	1,480,000.00	1,480,000.00	0.0%	
Fund Revenues:	1,483,216.86	0.00	1,480,000.00	1,480,000.00	0.0%	
Expenditures	YTD	Budgeted	Proposed	Difference	0.0%	Remarks
999 Ending Balance						
508 10 00 0020 Fire Res-Ending Balanc	0.00	0.00	1,480,000.00	1,480,000.00	0.0%	New fund ending balance
999 Ending Balance	0.00	0.00	1,480,000.00	1,480,000.00	0.0%	
Fund Expenditures:	0.00	0.00	1,480,000.00	1,480,000.00	0.0%	
Fund Excess/(Deficit):	1,483,216.86	0.00	0.00			

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100 Street Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 80 00 0000 ST Unreserved Begin C	177,995.51	114,770.30	177,995.51	63,225.21	155.1%	Match 2018 Ending Cash
308 80 00 0100 ST Unreserved Begin C	10,000.00	10,000.00	10,000.00	0.00	100.0%	
308 Beginning Balances	187,995.51	124,770.30	187,995.51	63,225.21	150.7%	

310 Taxes

313 11 00 0100 Additional .5% Sales Tax	290,528.85	235,000.00	270,000.00	35,000.00	114.9%	Revised Estimate
316 42 00 0000 PUD Excise Tax	44,723.19	45,000.00	52,000.00	7,000.00	115.6%	Revised Estimate
310 Taxes	335,252.04	280,000.00	322,000.00	42,000.00	115.0%	

320 Licenses & Permits

322 40 00 0000 Street Applications & Permits	525.00	600.00	600.00	0.00	100.0%	
322 40 01 0000 Right of Way Permit Revenue	50.00	0.00	0.00	0.00	0.0%	
320 Licenses & Permits	575.00	600.00	600.00	0.00	100.0%	

330 Intergovernmental Revenues

334 03 80 0000 TIB Relight WA Grant	109,077.00	0.00	109,077.00	109,077.00	0.0%	Update to Actual
334 03 80 0002 TIB Chipseal Grant	23,763.00	0.00	23,800.00	23,800.00	0.0%	Update to actual grant received
336 00 71 0000 Multimodal Transportat	1,635.33	2,173.50	2,173.50	0.00	100.0%	
336 00 87 0000 Street Fuel Tax-MVFT	29,979.24	34,555.50	32,807.25	(1,748.25)	94.9%	Revised Estimate
336 06 95 0000 Liquor Profit Tax	9,629.49	12,852.00	12,852.00	0.00	100.0%	
330 Intergovernmental Revenues	174,084.06	49,581.00	180,709.75	131,128.75	364.5%	

360 Interest & Other Earnings

361 11 00 0100 Interest Income - Streets	688.20	0.00	0.00	0.00	0.0%	
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	688.20	0.00	0.00	0.00	0.0%	

397 Interfund Transfers

397 00 00 0001 Transfer In From General	5,565.12	0.00	5,565.00	5,565.00	0.0%	Restitution
397 02 00 0306 Transfer In From Kanak	9,024.37	0.00	9,025.00	9,025.00	0.0%	Revised Estimate
397 Interfund Transfers	14,589.49	0.00	14,590.00	14,590.00	0.0%	

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100 Street Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
Fund Revenues:	713,184.30	454,951.30	705,895.26	250,943.96	155.2%	

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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542 Streets - Maintenance

542 39 10 0000 Road Maintenance - Sal	69,170.86	72,240.00	72,240.00	0.00	100.0%	
542 39 20 0000 Road Maintenance - Be	32,834.75	36,120.00	36,120.00	0.00	100.0%	
542 39 31 0000 Supplies	13,565.03	20,000.00	20,000.00	0.00	100.0%	
542 39 42 0000 Telephone	0.00	100.00	100.00	0.00	100.0%	
542 39 45 0099 Eq Rental - Road Maint	26,531.50	25,000.00	25,000.00	0.00	100.0%	
542 39 48 0000 Contracted Labor	32,815.97	20,000.00	45,000.00	25,000.00	225.0%	Update to actual costs and revised estimates
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.00	0.0%	
542 40 10 0000 Storm Drain Maint - Sal	8,422.88	8,000.00	8,000.00	0.00	100.0%	
542 40 20 0000 Storm Drain Maint - Be	5,081.54	5,000.00	5,000.00	0.00	100.0%	
542 40 31 0000 Storm Drain Maint - Su	1,390.47	2,000.00	2,000.00	0.00	100.0%	
542 40 45 0099 Eq Rental - Storm Drair	2,745.74	2,000.00	2,000.00	0.00	100.0%	
542 40 47 0000 Dewatering Electricity (468.12	700.00	700.00	0.00	100.0%	
542 40 48 0000 Storm Drain Maint - Co	0.00	700.00	700.00	0.00	100.0%	
542 62 41 0000 Path Maintenance-Cont	4,741.83	0.00	5,000.00	5,000.00	0.0%	Environmental Monitoring
542 63 47 0000 Electricy - Street Light	9,706.55	14,000.00	14,000.00	0.00	100.0%	
542 63 48 0000 Repair/maintenance - S	4,142.04	3,000.00	3,000.00	0.00	100.0%	
542 64 31 0000 Traffic Devices	7,343.60	12,000.00	12,000.00	0.00	100.0%	
542 64 48 0000 Road Striping	2,328.22	6,000.00	6,000.00	0.00	100.0%	
542 66 10 0000 Snow Removal - Salary	15,284.82	15,480.00	15,480.00	0.00	100.0%	
542 66 20 0000 Snow Removal - Benefi	7,081.23	5,160.00	5,160.00	0.00	100.0%	
542 66 31 0000 Snow Removal - Suppli	0.00	1,000.00	1,000.00	0.00	100.0%	
542 66 45 0099 Eq Rental - Snow Remc	11,379.50	4,000.00	4,000.00	0.00	100.0%	
542 67 47 0000 Litter Clean-Up	2,994.60	2,000.00	2,000.00	0.00	100.0%	
542 Streets - Maintenance	258,029.25	254,500.00	284,500.00	30,000.00	111.8%	

543 Streets Admin & Overhead

543 10 10 0000 General Administration	492.19	14,448.00	14,448.00	0.00	100.0%	
543 10 20 0000 General Administration	137.66	3,096.00	3,096.00	0.00	100.0%	
543 31 10 0000 General Services Salari	3,108.38	4,128.00	4,128.00	0.00	100.0%	
543 31 20 0000 General Services Benefi	1,169.36	1,032.00	1,032.00	0.00	100.0%	
543 31 41 0000 Computer Services	909.78	600.00	600.00	0.00	100.0%	
543 31 41 0001 Contracted Servcies	1,350.00	0.00	0.00	0.00	0.0%	
543 31 41 0022 Audit Fee	0.00	2,000.00	2,000.00	0.00	100.0%	
543 31 43 0000 Travel - Streets	0.00	500.00	500.00	0.00	100.0%	

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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
543 Streets Admin & Overhead						
543 31 46 0000 Insurance	506.40	6,000.00	6,000.00	0.00	100.0%	
543 31 49 0000 Training - Streets	128.33	500.00	500.00	0.00	100.0%	
543 31 49 0001 Misc/Recording Fees/D	800.00	1,000.00	1,000.00	0.00	100.0%	
543 Streets Admin & Overhead	8,602.10	33,304.00	33,304.00	0.00	100.0%	
544 Road & Street Operations						
544 20 41 0100 #14 ST Planning Profes	0.00	1,000.00	1,000.00	0.00	100.0%	
544 Road & Street Operations	0.00	1,000.00	1,000.00	0.00	100.0%	
566 Substance Abuse						
566 72 52 0100 Substance Abuse/Liquo	0.00	270.00	270.00	0.00	100.0%	
566 Substance Abuse	0.00	270.00	270.00	0.00	100.0%	
594 Capital Expenditures						
594 42 41 0000 Relight WA-Contract S	0.00	0.00	0.00	0.00	0.0%	
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.00	0.0%	
595 33 10 0000 Russell Avenue (Restor.	28,428.66	12,000.00	30,000.00	18,000.00	250.0%	Revised Estimate
595 33 20 0000 Russell Avenue (Restor.	12,144.66	6,000.00	15,000.00	9,000.00	250.0%	Revised Estimate
595 33 31 0000 Russell Avenue (Restor.	11,531.98	0.00	15,000.00	15,000.00	0.0%	Revised Estimate
595 33 41 0000 Russell Avenue (Restor.	1,176.44	0.00	6,000.00	6,000.00	0.0%	Revised Estimate
595 33 45 0099 Eq Rental - Restor/Reh	14,683.50	4,000.00	15,000.00	11,000.00	375.0%	Revised Estimate
595 50 41 0000 Kanaka Bridge Rebuild	0.00	20,000.00	0.00	(20,000.00)	0.0%	Removed-included in 2020 budget.
594 Capital Expenditures	67,965.24	42,000.00	81,000.00	39,000.00	192.9%	
597 Interfund Transfers						
597 18 00 0000 Transfer Out to 309 Rus	95,161.97	111,600.00	187,902.50	76,302.50	168.4%	Revised Estimate
597 Interfund Transfers	95,161.97	111,600.00	187,902.50	76,302.50	168.4%	
999 Ending Balance						
508 80 00 0100 Streets-Unreserved End	0.00	2,277.30	107,918.76	105,641.46	*****	Update for changes
508 80 00 0101 Streets-Snow Reserve	0.00	10,000.00	10,000.00	0.00	100.0%	

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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<hr/>					
999 Ending Balance					
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999 Ending Balance	0.00	12,277.30	117,918.76	105,641.46	960.5%
<hr/>					
Fund Expenditures:	429,758.56	454,951.30	705,895.26	250,943.96	155.2%
<hr/>					
Fund Excess/(Deficit):	283,425.74	0.00	0.00		

2019 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 10 00 0103 Tourism Reserved C&I	300,000.00	200,000.00	300,000.00	100,000.00	150.0%	Match 2018 Ending Cash
308 10 01 0103 Tourism Reserved C&I	247,672.30	251,767.54	247,672.30	(4,095.24)	98.4%	Match 2018 Ending Cash
308 Beginning Balances	547,672.30	451,767.54	547,672.30	95,904.76	121.2%	

310 Taxes

313 31 00 0000 Stadium (Motel/Hotel)'	477,306.89	415,000.00	500,000.00	85,000.00	120.5%	Revised estimate.
310 Taxes	477,306.89	415,000.00	500,000.00	85,000.00	120.5%	

360 Interest & Other Earnings

361 11 00 0103 Interest Income/Tourism	8,606.62	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	8,606.62	0.00	0.00	0.00	0.0%	

Fund Revenues:	1,033,585.81	866,767.54	1,047,672.30	180,904.76	120.9%	
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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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573 Cultural & Community Activities

573 30 41 0000 Consultant Services, Ch	82,500.00	90,000.00	90,000.00	0.00	100.0%	
573 30 41 0001 SBA Consultant Service	58,312.31	85,000.00	85,000.00	0.00	100.0%	
573 30 41 0004 County - Fair & Timber	6,000.00	5,000.00	5,000.00	0.00	100.0%	
573 30 41 0005 County - Bluegrass Fest	9,000.00	10,000.00	10,000.00	0.00	100.0%	
573 90 10 0000 Promotion Salaries	1,813.47	5,000.00	5,000.00	0.00	100.0%	
573 90 10 0003 Promotion Field Salarie	1,683.11	3,096.00	3,096.00	0.00	100.0%	
573 90 20 0000 Promotion Benefits	839.31	1,000.00	1,000.00	0.00	100.0%	
573 90 20 0003 Promotion Field Benefit	898.42	1,548.00	1,548.00	0.00	100.0%	
573 90 31 0000 Promotion Supplies	41.96	0.00	0.00	0.00	0.0%	
573 90 41 0001 Discover Your Northwe	17,250.00	17,250.00	17,250.00	0.00	100.0%	
573 90 41 0002 CRGIC Consultant Serv	55,000.00	55,000.00	55,000.00	0.00	100.0%	
573 90 41 0004 Skamania Senior Servic	1,250.00	1,250.00	1,250.00	0.00	100.0%	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	5,000.00	0.00	100.0%	
573 90 41 0009 BOTG Kiteboarding Fe	3,000.00	3,000.00	3,000.00	0.00	100.0%	
573 90 41 0011 Stevenson Farmers Mar	2,000.00	2,000.00	2,000.00	0.00	100.0%	
573 90 41 0013 Main St Program Coord	40,000.00	40,000.00	40,000.00	0.00	100.0%	
573 90 41 0014 Stevenson Waterfront M	2,000.00	2,000.00	2,000.00	0.00	100.0%	
573 90 41 0015 Fools Fest (Walking M	0.00	2,000.00	2,000.00	0.00	100.0%	

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103 Tourism Promo & Develop Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
573 Cultural & Community Activities						
573 90 41 0017 Stevenson Municipal Pc	2,500.00	2,500.00	2,500.00	0.00	100.0%	
573 90 41 0018 SC Fair Board-GorgeGr	0.00	8,000.00	8,000.00	0.00	100.0%	
573 90 41 0019 CGTA-RARE Funding	2,500.00	2,500.00	2,500.00	0.00	100.0%	
573 90 41 0021 Computer Services	727.89	0.00	0.00	0.00	0.0%	
573 90 41 0022 Audit Fee	0.00	0.00	0.00	0.00	0.0%	
573 90 45 0099 Eq Rental - Promotion I	687.72	0.00	0.00	0.00	0.0%	
573 Cultural & Community Activitie	293,004.19	341,144.00	341,144.00	0.00	100.0%	
594 Capital Expenditures						
594 75 63 0004 Fairground Midway Re	0.00	27,750.00	0.00	(27,750.00)	0.0%	Contract never signed.
594 75 63 0007 Waterfront Park Amenit	0.00	30,867.00	30,867.00	0.00	100.0%	
594 75 63 0008 Waterfront Park Enhanc	0.00	155,000.00	0.00	(155,000.00)	0.0%	Contract extended to 2020.
594 76 63 0001 Courthouse Park Plaza (0.00	103,400.00	60,000.00	(43,400.00)	58.0%	RCO grant not received
594 Capital Expenditures	0.00	317,017.00	90,867.00	(226,150.00)	28.7%	
999 Ending Balance						
508 10 00 0103 Tourism-Cap. Facility F	0.00	200,000.00	300,000.00	100,000.00	150.0%	Match beginning balance
508 10 00 0104 Tourism-Ending Cash	0.00	8,606.54	315,661.30	307,054.76	****%	Revised Estimate
999 Ending Balance	0.00	208,606.54	615,661.30	407,054.76	295.1%	
Fund Expenditures:	293,004.19	866,767.54	1,047,672.30	180,904.76	120.9%	
Fund Excess/(Deficit):	740,581.62	0.00	0.00			

2019 PROPOSED BUDGET CHANGES

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300 Capital Improvement Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 10 00 0000 Cap Imp Res Begin C&	11,256.65	11,256.65	11,256.65	0.00	100.0%	
308 10 00 0300 Cap Imp Reserved Begi	97,368.97	43,491.00	97,368.97	53,877.97	223.9%	Match 2018 Ending Cash
308 Beginning Balances	108,625.62	54,747.65	108,625.62	53,877.97	198.4%	

310 Taxes

318 34 00 0000 Real Estate Excise Tax	26,296.78	20,000.00	20,000.00	0.00	100.0%	
310 Taxes	26,296.78	20,000.00	20,000.00	0.00	100.0%	

360 Interest & Other Earnings

361 11 00 0300 Interest on Investments-	724.67	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	724.67	0.00	0.00	0.00	0.0%	

Fund Revenues:	135,647.07	74,747.65	128,625.62	53,877.97	172.1%	
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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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597 Interfund Transfers

597 18 00 0309 Transfer Out To Russell	0.00	0.00	29,389.00	29,389.00	0.0%	Russell Project
597 Interfund Transfers	0.00	0.00	29,389.00	29,389.00	0.0%	

999 Ending Balance

508 10 00 0300 Cap. Imp.-Ending Cash	0.00	63,491.00	87,979.97	24,488.97	138.6%	Update for Changes
508 10 00 0301 Cap. Imp.-Waterfront Ir	0.00	11,256.65	11,256.65	0.00	100.0%	
999 Ending Balance	0.00	74,747.65	99,236.62	24,488.97	132.8%	

Fund Expenditures:	0.00	74,747.65	128,625.62	53,877.97	172.1%	
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Fund Excess/(Deficit):	135,647.07	0.00	0.00			
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301 Timber Harvest Fund

Revenues	YTD	Budgeted	Proposed	Difference	%	Remarks
308 Beginning Balances						
308 80 00 0301 Timber Harvest Unres F	1,311,537.00	1,913,246.34	1,311,537.00	(601,709.34)	68.6%	Update to actual
308 Beginning Balances	1,311,537.00	1,913,246.34	1,311,537.00	(601,709.34)	68.6%	
360 Interest & Other Earnings						
361 11 00 0301 Interest on Investments	17,362.42	0.00	5,000.00	5,000.00	0.0%	Revised Estimate
360 Interest & Other Earnings	17,362.42	0.00	5,000.00	5,000.00	0.0%	
390 Other Financing Sources						
395 10 00 0301 Timber Harvest Procee	0.00	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	1,328,899.42	1,913,246.34	1,316,537.00	(596,709.34)	68.8%	

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
554 Environmental Services						
554 90 41 0301 Timber Sale Managemen	0.00	0.00	0.00	0.00	0.0%	
554 90 48 0301 Timber Sale Contracted	3,306.00	0.00	3,306.00	3,306.00	0.0%	Rolled over from 2018 contract-replanting
554 90 51 0000 Timber Sale Permitting	0.00	0.00	0.00	0.00	0.0%	
554 Environmental Services	3,306.00	0.00	3,306.00	3,306.00	0.0%	
597 Interfund Transfers						
597 01 00 0010 Transfers-Out - General	325,593.42	0.00	313,231.00	313,231.00	0.0%	Move to General Reserve-Close out fund
597 01 00 0020 Transfers-Out - Fire Re	1,000,000.00	0.00	1,000,000.00	1,000,000.00	0.0%	Move to Fire-Close Out fund
597 Interfund Transfers	1,325,593.42	0.00	1,313,231.00	1,313,231.00	0.0%	
999 Ending Balance						
508 80 00 0302 Timber-Ending Cash	0.00	1,913,246.34	0.00	(1,913,246.34)	0.0%	Closing out fund
999 Ending Balance	0.00	1,913,246.34	0.00	(1,913,246.34)	0.0%	
Fund Expenditures:	1,328,899.42	1,913,246.34	1,316,537.00	(596,709.34)	68.8%	

2019 PROPOSED BUDGET CHANGES

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301 Timber Harvest Fund

Fund Excess/(Deficit):	0.00	0.00	0.00
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303 Joint Emergency Facilities Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0303 Joint Emergency Facilit	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 00 0303 Transfer In from CE	34,316.57	42,000.00	42,000.00	0.00	100.0%
397 Interfund Transfers	34,316.57	42,000.00	42,000.00	0.00	100.0%

Fund Revenues:	34,316.57	42,000.00	42,000.00	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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594 Capital Expenditures

594 22 41 0000 Consulting Engineering	34,316.57	42,000.00	42,000.00	0.00	100.0%
594 Capital Expenditures	34,316.57	42,000.00	42,000.00	0.00	100.0%

999 Ending Balance

508 10 00 0303 Joint Emergency Facilit	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	34,316.57	42,000.00	42,000.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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306 Kanaka Creek Road Improvements

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0306 Beg Cash (Reserved)	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

333 20 20 0306 STP Grant	0.00	0.00	0.00	0.00	0.0%
334 03 80 0001 TIB Grant	9,024.37	0.00	9,025.00	9,025.00	0.0% Update to actual revenue-Final closing out of Kanaka Project
330 Intergovernmental Revenues	9,024.37	0.00	9,025.00	9,025.00	0.0%

Fund Revenues:	9,024.37	0.00	9,025.00	9,025.00	0.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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597 Interfund Transfers

597 15 00 0306 Transfer Out to Streets	9,024.37	0.00	9,025.00	9,025.00	0.0% Update to actuals.
597 Interfund Transfers	9,024.37	0.00	9,025.00	9,025.00	0.0%

Fund Expenditures:	9,024.37	0.00	9,025.00	9,025.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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308 Gropper Sidewalk

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
308 Beginning Balances					
308 10 00 0308 Gropper Beginning Cas	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues					
334 03 80 0308 TIB Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers					
397 01 00 0308 Transfer In from Genera	0.00	0.00	0.00	0.00	0.0%
397 02 00 0308 Transfer in from Streets	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

2019 PROPOSED BUDGET CHANGES

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309 Russell Ave

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0309 Russell Ave Res Beg C	(66,157.50)	0.00	(66,157.50)	(66,157.50)	0.0%	Match 2018 Ending Cash
308 Beginning Balances	(66,157.50)	0.00	(66,157.50)	(66,157.50)	0.0%	

330 Intergovernmental Revenues

333 20 20 0001 Russell STP Grant	123,000.00	700,000.00	123,000.00	(577,000.00)	17.6%	Engineering Limit
330 Intergovernmental Revenues	123,000.00	700,000.00	123,000.00	(577,000.00)	17.6%	

397 Interfund Transfers

397 02 00 0309 Transfer In from Streets	95,161.97	111,600.00	187,902.50	76,302.50	168.4%	
397 03 00 0309 Transfer In From CI	0.00	0.00	29,389.00	29,389.00	0.0%	
397 Interfund Transfers	95,161.97	111,600.00	217,291.50	105,691.50	194.7%	

Fund Revenues: 152,004.47 811,600.00 274,134.00 (537,466.00) 33.8%

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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594 Capital Expenditures

595 10 41 0309 Russell Ave - Engineeri	139,870.82	811,600.00	271,134.00	(540,466.00)	33.4%	Revised contract amount
595 20 61 0309 Russell Ave-Right Of W	12,133.65	0.00	3,000.00	3,000.00	0.0%	
594 Capital Expenditures	152,004.47	811,600.00	274,134.00	(537,466.00)	33.8%	

999 Ending Balance

508 10 00 0309 Russell Ave-Ending Bal	0.00	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%	

Fund Expenditures: 152,004.47 811,600.00 274,134.00 (537,466.00) 33.8%

Fund Excess/(Deficit): 0.00 0.00 0.00

2019 PROPOSED BUDGET CHANGES

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310 Wastewater System Upgrades

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
594 Capital Expenditures					
594 35 41 0000 Value Planning Consult	0.00	0.00	0.00	0.00	0.0%
594 35 49 0000 Value Planning Hosting	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

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400 Water/Sewer Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 80 00 0400 WS Unreserved Begin C	97,513.09	33,605.50	97,513.09	63,907.59	290.2%	Match 2018 Ending Cash
400 Water/Sewer	97,513.09	33,605.50	97,513.09	63,907.59	290.2%	
308 10 01 0400 WS Res Begin C&I Sys	110,376.85	119,479.17	110,376.85	(9,102.32)	92.4%	Match 2018 Ending Cash
401 Water	110,376.85	119,479.17	110,376.85	(9,102.32)	92.4%	
308 10 02 0400 WS Res Begin C&I Sys	100,730.27	52,380.00	100,730.27	48,350.27	192.3%	Match 2018 Ending Cash
308 10 03 0400 WS Res Begin C&I Sev	32,670.00	32,670.00	32,670.00	0.00	100.0%	Match 2018 Ending Cash
402 Sewer	133,400.27	85,050.00	133,400.27	48,350.27	156.8%	
308 Beginning Balances	341,290.21	238,134.67	341,290.21	103,155.54	143.3%	

340 Charges For Goods & Services

343 40 00 0000 Water Sales	614,207.42	641,000.00	641,000.00	0.00	100.0%	
343 40 18 0000 Turn on Fees	1,397.12	1,500.00	1,500.00	0.00	100.0%	
343 40 19 0000 Reconnect Fee	0.00	1,000.00	1,000.00	0.00	100.0%	
343 40 20 0000 Water Construction Hoc	40.00	0.00	0.00	0.00	0.0%	
343 40 21 0000 Hydrant Rental - Extern	1,250.00	600.00	600.00	0.00	100.0%	
343 40 99 0000 Hydrant Rental-Internal	4,000.00	4,000.00	4,000.00	0.00	100.0%	
343 41 00 0000 Installation Water	6,369.86	10,000.00	10,000.00	0.00	100.0%	
343 Water	627,264.40	658,100.00	658,100.00	0.00	100.0%	
343 50 00 0000 Sewer Service Income	638,440.28	647,660.00	647,660.00	0.00	100.0%	
343 50 01 0000 BOD Surcharge	26,739.09	0.00	0.00	0.00	0.0%	
343 50 02 0000 Downspout-Sump Pump	9,162.82	0.00	0.00	0.00	0.0%	
343 51 00 0000 Installation Sewer	400.00	300.00	300.00	0.00	100.0%	
344 Sewer	674,742.19	647,960.00	647,960.00	0.00	100.0%	
340 Charges For Goods & Services	1,302,006.59	1,306,060.00	1,306,060.00	0.00	100.0%	

360 Interest & Other Earnings

367 40 00 0000 Water Capital Contribut	89,005.81	35,000.00	81,000.00	46,000.00	231.4%	Revised closer to actuals
369 10 01 0000 Water Miscellaneous In	0.00	0.00	0.00	0.00	0.0%	
343 Water	89,005.81	35,000.00	81,000.00	46,000.00	231.4%	

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400 Water/Sewer Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
360 Interest & Other Earnings						
367 50 00 0000 Sewer Capital Contribu	79,666.00	20,000.00	74,000.00	54,000.00	370.0%	Revised closer to actuals
369 10 02 0000 Sewer Miscellaneous In	0.00	0.00	0.00	0.00	0.0%	
344 Sewer	79,666.00	20,000.00	74,000.00	54,000.00	370.0%	
361 11 00 0400 Interest on Investments	6,236.21	0.00	6,000.00	6,000.00	0.0%	Revised Estimate
369 81 00 0000 Cashier's Overages/Sho	20.00	0.00	0.00	0.00	0.0%	
369 91 00 0400 Other Miscellaneous/N	232.00	0.00	0.00	0.00	0.0%	
400 Water/Sewer	6,488.21	0.00	6,000.00	6,000.00	0.0%	
360 Interest & Other Earnings	175,160.02	55,000.00	161,000.00	106,000.00	292.7%	

380 Non Revenues

386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	1,818,456.82	1,599,194.67	1,808,350.21	209,155.54	113.1%	

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
534 Water Utilities						
534 10 10 0000 WA-Administrative Sal	1,809.60	12,384.00	2,500.00	(9,884.00)	20.2%	Revised Estimate
534 10 20 0000 WA-Administrative Bei	839.40	2,064.00	1,000.00	(1,064.00)	48.4%	Revised Estimate
534 10 41 0022 WA-Audit Fee	0.00	3,000.00	0.00	(3,000.00)	0.0%	No audit in 2019
534 10 49 0001 WA-Dues & Membersh	545.37	2,000.00	2,000.00	0.00	100.0%	
534 10 51 0000 WA-Op. Permit(DOH)/	4,991.00	5,000.00	5,000.00	0.00	100.0%	
534 20 10 0000 WA-Administrative Pla	0.00	2,064.00	0.00	(2,064.00)	0.0%	No admin planning time
534 20 20 0000 WA-Administrative Pla	0.00	1,032.00	0.00	(1,032.00)	0.0%	No admin planning time
534 20 41 0000 WA-Admin Planning W	2,911.60	2,000.00	2,000.00	0.00	100.0%	
534 40 43 0000 WA-Travel	772.18	2,000.00	2,000.00	0.00	100.0%	
534 40 49 0001 WA-Training	1,722.07	2,000.00	2,000.00	0.00	100.0%	
534 50 35 0000 WA-Small Tools/Minor	1,830.06	2,500.00	2,500.00	0.00	100.0%	
534 50 48 0000 WA-Repair-Contracted	17,971.15	20,000.00	20,000.00	0.00	100.0%	
534 54 10 0000 WA-Maintenance-Trtm	0.00	8,256.00	0.00	(8,256.00)	0.0%	Consolidated with Treatment Plant Ops
534 54 20 0000 WA-Maintenance-Trtm	(17.60)	4,128.00	0.00	(4,128.00)	0.0%	Consolidated with Treatment Plant Ops
534 55 10 0000 WA-Maint.-Trans & Di	0.00	34,056.00	0.00	(34,056.00)	0.0%	Consolidated with T&D Ops
534 55 20 0000 WA-Maint.-Trans & Di	(570.12)	16,512.00	0.00	(16,512.00)	0.0%	Consolidated with T&D Ops

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
534 Water Utilities						
534 70 10 0000 WA-Customer Services	37,498.91	46,208.83	43,000.00	(3,208.83)	93.1%	Revised Estimate
534 70 20 0000 WA-Customer Services	14,388.94	15,732.64	14,000.00	(1,732.64)	89.0%	Revised Estimate
534 70 31 0000 WA-Office Supplies Ar	1,810.34	2,250.00	2,250.00	0.00	100.0%	
534 70 41 0000 WA-Computer Services	6,475.92	8,000.00	8,000.00	0.00	100.0%	
534 70 41 0001 WA-EBPP Fees	1,809.88	1,000.00	2,000.00	1,000.00	200.0%	Estimate based on actual costs and projected costs through the end of the year.
534 80 31 0000 WA-Operating Supplies	23,001.00	25,000.00	25,000.00	0.00	100.0%	
534 80 33 0000 WA-Well Water For Re	0.00	1,000.00	1,000.00	0.00	100.0%	
534 80 41 0000 WA-Testing	3,224.00	4,000.00	4,000.00	0.00	100.0%	
534 80 42 0000 WA-Telephone	1,495.25	750.00	1,400.00	650.00	186.7%	Increase for internet services
534 80 45 0001 WA-Telemetry Services	2,731.21	0.00	3,000.00	3,000.00	0.0%	Mission service contract
534 80 45 0099 WA-Eq Rental - Water	49,666.28	51,000.00	51,000.00	0.00	100.0%	
534 80 46 0000 WA-Insurance	1,039.62	13,000.00	13,000.00	0.00	100.0%	
534 80 47 0000 WA-Electricity	19,805.10	22,000.00	22,000.00	0.00	100.0%	
534 81 41 0000 WA-Prof Services - Ger	0.00	0.00	0.00	0.00	0.0%	
534 84 10 0000 WA-Operations Plant S	58,096.68	61,920.00	72,000.00	10,080.00	116.3%	Consolidated with Maint.
534 84 20 0000 WA-Operations Plant B	32,034.92	36,120.00	40,000.00	3,880.00	110.7%	Consolidated with Maint.
534 84 31 0000 WA-Chemicals Plant	9,717.77	10,000.00	10,000.00	0.00	100.0%	
534 84 41 0000 WA-Consultant Service	0.00	2,000.00	2,000.00	0.00	100.0%	
534 85 10 0000 WA-Operations T & D	54,648.96	46,440.00	60,000.00	13,560.00	129.2%	Consolidated with Maint.
534 85 20 0000 WA-Operations T & D	28,448.25	25,800.00	30,000.00	4,200.00	116.3%	Consolidated with Maint.
534 90 44 0000 WA-Taxes	30,335.41	35,000.00	35,000.00	0.00	100.0%	
534 Water Utilities	409,033.15	526,217.47	477,650.00	(48,567.47)	90.8%	

535 Sewer

535 10 10 0000 WW-Administrative Sai	13,597.37	22,704.00	22,704.00	0.00	100.0%	
535 10 20 0000 WW-Administrative Be	6,295.83	7,224.00	7,224.00	0.00	100.0%	
535 10 41 0022 WW-Audit Fee	0.00	4,120.00	0.00	(4,120.00)	0.0%	No audit in 2019
535 10 44 0000 WW-Advertising	139.20	0.00	0.00	0.00	0.0%	
535 10 49 0001 WW-Dues & Membersh	687.16	5,150.00	500.00	(4,650.00)	9.7%	Revised estimate
535 10 51 0000 WW-Permit Fees/DOE	2,309.04	3,090.00	2,500.00	(590.00)	80.9%	Revised estimate
535 20 41 0000 WW-Admin Planning S	0.00	0.00	0.00	0.00	0.0%	
535 40 43 0000 WW-Travel	1,277.78	1,287.50	1,287.50	0.00	100.0%	
535 40 49 0001 WW-Training	2,083.36	3,090.00	3,090.00	0.00	100.0%	
535 51 10 0000 WW-Maintenance T&E	0.00	30,960.00	0.00	(30,960.00)	0.0%	Consolidated with Ops
535 51 20 0000 WW-Maintenance T&E	(48.84)	15,480.00	0.00	(15,480.00)	0.0%	Consolidated with Ops
535 51 31 0000 WW-Maintenance Supp	9,579.60	28,325.00	28,325.00	0.00	100.0%	
535 51 48 0000 WW-Repair (Contract S	97,798.72	112,490.00	118,990.00	6,500.00	105.8%	Increased for line repair on Russell.

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
535 Sewer						
535 51 48 0001 WW-Solids Hauling & .	36,878.66	49,440.00	49,440.00	0.00	100.0%	
535 54 10 0000 WW-Plant Maintenance	0.00	62,830.00	0.00	(62,830.00)	0.0%	Consolidated with Ops
535 54 20 0000 WW-Plant Maintenance	(54.28)	45,320.00	0.00	(45,320.00)	0.0%	Consolidated with Ops
535 64 41 0000 WW-Operations Contra	137,331.39	152,852.00	152,852.00	0.00	100.0%	
535 70 10 0000 WW-Customer Service	37,498.91	46,208.83	43,000.00	(3,208.83)	93.1%	Revised Estimate
535 70 20 0000 WW-Customer Service	14,388.94	15,732.64	14,000.00	(1,732.64)	89.0%	Revised Estimate
535 70 31 0000 WW-Office Supplies &	1,842.00	2,500.00	2,500.00	0.00	100.0%	
535 70 41 0000 WW-Computer Service:	5,719.47	2,000.00	2,000.00	0.00	100.0%	
535 70 41 0001 WW-EBPP Fees Sewer	1,809.87	0.00	2,000.00	2,000.00	0.0%	Estimate based on actual costs and projected costs through the end of the year.
535 80 31 0000 WW-Operating Supplie	3,028.26	5,000.00	5,000.00	0.00	100.0%	
535 80 41 0000 Sewer Operations Testi	269.00	1,000.00	1,000.00	0.00	100.0%	
535 80 42 0000 Sewer Telephone	1,423.71	2,000.00	2,000.00	0.00	100.0%	
535 80 45 0099 Eq Rental - Sewer	40,662.32	28,000.00	45,000.00	17,000.00	160.7%	Increased labor hours
535 80 46 0000 Sewer Insurance	527.14	9,000.00	9,000.00	0.00	100.0%	
535 81 10 0000 WW-Operations Coll. S	40,667.10	12,928.90	39,000.00	26,071.10	301.6%	Consolidated with Maint.
535 81 20 0000 WW-Operations Coll. E	14,576.04	6,464.45	17,000.00	10,535.55	263.0%	Consolidated with Maint.
535 84 10 0000 WW-Operations Plant S	75,121.93	27,864.00	73,000.00	45,136.00	262.0%	Consolidated with Maint.
535 84 20 0000 WW-Operations Plant E	38,142.11	13,932.00	45,000.00	31,068.00	323.0%	Consolidated with Maint.
535 85 10 0000 WW Sampling Salary	41.51	3,990.00	3,990.00	0.00	100.0%	
535 85 20 0000 WW Sampling Benefits	18.80	2,133.00	2,133.00	0.00	100.0%	
535 85 31 0000 WW Sampling Supplies	376.29	258.00	258.00	0.00	100.0%	
535 85 41 0000 WW Sampling Professi	6,628.00	6,600.00	6,600.00	0.00	100.0%	
535 85 41 0002 WW Industrial Pretreat	4,218.50	0.00	0.00	0.00	0.0%	
535 85 45 0000 WW Sampling Equipme	0.00	2,040.00	2,040.00	0.00	100.0%	
535 90 44 0000 Sewer Taxes	17,387.95	20,500.00	20,500.00	0.00	100.0%	
535 Sewer	612,222.84	752,514.32	721,933.50	(30,580.82)	95.9%	
591 Debt Service						
591 34 78 0000 Base Res PWTF Loan F	23,273.39	23,273.39	23,273.39	0.00	100.0%	
592 34 83 0000 Base Reservoir PWTF I	930.94	1,100.00	1,100.00	0.00	100.0%	
534 Water	24,204.33	24,373.39	24,373.39	0.00	100.0%	
591 35 72 0000 Sewer Outfall - USDA I	21,837.63	20,120.00	20,120.00	0.00	100.0%	
592 35 83 0000 Sewer Outfall - USDA I	10,832.37	12,551.00	12,551.00	0.00	100.0%	
535 Sewer	32,670.00	32,671.00	32,671.00	0.00	100.0%	

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
591 Debt Service						
591 Debt Service	56,874.33	57,044.39	57,044.39	0.00	100.0%	
594 Capital Expenditures						
594 34 10 4006 Water Connections - Sa	1,729.49	5,160.00	5,160.00	0.00	100.0%	
594 34 10 4012 #42 Loop Rd Waterline	0.00	0.00	0.00	0.00	0.0%	
594 34 20 4006 Water Connections - Be	959.37	2,580.00	2,580.00	0.00	100.0%	
594 34 20 4012 #42 Loop Rd Waterline	0.00	0.00	0.00	0.00	0.0%	
594 34 31 4006 Water Connections - Su	0.00	0.00	0.00	0.00	0.0%	
594 34 31 4009 Water Plant Improveme	3,877.20	0.00	0.00	0.00	0.0%	
594 34 45 0400 Eq Rental - Water Conn	93.00	2,000.00	2,000.00	0.00	100.0%	
594 34 48 0400 Base Reservoir Improv.	0.00	0.00	0.00	0.00	0.0%	
594 34 64 0000 WA-Fixed Assets To C	2,062.50	50,000.00	0.00	(50,000.00)	0.0%	Russell project moved to 2020
534 Water	8,721.56	59,740.00	9,740.00	(50,000.00)	16.3%	
594 35 41 0400 #38 Sewer Plan - Prof S	19,191.33	0.00	20,000.00	20,000.00	0.0%	Final plan update
594 35 48 0400 #38 Sewer Plan - Contr	0.00	0.00	0.00	0.00	0.0%	
594 35 64 0400 WW-Capitalized Equip	2,062.50	0.00	0.00	0.00	0.0%	
535 Sewer	21,253.83	0.00	20,000.00	20,000.00	0.0%	
594 Capital Expenditures	29,975.39	59,740.00	29,740.00	(30,000.00)	49.8%	
597 Interfund Transfers						
597 10 00 0000 Transfer Out to 410 WV	10,827.27	10,000.00	11,000.00	1,000.00	110.0%	Update to actual amount transfered for Value Planning and Feasibility Study efforts
535 Sewer	10,827.27	10,000.00	11,000.00	1,000.00	110.0%	
597 Interfund Transfers	10,827.27	10,000.00	11,000.00	1,000.00	110.0%	
999 Ending Balance						
508 80 00 0400 WS-Ending Cash	0.00	1,149.32	129,205.20	128,055.88	*****%	Revised estimate
400 Water/Sewer	0.00	1,149.32	129,205.20	128,055.88	*****%	
508 10 00 0401 WS-Water Reserve	0.00	104,479.17	191,376.85	86,897.68	183.2%	Increase due to increased SDCs

2019 PROPOSED BUDGET CHANGES

City Of Stevenson
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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
999 Ending Balance						
401 Water	0.00	104,479.17	191,376.85	86,897.68	183.2%	
508 10 00 0402 WS-WW Reserve	0.00	55,380.00	157,730.27	102,350.27	284.8%	Increase due to increased SDCs
508 10 00 0403 WS-Sewer Outfall Rese	0.00	32,670.00	32,670.00	0.00	100.0%	
402 Sewer	0.00	88,050.00	190,400.27	102,350.27	216.2%	
999 Ending Balance	0.00	193,678.49	510,982.32	317,303.83	263.8%	
Fund Expenditures:	1,118,932.98	1,599,194.67	1,808,350.21	209,155.54	113.1%	
Fund Excess/(Deficit):	699,523.84	0.00	0.00			

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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410 Wastewater System Upgrades

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 10 00 0410 WW Sys Upgrades Beg	(93,407.14)	0.00	(93,407.14)	(93,407.14)	0.0%	Match 2018 Ending Cash
308 Beginning Balances	(93,407.14)	0.00	(93,407.14)	(93,407.14)	0.0%	

330 Intergovernmental Revenues

334 04 20 0410 CERB Feasibility Study	44,600.00	50,000.00	50,000.00	0.00	100.0%	
330 Intergovernmental Revenues	44,600.00	50,000.00	50,000.00	0.00	100.0%	

390 Other Financing Sources

391 90 00 0410 DOE Design Loan	297,420.04	1,985,000.00	1,985,000.00	0.00	100.0%	
390 Other Financing Sources	297,420.04	1,985,000.00	1,985,000.00	0.00	100.0%	

397 Interfund Transfers

397 05 00 0410 Transfer In from Water/	10,827.27	10,000.00	11,000.00	1,000.00	110.0%	To cover EDA Project Proposal Svcs and remaining CERB match
397 Interfund Transfers	10,827.27	10,000.00	11,000.00	1,000.00	110.0%	

Fund Revenues:	259,440.17	2,045,000.00	1,952,592.86	(92,407.14)	95.5%	
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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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594 Capital Expenditures

594 35 31 0010 DOE-Imm. Improv. Sup	25,490.16	0.00	0.00	0.00	0.0%	
594 35 41 0010 DOE-Imm. Imprpv. Svc	0.00	0.00	0.00	0.00	0.0%	
594 35 41 4102 Feasibility Study-Consu	19,047.48	60,000.00	19,050.00	(40,950.00)	31.8%	Rollover balance from 2018
594 35 41 4103 Design-Consultant Svcs	283,948.05	1,985,000.00	1,927,540.00	(57,460.00)	97.1%	Reduced to removed Value Planning Costs
594 35 41 4104 EDA Project Consultant	5,832.65	0.00	6,000.00	6,000.00	0.0%	Proposal services
594 35 49 0410 Value Planning Hosting	0.00	0.00	0.00	0.00	0.0%	
594 35 49 0411 CERB Meeting Hosting	0.00	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	334,318.34	2,045,000.00	1,952,590.00	(92,410.00)	95.5%	

999 Ending Balance

508 10 00 0410 WW Cap-Ending Cash	0.00	0.00	2.86	2.86	0.0%	
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2019 PROPOSED BUDGET CHANGES

City Of Stevenson
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410 Wastewater System Upgrades

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<hr/>					
999 Ending Balance					
<hr/>					
999 Ending Balance	0.00	0.00	2.86	2.86	0.0%
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Fund Expenditures:	334,318.34	2,045,000.00	1,952,592.86	(92,407.14)	95.5%
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Fund Excess/(Deficit):	(74,878.17)	0.00	0.00		

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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500 Equipment Service Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 80 00 0500 ES Unreserved Begin C	67,144.73	38,808.41	67,144.73	28,336.32	173.0%	Revised to Actual
308 Beginning Balances	67,144.73	38,808.41	67,144.73	28,336.32	173.0%	

340 Charges For Goods & Services

348 00 00 0000 Equipment Rental-Inter	178,121.53	120,000.00	150,000.00	30,000.00	125.0%	Revised Estimate
340 Charges For Goods & Services	178,121.53	120,000.00	150,000.00	30,000.00	125.0%	

360 Interest & Other Earnings

361 11 00 0500 Interest Income/ES	619.95	0.00	0.00	0.00	0.0%	
362 10 00 0000 Equipment Rental - Ext	266.00	0.00	0.00	0.00	0.0%	
362 10 02 0000 Equipment Rental - Ext	37.12	0.00	0.00	0.00	0.0%	
369 10 00 0500 Sale of Scrap Equip Ser	5,398.38	0.00	5,400.00	5,400.00	0.0%	Revised to Actual
360 Interest & Other Earnings	6,321.45	0.00	5,400.00	5,400.00	0.0%	

390 Other Financing Sources

395 10 00 0500 Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%	

Fund Revenues:	251,587.71	158,808.41	222,544.73	63,736.32	140.1%	
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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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548 Public Works - Centralized Services

548 65 10 0000 Maintenance Salary	30,263.98	26,832.00	26,832.00	0.00	100.0%	
548 65 20 0000 Maintenance Benefits	18,085.91	16,512.00	16,512.00	0.00	100.0%	
548 65 25 0000 Medical Physicals-Reqd	3,041.96	2,000.00	2,000.00	0.00	100.0%	
548 65 31 0000 Tires	972.53	2,000.00	2,000.00	0.00	100.0%	
548 65 32 0000 Gas and Oil	19,936.94	20,000.00	20,000.00	0.00	100.0%	
548 65 33 0000 Supplies	1,460.10	0.00	0.00	0.00	0.0%	
548 65 46 0000 Insurance	846.26	28,000.00	28,000.00	0.00	100.0%	
548 65 47 0000 Heat & Lights	2,209.01	1,500.00	1,500.00	0.00	100.0%	
548 65 48 0000 Repairs/Supplies Contr	25,712.78	20,000.00	20,000.00	0.00	100.0%	
548 65 49 0000 Training	180.00	250.00	250.00	0.00	100.0%	

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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500 Equipment Service Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
548 Public Works - Centralized Services						
548 Public Works - Centralized Serv	102,709.47	117,094.00	117,094.00	0.00	100.0%	
594 Capital Expenditures						
594 48 64 0000 Equipment Purchase	0.00	40,000.00	40,000.00	0.00	100.0%	
594 Capital Expenditures	0.00	40,000.00	40,000.00	0.00	100.0%	
999 Ending Balance						
508 80 00 0500 ES-Ending Cash	0.00	1,714.41	65,450.73	63,736.32	*****%	Revised Estimate
999 Ending Balance	0.00	1,714.41	65,450.73	63,736.32	*****%	
Fund Expenditures:	102,709.47	158,808.41	222,544.73	63,736.32	140.1%	
Fund Excess/(Deficit):	148,878.24	0.00	0.00			

2019 PROPOSED BUDGET CHANGES

City Of Stevenson

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630 Stevenson Municipal Court

Revenues	YTD	Budgeted	Proposed	Difference	0.0%	Remarks
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380 Non Revenues

389 40 00 0000 SMC-Agency Deposits	39,827.96	0.00	0.00	0.00	0.0%	
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380 Non Revenues	39,827.96	0.00	0.00	0.00	0.0%	
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Fund Revenues:	39,827.96	0.00	0.00	0.00	0.0%	
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Expenditures	YTD	Budgeted	Proposed	Difference	0.0%	Remarks
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580 Non Expenditures

589 40 00 0000 SMC-Agency Disburse	35,600.95	0.00	0.00	0.00	0.0%	
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580 Non Expenditures	35,600.95	0.00	0.00	0.00	0.0%	
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Fund Expenditures:	35,600.95	0.00	0.00	0.00	0.0%	
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Fund Excess/(Deficit):	4,227.01	0.00	0.00			
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2019 PROPOSED BUDGET CHANGES

City Of Stevenson
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Fund Totals

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Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	2,570,561.51	2,372,316.15	2,782,790.73	410,474.58	117.3%
010 General Reserve Fund	326,665.71	0.00	325,553.66	325,553.66	0.0%
020 Fire Reserve Fund	1,483,216.86	0.00	1,480,000.00	1,480,000.00	0.0%
100 Street Fund	713,184.30	454,951.30	705,895.26	250,943.96	155.2%
103 Tourism Promo & Develop Fund	1,033,585.81	866,767.54	1,047,672.30	180,904.76	120.9%
300 Capital Improvement Fund	135,647.07	74,747.65	128,625.62	53,877.97	172.1%
301 Timber Harvest Fund	1,328,899.42	1,913,246.34	1,316,537.00	(596,709.34)	68.8%
303 Joint Emergency Facilities Fund	34,316.57	42,000.00	42,000.00	0.00	100.0%
306 Kanaka Creek Road Improvements	9,024.37	0.00	9,025.00	9,025.00	0.0%
308 Gropper Sidewalk	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	152,004.47	811,600.00	274,134.00	(537,466.00)	33.8%
310 Wastewater System Upgrades	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	1,818,456.82	1,599,194.67	1,808,350.21	209,155.54	113.1%
410 Wastewater System Upgrades	259,440.17	2,045,000.00	1,952,592.86	(92,407.14)	95.5%
500 Equipment Service Fund	251,587.71	158,808.41	222,544.73	63,736.32	140.1%
630 Stevenson Municipal Court	39,827.96	0.00	0.00	0.00	0.0%
Fund Revenues:	10,156,418.75	10,338,632.06	12,095,721.37	1,757,089.31	117.0%
001 General Expense Fund	1,704,736.74	2,372,316.15	2,782,790.73	410,474.58	117.3%
010 General Reserve Fund	0.00	0.00	325,553.66	325,553.66	0.0%
020 Fire Reserve Fund	0.00	0.00	1,480,000.00	1,480,000.00	0.0%
100 Street Fund	429,758.56	454,951.30	705,895.26	250,943.96	155.2%
103 Tourism Promo & Develop Fund	293,004.19	866,767.54	1,047,672.30	180,904.76	120.9%
300 Capital Improvement Fund	0.00	74,747.65	128,625.62	53,877.97	172.1%
301 Timber Harvest Fund	1,328,899.42	1,913,246.34	1,316,537.00	(596,709.34)	68.8%
303 Joint Emergency Facilities Fund	34,316.57	42,000.00	42,000.00	0.00	100.0%
306 Kanaka Creek Road Improvements	9,024.37	0.00	9,025.00	9,025.00	0.0%
308 Gropper Sidewalk	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	152,004.47	811,600.00	274,134.00	(537,466.00)	33.8%
310 Wastewater System Upgrades	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	1,118,932.98	1,599,194.67	1,808,350.21	209,155.54	113.1%
410 Wastewater System Upgrades	334,318.34	2,045,000.00	1,952,592.86	(92,407.14)	95.5%
500 Equipment Service Fund	102,709.47	158,808.41	222,544.73	63,736.32	140.1%
630 Stevenson Municipal Court	35,600.95	0.00	0.00	0.00	0.0%
Fund Expenditures:	5,543,306.06	10,338,632.06	12,095,721.37	1,757,089.31	117.0%
Excess/(Deficit):	4,613,112.69	0.00	0.00		

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2019-1152**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
STEVENSON, WASHINGTON, FOR FISCAL YEAR 2020**

WHEREAS, the City Administrator of the City of Stevenson, Washington completed and placed on file a proposed budget and estimate of the money required to meet the public expenses, debt service, reserve funds, and expenses of government of the City of Stevenson for the 2020 fiscal year; and

WHEREAS, the City Council of the City of Stevenson held public hearings regarding the 2020 proposed budget on October 17, 2019, and November 21, 2019; and

WHEREAS, the 2020 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on property within the City of Stevenson for the purposes set forth in the 2020 budget, and the estimated expenditures set forth in the 2020 budget are necessary to carry on the government of the City of Stevenson.

NOW, THEREFORE, the City Council of the City of Stevenson do ordain as follows:

Section 1. Budget Adoption. The budget for the City of Stevenson, Washington for the year 2019 is hereby adopted in its final form and content, a copy of which is on file with the City Administrator and available for inspection by the public at City Hall, 7121 East Loop Road, Stevenson, Washington, during normal business hours.

Section 2. Appropriations: Estimated revenues for each fund of the City of Stevenson for the year 2019 are set forth in summary form on Exhibit A attached hereto, and are hereby appropriated for expenditure at the fund level as set forth on Exhibit A.

Section 3. Transmittal. The City Clerk is directed to transmit a copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. Effective Date. This Ordinance shall take effect and be in force January 1, 2020, or five days after publication according to law, whichever date is later.

Passed by the City Council of the City of Stevenson this 19th day of December, 2019.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

Ordinance 2019-1152 Exhibit A

2020 Initial Budget

Estimated Revenues and Budgeted Appropriations by Fund

		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	512,287	1,271,589	-	1,783,875	1,466,067	35,000	282,808	1,783,875
010	General Fund Reserve	325,554	-	-	325,554	-	-	325,554	325,554
020	Fire Reserve Fund	1,480,000	-	35,000	1,515,000	-	-	1,515,000	1,515,000
100	Street Fund	116,554	372,221	-	488,774	353,650	53,000	82,124	488,774
103	Tourism Promotion	615,661	440,000	-	1,055,661	727,250	-	328,411	1,055,661
300	Capital Improvements Fund	99,237	20,000	-	119,237	-	70,611	48,626	119,237
303	Joint Emergency Facilities	-	-	-	-	-	-	-	-
309	Russell Avenue	-	894,927	70,611	965,538	965,538	-	-	965,538
311	First Street	-	132,800	53,000	185,800	185,800	-	-	185,800
400	Water / Sewer Fund	510,982	2,345,950	-	2,856,933	2,187,194	-	669,738	2,856,933
410	Wastewater System Improv.	-	1,000,000	-	1,000,000	1,000,000	-	-	1,000,000
500	Equipment Service Fund	65,451	150,000	-	215,451	125,750	-	89,701	215,451
		3,725,725	6,627,486	158,611	10,511,823	7,011,250	158,611	3,341,962	10,511,823

2020 PROPOSED BUDGET CHANGES

City Of Stevenson

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MCAG #:	Original	Proposed	Difference		Page:
597 20 00 0000 Transfer Out To 312 Loop Rd	41,565.00	0.00	(41,565.00)	0.0%	1
508 80 00 0100 Streets-Unreserved Ending Cash	30,559.36	72,124.36	41,565.00	236.0%	
391 50 00 0000 Capital Lease-Water Meters	650,000.00	350,000.00	(300,000.00)	53.8%	
594 34 48 4012 #42 Loop Rd Contract Labor	100,000.00	0.00	(100,000.00)	0.0%	
594 35 41 0405 Loop Rd. Sewer Line Extension	300,000.00	0.00	(300,000.00)	0.0%	
508 10 00 0401 WS-Water Reserve	88,050.85	188,050.85	100,000.00	213.6%	

2020 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
010 General Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
100 Street Fund	0.00	0.00	0.00	0.0%	72,124.36	72,124.36	0.00	100.0%
103 Tourism Promo & Develop Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
301 Timber Harvest Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
303 Joint Emergency Facilities Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
309 Russell Ave	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
311 First Street	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	650,000.00	350,000.00	(300,000.00)	53.8%	488,050.85	188,050.85	(300,000.00)	38.5%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Excess/(Deficit):	650,000.00	350,000.00	(300,000.00)	53.8%	560,175.21	260,175.21	(300,000.00)	46.4%

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001 General Expense Fund

Revenues	Original	Proposed	Difference	Remarks
308 Beginning Balances				
308 80 00 0001 Unreserved Cash & Investments	419,177.79	419,177.79	0.00	100.0%
100 Unreserved	419,177.79	419,177.79	0.00	100.0%
308 10 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
308 10 02 0001 Reserved Cash - Custodial	59,695.22	59,695.22	0.00	100.0%
104 Custodial Reserve	59,695.22	59,695.22	0.00	100.0%
308 10 00 0001 Reserved Cash - Fire Truck	0.00	0.00	0.00	0.0%
308 10 03 0001 Reserved Cash - Fire Equip	0.00	0.00	0.00	0.0%
202 Fire Department	0.00	0.00	0.00	0.0%
308 Beginning Balances	512,286.83	512,286.83	0.00	100.0%
310 Taxes				
311 10 00 0000 General Property Tax	481,883.50	481,883.50	0.00	100.0%
311 Property Tax	481,883.50	481,883.50	0.00	100.0%
313 11 00 0000 Sales Tax	250,000.00	250,000.00	0.00	100.0%
313 71 00 0000 Local Criminal Justice Tax	15,000.00	15,000.00	0.00	100.0%
313 Sales Tax	265,000.00	265,000.00	0.00	100.0%
316 43 00 0000 Natural Gas Utility Tax	15,000.00	15,000.00	0.00	100.0%
316 45 00 0000 Garbage Utility Tax	7,500.00	7,500.00	0.00	100.0%
316 46 00 0000 Cable TV Utility Tax	3,000.00	3,000.00	0.00	100.0%
316 47 00 0000 Telephone Utility Tax	14,500.00	14,500.00	0.00	100.0%
316 Utility Tax	40,000.00	40,000.00	0.00	100.0%
317 20 00 0000 Leasehold Tax	16,000.00	16,000.00	0.00	100.0%
317 21 00 0000 Rock Cove ALF In-Lieu Tax	0.00	0.00	0.00	0.0%
317 Other Tax	16,000.00	16,000.00	0.00	100.0%
310 Taxes	802,883.50	802,883.50	0.00	100.0%

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Revenues	Original	Proposed	Difference	Remarks
320 Licenses & Permits				
321 99 01 0000 Business Licenses	1,400.00	1,400.00	0.00	100.0%
321 99 02 0000 Peddlers & Solicitors Permit	0.00	0.00	0.00	0.0%
321 99 03 0000 Vacation Rental Licenses	1,500.00	1,500.00	0.00	100.0%
321 Licenses	2,900.00	2,900.00	0.00	100.0%
322 10 00 0000 Building Permits	45,000.00	45,000.00	0.00	100.0%
322 Permits	45,000.00	45,000.00	0.00	100.0%
320 Licenses & Permits	47,900.00	47,900.00	0.00	100.0%
330 Intergovernmental Revenues				
333 14 51 0001 CDBG Housing Rehab Grant	350,000.00	350,000.00	0.00	100.0%
334 01 20 0000 AOC LFO Judicial agency grant	0.00	0.00	0.00	0.0%
334 03 10 0001 DOE-Spills Grant	0.00	0.00	0.00	0.0%
330 Grants	350,000.00	350,000.00	0.00	100.0%
335 00 91 0000 PUD Privilege Tax (in Lieu)	11,000.00	11,000.00	0.00	100.0%
335 State Shared	11,000.00	11,000.00	0.00	100.0%
336 06 21 0000 Criminal Justice - Low Populati	1,000.00	1,000.00	0.00	100.0%
336 06 25 0000 Criminal Justice - Contracted Se	2,500.00	2,500.00	0.00	100.0%
336 06 26 0000 Criminal Justice - Special Progr	1,814.40	1,814.40	0.00	100.0%
336 06 42 0000 Marijuana Excise Tax	1,846.80	1,846.80	0.00	100.0%
336 06 51 0000 DUI/Other Crim Justice Assist	0.00	0.00	0.00	0.0%
336 06 94 0000 Liquor Excise Tax	8,893.80	8,893.80	0.00	100.0%
337 40 00 0000 Private Harvest Tax	0.00	0.00	0.00	0.0%
336 State Entitlements, Impact Payments	16,055.00	16,055.00	0.00	100.0%
330 Intergovernmental Revenues	377,055.00	377,055.00	0.00	100.0%
340 Charges For Goods & Services				
341 81 00 0000 Printing/Photocopy Services	0.00	0.00	0.00	0.0%
341 Other	0.00	0.00	0.00	0.0%
342 21 00 0000 Fire District II Fire Control	19,500.00	19,500.00	0.00	100.0%

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001 General Expense Fund

Revenues	Original	Proposed	Difference	Remarks
340 Charges For Goods & Services				
342 Fire District 2	19,500.00	19,500.00	0.00	100.0%
345 83 00 0000 Planning Fees	4,500.00	4,500.00	0.00	100.0%
345 Planning	4,500.00	4,500.00	0.00	100.0%
345 83 01 0000 N Bonn Bldg Inspect Reimburse	3,000.00	3,000.00	0.00	100.0%
345 83 02 0000 Skamania County Reimburseme	0.00	0.00	0.00	0.0%
346 Building	3,000.00	3,000.00	0.00	100.0%
340 Charges For Goods & Services	27,000.00	27,000.00	0.00	100.0%
350 Fines & Penalties				
353 10 00 0000 Traffic Infractions/Parking	3,000.00	3,000.00	0.00	100.0%
353 70 00 0000 Non-Traffic Infractions	50.00	50.00	0.00	100.0%
355 20 00 0000 DUI Fines	1,000.00	1,000.00	0.00	100.0%
355 80 00 0000 Criminal Traffic Fines	1,500.00	1,500.00	0.00	100.0%
356 90 00 0000 Criminal Non-Traffic Fines	700.00	700.00	0.00	100.0%
357 37 00 0000 Court Cost Recoupments	5,000.00	5,000.00	0.00	100.0%
350 Fines & Penalties	11,250.00	11,250.00	0.00	100.0%
360 Interest & Other Earnings				
361 11 00 0000 Interest Income/General Fund	5,000.00	5,000.00	0.00	100.0%
361 40 00 0000 Sales Tax Interest	200.00	200.00	0.00	100.0%
362 00 00 0000 Park Rentals	0.00	0.00	0.00	0.0%
367 10 00 0000 Fire Department Donations	0.00	0.00	0.00	0.0%
369 91 00 0000 Miscellaneous Income	300.00	300.00	0.00	100.0%
360 Interest & Other Earnings	5,500.00	5,500.00	0.00	100.0%
380 Non Revenues				
386 90 00 0000 Agency Deposit - Court Remitt	0.00	0.00	0.00	0.0%
386 91 00 0000 Agency Deposit - Court Trust	0.00	0.00	0.00	0.0%
389 30 00 0000 Agency Collections - State Bldg	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

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Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	1,783,875.33	1,783,875.33	0.00	100.0%

Expenditures	Original	Proposed	Difference	Remarks
511 Legislative				
511 30 41 0000 Ordinance Codification	2,500.00	2,500.00	0.00	100.0%
511 30 44 0000 Legislative Publishing	3,500.00	3,500.00	0.00	100.0%
511 60 10 0000 Council Salary	12,000.00	12,000.00	0.00	100.0%
511 60 20 0000 Council Benefits	1,000.00	1,000.00	0.00	100.0%
511 60 43 0000 Travel/Lodging Council	2,000.00	2,000.00	0.00	100.0%
511 60 49 0000 Tuition Council	1,000.00	1,000.00	0.00	100.0%
511 Legislative	22,000.00	22,000.00	0.00	100.0%

512 Judicial				
512 50 10 0001 Court Clerk Salary	3,000.00	3,000.00	0.00	100.0%
512 50 20 0001 Court Clerk Benefits	1,500.00	1,500.00	0.00	100.0%
512 50 31 0000 Court Supplies	0.00	0.00	0.00	0.0%
512 50 49 0000 Juror/Witness/Investigative Fees	1,000.00	1,000.00	0.00	100.0%
512 50 51 0001 Jury Management/Courtroom U	1,200.00	1,200.00	0.00	100.0%
512 50 51 0003 Municipal Court Contract	20,000.00	20,000.00	0.00	100.0%
512 52 41 0001 Transcription Services	0.00	0.00	0.00	0.0%
512 52 41 0002 Interpreter Fees	500.00	500.00	0.00	100.0%
512 52 51 0000 Sheriff Warrant Service Charge	500.00	500.00	0.00	100.0%
515 35 51 0000 Prosecuting Attorney County Co	20,000.00	20,000.00	0.00	100.0%
515 93 41 0000 Indigent Defense	15,000.00	15,000.00	0.00	100.0%
512 Judicial	62,700.00	62,700.00	0.00	100.0%

513 Executive				
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	0.00	100.0%
513 10 10 0001 City Administrator Salary	75,000.00	75,000.00	0.00	100.0%
513 10 20 0000 Mayor Benefits	625.00	625.00	0.00	100.0%
513 10 20 0001 City Administrator Benefits	28,000.00	28,000.00	0.00	100.0%
513 10 43 0000 Travel/Lodging Mayor/Adminis	0.00	0.00	0.00	0.0%
513 10 49 0000 Tuition Mayor/Administrator	0.00	0.00	0.00	0.0%
513 Executive	110,825.00	110,825.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
514 Financial, Recording & Elections				
514 20 10 0001 Budgeting/Accounting Salary	52,000.00	52,000.00	0.00	100.0%
514 20 20 0001 Budgeting/Accounting Benefits	21,000.00	21,000.00	0.00	100.0%
514 20 41 0001 EBPP Fees General Fund	400.00	400.00	0.00	100.0%
514 20 41 0022 Audit Fee	7,000.00	7,000.00	0.00	100.0%
514 20 43 0000 Travel Financial/Records	3,000.00	3,000.00	0.00	100.0%
514 20 46 0000 Clerk Bond Premiums	1,500.00	1,500.00	0.00	100.0%
514 20 49 0000 Training/Tuition - Financial/Rec	3,000.00	3,000.00	0.00	100.0%
514 20 49 0001 Dues & Membership - Financia	1,000.00	1,000.00	0.00	100.0%
514 20 49 0002 Fiduciary Fees/VISA	750.00	750.00	0.00	100.0%
514 20 49 0003 Miscellaneous Charges	500.00	500.00	0.00	100.0%
514 30 10 0000 Minutes - Recording Fee Sal	2,250.00	2,250.00	0.00	100.0%
514 30 20 0000 Minutes - Recording Fee Ben	200.00	200.00	0.00	100.0%
514 41 51 0000 Elections	1,000.00	1,000.00	0.00	100.0%
514 91 51 0000 Voter Registration Services	6,000.00	6,000.00	0.00	100.0%
514 Financial, Recording & Elections	99,600.00	99,600.00	0.00	100.0%
515 Legal Services				
515 41 41 0000 Advisory Board Services	30,000.00	30,000.00	0.00	100.0%
515 41 43 0000 Travel - Legal	750.00	750.00	0.00	100.0%
515 41 49 0000 Training & Tuition - Legal	750.00	750.00	0.00	100.0%
515 Legal Services	31,500.00	31,500.00	0.00	100.0%
517 Employee Benefit Programs				
517 70 22 0000 Unemployment Claims	0.00	0.00	0.00	0.0%
517 70 51 0000 Old Age Survivor Insurance	25.00	25.00	0.00	100.0%
517 90 26 0000 Staff Wellness	500.00	500.00	0.00	100.0%
517 Employee Benefit Programs	525.00	525.00	0.00	100.0%
518 Centralized Services				
518 20 44 0000 DNR Fire Control Assessment	0.00	0.00	0.00	0.0%
518 30 10 0000 Building Repair Salary	3,000.00	3,000.00	0.00	100.0%
518 30 20 0000 Building Repair Benefits	1,500.00	1,500.00	0.00	100.0%
518 30 31 0000 Household Supplies/Repairs	2,000.00	2,000.00	0.00	100.0%
518 30 41 0000 Custodial Services	4,000.00	4,000.00	0.00	100.0%
518 30 41 0001 Contractual Services	0.00	0.00	0.00	0.0%

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Expenditures	Original	Proposed	Difference	Remarks
518 Centralized Services				
518 30 44 0000 HR-Advertisement	0.00	0.00	0.00	0.0%
518 30 45 0099 Eq Rental-Bldg Repair	2,000.00	2,000.00	0.00	100.0%
518 30 46 0000 Insurance - Liability	14,000.00	14,000.00	0.00	100.0%
518 30 47 0000 Heat & Lights	3,000.00	3,000.00	0.00	100.0%
518 30 47 0001 City Hall Water/Sewer	1,330.29	1,330.29	0.00	100.0%
518 30 48 0000 Building Repair Supplies	1,000.00	1,000.00	0.00	100.0%
518 40 31 0000 Office Supplies	6,000.00	6,000.00	0.00	100.0%
518 40 41 0000 Office Equip Repair& Maintena	6,000.00	6,000.00	0.00	100.0%
518 40 42 0000 Central Services Telephone	3,750.00	3,750.00	0.00	100.0%
518 40 42 0001 Miscellaneous - Postage	500.00	500.00	0.00	100.0%
518 80 41 0023 Website - General Fund	500.00	500.00	0.00	100.0%
518 90 49 0001 Dues And Membership - Genera	3,000.00	3,000.00	0.00	100.0%
594 18 64 0000 Office Furniture/Equipment	0.00	0.00	0.00	0.0%
594 18 64 0001 Computer Equipment	0.00	0.00	0.00	0.0%
518 Centralized Services	51,580.29	51,580.29	0.00	100.0%
521 Law Enforcement				
521 20 51 0000 Police Services	175,501.85	175,501.85	0.00	100.0%
521 20 51 0001 CR Jus #4 Basic Law Enforcem	2,700.00	2,700.00	0.00	100.0%
521 30 51 0000 CR Jus #1 Drug/Alcohol ED	1,600.00	1,600.00	0.00	100.0%
523 60 51 0000 Jail Services	13,000.00	13,000.00	0.00	100.0%
521 Law Enforcement	192,801.85	192,801.85	0.00	100.0%
522 Fire Control				
522 10 10 0000 Fire Chief/Administration - Sala	1,500.00	1,500.00	0.00	100.0%
522 10 20 0000 Fire Chief/Administration - Ben	200.00	200.00	0.00	100.0%
522 20 10 0000 Fire Contract Volunteer Reimb	16,000.00	16,000.00	0.00	100.0%
522 20 20 0000 Firefighter Benefits	1,000.00	1,000.00	0.00	100.0%
522 20 24 0000 Firefighter Pension/Disability	3,500.00	3,500.00	0.00	100.0%
522 20 31 0000 Fire Supplies	16,000.00	16,000.00	0.00	100.0%
522 20 32 0000 Fire Truck Fuel	1,000.00	1,000.00	0.00	100.0%
522 20 42 0000 Fire Telephone	1,400.00	1,400.00	0.00	100.0%
522 20 46 0000 Fire Truck Insurance	3,000.00	3,000.00	0.00	100.0%
522 20 48 0000 Fire Hydrant Repair/Supplies	0.00	0.00	0.00	0.0%
522 20 49 0001 Dues & Memb./Sub. City Fire	305.00	305.00	0.00	100.0%
522 30 10 0000 Fire Support Salary	8,500.00	8,500.00	0.00	100.0%
522 30 20 0000 Fire Support Benefits	5,000.00	5,000.00	0.00	100.0%

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Expenditures	Original	Proposed	Difference	Remarks
522 Fire Control				
522 30 31 0001 Fire Prevention Supplies City	500.00	500.00	0.00	100.0%
522 30 41 0000 Fire Investigations	1,000.00	1,000.00	0.00	100.0%
522 30 45 0099 Eq Rental - Fire Support	5,500.00	5,500.00	0.00	100.0%
522 45 43 0000 Travel - Fire Department	1,000.00	1,000.00	0.00	100.0%
522 45 49 0000 Fire Department Training	4,500.00	4,500.00	0.00	100.0%
522 50 47 0000 Fire Hall Heat And Lights	3,000.00	3,000.00	0.00	100.0%
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	0.00	100.0%
522 50 48 0000 Fire Hall Repair	0.00	0.00	0.00	0.0%
522 60 48 0000 Fire Equipment Repair	6,000.00	6,000.00	0.00	100.0%
594 22 64 0000 Fire Equip Purchase-Fire Truck	0.00	0.00	0.00	0.0%
594 22 64 0001 Fire Equip Purchase - City	0.00	0.00	0.00	0.0%
597 12 00 0000 Transfer Out To 303 Joint Emer	0.00	0.00	0.00	0.0%
202 Fire Department	82,905.00	82,905.00	0.00	100.0%
522 20 31 0002 Fire Supplies FD II	10,000.00	10,000.00	0.00	100.0%
522 20 32 0002 Fire Truck Fuel FDII	1,000.00	1,000.00	0.00	100.0%
522 20 49 0002 Dues & Membership/Subscripti	0.00	0.00	0.00	0.0%
522 30 31 0020 Fire Prevention Supplies FDII	500.00	500.00	0.00	100.0%
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.0%
522 45 49 0002 Fire Training FD II	2,000.00	2,000.00	0.00	100.0%
522 60 48 0002 Fire Equipment Repair FDII	6,000.00	6,000.00	0.00	100.0%
594 22 64 0002 Fire Equip Purchase - FD II	0.00	0.00	0.00	0.0%
203 Fire District 2	19,500.00	19,500.00	0.00	100.0%
522 Fire Control	102,405.00	102,405.00	0.00	100.0%
528 Dispatch Services				
528 60 42 0000 Radio Contract	6,000.00	6,000.00	0.00	100.0%
528 60 51 0000 Dispatch Fees - City	2,000.00	2,000.00	0.00	100.0%
528 Dispatch Services	8,000.00	8,000.00	0.00	100.0%
551 Public Housing Services				
551 00 41 0000 CDBG Housing Rehab Cont. Sv	350,000.00	350,000.00	0.00	100.0%
551 Public Housing Services	350,000.00	350,000.00	0.00	100.0%

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001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
553 Conservation				
553 70 51 0000 Air Pollution Authority	300.00	300.00	0.00	100.0%
553 Conservation	300.00	300.00	0.00	100.0%
554 Environmental Services				
554 90 41 0001 Waterfront Mitigation Support	11,400.00	11,400.00	0.00	100.0%
554 Environmental Services	11,400.00	11,400.00	0.00	100.0%
558 Planning & Community Devel				
558 50 10 0000 Building Inspector Salary	0.00	0.00	0.00	0.0%
558 50 20 0000 Building Inspector Benefits	0.00	0.00	0.00	0.0%
558 50 31 0000 Building Department Supplies	1,000.00	1,000.00	0.00	100.0%
558 50 41 0000 Consulting Services	2,000.00	2,000.00	0.00	100.0%
558 50 41 0001 Building Inspection Services	33,750.00	33,750.00	0.00	100.0%
558 50 42 0000 Building Department Telephone	0.00	0.00	0.00	0.0%
558 50 43 0000 Travel - Building Inspector	0.00	0.00	0.00	0.0%
558 50 45 0099 Eq Rental - Building Dept	0.00	0.00	0.00	0.0%
558 50 49 0000 Training & Tuition - Building D	0.00	0.00	0.00	0.0%
558 50 49 0001 Dues & Membership - Bldg Dep	300.00	300.00	0.00	100.0%
550 Building	37,050.00	37,050.00	0.00	100.0%
558 60 10 0000 Planning Salary	89,000.00	89,000.00	0.00	100.0%
558 60 10 0001 Planning Recorder - Salaries	1,800.00	1,800.00	0.00	100.0%
558 60 10 0002 Planning Commission Salaries	4,500.00	4,500.00	0.00	100.0%
558 60 10 0003 Planning Intern Salary	0.00	0.00	0.00	0.0%
558 60 20 0000 Planning Benefits	40,000.00	40,000.00	0.00	100.0%
558 60 20 0001 Planning Recorder - Benefits	180.00	180.00	0.00	100.0%
558 60 20 0002 Planning Commission Benefits	500.00	500.00	0.00	100.0%
558 60 20 0003 Planning Intern Benefits	0.00	0.00	0.00	0.0%
558 60 31 0000 Planning Supplies	750.00	750.00	0.00	100.0%
558 60 41 0000 Planning & Professional Assist	50,000.00	50,000.00	0.00	100.0%
558 60 41 0001 Planning Publication	1,750.00	1,750.00	0.00	100.0%
558 60 43 0000 Travel - Planning/Prof Assistanc	2,500.00	2,500.00	0.00	100.0%
558 60 49 0000 Training & Tuition - Planning	1,500.00	1,500.00	0.00	100.0%
558 60 49 0001 Dues & Membership - Planning	500.00	500.00	0.00	100.0%
558 60 49 0002 Planning Filing Fees/Misc	500.00	500.00	0.00	100.0%

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001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
558 Planning & Community Devel				
560 Planning	193,480.00	193,480.00	0.00	100.0%
558 70 49 0001 EDC Assessment	11,000.00	11,000.00	0.00	100.0%
558 70 49 0002 MCEDD Services	900.00	900.00	0.00	100.0%
570 Economic Development	11,900.00	11,900.00	0.00	100.0%
558 Planning & Community Devel	242,430.00	242,430.00	0.00	100.0%
565 Welfare				
565 10 49 0000 Food Bank Support	30,000.00	30,000.00	0.00	100.0%
565 Welfare	30,000.00	30,000.00	0.00	100.0%
566 Substance Abuse				
566 72 52 0000 Substance Abuse/Liquor Excise	150.00	150.00	0.00	100.0%
566 Substance Abuse	150.00	150.00	0.00	100.0%
573 Cultural & Community Activities				
573 90 49 0000 Hosting of Meetings/Events	500.00	500.00	0.00	100.0%
573 Cultural & Community Activities	500.00	500.00	0.00	100.0%
576 Park Facilities				
576 20 51 0000 Community Pool Support	40,000.00	40,000.00	0.00	100.0%
576 80 10 0000 Park Maintenance Salary	45,000.00	45,000.00	0.00	100.0%
576 80 20 0000 Park Maintenance Benefits	37,000.00	37,000.00	0.00	100.0%
576 80 31 0000 Parks Supplies	7,000.00	7,000.00	0.00	100.0%
576 80 45 0099 Eq Rental - Parks	20,000.00	20,000.00	0.00	100.0%
576 80 47 0000 Parks Electricity	350.00	350.00	0.00	100.0%
576 80 48 0000 Parks - Contracted	0.00	0.00	0.00	0.0%
576 Park Facilities	149,350.00	149,350.00	0.00	100.0%
580 Non Expenditures				
586 90 00 0000 Agency Disbursement - Court	0.00	0.00	0.00	0.0%

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001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
580 Non Expenditures				
586 91 00 0000 Agency Disbursement - Court T	0.00	0.00	0.00	0.0%
589 30 00 0000 Agency Remittances - State Bld	0.00	0.00	0.00	0.0%
589 99 00 0000 Payroll Clearing	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers				
597 00 01 0020 Transfers-Out - Fire Reserve	35,000.00	35,000.00	0.00	100.0%
597 00 01 0100 Transfers-Out - To 100 Street F	0.00	0.00	0.00	0.0%
597 Interfund Transfers	35,000.00	35,000.00	0.00	100.0%
999 Ending Balance				
508 80 00 0000 CE-Unreserved Ending Cash	189,698.97	189,698.97	0.00	100.0%
100 Unreserved	189,698.97	189,698.97	0.00	100.0%
508 10 00 0002 CE-Unemployment Reserve	33,414.00	33,414.00	0.00	100.0%
102 Unemployment Reserve	33,414.00	33,414.00	0.00	100.0%
508 10 00 0004 CE-Custodial	59,695.22	59,695.22	0.00	100.0%
104 Custodial Reserve	59,695.22	59,695.22	0.00	100.0%
508 10 00 0001 CE-Fire Truck Reserve	0.00	0.00	0.00	0.0%
508 10 00 0003 CE-Fire Equip. Replacement	0.00	0.00	0.00	0.0%
202 Fire Department	0.00	0.00	0.00	0.0%
999 Ending Balance	282,808.19	282,808.19	0.00	100.0%
Fund Expenditures:	1,783,875.33	1,783,875.33	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

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010 General Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 01 0010 General Reserve-Beginning Cas	325,553.66	325,553.66	0.00	100.0%
308 Beginning Balances	325,553.66	325,553.66	0.00	100.0%

397 Interfund Transfers

397 01 00 0301 Gen. Res.-Transfer In From Tir	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	325,553.66	325,553.66	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 10 01 0010 General Res-Ending Cash	325,553.66	325,553.66	0.00	100.0%
999 Ending Balance	325,553.66	325,553.66	0.00	100.0%

Fund Expenditures:	325,553.66	325,553.66	0.00	100.0%
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Fund Excess/(Deficit):	0.00	0.00		
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020 Fire Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 02 0020 Fire Res-Beginning Cash	1,480,000.00	1,480,000.00	0.00	100.0%
308 Beginning Balances	1,480,000.00	1,480,000.00	0.00	100.0%

397 Interfund Transfers

397 02 00 0001 Fire Res-Transfer In From Gene	35,000.00	35,000.00	0.00	100.0%
397 02 00 0301 Fire Res-Transfer In From Timt	0.00	0.00	0.00	0.0%
397 Interfund Transfers	35,000.00	35,000.00	0.00	100.0%

Fund Revenues:	1,515,000.00	1,515,000.00	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 10 02 0020 Fire Res-Ending Cash	1,515,000.00	1,515,000.00	0.00	100.0%
999 Ending Balance	1,515,000.00	1,515,000.00	0.00	100.0%

Fund Expenditures:	1,515,000.00	1,515,000.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	0.00		
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100 Street Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 80 00 0000 ST Unreserved Begin CA & Inv	106,553.76	106,553.76	0.00	100.0%
308 80 00 0100 ST Unreserved Begin C&I Snov	10,000.00	10,000.00	0.00	100.0%
308 Beginning Balances	116,553.76	116,553.76	0.00	100.0%

310 Taxes

313 11 00 0100 Additional .5% Sales Tax	270,000.00	270,000.00	0.00	100.0%
316 42 00 0000 PUD Excise Tax	52,000.00	52,000.00	0.00	100.0%
310 Taxes	322,000.00	322,000.00	0.00	100.0%

320 Licenses & Permits

322 40 00 0000 Street Applications & Permits	600.00	600.00	0.00	100.0%
322 40 01 0000 Right of Way Permit Repairs	0.00	0.00	0.00	0.0%
320 Licenses & Permits	600.00	600.00	0.00	100.0%

330 Intergovernmental Revenues

334 03 80 0000 TIB Relight WA Grant	0.00	0.00	0.00	0.0%
334 03 80 0002 TIB Chipseal Grant	0.00	0.00	0.00	0.0%
336 00 71 0000 Multimodal Transportation - Cit	2,203.20	2,203.20	0.00	100.0%
336 00 87 0000 Street Fuel Tax-MVFT	34,425.00	34,425.00	0.00	100.0%
336 06 95 0000 Liquor Profit Tax	12,992.40	12,992.40	0.00	100.0%
330 Intergovernmental Revenues	49,620.60	49,620.60	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0100 Interest Income - Streets	0.00	0.00	0.00	0.0%
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 0001 Transfer In From General Fund	0.00	0.00	0.00	0.0%
397 02 00 0306 Transfer In From Kanaka	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

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100 Street Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	488,774.36	488,774.36	0.00	100.0%

Expenditures	Original	Proposed	Difference	Remarks
542 Streets - Maintenance				
542 39 10 0000 Road Maintenance - Salaries	73,000.00	73,000.00	0.00	100.0%
542 39 20 0000 Road Maintenance - Benefits	35,000.00	35,000.00	0.00	100.0%
542 39 31 0000 Supplies	20,000.00	20,000.00	0.00	100.0%
542 39 42 0000 Telephone	100.00	100.00	0.00	100.0%
542 39 45 0099 Eq Rental - Road Maintenance	25,000.00	25,000.00	0.00	100.0%
542 39 48 0000 Contracted Labor	20,000.00	20,000.00	0.00	100.0%
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.0%
542 40 10 0000 Storm Drain Maint - Salaries	8,000.00	8,000.00	0.00	100.0%
542 40 20 0000 Storm Drain Maint - Benefits	5,000.00	5,000.00	0.00	100.0%
542 40 31 0000 Storm Drain Maint - Supplies	2,000.00	2,000.00	0.00	100.0%
542 40 45 0099 Eq Rental - Storm Drain Maint	3,000.00	3,000.00	0.00	100.0%
542 40 47 0000 Dewatering Electricity Chesser	800.00	800.00	0.00	100.0%
542 40 48 0000 Storm Drain Maint - Contrlabor	700.00	700.00	0.00	100.0%
542 62 41 0000 Path Maintenance-Contract Svc:	5,000.00	5,000.00	0.00	100.0%
542 63 47 0000 Electricy - Street Lights	14,000.00	14,000.00	0.00	100.0%
542 63 48 0000 Repair/maintenance - ST Lights	3,000.00	3,000.00	0.00	100.0%
542 64 31 0000 Traffic Devices	12,000.00	12,000.00	0.00	100.0%
542 64 48 0000 Road Striping	6,000.00	6,000.00	0.00	100.0%
542 66 10 0000 Snow Removal - Salary	18,000.00	18,000.00	0.00	100.0%
542 66 20 0000 Snow Removal - Benefits	8,000.00	8,000.00	0.00	100.0%
542 66 31 0000 Snow Removal - Supplies	1,000.00	1,000.00	0.00	100.0%
542 66 45 0099 Eq Rental - Snow Removal	4,000.00	4,000.00	0.00	100.0%
542 67 47 0000 Litter Clean-Up	2,000.00	2,000.00	0.00	100.0%
542 Streets - Maintenance	265,600.00	265,600.00	0.00	100.0%

543 Streets Admin & Overhead

543 10 10 0000 General Administration Salaries	2,000.00	2,000.00	0.00	100.0%
543 10 20 0000 General Administration Benefits	750.00	750.00	0.00	100.0%
543 31 10 0000 General Services Salaries	10,000.00	10,000.00	0.00	100.0%
543 31 20 0000 General Services Benefits	3,000.00	3,000.00	0.00	100.0%
543 31 41 0000 Computer Services	800.00	800.00	0.00	100.0%
543 31 41 0001 Contracted Servcies	0.00	0.00	0.00	0.0%
543 31 41 0022 Audit Fee	2,000.00	2,000.00	0.00	100.0%
543 31 43 0000 Travel - Streets	1,000.00	1,000.00	0.00	100.0%

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100 Street Fund

Expenditures	Original	Proposed	Difference		Remarks
543 Streets Admin & Overhead					
543 31 46 0000 Insurance	7,000.00	7,000.00	0.00	100.0%	
543 31 49 0000 Training - Streets	500.00	500.00	0.00	100.0%	
543 31 49 0001 Misc/Recording Fees/Dues	1,000.00	1,000.00	0.00	100.0%	
543 Streets Admin & Overhead	28,050.00	28,050.00	0.00	100.0%	
544 Road & Street Operations					
544 20 41 0100 #14 ST Planning Professional S	21,000.00	21,000.00	0.00	100.0%	
544 Road & Street Operations	21,000.00	21,000.00	0.00	100.0%	
566 Substance Abuse					
566 72 52 0100 Substance Abuse/Liquor Profits	0.00	0.00	0.00	0.0%	
566 Substance Abuse	0.00	0.00	0.00	0.0%	
594 Capital Expenditures					
594 42 41 0000 Relight WA-Contract Services	0.00	0.00	0.00	0.0%	
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.0%	
595 33 10 0000 Russell Avenue (Restor/Rehab)	10,000.00	10,000.00	0.00	100.0%	
595 33 20 0000 Russell Avenue (Restor/Rehab)	5,000.00	5,000.00	0.00	100.0%	
595 33 31 0000 Russell Avenue (Restor/Rehab)-	0.00	0.00	0.00	0.0%	
595 33 41 0000 Russell Avenue (Restor/Rehab)-	0.00	0.00	0.00	0.0%	
595 33 45 0099 Eq Rental - Restor/Rehab (Russ	4,000.00	4,000.00	0.00	100.0%	
595 50 41 0000 Kanaka Bridge Rebuild	20,000.00	20,000.00	0.00	100.0%	
594 Capital Expenditures	39,000.00	39,000.00	0.00	100.0%	
597 Interfund Transfers					
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	0.00	0.00	0.0%	
597 19 00 0000 Transfer Out To 311 First St	53,000.00	53,000.00	0.00	100.0%	
597 20 00 0000 Transfer Out To 312 Loop Rd	41,565.00	0.00	(41,565.00)	0.0%	Removed, grant not awarded.
597 Interfund Transfers	94,565.00	53,000.00	(41,565.00)	56.0%	
999 Ending Balance					
508 80 00 0100 Streets-Unreserved Ending Cash	30,559.36	72,124.36	41,565.00	236.0%	Updated for removal of Loop Rd. project
508 80 00 0101 Streets-Snow Reserve	10,000.00	10,000.00	0.00	100.0%	

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100 Street Fund

Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
999 Ending Balance				
999 Ending Balance	40,559.36	82,124.36	41,565.00	202.5%
Fund Expenditures:	488,774.36	488,774.36	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

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103 Tourism Promo & Develop Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0103 Tourism Reserved C&I - Capita	300,000.00	300,000.00	0.00	100.0%
308 10 01 0103 Tourism Reserved C&I - Rev. S	315,661.30	315,661.30	0.00	100.0%
308 Beginning Balances	615,661.30	615,661.30	0.00	100.0%

310 Taxes

313 31 00 0000 Stadium (Motel/Hotel) Tax	440,000.00	440,000.00	0.00	100.0%
310 Taxes	440,000.00	440,000.00	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0103 Interest Income/Tourism	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

Fund Revenues:	1,055,661.30	1,055,661.30	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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573 Cultural & Community Activities

573 30 41 0000 Consultant Services, Chamber	90,000.00	90,000.00	0.00	100.0%
573 30 41 0001 SBA Consultant Services	85,000.00	85,000.00	0.00	100.0%
573 30 41 0004 County - Fair & Timber Carniva	5,000.00	5,000.00	0.00	100.0%
573 30 41 0005 County - Bluegrass Festival	7,000.00	7,000.00	0.00	100.0%
573 90 10 0000 Promotion Salaries	5,000.00	5,000.00	0.00	100.0%
573 90 10 0003 Promotion Field Salaries	3,300.00	3,300.00	0.00	100.0%
573 90 20 0000 Promotion Benefits	1,000.00	1,000.00	0.00	100.0%
573 90 20 0003 Promotion Field Benefits	1,700.00	1,700.00	0.00	100.0%
573 90 31 0000 Promotion Supplies	0.00	0.00	0.00	0.0%
573 90 41 0001 Discover Your Northwest	17,250.00	17,250.00	0.00	100.0%
573 90 41 0002 CRGIC Consultant Services	55,000.00	55,000.00	0.00	100.0%
573 90 41 0004 Skamania Senior Services - Hik	2,000.00	2,000.00	0.00	100.0%
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	0.00	100.0%
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	0.00	100.0%
573 90 41 0011 Stevenson Farmers Market	2,000.00	2,000.00	0.00	100.0%
573 90 41 0013 Main St Program Coordinator (S	55,000.00	55,000.00	0.00	100.0%
573 90 41 0014 Stevenson Waterfront Music Fe	3,000.00	3,000.00	0.00	100.0%
573 90 41 0015 Fools Fest (Walking Man)	2,500.00	2,500.00	0.00	100.0%

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103 Tourism Promo & Develop Fund

Expenditures	Original	Proposed	Difference	Remarks
573 Cultural & Community Activities				
573 90 41 0017 Stevenson Municipal Pool Mark	3,000.00	3,000.00	0.00	100.0%
573 90 41 0018 SC Fair Board-GorgeGrass	6,000.00	6,000.00	0.00	100.0%
573 90 41 0019 CGTA Services	2,500.00	2,500.00	0.00	100.0%
573 90 41 0021 Computer Services	0.00	0.00	0.00	0.0%
573 90 41 0022 Audit Fee	3,000.00	3,000.00	0.00	100.0%
573 90 45 0099 Eq Rental - Promotion Field	0.00	0.00	0.00	0.0%
573 Cultural & Community Activities	357,250.00	357,250.00	0.00	100.0%
594 Capital Expenditures				
594 75 63 0004 Fairground Midway Reseeding (0.00	0.00	0.00	0.0%
594 75 63 0007 Waterfront Park Amenities (Por	0.00	0.00	0.00	0.0%
594 75 63 0008 Waterfront Park Enhancements	155,000.00	155,000.00	0.00	100.0%
594 75 63 0010 Exhibit Hall Roof-Fairgrounds	15,000.00	15,000.00	0.00	100.0%
594 76 63 0001 Courthouse Park Plaza (SDA)	200,000.00	200,000.00	0.00	100.0%
594 Capital Expenditures	370,000.00	370,000.00	0.00	100.0%
999 Ending Balance				
508 10 00 0103 Tourism-Cap. Facility Reserve	200,000.00	200,000.00	0.00	100.0%
508 10 00 0104 Tourism-Ending Cash	128,411.30	128,411.30	0.00	100.0%
999 Ending Balance	328,411.30	328,411.30	0.00	100.0%
Fund Expenditures:	1,055,661.30	1,055,661.30	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

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300 Capital Improvement Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0000 Cap Imp Res Begin C&I Waterf	11,256.65	11,256.65	0.00	100.0%
308 10 00 0300 Cap Imp Reserved Begin C&I	87,979.97	87,979.97	0.00	100.0%
308 Beginning Balances	99,236.62	99,236.62	0.00	100.0%

310 Taxes

318 34 00 0000 Real Estate Excise Tax	20,000.00	20,000.00	0.00	100.0%
310 Taxes	20,000.00	20,000.00	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0300 Interest on Investments-Cap Imp	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

Fund Revenues:	119,236.62	119,236.62	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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597 Interfund Transfers

597 18 00 0300 CI-Transfer Out To 309 Russell	70,611.00	70,611.00	0.00	100.0%
597 18 00 0309 Transfer Out To Russell	0.00	0.00	0.00	0.0%
597 Interfund Transfers	70,611.00	70,611.00	0.00	100.0%

999 Ending Balance

508 10 00 0300 Cap. Imp.-Ending Cash	37,368.97	37,368.97	0.00	100.0%
508 10 00 0301 Cap. Imp.-Waterfront Imp Res	11,256.65	11,256.65	0.00	100.0%
999 Ending Balance	48,625.62	48,625.62	0.00	100.0%

Fund Expenditures:	119,236.62	119,236.62	0.00	100.0%
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Fund Excess/(Deficit):	0.00	0.00		
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301 Timber Harvest Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
308 Beginning Balances					
308 80 00 0301 Timber Harvest Unres Beg Cash	0.00	0.00	0.00	0.0%	
308 Beginning Balances	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings					
361 11 00 0301 Interest on Investments - Timbe	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	
390 Other Financing Sources					
395 10 00 0301 Timber Harvest Proceeds	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.0%	

Expenditures	Original	Proposed	Difference	0.0%	Remarks
554 Environmental Services					
554 90 41 0301 Timber Sale Management Const	0.00	0.00	0.00	0.0%	
554 90 48 0301 Timber Sale Contracted Services	0.00	0.00	0.00	0.0%	
554 90 51 0000 Timber Sale Permitting	0.00	0.00	0.00	0.0%	
554 Environmental Services	0.00	0.00	0.00	0.0%	
597 Interfund Transfers					
597 01 00 0010 Transfers-Out - General Reserve	0.00	0.00	0.00	0.0%	
597 01 00 0020 Transfers-Out - Fire Reserve	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance					
508 80 00 0302 Timber-Ending Cash	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	

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301 Timber Harvest Fund

Fund Excess/(Deficit):	0.00	0.00
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303 Joint Emergency Facilities Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0303 Joint Emergency Facilities Begi	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 00 0303 Transfer In from CE	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.0%
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Expenditures	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

594 22 41 0000 Consulting Engineering	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 00 0303 Joint Emergency Facilities-Endi	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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309 Russell Ave

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0309 Russell Ave Res Beg CA & Invt	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

333 20 20 0001 Russell STP Grant	707,000.00	707,000.00	0.00	100.0%
334 03 80 0309 Russell Ave-TIB Grant	112,927.00	112,927.00	0.00	100.0%
330 Intergovernmental Revenues	819,927.00	819,927.00	0.00	100.0%

360 Interest & Other Earnings

367 10 00 0309 Russell Amenities Donations	25,000.00	25,000.00	0.00	100.0%
367 10 01 0309 Russell-BNSF Grant	50,000.00	50,000.00	0.00	100.0%
360 Interest & Other Earnings	75,000.00	75,000.00	0.00	100.0%

397 Interfund Transfers

397 02 00 0309 Transfer In from Streets	0.00	0.00	0.00	0.0%
397 03 00 0309 Transfer In From CI	70,611.00	70,611.00	0.00	100.0%
397 Interfund Transfers	70,611.00	70,611.00	0.00	100.0%

Fund Revenues: 965,538.00 965,538.00 0.00 100.0%

Expenditures	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

595 10 41 0309 Russell Ave - Engineering	136,538.00	136,538.00	0.00	100.0%
595 10 41 1309 Russell Ave-Construction	829,000.00	829,000.00	0.00	100.0%
595 20 61 0309 Russell Ave-Right Of Way	0.00	0.00	0.00	0.0%
594 Capital Expenditures	965,538.00	965,538.00	0.00	100.0%

999 Ending Balance

508 10 00 0309 Russell Ave-Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

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309 Russell Ave

Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	965,538.00	965,538.00	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

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311 First Street

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

334 03 80 0311 First St.-TIB Grant	132,800.00	132,800.00	0.00	100.0%
330 Intergovernmental Revenues	132,800.00	132,800.00	0.00	100.0%

397 Interfund Transfers

397 00 00 0311 First St-Transfer In From Street:	53,000.00	53,000.00	0.00	100.0%
397 Interfund Transfers	53,000.00	53,000.00	0.00	100.0%

Fund Revenues:	185,800.00	185,800.00	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

595 10 41 0311 First St-Engineering Svc	185,800.00	185,800.00	0.00	100.0%
594 Capital Expenditures	185,800.00	185,800.00	0.00	100.0%

999 Ending Balance

508 10 00 0311 First St-Ending Balance	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

Fund Expenditures:	185,800.00	185,800.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	0.00		
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400 Water/Sewer Fund

Revenues	Original	Proposed	Difference	100.0%	Remarks
308 Beginning Balances					
308 80 00 0400 WS Unreserved Begin CA & In	129,205.20	129,205.20	0.00	100.0%	
400 Water/Sewer	129,205.20	129,205.20	0.00	100.0%	
308 10 01 0400 WS Res Begin C&I System Dev	191,376.85	191,376.85	0.00	100.0%	
401 Water	191,376.85	191,376.85	0.00	100.0%	
308 10 02 0400 WS Res Begin C&I System Dev	157,730.27	157,730.27	0.00	100.0%	
308 10 03 0400 WS Res Begin C&I Sewer Outf	32,670.00	32,670.00	0.00	100.0%	
402 Sewer	190,400.27	190,400.27	0.00	100.0%	
308 Beginning Balances	510,982.32	510,982.32	0.00	100.0%	
330 Intergovernmental Revenues					
334 04 20 0400 Dept. Of Commerce-Energy Gr	311,000.00	311,000.00	0.00	100.0%	
343 Water	311,000.00	311,000.00	0.00	100.0%	
330 Intergovernmental Revenues	311,000.00	311,000.00	0.00	100.0%	
340 Charges For Goods & Services					
343 40 00 0000 Water Sales	673,050.00	673,050.00	0.00	100.0%	
343 40 18 0000 Turn on Fees	1,500.00	1,500.00	0.00	100.0%	
343 40 19 0000 Reconnect Fee	1,000.00	1,000.00	0.00	100.0%	
343 40 20 0000 Water Construction Hookup	0.00	0.00	0.00	0.0%	
343 40 21 0000 Hydrant Rental - External	600.00	600.00	0.00	100.0%	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	0.00	100.0%	
343 41 00 0000 Installation Water	10,000.00	10,000.00	0.00	100.0%	
343 Water	690,150.00	690,150.00	0.00	100.0%	
343 50 00 0000 Sewer Service Income	887,294.20	887,294.20	0.00	100.0%	
343 50 01 0000 BOD Surcharge	0.00	0.00	0.00	0.0%	
343 50 02 0000 Downspout-Sump Pump Discha	0.00	0.00	0.00	0.0%	
343 51 00 0000 Installation Sewer	300.00	300.00	0.00	100.0%	
344 Sewer	887,594.20	887,594.20	0.00	100.0%	

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400 Water/Sewer Fund

Revenues	Original	Proposed	Difference		Remarks
340 Charges For Goods & Services					
340 Charges For Goods & Services	1,577,744.20	1,577,744.20	0.00	100.0%	
360 Interest & Other Earnings					
367 40 00 0000 Water Capital Contributions	46,674.00	46,674.00	0.00	100.0%	
369 10 01 0000 Water Miscellaneous Income	0.00	0.00	0.00	0.0%	
343 Water	46,674.00	46,674.00	0.00	100.0%	
367 50 00 0000 Sewer Capital Contributions	56,532.00	56,532.00	0.00	100.0%	
369 10 02 0000 Sewer Miscellaneous Income	0.00	0.00	0.00	0.0%	
344 Sewer	56,532.00	56,532.00	0.00	100.0%	
361 11 00 0400 Interest on Investments - W/S	4,000.00	4,000.00	0.00	100.0%	
369 81 00 0000 Cashier's Overages/Shortages	0.00	0.00	0.00	0.0%	
369 91 00 0400 Other Miscellaneous/NSF Fee R	0.00	0.00	0.00	0.0%	
400 Water/Sewer	4,000.00	4,000.00	0.00	100.0%	
360 Interest & Other Earnings	107,206.00	107,206.00	0.00	100.0%	
380 Non Revenues					
386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	0.00	0.00	0.0%	
390 Other Financing Sources					
391 50 00 0000 Capital Lease-Water Meters	650,000.00	350,000.00	(300,000.00)	53.8%	Reduced for removal of Loop Rd. project
402 Sewer	650,000.00	350,000.00	(300,000.00)	53.8%	
390 Other Financing Sources	650,000.00	350,000.00	(300,000.00)	53.8%	
Fund Revenues:	3,156,932.52	2,856,932.52	(300,000.00)	90.5%	

Expenditures	Original	Proposed	Difference	Remarks
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534 Water Utilities

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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	Remarks
534 Water Utilities				
534 10 10 0000 WA-Administrative Salary	2,500.00	2,500.00	0.00	100.0%
534 10 20 0000 WA-Administrative Benefits	1,000.00	1,000.00	0.00	100.0%
534 10 41 0022 WA-Audit Fee	6,000.00	6,000.00	0.00	100.0%
534 10 49 0001 WA-Dues & Membership/Filing	2,000.00	2,000.00	0.00	100.0%
534 10 51 0000 WA-Op. Permit(DOH)/Other Fe	5,000.00	5,000.00	0.00	100.0%
534 20 10 0000 WA-Administrative Planning W	0.00	0.00	0.00	0.0%
534 20 20 0000 WA-Administrative Planning W	0.00	0.00	0.00	0.0%
534 20 41 0000 WA-Admin Planning Water - C	2,000.00	2,000.00	0.00	100.0%
534 40 43 0000 WA-Travel	2,000.00	2,000.00	0.00	100.0%
534 40 49 0001 WA-Training	2,000.00	2,000.00	0.00	100.0%
534 50 35 0000 WA-Small Tools/Minor Equipm	2,500.00	2,500.00	0.00	100.0%
534 50 48 0000 WA-Repair-Contracted Labor	20,000.00	20,000.00	0.00	100.0%
534 54 10 0000 WA-Maintenance-Trtmnt Plant	0.00	0.00	0.00	0.0%
534 54 20 0000 WA-Maintenance-Trtmnt Plant	0.00	0.00	0.00	0.0%
534 55 10 0000 WA-Maint.-Trans & Distr. Sala	0.00	0.00	0.00	0.0%
534 55 20 0000 WA-Maint.-Trans & Distr. Bene	0.00	0.00	0.00	0.0%
534 70 10 0000 WA-Customer Services Salary	34,000.00	34,000.00	0.00	100.0%
534 70 20 0000 WA-Customer Services Benefit	13,500.00	13,500.00	0.00	100.0%
534 70 31 0000 WA-Office Supplies And Postag	2,250.00	2,250.00	0.00	100.0%
534 70 41 0000 WA-Computer Services/Repair	4,000.00	4,000.00	0.00	100.0%
534 70 41 0001 WA-EBPP Fees	2,000.00	2,000.00	0.00	100.0%
534 80 31 0000 WA-Operating Supplies	25,000.00	25,000.00	0.00	100.0%
534 80 33 0000 WA-Well Water For Resale	1,000.00	1,000.00	0.00	100.0%
534 80 41 0000 WA-Testing	4,000.00	4,000.00	0.00	100.0%
534 80 42 0000 WA-Telephone	1,400.00	1,400.00	0.00	100.0%
534 80 45 0001 WA-Telemetry Services	3,000.00	3,000.00	0.00	100.0%
534 80 45 0099 WA-Eq Rental - Water	53,000.00	53,000.00	0.00	100.0%
534 80 46 0000 WA-Insurance	14,000.00	14,000.00	0.00	100.0%
534 80 47 0000 WA-Electricity	22,000.00	22,000.00	0.00	100.0%
534 81 41 0000 WA-Prof Services - General	0.00	0.00	0.00	0.0%
534 84 10 0000 WA-Operations Plant Salary	70,000.00	70,000.00	0.00	100.0%
534 84 20 0000 WA-Operations Plant Benefits	40,000.00	40,000.00	0.00	100.0%
534 84 31 0000 WA-Chemicals Plant	10,000.00	10,000.00	0.00	100.0%
534 84 41 0000 WA-Consultant Services - Plant	2,000.00	2,000.00	0.00	100.0%
534 85 10 0000 WA-Operations T & D Salary	60,000.00	60,000.00	0.00	100.0%
534 85 20 0000 WA-Operations T & D Benefits	30,000.00	30,000.00	0.00	100.0%
534 90 44 0000 WA-Taxes	37,000.00	37,000.00	0.00	100.0%
534 Water Utilities	473,150.00	473,150.00	0.00	100.0%

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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	Remarks
535 Sewer				
535 10 10 0000 WW-Administrative Salary	24,000.00	24,000.00	0.00	100.0%
535 10 20 0000 WW-Administrative Benefits	11,000.00	11,000.00	0.00	100.0%
535 10 41 0022 WW-Audit Fee	6,000.00	6,000.00	0.00	100.0%
535 10 44 0000 WW-Advertising	0.00	0.00	0.00	0.0%
535 10 49 0001 WW-Dues & Membership/filing	500.00	500.00	0.00	100.0%
535 10 51 0000 WW-Permit Fees/DOE	2,500.00	2,500.00	0.00	100.0%
535 20 41 0000 WW-Admin Planning Sewer - C	0.00	0.00	0.00	0.0%
535 40 43 0000 WW-Travel	1,500.00	1,500.00	0.00	100.0%
535 40 49 0001 WW-Training	3,000.00	3,000.00	0.00	100.0%
535 51 10 0000 WW-Maintenance T&D Salary	0.00	0.00	0.00	0.0%
535 51 20 0000 WW-Maintenance T&D Benefit	0.00	0.00	0.00	0.0%
535 51 31 0000 WW-Maintenance Supplies	30,000.00	30,000.00	0.00	100.0%
535 51 48 0000 WW-Repair (Contract Serv) T&	120,000.00	120,000.00	0.00	100.0%
535 51 48 0001 WW-Solids Hauling & Disposal	200,000.00	200,000.00	0.00	100.0%
535 54 10 0000 WW-Plant Maintenance Salary	0.00	0.00	0.00	0.0%
535 54 20 0000 WW-Plant Maintenance Benefit	0.00	0.00	0.00	0.0%
535 64 41 0000 WW-Operations Contract	100,000.00	100,000.00	0.00	100.0%
535 70 10 0000 WW-Customer Service Salary	34,000.00	34,000.00	0.00	100.0%
535 70 20 0000 WW-Customer Service Benefits	13,500.00	13,500.00	0.00	100.0%
535 70 31 0000 WW-Office Supplies & Postage	2,500.00	2,500.00	0.00	100.0%
535 70 41 0000 WW-Computer Services/Repair	5,000.00	5,000.00	0.00	100.0%
535 70 41 0001 WW-EBPP Fees Sewer	2,000.00	2,000.00	0.00	100.0%
535 80 31 0000 WW-Operating Supplies	10,000.00	10,000.00	0.00	100.0%
535 80 41 0000 Sewer Operations Testing	21,000.00	21,000.00	0.00	100.0%
535 80 42 0000 Sewer Telephone	3,000.00	3,000.00	0.00	100.0%
535 80 45 0099 Eq Rental - Sewer	35,000.00	35,000.00	0.00	100.0%
535 80 46 0000 Sewer Insurance	10,000.00	10,000.00	0.00	100.0%
535 81 10 0000 WW-Operations Coll. Salary	22,000.00	22,000.00	0.00	100.0%
535 81 20 0000 WW-Operations Coll. Benefits	10,000.00	10,000.00	0.00	100.0%
535 84 10 0000 WW-Operations Plant Salary	70,000.00	70,000.00	0.00	100.0%
535 84 20 0000 WW-Operations Plant Benefits	37,000.00	37,000.00	0.00	100.0%
535 84 47 0000 WW-Electricity	26,000.00	26,000.00	0.00	100.0%
535 85 10 0000 WW Sampling Salary	4,000.00	4,000.00	0.00	100.0%
535 85 20 0000 WW Sampling Benefits	2,500.00	2,500.00	0.00	100.0%
535 85 31 0000 WW Sampling Supplies	500.00	500.00	0.00	100.0%
535 85 41 0000 WW Sampling Professional Ser	7,000.00	7,000.00	0.00	100.0%
535 85 41 0002 WW Industrial Pretreatment Ser	4,000.00	4,000.00	0.00	100.0%
535 85 45 0000 WW Sampling Equipment Rent	0.00	0.00	0.00	0.0%
535 90 44 0000 Sewer Taxes	35,000.00	35,000.00	0.00	100.0%

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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	%	Remarks
535 Sewer					
535 Sewer	852,500.00	852,500.00	0.00	100.0%	
591 Debt Service					
591 34 19 0000 WA-SMART Meter Lease-Prici	40,000.00	40,000.00	0.00	100.0%	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	0.00	100.0%	
592 34 83 0000 Base Reservoir PWTF Loan Intc	1,100.00	1,100.00	0.00	100.0%	
534 Water	64,373.39	64,373.39	0.00	100.0%	
591 35 72 0000 Sewer Outfall - USDA RDA Pri	20,120.00	20,120.00	0.00	100.0%	
592 35 83 0000 Sewer Outfall - USDA RDA Int	12,551.00	12,551.00	0.00	100.0%	
535 Sewer	32,671.00	32,671.00	0.00	100.0%	
591 Debt Service	97,044.39	97,044.39	0.00	100.0%	
594 Capital Expenditures					
594 34 10 4006 Water Connections - Salary	5,000.00	5,000.00	0.00	100.0%	
594 34 10 4012 #42 Loop Rd Waterline Salaries	0.00	0.00	0.00	0.0%	
594 34 20 4006 Water Connections - Benefits	2,500.00	2,500.00	0.00	100.0%	
594 34 20 4012 #42 Loop Rd Waterline Benefits	0.00	0.00	0.00	0.0%	
594 34 31 4006 Water Connections - Supplies	0.00	0.00	0.00	0.0%	
594 34 31 4009 Water Plant Improvements-Supl	0.00	0.00	0.00	0.0%	
594 34 45 0400 Eq Rental - Water Connections	2,000.00	2,000.00	0.00	100.0%	
594 34 48 0400 Base Reservoir Improv.- Contra	0.00	0.00	0.00	0.0%	
594 34 48 4012 #42 Loop Rd Contract Labor	100,000.00	0.00	(100,000.00)	0.0%	Removed, grant not received
594 34 64 0000 WA-Fixed Assets To Capitalize	755,000.00	755,000.00	0.00	100.0%	
594 35 41 0405 Loop Rd. Sewer Line Extension	300,000.00	0.00	(300,000.00)	0.0%	Removed, grant not received
534 Water	1,164,500.00	764,500.00	(400,000.00)	65.7%	
594 35 41 0400 #38 Sewer Plan - Prof Serv	0.00	0.00	0.00	0.0%	
594 35 48 0400 #38 Sewer Plan - Contr Labor	0.00	0.00	0.00	0.0%	
594 35 64 0400 WW-Capitalized Equipment Pu	0.00	0.00	0.00	0.0%	
535 Sewer	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	1,164,500.00	764,500.00	(400,000.00)	65.7%	

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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference		Remarks
597 Interfund Transfers					
597 10 00 0000 Transfer Out to 410 WW Sys. U	0.00	0.00	0.00	0.0%	
535 Sewer	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance					
508 80 00 0400 WS-Ending Cash	234,755.01	234,755.01	0.00	100.0%	
400 Water/Sewer	234,755.01	234,755.01	0.00	100.0%	
508 10 00 0401 WS-Water Reserve	88,050.85	188,050.85	100,000.00	213.6%	Increased-Removed Loop Rd. project
401 Water	88,050.85	188,050.85	100,000.00	213.6%	
508 10 00 0402 WS-WW Reserve	214,262.27	214,262.27	0.00	100.0%	
508 10 00 0403 WS-Sewer Outfall Reserve	32,670.00	32,670.00	0.00	100.0%	
402 Sewer	246,932.27	246,932.27	0.00	100.0%	
999 Ending Balance	569,738.13	669,738.13	100,000.00	117.6%	
Fund Expenditures:	3,156,932.52	2,856,932.52	(300,000.00)	90.5%	
Fund Excess/(Deficit):	0.00	0.00			

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410 Wastewater System Upgrades

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0410 WW Sys Upgrades Beg Cash &	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

334 04 20 0410 CERB Feasibility Study-Alt. Ar	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%

390 Other Financing Sources

391 90 00 0410 DOE Design Loan	1,000,000.00	1,000,000.00	0.00	100.0%
390 Other Financing Sources	1,000,000.00	1,000,000.00	0.00	100.0%

397 Interfund Transfers

397 05 00 0410 Transfer In from Water/Sewer F	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	1,000,000.00	1,000,000.00	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

594 35 31 0010 DOE-Imm. Improv. Supplies	0.00	0.00	0.00	0.0%
594 35 41 0010 DOE-Imm. Imprpv. Svcs	0.00	0.00	0.00	0.0%
594 35 41 4103 Design-Consultant Svcs	1,000,000.00	1,000,000.00	0.00	100.0%
594 35 41 4104 EDA Project Consultant Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures	1,000,000.00	1,000,000.00	0.00	100.0%

999 Ending Balance

508 10 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

Fund Expenditures:	1,000,000.00	1,000,000.00	0.00	100.0%
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410 Wastewater System Upgrades

Fund Excess/(Deficit):	0.00	0.00
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500 Equipment Service Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 80 00 0500 ES Unreserved Begin CA & Inv	65,450.73	65,450.73	0.00	100.0%
308 Beginning Balances	65,450.73	65,450.73	0.00	100.0%

340 Charges For Goods & Services

348 00 00 0000 Equipment Rental-Internal	150,000.00	150,000.00	0.00	100.0%
340 Charges For Goods & Services	150,000.00	150,000.00	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0500 Interest Income/ES	0.00	0.00	0.00	0.0%
362 10 00 0000 Equipment Rental - External NE	0.00	0.00	0.00	0.0%
362 10 02 0000 Equipment Rental - External Sk	0.00	0.00	0.00	0.0%
369 10 00 0500 Sale of Scrap Equip Service	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

390 Other Financing Sources

395 10 00 0500 Sale of Fixed Assets	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%

Fund Revenues:	215,450.73	215,450.73	0.00	100.0%
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Expenditures	Original	Proposed	Difference	Remarks
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548 Public Works - Centralized Services

548 65 10 0000 Maintenance Salary	35,000.00	35,000.00	0.00	100.0%
548 65 20 0000 Maintenance Benefits	17,000.00	17,000.00	0.00	100.0%
548 65 25 0000 Medical Physicals-Required	2,000.00	2,000.00	0.00	100.0%
548 65 31 0000 Tires	2,000.00	2,000.00	0.00	100.0%
548 65 32 0000 Gas and Oil	20,000.00	20,000.00	0.00	100.0%
548 65 33 0000 Supplies	0.00	0.00	0.00	0.0%
548 65 46 0000 Insurance	28,000.00	28,000.00	0.00	100.0%
548 65 47 0000 Heat & Lights	1,500.00	1,500.00	0.00	100.0%
548 65 48 0000 Repairs/Supplies Contracted	20,000.00	20,000.00	0.00	100.0%
548 65 49 0000 Training	250.00	250.00	0.00	100.0%

2020 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 12:32:34 Date: 12/16/2019

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500 Equipment Service Fund

Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
548 Public Works - Centralized Services				
<hr/>				
548 Public Works - Centralized Services	125,750.00	125,750.00	0.00	100.0%
<hr/>				
594 Capital Expenditures				
<hr/>				
594 48 64 0000 Equipment Purchase	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 0500 ES-Ending Cash	89,700.73	89,700.73	0.00	100.0%
999 Ending Balance	89,700.73	89,700.73	0.00	100.0%
<hr/>				
Fund Expenditures:	215,450.73	215,450.73	0.00	100.0%
<hr/>				
Fund Excess/(Deficit):	0.00	0.00		

2020 PROPOSED BUDGET CHANGES

City Of Stevenson
MCAG #:

Time: 12:32:34 Date: 12/16/2019
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630 Stevenson Municipal Court

Revenues	Original	Proposed	Difference	Remarks
380 Non Revenues				
389 40 00 0000 SMC-Agency Deposits	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures				
Expenditures	Original	Proposed	Difference	Remarks
580 Non Expenditures				
589 40 00 0000 SMC-Agency Disbursements	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

Time: 12:32:34 Date: 12/16/2019

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	1,783,875.33	1,783,875.33	0.00	100.0%	1,783,875.33	1,783,875.33	0.00	100.0%
010 General Reserve Fund	325,553.66	325,553.66	0.00	100.0%	325,553.66	325,553.66	0.00	100.0%
020 Fire Reserve Fund	1,515,000.00	1,515,000.00	0.00	100.0%	1,515,000.00	1,515,000.00	0.00	100.0%
100 Street Fund	488,774.36	488,774.36	0.00	100.0%	488,774.36	488,774.36	0.00	100.0%
103 Tourism Promo & Develop Fund	1,055,661.30	1,055,661.30	0.00	100.0%	1,055,661.30	1,055,661.30	0.00	100.0%
300 Capital Improvement Fund	119,236.62	119,236.62	0.00	100.0%	119,236.62	119,236.62	0.00	100.0%
301 Timber Harvest Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
303 Joint Emergency Facilities Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
309 Russell Ave	965,538.00	965,538.00	0.00	100.0%	965,538.00	965,538.00	0.00	100.0%
311 First Street	185,800.00	185,800.00	0.00	100.0%	185,800.00	185,800.00	0.00	100.0%
400 Water/Sewer Fund	3,156,932.52	2,856,932.52	(300,000.00)	90.5%	3,156,932.52	2,856,932.52	(300,000.00)	90.5%
410 Wastewater System Upgrades	1,000,000.00	1,000,000.00	0.00	100.0%	1,000,000.00	1,000,000.00	0.00	100.0%
500 Equipment Service Fund	215,450.73	215,450.73	0.00	100.0%	215,450.73	215,450.73	0.00	100.0%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Excess/(Deficit):	10,811,822.52	10,511,822.52	(300,000.00)	97.2%	10,811,822.52	10,511,822.52	(300,000.00)	97.2%



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: December 17th, 2019
SUBJECT: Engineering Standards Update-Amendment Process & Driveway Standards

Introduction

This memo transmits the Planning Commission's recommended changes to the *Stevenson Engineering Standards* (SES). The recommendations include amending SES Volume 1, Section 1.15 – Changes to Standards and SES V.1, Section 2.22 – Driveways. The recommendation is included as a draft ordinance with 2 exhibits in Attachment 1. The recommendation would modify the expectations for public involvement and planning commission review of proposed changes to the SES. It would also modify and reformat the requirements for driveways.

Public Involvement Actions and Concerns

The City Council forwarded this topic to the Planning Commission at its October 17th meeting. The Planning Commission reviewed the topic at its November 11th and December 9th meetings. One reason the City Council forwarded these recommendations to the Planning Commission was based in a concern that the public was not adequately involved in the review process. This concern persisted leading into and at the Planning Commission's December 9th meeting when the attached recommendation was made. This concern persisted despite an explanation of the current procedure for changes to the standards, despite an explanation of how that procedure has been implemented in the past vis-à-vis its implementation for the proposed change to driveway standards, and despite the expanded public involvement options offered by staff, the City Council, and the Planning Commission on the current proposal. At the time of this writing, no continued concerns have been expressed, however, if concerns are received prior to the Council meeting, they will be forwarded for consideration.

Proposed Amendment to SES V.1, Section 1.15 – Changes to Standards

The current procedure to amend the Standards is located at SES Volume 1, Chapter 1 – General Planning, Design, and Approval Requirements. This procedure relies on the City Engineer to propose changes for City Council consideration and approval.

This procedure anticipates the very technical level of review necessary for many of the specific standards (waterline valves, sewer pipe size, street curvatures, etc.) and relies on the City Council as the only sounding board for proposals made by City staff. A history of inconsistent implementation of this process coupled with standards that are less technical in nature challenge the assumptions underlying this procedure.

The Planning Commission's deliberation of this issue ranged greatly. As part of the initial response to the public involvement concerns, they were leaning on suggest everything be sent to the Planning Commission for their comments before the City Council could adopt. As part of their ongoing discussion, the Planning Commission processed through several alternate methods, focusing on how it could add value to amendment process. In the end, they've recommended to add greater general public involvement with proposals and to preserve the City Council's ability to choose proposals are reviewed by the Planning Commission. See Exhibit A to Draft Ordinance 2019-1148 for full text of the recommendation.

Driveway Standards

Exhibit B to Draft Ordinance 2019-1148 outlines the changes that are recommended to SES V.1, Section 2.22 – Driveways. At the high level, the recommended changes are very similar to the changes proposed for Council consideration at the October 17th, 2019 meeting. The recommended amendment would continue to:

- Provide greater alignment between the SES and the Stevenson Municipal Code (Providing the City Engineering with the discretion to limit new driveway access to certain categories of streets, changing the threshold for shared driveways from “homes” to “lots”),
- Remove inapplicable standards for driveways on streets with 4+ lanes,
- Require hard surfacing for additional categories of uses and for potentially longer distances, and
- Correct typos, provide bullet points and reformat the standards for readability purposes.

Community opposition to the proposal was wide ranging and included a) opposition to the new surfacing requirements, b) the presentation of required driveway widths, c) a cross reference to the fire code, d) the use of “lots” as the threshold for shared driveways, e) the number of users allowed to share a driveway, f) and the required parties to a shared driveway maintenance agreement. In the Planning Commission’s review and discussion, they sought to add clarity to the draft standards and to ensure the hard surfacing requirements did not preclude permeable pavement. The recommended changes include the following modifications to the initial draft:

- The preamble to SES Table 2.22A uses a new minimum width requirement of 8’ for driveways where they extend beyond public street rights-of-way or private road easements, while retaining the cross reference to the fire code when it would require a wider driveway.
- The preamble to SES Table 2.22A also references a new diagram showing where the width standards do and don’t apply.
- The above changes replace the text: “Where a driveway extends onto private property, its width may be wider or narrower subject to compliance with the most recent version of the International Fire Code adopted by the City”.
- The surfacing requirement was changed to allow a wider array of “suitable alternatives” than the initial draft which allowed only “suitable concrete alternatives”.
- **NOTE:** Staff made a modification to the surfacing section. The initial draft included provided the City Engineer with discretion to exempt single family residences from the requirement to provide hard surfacing. The plural “residences” was changed to the singular “a residence” to remove ambiguity about when the discretion is allowed. This change was made after the Planning Commission’s review and has not been considered by that body. If the City Council believes it is not capable of considering the impacts of or addressing any public concerns related to this staff change, it should either hold over the approval or refer it back to the Planning Commission for additional review.

Discussion and Decisions

This is a “blue sky” discussion that could take any direction desired by the City Council. This includes delaying all deliberation on adoption, recommending additional review by the Planning Commission, requesting additional analysis, or any other action.

Prepared by,

Ben Shumaker

Attachments

1. Draft Ordinance 2019-1148 (7)

**CITY OF STEVENSON
ORDINANCE 2019-1148**

**AMENDING THE CITY OF STEVENSON ENGINEERING
STANDARDS VOLUME 1 – DESIGN AND PLANNING,
CHAPTER 1 – GENERAL PLANNING, DESIGN, AND
APPROVAL REQUIREMENTS, SECTION 1.15 – CHANGES
TO STANDARDS, AND CHAPTER 2 – STREETS, SECTION
2.22 – DRIVEWAYS.**

WHEREAS, The *City of Stevenson Engineering Standards for Public Works Construction*, herein after referred to as the “Standards”, 1) contain a procedure to allowing for amendments thereto and 2) establish expectations for the improvement of travel corridors including public streets, private streets, shared driveways, and driveways; and

WHEREAS, the current procedure for amending the Standards lacks adequate provisions for public involvement prior to the City Council’s adoption of changes; and

WHEREAS, the Planning Commission has advised, and the City Council concurs that greater public involvement efforts related to changes to the Standards are necessary; and

WHEREAS, to differentiate between the Standards’ requirements for different travel corridors, the Standards rely primarily on the number of “lots” served by the corridor. However, the requirements for shared driveways are an exception and rely on the number of “homes” served by the driveway; and

WHEREAS, this notable exception creates unintentional confusion during the construction process, for multi-family housing and accessory dwelling units; and

WHEREAS, the Standards for driveways contain guidance and scrivener’s errors and is formatted in such a way to create additional confusion; and

WHEREAS, the city desires to reduce this confusion and facilitate multi-family development; and

WHEREAS, amendments to the Standards are permitted according to Volume 1 – Design and Planning, Chapter 1 – General Planning, Design, and Approval Requirements, Section 1.15; and

WHEREAS, the amendments approved herein implement Objectives 1.1, 1.2, 1.2-1, 2.13, 2.14, 3.2, 3.2-2, 3.6, 3.8, 7.1-5, 7.2, 7.5, 7.11, and 8.7 of the 2013 *Stevenson Comprehensive Plan*; and

WHEREAS, the City has decided a Threshold Determination under the State Environmental Policy Act is not necessary for these amendments; and

AND WHEREAS, after considering all public comments and evidence, the City Council determined that the proposed amendments 1) comply with all applicable laws and rules, and 2) are necessary to promote the health, safety, and welfare of the city;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON DO ORDAIN AS FOLLOWS:

Section 1 – Amendment to Standards. The *City of Stevenson Engineering Standards for Public Works Construction*, Volume 1 – Design and Planning, Chapter 1 – General Planning, Design, and Approval Requirements, Section 1.15 – Changes to Standards shall be amended by adding the underlined and deleting the ~~struck through~~ text as shown in “Exhibit A”.

Section 2 – Amendment to Standards. The *City of Stevenson Engineering Standards for Public Works Construction*, Volume 1 – Design and Planning, Chapter 2 – Streets, Section 2.22 – Driveways shall be amended by adding the underlined and deleting the ~~struck through~~ text as shown in “Exhibit B”.

Section 3 – Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 4 – Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this ____ day of _____, 20__.

SIGNED:

ATTEST:

Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich
City Attorney

1.15 Changes to Standards

- A. Applicability. From time to time changes may be needed to add, delete, or modify the provisions of these standards. This section provides the process by which such changes are may be initiated, considered and take effect.
- B. Initiating Changes. ~~The Engineer may propose changes to these Standards and upon approval of the City Council, they shall become effective and shall be incorporated into the existing provisions.~~The Council may, upon recommendation of the City Engineer, or upon its own motion, consider changes to these Standards.
- C. Process.
1. The City Council shall hold a public hearing prior to adopting any change to these Standards. Notices of the public hearing shall be published in the local newspaper once a week for 2 consecutive weeks prior to the hearing date.
 2. On a case-by-case basis, the City Council may refer proposed changes to the Planning Commission for its report on the proposed change.
- A.D. Adoption. All changes to these Standards shall be made by ordinance and shall become effective upon date specified therein.

2.22 Driveways

A. General Requirements.

1. Standard residential or commercial driveways shall be required for all developments.
2. A private intersection opening shall be used in lieu of a conventional driveway in commercial areas where the following criteria as determined by the City are met:
 - a. Projected driveway usage is greater than two-thousand (2,000) vehicles per day.
 - b. In any case where traffic signalization is approved and provided.
 - c. A minimum one-hundred (100') foot storage area is provided between the street and any turning or parking maneuvers within the development.
 - d. The opening is at least one-hundred and fifty feet (150') from any other intersection opening.
 - e. The opening is at least one-hundred and fifty feet (150') away from any other driveway on the property frontage under control of the applicant.
 - f. Easement dedication is made for traffic control devices.
3. New driveway approach construction shall include a minimum 30' length of culvert installation, size as required.
4. ~~A shared driveway will be allowed for up to 2 homes being served provided that the driveway approach is surfaced with a minimum 2" Class A HMA over 6" crushed surfacing for a distance of 30'. Driveway approach shall be a minimum 20' wide, maximum 30' wide. The approval would be subject to shared roadway maintenance agreements. [Reserved].~~

B. Conditions of Approval.

1. Driveways directly giving access onto arterials or major collectors may be denied if alternate access is available.
2. All abandoned driveway areas on the street frontage to be improved shall be removed and new curb, gutter, and sidewalk shall be installed.
3. No commercial driveway shall be approved where backing onto the sidewalk or street will occur.
4. Left turns from and to a driveway may be restricted as a development condition or in the future if such maneuvers are found to be unduly hazardous.
5. Driveways shall be aligned wherever possible with existing driveways on the opposite side of the street ~~on two (2) or three (3) lane streets.~~

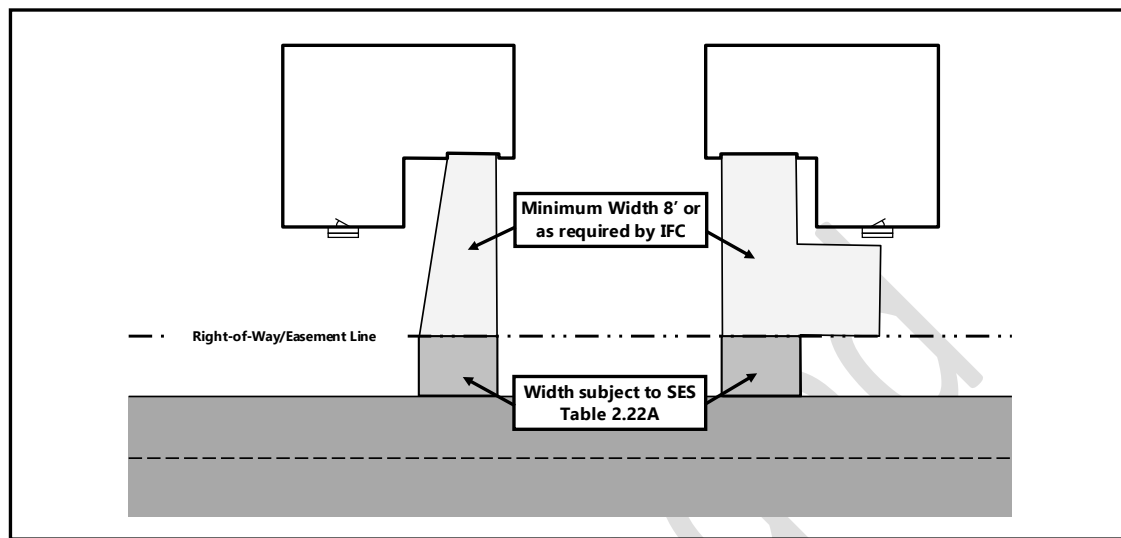
6. ~~Driveways shall be offset a minimum of one hundred feet (100') from existing driveways on the opposite side of streets with four (4) or more lanes whenever possible. [Reserved].~~
7. All driveways shall be angled ninety-degrees (90°) to the street, unless designated as right turn only with the approval of the Engineer.
8. ~~A shared driveway serving 2 lots shall be approved subject to compliance with the width and surfacing criteria below and the recording of a roadway maintenance agreement.~~
- 7.9. ~~Parking lot circulation needs shall be met on site. The public right-of-way shall not be utilized as part of a one way parking lot flow.~~

C. Design Criteria.

1. Width. ~~Driveways within a public right-of-way or private road easement shall be subject to the width standards in Table 2.22A. Where a driveway extends onto private property, it shall have a minimum width of eight feet (8') or such wider dimension as may be required by the most recent version of the International Fire Code adopted by the City. See Figure 2.22A.~~

<u>Table 2.22A</u> <u>Driveway Widths</u>		
	<u>Minimum Width</u>	<u>Maximum Width</u>
<u>Residential Driveways</u>		
<u>One-Way Residential</u>	-	<u>10'</u>
<u>Two-Way Residential</u>	-	<u>20'[1]</u>
<u>Shared Residential</u>	<u>20'</u>	<u>30'</u>
<u>Commercial Driveways</u>		
<u>One-Way Commercial</u>	-	<u>22'</u>
<u>Two-Way Commercial</u>	-	<u>26'[2][3]</u>
<u>Shared Commercial</u>	<u>[4]</u>	<u>[4]</u>
<u>Private Intersection</u>	<u>[4]</u>	<u>[4]</u>
<u>Notes to Table 2.22A</u>		
<u>[1] Where serving a single family home from a local street, the City Engineer may approve a larger width up to 30'.</u>		
<u>[2] Where serving a commercial use from an arterial street, the maximum width shall be 30'.</u>		
<u>[3] Where a commercial driveway serves a substantial percentage of oversized vehicle traffic, the City Engineer may approve a larger width to accommodate the largest vehicles using the driveway.</u>		
<u>[4] As determined by the City Engineer.</u>		

Figure 2.22A – Applicability of Width Standards



The maximum two (2)-way driveway width shall be twenty feet (20') for residential uses and thirty feet (30') for commercial uses. A wider commercial driveway width may be approved by the Engineer where a substantial percentage of oversized vehicle traffic exists. In this case the driveway should be sized to accommodate the largest vehicles. Commercial driveways shall be thirty feet (30') on any arterial, twenty six feet (26') to thirty feet (30') on any local street. Where intersection openings are approved the width shall be as determined by the Engineer. Maximum one way driveway width shall be ten feet (10') for residential and twenty two feet (22') for commercial driveways. ~~Parking lot circulation needs shall be met on site. The public right of way shall not be utilized as part of a one way parking lot flow.~~ Driveways on local access streets serving single family homes may be up to 30 feet in width, subject to approval by the Engineer.

1.2. Elevation.

Back edge of driveway shall be at the same elevation as the back of the sidewalk adjacent to the driveway approach.

3. Clearance from structures.

a. No object (including fire hydrants, light or power poles, street trees) shall be placed or allowed to remain within fifteen feet (15') of the driveway edge.

a.b. _____ Where the building facade or other design element is less than ten feet (10') behind the sidewalk front setback both pedestrian and vehicular sight distance shall be maintained. ~~Vehicular sight distance shall be per section 2.15.~~

4. Sight Distance.

a. Vehicular Sight Distance. ~~Vehicular sight distance shall be per section 2.15.~~

b. Pedestrian Sight Distance.

Pedestrian sight distance shall be as follows: The driver of an exiting vehicle shall be able to view a one-foot (1') high object fifteen feet (15') away from either edge of the driveway throat when the driver's eye is fourteen feet (14') behind the back of the sidewalk.

2.5. Maximum driveway grade shall be fifteen percent (15%).

3.6. On sloping approaches, a landing as described in section 2.09, shall be provided.

7. Approach grades and configuration shall accommodate future street widening to prevent major driveway reconstruction.

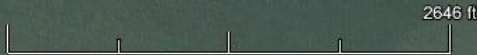
4.8. Surfacing. All portions of a driveway within a public right-of-way and/or within 30' of a public right-of-way shall be surfaced with a minimum 2" Class A HMA, or suitable alternative, over 6" compacted aggregate base. The Engineer may exempt driveways serving a single-family residence from the asphalt surfacing requirement.

1st Street Pedestrian Amenities & Overlook 2019 Transportation Alternatives Program



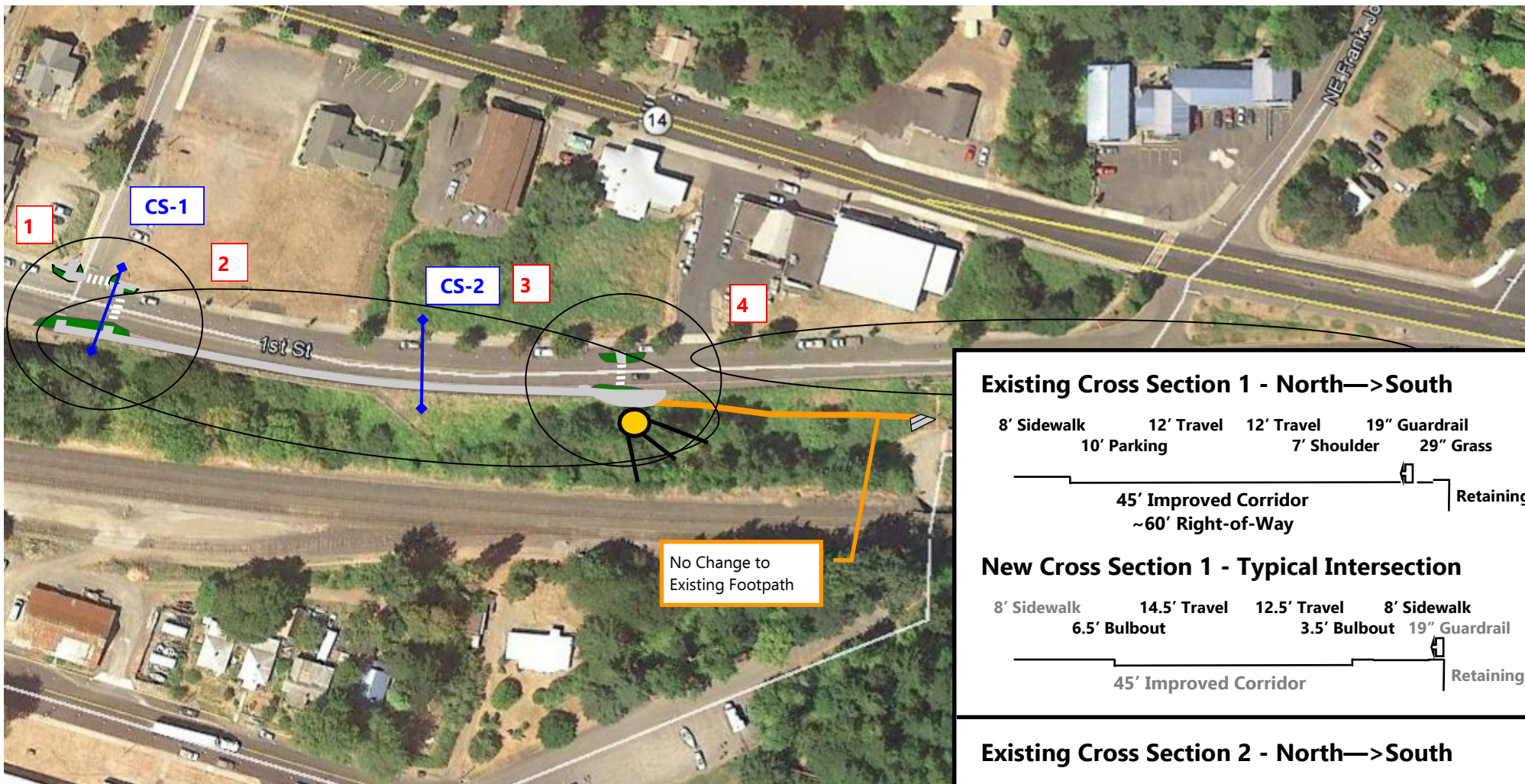
Legend

- Stevenson City Hall
- Skamania County Courthouse
- Stevenson Elementary School
- Project



1st Street Pedestrian Amenities & Overlook

2019 Transportation Alternatives Program



#1 Intersection Improvements

- Vegetated Curb Extensions
- Crosswalk Improvement

#2 Sidewalk Addition and Amenities

- Sidewalk Addition
- Decorative Pedestrian Amenities (landscape features, wayfinding stones, interpretive sign)
- Guardrail as necessary

#3 Crosswalk & Overlook

- Vegetated Curb Extensions
- Gorge Overlook
- Decorative Pedestrian Amenities

#4 Guardrail Replacement

- As necessary.

Existing Cross Section 1 - North→South

8' Sidewalk 12' Travel 12' Travel 19" Guardrail
 10' Parking 7' Shoulder 29" Grass

45' Improved Corridor Retaining Wall
 ~60' Right-of-Way

New Cross Section 1 - Typical Intersection

8' Sidewalk 14.5' Travel 12.5' Travel 8' Sidewalk
 6.5' Bulbout 3.5' Bulbout 19" Guardrail

45' Improved Corridor Retaining Wall

Existing Cross Section 2 - North→South

8' Sidewalk 12' Travel 12' Travel 19" Guardrail
 10' Parking 8.5' Shoulder 25' Grass

52' Improved Corridor ~50% Slope
 ~90' Right-of-Way

New Cross Section 2 - Typical Sidewalk

8' Sidewalk 12' Travel 14' Travel 8' Sidewalk
 9' Parking 19" Guardrail

52.5' Improved Corridor

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**Washington State
Department of Transportation**

Agency City of Stevenson

Address 7121 East Loop Road
PO Box 371
Stevenson, WA 98648

Local Agency Agreement

CFDA No. 20.205
(Catalog or Federal Domestic Assistance)

Project No.

Agreement No.

For OSC WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name 1st Street Pedestrian Amenities & Overlook Length 0.23
Termini West of Columbia Avenue to Lutheran Church Road

Description of Work

The project will include crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path, and streetscaping. Additional conceptual detail attached.

Project Agreement End Date 12/31/2023

Proposed Advertisement Date

Claiming Indirect Cost Rate
 Yes No

Type of Work	Estimate of Funding		
	(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE			
86.5 % a. Agency Consulting Engineer	153,526.00	20,726.00	132,800.00
b. Other Consulting Engineer, Fed	32,274.00	32,274.00	0.00
Federal Aid Participation Ratio for PE	2,000.00	2,000.00	0.00
c. Other			
d. State			
e. Total PE Cost Estimate (a+b+c+d)	187,800.00	55,000.00	132,800.00
Right of Way			
0 % f. Agency			
g. Other			
Federal Aid Participation Ratio for RW			
h. Other			
i. State			
j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00
Construction			
% k. Contract			
l. Other			
m. Other			
Federal Aid Participation Ratio for CN			
n. Other			
o. Agency			
p. State			
q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	0.00	0.00
r. Total Project Cost Estimate (e+j+q)	187,800.00	55,000.00	132,800.00

Agency Official

By
Title Mayor

Washington State Department of Transportation

By
Director, Local Programs
Date Executed

Construction Method of Financing (Check Method Selected)

State Ad and Award

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction cost (line 5, column 2) in the amount of

\$ _____ at \$ _____ per month for _____ months.

Local Force or Local Ad and Award

Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on

_____, Resolution/Ordinance No. _____

Provisions

I. Scope of Work

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XVII. Assurances

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Additional Provisions



**Local Agency Federal Aid
Project Prospectus**

Prefix	Route	()	Date	11/18/2019
Federal Aid Project Number			DUNS Number	025644105
Local Agency Project Number	1st East	(WSDOT Use Only)	Federal Employer Tax ID Number	91-6001512

Agency City of Stevenson	CA Agency <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other
Project Title 1st Street Pedestrian Amenities & Overlook	Start Latitude N 45-41-39.07 End Latitude N 45-41-48.11	Start Longitude W 121-52-49.77 End Longitude W 121-52-38.32
Project Termini From-To West of Columbia Ave Lutheran Church Road	Nearest City Name Stevenson	Project Zip Code (+4) 98648-0371
Begin Mile Post 0.4	End Mile Post 0.7	Length of Project 0.23 miles
Route ID 30A2	Begin Mile Point	End Mile Point
City Number 1250	County Number 30	County Name Skamania
WSDOT Region Southwest Region	Legislative District(s) 14	Congressional District(s) 3
		Urban Area Number -

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	\$185,800	\$53,000	\$132,800	December	2019
R/W	\$50,000	\$50,000	0	August	2020
Const.	\$619,100	\$176,500	\$442,600	April	2021
Total	\$804,900	\$229,500	\$575,400		

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 38-60'	Number of Lanes 2
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The existing facility includes 2 travel lanes, one parking lane, one sidewalk, a narrow shoulder, inadequate pedestrian ramps, and guardrail.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

The project will include crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path, and streetscaping. Additional conceptual detail attached.

Local Agency Contact Person Karl Russell	Title Public Works Director	Phone 509-427-5970
Mailing Address 7121 East Loop Road, PO Box 371	City Stevenson	State WA
	Zip Code 98648	
Project Prospectus	By _____ Approving Authority	Date
	Title Mayor	

Agency City of Stevenson	Project Title 1st Street Pedestrian Amenities & Overlook	Date 11/18/2019
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Type of Proposed Work		
Project Type (Check all that Apply)	Roadway Width 38-60'	Number of Lanes 2
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input checked="" type="checkbox"/> Reconstruction <input checked="" type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> Bridge		

Geometric Design Data		
Description	Through Route	Crossroad
Federal Functional Classification	<input type="checkbox"/> Principal Arterial <input checked="" type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input checked="" type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input checked="" type="checkbox"/> Local Access
	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS
Terrain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	25	25
Design Speed		
Existing ADT		
Design Year ADT		
Design Year		
Design Hourly Volume (DHV)		

Performance of Work		
Preliminary Engineering Will Be Performed By Consultant	Others 100 %	Agency %
Construction Will Be Performed By Contractor	Contract 100 %	Agency %

Environmental Classification	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreements	<input checked="" type="checkbox"/> Class II - Categorically Excluded (CE) <input checked="" type="checkbox"/> Projects Requiring Documentation (Documented CE)

Environmental Considerations

Agency City of Stevenson	Project Title 1st Street Pedestrian Amenities & Overlook	Date 11/18/2019
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Right of Way

<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input checked="" type="checkbox"/> Right of Way Needed <input checked="" type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
--	--	--

Utilities	Railroad
<input type="checkbox"/> No utility work required <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract <input checked="" type="checkbox"/> All utility work will be completed in coordination with the construction contract	<input checked="" type="checkbox"/> No railroad work required <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract <input type="checkbox"/> All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Utility work, if necessary is limited to the storm water needs of this corridor and the City water system. Subsurface work would occur in conjunction with the project. No overhead utilities exist in the project corridor.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? Yes No

Remarks

Key Way, a private grass airstrip is located ~1.4 miles from the project. The grass airstrip is located at an elevation approximately 800 feet above the project location, and the project won't impact the operations of the Key Way airstrip.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Stevenson
 By _____
 Mayor/Chairperson

Date

**PROFESSIONAL SERVICES CONTRACT
AMENDMENT #2**

THIS CONTRACT AMENDMENT #2(the "Amendment") to the PROFESSIONAL SERVICES CONTRACT effective as of April 18, 2019 (the "Agreement") is made and entered into this 19th day of December, **2019**, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Wallis Engineering, PLLC**, hereinafter referred to as the "Contractor."

NOW THEREFORE, CITY and Contractor agree to amend the Agreement as follows:

1. Contractor will perform additional services as set forth in the attached Exhibit "A2." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.
2. Contractor shall be paid by CITY, for the additional work to be performed hereunder, as set forth in the attached Exhibit "A2" and Exhibit "B." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract amendment.
3. The Contract shall be extended until December 31, 2021.

This Amendment together with the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated, all other terms and conditions of the agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this _____ day of _____, 20_____.

CITY OF STEVENSON

CONTRACTOR

By: _____
Scott Anderson, Mayor

By: _____
Jane Vail, PE
Principal Engineer

Mailing Address:
215 West 4th Street
Suite 200
Vancouver, WA 98660

Approved as to form

Kenneth B Woodrich,
City Attorney

360-695-7041
Telephone Number

91-1944973
Federal Tax ID Number

601-823-546
UBI#

PROJECT DESCRIPTION

The City of Stevenson Wastewater Treatment Plant (WWTP) and collection system is in need of upgrades to provide additional capacity and replace deficient components. These upgrades have been identified in the City’s 2017 General Sewer Plan and Wastewater Facilities Plan Update (GSP/FP), which was recently amended. The GSP/FP described two phases of improvements to the WWTP to meet capacity needs for the next 20 years. The GSP/FP also identified a number of collection system improvements to reduce I&I, correct capacity issues, and extend sewer service to unsewered areas. These areas include the following: Rock Creek Pump Station, Fairgrounds Pump Station, Cascade Pump Station, Cascade Avenue Sewer, Kanaka Pump Station, and Cascade Interceptor, and Main D Extension.

In a previous agreement (1477A), Wallis Engineering completed preliminary design of the WWTP improvements identified in the GSP/FP, further refining the project design and phasing plan. This preliminary design effort culminated in a predesign report, which was required to be submitted and approved by the Washington State Department of Ecology (DOE) prior to completing final design. The predesign report was submitted to DOE on November 1, 2019; DOE is expected to either approve or provide comments on the report by December 31, 2019. Once approval is obtained, final design of WWTP improvements can begin.

GENERAL SCOPE OF WORK

The primary goals of this scope are for the project team to complete final design for the WWTP Improvements Phases 1 and 2, and a select list of the collection system improvements. These goals are described below:

- ***Final Design of WWTP Phases 1 and 2 Improvements.*** We will advance design of the Phase I and Phase 2 WWTP Improvements to final design, refining the previously-completed preliminary design. These improvements include a new headworks facility, new aeration basin and blower building, new SCADA system, new backup generator, new UV disinfection facility, and other associated improvements. This design effort will culminate in a set of contract documents for each Phase, and multiple equipment procurement contracts to be used to publicly-bid the proposed improvements. We will also obtain Washington State Department of Ecology (DOE) approval prior to bidding.
- ***Kanaka Pump Station/Cascade Avenue Alternatives Analysis.*** We will perform an alternatives analysis to determine the best of two options, between upgrading the Kanaka Pump Station and Cascade Avenue Sewer versus constructing the Main F Diversion. This scope of work does not include design of either option.
- ***Final Design of Rock Creek Pump Station.*** We will advance design of the Rock Creek Pump Station (as described in the GSP/FP) to final design. This design effort will culminate in a set of contract documents to be used to publicly-bid the proposed improvements.
- ***Final Design of Cascade Interceptor Phase I.*** We will advance the design of the Cascade Interceptor Phase I project (as described in the GSP/FP) to final design. This design effort will culminate in a set of contract documents to be used to publicly-bid the proposed improvements.
- ***Final Design of Main D Extension.*** We will advance design of the Main D Extension project (as described in the GSP/FP) to final design. Design will be limited to the portion of Main D that is within the limits of the proposed paving project on Loop Road and approximately 100-feet up Frank Johns Road. This design effort will culminate in a set of contract documents to be used to publicly-bid the proposed improvements.

Other goals include providing comprehensive project management, assistance with permitting and funding procurement, and completing survey to inform design. This scope of work does not include bid or construction phase services.

It is not the intent of this scope of work to revisit major decisions established in the predesign report or in previous planning efforts. The recommendations of the predesign report and GSP/FP will be the starting point for this work.

CONTRACT DURATION

Contract term shall be from the date contract is fully executed until June 30, 2021.

PROJECT TEAM

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in the specific scope of work. The project team is listed below, with the responsibilities which they will complete.

<i>Consultant</i>	<i>Responsibilities</i>
Wallis Engineering(Wallis)	Project Management and Civil Engineering
Esvelt Environmental Engineering(EEE)	Process Engineering
B2 Architecture	Architectural Design
LSB Engineering (LSB)	Structural Engineering
Kartchner Engineering	Mechanical Engineering
Klein & Associates (Klein)	Surveying
Geotechnical Resources Inc. (GRI)	Geotechnical Engineering
Industrial Systems (IS)	Electrical and Control Systems Engineering
Barney and Worth (B&W)	Public Engagement (as authorized)
Ecological Land Services (ELS)	Environmental Permitting
E2 Land Use Planning Services (E2)	Land Use Permitting
Wastewater Solutions (WWS)	Wastewater Operations

TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION (AMENDED)

Objective: Wallis Engineering (Wallis) will provide full project management, administration, and coordination between all team members, City staff, regulatory authorities, and key stakeholders. This task includes technical and financial management of the project, lead meetings and design workshops, and help the City with ongoing public involvement. Key tasks will be to organize and conduct all meetings, develop and track project schedule proactively to address critical path elements and ensure on-time delivery, and communicate to City staff of project progress.

Task 1.1 Project Management and Coordination

Wallis will refine the Project Management Plan (PMP) completed in the preliminary design effort in order to define and provide project management, schedule, coordination, and direction to the City staff and design team to track project progress and adjust as necessary.

Implementation of the PMP will include the following:

- Comprehensive project management to ensure the scope, schedule and budget are met. Provide a point contact person for the City while coordinating with the project team.
- Schedule and participate in monthly or as-needed coordination conference calls with the City Project Manager and other staff at their request.
- Provide maintenance of a comprehensive Microsoft Project schedule with individual task milestones, task duration, individual responsibilities of subconsultants and City staff, agencies, and utilities.
- Monthly status reports will be submitted with invoices for the City's use in funding reimbursement. Monthly status reports will include task level budget status, schedule status, estimated percentage of completion for each task, and brief summary of work completed along with any upcoming scope, schedule or budget concerns. Billings will include staff, title, hourly rate, and hours charged to the project.

Wallis will also assist on an as-needed basis with funding procurement.

Task 1.2 *Coordination with Department of Ecology*

Wallis will coordinate with the Department of Ecology (DOE) to ensure that DOE's requirements are being met. We anticipate up to one (1) physical meeting at DOE's Olympia office, and emails and conference calls.

Task 1.3 *Public Engagement*

Wallis along with Barney and Worth (B&W) will work with stakeholders, property owners, and the public to ensure concerns are adequately addressed and adverse impacts are minimized. The following summarizes the anticipated public involvement efforts through the final design effort:

Council Updates

Wallis will attend up to two (2) council meetings to update council and the public on the project.

Stakeholder Meetings

Wallis will attend up to two (2) stakeholder meetings, listening to concerns and communicating the City's value engineering efforts. Stakeholder meetings are assumed to be held with the Port of Skamania County and affected industries, and the Waste Water Clarifiers group.

Public Involvement Contingency

On a contingency, as-needed basis, Wallis and B&W will assist the City with additional meetings and production of public involvement materials. This work could include assistance with website updates, inserts for sewer bills including updates on the project, press releases, and other public engagement needs.

Task 1.4 *Workshops and Meetings*

Wallis will organize and conduct project workshops and meetings at key points in the project schedule. To begin the project, we will conduct a kick-off meeting at the City of Stevenson with key City staff and key team members. The objective of the kickoff meeting will be to introduce this phase of the project, identify and confirm contacts and roles, discuss broad goals and schedule objectives, and resolve decision points. In addition to the kickoff meeting, we anticipate a total of seven (7) design workshops and review meetings at key review points, including:

- One (1) workshop to discuss pump station design
- Two (2) workshops to discuss Phase 1 and 2 wastewater treatment plant design
- Four (4) review meetings to discuss the 50% and 90% submittals for wastewater treatment plant and collection system contract documents

For all meetings, we will provide a meeting agenda and summary.

Task 1.6 Funding Assistance (New Subtask)

Wallis will assist with funding procurement as requested by the City. This task includes assisting with funding applications, coordinating with funding agencies, and other work as requested by the City.

Task 1 Assumptions:

- Project management is anticipated to span a 12-month period (January 2020 – December 2020), for the duration of final design, with an additional 6 months (January 2021 – June 2021) for assistance with funding procurement
- All meetings with City staff will be held at City of Stevenson or other venue of staff choice
- Wallis will hold monthly project coordination conference calls with the City
- City will lead implementation of the Public Engagement Plan
- City will manage funding procurement efforts

Task 1 Deliverables:

- Project scope and fee
- Updated Final Project Management Plan (including Public Engagement Plan)
- Meeting agendas and minutes for kickoff meeting
- Meeting agendas and minutes for up to seven (7) design meetings/workshops
- Up to one (1) physical meetings with DOE
- Up to two (2) meetings with stakeholders
- Up to two (2) meetings with City Council
- MS Project Schedule and updates as needed
- Monthly progress billings on a time and materials basis per task with status reports

TASK 3 SURVEY AND MAPPING (AMENDED)

Objective: Survey existing sites and facilities to provide a comprehensive base map for design.

Task 3.2 Cascade Interceptor Survey and Base Mapping (New Subtask)

Klein will order utility locates, provide detailed mapping of features, and prepare a topographic and boundary survey base map for the Cascade Interceptor project. The Cascade Interceptor survey will include an area of 10-feet on each side of the existing sewer main, plus the full road width of Rock Creek Drive adjacent to the existing sewer.

Klein will prepare a complete base map for use in preparing the improvement plans. Wallis will review the base map and coordinate with Klein for additional survey needs as required.

Task 3.3 Main D Extension Survey and Base Mapping (New Subtask)

Klein will order utility locates, provide detailed mapping of features, and prepare a topographic and boundary survey base map for the Main D Extension project. The Main D Extension survey will include the full right-of-way along the extent of the proposed sewer.

Klein will prepare a complete base map for use in preparing the improvement plans. Wallis will review the base map and coordinate with Klein for additional survey needs as required.

Task 3.4 WWTP Potholing Survey (New Subtask/Contingency Task)

During final design, potholing may be necessary to accurately locate existing yard piping at the WWTP. This contingency task includes two (2) site visits to survey the location of up to ten (10) yard piping potholes.

Task 3 Assumptions:

- City will provide all available as-built drawings of utilities within the project extents.
- Utility locates will be accomplished via One-Call. Utility as-builts will be compiled, compared and resolved with locates
- The City will complete potholing at the WWTP, with Klein surveying horizontal and vertical locations of located piping
- Survey of potholed piping will occur over one work day
- Base maps will include the following features:
 - Existing improvements
 - Contours at 1-foot elevations with active surface in Civil 3D 2018
 - Utilities with inverts for sanitary sewer and storm structures
 - All lot and right-of-way corners, including research of existing monuments
 - Right-of-way and centerline locations
 - Boundary lines of private property adjacent to sites
 - Location of environmental areas (OHWM, wetland and buffer, etc)

Task 3 Deliverables:

- Base map in AutoCAD Civil 3D and PDF format for Cascade Interceptor and Main D Extension
- Legal exhibit for Rock Creek Pump Station easement
- Updated WWTP base map with pothole survey points

TASK 7 PERMITTING (AMENDED)

Objective: To complete all permitting required for the project improvements.

7.2 Environmental Permitting

ELS will lead the environmental permitting work on this project, which will begin with completing a delineation report for the Ordinary High-Water Mark (OHWM) of Rock Creek at Rock Creek Bridge, and the Columbia River where they are adjacent to the project areas in order to support permitting efforts.

ELS will prepare documents for Washington Department of Fish and Wildlife's (WDFW) Hydraulic Project Approval (HPA) for replacement of the Rock Creek Pump Station Forcemain across Rock Creek. This work will consist of completing the JARPA and coordination with Wallis and WDFW.

ELS will prepare documents for the National Marine Fisheries Service (NMFS), consisting of a no-effect letter for federally-listed Fall Chinook which have been mapped in Rock Creek, describing why the Rock Creek Forcemain project will have no effect on ESA listed species or critical habitats.

ELS will complete wetland delineation for the wetland located adjacent to the Cascade Pump Station, and complete a Buffer Mitigation Plan if the proposed improvements are anticipated to impact the wetland buffer.

7.3 Land Use Permitting

E2 will prepare a permitting requirements memorandum that summarizes the potential laws or rules triggered by each project, the regulatory agency responsible for administration of these requirements, specific permitting pathways for each land use, and permit issuance timeline for each triggered permit requirements. After City review and comments on this memorandum, E2 will prepare one land use application to include all improvements for the project, and participate in the public review process.

Task 7 Deliverables:

- Delineation Report for OHWM of Rock Creek and Columbia River
- JARPA and figure set to WDFW
- No-effect letter and figure set for NMFS
- Buffer mitigation plan for City (if needed)

- Land Use Permitting Technical Memorandum
- Land Use Application for all Phase I and 2 WWTP and collection system improvements

Task 7 Assumptions:

- The City will pay all permitting application fees
- The NEPA checklist will be completed by the City; the project will likely be classified as a documented categorical exclusion
- The project will not have any disproportionate effects on low-income, minority, limited English speakers or other special populations
- No permitting with the USACE will be necessary
- Land use permitting will require participation in up to one public meeting, including preparation of meeting materials
- The City completed an update of its Shoreline Master Program (SMP) and is awaiting final approval of the SMP by the WA Department of Ecology (ECY). The E2 scope and fee proposal assumes that Shoreline permits will be governed by the locally-approved 2018 Stevenson SMP.
- E2 will use the previously-prepared SEPA Checklist for WWTP, Rock Creek PS, and other facilities.
- E2 will prepare one land use application, to include narrative and findings, for all the above projects. Applications may include shorelines, critical areas and land use site plan review.
- The City will ensure all property owners (City and Port) sign required land use applications and will timely prepare and circulate all required public notices
- Design of buffer mitigation measures is not included.

TASK 8 KANAKA PUMP STATION/CASCADE AVENUE ALTERNATIVES ANALYSIS (NEW TASK)

Objective: Perform an alternatives analysis and evaluate the Kanaka Pump Station/Cascade Avenue deficiencies, with the end objective of recommending a preferred alternative.

Task 8.1 Kanaka Pump Station/Cascade Avenue Alternatives Analysis

Wallis will complete modeling and evaluation of two alternatives:

- Replacement of Kanaka Pump Station and Cascade Avenue Sewer to increase capacity, or
- Main F Diversion project, extending a sewer main up Loop Road to divert flow from a portion of the basin contributing flow to the Kanaka Pump Station and Cascade Avenue Sewer

The hydraulic model previously developed by Tetra Tech for the General Sewer Plan will be modified to determine how much flow can be diverted from the Kanaka Pump Station and Cascade Avenue Sewer, and whether this flow diversion is sufficient to alleviate capacity constraints. Cost estimates will be prepared for each alternative, in order to aid selection. Each alternative will be evaluated based on evaluation criteria reviewed by the City and revised as needed. A technical memorandum will be prepared, summarizing the analysis effort and recommending a preferred alternative for design and construction based on the results of the evaluation.

Task 8 Deliverables:

- Draft and Final Alternatives Analysis Technical Memorandum

Task 8 Assumptions:

- This task does not include final design for the preferred alternative; final design work will be scoped in a separate agreement after alternative selection
- The existing sanitary sewer hydraulic model will be provided by the City
- Wallis will conduct one site visit

TASK 9 WWTP FINAL DESIGN (NEW TASK)

Objective: To complete final design of the Phase 1 and Phase 2 WWTP improvements defined in the Predesign Report for this project. Design will include civil, structural, architectural, process, mechanical, and electrical disciplines. EEE will lead design of the WWTP, with assistance from Wallis, IS, B2 Architecture, LSB, and Kartchner Engineering. This work will result in two contract document packages: one for Phase 1, and one for Phase 2 improvements.

Civil Design

Wallis will lead design of civil improvements for both Phases 1 and 2, including yard piping and other site improvements. They will also manage compilation of the contract documents and coordination between all team member firms.

Process Design

EEE will lead design of biological process improvements, including improvements to secondary treatment for the Phase 1 improvements, and to UV disinfection for the Phase 2 improvements. They will also lead completion of the equipment procurement contracts.

Structural Design

LSB will lead structural design of the anoxic selector basins, headworks structure, and blower building foundation.

Architectural Design

B2 Architecture will lead architectural design of the remodeled laboratory building and the new blower building.

Electrical Design

Industrial Systems will lead electrical and instrumentation and control design for Phases 1 and 2, including SCADA and standby power needs.

9.1 50% WWTP Final Design

A set of plans for each phase of the WWTP improvements will be completed to the 50% level, and submitted to the City for review. An engineer's opinion of cost reflecting the 50% design will also be submitted for each phase.

9.2 90% WWTP Final Design

Based on the City's 50% design review comments, the design team will complete 90% plans, specifications, equipment procurement documents, and an opinion of cost for each phase of improvements. These will be submitted to the City for their review.

9.3 Operability Review WWTP Final Design

WSI will complete an operability review of the design, consisting of an initial operability review at the 50% submittal, and a 90% final design review point. The operability review will examine:

- Ability to meet operability and permit goals
- Ease of operation
- Process control limitations
- Instrumentation
- Energy considerations
- Overall design
- Safety considerations

The results of these reviews will be compiled in a brief technical memorandum. WSI will also be available to participate in a review meeting following submittal of the draft and final memorandum.

9.4 100% WWTP Final Design

Based on the City’s 90% review comments and the conclusions of the operability review, the design team will complete 100% plans, specifications, and opinion of cost for each phase.

Task 9 Deliverables:

- 50% plans and opinion of cost for Phase 1 WWTP Improvements
- 50% plans and opinion of cost for Phase 2 WWTP Improvements
- 90% and 100% plans, specifications, equipment procurement documents, and opinion of cost for Phase 1 WWTP Improvements
- 90% and 100% plans, specifications, equipment procurement documents, and opinion of cost for Phase 2 WWTP Improvements
- Operability Review Memorandum (Draft and Final)

Task 9 Assumptions:

- This task does not include bidding and construction phase services
- EJCDC Contract Documents will be used as the template for the contract document packages.
- The operability review will examine proposed Phases 1 and 2
- EEE and B2 will attend up to one (1) workshop at the City, with the rest attended remotely via conference call or web meeting
- LSB and Kartchner will not attend any on-site meetings at the City, but will be available for conference calls
- Programming of the WWTP PLC and SCADA system will not be required at this time.
- The approximate total quantity of plan sheets prepared will be as follows:

Sheets per Discipline

<i>Section</i>	<i>Sheets per Discipline</i>					
	<i>Esvelt (Process)</i>	<i>B2 (Architect)</i>	<i>LSB (Structural)</i>	<i>Wallis (Civil)</i>	<i>KE (Mechanical)</i>	<i>IS (Electrical)</i>
Overall	12	3				
Site Work				10		5
Headworks	6	3	6			2
Anoxic & Aeration Basins	9	3	10			2
Blower Building	4	4	4		2	13
UV Disinfection	5	2	4			5
Lab & Ops Building	6				6	3
General	5	9	6	3	3	4
Total	47	24	30	13	11	34

TASK 10 MAIN D EXTENSION FINAL DESIGN (NEW TASK)

Objective: To produce contract documents for construction of a segment of the Main D Extension project.

10.1 50% Main D Extension Final Design

Wallis will submit a 50% set of plans and opinion of cost to the City for review. Design will include the following work:

- Establish vertical and horizontal sewer alignment
- Establish locations of sewer laterals to each property
- Develop typical trench sections

10.2 90% Main D Extension Final Design

Based on the 50% design review comments, Wallis will refine the design and submit a 90% set of plans, specifications, and opinion of cost to the City for review. Following their review, a 90% design review meeting will be held at the City.

10.3 100% Main D Extension Final Design

Based on the 90% review comments, Wallis will refine the design and submit a final (100%) set of plans, specifications, and opinion of cost to the City for their use in bidding.

Task 10 Deliverables:

- 50% plans and opinion of cost for Main D Extension
- 90% and 100% (final) plans, specifications and opinion of cost for Main D Extension

Task 10 Assumptions:

- Improvement limits will align with paving improvements completed in the same area: on East Loop Road between Columbia Street and Frank Johns Road.
- Design will be based on the general recommendations of the City's GSP/FP Update
- This project will be bid in the spring of 2020.
- Specifications will be based on Washington State Department of Transportation (WSDOT) format.
- Wallis will conduct one (1) site visit during design.
- This task does not include bidding and construction phase services
- Plan sheets prepared for each submittal will include the following:

<i>Title</i>	<i>Number of Sheets</i>			<i>Consultant</i>
	<i>50%</i>	<i>90%</i>	<i>100%</i>	
Cover	1	1	1	Wallis
General Notes & Legend	1	1	1	Wallis
Erosion Control Notes & Details	-	1	1	Wallis
Gravity Sewer Plan & Profile	3	3	3	Wallis
Civil Details	1	2	2	Wallis
Total Sheets	6	8	8	

TASK 11 ROCK CREEK PUMP STATION AND FORCE MAIN FINAL DESIGN (NEW TASK)

Objective: To produce contract documents for construction of the Rock Creek Pump Station Improvements, including the force main replacement.

11.1 50% Rock Creek Pump Station Design and Workshop

Wallis will conduct a design workshop with the City to discuss and select design options such as site layout, equipment selection (pumps, level control, SCADA), equipment shelter, and access. Following the design workshop, a 50% set of plans and opinion of cost will be completed and sent to the City for review.

Civil and Site Design

Wallis will complete civil and site design, including following:

- Develop site layout options, to be discussed and finalized during the design workshop with the City
- Establish site surfacing and grading
- Sizing of wetwell, valve vault, and other structures

Pipelines Design

Wallis will include pipeline design, including the following:

- Establish vertical and horizontal force main alignment
- Develop typical trench sections and pavement restoration plan
- Design method of securing force main to bridge

Mechanical Design

Wallis will complete mechanical design, including the following:

- Develop options for equipment items and materials (pumps, valves, piping, coatings), to be discussed and selected during the design workshop with the City
- Prepare system head curve and hydraulic grade line calculations
- Establish wetwell liquid levels
- Size major equipment items, including pumps
- Coordinate equipment selection and design with electrical and controls discipline

Electrical and Controls Design

Industrial Systems will complete electrical and control system design, including the following:

- Develop options for major electrical and control system components (level sensors, level controllers, pump starters, communications equipment), to be discussed and selected during the design workshop with the City
- Coordinate with Skamania County Public Utility District (PUD) for review of load calculations and one-line diagrams, including up to one site visit
- Sizing of electrical equipment and generators
- Design of control panels, motor control centers, disconnect panels, and other electrical and control equipment
- Site lighting, power, and instrumentation signal design
- Design of SCADA communications from pump stations to City's central monitoring site

11.2 90% Rock Creek Pump Station Design

Based on the 50% design review comments, Wallis and IS will refine the design and submit a 90% set of plans, specifications, and opinion of cost to the City for review. Following their review, a 90% design review meeting will be held at the City.

11.3 100% Rock Creek Pump Station Design

Based on the 90% review comments, Wallis will refine the design and submit a 100% set of plans, specifications, and opinion of cost to the City for use in bidding.

Task 11 Deliverables:

- Design workshop agenda and meeting minutes
- 50% plans and opinion of cost for Rock Creek Pump Station
- 90% and 100% plans, specifications and opinion of cost for Rock Creek Pump Station

Task 11 Assumptions:

- Design of Rock Creek Pump Station will be based on the preliminary design established in the City's GSP/FP Update and the Preliminary Engineering Report for Collection System Improvements
- No landscaping design will be required
- Technical specifications will be in the Construction Specification Institute (CSI) format
- Programming of pump station PLC and SCADA system will not be required at this time
- Full-size, stamped, reproducible contract documents will be provided with the 100% submittal
- Any required standard drawings will be provided by the City
- Wallis will conduct one (1) site visit during design
- This task does not include bidding and construction phase services
- Plan sheets prepared for each submittal will include the following:

Title	Number of Sheets			Consultant
	50%	90%	100%	
Cover	1	1	1	Wallis
General Notes & Legend	1	1	1	Wallis
Erosion Control Notes & Details	-	1	1	Wallis
Demolition & Erosion Control Plan	-	1	1	Wallis
Pump Station Civil Site Plan	1	1	1	Wallis
Pump Station Utility & Piping Plan	1	1	1	Wallis
Pump Station Grading & Drainage Plan	-	1	1	Wallis
Pump Station Mechanical Plan & Sections	2	2	2	Wallis
Electrical One Line Diagram & Site Plan	1	1	1	IS
Electrical Area Plan & Circuit Schedule	-	1	1	IS
Wetwell & Valve Vault Electrical Plans	-	1	1	IS
Control Panel Enclosure	-	1	1	IS
Control Panel Interior Layout	-	1	1	IS
Control Panel Wiring Diagram	-	1	1	IS
Control Panel Wiring & I/O Diagrams	-	1	1	IS
Pump Disconnect Panel Wiring & Layout	-	1	1	IS
Force Main Plan & Profile	1	1	1	Wallis

Mechanical Details	1	2	2	Wallis
Civil Details	1	1	1	Wallis
Total Sheets	10	21	21	

TASK 12 CASCADE INTERCEPTOR FINAL DESIGN (NEW TASK)

Objective: To produce contract documents for construction of the Cascade Interceptor Improvements.

12.1 50% Cascade Interceptor Design and Workshop

Wallis will conduct a design workshop with the City to discuss and select design options such as route, construction concerns, and sizing. Following this, a 50% set of plans and opinion of cost will be completed and sent to the City for review. Design work will include the following:

- Establish vertical and horizontal sewer alignment
- Develop typical trench sections

12.2 90% Cascade Interceptor Design

Based on the 50% design review comments, Wallis will refine the design and submit a 90% set of plans, specifications, and opinion of cost to the City for review. Following their review, a 90% design review meeting will be held at the City.

12.3 100% for Cascade Interceptor

Based on the 90% review comments, Wallis will refine the design and submit a 100% set of plans, specifications, and opinion of cost to the City for their use in bidding.

Task 12 Deliverables:

- Design Workshop
- 50% plans and opinion of cost for Cascade Interceptor
- 90% and 100% plans, specifications and opinion of cost for Cascade Interceptor

Task 12 Assumptions:

- Design will be based on the general recommendations of the City’s GSP/FP Update
- This task does not include bidding and construction phase services
- Plan sheets prepared for each submittal will include the following:

Title	Number of Sheets			Consultant
	50%	90%	100%	
Cover	1	1	1	Wallis
General Notes & Legend	1	1	1	Wallis
Erosion Control Notes & Details	-	1	1	Wallis
Gravity Sewer Plan & Profile	2	2	2	Wallis
Civil Details	1	2	2	Wallis
Total Sheets	5	7	7	

Agreement
Exhibit B - Fee Estimate
City of Stevenson - Wastewater Treatment Plant and Collection System Improvements - Final Design
WE #1477B
December 17, 2019

		AE	SrE	EM1	PE3	PE2	SE2	SE1	SD	T3	A6	A4	Wallis Labor	Expenses	Subconsultants									Total	
		Jane \$141.00	Bob \$193.00	Wes \$165.00	Jack \$127.00	Jacob \$122.00	Ryan \$98.00	TB/JH \$95.00	Marshall \$136.00	CK/TS \$108.00	GW/LR \$104.00	Erin \$88.00			EEE	Klein	WSI	ELS	IND SYS	LSB	Kartchner	B2Arch	BW	E2	Cost
Task 1	Project Management and Administration (Task Amended)																								
1.1	Project Management and Coordination	112			96						20	15	\$ 31,384.00		\$ 8,400.00					\$ 3,780.00	\$ 3,220.00	\$ 4,560.00	\$ -	\$ -	\$ 51,344.00
1.2	Coodination with Department of Ecology	16			32							6	\$ 6,848.00		\$ 1,200.00					\$ 460.00					\$ 8,508.00
1.3	Public Engagement	48			40							22	\$ 13,784.00	\$314 (M)								\$ 10,000.00			\$ 24,098.00
1.4	Workshops and Meetings	24			36	8						8	\$ 9,636.00	\$366 (M)	\$ 4,400.00					\$ 780.00	\$ 690.00	\$ 720.00	\$ -		\$ 16,592.00
1.6	Funding Assistance (new subtask)	24			16								\$ 5,416.00												\$ 5,416.00
TASK 1 SUBTOTAL		224	0	0	220	8	0	0	0	0	20	51	\$ 67,068.00	\$ 680.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,560.00	\$ 4,370.00	\$ 5,280.00	\$ 10,000.00	\$ -	\$ 105,958.00
Task 3	Survey and Mapping (Task Amended)																								
3.2	Cascade Interceptor Survey and Base Mapping (new subtask)				2					4			\$ 686.00			\$ 7,585.00									\$ 8,271.00
3.3	Main D Extension Survey and Base Mapping (new subtask)				2					4			\$ 686.00			\$ 8,980.00									\$ 9,666.00
3.4	WWTP Pothing Survey (contingency)				6					2			\$ 978.00	\$53 (M)	\$ 3,100.00										\$ 4,131.00
TASK 3 SUBTOTAL		0	0	0	10	0	0	0	0	10	0	0	\$ 2,350.00	\$ 53.00	\$ -	\$ 19,665.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,068.00
Task 7	Permitting (Task Amended)																								
7.2	Environmental Permitting (new subtask)	4			4								\$ 1,072.00					\$ 25,750.00							\$ 26,822.00
7.3	Land Use Permitting	4			4					6	4		\$ 2,136.00										\$ 10,500.00		\$ 12,636.00
TASK 7 SUBTOTAL		8	0	0	8	0	0	0	0	6	4	0	\$ 3,208.00	\$ -	\$ -	\$ -	\$ -	\$ 25,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,458.00
Task 8	Kanaka Pump Station/Cascade Interceptor Alternatives Analysis (NEW TASK)																								
8.1	Kanaka Pump Station/Cascade Interceptor Alternatives Analysis	8	4	8	24			24		4		2	\$ 9,156.00	\$53 (M)											\$ 9,209.00
TASK 8 SUBTOTAL		8	4	8	24	0	0	24	0	4	0	2	\$ 9,156.00	\$ 53.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,209.00
Task 9	WWTP Final Design (NEW TASK)																								
9.1	50% WWTP Final Design	24	8	26	72	36	40		40	40			\$ 36,434.00	\$53 (M)	\$ 126,000.00			\$ 82,000.00	\$ 30,780.00	\$ 1,495.00	\$ 12,360.00	\$ -		\$ 289,122.00	
9.2	90% WWTP Final Design	16	4	16	34	24	36		4	32			\$ 20,442.00	\$ 1,930.00 (O)	\$ 114,000.00			\$ 75,000.00	\$ 28,020.00	\$ 2,300.00	\$ 18,240.00	\$ -		\$ 259,932.00	
9.3	Operability Review	2			2								\$ 536.00				\$ 8,000.00								\$ 8,536.00
9.4	100% WWTP Final Design	16	4	16	24	20	36			24			\$ 17,276.00		\$ 27,000.00			\$ 16,950.00	\$ 24,840.00	\$ 1,725.00	\$ 8,880.00	\$ -		\$ 96,671.00	
9.5	Funding Agency Requirements / Inserts				12								\$ 1,524.00												\$ 1,524.00
TASK 9 SUBTOTAL		58	16	58	144	80	112	0	44	96	0	0	\$ 76,212.00	\$ 1,983.00	\$ 267,000.00	\$ -	\$ 8,000.00	\$ -	\$ 173,950.00	\$ 83,640.00	\$ 5,520.00	\$ 39,480.00	\$ -	\$ -	\$ 655,785.00
Task 10	Main D Extension Final Design (NEW TASK)																								
10.1	50% Main D Extension Final Design	4	2	16	40	24		40		32		4	\$ 19,206.00	\$53 (M)											\$ 19,259.00
10.2	90% Main D Extension Final Design	4	2	8	16	16		24		20		8	\$ 11,398.00												\$ 11,398.00
10.3	100% Main D Extension Final Design	2	2	4	12	16		16		16		4	\$ 8,404.00												\$ 8,404.00
TASK 10 SUBTOTAL		10	6	28	68	56	0	80	0	68	0	16	\$ 39,008.00	\$ 53.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,061.00
Task 11	Rock Creek Pump Station and Force Main Final Design (NEW TASK)																								
11.1	50% Rock Creek Pump Station Design and Workshop	8	2	32	48	40		48		40		2	\$ 26,826.00	\$53 (M)				\$ 12,145.00							\$ 39,024.00
11.2	90% Rock Creek Pump Station Design	4	2	24	40	32		40		32		8	\$ 21,854.00					\$ 11,100.00							\$ 32,954.00
11.3	100% Rock Creek Pump Station Design	4	2	8	32	24		32		16		8	\$ 14,734.00					\$ 2,595.00							\$ 17,329.00
TASK 11 SUBTOTAL		16	6	64	120	96	0	120	0	88	0	18	\$ 63,414.00	\$ 53.00	\$ -	\$ -	\$ -	\$ -	\$ 25,840.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,307.00
Task 12	Cascade Interceptor Final Design (NEW TASK)																								
12.1	50% Cascade Interceptor Design and Workshop	12	2	16	40	36		48		32		4	\$ 22,558.00												\$ 22,558.00
12.2	90% Cascade Interceptor Design	8	2	8	36	24		36		20		8	\$ 16,618.00												\$ 16,618.00
12.3	100% Cascade Interceptor Design	4	2	4	16	12		24		16		4	\$ 9,466.00												\$ 9,466.00
TASK 12 SUBTOTAL		24	6	28	92	72	0	108	0	68	0	16	\$ 48,642.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,642.00
Project Subtotal		348	38	186	686	312	112	332	44	340	24	103	\$ 309,058.00	\$ 2,875.00	\$ 281,000.00	\$ 19,665.00	\$ 8,000.00	\$ 25,750.00	\$ 199,790.00	\$ 88,200.00	\$ 9,890.00	\$ 44,760.00	\$ 10,000.00	\$ 10,500.00	\$ 1,009,488.00

FEE SUMMARY	
Wallis Labor	\$ 309,058.00
Wallis Expenses	\$ 2,875.00
Subconsultants	
EEE	\$ 281,000.00
Klein	\$ 19,665.00
WSI	\$ 8,000.00
ELS	\$ 25,750.00
IND SYS	\$ 199,790.00
LSB	\$ 88,200.00
Kartchner	\$ 9,890.00
B2Arch	\$ 44,760.00
BW	\$ 10,000.00
E2	\$ 10,500.00
TOTAL BUDGET	\$ 1,009,488.00



Supplemental Agreement Number <u>04</u>		Organization and Address	
Original Agreement Number LA 9422		Wallis Engineering PLLC 215 West 4th Street, Suite 200 Vancouver, WA 98660	
Project Number STPR-B309(001)		Execution Date 8/9/2018	Completion Date 12/31/2021
Project Title Russell Avenue Improvements		New Maximum Amount Payable \$305,729.23	
Description of Work This project consists of providing design services for Russell Avenue Improvements Project. The project will reconstruct Russell Avenue, enhance the aesthetic appeal of the corridor by matching themes from adjacent improvements on 2nd Street and Cascade Avenue, and improve the safety and operational characteristics of the corridor between 2nd Street and the BNSF rail line.			

The Local Agency of City of Stevenson
desires to supplement the agreement entered in to with Wallis Engineering, PLLC
and executed on 8/9/2018 and identified as Agreement No. LA 9422

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
See Exhibit A4

II


Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: no change

III

Section V, PAYMENT, shall be amended as follows:
additional funds of \$75,744.24

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Wallis Engineering, PLLC By: _____



Consultant Signature

Approving Authority Signature

Date

GENERAL SCOPE OF PROJECT

This project consists of providing design services for Russell Avenue Improvements Project. The project will reconstruct Russell Avenue, enhance the aesthetic appeal of the corridor by matching themes from adjacent improvements on 2nd Street and Cascade Avenue, and improve the safety and operational characteristics of the corridor between 2nd Street and the BNSF rail line. Improvements will include replacement of existing sidewalks and pavement, bulb-outs at the 1st Street intersection, installation of aesthetic amenities matching adjacent improvements, new decorative street lighting, replacing approximately 140 linear feet of asbestos cement waterline, installation of drainage improvements, and undergrounding of existing overhead utilities as necessary to accomplish the goals of the project.

- Supplement No.1: Execution of the Prime Agreement was expedited in an effort to begin conceptual design and prepare conceptual graphic renderings of the proposed improvements to support City outreach events. As such, the tasks included in the Prime agreement are limited to project management, NEPA coordination, topographic survey, and conceptual design efforts, but does not include design, preparation of PS&E documents, cultural resource investigations, right-of-way acquisition, or construction support. Supplement No. 1 amends existing tasks and creates new tasks necessary to deliver the design and construction documents for the project. Construction support services will be contracted under a future contract supplement.
- Supplement No. 2: During design development, final Right of Way acquisition needs were identified that differ from the original scope of work. Additional Right of Way files will be required to obtain approval from WSDOT Local Programs. This supplement will also include legal descriptions of all required Right-of-Way acquisition which was previously omitted and additional graphic preparation to support public outreach efforts.
- Supplement No. 3: During design development, the City elected to modify the proposed roadway geometry to include a 10-foot-wide sidewalk instead of the 8 foot wide sidewalk previously included. This supplement includes the additional design efforts to modify the sidewalk and roadway geometry to fit the City's goals and to adjust utility improvements to fit the new geometry.

SUPPLEMENTAL NO. 4 SCOPE OF WORK

This supplement includes project bidding support and construction management of the project to supplement City Staff resources.

CONTRACT DURATION

Contract term is unaffected by this supplemental scope of work.

SPECIFIC SCOPE OF WORK

TASK 7 PLANS, SPECIFICATIONS AND ESTIMATES (TASK SUPPLEMENTED)

To prepare contract documents and opinions of cost at 60%, 90% and Final submittal stages.

7.4 Final PS&E Submittal. Additional design services will be added to this task to provide holiday lighting features. R&W will design receptacles for holiday lighting in proposed tree wells. This task will include design of lighting controls, circuiting, conduit/wiring to new holiday lighting receptacles, and will reflect changes to design drawings owing to the City's ongoing utility undergrounding work.

TASK 8 BIDDING PHASE SERVICE (NEW TASK)

Objective: Assist the City in advertising and obtaining bids for the project.

8.1 Bidding Phase Services.

Support services include coordinating with the City to prepare an electronic Invitation to Bid, manage a web-based bidding platform for the project, provide assistance to bidder inquiries and the issuance of addenda as required and attendance at the bid opening. Wallis Engineering will review the bids; prepare bid tabulation, coordinate with WSDOT Local Programs and prepare a Recommendation of Award.

Task 8 Assumptions:

- Bid phase services will be provided for one set of contract documents
- Contractor plan distribution will be administered through the CDN online plan center
- All addenda will be issued through the online plan center
- Wallis Engineering will not attend the bid opening

Task 8 Deliverables:

- Addenda as needed
- Bid Tabulation
- Recommendation of Award

TASK 9 BIDDING AND CONSTRUCTION PHASE SUPPORT (NEW TASK)

Provide construction administration, engineering, and inspection during construction

9.1 Construction Management Support.

Wallis provide construction management support to the City. This scope of work is based on a 100 working day construction period. The project engineer will have additional field visits onsite for inspection and construction engineering along with office time as specified. Wallis will provide construction administration services assuming half-time for an individual for the duration of the contract.

Support services will include:

- Conduct a pre-construction meeting with City staff, the Contractor, project design team subconsultants (as needed), WSDOT, other representatives of the funding agencies, and representatives of the utility companies to effectively communicate the requirements associated with the federal aid funding and those areas of the project which will require special attention during construction.
- Log and review (and distribute to WSDOT for review/approval as applicable) all incoming submittals and return to the Contractor following comment. Coordinate requests for off-site material fabrication inspections with WSDOT as necessary. Prepare and manage submittal log.

- Coordinate and manage WSDOT construction documentation needs with the Contractor to ensure that the necessary quality/quantity documentation requirements are submitted and organized in accordance with the WSDOT Construction Manual.
- Prepare, in-house, a Record of Materials (ROM) for the project as required by WSDOT to aid in documenting submittal reviews as well as tracking material sampling/approvals.
- Attend weekly construction meetings with City Staff, Contractor, and other parties as appropriate.
- Review and prepare construction pay estimates for submittal to the City. A total of four (4) pay estimates are assumed necessary. Coordinate review and preparation with Contractor. Complete a final pay estimate at project completion.
- Review, negotiate, initiate and process contract change orders. Time is budgeted for up to four (4) change orders. Coordinate with the Contractor to provide the required documentation to justify all change orders in accordance with WSDOT requirements.
- Track and manage the minimum DBE goals associated with the project. This task includes coordination with the Contractor and WSDOT to ensure that all requirements are met, and that documentation is filed accordingly.

9.2 Construction Engineering and Field Inspection Support.

Construction Engineering and Field Inspection services will be provided to supplement City Staff as requested. Anticipated services include:

Construction Engineering:

- Provide onsite City inspector training as requested. It is assumed that the City will request training services when new or complex work items are identified in the Contractor’s schedule.
- Coordinate traffic control changes with the Contractor as needed to establish a safe and efficient work zone.
- Coordinate field design changes with City Staff and the Contractor as needed to address changed onsite conditions which conflict with the plans and/or specifications.
- Columbia West Engineering will provide on-call testing and inspection services to meet testing requirements. Services may include, but may not be limited to: special inspection, laboratory and field testing of asphalt concrete and cement concrete, compaction testing, and other testing and inspection as requested and/or required by the WSDOT Construction Manual contract documents, project manual and applicable codes and specifications. Electronic copies of reports will be distributed to relevant and requested parties

Field Inspection:

- This scope of work is based on a 100 working day construction period. This scope of work assumes that the City will take the primary lead on all inspection efforts and that Wallis will provide “on-call” inspection support only as requested. One inspector is assumed to provide on call inspection services throughout the contract. This scope of work assumes that 8 hours of inspection services will be provided per week, for a duration of three months.
- Provide onsite City inspector training as requested. It is assumed that the City will request training services when new or complex work items are identified in the Contractor’s schedule.
- Provide Inspector’s Daily Reports (IDR’s) for each site visit which will summarize daily work items, bid item unit quantities completed, traffic control measures in place, materials and

equipment utilized, completed materials testing, out of scope work records, summaries of Contractor coordination and any other items of note as observed onsite.

- Take in-progress digital construction photographs during the course of the project.
- Provide materials quantity and quality tracking including ROM updating as approved materials are installed.
- Provide a final walk through with the Contractor and City staff at the project completion. Provide written punch-list to the Contractor.
- Provide a walk-thru review to confirm completion of the punch-list items.
- Provide a walk-thru of the project to identify warranty work.

9.3 Preparation of Record Drawings.

Wallis will prepare record drawings based on City and Contractor supplied redlined plans upon completion of construction and provide the City with one full size electronic copy.

Task 9 Assumptions:

- Hours and quality control testing expenses are based on the assumptions listed above.
- Construction administration, engineering and inspection will be completed according to the WSDOT LAG Manual and the WSDOT Construction Manual
- No archaeological monitoring is required.
- No environmental monitoring is required.
- City will complete certified payroll review and payroll interviews.
- City will provide one (1) full time inspector for the length of the project.
- Record Drawings will not be prepared for the landscaping plans or lighting plans.

Exhibit "A"

Summary of Payments

	Basic Agreement	Supplement #1	Supplement #2	Supplement #3	Supplement #4	Total
Direct Salary Cost	\$ 16,215.74	\$ 24,098.02		\$ 1,824.20	\$ 20,018.36	\$ 62,156.32
Overhead (Including Payroll Additives)	\$ 25,568.98	\$ 37,997.76		\$ 3,389.36	\$ 37,194.11	\$ 104,150.21
Direct Non-Salary Costs	\$ 7,055.00	\$ 78,518.20	\$ 22,676.34	\$ -	\$ 12,526.26	\$ 120,775.80
Fixed Fee	\$ 4,864.72	\$ 7,229.41		\$ 547.26	\$ 6,005.51	\$ 18,646.90
Total	\$ 53,704.44	\$ 147,843.39	\$ 22,676.34	\$ 5,760.82	\$ 75,744.24	\$ 305,729.23

Exhibit D4
Prime Consultant Cost Computations

CONSULTANT: Wallis Engineering
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>
Senior Engineer		x	\$59.32	=	\$0.00
Engineer 1	3	x	\$52.88	=	\$158.64
Engineer 2	200	x	\$51.20	=	\$10,240.00
Engineer 3	68	x	\$42.31	=	\$2,877.08
Engineer 4		x	\$38.94	=	\$0.00
Engineer 5	52	x	\$37.50	=	\$1,950.00
Engineer 6	128	x	\$27.88	=	\$3,568.64
Engineer 7		x	\$20.00	=	\$0.00
Senior Designer		x	\$75.00	=	\$0.00
Inspector		x	\$50.00	=	\$0.00
Technician 1	8	x	\$33.00	=	\$264.00
Technical Writer		x	\$35.00	=	\$0.00
Clerical 1	30	x	\$32.00	=	\$960.00
Clerical 2		x	\$16.00	=	\$0.00
			TOTAL DSC		<u>\$20,018.36</u>

OVERHEAD (OH COST - Including Salary Additives):

OH Rate x DSC of 185.80% x \$20,018.36 TOTAL OH = \$37,194.11

FIXED FEE (FF):

FF Rate x (DSC) of 30.00% x \$20,018.36 TOTAL FF = \$6,005.51

REIMBURSABLES:

Printing & Mileage \$283.00
Testing Services-CWE \$ 7,803.00

TOTAL REIMBURSABLES: \$8,086.00

SUBCONSULTANT COSTS:

R&W \$4,440.26

TOTAL SUBCONSULTANT COSTS: \$4,440.26

TOTAL NONDIRECT COSTS: \$12,526.26

GRAND TOTAL = \$75,744.24

PREPARED BY: Erin Kingsley

DATE: 12/16/2019

CONSULTANT: Wallis Engineering
SUBCONSULTANT: R&W Engineering, Inc.
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>		
Principal		x	\$72.98	=	\$0.00		
Project Manager		x	\$67.79	=	\$0.00		
Sr. Engineer 2	3	x	\$67.79	=	\$203.37		
Sr. Engineer 1		x	\$54.25	=	\$0.00		
Engineer	2	x	\$51.06	=	\$102.12		
Sr. Technician 2	26	x	\$52.07	=	\$1,353.82		
Sr. Technician 1		x	\$36.92	=	\$0.00		
Technician/Designer		x	\$27.00	=	\$0.00		
Drafter	4	x	\$25.00	=	\$100.00		
Administration	4	x	\$22.70	=	\$90.80		
TOTAL DSC					=	<u>\$1,850.11</u>	
 OVERHEAD (OH COST - Including Salary Additives):							
OH Rate :	of	<u>110.00%</u>	x	<u>\$1,850.11</u>	TOTAL OH	=	<u>\$2,035.12</u>
 FIXED FEE (FF):							
FF Rate x	of	<u>30.00%</u>	x	<u>\$1,850.11</u>	TOTAL FF	=	<u>\$555.03</u>
 REIMBURSABLES:							
Printing & Mileage							
 TOTAL REIMBURSABLES:						=	<u>\$0.00</u>
 GRAND TOTAL						=	<u><u>\$4,440.26</u></u>

PREPARED BY: Heather Harris DATE: 12/6/2019

CHECK REGISTER

City Of Stevenson

Time: 16:28:15 Date: 12/17/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2273	12/19/2019	Claims	1	EFT	Department of Revenue	6,164.06	Nov-2019 Written From Use Tax Report
2274	12/19/2019	Claims	1	EFT	USDA Rural Development	16,335.00	Outfall Loan
2275	12/19/2019	Claims	1	14046	A&J Select	17.19	November 2019 Statement
2276	12/19/2019	Claims	1	14047	Aramark Uniform Services	151.77	November 2019 Billing
2277	12/19/2019	Claims	1	14048	Avista Utilities	774.78	Avista November 2019 Billing
2278	12/19/2019	Claims	1	14049	Bell Design Company, Inc.	1,358.70	Columbia Hardware Water Line Easement
2279	12/19/2019	Claims	1	14050	CH2MHILL OMI	22,308.16	Dec 2019 Services; June 2019 Services
2280	12/19/2019	Claims	1	14051	Cascade Columbia Distribution Company	940.33	Water Treatment Plant
2281	12/19/2019	Claims	1	14052	CenturyLink	241.69	November 2019-Sewer Plant; November 2019-City Hall; November 2019 Fire Dept
2282	12/19/2019	Claims	1	14053	Centurylink Comm Inc	46.23	November 2019 Long Distance Charges
2283	12/19/2019	Claims	1	14054	City of Stevenson	88.89	November 2019 Statement
2284	12/19/2019	Claims	1	14055	Clark & Lewie's	2,000.00	Stevenson Waterfront Music Festival
2285	12/19/2019	Claims	1	14056	Class 5	701.94	January 2020 Phone; 3 Desktop Phones
2286	12/19/2019	Claims	1	14057	Columbia Gorge Interpretive Center	8,188.99	2019 Reimbursement Request
2287	12/19/2019	Claims	1	14058	Columbia Hardware, Inc.	800.06	November 2019 Statement
2288	12/19/2019	Claims	1	14059	Columbia River Disposal	197.57	November 2019 Garbage Pickup
2289	12/19/2019	Claims	1	14060	Consolidated Supply Co.	1,980.98	Water Distribution Parts; Water Meters/Boxes
2290	12/19/2019	Claims	1	14061	Crandall Arambula	18,889.00	#9
2291	12/19/2019	Claims	1	14062	Eagle Newspapers, Inc.	350.00	Deputy Clerk-Treasurer II Job Ad
2292	12/19/2019	Claims	1	14063	Foster Garvey PC	883.55	Nov Services
2293	12/19/2019	Claims	1	14064	Grecco Downs, PLLC	53.94	CR0021364 Sean Downs-Indigent Defense
2294	12/19/2019	Claims	1	14065	HD Fowler Company	2,917.40	Contech Aluminized End Section; WWTP Improvements/Parts
2295	12/19/2019	Claims	1	14066	Jacobs' Services Inc.	380.00	November 2019 Cleaning
2296	12/19/2019	Claims	1	14067	Karl Russell	200.00	Boot Allowance - Karl Russell
2297	12/19/2019	Claims	1	14068	Knapp, O'Dell & MacPherson	255.00	Jamie Bidwell 9Z0030908
2298	12/19/2019	Claims	1	14069	Matthew D Knudsen	97.43	Elected Officials Essentials-2019
2299	12/19/2019	Claims	1	14070	Leana V Kinley	173.35	Mileage Reimbursement May-Dec 2019
2300	12/19/2019	Claims	1	14071	Les Schwab Tire Center	39.85	Flat Repair For Sweeper
2301	12/19/2019	Claims	1	14072	Municipal Code Corp	775.00	Online Code Hosting; Administrative Support Fee
2302	12/19/2019	Claims	1	14073	NAPA Auto Parts	350.85	November 2019 Statement
2303	12/19/2019	Claims	1	14074	Northern Safety Co., Inc.	249.03	903735875
2304	12/19/2019	Claims	1	14075	Office of State Treasurer - Cash Mgmt Di	150.88	Nov 2019 Remit
2305	12/19/2019	Claims	1	14076	One Call Concepts, Inc.	13.91	November 2019 Invoice
2306	12/19/2019	Claims	1	14077	PUD No 1 of Skamania County	1,958.99	Street Lights-November 2019 Statement; City Shop-November 2019 Statement; Ryan Allen Rd Intake Stn-November 2019 Statement; Ryan Allen Rd Wtr Treatment Plant-November 2019 Statement; Ryan Allen Rd Cou
2307	12/19/2019	Claims	1	14078	Petty Cash	166.88	November 2019 Petty Cash
2308	12/19/2019	Claims	1	14079	QCL, Inc.	687.89	DOT Drug & Alcohol Supervisor Training/Travel
2309	12/19/2019	Claims	1	14080	Radcomp Technologies	2,635.28	Dec Monthly Bill; Server Firewall Upgrade
2310	12/19/2019	Claims	1	14081	Ricoh USA, Inc	617.49	November 2019 Statement
2311	12/19/2019	Claims	1	14082	Ricoh USA, Inc	49.94	November 2019 Statement

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2312	12/19/2019	Claims	1	14083	Ronald Moeller Operations Services LLC	3,482.43	WWTP Project Evaluation
2313	12/19/2019	Claims	1	14084	Skamania County Chamber of Commerce	22,127.97	November 2019 Statement
2314	12/19/2019	Claims	1	14085	Skamania County Economic Development	5,118.75	2nd Half 2019 Annual Contract
2315	12/19/2019	Claims	1	14086	Skamania County Pioneer	336.42	Ordinance No. 2019-1149; Employment Ad For Deputy Clerk/Treasurer II; Deputy Clerk/Treasurer II Ad; Deputy Clerk/Treasurer II Ad; Reschedule Public Hearing-Conditional Use; Reschedule Public Hearing-C
2316	12/19/2019	Claims	1	14087	Skamania County Prosecutor	1,333.00	Dec 2019
2317	12/19/2019	Claims	1	14088	Skamania County Solid Waste Department	176.02	Waste Disposal 11/21/2019
2318	12/19/2019	Claims	1	14089	Skamania County Treasurer	15,814.96	Dec 2019 Court Contract; Dec 2019
2319	12/19/2019	Claims	1	14090	Solutions Yes, LLC	76.47	Copy Paper
2320	12/19/2019	Claims	1	14091	Stevenson Downtown Association	10,000.00	Q4 2019 TAC Funding
2321	12/19/2019	Claims	1	14092	Stevenson Farmers Market	2,000.00	2019 Lodging Tax Grant
2322	12/19/2019	Claims	1	14093	Stevenson-Carson School District	5,000.00	December 2019 Pool Support; Tourism Grant For Pool
2323	12/19/2019	Claims	1	14094	Tanninen Repair Service LLC	1,416.89	Engine #26 Repairs
2324	12/19/2019	Claims	1	14095	US Bank Safekeeping	72.00	Nov Services
2325	12/19/2019	Claims	1	14096	US Bank	2,808.91	November 2019 Card #1 Statement; November 2019 Card #2 Statement
2326	12/19/2019	Claims	1	14097	USA Bluebook	542.79	Coal Tar Epoxy
2327	12/19/2019	Claims	1	14098	Verizon Wireless	87.99	November Bill
2328	12/19/2019	Claims	1	14099	WEX Bank	1,662.31	November 2019 Statement
2329	12/19/2019	Claims	1	14100	WGAP Washington Gorge Action Program	3,333.00	Food Bank Support
2330	12/19/2019	Claims	1	14101	Washington Cities Insurance Authority	3,913.00	Dec 2019 Coverage
2331	12/19/2019	Claims	1	14102	Waste Connections Vancouver District 2	9.72	November 2019 Shredding Service
2332	12/19/2019	Claims	1	14103	Wave Broadband	75.00	November 2019 Statement
2333	12/19/2019	Claims	1	14104	Woodrich, Kenneth B PC	1,770.00	December 2019 Contracted Services

001 General Expense Fund	62,019.31	
100 Street Fund	2,756.83	
103 Tourism Promo & Develop Fund	46,837.96	
400 Water/Sewer Fund	57,634.12	
410 Wastewater System Upgrades	1,670.20	
500 Equipment Service Fund	4,431.21	
	175,349.63	Claims: 175,349.63

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City Of Stevenson

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	November 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	1,050.00	Program Management Time
	<u>13,577.97</u>	Monthly Reimbursables
	\$ 22,127.97	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	115
Telephone Calls:	37
E-Mails:	26
Business Referrals:	1,104
Tracked Overnight Stays:	24
Mailings (student, relocation, visitor, letters):	5
Large Quantity Brochures	395
Chamber Website Pageviews	4,013
COS Website Pageviews	6,157

CHAMBER BUSINESS

Chamber Board Meeting: We held our November board meeting with discussions on our ongoing membership drive, starting our strategic planning process at our annual board retreat, the Chamber Annual Dinner event and the Executive Directors review.

Chamber Membership: We had 3 new members join the Chamber and 11 membership renewals in November.

“Columbia Currents” Monthly Electronic E-Newsletter: The November 2019 issue was deployed to over 1,000 recipients.

“Under Currents” Weekly E-Blast: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest as well as for the Chamber itself.

Chamber Happy Hour: The November Chamber Happy Hour event was our Small Business Showcase held at Maple Leaf Event Center with about 65 people in attendance.

Chamber Marketing, Projects, Action Items:

- Visited 5 businesses as part of an ongoing membership drive.
- Hired a facilitator for creating a strategic plan for the Chamber.
- Finalized new marketing plan for the Chamber.
- Updated photos and logos on website.
- Met with Goldendale and Mt Adams Chamber Directors to discuss joint marketing opportunities.
- Attended City of Stevenson and Skamania County LTAC meetings.
- Attended One Gorge meeting.

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings. Will start managing the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attended quarterly SDA board meeting. Attend monthly meetings to continue working on SDA Promotion Committee’s historical walking tour of Stevenson. Working on a committee to update Executive Directors contract.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Deployed monthly newsletter.
- Organized “Shop Stevenson for the Holidays” campaign.
- Placed ads in Pioneer and River Talk Weekly for “Shop Stevenson for the Holidays” campaign.
- Daily posts on City of Stevenson Facebook page to promote “Shop Stevenson for the Holidays” campaign.
- Created schedule of festivities for Christmas in the Gorge weekend. Delivered schedules to local schools, businesses and to the Pioneer to be inserted in the paper.
- Ordered Christmas in the Gorge event posters and delivered to Stevenson businesses.
- Coordinated Starlight parade, including apply for the permit from WSDOT, obtaining insurance, arranging for street closure with the Sheriff’s office and City of Stevenson and sent out parade applications.
- Arranged for getting Christmas lights and decorations put up on Courthouse lawn and along both First and Second Street in downtown Stevenson.
- Daily posts on Christmas in the Gorge Facebook page to promote the event.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2-B	Stevenson Map Printing	\$	416.80
P2-D1	Website	\$	1,238.08
P2-D2	Social Media/Press Releases		\$11,140.00
P2-D4	Misc. Marketing	\$	156.00
Program 3	SBA Event Program		
P3-A	Gorge Blues and Brews	\$	155.84
P3-B	Christmas in the Gorge	\$	471.25
			<u>\$13,577.97</u>

	<i>2019 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	14,627.97	61,060.13	\$23,939.87

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	13hrs	<u>\$ 390.00</u>
P3-B	Christmas in the Gorge	22hrs	<u>660.00</u>
		35hrs	<u>\$1,050.00</u>

TREASURERS REPORT

Fund Totals

City Of Stevenson
MCAG #:

11/01/2019 To: 11/30/2019

Time: 16:38:36 Date: 12/16/2019
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,294,339.82	211,357.99	585,152.30	920,545.51	2,955.49	10,258.18	0.00	933,759.18
010 General Reserve Fund	0.00	326,665.71		326,665.71	0.00	0.00	0.00	326,665.71
020 Fire Reserve Fund	0.00	1,483,216.86		1,483,216.86	0.00	0.00	0.00	1,483,216.86
100 Street Fund	242,667.90	76,766.01	22,256.69	297,177.22	1,350.00	518.62	0.00	299,045.84
103 Tourism Promo & Develop Fund	759,091.73	62,155.38	33,830.74	787,416.37	3,000.00	194.50	0.00	790,610.87
300 Capital Improvement Fund	126,811.86	7,796.95		134,608.81	0.00	0.00	0.00	134,608.81
301 Timber Harvest Fund	1,325,553.66	39.76	1,325,593.42	0.00	0.00	0.00	0.00	0.00
309 Russell Ave	0.00	9,161.15	9,161.15	0.00	0.00	0.00	0.00	0.00
400 Water/Sewer Fund	668,447.32	160,286.99	109,936.44	718,797.87	7,795.12	3,200.71	-1,793.26	728,000.44
410 Wastewater System Upgrades	-154,802.10	131,831.56	50,237.43	-73,207.97	0.00	0.00	0.00	-73,207.97
500 Equipment Service Fund	153,475.72	12,162.93	11,347.78	154,290.87	0.00	386.50	0.00	154,677.37
630 Stevenson Municipal Court	5,444.25	1,894.44	3,111.68	4,227.01	2,009.18	0.00	0.00	6,236.19
	4,421,030.16	2,483,335.73	2,150,627.63	4,753,738.26	17,109.79	14,558.51	-1,793.26	4,783,613.30

TREASURERS REPORT

Account Totals

City Of Stevenson
MCAG #:

11/01/2019 To: 11/30/2019

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	1,634,520.48	1,109,627.62	807,807.86	1,936,340.24	-657.14	29,609.12	1,965,292.22
3 Court Trust Umpqua	10,887.53	1,894.44	3,111.68	9,670.29	0.00	2,059.18	11,729.47
10 Xpress Bill Pay	12,246.70	25,885.59	0.00	38,132.29	-1,136.12	0.00	36,996.17
11 Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12 Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:	1,658,154.71	1,137,407.65	810,919.54	1,984,642.82	-1,793.26	31,668.30	2,014,517.86
Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5 LGIP	863,854.10	1,298.37	0.00	865,152.47	0.00	0.00	865,152.47
6 US Bank Safekeeping	1,895,922.80	500,168.00	495,246.50	1,900,844.30	0.00	0.00	1,900,844.30
8 CATV Trust	3,098.55	0.12	0.00	3,098.67	0.00	0.00	3,098.67
Total Investments:	2,762,875.45	501,466.49	495,246.50	2,769,095.44	0.00	0.00	2,769,095.44
	4,421,030.16	1,638,874.14	1,306,166.04	4,753,738.26	-1,793.26	31,668.30	4,783,613.30

TREASURERS REPORT

Fund Investments By Account

City Of Stevenson
MCAG #:

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	451,177.40		678.12	678.12	250,000.00	201,855.52
010 000 General Reserve Fund		26,494.69		26,494.69		26,494.69
020 000 Fire Reserve Fund		250,000.00		250,000.00		250,000.00
100 000 Street Fund	25,700.37		38.63	38.63		25,739.00
103 000 Tourism Promo & Develop Fund	228,597.07		343.58	343.58		228,940.65
300 000 Capital Improvement Fund	6,200.18		9.32	9.32		6,209.50
301 000 Timber Harvest Fund	26,454.93		39.76	39.76	26,494.69	
400 000 Water/Sewer Fund	107,303.31		161.28	161.28		107,464.59
500 000 Equipment Service Fund	18,420.84		27.68	27.68		18,448.52
5 - LGIP	<u>863,854.10</u>	<u>276,494.69</u>	<u>1,298.37</u>	<u>277,793.06</u>	<u>276,494.69</u>	865,152.47
001 000 General Expense Fund	517,433.65	1,350.44		1,350.44		518,784.09
010 000 General Reserve Fund		211,908.38		211,908.38		211,908.38
020 000 Fire Reserve Fund		635,725.10		635,725.10		635,725.10
103 000 Tourism Promo & Develop Fund	315,214.10	816.58		816.58		316,030.68
300 000 Capital Improvement Fund	25,134.21	65.11		65.11		25,199.32
301 000 Timber Harvest Fund	845,443.30				845,443.30	
400 000 Water/Sewer Fund	182,644.80	473.15		473.15		183,117.95
500 000 Equipment Service Fund	10,052.74	26.04		26.04		10,078.78
6 - US Bank Safekeeping	<u>1,895,922.80</u>	<u>850,364.80</u>	<u>0.00</u>	<u>850,364.80</u>	<u>845,443.30</u>	1,900,844.30
001 000 General Expense Fund	<u>3,098.55</u>		<u>0.12</u>	<u>0.12</u>		<u>3,098.67</u>
8 - CATV Trust	<u>3,098.55</u>	<u>0.00</u>	<u>0.12</u>	<u>0.12</u>		3,098.67
	<u>2,762,875.45</u>	<u>1,126,859.49</u>	<u>1,298.49</u>	<u>1,128,157.98</u>	<u>1,121,937.99</u>	2,769,095.44

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson
MCAG #:

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	971,709.60	1,350.44	678.24	2,028.68	250,000.00	723,738.28	196,807.23
010 General Reserve Fund		238,403.07		238,403.07		238,403.07	88,262.64
020 Fire Reserve Fund		885,725.10		885,725.10		885,725.10	597,491.76
100 Street Fund	25,700.37		38.63	38.63		25,739.00	271,438.22
103 Tourism Promo & Develop Fund	543,811.17	816.58	343.58	1,160.16		544,971.33	242,445.04
300 Capital Improvement Fund	31,334.39	65.11	9.32	74.43		31,408.82	103,199.99
301 Timber Harvest Fund	871,898.23		39.76	39.76	871,937.99	0.00	0.00
400 Water/Sewer Fund	289,948.11	473.15	161.28	634.43		290,582.54	428,215.33
410 Wastewater System Upgrades						0.00	-73,207.97
500 Equipment Service Fund	28,473.58	26.04	27.68	53.72		28,527.30	125,763.57
630 Stevenson Municipal Court						0.00	4,227.01
	2,762,875.45	1,126,859.49	1,298.49	1,128,157.98	1,121,937.99	2,769,095.44	1,984,642.82

Ending fund balance (Page 1) - Investment balance = Available cash.

4,753,738.26

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #:

As Of: 11/30/2019 Date: 12/16/2019
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2019	2105	11/29/2019	Util Pay	1		Xpress Billpay	472.85	Xpress Import - CC - 11-29-2019__daily_batch.csv
2019	2107	11/30/2019	Util Pay	1		Xpress Billpay	184.29	Xpress Import - CC - 11-30-2019__daily_batch.csv
Receipts Outstanding:							657.14	
2019	2092	11/29/2019	Payroll	1	EFT	Department of Retirement Systems	11,981.82	Pay Cycle(s) 11/29/2019 To 11/29/2019 - PERS2; Pay Cycle(s) 11/29/2019 To 11/29/2019 - PERS3; Pay Cycle(s) 11/29/2019 To 11/29/2019 - DCP
2019	2091	11/29/2019	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 11/29/2019 To 11/29/2019 - Disability; Pay Cycle(s) 11/29/2019 To 11/29/2019 - Life Insurance; Pay Cycle(s) 11/29/2019 To 11/29/2019 - Accident
2019	635	04/29/2019	Payroll	1	13417	Skamania Branch Food Bank	138.14	
2019	629	04/29/2019	Payroll	1	13419	Stevenson Fire Association	69.07	
2019	889	08/22/2019	Claims	1	13800	C/O Kim O'Hara WSAPT	170.00	WSAPT Membership Dues
2019	1973	11/21/2019	Claims	1	13949	BOTG Kite Fest	3,000.00	2019 Kitefest Reimb.
2019	1978	11/21/2019	Claims	1	13954	CNA Property Management	1,800.00	Reimburse Short Plat Fee For SP2019-01
2019	1984	11/21/2019	Claims	1	13960	Columbia Basin Water Works, Inc.	800.00	Meters Tested
2019	1994	11/21/2019	Claims	1	13970	Gregory S Cheney PLLC	120.00	Raymond Keys 19-002833
2019	2003	11/21/2019	Claims	1	13979	Office of State Treasurer - Cash Mgmt Di	757.45	October 2019 Agency Disbursements
2019	2010	11/21/2019	Claims	1	13986	Quality Counts LLC	1,350.00	Traffic Counts
2019	2012	11/21/2019	Claims	1	13988	Ricoh USA, Inc	58.04	October 2019 Statement
2019	2029	11/21/2019	Claims	1	14005	Van Pelt Inc.	6,995.12	Replace Sewer Line On Russell Street
2019	2070	11/29/2019	Payroll	1	14011	Michael Beck	69.07	PP 11.01.19-11.30.19
2019	2088	11/29/2019	Payroll	1	14013	Shawn B VanPelt	69.07	PP 11.01.19-11.30.19
2019	2095	11/29/2019	Payroll	1	14014	City of Stevenson	319.38	Pay Cycle(s) 11/29/2019 To 11/29/2019 - City Payback
2019	2096	11/29/2019	Payroll	1	14015	HRA VEBA Trust Contributions	915.00	Pay Cycle(s) 11/29/2019 To 11/29/2019 - HRA VEBA
2019	2097	11/29/2019	Payroll	1	14016	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 11/29/2019 To 11/29/2019 - WA Child Support
2019	2098	11/29/2019	Payroll	1	14017	Stevenson Fire Association	69.07	Pay Cycle(s) 11/29/2019 To 11/29/2019 - Fire Association
2019	2099	11/29/2019	Payroll	1	14018	WGAP Washington Gorge Action Program	345.36	Pay Cycle(s) 11/29/2019 To 11/29/2019 - Food Bank
							29,609.12	
2018	687	04/20/2018	Claims	3	954	Court Trust	50.00	CR21289
2019	2221	03/26/2019	Claims	3	973	Stevenson Municipal Court	65.15	Main Street Convenience-8Z0784855 Restitution
2019	2248	11/01/2019	Claims	3	999	Stevenson Municipal Court	144.03	Liberty Mutual Insurance 8Z0091029
2019	2250	11/27/2019	Claims	3	1001	Stevenson Municipal Court	1,800.00	Nov. Remit

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #:

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
							2,059.18	
2019	2101	11/29/2019	Util Pay	10		Xpress Billpay	376.68	Xpress Import - EFT - 11-27-2019__daily_batch.csv
2019	2102	11/29/2019	Util Pay	10		Xpress Billpay	25.00	Xpress Import - iPay - 11-27-2019__daily_batch.csv
2019	2103	11/29/2019	Util Pay	10		Xpress Billpay	90.00	Xpress Import - CheckFree - 11-27-2019__daily_ba
2019	2104	11/29/2019	Util Pay	10		Xpress Billpay	35.96	Xpress Import - EFT - 11-28-2019__daily_batch.csv
2019	2106	11/29/2019	Util Pay	10		Xpress Billpay	430.70	Xpress Import - EFT - 11-29-2019__daily_batch.csv
2019	2108	11/30/2019	Util Pay	10		Xpress Billpay	177.78	Xpress Import - EFT - 11-30-2019__daily_batch.csv
Receipts Outstanding:							1,136.12	
							31,668.30	

Fund	Claims	Payroll	Total
001 General Expense Fund	2,955.49	10,258.18	13,213.67
100 Street Fund	1,350.00	518.62	1,868.62
103 Tourism Promo & Develop Fund	3,000.00	194.50	3,194.50
400 Water/Sewer Fund	7,795.12	3,200.71	10,995.83
500 Equipment Service Fund	0.00	386.50	386.50
630 Stevenson Municipal Court	2,009.18	0.00	2,009.18
	17,109.79	14,558.51	31,668.30

TREASURERS REPORT

Signature Page

City Of Stevenson

Time: 16:38:36 Date: 12/16/2019

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11/01/2019 To: 11/30/2019

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	1
Animal - Barking Dog	1
Burglary Residence Unlawful En	2
Business Establishment Alarm	4
Child Abuse or Neglect	1
Citizen Dispute	7
Civil Standby	1
Dead Body	1
Problems with Dogs	2
Domestic Violence	2
Fireworks Problems	1
Harrass	1
Hit & Run Accident	2
Information Report	2
Juvenile Problem	4
Lockout, Vehicle/Home	1
Lost Property	1
Medical Emergency	27
Mental Health Problems	5
Mtorist Assist	1
Traffic Collision Prop Damage	3
Traffic Accident, w/ Injuries	1
Possession of Marijuana	1
Property Watch, House Check	1
Public Nuisance/County Ordinan	3
Request Traffic Enforcement	4
Residential Alarm	1
Shooting Noise	2
Smoke sighting, smell, etc	1
Suspicious Person/Circumstance	9
Theft Other Property	2
Theft Automobile	1
Threats	1
Traffic Hazard	2
Traffic Stop	4
Trespassing	2
Power/Gas/Water Problems	2
Vandalism/Mailic Misch	1
Violation Court Orders	2
Welfare Check	1

Total reported: 111

Report Includes:

All dates between `00:00:00 11/01/19` and `00:00:00 12/01/19`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Hit & Run Accident	1
Medical Emergency	1

Total reported: 2

Report Includes:

All dates between `00:00:00 11/01/19` and `00:00:00 12/01/19`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.20.342	DR W/LIC PRIV SUSP	3
46.30.020	Driving Without Insurance	2
46.52.010	HIT-RUN UNATTENDED	1
9A.36.041	4TH DEGREE ASSAULT	1
9A.52.070	1ST DEG CRIM TRESPAS	1
9A.76.020	OBSTRUCT PUBL SERVAN	1
9A.84.030	DISORDERLY CONDUCT	1

Report Totals

10

Report Includes:

All dates of issue between `00:00:00 11/01/19` and `00:00:00 12/01/19`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

2019 Overall		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Mileage														
County	18655	14904	15244	16284	16922	16127	17186	18998	17562	20194	18554	0	0	188230
Stevenson	2166	1755	1816	2088	2036	1920	1838	2180	1853	2077	2069	0	0	21798
N. Bonneville	1143	973	966	1084	1021	1014	1014	1292	925	1053	954	0	0	11380
USFS	1255	2369	1973	2423	1078	524	1300	1201	945	785	3409	0	0	17262
Title 3	783	1638	541	123	400	683	596	998	383	1501	363	0	0	8009
Other	20	0	0	508	1595	1834	1640	2033	1694	1492	0	0	0	10816
TOTAL	22022	21639	20340	22510	23052	22083	23574	26162	23962	27102	25349	0	0	257395
Hourly Report														
Vacation	110.75	0.00	107.50	151.75	166.75	130.75	126.50	194.25	238.75	95.50	186.25	0.00	0.00	1498.75
Sick Leave	21.25	40.75	145.00	70.25	50.50	50.50	22.00	52.50	72.50	25.50	91.75	0.00	0.00	642.50
Training	438.50	514.25	491.75	455.50	371.50	64.00	50.00	40.75	2.00	146.50	31.50	0.00	0.00	2806.25
Administration	64.00	49.50	71.25	21.75	72.00	74.00	63.00	51.75	43.25	51.75	49.50	0.00	0.00	611.75
Patrol/Investigations														
Schools/Com Svc	2.00	0.00	1.50	10.00	59.25	4.00	0.00	1.00	36.50	2.50	2.00	0.00	0.00	118.75
K 9	15.00	15.00	15.00	16.00	12.00	32.50	15.00	18.00	25.00	0.00	0.00	0.00	0.00	163.50
County	822.75	774.50	790.75	873.25	1028.50	1304.25	1137.50	1087.25	1106.00	1103.25	1009.00	0.00	0.00	11037.00
Stevenson	644.25	387.00	392.50	431.50	434.75	498.25	501.00	492.25	457.75	416.50	446.75	0.00	0.00	5102.50
Siev Court	25.00	0.00	0.00	11.25	0.00	1.25	0.00	3.50	12.25	0.00	2.00	0.00	0.00	55.25
N. Bonneville	212.50	166.25	169.00	171.50	182.75	196.25	190.50	200.25	184.25	189.75	155.75	0.00	0.00	2017.75
N. Bonn Court	0.00	0.00	0.00	0.00	1.00	0.00	5.50	0.00	0.00	0.00	16.50	0.00	0.00	23.00
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	12.00	0.00	0.00	12.25
Superior Court	4.50	0.00	0.00	33.75	3.25	0.00	0.00	20.00	0.00	1.00	11.50	0.00	0.00	74.00
USFS	171.00	219.50	164.50	221.50	101.50	94.00	133.75	110.50	64.75	83.00	239.75	0.00	0.00	1605.75
Gorge Scenic	82.75	72.75	74.25	73.25	62.50	87.25	75.75	81.75	77.00	92.75	84.00	0.00	0.00	864.00
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drug	190.00	130.00	140.00	129.00	150.00	80.00	38.25	180.00	159.00	190.00	120.00	0.00	0.00	1506.25
SDS Patrol	14.00	9.25	9.75	6.75	12.75	34.50	87.50	18.25	33.25	15.50	12.25	0.00	0.00	253.75
Eradication 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
County Traffic Enforce	231.50	193.75	203.25	204.00	206.75	180.75	247.00	333.75	253.50	297.25	259.25	0.00	0.00	2609.75
SAR County	0.00	0.00	0.00	0.00	3.00	0.00	18.50	0.00	1.00	0.00	8.00	0.00	0.00	30.50
Title 3														
Emergency Response	46.50	86.00	91.00	72.00	76.25	44.00	38.75	18.75	9.00	22.25	7.00	0.00	0.00	510.50
SAR Missions	5.50	26.50	19.50	5.00	21.50	7.00	9.75	18.00	17.25	113.50	25.25	0.00	0.00	268.75
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title 3 Subtotal	52.00	111.50	110.50	77.00	97.75	51.00	48.50	36.75	26.25	135.75	32.25	0.00	0.00	779.25
SubTotal Reg	2917.75	2531.75	2523.50	2859.00	2700.50	2850.00	2565.25	2839.00	2455.75	2589.75	2459.75	0.00	0.00	28692.00
OT Time														
Schools/Com Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00
County	27.50	67.75	36.00	24.50	63.50	27.75	45.25	39.25	22.50	16.00	28.50	0.00	0.00	398.50
Stevenson	3.00	4.75	4.00	0.00	2.25	12.50	0.75	5.00	6.50	7.50	4.00	0.00	0.00	50.25
Stevenson Court	0.00	0.00	0.00	0.00	3.00	0.00	0.00	10.25	0.00	0.00	4.00	0.00	0.00	17.25
N. Bonneville	0.00	0.00	43.50	1.00	4.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	51.50
N. Bonneville Court	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
District Court	0.00	3.00	3.00	0.00	0.00	2.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	16.00
Superior Court	0.00	6.50	0.00	19.75	24.75	6.00	0.00	0.00	0.00	4.00	5.00	0.00	0.00	76.00
USFS	10.00	2.00	1.75	0.00	0.50	1.75	6.00	0.00	0.00	4.00	5.00	0.00	0.00	60.00
Training	0.00	1.00	0.00	0.00	0.00	10.25	0.00	2.00	0.00	0.00	8.00	0.00	0.00	21.25
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	12.00
DNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.00
Eradication 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
County Traffic Enforce	0.00	0.00	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	3.00	0.00	2.00	0.00	29.75	53.75	0.00	0.00	0.00	0.00	0.00	0.00	88.50
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
SAR Title 3	43.25	23.00	5.00	2.00	10.50	6.00	11.00	42.00	0.00	27.00	7.00	0.00	0.00	206.75
Total Overtime	40.50	91.00	88.25	47.25	98.00	88.00	107.75	52.25	52.25	57.50	52.50	0.00	0.00	745.25
Total Title 3	95.25	134.50	114.50	79.00	108.25	57.00	59.50	78.75	26.25	192.75	39.25	0.00	0.00	986.00
TOT HRS	3185.50	2844.00	2979.75	3007.25	3124.00	2976.25	2891.00	3006.75	2835.25	2931.00	2879.00	0.00	0.00	32649.75