

AGENDA
CITY OF STEVENSON COUNCIL MEETING
October 15, 2020
6:00 PM, Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or
301-715-8592, Meeting ID 893 1537 2201, Zoom link
<https://us02web.zoom.us/j/89315372201> or via YouTube at
<https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjvA/>

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

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

2. 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].*

a) * 10/13 changes include:

- Addition of Liquor License Renewals to Consent Agenda (item 3a)
- Addition of Leak Adjustment to Consent Agenda (item 3b)
- Addition of the Budget Message and enhancement of the documents with more information for the 2021 Budget Hearing (item 6b)
- Addition of resolution 2020-367 adopting the inter-agency policy for hazardous materials response (item 9a)
- Relocation of minutes from Consent Agenda to New Business and added minute corrections requested (item 9i)
- Addition of letter of support request from the Oregon Department of Transportation (item 9j)
- Addition of the Fire Department report (item 10c)
- Addition of Councilmember Knudsen's letter to Representative Mosbrucker (item 10h)
- Addition of Public Works Director's report (item 11a)
- Addition of City Administrator's report (item 11c)

b) ** 10/14 changes include:

- Addition of Sewer Plant Update information (item 7b)
- Addition of Stevenson Downtown Association request for CARES Act uses (item 9b)
- Addition of report from Prosecutor on the Granny Gedunk incident (item 10g)
- Addition of Community Development Director's report (item 11b)

c) ***10/15 changes include:

- Addition of Governor's Proclamation 20-23.11 extending the prohibition on utility disconnects for non-payment through Dec. 31 2020 (item 7a)
- Switched order of agenda items 9i and 9j (Historic Columbia River State Highway letter of support and Minutes)
- Addition of discussion of councilmember conduct and representation (item 9k)
- Addition of voucher approval information and reports (item 12a)

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 Renewals** - Andrew's Pizza SW, Inc. and Red Bluff Brewing LLC
- b) ***Water Adjustment** - William Closner (meter No. 503400) requests a water adjustment of \$32.94 for a leaking toilet which they have since repaired.

MOTION: To approve consent agenda items a-b.

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.]*

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** When submitting public comments, include your name regardless of the manner you are using. Public comments may be provided in one of three ways:

- In writing may be submitted no later than 12:00 PM on the meeting date to be included in the council packet.

- By telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 4:30 PM the day of the meeting.*

- By virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerk no later than 4:30 the day of the meeting.*

*If you would like to make a public comment by either phone or virtual meeting, you can contact the Clerk at leana@ci.stevenson.wa.us or by phone at 509-427-5970 no later than 4:30 on the meeting date.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Economic Development Council** - Executive Director Kevin Waters will update city council on recent EDC activities.

6. 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) **6:15 - Commercial Wastewater Moratorium** - City Administrator Leana Kinley presents resolution 2020-366 adopting the findings of fact related to the moratorium extension and ordinance 2020-1165 extending a wastewater moratorium on commercial sewer connections with discharge above residential strength for public comment and council consideration.

MOTION: To approve resolution 2020-366 adopting the findings of fact related to the moratorium extension on commercial connections.

MOTION: To approve ordinance 2020-1165 extending the wastewater moratorium on commercial connections with discharge above residential strength.

- b) *6:30 - Proposed 2021 Budget Hearing** - City Administrator Leana Kinley presents the 2021 proposed budget for public comment and council consideration.

7. SITUATION AND PROJECT UPDATES:

- a) ***COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.
- b) **Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

8. UNFINISHED BUSINESS:

- a) Second Reading Ordinance Regulating Unmanned Aircraft** - City Administrator Leana Kinley presents ordinance 2020-1162 regulating the use of unmanned aircraft in the city limits as initially presented at the September 17th council meeting for council consideration. A copy of the current Nuisance Code is attached as well.

MOTION: To approve ordinance 2020-1162 regulating the use of unmanned aircraft.

9. NEW BUSINESS:

- a) *Approve Resolution 2020-367** - Fire Chief Rob Farris presents resolution 2020-367 adopting the inter-agency policy for hazardous material response for council consideration.

MOTION: To approve resolution 2020-367 adopting the inter-agency policy for hazardous materials response.

- b) Approve Amendment A to the CARES Act Contract with Commerce** - City Administrator Leana Kinley presents the amendment to the CARES Act contract as mentioned at the September 17th council meeting for additional funds and a one-month extension.

MOTION: To approve amendment A to contract 20-6541C-336 with the Washington State Department of Commerce for an additional amount of \$24,300, a revised total contract amount of \$72,900 and an extension of the end date to November 30,2020.

- c) **CARES Act Spending** - City Administrator presents guidelines on how the CARES Act grant from Commerce can be spent (pages 2-4) and a staff memo with information from the Skamania County Chamber of Commerce, Stevenson Downtown Association,

Washington Gorge Action Programs and the Stevenson-Carson School District on how the additional funds may be spent for council direction.

- d) Approve Skamania County EDC Contract** - City Administrator Leana Kinley presents the contract with the Skamania County Economic Development Council for 2021 services in the amount of \$12,890 for council approval.

MOTION: To approve the contract with Skamania EDC in the amount of \$12,890.

- e) Approve Contract with US Economic Development Administration (EDA)** - City Administrator Leana Kinley presents the grant contract from the EDA in the amount of \$4,054,400 for collection system capacity upgrades, all four lift stations and a section of force main identified in the General Sewer Plan and Facilities Plan, for council consideration.

MOTION: To approve the US Economic Development Administration grant award in the amount of \$4,054,400 for the wastewater collection system capacity upgrade project.

- f) Water Back-billing Waiver Request** - City Administrator Leana Kinley presents the request from Mercedes Lux to waive the back-billing charges for the difference between the senior rate and residential base billing for 19 months. Guidance from the Attorney General regarding assistance during COVID-19 is attached.

MOTION: To waive the back-billing charges for Mercedes Lux.

- g) Discuss Halloween Events** - Council will discuss Halloween events such as trick-or-treating in light of the COVID-19 pandemic. Information from the Washington State Department of Health and US Center for Disease Control is included.

- h) Approve Verizon Contract with NASPO ValuePoint** - City Administrator Leana Kinley presents the contract with Verizon through NASPO ValuePoint for discounted rates for services. This contract replaces the current contract approved through the master agreement with the State of Washington.

MOTION: To approve the contract with Verizon through NASPO ValuePoint.

- i) ***Historic Columbia River State Highway Letter of Support** - City Administrator Leana Kinley presents a request from the Oregon Department of Transportation for a letter of support to complete the final 5-mile segment of the Historic Columbia River Highway, connecting Hood River to Viento State Park for council consideration.

MOTION: To approve signing the letter of support as presented/with changes as discussed.

- j) ***Minutes** of September 17, 2020 Council Meeting. Requested revisions are attached for council review.

MOTION: To approve the minutes of September 17, 2020 [as presented/with changes as discussed].

- k) *****Discuss Councilmember Conduct and Representation** - Council will discuss conduct outside the public meeting forum and city representation.

10. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in September, 2020.
- b) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report, including investment transactions, and year-to-date revenues and expenses through September 2020.
- c) ***Fire Department Report** - The Stevenson Fire Department's report for September, 2020 is presented for council review.
- d) **Planning Commission Minutes** - Minutes from the 9/14/20 Planning Commission meeting is presented.
- e) **Sheriff's Report** - The Skamania County Sheriff's report for September, 2020 is presented for council review.
- f) **Metropolitan Parks District Update** - Information regarding the Boundary Review Board approval of the metropolitan parks district boundaries is attached. This allows the measure to be put before the voters in an upcoming election.
- g) ****Update on Granny's Gedunk Incident** - The Skamania County Prosecutor has provided an update on the status of the incident at Granny's Gedunk which occurred on Friday, August 7, 2020.
- h) ***Councilmember Knudsen's Letter to Representative Mosbrucker** - A copy of a letter Councilmember Matthew Knudsen sent to State Representative is enclosed.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

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

12. VOUCHER APPROVAL:

- a) *****September 2020 payroll & October 2020 AP checks** have been audited and are presented for approval. September payroll checks 14650 thru 14656 total \$99,229.07 which includes EFT payments. October AP checks 14649 and 14657 thru 14709 total \$320,715.69 and includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

13. MAYOR AND COUNCIL REPORTS:

14. 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.]*

15. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- October 19, 2020 at 4pm Tourism Applications Due
- October 31, 2020 Halloween
- November 1, 2020 Daylight Savings Time Ends
- November 3, 2020 Election Day
- November 11, 2020 Veterans Day, City Offices Closed
- November 12, 2020 Special Council Meeting-2021 Budget
- November 19, 2020 Regular Council Meeting including Public Hearings for:
 - 2021 Property Tax Levy
 - 2021 Proposed Budget-Final Hearing
 - 2021 Sewer Rates

**CITY OF STEVENSON
RESOLUTION 2020-366**

**ADOPTING FINDINGS OF FACTS SUPPORTING WASTEWATER MORATORIUM
RENEWAL ORDINANCE**

WHEREAS, the City Council for Stevenson, Washington approved Wastewater Moratorium Ordinance No. 2019-1149 on November 14, 2019; and

WHEREAS, the City has not resolved the issues requiring the moratorium and has determined that a one-year extension is needed; and

WHEREAS, RCW 35.63.200 requires a City to conduct a public hearing and adopt Findings of Fact supporting the moratorium prior to renewal; and

WHEREAS, a public hearing was conducted on October 15, 2020, at a special public meeting and the public and staff gave testimony concerning the wastewater moratorium.

NOW THEREFORE, the City Council of the City of Stevenson, Washington, does hereby resolve as follows:

The City Council of the City of Stevenson adopts the following findings of fact:

1. On April 7, 2017, the Washington State Department of Ecology issued a Notice of Violation for the City of Stevenson Wastewater Treatment Plant stating that the City has exceeded its design criteria for five (5)-Day Biochemical Oxygen Demand (BOD5) or Total Suspended Solids (TSS) on twenty-one (21) occasions, exceeded effluent limits for TSS or Fecal Coliform on five (5) occasions and has not submitted a plan for Maintaining Adequate Capacity (a copy of the notice is attached as Exhibit A);
2. On July 6, 2017, the City received an Administrative Order (attached as Exhibit B) from the Department of Ecology outlining actions for the City to take which include limiting new industrial connections;
3. On November 16, 2017, the City approved a wastewater moratorium which expired on May 15, 2018;
4. On May 17, 2018, the City approved a new wastewater moratorium which expired on November 17, 2018;
5. On November 15, 2018, the City approved a new wastewater moratorium which will expire on November 15, 2019;
6. On November 14, 2019, the City approved an extension to the wastewater moratorium, which will expire on November 14, 2020;
7. On November 14, 2019 the City adopted a work plan to address the wastewater deficiencies;
8. The City's treatment plant does not have adequate capacity to treat the wastewater for its existing connections due to excessive BOD5 and TSS loading;
9. Adding more commercial wastewater connections would further stress the City's wastewater treatment plant BOD5 and TSS loading and further impair the City's ability to meet current customer's wastewater needs;

10. The City has worked with the Department of Ecology to enact ordinances to reduce loading and is working with current users on a path forward to reduce BOD5 loading at the plant;
11. The City is working with the Department of Ecology to construct facilities to increase the City's wastewater treatment capacity by improving the current wastewater treatment plant. Construction is expected to be completed at the end of 2022;
12. There is a significant demand for new wastewater connections to allow property development within the City and its wastewater service area;
13. The City may allow commercial wastewater connections as long as they create effluent that is no stronger than domestic strength or install pretreatment facilities to limit effluent strength to domestic levels since commercial development and job creation is in the public's best interests;
14. The Wastewater Moratorium Ordinance will provide the City time to do the following:
 - a. Design wastewater treatment plant improvements;
 - b. Secure funding for the necessary improvements;
 - c. Construct wastewater treatment plant improvements.
15. Without a Moratorium, the City may be subject to moratorium imposed by the Washington State Department of Ecology that may be broader in scope, perhaps even including residential connections.

Passed by a vote of _____ at the regular city council meeting of October 15, 2020.

Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich
City Attorney

**City of Stevenson
Ordinance No. 2020-1165**

AN ORDINANCE RELATED TO WASTEWATER CONNECTIONS IN THE CITY OF STEVENSON'S SERVICE AREA, AND PURSUANT TO RCW 35A.63.220 AND OTHER APPROPRIATE AUTHORITY AUTHORIZING A MORATORIUM EXTENSION ON FURTHER COMMERCIAL WASTEWATER CONNECTIONS AND APPLICATIONS FOR COMMERCIAL WASTEWATER CONNECTIONS AS MORE PARTICULARLY SET FORTH HEREIN.

WHEREAS, the City of Stevenson ("City") received an Administrative Order #14221 letter in July of 2017 from the Washington State Department of Ecology ("DOH"), stating that the City is in violation of its NPDES permit as it has exceeded the Wastewater Treatment Plant design criteria for five (5)-Day Biochemical Oxygen Demand (BOD5) or Total Suspended Solids (TSS) on twenty-one (21) occasions between January 2012 and December 2106 and exceeded effluent limits for TSS or Fecal Coliform on five (5) occasions between September 2015 and September 2016; and

WHEREAS, the City has a work plan to address the wastewater treatment deficiencies and is presently designing and thereafter constructing wastewater treatment plant improvements that have the capacity to solve the City's wastewater treatment problems, which will take time and require multiple funding streams; and

WHEREAS, a moratorium on further filing and processing of commercial applications for wastewater connections that will impact the BOD5 or TSS load on the wastewater treatment plant is necessary while the City completes the construction of the treatment plant improvements and increases the plant's capacity, or otherwise mitigates the current plant limitations; and

WHEREAS, the Stevenson City Council finds that the City's ability to plan for utility service and urban growth will be jeopardized unless this moratorium is authorized; and

WHEREAS, the Stevenson City Council finds that the authorization of this moratorium is necessary to protect the health, welfare, safety and future economic viability of the City; and

WHEREAS, RCW 35A.63.220 provides that, "A council or board that adopts a moratorium or interim zoning control, without holding a public hearing on the proposed moratorium or interim zoning control, shall hold a public hearing on the adopted moratorium or interim zoning control within at least sixty days of its adoption, whether or not the council or board received a recommendation on the matter from the commission. If the council or board does not adopt findings of fact justifying its action before this hearing, then the council or board shall do so immediately after this public hearing. A moratorium or interim zoning control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium or interim zoning control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

WHEREAS, RCW 36.70A.390 provides that, "A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing on the proposed moratorium, RCW 35A.63.220 or RCW 36.70A.390, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

WHEREAS, moratoria and interim zoning control enacted under RCW 35.99.050, RCW 35A.63.220 or RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot or frustrated by intervening development; and

WHEREAS, the Stevenson City Council previously adopted a moratorium on November 14, 2019 which will expire on November 14, 2020; and

WHEREAS, a work plan has been developed for the design, funding and construction necessary to upgrade the city's wastewater system and that work plan is attached to this ordinance as Exhibit A; and

WHEREAS, the Stevenson City Council held a duly advertised public hearing on October 15, 2020, to consider public comment concerning the authorization of such moratorium; and

WHEREAS, the Stevenson City Council adopted Findings of Fact as stated in Resolution No. 2020-366 after the public and staff gave testimony at the public hearing; and

WHEREAS, the Stevenson City Council finds that the best interests of the City would be served if such a moratorium extension was authorized.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, STATE OF WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. A one (1) year renewal of the moratorium is hereby imposed on accepting commercial applications for wastewater connections that will impact the BOD5 or TSS load on the wastewater treatment plant for wastewater service inside and outside its corporate boundaries that otherwise would have been authorized under said section. This moratorium does not apply to residential wastewater connections.

Section 2. The moratorium imposed pursuant to Section 1 above may be extended for one or more additional six (6) month periods according to the City’s work plan or further study determines that such extension is necessary or to determine what further policies and procedures related to future commercial wastewater connection applications will best serve the purposes of the City.

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.

ADOPTED this 15th day of October, 2020.

CITY OF STEVENSON

Scott Anderson, Mayor

ATTEST:

Leana Kinley, Clerk

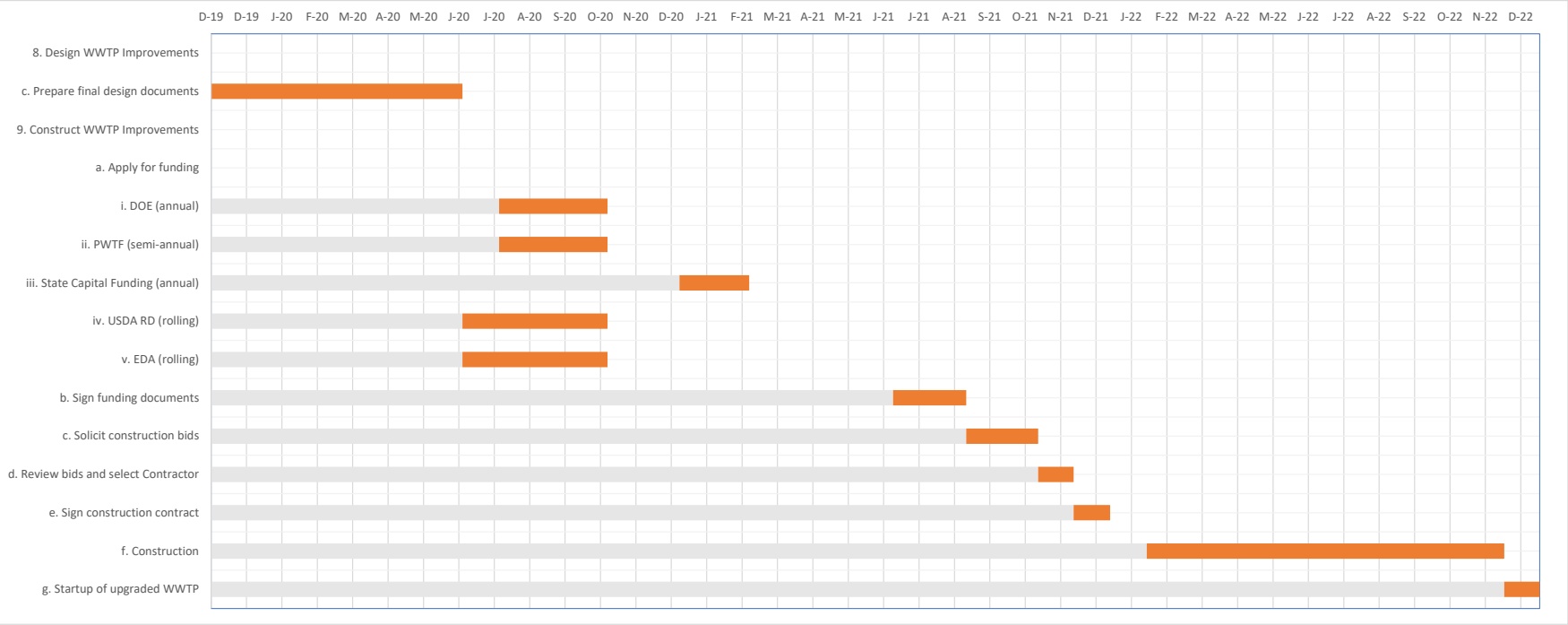
APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

Exhibit A
Wastewater Upgrade Project Plan

Task	Start Date	Duration	End Date
8. Design WWTP Improvements			
c. Prepare final design documents	D-19	213	J-20
9. Construct WWTP Improvements			
a. Apply for funding			
i. DOE (annual)	A-20	92	N-20
ii. PWTF (semi-annual)	A-20	92	N-20
iii. State Capital Funding (annual)	J-21	59	M-21
iv. USDA RD (rolling)	J-20	123	N-20
v. EDA (rolling)	J-20	123	N-20
b. Sign funding documents	J-21	62	S-21
c. Solicit construction bids	S-21	61	N-21
d. Review bids and select Contractor	N-21	30	D-21
e. Sign construction contract	D-21	31	J-22
f. Construction	F-22	303	D-22
g. Startup of upgraded WWTP	D-22	30	D-22

Exhibit A
Wastewater Upgrade Project Plan





City of Stevenson

(509) 427-5970

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

To: Stevenson City Council and Residents

Date: October 15, 2020

Re: **2021 PROPOSED BUDGET**

I am pleased to submit the City of Stevenson's 2021 proposed budget for your review and consideration.

OVERVIEW:

The budget development process is guided by Washington State Law and by the *Budgeting, Accounting & Reporting System* (BARS) manual published by the Washington State Auditor's Office. We prepare the annual budget for two main reasons:

1. It sets the legal limits on expenditures for the City.
2. It is our financial plan for next year. In its simplest form, it is an estimate of the revenues we expect to receive and how we plan to spend them.

When the budget is appropriated by ordinance, that ordinance provides the legal right to spend money as well as limit the amount we can spend.

Budget priorities are determined by reviewing the goals set at the strategic planning retreat in October of 2019 and were reviewed and confirmed at the July 11, 2020 special council meeting. More specific budget priorities for 2021 are included in the proposed budget.

The 2021 proposed budget continues all existing programs and staff. Revenue projections have been conservative with the following assumptions:

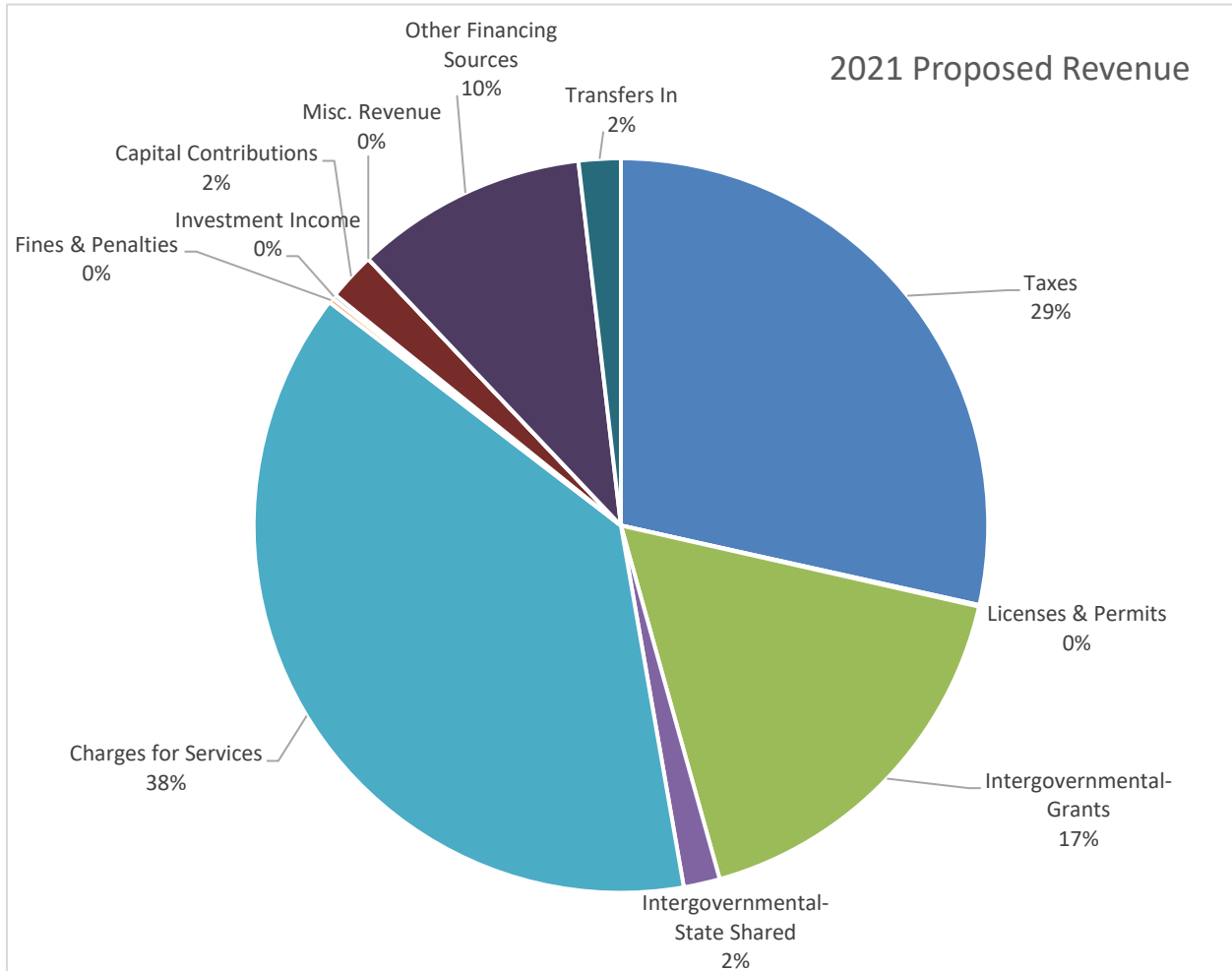
- Population estimate of 1,655, a 2.2% increase over last year.
- 1% increase in the property tax levy, plus new construction.
- A conservative sales tax estimate based on 2016 revenues, or 75% of 2019 receipts.
- Increase in water utility base rate of 5% for 2021.
- Increase in wastewater utility rates of 12.5% for 2021.
- Estimated amount of secured grants, loans and other revenue sources to fund capital improvement projects. 2021 budgeted amounts may vary from contracted amounts based on overall project timeline (design in 2021, construction in 2022, etc).

Revenue sources include:

- **Taxes** – property tax, sales tax and taxes on utilities (natural gas, electricity, cable, garbage, telephone, etc).
- **Licenses and Permits** – business licenses, building permits, etc.
- **Intergovernmental-Grants** – Transportation Improvement Board (TIB), etc. for capital projects
- **Intergovernmental-State Shared** – liquor revenues, fuel tax, criminal justice funds, etc.
- **Charges for Services** – planning fees, building inspector reimbursements, utility rates, etc.
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties
- **Investment Income** – interest income from city investments
- **Capital Contributions** – connection charges for water and sewer hook-ups
- **Miscellaneous Revenue** – sale of scrap, cash drawer overage/shortage, other revenues

- **Nonrevenues** – agency pass-through funds, unclaimed property
- **Other Financing Sources** – loan proceeds for capital projects
- **Transfers In** – internal transfer between funds

The chart below lists revenues associated with general operations and maintenance, including capital projects and grant pass-throughs such as the Community Development Block Grant project.



These resources will be used to maintain existing service levels and execute planned capital projects. A highlight of the 2021 expenses include:

Capital Projects:

- First Street alternative transportation project construction phase \$619k.
- Design of wastewater system upgrades for \$500k.

Current Expense:

- Community Development Block Grant Home Rehabilitation project rollover \$250k.

Streets:

- City-wide Transportation Study \$80k
- Lower Kanaka road improvements \$20k.

Water/Sewer:

- System upgrades along Vancouver to the Rock Creek intersection \$50k.
- System upgrades along Loop to the Columbia intersection \$50k.
-

Equipment Services:

- Replace service truck \$45k. Purchase delayed the past two years.

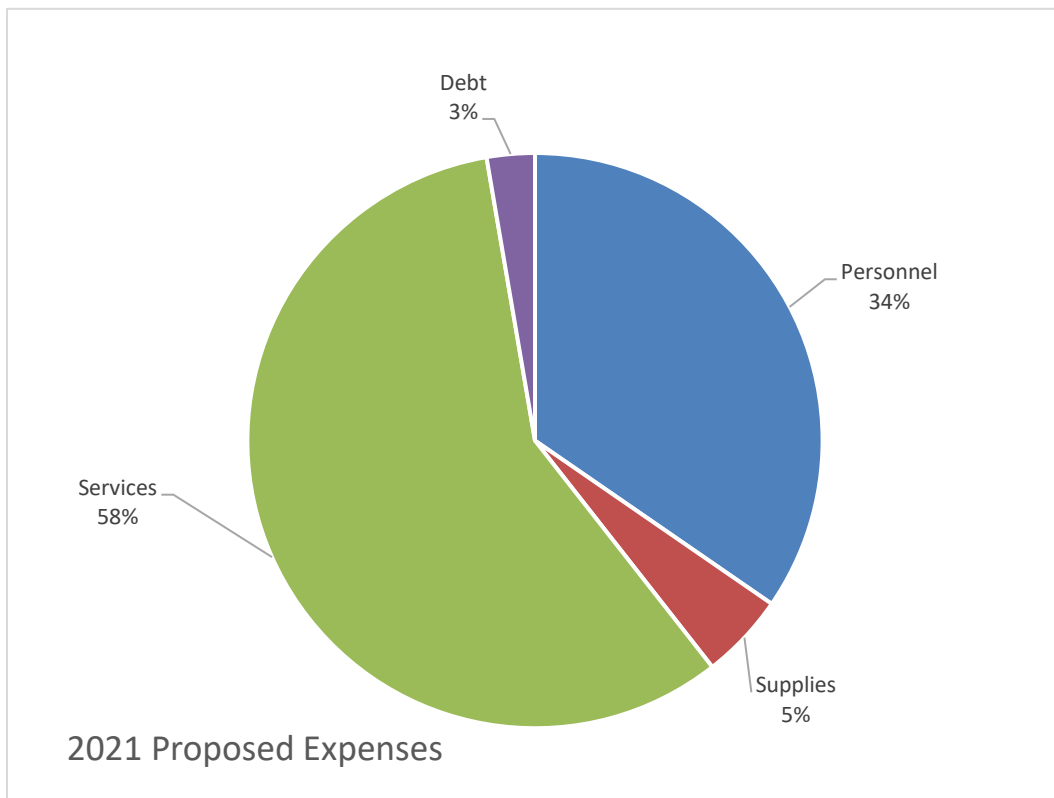
Personnel:

- Personnel costs account for approximately 34% of all operating expenditures.
- Staff salaries in the proposed budget were increased by a Cost of Living Adjustment (COLA) of 0.8% based on the June 2020 West B/C CPI-U, plus steps for all employees not already at top-step. The COLA equates to almost \$7,000 increased expenses city-wide.
- The cost of the medical plan offered by the City of Stevenson will be increasing by 4% in 2021. There will be no increase in the dental and vision plans.

Services:

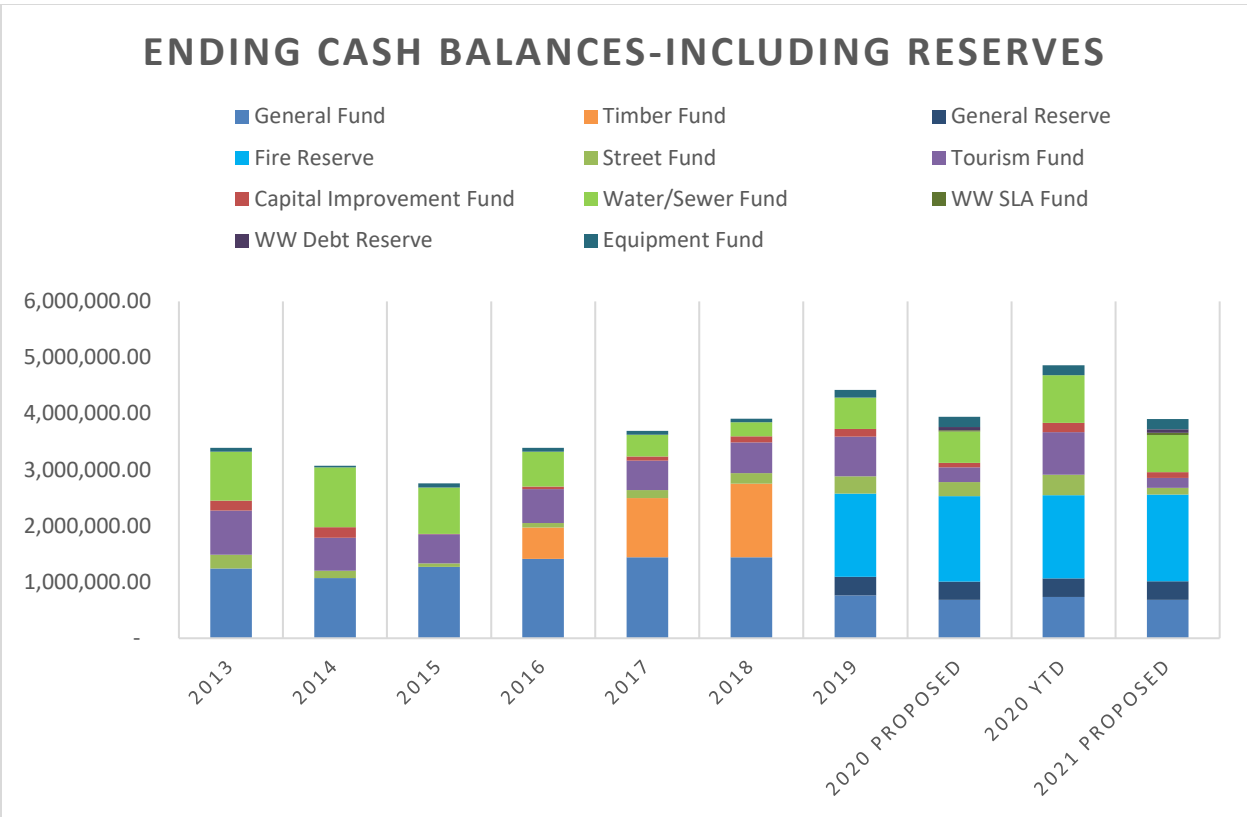
- Police Services account for 9% (\$175k)
- The services for the CDBG reimbursable grant accounts for 12% (\$250k)
- 16% of services are for Lodging Tax funds (\$329k)
- Wastewater services of sewer lining, hauling and disposal of biosolids and operations support account for 24% (\$474k)

The chart below lists expenses associated with general operations and maintenance, excluding capital projects and grant pass-throughs such as the Community Development Block Grant project.



ENDING CASH BALANCES:

Overall, the ending cash balances for the city are increasing. This is due to the intentional rebuilding of reserves for the new fire hall, a new fire truck, water and wastewater projects. The 2020 year to date balances are better than the projected, which may continue through the end of the year. This would impact the 2021 proposed ending balances, which build on prior years.



FUND OVERVIEWS:

General Fund – The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund. General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The Unemployment Reserve in the General Fund (formerly Fund 622) has a current balance of \$33,414, which is enough to cover estimated unemployment claims. The City is self-insured for unemployment. The 2021 proposed budget does not include an increase to the unemployment reserve.

Primary revenues sources for the General Fund are property taxes and sales taxes with smaller amounts generated from utility taxes, permits, fines & other user charges, and state shared revenues. The primary revenue source, property taxes, is limited by Washington State law to a 1% annual increase.

General Fund Reserve – This fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.

Fire Reserve – This fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.

Street Fund -The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.

Tourism Promotion – The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. In the past, this tax has generated over \$400,000 per year, which is awarded to applicants by City Council following recommendations from the Tourism Advisory Committee (TAC) in November. COVID-19 has reduced the projected revenues and will be monitored as the tourism economy recovers.

Affordable Housing Fund – This fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the operations and maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

Capital Improvement Fund – The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.

Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable. In recent years the Capital Improvement Fund has been used to help fund the Kanaka Creek and Gropper Sidewalk project, the Russell Avenue project and the Joint Emergency Facilities project.

Water & Sewer Fund – The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City's water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements. An annual water rate increase of 5% beginning in 2020 was adopted by council to ensure adequate funds for capital projects and debt repayment. The sewer rates are proposed to increase 12.5% for 2021. This rate increase of \$10 to the residential base fees is half of last year's increase and will allow the city to meet the needs of the department for 2021. This may mean higher increases in the following years, however the city is taking into consideration the impact of COVID-19 on customers. Rate increases for 2022 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is secured.

Wastewater Short Lived Asset Reserve Fund – This fund is required as part of the city's USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project

loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.

Wastewater Debt Reserve Fund – This fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

Wastewater System Upgrades – This fund is for the planning, design and construction of upgrades to the water system as identified in the water system plan and required as part of the Administrative Order. Most of the revenues are grants or loans with some internal match funding. The revenues and expenditures are updated when funding is received, project timelines determined and contracts secured.

Equipment Service Fund – The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements. Revenues are derived from charges made against other funds for using the equipment. Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs. Current rates are \$4.10 per mile for driven equipment and \$20 per hour for stationary equipment.

The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is included with the budget for this fund.

Respectfully submitted,

Leana Kinley

City Administrator

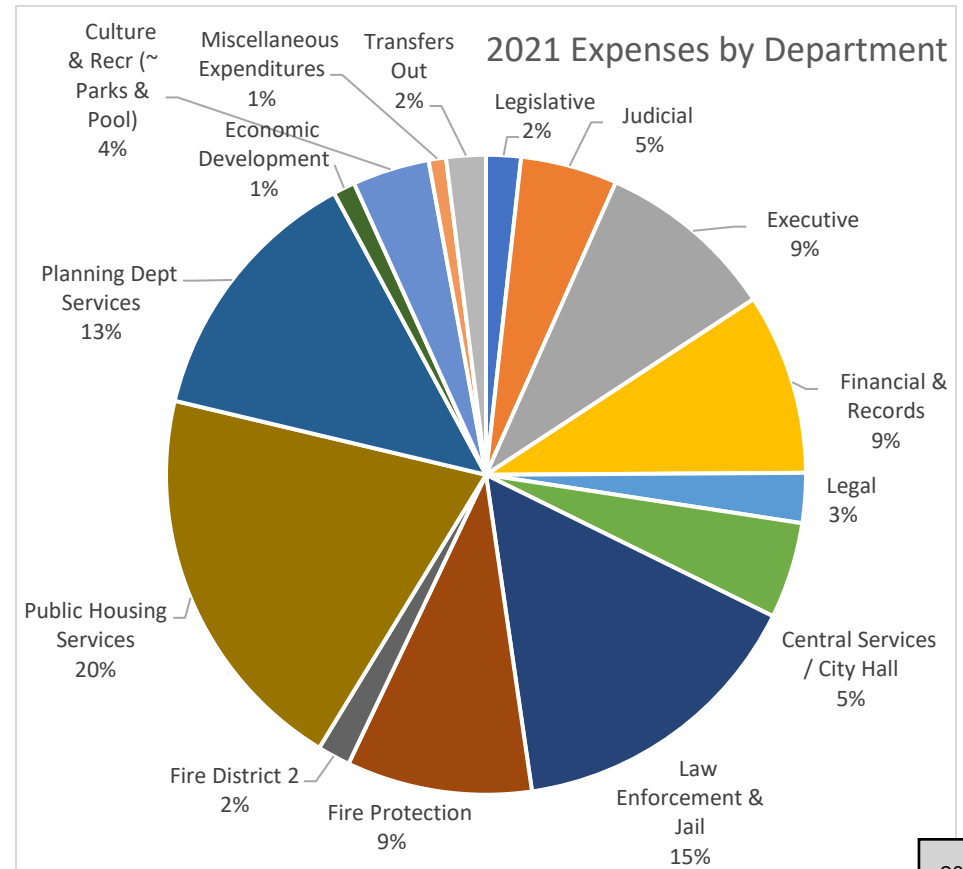
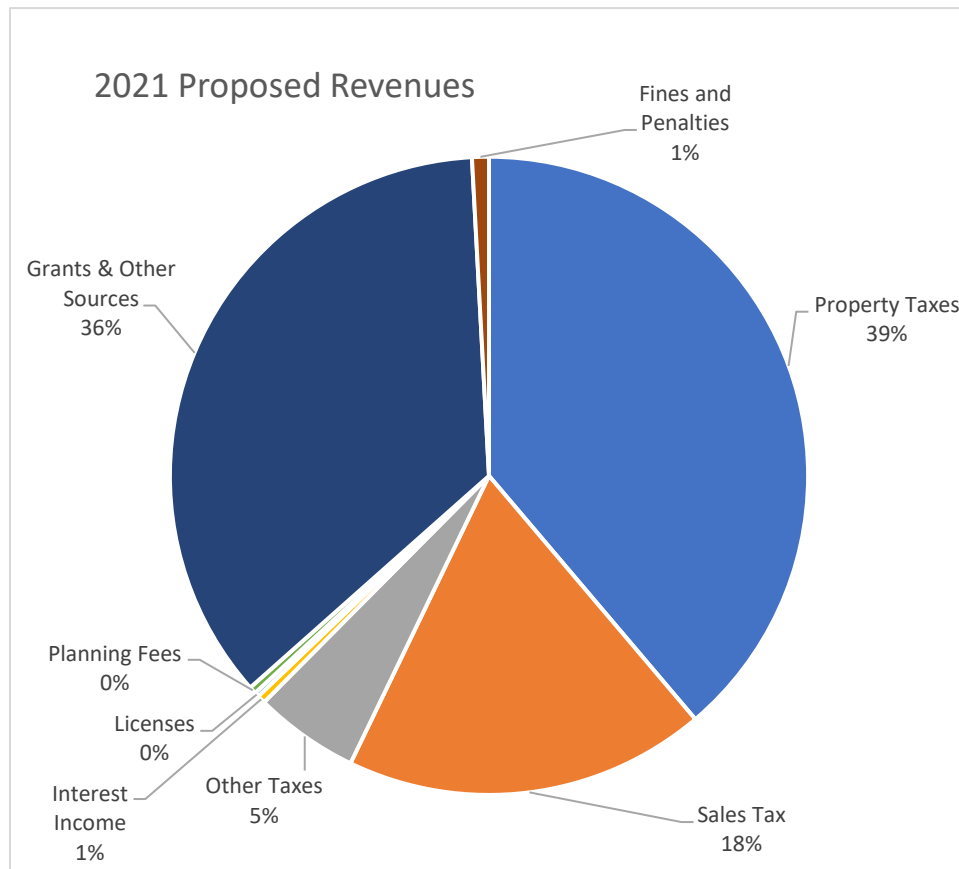
General Fund

The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund. General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The Unemployment Reserve in the General Fund (formerly Fund 622) has a current balance of \$33,414, which is enough to cover estimated unemployment claims. The City is self-insured for unemployment. The 2021 proposed budget does not include an increase to the unemployment reserve.

Primary revenues sources for the General Fund are property taxes and sales taxes with smaller amounts generated from utility taxes, permits, fines & other user charges, and state shared revenues. The primary revenue source, property taxes, is limited by Washington State law to a 1% annual increase. The Grants and Other Sources include a \$250k reimbursable pass-through Community Development Block Grant for housing rehabilitation with expenses listed under Public Housing Services.

The Transfer Out expense is \$25k for the Fire Reserve to save for replacement equipment such as a new fire truck. The Fire District 2 expenses are reimbursable and are listed under Other Sources for revenue.



5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 1

001 General Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 80 00 0001 Unreserved Cash & Investments	989,384.00	1,021,846.80	927,975.68	680,398.49	680,398.49	598,764.85	
100 Unreserved	989,384.00	1,021,846.80	927,975.68	680,398.49	680,398.49	598,764.85	
308 10 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
308 10 02 0001 Reserved Cash - Custodial	54,359.97	54,546.82	59,695.22	51,135.13	51,135.13	51,135.13	
104 Custodial Reserve	54,359.97	54,546.82	59,695.22	51,135.13	51,135.13	51,135.13	
308 10 00 0001 Reserved Cash - Fire Truck	300,000.00	325,000.00	350,000.00	0.00	0.00	0.00	
308 10 03 0001 Reserved Cash - Fire Equip	35,000.00	7,298.40	70,000.00	0.00	0.00	0.00	
202 Fire Department	335,000.00	332,298.40	420,000.00	0.00			
308 Beginning Balances	1,412,157.79	1,442,105.84	1,441,084.72	764,947.44	764,947.44	683,313.80	
311 10 00 0000 General Property Tax	442,450.09	454,081.49	464,024.40	295,561.32	481,883.50	486,702.34	
311 Property Tax	442,450.09	454,081.49	464,024.40	295,561.32	481,883.50	486,702.34	
313 11 00 0000 Sales Tax	278,046.64	271,394.67	314,505.70	165,116.55	200,000.00	230,000.00	
313 71 00 0000 Local Criminal Justice Tax	19,600.02	20,509.66	23,902.04	15,743.38	15,000.00	15,000.00	
313 Sales Tax	297,646.66	291,904.33	338,407.74	180,859.93	215,000.00	245,000.00	
316 43 00 0000 Natural Gas Utility Tax	14,505.06	17,141.46	14,088.35	14,311.30	15,000.00	15,000.00	
316 45 00 0000 Garbage Utility Tax	7,688.59	8,597.12	9,407.19	6,768.72	7,500.00	7,500.00	
316 46 00 0000 Cable TV Utility Tax	2,891.17	2,876.17	4,006.81	1,898.43	3,000.00	3,000.00	
316 47 00 0000 Telephone Utility Tax	16,613.43	15,953.51	12,461.68	6,911.58	14,500.00	10,000.00	
316 Utility Tax	41,698.25	44,568.26	39,964.03	29,890.03	40,000.00	35,500.00	
317 20 00 0000 Leasehold Tax	22,536.82	18,548.54	23,684.42	14,944.56	16,000.00	16,000.00	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	2,245.91	1,652.75	1,681.29	0.00	0.00	0.00	
317 Other Tax	24,782.73	20,201.29	25,365.71	14,944.56	16,000.00	16,000.00	
310 Taxes	806,577.73	810,755.37	867,761.88	521,255.84	752,883.50	783,202.34	
321 99 01 0000 Business Licenses	2,130.00	1,920.00	2,130.00	2,630.00	1,400.00	1,400.00	
321 99 02 0000 Peddlers & Solicitors Permit	0.00	15.00	0.00	0.00	0.00	0.00	
321 99 03 0000 Vacation Rental Licenses	700.00	1,800.00	2,000.00	800.00	1,500.00	1,500.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 2

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
321 Licenses	2,830.00	3,735.00	4,130.00	3,430.00	2,900.00	2,900.00	
322 10 00 0000 Building Permits	80,110.52	65,371.11	59,321.24	-3,989.44	-4,000.00	0.00	
322 Permits	80,110.52	65,371.11	59,321.24	-3,989.44	-4,000.00		
320 Licenses & Permits	82,940.52	69,106.11	63,451.24	-559.44	-1,100.00	2,900.00	
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	0.00	21,972.65	48,600.00	0.00	
333 14 51 0001 CDBG Housing Rehab Grant	0.00	0.00	27,081.57	96,880.01	350,000.00	250,000.00	Roll-over of estimated unused funds.
334 01 20 0000 AOC LFO Judicial agency grant	0.00	0.00	4.33	0.00	0.00	0.00	
334 03 10 0000 DOE-Shoreline Master Plan Grant	0.00	0.00	0.00	0.00	0.00	11,000.00	Grant received for required review and update. Work done in-house, no consultants needed.
334 03 10 0001 DOE-Spills Grant	0.00	0.00	79,307.18	0.00	0.00	0.00	
330 Grants	0.00	0.00	106,393.08	96,880.01	350,000.00	261,000.00	
335 00 91 0000 PUD Privilege Tax (in Lieu)	11,460.94	12,434.06	12,320.85	0.00	11,000.00	11,000.00	
335 State Shared	11,460.94	12,434.06	12,320.85	0.00	11,000.00	11,000.00	
336 06 21 0000 Criminal Justice - Low Population	1,000.00	1,000.00	1,000.00	750.00	1,000.00	1,000.00	State allocation.
336 06 25 0000 Criminal Justice - Contracted Services	2,688.06	2,790.68	2,910.06	2,315.69	2,500.00	2,500.00	State allocation.
336 06 26 0000 Criminal Justice - Special Programs	1,580.31	1,634.99	1,698.61	1,349.07	1,814.40	1,936.35	State allocation based on population.
336 06 42 0000 Marijuana Excise Tax	370.21	2,398.56	2,569.22	2,609.68	1,846.80	1,853.60	State allocation based on population.
336 06 51 0000 DUI/Other Crim Justice Assist	233.39	230.62	219.46	170.86	0.00	0.00	
336 06 94 0000 Liquor Excise Tax	7,423.00	7,886.23	8,611.28	7,360.22	8,893.80	9,367.30	State allocation based on population.
337 40 00 0000 Private Harvest Tax	11.45	15.61	17.96	1.07	0.00	0.00	
336 State Entitlements, Impact Payments	13,306.42	15,956.69	17,026.59	14,556.59	16,055.00	16,657.25	
330 Intergovernmental Revenues	24,767.36	28,390.75	135,740.52	133,409.25	425,655.00	288,657.25	
341 43 00 0000 General Admin Services	0.00	0.00	0.00	0.00	126,000.00	126,000.00	
341 81 00 0000 Printing/Photocopy Services	16.00	14.00	66.18	9.60	0.00	0.00	
342 33 05 0000 Active Probation Fee	0.00	0.00	0.00	4,445.42	0.00	0.00	
341 Other	16.00	14.00	66.18	4,455.02	126,000.00	126,000.00	
342 21 00 0000 Fire District II Fire Control	78,079.22	29,650.57	21,348.22	14,260.39	31,950.00	32,700.00	Reimbursement offsets budgeted expenses.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 3

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
342 Fire District 2	78,079.22	29,650.57	21,348.22	14,260.39	31,950.00	32,700.00	
345 83 00 0000 Planning Fees	5,885.00	3,175.00	9,250.00	29,912.00	20,000.00	4,500.00	Conservative estimate.
345 Planning	5,885.00	3,175.00	9,250.00	29,912.00	20,000.00	4,500.00	
345 83 01 0000 N Bonn Bldg Inspect Reimburse	4,048.28	5,741.20	1,973.20	29.00	0.00	0.00	
345 83 02 0000 Skamania County Reimbursement	1,782.62	1,205.89	2,659.88	0.00	0.00	0.00	
346 Building	5,830.90	6,947.09	4,633.08	29.00			
340 Charges For Goods & Services	89,811.12	39,786.66	35,297.48	48,656.41	177,950.00	163,200.00	
353 10 00 0000 Traffic Infractions/Parking	2,390.34	4,327.90	5,622.09	5,292.07	3,000.00	3,000.00	
353 70 00 0000 Non-Traffic Infractions	74.62	29.27	139.78	244.49	50.00	100.00	
355 20 00 0000 DUI Fines	1,069.18	1,220.06	298.41	225.42	1,000.00	1,000.00	
355 80 00 0000 Criminal Traffic Fines	766.97	1,238.81	580.49	1,964.76	1,500.00	1,000.00	
356 90 00 0000 Criminal Non-Traffic Fines	113.61	767.98	340.53	242.04	700.00	600.00	
357 37 00 0000 Court Cost Recoupments	1,704.86	5,833.20	9,300.65	3,643.16	5,000.00	5,000.00	
350 Fines & Penalties	6,119.58	13,417.22	16,281.95	11,611.94	11,250.00	10,700.00	
361 11 00 0000 Interest Income/General Fund	8,468.59	12,805.97	28,231.67	16,200.13	5,000.00	5,000.00	
361 40 00 0000 Sales Tax Interest	451.18	742.54	1,117.41	480.24	200.00	200.00	
362 00 00 0000 Park Rentals	0.00	0.00	2,500.00	1,500.00	2,500.00	0.00	Contract ended in 2020.
367 10 00 0000 Fire Department Donations	0.00	1,000.00	0.00	0.00	0.00	0.00	
369 91 00 0000 Miscellaneous Income	163.33	393.99	604.88	544.04	300.00	300.00	
360 Interest & Other Earnings	9,083.10	14,942.50	32,453.96	18,724.41	8,000.00	5,500.00	
386 90 00 0000 Agency Deposit - Court Remittances	5,619.21	10,567.78	11,255.01	7,079.90	0.00	0.00	
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	0.00	146.28	0.00	0.00	
388 10 00 0000 Prior Period Adjustments	0.00	2,220.37	0.00	0.00	0.00	0.00	
389 00 02 0000 Custodial Activities-UCP	13.85	0.00	0.00	0.00	0.00	0.00	
389 30 00 0000 Agency Collections - State Bldg Code	234.00	441.50	340.00	13.00	0.00	0.00	
389 40 00 0000 Agency Deposit - Court Trust	1,151.44	9,700.34	0.00	0.00	0.00	0.00	
380 Non Revenues	7,018.50	22,929.99	11,595.01	7,239.18	0.00	0.00	
TOTAL REVENUES:	2,438,475.70	2,441,434.44	2,603,666.76	1,505,285.03	2,139,585.94	1,937,473.39	
511 30 41 0000 Ordinance Codification	4,391.68	5,293.50	2,374.74	1,303.00	2,500.00	2,500.00	
511 30 44 0000 Legislative Publishing	3,229.29	7,922.64	4,787.44	3,483.31	3,500.00	3,500.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 4

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
511 60 10 0000 Council Salary	9,172.96	10,777.04	11,399.99	7,800.00	12,000.00	12,000.00	
511 60 20 0000 Council Benefits	760.21	845.30	895.86	608.20	1,000.00	1,000.00	
511 60 43 0000 Travel/Lodging Council	115.00	1,130.84	52.43	0.00	0.00	2,000.00	
511 60 49 0000 Tuition Council	0.00	0.00	225.00	0.00	1,000.00	1,000.00	
511 Legislative	17,669.14	25,969.32	19,735.46	13,194.51	20,000.00	22,000.00	
512 50 10 0001 Court Clerk Salary	4,412.57	4,208.27	3,817.08	2,768.35	3,000.00	5,000.00	
512 50 20 0001 Court Clerk Benefits	933.02	944.15	1,456.06	543.01	1,500.00	3,000.00	
512 50 31 0000 Court Supplies	0.00	118.47	0.00	0.00	0.00	0.00	
512 50 41 0001 Jury Management/Courtroom Use	991.76	747.48	694.19	817.53	1,200.00	1,200.00	
512 50 41 0003 Municipal Court Contract	23,000.01	20,000.00	20,000.00	14,999.00	20,000.00	20,000.00	
512 50 49 0000 Juror/Witness/Investigative Fees	1,011.95	0.00	0.00	0.00	1,000.00	0.00	
512 52 41 0001 Transcription Services	0.00	1,644.30	0.00	0.00	0.00	0.00	
512 52 41 0002 Interpreter Fees	0.00	0.00	0.00	0.00	500.00	500.00	
512 52 51 0000 Sheriff Warrant Service Charge	270.00	240.00	0.00	0.00	500.00	500.00	
515 35 41 0000 Prosecuting Attorney County Contract	16,000.00	16,000.00	16,000.00	12,001.00	20,000.00	16,000.00	
515 93 41 0000 Indigent Defense	15,262.85	10,738.50	12,503.44	6,341.25	15,000.00	15,000.00	
515 93 41 0001 Indigent Defense Investigation	2,873.53	0.00	0.00	0.00	0.00	0.00	
512 Judicial	64,755.69	54,641.17	54,470.77	37,470.14	62,700.00	61,200.00	
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	7,200.00	5,400.00	7,200.00	7,200.00	
513 10 10 0001 City Administrator Salary	21,596.02	64,583.59	70,682.33	55,669.86	75,000.00	75,000.00	
513 10 20 0000 Mayor Benefits	557.17	556.30	550.80	420.95	625.00	625.00	
513 10 20 0001 City Administrator Benefits	6,038.13	30,629.88	30,945.66	11,191.43	28,000.00	28,000.00	
513 10 43 0000 Travel/Lodging Mayor/Administrator	0.00	0.00	2,336.70	0.00	0.00	2,000.00	
513 10 49 0000 Tuition Mayor/Administrator	0.00	0.00	256.95	459.10	600.00	1,000.00	
513 Executive	35,391.32	102,969.77	111,972.44	73,141.34	111,425.00	113,825.00	
514 20 10 0001 Budgeting/Accounting Salary	74,637.52	67,431.97	58,290.69	56,822.10	66,000.00	66,000.00	
514 20 20 0001 Budgeting/Accounting Benefits	24,285.39	23,007.60	22,796.54	16,888.60	21,000.00	21,000.00	
514 20 41 0001 EBPP Fees General Fund	12.15	75.65	542.41	331.59	600.00	600.00	
514 20 41 0022 Audit Fee	3,997.06	4,883.96	0.00	5,493.43	6,000.00	7,000.00	
514 20 43 0000 Travel Financial/Records	286.91	1,422.24	1,452.39	753.87	755.00	3,000.00	
514 20 46 0000 Clerk Bond Premiums	3,203.82	3,822.21	8.00	99.00	200.00	200.00	
514 20 49 0000 Training/Tuition - Financial/Records	1,012.50	2,212.70	4,130.14	980.00	500.00	3,000.00	
514 20 49 0001 Dues & Membership - Financial	100.00	245.00	910.00	1,136.70	1,000.00	1,200.00	
514 20 49 0002 Fiduciary Fees/VISA	627.84	559.50	1,494.41	2,032.23	2,000.00	2,500.00	Bank fees increased due to lower interest rates and city absorbing customer credit card transaction fees.
514 20 49 0003 Miscellaneous Charges	0.00	0.00	14.29	838.27	500.00	500.00	
514 30 10 0000 Minutes - Recording Fee Sal	1,980.93	1,510.00	2,341.25	1,407.61	2,250.00	2,250.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 5

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
514 30 20 0000 Minutes - Recording Fee Ben	171.54	130.50	224.21	122.88	200.00	200.00	
514 41 41 0000 Elections	903.80	0.00	877.78	0.00	1,000.00	1,000.00	
514 91 51 0000 Voter Registration Services	2,739.57	0.00	0.00	0.00	6,000.00	6,000.00	
514 Financial, Recording & Elections	113,959.03	105,301.33	93,082.11	86,906.28	108,005.00	114,450.00	
515 41 41 0000 Advisory Board Services	38,213.95	19,495.15	24,494.20	17,568.00	30,000.00	30,000.00	
515 41 43 0000 Travel - Legal	313.36	0.00	158.24	0.00	0.00	750.00	
515 41 49 0000 Training & Tuition - Legal	80.00	0.00	42.00	0.00	750.00	750.00	
515 41 49 0001 Legal Miscellaneous	30.00	0.00	0.00	0.00	0.00	0.00	
515	38,637.31	19,495.15	24,694.44	17,568.00	30,750.00	31,500.00	
517 70 22 0000 Unemployment Claims	158.55	891.60	10,359.16	10,596.00	15,000.00	0.00	
517 70 25 0000 Old Age Survivor Insurance	0.00	0.00	25.00	25.00	25.00	25.00	
517 70 41 0000 Old Age Survivor Insurance	25.00	25.00	0.00	0.00	0.00	0.00	
517 90 26 0000 Staff Wellness	0.00	0.00	0.00	0.00	500.00	500.00	
517 Employee Benefit Programs	183.55	916.60	10,384.16	10,621.00	15,525.00	525.00	
518 20 44 0000 DNR Fire Control Assessment	0.00	0.50	17.90	17.90	0.00	0.00	
518 30 10 0000 Building Repair Salary	257.23	1,630.94	1,738.91	1,531.01	3,000.00	3,000.00	
518 30 20 0000 Building Repair Benefits	146.99	891.95	1,162.12	889.23	1,500.00	1,500.00	
518 30 31 0000 Household Supplies/Repairs	1,208.24	1,173.65	409.26	531.71	2,000.00	2,000.00	
518 30 41 0000 Custodial Services	3,657.00	3,850.00	4,029.00	600.00	1,000.00	1,000.00	Cleaning services in-house, contract glass & carpet cleaning.
518 30 41 0001 Contractual Services	0.00	3,262.50	6,709.80	2,024.20	2,000.00	2,500.00	
518 30 44 0000 HR-Advertisement	0.00	0.00	946.73	691.56	700.00	0.00	
518 30 45 0099 Eq Rental-Bldg Repair	68.02	952.48	578.11	713.87	1,000.00	1,000.00	
518 30 46 0000 Insurance - Liability	11,134.22	13,311.88	1,120.60	10,428.42	10,500.00	14,000.00	
518 30 47 0000 Heat & Lights	2,573.57	2,477.97	2,505.12	2,280.08	3,000.00	3,000.00	
518 30 47 0001 City Hall Water/Sewer	593.40	762.41	1,047.10	784.14	1,330.29	1,330.29	
518 30 48 0000 Building Repair Supplies	-41.91	250.12	1,075.91	0.00	1,000.00	1,000.00	
518 40 31 0000 Office Supplies	3,674.25	5,146.58	3,817.17	3,612.22	6,000.00	6,000.00	
518 40 41 0000 Office Equip Repair& Maintenance	8,536.65	5,357.77	14,094.97	16,205.76	16,000.00	16,000.00	BIAS Software, IT and copier contracts
518 40 42 0000 Central Services Telephone	3,512.19	3,600.94	4,112.50	3,646.67	3,750.00	4,000.00	
518 40 42 0001 Miscellaneous - Postage	171.60	798.81	545.61	328.08	500.00	500.00	
518 80 41 0023 Website - General Fund	240.00	260.00	1,290.00	160.00	500.00	500.00	
518 90 10 0000 COVID-19 - Salaries	0.00	0.00	0.00	11,888.74	12,000.00	0.00	
518 90 20 0000 COVID-19 - Benefits	0.00	0.00	0.00	2,893.96	3,000.00	0.00	
518 90 31 0000 COVID-19 Supplies	0.00	0.00	0.00	11,492.61	15,000.00	0.00	
518 90 41 0000 COVID-19 Services	0.00	0.00	0.00	1,635.00	2,000.00	0.00	
518 90 49 0001 Dues And Membership - General	1,272.84	3,561.80	3,313.14	1,733.00	3,000.00	3,000.00	
594 18 62 0000 City Hall Improvements	0.00	0.00	0.00	10,169.30	15,000.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 6

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
594 18 64 0000 Office Furniture/Equipment	1,674.73	0.00	1,053.80	0.00	0.00	0.00	
594 18 64 0001 Computer Equipment	0.00	1,216.26	19,497.53	1,111.80	0.00	0.00	
518 Centralized Services	38,679.02	48,506.56	69,065.28	85,369.26	103,780.29	60,330.29	
521 20 41 0000 Police Services	160,000.00	166,360.00	169,731.00	131,117.26	175,501.85	175,501.85	
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,688.06	2,495.80	2,910.06	2,315.69	2,700.00	2,700.00	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,580.31	1,929.87	1,698.61	1,349.07	1,600.00	1,600.00	
523 30 41 0000 Probation And Parole Services	0.00	0.00	0.00	2,775.03	0.00	0.00	
523 60 41 0000 Jail Services	9,241.78	13,325.00	11,012.60	1,171.00	13,000.00	13,000.00	
521 Law Enforcement	173,510.15	184,110.67	185,352.27	138,728.05	192,801.85	192,801.85	
522 10 10 0000 Fire Chief/Administration - Salaries	1,200.00	1,200.00	1,480.80	1,405.44	1,500.00	1,900.00	
522 10 20 0000 Fire Chief/Administration - Benefits	91.80	91.80	91.80	70.19	200.00	100.00	
522 20 10 0000 Fire Contract Volunteer Reimb	8,154.00	15,280.00	11,434.00	0.00	16,000.00	16,000.00	
522 20 20 0000 Firefighter Benefits	623.78	1,168.96	874.71	6.17	1,000.00	1,000.00	
522 20 24 0000 Firefighter Pension/Disability	2,460.00	2,130.00	1,920.00	2,190.00	3,500.00	2,500.00	
522 20 31 0000 Fire Supplies	8,537.55	7,981.94	8,578.63	713.97	16,000.00	10,000.00	
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	0.00	2,542.33	0.00	0.00	
522 20 32 0000 Fire Truck Fuel	228.02	448.94	604.58	190.88	1,000.00	1,000.00	
522 20 41 0000 Fire-Contractual Services	0.00	0.00	0.00	0.00	0.00	25,000.00	Strategic Plan
522 20 42 0000 Fire Telephone	1,322.40	1,235.64	1,226.18	773.99	1,400.00	1,400.00	
522 20 46 0000 Fire Truck Insurance	2,672.33	3,146.35	759.07	1,302.27	3,000.00	1,500.00	
522 20 48 0000 Fire Hydrant Repair/Supplies	0.00	0.00	0.00	0.00	0.00	1,000.00	
522 20 49 0001 Dues & Memb./Sub. City Fire	0.00	245.19	240.00	197.50	305.00	250.00	
522 30 10 0000 Fire Support Salary	6,380.13	6,434.03	4,996.81	2,257.56	8,500.00	8,500.00	
522 30 20 0000 Fire Support Benefits	4,107.05	3,743.95	3,003.37	943.72	5,000.00	7,000.00	
522 30 31 0001 Fire Prevention Supplies City	0.00	81.70	0.00	0.00	500.00	500.00	
522 30 41 0000 Fire Investigations	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 30 45 0099 Eq Rental - Fire Support	2,864.37	3,528.70	2,212.72	569.57	5,500.00	5,500.00	
522 45 43 0000 Travel - Fire Department	0.00	65.30	0.00	0.00	1,000.00	1,000.00	
522 45 49 0000 Fire Department Training	747.58	676.48	351.46	9.63	4,500.00	3,000.00	
522 50 47 0000 Fire Hall Heat And Lights	2,804.32	2,598.75	2,499.56	1,790.16	3,000.00	3,000.00	
522 50 47 0001 Fire Hall Water-Sewer	0.00	0.00	0.00	648.94	0.00	5,000.00	
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	
522 50 48 0000 Fire Hall Repair	0.00	134.89	0.00	4,523.40	0.00	5,000.00	Gutters & security system
522 60 48 0000 Fire Equipment Repair	282.17	2,264.04	6,809.23	765.55	6,000.00	6,000.00	
594 22 64 0001 Fire Equip Purchase - City	79,338.52	0.00	79,529.85	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To 303 Joint Emerg.	0.00	0.00	34,316.57	0.00	0.00	0.00	
202 Fire Department	125,814.02	56,456.66	164,929.34	20,901.27	82,905.00	111,150.00	
522 20 31 0002 Fire Supplies FD II	10,284.54	4,788.10	8,852.82	748.52	10,000.00	10,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 7

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	0.00	2,542.35	0.00	0.00	
522 20 32 0002 Fire Truck Fuel FDII	736.55	1,102.81	948.05	582.71	1,000.00	1,000.00	
522 20 49 0002 Dues & Membership/Subscriptions FD II	0.00	245.19	405.00	197.50	0.00	250.00	
522 30 31 0020 Fire Prevention Supplies FDII	0.00	110.77	0.00	0.00	500.00	500.00	
522 45 43 0002 Travel-FD II	0.00	65.29	0.00	0.00	0.00	0.00	
522 45 49 0002 Fire Training FD II	747.57	676.51	351.45	9.63	2,000.00	3,000.00	
522 60 48 0002 Fire Equipment Repair FDII	358.65	179.03	196.55	0.00	6,000.00	6,000.00	
594 22 64 0002 Fire Equip Purchase - FD II	63,150.13	0.00	0.00	0.00	0.00	0.00	
203 Fire District 2	75,277.44	7,167.70	10,753.87	4,080.71	19,500.00	20,750.00	
522 Fire Control	201,091.46	63,624.36	175,683.21	24,981.98	102,405.00	131,900.00	
525 30 48 0000 Disaster Recovery Contracted Services	15,738.34	0.00	0.00	0.00	0.00	0.00	
525	15,738.34	0.00	0.00	0.00	0.00	0.00	
528 60 41 0000 Dispatch Fees - City	1,703.25	1,794.40	2,301.39	0.00	2,000.00	2,500.00	
528 60 42 0000 Radio Contract	2,870.85	2,870.85	2,870.84	3,229.75	6,000.00	3,500.00	
528 Dispatch Services	4,574.10	4,665.25	5,172.23	3,229.75	8,000.00	6,000.00	
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	0.00	0.00	89,117.85	34,843.73	350,000.00	250,000.00	Roll-over of prior year's estimated unused funds. Matches revenues.
551 Public Housing Services	0.00	0.00	89,117.85	34,843.73	350,000.00	250,000.00	
553 70 41 0000 Air Pollution Authority	0.00	215.40	276.80	434.75	300.00	300.00	
553 Conservation	0.00	215.40	276.80	434.75	300.00	300.00	
554 90 40 0000 Waterfront Mitigation Support	0.00	0.00	7,332.55	0.00	11,400.00	0.00	
554 Environmental Services	0.00	0.00	7,332.55	0.00	11,400.00	0.00	
558 50 10 0000 Building Inspector Salary	35,781.09	46,411.36	45,281.71	2,557.89	3,000.00	0.00	
558 50 20 0000 Building Inspector Benefits	21,836.70	26,701.02	26,554.65	1,420.99	1,500.00	0.00	
558 50 31 0000 Building Department Supplies	230.91	41.33	189.77	5.37	0.00	0.00	
558 50 41 0000 Consulting Services	0.00	0.00	90.00	0.00	0.00	0.00	
558 50 42 0000 Building Department Telephone	618.11	674.01	590.19	0.00	0.00	0.00	
558 50 43 0000 Travel - Building Inspector	328.94	0.00	1,088.98	0.00	0.00	0.00	
558 50 45 0099 Eq Rental - Building Dept	14,971.15	18,506.00	17,053.40	668.79	1,000.00	0.00	
558 50 49 0000 Training & Tuition - Building Dept	275.00	45.00	1,187.73	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 8

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
558 50 49 0001 Dues & Membership - Bldg Dept	95.00	210.00	95.00	0.00	300.00	0.00	
550 Building	74,136.90	92,588.72	92,131.43	4,653.04	5,800.00		
558 60 10 0000 Planning Salary	72,965.47	78,116.46	83,163.00	66,564.86	89,000.00	90,000.00	
558 60 10 0001 Planning Recorder - Salaries	1,078.36	760.00	1,038.78	1,015.42	1,800.00	1,800.00	
558 60 10 0002 Planning Commission Salaries	3,375.00	3,900.00	3,077.68	3,000.00	4,500.00	4,500.00	
558 60 10 0003 Planning Intern Salary	0.00	6,506.25	0.00	0.00	0.00	0.00	
558 60 20 0000 Planning Benefits	33,958.38	35,714.78	37,331.50	30,694.60	40,000.00	45,000.00	
558 60 20 0001 Planning Recorder - Benefits	93.28	65.71	66.87	88.59	180.00	180.00	
558 60 20 0002 Planning Commission Benefits	271.39	314.08	242.32	233.95	500.00	500.00	
558 60 20 0003 Planning Intern Benefits	0.00	583.82	0.00	0.00	0.00	0.00	
558 60 31 0000 Planning Supplies	0.00	74.27	0.00	0.00	750.00	200.00	
558 60 41 0000 Planning & Professional Assist	0.00	1,410.00	119,807.30	44,758.86	50,000.00	20,000.00	
558 60 41 0001 Planning Publication	595.92	898.56	819.00	1,185.29	1,750.00	1,750.00	
558 60 43 0000 Travel - Planning/Prof Assistance	231.23	20.00	898.88	0.00	0.00	1,500.00	
558 60 49 0000 Training & Tuition - Planning	145.00	230.00	451.69	0.00	0.00	1,500.00	
558 60 49 0001 Dues & Membership - Planning	363.00	394.00	0.00	0.00	500.00	600.00	
558 60 49 0002 Planning Filing Fees/Misc	0.00	113.00	570.00	26.25	500.00	200.00	
560 Planning	113,077.03	129,100.93	247,467.02	147,567.82	189,480.00	167,730.00	
558 70 49 0001 EDC Assessment	10,042.50	9,945.00	10,237.50	5,265.00	11,000.00	12,890.00	
558 70 49 0002 MCEDD Services	732.50	806.00	894.00	982.00	900.00	1,000.00	
570 Economic Development	10,775.00	10,751.00	11,131.50	6,247.00	11,900.00	13,890.00	
558 Planning & Community Devel	197,988.93	232,440.65	350,729.95	158,467.86	207,180.00	181,620.00	
565 10 49 0000 Food Bank Support	6,000.00	6,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
565 Welfare	6,000.00	6,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
566 72 42 0000 Substance Abuse/Liquor Excise	148.46	157.73	211.16	147.21	150.00	150.00	
566 Substance Abuse	148.46	157.73	211.16	147.21	150.00	150.00	
573 90 49 0000 Hosting of Meetings/Events	44.74	1,194.49	1,022.13	59.96	500.00	500.00	
573 Cultural & Community Activities	44.74	1,194.49	1,022.13	59.96	500.00	500.00	
576 20 41 0000 Community Pool Support	39,999.96	20,000.04	32,500.00	37,500.00	40,000.00	0.00	No amount yet requested by SCSD.
576 80 10 0000 Park Maintenance Salary	21,994.27	18,654.56	38,961.16	12,927.26	20,000.00	20,000.00	
576 80 20 0000 Park Maintenance Benefits	7,607.53	7,260.87	17,010.55	7,788.93	12,000.00	12,000.00	
576 80 31 0000 Parks Supplies	580.70	10,433.21	10,288.24	1,166.79	2,000.00	2,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 9

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
576 80 45 0099 Eq Rental - Parks	15,719.58	14,092.05	11,315.73	6,088.28	12,000.00	12,360.00	
576 80 47 0000 Parks Electricity	261.00	320.79	454.36	434.88	350.00	500.00	
576 80 47 0001 Parks Water	0.00	0.00	0.00	133.99	0.00	1,800.00	
576 80 48 0000 Parks - Contracted	0.00	6,311.18	11,332.00	0.00	0.00	0.00	
576 Park Facilities	86,163.04	77,072.70	121,862.04	66,040.13	86,350.00	48,660.00	
586 90 00 0000 Agency Disbursement - Court	5,480.19	10,796.22	11,090.82	7,030.09	0.00	0.00	
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	0.00	138.57	0.00	0.00	
586 91 00 0000 Agency Disbursement - Court Trust	979.99	5,657.50	856.79	0.00	0.00	0.00	
589 30 00 0000 Agency Remittances - State Bldg Code	216.00	416.50	207.50	132.50	0.00	0.00	
589 99 00 0000 Payroll Clearing	0.00	0.00	2,275.71	-12.59	0.00	0.00	
580 Non Expenditures	6,676.18	16,870.22	14,430.82	7,288.57	0.00	0.00	
597 00 01 0020 Transfers-Out - Fire Reserve	0.00	0.00	480,000.00	0.00	35,000.00	25,000.00	
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	0.00	5,565.12	0.00	0.00	0.00	
597 00 01 0630 Transfers-Out -Municipal Court	0.00	0.00	5,443.28	0.00	0.00	0.00	
597 00 01 0631 Transfers-Out - CATV	0.00	0.00	3,115.25	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To Joint Emergency Facilities	0.00	63,198.11	0.00	0.00	0.00	0.00	
597 Interfund Transfers	0.00	63,198.11	494,123.65	0.00	35,000.00	25,000.00	
508 80 00 0000 CE-Unreserved Ending Cash	0.00	0.00	0.00	0.00	598,764.67	602,162.12	
100 Unreserved	0.00	0.00	0.00	0.00	598,764.67	602,162.12	
508 10 00 0002 CE-Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
102 Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
508 10 00 0004 CE-Custodial	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
104 Custodial Reserve	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
202 Fire Department	0.00	0.00	0.00	0.00			
999 Ending Balance	0.00	0.00	0.00	0.00	683,313.80	686,711.25	
TOTAL EXPENDITURES:	1,001,210.46	1,007,349.48	1,838,719.32	765,159.52	2,139,585.94	1,937,473.39	

5 YEAR BUDGET COMPARISON

City Of Stevenson
 MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
 Page: 10

001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
FUND GAIN/LOSS:	1,437,265.24	1,434,084.96	764,947.44	740,125.51	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 11

010 General Reserve Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 01 0010 General Reserve-Beginning Cash	0.00	0.00	0.00	326,705.62	326,705.62	326,705.62	
308 Beginning Balances	0.00	0.00	0.00	326,705.62	326,705.62	326,705.62	
361 11 00 0010 General Res-Interest	0.00	0.00	1,112.20	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	0.00	1,112.20	0.00	0.00	0.00	
397 01 00 0301 Gen. Res.-Transfer In From Timber Harvest	0.00	0.00	325,593.42	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	325,593.42	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	326,705.62	326,705.62	326,705.62	326,705.62	
508 10 01 0010 General Res-Ending Cash	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
999 Ending Balance	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
FUND GAIN/LOSS:	0.00	0.00	326,705.62	326,705.62	0.00	0.00	

The General Reserve Fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 12

020 Fire Reserve Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 02 0020 Fire Res-Beginning Cash	0.00	0.00	0.00	1,483,593.47	1,483,593.47	1,518,593.47	
308 Beginning Balances	0.00	0.00	0.00	1,483,593.47	1,483,593.47	1,518,593.47	
361 11 00 0020 Fire Res-Interest	0.00	0.00	3,593.47	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	0.00	3,593.47	0.00	0.00	0.00	
397 02 00 0001 Fire Res-Transfer In From General Fund	0.00	0.00	480,000.00	0.00	35,000.00	25,000.00	
397 02 00 0301 Fire Res-Transfer In From Timber Harvest	0.00	0.00	1,000,000.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	1,480,000.00	0.00	35,000.00	25,000.00	
TOTAL REVENUES:	0.00	0.00	1,483,593.47	1,483,593.47	1,518,593.47	1,543,593.47	
508 10 02 0020 Fire Res-Ending Cash	0.00	0.00	0.00	0.00	1,518,593.47	1,543,593.47	
999 Ending Balance	0.00	0.00	0.00	0.00	1,518,593.47	1,543,593.47	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	1,518,593.47	1,543,593.47	
FUND GAIN/LOSS:	0.00	0.00	1,483,593.47	1,483,593.47	0.00	0.00	

The Fire Reserve Fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.

Street Fund

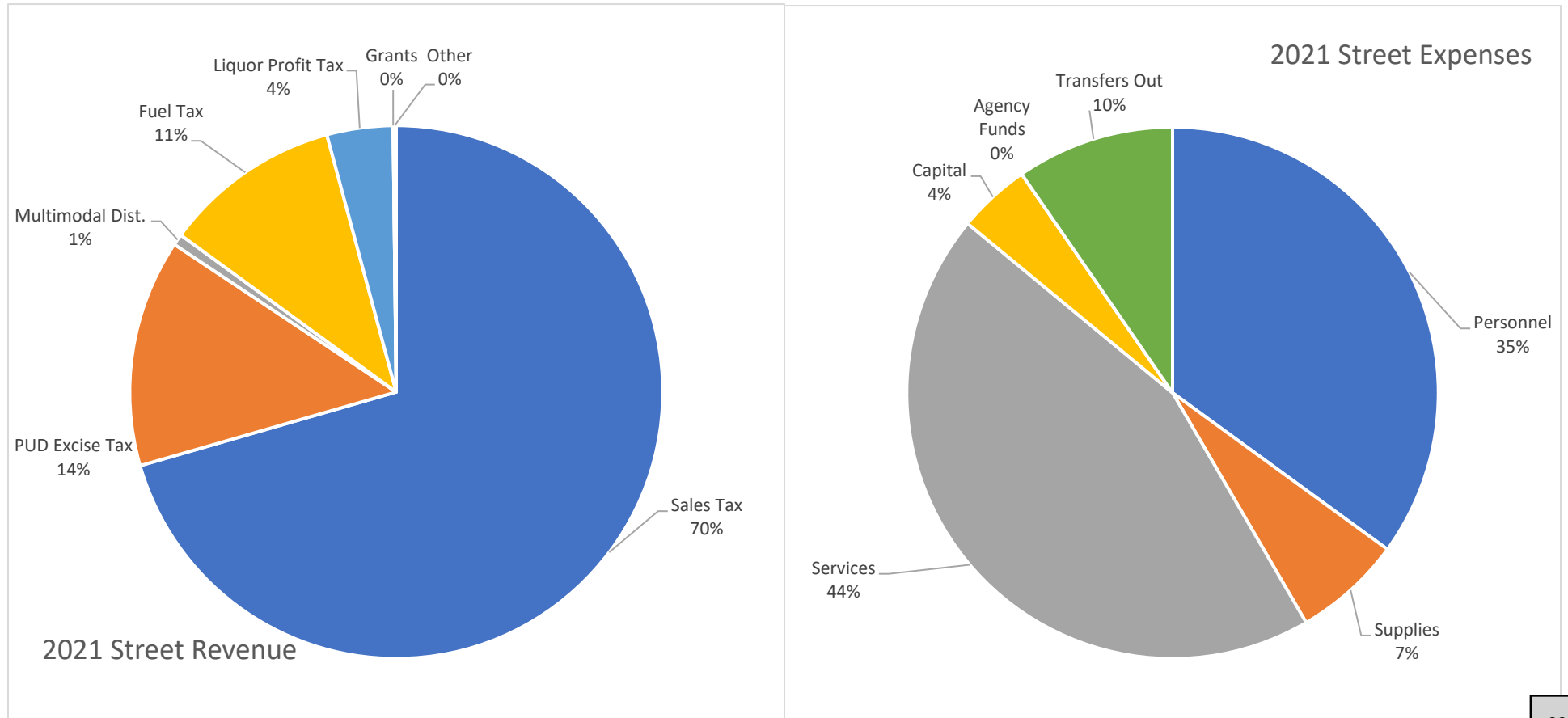
The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.

The Capital Project in 2021 is for additional minor road improvements to lower Kanaka. A large portion of the services (\$80k) is for a transportation study.

The Transfer Out is the city match portion of the First Street Overlook project.



5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 13

100 Street Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 80 00 0000 ST Unreserved Begin CA & Invest	69,418.45	132,413.00	177,995.51	296,289.98	296,289.98	243,377.98	
308 80 00 0100 ST Unreserved Begin C&I Snow Reserve	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
308 Beginning Balances	79,418.45	142,413.00	187,995.51	306,289.98	306,289.98	253,377.98	
313 11 00 0100 Additional .5% Sales Tax	276,607.39	271,330.89	314,506.02	165,116.50	200,000.00	230,000.00	Conservative estimate.
316 42 00 0000 PUD Excise Tax	52,883.63	52,930.75	48,335.28	40,643.70	52,000.00	45,000.00	
310 Taxes	329,491.02	324,261.64	362,841.30	205,760.20	252,000.00	275,000.00	
322 40 00 0000 Street ROW Applications & Permits	850.00	1,175.00	525.00	250.00	600.00	600.00	
322 40 01 0000 Right of Way Permit Repairs	0.00	0.00	50.00	0.00	0.00	0.00	
320 Licenses & Permits	850.00	1,175.00	575.00	250.00	600.00	600.00	
334 03 80 0000 TIB Relight WA Grant	0.00	0.00	109,077.00	0.00	0.00	0.00	
334 03 80 0002 TIB Chipseal Grant	0.00	0.00	23,763.00	0.00	0.00	0.00	
336 00 71 0000 Multimodal Transportation - Cities	1,619.05	2,195.16	2,180.38	1,656.29	2,203.20	2,217.70	State allocation based on population.
336 00 87 0000 Street Fuel Tax-MVFT	33,351.98	34,153.07	33,205.19	20,933.94	32,432.40	35,152.20	State allocation based on population.
336 06 95 0000 Liquor Profit Tax	13,002.00	12,926.04	12,838.99	9,752.90	12,992.40	13,074.50	State allocation based on population.
330 Intergovernmental Revenues	47,973.03	49,274.27	181,064.56	32,343.13	47,628.00	50,444.40	
361 11 00 0100 Interest Income - Streets	225.20	456.86	726.97	225.65	0.00	0.00	
369 10 00 0000 Sale of Scrap Streets	0.00	585.55	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	225.20	1,042.41	726.97	225.65	0.00	0.00	
389 30 00 0100 Agency Collection Major St Latecomer Fee	3,771.00	0.00	0.00	0.00	0.00	0.00	
380 Non Revenues	3,771.00	0.00	0.00	0.00	0.00	0.00	
397 00 00 0001 Transfer In From General Fund	0.00	0.00	5,565.12	0.00	0.00	0.00	
397 02 00 0306 Transfer In From Kanaka	0.00	29,864.14	9,024.37	0.00	0.00	0.00	
397 Interfund Transfers	0.00	29,864.14	14,589.49	0.00	0.00	0.00	
TOTAL REVENUES:	461,728.70	548,030.46	747,792.83	544,868.96	606,517.98	579,422.38	
542 39 10 0000 Road Maintenance - Salaries	53,932.23	62,531.20	72,908.80	39,476.57	55,000.00	73,000.00	
542 39 20 0000 Road Maintenance - Benefits	31,377.56	32,113.19	35,027.19	22,421.61	32,000.00	35,000.00	
542 39 31 0000 Supplies	9,419.53	14,555.26	13,637.51	939.49	5,000.00	15,000.00	
542 39 41 0000 General Admin Fees	0.00	0.00	0.00	0.00	31,000.00	31,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 14

100 Street Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
542 39 42 0000 Telephone	4.04	0.00	0.00	139.19	200.00	200.00	
542 39 45 0099 Eq Rental - Road Maintenance	20,873.21	27,700.42	26,144.30	13,401.63	25,000.00	25,000.00	
542 39 48 0000 Contracted Labor	21,818.76	20,932.45	32,815.97	6,079.67	5,000.00	20,000.00	
542 39 51 0000 Environmental Permits	0.00	25.00	0.00	0.00	0.00	0.00	
542 40 10 0000 Storm Drain Maint - Salaries	3,244.43	5,233.41	9,315.73	5,822.66	8,000.00	10,000.00	
542 40 20 0000 Storm Drain Maint - Benefits	1,977.55	2,939.08	5,675.35	2,976.65	5,000.00	6,000.00	
542 40 31 0000 Storm Drain Maint - Supplies	0.00	0.00	1,390.47	0.00	2,000.00	2,000.00	
542 40 45 0099 Eq Rental - Storm Drain Maint	1,390.45	2,462.13	2,507.17	1,749.01	3,000.00	3,000.00	
542 40 47 0000 Dewatering Electricity Chesser	746.77	469.72	611.75	817.09	800.00	800.00	
542 40 48 0000 Storm Drain Maint - Contrlabor	0.00	546.58	0.00	2,558.24	2,000.00	700.00	
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	0.00	4,741.83	0.00	5,000.00	0.00	
542 63 47 0000 Electricty - Street Lights	18,170.64	17,151.97	11,303.92	8,916.82	14,000.00	14,000.00	
542 63 47 0001 Street Water	0.00	0.00	0.00	1,413.74	0.00	0.00	
542 63 48 0000 Repair/maintenance - ST Lights	10,738.74	3,206.13	4,142.04	16,649.76	17,000.00	3,000.00	
542 64 31 0000 Traffic Devices	9,231.85	11,055.41	8,049.90	2,057.81	12,000.00	12,000.00	
542 64 48 0000 Road Striping	5,590.22	0.00	2,328.22	5,508.40	5,510.00	6,000.00	
542 66 10 0000 Snow Removal - Salary	27,694.30	616.96	15,710.18	1,480.17	18,000.00	18,000.00	
542 66 20 0000 Snow Removal - Benefits	14,252.93	183.21	7,299.55	709.87	8,000.00	8,000.00	
542 66 31 0000 Snow Removal - Supplies	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
542 66 45 0099 Eq Rental - Snow Removal	12,102.61	206.92	11,486.28	690.12	4,000.00	4,000.00	
542 67 47 0000 Litter Clean-Up	4,367.96	2,657.92	3,263.22	2,004.74	2,000.00	2,000.00	
542 Streets - Maintenance	246,933.78	204,586.96	268,359.38	135,813.24	260,510.00	289,700.00	
543 10 10 0000 General Administration Salaries	10,868.85	921.66	492.19	1,441.91	2,000.00	2,000.00	
543 10 20 0000 General Administration Benefits	3,038.86	436.85	137.66	304.82	750.00	750.00	
543 31 10 0000 General Services Salaries	2,926.45	3,197.15	3,331.63	2,296.21	5,000.00	5,000.00	
543 31 20 0000 General Services Benefits	989.51	1,010.39	1,231.28	578.25	1,500.00	1,500.00	
543 31 41 0000 Computer Services	1,917.67	135.56	909.78	218.83	800.00	600.00	
543 31 41 0001 Contracted Servcies	0.00	0.00	1,350.00	0.00	0.00	80,000.00	Transportation Study.
543 31 41 0022 Audit Fee	1,687.40	1,220.98	0.00	2,746.71	2,000.00	2,000.00	
543 31 43 0000 Travel - Streets	267.80	0.00	0.00	0.00	1,000.00	500.00	
543 31 46 0000 Insurance	5,717.44	6,822.94	506.40	6,076.40	6,080.00	6,500.00	
543 31 49 0000 Training - Streets	65.00	115.00	128.33	0.00	500.00	500.00	
543 31 49 0001 Misc/Recording Fees/Dues	955.00	800.00	800.00	800.00	1,000.00	1,000.00	
543 Streets Admin & Overhead	28,433.98	14,660.53	8,887.27	14,463.13	20,630.00	100,350.00	
544 20 41 0100 #14 ST Planning Professional	712.43	2,522.05	0.00	0.00	21,000.00	1,000.00	
544 Road & Street Operations	712.43	2,522.05	0.00	0.00	21,000.00	1,000.00	
566 72 42 0100 Substance Abuse/Liquor Profits	325.88	258.52	256.78	130.04	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 15

100 Street Fund

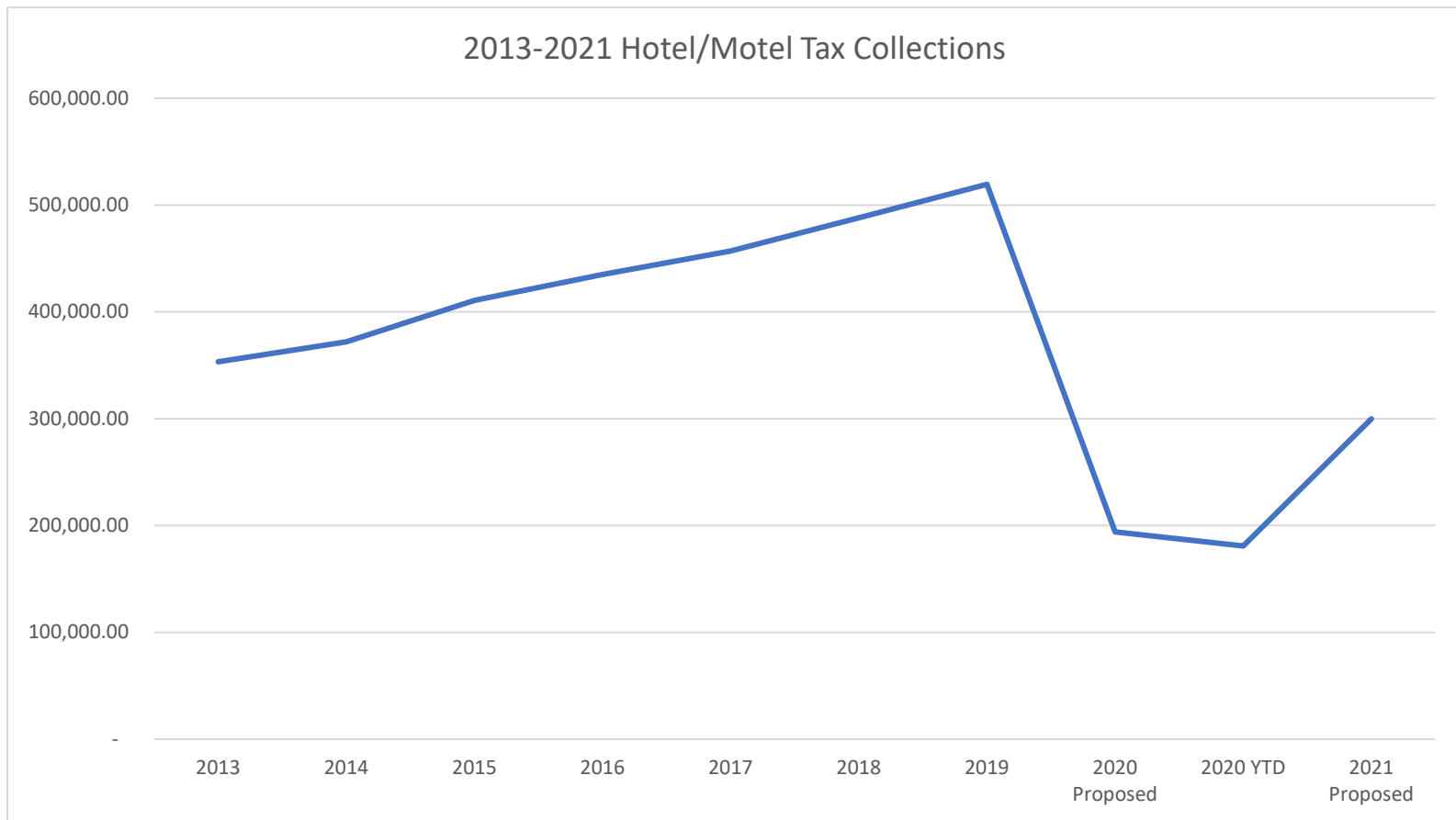
Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
566 Substance Abuse	325.88	258.52	256.78	130.04	0.00	0.00	
589 30 00 0100 Agency Remittance Major St Latecomer Fee	3,771.00	0.00	0.00	0.00	0.00	0.00	
580	3,771.00	0.00	0.00	0.00	0.00	0.00	
594 42 41 0000 Relight WA-Contract Services	0.00	109,077.00	0.00	0.00	0.00	0.00	
595 31 31 0000 #37 Cascade (Restor/Rehab) - Supplies	157.50	0.00	0.00	0.00	0.00	0.00	
595 32 10 0000 #71 Kanaka (Restor/Rehab) - Sal	14,523.01	881.41	0.00	0.00	0.00	0.00	
595 32 20 0000 #71 Kanaka (Restor/Rehab) - Ben	7,400.44	403.92	0.00	0.00	0.00	0.00	
595 32 45 0099 Eq Rental-Restor/Rehab (#71 Kanaka)	5,004.81	299.16	0.00	0.00	0.00	0.00	
595 33 10 0000 Russell Avenue (Restor/Rehab) - Sal	0.00	1,542.86	28,529.72	16,206.21	17,000.00	0.00	
595 33 20 0000 Russell Avenue (Restor/Rehab) - Ben	0.00	699.55	12,260.28	8,891.42	10,000.00	0.00	
595 33 31 0000 Russell Avenue (Restor/Rehab)-Supp	0.00	0.00	11,531.98	0.00	0.00	0.00	
595 33 41 0000 Russell Avenue (Restor/Rehab)-Svcs	0.00	0.00	1,176.44	300.00	0.00	0.00	
595 33 45 0099 Eq Rental - Restor/Rehab (Russell Ave)	0.00	651.06	13,470.17	4,798.27	4,000.00	0.00	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00	20,000.00	20,000.00	Lower Kanaka Improvements
595 61 10 0000 Gropper Sidewalk - Salaries	6,042.69	212.53	0.00	0.00	0.00	0.00	
595 61 20 0000 Gropper Sidewalk - Benefits	2,971.01	97.45	0.00	0.00	0.00	0.00	
595 61 41 0000 Gropper Sidewalk - Prof Services	1,657.50	0.00	0.00	0.00	0.00	0.00	
595 61 45 0099 Eq Rental-Gropper Sidewalk	2,056.10	70.40	0.00	0.00	0.00	0.00	
594 Capital Expenditures	39,813.06	113,935.34	66,968.59	30,195.90	51,000.00	20,000.00	
597 17 00 0000 Transfer Out To Gropper Sidewalk	0.00	24,174.42	0.00	0.00	0.00	0.00	
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	0.00	97,030.83	0.00	0.00	0.00	
597 19 00 0000 Transfer Out To 311 First St	0.00	0.00	0.00	0.00	0.00	43,700.00	City matching funds.
597 Interfund Transfers	0.00	24,174.42	97,030.83	0.00	0.00	43,700.00	
508 80 00 0100 Streets-Unreserved Ending Cash	0.00	0.00	0.00	0.00	243,377.98	114,672.38	
508 80 00 0101 Streets-Snow Reserve	0.00	0.00	0.00	0.00	10,000.00	10,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	253,377.98	124,672.38	
TOTAL EXPENDITURES:	319,990.13	360,137.82	441,502.85	180,602.31	606,517.98	579,422.38	
FUND GAIN/LOSS:	141,738.57	187,892.64	306,289.98	364,266.65	0.00	0.00	

Tourism Promotion Fund

The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson.

In the past, this tax has generated over \$400,000 per year, which is awarded to applicants by City Council following recommendations from the Tourism Advisory Committee (TAC) in November. COVID-19 has reduced the projected revenues and will be monitored as the tourism economy recovers.



5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 16

103 Tourism Promo & Develop Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0103 Tourism Reserved C&I - Capital	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	
308 10 01 0103 Tourism Reserved C&I - Rev. Shortfall	304,104.45	228,999.54	247,672.30	410,294.51	410,294.51	162,294.51	
308 Beginning Balances	604,104.45	528,999.54	547,672.30	710,294.51	710,294.51	462,294.51	
313 31 00 0000 Stadium (Motel/Hotel) Tax	456,931.72	488,077.57	519,403.95	180,815.21	194,000.00	300,000.00	Conservative Estimate
310 Taxes	456,931.72	488,077.57	519,403.95	180,815.21	194,000.00	300,000.00	
361 11 00 0103 Interest Income/Tourism	4,224.19	4,740.36	8,951.51	11,363.26	0.00	0.00	
360 Interest & Other Earnings	4,224.19	4,740.36	8,951.51	11,363.26	0.00	0.00	
TOTAL REVENUES:	1,065,260.36	1,021,817.47	1,076,027.76	902,472.98	904,294.51	762,294.51	
573 30 41 0000 Consultant Services, Chamber	85,000.08	90,000.00	90,000.00	62,047.09	90,000.00	90,000.00	
573 30 41 0001 SBA Consultant Services	77,182.48	90,730.64	70,852.71	27,149.26	85,000.00	85,000.00	
573 30 41 0004 County - Fair & Timber Carnival	6,000.00	6,000.00	6,000.00	0.00	0.00	5,000.00	
573 30 41 0005 County - Bluegrass Festival	9,000.00	9,000.00	9,000.00	0.00	0.00	7,000.00	
573 30 41 0010 General Admin Fees	0.00	0.00	0.00	0.00	4,000.00	4,000.00	
573 90 10 0000 Promotion Salaries	19,280.51	1,843.21	2,019.44	1,260.91	5,000.00	5,000.00	
573 90 10 0003 Promotion Field Salaries	2,000.38	1,760.21	2,188.51	245.25	3,300.00	3,300.00	
573 90 20 0000 Promotion Benefits	5,390.72	873.62	884.00	265.76	1,000.00	1,000.00	
573 90 20 0003 Promotion Field Benefits	1,199.60	1,075.84	1,182.29	96.18	1,700.00	1,700.00	
573 90 31 0000 Promotion Supplies	410.22	516.59	232.00	0.00	0.00	0.00	
573 90 41 0001 Discover Your Northwest	14,792.70	20,656.09	17,250.00	6,986.88	7,000.00	0.00	
573 90 41 0002 CRGIC Consultant Services	45,473.36	53,625.96	55,000.00	0.00	55,000.00	55,000.00	
573 90 41 0003 X-Fest Event Consultant Serv	0.00	1,000.00	0.00	0.00	0.00	0.00	
573 90 41 0004 Skamania Senior Services - Hiker Bus	2,500.00	2,500.00	1,250.00	0.00	0.00	2,000.00	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	5,000.00	0.00	0.00	5,000.00	
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00	
573 90 41 0011 Stevenson Farmers Market	1,765.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	
573 90 41 0013 Main St Program Coordinator (SBA)	31,154.74	25,000.00	40,000.00	27,500.00	55,000.00	55,000.00	
573 90 41 0014 Stevenson Waterfront Music Festival	3,400.00	2,000.00	2,000.00	0.00	3,000.00	3,000.00	
573 90 41 0015 Fools Fest (Walking Man)	3,800.00	1,335.69	2,000.00	0.00	2,500.00	2,500.00	
573 90 41 0017 Stevenson Municipal Pool Marketing	4,763.02	2,728.94	2,500.00	0.00	0.00	0.00	
573 90 41 0018 SC Fair Board-GorgeGrass	0.00	8,000.00	8,000.00	0.00	0.00	6,000.00	
573 90 41 0019 CGTA Services	0.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	
573 90 41 0021 Computer Services	1,358.34	112.95	727.89	182.25	0.00	0.00	
573 90 41 0022 Audit Fee	1,379.04	1,220.98	0.00	1,831.14	2,000.00	2,000.00	
573 90 45 0099 Eq Rental - Promotion Field	937.44	901.58	687.72	82.83	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 17

103 Tourism Promo & Develop Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
573 Cultural & Community Activities	324,787.63	333,382.30	324,274.56	127,647.55	322,000.00	340,000.00	
594 75 63 0001 Leavens Point Beach	0.00	111,400.00	0.00	0.00	0.00	0.00	
594 75 63 0003 Stevenson Landing Sign	17,835.35	0.00	0.00	0.00	0.00	0.00	
594 75 63 0005 East Point Signage (Port)	1,931.30	0.00	0.00	0.00	0.00	0.00	
594 75 63 0006 Waterfront Wayfinding Signage (Port)	0.00	29,582.00	0.00	0.00	0.00	0.00	
594 75 63 0007 Waterfront Park Amenities (Port)	0.00	0.00	30,867.00	0.00	0.00	0.00	
594 75 63 0008 Waterfront Park Enhancements	0.00	0.00	0.00	0.00	55,000.00	0.00	
594 75 63 0010 Exhibit Hall Roof-Fairgrounds	0.00	0.00	0.00	15,000.00	15,000.00	0.00	
594 76 52 0000 21 NE Cascade Waterfront Park	184,004.84	0.00	0.00	0.00	0.00	0.00	
594 76 63 0001 Courthouse Park Plaza (SDA)	0.00	0.00	10,591.69	1,880.17	249,408.31	247,528.14	Assumes contract extension and roll-over of unused funds.
594 Capital Expenditures	203,771.49	140,982.00	41,458.69	16,880.17	319,408.31	247,528.14	
508 10 00 0103 Tourism-Cap. Facility Reserve	0.00	0.00	0.00	0.00	100,000.00	100,000.00	
508 10 00 0104 Tourism-Ending Cash	0.00	0.00	0.00	0.00	162,886.20	74,766.37	
999 Ending Balance	0.00	0.00	0.00	0.00	262,886.20	174,766.37	
TOTAL EXPENDITURES:	528,559.12	474,364.30	365,733.25	144,527.72	904,294.51	762,294.51	
FUND GAIN/LOSS:	536,701.24	547,453.17	710,294.51	757,945.26	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 18

105 Affordable Housing Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
313 27 00 0000 Affordable And Supportive Housing Sales And Use Tax	0.00	0.00	0.00	1.27	0.00	15,000.00	Rough estimate.
310 Taxes	0.00	0.00	0.00	1.27	0.00	15,000.00	
TOTAL REVENUES:	0.00	0.00	0.00	1.27	0.00	15,000.00	
508 10 00 0105 Affordable Housing-Ending Balance	0.00	0.00	0.00	0.00	0.00	15,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	15,000.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	0.00	15,000.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	1.27	0.00	0.00	

The Affordable Housing Fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the operations and maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 19

300 Capital Improvement Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0000 Cap Imp Res Begin C&I Waterfront Imp	11,256.65	11,256.65	11,256.65	11,256.65	11,256.65	11,256.65	
308 10 00 0300 Cap Imp Reserved Begin C&I	35,297.33	59,345.13	97,368.97	124,399.77	124,399.77	68,762.99	
308 Beginning Balances	46,553.98	70,601.78	108,625.62	135,656.42	135,656.42	80,019.64	
318 34 00 0000 Real Estate Excise Tax	23,829.97	37,586.59	26,296.78	29,827.01	20,000.00	20,000.00	
310 Taxes	23,829.97	37,586.59	26,296.78	29,827.01	20,000.00	20,000.00	
361 11 00 0300 Interest on Investments-Cap Imp	217.83	437.25	734.02	690.02	0.00	0.00	
360 Interest & Other Earnings	217.83	437.25	734.02	690.02	0.00	0.00	
TOTAL REVENUES:	70,601.78	108,625.62	135,656.42	166,173.45	155,656.42	100,019.64	
597 18 00 0309 Transfer Out To Russell	0.00	0.00	0.00	0.00	22,636.78	0.00	
597 18 00 0311 Transfer Out To First Street	0.00	0.00	0.00	0.00	53,000.00	0.00	
597 Interfund Transfers	0.00	0.00	0.00	0.00	75,636.78	0.00	
508 10 00 0300 Cap. Imp.-Ending Cash	0.00	0.00	0.00	0.00	68,762.99	88,762.99	
508 10 00 0301 Cap. Imp.-Waterfront Imp Res	0.00	0.00	0.00	0.00	11,256.65	11,256.65	
999 Ending Balance	0.00	0.00	0.00	0.00	80,019.64	100,019.64	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	155,656.42	100,019.64	
FUND GAIN/LOSS:	70,601.78	108,625.62	135,656.42	166,173.45	0.00	0.00	

The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.

Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable. In recent years the Capital Improvement Fund has been used to help fund the Kanaka Creek and Gropper Sidewalk project, the Russell Avenue project and the Joint Emergency Facilities project.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 20

301 Timber Harvest Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 80 00 0301 Timber Harvest Unres Beg Cash	560,002.87	1,052,034.82	1,311,537.00	0.00	0.00	0.00	
308 Beginning Balances	560,002.87	1,052,034.82	1,311,537.00	0.00	0.00	0.00	
361 11 00 0301 Interest on Investments - Timber Harvest	0.00	4,571.91	17,362.42	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	4,571.91	17,362.42	0.00	0.00	0.00	
395 10 00 0301 Timber Harvest Proceeds	1,406,805.13	396,657.27	0.00	0.00	0.00	0.00	
390 Other Financing Sources	1,406,805.13	396,657.27	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	1,966,808.00	1,453,264.00	1,328,899.42	0.00	0.00	0.00	
554 90 41 0301 Timber Sale Management Consulting	55,028.67	34,791.58	0.00	0.00	0.00	0.00	
554 90 48 0301 Timber Sale Contracted Services	453,533.89	137,224.38	3,306.00	0.00	0.00	0.00	
554 90 51 0000 Timber Sale Permitting	100.00	100.00	0.00	0.00	0.00	0.00	
554 Environmental Services	508,662.56	172,115.96	3,306.00	0.00	0.00	0.00	
594 22 60 0000 Fire Hall Land Purchase	384,445.96	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	384,445.96	0.00	0.00	0.00	0.00	0.00	
597 01 00 0010 Transfers-Out - General Reserve	0.00	0.00	325,593.42	0.00	0.00	0.00	
597 01 00 0020 Transfers-Out - Fire Reserve	0.00	0.00	1,000,000.00	0.00	0.00	0.00	
597 Interfund Transfers	0.00	0.00	1,325,593.42	0.00	0.00	0.00	
TOTAL EXPENDITURES:	893,108.52	172,115.96	1,328,899.42	0.00	0.00	0.00	
FUND GAIN/LOSS:	1,073,699.48	1,281,148.04	0.00	0.00	0.00	0.00	

The Timber Harvest Fund was used to track the revenues and expenses with harvesting the timber in the city's watershed. In 2019 the balance of the fund was transferred to the Fire Reserve and General Reserve funds. It is no longer an active fund.

5 YEAR BUDGET COMPARISON

City Of Stevenson
 MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
 Page: 21

303 Joint Emergency Facilities Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
397 01 00 0303 Transfer In from CE	0.00	63,198.11	34,316.57	0.00	0.00	0.00	
397 Interfund Transfers	0.00	63,198.11	34,316.57	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	63,198.11	34,316.57	0.00	0.00	0.00	
594 22 41 0000 Consulting Engineering	0.00	63,198.11	34,316.57	0.00	0.00	0.00	
594 Capital Expenditures	0.00	63,198.11	34,316.57	0.00	0.00	0.00	
TOTAL EXPENDITURES:	0.00	63,198.11	34,316.57	0.00	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

The Joint Emergency Facilities Fund is used to track the revenues and expenses associated with the planning and construction of the new fire hall. It is used as needed. No costs were incurred in 2020 and none are projected for 2021.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 22

306 Kanaka Creek Road Improvements

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0306 Beg Cash (Reserved)	-38,504.85	-71,434.76	0.00	0.00	0.00	0.00	
308 Beginning Balances	-38,504.85	-71,434.76	0.00	0.00	0.00	0.00	
333 20 20 0306 STP Grant	507,517.46	145,960.43	0.00	0.00	0.00	0.00	
334 03 80 0001 TIB Grant	91,012.70	18,120.93	9,024.37	0.00	0.00	0.00	
330 Intergovernmental Revenues	598,530.16	164,081.36	9,024.37	0.00	0.00	0.00	
TOTAL REVENUES:	560,025.31	92,646.60	9,024.37	0.00	0.00	0.00	
595 10 41 0306 Kanaka Creek Rd - Engineering	57,054.06	5,132.93	0.00	0.00	0.00	0.00	
595 30 63 0000 Kanaka Creek Rd - Contracted Labor	569,411.70	62,782.46	0.00	0.00	0.00	0.00	
594 Capital Expenditures	626,465.76	67,915.39	0.00	0.00	0.00	0.00	
597 15 00 0306 Transfer Out to Streets	0.00	29,864.14	9,024.37	0.00	0.00	0.00	
597 Interfund Transfers	0.00	29,864.14	9,024.37	0.00	0.00	0.00	
TOTAL EXPENDITURES:	626,465.76	97,779.53	9,024.37	0.00	0.00	0.00	
FUND GAIN/LOSS:	-66,440.45	-5,132.93	0.00	0.00	0.00	0.00	

The Kanaka Creek Road Improvements Funds was used to track the revenues and expenses for the Kanaka Creek Road Improvement project. It was formally closed out in 2019 and is no longer active.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 23

308 Gropper Sidewalk

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0308 Gropper Beginning Cash	0.00	-20,497.70	0.00	0.00	0.00	0.00	
308 Beginning Balances	0.00	-20,497.70	0.00	0.00	0.00	0.00	
334 03 80 0308 TIB Grant	241,234.06	6,889.94	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	241,234.06	6,889.94	0.00	0.00	0.00	0.00	
397 02 00 0308 Transfer In From Streets	0.00	24,174.42	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	24,174.42	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	241,234.06	10,566.66	0.00	0.00	0.00	0.00	
595 10 41 0308 Gropper Sidewalk - Engineering	60,018.26	946.92	0.00	0.00	0.00	0.00	
595 61 63 0000 Gropper Sidewalk - Construction	200,766.58	10,566.66	0.00	0.00	0.00	0.00	
594 Capital Expenditures	260,784.84	11,513.58	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	260,784.84	11,513.58	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	-19,550.78	-946.92	0.00	0.00	0.00	0.00	

The Gropper Sidewalk Fund was used to track the revenues and expenses related to the Gropper Sidewalk project. It was closed-out in 2018 and is no longer active.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 24

309 Russell Ave

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0309 Russell Ave Res Beg CA & Invest	0.00	0.00	-66,157.50	0.00	0.00	0.00	
308 Beginning Balances	0.00	0.00	-66,157.50	0.00	0.00	0.00	
333 20 20 0001 Russell STP Grant	0.00	0.00	123,000.00	480,375.33	707,000.00	0.00	
334 03 80 0309 Russell Ave-TIB Grant	0.00	0.00	0.00	78,772.85	112,927.00	0.00	
330 Intergovernmental Revenues	0.00	0.00	123,000.00	559,148.18	819,927.00	0.00	
397 02 00 0309 Transfer In from Streets	0.00	0.00	97,030.83	0.00	0.00	0.00	
397 03 00 0309 Transfer In From CI	0.00	0.00	0.00	0.00	22,636.78	0.00	
397 Interfund Transfers	0.00	0.00	97,030.83	0.00	22,636.78	0.00	
TOTAL REVENUES:	0.00	0.00	153,873.33	559,148.18	842,563.78	0.00	
595 10 41 0309 Russell Ave - Engineering	0.00	66,157.50	141,739.68	100,380.98	173,964.18	0.00	
595 10 41 1309 Russell Ave-Construction	0.00	0.00	0.00	555,892.48	668,599.60	0.00	
595 20 61 0309 Russell Ave-Right Of Way	0.00	0.00	12,133.65	0.00	0.00	0.00	
594 Capital Expenditures	0.00	66,157.50	153,873.33	656,273.46	842,563.78	0.00	
TOTAL EXPENDITURES:	0.00	66,157.50	153,873.33	656,273.46	842,563.78	0.00	
FUND GAIN/LOSS:	0.00	-66,157.50	0.00	-97,125.28	0.00	0.00	

The Russell Avenue Project is for tracking the revenues and expenses related to the Russell Avenue project. The project is expected to be closed out in 2020 and no longer active in 2021.

5 YEAR BUDGET COMPARISON

City Of Stevenson
 MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
 Page: 25

310 Wastewater System Upgrades

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

The fund was set up and moved to 410. Since there was account activity in the fund in 2018, it will continue to report until that year is cleared.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 26

311 First Street

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
334 03 80 0311 First St.-TIB Grant	0.00	0.00	0.00	0.00	132,800.00	575,400.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	132,800.00	575,400.00	
397 00 00 0311 First St-Transfer In From Streets	0.00	0.00	0.00	0.00	0.00	43,700.00	
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	0.00	0.00	53,000.00	0.00	
397 Interfund Transfers	0.00	0.00	0.00	0.00	53,000.00	43,700.00	
TOTAL REVENUES:	0.00	0.00	0.00	0.00	185,800.00	619,100.00	
595 10 41 0311 First St-Engineering Svc	0.00	0.00	0.00	13,723.53	185,800.00	619,100.00	Engineer's estimated construction costs.
594 Capital Expenditures	0.00	0.00	0.00	13,723.53	185,800.00	619,100.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	13,723.53	185,800.00	619,100.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	-13,723.53	0.00	0.00	

The First Street Fund is for tracking the revenues and expenses related to the First Street Overlook Project. Construction will begin in 2021 and the project is expected to be closed out in the same year.

Water/Sewer Fund

The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City’s water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements.

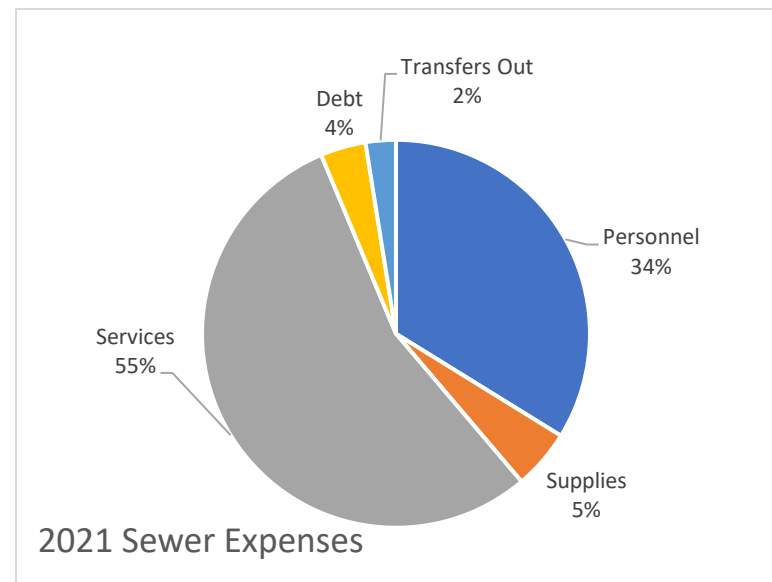
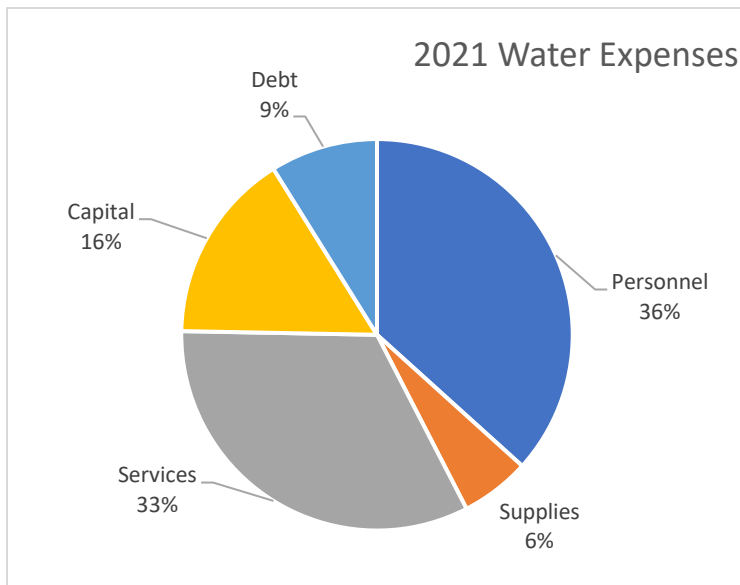
An annual water rate increase of 5% beginning in 2020 was adopted by council to ensure adequate funds for capital projects and debt repayment.

The sewer rates are proposed to increase 12.5% for 2021. This rate increase of \$10 to the residential base fees is half of last year’s increase and will allow the city to meet the needs of the department for 2021. This may mean higher increases in the following years, however the city is taking into consideration the impact of COVID-19 on customers. Rate increases for 2022 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is secured.

The water capital costs include \$50k in upgrades along Vancouver to the Rock Creek intersection and \$50k in upgrades along Loop from Kanaka to the Columbia intersection.

Water debt is for repayment on a loan for the Base Reservoir, which ends in 2026, and the repayment of the loan for the water meters, which ends in 2030.

Sewer debt is currently only for the outfall, which ends in 2033. Repayment on the loan for the Wastewater Treatment Plant design will begin in 2022.



5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 27

400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 80 00 0400 WS Unreserved Begin CA & Invest	103,225.80	94,259.50	97,513.09	251,864.61	251,864.61	103,551.58	
400 Water/Sewer	103,225.80	94,259.50	97,513.09	251,864.61	251,864.61	103,551.58	
308 10 01 0400 WS Res Begin C&I System Dev Water	273,209.17	132,479.17	110,376.85	207,161.66	207,161.66	249,161.66	
401 Water	273,209.17	132,479.17	110,376.85	207,161.66	207,161.66	249,161.66	
308 10 02 0400 WS Res Begin C&I System Dev Sewer	214,050.00	132,380.00	100,730.27	186,003.27	186,003.27	203,703.27	
308 10 03 0400 WS Res Begin C&I Sewer Outfall Debt	32,670.00	32,670.00	32,670.00	32,670.00	32,670.00	0.00	
402 Sewer	246,720.00	165,050.00	133,400.27	218,673.27	218,673.27	203,703.27	
308 Beginning Balances	623,154.97	391,788.67	341,290.21	677,699.54	677,699.54	556,416.51	
334 04 20 0400 Dept. Of Commerce-Energy Grant	0.00	0.00	0.00	0.00	311,000.00	1,000.00	
343 Water	0.00	0.00	0.00	0.00	311,000.00	1,000.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	311,000.00	1,000.00	
343 40 00 0000 Water Sales	494,963.35	549,332.99	626,628.54	479,282.98	508,050.00	630,000.00	5% rate increase per ordinance.
343 40 18 0000 Turn on Fees	1,677.63	1,413.81	1,397.12	10.00	1,500.00	1,500.00	
343 40 19 0000 Reconnect Fee	800.00	1,906.45	0.00	0.00	0.00	1,000.00	
343 40 20 0000 Water Construction Hookup	55.00	60.00	45.00	45.00	0.00	0.00	
343 40 21 0000 Hydrant Rental - External	800.00	1,000.00	1,350.00	867.07	600.00	600.00	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	
343 41 00 0000 Installation Water	10,772.17	10,771.51	6,369.86	8,043.74	10,000.00	10,000.00	
343 Water	513,068.15	568,484.76	639,790.52	488,248.79	524,150.00	647,100.00	
343 50 00 0000 Sewer Service Income	369,254.43	495,935.71	652,849.27	660,829.37	791,294.20	905,900.00	Assumes 12.5% rate increase.
343 50 01 0000 BOD Surcharge	0.00	34,395.72	29,009.02	32,008.08	0.00	0.00	
343 50 02 0000 Downspout-Sump Pump Discharge	0.00	12,246.49	9,272.82	5,337.42	0.00	0.00	
343 51 00 0000 Installation Sewer	400.00	600.00	450.00	675.00	300.00	300.00	
344 Sewer	369,654.43	543,177.92	691,581.11	698,849.87	791,594.20	906,200.00	
340 Charges For Goods & Services	882,722.58	1,111,662.68	1,331,371.63	1,187,098.66	1,315,744.20	1,553,300.00	
367 40 00 0000 Water Capital Contributions	33,000.00	59,895.00	96,784.81	117,912.29	92,000.00	46,674.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 28

400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
369 10 01 0000 Water Miscellaneous Income	0.00	1,458.18	0.00	0.00	0.00	0.00	
343 Water	33,000.00	61,353.18	96,784.81	117,912.29	92,000.00	46,674.00	
367 50 00 0000 Sewer Capital Contributions	19,600.00	42,035.00	85,273.00	86,627.00	68,000.00	56,532.00	
344 Sewer	19,600.00	42,035.00	85,273.00	86,627.00	68,000.00	56,532.00	
361 11 00 0400 Interest on Investments - W/S	6,330.70	3,987.63	6,398.10	5,817.08	4,000.00	4,000.00	
369 81 00 0000 Cashier's Overages/Shortages	0.54	0.00	20.00	0.00	0.00	0.00	
369 91 00 0400 Other Miscellaneous/NSF Fee Recovery	263.00	207.00	232.00	80.00	0.00	0.00	
400 Water/Sewer	6,594.24	4,194.63	6,650.10	5,897.08	4,000.00	4,000.00	
360 Interest & Other Earnings	59,194.24	107,582.81	188,707.91	210,436.37	164,000.00	107,206.00	
391 70 00 0000 Capital Loan-Water Meters	0.00	0.00	0.00	321,000.00	321,000.00	0.00	
402 Sewer	0.00	0.00	0.00	321,000.00	321,000.00		
390 Other Financing Sources	0.00	0.00	0.00	321,000.00	321,000.00	0.00	
TOTAL REVENUES:	1,565,071.79	1,611,034.16	1,861,369.75	2,396,234.57	2,789,443.74	2,217,922.51	
534 10 10 0000 WA-Administrative Salary	10,585.35	1,843.21	2,015.59	2,335.80	2,500.00	2,500.00	
534 10 20 0000 WA-Administrative Benefits	2,959.60	873.62	884.12	493.72	1,000.00	1,000.00	
534 10 41 0001 General Admin Fee	0.00	0.00	0.00	0.00	47,000.00	47,000.00	
534 10 41 0022 WA-Audit Fee	2,278.36	2,441.97	0.00	4,577.86	6,000.00	6,000.00	
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	4,735.50	6,746.00	4,991.00	3,225.40	5,000.00	5,000.00	
534 10 49 0001 WA-Dues & Membership/Filing Fees	1,033.80	944.58	587.37	1,375.45	2,000.00	2,000.00	
534 20 10 0000 WA-Administrative Planning WA - Sal	0.00	1,569.50	0.00	0.00	0.00	0.00	
534 20 20 0000 WA-Administrative Planning WA - Ben	0.00	945.10	0.00	0.00	0.00	0.00	
534 20 41 0000 WA-Admin Planning Water - Consulting	6,061.89	799.31	2,911.60	2,060.05	2,000.00	2,000.00	
534 20 45 0099 Eq Rental-Administrative Planning WA	0.00	562.34	0.00	0.00	0.00	0.00	
534 40 43 0000 WA-Travel	1,494.69	804.47	772.18	0.00	0.00	2,000.00	
534 40 49 0001 WA-Training	3,254.50	890.00	1,722.07	688.74	2,000.00	2,000.00	
534 50 35 0000 WA-Small Tools/Minor Equipment	5,974.43	13,262.67	1,830.06	464.17	2,500.00	2,500.00	
534 50 41 0000 Professional Service-Water	-1,693.98	0.00	0.00	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 29

400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
534 50 48 0000 WA-Repair-Contracted Labor	20,001.42	14,936.25	17,971.15	9,973.44	20,000.00	20,000.00	
534 54 10 0000 WA-Maintenance-Trtmnt Plant Salaries	1,733.73	2,604.52	0.00	0.00	0.00	0.00	
534 54 20 0000 WA-Maintenance-Trtmnt Plant Benefits	1,059.87	1,339.20	0.00	0.00	0.00	0.00	
534 55 10 0000 WA-Maint.-Trans & Distr. Salary	26,792.13	21,208.34	0.00	0.00	0.00	0.00	
534 55 20 0000 WA-Maint.-Trans & Distr. Benefits	16,565.37	11,899.98	0.00	0.00	0.00	0.00	
534 70 10 0000 WA-Customer Services Salary	43,053.84	47,111.53	38,987.88	29,429.36	34,000.00	42,000.00	
534 70 20 0000 WA-Customer Services Benefits	14,658.47	14,965.76	14,981.77	8,225.31	13,500.00	13,500.00	
534 70 31 0000 WA-Office Supplies And Postage	1,636.72	1,261.83	1,889.26	982.01	2,250.00	2,250.00	
534 70 41 0000 WA-Computer Services/Repair	5,250.15	2,396.82	6,475.92	3,255.40	4,000.00	4,000.00	
534 70 41 0001 WA-EBPP Fees	1,208.07	1,536.61	1,887.54	1,667.12	2,000.00	2,000.00	
534 80 31 0000 WA-Operating Supplies	17,715.51	23,643.75	23,394.85	18,612.53	25,000.00	25,000.00	
534 80 41 0000 WA-Testing	4,656.50	3,516.63	3,655.00	1,498.00	4,000.00	4,000.00	
534 80 42 0000 WA-Telephone	796.06	926.58	1,606.03	1,158.47	1,400.00	1,400.00	
534 80 45 0001 WA-Telemetry Services	0.00	0.00	2,731.21	2,877.00	3,000.00	3,000.00	
534 80 45 0099 WA-Eq Rental - Water	46,430.41	52,981.02	48,768.69	31,576.77	53,000.00	53,000.00	
534 80 46 0000 WA-Insurance	12,814.80	18,248.42	1,039.62	12,476.46	12,477.00	14,000.00	
534 80 47 0000 WA-Electricity	21,516.79	20,788.03	21,523.50	15,320.97	22,000.00	22,000.00	
534 84 10 0000 WA-Operations Plant Salary	53,181.09	49,054.57	64,004.54	43,764.83	70,000.00	70,000.00	
534 84 20 0000 WA-Operations Plant Benefits	32,956.12	28,164.16	35,591.71	20,963.88	40,000.00	35,000.00	
534 84 31 0000 WA-Chemicals Plant	9,144.16	8,605.60	9,717.77	8,352.36	10,000.00	10,000.00	
534 84 41 0000 WA-Consultant Services - Plant	0.00	1,667.00	0.00	0.00	0.00	0.00	
534 85 10 0000 WA-Operations T & D Salary	36,235.78	44,996.34	60,180.14	64,792.87	60,000.00	60,000.00	
534 85 20 0000 WA-Operations T & D Benefits	21,293.79	25,359.95	31,306.16	32,531.64	30,000.00	30,000.00	
534 90 44 0000 WA-Taxes	25,918.82	28,933.79	32,430.09	24,691.41	37,000.00	38,110.00	
534 Water Utilities	451,303.74	457,829.45	433,856.82	347,371.02	513,627.00	521,260.00	
535 10 10 0000 WW-Administrative Salary	10,585.35	13,824.10	15,142.27	11,096.80	24,000.00	24,000.00	
535 10 20 0000 WW-Administrative Benefits	2,959.60	6,552.30	6,631.19	2,888.52	11,000.00	11,000.00	
535 10 41 0001 WW-General Admin Fee	0.00	0.00	0.00	0.00	44,000.00	44,000.00	
535 10 41 0022 WW-Audit Fee	2,278.36	2,441.97	0.00	4,577.86	6,000.00	6,000.00	
535 10 42 0000 WW-Permit Fees/DOE	2,201.04	2,288.52	2,309.04	1,154.52	2,500.00	2,500.00	
535 10 44 0000 WW-Advertising	0.00	203.24	320.16	90.48	0.00	0.00	
535 10 49 0001 WW-Dues & Membership/filing Fees	197.00	1,220.37	687.16	274.15	500.00	500.00	
535 20 41 0000 WW-Admin Planning Sewer - Consulting	3,501.54	8,385.04	0.00	0.00	0.00	0.00	
535 40 43 0000 WW-Travel	1,181.07	1,224.56	1,277.78	0.00	0.00	1,500.00	
535 40 49 0001 WW-Training	629.50	2,796.00	2,083.36	0.00	3,000.00	3,000.00	
535 51 10 0000 WW-Maintenance T&D Salary	5,214.84	22,669.29	0.00	0.00	0.00	0.00	
535 51 20 0000 WW-Maintenance T&D Benefits	2,816.75	21,758.61	0.00	0.00	0.00	0.00	
535 51 31 0000 WW-Maintenance Supplies	9,836.13	10,051.58	9,613.80	1,030.51	30,000.00	30,000.00	
535 51 48 0000 WW-Repair (Contract Serv) T&D	21,184.11	73,573.30	97,798.72	89,673.67	120,000.00	120,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 30

400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
535 51 48 0001 WW-Solids Hauling & Disposal	20,737.73	42,198.20	42,552.30	55,504.32	120,000.00	120,000.00	
535 54 10 0000 WW-Plant Maintenance Salary	4,107.69	2,531.67	0.00	0.00	0.00	0.00	
535 54 20 0000 WW-Plant Maintenance Benefits	2,636.18	1,555.51	0.00	0.00	0.00	0.00	
535 64 41 0000 WW-Operations Contract	130,729.70	143,350.04	150,821.01	23,463.77	30,000.00	10,000.00	
535 70 10 0000 WW-Customer Service Salary	43,053.84	47,111.53	38,987.88	29,429.36	34,000.00	42,000.00	
535 70 20 0000 WW-Customer Service Benefits	14,658.47	14,965.76	14,981.77	8,225.31	13,500.00	13,500.00	
535 70 31 0000 WW-Office Supplies & Postage	1,333.19	1,224.32	1,935.01	956.70	2,500.00	2,500.00	
535 70 41 0000 WW-Computer Services/Repair	4,566.18	606.60	5,719.47	5,100.28	5,000.00	5,000.00	
535 70 41 0001 WW-EBPP Fees Sewer	1,207.98	1,536.54	1,887.54	1,482.12	2,000.00	2,000.00	
535 80 31 0000 WW-Operating Supplies	2,447.24	8,053.47	4,920.88	5,232.15	10,000.00	10,000.00	
535 80 41 0000 Sewer Operations Testing	2,334.00	1,591.31	269.00	7,390.00	21,000.00	21,000.00	
535 80 42 0000 Sewer Telephone	1,457.17	1,474.03	1,470.94	3,277.99	3,000.00	3,600.00	
535 80 45 0099 Eq Rental - Sewer	17,040.10	32,112.04	41,060.69	34,385.77	35,000.00	35,000.00	
535 80 46 0000 Sewer Insurance	8,690.15	11,254.51	527.14	6,327.07	6,328.00	6,500.00	
535 81 10 0000 WW-Operations Coll. Salary	12,165.38	18,757.59	41,874.76	17,529.34	22,000.00	22,000.00	
535 81 20 0000 WW-Operations Coll. Benefits	6,525.87	9,137.48	15,146.02	10,081.82	10,000.00	11,000.00	
535 81 47 0000 WW-Coll Electricity	0.00	0.00	0.00	1,678.86	0.00	0.00	
535 81 47 0001 WW-Coll. Water	0.00	0.00	0.00	32.00	0.00	450.00	
535 84 10 0000 WW-Operations Plant Salary	30,727.14	43,811.79	82,391.34	74,644.44	100,000.00	100,000.00	
535 84 20 0000 WW-Operations Plant Benefits	15,684.32	23,104.52	42,902.70	46,655.65	62,000.00	62,000.00	
535 84 47 0000 WW-Electricity	0.00	0.00	0.00	11,255.41	26,000.00	26,000.00	
535 84 47 0001 WW-Plant Water	0.00	0.00	0.00	1,439.19	0.00	20,000.00	
535 85 10 0000 WW Sampling Salary	0.00	13,220.50	41.51	619.35	4,000.00	4,000.00	
535 85 20 0000 WW Sampling Benefits	0.00	7,106.13	18.80	340.81	2,500.00	2,500.00	
535 85 31 0000 WW Sampling Supplies	0.00	866.66	376.29	0.00	500.00	500.00	
535 85 41 0000 WW Sampling Professional Services	0.00	19,828.92	6,628.00	4,930.00	7,000.00	7,000.00	
535 85 41 0002 WW Industrial Pretreatment Services	0.00	0.00	4,218.50	0.00	4,000.00	4,000.00	
535 85 45 0000 WW Sampling Equipment Rental	0.00	9,048.35	0.00	231.40	0.00	0.00	
535 90 44 0000 Sewer Taxes	9,139.81	13,631.62	18,736.46	17,171.58	35,000.00	36,050.00	
535 Sewer	391,827.43	635,067.97	653,331.49	478,171.20	796,328.00	809,100.00	
591 34 19 0000 WA-SMART Meter Lease-Principal	0.00	0.00	0.00	13,712.88	13,712.88	28,620.52	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	23,273.39	23,273.39	23,273.39	23,273.39	
592 34 19 0000 WA-SMART Meter Lease-Interest	0.00	0.00	0.00	4,844.95	4,844.96	8,495.16	
592 34 83 0000 Base Reservoir PWTF Loan Interest	1,163.67	1,047.30	930.94	814.57	1,100.00	1,100.00	
534 Water	24,437.06	24,320.69	24,204.33	42,645.79	42,931.23	61,489.07	
591 35 72 0000 Sewer Outfall - USDA RDA Principal	21,542.11	22,138.59	22,751.58	11,623.58	20,120.00	20,120.00	
592 35 83 0000 Sewer Outfall - USDA RDA Interest	11,127.89	10,531.41	9,918.42	4,711.42	12,551.00	12,551.00	
535 Sewer	32,670.00	32,670.00	32,670.00	16,335.00	32,671.00	32,671.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 31

400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
591 Debt Service	57,107.06	56,990.69	56,874.33	58,980.79	75,602.23	94,160.07	
594 34 10 0000 #46 WA System Plan-Sal	4,177.87	0.00	0.00	0.00	0.00	0.00	
594 34 10 4006 Water Connections - Salary	1,865.98	3,909.17	516.32	1,782.69	5,000.00	5,000.00	
594 34 20 0000 #46 WA System Plan-Ben	2,454.58	0.00	0.00	0.00	0.00	0.00	
594 34 20 4006 Water Connections - Benefits	1,269.17	2,243.32	977.45	803.25	2,500.00	2,500.00	
594 34 31 4009 Water Plant Improvements-Suppl	0.00	5,854.69	3,877.20	0.00	0.00	0.00	
594 34 41 0400 #46 WA System Plan - Engineer	57,010.10	9,218.15	0.00	0.00	0.00	0.00	
594 34 45 0099 Eq Rental-Water Connections	2,777.00	1,859.00	0.00	0.00	0.00	0.00	
594 34 45 0199 #46 WA System Plan-EQ Rental	109.06	0.00	0.00	0.00	0.00	0.00	
594 34 45 0400 Eq Rental - Water Connections	0.00	0.00	93.00	458.36	2,000.00	2,000.00	
594 34 48 0400 Base Reservoir Improv.- Contracted Services	0.00	49,032.00	0.00	0.00	0.00	0.00	
594 34 51 0000 #46 WA System Plan - Plan Fees	0.00	2,280.00	0.00	0.00	0.00	0.00	
594 34 62 4009 Water Plant Improvements-Contracted	0.00	0.00	0.00	10,169.30	0.00	0.00	
594 34 64 0000 WA-Fixed Assets To Capitalize	569.72	25,823.02	2,062.50	547,231.80	755,000.00	100,000.00	Loop and Vancouver water line upgrades.
534 Water	70,233.48	100,219.35	7,526.47	560,445.40	764,500.00	109,500.00	
594 35 41 0400 #38 Sewer Plan - Prof Serv	204,179.31	10,771.95	19,191.33	0.00	0.00	0.00	
594 35 48 0400 #38 Sewer Plan - Contr Labor	2,818.75	0.00	0.00	0.00	0.00	0.00	
594 35 51 0000 #65 Sewer Plant Upgrade-Permitting	200.00	150.00	0.00	0.00	0.00	0.00	
594 35 64 0400 WW-Capitalized Equipment Purchase	941.03	0.00	2,062.50	0.00	0.00	0.00	
535 Sewer	208,139.09	10,921.95	21,253.83	0.00			
594 Capital Expenditures	278,372.57	111,141.30	28,780.30	560,445.40	764,500.00	109,500.00	
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	0.00	12,842.22	10,827.27	0.00	0.00	0.00	
597 10 00 0406 Transfer Out To 406 WW Short Lived Assets	0.00	0.00	0.00	0.00	21,779.00	21,779.00	USDA Loan required minimum transfer.
597 10 00 0408 Transfer Out To 408 WW Debt Reserve	0.00	0.00	0.00	0.00	61,191.00	0.00	
535 Sewer	0.00	12,842.22	10,827.27	0.00	82,970.00	21,779.00	
597 Interfund Transfers	0.00	12,842.22	10,827.27	0.00	82,970.00	21,779.00	
508 80 00 0400 WS-Ending Cash	0.00	0.00	0.00	0.00	103,551.58	206,052.51	
400 Water/Sewer	0.00	0.00	0.00	0.00	103,551.58	206,052.51	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 32

400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
508 10 00 0401 WS-Water Reserve	0.00	0.00	0.00	0.00	249,161.66	195,835.66	Reduced to pay water capital projects.
401 Water	0.00	0.00	0.00	0.00	249,161.66	195,835.66	
508 10 00 0402 WS-WW Reserve	0.00	0.00	0.00	0.00	203,703.27	260,235.27	
402 Sewer	0.00	0.00	0.00	0.00	203,703.27	260,235.27	
999 Ending Balance	0.00	0.00	0.00	0.00	556,416.51	662,123.44	
TOTAL EXPENDITURES:	1,178,610.80	1,273,871.63	1,183,670.21	1,444,968.41	2,789,443.74	2,217,922.51	
FUND GAIN/LOSS:	386,460.99	337,162.53	677,699.54	951,266.16	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 33

406 Wastewater Short Lived Asset Reserve Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0406 WWSLAR Beginning Cash	0.00	0.00	0.00	0.00	0.00	21,779.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	21,779.00	
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	0.00	0.00	21,779.00	21,779.00	
397 Interfund Transfers	0.00	0.00	0.00	0.00	21,779.00	21,779.00	
TOTAL REVENUES:	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
508 10 00 0406 WWSLAR-Ending Cash	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
999 Ending Balance	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

The Wastewater Short Lived Asset Reserve Fund is required as part of the city's USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 34

408 Wastewater Debt Reserve Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0408 WW Debt Reserve Beg. Balance	0.00	0.00	0.00	0.00	0.00	61,191.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	61,191.00	
397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	0.00	0.00	61,191.00	0.00	
397 Interfund Transfers	0.00	0.00	0.00	0.00	61,191.00	0.00	
TOTAL REVENUES:	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
508 10 00 0408 WW Debt Reserve-Ending Balance	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
999 Ending Balance	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

The Wastewater Debt Reserve Fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 35

410 Wastewater System Upgrades

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	0.00	-93,407.14	-119,857.70	0.00	0.00	
308 Beginning Balances	0.00	0.00	-93,407.14	-119,857.70	0.00	0.00	
334 04 20 0410 CERB Feasibility Study-Alt. Analysis	0.00	0.00	44,600.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	0.00	0.00	44,600.00	0.00	0.00	0.00	
391 90 00 0410 DOE Design Loan	0.00	0.00	297,420.04	698,161.36	1,000,000.00	500,000.00	
390 Other Financing Sources	0.00	0.00	297,420.04	698,161.36	1,000,000.00	500,000.00	
397 05 00 0410 Transfer In from Water/Sewer Fund	0.00	12,842.22	10,827.27	0.00	0.00	0.00	
397 Interfund Transfers	0.00	12,842.22	10,827.27	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	12,842.22	259,440.17	578,303.66	1,000,000.00	500,000.00	
594 35 31 0010 DOE-Imm. Improv. Supplies	0.00	0.00	25,371.37	1,184.15	0.00	0.00	
594 35 41 0010 DOE-Imm. Imprpv. Svcs	0.00	0.00	0.00	25,848.00	0.00	0.00	
594 35 41 0410 Value Planning Consulting Services	0.00	57,460.00	0.00	0.00	0.00	0.00	
594 35 41 4102 Feasibility Study-Consultant Svcs	0.00	47,929.52	19,047.48	0.00	0.00	0.00	
594 35 41 4103 Design-Consultant Svcs	0.00	0.00	329,046.37	638,463.32	1,000,000.00	500,000.00	Remaining costs for design of wastewater system upgrades.
594 35 41 4104 EDA Project Consultant Services	0.00	0.00	5,832.65	0.00	0.00	0.00	
594 35 49 0410 Value Planning Hosting Costs	0.00	607.48	0.00	0.00	0.00	0.00	
594 35 49 0411 CERB Meeting Hosting Costs	0.00	252.36	0.00	0.00	0.00	0.00	
594 35 51 0000 WW Upgrades-Permitting	0.00	0.00	0.00	300.00	0.00	0.00	
594 Capital Expenditures	0.00	106,249.36	379,297.87	665,795.47	1,000,000.00	500,000.00	
TOTAL EXPENDITURES:	0.00	106,249.36	379,297.87	665,795.47	1,000,000.00	500,000.00	
FUND GAIN/LOSS:	0.00	-93,407.14	-119,857.70	-87,491.81	0.00	0.00	

The Wastewater System Upgrades Fund is for the planning, design and construction of upgrades to the water system as identified in the water system plan and required as part of the Administrative Order. Most of the revenues are grants or loans with some internal match funding. The revenues and expenditures are updated when funding is received, project timelines determined and contracts secured.

Equipment Service Fund

The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements. Revenues are derived from charges made against other funds for using the equipment. Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs. Current rates are \$4.10 per mile for driven equipment and \$20 per hour for stationary equipment.

The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is below.

Vehicle	Date of Purchase	Cost	Life	2021	2022	2023	2024	2025	2026-2031	Est. Replacement Cost	Type
S1- 2017 Ford 250 X-Cab	2016	\$39,665	10						X	\$ 45,000	New
S2-2019 Ford F250 X-cab	2018	\$38,221	10						X	\$ 48,000	New
S3-2011 Ford F250 X-Cab	2010	\$29,871	10		X					\$ 45,000	New
S4-2012 Ford 350 Dump	2012	\$20,656	10						X	\$ 45,000	New
S5-2007 Intl. 5 Yard Dump	2017	\$2,149	20						X	\$ 50,000	Used
S6-2000 Ford Manlift	2005	\$27,415	15				X			\$ 50,000	Used
S7-1997 Tymco Sweeper	2009	\$48,821	15						X	\$ 70,000	Used
S8-1980 Intl. 5 Yard Dump	1997	\$4,652	20						X	\$ 50,000	Used
S9-Case Backhoe[i]	1992	\$27,173	20						X	\$ 45,000	Used
S10-2008 Ford F250 X-cab	2008	\$23,000	10					X		\$ 40,000	New
S11-1996 Brush Mower	2014	\$15,070	10						X	\$ 35,000	Used
S13-1972 Austin Grader[ii]	1998	\$13,928	15						X	\$ 45,000	Used
S14- 2007 Tahkuchi Excvtor	2007	\$37,123	15						X	\$ 55,000	New
S15- 2008 Ford Strd Cab	2008	\$21,000	10	X						\$ 45,000	New
S16- 2014 Chevy 1500	2014	\$29,857	10						X	\$ 35,000	New
Vactor Truck						X				\$ 150,000	Used
TOTALS				45K	45K	150K	50K	40K		\$853,000	

[\[i\] Since purchase of excavator, backhoe has seen little use, delay purchase of new](#)

[\[ii\] Limited use, will delay purchase](#)

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 36

500 Equipment Service Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 80 00 0500 ES Unreserved Begin CA & Invest	63,984.36	67,484.41	67,144.73	139,248.98	139,248.98	183,177.98	
308 Beginning Balances	63,984.36	67,484.41	67,144.73	139,248.98	139,248.98	183,177.98	
348 00 00 0000 Equipment Rental-Internal	142,344.31	162,827.57	175,377.98	95,414.67	150,000.00	150,000.00	
340 Charges For Goods & Services	142,344.31	162,827.57	175,377.98	95,414.67	150,000.00	150,000.00	
361 11 00 0500 Interest Income/ES	226.46	457.59	647.75	415.93	0.00	0.00	
362 10 00 0000 Equipment Rental - External NB	504.00	1,008.00	266.00	14.00	0.00	0.00	
362 10 02 0000 Equipment Rental - External Ska Co	250.80	127.80	37.12	0.00	0.00	0.00	
369 10 00 0500 Sale of Scrap Equip Service	0.00	795.10	5,398.38	0.00	0.00	0.00	
360 Interest & Other Earnings	981.26	2,388.49	6,349.25	429.93	0.00	0.00	
395 10 00 0500 Sale of Fixed Assets	326.00	11,330.00	0.00	0.00	0.00	0.00	
395 11 00 0000 Costs to Dispose of Cap Assets	0.00	-48.50	0.00	0.00	0.00	0.00	
390 Other Financing Sources	326.00	11,281.50	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	207,635.93	243,981.97	248,871.96	235,093.58	289,248.98	333,177.98	
548 65 10 0000 Maintenance Salary	22,204.28	33,830.82	32,695.70	15,496.89	35,000.00	35,000.00	
548 65 20 0000 Maintenance Benefits	14,073.13	20,851.79	19,830.92	8,383.24	17,000.00	17,000.00	
548 65 25 0000 Medical Physicals-Required	2,185.67	1,199.55	3,041.96	776.26	2,000.00	2,000.00	
548 65 31 0000 Tires	1,742.59	2,536.87	972.53	0.00	2,000.00	2,000.00	
548 65 32 0000 Gas and Oil	16,815.54	19,286.16	20,383.05	9,008.68	20,000.00	20,000.00	
548 65 33 0000 Supplies	0.00	0.00	1,936.25	1,495.75	0.00	0.00	
548 65 46 0000 Insurance	27,248.63	27,870.61	846.26	8,320.38	8,321.00	10,000.00	
548 65 47 0000 Heat & Lights	1,808.28	1,534.08	2,397.27	2,147.95	1,500.00	1,500.00	
548 65 48 0000 Repairs/Supplies Contracted	20,587.21	28,292.99	27,339.04	11,523.12	20,000.00	20,000.00	
548 65 49 0000 Training	0.00	45.00	180.00	250.00	250.00	250.00	
548 Public Works - Centralized Services	106,665.33	135,447.87	109,622.98	57,402.27	106,071.00	107,750.00	
591 48 78 0000 RDA Facilities (Sweeper) Principal	2,979.59	3,041.13	0.00	0.00	0.00	0.00	
592 48 83 0000 RDA Facilities (Sweeper) Int	263.41	133.05	0.00	0.00	0.00	0.00	
591 Debt Service	3,243.00	3,174.18	0.00	0.00	0.00	0.00	
594 48 64 0000 Equipment Purchase	32,506.70	39,878.17	0.00	0.00	0.00	45,000.00	Purchase of new work truck held off prior two years.
594 Capital Expenditures	32,506.70	39,878.17	0.00	0.00	0.00	45,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
 MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
 Page: 37

500 Equipment Service Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
508 80 00 0500 ES-Ending Cash	0.00	0.00	0.00	0.00	183,177.98	180,427.98	
999 Ending Balance	0.00	0.00	0.00	0.00	183,177.98	180,427.98	
TOTAL EXPENDITURES:	142,415.03	178,500.22	109,622.98	57,402.27	289,248.98	333,177.98	
FUND GAIN/LOSS:	65,220.90	65,481.75	139,248.98	177,691.31	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 38

630 Stevenson Municipal Court

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0630 Stevenson Municipal Court-Beg Balance	0.00	0.00	0.00	9,738.88	0.00	0.00	
308 Beginning Balances	0.00	0.00	0.00	9,738.88	0.00	0.00	
389 40 00 0000 SMC-Agency Deposits	0.00	0.00	41,122.75	27,705.99	0.00	0.00	
380 Non Revenues	0.00	0.00	41,122.75	27,705.99	0.00	0.00	
397 01 00 0630 Transfer In From CE	0.00	0.00	5,443.28	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	5,443.28	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	46,566.03	37,444.87	0.00	0.00	
589 40 00 0000 SMC-Agency Disbursements	0.00	0.00	36,827.15	27,846.87	0.00	0.00	
580 Non Expeditures	0.00	0.00	36,827.15	27,846.87	0.00	0.00	
TOTAL EXPENDITURES:	0.00	0.00	36,827.15	27,846.87	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	9,738.88	9,598.00	0.00	0.00	

The Stevenson Municipal Court Fund is for revenues and expenses related to court activities. This fund will be moved due to accounting changes. All activity in this fund is managed by the court with revenues attributed to fines, fees and charges, and expenses being for restitution or remitted to the City for final distribution.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 39

631 CATV Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated	Comment
308 10 00 0631 CATV Trust - Beginning Balance	0.00	0.00	0.00	3,098.81	0.00	0.00	
308 Beginning Balances	0.00	0.00	0.00	3,098.81	0.00	0.00	
389 40 00 0631 CATV-Interest	0.00	0.00	1.56	0.78	0.00	0.00	
380 Non Revenues	0.00	0.00	1.56	0.78	0.00	0.00	
397 01 00 0631 Transfer In From CE	0.00	0.00	3,115.25	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	3,115.25	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	3,116.81	3,099.59	0.00	0.00	
589 40 00 0631 CATV-Bank Fees	0.00	0.00	18.00	0.00	0.00	0.00	
580 Non Expenditures	0.00	0.00	18.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	0.00	0.00	18.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	3,098.81	3,099.59	0.00	0.00	

The Cable TV Trust Fund is for custodial funds related to a deposit from the initial cable franchise. Staff is working to close-out the fund and return the deposit to the appropriate owner. The original company is no longer in business.

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 40

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated
001 General Expense Fund	2,438,475.70	2,441,434.44	2,603,666.76	1,505,285.03	2,139,585.94	1,937,473.39
010 General Reserve Fund			326,705.62	326,705.62	326,705.62	326,705.62
020 Fire Reserve Fund			1,483,593.47	1,483,593.47	1,518,593.47	1,543,593.47
100 Street Fund	461,728.70	548,030.46	747,792.83	544,868.96	606,517.98	579,422.38
103 Tourism Promo & Develop Fund	1,065,260.36	1,021,817.47	1,076,027.76	902,472.98	904,294.51	762,294.51
105 Affordable Housing Fund				1.27		15,000.00
300 Capital Improvement Fund	70,601.78	108,625.62	135,656.42	166,173.45	155,656.42	100,019.64
301 Timber Harvest Fund	1,966,808.00	1,453,264.00	1,328,899.42			
303 Joint Emergency Facilities Fund		63,198.11	34,316.57			
306 Kanaka Creek Road Improvements	560,025.31	92,646.60	9,024.37			
308 Gropper Sidewalk	241,234.06	10,566.66				
309 Russell Ave			153,873.33	559,148.18	842,563.78	
311 First Street					185,800.00	619,100.00
400 Water/Sewer Fund	1,565,071.79	1,611,034.16	1,861,369.75	2,396,234.57	2,789,443.74	2,217,922.51
406 Wastewater Short Lived Asset Reserve Fund					21,779.00	43,558.00
408 Wastewater Debt Reserve Fund					61,191.00	61,191.00
410 Wastewater System Upgrades		12,842.22	259,440.17	578,303.66	1,000,000.00	500,000.00
500 Equipment Service Fund	207,635.93	243,981.97	248,871.96	235,093.58	289,248.98	333,177.98
630 Stevenson Municipal Court			46,566.03	37,444.87		
631 CATV Fund			3,116.81	3,099.59		
	8,576,841.63	7,607,441.71	10,318,921.27	8,738,425.23	10,841,380.44	9,039,458.50
001 General Expense Fund	1,001,210.46	1,007,349.48	1,838,719.32	765,159.52	2,139,585.94	1,937,473.39
010 General Reserve Fund					326,705.62	326,705.62
020 Fire Reserve Fund					1,518,593.47	1,543,593.47
100 Street Fund	319,990.13	360,137.82	441,502.85	180,602.31	606,517.98	579,422.38
103 Tourism Promo & Develop Fund	528,559.12	474,364.30	365,733.25	144,527.72	904,294.51	762,294.51
105 Affordable Housing Fund						15,000.00
300 Capital Improvement Fund					155,656.42	100,019.64
301 Timber Harvest Fund	893,108.52	172,115.96	1,328,899.42			
303 Joint Emergency Facilities Fund		63,198.11	34,316.57			
306 Kanaka Creek Road Improvements	626,465.76	97,779.53	9,024.37			
308 Gropper Sidewalk	260,784.84	11,513.58				
309 Russell Ave		66,157.50	153,873.33	656,273.46	842,563.78	
310 Wastewater System Upgrades						
311 First Street				13,723.53	185,800.00	619,100.00
400 Water/Sewer Fund	1,178,610.80	1,273,871.63	1,183,670.21	1,444,968.41	2,789,443.74	2,217,922.51
406 Wastewater Short Lived Asset Reserve Fund					21,779.00	43,558.00
408 Wastewater Debt Reserve Fund					61,191.00	61,191.00
410 Wastewater System Upgrades		106,249.36	379,297.87	665,795.47	1,000,000.00	500,000.00
500 Equipment Service Fund	142,415.03	178,500.22	109,622.98	57,402.27	289,248.98	333,177.98
630 Stevenson Municipal Court			36,827.15	27,846.87		
631 CATV Fund			18.00			

5 YEAR BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

Time: 14:00:05 Date: 10/09/2020
Page: 41

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Appropriated
	4,951,144.66	3,811,237.49	5,881,505.32	3,956,299.56	10,841,380.44	9,039,458.50
FUNDS GAIN/LOSS:	3,625,696.97	3,796,204.22	4,437,415.95	4,782,125.67	0.00	0.00



STATE OF WASHINGTON

OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

**PROCLAMATION BY THE GOVERNOR
AMENDING AND EXTENDING EMERGENCY
PROCLAMATIONS 20-05 AND 20-23, et seq.**

20-23.11

Ratepayer Assistance and Preservation of Essential Services

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout Washington State of as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued several amendatory proclamations, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, continues to broadly spread throughout Washington State, significantly increasing the threat of serious associated health risks statewide; and

WHEREAS, the COVID-19 pandemic has caused a global economic slowdown and an economic downturn in Washington State, resulting in layoffs and reduced work hours for a significant percentage of our workforce and significant reductions in business activity impacting our commercial sectors that support our state's economic vitality, including severe impacts to the large number of small businesses that make Washington State's economy thrive; and

WHEREAS, the available financial resources of many of our people and businesses are becoming limited with many of them suffering considerable economic hardship as a result of the economic impacts of the COVID-19 pandemic on our economy, resulting in a significant threat of utility services being disconnected and late payment fees being imposed; and

WHEREAS, maintaining provision of utility services during this crisis is an essential tool in sustaining and protecting the health and welfare of our people and businesses as a critical part of the overall response to the COVID-19 pandemic; and

WHEREAS, the Washington State Utilities and Transportation Commission regulates the rates and services of investor-owned utilities in Washington State and is coordinating with utilities throughout the State to protect the availability and affordability of essential utility services for those economically impacted by the COVID-19 pandemic through a variety of measures, including: suspending disconnection of utilities for nonpayment, waiving late fees, working with affected utility customers to establish payment arrangements, and improving access to energy assistance for affected customers; and

WHEREAS, on March 18, 2020, I issued Proclamation 20-23, waiving and suspending statutes and prohibiting certain activities relating to utility services; and

WHEREAS, on March 24, 2020, I issued Proclamation 20-23.1, amending and continuing the waivers and suspension of statutes and the prohibitions of certain activities relating to utility services; and

WHEREAS, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions in Proclamations 20-23, et seq., have been periodically extended by the leadership of the Washington State Senate and House of Representatives, and which I acknowledged and similarly extended the prohibitions therein

WHEREAS, on October 1, 2020, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions of Proclamation 20-23, et seq., were again extended by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or 11:59 p.m. on November 9, 2020, whichever occurs first; and

WHEREAS, to fully extend Proclamations 20-23, et seq., it is also necessary for me to extend the prohibitions therein; and

WHEREAS, the worldwide COVID-19 pandemic and its progression throughout Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, hundreds of thousands of Washingtonians are struggling to pay for necessities, reflecting the continued financial precariousness of many in the state. According to unemployment information from the Washington State Employment Security Department website as of October 7, 2020, current data show there are more than six times as many people claiming unemployment benefits in Washington than there were a year ago, and almost 100,000 more people claiming unemployment benefits than at the peak of the Great Recession; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Washington State Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with

the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect, and that Proclamations 20-05 and 20-23, et seq., are amended to recognize the extension of statutory waivers and suspensions therein by the leadership of the Washington State Senate and House of Representatives until the termination of the COVID-19 State of Emergency or 11:59 p.m. on November 9, 2020, whichever occurs first.

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Washington State Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

ACCORDINGLY, in recognition of the above findings, and to help preserve and maintain life, health, property or the public peace under RCW 43.06.220(1)(h), I prohibit all energy, telecommunications, and water providers in Washington State from conducting the following activities:

- (1) Disconnecting any residential customers from energy, telecommunications, or water service due to nonpayment on an active account, except at the request of the customer.
- (2) Refusing to reconnect any residential customer who has been disconnected due to nonpayment;
- (3) Charging fees for late payment or reconnection of energy, telecommunications, or water service; and
- (4) Disconnecting service to any residential customer who has contacted the utility to request assistance from the utility's COVID-19 Customer Support Program.

These prohibitions on disconnecting, refusing to reconnect, and charging late fees in this proclamation, as amended, are extended until termination of the COVID-19 State of Emergency or 11:59 p.m. on December 31, 2020, whichever comes first.

FURTHERMORE, it is the intent of this order to ensure that vulnerable populations and households retain access to essential services while they are experiencing financial hardship

caused by layoffs, reduced hours, or other circumstances caused by the COVID-19 pandemic. Access to these services is critical to ensure the safety and health of our communities during this crisis. This order therefore acknowledges the role that the public and private utilities subject to this order play in protecting the health and well-being of our communities and families; and expresses gratitude for their voluntary efforts to support customers during this crisis.

ADDITIONALLY, I want to thank the vast majority of utility customers who have continued to pay what they can, as soon as they can, to help support the people and the systems that are supporting them through this crisis. The intent of Proclamation 20-23, et seq., is to provide relief to those individuals who have been impacted by the COVID-19 crisis. This Proclamation does not relieve customer from the obligation to pay for utility services. Customers and utilities are expected to continue to communicate in good faith with one another, and to work together, on the timing and terms of payment and repayment solutions. I strongly encourage utilities and customers to be as proactive as possible in this regard, in order to help avoid large arrearage balances and credit and collections issues.

MOREOVER, as additional federal funding may become available for utility bill assistance, I hereby direct the Office of Financial Management to allocate appropriate funding for this purpose.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 14th day of October, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

_____/s/_____
Jay Inslee, Governor

BY THE GOVERNOR:

_____/s/_____
Secretary of State



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: Karl Russell, Public Works Director and Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: September 17th, 2020

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

Plant Operations: Day to day operations continue to go well. We are seeing improvements in our solids inventory, settling and decanting. The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc.

The average monthly Influent BOD load has been:

2018

- January 675 lbs/day – No Effluent Violations
- February 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)
- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)
- October 1,072 lbs/day – No Effluent Violations
- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

2019

- January 776 lbs/day – Solids washout from clarifiers on 29th and 30th, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18th.
- March 803 lbs/day – Solids washout from clarifiers on March 13th, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1st
- May 1,067 lbs/day – No Effluent Violations
- June 897 lbs/day – No Effluent Violations
- July 785 lbs/day – No Effluent Violations
- August 833 lbs/day – No Effluent Violations
- September 720 lbs/day – No Effluent Violations

- October 810 lbs/day – No Effluent Violations
- November 620 lbs/day – No Effluent Violations
- December 588 lbs/day- No Effluent Violations

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.
- July 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.048 Mil/Gal.
- August 458 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.941 Mil/Gal.
- September 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.786 Mil/Gal.

The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

WWTP Design:

Final design of the WWTP was be delivered to D.O.E. in June of this year and has been approved. 50% design for the Rock Creek Lift Station is complete and under review.

Both the “Main D Extension” and “Cascade Interceptor” are at 90% design and under review.

Funding:

The City received a grant from the US Economic Development Administration (EDA) in the amount of \$4,054,400 for the Wastewater Collection System Capacity Upgrade Project (lift stations and a section of force sewer main). The total project amount is \$5,068,000 with the remaining 20% covered by a USDA loan in the amount of \$873,000 loan and \$70,600 grant. Staff is working on obtaining interim financing for the USDA loan to move forward.

Staff submitted an application for \$9.9M in construction funding through the Department of Ecology for the wastewater treatment plant and extension of the sewer line. We should know the results the middle of January when they publish the draft funding offer list.

Compliance:

The draft amendment to the Administrative Order is still in process. When it is finalized it will require additional testing.

The Significant Industrial Users discharge contract with Backwoods was executed last month. LDB Beverage is reviewing the contract.

Quarterly progress report due to D.O.E. October 15th.

BOD and TSS samples were taken at Backwoods on the week of 8/3-8/7. In discussions about results BOD and TSS Samples were taken at Walking Man on the week of 8/10-8/14. Results were in compliance.

BOD and TSS Samples were taken at LDB. Waiting results.

Action Needed:

None

**CITY OF STEVENSON, WASHINGTON
ORDINANCE 2020-1162**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA ADDING CHAPTER 10.42 TO
PROHIBIT USING AN UNMANNED AIRCRAFT TO RECORD OR TRANSMIT
VISUAL OR AUDIO RECORDINGS; SETTING A CRIMINAL PENALTY;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, City Council has received complaints from citizens regarding “drones” flying over properties; and

WHEREAS, the City Council requested staff to update the Stevenson Municipal Code to include prohibiting unmanned aircraft to record or transmit visual or audio recordings; and

WHEREAS, the City Council desires to add SMC 10.42 to prohibit using unmanned aircraft to record or transmit visual or audio recordings.

NOW, THEREFORE, the City Council of the City of Stevenson do hereby ordain as follows:

Section 1. Chapter 10.42 of the Stevenson Municipal Code Established. A chapter of the Stevenson Municipal Code entitled "Unmanned Aircraft Systems," to be codified as Stevenson Municipal Code (SMC) Chapter 10.42, is hereby established to read as set forth on Exhibit “A” attached hereto and by this reference incorporated herein:

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. 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 _____, 2020.

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson

**CHAPTER 10.42
UNMANNED AIRCRAFT SYSTEMS**

Sections:

- 10.42.010 Definitions
- 10.42.020 Use of Unmanned Aircraft prohibited
- 10.42.030 Penalty

10.42.010 Definitions

For the purposes of this chapter:

- A. "Unmanned Aircraft" shall mean an aircraft, including, but not limited to, an aircraft commonly known as a drone, that is operated without the possibility of direct human intervention from within or on the aircraft.
- B. "Unmanned Aircraft Systems" shall mean an Unmanned Aircraft and associated elements, including, but not limited to, any communication links and components that control the unmanned aircraft.
- C. "Person" shall mean any individual, firm, trust, partnership, public or private association or corporation.
- D. "Model Aircraft" shall mean an Unmanned Aircraft or Unmanned Aircraft System operated by any person strictly for hobby or recreational purposes.

10.42.020 Use of Unmanned Aircraft Prohibited

- A. No person shall use an Unmanned Aircraft to record or transmit any visual image or audio recording of any person or private real property located in the City under circumstances in which the subject person or owner of the subject real property has a reasonable expectation of privacy (including, but not limited to, inside a private residence or office, and inside an enclosed yard).
- B. This section shall not prohibit the use of any Model Aircraft, which is flown in compliance with section 336 of the FAA Modernization and Reform Act of 2012 and which does not transmit or record visual images or audio recordings of any person or real property located in the City.
- C. This Section shall not prohibit the use of any Unmanned Aircraft by law enforcement or public safety agencies:
 - a. If a warrant is issued authorizing the use of an Unmanned Aircraft; or
 - b. For the purpose of providing emergency management, fire, or police protection services in response to a life-threatening emergency, or for surveying the condition of person or property during a duly declared state of emergency
 - c. Under circumstances where a warrant would not otherwise be required by law.

10.42.030 Violation

Violation of this section as a first offense shall constitute a misdemeanor. Repeated violations shall be charged as a gross misdemeanor.

Sections:

8.45.010 - Purpose.

The purpose of this chapter is to prevent and prohibit those conditions which reduce the value of private property, interfere with the enjoyment of public and private property, create and constitute fire and other safety and health hazards, and generally create a menace to the health and welfare of the public, contribute to the degradation of the character of the neighborhoods and depreciate property values. This chapter is intended to establish an efficient system to enforce these policies and to seek voluntary correction wherever practicable, to provide an opportunity for a prompt hearing and decision on alleged violations of these regulations, and to establish penalties for violations, including abatement of any affected properties.

(Ord. 999 §4(part), 2005).

8.45.015 - Declaration of nuisance.

All violations of development, land use, and public health ordinances are found and declared to be detrimental to the public health, safety, and welfare and further found and declared to be nuisances. Nuisances create public harm. Prevention and correction of nuisances are necessary to prevent public harm.

(Ord. 999 §4(part), 2005).

8.45.020 - Definitions.

As used in this chapter, unless a different meaning is plainly required:

"Abate" means to repair, replace, remove, destroy or otherwise remedy a condition which constitutes a civil violation by such means, in such a manner, and to such an extent as the applicable department director determines is necessary in the interest of the general health, safety and welfare of the community.

"Act" means doing or performing something.

"Applicable department director" means the city administrator or his/her designee, including any department director or other designee, empowered by ordinance or by the city administrator to enforce a city ordinance or regulation.

"Civil violation" means a violation for which a monetary penalty may be imposed as specified in this chapter. Each day or portion of a day during which a violation occurs or exists is a separate violation.

"Development" means the erection, alteration, enlargement, demolition, maintenance or use of any structure or the alteration or use of any land above, at or below ground or water level, and all acts authorized by a city regulation.

"Emergency" means a situation which in the opinion of the applicable department director requires immediate action to prevent or eliminate an immediate threat to the health or safety of persons or property.

"Nuisance" (also referred to herein as "violation" or "nuisance violation") means:

1. A violation of any city development, land use, or public health ordinance (except for a junk vehicle violation under Chapter 8.22 of this code). Where such an ordinance specifically provides for alternate penalties, the city may elect to prosecute a violation using that ordinance's specific sanctions or seek to abate the violation as a nuisance under this chapter. In the latter case, the procedures and penalties of this chapter shall apply;
2. Doing an act, omitting to perform any act or duty, or permitting or allowing any act or omission, which anno

injures, or endangers the comfort, repose, health or safety of others, is unreasonably offensive to the senses, or which obstructs or interferes with the free use of property so as to interfere with or disrupt the free use of that property by any lawful owner or occupant; or

3. The existence, without limitation, of any of the following conditions:

- a. Trash Covered Premises. The outside accumulation of waste, rubbish or trash, including, without limitation, bottles, cans, glass, wire, broken crockery, tires, automobile, motor home or trailer parts, building materials such as broken plaster, sheetrock, plywood, bricks, roofing materials, and any other similar discarded or unused material, which is visible from an adjacent road or other public or private property, unless kept in covered bins or covered receptacles maintained for regular collection. An accumulation of one cubic yard or more shall be considered a per se violation, although accumulations of lesser amounts may constitute a violation, depending on the nature and extent of the debris,
- b. Dangerous Structures. Any dangerous, decaying, unkempt, falling or damaged building, dwelling, fence, or other structure; this definition shall include, without limitation, the minimum conditions set forth in Chapters 2 through 7 of the International Property Maintenance Code, as amended, and as set forth in Chapter 51.50 of the Washington Administrative Code and adopted by the State Building Code Council, which is incorporated by this reference as though fully set herein, except all references to other codes shall be construed to refer to those codes adopted in Title 15 of this code, as amended,
- c. Potential Vermin Habitat or Fire Hazard. Any accumulation of material on a property including, but not limited to, animal matter, ashes, bottles, boxes, broken stone, building materials which are not properly stored or neatly piled, cans, cement, crates, empty barrels, dead animals or animal waste, glass, litter, mattresses or bedding, old appliances or equipment or any parts thereof, furniture, iron or other scrap metal, packing cases, packing material, plaster, plastic, rags, wire, yard waste or debris or other objects which endanger property or public safety, or constitute a fire hazard or vermin habitat; provided, that nothing herein shall prevent the temporary retention of waste in approved, covered receptacles,
- d. Derelict or Abandoned Vessels. RCW Chapter 35A.21 is hereby incorporated by this reference regarding the processes and procedures to abate derelict and abandoned vessels,
- e. Attractive Nuisances. Any attractive nuisance which may prove detrimental to children whether in or on a building, on the premises of a building, or upon an unoccupied lot, which is left in any place exposed or accessible to children. This includes vacant or unsecured buildings, unused or abandoned refrigerators, freezers, or other large appliances or equipment or any parts thereof; abandoned motor vehicles; any structurally unsound or unsafe fence or edifice; any unsecured or abandoned excavation, pit, well, cistern, storage tank or shaft; and any lumber, trash, debris or vegetation which may prove a hazard for minors,
- f. Obstructions to the Public Right-of-Way. Use of property abutting a public street or sidewalk or use of a public street, sidewalk, fire hydrant or water meter, which causes any obstruction to traffic or to open access to the streets, sidewalks, fire hydrants or water meters; provided, that this subsection shall not apply to events, parades, or the use of the streets or public rights-of-way when authorized by the city. This section includes the existence of drainage onto or over any sidewalk, street, fire hydrant, water meter or public right-of-way, and the existence of any debris or plant growth on sidewalks adjacent to any property,
- g. Vegetation. Any noxious or toxic weed or uncultivated plant, weeds or tall grass which may be a fire hazard, or any tree or shrub which is in danger of falling and creates a substantial risk of damage or injury, or which overhang or encroach upon any sidewalk or street so as to obstruct or impair the full and free use of sidewalk or street by the public,
- h. Illegal Dumping. Dumping of any type by any person on public or private property not registered as a

legal dump site, and

- i. Dumping in Waterways. Dumping, depositing, placing or leaving of any garbage, ashes, debris, gravel, earth, rock, stone or other material upon the banks, channels, beds or bars of any shoreline or watercourse, or the felling of any tree or trees, so that the same shall in whole or in part project within the high water bank of any watercourse, or the casting, placing, depositing or leaving of any logs, roots, snags, stumps or brush upon the banks or in the bed or channel of any watercourse, except as otherwise permitted under state or federal law, such as for habitat restoration or stream rehabilitation.

"Omission" means a failure to act.

"Person" means any individual, firm, association, partnership, corporation or any entity, public or private.

"Person responsible for the violation" means any person who has an interest in or resides on the property, whether as owner, tenant, occupant or otherwise.

"Repeat violation" means a violation of the same regulation in any location by the same person, for which voluntary compliance previously has been sought or a notice of civil violation has been issued, within the immediately preceding twelve consecutive month period.

(Ord. 999 §4(part), 2005).

8.45.030 - Voluntary correction.

- A. Applicability. This section applies whenever the applicable department director determines that a nuisance has occurred or is occurring.
- B. General. The applicable department director shall attempt to secure voluntary correction by contacting the person responsible for the nuisance and, where possible, explaining the violation and requesting correction.
- C. Issuance of Voluntary Correction Agreement. A voluntary correction agreement may be entered into between the person responsible for the violation and the city, acting through the applicable department director.
 1. Content. The voluntary correction agreement is a contract between the city and the person responsible for the violation under which such person agrees to abate the violation within a specified time and according to specified conditions. The voluntary correction agreement shall include the following:
 - a. The name and address of the person responsible for the violation;
 - b. The street address or other description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring;
 - c. A description of the violation and a reference to the regulation which has been violated;
 - d. The necessary corrective action to be taken, and a date or time by which correction must be completed;
 - e. An agreement by the person responsible for the violation that the city may inspect the premises as may be necessary to determine compliance with the voluntary correction agreement;
 - f. An agreement by the person responsible for the violation that the city may abate the violation and recover its costs and expenses (including attorney fees, expert witness fees, and court costs) and/or a monetary penalty pursuant to this chapter from the person responsible for the violation if the terms of the voluntary correction agreement are not satisfied; and
 - g. An agreement that by entering into the voluntary correction agreement, the person responsible for the violation waives the right to a hearing before the court under this chapter or otherwise, regarding the matter of the violation and/or the required corrective action.
 2. Right to a Hearing Waived. Upon entering into a voluntary correction agreement, the person responsible for the violation shall have no right to a hearing before the court under this chapter or otherwise, regarding the

matter of the violation and/or the required corrective action.

3. Extension and Modification. An extension of the time limit for correction or a modification of the required corrective action may be granted by the applicable department director if the person responsible for the violation has shown due diligence and/or substantial progress in correcting the violation, but unforeseen circumstances delay correction under the original conditions.
4. Abatement by the City. The city may abate the violation in accordance with Section 8.45.060 of this chapter (or Chapter 35A.21 for derelict or abandoned vessels) if the terms of the voluntary correction agreement are not met.
5. Collection of Costs. If the terms of the voluntary correction agreement are not met the person responsible for the violation shall be assessed a monetary penalty commencing on the date set for correction and thereafter, in accordance with Section 8.45.040(E) of this chapter, plus all costs and expenses of abatement, as set forth in Section 8.45.060(D) of this chapter.

(Ord. 999 §4(part), 2005).

8.45.040 - Notice of civil violation.

A. Issuance.

1. When the applicable department director determines that a violation has occurred or is occurring, and is unable to secure voluntary correction, pursuant to Section 8.45.030 of this chapter the applicable department director may issue a notice of civil violation to the person responsible for the violation.
2. The applicable department director may issue a notice of civil violation without having attempted to secure voluntary correction as provided in Section 8.45.030 of this chapter under the following circumstances:
 - a. When an emergency exists;
 - b. When a repeat violation occurs;
 - c. When the violation creates a situation or condition which cannot be corrected;
 - d. When the person knows or reasonably should have known that the action is in violation of a city regulation; or
 - e. The person cannot be contacted or refuses to communicate or cooperate with the city in correcting the violation.

B. Content. The notice of civil violation shall include the following:

1. The name and address of the person responsible for that violation;
2. The street address or description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring;
3. A description of the violation and a reference to the provision(s) of the city regulation(s) which has been violated;
4. The required corrective action and a date and time by which the correction must be completed after which the city may abate the unlawful condition in accordance with Section 8.45.060 of this chapter;
5. The date, time and location of an appeal hearing before a judge, judge pro tem, or commissioner of the municipal court which will be at least twenty days but no more than sixty days from the date the notice of civil violation is issued, unless such date is continued by the court for good cause shown;
6. A statement indicating that the hearing will be canceled and no monetary penalty will be assessed, other than the court filing fee, if the applicable department director approves the completed, required corrective action prior to the hearing; and
7. A statement that the costs and expenses of abatement incurred by the city pursuant to Section 8.45.060(D)

this chapter, and a monetary penalty in an amount per day for each violation as specified in subsection E of this section, may be assessed against the person to whom the notice of civil violation is directed as specified and ordered by the court.

- C. Service of Notice. The applicable department director shall serve the notice of civil violation upon the person responsible for the violation, either personally or by mailing a copy of the notice of civil violation by certified or registered mail, return receipt requested, to such person at their last known address. If the person responsible for the violation cannot be personally served within Skamania County and if an address for mailed service cannot be ascertained, notice shall be served by posting a copy of the notice of civil violation conspicuously on the affected property or structure. Proof of service shall be made by a written declaration under penalty of perjury executed by the person effecting the service, declaring the time and date of service, the manner by which the service was made and, if by posting, the facts showing the attempts to serve the person personally or by mail.
- D. Extension. Extensions of the time specified in the notice of civil violation for correction of the violation may be granted at the discretion of the applicable department director or by order of the court.
- E. Monetary Penalty. The monetary penalty for each violation per day or portion thereof shall be five hundred dollars.
- F. Continued Duty to Correct. Payment of a monetary penalty pursuant to this chapter does not relieve the person to whom the notice of civil violation was issued of the duty to correct the violation.
- G. Collection of Monetary Penalty.
 - 1. The monetary penalty constitutes a personal obligation of the person to whom the notice of civil violation is directed. Any monetary penalty assessed must be paid to the city within ten calendar days from the date of mailing of the court's decision or a notice from the city that penalties are due. Any such monetary penalty shall further constitute a lien against the affected real property, in the manner as set forth in Section 8.45.060(F) of this chapter.
 - 2. The city attorney is authorized to take appropriate action to collect the monetary penalty.

(Ord. 999 §4(part), 2005).

8.45.050 - Hearing before the court.

- A. Notice. A person to whom a notice of civil violation is issued will be scheduled to appear before the municipal court not less than twenty calendar days nor more than sixty calendar days after the notice of civil violation is issued. Continuances may be granted at the discretion of the applicable department director, or by the court for good cause shown.
- B. Prior Correction of Violation. The hearing will be canceled and no monetary penalty will be assessed, other than the court filing fee, if the applicable department director approves the completed required corrective action prior to the scheduled hearing.
- C. Procedure. The court shall conduct a hearing on the civil violation pursuant to the then-current applicable rules of civil procedure for courts of limited jurisdiction. The applicable department director and the person to whom the notice of civil violation was directed may participate as parties in the hearing and each party may call witnesses. The city shall have the burden of proof to demonstrate by a preponderance of the evidence that a violation has occurred and that the required corrective action is reasonable under the circumstances. The determination of the applicable department director as to the need for the required corrective action shall be accorded substantial weight by the court in determining the reasonableness of the required corrective action.
- D. Decision of the Court.
 - 1. The court shall determine whether the city has established by a preponderance of the evidence that a violation has occurred and that the required correction is reasonable under the circumstances, and shall affirm, vacate, or modify the city's decisions regarding the alleged violation and/or the required corrective action, with or

without written conditions.

2. The court shall issue an order to the person responsible for the violation which contains the following information:
 - a. The decision regarding the alleged violation including findings of fact and conclusions based thereon in support of the decision;
 - b. The required corrective action;
 - c. The date and time by which the correction must be completed;
 - d. The monetary penalties assessed based on the criteria in subsection (D)(3) of this section; and
 - e. The date and time after which the city may proceed with abatement of the unlawful condition if the required correction is not completed.
3. Assessment of Monetary Penalty. Monetary penalties assessed by the court shall be in accordance with the monetary penalty in Section 8.45.040(E) of this chapter.
 - a. The court shall have the following options in assessing monetary penalties:
 - i. Assess monetary penalties beginning on the date the notice of civil violation was issued and thereafter;
 - ii. Assess monetary penalties beginning on the correction date set by the applicable department director or an alternate correction date set by the court and thereafter;
 - iii. Assess less than the established monetary penalty set forth in Section 8.45.040(E) of this chapter, based on the criteria of subsection (D)(3)(b) of this section; or
 - iv. Assess no monetary penalties.
 - b. In determining the monetary penalty assessment, the court shall consider the following factors:
 - i. Whether the person responded to staff attempts to contact the person, and cooperated to correct the violation;
 - ii. Whether the person failed to appear at the hearing;
 - iii. Whether the violation was a repeat violation;
 - iv. Whether the person showed due diligence and/or substantial progress in correcting the violation;
 - v. Whether a genuine, "close call" code interpretation issue exists; and
 - vi. Any other relevant factors.
 - c. The court may double the monetary penalty schedule if the violation was a repeat violation. In determining the amount of the monetary penalty for repeat violations the court shall consider the factors set forth in subsection (D)(3)(b) of this section.
- E. Failure to Appear. If the person to whom the notice of civil violation was issued fails to appear without lawful excuse at the scheduled hearing, the court will enter an order with findings pursuant to subsection (D)(2) of this section and assess the appropriate monetary penalty pursuant to subsection (D)(3) of this section. The city may enforce the court's order and recover all related expenses, including attorney fees, plus the costs of the hearing and any monetary penalty from that person.
- F. Appeal to Superior Court. Any appeal of the decision of the court shall be prosecuted pursuant to the then-current Rules for Appeal from Courts of Limited Jurisdiction (RALJ).

(Ord. 999 §4(part), 2005).

8.45.060 - Abatement by the city.

- A. The city may abate a condition which was caused by or continues to be a civil violation when:

1. The terms of voluntary correction agreement pursuant to Section 8.45.030 of this chapter have not been met;
 2. A notice of civil violation has been issued pursuant to Section 8.45.040 of this chapter and a hearing has been held pursuant to Section 8.45.050 of this chapter and the required correction has not been completed by the date specified in the court's order; or
 3. The condition is subject to summary abatement as provided for in subsection B of this section.
- B. Summary Abatement. Whenever any nuisance causes a condition, the continued existence of which constitutes an immediate threat to the public health, safety or welfare or to the environment, the city may summarily and without prior notice abate the condition. Notice of such abatement, including the reason for it shall be given to the person responsible for the violation as soon as reasonably possible after the abatement. No right of action shall lie against the city or its agents, officers, or employees for actions reasonably taken to prevent or cure any such immediate threats, but neither shall the city be entitled to recover any costs incurred for summary abatement, prior to the time that actual notice of same is provided to the person responsible for the violation.
- C. Authorized Action by the City. Using any lawful means, the city may enter upon the subject property and may remove or correct the condition which is subject to abatement. The city may seek such judicial process as it deems necessary to effect the removal or correction of such condition.
- D. Recovery of Costs and Expenses. The costs, including incidental expenses, of correcting the violation shall be billed to the person responsible for the violation and/or the owner, lessor, tenant or other person entitled to control, use and/or control of the property and shall become due and payable to the city within ten calendar days. The term "incidental expenses" includes but is not limited to personnel costs, both direct and indirect and including attorney's fees; costs incurred in documenting the violation; hauling, storage and disposal expenses; and actual expenses and costs of the city in preparing notices, specifications and contracts, and in accomplishing and/or contracting and inspecting the work; and the costs of any required printing and mailing. All such costs and expenses shall constitute a lien against the affected property, as set forth in subsection F of this section.
- E. Interference. Any person who knowingly obstructs, impedes, or interferes with the city or its agents, or with the person responsible for the violation in the performance of duties imposed by this chapter, shall be guilty of a misdemeanor punishable by imprisonment not exceeding ninety days and a fine not exceeding one thousand dollars.
- F. Lien—Authorized. The city of Stevenson shall have a lien for any monetary penalty imposed, the cost of any abatement proceedings under this chapter, and all other related costs including attorney and expert witness fees, against the real property on which the monetary penalty was imposed or any of the work of abatement was performed. The lien shall be subordinate to all previously existing special assessment liens imposed on the same property and shall be superior to all other liens, except for state and county taxes, with which it shall be on a parity.
1. The applicable department director shall cause a claim for lien to be filed for record within ninety days from the later of the date that the monetary penalty is due or the date the work is completed or the nuisance abated.
 2. The claim of lien shall contain sufficient information regarding the notice of civil violation, as determined by the applicable department director, a description of the property to be charged with the lien and the owner of record, and the total amount of the lien.
 3. Any such claim of lien shall be verified by the applicable department director, and may be amended from time to time to reflect changed conditions.

(Ord. 999 §4(part), 2005).

8.45.070 - Additional enforcement procedures.

The provisions of this chapter are not exclusive, and may be used in addition to other enforcement provisions authorized by the Stevenson Municipal Code except as precluded by law.

(Ord. 999 §4(part), 2005).

8.45.080 - Conflicts.

In the event of a conflict between this chapter and any other provision of the Stevenson Municipal Code or other city ordinance providing for a civil penalty, this chapter shall control.

(Ord. 999 §4(part), 2005).

8.45.090 - Severability.

If any portion of this chapter or its application to any person is declared unconstitutional or is otherwise held invalid, the remainder of the ordinance and the application of the ordinance to other persons or circumstances is not effected.

(Ord. 999 §4(part), 2005).

**CITY OF STEVENSON
RESOLUTION NO. 2020-367**

**A RESOLUTION OF THE CITY OF STEVENSON ADOPTING THE INTER-AGENCY
POLICY FOR HAZARDOUS MATERIALS RESPONSE**

WHEREAS, the City of Stevenson Fire Department is working with neighboring agencies on a cooperative approach to Hazardous Materials incidents and response inside Skamania County; and

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

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

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 15th day of October, 2020.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Inter-Agency Policy



Hazardous Materials Response Program

Contents

Inter-Agency Policy to Address Cooperative Hazardous Materials Response	3
1.0 Purpose.....	3
1.1 Philosophy	3
1.2 Organizational Structure.....	3
Program Managers	3
Hazardous Materials Response Group	4
Implementing the Hazardous Materials Response Group	4
2.0 Assignment of Members.....	4
2.1 Training	4
2.2 Equipment	5
2.3 Response.....	5
Administrative Activities	6
3.0 Payment of Training Fees.....	6
Policy Amendments	7
4.0 Signatures	7

Inter-Agency Policy to Address Cooperative Hazardous Materials Response

1.0 Purpose

The Skamania County Public Hospital District, Skamania County Fire District 1, Skamania County Fire District 2, City of Stevenson, Skamania County Fire District 4, City of North Bonneville, and Skamania County Fire District 5, hereinafter collectively referred to as the “AGENCIES” have established a program and policies to address a cooperative approach to Hazardous Materials incidents and response inside Skamania County.

These policies will provide the AGENCIES leadership an outline of program requirements and establish a cooperative approach to management of the program and Hazardous Materials Response Group. These policies are specific to Hazardous Materials response provided by the AGENCIES, and do not apply to other programs which the parties may authorize or participate in as individual political jurisdictions, hereinafter referred to as “DISTRICTS”.

1.1 Philosophy

As DISTRICTS tasked with emergency response or, as in the case of municipal entities, who are required by the Revised Code of Washington, Title 70, Chapter 70.136 to address emergency response to hazardous substances; the AGENCIES acknowledge these requirements could put an undue burden on any one of the individual DISTRICTS within Skamania County.

The AGENCIES understand and commit to supporting a program that will lessen the burden on all DISTRICTS, establish standardized response equipment and training related to hazardous materials, and to building upon their existing cooperative relationship. The AGENCIES will adhere to these policies and all other agreements that have or will be adopted by their governing boards as they relate to this program.

1.2 Organizational Structure

Program Managers

It shall be the duty of the AGENCIES administrators to act as program managers. Program managers will work cooperatively to dedicate resources, and manage all administrative and operational issues associated with the program. Not less than once every two years, the program managers shall review this inter-agency policy, operating guidelines and minimum training standards, advising the AGENCIES of any recommended changes.

Program managers may delegate their authority, or a portion thereof to officers within their DISTRICT. Such officers may include, but not be limited to Assistant Chiefs, Captains, and Training Officers.

Hazardous Materials Response Group

It shall be the duty of the operational staff assigned to the Hazardous Materials Response Group to train, provide response and support the program in accordance with adopted policy and operating guidelines.

Implementing the Hazardous Materials Response Group

2.0 Assignment of Members

Each program manager shall appoint a minimum of one (1) and maximum of (3) primary members from their DISTRICT to serve on the Hazardous Materials Response Group. In the event that interest in the program is well received by DISTRICT personnel, program managers may appoint two (2) secondary members who will provide additional support or response for large scale incidents.

2.1 Training

This program is established with three recognized training levels, which are:

- **Awareness Level:** Individuals who, while responding to an incident, are likely to witness or may discover a hazardous substance release and who have been trained to initiate an emergency response by notifying proper authorities.
- **Operations Level:** Individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the incident site, and for the purpose of protecting nearby persons, property or the environment from the effects of hazardous substance release. Members trained to the operations level function to contain the release from a safe distance, keep it from spreading and prevent exposures.
- **Technician Level:** Individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. Technician level responders assume a more aggressive role than a first responder.

Members who are appointed to the Hazardous Materials Response Group shall be provided Awareness Level training within ninety (90) days of being notified of their assignment, and prior to deployment in any active emergency response.

Operations Level training shall be offered at once within the first eighteen (18) month period following establishment of the Hazardous Materials Response Group, and shall be made available to at least one-half of the members appointed to the Group. Thereafter, Operations Level Training will be offered on a biennial basis.

Technician Level training is **encouraged**, but **not required** for the purposes of this program. Members are encouraged and DISTRICTS should endeavor to support their personnel in obtaining Technician Level training through outside resources.

Ongoing training, to include minimum requirements and competency levels shall be established and published to the members on an annual basis. Training calendars will be distributed no later than December 15th for trainings that will occur in the upcoming calendar year.

Each DISTRICT shall maintain, and upon request of the AGENCIES, provide documented evidence of their personnel's training records as they relate to the Hazardous Materials Response Group. The AGENCIES agree that any such record received shall be kept confidential to the extent allowed by law.

2.2 Equipment

Effective response to hazardous materials incidents requires that responders have access to necessary equipment and tools.

The AGENCIES have developed a list of equipment that represents the required "Response Kit" for each member of the Hazardous Materials Response Group to have access to. The AGENCIES will collectively assemble or purchase a minimum of three (3) kits, which will be stored in areas east, central and west, therefore allowing optimal access.

The AGENCIES acknowledge that any equipment purchased directly by the DISTRICT's shall remain property of the DISTRICT.

Any equipment purchased with funds awarded through private donations or grants, or those equipment purchases made through equal, and cooperative funding from each DISTRICT; and specifically dedicated to or allocated for the Hazardous Materials Response Program, shall remain property of the Hazardous Materials Response Program. In the event of program termination, this equipment shall be disposed of as follows:

1. Equipment will be inventoried and a value assigned in accordance with standard assessment procedures, and;
2. DISTRICTS will have an opportunity to purchase the equipment, in whole or part, and;
3. Any equipment not purchased will be destroyed in accordance with disposal policies outlined by the Washington State Auditor or, as applicable, the Revised Code of Washington, Title 43, Chapter 43.19.1919, and;
4. Funds recognized as a result of sale or disposal shall be accurately accounted for and then dispersed in equal shares to each DISTRICT which was participating in the Hazardous Materials Response Program at the time of termination.

2.3 Response

The Hazardous Materials Response Group will provide primary response to incidents where hazardous material is suspected or known. Preferably, response will be provided with a minimum of four (4) personnel, to include (2) fire and (2) medical personnel.

Additional resources will be based on need and shall be addressed by incident command.

Additional resources may be called upon from within the AGENCIES or from outside resources who have the equipment and excess training necessary to address the needs of the incident.

Under no circumstances is any member of the Hazardous Materials Response Group to attempt to perform duties for which documented evidence of appropriate training is not available.

Administrative Activities

It is the intent of the AGENCIES to cooperatively support the Hazardous Materials Response Program by funding training expense directly associated with and obtained by their members. When necessary, the AGENCIES may negotiate cost share agreements related to training that is provided to the entirety of the Hazardous Materials Response Group.

3.0 Payment of Training Fees

To effectively and efficiently process the administrative and financial activities associated with this program, the AGENCIES may assign one (1) DISTRICT to act as the fiscal agent for related purchases.

The duties of the fiscal agent will include, but may not be limited to providing registration services for training programs, payment of training fees, payment of travel fees (if applicable), and invoicing individual DISTRICTS to reimburse their portion of these program costs.

Policy Amendments

The AGENCIES reserve the right to modify or rescind these policies when such action is made by a majority of the DISTRICT's governing boards.

4.0 Signatures

Skamania County Public Hospital District

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

Skamania County Fire District 2

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

Skamania County Fire District 4

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

City of North Bonneville

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

Skamania County Fire District 1

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

Skamania County Fire District 3

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

Skamania County Fire District 5

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

City of Stevenson

Adopted: _____ day of _____, 2020

Resolution No.: _____

By: _____
Printed Name & Title

Signature: _____

Amendment

Contract Number: 20-6541C-336
Amendment Number: A

**Washington State Department of Commerce
Local Government Division
Community Capital Facilities Unit
Coronavirus Relief Fund for Local Governments**

1. Contractor City of Stevenson 7121 E Loop Rd STEVENSON, Washington 98639-0371		2. Contractor Doing Business As (optional)	
3. Contractor Representative (only if updated) Leana Kinley City Administrator (509) 427-5970 leana@ci.stevenson.wa.us		4. COMMERCE Representative (only if updated) Janet Eaton Project Manager (360) 725-3166 Fax 360-586-5880 janet.eaton@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$48,600.00	6. Amendment Amount \$24,300.00	7. New Contract Amount \$72,900.00	
8. Amendment Funding Source Federal: X State: Other: N/A:		9. Amendment Start Date Date of Execution	10. Amendment End Date November 30, 2020
11. Federal Funds (as applicable): \$72,900.00	Federal Agency: US Dept. of the Treasury	CFDA Number: 21.019	
12. Amendment Purpose: To provide additional funding for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru November 30, 2020. Final invoices must be received by December 15, 2020.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

FOR CONTRACTOR _____ Scott Anderson, Mayor _____ Date	FOR COMMERCE _____ Mark K. Barkley, Assistant Director, Local Government Div _____ Date APPROVED AS TO FORM ONLY _____ Sandra Adix Assistant Attorney General _____ 3/20/2014 Date
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Amendment

This Contract is **amended** as follows:

Contract amount has been increased by \$24,300.00.

Contract end date has been extended from October 31, 2020 to November 30, 2020.

Final reimbursement request must be received by December 15, 2020.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

*P.O. Box 42525
Olympia, WA 98504-2525*

Contact Information

Mailing / Street Address:

Washington State Department of Commerce
Local Government Division
PO Box 42525
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Program Leadership:

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Director

Mark Barkley
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Local Government Division

This publication is available in an alternative format upon request. Events sponsored by Commerce are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days' notice by calling 360-725-3087

Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

TABLE OF CONTENTS

General Information.....	1
1. Source of Funds.....	1
2. Allocation Formula	1
3. Period of Performance	1
4. Intended Use.....	1
5. Eligible Costs	2
6. Ineligible Costs	4
7. Eligible Cost Test	4
8. Cost Reimbursements.....	5
Process & Procedure to Obtain Funds	7
1. Award Letter.....	7
2. Working Papers	7
3. Contract	7
4. Reimbursement Requests.....	8
5. A-19 Certification and Activity Report.....	8

General Information

1. Source of Funds

You have been awarded funds through the state's Coronavirus Relief Funds (CRF). The funds are available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Your grant is funded entirely through the federal stimulus funding under the CARES Act provided by the U.S. Department of Treasury (US Treasury) to the Governor via the Office of Financial Management (OFM).

On April 27, 2020 Governor Inslee announced the award of nearly \$300 million to local governments in CRF from the state's allocation of the CARES Act funding.

2. Allocation Formula

OFM developed the allocation methodology and determined the jurisdiction amounts. The allocations were based on 2019 population estimates for each jurisdiction.

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Each county will receive a minimum distribution of \$250,000 and each city will receive a minimum distribution of \$25,000.

Cities and counties with populations over 500,000 did not receive a direct allocation from the state. Instead these jurisdictions received a direct allocation from the US Treasury (i.e. city of Seattle, King Co., Pierce Co., Snohomish Co., etc.).

For a complete list of cities and counties and their allocations, click [here](#).

3. Period of Performance

The Coronavirus Relief Funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

The [US Treasury's Guidance](#) provides an end date of December 30, 2020. This is the end date in which the state must have reimbursed all "recipients of the funds" (grantees) their costs incurred in response to the COVID-19 emergency. In order to allow time for Commerce to process final payments and conduct contract closeouts; and for OFM to fully utilize any unspent funds before they expire, expenditures are only being accepted on costs incurred through October 31, 2020.

All final requests for reimbursement must be submitted no later than November 15, 2020.

4. Intended Use

Under the CARES Act, the Coronavirus Relief Funds (CRF) may be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); *AND*
2. Are **NOT** accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government. The "most recently

approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost meets this requirement if:

- a) The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; *OR*
 - b) The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.
3. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Funds may **NOT** be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The use of these funds are very broad and flexible, and can be used for both operating and **capital expenditures**.

If funds are being used for capital expenditures such as acquisition of real property or construction / renovation costs, please contact us immediately. We will provide you with further information and guidance. Utilizing CRF for these purposes will require additional Federal and state provisions being applied to the project such as:

- All projects must be reviewed under a Federal Section 106 review for archaeological and cultural resources if the project: acquires property, disturbs ground, and/or involves structures more than 50 years old. Grantees must submit documentation to the project manager when the review is complete. Section 106 supersedes the [Governor's Executive Order 05-05](#) review.
- Construction / renovation projects may be required to meet high-performance building standards and document they have entered the state's LEED certification process.
- Construction / renovation projects will be required to follow Federal Davis Bacon and state prevailing wage laws, rules, and regulations.

Additionally, grantees must ensure all capital expenditures are only for costs incurred through the limited timeframe of March 1, 2020 thru October 31, 2020.

5. Eligible costs

There are six (6) primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

1. **Medical expenses** such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
 3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. **Expenses associated with the provision of economic support** in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a state, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. **Any other COVID-19-related expenses** reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

6. *Ineligible costs*

Non-allowable expenditures include, but are not limited to:

1. Expenses for the state share of Medicaid.
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

7. *Eligible cost test*

Grantees are charged with determining whether or not an expense is eligible based on the [US Treasury's Guidance](#) and as provided in the grantee's contract scope of work with Commerce.

To assist grantees with this determination, Commerce has developed an [eligibility cost test](#). This test gives each grantee full authority to make the appropriate call for each circumstance.

TEST – If all responses for the particular incurred cost are “true” for all five statements below, then a jurisdiction can feel confident the cost is eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary”.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.
5. The expense wouldn't exist without COVID-19 OR would be for a “substantially different” purpose.

It is the responsibility of each grantee to define “**necessary**” or “**substantially different**”, giving the grantee the authority and flexibility to make their own determination.

Additional consideration – The intent of these funds is to help jurisdictions cover the *immediate impacts* of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities. There are many possible eligible costs.

Many costs are clearly eligible and others are in more of a grey area. One could probably justify some of the “grey area” costs based on the test, but are they directly addressing the *immediate impacts*? Possibly not. In these situations it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Again, each grantee has the full authority to make the final call based on their circumstances and justification.

8. Cost reimbursement

Funds are available on a reimbursement basis only, and cannot be advanced under *any* circumstances. If funds are being used for the acquisition of real property or construction / renovation costs, please contact us immediately. Reimbursable costs are those that a Grantee has already incurred. We may only reimburse grantees for eligible costs incurred in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

Final Date of Reimbursements

In order to ensure all awardees and their costs incurred in response to the COVID-19 emergency are paid out by December 30, 2020 per the [US Treasury's Guidance](#), expenditures are only being accepted on costs incurred through **October 31, 2020**.

All final requests for reimbursement must be submitted no later than November 15, 2020.

Grantees will not be required to submit a proposed budget prior to contract execution. Grantees will have the discretion and flexibility to determine where these funds may best serve their communities.

Each grantee will determine eligible costs to submit for reimbursement. For reporting purposes, expenditures must be tracked at the sub-category level for the six (6) primary eligible cost categories, as follows:

1. Medical Expenses
 - A. Public hospitals, clinics, and similar facilities
 - B. Temporary public medical facilities & increased capacity
 - C. COVID-19 testing, including serological testing
 - D. Emergency medical response expenses
 - E. Telemedicine capabilities
 - F. Other
2. Public Health Expenses
 - A. Communication and enforcement of public health measures
 - B. Medical and protective supplies, including sanitation and PPE
 - C. Disinfecting public areas and other facilities
 - D. Technical assistance on COVID-19 threat mitigation
 - E. Public safety measures undertaken
 - F. Quarantining individuals
 - G. Other
3. Payroll expenses for public employees dedicated to COVID-19
 - A. Public Safety
 - B. Public Health
 - C. Health Care
 - D. Human Services
 - E. Economic Development
 - F. Other
4. Expenses to facilitate compliance with COVID-19 measures
 - A. Food access and delivery to residents
 - B. Distance learning tied to school closings
 - C. Telework capabilities of public employees

- D. Paid sick and paid family and medical leave to public employees
- E. COVID-19-related expenses in county jails
- F. Care and mitigation services for homeless populations
- G. Other

5. Economic Supports

- A. Small Business Grants for business interruptions
- B. Payroll Support Programs
- C. Other

6. Other COVID-19 Expenses

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws. Monitoring visits may be scheduled.

Process and Procedure to Obtain Funds

1. Award Letter

Commerce strives to administer funds expediently and with a minimum of red tape. We do so within the policies and procedures established by the US Treasury and state's Legislature, OFM, Commerce, and the Office of the Attorney General. Prior to receiving funds, a contract will need to be executed with Commerce.

Award letters with instructions to initiate the contracting process will be emailed to each city and county receiving an allocation by no later than May 22nd. Emails to cities will be sent to mayors and any other contacts obtained with the assistance of the Association of Washington Cities. Emails to counties will be sent to the county commissioners and any other contacts obtained with the assistance of the Washington State Association of Counties.

Included with the award letter will be:

- CRF Program Guidelines
- A draft contract template for review and to initiate the public process for authorization to execute once the final contract is available for execution
- Working Papers

2. Working papers

Your grant award packet includes *Working Papers*. The *Working Papers* ask for basic information needed to create a contract:

- Contact information for the person who will administer the grant once the contract is signed. Grant documents and correspondence will be sent to this person.
- Your Statewide Vendor Number (SWV#)
- Your Federal Indirect Rate
- Your fiscal year end date
- Name and title for the person authorized by the jurisdiction to sign the contract

Please complete and return the *Working Papers* to the Commerce project manager identified in the award letter as soon as possible, even if you do not plan to begin drawing your funds for a while. Your project manager will manage your contract until project completion. Feel free to give us a call if you have any questions as you fill out the form (see contact information on previous page).

3. Contract

Once the completed *Working Papers* have been received by the Commerce project manager identified in the award letter, a contract will be prepared and sent to you for signature. Have the authorized representative sign the contract and then return a scanned pdf copy to your project manager. Then the project manager will route the contract for Commerce's signature. It generally takes two to four weeks to fully execute a contract. Once executed by Commerce a fully executed copy will be scanned and a pdf copy emailed to the jurisdiction and you will have access to your funds.

Commerce is working to make the contracting process as quick and easy as possible.

4. Reimbursements

This is a reimbursement-style grant, meaning no advance payments. Funds are available once a contract is executed. All grantees are required to set up a SWV number so funds may be sent electronically. Grantees have the flexibility to cash out their grant or draw down funds as frequently as once a month as long as you have incurred documented eligible costs in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020. All final requests for reimbursement must be submitted no later than November 15, 2020.

Commerce has moved to electronic vouchering through their Contracts Management System (CMS) Online A-19 Portal. Requests for reimbursement must be submitted online through the CMS System by an individual authorized by the Grantee's organization. Online electronic vouchering provides for grantees to receive reimbursements as quickly as possible. Grantees with barriers to using the online A-19 portal, may request an A-19 form from their Commerce project manager.

Access to CMS is available through the Secure Access Washington (SAW) portal. You will need to create a SAW account if you do not already have one. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. We will automatically receive your SWV number from the office that sets them up.

Once logged into SAW, add the Department of Commerce to your 'services' and submit an [Online A-19 External User Request form](#). Then Commerce will add you as a new external user in CMS; and the CMS system will generate and email a registration code to you to complete the CMS registration.

For additional grantee support, refer to the [Commerce Online A-19 Webpage for External Users](#), which includes SAW resources and the CMS manual for external users.

The A-19 voucher must include a detailed breakdown of the costs incurred within each eligible budget category and the total reportable eligible expenses in response to the COVID-19 public health emergency. Accompanying with each voucher must be an executed A-19 certification and A-19 activity report. Incomplete or improperly prepared submissions may result in payment delays. After receipt and acceptance of a fully completed A-19 voucher submittal, grantees can expect electronic reimbursements within 7-10 days.

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws; and are responsible for maintaining clear and accurate program records, and making them accessible to Commerce and the State Auditor.

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

In order to receive reimbursement for eligible expenses incurred, each A-19 Voucher must include:

1. A completed [A-19 Certification](#):
 - An individual authorized to execute on behalf of the local government must certify by signing this document under penalty of perjury that the items and costs listed herein and on the accompanying Commerce A-19 Voucher are eligible charges for necessary expenditures incurred due to the COVID-19 public health emergency that were not previously accounted for in the most recent approved budget as of March 27, 2020,

and that the funds were used in accordance with section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

2. A completed [A-19 Activity Report](#) (*instructions included in document*):

- Must be submitted as an Excel spreadsheet, not a PDF.
- Include a detailed breakdown of the individual eligible expenditures reported by each sub-category of the six (6) primary budget categories. Each primary budget category includes sub-categories and provides an option to add “other” sub-categories.
- Include the total amount of all previous reimbursement requests for each applicable sub-category.
- Include the total amount of funds being requested in the current reimbursement request for each applicable sub-category.
- Include a brief description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds addressed the COVID-19 emergency. If applicable, please consider:
 - Providing a brief description of the specific activities performed.
 - Identifying specific populations served.
 - Identifying specific programs created or utilized.
 - Including any known or intended outcomes, results, or community impacts.

A certification and activity report must be completed and returned with each reimbursement voucher.

After the contract is executed, you will receive additional instructions on how to submit electronic reimbursement requests with the A-19 certification and A-19 activity report.



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: City Council
From: Leana Kinley, City Administrator
RE: Additional CARES Act Grant Uses
Meeting Date: October 15, 2020

Executive Summary:

The has spent and committed almost \$36k in CARES funds related to the city's response to the COVID-19 pandemic. With the recent increase in contract funds and extension to November 30th, there's an opportunity for an additional \$37k to help our community.

Agency Funding Options/Requests:

- **Washington Gorge Action Programs** - \$15k for homeless housing.
- **Stevenson-Carson School**
 - Food-about \$10,000 more than normal
 - School Supplies \$14,500 plus what we will be adding
 - **The following are all technology items**
 - Chromebook cases \$20,000
 - Internet café set up \$2,500
 - Repair services \$1,000
 - Chromebook checkout program \$3,000
 - Power adapters \$2,000
 - Technology assistant costs for Sept. \$2,880
 - Librarians-Chromebook checkout, organization and internet café supervision Sept - \$12,393
 - The people that we will have to pay for October also means those items can be almost doubled.
- **Chamber of Commerce** Laptops for remote work, port-a-potties for businesses
- **Stevenson Downtown Association** To-Go bags and containers for businesses and restaurants

Action Needed:

Motion to approve funding one or more of the items/programs listed above. Contracts will be presented at the next council meeting. The agencies will be notified they can spend the funds in the anticipation of a contract in order to meet the November 30th deadline.



SKAMANIA COUNTY
PO Box 436 - Stevenson, WA 98648 - 509-427-5110

September 16, 2020

Leana Kinley, Administrator
City of Stevenson
P.O. Box 371
Stevenson, WA 98648

RE: 2021 Contract for Services

Dear Leana,

Thank you for the City's continued support of the Skamania Economic Development Council (SCEDC) over the years. Your partnership has been important to our success.

Enclosed please find two copies of the proposed 2021 Scope of Work (Attachment A) between the City of Stevenson and the SEDC. The SEDC's 2020 funding request is for \$12,890 (\$6.50 per capita, 1,620 population based on Washington State's 2020 OFM, plus \$2,360 for the new Skamania County SBDC Position). Please review the Scope of Work and let me know if it meets your approval.

SCEDC looks forward to continuing our partnership in promoting economic development within the City of Stevenson through the 2021 contract period.

Sincerely,

Amy Weissfeld
EDC Board Chairman

Attachment

Cc: SEDC Board of Directors

SERVICE CONTRACT

This agreement made and entered into this 1st day of January, 2021 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **SKAMANIA ECONOMIC DEVELOPMENT COUNCIL**, a non-profit corporation, hereinafter referred to as “EDC.”

Recitals

The City of Stevenson needs to establish and update a list of economic development projects to maintain eligibility for federal and state grant assistance.

The City wishes to increase dissemination of information regarding business opportunities and industrial expansion within the City; and improve efficiency of existing businesses by acting as an educational resource to business owners.

Among other things, the EDC is formed to promote economic development and encourage business expansion in the local area.

It is in the City’s interest to contract with the EDC to perform certain services relating to the general economic development of the City, and to provide technical assistance to new and existing businesses.

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

1. **Services Rendered:** The EDC will perform the work set forth on the Scope of Work attached hereto as “Attachment A,” which is incorporated herein by reference.
2. **Completion:** The term of this agreement shall be for twelve (12) months, the EDC shall complete the services to be performed under this agreement on or before December 31, 2021.
3. **Payment:** In consideration of the work to be performed as described in “Attachment A,” City will pay EDC the total sum of **Twelve Thousand Eight Hundred and Ninety Dollars (\$12,890)**. Not later than June 1 and December 1, 10, EDC will submit a request for payment and a report of work completed. Upon receipt of each satisfactory work report, City will pay EDC one-half of the total consideration, or **Six Thousand Four Hundred and Forty Five Dollars (\$6,445)** on a net 30-day term. After written notice to EDC, City may withhold payment if EDC cannot demonstrate substantial compliance with the terms of “Attachment A” 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 City will be excused from further performance hereunder.
4. **Termination and Waiver:** Upon default by either party of one 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. Upon termination of this agreement, all property created under this agreement still in the possession of EDC shall be returned to the City within ten (10) days.

5. **Financial Records:** EDC 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 City, State of Washington or federal auditors.

6. **Status of EDC:** a) It is hereby understood, agreed and declared that EDC 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. b) The EDC covenants that all licenses, tax I.D. Numbers., bonds, industrial insurance accounts or other matters required of the EDC by federal, state or local governments in order to enable the EDC to do business, have been acquired by the EDC and is in full force and effect.

7. **Insurance and Indemnification:** EDC 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.

EDC 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 EDC 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 brochures, pamphlets, displays and any other product or idea created or produced by EDC under the terms of this agreement shall be and remain the property of City.

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:** EDC shall not discriminate against any employee employed under this agreement because of race, color,

religion, age, sex or national origin. Further, EDC 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 attorneys' 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.
14. **Certification of Authority:** The parties hereby certify that the persons executing this agreement on behalf of City and EDC have legal authority to enter into this agreement on behalf of City and EDC and are able to bind City and EDC in a valid agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

CITY OF STEVENSON

**SKAMANIA ECONOMIC
DEVELOPMENT COUNCIL**

By _____
Scott Anderson, Mayor

By  _____
Executive Director

ATTEST:

Leana Kinley, City Manager

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

CITY OF STEVENSON
SCOPE OF WORK FOR ECONOMIC DEVELOPMENT SERVICES
2021
ATTACHMENT “A”

The Skamania Economic Development Council will perform the following economic development services for the City of Stevenson during the 2021 contract period:

1. Coordinate with the City on priority projects for inclusion in the Comprehensive Economic Development Strategy (CEDS) submitted to the Mid Columbia Economic Development District (MCEDD), which establishes eligibility for federal grant dollars. Coordinate with MCEDD to ensure efficient implementation of economic development activities.
2. Provide biannual progress reports to the City outlining economic development activities. When requested, attend Stevenson City Council to discuss the status of economic development projects affecting the City of Stevenson. Report on progress made on City deliverables.
3. Provide business retention and expansion services to businesses located within the City of Stevenson through one-on-one counseling through the EDC, SCORE, or referrals.
4. Provide access to training opportunities to Stevenson businesses through workshops or training events available through the EDC and its economic development partners.
5. Market and operate the EDC’s revolving loan fund programs to assist existing downtown businesses and start-up businesses.
6. Promote business workshops, business resource information, and training opportunities through the Economic Development Council or its partners via the EDC’s website, e-mail or social media.
7. Provide technical assistance for grant and loan applications to the City on a project specific basis.
8. Serve on the Washington Economic Development Association to provide input for legislation pertinent to the economic success of rural communities especially the City of Stevenson.
9. Visit Stevenson businesses on a regular basis to determine the needs for the local city business owners.

10. Continue to contract with the State of Washington's Department of Commerce as the Associate Development Organization (ADO) for Skamania County. Performance measures for the ADO contract include specific economic development targets for recruitment and marketing activities, business retention and expansion services, readiness and capacity engagements, and community activities.
11. Develop and maintain new SBDC Contract, Position and Services shared with Skamania and Klickitat County.

GRANT COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER
07 79 07550; URI: 113223

RECIPIENT NAME
City of Stevenson

PERIOD OF PERFORMANCE
From Date of Grant Officer's Signature through 60 Months

STREET ADDRESS
7121 East Loop Road

FEDERAL SHARE OF COST
\$ **4,054,400.00**

CITY, STATE, ZIP CODE
Stevenson, Washington 98648

RECIPIENT SHARE OF COST
\$ **1,013,600.00**

AUTHORITY
42 U.S.C. 3149 and 3233, Sections 209 and 703 of the Public Works and Economic Development Act of 1965 (Public Law 89-136), as amended by the Economic Development Administration Reauthorization Act of 2004 (Public Law 108-373)

TOTAL ESTIMATED COST
\$ **5,068,000.00**

CFDA NO. AND NAME
11.307 / Economic Adjustment Assistance Program

PROJECT TITLE
Stevenson Wastewater Collection System Capacity Upgrade Project

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS (30 APRIL 2019)
- R & D AWARD
- FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- SPECIFIC AWARD CONDITIONS
- LINE ITEM BUDGET
- 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.
- OTHER(S): U.S. Department of Commerce Economic Development Administration Standard Terms and Conditions for Construction Projects (February 12, 2016)

13 C.F.R. Chapter III, Economic Development Administration, Department of Commerce

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER
Kerstin Millius, Area Director in the Capacity of Interim Regional Director

DATE
09/25/20

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

DATE



U. S. DEPARTMENT OF COMMERCE

Economic Development Administration
915 Second Avenue, Room 1890
Seattle, WA 98174
Fax: 206.220.7669
Voice: 206.220.7660

September 25, 2020

In reply refer to:
Investment No.: 07 79 07550

Ms. Leana Kinley
City Administrator
City Administrator's Office
City of Stevenson
7121 East Loop Road
Stevenson, Washington 98648

Dear Ms. Kinley:

I am pleased to inform you that the Department of Commerce's Economic Development Administration (EDA) has approved your application for an EDA investment to the City of Stevenson.

Enclosed is a digitally signed copy of the Financial Assistance Award. Your agreement to the terms and conditions of the award should be indicated by the signature of your principal official on the signed copy of the Financial Assistance Award, via one of the following methods:

1. Using a certified signature through Adobe or some other software.
2. Printing the document, signing in ink, and returning a scanned copy by e-mail.

The fully executed document should be returned electronically to your assigned Project Officer, Brian Parker at BParker3@eda.gov, with a copy to the Interim Grants Officer, Kerstin Millius at KMillius@eda.gov. If not signed and returned within 30 days of receipt, EDA may declare the Award null and void. Please retain a copy of the executed award for your records.

The Department of Commerce Office of Inspector General requires that all recipients of awards under the FY 2018 EDA Disaster Supplemental Notice of Funding Opportunity must participate in Fraud Awareness Training. All personnel at your organization responsible for overseeing contractors, sub-contractors, sub-grantees, or who are otherwise responsible managing your organization's finances are required to take the training. This requirement is satisfied by reading and understanding the enclosed PowerPoint presentation. Once you and the appropriate personnel at your organization have completed the training, please return a signed copy of the certification page (page 38) to Brian Parker along with signed copies of the Financial Assistance Award.

Please, do not make any commitments in reliance on this award until you have carefully reviewed and accepted the terms and conditions. Any commitments entered into prior to

obtaining the approval of EDA in accordance with its regulations and requirements will be at your own risk.

EDA's mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA implements this mission by making strategic investments in the nation's most economically distressed regions that encourage private sector collaboration and the creation of jobs. EDA investments are results driven, embracing the principles of technological innovation, entrepreneurship and regional development.

I share your expectations regarding the impact of this investment and look forward to working with you to meet the economic development needs of your community.

Sincerely,

Kerstin Millius
Area Director in the Capacity of Interim Regional Director

Enclosures

c: Richard Berndt, Economic Development Representative

**U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION**

**STANDARD TERMS AND CONDITIONS
FOR CONSTRUCTION PROJECTS**

Title II of the Public Works and
Economic Development Act of 1965
Public Works and Economic Development Facilities
and
Economic Adjustment Assistance Construction Components



February 12, 2016

TABLE OF CONTENTS

Contents

PREFACE.....	6
A. GENERAL REQUIREMENTS AND RESPONSIBILITIES.....	7
1. Purpose.....	7
2. Authority and Policies.....	7
3. Definitions.....	8
4. Grant Recipient as Trustee.....	9
5. Reaffirmation of Application and Award Acceptance.....	9
6. Noncompliance with Award Provisions.....	10
B. FINANCIAL REQUIREMENTS.....	10
1. Financial Reports.....	10
2. Disbursements.....	11
3. Federal and Non-Federal Cost Sharing.....	12
4. Budget Revisions and Transfers of Funds Among Budget Categories.....	12
5. Indirect Costs and Facilities and Administrative Costs.....	13
6. Incurring Costs Prior to Award.....	15
7. Incurring Costs or Obligating Federal Funds Beyond the Project Expiration Date.....	15
8. Time Extensions.....	16
9. Tax Refunds.....	16
10. Program Income.....	16
C. PROGRAMMATIC REQUIREMENTS.....	17
1. Project Progress and Performance Reporting.....	17
2. Reporting on Real Property.....	18
3. Interim Reporting of Significant Project Developments.....	18
4. Government Performance and Results Act Reporting.....	18
5. Unsatisfactory Performance.....	18
6. Programmatic Changes.....	18
7. Other Federal Awards with Similar Programmatic Activities.....	19
8. Beneficiary Compliance.....	19
9. Prohibition Against Assignment by the Recipient.....	19
10. Disclaimer Provisions; Hold Harmless Requirement.....	19

11. Prohibition on Use of Third Parties to Secure Award.	20
12. Payment of Attorneys’ or Consultants’ Fees.	20
13. Recipient’s Duty to Refrain from Employing Certain Government Employees.....	20
14. Commencement of Construction and Project Sign.	21
15. Efficient Administration of Project.	21
16. Conflicts-of-Interest Rules.	22
17. Record-Keeping Requirements.....	22
18. Termination Actions.....	24
19. Project Closeout Procedures.	25
20. Freedom of Information Act.....	26
D. ADDITIONAL REQUIREMENTS RELATING TO CONSTRUCTION PROJECTS.....	26
1. The Davis-Bacon Act, as amended (40 U.S.C. §§ 3141–3144, 3146, 3147; 42 U.S.C. § 3212),	26
2. The Contract Work Hours and Safety Standards Act, as amended (40 U.S.C. §§ 3701-3708)	27
3. The National Historic Preservation Act of 1966, as amended (54 U.S.C. § 300101 <i>et seq.</i>), and the Advisory Council on Historic Preservation Guidelines (36 CFR part 800).....	27
4. The Historical and Archeological Data Preservation Act of 1974, as amended (16 U.S.C. § 469a-1 <i>et seq.</i>).....	27
5. The Architectural Barriers Act of 1968, as amended (42 U.S.C. § 4151 <i>et seq.</i>).....	27
6. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. § 4601 <i>et seq.</i>)	27
7. The Energy Conservation and Production Act (42 U.S.C. § 6834 <i>et seq.</i>)	27
8. Compliance with Local Construction Requirements.....	27
E. NONDISCRIMINATION REQUIREMENTS	27
1. Statutory Provisions	27
2. Other Provisions	28
3. Title VII Exemption for Religious Organizations.	29
F. AUDITS.....	29
1. Organization-Wide, Program-Specific, and Project Audits.....	29
2. Requirement to Submit a Copy of the Audit to EDA.....	31
3. Audit Resolution Process.	31
G. DEBTS.....	32
1. Payment of Debts Owed the Federal Government.	32
2. Late Payment Charges.	32
3. Barring Delinquent Federal Debtors from Obtaining Federal Loans or Loan Insurance Guarantees.....	33
4. Effect of Judgment Lien on Eligibility for Federal Grants, Loans, or Programs.....	33

H.	GOVERNMENTWIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT).	33
I.	DRUG-FREE WORKPLACE.	33
J.	LOBBYING RESTRICTIONS.	33
K.	CODES OF CONDUCT AND SUBAWARD, CONTRACT, AND SUBCONTRACT PROVISIONS.	34
1.	Code of Conduct for Recipients.	34
2.	Applicability of Award Provisions to Subrecipients.	35
3.	Competition and Codes of Conduct for Subawards.	36
4.	Applicability of Provisions to Subawards, Contracts, and Subcontracts.	37
5.	Pilot Program for Enhancement of Employee Whistleblower Protections.	38
6.	Small Businesses, Minority Business Enterprises, and Women’s Business Enterprises.	38
7.	Subaward to or Contract with a Federal Agency.	39
8.	EDA Contracting Provisions for Construction Projects.	39
L.	PROPERTY.	39
1.	Standards.	39
2.	Title.	39
3.	EDA’s Interest in Award Property.	40
4.	Insurance and Bonding.	42
5.	Leasing Restrictions.	42
6.	Eminent Domain.	43
7.	Disposal of Real Property.	43
M.	FEDERAL ENVIRONMENTAL REQUIREMENTS.	43
1.	The National Environmental Policy Act of 1969 (42 U.S.C. § 4321 <i>et seq.</i>).	44
2.	National Historic Preservation Act (54 U.S.C. § 300101 <i>et seq.</i>).	44
3.	Environmental Quality Improvement Act of 1970, as amended (42 U.S.C. §§ 4371–4375).	44
4.	Clean Air Act (42 U.S.C. § 7401 <i>et seq.</i>), Federal Water Pollution Control Act (33 U.S.C. § 1251 <i>et seq.</i>) (Clean Water Act), and Executive Order 11738 (“Providing for Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants or Loans”).	44
5.	The Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f <i>et seq.</i>).	45
6.	Executive Order 11988 (“Floodplain Management”) and Executive Order 11990 (“Protection of Wetlands”).	45
7.	The Flood Disaster Protection Act (42 U.S.C. § 4002 <i>et seq.</i>), and regulations and guidelines issued thereunder by the U.S. Federal Emergency Management Administration (“FEMA”) or by EDA.	45
8.	The Coastal Zone Management Act (16 U.S.C. § 1451 <i>et seq.</i>).	45
9.	The Coastal Barrier Resources Act (16 U.S.C. § 3501 <i>et seq.</i>).	45
10.	The Wild and Scenic Rivers Act (16 U.S.C. § 1271 <i>et seq.</i>).	45

11. The Fish and Wildlife Coordination Act (16 U.S.C. § 661 <i>et seq.</i>).....	45
12. The Endangered Species Act (16 U.S.C. § 1531 <i>et seq.</i>).....	45
13. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, more commonly known as Superfund) (42 U.S.C. § 9601 <i>et seq.</i>), and the Community Environmental Response Facilitation Act (Pub. L. No. 102-426, 42 U.S.C. §§ 9601 note <i>et seq.</i> and 9620(h)(4).).....	46
14. The Resource Conservation and Recovery Act (42 U.S.C. § 6901 <i>et seq.</i>).....	46
15. Executive Order 12898 (“Environmental Justice in Minority Populations and Low-Income Populations”).....	46
16. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4821 <i>et seq.</i>).....	46
17. The Farmland Protection Policy Act (7 U.S.C. §§ 4201–4209).	46
18. The Noise Control Act of 1972 (42 U.S.C. § 4901 <i>et seq.</i>).....	46
19. The Native American Graves Protection and Repatriation Act (25 U.S.C. § 3001 <i>et seq.</i>).....	46
N. NOTICE AND EVIDENCE OF COMPLIANCE WITH ALL APPLICABLE ENVIRONMENTAL REQUIREMENTS.....	46
O. MISCELLANEOUS REQUIREMENTS.....	47
1. Criminal and Prohibited Activities.....	47
2. Foreign Travel.....	47
3. American-Made Equipment and Products.....	48
4. Intellectual Property Rights.....	48
5. Increasing Seat Belt Use in the United States.....	50
6. Research Involving Human Subjects.....	50
7. Federal Employee Expenses.....	51
8. Minority Serving Institutions Initiative.....	51
9. Research Misconduct.....	51
10. Publications, Videos, and Acknowledgment of Sponsorship.....	52
11. Care and Use of Live Vertebrate Animals.....	52
12. Homeland Security Presidential Directive 12.....	52
13. Compliance with Department of Commerce Bureau of Industry and Security Export Administration Regulations.....	53
14. The Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7104(g)), as Amended, and the Implementing Regulations at 2 CFR part 175.....	54
15. The Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282, 31 U.S.C. § 6101 Note), as Amended by the Government Funding Transparency Act of 2008 (Pub. L. No. 110-252).....	56
16. Federal Financial Assistance Planning During a Funding Hiatus or Government Shutdown.....	61

**U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION**

**STANDARD TERMS AND CONDITIONS
FOR CONSTRUCTION PROJECTS**

Title II of the Public Works and
Economic Development Act of 1965
Public Works and Economic Development Facilities
and
Economic Adjustment Assistance Construction Components

PREFACE

This document sets out the Standard Terms and Conditions for Construction Projects (hereinafter referred to as the “Construction Standard Terms and Conditions” or “Construction ST&Cs”) applicable to Economic Development Administration (“EDA”) financial assistance awards. A Recipient of an EDA construction financial assistance award must, in addition to the assurances made as part of the Application, comply and require each of its subrecipients, contractors, and subcontractors employed in the completion of the Project to comply with all applicable statutes, regulations, executive orders, Office of Management and Budget (“OMB”) circulars, provisions of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (codified at 2 CFR part 200) (“Uniform Guidance”), provisions of these Construction ST&Cs, the EDA-approved Project budget and scope of work, any other incorporated terms and conditions, and approved Applications (collectively, “Terms and Conditions of the Award”).

This Award is subject to the laws and regulations of the United States. Any inconsistency or conflict in the Terms and Conditions specified in this Award will be resolved according to the following order of precedence: public laws, regulations (including applicable notices published in the *Federal Register (Fed. Reg.)*), executive orders, OMB circulars, EDA’s Construction ST&Cs, and special award conditions. A special award condition may amend or take precedence on a case-by-case basis over a Construction ST&C when warranted by specific Project circumstances.

Some of these Construction ST&Cs contain, by reference or substance, a summary of the pertinent statutes or regulations published in the *Federal Register* or the Code of Federal Regulations (“CFR”), executive orders, OMB circulars, or the certifications and assurances provided by applicants through Standard Forms (*e.g.*, Forms SF-424B and SF-424D). To the extent that it is a summary, such provision is not in derogation of, or an amendment to, any such statute, regulation, executive order, OMB circular, or assurance.

**ECONOMIC DEVELOPMENT ADMINISTRATION
STANDARD TERMS AND CONDITIONS
FOR CONSTRUCTION PROJECTS**

Public Works and Economic Development Facilities and
Economic Adjustment Assistance Construction Components

A. GENERAL REQUIREMENTS AND RESPONSIBILITIES.

1. Purpose.

The Economic Development Administration’s (“EDA’s”) grants for (i) public works (42 U.S.C. § 3141) and (ii) construction economic adjustment assistance (42 U.S.C. § 3149) Projects awarded under the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3121 *et seq.*) (“PWEDA”) are designed to enhance regional competitiveness and promote long-term economic development in regions experiencing substantial economic distress. EDA provides construction, design, and engineering grants to assist distressed communities and regions revitalize, expand, and upgrade their physical infrastructure to attract new industry, encourage business expansion, diversify local economies, and generate or retain long-term private sector jobs and investment. The requirements set forth in these Construction ST&Cs are applicable to construction, design, and engineering Projects funded in whole or in part by EDA. Any necessary modifications of these requirements will be addressed in special award conditions to accommodate individual Projects. In addition, these Construction ST&Cs apply to construction projects of revolving loan funds (“RLFs”) awarded between January 1, 1975 and February 10, 1999 under EDA’s Title IX Economic Adjustment Assistance Program, as well as to RLFs funded after February 11, 1999 under section 209 of PWEDA (42 U.S.C. § 3149).

2. Authority and Policies.

EDA is a bureau within the U.S. Department of Commerce (“DOC” or “Department”) established under PWEDA. *See* 13 CFR § 300.1 (“Overview of eligibility requirements”). As a Federal agency, EDA is obligated to promulgate regulations and establish policies and procedures to:

- a. Ensure compliance with applicable Federal requirements;
- b. Safeguard the public’s interest in the grant assets; and
- c. Promote the effective use of grant funds in accomplishing the purposes for which they were awarded.

The Department or EDA may issue changes from time to time to the regulations and other requirements and policies that apply to this Award. Such changes may upon occasion increase administrative or programmatic flexibility in administering this Award in a manner that is mutually beneficial to EDA and to the non-Federal entity. The implementation of any such regulatory, administrative, or programmatic change in administering this Award requires EDA’s prior written approval.

EDA’s policy is to administer all awards uniformly; however, there may be special circumstances that warrant a variance. To accommodate these circumstances and to encourage innovative and creative ways to address economic development problems, EDA will consider

requests for variances to the procedures set out in these Construction ST&Cs if they do not conflict with applicable Federal statutory and regulatory requirements, are consistent with the goals of EDA's programs, and make sound economic and financial sense.

3. Definitions.

Whenever used in these Construction ST&Cs, the following words and phrases shall have the following meanings:

- a. "Application" means all forms, documentation, and any information submitted to the Government as part and in furtherance of a request for an Award and includes submissions made in response to information requested by the Government after submission of the initial Application;
- b. "Assistant Secretary" refers to the Assistant Secretary of Commerce for Economic Development;
- c. "Award" refers to the Federal financial assistance that a Recipient receives directly from EDA (*see also* 2 CFR § 200.38);
- d. "Closeout" or "Project Closeout" refers to the process by which the Grants Officer determines that all applicable administrative actions and all required work under the Award have been completed by the Recipient and EDA (*see also* 2 CFR § 200.16);
- e. "Contract" means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the Project or program under this Award. As defined at 2 CFR § 200.22, the term does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (*see also* 2 CFR § 200.22);
- f. "Contractor" means an entity that receives a contract as defined in this section and at 2 CFR § 200.22 (*see also* 2 CFR § 200.23);
- g. "Department" or "DOC" refers to the U.S. Department of Commerce;
- h. "Government" or "Federal Government" refers to EDA;
- i. "Grants Officer" refers to the official responsible for all business management and administrative aspects of this Award and, under these Construction ST&Cs, is the Regional Director in the appropriate Regional Office;
- j. "Non-Federal entity" is a State, local government, Indian tribe, institution of higher education ("IHE"), or nonprofit organization that carries out a Federal award as a recipient or subrecipient (*see also* 2 CFR § 200.69);
- k. "Pass-through entity" is a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (*see also* 2 CFR § 200.74);
- l. "Project" refers to the activity for which the EDA grant was awarded;
- m. "Project Officer" refers to the EDA official responsible for technical or other programmatic aspects of the Award. During the post-approval stage of the Award, EDA generally assigns this role to an EDA Engineer/Construction Manager;

- n. “Recipient” is a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term “Recipient” does not include subrecipients (*see also* 2 CFR § 200.86);
- o. “Regional Office” refers to an EDA Regional Office;
- p. “Subaward” means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity (*see also* 2 CFR § 200.92);
- q. “Subrecipient” is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (*see also* 2 CFR § 200.92); and
- r. “Terms and Conditions of the Award” is defined in the first paragraph of the Preface above.

Capitalized terms used but not otherwise defined in these Construction ST&Cs have the meanings ascribed to them in EDA’s regulations at 13 CFR §§ 300.3 (“Definitions”), 302.20 (“Civil rights”), 307.8 (“Definitions”), and 314.1 (“Definitions”).

4. Grant Recipient as Trustee.

The Recipient holds grant funds and any EDA-assisted Project property in trust for the purposes for which the Award was made. The Recipient’s obligation to the Federal Government continues for the estimated useful life of the Project, as determined by EDA, during which EDA retains an undivided equitable reversionary interest (the “Federal Interest”) in property acquired or improved, in whole or in part, with the EDA investment. *See* 13 CFR § 314.2 (“Federal Interest”).

If EDA determines that the Recipient fails or has failed to meet this obligation, the Government may exercise any rights or remedies with respect to its Federal Interest in the Project. However, EDA’s forbearance in exercising any right or remedy in connection with the Federal Interest does not constitute a waiver thereof.

The Recipient agrees to provide EDA with information and documentation necessary for EDA to conduct due diligence to ensure the financial integrity and responsibility of the Recipient and key individuals associated with the Recipient in the management or administration of this Award.

5. Reaffirmation of Application and Award Acceptance.

The Recipient acknowledges that the Recipient’s Application for this Award may have been submitted to the Government and signed by the Recipient, or by an authorized representative of the Recipient, electronically without providing an original “wet” signature. In addition, the Recipient, or an authorized representative of the Recipient, may have accepted the Award electronically, which includes drawing down any funds at any time under this Award. Regardless of who submitted the Application to the Government or the means by which the Recipient submitted the Application or accepted the Award, the Recipient hereby reaffirms and states that:

- a. All data in the Application were true and correct when the Application was submitted and remain true and correct as of the date of this Award;

- b. The Application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and
- c. The Recipient has read, understood, and will comply with all terms of this Award, including the assurances and certifications submitted with, or attached to, the Application.

The Recipient agrees to immediately notify the Grants Officer of any material changes to the Application within 30 calendar days of the date the Recipient becomes aware of such changes.

6. Noncompliance with Award Provisions.

Failure to comply with the provisions of this Award may be grounds for appropriate enforcement action pursuant to 2 CFR § 200.338 (“Remedies for noncompliance”), including but not limited to:

- a. The imposition of additional Award conditions in accordance with 2 CFR § 200.207 (“Specific conditions”);
- b. Temporarily withholding Award payments pending the correction of the deficiency;
- c. The disallowance of Award costs and the establishment of an account receivable;
- d. Wholly or partially suspending or terminating this Award;
- e. Initiating suspension or debarment proceedings in accordance with 2 CFR parts 180 (“OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)”) and 1326 (“Nonprocurement Debarment and Suspension”);
- f. Withholding further Federal awards for the Project or program; and
- g. Such other remedies as may be legally available. *See also* 2 CFR §§ 200.339 (“Termination”) through 200.342 (“Effects of suspension and termination”).

In addition, failure to comply with the provisions of this Award may adversely impact the availability of funding under other active EDA or Federal awards and may also have a negative impact on the Recipient’s eligibility for future EDA or other Federal awards.

B. FINANCIAL REQUIREMENTS.

1. Financial Reports.

- a. During the period of performance, the Recipient shall submit financial reports as follows or as otherwise specified in the special award conditions.
 - i. *Reports on Award Reimbursements.* In accordance with 2 CFR § 200.327 (“Financial reporting”), the Recipient shall submit a “Federal Financial Report” (Form SF-425 or any successor form) on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof, unless otherwise specified in a special award condition. Reports are due no later than 30 calendar days following the end of each reporting period, and instructions for completing and submitting Form SF-425 will be discussed during the Project kick-off meeting. Recipients may contact their EDA Project Officer with questions on how to complete or submit the report, if necessary, but they are required to submit reports on time and are encouraged to pose such questions sufficiently

- before the deadline to allow for complete, accurate, and timely submission of required reports.
- ii. *Reports on Award Advances.* While EDA generally does not advance funds, when the agency does so, the Recipient must submit Form SF-425 within 15 business days following the end of each quarter for an award under \$1 million, 15 business days following the end of each month for an award totaling \$1 million or more, or as otherwise specified in a special award condition.
- b. The Recipient must submit a final financial report using Form SF-425 within 90 calendar days of the expiration date of the Award.
 - c. Noncompliance with the financial reporting requirements will result in appropriate enforcement action under this Award, including but not limited to suspension of Award payments or disallowance of costs.
 - d. Financial reports should be submitted to the Project Officer in electronic format, unless otherwise specified in the special award conditions.

2. Disbursements.

- a. *Method of Payment.* The Grants Officer determines the appropriate method of payment. Unless otherwise specified in a special award condition, the method of payment under this Award will be reimbursement. Payments will be made through electronic funds transfers directly to the Recipient's bank account and in accordance with the requirements of the Debt Collection Improvement Act of 1996 (31 U.S.C. § 3720B *et seq.*). The Award number shall be included on all payment-related correspondence, information, and forms.
 - i. *State Recipients.* Consistent with 2 CFR § 200.305(a) ("Payment"), for States, payments are governed by Treasury-State Cash Management Improvement Act agreements and default procedures codified at 31 CFR part 205 ("Rules and Procedures for Efficient Federal-State Funds Transfers") and *Treasury Financial Manual Volume I, 4A-2000* ("Overall Disbursing Rules for All Federal Agencies").
 - ii. *Recipients Other than States.* Consistent with 2 CFR § 200.305(b), for Recipients other than States, payment methods must minimize the amount of time elapsing between the transfer of funds from the U.S. Treasury or the pass-through entity and the disbursement by the non-Federal entity.
- b. *Disbursement Requests.* The Recipient shall use Form SF-271, "Outlay Report and Request for Reimbursement for Construction Programs," to request reimbursement under the Award. Substantiating invoices and/or vouchers also must be provided. Each request for the disbursement of funds shall be made to the Project Officer. Form SF-271 can be downloaded from OMB's website at www.whitehouse.gov/omb/grants/grants_forms.html.
 - i. *Initial Disbursement Request.* For the initial disbursement only, the Recipient must complete and submit Form SF-3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," along with Form SF-271, to the Project Officer.
 - ii. *Interim Disbursement Requests.* All requests for interim disbursement shall be submitted using Form SF-271 and include substantiating invoices and/or vouchers.

- iii. *Final Disbursement Request.* See section C.19 “Project Closeout Procedures” in these Construction ST&Cs.

3. Federal and Non-Federal Cost Sharing.

- a. For purposes of this Award, the Federal share is the amount of EDA funds invested under the Award, while the non-Federal share, or “Matching Share,” means non-EDA funds and any in-kind contributions that are approved by EDA and provided by the Recipient or by third parties as a condition of the Award. Awards that include a Federal and non-Federal share incorporate an estimated budget consisting of shared allowable costs. If actual allowable costs are less than the total approved estimated budget, the Federal share and Matching Share shall be calculated by applying the approved Federal and non-Federal cost share ratios to actual allowable costs. See 13 CFR §§ 305.10 (“Bid underrun and overrun”) and 308.1 (“Use of funds in projects constructed under projected cost”). As noted below in section B.4 “Budget Revisions and Transfers of Funds Among Cost Categories” of these Construction ST&Cs, if actual allowable costs are greater than the total approved estimated budget, the Federal share shall not exceed the total Federal dollar amount authorized by this Award.
- b. The Matching Share, whether cash or in-kind, shall be paid out at the same general rate as the Federal share. Exceptions to this requirement may be granted by the Grants Officer based on sufficient documentation demonstrating previously determined plans for, or later commitment of, cash or in-kind contributions. In any case, the Recipient must meet its non-Federal cost share commitment over the Award period of performance; failure to do so may result in the assignment of special award conditions or other further action as specified in section A.6 “Noncompliance with Award Provisions” of these Construction ST&Cs.
- c. The Recipient must create and maintain sufficient records justifying the required Matching Share to facilitate questions, audits, and other inquiries necessary to meet EDA’s requirements to safeguard Federal funds, and must provide these records if requested by EDA, auditors, or other Federal parties. See also section C.17 “Record-Keeping Requirements” of these Construction ST&Cs. EDA may disallow undocumented costs. See 2 CFR § 200.306 for additional requirements regarding cost sharing.
- d. The Recipient shall show that the Matching Share is committed to the Project, available as needed, and not conditioned or encumbered in any way that precludes its use consistent with the requirements of EDA Investment Assistance. See 13 CFR § 301.5 (“Matching share requirements”).

4. Budget Revisions and Transfers of Funds Among Budget Categories.

The EDA-approved budget is the budget plan for the Project. The Recipient must notify EDA of deviations from the budget or program plans in accordance with 2 CFR § 200.308 (“Revision of budget and program plans”), including any change in scope of work or the objective of the Project (even if there is no associated budget revision requiring prior written approval). If prior written approval is not required under 2 CFR § 200.308, the Recipient may request the Grants Officer’s review of and guidance on proposed revisions to the budget.

- a. Requests for budget revisions to the EDA-approved budget in accordance with the provisions below must be submitted through the Project Officer to the Grants Officer, who shall make the final determination on such requests and notify the Recipient in writing.
- b. In accordance with 2 CFR § 200.308(g), EDA’s prior written approval and an amendment executed by the Grants Officer and the Recipient using Form CD-451 or any successor form are required for budget revisions when:
 - i. The revision results from changes in the scope or the objective of the Project;
 - ii. The need arises for additional EDA funds to complete the Project;
 - iii. The Federal share exceeds \$150,000 and the cumulative amount of transfers among direct cost categories exceeds or is expected to exceed 10 percent of the total budget as last approved by EDA; and
 - iv. A revision is desired that involves specific costs for which prior written approval requirements may be imposed consistent with applicable cost principles listed in subpart E of 2 CFR part 200 (“Cost Principles”).
- c. When an Award supports both construction and non-construction work, the Recipient must obtain prior written approval from the Grants Officer before making any fund or budget transfers from non-construction to construction or vice versa. *See* 2 CFR § 200.308(g)(5).
- d. Transfers shall not be permitted if such transfers would cause any Federal appropriation, or part thereof, to be used for purposes other than those intended. This transfer authority does not authorize the Recipient to create new budget categories within an approved budget unless the Grants Officer has provided prior written approval. *See* 2 CFR § 200.308.
- e. *Project Underrun Amounts.* Underrun amounts shall be transferred to the contingencies line item. Contingency funds are to be used to address situations resulting from unknown conditions and changes required for the fulfillment of authorized activities under this Award. EDA may approve the use of underrun funds to increase the Federal share of the Project or further improve the Project, as long as EDA determines that the use is consistent with the original purpose of the approved EDA investment. *See* 13 CFR § 308.1 (“Use of funds in projects constructed under projected cost”).
- f. *Additional EDA Funding in Case of Project Overrun Amounts.* In accepting this Award, the Recipient agrees to fund any overrun amounts from non-Federal sources. Additional EDA assistance for the Project may not be approved.

5. Indirect Costs and Facilities and Administrative Costs.

- a. Indirect costs, or facilities and administrative (“F&A”) costs for educational institutions, are generally not applicable under this Award. See the definition of indirect costs at 2 CFR § 200.56 (“Indirect (facilities & administrative (F&A)) costs”).
- b. When indirect costs are applicable, they will not be allowable charges against the Award unless approved under the Award and specifically included as a line item in the Award’s approved budget.
- c. Excess indirect costs may not be used to offset unallowable direct costs.

- d. Under 2 CFR § 200.306(c) (“Cost sharing or matching”), unrecovered indirect costs, including indirect costs on cost sharing or matching, may be included as part of cost sharing or matching only with the prior written approval of EDA.
- e. *Cognizant Agency for Indirect (F&A) Costs.* OMB established the cognizant agency concept, under which a single agency represents all others in dealing with Recipients in common areas, including reviewing and approving indirect cost rates applicable to Federal grants.
 - i. *Determining the Cognizant Agency for Non-Commercial Organizations.* In accordance with 2 CFR § 200.19 (“Cognizant agency for indirect costs”), the cognizant agency for indirect costs is the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals on behalf of all Federal agencies. Approved rates must be accepted by other agencies, unless a Federal statute or regulation requires use of a different rate or a Federal agency awarding head or delegate approves a different rate in accordance with 2 CFR § 200.414(c) (“Indirect (F&A) costs”).

If indirect costs are permitted, but the Recipient has not previously established an indirect cost rate with a Federal agency, the Recipient may consult Appendices III–VII to 2 CFR part 200 for information on determining the relevant cognizant agency and developing and submitting indirect (F&A) cost rate proposals and cost allocation plans:

- (1) Appendix III to 2 CFR part 200 – Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs);
 - (2) Appendix IV to 2 CFR part 200 – Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations;
 - (3) Appendix V to 2 CFR part 200 – State/Local Government and Indian Tribe-Wide Central Service Cost Allocation Plans;
 - (4) Appendix VI to 2 CFR part 200 – Public Assistance Cost Allocation Plans; and
 - (5) Appendix VII to 2 CFR part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals.
- ii. *General Review Procedures When DOC Is the Cognizant Agency.*
 - (1) Within 90 days of the Award start date the Recipient shall submit to the Grants Officer any documentation (indirect cost proposal, cost allocation plan, etc.) necessary to allow the agency to perform the indirect cost rate proposal review.
 - (2) The Recipient may use the fixed rate proposed in the indirect cost plan as a provisional rate until DOC provides a response to the submitted plan.
 - iii. *When DOC Is Not the Oversight or Cognizant Agency.* When the cognizant Federal agency is not DOC, the non-Federal entity shall provide the Grants Officer with a copy of a negotiated rate agreement or a copy of the transmittal letter submitted to the cognizant or oversight Federal agency requesting a negotiated rate agreement.
- f. If the Recipient entity fails to submit required documentation to DOC within 90 days of the Award start date, the Grants Officer may amend the Award to preclude the recovery of any indirect costs under the Award. If the DOC, oversight, or cognizant Federal agency determines there is a finding of good and sufficient cause to excuse the Recipient’s delay in

submitting the documentation, an extension of the 90-day due date may be approved by the Grants Officer.

- g. The maximum dollar amount of allocable indirect costs for which DOC will reimburse the recipient shall be the lesser of:
 - i. The line item amount for the Federal share of indirect costs contained in the approved Award budget, including all budget revisions approved in writing by the Grants Officer; or
 - ii. The Federal share of the total indirect costs allocable to the Award based on the indirect cost rate approved by the cognizant agency for indirect costs and applicable to the period in which the cost was incurred, provided that the rate is approved on or before the Award end date.
- h. In accordance with 2 CFR § 200.414(g) (“Indirect (F&A) costs”), any Recipient that has a negotiated indirect cost rate may apply to the entity’s cognizant agency for indirect costs for a one-time extension of a currently negotiated indirect cost rate for a period of up to four years, reducing the frequency of rate calculations and negotiations between an institution and its cognizant agency.
- i. Any Recipient that has never received a negotiated indirect cost rate, except for those Recipients described in Paragraph D.1.b of Appendix VII to 2 CFR part 200 (specifically, a governmental department or agency that receives more than \$35 million in direct Federal funding), may elect to charge a *de minimis* rate of 10 percent of modified total direct costs. *See* 2 CFR § 200.414(f).

6. Incurring Costs Prior to Award.

Project activities carried out prior to EDA’s approval of this Award shall be carried out at the sole risk of the Recipient. Such activity may result in the rejection of the Application, the disallowance of costs, or other adverse consequences as a result of noncompliance with EDA or Federal law, including but not limited to procurement requirements, civil rights requirements, Federal labor standards, or environmental and historic preservation requirements. The Grants Officer must authorize pre-award costs in writing, and such costs must also be allowable under relevant Federal cost principles and the specific Award terms and be included in the EDA approved budget. Pre-award costs not included in the authorized budget are not allowable and may not be reimbursed. *See* 13 CFR § 302.8 (“Pre-approval Investment Assistance costs”).

7. Incurring Costs or Obligating Federal Funds Beyond the Project Expiration Date.

- a. The Recipient shall not incur costs or obligate funds for any purpose pertaining to the Project, program, or activities beyond the authorized period of performance documented in the Award agreement, unless a written time extension of this Award is granted by the Grants Officer. The only costs that are authorized for a period of up to 90 calendar days following the end date of the period of performance are those strictly associated with Closeout activities. Closeout activities are generally limited to the preparation of final progress, financial, and required Project audit reports unless otherwise approved in writing by the Grants Officer. The Grants Officer may approve extensions of the 90 calendar-day Closeout period upon a request by the Recipient as provided in 2 CFR § 200.343 (“Closeout”), as applicable.

- b. The Recipient shall adhere to the development time schedule and time limits set out in the special award conditions if they differ from those provided in these Construction ST&Cs.
- c. Neither DOC nor EDA has any obligation to provide any additional prospective funding. Any amendment of the Award to increase funding and to extend the period of performance is at the sole discretion of DOC and/or EDA.

8. Time Extensions.

- a. Unless otherwise authorized in 2 CFR § 200.308 (“Revision of budget and program plans”), or a special award condition, any extension of the period of performance can only be authorized by the Grants Officer in writing. A verbal or written assurance of funding from other than the Grants Officer, including Regional Office staff other than the Grants Officer, does not constitute authority to obligate funds for programmatic activities beyond the expiration date of the period of performance.
- b. The Recipient is responsible for implementing the Project in accordance with the development time schedule contained in this Award. As soon as the Recipient becomes aware that it will not be possible to meet the development time schedule, the Recipient must notify the Grants Officer. The Recipient’s notice to EDA must contain the following:
 - i. An explanation of the Recipient’s inability to complete work by the specified date (*e.g.*, a lengthy period of unusual weather delayed the contractor’s ability to excavate the site, major re-engineering required in order to obtain State or Federal approvals, unplanned environmental mitigation required);
 - ii. A statement that no other changes to the Project are contemplated;
 - iii. Documentation that demonstrates there is still a bona fide need for the Project; and
 - iv. A statement that no further delay is anticipated and that the Project can be completed within the revised time schedule.

EDA reserves the right to withhold disbursements while the Recipient is not in compliance with the time schedule and to suspend or terminate this Award if the Recipient fails to proceed with reasonable diligence to accomplish the Project as intended.

9. Tax Refunds.

Refunds of Federal Insurance Contributions Act (“FICA”) or Federal Unemployment Tax Act (“FUTA”) taxes received by the Recipient during or after the period of performance must be refunded or credited to DOC where the benefits were financed with Federal funds under the Award. The Recipient agrees to contact the Grants Officer immediately upon receipt of these refunds. The Recipient further agrees to refund portions of FICA/FUTA taxes determined to belong to the Federal Government, including refunds received after the expiration of the Award period of performance.

10. Program Income.

For Projects that generate rental revenue (*e.g.*, buildings or real property constructed or improved for the purpose of renting or leasing space), the Recipient agrees, for the estimated useful life (as

determined by EDA) of the EDA-assisted facility, to use such income generated from the rental or lease of any Project facility in the following order of priority:

- a. Administration, operation, maintenance, and repair of Project facilities in a manner consistent with good property management practice and in accordance with established building codes. This includes, where applicable, repayment of indebtedness resulting from any EDA approved encumbrance (*e.g.*, approved mortgage) on the EDA-assisted facility.
- b. Economic development activities that are authorized for support by EDA, provided such activities meet the economic development purposes of PWEDA.
- c. Any income in excess of paragraphs a. and b. of this section must be deducted from total allowable Project costs in accordance with 2 CFR § 200.307(e).

See 2 CFR § 200.307 (“Program income”).

C. PROGRAMMATIC REQUIREMENTS.

1. Project Progress and Performance Reporting.

- a. Project progress reports must be submitted in accordance with the procedures set out in 2 CFR § 200.328 (“Monitoring and reporting program performance”), as applicable, and as indicated below. Failure to submit required reports in a timely manner may result in the withholding of payments under this Award; deferral of processing of new awards, amendments, or supplemental funding pending the receipt of the overdue reports; or the establishment of an account receivable for the difference between the total Federal share of outlays last reported and the amount disbursed. *See* 13 CFR § 302.18 (“Post-approval requirements”).
- b. Unless otherwise specified in this Award, the Project progress report will contain the following information for each Project program, function, or activity:
 - i. A comparison of planned and actual accomplishments according to the timetable or list of Project objectives in this Award;
 - ii. An explanation of any delays or failures to meet the Project timetable or Project goals; and
 - iii. Any other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Project progress reports shall be submitted for each calendar quarter to the Project Officer. Each Project progress report must be submitted in accordance with the deadlines outlined in the special award conditions, or, where not otherwise specified, Project progress reports will be due on a quarterly basis not later than January 31, April 30, July 31, and October 31 for the immediate previous quarter. The final Project progress report shall be submitted to EDA no more than 90 calendar days after the Project Closeout date. This reporting requirement begins with the Recipient’s acceptance of this Award and ends when EDA approves Project Closeout.

The Recipient shall submit quarterly Project progress reports to the EDA Project Officer electronically unless otherwise specified in the special award conditions.

2. Reporting on Real Property.

The Recipient must submit reports (using Form SF-429 “Real Property Status Report” or any successor form) at least annually on the status of real property in which EDA retains an interest, unless the Federal interest in the real property extends 15 years or longer. When EDA’s interest extends for a period of 15 years or more, EDA, at its option, may require the Recipient to report at various multi-year frequencies (*e.g.*, every two years or every three years, not to exceed a five-year reporting period; or annual reporting for the first three years of the Award and thereafter every five years). *See* 2 CFR § 200.329 (“Reporting on real property”) and section L.3.h “EDA’s Interest in Award Property” of these Construction ST&Cs.

3. Interim Reporting of Significant Project Developments.

The Recipient must report any event that will or may have a significant impact upon the Project, including delays or adverse conditions that materially may affect the ability of the Recipient to attain Project objectives within established time periods or meet the development time schedule. The Recipient should report such events to the Project Officer in the most time-expedient way possible and then, if the initial report was not in writing, report the event to the Project Officer in writing. Such a report shall include a statement of the event or issue, a statement of the course of action taken or contemplated to resolve the matter, and any Federal assistance needed to resolve the situation. If budget changes are required, the Recipient must submit a written budget revision request. *See* 2 CFR § 200.328(d) (“Monitoring and reporting program performance”).

4. Government Performance and Results Act Reporting.

In addition to quarterly Project progress reports, EDA may require the Recipient to report on Project performance beyond the Project Closeout date for Government Performance and Results Act (“GPRA”) purposes. In no case shall the Recipient be required to submit any report more than ten years after the Project Closeout date. Data used by the Recipient in preparing reports shall be accurate and, whenever possible, from independent sources. *See* 13 CFR § 302.16 (“Accountability”).

5. Unsatisfactory Performance.

Failure to perform the work in accordance with the Terms and Conditions of the Award and maintain at least satisfactory performance may result, at EDA’s discretion, in the assignment of additional award conditions pursuant to 2 CFR § 200.207 (“Specific conditions”) or other appropriate enforcement actions as specified in 2 CFR § 200.338 (“Remedies for noncompliance”). *See also* section A.6 “Noncompliance with Award Provisions” of these Construction ST&Cs.

6. Programmatic Changes.

- a. In accordance with 2 CFR § 200.308 (“Revisions of budget and program plans”), the Recipient shall report programmatic changes, including all changes to the scope of the Award, to the Project Officer. In accordance with section B.4 “Budget Revisions and Transfers of Funds Among Budget Categories” of these Construction ST&Cs, certain budget revisions require the prior written approval of EDA. In these cases, the Project Officer will

forward the request to the Grants Officer, who makes the final decision on approving the request. In addition, the Recipient shall request prior written approvals for certain items of cost in accordance with 2 CFR § 200.407 (“Prior written approval (prior approval)”).

- b. Any changes made to the Project without EDA’s approval are made at the Recipient’s risk of nonpayment of costs, suspension, termination, or other EDA action with respect to the Award. *See* 13 CFR § 302.7(b) (“Amendments and changes”).
- c. *Contract Change Orders.* After construction contracts for the Project have been executed, it may become necessary to alter them, which requires a formal contract change order that must be issued by the Recipient and accepted by the contractor. All contract change orders must be reviewed by EDA, even if EDA is not participating in the cost of the change order or the contract price is to be reduced. Work on the Project may continue pending EDA review and approval of the change order, but all such work shall be at the Recipient’s risk as to whether the cost of the work is eligible for EDA participation until the Recipient receives EDA’s written approval for the change order. *See* 13 CFR § 305.13 (“Contract change orders”).

7. Other Federal Awards with Similar Programmatic Activities.

The Recipient shall immediately notify the Project Officer and the Grants Officer in writing if, after receipt of this Award, other financial assistance is received to support or fund any portion of the scope of work incorporated into this Award. EDA will not pay for costs that are funded by other sources.

8. Beneficiary Compliance.

In the event a beneficiary of the Project fails to comply in any manner with certifications, assurances, or agreements that such beneficiary has entered into in accordance with EDA’s requirements, the Recipient will reimburse the Government the Award amount or an amount to be determined by the Government pursuant to 13 CFR §§ 314.4 (“Unauthorized use of property”) and 314.5 (“Federal share”). Where the Government determines that the failure of a beneficiary to comply with EDA requirements affects a portion of the property benefited by the Award, the Recipient will reimburse the Government proportionately.

9. Prohibition Against Assignment by the Recipient.

The Recipient shall not transfer, pledge, mortgage, or otherwise assign the Award, or any interest therein, or any claim arising thereunder, to any party or parties, banks, trust companies, or other financing or financial institutions without the express prior written approval of the Grants Officer, which approval may be provided in a special award condition.

10. Disclaimer Provisions; Hold Harmless Requirement.

- a. The United States expressly disclaims any and all responsibility or liability to the Recipient, subrecipient, or third persons for the actions of the Recipient, subrecipient, or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this Award or any subaward or subcontract under this Award.

- b. The acceptance of this Award or any subaward by the Recipient or subrecipient does not in any way constitute an agency relationship between the United States and the Recipient or subrecipient.
- c. To the extent permitted by law, the Recipient agrees to indemnify and hold the Government harmless from and against all liabilities that the Government may incur as a result of providing an award to assist, directly or indirectly, in the preparation of the Project site or construction, renovation, or repair of any facility on the Project site, to the extent that such liabilities are incurred because of toxic or hazardous contamination or groundwater, surface water, soil, or other conditions caused by operations of the Recipient or any of its predecessors (other than the Government or its agents) on the property. *See* 13 CFR § 302.19 (“Indemnification”).

11. Prohibition on Use of Third Parties to Secure Award.

Unless otherwise specified in the special award conditions to this Award, the Recipient warrants that no person or selling agency has been employed or retained to solicit or secure this Award upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by the Recipient for the purpose of securing business. For breach or violation of this warrant, the Government has the right to annul this Award without liability, or at its discretion, to deduct from the Award sum, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

12. Payment of Attorneys’ or Consultants’ Fees.

No Award funds shall be used, directly or indirectly, to reimburse attorneys’ or consultants’ fees incurred in connection with obtaining Investment Assistance under PWEDA, such as, for example, preparing the Application for EDA Investment Assistance. However, ordinary and reasonable attorneys’ and consultants’ fees incurred for meeting Award requirements (*e.g.*, conducting a title search or preparing plans and specifications) may be eligible Project costs and may be paid out of Award funds, provided such costs are otherwise eligible. *See* 13 CFR § 302.10 (“Attorneys’ and consultants’ fees, employment of expeditors, and post-employment restriction”).

13. Recipient’s Duty to Refrain from Employing Certain Government Employees.

- a. Pursuant to section 606(2) of PWEDA (42 U.S.C. § 3216), for the two-year period beginning on the date EDA executes this Award, any Recipient that is a nonprofit organization, District Organization, or for-profit entity agrees that it will not employ, offer any office or employment to, or retain for professional services any person who:
 - i. On the date the Government executes this Award or within the one-year period ending on that date, served as an officer, attorney, agent, or employee of the Department, and
 - ii. Occupied a position or engaged in activities that the Assistant Secretary determines involved discretion with respect to the awarding of Investment Assistance under PWEDA.

- b. In addition to the types of Recipients noted in paragraph a above, EDA may require another Eligible Applicant to execute an agreement to abide by the above-described post-employment restriction on a case-by-case basis—for example, when an institution of higher education implements activities under or related to the Investment Assistance through a separate nonprofit organization or association.
- c. The two-year period and associated restrictions referenced above also shall apply beginning on the date that EDA executes any cost amendment to this Award that provides additional funds to the Recipient.

See also 13 CFR § 302.10 (“Attorneys’ and consultants’ fees, employment of expeditors, and post-employment restriction”).

14. Commencement of Construction and Project Sign.

- a. *Delayed Construction Starts.* If significant construction (as determined by EDA) is not commenced within two years of the Award date or by the date estimated for start of construction in this Award (or the expiration of any extension granted in writing by EDA), whichever is later, this Award will be automatically suspended and may be terminated if EDA determines, after consultation with the Recipient, that construction to completion cannot reasonably be expected to proceed promptly and expeditiously.
- b. *Early Construction Starts.* The Recipient shall make a written request to EDA for early construction start permission (that is, after the date of Award, but before EDA gives formal approval for construction to commence). For Project costs to be eligible for EDA reimbursement, EDA must determine that the award of all contracts necessary for design and construction of the Project facilities is in compliance with the Terms and Conditions of this Award. If construction commences prior to EDA’s determination, the Recipient proceeds at its own risk until EDA’s review and concurrence. *See* 13 CFR § 305.11 (“Contract awards; early construction start”).
- c. *Project Sign.* The Recipient is responsible for constructing, erecting, and maintaining in good condition throughout the construction period a sign (or signs) in a conspicuous place at the Project site indicating that the Federal Government is participating in the Project. EDA will provide specifications for the sign and may require more than one sign if site conditions so warrant. If the EDA-recommended sign specifications conflict with State or local law, the Recipient may modify such recommended specifications so as to comply with State or local law. *See* 13 CFR § 305.12 (“Project sign”).

15. Efficient Administration of Project.

The Recipient agrees to properly and efficiently administer, operate, and maintain the Project for its estimated useful life, as required by section 504 of PWEDA (42 U.S.C. § 3194). If the Government determines, at any time during the estimated useful life of the facility, that the Project is not being properly and efficiently administered, operated, and maintained, the Government may terminate this Award (if it is still active) and/or may take appropriate enforcement action to protect the Federal Interest in the Project, including requiring the Recipient to repay the Federal Share. *See* 13 CFR §§ 302.12 (“Project administration, operation and maintenance”), 302.18 (“Post-approval requirements”), and 314.2 (“Federal interest”) through 314.5 (“Federal share”).

16. Conflicts-of-Interest Rules.

- a. An “Interested Party” is defined in 13 CFR § 300.3 (“Definitions”) as “any officer, employee, or member of the board of directors or other governing board of the Recipient, including any other parties that advise, approve, recommend, or otherwise participate in the business decisions of the Recipient, such as agents, advisors, consultants, attorneys, accountants, or shareholders.” An Interested Party includes the Interested Party’s “Immediate Family” (defined in 13 CFR § 300.3 as “a person’s spouse (or domestic partner or significant other), parents, grandparents, siblings, children and grandchildren, but does not include distant relatives, such as cousins, unless the distant relative lives in the same household as the person”) and other persons directly connected to the Interested Party by law or through a business organization.
- b. The Recipient must disclose in writing any potential conflicts of interest to EDA or the pass-through entity. In addition, the Recipient must maintain written standards of conduct to establish safeguards to prohibit an Interested Party from using its position for a purpose that constitutes or presents the appearance of personal or organizational conflicts-of-interest or of personal gain in the administration of an award. *See* 13 CFR § 302.17(a) and (b) (“Conflicts of interest”), 2 CFR § 200.112 (“Conflict of interest”), as applicable, and Forms SF-424B (“Assurances – Non-Construction Projects”) and SF-424D (“Assurances – Construction Projects”).
- c. An Interested Party must not receive any direct or indirect financial or personal interests or benefits in connection with this Award or its use for payment or reimbursement of costs by or to the Recipient. A financial interest or benefit may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with the organization selected or to be selected for a subaward. An appearance of impairment of objectivity could result from an organizational conflict where, because of other activities or relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance, services, or advice. It also could result from non-financial gain to the individual, such as benefit to reputation or prestige in a professional field. *See* 13 CFR § 302.17(a) and (b).
- d. Procurement-related conflicts of interest. In addition, in accordance with 2 CFR § 200.318(c) (“General procurement standards”), the Recipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. *See* 2 CFR §§ 200.317–200.326 (“Procurement Standards”).

17. Record-Keeping Requirements.

- a. *Records.* The Recipient must maintain records that document compliance with the Terms and Conditions of this Award. At a minimum, the Recipient’s records must fully disclose:
 - i. The amount and disposition of EDA investment assistance;
 - ii. All Project expenditures and procurement actions;
 - iii. The total cost of the Project that the Award funds;
 - iv. Copies of all reports and disbursement requests submitted to EDA;

- v. The benefits/impacts of the Project, as reported through GPRA and other reports to EDA;
 - vi. The amount and nature of the portion of Project costs provided by non-EDA sources;
 - vii. Contractor compliance with applicable Federal requirements; and
 - viii. Such other records as EDA determines will facilitate an effective audit.
- b. *Records Retention.* In general and in accordance with 2 CFR § 200.333 (“Retention requirements for records”), all records pertinent to this Award must be retained for a period of three years from the date of submission of the final Project expenditure report (the final Form SF-271 for disbursement). The only exceptions are the following:
- i. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final actions taken.
 - ii. When the Recipient is notified in writing by EDA, the cognizant agency for either audit or indirect costs, the oversight agency for audit, or the relevant pass-through entity to extend the retention period, it must retain the records as directed.
 - iii. Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition of the relevant real property or equipment.
 - iv. When records are transferred or maintained by EDA, the three-year retention requirement is not applicable to the Recipient.
 - v. Records for program income transactions after the period of performance. In some cases Recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the Recipient’s fiscal year in which the program income is earned.
 - vi. Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 - (1) *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the three-year retention period for its supporting records starts from the date of such submission.
 - (2) *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.
- c. *Monitoring and Reporting Obligations.* The Recipient is responsible for monitoring any subrecipients and contractors to ensure their compliance with the records retention requirements. The Recipient must immediately notify the Project Officer if records are lost,

destroyed, or are otherwise no longer available, or if the Recipient anticipates that it will not be able to comply with the record retention requirements under the Award for the general retention periods noted above. *See* 13 CFR § 302.14 (“Records”), as applicable.

18. Termination Actions.

- a. In accordance with 2 CFR § 200.339 (“Termination”), this Award may be terminated in whole or in part as follows:
 - i. *Termination by EDA for the Recipient’s Failure to Comply with the Terms and Conditions of the Award.* EDA may terminate this Award, in whole or in part, if the Recipient fails to comply with the Terms and Conditions of the Award, including if:
 - (1) Any representation made by the Recipient to the Federal awarding agency in connection with the Application for Federal assistance is incorrect or incomplete in any material respect;
 - (2) The Project has changed substantially, without EDA approval, so as to affect significantly the accomplishment of the Project as intended (including an unauthorized use of property as provided in 13 CFR § 314.4 (“Unauthorized use of property”));
 - (3) The Recipient has violated commitments it made in its Application and supporting documents or has violated any of the Terms and Conditions of the Award;
 - (4) The conflicts-of-interest rules at 13 CFR § 302.17 (“Conflicts of interest”) are violated; or
 - (5) The Recipient fails to report immediately to the Federal awarding agency any change of authorized representative acting in lieu of or on behalf of the Recipient.
 - ii. *Termination by EDA for Cause.* EDA may terminate this Award for cause if required by a circumstance beyond EDA’s control, such as a Congressional mandate.
 - iii. *Termination by the Recipient.* The Recipient may terminate this Award in whole or in part upon sending the EDA Grants Officer written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if EDA determines in the case of partial termination that the reduced or modified portion of the EDA Award will not accomplish the purposes for which the EDA Award was made, EDA may terminate the Award in its entirety.
 - iv. *Termination Upon Mutual Agreement.* EDA and the Recipient may mutually agree to terminate this Award in whole or in part. In such cases, EDA and the Recipient must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- b. If the Award is wholly or partially terminated, the Recipient remains responsible for compliance with the requirements in 2 CFR §§ 200.343 (“Closeout”) and 200.344 (“Post-closeout adjustments and continuing responsibilities”).

19. Project Closeout Procedures.

As noted above in section C.15 “Efficient Administration of Project” of these Construction ST&Cs, after construction is completed and the Project is closed out financially, the Recipient has an ongoing responsibility to properly administer, operate, and maintain the Project for its estimated useful life (as determined by EDA) in accordance with its original purpose. See 13 CFR § 302.12 (“Project administration, operation and maintenance”). The Recipient must comply with all Award requirements and maintain records to document such compliance, which shall be made available for inspection by EDA or other Government officials as required.

- a. *Final Disbursement.* When Project construction and final inspection have been completed, or substantially completed as determined by EDA, and the Recipient has accepted the Project from the contractor, the Recipient can begin the Closeout process by submitting the following documentation to EDA:
 - i. A request for final disbursement on an executed Form SF-271;
 - ii. A written certification that all costs charged against this Award (Federal and non-Federal shares) are for eligible activities and represent allowable costs, for which there is documentation in the Recipient’s records;
 - iii. An executed certificate of final acceptance signed by the Recipient and the Recipient’s architect/engineer;
 - iv. The Recipient’s certification that its currently valid single or program-specific audit in accordance with subpart F of 2 CFR part 200 (“Audit Requirements”), if applicable, does not contain any material findings (if the Recipient’s currently valid audit does contain material findings, the Recipient shall submit the applicable audit preferably via e-mail to the Project Officer, who will review with the Grants Officer);
 - v. The Recipient’s certification that its currently valid audit (in accordance with subpart F of 2 CFR part 200), if applicable, has been submitted to the Federal Audit Clearinghouse; and
 - vi. Other documentation as may be required by EDA.

EDA shall advise the Recipient of costs determined to be allowable and unallowable. If a balance of this Award is due to the Recipient, the balance will be paid by wire transfer. If the Recipient has received an amount in excess of the amount due the Recipient, the Recipient must refund the excess to EDA. The Recipient shall contact the Project Officer for refund instructions.

As noted above, if the Recipient’s currently valid audit completed pursuant to subpart F of 2 CFR part 200 contains material findings, the Recipient shall submit the audit, preferably via e-mail, to the Project Officer, who will review with the Grants Officer before final disbursement. If e-mail is unavailable, the Recipient may submit a hardcopy version of the audit to the Project Officer.

- b. The Recipient shall submit, within 90 calendar days after the Project Closeout date, all financial, performance, and other reports as required by the Terms and Conditions of this Award. The Grants Officer may extend the 90 calendar day Closeout period upon a written request from the Recipient.

- c. As required under GPRA and in accordance with a schedule that will be provided by EDA, the Recipient must submit additional Performance Measurement Reports, generally three, six, and nine years after the date of the Award to accurately and completely report the impacts of the Project, especially in terms of job creation and private investment leveraging.
- d. Unless EDA authorizes an extension, the Recipient shall liquidate all obligations incurred under this Award no later than 90 calendar days after acceptance of the Project from the contractor or within 90 calendar days of the expiration date of this Award, whichever occurs earlier.
- e. In accordance with 2 CFR § 200.344 “Post-closeout adjustments and continuing responsibilities,” the Closeout of this Award does not affect any of the following:
 - i. The right of EDA to disallow costs and recover funds on the basis of a later audit or other Project review;
 - ii. The Recipient’s obligation to return any funds due as a result of later corrections or other transactions;
 - iii. Audit requirements per subpart F of 2 CFR part 200; and
 - iv. Requirements for property management and disposition, records retention, and performance measurement reports. *See* subpart D of 2 CFR part 200 (“Post Federal Award Requirements”), as applicable.

20. Freedom of Information Act.

EDA is responsible for meeting its Freedom of Information Act (“FOIA”) (5 U.S.C. § 552) responsibilities for its records. DOC regulations at 15 CFR part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under the FOIA, contents of Applications and other information submitted by applicants and Recipients may be released in response to a FOIA request. The Recipient should be aware that EDA may make certain Application and other submitted information publicly available. Accordingly, as set forth in 15 CFR § 4.9, the Recipient should identify in its Application any “business information” it believes to be protected from disclosure pursuant to 5 U.S.C. § 552(b)(4).

D. ADDITIONAL REQUIREMENTS RELATING TO CONSTRUCTION PROJECTS.

The Recipient and any subrecipients must, in addition to other statutory and regulatory requirements detailed in these Construction ST&Cs and the assurances made to EDA in connection with the Award, comply and require each of its contractors and subcontractors employed in the completion of the Project to comply with all applicable Federal, State, territorial, and local laws, and in particular, the following Federal public laws (and the regulations issued thereunder), executive orders, OMB circulars, Uniform Guidance, and local law requirements.

- 1. The Davis-Bacon Act, as amended (40 U.S.C. §§ 3141–3144, 3146, 3147; 42 U.S.C. § 3212),** which requires minimum wages for mechanics and laborers employed on Federal Government public works projects to be based on the wages that the Secretary of Labor determines to be prevailing for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State in which the Project is to be performed, or in the District of Columbia if the Project is to be performed there.

2. **The Contract Work Hours and Safety Standards Act, as amended (40 U.S.C. §§ 3701-3708)**, which provides work hour standards for every laborer and mechanic employed by any contractor or subcontractor in the performance of a Federal public works project.
3. **The National Historic Preservation Act of 1966, as amended (54 U.S.C. § 300101 *et seq.*), and the Advisory Council on Historic Preservation Guidelines (36 CFR part 800)**, which require stewardship of historic properties in projects involving Federal funds.
4. **The Historical and Archeological Data Preservation Act of 1974, as amended (16 U.S.C. § 469a-1 *et seq.*)**, which requires appropriate surveys and preservation efforts if a Federally licensed project may cause irreparable loss or destruction of significant scientific, prehistorical, historical, or archeological data.
5. **The Architectural Barriers Act of 1968, as amended (42 U.S.C. § 4151 *et seq.*)**, and the regulations issued thereunder, which prescribe standards for the design and construction of any building or facility intended to be accessible to the public or that may house handicapped employees.
6. **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. § 4601 *et seq.*)**, and implementing regulations issued at 49 CFR part 24 (“Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs”), which establish uniform policies for the fair and equitable treatment of persons, businesses, or farm operations affected by the acquisition, rehabilitation, or demolition of real property acquired for a project financed wholly or in part with Federal financial assistance.
7. **The Energy Conservation and Production Act (42 U.S.C. § 6834 *et seq.*)**, which establishes energy efficiency performance standards for the construction of new residential and commercial structures undertaken with Federal financial assistance.
8. **Compliance with Local Construction Requirements.** The Recipient will comply with current local building codes, standards, and other requirements applicable to the Project.

E. NONDISCRIMINATION REQUIREMENTS.

No person in the United States shall, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. The Recipient agrees to comply with the nondiscrimination requirements below.

1. Statutory Provisions.

- a. **Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*)** and DOC implementing regulations published at 15 CFR part 8 (“Nondiscrimination in Federally Assisted Programs of the Department of Commerce—Effectuation of Title VI of the Civil Rights Act of 1964”), which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance. *See* the Department’s Title VI compliance provisions at 15 CFR §§ 8.7 (“Cooperation, compliance reports and reviews and access to records”) through 8.15 (“Effect on other laws; supplementary instructions; coordination”).

- b. **Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*)**, which prohibits discrimination on the basis of sex under Federally assisted education programs or activities.
- c. **Pub. L. No. 92-65, 42 U.S.C. § 3123**, which proscribes discrimination on the basis of sex in EDA assistance provided under PWEDA; **Pub. L. No. 94-369, 42 U.S.C. § 6709**, which proscribes discrimination on the basis of sex under the Local Public Works Program; and the Department’s implementing regulations at 15 CFR §§ 8.7 (“Cooperation, compliance reports and reviews and access to records”) -8.15 (“Effect on other laws; supplementary instructions; coordination”).
- d. **The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 *et seq.*) (ADA)**, which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereof, as well as public or private entities that provide public transportation.
- e. **Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794)**, and DOC implementing regulations published at 15 CFR part 8b (“Prohibition of Discrimination Against the Handicapped in Federally Assisted Programs Operated by the Department of Commerce”), which prohibit discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.

For purposes of complying with the accessibility standards set forth in 15 CFR § 8b.18(c) (“New construction”), Recipients must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (“ADA”) (28 CFR part 35 (“Nondiscrimination on the Basis of Disability in State and Local Government Services”); 75 *Fed. Reg.* 56164, as amended by 76 *Fed. Reg.* 13285) and Title III of the ADA (28 CFR part 36 (“Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities”); 75 *Fed. Reg.* 56236, as amended by 76 *Fed. Reg.* 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.

- f. **The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*)** and DOC implementing regulations published at 15 CFR part 20 (“Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance”), which prohibit discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- g. Other applicable Federal statutes, regulations, and executive orders, and other applicable nondiscrimination laws.

2. Other Provisions.

- a. Parts II and III of Executive Order 11246 (30 *Fed. Reg.* 12319, 1965), as amended by Executive Orders 11375 (32 *Fed. Reg.* 14303, 1967) and 12086 (43 *Fed. Reg.* 46501, 1978), requiring Federally assisted construction contracts to include the nondiscrimination provisions of sections 202 and 203 of that Executive Order and Department of Labor regulations implementing Executive Order 11246 (41 CFR § 60-1.4(b) (“Equal Opportunity Clause”), 1991).

- b. Executive Order 13166 (August 11, 2000), “Improving Access to Services for Persons With Limited English Proficiency,” requiring Federal agencies to examine the services provided, identify any need for services to those with limited English proficiency (“LEP”), and develop and implement a system to provide those services so that LEP persons can have meaningful access to them. The DOC issued policy guidance on March 24, 2003 (“Guidance to Federal Financial Assistance Recipients on the Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons”, 68 *Fed. Reg.* 14180) to articulate the Title VI prohibition against national origin discrimination affecting LEP persons and to help ensure that Recipients provide meaningful access to their LEP applicants and beneficiaries.

3. Title VII Exemption for Religious Organizations.

Generally, Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*) provides that it shall be an unlawful employment practice for an employer to discharge any individual or otherwise discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because of such individual’s race, color, religion, sex, or national origin. However, Title VII, 42 U.S.C. § 2000e-1(a), expressly exempts from the prohibition against discrimination on the basis of religion, a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.

F. AUDITS.

Under the Inspector General Act of 1978, as amended (5 U.S.C. App. 3, § 1 *et seq.*), an audit of the Award may be conducted at any time. The Department’s Inspector General, or any of his or her duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of the Recipient, whether written, printed, recorded, produced, or reproduced by any electronic, mechanical, magnetic, or other process or medium, in order to make audits, inspections, excerpts, transcripts, or other examinations as authorized by law. This right also includes timely and reasonable access to the Recipient’s personnel for the purpose of interview and discussion related to such documents. *See* 2 CFR § 200.336 (“Access to records”). When the Office of the Inspector General (“OIG”) requires a program audit on a DOC Award, the OIG will usually make the arrangements to audit the Award, whether the audit is performed by OIG personnel, an independent accountant under contract with DOC, or any other Federal, State, or local audit entity.

1. Organization-Wide, Program-Specific, and Project Audits.

- a. Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996, as implemented by subpart F of 2 CFR part 200 (“Audit Requirements”). Recipients that expend \$750,000 or more in Federal awards during their fiscal year shall have an audit conducted for that year in accordance with the requirements set forth in subpart F of 2 CFR part 200. Within the earlier of 30 calendar days after receipt of the auditor’s report, or nine months after the end of the audit period, a copy of the audit shall be submitted electronically to the Federal Audit Clearinghouse website at <http://harvester.census.gov/sac/>.

If it is necessary to submit using paper, the address for submission is:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

Within 90 days of the end of the fiscal year of a Recipient subject to subpart F of 2 CFR part 200, the entity is responsible for notifying the Grants Officer of the amount of Federal awards, including all DOC and non-DOC awards, the Recipient expended during its fiscal year.

A Recipient that expends less than \$750,000 in Federal awards during its fiscal year is exempt from Federal audit requirements for that year, except as noted at 2 CFR § 200.503 (“Relation to other audit requirements”), but records must be available for review and audit by EDA, DOC, or other designated Government officials.

Failure to provide audit reports within the timeframes specified may result in appropriate enforcement action, up to and including termination of the Award, and may jeopardize eligibility for receiving future DOC awards.

- b. Unless otherwise specified in the Terms and Conditions of this Award, for-profit hospitals, commercial entities, and other organizations that are not subject to subpart F of 2 CFR part 200 (“Audit Requirements”) shall have a program specific audit performed by an independent auditor when the Federal share amount awarded is \$750,000 or more over the duration of the period of performance. An audit is required at least once every two years using the following schedule for audit report submission:
 - i. For Awards where the period of performance is less than two years, an audit is required within 90 calendar days of the end of the period of performance to cover the entire Project (the Project Closeout period is included in the 90 days);
 - ii. For Awards with a two- or three-year period of performance, an audit is required within 90 calendar days after the end of the first year to cover Year 1, which is the period of time when Federal funding is available for obligation by the Recipient, and within 90 calendar days of the end of the period of performance to cover Year 2 and Year 3 (if applicable) (the Project Closeout period is included in the 90 days); or
 - iii. For Awards with a four- to five-year period of performance, an audit is required within 90 calendar days after the end of the first year to cover Year 1, within 90 calendar days after the end of the third year to cover Year 2 and Year 3, and within 90 calendar days of the end of the period of performance to cover Year 4 and Year 5 (if applicable) (the Project Closeout period is included in the 90 days).
- c. EDA’s Public Works and Economic Adjustment Assistance programs generally have specific audit guidelines that will be incorporated into the Award and may be found in the annual Compliance Supplement, which is Appendix XI to 2 CFR part 200 and is available on OMB’s website (https://www.whitehouse.gov/omb/circulars_default). When DOC does not have a program-specific audit guide available for the program, the auditor will follow the requirements for a program-specific audit as described in 2 CFR § 200.507

(“Program-specific audits”). The Recipient may include a line item in the budget for the cost of the audit for approval. A copy of the program-specific audit shall be submitted to the Grants Officer.

- d. Recipients are responsible for compliance with the above audit requirements and for informing the Grants Officer of the status of their audit, including when the relevant audit has been completed and submitted in accordance with the requirements of this section. In accordance with 2 CFR § 200.331(d)(3) (“Requirements for pass-through entities”), pass-through entities are responsible for issuing a management decision for any audit findings pertaining to the Federal Award provided to a subrecipient.

2. Requirement to Submit a Copy of the Audit to EDA.

If the Recipient’s currently valid audit required under subpart F of 2 CFR part 200 (“Audit Requirements”) contains material findings, the Recipient must submit a copy of the audit to the Project Officer, who will review it with the Grants Officer. *See also* section C.19.a.iv “Project Closeout Procedures” of these Construction ST&Cs.

3. Audit Resolution Process.

- a. An audit of the Award may result in the disallowance of costs incurred by the Recipient and the establishment of a debt (account receivable) due to EDA. For this reason, the Recipient should take seriously its responsibility to respond to all audit findings and recommendations with adequate explanations and supporting evidence whenever audit results are disputed.
- b. In accordance with the *Federal Register* notice dated January 27, 1989 (54 *Fed. Reg.* 4053), a Recipient has the following opportunities to dispute the proposed disallowance of costs and the establishment of a debt after an audit:
 - i. The Recipient has 30 business days from the date of the transmittal of the “Draft Audit Report” to submit written comments and documentary evidence.
 - ii. The Recipient has 30 business days from the date of the transmittal of the “Final Audit Report” to submit written comments and documentary evidence. There will be no extension of this deadline.
 - iii. EDA shall review the documentary evidence submitted by the Recipient and shall notify the Recipient of the results in an “Audit Resolution Determination Letter.” The Recipient has 30 business days from the date of receipt of the Audit Resolution Determination Letter to submit a written appeal. There will be no extension of this deadline. The appeal is the last opportunity for the Recipient to submit written comments and documentary evidence that dispute the validity of the Audit Resolution Determination Letter.
 - iv. An appeal of the Audit Resolution Determination Letter does not prevent the establishment of the audit-related debt nor does it prevent the accrual of interest on such debt. If the Audit Resolution Determination Letter is overruled or modified on appeal, appropriate corrective action will be taken retroactively. An appeal will stay the offset of funds owed by the auditee against funds due to the auditee.
 - v. The EDA or DOC, as applicable, shall review the Recipient’s appeal. EDA shall notify the Recipient of the results in an Appeal Determination Letter. After the opportunity to

appeal has expired or after the appeal determination has been rendered, EDA or DOC will not accept any further documentary evidence from the Recipient. No other EDA or DOC administrative appeals are available.

G. DEBTS.

1. Payment of Debts Owed the Federal Government.

- a. The Recipient must promptly pay any debts determined by the Federal Government to be owed by the Recipient. Any funds paid to the Recipient in excess of the amount to which the Recipient is finally determined to be entitled under the terms of the Award constitute a debt to the Federal Government. In accordance with 2 CFR § 200.345 (“Collection of amounts due”), if not paid within 90 calendar days after demand, DOC may reduce a debt owed to the Federal Government by:
 - i. Making an administrative offset against other request for reimbursement;
 - ii. Withholding advance payments otherwise due to the Recipient; or
 - iii. Taking any other action permitted by Federal statute.
- b. DOC debt collection procedures are set out in 15 CFR part 19. In accordance with 2 CFR § 200.345 (“Collection of amounts due”), failure to pay a debt owed to the Federal Government shall result in the assessment of interest, penalties and administrative costs under 31 U.S.C. § 3717 and 31 CFR § 901.9. DOC entities will transfer any DOC debt that is more than 180 calendar days delinquent to the U.S. Department of the Treasury’s Financial Management Service for debt collection services, a process known as “cross-servicing,” pursuant to 31 U.S.C. § 3711(g), 31 CFR § 285.12, and 15 CFR § 19.9, and may take further action as specified in section A.6 “Noncompliance with Award Provisions” of these Construction ST&Cs. Funds for payment of a debt must not come from other Federally sponsored programs, and DOC may conduct on-site visits, audits and other reviews to verify that other Federal funds have not been used to pay a debt.

2. Late Payment Charges.

- a. Interest shall be charged on the delinquent debt in accordance with section 3717(a) of the Debt Collection Act, as amended (31 U.S.C. § 3701 *et seq.*). The minimum annual interest rate to be assessed is the U.S. Department of the Treasury’s Current Value of Funds Rate (“CVFR”). The CVFR is available online at <http://www.fms.treas.gov/cvfr/index.html> and also published by the Department of the Treasury in the *Federal Register* (<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR>) and in the *Treasury Financial Manual Bulletin*. The assessed rate shall remain fixed for the duration of the indebtedness.
- b. Penalties shall accrue at a rate of not more than six percent per year or such other higher rate as authorized by law.
- c. Administrative charges (*i.e.*, the costs of processing and handling a delinquent debt) shall be determined by the DOC entity collecting the debt, as directed by the Office of the Chief Financial Officer and Assistant Secretary for Administration.

3. Barring Delinquent Federal Debtors from Obtaining Federal Loans or Loan Insurance Guarantees.

Pursuant to 31 U.S.C. § 3720B and 31 CFR § 901.6, unless waived, DOC is not permitted to extend financial assistance in the form of a loan, loan guaranty, or loan insurance to any person delinquent on a non-tax debt owed to a Federal agency. This prohibition does not apply to disaster loans.

4. Effect of Judgment Lien on Eligibility for Federal Grants, Loans, or Programs.

Pursuant to 28 U.S.C. § 3201(e), unless waived by DOC, a debtor who has a judgment lien against the debtor's property for a debt to the United States shall not be eligible to receive any grant or loan that is made, insured, guaranteed, or financed directly or indirectly by the United States or to receive funds directly from the Federal Government in any program, except funds to which the debtor is entitled as beneficiary, until the judgment is paid in full or otherwise satisfied.

H. GOVERNMENTWIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT).

The Recipient shall comply with the provisions of 2 CFR part 1326 ("Nonprocurement Debarment and Suspension") (published in the *Federal Register* on December 21, 2006, 71 *Fed. Reg.* 76573), which generally prohibit entities that have been debarred, suspended, or voluntarily excluded from participating in Federal nonprocurement transactions through either primary or lower-tier covered transactions, and which set forth the responsibilities of Recipients of Federal financial assistance regarding transactions with other persons, including subrecipients and contractors. In addition, as provided in section K.4.b "Applicability of Provisions to Subawards, Contracts, and Subcontracts" of these Construction ST&Cs, in accordance with subpart C of 2 CFR part 1326, the Recipient must include a term or condition in lower tier transactions (subawards, contracts, and subcontracts) requiring lower tier participants to comply with subpart C (entitled "Responsibilities of Participants Regarding Transactions Doing Business With Other Persons") of the OMB guidance in 2 CFR part 180 "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)."

I. DRUG-FREE WORKPLACE.

The Recipient shall comply with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102), and DOC's implementing regulations found at 15 CFR part 29 ("Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)") which require that the Recipient take steps to provide a drug-free workplace.

J. LOBBYING RESTRICTIONS.

1. *Statutory and Regulatory Provisions.* The Recipient shall comply with 2 CFR § 200.450 ("Lobbying"), which incorporates the provisions of 31 U.S.C. § 1352; the "New Restrictions on Lobbying" published at 55 *Fed. Reg.* 6736 (February 26, 1990); and OMB guidance and notices on lobbying and restrictions. In addition, the Recipient must comply with the DOC's regulations published at 15 CFR part 28, which implement the "New Restrictions on Lobbying." These provisions prohibit the use of Federal funds for lobbying the executive or legislative branches of the Federal government in connection with an award, and require disclosure of the use of

non-Federal funds for lobbying. Lobbying includes attempting to improperly influence, meaning any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a Federal award or regulatory matter on any basis other than the merits of the matter, either directly or indirectly. Costs incurred to improperly influence are unallowable. See 2 CFR § 200.450(b) and (c).

2. *Disclosure of Lobbying Activities.* Any Recipient that receives more than \$100,000 in Federal funding shall submit a completed Form SF-LLL, “Disclosure of Lobbying Activities,” regarding the use of non-Federal funds for lobbying. The Form SF-LLL shall be submitted within 30 days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The Recipient must submit any required Forms SF-LLL, including those received from subrecipients, contractors, and subcontractors, to the Project Officer.
3. *Special Provisions Relating to Indian Tribes.* As set out in 31 U.S.C. § 1352, special provisions are applicable to Indian tribes, tribal organizations, and other Indian organizations eligible to receive Federal contracts, grants, loans, or cooperative agreements. In accordance with DOC policy, EDA recognizes Tribal Employment Rights Ordinances (“TEROs”), which may provide for preferences in contracting and employment, in connection with its financial assistance awards. Federal awards granted to American Indian and Alaska Native tribal governments generally may provide for preference in contracting, hiring, firing, and the payment of a TERO fee. The payment of the TERO fee, which supports the tribal employment rights office to administer the preferences, should generally be allowable as an expense that is “necessary and reasonable for the performance of the Federal award,” as provided under 2 CFR § 200.403 (“Factors affecting allowability of costs”).

K. CODES OF CONDUCT AND SUBAWARD, CONTRACT, AND SUBCONTRACT PROVISIONS.

1. Code of Conduct for Recipients.

- a. *General conflicts-of-interest requirements.* The Recipient must comply with EDA’s regulation at 13 CFR § 302.17 (“Conflicts of interest”), which articulates EDA’s requirements to prevent conflicts of interest, which generally exist when an Interested Party participates in a matter that has a direct and predictable effect on the Interested Party’s personal or financial interests or there is an appearance that an Interested Party’s objectivity in performing his or her responsibilities under the Project is impaired. In addition, in accordance with 2 CFR § 200.112 (“Conflict of interest”), the Recipient must disclose to EDA in writing any potential conflict of interest. In addition, pursuant to the certification in Form SF-424D, paragraph 7, the Recipient must maintain written standards of conduct to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest or personal gain in the administration of this Award.
- b. *Procurement-related conflicts of interest.* In addition, in accordance with 2 CFR § 200.318 (“General procurement standards”), the Recipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts.

2. Applicability of Award Provisions to Subrecipients.

- a. The Recipient or pass-through entity shall require all subrecipients, including lower tier subrecipients, under the Award to comply with the provisions of this Award, including applicable provisions of the Uniform Guidance (2 CFR part 200), and all associated terms and conditions. *See* 2 CFR §§ 200.330 (“Subrecipient and contractor determinations”) through 200.332 (“Fixed amount subawards”) and 2 CFR § 200.101(b)(1) (“Applicability”), which describes the applicability of 2 CFR part 200 to various types of Federal awards.
- b. In accordance with 2 CFR § 200.331 (“Requirements for pass-through entities”), all pass-through entities must:
 - i. *Subaward Identification*. Clearly identify every subaward to the subrecipient at the time of the subaward, including subsequent subaward modification. In accordance with 2 CFR § 200.331(a), required information includes:
 - (1) All Award information data elements set out at 2 CFR § 200.331(a)(1);
 - (2) All requirements imposed by the pass-through entity on the subrecipient so that the Federal Award is used in accordance with Federal statutes, regulations and the Terms and Conditions of the Award;
 - (3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency, including identification of required financial and performance reports;
 - (4) Indirect cost rate information in accordance with 2 CFR § 200.331(a)(4);
 - (5) Access requirements for the subrecipient’s records and financial statements in accordance with 2 CFR § 200.331(a)(5); and
 - (6) Appropriate terms and conditions concerning closeout of the subaward.
 - ii. *Risk-Based Subrecipient Evaluation*. Evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring in accordance with 2 CFR § 200.331(b).
 - iii. *Subaward Conditions*. Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in 2 CFR § 200.207 (“Specific conditions”).
 - iv. *Subrecipient Monitoring*. In accordance with 2 CFR § 200.331(d), monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal requirements, and that the subaward performance goals are achieved. Subrecipient monitoring must include:
 - (1) Reviewing financial and programmatic reports required by the pass-through entity;
 - (2) Following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means; and

- (3) Issuing a management decision for audit findings pertaining to the Award provided to the subrecipient from the pass-through entity as required by 2 CFR § 200.521 (“Management decision”).
- v. *Utilizing Risk-Based Monitoring Tools.* In accordance with 2 CFR § 200.331(e), depending on the Recipient’s evaluation of each subrecipient’s risk, utilize appropriate monitoring tools, including training and technical assistance, performing on-site reviews, and arranging agreed-upon-procedures engagements as described in 2 CFR § 200.425 (“Audit services”).
- vi. *Subrecipient Audits.* Verify that every subrecipient is audited as required by subpart F of 2 CFR part 200 (“Audit Requirements”) when it is expected that the subrecipient’s Federal awards expended during the fiscal year equaled or exceeded the threshold set forth in 2 CFR § 200.501 (“Audit requirements”).
- vii. *Necessary Adjustments to the Pass-Through Entity’s Records.* Consider whether the results of the subrecipient’s audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity’s own records.
- viii. *Enforcement Action.* Consider taking enforcement action against noncompliant subrecipients as described in 2 CFR § 200.338 (“Remedies for noncompliance”) and in applicable program regulations.

See also 2 CFR § 200.331 for the full text of requirements for pass-through entities.

3. Competition and Codes of Conduct for Subawards.

- a. The Recipient must be alert to organizational conflicts of interest as well as other practices among subrecipients that may restrict or eliminate competition.
- b. The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of subawards. No employee, officer, or agent shall participate in the selection, award, or administration of a subaward supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization in which he or she serves as an officer or which employs or is about to employ any of the parties mentioned in this section, has a financial interest or other interest in the organization selected or to be selected for a subaward. The officers, employees, and agents of the Recipient shall neither solicit nor accept anything of monetary value from subrecipients. However, the Recipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Recipient.
- c. A financial interest may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with the organization selected or to be selected for a subaward. An appearance of impairment of objectivity could result from an organizational conflict where, because of other activities or relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance or advice. It could also result from non-financial gain to the individual, such as benefit to reputation or prestige in a professional field.

4. Applicability of Provisions to Subawards, Contracts, and Subcontracts.

- a. The Recipient shall include the following notice in each request for applications or bids for a subaward, contract, or subcontract, as applicable:

Applicants/bidders for a lower tier covered transaction (except procurement contracts for goods and services under \$25,000 not requiring the consent of a DOC official) are subject to subpart C of 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).” In addition, applicants/bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to 15 CFR part 28, “New Restrictions on Lobbying.”

Applicants/bidders should familiarize themselves with these provisions, including the certification requirement. Therefore, Applications for a lower tier covered transaction must include a Form CD-512, “Certification Regarding Lobbying–Lower Tier Covered Transactions,” completed without modification.

- b. The Recipient shall include a term or condition in all lower tier covered transactions (subawards, contracts, and subcontracts) requiring lower tier participants to comply with subpart C of 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).”
- c. Required subaward and contractual provisions:
 - i. The Recipient shall include a statement in all lower tier covered transactions (subawards, contracts, and subcontracts) exceeding \$100,000 in Federal funds that the subaward, contract, or subcontract is subject to 31 U.S.C. § 1352, as implemented at 15 CFR part 28 (“New Restrictions on Lobbying”). The Recipient shall further require the subrecipient, contractor, or subcontractor to submit a completed “Disclosure of Lobbying Activities” (Form SF-LLL) regarding the use of non-Federal funds for lobbying. The Form SF-LLL shall be submitted within 15 days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The Form SF-LLL shall be submitted from tier to tier until received by the Recipient. The Recipient must submit all disclosure forms received, including those that report lobbying activity on its own behalf, to the Project Officer within 30 days following the end of the calendar quarter.
 - ii. In addition to other provisions required by the Federal agency or Recipient, in accordance with 2 CFR § 200.326 (“Contract provisions”), all contracts made by the Recipient under this Award must contain the applicable provisions set out in Appendix II to 2 CFR part 200 (“Contract Provisions for Non-Federal Entity Contracts Under Federal Awards”), which address various contractual requirements including remedies, termination for cause and convenience, Equal Employment Opportunity, the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, rights to inventions, environmental quality, energy efficiency, debarment and suspension, the Byrd Anti-Lobbying Amendment, and procurement of recovered materials. See Appendix II to 2 CFR part 200 for a full explanation of these requirements.

5. Pilot Program for Enhancement of Employee Whistleblower Protections.

The National Defense Authorization Act (“NDAA”) for Fiscal Year 2013 (Pub. L. No. 112-239, enacted January 2, 2013 and codified at 41 U.S.C. § 4712) includes a pilot program for whistleblower protection. It applies to all DOC awards, subawards, and contracts under awards issued beginning July 1, 2013 through January 1, 2017. This term implements that law.

In accordance with 41 U.S.C. § 4712, an employee of a Recipient or contractor under a Federal award or subaward may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal award or subaward or contract under a Federal award or subaward, a gross waste of Federal funds, an abuse of authority related to a Federal award or subaward or contract under a Federal award or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal award or subaward or contract under a Federal award or subaward. These persons or bodies include:

- a. A Member of Congress or a representative of a committee of Congress.
- b. An Inspector General.
- c. The Government Accountability Office.
- d. A Federal employee responsible for contract or grant oversight or management at the relevant agency.
- e. An authorized official of the Department of Justice or other law enforcement agency.
- f. A court or grand jury.
- g. A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Recipients and contractors under Federal awards and subawards shall inform their employees in writing of the rights and remedies provided under 41 U.S.C. § 4712, in the predominant native language of the workforce.

6. Small Businesses, Minority Business Enterprises, and Women’s Business Enterprises.

In accordance with 2 CFR § 200.321 (“Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms”), the Recipient must take all necessary affirmative steps to ensure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. DOC encourages Recipients to utilize small businesses, minority business enterprises, and women’s business enterprises in contracts under financial assistance awards. The Minority Business Development Agency (“MBDA”) within DOC will assist Recipients in matching qualified minority business enterprises with contract opportunities. For further information, the Recipient may visit MBDA’s website at <http://www.mbda.gov> or contact MBDA via telephone or mail:

U.S. Department of Commerce
Minority Business Development Agency
Herbert C. Hoover Building
14th Street and Constitution Avenue, N.W.

7. Subaward to or Contract with a Federal Agency.

- a. The Recipient, contractor and/or subcontractor shall not subgrant or subcontract any part of the approved Project to any agency or employee of DOC or any other Federal department, agency, or instrumentality without the prior written approval of the Grants Officer.
- b. The Recipient must submit requests for approval of such action to the Project Officer, who shall review and make a recommendation to the Grants Officer. The Grants Officer must forward all requests to the Federal Assistance Law Division in the Office of the Department of Commerce Assistant General Counsel for Administration and Transactions for review prior to making the final determination. The Grants Officer will notify the Recipient in writing of the final determination.

8. EDA Contracting Provisions for Construction Projects.

The Recipient shall use the “*EDA Contracting Provisions for Construction Projects*” as guidance in developing all construction contracts. The “*EDA Contracting Provisions for Construction Projects*” lists applicable EDA and other Federal requirements for construction contracts.

L. PROPERTY.

1. Standards.

With respect to any property acquired or improved in whole or in part with EDA investment assistance under this Award, the Recipient shall comply with the Property Standards set forth at 2 CFR §§ 200.310 (“Insurance coverage”) through 200.316 (“Property trust relationship”), and EDA’s regulations at 13 CFR part 314. Property acquired or improved in whole or in part by the Recipient under this Award may consist of real property; personal property, including equipment and supplies; and intangible property, such as money, notes, and security interests. Any property reports required under 2 CFR §§ 200.310 through 200.316, such as periodic inventories and requests for disposition instructions, must be submitted to the Grants Officer through the Project Officer on Form SF-428 and/or SF-429, as applicable. *See also* section C.2 “Reporting on Real Property” of these Construction ST&Cs.

2. Title.

- a. Title to equipment, supplies, and intangible property acquired in whole or in part under this Award generally vests upon acquisition in the Recipient. The use, management and disposition of equipment, supplies, and intangible property acquired in whole or in part under this Award shall be in accordance with 2 CFR §§ 200.313 (“Equipment”), 200.314 (“Supplies”), and 200.315 (“Intangible property”), as applicable, and EDA regulations at 13 CFR part 314. *See also* section O.4 “Intellectual Property Rights” of these Construction ST&Cs.
- b. Title to real property acquired in whole or in part under this Award generally vests upon acquisition in the Recipient, subject to the condition that the Recipient uses the real property

for the authorized purpose of the Project. *See* 2 CFR § 200.311 (“Real property”) and EDA regulations at 13 CFR part 314.

3. EDA’s Interest in Award Property.

- a. *General - Evidence of Title.* As stated in section A.4 “Grant Recipient as Trustee” of these Construction ST&Cs, real property, equipment, and intangible property acquired or improved under this Award must be held in trust by the Recipient as trustee for the beneficiaries of the Project for which the property was acquired or improved. This trust relationship exists throughout the duration of the property’s estimated useful life, as determined by the Grants Officer in consultation with the Project Officer, during which time the Federal Government retains an undivided, equitable reversionary interest in the property (Federal Interest).

Before advertising for construction bids or at such other time as EDA requires, the Recipient must furnish evidence, satisfactory in form and substance to the Government, that title to real property required for the Project (other than property of the United States and as provided in 13 CFR § 314.7(c) (“Title”)) is vested in the Recipient and that such easements, rights-of-way, State or local government permits, long-term leases, or other items required for the Project have been or will be obtained by the Recipient within an acceptable time, as determined by the Government. All liens, mortgages, other encumbrances, reservations, reversionary interests, or other restrictions on title or the Recipient’s interest in the property must be disclosed to EDA. With limited exceptions set forth at 13 CFR § 314.6(b) (“Encumbrances”) or as otherwise authorized by EDA, Recipient-owned property acquired or improved in whole or in part with EDA investment assistance must not be used to secure a mortgage or deed of trust or in any way otherwise encumbered. *See* 13 CFR § 314.6.

- b. *Recording EDA’s Interest in Real Property.*
 - i. For all Projects involving the acquisition, construction, or improvement of a building, as determined by EDA, the Recipient shall execute and furnish to the Government, prior to initial Award disbursement, a lien, covenant, or other statement, satisfactory to EDA in form and substance, of EDA’s interest in the property acquired or improved in whole or in part with the funds made available under this Award. EDA may require such statement after initial Award disbursement in the event that grant funds are being used to acquire such property. The statement must specify the estimated useful life of the Project and shall include but not be limited to the disposition, encumbrance, and the Federal Share compensation requirements. *See* 13 CFR §§ 314.1 (“Definitions”) and 314.8(a) (“Recorded statement for real property”). *See also* 2 CFR § 200.316 (“Property trust relationship”).
 - ii. This lien, covenant, or other statement of the Government’s interest must be perfected and placed of record in the real property records of the jurisdiction in which the property is located, all in accordance with applicable law. EDA may require an opinion of counsel for the Recipient to substantiate that the document was validly executed and properly recorded. *See* 13 CFR § 314.8(b).
 - iii. Facilities in which the EDA investment is only a small part of a larger project, as determined by EDA, may be exempted from the requirements listed in paragraphs L.3.b.i and ii above. *See* 13 CFR § 314.8(c).

- iv. In extraordinary circumstances and at EDA's sole discretion, EDA may choose to accept another instrument to protect EDA's interest in the Project property, such as an escrow agreement or letter of credit, provided that EDA determines such instrument is adequate and a recorded statement in accord with section L.3.b.i above is not reasonably available. The terms and provisions of the relevant instrument shall be satisfactory to EDA in EDA's sole judgment. The costs and fees for escrow services or letters of credit shall be paid by the Recipient. *See* 13 CFR § 314.8(d).
- c. *Recording EDA's Interest in Personal Property.* For all Projects involving the acquisition or improvement of significant items of personal property, including but not limited to ships, machinery, equipment, removable fixtures, or structural components of buildings, the Recipient shall execute a security interest, covenant, or other statement of EDA's reversionary interest in the personal property acceptable in form and substance to EDA, which statement must be perfected and placed of record in accordance with applicable law (usually accomplished by filing a Uniform Commercial Code Financing Statement (Form UCC-1), as provided by State law), with continuances re-filed as appropriate. EDA may require an opinion of counsel for the Recipient to substantiate that the Form UCC-1 or other filing was validly executed and properly recorded. *See* 13 CFR § 314.9 ("Recorded statement for personal property").
- d. The Recipient acknowledges that the Government retains an undivided equitable reversionary interest in property acquired or improved in whole or in part with grant funds made available through this Award throughout the estimated useful life (as determined by EDA) of the Project, except in applicable instances set forth at 13 CFR § 314.7(c) ("Title"). *See* 13 CFR § 314.2(a) ("Federal interest").
- e. The Recipient agrees that if any interest in property acquired or improved in whole or in part with EDA investment assistance is disposed of, encumbered or alienated in any manner, or no longer used for the authorized purposes of the Award during the Project's estimated useful life without EDA's written approval, the Government will be entitled to recover the Federal Share, as defined at 13 CFR § 314.5 ("Federal share"). If, during the Project's estimated useful life, the property is no longer needed for the purposes of the Award, as determined by EDA, EDA may permit its use for other acceptable purposes consistent with those authorized by PWEDA and 13 CFR Chapter III. *See* 13 CFR § 314.3(b) ("Authorized use of property").
- f. For purposes of any lien or security interest, the amount of the Federal Share shall be the portion of the current fair market value of any property (after deducting any actual and reasonable selling and repair expenses incurred to put the property into marketable condition) attributable to EDA's participation in the Project. *See* 13 CFR § 314.5 ("Federal share").
- g. The alienation of Award property includes sale or other conveyance of the Recipient's interest, leasing or mortgaging the property, or granting an option for any of the foregoing.
- h. In accordance with 2 CFR § 200.329 ("Reporting on real property"), the Federal awarding agency or pass through entity must require a non-Federal entity to submit reports (using Form SF-429 "Real Property Status Report" or any successor form) at least annually on the status of real property in which the Federal Government retains an interest, unless the Federal Interest in the real property extends 15 years or longer. In those instances where the Federal Interest attached is for a period of 15 years or more, the Federal awarding agency or

pass-through entity, at its option, may require the non-Federal entity to report at various multi-year frequencies (*e.g.*, every two years or every three years, not to exceed a five-year reporting period; or annual reporting for the first three years and thereafter every five years). The Federal awarding agency or pass-through entity may also require a non-Federal entity to periodically submit reports (using Form SF-428 “Tangible Personal Property Report” or any successor form) concerning tangible personal property in which the Federal Government retains an interest. In addition, the Federal awarding agency or pass-through entity may require a non-Federal entity to submit Form SF-429 and/or Form SF-428 in connection with a non-Federal entity’s request to acquire, encumber, dispose of, or take any other action pertaining to real property or tangible personal property acquired or improved, in whole or in part, under this Award or pertaining to Federally owned property under this Award. *See also* section C.2 “Reporting on Real Property” of these Construction ST&Cs.

4. Insurance and Bonding.

- a. *Insurance.* The Recipient shall, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided for property owned by the Recipient. Federally owned property need not be otherwise insured unless required by the Terms and Conditions of the Award. *See* 2 CFR § 200.310 (“Insurance coverage”).
- b. *Bonding.* If the Award exceeds the simplified acquisition threshold as defined at 2 CFR § 200.88, EDA may accept the Recipient’s or subrecipient’s bonding policy and requirements if EDA or the pass-through entity determines that the Federal Interest is adequately protected. If not, the following minimum requirements shall apply:
 - i. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - ii. A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
 - iii. A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to ensure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract. *See* 2 CFR § 200.325 (“Bonding requirements”).

5. Leasing Restrictions.

Leasing or renting of facilities or property is prohibited unless specifically authorized by EDA. The Recipient agrees that any leasing or renting of any facilities or property involved in this Project will be subject to the following:

- a. That said lease arrangement is consistent with the authorized general and special purpose of the Award;
- b. That said lease arrangement is for adequate consideration; and

- c. That said lease arrangement is consistent with applicable EDA requirements concerning but not limited to nondiscrimination and environmental compliance.

6. Eminent Domain.

The Recipient will use funds solely for the authorized purpose of the Project. Pursuant to Executive Order 13406, “Protecting the Property Rights of the American People,” the Recipient agrees:

- a. Not to exercise any power of eminent domain available to the Recipient (including the commencement of eminent domain proceedings) for use in connection with the Project for the purpose of advancing the economic interests of private parties; and
- b. Not to accept title to land, easements, or other interests in land acquired by the exercise of any power of eminent domain for use in connection with the Project for such purposes.

The Recipient agrees that any use of the power of eminent domain to acquire land, easements, or interests in land, whether by the Recipient or any other entity that has the power of eminent domain, in connection with the Project without the prior written consent of EDA is an unauthorized use of the Project. If the Recipient puts the Project to an unauthorized use, the Recipient shall compensate EDA for its fair share in accordance with 13 CFR §§ 314.4 (“Unauthorized use of property”) and 314.5 (“Federal share”), as the same may be amended from time to time.

7. Disposal of Real Property.

- a. During the estimated useful life of the Project, if EDA and the Recipient determine that property acquired or improved in whole or in part with EDA investment assistance is no longer needed for the original purposes of this Award, EDA may, in its sole discretion, approve use of the property in other Federal grant programs or in programs that have purposes consistent with those authorized by PWEDA and 13 CFR Chapter III. *See* 13 CFR § 314.3(b) (“Authorized use of property”).
- b. When property is not disposed of as provided in section L.7.a above, the Government shall determine final disposition and must be compensated by the Recipient for the Federal Share of the value of the property, plus costs and interest, as provided in 13 CFR § 314.4 (“Unauthorized use of property”).

M. FEDERAL ENVIRONMENTAL REQUIREMENTS.

Environmental impacts must be considered by Federal decision-makers in their decisions whether or not to approve: (i) a proposal for Federal assistance; (ii) the proposal with mitigation; or (iii) a different proposal/grant having less adverse environmental impacts. Federal environmental laws require that the funding agency initiate an early planning process that considers potential impacts of the projects funded with Federal assistance on the environment. Each Recipient must comply with all environmental standards, to include those prescribed under the following statutes and executive orders, and shall identify to the awarding agency any impact a proposed project may have on the environment. In some cases, Award funds can be withheld by the Grants Officer under a special award condition requiring the Recipient to submit additional environmental compliance information

sufficient to enable the DOC to make an assessment on any impacts that a project may have on the environment.

1. The National Environmental Policy Act of 1969 (42 U.S.C. § 4321 *et seq.*).

The National Environmental Policy Act (“NEPA”) and the Council on Environmental Quality (“CEQ”) implementing regulations (40 CFR parts 1500–1508) require that an environmental analysis be completed for all major Federal actions significantly affecting the environment. NEPA applies to the actions of Federal agencies and may include a Federal agency’s decision to fund non-Federal projects under grants and cooperative agreements when the Award activities remain subject to Federal authority and control. Recipients are required to identify to the awarding agency any impact an award will have on the quality of the human environment, and assist the agency in complying with NEPA. Recipients may also be requested to assist EDA in drafting an environmental assessment if EDA determines an assessment is required. Until the appropriate NEPA documentation is complete, and if any additional information is required during the period of performance to assess Project environmental impacts, funds can be withheld by the Grants Officer under a special award condition requiring the Recipient to submit the appropriate NEPA documentation sufficient to enable EDA to make an assessment on any environmental impacts of a Project.

2. National Historic Preservation Act (54 U.S.C. § 300101 *et seq.*).

Section 106 of the National Historic Preservation Act (“NHPA”) (54 U.S.C. § 300101 *et seq.* (formerly codified at 16 U.S.C. § 470f)) and the Advisory Council on Historic Preservation implementing regulations (36 CFR part 800) require that Federal agencies take into account the effects of their undertakings on historic properties. Recipients are required to identify to the awarding agency any effects the Award may have on properties included on or eligible for inclusion on the National Register of Historic Places. Recipients may also be requested to assist EDA in consulting with State or Tribal Historic Preservation Officers or other applicable interested parties necessary to identify, assess and resolve adverse effects on historic properties. Until the appropriate NHPA consultations and documentation are complete and if any additional information is required during the period of performance in order to assess Project impacts on historic properties, funds can be withheld by the Grants Officer under a special award condition requiring the Recipient to submit any information sufficient to enable EDA to make the requisite assessment under the NHPA.

3. Environmental Quality Improvement Act of 1970, as amended (42 U.S.C. §§ 4371–4375).

Federally supported public works facilities and activities that affect the environment shall be implemented in compliance with policies established under existing law.

4. Clean Air Act (42 U.S.C. § 7401 *et seq.*), Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*) (Clean Water Act), and Executive Order 11738 (“Providing for Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants or Loans”).

The Recipient must comply with the provisions of the Clean Air Act (42 U.S.C. § 7401 *et seq.*), Clean Water Act (33 U.S.C. § 1251 *et seq.*), and Executive Order 11738 (38 *Fed. Reg.* 25161, 1973), and shall not use a facility on the Environmental Protection Agency’s (“EPA’s”) *List of*

Violating Facilities (this list is incorporated into the Excluded Parties List System located at <https://www.sam.gov/portal/public/SAM/>) in undertaking work that is nonexempt under 2 CFR § 1532, and shall notify the Project Officer in writing if it intends to use a facility that is on the EPA's *List of Violating Facilities* or knows that the facility has been recommended to be placed on the list.

5. The Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f *et seq.*).

This Act precludes Federal assistance for any project that the EPA determines may contaminate a sole source aquifer so as to threaten public health.

6. Executive Order 11988 (“Floodplain Management”) and Executive Order 11990 (“Protection of Wetlands”).

Recipients must identify proposed actions in Federally defined floodplains and wetlands to enable the agency to make a determination whether there is an alternative to minimize any potential harm.

7. The Flood Disaster Protection Act (42 U.S.C. § 4002 *et seq.*), and regulations and guidelines issued thereunder by the U.S. Federal Emergency Management Administration (“FEMA”) or by EDA.

Flood insurance, when available, is required for Federally assisted construction or acquisition in flood-prone areas.

8. The Coastal Zone Management Act (16 U.S.C. § 1451 *et seq.*).

Funded projects must be consistent with a coastal State's approved management plan for the coastal zone.

9. The Coastal Barrier Resources Act (16 U.S.C. § 3501 *et seq.*).

Only in certain circumstances can Federal funding be provided for actions within a Coastal Barrier System.

10. The Wild and Scenic Rivers Act (16 U.S.C. § 1271 *et seq.*).

This Act applies to awards that may affect existing or proposed components of the National Wild and Scenic Rivers system.

11. The Fish and Wildlife Coordination Act (16 U.S.C. § 661 *et seq.*).

This Act requires the evaluation of impacts to fish and wildlife from Federally assisted proposed water resource development projects.

12. The Endangered Species Act (16 U.S.C. § 1531 *et seq.*).

The Recipient must identify any impact or activities that may involve a threatened or endangered species. Federal agencies have the responsibility to ensure that no adverse effects to a protected species or habitat occur from actions with Federal financial assistance and to conduct the required reviews under the Endangered Species Act, as applicable.

13. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, more commonly known as Superfund) (42 U.S.C. § 9601 *et seq.*), and the Community Environmental Response Facilitation Act (Pub. L. No. 102-426, 42 U.S.C. §§ 9601 *note et seq.* and 9620(h)(4)).

These requirements address responsibilities related to hazardous substance releases, threatened releases, and environmental cleanup. They also impose reporting and community involvement requirements to ensure disclosure of the release or disposal of regulated substances and cleanup of hazards to State and local emergency responders.

14. The Resource Conservation and Recovery Act (42 U.S.C. § 6901 *et seq.*).

This Act regulates the generation, transportation, treatment, and disposal of hazardous wastes, and also provides that Recipients give preference in their procurement programs to the purchase of recycled products pursuant to EPA guidelines.

15. Executive Order 12898 (“Environmental Justice in Minority Populations and Low-Income Populations”).

Federal agencies are required to identify and address any disproportionately high adverse human health or environmental effects of Federal programs, policies, and activities on low-income and minority populations.

16. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4821 *et seq.*).

Use of lead-based paint in residential structures constructed or rehabilitated by the Federal Government or with Federal assistance is prohibited.

17. The Farmland Protection Policy Act (7 U.S.C. §§ 4201–4209).

Projects are subject to review under this Act if they may irreversibly directly or indirectly convert farmland, including forest land, pastureland, cropland, or other land, to nonagricultural use.

18. The Noise Control Act of 1972 (42 U.S.C. § 4901 *et seq.*).

Federally supported facilities and activities shall comply with Federal, State, interstate, and local requirements respecting control and abatement of environmental noise to the same extent that any person is subject to such requirements.

19. The Native American Graves Protection and Repatriation Act (25 U.S.C. § 3001 *et seq.*).

This Act provides a process for returning certain Native American cultural items to lineal descendants, culturally affiliated Indian tribes, and Native Hawaiian organizations.

N. NOTICE AND EVIDENCE OF COMPLIANCE WITH ALL APPLICABLE ENVIRONMENTAL REQUIREMENTS.

The Recipient agrees to promptly notify the Grants Officer in writing of any environmental requirement or restriction, regulatory or otherwise, with which it must comply. Before Project Closeout and final disbursement of Award funds, the Recipient further agrees to provide evidence satisfactory to the Grants Officer that any required environmental remediation has been completed: (1) in compliance with all applicable Federal, State and local regulations; and (2) as set forth in the

applicable lease, finding of suitability to lease (“FOSL”), lease in furtherance of conveyance, quitclaim deed, or other conveyance instrument and any amendments, supplements, or succeeding documents. Compliance with said laws or restrictions shall be included in any contract documents for Project construction. The Recipient must certify compliance before final disbursement of grant funds.

O. MISCELLANEOUS REQUIREMENTS.

1. Criminal and Prohibited Activities.

- a. The Program Fraud Civil Remedies Act (31 U.S.C. § 3801 *et seq.*) provides for the imposition of civil penalties against persons who make false, fictitious, or fraudulent claims to the Federal Government for money (including money representing grants, loans, or other benefits).
- b. The False Claims Amendment Act of 1986 and the False Statements Accountability Act of 1996 (18 U.S.C. §§ 287 and 1001, respectively) provide that whoever makes or presents any false, fictitious, or fraudulent statement, representation, or claim against the United States shall be subject to imprisonment of not more than five years and shall be subject to a fine in the amount provided by 18 U.S.C. § 287.
- c. The Civil False Claims Act (31 U.S.C. §§ 3729–3733) provides that suits can be brought by the Government, or a person on behalf of the Government, for false claims under Federal assistance programs.
- d. The Copeland “Anti-Kickback” Act (18 U.S.C. § 874) prohibits a person or organization engaged in a Federally supported Project from enticing an employee working on the Project from giving up a part of his or her compensation under an employment contract. The Copeland “Anti-Kickback” Act also applies to contractors and subcontractors pursuant to 40 U.S.C. § 3145.

2. Foreign Travel.

- a. The Recipient shall comply with the provisions of the Fly America Act (49 U.S.C. § 40118). The implementing regulations of the Fly America Act are found at 41 CFR §§ 301-10.131 through 301-10.143.
- b. The Fly America Act requires Federal travelers and others performing U.S. Government financed air travel to use U.S. flag air carriers, to the extent that service by such carriers is available. Foreign air carriers may be used only in specific instances, such as when a U.S. flag air carrier is unavailable or when use of U.S. flag air carrier service will not accomplish the agency’s mission.
- c. One exception to the requirement to fly U.S. flag carriers is transportation provided under a bilateral or multilateral air transport agreement, to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act pursuant to 49 U.S.C. § 40118(b). The United States Government has entered into bilateral and multilateral “Open Skies Agreements” (U.S. Government Procured Transportation) that allow Federally funded transportation services for travel and cargo movements to use foreign air carriers under certain circumstances. There are multiple Open Skies Agreements currently

in effect. For more information about the current bilateral and multilateral agreements, visit the General Services Administration (“GSA”) website at <http://www.gsa.gov/portal/content/103191>. Information on the Open Skies Agreements (U.S. Government Procured Transportation) and other specific country agreements may be accessed via the Department of State’s website at <http://www.state.gov/e/eeb/tra/>.

- d. If a foreign air carrier is anticipated to be used for any portion of travel under this Award, the Recipient must receive prior approval from the Grants Officer. When requesting such approval, the Recipient must provide a justification in accordance with the guidance provided by 41 CFR § 301-10.142, which requires the Recipient to provide the Grants Officer with the following: (i) his or her name; (ii) dates of travel; (iii) the origin and destination of travel; (iv) a detailed itinerary of travel; (v) the name of the air carrier and flight number for each leg of the trip; and (vi) a statement explaining why the Recipient meets one of the exceptions to the regulations. If the use of a foreign air carrier is pursuant to a bilateral agreement, the Recipient must provide the Grants Officer with a copy of the agreement or a citation to the official agreement available on the GSA website. The Grants Officer shall make the final determination and notify the Recipient in writing. Failure to adhere to the provisions of the Fly America Act will result in disallowance of any transportation costs for which any Recipient improperly used a foreign air carrier.

3. American-Made Equipment and Products.

Recipients are hereby notified that they are encouraged, to the greatest extent practicable, to purchase American-made equipment and products with funding provided under this Award.

4. Intellectual Property Rights.

- a. **General.** The rights to any work produced or purchased under this Award are determined by 2 CFR § 200.315 (“Intangible property”). The Recipient owns any work produced or purchased under a Federal award subject to the DOC’s royalty-free, nonexclusive, and irrevocable right to obtain, reproduce, publish, or use the work or authorize others to receive, reproduce, publish, or otherwise use the work for Government purposes. In accordance with 2 CFR § 200.315(d), the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award and authorize others to receive, reproduce, publish or otherwise use such data for Federal purposes.
- b. **Inventions.** Unless otherwise provided by law, the rights to any invention made by a Recipient under this Award are determined by the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and as codified at 35 U.S.C. § 200 *et seq.*, except as otherwise required by law. The specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from Federal awards are described in more detail at 37 CFR part 401 and, in particular, in the standard patent rights clause at 37 CFR § 401.14, which is hereby incorporated by reference into this Award.
 - i. **Ownership.**
 - (1) *Recipient.* The Recipient has the right to elect to retain title to any invention it makes (conceived or first actually reduced to practice) or that is made by its employees. A Recipient that is a nonprofit organization, which includes a university or other institution of higher learning, may not assign to a third party its rights to such an

invention without the permission of DOC unless that assignment is to a patent management organization (*e.g.*, a university's Research Foundation). The Recipient's ownership rights are subject to the Government's nonexclusive, nontransferrable, irrevocable, paid-up license and other rights.

- (2) *Department*. If the Recipient elects not to retain title, fails to disclose the invention to the agency within the required time limits, or does not file a patent application within the time limits set forth in the standard patent rights clause, DOC may request an assignment of all rights, which is normally subject to a limited royalty-free, nonexclusive, revocable license for the Recipient. DOC owns any invention made solely by its employees, but may license to the Recipient in accordance with the procedures in 37 CFR part 404.
 - (3) *Inventor/Employee*. If neither the Recipient nor DOC is interested in owning an invention by a Recipient employee, the Recipient, with the written concurrence of the DOC, may allow the inventor/employee to retain ownership of the invention subject to certain restrictions as described at 37 CFR § 401.9.
 - (4) *Joint Inventions*. Inventions made jointly by a Recipient and a DOC employee will be owned jointly by the Recipient and DOC. However, DOC may transfer or license its rights to the Recipient as authorized by 35 U.S.C. § 202(e) and 37 CFR § 401.10 if the Recipient is willing to patent and license the invention, usually in exchange for a share of "net" royalties based on the number of inventors (*e.g.*, 50-50 if there is one Recipient inventor and one DOC employee inventor). The agreement will be prepared by DOC and may include other provisions, such as a royalty-free license to the Government and certain other entities. The provision at 35 U.S.C. § 202(e) also authorizes the Recipient to transfer its rights to the Government, which can agree to share royalties similarly as described above.
- ii. *Responsibilities – iEdison*. The Recipient has responsibilities and duties set forth in the standard patent rights clause, which are described below. The Recipient is expected to comply with all requirements of the standard patent rights clause and 37 CFR part 401 and is required to submit its disclosures, elections, and requests for waivers from any requirement for substantial U.S. manufacture electronically using the Interagency Edison extramural invention reporting system (iEdison) at www.iedison.gov. The Recipient may obtain a waiver of this electronic submission requirement by providing DOC compelling reasons for allowing the submission of paper copies of reports related to inventions.
- c. **Patent Notification Procedures**. Pursuant to Executive Order 12889 (58 *Fed. Reg.* 69681, 1993), DOC is required to notify the owner of any valid patent covering technology whenever DOC or a Recipient, without making a patent search, knows (or has demonstrable reasonable grounds to know) that technology covered by a valid United States patent has been or will be used without a license from the owner. To ensure proper notification, if the Recipient uses or has used patented technology under this Award without a license or permission from the owner, the Recipient must notify the Grants Officer. This notice does not constitute authorization or consent by the Government to any copyright or patent infringement occurring under the Award.
 - d. **Copyright**. A Recipient may copyright any work produced under this Award subject to DOC's royalty-free, nonexclusive, and irrevocable right to obtain, reproduce, publish or

otherwise use the work or authorize others to do so for Government purposes. Works jointly authored by DOC and Recipient employees may be copyrighted, but only the part of such works authored by the Recipient is protectable in the United States because, under 17 U.S.C. § 105, works produced by Government employees are not copyrightable in the United States. On occasion and as permitted under 17 U.S.C. § 105, DOC may require the Recipient to transfer to DOC a copyright in a particular work for Government purposes or when DOC is undertaking the primary dissemination of the work.

5. Increasing Seat Belt Use in the United States.

Pursuant to Executive Order 13043, Recipients should encourage employees and contractors to enforce on-the-job seat belt policies and programs when operating company-owned, rented, or personally-owned vehicles.

6. Research Involving Human Subjects.

- a. All proposed research involving human subjects must be conducted in accordance with 15 CFR part 27 (“Protection of Human Subjects”). No research involving human subjects is permitted under this Award unless expressly authorized by special award condition or otherwise authorized in writing by the Grants Officer.
- b. Federal policy defines a human subject as a living individual about whom an investigator conducting research obtains (i) data through intervention or interaction with the individual, or (ii) identifiable private information. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
- c. DOC regulations at 15 CFR part 27 require that the Recipient maintain appropriate policies and procedures for the protection of human subjects. In the event it becomes evident that human subjects may be involved in this Project, the Recipient shall submit appropriate documentation to the Project Officer for approval. This documentation may include:
 - i. Documentation establishing approval of the Project by an institutional review board (“IRB”) approved for Federal-wide use under Department of Health and Human Services guidelines (*see* 15 CFR § 27.103);
 - ii. Documentation to support an exemption for the Project under 15 CFR § 27.101(b); or
 - iii. Documentation of IRB approval of any modification to a prior approved protocol or to an informed consent form.
- d. No work involving human subjects may be undertaken, conducted, or costs incurred and/or charged for human subjects research until the appropriate documentation is approved in writing by the Grants Officer. In accordance with 15 CFR § 27.118, if research involving human subjects is proposed after an award is made, the Recipient must contact the Grants Officer and provide required documentation. Notwithstanding this prohibition, work may be initiated or costs incurred and/or charged to the Project for protocol or instrument development related to human subjects research.

7. Federal Employee Expenses.

Federal agencies are generally barred from accepting funds from a Recipient to pay transportation, travel, or other expenses for any Federal employee. Use of Award funds (Federal or non-Federal) or the Recipient's provision of in-kind goods or services for the purposes of transportation, travel, or any other expenses for any Federal employee may raise appropriation augmentation issues. In addition, DOC policy prohibits the acceptance of gifts, including travel payments for Federal employees, from Recipients or applicants regardless of the source.

8. Minority Serving Institutions Initiative.

Pursuant to Executive Orders 13555 ("White House Initiative on Educational Excellence for Hispanics") (75 *Fed. Reg.* 65417, 2010), 13592 ("Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities") (76 *Fed. Reg.* 76603, 2011), and 13532 ("Promoting Excellence, Innovation, and Sustainability at Historically Black Colleges and Universities") (75 *Fed. Reg.* 9749, 2010), DOC is strongly committed to broadening the participation of minority serving institutions ("MSIs") in its financial assistance programs.

DOC's goals include achieving full participation of MSIs in order to advance the development of human potential, strengthen the nation's capacity to provide high-quality education, and increase opportunities for MSIs to participate in and benefit from Federal financial assistance programs. DOC encourages all applicants and recipients to include meaningful participation of MSIs. Institutions eligible to be considered MSIs are listed on the Department of Education website at <https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

9. Research Misconduct.

The DOC adopts, and applies to financial assistance for research, the Federal Policy on Research Misconduct ("Federal Policy") issued by the Executive Office of the President's Office of Science and Technology Policy on December 6, 2000 (65 *Fed. Reg.* 76260). As provided for in the Federal Policy, research misconduct refers to the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest errors or differences of opinion. Recipient organizations that conduct extramural research funded by the DOC must foster an atmosphere conducive to the responsible conduct of sponsored research by safeguarding against and resolving allegations of research misconduct. Recipient organizations also have the primary responsibility to prevent, detect, and investigate allegations of research misconduct and, for this purpose, may rely on their internal policies and procedures, as appropriate, to do so. Recipients must notify the Grants Officer of any allegation that meets the definition of research misconduct and detail the entity's inquiry to determine whether there is sufficient evidence to proceed with an investigation, as well as the result of any investigation. DOC may take appropriate administrative or enforcement action at any time under the Award, up to and including Award termination and possible suspension or debarment, and referral to the DOC Office of the Inspector General ("OIG"), the U.S. Department of Justice, or other appropriate investigative body.

10. Publications, Videos, and Acknowledgment of Sponsorship.

- a. Publication of results or findings in appropriate professional journals and production of video or other media are encouraged as important methods of recording and reporting results of Federally funded projects, such as scientific research, and expanding access to Federally funded projects.
- b. Recipients must submit a copy of any publication materials, including but not limited to print, recorded or Internet materials, to their EDA Project Officer.
- c. When releasing information related to a funded Project, Recipients must include a statement that the Project or effort undertaken was or is sponsored by DOC.
- d. Recipients are responsible for ensuring that every publication of material based on, developed under, or produced under this Award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:

This [report/video] was prepared by [Recipient name] using Federal funds under award [number] from the Economic Development Administration, U.S. Department of Commerce.

The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the Economic Development Administration or the U.S. Department of Commerce.

11. Care and Use of Live Vertebrate Animals.

Recipients must comply with the Laboratory Animal Welfare Act of 1966 (Pub. L. No. 89-544), as amended (7 U.S.C. § 2131 *et seq.*) (“Animal acquisition, transport, care, handling, and use in projects”), and the implementing regulations at 9 CFR parts 1, 2, and 3; the Endangered Species Act (16 U.S.C. § 1531 *et seq.*); the Marine Mammal Protection Act (16 U.S.C. § 1361 *et seq.*) (“Taking possession, transport, purchase, sale, export or import of wildlife and plants”); the Non-indigenous Aquatic Nuisance Prevention and Control Act (16 U.S.C. § 4701 *et seq.*) (“Ensure preventive measures are taken or that probable harm of using species is minimal if there is an escape or release”); and all other applicable statutes pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by Federal financial assistance. No research involving vertebrate animals is permitted under any DOC award unless authorized by the Grants Officer.

12. Homeland Security Presidential Directive 12.

If performance under the Award requires Recipient personnel to have routine access to Federally controlled facilities and/or Federally controlled information systems (for purposes of this condition, “routine access” is defined as more than 180 business days), such personnel must undergo the personal identity verification credential process. In the case of foreign nationals, the DOC will conduct a check with the U.S. Citizenship and Immigration Services (“USCIS”) Verification Division, a component of the Department of Homeland Security (“DHS”), to ensure that the individual is in a lawful immigration status and that he or she is eligible for employment within the U.S. Any items or services delivered under this Award shall comply with DOC personal identity verification procedures that implement Homeland Security Presidential Directive 12, “Policy for a Common Identification Standard for Federal Employees and

Contractors,” Federal Information Processing Standards Publication (“FIPS PUB”) Number 201, and OMB Memorandum M-05-24. The Recipient shall ensure that its subrecipients and contractors (at all tiers) performing work under this Award comply with the requirements contained in this term. The Grants Officer may delay final payment under this Award if a subrecipient or contractor fails to comply with the requirements listed below. The Recipient shall insert the following term in all subawards and contracts when the subrecipient or contractor is required to have routine physical access to a Federally controlled facility or routine access to a Federally controlled information system:

The subrecipient or contractor shall comply with DOC personal identity verification procedures identified in the subaward or contract that implement Homeland Security Presidential Directive 12 (HSPD-12), Office of Management and Budget (OMB) Guidance M-05-24, as amended, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended, for all employees under this subaward or contract who require routine physical access to a Federally controlled facility or routine access to a Federally controlled information system.

The subrecipient or contractor shall account for all forms of Government-provided identification issued to the subrecipient or contractor employees in connection with performance under this subaward or contract. The subrecipient or contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by DOC: (1) When no longer needed for subaward or contract performance; (2) Upon completion of the subrecipient or contractor employee’s employment; (3) Upon subaward or contract completion or termination.

13. Compliance with Department of Commerce Bureau of Industry and Security Export Administration Regulations.

- a. This term applies to the extent that this Award involves access to export-controlled items.
- b. In performing under this Award, the Recipient may gain access to export-controlled information or technology. The Recipient is responsible for compliance with all applicable laws and regulations regarding export-controlled information and technology, including the deemed exports and reexports provisions of the Export Administration Regulations (“EAR”). The Recipient shall establish and maintain throughout performance of this Award effective export compliance procedures at non-DOC facilities. At a minimum, these export compliance procedures must include adequate controls of physical, verbal, visual, and electronic access to export-controlled information and technology.
- c. Definitions.
 - i. *Export-controlled items.* Items (commodities, software, or technology) that are subject to the EAR (15 CFR §§ 730–774), implemented by the DOC’s Bureau of Industry and Security. These are generally known as “dual-use” items—that is, items with a military and commercial application.
 - ii. *Deemed export/reexport.* The EAR defines a deemed export as a release of export-controlled items (specifically, technology or source code) to a foreign national in the U.S. Such release is “deemed” to be an export to the home country of the foreign national. 15 CFR § 734.2(b)(2)(ii). A release may take the form of visual inspection, oral exchange

of information, or the application abroad of knowledge or technical experience acquired in the U.S. If such a release occurs abroad, it is considered a deemed reexport to the foreign national's home country. Licenses from DOC may be required for deemed exports or reexports.

- d. The Recipient shall control access to all export-controlled information and technology that it possesses or that comes into its possession in performance of this Award, to ensure that access is restricted, or licensed, as required by applicable Federal laws, executive orders, or regulations, including the EAR.
- e. As applicable, Recipient personnel and associates at DOC sites will be informed of any procedures to identify and protect export-controlled items.
- f. Nothing in the Terms and Conditions of this Award is intended to change, supersede or waive the requirements of applicable Federal laws, executive orders, or regulations.
- g. The Recipient shall include this subsection entitled "Compliance with Department of Commerce Bureau of Industry and Security Export Administration Regulations," including this subparagraph g, in all lower-tier transactions (subawards, contracts, and subcontracts) under this Award that may involve access to export-controlled information technology.

14. The Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7104(g)), as Amended, and the Implementing Regulations at 2 CFR part 175.

The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the Federal Government, if the Recipient engages in certain activities related to trafficking in persons. The Department hereby incorporates the following Award term required by 2 CFR § 175.15(b). See <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf>

- a. *Provisions applicable to a Recipient that is a private entity.*
 - i. The Recipient, its employees, subrecipients under this Award, and subrecipients' employees may not:
 - (1) Engage in severe forms of trafficking in persons during the period of time that the Award is in effect;
 - (2) Procure a commercial sex act during the period of time that the Award is in effect; or
 - (3) Use forced labor in the performance of the Award or subawards under the Award.
 - ii. EDA, as the Federal awarding agency, may unilaterally terminate this Award, without penalty, if the Recipient or a subrecipient that is a private entity:
 - (1) Is determined to have violated a prohibition in paragraph a.i of this Award term; or
 - (2) Has an employee who is determined by the Grants Officer to have violated a prohibition in paragraph a.i of this Award term through conduct that is either:
 - (A) associated with performance under this Award; or (B) imputed to the Recipient or a subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided at 2 CFR part 180 ("OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)") as

implemented by DOC at 2 CFR part 1326 (“Nonprocurement Debarment and Suspension”).

- b. *Provision applicable to a Recipient other than a private entity.* EDA, as the Federal awarding agency, may unilaterally terminate this Award, without penalty, if a subrecipient that is a private entity:
 - i. Is determined to have violated an applicable prohibition in paragraph a.i of this Award term; or
 - ii. Has an employee who is determined by the Grants Officer to have violated an applicable prohibition in paragraph a.i of this Award term through conduct that is either:
 - (1) Associated with performance under this Award; or
 - (2) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided at 2 CFR part 180 (“OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)”), as implemented by DOC at 2 CFR part 1326 (“Nonprocurement Debarment and Suspension”).
- c. *Provisions applicable to any Recipient.*
 - i. The Recipient must inform EDA immediately of any information it receives from any source alleging a violation of a prohibition in paragraph a.i of this Award term.
 - ii. EDA’s right to terminate this Award unilaterally, as described in paragraph a.ii or b of this section:
 - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (“TVPA”), as amended (22 U.S.C. § 7104(g)), and
 - (2) Is in addition to all other remedies for noncompliance that are available to EDA under this Award.
 - iii. The Recipient must include the requirements of paragraph a.i of this Award term in any subaward made to a private entity.
- d. *Definitions.* For purposes of this Award term:
 - i. “Employee” means either:
 - (1) An individual employed by the Recipient or a subrecipient who is engaged in the performance of the Project under this Award; or
 - (2) Another person engaged in the performance of the Project under this Award and not compensated by the Recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward Matching Share requirements.
 - ii. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subsection to involuntary servitude, peonage, debt bondage, or slavery.
 - iii. “Private entity”:

- (1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined at 2 CFR § 175.25;
- (2) Includes: (A) a nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of “Indian tribe” at 2 CFR § 175.25(b); and (B) a for-profit organization.
- iv. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given in section 103 of the TVPA, as amended (22 U.S.C. § 7102).

15. The Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282, 31 U.S.C. § 6101 Note), as Amended by the Government Funding Transparency Act of 2008 (Pub. L. No. 110-252).

- a. **Searchable Website Requirements.** The Federal Funding Accountability and Transparency Act of 2006 (“FFATA” or “Transparency Act”) requires that information on Federal awards (Federal financial assistance and expenditures) be made available to the public via a single, searchable website. This information is available at www.USASpending.gov. To meet these requirements, Recipients and subrecipients must include the following data elements in their Application:
 - i. Name of entity receiving Award;
 - ii. Award amount;
 - iii. Transaction type, funding agency, Catalog of Federal Domestic Assistance Number, and descriptive Award title;
 - iv. Location of entity and primary location of performance (city, State, Congressional District, and country); and
 - v. Unique identifier of entity.

See also 2 CFR § 200.211 (“Public access to Federal award information”).

- b. **Subaward and Executive Compensation Data Reporting Requirements.** A Recipient awarded a new Federal grant greater than or equal to \$25,000 on or after October 1, 2010, other than those funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (“Recovery Act”), are subject to FFATA subaward reporting requirements as outlined in the OMB guidance issued August 27, 2010. The Recipient is required to file a FFATA subaward report by the end of the month following the month in which the Recipient awards any subgrant greater than or equal to \$25,000. *See* Pub. L. No. 109-282, as amended by section 6202(a) of Pub. L. No. 110-252 (*see* 31 U.S.C. § 6101 note). The reporting requirements are located in Appendix A of 2 CFR part 170 and are available at <https://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part170.pdf>.

- i. Reporting of first-tier subawards.
 - (1) Applicability. Unless exempt as provided in paragraph b.iv of this Award term, the Recipient must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery Act funds (as defined in section 1512(a)(2) of the

Recovery Act, Pub. L. No. 111-5) for a subaward to an entity (*see* definitions in paragraph b.v of this Award term).

(2) Where and when to report.

- (a) The Recipient must report each obligating action described in paragraph b.i(1) of this Award term to <http://www.fsrs.gov>.
- (b) For subaward information, the Recipient must report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2015, the obligation must be reported by no later than December 31, 2015.)

(3) What to report. The Recipient must report information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

ii. Reporting total compensation of Recipient executives.

(1) Applicability and what to report. The Recipient must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if:

- (a) The total Federal funding authorized to date under this Award is \$25,000 or more;
- (b) In the preceding fiscal year, the Recipient received:
 - (i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and
 - (ii) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and
- (c) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, *see* the U.S. Securities and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Where and when to report. The Recipient must report executive total compensation described in paragraph b.ii of this Award term:

- (a) As part of its registration profile at <http://www.ccr.gov>.
- (b) By the end of the month following the month in which this Award is made, and annually thereafter.

iii. Reporting total compensation of subrecipient executives.

(1) Applicability and what to report. Unless the subrecipient is exempt as provided in paragraph b.iv of this Award term, each first-tier subrecipient under this Award shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

- (a) In the subrecipient’s preceding fiscal year, the subrecipient received:
 - (i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and
 - (ii) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, *see* the U.S. Securities and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
See also 2 CFR § 200.300(b) (“Statutory and national policy requirements”).
- (2) Where and when to report. The subrecipient must report its executive total compensation described in paragraph b.iii of this Award term:
- (a) To the Recipient.
 - (b) By the end of the month following the month during which the subaward is made. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), the required compensation information of the subrecipient must be reported by November 30 of that year.
- iv. Exemptions. If, in the previous tax year, the Recipient had gross income, from all sources, under \$300,000, it is exempt from the requirements to report:
- (1) Subawards, and
 - (2) The total compensation of the five most highly compensated executives of any subrecipient.
- v. Definitions. For purposes of this Award term:
- (1) “Entity” means all of the following, as defined at 2 CFR part 25:
 - (a) A Governmental organization, which is a State, local government, or Indian tribe;
 - (b) A foreign public entity;
 - (c) A domestic or foreign nonprofit organization;
 - (d) A domestic or foreign for-profit organization; and
 - (e) A Federal agency, but only as a subrecipient under an award or subaward to a Recipient.
 - (2) “Executive” means officers, managing partners, or any other employees in management positions.
 - (3) “Subaward”:

- (a) This term means a legal instrument to provide support for the performance of any portion of the substantive Project or program for which the Recipient received this Award and that the Recipient awards to an eligible subrecipient.
 - (b) The term does not include the Recipient’s procurement of property and services needed to carry out the Project or program (for further explanation, *see* 2 CFR § 200.330).
 - (c) A subaward may be provided through any legal agreement, including an agreement that the Recipient or a subrecipient considers a contract.
- (4) “Subrecipient” means an entity that:
- (a) Receives a subaward from the Recipient under this Award; and
 - (b) Is accountable to the Recipient for the use of the Federal funds provided by the subaward.
- (5) “Total compensation” means the cash and noncash dollar value earned by the executive during the Recipient’s or subrecipient’s preceding fiscal year and includes the following (for more information, *see* 17 CFR § 229.402(c)(2)):
- (a) Salary and bonus.
 - (b) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Share Based Payments.
 - (c) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.
 - (d) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - (e) Above-market earnings on deferred compensation which is not tax-qualified.
 - (f) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- c. **Central Contractor Registration (“CCR”) and Universal Identifier Requirements.** In accordance with 2 CFR part 25, the Recipient must obtain a Data Universal Numbering System (“DUNS”) number and maintain an active registration in the CCR database. In addition, the Recipient must notify potential first-tier subrecipients that no entity may receive a first-tier subaward unless the entity has provided its DUNS number to the Recipient. The requirements are located in Appendix A of 2 CFR part 25 and are available at <http://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part25.pdf>.
- i. Requirement for CCR. Unless exempted from this requirement under 2 CFR § 25.110, the Recipient must maintain the currency of its information in the

CCR until it submits the final financial report required under this Award or receives the final payment, whichever is later. This requires that the Recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another Award term.

ii. Requirement for DUNS Numbers. If authorized to make subawards under this Award, the Recipient:

- (1) Must notify potential subrecipients that no entity (*see* definition in paragraph b.v of this Award term) may receive a subaward from the Recipient unless the entity has provided its DUNS number to the Recipient.
- (2) May not make a subaward to an entity unless the entity has provided its DUNS number to the Recipient.

iii. Definitions for purposes of this Award term:

- (1) “Central Contractor Registration (“CCR”)” means the Federal repository into which an entity must provide information required for the conduct of business as a Recipient. Additional information about registration procedures may be found at the System for Award Management website (currently at <https://www.sam.gov/portal/public/SAM/>).
- (2) “Data Universal Numbering System (“DUNS”)” number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
- (3) “Entity,” as it is used in this Award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - (a) A Governmental organization, which is a State, local government, or Indian Tribe;
 - (b) A foreign public entity;
 - (c) A domestic or foreign nonprofit organization;
 - (d) A domestic or foreign for-profit organization; and
 - (e) A Federal agency, but only as a subrecipient under an award or subaward to a Recipient.
- (4) “Subaward”:
 - (a) This term means a legal instrument to provide support for the performance of any portion of the substantive Project or program for which the Recipient received this Award and that the Recipient awards to an eligible subrecipient.
 - (b) The term does not include the Recipient’s procurement of property and services needed to carry out the Project or program (for further explanation, *see* 2 CFR § 200.330).
 - (c) A subaward may be provided through any legal agreement, including an agreement that the Recipient considers a contract.

(5) “Subrecipient” means an entity that:

- (a) Receives a subaward from the Recipient under this Award; and
- (b) Is accountable to the Recipient for the use of the Federal funds provided by the subaward.

See also 2 CFR § 200.300(b) (“Statutory and national policy requirements”).

16. Federal Financial Assistance Planning During a Funding Hiatus or Government Shutdown.

This term sets forth initial guidance that will be implemented for Federal financial assistance awards in the event of a lapse in appropriations, or a Government shutdown. The Grants Officer may issue further guidance prior to an anticipated shutdown.

- a. Unless there is an actual rescission of funds for specific grant obligations, Recipients under Federal financial assistance awards for which funds have been obligated generally will be able to continue to perform and incur allowable expenses under the Award during a funding hiatus. Recipients are advised that ongoing activities by Federal employees involved in grant administration (including payment processing) or similar operational and administrative work cannot continue when there is a funding lapse. Therefore, there may be delays, including payment processing delays, in the event of a shutdown.
- b. All Award actions will be delayed during a Government shutdown; if it appears that a Recipient’s performance under a grant or cooperative agreement will require agency involvement, direction, or clearance during the period of a possible Government shutdown, the Project Officer or Grants Officer, as appropriate, may attempt to provide such involvement, direction, or clearance prior to the shutdown or advise the Recipient that such involvement, direction, or clearance will not be forthcoming during the shutdown. Accordingly, Recipients whose ability to withdraw funds is subject to prior agency approval, which in general are Recipients that have been designated high risk, Recipients under construction awards, and other Recipients limited to reimbursements or subject to agency review, will be able draw funds down from the relevant Automatic Standard Application for Payment (“ASAP”) account only if agency approval is given and coded into ASAP prior to any Government shutdown or closure. This limitation may not be lifted during a Government shutdown. Recipients should plan to work with the Grants Officer to request prior approvals in advance of a shutdown wherever possible. Recipients whose authority to draw down award funds is restricted may decide to suspend work until the Government reopens.
- c. The ASAP system should remain operational during a Government shutdown. Recipients that do not require any Grants Officer or agency approval to draw down advance funds from their ASAP accounts should be able to do so during a shutdown. The 30-day limitation on the drawdown of advance funds will still apply notwithstanding a Government shutdown and advanced funds held for more than 30 days will have to be returned with interest.

APPENDIX

The following reference materials and forms are available online:

1. 2 CFR part 200, “*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*”
2. 2 CFR part 1326, “*Nonprocurement Debarment and Suspension*”
3. 13 CFR Chapter III (EDA’s regulations)
4. 15 CFR part 4, “*Disclosure of Government Information*”
5. 15 CFR part 27, “*Protection of Human Subjects*”
6. 15 CFR part 28, “*New Restrictions on Lobbying*”
7. 15 CFR part 29, “*Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)*”
8. 48 CFR part 31, “*Contract Cost Principles and Procedures*”
9. Code of Federal Regulations (CFR): Government Printing Office’s Federal Digital System (FDSYS) at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>
10. EDA’s regulations: <http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>; search for Title 13, Chapter III after selecting the relevant year
11. OMB Circulars: www.whitehouse.gov/omb/circulars/index.html
12. Davis-Bacon wage rate determinations: <http://www.wdol.gov/dba.aspx>

Governmentwide and DOC-Specific Forms:

1. Form CD-281, “Report of Government Property in Possession of Contractor”
2. Form CD-450, “Financial Assistance Award”
3. Form CD-451, “Amendment to Financial Assistance Award”
4. Form SF-425, “Federal Financial Report”
5. Form SF-428, “Tangible Personal Property”
6. Form SF-429, “Real Property Status Report”
7. Form SF-271, “Outlay Report and Request for Reimbursement for Construction Programs”
8. Form SF-272, “Federal Cash Transaction Report”
9. Form SF-LLL, “Disclosure of Lobbying Activities”

Commerce Department (“CD”) forms:

http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/index.htm

Governmentwide Standard Forms (“SF”): https://www.whitehouse.gov/omb/grants_forms

SPECIFIC AWARD CONDITIONS
U.S. DEPARTMENT OF COMMERCE
Economic Development Administration (EDA)

CONSTRUCTION PROJECT

Economic Adjustment Assistance Program
Disaster Supplemental Appropriation
under 42 U.S.C. §§ 3149 and 3233, Sections 209 and 703 of the Public Works and Economic
Development Act of 1965 (Public Law 89-136), as amended by the Economic Development
Reauthorization Act of 2004 (Public Law 108-373)

Public Works and Economic Adjustment Assistance Programs

The terms “Specific Award Conditions” and “Special Award Conditions” shall have the same meaning for purposes of this document, EDA Standard Terms and Conditions for Construction Projects, and any other document that makes reference to these terms in the Award.

Project Title: Stevenson Wastewater Collection System Capacity Upgrade Project	
Recipient Name: City of Stevenson	Project Number: 07 79 07550

- 1. AUTHORIZED SCOPE OF WORK:** This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project must be consistent with the *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized by a fully executed Form CD-451.

The *Authorized Scope of Work* for this project includes:

The Recipient will implement the improvement of wastewater collection system infrastructure providing service to industrial customers.

Finishes

Scope of project to improve/upgrade sewer system components; including (4) pump station sites and their associated mechanical components, control systems, standby power systems and facilities. Pump station locations include Rock Creek, Fairgrounds, Kanaka, and Cascade Ave. Replace 18-inch diameter, 700 foot gravity sewer pipe labeled Cascade Interceptor and its three associated manholes. Scope also includes flood protection components at WWTP; including new controls system, stop-log gates, raise pump station elevation, new check/gate valves, portable pumps, new generator, new lab building, and new aeration building.

Note: The specified quantities are approximate and are not explicitly meant to bound the extent of construction activities.

2. The Recipient Contact's name, title, address, and telephone number are:

Leana Kinley City Administrator Phone: (509) 427-5970 Email: leana@ci.stevenson.wa.us	City of Stevenson City Administrator's Office 7121 East Loop Road Stevenson, Washington 98648
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3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Regional Director Phone: (206) 220-7660 FAX: (206) 220-7657	Economic Development Administration Seattle Regional Office 915 Second Avenue, Room 1890 Seattle, Washington 98174-1012
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4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Kerstin Millius Area Director Phone: (206) 220-7700 FAX: (206) 220-7669 Email: KMillius@eda.gov	Economic Development Administration Seattle Regional Office 915 Second Avenue, Room 1890 Seattle, Washington 98174-1012
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5. The EDA Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Christopher Lobosco, P.E. Civil Engineer Phone: (206) 220-7675 FAX: (206) 220-7669 Email: CLobosco@eda.gov	Economic Development Administration Seattle Regional Office 915 Second Avenue, Room 1890 Seattle, Washington 98174-1012
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6. **CONTACT CHANGES:** Changes to the contact information above may be made in writing by the EDA Project Officer without the submission of a Form CD-451, *Amendment of Financial Assistance Award*.

7. **ADDITIONAL INCLUDED DOCUMENTS:** In addition to the regulations, documents, or authorities incorporated by reference on the *Financial Assistance Award* (Form CD-450), the following additional documents are hereby incorporated by reference into this Award:

- The Recipient’s application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation.

Should there be a discrepancy among these documents, the Specific Award Conditions (this document), including any attachments, shall control.

8. **PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project Development Time Schedule:

<u>Item</u>	<u>Submission Deadline</u>
Return of Executed Financial Assistance Award	30 calendar days after receipt of Form CD-450
Start of Construction	18 Months from Date of Award
Completion of Construction	42 Months from Date of Award
Authorized Award End Date	60 Months from Date of Award
Submission of Final Financial Report on Standard Form 425	No later than 90 calendar days after Award End Date

Project Closeout - All project closeout documents, including the Final Financial Report (Standard Form 425 (SF-425) or any successor form) and any required program reports, shall be submitted to EDA not more than 90 calendar days after the date the Recipient accepts the completed project from the contractor(s).

The Recipient shall diligently pursue the development of the project so as to ensure completion within this time schedule and shall promptly notify EDA in writing of any event that could substantially delay meeting any of the prescribed time limits for the project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338–200.342, as applicable.

9. **PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:**

A. AWARD DISBURSEMENTS: EDA will make disbursements under this Award on a **reimbursement basis only**, based on actual costs incurred, after all preconditions set forth in these Specific Award Conditions have been met.

The “*Outlay Report and Request for Reimbursement*” (Standard Form 271 (SF-271) or any successor form) is used to request a disbursement, which shall be approved in writing by the Project Officer.

Please note that prior to the initial disbursement, the Recipient must complete the attached Form SF-3881 (or any successor form), *ACH Vendor/Miscellaneous Payment Enrollment Form* and submit it to NOAA's Accounting Office by FAX at (301) 528-3675. (*FAX is required to secure confidentiality of sensitive information.*) The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

B. REPORTS:

- a. *Project Progress Reports:* The Recipient shall submit project progress reports to the Project Officer on a **quarterly basis** for the periods ending **December 31, March 31, June 30, and September 30**, or any portion thereof, until the final disbursement is made by EDA. Reports should be submitted using the approved EDA template, which will be provided by the Project Officer and discussed during the project kick-off meeting. Reports are due no later than the 15th day of the month following the end of the quarterly period.
- b. *Financial Reports:* The Recipient shall submit a "*Federal Financial Report*" (Standard Form 425 (SF-425)) or any successor form) on a **semi-annual** basis for the periods ending **March 31 and September 30**, or any portion thereof, for the entire project period. SF-425 and instructions for completing this form are available at:
<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

Reports are due no later than 30 days following the end of the **semi-annual** period.

A Final Financial Report on Standard Form 425 must be submitted no more than 90 calendar days after the expiration date of the Award (*i.e.*, the Award End Date specified on the Form CD-450 or a subsequently executed Form CD-451). Final Financial Reports should follow the guidance outlined in the instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period and that all matching funds and program income (if applicable) are fully reported. Determination of the final grant rate and final balances owed to the government will be determined based on the information on the final SF-425, so it is imperative that it be submitted in a timely and accurate manner.

- 10. ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the *Financial Assistance Award* (Form CD-450), including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. part 200.

Except as otherwise expressly provided for within these Specific Award Conditions, the Federal share of the allowable costs shall be based on the Investment Rate for the Award, as established on the Form CD-450 or any subsequent amendment (Form CD-451). In the event of an underrun in total allowable costs for this project, the Federal share of allowable costs shall be determined by the Investment Rate. The Federal share of total allowable costs shall not exceed the dollar amount specified on the original Award or any subsequent amendments.

Line Item Budget:

A. Under the terms of the Award, the total approved authorized budget is:

Federal Share (EDA Funds)	\$4,054,400
Non-Federal Matching Share	<u>\$1,013,600</u>
Total Project Cost	\$5,068,000

B. Under the terms of this Award, the total approved line item budget is:

COST CLASSIFICATION	Proposed	Approved
Administrative and legal expenses	\$419,000	\$419,000
Land, structures, rights-of-way, etc.	\$0	\$0
Relocation expenses and payments	\$0	\$0
Architectural and engineering fees	\$524,000	\$524,000
Other architectural and engineering fees	\$0	\$0
Project inspection fees	\$0	\$0
Site work	\$231,000	\$0
Demolition and removal	\$0	\$0
Construction	\$2,007,000	\$2,238,000
Equipment	\$1,244,000	\$1,244,000
Contingencies	<u>\$643,000</u>	<u>\$643,000</u>
Total Project Cost	\$5,068,000	\$5,068,000

11. MATCHING SHARE: The Recipient agrees to provide the Recipient’s non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses (see 13 C.F.R. § 300.3). By accepting the Award, the Recipient also certifies that the Matching Share of the project costs is committed to the project, is not encumbered in any way that would prevent its use for the project, and will be available as needed for the project. Outside sources of matching share that are sourced from non-EDA federal grant funds and similar forms of federal financial assistance are impermissible and the use of any such federal funds for matching share shall be considered a breach of the Award.

12. REFUND CHECKS, INTEREST, OR UNUSED FUNDS: Treasury has given EDA two options for having payments deposited to EDA’s account:

- i. The first is the pay.gov website. This option allows the payee to pay EDA through the internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
- ii. The second is paper check conversion. All checks must include on their face the name of the DOC agency funding the Award, the award number, and a description of no more than two words identifying the reason for the check. A copy of the check should be provided to

the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, which processes EDA's accounting functions, at the following address:

U.S. Department of Commerce
National Oceanic and Atmospheric Administration
Finance Office - Accounting Operations Division
Attn: EDA Grants
20020 Century Boulevard
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer the file to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

- 13. CONSTRUCTION COMPLETION:** In keeping with prudent grants management policy, EDA construction projects must be completed within five (5) years of the date the Form CD-450 is signed by the Recipient accepting the Award. If construction is not completed by that date and the Grants Officer determines, after consultation with the Recipient, that construction to completion cannot reasonably be expected to be completed promptly and expeditiously, the grant may be terminated. Extensions beyond the five-year project period are exceedingly rare and can only be authorized by the Assistant Secretary. Nothing in this paragraph is intended to alter the Project Development Time Schedule set out above.
- 14. USEFUL LIFE:** The useful life of this project is hereby determined to be 20 years from date of the start of construction.
- 15. GOALS FOR WOMEN AND MINORITIES IN CONSTRUCTION:** Department of Labor regulations set forth at 41 C.F.R. part 60-4 establish goals and timetables for the participation of minorities and women in the construction industry. Those regulations apply to all federally assisted construction contracts in excess of \$10,000. The Recipient shall comply with those regulations and shall obtain compliance with 41 C.F.R. part 60-4 from contractors and subcontractors employed on the project by including such notices, clauses, and provisions in the Solicitations for Offers or Bids as required by 41 C.F.R. part 60-4. The goal for the participation

of women in each trade area shall be as follows: from April 1, 1981 until further notice: 6.9 percent.

All changes to this goal, as published in the Federal Register in accordance with the Office of Federal Contract Compliance Programs regulations at 41 C.F.R. § 60-4.6, or any successor regulations, shall hereafter be incorporated by reference into these Specific Award Conditions.

Goals for minority participation shall be as prescribed by Appendix B-80 of the Federal Register notice published October 3, 1980 at 45 FR 65984-65991, or any subsequently published amendments. The Recipient shall include the “*Standard Federal Equal Employment Opportunity Construction Contract Specifications*” (or cause them to be included, if appropriate) in all Federally-assisted contracts and subcontracts. The goals and timetables for minority and female participation may not be less than those published pursuant to 41 C.F.R. § 60-4.6.

16. **ARCHITECT/ENGINEER AGREEMENT.** Prior to initial disbursement of funds by EDA, the Recipient must submit to the Government for approval, an Architect/Engineer Agreement that meets the requirements in the EDA’s “Summary of EDA Construction Standards,” as well as the competitive procurement standards of 2 C.F.R. Part 200 and EDA Regulations at 13 C.F.R. Chapter III. The fee for basic Architect/Engineer Services will be a lump sum or an agreed maximum, and no part of the fees for other services will be based on a cost-plus-a-percentage-of-cost or a cost using a multiplier.
17. **PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 C.F.R. §§ 200.317-200.326 and the EDA regulations contained in 13 C.F.R. Chapter III, especially 13 C.F.R. Part 305 and 13 C.F.R. section 302.17 (“Conflicts of Interest”).
18. **BUY AMERICAN PREFERENCE:** Consistent with Executive Order 13858, *Strengthening Buy-American Preferences for Infrastructure Projects*,” the Recipient is encouraged to use, to the greatest extent practicable, iron and aluminum as well as steel, cement, and other manufactured products produced in the United States in every contract, subcontract, purchase order, or sub-award that is chargeable under this Award.
19. **EVIDENCE OF GOOD TITLE:** Prior to the initial disbursement of funds by EDA, the Recipient shall provide an opinion of counsel, satisfactory to EDA, that the Recipient has acquired good and marketable title to land, free of all encumbrances, to all real property necessary for completion of the project, as well as any necessary rights-of-way, easements, State or local government permits, or long-term lease interests necessary for the completion of the project, in accordance with 13 C.F.R. part 314.

- 20. NONRELOCATION:** By accepting this Award of financial assistance, the Recipient attests that the EDA-funded project will not be used to induce the relocation or the movement of existing jobs from one Region to another Region by a primary beneficiary of the Award (see 13 C.F.R. § 300.3). In the event that EDA determines that its assistance was used for such purposes, EDA reserves the right to pursue all rights and remedies, including suspension of disbursements, termination of the Award for convenience or cause, and disallowance of any costs attributable, directly or indirectly, to the relocation.

For purposes of ensuring that EDA assistance will not be used for relocation purposes, each applicant must inform EDA of all employers that constitute primary beneficiaries of the project. EDA considers an employer to be a “primary beneficiary” if the applicant estimates that such employer will create or save 100 or more permanent jobs as a result of the investment assistance and specifically names the employer in its application to EDA. In smaller communities, EDA may consider a primary beneficiary to be an employer of 50 or more permanent jobs so identified.

- 21. PROJECT INSPECTION AGREEMENT:** Prior to the initial disbursement of funds by EDA, the Recipient must submit to EDA for approval, a Project Inspection Agreement that meets the requirements in the EDA's "Summary of EDA Construction Standards," as well as the competitive procurement standards of 2 C.F.R. Part 200 and EDA Regulations in 13 C.F.R. Chapter III. The fee for basic Project Inspection Services will be a lump sum or an agreed maximum, and no part of the fees for other services will be based on a cost-plus-percentage-of-cost or a cost using a multiplier.
- 22. SECURITY AGREEMENT - EQUIPMENT:** In order to better memorialize and protect the Federal Share in property acquired with Award funds, Recipient will and hereby does agree to execute a Security Agreement, in form and substance satisfactory to EDA, granting EDA a security interest in all property acquired or to be acquired using Award funds, and will file or cause to be filed any and all financing statements or lien notices required in accordance with applicable laws of the appropriate jurisdiction to perfect said security interest, and will file all continuation statements or other modifications to maintain uninterrupted the priority of EDA's security interest. After filing the UCC-1 form(s) or equivalent form(s), the Recipient must provide a statement from their attorney opining that EDA has a perfected security interest and first priority lien in the equipment. The Recipient further agrees that it will not, without the prior written approval of EDA, sell, trade or convey any interest whatsoever in such property subject to the EDA security interest; provided, however, that should EDA approve of the disposal of any property for purposes of acquiring a replacement, Recipient will execute such documentation and file such notices as will ensure that EDA's security interest attaches to and is perfected in the replacement property with the same priority and extent as it had in the original property it replaced.

23. RECORDED STATEMENT OF FEDERAL SHARE: Prior to the initial disbursement, to better memorialize and protect the Federal Share in real property acquired or improved, in whole or in part, with the funds made available under this Award, the Recipient agrees that it shall execute and cause to be recorded a first priority unsubordinated mortgage lien in favor of EDA or, when permitted by EDA due to a Recipient's legal restriction against recording a mortgage (or deed of trust), a covenant declaring EDA's interest in said real property. EDA shall advise whether the Mortgage or Covenant will be used. The Mortgage or Covenant will be duly recorded with the appropriate office where mortgages are recorded for the jurisdiction where the real property is situated. The Mortgage or Covenant shall be in a form and substance satisfactory to EDA. Upon request by EDA, Recipient shall furnish an opinion by counsel for the Recipient that the Mortgage or Covenant is a valid and enforceable agreement according to its terms, and has been duly recorded in the appropriate office where mortgages are recorded for that applicable jurisdiction. EDA may waive this requirement in writing where, in the sole judgment of EDA, the EDA investment forms only a small part of a larger project.

The Recipient further agrees that:

- a) Except as provided in 13 C.F.R. 314.3, whenever, during the expected useful life of the project, any property acquired or improved in whole or in part with grant assistance is disposed of, or no longer used for the authorized purpose of the project, the Government must be compensated by the Recipient for the Federal share of the value of the property; provided that for equipment and supplies, the standards in 2 C.F.R. Part 200 or any supplements or successors thereto, as applicable, shall apply.
- b) If property is disposed of or encumbered without EDA approval, EDA may assert its interest in the property to recover the Federal share of the value of the property for the Government. EDA may pursue its rights under both paragraphs (a) and (b) of this section to recover the Federal share, plus costs and interest.
- c) The Federal share of the value of the property is that percentage of the current fair market value of the property attributed to the EDA participation in the project (after deducting actual and reasonable selling and fix-up expenses, if any, incurred to put the property into condition for sale). The Federal share excludes that value of the property attributable to acquisition or improvements before or after EDA's participation in the project and not included in project costs.
- d) The lien, covenant or other statement of EDA's interest must remain in effect throughout the useful life of the project which is determined to be 20 years.

24. ARCHEOLOGICAL AND HISTORICAL RESOURCES: If during construction of the project, historical and archeological resources, including burial grounds and artifacts are discovered, the Recipient shall immediately stop construction in the area, contact the State Historic Preservation Officer and EDA and follow the SHPO's instruction for the preservation of resources. In areas where excavation will exceed the depth of fill materials, an archaeological monitor is required to be on site during the excavation. An inadvertent discovery plan is to be prepared and construction crews are required to be trained/briefed on the contents and importance of the inadvertent discovery plan.

25. **WETLANDS:** A wetland delineation shall be prepared for the wetland adjacent to the Cascade Avenue Pump Station. If the project would impact this wetland, a Critical Areas Permit and all appropriate approvals from the U.S. Army Corps of Engineers and the Department of Ecology shall be applied for and obtained. The Recipient would prepare a wetland mitigation plan for all wetland and wetland buffer impacts consistent with State and local Shoreline Management Act and Critical Areas Code.
26. **HAZARDOUS OR TOXIC SUBSTANCES:** If visual or olfactory evidence of potential soil contamination from current or historical practices is encountered during construction, work will stop immediately upon discovery and the appropriate Ecology regional office will be notified.
27. **LAND USE AND ZONING:** All work shall take place within “urban areas” as defined in Columbia River Gorge National Scenic Area Act, 16 U.S.C. § 544 Sec. 2(s).
28. **PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such a form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010.

At this time, all Awards for construction assistance require Recipients to report actual job creation/retention and private investment leverage at three (3), six (6), and nine (9) years after an EDA investment. The Recipient must retain sufficient documentation so that they can submit these required reports. Failure to submit these reports may adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document. EDA staff will contact the Recipient in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted. The Recipient must ensure adequate and sufficient records are kept to support the methodology for computing initial job creation/retention and private investment estimates and all subsequent actual performance data, and must make this information available at EDA’s request, including in the event of an audit or performance site visit.

29. **REAL PROPERTY REPORTING:** Consistent with 2 C.F.R. § 200.329 (“Reporting on real property”), the Recipient must submit reports (using Standard Form 429 (SF-429), *Real Property Status Report* or any successor form). The initial SF-429 form must be returned to the EDA Project Officer no later than December 31 of the year of the initial disbursement of Federal funds. Because EDA’s interest in this real property extends at least 15 years, successive reports will be required by December 31 every **two** years thereafter during the established useful life of the property, rather than on an annual basis. At its sole discretion, EDA reserves the right to require more or less frequent real property reporting for the duration of the useful life of real property in which it retains an interest under this project.

30. FREEDOM OF INFORMATION ACT COMPLIANCE: EDA is responsible for meeting Freedom of Information Act (FOIA), Title 5 of the United States Code, Section 522 (5 U.S.C. §522) (Public Law 89-554), requirements regarding its records. The regulations governing the U.S. Department of Commerce under 15 C.F.R. part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under the FOIA, contents of applications and other information submitted by applicants may be released in response to a written request for federal records that cites FOIA. Applicants should be aware that EDA may make certain application information publicly available. Accordingly, the applicant should notify EDA if it believes any application information to be confidential.

31. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE

A. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph B of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
2. Reached its final disposition during the most recent five-year period; and
3. Is one of the following:
 - (a) A criminal proceeding that resulted in a conviction, as defined in paragraph E of this award term and condition;
 - (b) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

- (c) An administrative proceeding, as defined in paragraph E. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
- (d) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph B.3.(a), (b), or (c) of this award term and condition;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph B of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

D. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph A of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

For purposes of this award term and condition:

1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

2. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
3. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
 - (a) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
 - (b) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

32. PERFORMANCE MEASURES: The Recipient agrees to report on program performance measures and program outcomes in such a form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010.

At this time, all Awards for construction assistance require Recipients to report actual job creation/retention and private investment leverage three (3), six (6), and nine (9) years after an EDA investment. Recipients are to retain sufficient documentation so that they can submit these required reports. Failure to submit this required report can adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document. EDA staff will contact Recipients in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted. Recipients should ensure adequate and sufficient records are kept to support the methodology for computing initial job and private investment estimates and all subsequent actual performance data calculations so that this information can be made available to EDA in the event of an audits or performance site visits.

33. REAFFIRMATION OF APPLICATION: Recipient acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient, or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient hereby reaffirms and states that:

- i. All data in the application and documents submitted with the application are true and correct as of the date the application was submitted and remain true and correct as of the date of this Award;
- ii. The application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and

- iii. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the application.

The term “application” includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions.

34. **WASTE, FRAUD AND ABUSE:** Consistent with 2 C.F.R. part 200, Recipient personnel responsible for managing the Recipient’s finances and overseeing any contractors, sub-contractors or sub-grantees, will complete the training published on PowerPoint presentation slides entitled “Compliance with EDA Disaster Assistance Program Requirements” and return the signed Certificate of Training Completion (page 38 of the slide deck) to EDA along with the signed Form CD-450 within 30 days of receipt.

Further, Recipient will monitor award activities for common fraud schemes, such as:

- false claims for materials and labor,
- bribes related to the acquisition of materials and labor,
- product substitution,
- mismarking or mislabeling on products and materials, and
- time and materials overcharging.

Should Recipient detect any suspicious activity, Recipient will contact EDA staff listed above and the Office of Inspector General, as indicated at www.oig.doc.gov/Pages/Contact-Us.aspx, as soon as possible.

35. **UPDATES TO GUIDANCE FOR GRANTS AND AGREEMENTS:** This award incorporates by reference updates to OMB Guidance for Grants and Agreements at 2 C.F.R. § 200.216 (Prohibition on certain telecommunication and video surveillance services or equipment) and 2 C.F.R. § 200.340 (Termination), effective as of August 13, 2020 (85 FR 49506) and available at: www.federalregister.gov/documents/2020/08/13/2020-17468/guidance-grantsand-agreements.

10/6/20

City of Stevenson Water Dept.
City Council

I have just been informed that the water department has made an error on my water bill and was charging me a senior rate and I owe \$304.00 in water fees. In February 2019 when I purchased my 1st home at 201 Attwell Road, Stevenson, WA I was not aware of how the water bills were charged. This is the first time I have had a water bill in my name. The home was vacant until March 2020, and no water was used for that 1st year. I did not request any special rates and the error was made by the water department unbeknown to me. Covid has created financial hardships for me, my income has decreased significantly, and this additional charge is not something I budgeted for. I take pride in paying my bills and maintaining good credit. I am requesting that you drop the charges since I paid all my bills in full that were sent to me. I was unaware that the billing was incorrect.

Sincerely,
Mercedes Lux
503-956-0704

RECEIVED

OCT 08 2020

BY: _____



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

MEMORANDUM

DATE: April 6, 2020

TO: Local Governments in Washington

FROM: The Attorney General's Office

SUBJECT: **Legality of Options for Supporting Small Businesses and Low-Income Individuals During a Public Health Crisis**

I. INTRODUCTION

Washington State and the nation are in the midst of a public health and economic crisis related to COVID-19. The Governor recently ordered all non-essential businesses generally to cease operations. The Governor also ordered all people in Washington State to stay home, with limited exceptions. In the midst of this unprecedented crisis, our office has heard from many local governments looking for ways to help the residents and businesses in their communities.

Several local governments have contacted our office to seek guidance about their aid efforts. Our office recently published general guidance that constitutional restrictions on use of public funds should not be an impediment to local efforts to combat COVID-19, as local government expenditures made in furtherance of the effort to combat the virus further fundamental public purposes, such as protecting public health and welfare.

This memorandum follows up on that general guidance by evaluating two potential initiatives some are considering to assist low-income residents and small businesses affected by the crisis. The first initiative would provide cash assistance to low-income individuals who lost their jobs due to COVID-19, or who are struggling financially as a result. The second initiative would provide grants or loans to small businesses struggling to survive the closure of their businesses. The stated goal of the initiatives is to ensure compliance with public health guidelines and to prevent economic hardship in the region.

We conclude that cash grants can be provided to low-income individuals consistent with our state constitution's restriction on gifts of public funds. We also conclude that grants or loans can likely be provided to impacted small businesses, so long as reasonable safeguards are in place to prevent fraud or abuse.

April 3, 2020

Page 2

II. ISSUES

1. Under article VIII, section 7 of the state constitution, may a local government provide cash assistance to low-income individuals who have lost their jobs or are struggling financially due to COVID-19?
2. Under article VIII, section 7 of the state constitution, may a local government provide grants or loans to small businesses struggling with the State-ordered closure of their businesses?

III. SHORT ANSWERS

1. Yes. Article VIII, section 7 of the state constitution allows local governments to give money to provide necessary support for the “poor.” Temporary cash assistance to low-income individuals who have lost their jobs or are struggling financially would fit in this category. More broadly, when government carries out its fundamental purposes with public funds, it does not violate article VIII, section 7. Preserving public health and promoting public welfare are fundamental purposes of government. Temporary financial assistance for low-income residents during a public health crisis advances public welfare, so a court would likely not consider it to be an unconstitutional gift.
2. Probably, with sufficient safeguards in place. Given the unprecedented health crisis that Washington faces, loans or grants are likely permissible if a local government can establish a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines.

IV. FACTUAL BACKGROUND

A. The Governor Ordered People to Stay Home and Non-Essential Businesses to Close to Limit the Spread of COVID-19

Washington State faces an unprecedented public health and economic crisis related to COVID-19. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health announced the first case of COVID-19 in the State. *See* 2019 Novel Coronavirus Outbreak (COVID-19), <https://www.doh.wa.gov/Emergencies/Coronavirus> (last visited April 6, 2020). Since then, the virus has spread rapidly throughout the State. As of April 4, 2020, the State Department of Health has documented 7,984 cases and 338 deaths. *Id.*

The Governor has acted to limit the spread of COVID-19. Most relevant here, on March 23, 2020, the Governor issued the Stay Home – Stay Healthy Proclamation 20-25. *See* Proclamation

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 3

by the Governor Amending Proclamation 20-05. The proclamation described the virus's impact on public health and the economy: "the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace." *Id.* at 1. The proclamation also described the challenges faced by the state's health care system: "models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state." *Id.*

To slow the spread of COVID-19, the Governor ordered people to stop leaving their homes, with limited exceptions, and he ordered non-essential businesses to close:

All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

.....

Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines. This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

Proclamation by the Governor Amending Proclamation 20-05 at 3, 4. The Governor has since extended all provisions in this order through May 4, 2020. Proclamation by the Governor Amending Proclamations 20-05 and 20-25 at 2.

COVID-19 is also causing devastating economic effects in Washington and nationwide. During the two weeks from March 15 to March 28, Washingtonians filed 310,937 new claims for unemployment benefits. <https://www.esd.wa.gov/newsroom/news-releases?ReleaseYear=All> (last visited April 6, 2020). Across the nation, workers filed nearly ten million initial unemployment claims from March 15 to March 28. See <https://www.dol.gov/ui/data.pdf> (last visited April 6, 2020) Many small businesses in Washington have already announced plans to close permanently.

April 3, 2020

Page 4

B. State and Local Governments Are Looking for Ways to Combat the COVID-19 Pandemic

In recent weeks, our office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic and its economic consequences. Our office recently published general guidance on these inquiries. *See* Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic (March 17, 2020), available at http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona_gopf.pdf.aspx. This memo analyzes two specific ideas some local governments are considering to further ameliorate the effects of the crisis: (i) providing cash assistance to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19, and (ii) providing government grants to small businesses that are struggling with government-ordered shut downs.

V. ANALYSIS

A. Background Principles Related to Gifts of Public Funds Under Washington’s Constitution

Before addressing the specific policies at issue, this memorandum briefly summarizes the constitutional limits on local governments’ ability to give or loan money to individuals or companies. Article VIII, section 7 of the state constitution reads:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.¹

Const. art. VIII, § 7.

¹ The state constitution places similar limits on the State’s use of its “credit.” *See* Const. art. VIII, § 5. “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.” *Id.* Because the present inquiry is from a local government, article VIII, section 7 applies, although courts interpret the two provisions “identically.” *See Citizens for Clean Air v. City of Spokane*, 114 Wn.2d 20, 39 n. 8, 785 P.2d 447 (1990).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 5

Our Supreme Court has recognized that when the constitutional convention adopted article VIII, section 5, the related provision that limits the state's lending of credit, it did not intend to hinder state government from carrying out its "essential function to secure the health and welfare of the state's citizens." See *Wash. State Hous. Fin. Comm'n v. O'Brien*, 100 Wn.2d 491, 495, 671 P.2d 247 (1983). The purpose of article VIII, sections 5 and 7 is "to prevent state funds from being used to benefit private interests where the public interest is not primarily served." *Wash. Pub. Ports Ass'n v. Dep't of Revenue*, 148 Wn.2d 637, 653, 62 P.3d 462 (2003) (quoting *Japan Line, Ltd. v. McCaffree*, 88 Wn.2d 93, 98, 558 P.2d 211 (1977)). A government's use of public funds is presumed constitutional, and the burden of overcoming that presumption lies with the individual making the challenge. *City of Tacoma v. Taxpayers of Tacoma*, 108 Wn.2d 679, 702, 743 P.2d 793 (1987).

Washington courts "use a two-pronged analysis to determine whether a gift of public funds has occurred." *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019). First, the court asks whether the funds were expended "to carry out a fundamental purpose of the government." *Id.* If the answer to that question is yes, the analysis ends, and there is no gift of public funds. *Id.*; *CLEAN v. State*, 130 Wn.2d 782, 797-98, 928 P.2d 1054 (1996). If the answer to that question is no, the court asks whether the funds were given with donative intent, and what the public received in exchange (also called "consideration"). *CLEAN*, 130 Wn.2d at 797-98. The consideration that the public receives is the "key factor." *City of Tacoma*, 108 Wn.2d at 703 (quoting *Adams v. Univ. of Wash.*, 106 Wn.2d 312, 327, 722 P.2d 74 (1986)). Unless there is a proof of donative intent or a grossly inadequate return, courts do not inquire into the adequacy of consideration. *City of Tacoma*, 108 Wn.2d at 703.

State courts have not offered a complete list or definition of what constitutes a "fundamental purpose" of government. However, case law applying article VIII, sections 5 and 7 of the state constitution provides several examples. Fundamental purposes of government include collecting taxes, furthering higher education, acquiring real property, controlling floods, enforcing child support obligations, disposing of solid waste, providing and administering workers' compensation, and obtaining and defending guardians ad litem.² In contrast, building baseball

² *In re Burnham*, 194 Wn.2d at 77 (acquire real property); *Washington Pub. Ports Ass'n*, 148 Wn.2d at 653 (tax collection for use of public property); *Hadley v. Dep't of Labor & Indus.*, 116 Wn.2d 897, 907, 810 P.2d 500 (1991) (administer industrial insurance); *Citizens for Clean Air*, 114 Wn.2d at 39; *Johnson v. Johnson*, 96 Wn.2d 255, 263-64, 634 P.2d 877 (1981) (enforcing child support obligations); *Citizens Protecting Res. v. Yakima Cnty.*, 152 Wn. App. 914, 922, 219 P.3d 730 (2009) (flood control); *West v. Osborne*, 108 Wn. App. 764, 771, 34 P.3d 816 (2001) (obtaining guardians ad litem); *Major Prods. Co. v. Nw. Harvest Products, Inc.*, 96 Wn. App. 405, 410, 979 P.2d 905 (1999) (furthering higher education); *Dep't of Labor and Indus. v. Wendt*, 47 Wn. App. 427, 435, 735 P.2d 1334 (1987) (providing industrial insurance).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 6

stadiums, constructing parking garages, and allowing a railroad to use tracks rent free are not fundamental purposes of government.³

Entitlement payments are an acceptable means to accomplish a fundamental government purpose. “No unconstitutional gift of public property occurs when funds are expended as entitlement payments, made by the government in carrying out its fundamental purposes.” *City of Tacoma*, 108 Wn.2d at 702. The Court defines “entitlements” as “a form of assistance provided to the public, or a segment of the public, as cash or services, in carrying out a program to further an overriding public purpose or satisfy a moral obligation.” *Id.* at 702 n.15 (quoting *City of Seattle v. State*, 100 Wn.2d 232, 241, 668 P.2d 1266 (1983)). Examples of entitlement payments include payments for day-care services, vaccinations, fare-free bus zones, crime victim compensation, and relocation assistance payments to people or businesses displaced by condemnation. *Id.*

Article VIII, section 7 also allows local governments to give or loan money for the “necessary support of the poor and infirm.” The phrase “poor and infirm” in article VIII, section 7 is read in the disjunctive, meaning the benefitted individual must be “poor” or “infirm,” but does not need to be both. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 116, 605 P.2d 1260 (1980). State courts generally do not assess who “belongs in the benefitted class” of the “poor and infirm.” *O’Brien*, 100 Wn.2d at 497. Instead, they defer to the legislative determination of what constitutes need, and they assess the reasonableness of that determination. *Id.*

Finally, courts will likely consider a local government’s motive when it gives or loans money, property, or credit to individuals or companies. When analyzing the Legislature’s actions under article VIII, section 5, our Supreme Court has stated that it gives great weight to the government’s stated declaration of purpose. *Id.* at 495–96. The Court does not accept the government’s declaration as conclusive, but it will accept it unless it is arbitrary or unreasonable. *Id.* at 496.

Summarizing these principles, when a local government gives or loans money, property, or credit to an individual or company, the courts are most likely to uphold the local government’s action if one of the following is true: (1) the action is necessary to accomplish a fundamental governmental purpose, (2) the public is receiving something in exchange, (3) the action is necessary to support the poor, or (4) the action is necessary to support the infirm. Additionally, it

³ *CLEAN v. City of Spokane*, 133 Wn.2d 455, 469, 947 P.2d 1169 (1997) (parking garage); *CLEAN*, 130 Wn.2d at 797-98 (baseball stadium); *Peterson v. Dep’t of Revenue*, 9 Wn. App. 2d 220, 228, 443 P.3d 818 (2019), review granted *sub nom. Peterson v. Port of Benton*, 194 Wn.2d 1001, 451 P.3d 326 (2019) (rent free use of railroad tracks).

April 3, 2020

Page 7

is advisable for the local government to state why it is taking the action, explain what it expects to accomplish, and describe the benefit the public will receive.

B. Cash Assistance to Low-Income Individuals Who Have Lost Their Jobs or Are Struggling Financially Due to COVID-19 Comply with Washington’s Constitutional Limitations on Gifts of Public Funds

Local governments do not violate Washington’s constitutional prohibition on gifts of public funds by providing cash assistance to low-income individuals who have lost their jobs or are struggling financially because of the COVID-19 crisis. This is clear for two independent reasons.

First, Washington’s Constitution does not prohibit local governments from expending resources for “the necessary support of the poor.” Const. art. VIII, § 7. If the local government’s program uses reasonable means to assess who is “poor” when providing cash assistance, a court would almost certainly conclude that such assistance is “the necessary support of the poor” and so not barred by article VIII, section 7. The courts have not clearly defined what “poor” means for purposes of article VIII, section 7, but they generally defer to governmental determinations on this point. *O’Brien*, 100 Wn.2d at 497.

Even if financial assistance to low-income individuals affected by the COVID-19 pandemic would not qualify as “the necessary support of the poor,” it would still not be a gift of public funds because it furthers a fundamental purpose of government. State courts have stated that a core purpose of government is ensuring public health and promoting public welfare. *See, e.g., O’Brien*, 100 Wn.2d at 495 (securing the health and welfare of the state’s citizens is an essential government function); *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government).

Temporary cash assistance to the jobless can help to promote public welfare by lessening the financial impact caused by sudden job loss and preventing potentially more intractable problems like long-term unemployment, hunger, and homelessness. Our Supreme Court has concluded that cash assistance can accomplish a fundamental purpose of government when it “further[s] an overriding public purpose or satisf[ies] a moral obligation.” *City of Tacoma*, 108 Wn.2d at 702 n.15 (quoting *City of Seattle*, 100 Wn.2d at 241). The overriding public purpose of temporary cash assistance in this context would be to ameliorate the economic hardship caused by the COVID-19 pandemic and the closure of non-essential businesses, which left many people

April 3, 2020

Page 8

without work, at least temporarily.⁴ This in turn could help address local governments' concerns about the economic collapse of the region.

C. Grants or Loans to Small Businesses That Are Struggling with Government Shutdowns Can Also Likely Be Provided in a Way that Complies With Washington's Constitution

This question is a closer call than the first one, but we believe there are ways that grants or loans to small businesses affected by the COVID-19 crisis could be provided that would likely comply with Washington's constitutional prohibition on gifts of state funds.

The reason this question is a closer call than the first one is that our state constitution explicitly recognizes the importance of government support for "the poor," but also expresses concern about improper gifts to private businesses. For example, our Supreme Court found a violation of article VIII, section 7 when a county gave money directly to a private corporation for an agricultural fair and maintained "no direct control over how the money was . . . spent." *CLEAN*, 130 Wn.2d at 798 (discussing *Johns v. Wadsworth*, 80 Wash. 352, 355, 141 P. 892 (1914)).

That said, context matters. The context for local governments' proposed programs of small business loans and grants here is not "to enhance the private sector's profit at the taxpayer's expense"—which is clearly impermissible under the state constitution—but to prevent small businesses from having to close permanently due to the hardship associated with government-mandated closure of their businesses. *O'Brien*, 100 Wn.2d at 495. "[T]he health of the state's economy [has] traditionally been [a] concern[] of state government." *Id.* at 496. "The range of remedies available to meet these state problems must necessarily be wide. We leave the wisdom of a chosen remedy in the legislative arena." *Id.*

Local governments' stated purposes for providing grants and loans to small businesses are to prevent the region's economic collapse from the unprecedented COVID-19 crisis and to ensure compliance with public health guidelines. A local government would need to provide a clear nexus between any proposed grants and loans to small businesses and public health and welfare to help explain to a reviewing court why these local efforts accomplish a fundamental government purpose. It seems reasonable to conclude that helping small businesses survive temporary closure will help reduce the economic hardship caused by this crisis and encourage small businesses to comply fully with public health guidelines, but including statements to that effect in authorizing legislation would be helpful. Because there is no case law directly on point,

⁴ This analysis is limited to the context of the COVID-19 crisis. A different analysis might apply if a local government wanted to provide cash assistance at another time.

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 9

this conclusion is somewhat uncertain, but courts would likely recognize the unique circumstances here and the need for strong action.

If the court does not see small business grants and loans as accomplishing a fundamental government purpose, the court would next ask whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

A court would analyze the issue of donative intent by asking whether the local government intended to give money to small businesses without receiving anything in return for the public. A gift is a voluntary transfer of property without consideration. *City of Bellevue v. State*, 92 Wn.2d 717, 720, 600 P.2d 1268 (1979). “If intent to give a gift is lacking the elements of a gift are not present, and article 8, section 7 does not apply.” See *CLEAN*, 130 Wn.2d at 798 (quoting *Scott Paper Co. v. City of Anacortes*, 90 Wn.2d 19, 33, 578 P.2d 1292 (1978)). If the court found that the local government intended to receive something in return for the public, it would then ask whether what the public received was “grossly inadequate.” *CLEAN*, 133 Wn.2d at 469.

For the courts to analyze these questions, it would be helpful if local governments identified the specific economic benefits that the public would receive from the grants or loans. Local governments would be wise to ask any small business seeking funds for evidence of public benefit. This could include information like the number of jobs created or saved, the amount of tax revenue created or maintained, whether the business would pay wages or benefits to workers during the government shutdown, whether temporary funding would avoid risks like bankruptcy or permanent closure, or any other relevant information to assess public benefit. If a local government could document benefits to the public along these lines, a court could certainly find that state aid to this circumscribed class of the public (small businesses), in furtherance of legitimate state objectives, provided the necessary “consideration” for the aid. *Id.*

Tips for a Safer Halloween

Many of the traditional ways in which we celebrate Halloween involve contact with non-household members in large group settings. This year, it is important to plan early and identify safer alternatives to reduce the risk of spreading COVID-19. The Department of Health is offering the following considerations to help protect individuals and communities.

General Considerations

Regardless of how you choose to celebrate Halloween, it is important to keep the following in mind:

1. **Wear a cloth face covering.** Make sure the face covering fits snugly over your nose and mouth.
2. **Avoid confined spaces.** Outdoor activities are safer than indoor activities. If participating in an outdoor event is not possible, and you choose to attend an indoor event, avoid crowded, poorly ventilated, and fully enclosed indoor spaces. Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
3. **Avoid close contact with people outside of your household.** Stay at least 6 feet away from all other people who are not part of your own household.
4. **Wash or sanitize your hands often.** Use soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
5. **Stay home if you are sick or were recently exposed to someone with COVID-19.** If you are sick, have symptoms of COVID-19, or have been in contact with someone who has been diagnosed with COVID-19, stay home and away from others.

Recommended	Discouraged
<ul style="list-style-type: none"> • Have a scavenger hunt at home. Dress up and hide candy or other treats throughout the house or around the yard. • Host an online costume or pumpkin carving contest. • Have a Halloween movie marathon with household members. 	<ul style="list-style-type: none"> • Halloween gatherings, events, or parties with non-household members that violate the gathering limitations outlined in Governor Inslee’s Safe Start Plan. Learn more about the gathering limits for each phase. • Traditional trick or treating (handing candy to kids who knock on your door) and large groups of trick-or-treaters.

<ul style="list-style-type: none"> • If you go trick-or-treating: <ul style="list-style-type: none"> ○ Stick with members of your household and keep at least 6 feet of distance from any non-household members. ○ Wear a cloth face covering or mask if older than age 2. Make sure the mask is snug around your nose and mouth and does not have holes. A plastic costume mask is not a substitute for a cloth face covering. ○ Wash your hands before and after trick-or-treating. ○ Bring plenty of hand sanitizer. • If you give out treats: <ul style="list-style-type: none"> ○ Limit candy to individually wrapped treat bags. This reduces the number of people who would typically touch items in a communal bowl. ○ If possible, place treats on a table in your driveway or yard to avoid crowds at your front door. To see trick-or-treaters, sit in a chair in your driveway, garage, yard, or porch and maintain at least 6 feet of distance from the treat table. ○ Place a few mini pumpkins or other decorations 6 feet apart to signal a line and keep trick-or-treaters distanced while waiting for treats. 	<ul style="list-style-type: none"> • Trunk-or-treat gatherings with multiple households that facilitate crowding around treats and violate the gathering limitations outlined in Governor Inslee’s Safe Start Plan. • Indoor haunted houses are not permitted. Haunted houses must be designed as a no-touch outdoor activity with a one-way path. See Governor Inslee’s Phase 2 and 3 agritourism requirements. • Indoor trick-or-treating activities, such as those organized in malls or similar venues.
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More COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

A person's race/ethnicity or nationality does not, itself, put them at greater risk of COVID-19. However, data are revealing that communities of color are being disproportionately impacted by COVID-19- this is due to the effects of racism, and in particular, structural racism, that leaves some groups with fewer opportunities to protect themselves and their communities. [Stigma will not help to fight the illness](#). Share accurate information with others to keep rumors and misinformation from spreading.

- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)

Have more questions about COVID-19? Call our hotline: **1-800-525-0127**, Monday – Friday, 6 a.m. to 10 p.m., Weekends: 8 a.m. to 6 p.m. For interpretative services, **press #** when they answer and **say your language**. For questions about your own health, COVID-19 testing, or testing results, please contact a health care provider.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.

After the celebration

If you participated in [higher risk activities](#) or think that you may have been exposed during your celebration, take extra precautions (in addition the ones listed above) for 14 days after the event to protect others:

- [Stay home](#) as much as possible.
- Avoid being around people at [increased risk for severe illness from COVID-19](#).
- Consider getting [tested](#) for COVID-19.

If you develop [symptoms consistent with COVID-19](#), such as fever, cough, or shortness of breath, or if you [test positive for COVID-19](#), immediately contact the host and others that attended the event or celebration that you attended. They may need to inform other attendees about their possible exposure to the virus. Contact your health care provider and follow the CDC-recommended steps for [what to do if you become sick](#), and follow the [public health recommendations for community-related exposure](#).

If you are waiting for your COVID-19 test results, stay home until you have a result, and [follow !\[\]\(e78f798d4ea5c530c9db49e7d26e6b95_img.jpg\) CDC's guidance !\[\]\(034433b90593e82e5460e34e3ed48e9b_img.jpg\)](#) to help stop the spread of COVID-19.

If you have been diagnosed with COVID-19, a [public health worker may contact you](#) to check on your health and ask you who you have been in contact with and where you've spent time in order to identify and provide support to people (contacts) who may have been infected. Your information will be confidential. Learn more about [what to expect with contact tracing !\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\)](#).

If you are notified that you were a close contact of someone who tested positive for COVID-19

- [Stay home for 14 days](#) from the last time you had contact with that person.
- Monitor for [symptoms](#) of coronavirus.
- [Get information](#) about COVID-19 testing [if you feel sick](#).

Coronavirus Disease 2019 (COVID-19)

MENU >

[Rosh Hashanah, Yom Kippur, Halloween, Día de Los Muertos, Navratri, Diwali, and Thanksgiving](#) will likely need to be different this fall to prevent the spread of the virus that causes COVID-19. Avoid activities that are higher risk for spread. Consider fun alternatives that pose lower risk of spreading the virus that causes COVID-19.

Halloween

Many traditional Halloween activities can be high-risk for spreading viruses. There are several safer, alternative ways to participate in Halloween. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
 - If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart
 - A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
 - Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Traveling to a [rural](#) fall festival that is not in your community if you live in an area with community spread of COVID-19

Día de los Muertos

Many traditional activities can put you at higher risk for exposure to COVID-19. There are several safer, alternative ways to celebrate Día de los Muertos. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Día de los Muertos festivities.

Lower risk activities

These lower risk activities can be safe alternatives:

- Preparing traditional family recipes for family and neighbors, especially those at [higher risk of severe illness from COVID-19](#), and delivering them in a way that doesn't involve contact with others
- Playing music in your home that your deceased loved ones enjoyed
- Making and decorating masks or making an altar for the deceased



NASPO ValuePoint

PURCHASING ENTITY AGREEMENT

WIRELESS, DATA, VOICE AND ACCESSORIES

Led by the state of Utah

Master Agreement #: MA152

Contractor: **CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS**

Purchasing Entity: CITY OF STEVENSON

1. **Scope:** Verizon Wireless ("Contractor") and the State of Utah, for itself and on behalf of NASPO ValuePoint ("NASPO ValuePoint" and/or "Customer"), have entered into a Master Agreement #MA152 with an effective date of August 12, 2019 (together with any amendments and addenda the "Master Agreement"). The State of Washington ("Participating State") has entered into a Participating Addendum ("PA") with Contractor pursuant to the Master Agreement, allowing certain state agencies, political subdivisions, and other eligible entities to make purchases under the PA. This Purchasing Entity Agreement applies to the purchase and use of Products (e.g. wireless service, software and other services) by the Purchasing Entity under the PA. Contractor reserves the right to terminate this Agreement if at any time it is determined that Purchasing Entity is not eligible to purchase under the PA. All capitalized terms not defined in this Purchasing Entity Agreement will have the same meaning provided in the Master Agreement, as modified by the PA.
2. **Participation:** By executing this Purchasing Entity Agreement, the Purchasing Entity certifies that it has all approvals required by law, regulation or otherwise to complete purchases under the PA, and further represents and agrees as follows:
 - 2.1. It is eligible to complete purchases under the PA, will provide documentation substantiating its eligibility as may be requested by Contractor from time to time, and will immediately notify Contractor of any change in its eligibility to purchase under the PA;
 - 2.2. All purchases are governed by the terms of the Master Agreement and PA, and Purchasing Entity specifically agrees to these terms. To the extent the Purchasing Entity purchases any Verizon's Smart Communities products, services and solutions, those purchases are governed by the supplemental terms set forth at: <https://enterprise.verizon.com/solutions/public-sector/state-local/contracts/naspo/>;
 - 2.3. It consents to the release of its account information to NASPO ValuePoint and the Participating State for the purpose of Contractor meeting its contractual reporting requirements, as further described in the Master Agreement and the PA;
 - 2.4. It will ensure that this Purchasing Entity Agreement will only be used in support of government, not for profit and private education business; and
 - 2.5. The contact person listed below ("Authorized Contact") is authorized to act on behalf of, and otherwise bind Purchasing Entity, on account matters, including purchase equipment, add and cancel lines of service.
3. The undersigned represents and warrants that he or she is fully authorized to execute this Purchasing Entity Agreement on behalf of the Purchasing Entity, and that the delivery and execution of this Purchasing Entity Agreement has been approved by all required organizational action.

Street Address:

City, State & Zip

Authorized Contact Phone number:

Authorized Contact Email address: leana@ci.stevenson.wa.us

Authorized Signature:

Print Name: Leana Johnson

Title:

Date:



Leana Kinley <leana@ci.stevenson.wa.us>

(Columbia Gorge Tourism Alliance) Letters of Support - Historic Columbia River Highway State Trail

1 message

Becky Brun (Basecamp) <notifications@3.basecamp.com>
Reply-To: becky-brun-i8cs6eMn5Zk4@replies.3.basecamp.com
To: leana@ci.stevenson.wa.us

Mon, Oct 12, 2020 at 4:11 PM

Hello!

I hope everyone is doing well. I am writing on behalf of ODOT, which is preparing to submit an application to the Nationally Significant Federal and Tribal Lands Program (NSFLTP) for the design and construction of the final 5-mile segment of the Historic Columbia River Highway State Trail. The segment – Viento State Park to Hood River – is the **final investment** in a decades-long effort to restore the 73-mile Historic Columbia River Highway and State Trail. When complete, this already valuable asset to our region will become an even more popular, world-class experience.

ODOT is seeking letters of support from regional partners and supporters. I worked with Emily to get approval to share the attached letter of support to members of CGTA. There are two options for signing on:

1.) Take this letter, put it on your organization's letterhead, adapt it to your own needs, sign it, scan it and send it to: becky@weinsteinpr.com.

OR

2.) Send me your name, title and organization, along with a PDF or JPEG of your signature and I will add it to this letter.

If you have questions, please feel free to reach out to me at:
becky@weinsteinpr.com, 541-399-6813

You may also direct questions to:
Terra Lingley, Columbia River Gorge National Scenic Area Coordinator
Terra.M.Lingley@odot.state.or.us, 503-731-8232

Thanks to everyone who has already submitted a letter! We appreciate it.

For more about the Historic Columbia River Highway, please visit: <https://www.oregon.gov/odot/regions/pages/historic-columbia-river-highway.aspx>

Or check out a virtual open house about the remaining segments:
<https://odotopenhouse.org/historic-highway-state-trail>



Letter of Support_CGTA_2020.doc 26.5 KB • [Download](#)

October 12, 2020

The Honorable Elaine Chao
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C. 20590

Re: Nationally Significant Federal Lands and Tribal Project Program

Dear Secretary Chao,

The undersigned participants of the Columbia Gorge Tourism Alliance are writing to share our support of Oregon Department of Transportation's application seeking Nationally Significant Federal and Tribal Lands Program funding to complete the remaining segments of the Historic Columbia River Highway State Trail. This project will enhance our region's transportation network by providing a safe route for cyclists and walkers between Viento State Park and the City of Hood River. Even more, it will complete a 30-year effort to restore and reconnect this historically and recreationally significant 73-mile Historic Highway.

Members of the Columbia Gorge Tourism Alliance are committed to developing the region as a world-class sustainable tourism economy. The Historic Columbia River Highway State Trail is one of our most beloved and valuable assets, helping people of all modalities access federal lands in our nation's only bi-state National Scenic Area. The highway plays a vital role in our region's tourism economy.

In 2019, visitors to the Mt. Hood-Columbia River Gorge region contributed \$447 million in direct spending to the local economy, supporting more than 5,000 jobs, according to the latest study commissioned by Travel Oregon. Cyclists alone generated over \$21 million in visitor spending within the communities located in the Columbia River Gorge. With the construction of this final segment of the Historic Columbia River Highway State Trail, the benefits to our region's rural communities will grow exponentially. The continuous 73-mile fully restored Historic Highway will bring more people into our local restaurants, hotels, stores, galleries, museums and more.

In anticipation of the completion of the Historic Columbia River Highway State Trail, regional partners have been working together on many projects that will improve quality of life for residents as well as enhance the visitor experience. This includes enhancements to our public transit system, development of a multi-state hiking trail, investments in public bathrooms, water-filling stations and picnic areas (known as "bike hubs"), and communication strategies to encourage people to visit communities that are off the beaten path (ReadySetGorge.com).

Thank you for considering ODOT's funding request. We enthusiastically support this project and hope you will consider funding ODOT's proposal in full.

SIGNATURES

MINUTES
CITY OF STEVENSON COUNCIL MEETING
September 17, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. He asked City Administrator Leana Kinley to review with participants how the public can comment via remote options. Councilmember Muth had notified Council he would arrive later.

Attending: Mayor Scott Anderson; Councilmembers Paul Hendricks, Matthew Knudsen, Annie McHale, Robert Muth (arrived at 6:15), Amy Weissfeld.

City Staff: City Administrator Leana Kinley, Public Works Director Karl Russell, Community Development Director Ben Shumaker, Fire Chief Rob Farris

City Attorney: Ken Woodrich

Guests: Skamania County Public Works Director Tim Elsea

2. CHANGES TO THE AGENDA:

a)* 9/16 changes included: Addition of Ordinance 2020-1164 Revising Engineering Standards (item 9c); addition of Asset Management Tool staff memo and information (item 9d); addition of agenda item 9h Planning Commission Appointment; addition of the Planning Commission Minutes (item 10d); addition of the Fire Department report (item 10e); addition of City Administrator's report (item 11c); addition of Vouchers detail (item 12)

b)**9/17 changes included: Revised 2020 budget detail attachment to correct typo (item 5a); addition of public comments received requesting inclusion in the packet (item 4a); addition of 2021 initial proposed budget (item 9f)

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

a) **Liquor License Renewal**-North Bonneville PDA-420 Evergreen

b) **Minutes** of August 20, 2020 Council Meeting as presented.

MOTION to approve consent agenda items a-b made by **Councilmember Hendricks** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmember Hendricks, Knudsen, Weissfeld, McHale**
- Voting nay: None

4. PUBLIC COMMENTS:

Written comments were submitted by Sofia Lopez. No further comments were provided.

It was reported Governor Inslee's orders regarding Covid-19 protocols on meeting size would be in force until October 1, 2020. The 10-person limit would be exceeded just through council and staff attendance, so the City continues to meet via a remote format to provide for full public participation.

6. PRESENTATIONS FROM OUTSIDE AGENCIES: (Agenda order changed with council consensus)

a) Skamania County Public Works-Public Works Director/County Engineer Tim Elsea updated the Council on building inspection services as per the Interlocal agreement with the City of Stevenson. He provided a detailed description of the history of the building inspection services and gave a breakdown of the number of commercial and residential permits processed. He noted the County building inspection division is self-funded through revenues collected, allowing a reserve to be generated. Succession planning is underway. He gave kudos to the City's communication methods, and praised the LEAN training brought in by **City Administrator Kinley**.

An assistant building official (FTE) will be hired to work alongside BI Marlon Morat before he retires. Plans to eventually increase staffing to 2.5 FTE are in place due to the anticipated increase in inspection services. He does not expect a rate increase.

Councilmember McHale confirmed the transition plans for the building inspectors. No complaints have been received from the public when they go between the City and County. Elsea allowed using comment cards for feedback was a good idea. Having all complaints go to both City and County officials was agreed to be a good way to catch problems early. The City has a link on its website for complaints residents can use. He is in agreement with working to align City and County zoning codes within the City's Urban Growth Area (UGA) so when any annexation takes place within the City UGA the development is in accordance with City zoning regulations and planning guidelines.

5. PUBLIC HEARINGS

a) 6:15 pm -2020 Proposed Budget Amendments

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

City Administrator Kinley shared details on the budget amendment for 2020 and explained many of the changes. A full list of changes is on page 27 of the meeting packet. Staff changes, street light repair and replacement (with insurance reimbursements yet to be received), a required asset reserve for WWTP due to loan conditions, COVID-19 expenses, engineering costs for street projects, lower interest on bank funds, etc. all contributed to increases and decreases in budget items.

Councilmember McHale asked for an explanation regarding budgeted and proposed items. Budget items were initially approved in December 2019 for the 2020 budget year. Proposed items are the changes and adjustments presented but not adopted.

Mayor Anderson opened public comment at 6:27 p.m.

>>Off topic: Sofia Lopez spoke regarding the meeting access, noting some people could not access the meeting via phone. The webinar ID was apparently not functioning. She asked if the chat function could be enabled and was informed comments received via

chat would be considered a public record. As they would be difficult to retain it is not enabled.

Mayor Anderson noted someone had joined by phone so the process appeared to be working.

Councilmember Weissfeld asked about questions submitted through YouTube and was told YouTube was only for viewing. **Kinley** noted there was no option for a passcode, just the webinar ID. She will look into it further. **Mayor Anderson** confirmed the log-in information was at the top of the agenda.

>>Hope reported having trouble logging in through ZOOM. She used the two phone #'s, but the second one appeared to be invalid. The first phone number used asked for a passcode. Then the webinar ID was reported invalid, but eventually worked.

Mayor Anderson asked for any comments on the budget proposal before the Council.

Mayor Anderson closed public comment at 6:31.

Councilmember McHale asked for clarification on the 350% disparity in funds noted on the first line on page 2 regarding the budget changes. **City Administrator Kinley** explained it referred to the unreserved ending cash balance and was an accumulation of all the changes.

Councilmember Knudsen asked **Kinley** if anything was higher than anticipated, and would there be a need for increases. In response she indicated where adjustments were made and provided examples of decreases and increases in budget items.

Councilmember Knudsen then asked about buffering any line items for the upcoming budget year, and **Kinley** related she would be budgeting revenue very conservatively. Unknowns always occur and she pointed to the WWTP as an example. This was the first year the City operated the plant, and cost savings have been achieved. Snow removal costs are indefinite, as are potential water main breaks.

Councilmember Hendricks asked about the \$40k allocated for the pool. **Kinley** observed there was no stipulation in the contract regarding changes to payments even if the pool closed and the outstanding payment is still due.

Councilmember Weissfeld asked **Kinley** to highlight anything surprising or troubling. She stated an initial challenge was the dwindling cash balances in general fund, but that cost allocation is helping. When she gets into 2021 budget projections she will know more. She will be working on a rate tool for sewer to determine what revenues will need to be.

MOTION to approve Ordinance 2020-1163 amending the 2020 City of Stevenson budget made by **Councilmember Hendricks** with a second provided by **Councilmember Knudsen**.

- Voting aye: **Councilmember Hendricks, Muth, Weissfeld, McHale**
- Voting nay: **Councilmember Knudsen**

Mayor Anderson asked **Councilmember Knudsen** to explain his concerns.

Councilmember Knudsen replied he had earlier expressed reservations regarding COVID-19 and could not support the proposed budget amendments.

7. SITUATION UPDATES:

a) COVID-19 updates - Mayor Anderson reported continued conversations with Representative Mosbrucker regarding the ongoing COVID-19 limitations imposed by the Governor statewide and the affect it is having on small counties like Skamania County with current low caseloads. **Commissioner Knudsen** asked how the concerns were being voiced-if they were personal or from the executive branch? **Mayor Anderson** stated as a City representative he expressed the concerns of the City regarding the Governor's unwillingness to go to a county-by-county basis for determining COVID-19 restrictions. **Councilmember McHale** disagreed, stating her concerns that Skamania County residents are still exposed to other counties with higher COVID-19 rates and she favors maintaining restrictions.

Councilmember Knudsen asked if Council should hold discussions regarding the direction of future conversations and **Mayor Anderson** did not agree. He shared additional discussions were held regarding how school openings and lack of physical openings would look like.

City Administrator Kinley advised Council she had received an email just prior to the Council meeting regarding an increase to the CARES funding of \$24,300. The contract will be extended to November 30, 2020. It will be presented for review and approval at the October 2020 City Council meeting. **Kinley** reported she had talked with the Economic Development Council and other agencies regarding business needs and suggested the new funds may be used to support local businesses ineligible for CDBG funds. Any new programs would be presented at the October 2020 Council meeting. She noted there are a number of accounts in arrears. Businesses receiving funds via the Paycheck Protection Program are not eligible for additional CARES Act funding. Some CARES Act funds have been provided to local junior taxing districts.

b) Sewer Plant Update - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. He briefly discussed the increase in bio-solids hauling, noting it was typical in summer when restaurants are busier. Increased 'bug' activity at the plant is also a contributor. He is looking to reduce amounts of solids.

Results from the first round of testing with high strength users were received and **PW Director Russell** met with them to discuss ways to reduce BOD/TSS. He noted it was interesting that higher loading did not result in changes in plant.

City Administrator Leana Kinley reported the EDA funds have been obligated at the federal level, but are waiting on final approval. The \$4M grant will provide funds to do the WWTP lift stations and part of a force main.

Councilmember Weissfeld asked **PW Director Russell** to elaborate on the recent meetings with high strength users regarding their cooperation and tone of response to the City's efforts. He reported the conversations were very positive.

8. UNFINISHED BUSINESS:

a) First Reading Ordinance Regulating Unmanned Aircraft - City Administrator Leana Kinley presented ordinance 2020-1162 regulating the use of unmanned aircraft in the city limits as discussed at the August 20th council meeting for council consideration. She used the City of Buckley's ordinance as a model, which is specific to Washington State. It prohibits a drone operator's ability to record and transmit video or audio via unmanned aircraft of a personal nature. Commercial activities such as real estate would be allowed. The Council discussed several issues, including individual privacy versus the right to record in public settings. Activities such as zooming/dive bombing could be considered nuisance behavior and covered under different regulations. **City Attorney Woodrich** stated that activity would invade a reasonable expectation for privacy. No motion was presented. The ordinance will move to a second reading at the October 2020 City Council meeting in order to provide opportunities for public comment.

9. NEW BUSINESS:

a) First Reading Business License Code Update - City Administrator Leana Kinley presented ordinance 2020-1160 for council consideration. It would revise the business license code to allow for the Business Licensing Service office within the Washington State Department of Revenue to process city licenses.

She provided background information on the purpose of the ordinance, explaining state rules and regulations adopted in 2017 requires cities to use centralized business licensing services. The intent was to streamline the process for business.

The city was also required to modify its licensing ordinance to conform to the state model. Renewal deadlines are changed from July 1 for all licensees to one established by the Business Licensing Service. The City will continue to set business license fees. Vacation rentals are included. The changes will take place when the city stops accepting applications on November 26th, 2020. The state will begin the licensing process on December 17th, 2020.

Councilmember Weissfeld asked about people who may be late, and Kinley related follow up with those businesses is taking place. Any late fees will be charged at the state level, not by the City. **Councilmember McHale** asked about the vacation rentals and asked for clarification on what was being adopted. It was explained there were two different ordinances represented by two agenda items, but they were related. The Council had previously approved a contract with Department of Revenue authorizing them to process the business licenses, and the current changes before the council are recommended by DOR.

MOTION to approve ordinance 2020-1160 as presented revising SMC 5.04 relating to and providing for license upon certain businesses, occupations, pursuits and privileges, providing penalties for the violation thereof, made by **Councilmember Weissfeld** with a second provided by **Councilmember McHale**. Prior to the vote **Councilmember Knudsen** requested the Council allow a second reading.

- Voting aye: - **Councilmember Weissfeld, Muth, Hendricks, McHale.**
- Voting nay: None
- Abstain: **Councilmember Knudsen**

b) First Reading Vacation Rental Homes Code Update - City Administrator Leana Kinley presented ordinance 2020-1161 revising the vacation rental homes code to allow for the Business Licensing Service office within the Washington State Department of Revenue to process city licenses for council consideration.

Kinley provided information on how the process will reflect the changes to the licensing services. The City will still receive and review applications, but any fees will be paid at the state level. **Councilmember McHale** had questions regarding how it would be possible to capture all fees if many vacation rentals are not registered. She pointed out an AirBnB map shows many more than the 7 currently registered. **City Administrator Leana Kinley** described the enforcement mechanism as one often driven by complaints. Tips will occasionally be passed on via VRBO or AirBnB. Limited staff time does not allow for searching for unlicensed rentals.

Community Development Director Ben Shumaker shared information on how the Planning Commission supported the initial registry using an assumption of trust. The registry format was based on a report from Hood River on rental properties. He noted it was the licensing fee the City was missing. He related companies such as VRBO and AirBnB work with the state collect and remit lodging taxes. **Shumaker** suggested an update to the fee schedule to include late fees.

A further discussion included the idea of capping the number of rentals as a % of housing stock. **Councilmember Hendricks** suggested .5 to 1% be considered. **Councilmember Knudsen** pointed out the vote was only in regards to updating how payments are collected. The code is already approved and on the books. **Councilmember Muth** pointed out the planned communities in Stevenson already have CC&R restrictions on vacation rentals.

Councilmember Weissfeld spoke as a registered AirBnB rental owner, noting renters often dine and shop in Stevenson, so they do support local businesses. **Councilmember Knudsen** asked if staff would follow up on non-registered rentals as evidenced by those advertising, and was advised by **City Administrator Kinley** the challenge is the time needed.

MOTION to approve ordinance 2020-1161 revising SMC 5.20 regarding licensing procedures and operational standards for vacation rental homes made by **Councilmember Hendricks** with a second provided by **Councilmember Muth**.

- Voting aye: **Councilmember Weissfeld, Muth, Hendricks, McHale**.
- Voting nay:
- Abstain: **Councilmember Knudsen**

c)*First Reading Ordinance Revising Water Engineering Standards - Public Works

Director Karl Russell presented ordinance 2020-1164 revising the water engineering standards to allow deduct submeters for commercial customers for the purposes of reduced billing. He explained it allows businesses to deduct water used in process equipment, resulting in lower utility costs.

Mayor Anderson briefly explained the purpose, using Walking Man as an example. Industrial use follows a formula regarding water usage and what enters the sewer system. Being able to determine what was used in processing would lower sewer costs. **Councilmember Hendricks** inquired if the brewery installed a separate meter at the apartment on site, would they have to pay a full connection fee. **Public Works Director Karl Russell** stated it might not be necessary for Walking Man to pay the full system development charge. There has been some confusion on the approach intended, and he is working with Tabitha to clarify. Discounts for multiple meters are available.

City Administrator Kinley observed she will be performing a rate analysis and will be looking if changes to the calculations determining base fees for sewer are needed.

Mayor Anderson talked about the need to balance supporting businesses while maintaining stewardship of the WWTP and sewer system.

MOTION to approve ordinance 2020-1164 made by **Councilmember Hendricks** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmember Weissfeld, Hendricks, Muth, McHale**
- Voting nay:
- Abstain: **Councilmember Knudsen**

d)*Discuss Asset Management Tools - City Administrator Leana Kinley presented a memo regarding asset management tools for council to discuss and consider.

She explained this is another state requirement and there are 4 options available. One is an Excel spreadsheet; the other choices are based online. She described their various features, including GIS mapping, work order generation systems, predictor tools, an

ability to run multiple scenarios, public input processes, etc. Part of the reason the Department of Ecology is requiring these tools is due to the City of Stevenson's past issues with asset management and upkeep. **Administrator Kinley** noted she was interested in having a program to help avoid future problems. Preventative maintenance schedules can be scheduled. All of the infrastructure within the city can be loaded onto the tool. There is a maximum storage limit of 20g of data.

Councilmember Hendricks noted the program would be nice to have, recalling past problems the City had with the WWTP. **Mayor Anderson** pointed out that entering all the data would help people be aware of what the City has for assets. **Councilmember Knudsen** queried the need for all the options, and asked if the City could start somewhere in the middle, in part due to the cost.

MOTION to contract with DudeSolutions for asset mapping, with the intent to try and negotiate a 24-month contract at a 12-month cost, made by **Councilmember Weissfeld** with a second by **Councilmember McHale**.

- Voting aye: **Councilmember Weissfeld, Muth, McHale, Hendricks.**
- Voting nay: **Councilmember Knudsen**

e) Approve Cost Allocation Policy - City Administrator Leana Kinley presented resolution 2020-365 revising the financial policy to include a cost allocation policy as discussed at the June 18, 2020 council meeting.

She explained the policy would determine how costs would be allocated and provided examples, including how administrative, executive and legislative expenses would be based off agenda items. Finance and central service costs would be derived from the number of financial transactions. Equipment services is based on staff time. Kinley shared that at the end of the year the budget will be trued up with actual costs incurred and actual agenda items.

MOTION to approve resolution 2020-365 revising the financial policy made by **Councilmember Knudsen** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmember Weissfeld, Muth, Hendricks, Knudsen, McHale**
- Voting nay: None

f) Preliminary 2021 Budget - City Administrator Leana Kinley presented the preliminary 2021 budget for council review and discussion. She explained it must be provided to Council by October 1 of each year. It is initially presented with very simple-high level explanations without descriptions. She covered a number of the 'big ticket' items, including how expenses and revenues were estimated, discussed new expense codes, and provided information on a .8% COLA for city employees that would amount to \$7,000. Many items in the 2021 budget are conservatively estimated. She pointed out the amounts appropriated for 2020 are not the same as the 2020 revised budget. **Kinley** will present a budget narrative with more analysis at the October 15th, 2020 Council meeting. A public hearing will also be held. Council discussed scheduling a special

meeting in November to discuss the budget in depth. The date selected for the special meeting was November 12, 2020 at 6:00 p.m. **Kinley** related as of October 1 more guidance will be forthcoming regarding in-person vs remote meetings.

Councilmember Knudsen asked if the City wanted to contribute to the July 4th fireworks show. **Kinley** shared the City already funds it through the Chamber.

Councilmember Knudsen asked about providing additional funds. Following a question by **Councilmember McHale**, **City Administrator Kinley** explained how the Sheriff's Office is supported in part with City funds.

g) Discuss Anti-Racism Training - Councilmembers discussed holding a training session on racism and inequity as a follow up to the conversation held at the August 20th, 2020 council meeting. **Councilmember McHale** asked if Councilmembers were interested in attending anti-racism trainings. She offered several ideas on programs available. **Councilmember Knudsen** shared it might be worthwhile to have outside voices help provide guidance in exploring definitions of racism. He has not heard anything regarding problems from City staff or other Councilmembers. He suggested being more informed would not hurt.

Councilmember Muth stated he was unaware of any issue involving city staff. He expressed concerns over the lack of time City staff and Councilmembers had and the number of other issues the City was facing.

Councilmember McHale spoke of her belief racism does exist in the city and county, and advocated being able to recognize racial issues as a means to collectively prevent or respond appropriately. **Councilmember Muth** acknowledged racism is a national/worldwide issue. He re-stated his belief it was not a focus area to address as there are many other problems to contend with. **Councilmember Weissfeld** shared information on Diversity and Bias Thinking training she attended through the Bend Chamber of Commerce. She suggested it would be helpful to use it to examine the bias all people have, in part because of Sheriff Brown's statements at the August 2020 Council Meeting. She stated it would be important to show leadership and sensitivity around the issue. She advised reaching out to MRSC or AWC for other options.

Councilmember Muth checked online and reported the webinar was available.

Councilmember Knudsen appreciated being able to watch it as time permits.

Councilmember Hendricks shared information on a book called 'White Fragility'. He considered it a valuable book for the Councilmembers to read in order to build common vocabulary. 'Me and White Supremacy' was another book highlighted.

City Administrator Kinley reported the Association of Washington Cities offers a series of trainings. She will forward the links. The City's insurance company is also offering training on implicit bias.

Councilmember McHale suggested those who wanted to could possibly meet outside of council. **City Attorney Woodrich** advised it would have to be done as a special meeting if 3 or more Councilmembers attend. **Councilmember Knudsen's** comment regarding the meeting being for discussion purposes only prompted **City Attorney Woodrich** to point to agenda item 9g as an indication the topic was City policy.

After further discussion about possible future meetings to determine public sentiment on the issue, **Administrator Kinley** recommended a community survey or smaller workshops to allow for anonymous conversations, as many people are uncomfortable at public speaking, especially on a sensitive subject such as racism. **Kinley** shared comments from a Spokane City Councilmember regarding her experience holding 1:1 conversations with individuals. **Attorney Woodrich** provided **Councilmember McHale** with advice on conducting a forum, reminding her only 2 Councilmembers could attend to avoid having a quorum and no decisions could be made on behalf of the City.

h)*Planning Commission Appointment - The Planning Commission recommended City Council appoint Davy Ray to fill Planning Commission position #2, which was vacated by the resignation of Shawn Van Pelt. Concerns about an apparent lack of information on his application form were explained by Community Development Director Shumaker as a glitch in the system that reduced font size to an unreadable quantity. He read aloud to the Council the illegible portion.

MOTION to appoint Davy Ray to Planning Commission position #2 made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Weissfeld, Muth, Hendricks, McHale, Knudsen**
- Voting nay: None

10. INFORMATION ITEMS:

a) Chamber of Commerce Activities-The report presented described some of the activities conducted by Skamania County Chamber of Commerce in August, 2020.

b) Financial Report -**City Administrator Leana Kinley** presented the Treasurer's Report and year-to-date revenues and expenses through August 2020.

c) Sheriff's Report -The Skamania County Sheriff's report for August, 2020 was presented for council review.

d)*Planning Commission Minutes-Minutes from the 8/10/20 Planning Commission meeting was presented.

e)*Fire Department Report -The Stevenson Fire Department's report for August, 2020 was presented for council review.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Ben Shumaker, Community Development Director announced the indoor air quality at City Hall was very bad due to the recent fires.

He shared he'd sent an email to all Councilmembers regarding zoning discussions taking place. He highlighted the website ci.stevenson.wa.us/letsbuild and advised the Council it contained a number of survey questions. Planning Commissioners will be considering text changes to the R3 multi-family residential district that may expand the district to allow for more multi-family homes to be built. The housing study the EDC performed is also on the website. He noted the consultants had not identified an issue with vacation rentals and no follow up was taking place. **Councilmember McHale** asked about the lack of housing and **Shumaker** reported that was the focus of the housing study.

He provided an update on the water quality issue along Rock Creek Drive. A testing protocol is being set up based on recommendations from a division at the Department of Ecology. **Councilmember Weissfeld** confirmed the complainant knew the City had agreed to take action at the September 2020 Council meeting.

He reported a 4-lot land division proposed at the corner of Monda and Rock Creek Drive was in the works, with a decision coming within the next month.

Chinidere phases 2 and 3 have submitted items to keep the subdivision alive. The next deadline set by Council is September 21, 2021. Site grading work will need to be initiated. **Shumaker** provided information to them regarding critical path issues they need to take into account. He estimated 50 lots were in phases 2 and 3.

A lot of building activity is expected in the next few years. **Councilmember Muth** remarked inventory was running short and the City may have to extend the Urban Growth Boundary.

Shumaker agreed with the comments from Skamania County Public Works Director Elsea regarding joint planning and noted the lack of standardization between city and county roads and streets affects emergency response.

He alerted the Council to a quirk in an expected Boundary Line Adjustment application, regarding an adjustment for a property within city limits and a property within the county. He asked for Council guidance on changing BLA regulations regarding future allowances or prohibitions of that situation. He explained current regulations would allow a property owner to have land straddling the city and county, with no requirement to annex the entire property into the city. There are property tax implications, but the auditor is drawing tax boundary lines to assure collections are correct. If sold, confusion over zoning jurisdictions could result. **Councilmember Hendricks** suggested the issue was one the Planning Commission was intended to address. **City Attorney Woodrich** also pointed out the city's utilities do not provide connections outside city limits and more confusion could occur if the BLA allowed city services on non-annexed properties. He recommended having the Planning Commission look at the issue with that in mind.

b) **Karl Russell, Public Works Director** described ongoing replacement, repairs and maintenance on City water and storm lines mainly along School Street and Vancouver Avenue. Installation of the new water meters is nearly complete. All will be read remotely from now on.

The Russell Street project has some problems with sub-par concrete. The subcontractor is working with Public Works and they have agreed to a 15% reduction in price. A change order for a sub-basin contributed to increased costs.

There are complaints regarding the streetlights being too bright. **PWD Russell** is expecting Wallis Engineering and the electrical engineer to work out a solution. He noted extra costs incurred by Wallis regarding negotiations was the contractor's problem and should not be charged to the City.

c) **Leana Kinley, City Administrator** reported the Tourism Advisory Council applications have been released and are due October 19th, 2020. They will be reviewed at the November 2020 Council meeting. She directed the Council to further information in her report. Mayor Anderson asked about the TAC budget for 2021 and she explained there would be a conversation at the upcoming TAC meeting. Revenue and expenses are lower than anticipated. She will have more information at the October 15th, 2020 Council meeting.

12. VOUCHER APPROVAL:

a) August 2020 payroll & September 2020 AP checks were audited and presented for approval. August payroll checks 14597 thru 14602 total \$93,823.74 included EFT payments. September AP checks 14603 thru 14648 total \$235,602.52 included ACH payments and checks. The AP check register with fund transaction summary was attached for review.

Councilmember Hendricks made an initial motion to approve the vouchers, with **Councilmember Muth** providing a second. Prior to the vote **Councilmember Weissfeld** asked where the vouchers were. **City Administrator Kinley** reported they were not in the packet. **City Attorney Woodrich** advised it is best if the vouchers are reviewed prior to approval. **City Administrator Kinley** sent the vouchers out to Councilmembers for review.

MOTION to approve the vouchers as presented made by **Councilmember Knudsen** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Weissfeld, Hendricks, Knudsen, Muth, McHale.**
- Voting nay: None

13. MAYOR AND COUNCIL REPORTS:

Mayor Anderson complimented the new SDA director and highlighted some programs and promotions she has initiated to increase sales at local businesses and restaurants. Another program would help businesses improve up their facades. Councilmembers

encouraged the use of recyclable materials for take-out foods. **Councilmember Knudsen** offered an apology for his prior comments regarding COVID-19 meetings and asked the Mayor to take into account Council concerns and opinions before speaking as a representative. Mayor Anderson noted travel has not been shown to be a major vector in spreading COVID-19.

14. ISSUES FOR THE NEXT MEETING:

Councilmember Hendricks asked about the wisdom of trick-or-treating during COVID-19. **Mayor Anderson** expressed concerns social gatherings may be more of a problem.

Councilmember Weissfeld asked about getting a follow up re the incident last month at Granny Gedunk's from the Sheriff or Prosecuting Attorney.

Councilmember McHale asked for information on the Perry Colburn incident.

15. ADJOURNMENT-Mayor Anderson adjourned the meeting at 9:20 p.m.

=====

Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Johanna Roe



Minutes Corrections

1 message

Matthew Knudsen <matthew.knudsen@ci.stevenson.wa.us>
To: Leana Kinley <leana@ci.stevenson.wa.us>

Sat, Oct 10, 2020 at 8:19 AM

Morning, Leana.

Please see below revisions. Thank you.

Currently: Councilmember Knudsen asked if the City wanted to contribute to the July 4th fireworks show. Kinley shared the City already funds it through the Chamber. Councilmember Knudsen asked about providing additional funds.

Per timestamp 2:20:15

Requested: Councilmember Knudsen acknowledged recent and past emails from the public around fireworks and fire danger. He requested for October meeting's budget discussion whether the City wanted to contribute to the July 4th fireworks show while implementing a city-wide ban on personal fireworks. Kinley shared the City already funds it through the Chamber. Councilmember Knudsen suggested possibly providing additional funds in exchange for the ban.

Currently:

Councilmember McHale suggested those who wanted to could possibly meet outside of council. City Attorney Woodrich advised it would have to be done as a special meeting if 3 or more Councilmembers attend. Councilmember Knudsen's comment regarding the meeting being for discussion purposes only prompted City Attorney Woodrich to point to agenda item 9g as an indication the topic was City policy.

Requested:

Council had chosen not to pick up conversations due to priority/time/necessary, and to do individual research, etc. on personal time if interested. As council chose not to make this city business at this time, Councilmember McHale suggested those who wanted to could possibly meet outside of council if they wanted to have further discussion on racism.

City Attorney Woodrich advised it would have to be done as a special meeting if 3 or more Councilmembers attend. Councilmember Knudsen's comment regarding the meeting being for discussion on the topic of racism vs actual city policy led to the attorney forgetting he was not a member of the council and went beyond simply sharing his legal opinion and chose to debate the topic.

--

Matthew Knudsen

City Council Member, Seat #5 | City of Stevenson, Washington

PO Box 371 | Stevenson, WA | 98648-0371

503-730-3827

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	September, 2020	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	620.00	Program Management Time
	2,778.00	Monthly Reimbursables
	<u>3,604.36</u>	PPE Supplies
	\$ 14,502.36	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	256
Telephone Calls:	63
E-Mails:	24
Business Referrals:	1,897
Tracked Overnight Stays:	80
Mailings (student, relocation, visitor, letters):	10
Large Quantity Brochures	357
Chamber Website Pageviews	3,926
COS Website Pageviews	11,370

CHAMBER BUSINESS

Chamber Board Meeting: We held our September board meeting with a presentation from the USFS National Scenic Area office. We ratified changes to the Personnel Policy Manual and created several committees for upcoming Chamber projects in the fall.

Chamber Membership: We had 4 new member join the Chamber and 30 membership renewals in September.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants through COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue ordering/distributing PPE for businesses
- Updates to Chamber website include; new link to ScenicWA.com, new "did you know" facts and new navigation options to the Travel Itineraries page.
- Created new template for COVID-19 Community Updates newsletter
- Placed monthly ad to promote Chamber membership in Skamania Pioneer and River Talk Weekly
- Submitted monthly "Get to know your local chamber" article to Skamania Pioneer and River Talk Weekly
- Took training for participating in the Western States Virtual Travel Expo and submitted promotional materials
- Worked with Western Association of Chamber Executives on sending out a needs assessment survey to our membership list
- Coordinating with Columbia Gorge Tourism Alliance on "Spread the Love" promotional campaign and FAM Tour
- Working on Gorge-wide visit/shop local promotions with the Columbia Gorge Tourism Alliance
- Finalized details on #MySkamaniaAdventure social media campaign for Fall
- Attended Gorge Broadband Planning meeting
- Weekly calls with Representative Gina Mosbrucker
- Bi-weekly meetings with Washington Hospitality Association
- Bi-weekly meetings with Washington Chamber Executives
- Monthly calls with County Emergency Operations Team with COVID-19 updates
- Watched webinar: What you need to know to serve on a non-profit board

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Continued plans for expanding Christmas in Carson to be a weekend long event with more festivities and more decorations throughout the town.

Stevenson Downtown Association (SDA): Attended monthly SDA board meeting and additional meetings as part of the recovery response team.

(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:

- Monthly meeting with NB Marketing for progress updates on our marketing plan
- Placed ads in Skamania Lodge Magazine and Bridge of the Gods Magazine.
- Social Media promotion of Stevenson businesses and outdoor recreation
- Finalized #MyStevensonAdventure social media promotion for Fall
- Added new 4 new weekend itineraries and 4 new day-trip itineraries to CityofStevenson.com
- Working with Skamania Lodge on getting local events listing for their Holiday Guide brochure
- Ordered more Christmas decorations
- Contacted Community Health, bazaar vendors, local churches and other entities about changes to Christmas in the Gorge festivities.

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 460.00
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D5	Ad Placement	\$ 828.00
P2-F	Co-op Advertising with Skamania Lodge	\$ 490.00
		\$2,778.00

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	8 hrs	\$ 240.00
P2-D1	Website updates	10 hrs	\$ 300.00
P3-B	Christmas in the Gorge	2 hrs	\$ 80.00
			\$ 620.00

	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$3,398.00	\$32,504.35	\$52,495.65

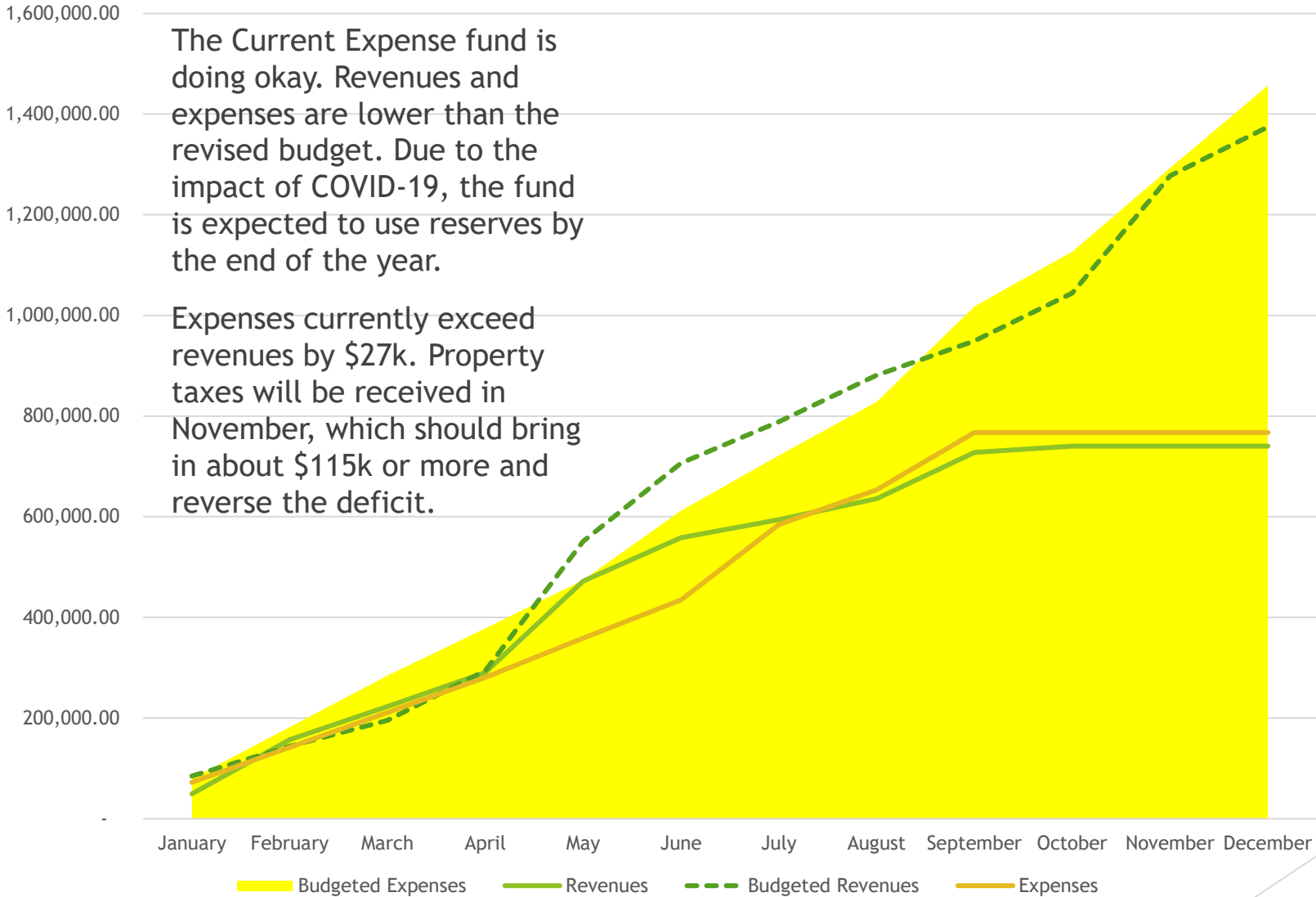
PPE for Businesses – Reimbursable Expenses

Disinfectant wipes	\$258.46
Gloves	\$2,538.90
Face Masks	\$ 807.00
	\$3,604.36

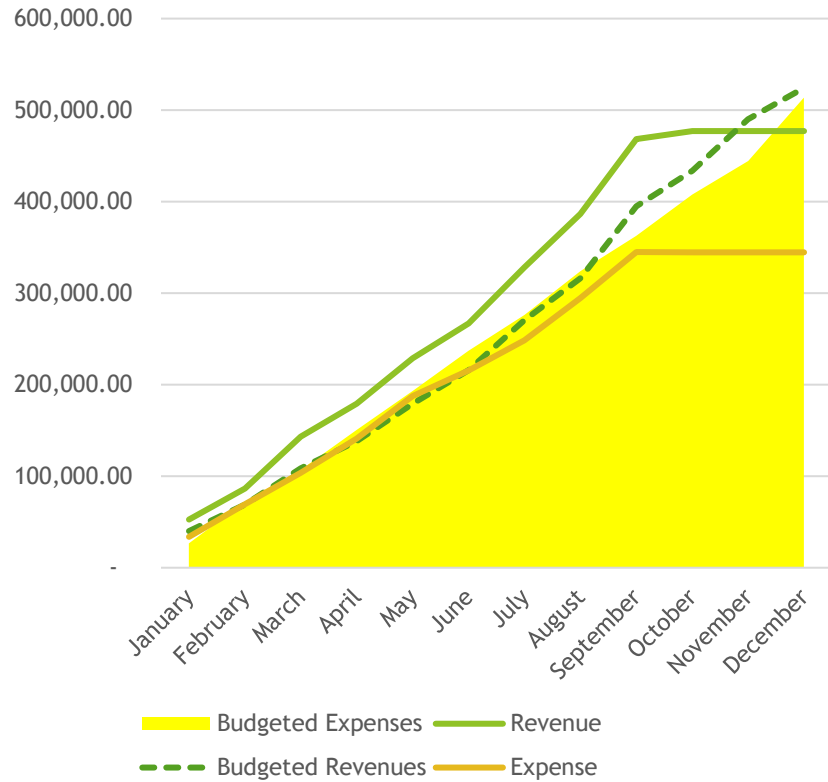
City of Stevenson

Q3 2020 Financial Report

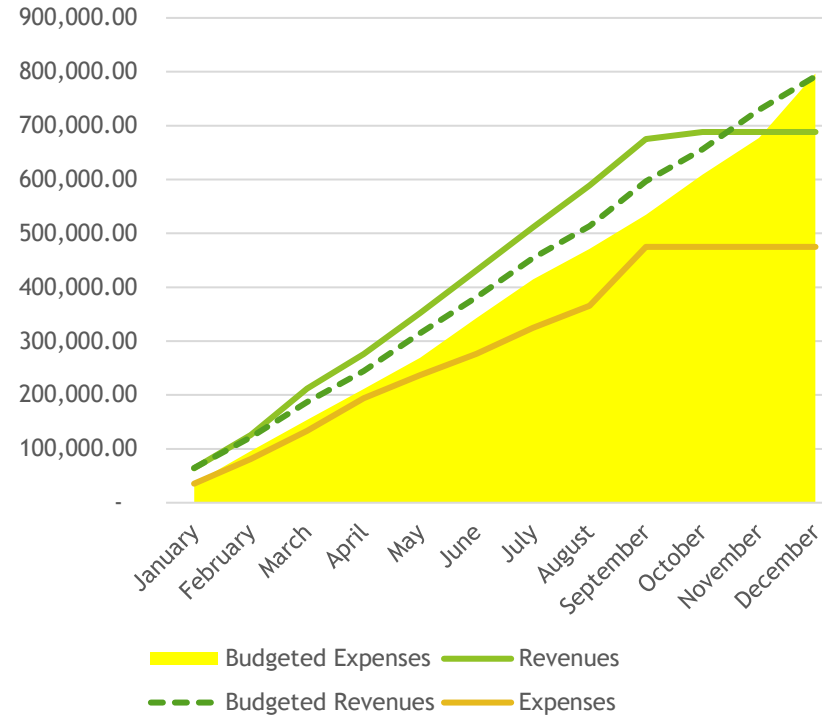
2020 Current Expense



2020 Water



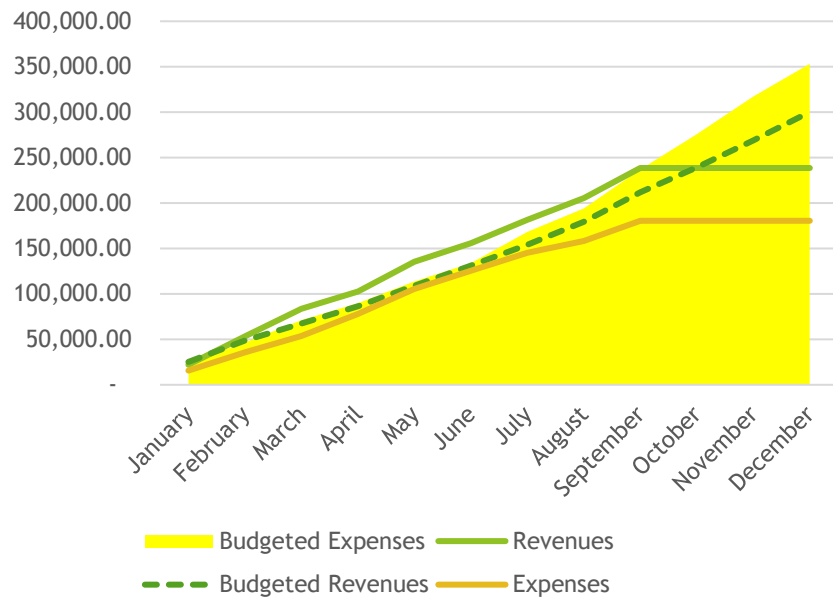
2020 Wastewater



The O&M funds for Water and Wastewater are performing better than the revised budget.

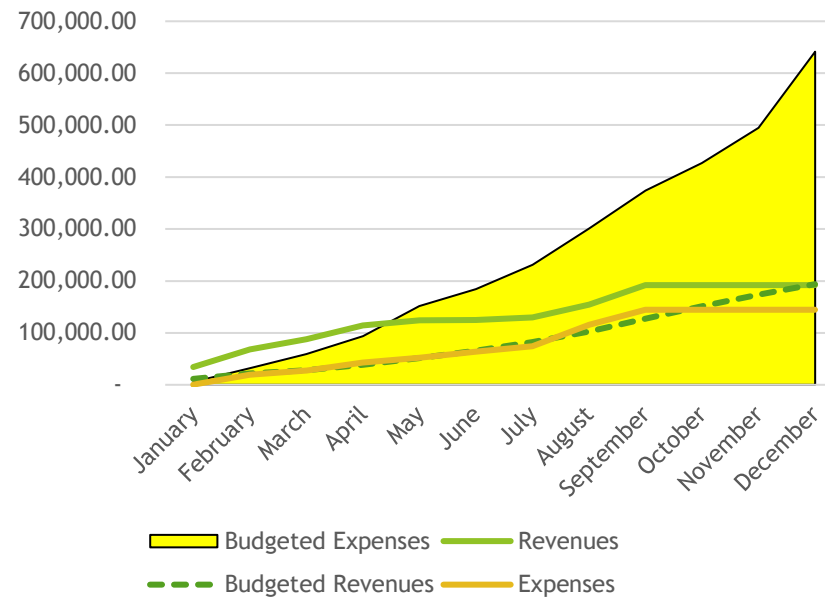
The Street Fund is trending better than the revised budget. If the trends hold, the projected deficit and spending of reserves may not be necessary.

2020 Street



Revenues are increasing and will hopefully remain on the rise. Both revenues and expenses are performing better than the revised budget.

2020 Tourism



TREASURERS REPORT

Fund Totals

City Of Stevenson
MCAG #: 0652

09/01/2020 To: 09/30/2020

Time: 14:29:26 Date: 10/06/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	747,302.00	91,784.91	113,936.49	725,150.42	45,197.53	12,729.62	0.00	783,077.57
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,483,593.47	0.00		1,483,593.47	0.00	0.00	0.00	1,483,593.47
100 Street Fund	353,390.41	33,187.38	22,384.19	364,193.60	0.00	1,304.88	0.00	365,498.48
103 Tourism Promo & Develop Fund	748,992.61	37,597.37	28,647.93	757,942.05	0.00	5.79	0.00	757,947.84
105 Affordable Housing Fund	0.00	1.27		1.27	0.00	0.00	0.00	1.27
300 Capital Improvement Fund	160,521.72	5,651.73		166,173.45	0.00	0.00	0.00	166,173.45
309 Russell Ave	-97,125.28	0.00		-97,125.28	0.00	0.00	0.00	-97,125.28
311 First Street	-8,592.47	0.00	5,131.06	-13,723.53	5,131.06	0.00	0.00	-8,592.47
400 Water/Sewer Fund	885,948.61	167,723.32	184,942.98	868,728.95	21,988.72	6,771.08	-2,380.00	895,108.75
410 Wastewater System Upgrades	-47,725.03	0.00	39,766.78	-87,491.81	39,766.78	0.00	0.00	-47,725.03
500 Equipment Service Fund	171,537.38	11,359.31	5,220.11	177,676.58	0.00	253.05	0.00	177,929.63
630 Stevenson Municipal Court	6,703.44	2,977.85	83.29	9,598.00	0.00	0.00	0.00	9,598.00
631 CATV Fund	3,099.46	0.13		3,099.59	0.00	0.00	0.00	3,099.59
	4,734,351.94	350,283.27	400,112.83	4,684,522.38	112,084.09	21,064.42	-2,380.00	4,815,290.89

TREASURERS REPORT

Account Totals

City Of Stevenson
MCAG #: 0652

09/01/2020 To: 09/30/2020

Time: 14:29:26 Date: 10/06/2020
Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,553,006.09	367,185.77	388,674.85	1,531,517.01	-2,180.00	133,098.51	1,662,435.52
3	Court Trust Umpqua	6,703.44	2,977.85	83.29	9,598.00	0.00	50.00	9,648.00
10	Xpress Bill Pay	63,258.15	33,617.43	65,000.00	31,875.58	-200.00	0.00	31,675.58
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
20	Opus	320,216.91	0.00	0.00	320,216.91	0.00	0.00	320,216.91
Total Cash:		1,943,684.59	403,781.05	453,758.14	1,893,707.50	-2,380.00	133,148.51	2,024,476.01
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	871,468.75	147.40	0.00	871,616.15	0.00	0.00	871,616.15
6	US Bank Safekeeping	1,916,098.76	0.00	0.00	1,916,098.76	0.00	0.00	1,916,098.76
8	CATV Trust	3,099.84	0.13	0.00	3,099.97	0.00	0.00	3,099.97
Total Investments:		2,790,667.35	147.53	0.00	2,790,814.88	0.00	0.00	2,790,814.88
		4,734,351.94	403,928.58	453,758.14	4,684,522.38	-2,380.00	133,148.51	4,815,290.89

TREASURERS REPORT

Fund Investments By Account

City Of Stevenson
MCAG #: 0652

09/01/2020 To: 09/30/2020

Time: 14:29:26 Date: 10/06/2020
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	203,878.60		50.54	50.54		203,929.14
100 000 Street Fund	25,996.97		6.45	6.45		26,003.42
103 000 Tourism Promo & Develop Fund	231,235.19		57.33	57.33		231,292.52
300 000 Capital Improvement Fund	6,271.73		1.55	1.55		6,273.28
400 000 Water/Sewer Fund	108,541.63		26.91	26.91		108,568.54
500 000 Equipment Service Fund	18,633.42		4.62	4.62		18,638.04
5 - LGIP	594,557.54	0.00	147.40	147.40		594,704.94
001 000 General Expense Fund	526,298.04				100,000.00	426,298.04
103 000 Tourism Promo & Develop Fund	320,608.00					320,608.00
300 000 Capital Improvement Fund	25,564.31					25,564.31
400 000 Water/Sewer Fund	185,770.20	100,000.00		100,000.00		285,770.20
500 000 Equipment Service Fund	10,224.73					10,224.73
6 - US Bank Safekeeping	1,068,465.28	100,000.00	0.00	100,000.00	100,000.00	1,068,465.28
001 000 General Expense Fund	0.38					0.38
631 000 CATV Fund	3,099.46		0.13	0.13		3,099.59
8 - CATV Trust	3,099.84	0.00	0.13	0.13		3,099.97
	1,666,122.66	100,000.00	147.53	100,147.53	100,000.00	1,666,270.19

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson
MCAG #: 0652

09/01/2020 To: 09/30/2020

Time: 14:29:26 Date: 10/06/2020
Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	730,177.02		50.54	50.54	100,000.00	630,227.56	94,922.86
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,483,593.47
100 Street Fund	25,996.97		6.45	6.45		26,003.42	338,190.18
103 Tourism Promo & Develop Fund	551,843.19		57.33	57.33		551,900.52	206,041.53
105 Affordable Housing Fund						0.00	1.27
300 Capital Improvement Fund	31,836.04		1.55	1.55		31,837.59	134,335.86
309 Russell Ave						0.00	-97,125.28
311 First Street						0.00	-13,723.53
400 Water/Sewer Fund	294,311.83	100,000.00	26.91	100,026.91		394,338.74	474,390.21
410 Wastewater System Upgrades						0.00	-87,491.81
500 Equipment Service Fund	28,858.15		4.62	4.62		28,862.77	148,813.81
630 Stevenson Municipal Court						0.00	9,598.00
631 CATV Fund	3,099.46		0.13	0.13		3,099.59	0.00
	1,666,122.66	100,000.00	147.53	100,147.53	100,000.00	1,666,270.19	3,018,252.19
Ending fund balance (Page 1) - Investment balance = Available cash.							4,684,522.38

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 09/30/2020 Date: 10/06/2020
Time: 14:29:26 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2273	09/30/2020	Util Pay	1			180.00	
2020	2277	09/30/2020	Util Pay	1		Xpress Billpay	2,000.00	Xpress Import - CC - 09-30-2020__daily_batch.csv
Receipts Outstanding:							2,180.00	
2020	2261	09/30/2020	Payroll	1	EFT	Department of Retirement Systems	14,259.28	Pay Cycle(s) 09/30/2020 To 09/30/2020 - PERS2; Pay Cycle(s) 09/30/2020 To 09/30/2020 - DCP
2020	2264	09/30/2020	Payroll	1	EFT	Employment Security Dept	803.63	Pay Cycle(s) 07/31/2020 To 09/30/2020 - PFML
2020	2260	09/30/2020	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 09/30/2020 To 09/30/2020 - Disability; Pay Cycle(s) 09/30/2020 To 09/30/2020 - Life Insurance; Pay Cycle(s) 09/30/2020 To 09/30/2020 - Accident
2020	2265	09/30/2020	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 09/30/2020 To 09/30/2020 - WA Child Support
2020	2262	09/30/2020	Payroll	1	EFT	Dept of Labor & Industry	3,137.62	3RD Quarter 07/01/2020 - 09/30/2020
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	2139	12/09/2019	Payroll	1	14020	Connor Black	59.10	2019 Volunteer FF Pay
2019	2147	12/09/2019	Payroll	1	14027	Sean M Hietpas	435.90	2019 Volunteer FF Pay
2020	1770	07/31/2020	Payroll	1	14543	Stevenson Fire Association	138.14	Pay Cycle(s) 07/31/2020 To 07/31/2020 - Fire Association
2020	2010	08/31/2020	Payroll	1	14598	Annie McHale	138.14	PPP 08.01.20-08.31.20
2020	2136	09/17/2020	Claims	1	14606	ArchiveSocial, Inc	2,388.00	12 Month Subscription to Archive Social
2020	2144	09/17/2020	Claims	1	14614	Columbia Cascade Housing Corporation	34,843.73	Home Rehab Loan Program Draw #3
2020	2170	09/17/2020	Claims	1	14640	US Bank Safekeeping	72.00	August 2020 Maintenance fees
2020	2172	09/17/2020	Claims	1	14642	Utility Services Associates, LLC	2,878.00	Leak Detection Survey
2020	2175	09/17/2020	Claims	1	14645	WSP USA, Inc	5,131.06	First Street Pedestrian Overlook
2020	2176	09/17/2020	Claims	1	14646	ABC Forms Watterson, Cassandra	552.89	Water/Sewer Bill Cards
2020	2230	09/25/2020	Claims	1	14649	Loan Servicing Center Opus Bank	18,557.83	September 2020 Russell Ave Loan Payment
2020	2238	09/30/2020	Payroll	1	14650	Michael Beck	69.07	PP 09.01.20-09.30.20
2020	2249	09/30/2020	Payroll	1	14651	Annie McHale	138.14	PP 09.01.20-09.30.20
2020	2266	09/30/2020	Payroll	1	14653	City of Stevenson	319.38	Pay Cycle(s) 09/30/2020 To 09/30/2020 - City Payback
2020	2267	09/30/2020	Payroll	1	14654	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 09/30/2020 To 09/30/2020 - HRA VEBA
2020	2268	09/30/2020	Payroll	1	14655	Stevenson Fire Association	69.07	Pay Cycle(s) 09/30/2020 To 09/30/2020 - Fire Association
2020	2269	09/30/2020	Payroll	1	14656	WGAP Washington Gorge Action Program	207.21	Pay Cycle(s) 09/30/2020 To 09/30/2020 - Food Bank
2020	2270	09/29/2020	Claims	1	14657	WGAP Washington Gorge Action Program	6,667.00	2020 Contract Payment #1; 2020 Contract Payment #2

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 09/30/2020 Date: 10/06/2020
Time: 14:29:26 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2271	09/29/2020	Claims	1	14658	Wallis Engineering, PLLC	40,943.58	Rock Creek Cove Project; Johnson Subdivision (Toliver); WWTP & Collection System Improvements
							133,098.51	
2018	687	04/20/2018	Claims	3	954	Court Trust	50.00	CR21289
							50.00	
2020	2274	09/29/2020	Util Pay	10		Xpress Billpay	25.00	Xpress Import - iPay - 09-29-2020__daily_batch.csv
2020	2275	09/29/2020	Util Pay	10		Xpress Billpay	175.00	Xpress Import - CheckFree - 09-29-2020__daily_ba
Receipts Outstanding:							200.00	
							133,148.51	

Fund	Claims	Payroll	Total
001 General Expense Fund	45,197.53	12,729.62	57,927.15
100 Street Fund	0.00	1,304.88	1,304.88
103 Tourism Promo & Develop Fund	0.00	5.79	5.79
311 First Street	5,131.06	0.00	5,131.06
400 Water/Sewer Fund	21,988.72	6,771.08	28,759.80
410 Wastewater System Upgrades	39,766.78	0.00	39,766.78
500 Equipment Service Fund	0.00	253.05	253.05
	112,084.09	21,064.42	133,148.51

TREASURERS REPORT

Signature Page

City Of Stevenson
MCAG #: 0652

09/01/2020 To: 09/30/2020

Time: 14:29:26 Date: 10/06/2020
Page: 7

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

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 1

001 General Expense Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	680,398.49	680,398.49	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	764,947.44	764,947.44	0.00	100.0%
311 Property Tax	481,883.50	295,561.32	186,322.18	61.3%
313 Sales Tax	215,000.00	180,859.93	34,140.07	84.1%
316 Utility Tax	40,000.00	29,890.03	10,109.97	74.7%
317 Other Tax	16,000.00	14,944.56	1,055.44	93.4%
310 Taxes	752,883.50	521,255.84	231,627.66	69.2%
321 Licenses	2,900.00	3,420.00	(520.00)	117.9%
322 Permits	(4,000.00)	(3,989.44)	(10.56)	99.7%
320 Licenses & Permits	(1,100.00)	(569.44)	(530.56)	51.8%
000	48,600.00	21,972.65	26,627.35	45.2%
330 Grants	350,000.00	96,880.01	253,119.99	27.7%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Tax	16,055.00	14,556.59	1,498.41	90.7%
330 Intergovernmental Revenues	425,655.00	133,409.25	292,245.75	31.3%
341 Other	126,000.00	3,671.31	122,328.69	2.9%
342 Fire District 2	31,950.00	14,260.39	17,689.61	44.6%
345 Planning	20,000.00	20,045.00	(45.00)	100.2%
346 Building	0.00	29.00	(29.00)	0.0%
340 Charges For Goods & Services	177,950.00	38,005.70	139,944.30	21.4%
350 Fines & Penalties	11,250.00	10,381.17	868.83	92.3%
360 Interest & Other Earnings	8,000.00	18,724.41	(10,724.41)	234.1%
380 Non Revenues	0.00	6,549.16	(6,549.16)	0.0%
Fund Revenues:	2,139,585.94	1,492,703.53	646,882.41	69.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	20,000.00	13,194.51	6,805.49	66.0%
512 Judicial	62,700.00	37,470.14	25,229.86	59.8%
513 Executive	111,425.00	73,141.34	38,283.66	65.6%
514 Financial, Recording & Elections	108,005.00	86,893.47	21,111.53	80.5%
515 Legal Services	30,750.00	17,568.00	13,182.00	57.1%
517 Employee Benefit Programs	15,525.00	10,621.00	4,904.00	68.4%
518 Centralized Services	103,780.29	87,757.47	16,022.82	84.6%
521 Law Enforcement	192,801.85	138,728.05	54,073.80	72.0%
202 Fire Department	82,905.00	20,911.64	61,993.36	25.2%
203 Fire District 2	19,500.00	4,080.71	15,419.29	20.9%
522 Fire Control	102,405.00	24,992.35	77,412.65	24.4%
528 Dispatch Services	8,000.00	3,229.75	4,770.25	40.4%
551 Public Housing Services	350,000.00	34,843.73	315,156.27	10.0%
553 Conservation	300.00	434.75	(134.75)	144.9%
554 Environmental Services	11,400.00	0.00	11,400.00	0.0%

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 2

001 General Expense Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
550 Building	5,800.00	4,653.04	1,146.96	80.2%
560 Planning	189,480.00	147,567.82	41,912.18	77.9%
570 Economic Development	11,900.00	6,247.00	5,653.00	52.5%
558 Planning & Community Devel	207,180.00	158,467.86	48,712.14	76.5%
565 Welfare	10,000.00	6,667.00	3,333.00	66.7%
566 Substance Abuse	150.00	147.21	2.79	98.1%
573 Cultural & Community Activities	500.00	59.96	440.04	12.0%
576 Park Facilities	86,350.00	66,047.95	20,302.05	76.5%
580 Non Expenditures	0.00	7,288.57	(7,288.57)	0.0%
597 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
100 Unreserved	598,764.67	0.00	598,764.67	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	683,313.80	0.00	683,313.80	0.0%
Fund Expenditures:	2,139,585.94	767,553.11	1,372,032.83	35.9%
Fund Excess/(Deficit):	0.00	725,150.42		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 3

010 General Reserve Fund			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
Fund Revenues:	326,705.62	326,705.62	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	326,705.62		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 4

020 Fire Reserve Fund			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,483,593.47	1,483,593.47	0.00	100.0%
397 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
Fund Revenues:	1,518,593.47	1,483,593.47	35,000.00	97.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	1,518,593.47	0.00	1,518,593.47	0.0%
Fund Expenditures:	1,518,593.47	0.00	1,518,593.47	0.0%
Fund Excess/(Deficit):	0.00	1,483,593.47		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 5

100 Street Fund			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	306,289.98	306,289.98	0.00	100.0%
310 Taxes	252,000.00	205,760.20	46,239.80	81.7%
320 Licenses & Permits	600.00	225.00	375.00	37.5%
330 Intergovernmental Revenues	47,628.00	32,343.13	15,284.87	67.9%
360 Interest & Other Earnings	0.00	225.65	(225.65)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	606,517.98	544,843.96	61,674.02	89.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	260,510.00	135,861.29	124,648.71	52.2%
543 Streets Admin & Overhead	20,630.00	14,463.13	6,166.87	70.1%
544 Road & Street Operations	21,000.00	0.00	21,000.00	0.0%
566 Substance Abuse	0.00	130.04	(130.04)	0.0%
594 Capital Expenditures	51,000.00	30,195.90	20,804.10	59.2%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	253,377.98	0.00	253,377.98	0.0%
Fund Expenditures:	606,517.98	180,650.36	425,867.62	29.8%
Fund Excess/(Deficit):	0.00	364,193.60		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 6

103 Tourism Promo & Develop Fund			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	710,294.51	710,294.51	0.00	100.0%
310 Taxes	194,000.00	180,815.21	13,184.79	93.2%
360 Interest & Other Earnings	0.00	11,363.26	(11,363.26)	0.0%
Fund Revenues:	904,294.51	902,472.98	1,821.53	99.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	322,000.00	127,650.76	194,349.24	39.6%
594 Capital Expenditures	319,408.31	16,880.17	302,528.14	5.3%
999 Ending Balance	262,886.20	0.00	262,886.20	0.0%
Fund Expenditures:	904,294.51	144,530.93	759,763.58	16.0%
Fund Excess/(Deficit):	0.00	757,942.05		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 7

105 Affordable Housing Fund		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
310 Taxes	0.00	1.27	(1.27)	0.0%
Fund Revenues:	0.00	1.27	(1.27)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	1.27		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 8

300 Capital Improvement Fund			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	135,656.42	135,656.42	0.00	100.0%
310 Taxes	20,000.00	29,827.01	(9,827.01)	149.1%
360 Interest & Other Earnings	0.00	690.02	(690.02)	0.0%
Fund Revenues:	155,656.42	166,173.45	(10,517.03)	106.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	75,636.78	0.00	75,636.78	0.0%
999 Ending Balance	80,019.64	0.00	80,019.64	0.0%
Fund Expenditures:	155,656.42	0.00	155,656.42	0.0%
Fund Excess/(Deficit):	0.00	166,173.45		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 9

309 Russell Ave		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	819,927.00	559,148.18	260,778.82	68.2%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
397 Interfund Transfers	22,636.78	0.00	22,636.78	0.0%
Fund Revenues:	842,563.78	559,148.18	283,415.60	66.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	842,563.78	656,273.46	186,290.32	77.9%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	842,563.78	656,273.46	186,290.32	77.9%
Fund Excess/(Deficit):	0.00	(97,125.28)		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 10

311 First Street		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	132,800.00	0.00	132,800.00	0.0%
397 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
Fund Revenues:	185,800.00	0.00	185,800.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	185,800.00	13,723.53	172,076.47	7.4%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	185,800.00	13,723.53	172,076.47	7.4%
Fund Excess/(Deficit):	0.00	(13,723.53)		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 11

400 Water/Sewer Fund		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	251,864.61	251,864.61	0.00	100.0%
401 Water	207,161.66	207,161.66	0.00	100.0%
402 Sewer	218,673.27	218,673.27	0.00	100.0%
308 Beginning Balances	677,699.54	677,699.54	0.00	100.0%
330 Intergovernmental Revenues	311,000.00	0.00	311,000.00	0.0%
343 Water	524,150.00	468,385.48	55,764.52	89.4%
344 Sewer	791,594.20	674,910.74	116,683.46	85.3%
340 Charges For Goods & Services	1,315,744.20	1,143,296.22	172,447.98	86.9%
343 Water	92,000.00	92,100.29	(100.29)	100.1%
344 Sewer	68,000.00	67,898.00	102.00	99.9%
400 Water/Sewer	4,000.00	5,857.63	(1,857.63)	146.4%
360 Interest & Other Earnings	164,000.00	165,855.92	(1,855.92)	101.1%
390 Other Financing Sources	321,000.00	321,000.00	0.00	100.0%
Fund Revenues:	2,789,443.74	2,307,851.68	481,592.06	82.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	513,627.00	344,687.69	168,939.31	67.1%
535 Sewer	796,328.00	475,003.61	321,324.39	59.6%
534 Water	42,931.23	42,645.79	285.44	99.3%
535 Sewer	32,671.00	16,335.00	16,336.00	50.0%
591 Debt Service	75,602.23	58,980.79	16,621.44	78.0%
534 Water	764,500.00	560,450.64	204,049.36	73.3%
535 Sewer	0.00	0.00	0.00	0.0%
594 Capital Expenditures	764,500.00	560,450.64	204,049.36	73.3%
597 Interfund Transfers	82,970.00	0.00	82,970.00	0.0%
400 Water/Sewer	103,551.58	0.00	103,551.58	0.0%
401 Water	249,161.66	0.00	249,161.66	0.0%
402 Sewer	203,703.27	0.00	203,703.27	0.0%
999 Ending Balance	556,416.51	0.00	556,416.51	0.0%
Fund Expenditures:	2,789,443.74	1,439,122.73	1,350,321.01	51.6%
Fund Excess/(Deficit):	0.00	868,728.95		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 12

406 Wastewater Short Lived Asset Reserve Fund

Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	21,779.00	0.00	21,779.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	21,779.00	0.00	21,779.00	0.0%
Fund Expenditures:	21,779.00	0.00	21,779.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 13

408 Wastewater Debt Reserve Fund			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
397 Interfund Transfers	61,191.00	0.00	61,191.00	0.0%
Fund Revenues:	61,191.00	0.00	61,191.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 14

410 Wastewater System Upgrades			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(119,857.70)	119,857.70	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
390 Other Financing Sources	1,000,000.00	698,161.36	301,838.64	69.8%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	1,000,000.00	578,303.66	421,696.34	57.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,000,000.00	665,795.47	334,204.53	66.6%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,000,000.00	665,795.47	334,204.53	66.6%
Fund Excess/(Deficit):	0.00	(87,491.81)		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 15

500 Equipment Service Fund		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	139,248.98	139,248.98	0.00	100.0%
340 Charges For Goods & Services	150,000.00	95,414.67	54,585.33	63.6%
360 Interest & Other Earnings	0.00	429.93	(429.93)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	289,248.98	235,093.58	54,155.40	81.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	106,071.00	57,417.00	48,654.00	54.1%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	183,177.98	0.00	183,177.98	0.0%
Fund Expenditures:	289,248.98	57,417.00	231,831.98	19.9%
Fund Excess/(Deficit):	0.00	177,676.58		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 16

630 Stevenson Municipal Court		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	9,738.88	(9,738.88)	0.0%
380 Non Revenues	0.00	27,705.99	(27,705.99)	0.0%
Fund Revenues:	0.00	37,444.87	(37,444.87)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	27,846.87	(27,846.87)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	27,846.87	(27,846.87)	0.0%
Fund Excess/(Deficit):	0.00	9,598.00		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:36:30 Date: 10/06/2020
Page: 17

631 CATV Fund		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	3,098.81	(3,098.81)	0.0%
380 Non Revenues	0.00	0.78	(0.78)	0.0%
Fund Revenues:	0.00	3,099.59	(3,099.59)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	3,099.59		

2020 BUDGET POSITION TOTALS

City Of Stevenson
MCAG #: 0652

Months: 01 To: 09

Time: 14:36:30 Date: 10/06/2020

Page: 18

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,139,585.94	1,492,703.53	69.8%	2,139,585.94	767,553.11	36%
010 General Reserve Fund	326,705.62	326,705.62	100.0%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,518,593.47	1,483,593.47	97.7%	1,518,593.47	0.00	0%
100 Street Fund	606,517.98	544,843.96	89.8%	606,517.98	180,650.36	30%
103 Tourism Promo & Develop Fund	904,294.51	902,472.98	99.8%	904,294.51	144,530.93	16%
105 Affordable Housing Fund	0.00	1.27	0.0%	0.00	0.00	0%
300 Capital Improvement Fund	155,656.42	166,173.45	106.8%	155,656.42	0.00	0%
309 Russell Ave	842,563.78	559,148.18	66.4%	842,563.78	656,273.46	78%
311 First Street	185,800.00	0.00	0.0%	185,800.00	13,723.53	7%
400 Water/Sewer Fund	2,789,443.74	2,307,851.68	82.7%	2,789,443.74	1,439,122.73	52%
406 Wastewater Short Lived Asset R€	21,779.00	0.00	0.0%	21,779.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	0.00	0.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	1,000,000.00	578,303.66	57.8%	1,000,000.00	665,795.47	67%
500 Equipment Service Fund	289,248.98	235,093.58	81.3%	289,248.98	57,417.00	20%
630 Stevenson Municipal Court	0.00	37,444.87	0.0%	0.00	27,846.87	0%
631 CATV Fund	0.00	3,099.59	0.0%	0.00	0.00	0%
	<u>10,841,380.44</u>	<u>8,637,435.84</u>	<u>79.7%</u>	<u>10,841,380.44</u>	<u>3,952,913.46</u>	<u>36.5%</u>



City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

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

To: Stevenson City Council
From: Rob Farris, Fire Chief
RE: Fire Department Update – September 2020
Meeting Date: October 15th, 2020

Executive Summary:

Fire Department focus has been on the COVID-19 response in our service area and Skamania County. Fire Chief is receiving regular SitReps and continues to pass on relevant updates to the membership. Fire Department leadership has been working hard on digesting COVID-19 response guidelines which sometimes change daily. We continue to develop and adjust response procedures and protocols based on the information available. Fire Department transitioned back in to doing weekly in-person training meetings as of 9/14/2020. We have seen a sharp decline in training attendance. The Fire Chief and command staff are investigating if this decline is related to COVID concerns by its membership.

September remained steady for calls for service. A historic wind event coupled with a Red Flag warning kept our volunteers busy. Our area saw significant winds with several wildfire events sparked by downed power lines. As a whole our department helped support Central Skamania County head off any major escalation of wild fire during this historic fire weather event.

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pre-construction conference completed. Tentative Delivery of new apparatus has been moved out until February 2021 due to supply chain issues related to COVID-19

Drills/Training/Calls:

September Drills/Training – 16 Hours of volunteer training time

September Calls – 13 total

- 2 – Burn complaints
- 1 – Wild Fire
- 1 – Commercial Fire Alarms
- 1 – Vehicle Fire
- 4 – Mutual Aid – Wild Fire
- 1 – Mutual Aid – Structure Fire
- 2 – Fire investigation
- 1 – Motor Vehicle Collision

Action Needed: None

September 14th Stevenson Planning Commission Meeting Minutes
Monday, September 14, 2020
6:00 PM Held Remotely

Conference Call Info: (253) 215-8782 or (312) 626-6799 and PIN 845 5958 3385 #
Online: <https://us02web.zoom.us/j/84559583385>

Attending via remote access: Chair Valerie Hoy-Rhodehamel, Commissioners Auguste Zettler, Mike Beck, Jeff Breckel.

City Staff: Community Development Director Ben Shumaker

Other: David Ray

Public attendees: None

Planning Commission Vice-Chair Auguste Zettler opened the meeting at 6:03 p.m. (NOTE: Chair Valerie Hoy-Rhodehamel had intermittent connection problems throughout the meeting.)

1. Preliminary Matters

a. Chair Describes Public Comment Expectations for Remote Meeting

Vice Chair Auguste Zettler asked **Community Development Director Ben Shumaker** to explain the process for making public comments using the remote platform.

Participants were asked to keep comments to 5 minutes or less. Use *9 to raise and lower hand to make comments, use *6 to mute/unmute the phone.

b. Approval of Minutes: August 10th, 2020 Regular Planning Commission Meeting
One correction on page 5 was noted: **Commissioner Beck** offered to *personally* help with the recently awarded street tree planning grant. He did not volunteer any county services.

MOTION to approve the minutes from the August 10th, 2020 Planning Commission Meeting with corrections was made by **Commissioner Breckel** with a second provided by **Commissioner Beck**.

- Voting aye: **Commissioners Auguste Zettler, Mike Beck, Jeff Breckel.**
- Voting nay: None

c. Public Comment Period:(For items not located elsewhere on the agenda)

No comments were received.

2. New Business

a. Planning Commission Vacancy: Review Statements of Interest, Interview Candidates, & Recommend City Council Action

Community Development Director Ben Shumaker introduced David Ray, an applicant for the open position on the Planning Commission.

Vice Chair Auguste Zettler asked David Ray to provide information on his background. He stated he attended grad school in Oregon in public policy and planning and had been involved in some planning issues, including one in the Gorge.

Chair Valerie Hoy-Rhodehamel asked if he had attended any Stevenson Planning Commission or City Council meetings. He indicated he had attended in the past.

Commissioner Beck questioned Ray regarding what his current interest was in being a commissioner. Ray explained he had contacted Shumaker after a friend informed him of the opening. He related he was interested in transportation, environmental sustainability, land use planning, and new ways to encourage economic development. Shumaker read the written statement of interest allowed to assist discussion.

Commissioner Breckel asked him if he had been involved with workshops on downtown planning process, and Ray indicated he had not.

Community Development Director Ben Shumaker noted the Planning Commission had no authority to enter into an executive session to deliberate on the selection of an applicant. **Commissioner Breckel** suggested just holding the conversation and no Commissioners objected. Following several other questions, **Vice-Chair Zettler** asked the Commissioners to pass a recommendation on to Stevenson City Council regarding David Ray's application to the Planning Commission.

MOTION to recommend to Stevenson City Council to appoint David Ray to the Stevenson Planning Commission was made by **Commissioner Breckel** with a second by **Commissioner Beck**.

- Voting aye: **Commissioners Hoy-Rhodehamel Breckel, Beck, Zettler**
- Voting nay: **None**

b. Short Plat Review:

SP2020-02 Rick Pauly Short Plat Planning Commission Optional Review pg. 9/10

Community Development Director Ben Shumaker explained the Planning Department received a short plat application for a lot at the corner of Rock Creek Drive and Monda Road. The tax lot numbers for the properties are 02-07-01-2-0-0403. The vacant property in the R3 Multi-Family Residential District does not have an address. The proposal involves division of one ~1.2 acre property into 4 lots ranging between ~9,300sf to ~15,400sf.

Community Development Director Ben Shumaker reported who received the short plat application and pointed to information and graphics contained in the meeting packet. Per the city code, the Planning Commission is to be notified and given the opportunity to review the application. If the PC chooses to review, it will take place at the October 2020 Planning Commission meeting.

Shumaker recommended the Planning Commission bypass its review of the short plat and entrust the decision on the application to the Short Plat Administrator. No public comment is required, but is welcome. No comments have been received regarding the application.

The Commissioners agreed there was no need for a review, and the application could be handled by the Short Plat Administrator. **Commissioner Beck** observed a stream runs through the lot and suggested it be indicated on the survey.

3. Old Business

a. Zoning Amendment: Increasing Residential Building Capacity: Reviewing Policy Questions and Public Engagement Efforts

Community Development Director Ben Shumaker explained the purpose of the update on the proposed Zoning Amendments. He pointed to the public involvement activities associated with the potential Zoning Code and Map amendments under consideration and briefly described the 7 policy questions generated.

He asked the Commission to consider the information and determine what would be the best course of action to engage residents and the public in the process. He went over some additional points being considered, including setbacks, elimination of the lot coverage standard, and impervious surface coverage affecting stormwater quality/quantity.

He has reached out to all affected property owners regarding the potential changes and described communication opportunities provided to residents and property owners, including links on the city's Facebook page and a new website

<http://ci.stevenson.wa.us/letsbuild/> with questionnaires. One property on Monda Road split by different zoning districts has requested to be zoned only under one-SR Suburban Residential.

Shumaker related Commission discussion would take place beginning at the October 2020 Planning Commission meeting. By then he anticipates having public feedback to use in decision-making.

Commissioner Beck suggested mobile home zoning not be eliminated. He encouraged flexibility in affordable housing opportunities with tiny houses as an option.

b. Housing Needs Analysis: Discussing Report Methods, Conclusions, & Recommendations

The Commission discussed the recently completed Skamania County Housing Needs Analysis. **Commissioner Breckel** expressed a number of concerns regarding the report. He observed it treated Skamania County as homogenous, without accounting for the differences in the east and west ends of the county. He questioned the lack of detailed demographics and information on what is driving development in the area, noting there was no consideration of water supplies necessary to sustain 4,000 additional housing units the report suggests are possible over the next 20 years.

Other Commissioners offered similar concerns. **Commissioner Zettler** related the analysis did not appear to have information on what jobs would be available to support new residents. **Commissioner Beck** described the report as being coarse grained, but that it did offer some valuable recommendations regarding zoning. He noted it encouraged enlarging the Accessory Dwelling Units by 100sf.

Shumaker expressed appreciation to the Economic Development Council for doing the analysis. Local businesses can't recruit talent due to limited housing availability. He pointed out 80% of the buildable lands are currently constrained by current zoning.

Commissioner Zettler remarked the report showed the need for more property and suggested annexation would open more buildable lands. Infrastructure is limiting growth.

Additional discussion focused on projected population increases, planning forecasts, possible utility expansion and changes to the comprehensive plan. **Commissioner**

Breckel asked what economics are driving affordable housing and questioned why so few multiple family homes are being constructed. He asked how incentives and flexibility could be offered to encourage more construction. **Community Development Director Shumaker** explained lot sizes, state statutes, zoning requirements, developer interest and lender policies all affect the housing supply. He noted specific questions on the subject were included in the recent survey that went out, and one developer has responded so far. **Commissioner Beck** related the state might change tax incentives to encourage multi-family housing. He reiterated having flexible options for landowners could be a future incentive for more housing. **Commissioner Breckel** suggested talking with banks and lenders to learn their views on the lack of construction of multi-family dwellings. He highlighted the immediate need for housing.

4. Discussion

a. Staff & Commission Reports

Community Development Director Shumaker provided updates on the following:

- **Shoreline Management Program**
He reported having a long discussion with Department of Ecology staff regarding their review of the proposed Stevenson Shoreline Management Program. He anticipates their final recommendations by the end of 2020. He will bring the recommendations to the Planning Commission, City Council and Shoreline Management Committee if requested.
- **Columbia Street & 1st Street Overlook Projects**
The City has received 50% design of the project. A separate consultant is handling the relocation of Columbia. 1st Street funding is being used for the overlook, extension and guardrail work. More fund requests have been submitted to the state for further improvements.
- **Rock Cove Hospitality**
He relayed the City Council did act on the recommendations provided by the Planning Commission. He noted he was unable to coordinate with the minute taker to provide the Council with the details regarding minimum width of easements, but Commissioner Beck was in attendance and conveyed the recommendation to not reduce the width to less than 15'. The project is moving forward.

b. Thought of the Month:

Hope the air clears!

5. Adjournment was declared at 7:13 p.m.

Minutes recorded by Johanna Roe



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	3
Other Types of Animal Calls	1
Simple Assault	1
Burglary Non Res Unlawful Ent	1
Business Establishment Alarm	4
Carprowl Theft from Auto	1
Citizen Dispute	5
Criminal Mischief	1
Domestic Violence	4
Found Property	3
Fraud	4
Hit & Run Accident	2
Illegal Burning/Permit Violat	1
Information Report	7
Litter/Pollution/Public Health	1
Medical Emergency	22
Mental Health Problems	1
Parking Problem	1
Patrol Request	3
Traffic Collision Prop Damage	2
Traffic Accident, w/ Injuries	1
Possession of Marijuana	1
Public Nuisance/County Ordinan	2
RSO address verification	2
Suspicious Person/Circumstance	8
Traffic Stop	2
Trespassing	4
Unsecure Premise	1
Vagrancy	1
Vandalism/Mailic Misch	1
Vicious Animals	1
Wanted Person - Warrant	3
Welfare Check	3
Wild/Brush Fire	2

Total reported: 100

Report Includes:

All dates between `00:00:00 09/01/20` and `00:00:00 10/01/20`, 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

Nature of Incident

Suspicious Person/Circumstance

Total Incidents

1

Total reported: 1

Report Includes:

All dates between `00:00:00 09/01/20` and `00:00:00 10/01/20`, 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>
46.20.005	NVOL W/O I.D.	1
46.20.015	NVOL With I.D.	1
46.20.342	DR W/LIC PRIV SUSP	5
46.20.740.2	Fail to Equip w/Interlock	1
46.30.020	Driving Without Insurance	1
46.52.020	HIT AND RUN	2
46.61.502	DWI	2
9A.36.041	4TH DEGREE ASSAULT	1
9A.76.175	Provide False Info	1

Report Totals

15

Report Includes:

All dates of issue between `00:00:00 09/01/20` and `00:00:00 10/01/20`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



**WASHINGTON STATE
BOUNDARY REVIEW BOARD
FOR SKAMANIA COUNTY**

Courthouse – Human Resources
240 NW Vancouver Avenue
PO Box 790
Stevenson, WA 98648
(509) 427 – 3705 Fax: 509-427-4856

www.skamaniacounty.org email: vancamp@co.skamania.wa.us

October 6, 2020

Skamania County Commissioners
P. O. Box 790
Stevenson, WA 98648

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

RE: Proposed Creation of a Metropolitan Parks District
City of Stevenson and Skamania County
File No. 2020-01

Dear Skamania County Commissioners, Mayor Anderson and Council Members:

The above proposal was accepted for filing effective July 29, 2020.

RCW 36.93.100(4) provides that if a period of forty-five days shall elapse without the board's jurisdiction having been invoked as set forth in this section, the proposed action shall be deemed approved.

At the Board's August 13, 2020 meeting, the Board took the official action to allow the Clerk to sign a letter to authorize the City to proceed if there was no request to invoke jurisdiction in the 45 day time-line.

The filing deadline of 45 days occurred on September 14, 2020. The Boundary Review Board received no requests for review, therefore the proposal is deemed approved for final process by the City to Annex.

If the process is finalized, it will be necessary that you file certified copies of your resolution or ordinance accomplishing this action, plus a copy of this letter, to the following entities:

Skamania County Commissioners
Skamania County Assessor
Skamania County Auditor
Skamania County Treasurer
Fire District No. 2
Chief Clerk of the Washington State BRB for Skamania County

Sincerely,

Debra Van Camp
Clerk



Leana Kinley <leana@ci.stevenson.wa.us>

FW: SCSO# 20-05838; re: Robin Trabue

1 message

Adam Kick <kick@co.skamania.wa.us>
To: Leana Kinley <leana@ci.stevenson.wa.us>

Tue, Oct 13, 2020 at 5:07 PM

Hi Leana,

I sent the closure explanation for the GG incident below to the SCSO today. I hope this is what you were looking for. Let me know if you have additional questions.

Also, it's probably worth reiterating what you and I discussed on the phone a few weeks ago. We're prosecuting cases on behalf of the City, so we're happy to discuss our general philosophy with you, the Mayor, or the Council if this is something any of you are interested in. Most of the Council members are new enough that they probably don't remember when the City had its own court and contracted with Katy Archer as a contract city prosecutor.

(I'm less comfortable discussing specific cases in a public meeting, but I'm happy to discuss anything one on one.)

adam

From: Adam Kick
Sent: Tuesday, October 13, 2020 4:37 PM
To: Pat Bond <patb@co.skamania.wa.us>
Cc: Patrick Robinson <probinson@co.skamania.wa.us>
Subject: SCSO# 20-05838; re: Robin Trabue

Hey Pat,

The City of Stevenson asked that I give them an update on the case that was investigated on 8/7/20 by Deputy Beacock and with follow-up investigation by Deputy Chris Helton on 8/12/20 regarding the allegations against Robin Trabue for yelling possibly racist slurs and assaulting customers at Granny's Gedunk Ice Cream store. The reports came to me as information/records, without a specific recommendation by law enforcement for charges. We are going to close the case without charges because there is insufficient evidence to prove beyond a reasonable doubt that a crime was committed. I'll discuss below the crimes we considered.

The police reports include witness statements from two employees (Goodrich and Seaman, who provided a written statement) of Granny Gedunk who were at the store when the incident with Mr. Trabue occurred. The initial report also includes a statement from Rondell Conn whose parents own the ice cream store. Conn was not at the store at the time of the incident but spoke to the employees soon after the incident and passed on that information to Deputy Beacock. There was some confusion regarding Conn's statement in that Deputy Beacock appeared to believe that Conn had been the witness to the event, but in fact was just relaying what she'd heard from the employees. The follow-up report from Deputy Helton included statements from two local residents (Andrew Nichols and Jim Borup) who observed all or part of

the incident. The visiting family that experienced the incident and who were the apparent objects of Trabue's harassing comments left before they could make a statement to law enforcement or identify themselves.

There was some discrepancy regarding what occurred, including the content of Trabue's statements. At least one witness believed that he said something like "go back to your country," which is arguably a common racist comment when directed at (in this case) a person of Asian heritage or other person of color. However, three of the four witnesses who were present during the incident did not interpret Trabue's statements as racist so much as objecting to the fact that this family was not local and may have brought the coronavirus to Stevenson. When Deputy Beacock questioned him, Trabue's explanation was consistent with the observations of Goodrich, Nichols, and Borup. Trabue's explanation to Beacock did appear related to a paranoia regarding the coronavirus.

For arguments sake, if the statements by Trabue were motivated by animus regarding the race and/or national origin of the family patronizing the ice cream store, the further question is whether Mr. Trabue committed any crime. We considered several possibilities. RCW 9A.36.080 elevates the seriousness of alleged assaults, property damage, and threats when motivated by the victim's "race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory disability." RCW 9A.38.080(1). However, mere expressions of animus are not criminal. In this case, there are no witnesses that will testify that Trabue caused physical injury, physical damage or destruction of property. RCW 9A.36.080(1)(a) or (b). You can also commit a hate crime offense under 9A.36.080(1)(c) by threat. But in order for the threat to be criminal, the victim of the threat must be placed in reasonable fear of harm to person or property. In this case, the statements from Trabue do not appear to be directly threatening the victims. In any case, even if the statements could be considered threats, it would not be possible to prove this element of that offense without the testimony of the victim. Here, two witnesses give somewhat conflicting observations about the reaction of the family. One witness said that the family was visibly upset, but another seemed to think they had "[laughed] it off." While certainly Trabue's statements could be considered derogatory and hostile, without the victims available to testify, proof beyond a reasonable doubt of this offense would not be possible.

We also considered a simple assault charge. If it were possible to show that Trabue intentionally threw the fireworks ***at*** individuals, rather than just out the window, then he could be charged with assault. The witnesses appear to agree that he was throwing the fireworks (or "poppers") out the window, and not directing them at any individuals. The witness statements are consistent with Mr. Trabue's own explanation for his behavior.

The final crime we considered was disorderly conduct. This crime is often used as a catch-all for generally obnoxious behavior that doesn't amount to an explicit threat, but there are really three specific ways you can commit the crime of disorderly conduct (the third of which is not relevant to this incident). The first is when a person, by use of abusive language, thereby intentionally creates a risk of assault. In this case, while Trabue's language could be described as abusive, it does not appear that Trabue was intending to create a risk of assault. His statement regarding his own motivation and the perceptions of the witnesses was that Mr. Trabue had a possibly irrational concern about the coronavirus. It's very unlikely that we could prove, given the totality of the circumstances, that Mr. Trabue was essentially trying to start a fight. The second way of committing disorderly conduct is by intentionally disrupting a lawful assembly or meeting of persons. While Trabue may have intended that his words discourage the assembly of people in front of the ice cream store, there are likely first amendment considerations that would make charging disorderly conduct in this context problematic. However, if Mr. Trabue were to engage in a pattern of such behavior, or if he were to intentionally disrupt a more formal assembly or meeting with the use of fireworks as he did here, disorderly conduct charges may be appropriate.

I spoke to Rondell Conn about our decision not to prosecute Mr. Trabue in this case and she appeared to understand the issues. We also discussed ongoing issues they've had with Mr. Trabue unrelated to the above incident. It appears that there may be some ongoing conflict between Mr. Trabue and the ice cream store. Rondell seemed frustrated by that conflict but resigned to the fact that we were unlikely to be able to prove Mr. Trabue had committed a crime.

For now, we're closing this with no action taken. If we get additional information, such as a statement from the victims of Mr. Trabue's hostile outburst, we can readdress this decision in light of that information.

Thanks,

adam

State Representative Mosbrucker:

I wish to take a moment and thank you for the effort you've been making on behalf of Washington State, and for Skamania County. The tasks before you given these unprecedented times could not have been anticipated, and you deserve our gratitude.

I am writing to correct any misconceptions you may have been given over these last few months. We all have different opinions and concerns around the pandemic, as to be expected. What is not expected, however, is when a single individual chooses to use his office to circumvent the legislative body that is meant to give him direction, and creates a narrative that may not be as accurate as conveyed.

Specifically, I am addressing some correspondence you have had with Scott Anderson, Mayor of Stevenson. While the mayor "speaks for the city" during official meetings, I feel it is worth noting that he is speaking for but a few. On multiple occasions, Scott Anderson has been rebuked by members of Stevenson City Council for taking actions on his own that tie the City to his personal viewpoints and for not consulting with City Council.

Scott Anderson's viewpoints, in my personal opinion, are well-meaning but wholly shortsighted. His frustrations are understandable with Skamania County being held back by restrictions despite our thus-far successful limiting of positive infections. His caring for struggling businesses and families is admirable. He wants to see his city and county thrive again, and who does not share that hope?

However, Mr. Anderson is so focused on the "now" he is overlooking the future ramifications of those changes he is championing. Skamania residents travel out of the county, and others travel into our county; as the county begins to thrive that travel will increase, thus also increasing likelihood of infection spreading. Another aspect he likes to tout is social gatherings and not restaurant usage is deemed to be more of the culprit of infections. Yet, increase restaurant capacity and there is the potential for increased exposure inside the restaurant, increased travel from neighboring communities, increased interactions at the door and on the streets. A recent study even indicated a correlation between those who frequent restaurants have a higher likelihood of eventually being infected (perhaps not by being at the restaurant but rather their other behaviors); why invite that risk? Loss of income is devastating, but not as much as death. Death is so final. And let us not discount all of the known (and yet unknown) medical ramifications for those that do survive.

You may or may not agree with Mr. Anderson, or even with my personal statement above. I simply want to draw your attention to the fact some members of City Council, and many members of the public, do not share his views, and are dismayed at his continued use of his office to press his personal agenda without taking into account the views of others and framing his statements as such. There is not a united city behind his statements.

We all want to return to normal, and we all have different ideas of how to get there. Avoiding conversation and charging ahead cloaked in mayoral authority is not the way of doing it.

Matthew Knudsen
City of Stevenson
Councilmember, Seat 5



City of Stevenson

Public Works Department

(509)427-5970

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

TO: City Council
FROM: Karl Russell, Public Works Director
DATE: October 9th, 2020
SUBJECT: Council Update

Projects for the month of October are as follows:

- Replacing 500' of 8" watermain on Hollstrom Road. Complete 10/14
- Repairing potholes/ditching/mowing.
- Removing an abandoned culvert crossing Wisteria Way
- Water/Wastewater Continuing Education Unit classes.
- Repairing Rock Creek Intake Valve
- Getting bids for Water Treatment Plant roof repair.

Russell Street Project Final Cost

- Engineer's Estimate at bid time = \$830,404.
- Average bid was \$927,378.
- Low bid contract amount from NW Construction = \$712,957
- Actual project cost = \$684,096;
- **\$146k below engineer's estimate and \$28k below bid price**
- \$28k Costs savings realized during construction primarily due to ability to close street and eliminate flaggers (-\$12k), no boulders were encountered in roadway (-\$6k), and sidewalk change order credit (-\$16k)

Regards,

Karl Russell



City of Stevenson Planning Department

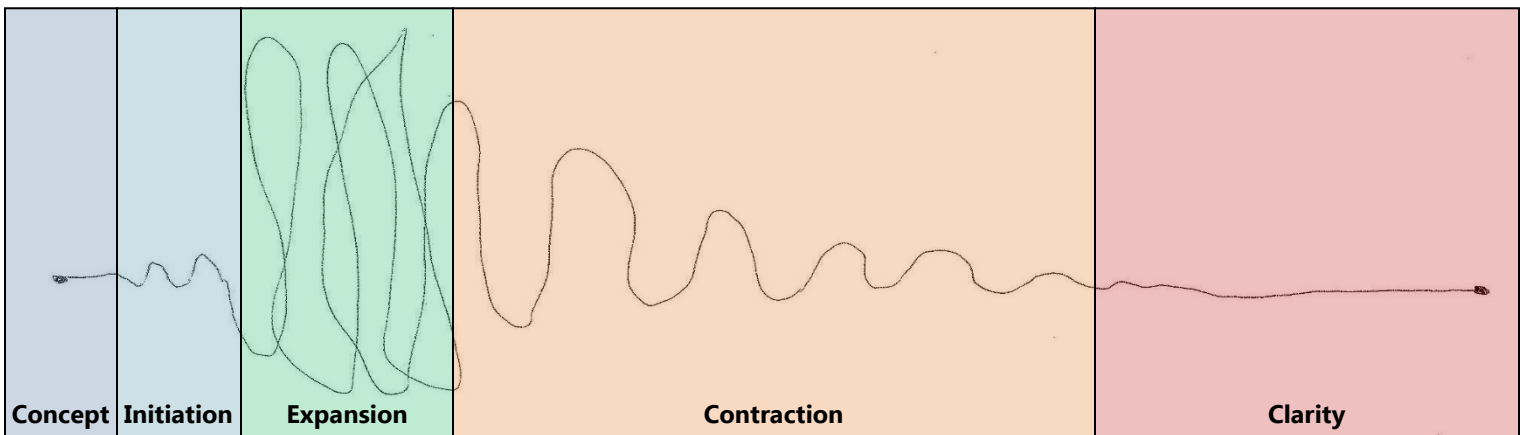
(509)427-5970

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

TO: Planning Commission
FROM: Ben Shumaker, Community Development Director
DATE: October 15th, 2020
SUBJECT: October Staff Updates

Introduction

The figure below provides a conceptual model of the typical planning process. In this model, when a concept becomes a project it begins with relative clarity, and expands to ensure the project is more fully understood. Then it will begin to contract until clarity returns and the project is completed.



These 5 phases (**Concept**, **Initiation**, **Expansion**, **Contraction**, **Clarity**) are used to frame this month's staff actions. City Council interactions with projects typically occur during the **Concept**, **Contraction**, and **Clarity** phases, with the Planning Commission, and City staff more involved in the **Initiation** and **Expansion**, and **Contraction** and phases. The list of actions is incomplete, presented in reverse order, and prioritizes projects relevant to Council agendas.

Clarity Phase

None at this meeting.

Contraction Phase

1. R3 Zoning Text Amendment – Enabled by the Department of Commerce grant a recommendation from the Planning Commission on amendments to the text of Zoning Code text amendments in the R3 District. Four out of five policies have provisionally been agreed upon by the Planning Commission. Clarity on the final policy is possible in November.

Staff Focus: Consult with the Public Works Department on sight distance implications of shortened front yard setbacks.

Needs from City Council: **Discuss and establish expectations** on whether the Zoning Text Amendment should occur **A**) on an issue-by-issue basis (R3 District separate from C1 District, etc.) **or B**) in an omnibus fashion (all Zoning text and map amendments as one ordinance).

2. Shoreline Management Program- The Department of Ecology has begun reviewing our draft Shoreline Management Plan (SMP) and will provide a list of required and recommended changes within the next 2-3

months. A grant to support the City's action on this has been secured and final contract documents are being developed.

Staff Focus: Await Ecology comments.

Needs from City Council: None at this time.

3. Chinidere Phase 2/3- The developers have submitted initial engineering for review and construction in 2021. Most decisions at this point will be made by the City's Public Works Department/contract engineers.
Staff Focus: Facilitate communication, understanding.
Needs from City Council: Prepare for Final Plat approval, potentially in late 2021.
4. Toliver Subdivision Preliminary Plat- The preliminary plat for this development has been approved by City Council. The engineering plans have been reviewed by the Public Works Department/contract engineers. The developers can proceed with construction of the required improvements.
Staff Focus: Ensure due process is provided. Ensure applicant's ability to complete the project if approved.
Needs from City Council: Establish date of meeting for review.

Expansion Phase

1. 1st Street Pedestrian Amenities & Overlook Project- The contract engineers have produced the 50% engineering design and begun securing the necessary environmental approvals. Additional funding to entirely repave the corridor has been requested and decisions will be made in November. Public engagement on the 50% design will be initiated in conjunction with the project initiation of the Columbia Realignment Project.
Staff Focus: Partnering with the Public Works Department to ensure 50% project design is completed by August 1st and advances downtown vitality. Conducting conceptual work on incorporating historic interpretation into the sidewalk tread.
Needs from City Council: Individual review of conceptual designs.
2. Zoning Map Amendment – Enabled by the Department of Commerce grant, the Planning Commission has begun engaging property owners on some minor amendments to the Zoning Map. Consideration of additional, larger-scale amendments will be initiated when clarity of the R3 Zoning Text Amendments is achieved, anticipated in November. All property owners within the R2 Two-Family Residential District and those within the R1 Single-Family Residential District near the community's schools will be directly engaged at that time.
Staff Focus: Implement public engagement expectations of the Planning Commission.
Needs from City Council: Individual discussions of project concerns. See below related to R3 Zoning Text Amendment.
3. C1 Zoning Text Amendment – Enabled by the Department of Commerce grant, recommendations to reduce parking burdens and facilitate residential development in the downtown area are being considered by downtown shareholders and the public. The Planning Commission will begin discussing the potential amendments in November. Construction is not anticipated until December at the earliest.
Staff Focus: Implement public engagement expectations of the Planning Commission.
Needs from City Council: See below related to R3 Zoning Text Amendment.
4. Water Quality Monitoring- As requested by the Council, staff is developing an ad hoc water quality program to address the potential for pollution coming off of the community's former dump site near Rock Creek Drive.
Staff Focus: Develop sampling methodology to address the issue. Implement sampling. Communicate results to regulatory authorities and interested citizens.
Needs from the City Council: None at this time.

5. Comprehensive Plan Amendment- Planning Commission and City Council review of this draft amendment have been delayed during COVID-19. The amendment requires a Capital Facilities Plan (the “well-duh” plan) to establish service expectations and prioritize expenditures on the various facilities managed by the City. The project will pick back up, likely in December, by gathering public input and completing the project according to the (delayed) expectations of the municipal code.
Staff Focus: Develop public engagement strategies for Planning Commission consideration.
Needs from City Council: Individual discussions of project concerns.
6. Land Division Code Amendments- Stevenson Municipal Code Title 16 deals with land divisions and lot line adjustments. Portions of the code are unnecessarily in conflict with each other. Other portions have proven difficult to implement. The amendment is being prepared in stages for Planning Commission review and will be released as a full draft for public comment.
Staff Focus: Draft regulations for discussions. Remove redundancies. Streamline language. Justify all proposals.
Needs from the City Council: Individual discussions of project concerns.

Initiation Phase

7. Tree Inventory & Management Plan- This project was deprioritized by staff in favor of other policy (zoning code, zoning map, downtown) and infrastructure (sewer system, Russell Avenue, 1st Street Overlook, Columbia Realignment) projects.
Staff Focus: Coordinate across departments on scope of services requested. Issue Request for Qualifications.
Needs from City Council: Voluntary participation in the consultant selection process.
8. Columbia Realignment Project- The project planners have collected existing conditions information on this corridor, including utility location and soil samples. Project will move into public engagement shortly.
Staff Focus: Coordinating consultants between this project and the 1st Street Pedestrian Amenities & Overlook Project.
Needs from City Council: Budgetary consideration of property acquisition.

Concept Phase

9. City/County Zoning Coordination- As reported to the Council last month by the Skamania County Public Works Director, there is an opportunity to better align the City and County’s responses to development in the Stevenson Urban Area.
Staff Focus: Support City Administration and Public Works in Utility Extension Policy discussion. Await greater clarity on scope of concept.
Needs from City Council: None at this time.



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: City Administrator Staff Update
Meeting Date: October 15, 2020

Overview of items staff has been working on over the past month:

COVID-19 Response – I continue to time on the response to COVID-19 communicating information and passing along requests for personal protective equipment from various government agencies. The updates will now take place as needed. Most of the Governor’s proclamations are extended until November 9th, including the restriction on open public meetings.

The installation of a plexiglass barrier is wrapping up and City Hall will be open to the public possibly by the end of the week. Anders is getting quotes from contractors for a short door/barrier by the entrance to prevent people from walking past the front counter. This is to help with security and to maintain distancing protocols.

Business Licensing – Mary Corey continues working hard to provide the upload data for the over 100 business licenses in the city in preparation for transition to the state. The city will stop processing licenses on November 27th and the new system will go live on December 17th. Information will go out to businesses and the chamber as we get closer to the cut-over date.

Wastewater Rate Study – I have been working on the rate study and have preliminary rates estimated for next year. I will meet with RCAC after the Infrastructure Assistance Coordinating Council conference next week to review the tool and see if any additional changes need to be made. A public hearing will be scheduled for the November 19th council meeting for the 2021 rate increases.

Construction Loan Applications – An application to the Department of Ecology was submitted for funding the construction of the treatment plant and a collection system extension along Loop Rd. to Frank Johns for about \$9.9M, on October 13th. We currently qualify for an interest rate of 1.2% and grant/forgivable principal up to 50% of the loan. We made a case to hopefully qualify for a lower interest rate of .8% and a grant/forgivable principal up to 75% of the loan with a \$5M maximum.

BIAS Reporting – BIAS was purchased by Springbrook in the spring and is being rebranded as Springbrook Express. Springbrook has recently partnered with Tableau for reporting and visualization which will be available mid next-year. At this point they are not charging an additional fee for this use although I have not yet seen the invoice/contract for next year to evaluate the cost change as part of the transition.

Action Needed:

None.

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

09/18/2020 To: 10/15/2020

Time: 12:54:54 Date: 10/15/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2272	09/25/2020	Claims	1	EFT	Department of Revenue	4,963.81	August 2020 Taxes
2334	10/15/2020	Claims	1	EFT	Department of Revenue	6,080.67	September 2020 Taxes
2350	10/09/2020	Claims	1	EFT	ArchiveSocial, Inc	2,388.00	12 Month Subscription to Archive Social (This is for a reissue of payment after check #14606 never arrived to vendor and was cancelled with a Stop Payment)
2230	09/25/2020	Claims	1	14649	Loan Servicing Center Opus Bank	18,557.83	September 2020 Russell Ave Loan Payment
2270	09/29/2020	Claims	1	14657	WGAP Washington Gorge Action Program	6,667.00	2020 Contract Payment #1; 2020 Contract Payment #2
2271	09/29/2020	Claims	1	14658	Wallis Engineering, PLLC	40,943.58	Rock Creek Cove Project; Johnson Subdivision (Toliver); WWTP & Collection System Improvements
2380	10/15/2020	Claims	1	14659	A&J Select	18.73	September 2020 Statement
2381	10/15/2020	Claims	1	14660	Aramark Uniform Services	104.52	Spetember 2020 Statement
2382	10/15/2020	Claims	1	14661	Avista Utilities	61.11	October 2020 Statement
2383	10/15/2020	Claims	1	14662	BSK Associates	1,715.00	September 2020 Water Testing; September 2020 WWTP Sampling
2384	10/15/2020	Claims	1	14663	Bridgeway Printing & Graphics LLC	619.28	Acrylic Shielding for Office
2385	10/15/2020	Claims	1	14664	CenturyLink	184.15	September 2020 Transfer Station Phone Services; September 2020 WWTP Phone Services; September 2020 Fire Station Phone Services
2386	10/15/2020	Claims	1	14665	Centurylink Comm Inc	46.21	September 2020 Sewer Telephone Services
2387	10/15/2020	Claims	1	14666	City of Stevenson	1,358.34	City Hall-Sept 2020 Statement; Drinking Fountain; Triangle Park Sept 2020; WWTP Sept 2020; Stevenson Fire Dept Sept 2020; Grange Hall Irrigation Sept 2020; East End Irrigation Sept 2020; Sewer Lift S
2388	10/15/2020	Claims	1	14667	Class 5	322.89	November 2020 Fax Service; October 2020 Phone Services
2389	10/15/2020	Claims	1	14668	Columbia Gorge Interpretive Center	24,195.90	2020 Hotel/Motel Tax Contract
2390	10/15/2020	Claims	1	14669	Columbia Gorge News	75.00	Subscription Renewal
2391	10/15/2020	Claims	1	14670	Columbia Hardware, Inc.	344.70	September 2020 Statement
2392	10/15/2020	Claims	1	14671	Columbia River Disposal	199.24	September Garbage Service
2393	10/15/2020	Claims	1	14672	Consolidated Supply Co.	772.14	Gaskets, Curb Stops, Adaptors
2394	10/15/2020	Claims	1	14673	Correct Equipment	311.25	Calibration Set Refill
2395	10/15/2020	Claims	1	14674	Day Wireless Systems	490.89	Replacement Radio for Karl
2396	10/15/2020	Claims	1	14675	Department of Ecology-Cashiering Unit	1,172.88	FY 2021 Water Quality Program
2397	10/15/2020	Claims	1	14676	Dude Solutions, Inc	7,027.85	2021Contract for Asset Management Software
2398	10/15/2020	Claims	1	14677	Gorge Networks	95.47	September 2020 WTP Broadband Service
2399	10/15/2020	Claims	1	14678	Gregory S Cheney PLLC	862.50	September Court Appointed Attorney Fees; October 2020 Court Appointed Attorney Costs - Carstens, Richard - CR0022193
2400	10/15/2020	Claims	1	14679	M&M Excavating LLC	1,410.88	3/4" Gravel for Hollstrom Road Water Line; 3/4" Gravel & Sand for Hollstrom Road Water Line
2401	10/15/2020	Claims	1	14680	Mallory Safety and Supply	526.85	Hose Nozzle & Parts; 1.5" N Hand Primer Fitting
2402	10/15/2020	Claims	1	14681	Mark Tittle	175.99	Work Boots

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

09/18/2020 To: 10/15/2020

Time: 12:54:54 Date: 10/15/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2403	10/15/2020	Claims	1	14682	NAPA Auto Parts	759.16	September 2020 Statement
2404	10/15/2020	Claims	1	14683	NW Construction General Contracting, Inc	76,312.73	Pay Request No. 5-Russell Avenue
2405	10/15/2020	Claims	1	14684	North Shore Medical Group	134.00	DOT Exam for Susan Ebben
2406	10/15/2020	Claims	1	14685	Office of State Treasurer - Cash Mgmt Di	666.95	October 2020 Remittance
2407	10/15/2020	Claims	1	14686	One Call Concepts, Inc.	31.03	September 2020 Statement
2408	10/15/2020	Claims	1	14687	PUD No 1 of Skamania County	4,487.09	Ryan Allen Intake Station-Sept 2020 Statement; First Street Shop-Sept 2020 Statement; Rock Creek Drive Shop-Sept 2020 Statement; Ryan Allen Rd County Well-Sept 2020 Statement; Ryan Allen Rd WTP-Sept 2
2409	10/15/2020	Claims	1	14688	Petty Cash	153.98	September 2020 Petty Cash Receipts
2410	10/15/2020	Claims	1	14689	QCL, Inc.	407.00	Program Renewal for 6 Employees; Random Drug Test
2411	10/15/2020	Claims	1	14690	Radcomp Technologies	1,696.46	September 2020 IT Services; September 2020 Additional IT Services; September 2020 Additional Services for Water Treatment Plant
2412	10/15/2020	Claims	1	14691	Sea-Western Inc	1,863.53	Boots; Firefighter Hoods
2413	10/15/2020	Claims	1	14692	Skamania County Chamber of Commerce	14,502.36	September 2020 Monthly Contract & Reimbursables
2414	10/15/2020	Claims	1	14693	Skamania County Pioneer	238.29	Ordinance 2020.1160-1164; Tourism Proposals 2021; Tourism Proposals 2021; Public Hearing-Budget & WWTP Moratorium; Pulbic Hearing-Budget & WWTP Moratorium
2415	10/15/2020	Claims	1	14694	Skamania County Probation	783.71	September 2020 Probation Fees
2416	10/15/2020	Claims	1	14695	Skamania County Prosecutor	1,333.00	October 2020 Remittance
2417	10/15/2020	Claims	1	14696	Skamania County Sheriff	3,195.00	July and August 2020 Incarceration Fees - 52 days
2418	10/15/2020	Claims	1	14697	Skamania County Treasurer	16,317.17	October 2020 Remittance; October 2020 Remittance
2419	10/15/2020	Claims	1	14698	Solutions Yes, LLC	38.24	Copy Paper
2420	10/15/2020	Claims	1	14699	Traffic Safety Supply, CO	123.06	Street Signs-Frank Johns Road & No Public Access
2421	10/15/2020	Claims	1	14700	Tribeca Transport LLC	5,908.42	Transport Sludge
2422	10/15/2020	Claims	1	14701	US Bank	1,065.22	September 2020 FD Credit Card Statement; September 2020 Card #1 Statement; September 2019 Card #2 Credit Card Statement
2423	10/15/2020	Claims	1	14702	USA Bluebook	548.11	Electrode, pH Buffer for WWTP; Rotary Drum Pump for WTP Chemicals
2424	10/15/2020	Claims	1	14703	Verizon Wireless	61.99	September 2020 PW Cell Phones and Water Tablet
2425	10/15/2020	Claims	1	14704	WEX Bank	1,194.07	October 2020 Statement
2426	10/15/2020	Claims	1	14705	WSP USA, Inc	65,244.08	First Street Pedestrian Amenities Overlook; First Street Pedestrian Overlook
2427	10/15/2020	Claims	1	14706	Wallis Engineering, PLLC	403.71	Street Light Dimming Options; 2020 Development Review
2428	10/15/2020	Claims	1	14707	Waste Connections Vancouver District 2	9.72	Shredder Cart
2429	10/15/2020	Claims	1	14708	Wave Broadband	224.95	October 2020 Internet - WWTP; October 2020 Internet Service City Hall

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

09/18/2020 To: 10/15/2020

Time: 12:54:54 Date: 10/15/2020
Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2430	10/15/2020	Claims	1	14709	Woodrich, Kenneth B PC	1,320.00 September 2020 Billing
		001 General Expense Fund				45,007.29
		100 Street Fund				1,400.28
		103 Tourism Promo & Develop Fund				35,114.56
		309 Russell Ave				76,468.94
		311 First Street				65,244.08
		400 Water/Sewer Fund				54,126.77
		410 Wastewater System Upgrades				39,766.78
		500 Equipment Service Fund				3,586.99
						<u>320,715.69</u>
						Claims: 320,715.69

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)