

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**September 16, 2021**  
**6:00 PM, City Hall**

**\*\*\*Those attending in-person will be required to wear facemasks regardless of vaccination status and practice distancing.\*\*\***

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or  
301-715-8592, Meeting ID 889 7550 7011, Zoom link  
<https://us02web.zoom.us/j/88975507011> or via YouTube at  
<https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.  
Items with an asterisk (\*) have been added or modified after the initial draft publication of the Agenda.

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**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.

Excused Absences-

Amy Weissfeld requests an excused absence.

**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) \* 9/15 changes include:
- Addition of Initial 2022 Budget (item 9e)
  - Update of Maul Foster Alongi Contract-no change to scope of work or cost (item 9f)
  - Addition of Voucher information (item 12)

**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) **Special Occasion Liquor License Application** - Skamania Democratic Central Committee at the Hegewald Center on October 9th from 5pm-10:30pm.
- b) **Liquor License Renewal** - El Rio Texicantina
- c) **Approve Contract Amendment with Exigy LLC** - The attached contract amendment with Exigy LLC extends the contract through March 31st for a public workshop on diversity, equity and inclusion. The September 7th workshop has been delayed until next spring due to the recent rise in COVID cases, as discussed at the August 12th council meeting.

**d) Approve Amendments 1 and 2 to the EDA Grant Contract 07 75 07550**  
(1)- Amendments 1 and 2 to the EDA contract allow the city to receive funding on a percentage of each reimbursement request rather than after all matching funds are spent and push the phase 1 construction out to next spring as previously discussed. There is no change in scope or funding amount.

**e) Minutes of August 12, 2021 Council Meeting.**

MOTION: To approve consent agenda items a-e.

**4. PUBLIC COMMENTS:** *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion.]*

**5. PUBLIC HEARINGS:**

**a) Commercial Wastewater Moratorium (1)** - City Administrator Leana Kinley presents resolution 2021-380 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 2021-380 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) Noise Ordinance - First Reading** - City Administrator Leana Kinley presents the attached staff memo and ordinance amending SMC 8.08 regarding Noise Control for public comment and council consideration.

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

**a) Skamania County Community Development** - Community Development Director Alan Peters will update council on building inspections services as per the local agreement.

**7. SITUATION 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 (1)** - City Administrator Leana Kinley will present the update from Public Works Director Karl Russell on the Stevenson Wastewater System and the Compliance Schedule.

## 8. UNFINISHED BUSINESS:

- a) Second Reading-Latecomers Ordinance (1 & 4)** - City Administrator Leana Kinley presents the enclosed ordinance revising the city code regarding Latecomer's Agreements due to changes in state law for council review and consideration.

MOTION: To approve the latecomer's ordinance 2021-1175 as presented/with changes as discussed.

## 9. COUNCIL BUSINESS:

- a) Discuss Councilmember Identity Theft** - Council will discuss the issue of multiple incidents of fake Facebook accounts and other online impersonations of councilmembers.

- b) Approve Resolution 2021-381 Authorizing the Mayor to Sign DOE Loan Agreement (1)** - City Administrator Leana Kinley requests council approval of resolution 2021-381 which authorizes the Mayor to sign the State Revolving Fund loan agreement with the Washington State Department of Ecology in the amount of \$9,936,000 at 1.5% interest. A copy of the draft agreement is included in the packet.

MOTION: To approve Resolution 2021-381 authorizing the Mayor to sign the State Revolving Fund loan agreement with the Washington state Department of Ecology in the amount of \$9,936,000 at 1.5% interest.

- c) Approve Revised City Council Rules of Procedure** - City Administrator Leana Kinley presents the attached resolution 2021-382 amending the city council rules of procedure preventing the ability for submitting anonymous public comment for council discussion and consideration.

MOTION: To approve ordinance resolution 2021-382 amending the city council rules of procedure [as presented/with changes as discussed].

- d) Approve Lease Agreement for One Prevention Alliance (17)** - City Administrator Leana Kinley presents the agreement between the City and Educational Services District 112 on behalf of One Prevention Alliance to lease 500 square feet of the basement of city hall for their operations and storage for council consideration.

MOTION: To approve the lease agreement with Educational Services District 112 [as presented/with changes as discussed].

- e) \*Preliminary 2022 Budget** - City Administrator Leana Kinley presents the staff memo and preliminary 2022 budget for council review and discussion prior to the meeting.

- f) \*Approve Contract with Maul Foster Alongi (2)** - Community Development Director Ben Shumaker presents the attached contract with Maul Foster Alongi for initial services

related to the Integrated Planning Grant for the Columbia Ave Realignment project in the amount not to exceed \$3,690.

MOTION: To approve the contract with Maul Foster Alongi in the amount not to exceed \$3,690 [as presented/with changes as discussed].

**10. INFORMATION ITEMS:**

- a)** **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through August 2021.
- b)** **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in August 2021.
- c)** **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for August, 2021 is presented for council review.
- d)** **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects in process.
- e)** **Port of Cascade Locks Update** - An update from Olga Kaganova, General Manager for Port of Cascade Locks, is included for information.
- f)** **Scenic Area Funds Press Release** - Information regarding the \$2M appropriation in economic development funds for the Scenic Area is included.

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

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

**12. VOUCHER APPROVAL:**

- a)** \*August 2021 payroll & September 2021 AP checks have been audited and are presented for approval. August payroll checks 15382 thru 15385 total \$97,855.43 which includes EFT payments. September 2021 AP checks 15360 thru 15378, 15380, 15386 thru 15432 total \$166,621.10 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. EXECUTIVE SESSION** - City Council will convene in Executive Session under:

- a) Council will convene in Executive Session under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate.

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

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*UPCOMING MEETINGS AND EVENTS:*

- October 2nd Logtoberfest
- October 4th 6:30-8pm Special Council Meeting - Extension of City Services
- October 11th 6pm Regular Planning Commission Meeting
- October 21st 6pm Regular Council Meeting
- Initial Public Hearing on 2022 Budget

**CITY OF STEVENSON  
PROFESSIONAL SERVICES CONTRACT AMENDMENT #1**

**Between Exigy LLC  
And the City of Stevenson**

**For professional services for providing a diversity, equity, and inclusion workshop.**

This agreement entered into this **16<sup>th</sup>** day of **September** 2021 by and between the CITY OF STEVENSON a municipal corporation located in the County of Skamania, State of Washington (hereinafter referred to as the City) and Exigy LLC (hereinafter referred to as the Contractor).

The parties recite and declare that:

1. The City and the Contractor entered into a Professional Services Contract on the 20<sup>th</sup> day of May, 2021 for professional services for a workshop on diversity, equity, and inclusion;
2. An extension of the timeframe prescribed in that agreement is necessary; and
3. The City and the Contractor are desirous of entering into a contract to formalize their relationship.

For the reasons set forth above and in consideration of the mutual promises, covenants and provisions contained herein, and the mutual benefits to be derived therefrom the City and Contractor agree as follows:

**Section 1  
Acceptance, Effective Date and Duration**

This contract shall constitute an extension of the term of the contract dated May 20, 2021, effective May 20, 2021 and scheduled therein to expire July 31, 2021. This extension provides the contract term shall expire, unless otherwise terminated or extended, upon completion of the Scope of Work and Description of Additional Work and not later than March 31, 2022.

The passage of the contract expiration date (as recorded above) shall not extinguish, prejudice or limit either party's right to enforce this contract with respect to any default or defect in performance that has not been cured.

**Section 4  
Complete Agreement**

This written agreement constitutes a supplement to the Professional Services Contract dated May 20, 2021. Except as specifically modified herein, all terms of the May 20, 2021 Contract remain in full force and effect. The terms of the May 20, 2021 Contract together with the terms of this Contract Amendment embodies the whole agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by either the City or the Contractor other than contained herein.

**Section 5  
Certification of Authority**

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

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF STEVENSON

CONTRACTOR

By: \_\_\_\_\_  
\_\_\_\_\_, its Mayor

By: \_\_\_\_\_

Jeffrey R. Swanson  
Principal, Managing Director  
Name & Title

PO Box 5678  
Vancouver, WA 98668

Mailing Address

(360) 975-9466  
Telephone Number

84-4477958  
Federal Tax ID Number

604458582  
UBI#

Approved as to form

\_\_\_\_\_  
Kenneth B Woodrich,  
City Attorney



# City of Stevenson

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

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

December 28, 2020

Christopher LoBosco, Civil Engineer/Project Officer  
US Department of Commerce  
Economic Development Administration  
Jackson Federal Building, Room 1890  
915 Second Ave  
Seattle, WA 98174

**Re: Phased Disbursement Request - Award No. 07-79-07550**

Dear Mr. LoBosco,

The City of Stevenson requests the disbursement for the Wastewater Collection System Upgrade Project be phased. This project is moving forward in conjunction with major upgrades at our wastewater treatment plant, which are mandated by a state Department of Ecology Administrative Order. Due to the nature of the upgrades at the plant and throughout the City's collection system, these projects have specific sequential requirements related to the existing system component's ability to operate, as well as priorities for these projects. For example, the Rock Creek Lift Station Upgrades must be constructed prior to construction of the Kanaka and Cascade Lift Station Upgrade projects, or the Rock Creek Lift Station will not have capacity to manage the nature of flows from these upstream facilities.

Each phase of the project is listed below in the approximate order of their start dates, along with the schedule for completion of each phase and estimated costs.

- Construct Rock Creek Lift Station Upgrades and Cascade Interceptor Upsizing
  - 90% design is complete, final design will be immediately prior to bidding, February 2021
  - Construction schedule is March 2021 through September 2021
  - Total cost \$1.6M - see attached cost estimates
- Design Fairgrounds, Kanaka Creek and Cascade Lift Station Upgrades
  - Design is scheduled for June 2021 through December 2021
  - Estimated cost \$199K - see cost estimate tables included in the Preliminary Engineering Report, attached
- Construct Wastewater Treatment Plant Improvements
  - 90% design is complete, final design will be immediately prior to bidding, July 2021
  - Construction schedule starts with procurement, August 2021 through December 2021 and continues into bidding and site construction through April 2023
  - Total cost \$9.6M- see attached cost estimate



- Construct Main D Extension Segment
  - 90% design is complete, final design will be completed immediately prior to bidding, December 2021
  - Construction schedule is January 2022 through April 2022
  - Total cost \$275K - see attached cost estimate
- Construct Kanaka Creek and Cascade Lift Station Upgrades
  - Construction schedule is March 2022 through August 2022
  - Total cost \$865K - see cost estimate tables included in the Preliminary Engineering Report, attached
- Construct Fairgrounds Lift Station Upgrades
  - Construction schedule is March 2023 through August 2023
  - Total cost \$549K - see cost estimates included in the Preliminary Engineering Report, attached

The City of Stevenson can and will fund any overruns. The City is also capable of paying incurred costs prior to the first disbursement of EDA funds to an extent. The matching funds received for our EDA grant are a loan through the USDA RD program. The USDA loan funds are paid on a reimbursable basis after all other funding is exhausted.

To date the City has spent over \$1.2M on this project, with over \$128k spent on the Rock Creek Lift Station and Cascade Interceptor design. The City has another loan application for \$9.9M in process for the wastewater treatment plant improvements and extension of the collection system. Utility rates have been increasing to cover the future cost of loan repayments and increased operations costs with a larger plant and cash on hand for large infrastructure projects is limited. While interim financing is an option, the ability to have the cost reimbursed towards the end of the project through USDA would not be possible as it would be reimbursing the same costs as the EDA grant. The USDA loan is necessary due to the low interest rate and 40-year payoff option, keeping the annual payments to a minimum. Anything higher would push our rates, which are already at a 2.65% affordability index for 2021, even higher. The rates needed to pay off current and projected loans will already increase the affordability index, kicking it into moderate to severe hardship.

For the reasons outlined above, the City requests phased disbursement for our wastewater collection system upgrade.

Sincerely,



Leana Kinley, City Administrator



**Engineer's Opinion of Cost, 90% Design**

Rock Creek Pump Station, WE# 1477A

Prepared by Wallis Engineering, JW

City of Stevenson, WA

Date Updated: 11/3/2020

Reviewed by: JV

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1.	Mobilization (9%)	1	LS	\$77,000.00	\$77,000.00
2.	Erosion Control and Water Pollution Control	1	LS	\$8,000.00	\$8,000.00
3.	Project Temporary Traffic Control	1	LS	\$25,000.00	\$25,000.00
4.	Trench Safety System	1	LS	\$2,500.00	\$2,500.00
5.	Pipe and Conduit Demolition and Abandonment	1	LS	\$8,000.00	\$8,000.00
6.	Type A Trench Restoration (HMA Trench Patch)	253	SY	\$100.00	\$25,300.00
7.	Type B Trench Restoration (Seeding or Bark Mulch)	22	SY	\$25.00	\$550.00
8.	Concrete Curb Replacement	6	LF	\$50.00	\$300.00
9.	Boulder and Rock Excavation	8	CY	\$150.00	\$1,200.00
10.	DI Sanitary Sewer Force Main, 12-In. Dia.	220	LF	\$150.00	\$33,000.00
11.	DI Small Fitting, 12-In. Dia.	8	LF	\$800.00	\$6,400.00
12.	Connection to WWTP Force Main	1	LS	\$16,000.00	\$16,000.00
13.	Exploratory Excavation	7	EA	\$500.00	\$3,500.00
14.	Rock Creek Bridge Crossing	1	LS	\$110,000.00	\$110,000.00
15.	Combination Air Release Valve Station	1	LS	\$8,000.00	\$8,000.00
16.	Rock Creek Pump Station	1	LS	\$608,476.00	\$608,476.00
	<i>Precast Concrete Structures</i>			\$129,900.00	
	<i>Dewatering</i>			\$15,000.00	
	<i>Demolition</i>			\$8,000.00	
	<i>Connection to Existing Sewer Pipe</i>			\$750.00	
	<i>PVC Sanitary Sewer Pipe, 15-In. Dia.</i>			\$540.00	
	<i>PVC Sanitary Sewer Pipe, 18-In. Dia.</i>			\$2,000.00	
	<i>PVC Sanitary Sewer Pipe, 24-In. Dia.</i>			\$1,250.00	
	<i>Epoxy Coating Wetwell</i>			\$23,136.00	
	<i>Reinforced Concrete Surfacing</i>			\$20,160.00	
	<i>3/4"-0 Base Aggregate</i>			\$2,040.00	
	<i>Electrical Equipment Shelter</i>			\$16,600.00	
	<i>Pipe, Valves &amp; Fittings</i>			\$62,000.00	
	<i>Water Service, RBPA &amp; Yard Hydrant</i>			\$12,000.00	
	<i>Miscellaneous Landscape Restoration</i>			\$2,600.00	
	<i>Submersible Sewage Pumps &amp; Accessories</i>			\$72,000.00	
	<i>Electrical &amp; Controls, Complete</i>			\$189,000.00	
	<i>Bypass Pumping System</i>			\$40,000.00	
	<i>Startup</i>			\$9,500.00	
	<i>Operation &amp; Maintenance Manual</i>			\$2,000.00	
				<b>Subtotal</b>	<b>\$933,226.00</b>
				Sales Tax 7.7%	\$71,859.00
				Contingency (10%)	\$93,322.60
				<b>Bid Schedule Total</b>	<b>\$1,098,407.60</b>



**90% Engineer's Opinion of Cost**  
**WWTP Improvements Cascade Interceptor**  
 City of Stevenson  
 WE# 1477A

Date 12/4/2020  
 By: AH  
 QA by: DB

Item No.	Spec	Item Description	Quantity	Unit	Unit Price	Total Price
1	1-04	Minor Changes	1	FA	\$10,000.00	\$10,000.00
2	1-09	Mobilization	1	LS	\$46,900.00	\$46,900.00
3	1-10	Project Temporary Traffic Control Complete	1	LS	\$24,400.00	\$24,400.00
4	1-05	Construction Surveying and Staking	1	LS	\$10,000.00	\$10,000.00
5	2-03	Boulder Excavation	25	CY	\$500.00	\$12,500.00
6	5-04	Temporary Trench Restoration, 2 In. Depth	355	SY	\$25.00	\$8,875.00
7	5-04	Permanent Roadway Restoration, 4 In. Depth HMA	135	TON	\$120.00	\$16,200.00
8	5-04	2-inch Grind and Inlay	3,840	SY	\$35.00	\$134,400.00
9	7-05	Connection to Existing Sewer Pipe	1	EA	\$750.00	\$750.00
10	7-05	Manholes 60 In. Diam.	6	EA	\$7,500.00	\$45,000.00
11	7-08	Trench Protection System	1	LS	\$4,000.00	\$4,000.00
12	7-08	Abandon Existing Sewer, Complete	1	LS	\$8,000.00	\$8,000.00
13	7-17	PVC Sanitary Sewer Pipe, 18 In. Diam.	680	LF	\$200.00	\$136,000.00
14	7-17	Sewer Bypassing, Complete	1	LS	\$15,000.00	\$15,000.00
15	7-18	Sanitary Sewer Lateral, Far Side	2	EA	\$3,920.00	\$7,840.00
16	7-18	Sanitary Sewer Lateral, Near Side	2	EA	\$3,570.00	\$7,140.00
17	8-01	Erosion Control and Water Pollution Prevention	1	LS	\$1,500.00	\$1,500.00
18	8-02	Landscape Restoration, Complete	1	LS	\$1,200.00	\$1,200.00
19	8-04	Cement Conc. Traffic Curb	304	LF	\$50.00	\$15,200.00
20	8-14	Cement Conc. Sidewalk and Curb Ramps	178	SY	\$100.00	\$17,800.00
21	8-22	Pavement Markings, Complete	1	LS	\$3,186.00	\$3,186.00

**Subtotal: \$525,891.00**  
 Sales Tax @ 7.7%: \$40,494.00  
**Subtotal (Including Sales Tax): \$566,385.00**  
  
**10% Contingency: \$56,639.00**  
  
**BASE BID TOTAL: \$623,024.00**

**Table 3: Fairgrounds Pump Station Estimated Capital Cost**

<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit cost, \$</b>	<b>Cost, \$</b>
Bypass Pumping Connections	1	LS	\$11,000	\$11,000
Flow Meter Vault	1	LS	\$3,200	\$3,200
6" Force Main Relocation	200	LF	\$65	\$13,000
AC Trench Restoration	120	SY	\$50	\$6,000
Wet Well Structural	1	LS	\$53,000	\$53,000
Wet Well Mechanical	1	LS	\$11,000	\$11,000
Valve Vault Structural	1	LS	\$11,000	\$11,000
Valve Vault Mechanical	1	LS	\$27,000	\$27,000
Bypass Manhole	1	EA	\$9,000	\$9,000
<i>Subtotal Sewer Infrastructure</i>				<i>\$144,200</i>
Flow Meter	1	EA	\$5,400	\$5,400
Control Modifications	1	LS	\$5,400	\$5,400
Pumps	2	EA	\$18,000	\$36,000
Control Panels	1	LS	\$64,000	\$64,000
Instrumentation	1	LS	\$16,000	\$16,000
Generator / ATS	1	LS	\$48,000	\$48,000
<i>Subtotal Equipment &amp; Controls</i>				<i>\$174,800</i>
Electrical Conduit, Materials, Equip Install	1	LS	\$26,400	\$26,400
Abandon Existing Facilities	1	LS	\$11,000	\$11,000
Bypass Work	1	LS	\$14,200	\$14,200
Erosion Control	1	LS	\$5,500	\$5,500
Civil Site Work, Utilities & Restoration	1	LS	\$47,300	\$47,300
<i>Construction Subtotal</i>				<i>\$423,400</i>
Contractor O&P	12%	of Sub Cost		\$50,808
Mobilization, demobilization, bond	6%	of Sub cost		\$25,404
<i>Total estimated current construction cost</i>				<i>\$499,612</i>
Escalation from initial estimate	10%			\$49,961
<i>Total Estimated Construction Cost w/o Contingency &amp; Engr</i>				<i>\$549,573</i>
Contingency	20%			\$109,915
Engineering Design	13%			\$82,436
Construction Management	10%			\$65,949
Sales Tax	8.8%			\$58,035
<i>Total Estimated Construction Cost</i>				<i>\$718,000</i>
<i>Total Estimated Capital Cost</i>				<i>\$866,000</i>

**Table 4: Kanaka Pump Station Estimated Capital Cost**

<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit cost, \$</b>	<b>Cost, \$</b>
Wet Well Structural	1	LS	\$53,000	\$53,000
Wet Well Mechanical	1	LS	\$11,000	\$11,000
Valve Vault Structural	1	LS	\$11,000	\$11,000
Valve Vault Mechanical	1	LS	\$26,000	\$26,000
Bypass Manhole	1	EA	\$9,000	\$9,000
<i>Subtotal Sewer Infrastructure</i>				<i>\$110,000</i>
Pumps	2	EA	\$21,000	\$42,000
Control Panels	1	LS	\$64,000	\$64,000
Instrumentation	1	LS	\$16,000	\$16,000
Generator / ATS	1	LS	\$53,000	\$53,000
<i>Subtotal Equipment &amp; Controls</i>				<i>\$175,000</i>
Electrical Conduit, Materials, Equip Install	1	LS	\$21,000	\$21,000
Abandon Existing Facilities	1	LS	\$11,000	\$11,000
Bypass Work	1	LS	\$11,000	\$11,000
Erosion Control	1	LS	\$5,500	\$5,500
Civil Site Work, Utilities & Restoration	1	LS	\$43,000	\$43,000
<i>Construction Subtotal</i>				<i>\$376,500</i>
Contractor O&P	12%	of Sub Cost		\$45,180
Mobilization, demobilization, bond	6%	of Sub cost		\$22,590
<i>Total estimated current construction cost</i>				<i>\$444,270</i>
Escalation from initial estimate	10%			\$44,427
<b>Total estimated construction cost</b>				<b>\$488,697</b>
Contingency	20%			\$97,739
Engineering Design	13%			\$73,304.55
Construction Management	10%			\$58,644
Sales Tax	8.8%			\$51,606
<b>Total Estimated Construction Cost</b>				<b>\$638,000</b>
<b>Total Estimated Capital Cost</b>				<b>\$770,000</b>

**Table 5: Cascade Avenue Pump Station Estimated Capital Cost**

<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit cost, \$</b>	<b>Cost, \$</b>
Bypass Pumping Connections	1	LS	\$11,000	\$11,000
Wet Well Structural	1	LS	\$32,000	\$32,000
Wet Well Mechanical	1	LS	\$5,400	\$5,400
Valve Vault Structural	1	LS	\$8,600	\$8,600
Valve Vault Mechanical	1	LS	\$16,000	\$16,000
Bypass Manhole	1	EA	\$6,400	\$6,400
<i>Subtotal Sewer Infrastructure</i>				<b>\$79,400</b>
Auto Dialer	1	EA	\$2,200	\$2,200
Pumps	2	EA	\$8,000	\$16,000
Control Panels	1	LS	\$43,000	\$43,000
Instrumentation	1	LS	\$11,000	\$11,000
<i>Subtotal Equipment &amp; Controls</i>				<b>\$72,200</b>
Electrical Conduit, Materials, Equip Install	1	LS	\$18,200	\$18,200
Abandon Existing Facilities	1	LS	\$5,400	\$5,400
Bypass Work	1	LS	\$7,000	\$7,000
Erosion Control	1	LS	\$5,400	\$5,400
Civil Site Work, Utilities & Restoration	1	LS	\$34,100	\$34,100
<i>Construction Subtotal</i>				<b>\$221,700</b>
Contractor O&P	12%	of Sub Cost		\$26,604
Mobilization, demobilization, bond	6%	of Sub cost		\$13,302
<i>Total estimated current construction cost</i>				<b>\$261,606</b>
Escalation from initial estimate	10%			\$26,161
<b>Total estimated construction cost</b>				<b>\$287,767</b>
Contingency	20%			\$57,553
Engineering Design	13%			\$43,165
Construction Management	10%			\$34,532
Sales Tax	8.8%			\$30,388
<b>Total Estimated Construction Cost</b>				<b>\$376,000</b>
<b>Total Estimated Capital Cost</b>				<b>\$453,000</b>



**City of Stevenson Wastewater Treatment Plant Improvements  
90% Cost Estimate Summary**

WE# 1477A

**Updated WWTP Cost Estimate**

<b>WWTP Component</b>	<b>Phase 1 Costs</b>
Site Improvements	\$ 770,000
Nonpotable Water System	\$ 220,000
Headworks	\$ 2,159,000
Anoxic-Aeration Basins	\$ 3,678,000
Blower Building	\$ 1,545,000
RAS-WAS	\$ 226,000
Disinfection	\$ 673,000
Lab-Ops Remodel	\$ 390,000
<b>Total</b>	<b>\$ 9,661,000</b>

**Notes:**

a. All Phase I WWTP costs are in 2020 dollars (ENR CCI 11326).



**City of Stevenson Wastewater Treatment Plant Improvements**

90% Cost Estimate

**Site Improvements**

Prepared by Wallis Engineering

Date Updated:

6/18/2020

WE# 1477A

Specification Section	Item Description	Quantity	Unit	Unit Price	Total Price
<b>Storm Drainage and Flood Protection</b>					
10 71 19	Stop Gates for Doorways	2	EA	\$ 4,000.00	\$ 8,000.00
33 40 00	Adjust In-plant Pump Station Wetwell Lid	1	LS	\$ 12,000.00	\$ 12,000.00
33 40 00	8" Gravity storm drains	118	LF	\$ 120.00	\$ 14,160.00
33 40 00	Storm Manholes	1	EA	\$ 8,000.00	\$ 8,000.00
33 05 60	Catch Basins	2	EA	\$ 3,000.00	\$ 6,000.00
	<b>Subtotal Storm Drainage and Flood Protection</b>				<b>\$ 48,160.00</b>
<b>Miscellaneous Site Improvements</b>					
32 31 00	Chain Link Fence and Gates	200	LF	\$ 50.00	\$ 10,000.00
	Miscellaneous Seeding and Landscape Restoration	1	LS	\$ 8,000.00	\$ 8,000.00
32 10 00	Gravel Site Surfacing	800	SY	\$ 30.00	\$ 24,000.00
32 10 00	Asphalt Pavement	460	SY	\$ 90.00	\$ 41,400.00
32 10 00	Concrete Sidewalks	70	SY	\$ 100.00	\$ 7,000.00
32 10 00	Concrete Driveway	75	SY	\$ 180.00	\$ 13,500.00
32 10 00	Concrete Steps	1	LS	\$ 1,200.00	\$ 1,200.00
32 10 00	Reinforced Concrete Sidewalk Wall	73	SF	\$ 120.00	\$ 8,760.00
	RAS Building Modifications	1	LS	\$ 6,000.00	\$ 6,000.00
	<b>Subtotal Miscellaneous Site Improvements</b>				<b>\$ 119,860.00</b>
<b>Electrical</b>					
	Service Transformer	1	LS	\$ 45,000.00	\$ 45,000.00
	Standby Generator	1	LS	\$ 150,000.00	\$ 150,000.00
	Main Switchboard	1	LS	\$ 80,000.00	\$ 80,000.00
	Miscellaneous SCADA Improvements	1	LS	\$ 40,000.00	\$ 40,000.00
	<b>Subtotal Electrical</b>				<b>\$ 315,000.00</b>
	<b>Subtotal Support Facilities</b>				<b>\$483,020.00</b>
	Mobilization (8%)				\$39,000.00
	<b>Total Estimated Construction Cost</b>				<b>\$522,020.00</b>
	Escalation to Time of Construction	3.0%			\$ 15,660.60
	<b>Total Estimated Construction Cost</b>				<b>\$537,680.60</b>
	Sales Tax	7.7%		\$ 537,680.60	\$ 41,401.41
	Contingency	20%		\$ 537,680.60	\$ 107,536.12
	Construction Engineering	12%		\$ 686,618.13	\$ 82,394.18
	<b>Total Capital Cost</b>				<b>\$770,000.00</b>





City of Stevenson Wastewater Treatment Plant Improvements

90% Cost Estimate

Nonpotable Water System

Date Updated:

6/22/2020

WE# 1477A

Specification Section	Description	Quantity	Unit	Unit Price	Cost
43 23 31	Vertical Turbine Pumps	2	EA	\$ 18,500.00	\$ 37,000.00
43 42 21	Hydropneumatic Tank	1	EA	\$ 5,000.00	\$ 5,000.00
40 71 13	Flow Meter	1	EA	\$ 4,000.00	\$ 4,000.00
43 61 73	Automatic Self Cleaning Filter	1	EA	\$ 10,900.00	\$ 10,900.00
	Equipment Installation	30%		\$ 56,900.00	\$ 17,070.00
	<b>Subtotal Equipment</b>				<b>\$ 73,970.00</b>
Division 40	Piping and Miscellaneous Mechanical	20%	of Equip	\$ 73,970.00	\$ 14,794.00
40 05 00	Distribution Piping	385	LF	\$ 50.00	\$ 19,250.00
Division 26	Electrical	1	LS	\$ 10,000.00	\$ 10,000.00
		1	LS	\$ 8,000.00	\$ 8,000.00
	<b>Subtotal Structural, Mechanical, Elect, I&amp;C</b>				<b>\$ 126,014.00</b>
	Contractor O&P	12%	of Subtotal	\$ 126,014.00	\$ 15,121.68
	Mobilization, Demobilization, Bond	6%	of Subtotal	\$ 126,014.00	\$ 7,560.84
	Site Work	5%	of Subtotal	\$ 126,014.00	\$ 6,300.70
	<b>Total Estimated Construction Cost</b>				<b>\$ 154,997.22</b>
	Escalation to Time of Construction	3.0%		\$ 154,997.22	\$ 4,649.92
	<b>Total Estimated Construction Cost</b>				<b>\$ 159,647.14</b>
	Sales Tax	7.7%		\$ 159,647.14	\$ 12,292.83
	Contingency	15%		\$ 159,647.14	\$ 23,947.07
	Construction Engineering	12%		\$ 195,887.04	\$ 23,506.44
	<b>Total Estimated Construction Cost w/ Contingency and Sales Tax</b>				<b>\$ 220,000.00</b>



**City of Stevenson Wastewater Treatment Plant Improvements**

90% Cost Estimate

**Headworks**

Date Updated:

June 2020

WE# 1477A

Specification Section	Description	Quantity	Unit	Unit Price	Cost
	Cast-in-Place Concrete Walls	66	CY	\$ 1,520.00	\$ 100,320.00
	Cast-in-Place Concrete Slab and Footings	30	CY	\$ 760.00	\$ 22,800.00
	Grating	395	EA	\$ 30.00	\$ 11,850.00
	Stairs	9	Riser	\$ 550.00	\$ 4,950.00
	Guardrail	120	LF	\$ 125.00	\$ 15,000.00
	<b>Subtotal Structural</b>				<b>\$ 154,920.00</b>
	Fine Screen with Screening bagger	1	EA	\$ 149,300.00	\$ 149,300.00
	Manually-cleaned Bar Screen	1	EA	\$ 3,000.00	\$ 3,000.00
	Grit Mechanism, Turbo Grit Pump, Cyclone, Grit Washer	1	EA	\$ 250,000.00	\$ 250,000.00
	Grit Pump Spare Rotating Assembly (Volute, Impeller, Motor)	1	EA	\$ 27,500.00	\$ 27,500.00
	Grit Washer and Piping Heat Tracing and Insulation	1	EA	\$ 50,000.00	\$ 50,000.00
	Grit System 316 SS Adder and Spare Parts	1	EA	\$ 15,000.00	\$ 15,000.00
	All-Weather Sampler	1	EA	\$ 5,000.00	\$ 5,000.00
	pH-Temperature Analyzer and Transmitter	1	EA	\$ 3,000.00	\$ 3,000.00
	RS Magnetic Flow Meter	1	EA	\$ 10,000.00	\$ 10,000.00
	RS Magnetic Flow Meter Precast Concrete Vault	1	ea	\$ 5,000.00	\$ 5,000.00
	Stop Gates - Screen Channels (4), Bar Rack (2), Grit Chamber (3)	9	EA	\$ 3,000.00	\$ 27,000.00
	Slide Gates - Dist Box (2)	2	EA	\$ 6,000.00	\$ 12,000.00
	Weirs	3	EA	\$ 1,000.00	\$ 3,000.00
	Equipment Installation	30%		\$ 559,800.00	\$ 167,940.00
	<b>Subtotal Equipment</b>				<b>\$ 727,740.00</b>
	Piping and Miscellaneous Mechanical	30%	of Equip	\$ 727,740.00	\$ 218,322.00
	Electrical	1	LS	\$ 60,000.00	\$ 60,000.00
	Instrumentation and Control (I&C)	1	LS	\$ 30,000.00	\$ 30,000.00
	<b>Subtotal Structural, Mechanical, Elect, I&amp;C</b>				<b>\$ 1,190,982.00</b>
	Contractor O&P	12%	of Subtotal	\$ 1,190,982.00	\$ 142,917.84
	Mobilization, Demobilization, Bond	6%	of Subtotal	\$ 1,190,982.00	\$ 71,458.92
	Site Work	5%	of Subtotal	\$ 1,190,982.00	\$ 59,549.10
	<b>Total Estimated Construction Cost</b>				<b>\$ 1,464,907.86</b>
	Escalation to Time of Construction	3.0%		\$ 1,464,907.86	\$ 43,947.24
	<b>Total Estimated Construction Cost</b>				<b>\$ 1,508,855.10</b>
	Sales Tax	7.7%		\$ 1,508,855.10	\$ 116,181.84
	Contingency	20%		\$ 1,508,855.10	\$ 301,771.02
	Construction Engineering	12%		\$ 1,926,807.96	\$ 231,216.95
	<b>Total Estimated Construction Cost w/ Contingency and Sales Tax</b>				<b>\$ 2,159,000.00</b>



**City of Stevenson Wastewater Treatment Plant Improvements**

90% Cost Estimate

**Anoxic-Aeration Basins**

Date Updated:

June 2020

WE# 1477A

Specification Section	Description	Quantity	Unit	Unit Price	Cost
	Earthwork	5,960	CY	\$ 15.00	\$ 89,400.00
	Shoring	7,400	SF	\$ 16.00	\$ 118,400.00
	Dewatering	56	Day	\$ 250.00	\$ 14,000.00
	Oxidation Ditch Structure Modifications	1	LS	\$ 10,000.00	\$ 10,000.00
	Concrete Walls - Aeration Basin and Anoxic Basins	473	CY	\$ 1,520.00	\$ 718,960.00
	Concrete Bottom Slab - AB and AO Basins, Dist Box	235	CY	\$ 760.00	\$ 178,600.00
	Grating - Aeration Basin and Anoxic Basins	74	SF	\$ 30.00	\$ 2,220.00
	Mixed Liquor Dist Box - Concrete Walls	74	CY	\$ 900.00	\$ 66,600.00
	Mixed Liquor Dist Box - Grating	385	CY	\$ 30.00	\$ 11,550.00
	Stairs	10	Riser	\$ 550.00	\$ 5,500.00
	Guardrail	375	LF	\$ 125.00	\$ 46,875.00
	<b>Subtotal Structural</b>				<b>\$ 1,262,105.00</b>
	Aeration Diffuser Systems	1	LS	\$ 110,000.00	\$ 110,000.00
	DO Probe	2	EA	\$ 3,000.00	\$ 6,000.00
	ORP Probe	0	EA	\$ 2,000.00	\$ -
	DO/ORP Transmitter	2	EA	\$ 3,000.00	\$ 6,000.00
	Mixers	2	EA	\$ 20,000.00	\$ 40,000.00
	Rotary Scum Skimmer	2	EA	\$ 30,000.00	\$ 60,000.00
	Circulation Pumps	3	EA	\$ 30,000.00	\$ 90,000.00
	ML Recycle Magnetic Flow Meter	1	EA	\$ 5,000.00	\$ 5,000.00
	ML Recycle Magnetic Flow Meter Precast Concrete Vault	1	EA	\$ 5,000.00	\$ 5,000.00
	Davit Crane	1	EA	\$ 5,000.00	\$ 5,000.00
	Gates - Anoxic Basins (4), Aeration Basins (1), OD (1)	6	EA	\$ 6,000.00	\$ 36,000.00
	Mixed Liquor Dist Box Gates to Clarifiers (4)	4	EA	\$ 6,000.00	\$ 24,000.00
	Weirs	6	EA	\$ 1,000.00	\$ 6,000.00
	Life Ring Enclosures	2	EA	\$ 1,000.00	\$ 2,000.00
	Equipment Installation	30%		\$ 395,000.00	\$ 118,500.00
	<b>Subtotal Equipment</b>				<b>\$ 513,500.00</b>
	Piping and Miscellaneous Mechanical	30%	of Equip	\$ 513,500.00	\$ 154,050.00
	Electrical	1	LS	\$ 50,000.00	\$ 50,000.00
	Instrumentation and Control (I&C)	1	LS	\$ 50,000.00	\$ 50,000.00
	<b>Subtotal Structural, Mechanical, Elect, I&amp;C</b>				<b>\$ 2,029,655.00</b>
	Contractor O&P	12%	of Subtotal	\$ 2,029,655.00	\$ 243,558.60
	Mobilization, Demobilization, Bond	6%	of Subtotal	\$ 2,029,655.00	\$ 121,779.30
	Site Work	5%	of Subtotal	\$ 2,029,655.00	\$ 101,482.75
	<b>Total Estimated Construction Cost</b>				<b>\$ 2,496,475.65</b>
	Escalation to Time of Construction	3.0%		\$ 2,496,475.65	\$ 74,894.27
	<b>Total Estimated Construction Cost</b>				<b>\$ 2,571,369.92</b>
	Sales Tax	7.7%		\$ 2,571,369.92	\$ 197,995.48
	Contingency	20%		\$ 2,571,369.92	\$ 514,273.98
	Construction Engineering	12%		\$ 3,283,639.39	\$ 394,036.73
	<b>Total Estimated Construction Cost w/ Contingency and Sales Tax</b>				<b>\$ 3,678,000.00</b>



**City of Stevenson Wastewater Treatment Plant Improvements**

90% Cost Estimate

**Blower Building**

Date Updated:

June 2020

WE# 1477A

Specification Section	Description	Quantity	Unit	Unit Price	Cost
	Doors	1	LS	\$ 8,100.00	\$ 8,100.00
	Roofing, Insulation, Trim, Gutters	1	LS	\$ 38,562.00	\$ 38,562.00
	Painting, Sealants, Interior Trim	1	LS	\$ 8,208.00	\$ 8,208.00
	CMU	1,834	SF	\$ 24.00	\$ 44,016.00
	Slab, Footing, Stem Wall	1	LS	\$ 12,128.00	\$ 12,128.00
	Roof Framing	1	LS	\$ 4,802.00	\$ 4,802.00
	<b>Subtotal Structural</b>				<b>\$ 115,816.00</b>
	Aeration Blowers	3	EA	\$ 55,000.00	\$ 165,000.00
	Air Flow Meters	3	EA	\$ 2,000.00	\$ 6,000.00
	Equipment Installation	30%		\$ 171,000.00	\$ 51,300.00
	<b>Subtotal Equipment</b>				<b>\$ 222,300.00</b>
	Piping and Miscellaneous Mechanical	15%	of Equip	\$ 222,300.00	\$ 33,345.00
	Heating and Ventilation	1	LS	\$ 31,086.00	\$ 31,086.00
	Electrical	1	LS	\$ 350,000.00	\$ 350,000.00
	Instrumentation and Control (I&C)	1	LS	\$ 100,000.00	\$ 100,000.00
	<b>Subtotal Structural, Mechanical, Elect, I&amp;C</b>				<b>\$ 852,547.00</b>
	Contractor O&P	12%	of Subtotal	\$ 852,547.00	\$ 102,305.64
	Mobilization, Demobilization, Bond	6%	of Subtotal	\$ 852,547.00	\$ 51,152.82
	Site Work	5%	of Subtotal	\$ 852,547.00	\$ 42,627.35
	<b>Total Estimated Construction Cost</b>				<b>\$ 1,048,632.81</b>
	Escalation to Time of Construction	3.0%		\$ 1,048,632.81	\$ 31,458.98
	<b>Total Estimated Construction Cost</b>				<b>\$ 1,080,091.79</b>
	Sales Tax	7.7%		\$ 1,080,091.79	\$ 83,167.07
	Contingency	20%		\$ 1,080,091.79	\$ 216,018.36
	Construction Engineering	12%		\$ 1,379,277.22	\$ 165,513.27
	<b>Total Estimated Construction Cost w/ Contingency and Sales Tax</b>				<b>\$ 1,545,000.00</b>



**City of Stevenson Wastewater Treatment Plant Improvements**

90% Cost Estimate

**RAS-WAS**

Date Updated: 6/18/2020

WE# 1477A

Specification Section	Description	Quantity	Unit	Unit Price	Cost
	Electrical	1	LS	\$ 60,000.00	\$ 60,000.00
	Instrumentation and Control (I&C)	1	LS	\$ 70,000.00	\$ 70,000.00
	<b>Subtotal Structural, Mechanical, Elect, I&amp;C</b>				<b>\$ 130,000.00</b>
	Contractor O&P	12%	of Subtotal	\$ 130,000.00	\$ 15,600.00
	Mobilization, Demobilization, Bond	6%	of Subtotal	\$ 130,000.00	\$ 7,800.00
	<b>Total Estimated Construction Cost</b>				<b>\$ 153,400.00</b>
	Escalation to Time of Construction	3.0%		\$ 153,400.00	\$ 4,602.00
	Total Estimated Construction Cost				\$ 158,002.00
	Sales Tax	7.7%		\$ 158,002.00	\$ 12,166.15
	Contingency	20%		\$ 158,002.00	\$ 31,600.40
	Construction Engineering	12%		\$ 201,768.55	\$ 24,212.23
	<b>Total Estimated Construction Cost w/ Contingency and Sales Tax</b>				<b>\$ 226,000.00</b>



**City of Stevenson Wastewater Treatment Plant Improvements**

90% Cost Estimate

**UV Disinfection**

Date Updated:

June 2020

WE# 1477A

Specification Section	Description	Quantity	Unit	Unit Price	Cost
	Earthwork	100	CY	\$ 15.00	\$ 1,500.00
	Shoring	600	SF	\$ 15.00	\$ 9,000.00
	Dewatering	14	Day	\$ 250.00	\$ 3,500.00
	Cast-in-Place Concrete Slab	7	CY	\$ 760.00	\$ 5,320.00
	Cast-in-Place Concrete Walls	13	CY	\$ 1,520.00	\$ 19,760.00
	Modify Existing Channel - Cut openings to new channel	28	LF	\$ 100.00	\$ 2,800.00
	Galvanized Steel Grating	160	SF	\$ 30.00	\$ 4,800.00
	<b>Subtotal Structural</b>				<b>\$ 46,680.00</b>
	UV Equipment (for 2 channels, 1 bank/channel)	1	LS	\$ 165,000.00	\$ 165,000.00
	Effluent Sampler	0	EA	\$ 5,000.00	\$ -
	Effluent Channel #2 Level Transducer	1	EA	\$ 3,000.00	\$ 3,000.00
	Slide Gates	2	EA	\$ 5,000.00	\$ 10,000.00
	Weirs	2	EA	\$ 1,000.00	\$ 2,000.00
	Equipment Installation	30%		\$ 180,000.00	\$ 54,000.00
	<b>Subtotal Equipment</b>				<b>\$ 234,000.00</b>
	Piping and Miscellaneous Mechanical	30%	of Equip	\$ 234,000.00	\$ 70,200.00
	Electrical	1	LS	\$ 10,000.00	\$ 10,000.00
	Instrumentation and Control (I&C)	1	LS	\$ 10,000.00	\$ 10,000.00
	<b>Subtotal Structural, Mechanical, Elect, I&amp;C</b>				<b>\$ 370,880.00</b>
	Contractor O&P	12%	of Subtotal	\$ 370,880.00	\$ 44,505.60
	Mobilization, Demobilization, Bond	6%	of Subtotal	\$ 370,880.00	\$ 22,252.80
	Site Work	5%	of Subtotal	\$ 370,880.00	\$ 18,544.00
	<b>Total Estimated Construction Cost</b>				<b>\$ 456,182.40</b>
	Escalation to Time of Construction	3.0%		\$ 456,182.40	\$ 13,685.47
	<b>Total Estimated Construction Cost</b>				<b>\$ 469,867.87</b>
	Sales Tax	7.7%		\$ 469,867.87	\$ 36,179.83
	Contingency	20%		\$ 469,867.87	\$ 93,973.57
	Construction Engineering	12%		\$ 600,021.27	\$ 72,002.55
	<b>Total Estimated Construction Cost w/ Contingency and Sales Tax</b>				<b>\$ 673,000.00</b>



**City of Stevenson Wastewater Treatment Plant Improvements**

90% Cost Estimate

**Laboratory-Operations Building Remodel**

Date Updated:

June 2020

WE# 1477A

Specification Section	Description	Quantity	Unit	Unit Price	Cost
	Lab-Ops Building Remodel	275	SF	\$ 100.00	\$ 27,500.00
	<b>Subtotal Structural</b>				<b>\$ 27,500.00</b>
	Contractor Laboratory Equipment, Casework, and Furniture	1	LS	\$ 55,000.00	\$ 55,000.00
	Owner Furnished Lab Equipment	1	LS	\$ 50,000.00	\$ 50,000.00
	Contractor Equipment Installation	20%		\$ 55,000.00	\$ 11,000.00
	<b>Subtotal Equipment</b>				<b>\$ 116,000.00</b>
	Plumbing and Miscellaneous Mechanical	1	LS	\$ 50,709.00	\$ 50,709.00
	Electrical	1	LS	\$ 30,000.00	\$ 30,000.00
	Instrumentation and Control (I&C)		LS		\$ -
	<b>Subtotal Structural, Mechanical, Elect, I&amp;C</b>				<b>\$ 224,209.00</b>
	Contractor O&P	12%	of Subtotal	\$ 224,209.00	\$ 26,905.08
	Mobilization, Demobilization, Bond	6%	of Subtotal	\$ 224,209.00	\$ 13,452.54
	Site Work	0%	of Subtotal	\$ 224,209.00	\$ -
	<b>Total Estimated Construction Cost</b>				<b>\$ 264,566.62</b>
	Escalation to Time of Construction	3.0%		\$ 264,566.62	\$ 7,937.00
	<b>Total Estimated Construction Cost</b>				<b>\$ 272,503.62</b>
	Sales Tax	7.7%		\$ 272,503.62	\$ 20,982.78
	Contingency	20%		\$ 272,503.62	\$ 54,500.72
	Construction Engineering	12%		\$ 347,987.12	\$ 41,758.45
	<b>Total Estimated Construction Cost w/ Contingency and Sales Tax</b>				<b>\$ 390,000.00</b>



**90% Engineer's Opinion of Cost**  
**WWTP Improvements - Main D Extension**  
**City of Stevenson, WA**  
**WE# 1477A**

Date: 9/23/2020  
 By: AH  
 QA by: DB

Item No.	Spec	Item Description	Quantity	Unit	Unit Price	Total Price
1.	1-04	Minor Changes	1	FA	\$5,000.00	\$5,000.00
2.	1-09	Mobilization	1	LS	\$19,710.00	\$19,710.00
3.	1-10	Project Temporary Traffic Control, Complete	1	LS	\$17,400.00	\$17,400.00
4.	1-05	Construction Surveying and Staking	1	LS	\$5,000.00	\$5,000.00
5.	2-03	Boulder Excavation	15	CY	\$500.00	\$7,500.00
6.	5-04	Temporary Trench Restoration, 2 In. Depth	340	SY	\$30.00	\$10,200.00
7.	5-04	Permanent Trench Restoration, 4 In. Depth HMA	140	TON	\$150.00	\$21,000.00
8.	7-05	Connections to Existing Manholes	1	EA	\$750.00	\$750.00
9.	7-05	Manhole 48 In. Diam. Type Sewer	3	EA	\$6,000.00	\$18,000.00
10.	7-08	Trench Protection System	1	LS	\$1,000.00	\$1,000.00
11.	7-08	Dewatering	1	LS	\$15,000.00	\$15,000.00
12.	7-17	PVC Sanitary Sewer Pipe, 6 In. Diam.	15	LF	\$85.00	\$1,275.00
13.	7-17	PVC Sanitary Sewer Pipe, 8 In. Diam.	900	LF	\$90.00	\$81,000.00
14.	7-18	Sanitary Sewer Lateral, Near Side	5	EA	\$1,500.00	\$7,500.00
15.	7-18	Sanitary Sewer Lateral, Far Side	1	EA	\$3,500.00	\$3,500.00
16.	7-19	Stub Marker Cleanout 8 In. Diam.	1	EA	\$900.00	\$900.00
17.	7-19	Stub Marker Cleanout 6 In. Diam.	1	EA	\$300.00	\$300.00
18.	8-01	Erosion Control and Water Pollution Prevention	1	LS	\$1,500.00	\$1,500.00
19.	8-06	Cement Conc. Driveway Entrance	16	SY	\$150.00	\$2,400.00
20.	8-14	Cement Conc. Curb and Sidewalk	8	SY	\$120.00	\$960.00
21.	8-22	Permanent Pavement Markings, Complete	1	LS	\$1,900.00	\$1,900.00

**Subtotal: \$221,795.00**  
 Sales Tax @ 7.7%: \$17,078.22  
**Subtotal (Including Sales Tax): \$238,873.22**  
  
**15% Contingency: \$35,830.98**  
  
**BASE BID TOTAL: \$274,704.20**



GRANT  COOPERATIVE AGREEMENT

## AMENDMENT TO FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER  
07-79-07550

CFDA NO. AND NAME

11.300/Public Works & Economic Development Facilities Program

PROJECT TITLE

Stevenson Wastewater Collection System Capacity Upgrade Project

RECIPIENT NAME

City of Stevenson

AMENDMENT NUMBER

1

STREET ADDRESS

7121 East Loop Road

EFFECTIVE DATE

CITY, STATE, ZIP CODE

Stevenson, WA 98648

EXTEND PERIOD OF PERFORMANCE TO  
(IF APPLICABLE)

COSTS ARE REVISED AS FOLLOWS:	PREVIOUS ESTIMATED COST	ADD	DEDUCT	TOTAL ESTIMATED COST
FEDERAL SHARE OF COST	\$ 4,054,400.00	\$	\$	\$ 4,054,400.00
RECIPIENT SHARE OF COST	\$ 1,013,600.00	\$	\$	\$ 1,013,600.00
TOTAL ESTIMATED COST	\$ 5,068,000.00	\$	\$	\$ 5,068,000.00

REASON(S) FOR AMENDMENT.

The addition of:  
Specific Award Condition (SAC) #35 Phase Disbursement to accommodate multiple construction contracts.

This Amendment Document (Form CD-451) signed by the Grants Officer constitutes an Amendment of the above-referenced Award, which may include an obligation of Federal funding. By signing this Form CD-451, the Recipient agrees to comply with the Amendment provisions checked below and attached, as well as previous provisions incorporated into the Award. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Amendment offer and de-obligate any associated funds.

SPECIFIC AWARD CONDITION(S)

LINE ITEM BUDGET

OTHER(S): See attachment 'A'

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER  
Kerstin Millius, Acting Regional Director



Digitally signed by KERSTIN MILLIUS  
Date: 2021.02.24 10:20:32 -08'00'

DATE  
02/24/21

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  
Scott Anderson, Mayor

DATE

**Exhibit A - Amendment 1 to the Specific Award Conditions (SACs)**

---

**Add** the following Specific Award Condition:

35. **PHASED DISBURSEMENT:** The Recipient is authorized to receive disbursement of funds prior to the award of all contracts.

---

All other terms and conditions of the Financial Assistance Award remain in full force and effect.



# City of Stevenson

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

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

July 21, 2021

Christopher LoBosco, Civil Engineer/Project Officer  
US Department of Commerce  
Economic Development Administration  
Jackson Federal Building, Room 1890  
915 Second Ave  
Seattle, WA 98174

**Re: Proposed Schedule Change - Award No. 07-79-07550**

Dear Mr. Lobosco,

The purpose of this letter is to propose a schedule change to the 2021 Collection System Improvements project due to material availability and weather-related constructability issues.

At the Pre-Construction Conference on June 29, 2021 the Contractor, Crestline Construction, proposed a construction schedule with the start of on-site work delayed until in mid-September. The primary driver of this delay is extraordinarily long lead times for materials. Wallis Engineering corroborated these long lead times by contacting material suppliers. Wallis Engineering has determined that, under the schedule proposed by the Contractor and dictated by material availability, the project cannot be constructed as designed due to the impact of seasonal groundwater on excavation work. To provide adequate time for material acquisition and position excavation work in the dry months, the City of Stevenson and Wallis Engineering are proposing to delay the start of on-site work - and therefore the Commencement of Contract Times - until April 4, 2022. No change would be made to the contract time of 150 working days to substantial completion. The proposed delay would not affect the scope or cost of the work.

Thank you for consideration of this request.

Sincerely,

Leana Kinley, City Administrator

GRANT  COOPERATIVE AGREEMENT

## AMENDMENT TO FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER  
07-79-07550

CFDA NO. AND NAME

11.300/Public Works & Economic Development Facilities Program

PROJECT TITLE

Stevenson Wastewater Collection System Capacity Upgrade Project

RECIPIENT NAME

City of Stevenson

AMENDMENT NUMBER

2

STREET ADDRESS

7121 East Loop Road

EFFECTIVE DATE

Date of Grants Officer Signature

CITY, STATE, ZIP CODE

Stevenson, WA 98648

EXTEND PERIOD OF PERFORMANCE TO  
(IF APPLICABLE)

NA

COSTS ARE REVISED AS FOLLOWS:	PREVIOUS ESTIMATED COST	ADD	DEDUCT	TOTAL ESTIMATED COST
FEDERAL SHARE OF COST	\$ 4,054,400.00	\$	\$	\$ 4,054,400.00
RECIPIENT SHARE OF COST	\$ 1,013,600.00	\$	\$	\$ 1,013,600.00
TOTAL ESTIMATED COST	\$ 5,068,000.00	\$	\$	\$ 5,068,000.00

REASON(S) FOR AMENDMENT.

Revision to:  
Specific Award Condition (SAC) #8 Project Development Time Schedule.

This Amendment Document (Form CD-451) signed by the Grants Officer constitutes an Amendment of the above-referenced Award, which may include an obligation of Federal funding. By signing this Form CD-451, the Recipient agrees to comply with the Amendment provisions checked below and attached, as well as previous provisions incorporated into the Award. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Amendment offer and de-obligate any associated funds.

SPECIFIC AWARD CONDITION(S)

LINE ITEM BUDGET

OTHER(S): See "Exhibit A"

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Maiea Sellers, Acting Regional Director



Maiea Sellers  
2021.08.18 13:29:56 -07'00'

DATE

08/18/21

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

DATE

**Exhibit A - Amendment 1 to the Specific Award Conditions (SACs)**

**Revise** the following Specific Award Condition to:

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

<b>Task:</b>	<b>Schedule:</b>
Return of Executed Financial Assistance Award	30 calendar days after receipt of Form CD-450/CD-451
Start of Construction	May 01, 2022
Construction Completion	September 24, 2024
Authorized Award End Date	September 24, 2025
Submission of Final Financial Documents (SF-425)	No later than 90 calendar days from Award End Date

Project Closeout – All project closeout documents, including final financial reports (Form 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 CFR §§ 200.339–200.343, as applicable.

All other terms and conditions of the Financial Assistance Award remain in full force and effect.

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**August 12, 2021**  
**6:00 PM, City Hall and remote**

\*\*\*Those attending in-person were required to wear facemasks regardless of vaccination status and practice distancing.\*\*\*

Information in parentheses after the agenda item references the 2021-2022 council goals the item relates to. 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 Anderson called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Robert Muth, Amy Weissfeld, Annie McHale, Paul Hendricks. Staff in attendance: City Administrator Leana Kinley, Community Development Director Ben Shumaker. Others attending included City Attorney Ken Woodrich. Public attendees: Ann Leuders, Ed Feeley, Rick May, Curt Gray, Pat Rice, Hannah Joy and others unidentified.

**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) \* 8/10 changes include: Addition of Public Comments received (item 4a), Addition of Discussion of Oath of Office (item 6a), Addition of Sheriff's Office Report (item 7f), Addition of Voucher information (item 9)
- b) \*\* 8/11 changes include: Addition of Public Comments received (item 4a)
- c) \*\*\* 8/12 changes include: Revision of the mask requirement, Addition of Public Comments received (item 4a), Addition of Executive Session (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 Application** - 77 Cork & Tap Bistro located at Hotel Stevenson
- b) **Liquor License Assumption** - 54 40 Brewing Company assuming the license of Andrew's Pizza
- c) **Water Adjustment** - Bruce Nissen (meter No. 804500) requests a water adjustment of \$147.55 for a water leak which they have since repaired.
- d) **Water Adjustment** - Rock Creek Assisted Living (meter No. 706100) requests a water adjustment of \$169.33 for a water leak which they have since repaired.
- e) **Minutes** of July 15, 2021 Council Meeting.

**MOTION** to approve consent agenda items a-e made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

- **Voting aye: Councilmembers Muth, Weissfeld, McHale, Hendricks, Cox.**

**4. PUBLIC COMMENTS:** *[This is an opportunity for members of the audience to address the Council. 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) **\*\*\*Public Comments – City Administrator Kinley** read aloud three comments at the request of a concerned citizen, Stephanie Cleary, and Laura Paxson regarding Councilmember McHale’s decision to remain seated during the Pledge of Allegiance at the July 2021 City Council meeting. She noted in the meeting packet there were additional written public comments on the subject received ahead of the noon deadline on the council meeting date and requested to be included in the packet.

Following the reading of the comments **Mayor Anderson** noted under the provisions of the first Amendment in the Constitution it is within an individual’s right to choose whether to stand or recite the Pledge.

>Ann Leuders stated she appreciated **Councilmember McHale** had stood during the pledge that evening.

**Councilmember McHale** explained she had been caught unawares at the July 2021 City Council meeting regarding recitation of the Pledge, as she has a separate oath she offers in its place.

#### **5. SITUATION UPDATES:**

- a) **COVID-19 Update - Mayor Scott Anderson** provided an update on the city's response to the COVID-19 pandemic. Mask mandates are returning. No occupancy restrictions have been declared. He and representatives from other counties with low vaccination rates attended a meeting with Governor Inslee. It was noted that potentially the numbers may be incorrect due to people receiving vaccinations in other states and the data is not synchronized or shared. Information sharing agreements with Idaho and Oregon are being finalized.

>Ed Feeley asked about actual mandates from the Governor’s office. **Mayor Anderson** none had been made official as of the meeting date but were likely to be issued soon.

>Ann Leuders stated Governor Inslee’s perception of Skamania County performing poorly regarding vaccinations was due to personal choice.

The Council held a brief discussion regarding whether to postpone an upcoming training on diversity due to COVID-19 caseloads. **City Administrator Kinley** will check with the presenters regarding contract changes, and with the school district for re-scheduling purposes.

- b) **Sewer Plant Update (1)** - **City Administrator Leana Kinley** presented the update from **Public Works Director Karl Russell** on the Stevenson Wastewater System and the Compliance Schedule. There have been problems associated with bulking and staff is working to correct the issue. There have been no violations. The moratorium currently in place will expire in October 2021, and the Council will need to determine in September if they want to continue it.

Stevenson's WWTP received an Outstanding Performance Award from the Department of Ecology for 2020. This was the first year the plan was operated in-house and a number of improvements took place. The SIU's (Significant Industrial Users) have also helped by reducing their waste streams and effluent loads. It was agreed to notify the SIU's and thank them for their efforts. A press announcement will also be released. The Council expressed appreciation to **Public Works Director Karl Russell** and the public works crew for their work.

**City Administrator Kinley** explained changes to the construction schedule planned for the collection system improvements for the wastewater treatment plant.

## 6. COUNCIL BUSINESS:

- a) **\*Discussion of Oath of Office and Pledge of Allegiance** - The minutes of the February 20, 2020 meeting where council discussed the Pledge of Allegiance was included for information (item 8a). Reciting the Pledge is not a requirement and the chair of the meeting may include the Pledge if desired after calling the meeting to order. A copy of the current Oath of Office and council Rules of Procedure were also included to aid in the council discussion. Several Councilmembers explained the historical context of the Pledge, noting for many years Stevenson City council meetings never included it. **Mayor Anderson** initiated it when he first took office. It was later discussed and decided as a council to not make the Pledge of Allegiance a requirement.

For the record **Councilmember McHale** read her individual service oath aloud, to wit, "I pledge allegiance to this community, the residents of the City of Stevenson and to this council as it considers liberty and justice for all."

>Pat Rice asked **Councilmember McHale** for an apology over a matter regarding an alleged issue on Facebook over the Pledge. **Mayor Anderson** related the Council meeting was not the forum to address the subject.

- b) **2022 Budget Calendar** - **City Administrator Leana Kinley** presented the calendar for adopting the 2022 budget by year end for council review and discussion. It was agreed to hold a workshop on the budget on November 8<sup>th</sup> from 6 to 8 p.m. She answered questions regarding the annual audit exit meeting, noting it would likely be towards the end of September before she had any answers from the state.



- c) **Approve Feeley Short Plat Deferral Agreement (6) - Community Development Director Ben Shumaker** presented the agreement for deferral of frontage improvements for the Feeley Short Plat for council review and consideration. He explained the waiver agreement and further clarified the timelines.

**MOTION** to approve the agreement for deferral of frontage improvements with Edward J. Feeley as presented made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

**Voting aye: Councilmembers Muth, Weissfeld, McHale, Hendricks, Cox.**

- d) **First Reading-Latecomers Ordinance (1 & 4) - City Administrator Leana Kinley** present and explained the enclosed ordinance revising the city code regarding Latecomer's Agreements due to changes in state law for council review and consideration. City Attorney Woodrich presented further information on the statutory requirements.

No motion was made and the ordinance moved to a second reading on September 16th.

- e) **Discuss Noise Control Ordinance - City Administrator Leana Kinley** presented a staff memo about amending SMC 8.08 regarding noise control for council review and discussion. She explained the options available. Following a short discussion, it was decided to align the ordinance as closely as possible with the Skamania County noise ordinance to support the efforts of law enforcement. Removing the Russell Street (train horn) references, checking on the need to limit overnight truck idling, including truck engine braking, and encouraging an initial talk with neighbors or noisemakers prior to involving law enforcement was agreed to.

- f) **Discuss Camping in Public Places Ordinance (10) - City Administrator Leana Kinley** presented a memo regarding a proposed ordinance on camping in public places for council review and consideration. Councilmembers took part in an extended discussion in which a number of concerns and points were expressed, including individual rights, events and causes affecting homelessness, equity, current housing costs, and the need to connect people with health and safety support services. It was agreed to work with Washington Gorge Action Programs to get their advice in developing alternatives.

>Curt Gray, Rick May and Ann Leuders offered comments and information regarding the issue.

**7. INFORMATION ITEMS: The following items were presented for Council review:**

- a) **Skamania Chamber of Commerce** activities for July 2021.  
b) **Minutes** from the 7/12/21 **Planning Commission** meeting.  
c) **Financial Report** - City Administrator Leana Kinley presented the Treasurer's Report and year-to-date revenues and expenses through July 2021. **Councilmember Muth** asked for and received clarification on the location of sewer/water revenues.  
d) **City Administrator Leana Kinley** and city staff presented updates on city projects in process.  
e) **Risk MAP Project Update** - An update on the Skamania County Risk Mapping, Assessment and Planning (Risk MAP) project was included for information. This project includes updating the

current 'paper only' flood maps last approved in 1986 to an interactive GIS map to better determine exact risk locations. Outreach is planned for public input as well as to owners of properties impacted by changes.

f) \* **Skamania County Sheriff's** July, 2021 report for activities within Stevenson city limits.

## 8. CITY ADMINISTRATOR AND STAFF REPORTS:

a) **Ben Shumaker, Community Development Director** - No report was provided.

b) **Karl Russell, Public Works Director**

- Rock Creek lift station and the storm drain projects have been pushed back a year. The storm drain has been cleared of the obstruction, so there should no further problems with water backing up on Rock Creek this winter. A permit from the Corps of Engineers still has to be received to do the in-water repair work during the summer season.
- No updates were available on the street tree preservation plan. Tags on trees are part of the maintenance plan being developed.
- Road striping and crosswalk painting will take place towards the end of August.
- Annual right of way maintenance is being performed.
- Several water main breaks have been repaired.

c) **Leana Kinley, City Administrator**

- Expecting to hear from auditor soon.
- Stevenson Downtown Association representative was not available to provide a report regarding ARPA funding and business support. They will present at the September meeting.
- Bridge of the Gods may have weight restrictions lifted sooner than anticipated. More inspections are taking place.
- Event signage for entrances to Stevenson was discussed. The US Forest Service is updating Scenic Area signs, the City plans to use same infrastructure. A policy and process to determine sizes of signs and scheduling/space sharing will be developed.
- City staff is reviewing records for potential disposal.
- **Mayor Anderson** provided an update on the work the summer intern is doing on downtown parking.
- **Councilmember Weissfeld** asked for and received information on an item in the Sheriff's Report regarding windsurfing.

## 9. VOUCHER APPROVAL:

a) \*July 2021 payroll & August 2021 AP checks were audited and presented for approval. July payroll checks 15304 thru 15308 total \$100,734.26 which includes EFT payments. August 2021 AP checks 15309 thru 15359 total \$161,476.41 includes EFT payments and checks. The AP check register with fund transaction summary was attached for review.

**MOTION** to approve the vouchers as presented made by **Councilmember Hendricks**, seconded by **Councilmember McHale**.

- **Voting aye: Councilmembers Muth, Weissfeld, McHale, Hendricks, Cox.**

>Hanna Joy asked permission to speak and read a letter expressing her concerns about **Councilmember McHale's** stance on the Pledge of Allegiance.

**10. MAYOR AND COUNCIL REPORTS:**

**Councilmember McHale** provided information on a meeting she and **City Administrator Kinley** had with Skamania County Under Sheriff Bond regarding mental health services, the community response team, and officer training. Traffic enforcement and school safety efforts were also discussed. The contract between the City and the Sheriff’s Office will need to be revised to include new requirements put in place by Washington State.

**11. 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.]*

No issues were identified.

**12. EXECUTIVE SESSION:**

- a) \*\*\*Council convened in Executive Session under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate. Council entered Executive Session at 7:46 p.m. for 10 minutes and came out at 7:56 p.m. At 7:56 the session was extended for 5 minutes, and came out at 8:01 p.m.

Following the executive session, the Council discussed the First Street Overlook Project. **Community Development Director Shumaker** provided background information on project changes and final details with WSDOT. Due to the changes, additional construction costs that are not reimbursable will be \$340,000. The consensus from the Council was to shelve the project.

**13. ADJOURNMENT** – Mayor Anderson declared the meeting adjourned at 8:06 p.m.

---

Scott Anderson, Mayor Date

**CITY OF STEVENSON  
RESOLUTION 2021-380**

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

**WHEREAS**, the City Council for Stevenson, Washington approved Wastewater Moratorium Ordinance No. 2020-1165 on October 15, 2020; 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 September 16, 2021, at a regular 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 expired on November 15, 2019;
6. On November 14, 2019, the City approved an extension to the wastewater moratorium, which expired on November 14, 2020;
7. On October 15, 2020, the City approved an extension to the wastewater moratorium, which will expire on October 15, 2021.
8. On November 14, 2019 the City adopted a work plan to address the wastewater deficiencies;
9. 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;

10. 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;
11. 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;
12. The City has received funding through the Department of Ecology to construct facilities to increase the City's wastewater treatment capacity by improving the current wastewater treatment plant;
13. Construction of the facility improvements is expected to begin in 2022 and end in 2023;
14. There is a significant demand for new wastewater connections to allow property development within the City and its wastewater service area;
15. 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;
16. The Wastewater Moratorium Ordinance will provide the City time to construct the wastewater treatment plant improvements;
17. 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 September 16, 2021.

\_\_\_\_\_  
 Scott Anderson  
 Mayor of Stevenson

\_\_\_\_\_  
 Leana Kinley  
 Clerk Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
 Kenneth B. Woodrich  
 City Attorney

**City of Stevenson  
Ordinance No. 2021-1174**

**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 October 15, 2020 which will expire on October 15, 2021; 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 September 16, 2021, 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. 2021-380 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 16<sup>th</sup> day of September, 2021.

CITY OF STEVENSON

\_\_\_\_\_  
Scott Anderson, Mayor

ATTEST:

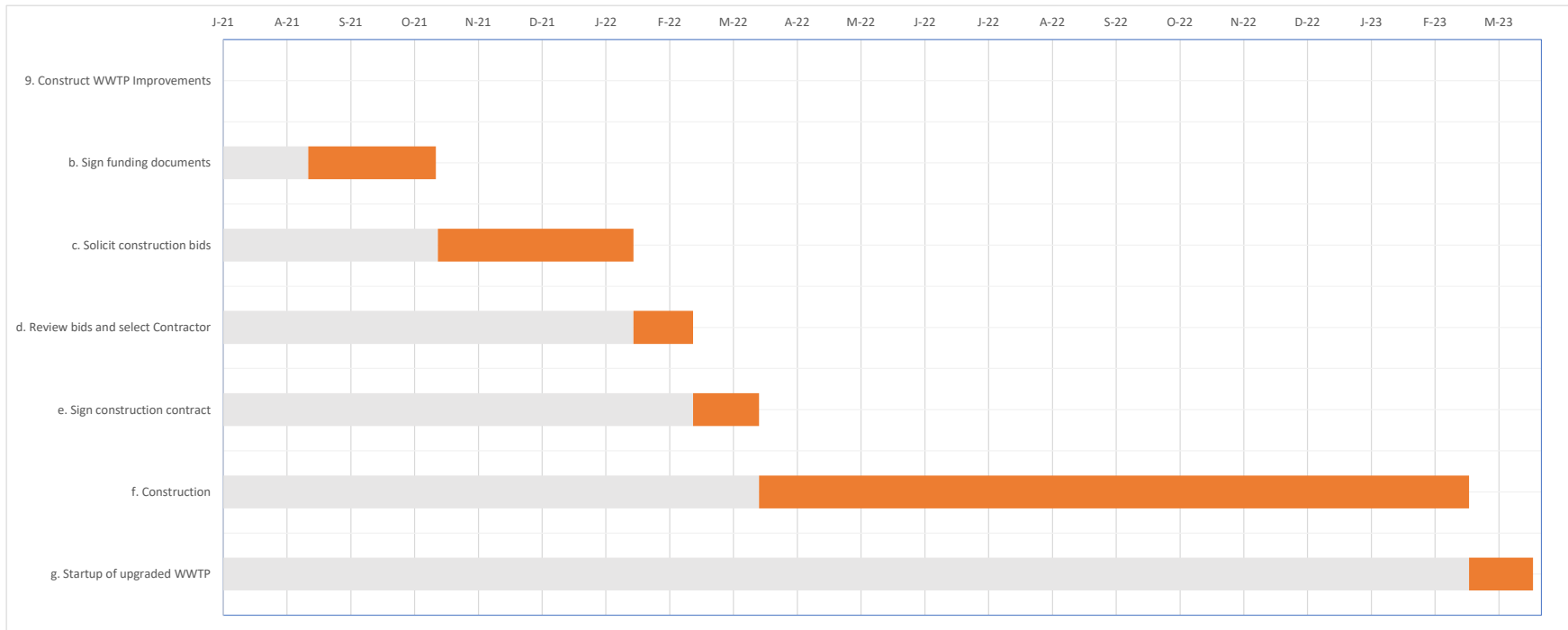
\_\_\_\_\_  
Leana Kinley, Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth B. Woodrich, City Attorney



Exhibit A  
Wastewater Upgrade Project Plan





# *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: Noise Ordinance  
Meeting Date: September 16, 2021

## **Executive Summary:**

Council discussed revisions to the current noise ordinance at the August 12<sup>th</sup> council meeting. Consensus was to closely mirror Skamania County's code, remove the reference to the Russell Avenue railroad crossing and to address engine braking. The result is the draft ordinance presented, except for the engine braking which is further explained below.

## **Overview:**

The revised code closely mirrors the Skamania County code, which will aid in enforcement. It does not include the engine braking for a couple of reasons. The first is engine or compression braking would be addressed as part of the traffic code and need to have a separate ordinance.

The second reason it was not included is for further direction on how the council wants to proceed. RCW 46.37.395 (enclosed) already prohibits the use of unmuffled compression brakes. This RCW was adopted in 2005 and revised in 2006. Most city codes prohibit the use of unmuffled compression brakes and were adopted prior to the RCW. Council can go one step further and prohibit the use of compression brakes outright, which raises concerns over safety as Stevenson is at the bottom of a long hill where brakes heat up. An email from Sheriff Dave Brown is enclosed for further perspective on the matter.

## **Action Needed:**

Direction to staff on how to move forward with addressing engine braking.

Direction to staff on any changes discussed as part of the public hearing.

## **RCW 46.37.395**

### **Compression brakes (Jake brakes).**

(1) This section applies to all motor vehicles with a gross vehicle weight rating of 4,536 kilograms or more (10,001 pounds or more), registered and domiciled in Washington state, operated on public roads and equipped with engine compression brake devices. An engine compression brake device is any device that uses the engine and transmission to impede the forward motion of the motor vehicle by compression of the engine.

(2) The driver of a motor vehicle equipped with a device that uses the compression of the motor vehicle engine shall not use the device unless: The motor vehicle is equipped with an operational muffler and exhaust system to prevent excess noise. A muffler is part of an engine exhaust system which acts as a noise dissipative device. A turbocharger is not permitted to be used as a muffler or a noise dissipative device.

(3) The monetary penalty for violating subsection (2) of this section is: (a) Two hundred fifty dollars for the first violation; (b) five hundred dollars for the second violation; and (c) seven hundred fifty dollars for each violation thereafter.

(4) All medium and heavy trucks must comply with federal code 205 - transportation equipment noise emission controls, subpart B.

(5) Nothing in this section prohibits a local jurisdiction from implementing an ordinance that is more restrictive than the state law and Washington state patrol rules regarding the use of compression brakes.

[ 2006 c 50 § 3; 2005 c 320 § 1.]



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## Compression Braking

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Sheriff Dave Brown <daveb@co.skamania.wa.us>

Thu, Sep 9, 2021 at 12:54 PM

To: leana <leana@ci.stevenson.wa.us>, Pat Bond <patb@co.skamania.wa.us>

Leana,

Pat passed along the compression brake question.

I thought I might take a minute to offer some thoughts. As you mentioned, RCW 46.37.395 addresses the issue of “compression brakes on vehicles over 10,000 GVWR. The current statute prohibits use an “**unmuffled**” compression brake. In all of my conversations over the past several years with drivers of vehicles utilizing this braking method, all have told me that there are no “Unmuffled” compression brakes in vehicles meeting this weight rating. I suspect in 30-50 years ago, unmuffled compression brakes were quite common.

Unfortunately, it seems even the “muffled” version creates consternation for some who are subjected to its use.

This is a difficult issue to tackle for a variety of reasons:

1. Most of the noise producing vehicles are log trucks who are bringing loads from out of the higher elevations down to SR-14.
2. Most, if not all, of the travel routes from the timber lands require lengthy downhill travel to reach the State highway.
3. Prohibition of the use of the compression brake stands to create a significant safety issue for the driver and for other vehicles and pedestrians utilizing county and city streets.
4. Harvesting operations and hours are often impacted by weather conditions that require operations to begin in early morning hours thereby creating the reality that trucks will be traveling during times when some are still sleeping.
5. Even muffled, the compression brake can be disturbing to the receiver.

While the current statute allows for more restrictive local ordinances, consideration of a prohibition of all compression braking should be viewed as unreasonable in my opinion considering the topography of the City of Stevenson, density of residential and commercial buildings at intersections and public and pedestrian use of city streets and sidewalks.

I realize that you are not suggesting a prohibition however, I think it is reasonable to believe that it may be considered as a possibility as council looks to address the issue.

Alternatives could possibly include the following:

1. Education with those companies who are conducting operations involving heavy hauling. Suggesting they strongly consider the impact to residential neighborhoods and limit use to absolute necessity only.

2. Determine if sporadic “no compression brake” zones are feasible therein providing some use but not constant braking.
3. Recognize the short-term nature of this type of use as it relates to the harvest levels that remain on lands above the city.
4. Work with harvesting companies to identify haul routes that would alleviate pressure on more populated areas of the city.
5. Public education and alertness upcoming timber sales that may impact road use and noise.
6. Recognition of the history of timber harvest in the county and its importance to our economic vitality.

Just a few thoughts. Let me know if you have questions.

Dave

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**From:** Pat Bond <[patb@co.skamania.wa.us](mailto:patb@co.skamania.wa.us)>  
**Sent:** Thursday, September 9, 2021 10:40 AM  
**To:** Sheriff Dave Brown <[daveb@co.skamania.wa.us](mailto:daveb@co.skamania.wa.us)>  
**Subject:** FW: Compression Braking

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**From:** Leana Kinley <[leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)>  
**Sent:** Thursday, September 09, 2021 10:23 AM  
**To:** Pat Bond <[patb@co.skamania.wa.us](mailto:patb@co.skamania.wa.us)>  
**Subject:** Compression Braking

**\*\* WARNING:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. **\*\***

Pat,

At the last council meeting they discussed changes to the noise control ordinance. One change they mentioned is in regards to engine/compression braking. I'm not sure if they're looking for an outright ban, or re-iteration of RCW 46.37.395. Do you have an input to provide regarding this?

Thanks,

***Leana Kinley, EMPA, CMC***

City Administrator

7121 E. Loop Rd/PO Box 371

Stevenson, WA 98648-0371

(509) 427-5970

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE 2021-xxxx**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA AMENDING CHAPTER 8.08  
NOISE CONTROL; REPEALING ORDINANCES 664 AND 902; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, City Council has received complaints from citizens regarding noise disturbances;  
and

**WHEREAS**, the current Stevenson Municipal Code regarding noise control requires specific  
equipment calibrated frequently, which is difficult to obtain and enforce; and

**WHEREAS**, the City Council desires to amend SMC 8.08 to minimize the citizens' exposure to  
the physiological and psychological dangers of excessive noise and to protect and preserve  
public health, safety and welfare.

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

**Section 1. Chapter 8.08 of the Stevenson Municipal Code Amended.** The chapter of the  
Stevenson Municipal Code entitled "Noise Control," codified as Stevenson Municipal Code  
(SMC) Chapter 8.08, is hereby amended to read as set forth on Exhibit "A" attached hereto and  
by this reference incorporated herein:

**Section 2. Repeal.** Ordinances 664 and 902 are repealed in their entirety.

**Section 3. 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 4. Effective Date.** This ordinance shall become effective following passage and  
publication as provided by law.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this \_\_\_\_ day  
of \_\_\_\_\_, 2021.

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

ATTEST:

APPROVED AS TO FORM:

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

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

## Chapter 8.08

### NOISE CONTROL

Sections:

- 8.08.010 Statutory Authority
- 8.08.020 Purpose and findings
- 8.08.030 Policy
- 8.08.040 Definitions.
- 8.08.050 Public disturbance noises.
- 8.08.060 Daytime exemptions.
- 8.08.070 Nonresidential exemptions.
- 8.08.080 Variance and implementation schedules.
- 8.08.090 Enforcement – Authority.
- 8.08.100 Violation – Penalty.

**8.08.010 Statutory authority.**

The State Legislature has by way of RCW 35A.11.020 authorized cities to adopt noise control regulations designed to promote the public health, safety and general welfare of their citizenry.

**8.08.020 Purpose and findings.**

A. Purpose. The purpose of this chapter is to minimize the citizens' exposure to the physiological and psychological dangers of excessive noise and to protect, promote and preserve the public health, safety, and welfare. The city intends for this chapter to control the level of noise in a manner which promotes the use, value, and enjoyment of property to include sleep and repose, quiet enjoyment, commerce, and the quality of the environment. The council also appreciates the fact many people wish or need to engage in various activities that will, even when all due caution is exercised, produce disturbing noises.

B. Findings. The city council, having received multiple complaints throughout the city, have learned that a problem of excessive and disturbing noises exists within the city limits and that the city needs to generally implement the State Noise Control Ordinance. The city has also learned that there are some unique circumstances within the city which require the city to adopt some variations from, and additions to, state law. The city intends to pass a regulation which will balance the rights of those citizens who only wish to enjoy the quiet repose of their home or property with those who wish to engage in those activities that may result in the production of some noise.

C. Findings. The city council also finds that noise disputes should first be addressed between neighbors, and that anyone who believes their neighbor is violating this chapter should, when possible, inform that neighbor of any ongoing concerns regarding offensive noise as described in this chapter, and ask them to remedy the concern prior to requesting enforcement from the sheriff's office. A failure to first address concerns with a neighbor does not preclude making a complaint to law enforcement but may factor into whether any alleged violation results in the sheriff's deputy exercising discretion on whether to issue a warning, an infraction, or a criminal citation.

D. Findings. Any person complaining of a violation of this chapter should be prepared to document any alleged violations through the use of audio and/or video recordings. The nature of noise violations as described herein are such that law enforcement will have a difficult time independently documenting violations because such violations often occur over an extended period of time.

**8.08.030 Policy.**

It is the policy of the city to prevent noise which may jeopardize the health or welfare of its citizenry or degrade the quality of life.

**8.08.040 Definitions.**

Unless specifically defined in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.



“Motor vehicle” means any vehicle which is self-propelled, used primarily for transporting persons or property upon public highways and required to be licensed under RCW 46.16.010, and includes but is not limited to cars, trucks, motorcycles, jeeps and dune buggies.

“Motorcycle” means any motor vehicle having a saddle and designed to travel with three or less wheels on the ground, except such vehicles powered by engines not to exceed five horsepower.

“Noise” means the intensity, duration and character of sounds from any and all sources.

“Off-highway vehicle” means any self-propelled vehicle not used primarily for transporting persons or property upon public highways nor required to be licensed under RCW 46.16.010.

“Person” means any individual, corporation, partnership, association, government or state agency or other entity whatsoever.

“Property boundary” means the surveyed line at ground surface which separates the real property owned, rented or leased by one or more persons from that owned, rented or leased by one or more other persons, and its vertical extension.

“Public highway” means the entire width between the boundary lines of every way publicly maintained by the Department of Transportation or any county or city when any part thereof is generally open to the use of the public for purposes of vehicular travel as a matter of right.

“Residential area” is an area used for single-family housing, multifamily residential, or mobile homes, primarily for private residences.

#### **8.08.050 Public disturbance noises.**

It is unlawful for any person to cause, or for any person in possession of real or personal property to allow to originate from the property, sound that is a public disturbance noise. The following sounds are hereby determined to be public disturbance noises:

- A. Frequent, repetitive, or continuous howling, barking, squawking or other noises made by any animal which unreasonably disturbs or interferes with the peace, comfort, and repose of receiving property owners or possessors; except that such sounds made by livestock, whether from commercial or noncommercial activities, and such sounds made in commercial kennels, veterinary hospitals, pet shops, or grooming parlors licensed under and in compliance with Section 5.04, shall be exempt under this subsection. Livestock on properties within the City of Stevenson are also exempt under this chapter.

It shall be deemed a public disturbance noise under this subsection for a dog to bark, bay, cry, howl or make any other noise continuously and/or incessantly for a period of twenty minutes or bark intermittently for one hour or more, within an eight-hour period, to the disturbance of any person at any time of day or night regardless of whether the dog is physically situated in or upon private property; provided, however, that a dog shall not be deemed a “barking dog” for purposes of this section if, at the time the dog is barking or making any other noise, a person is trespassing or threatening to trespass upon private property in or upon which the dog is situated or for any other legitimate cause the dog was teased or provoked to bark or make any other noise.

- B. The frequent, repetitive or continuous sounding of any horn or siren attached to a motor vehicle, except as a warning of danger or as specifically permitted or required by law.
- C. The creation of frequent, repetitive or continuous sounds in connection with the starting, operation, repair, rebuilding or testing of any motor vehicle, motorcycle, off-highway vehicle, or internal combustion engine, within a residential area, so as to unreasonably disturb or interfere with the peace, comfort and repose of owners or possessors of neighboring real property; provided, that this subsection shall not apply to the operation of lawn mowers, garden tools, chain saws, other power equipment used for building repair or ground maintenance, and approved forest product harvesting/processing between the hours of seven a.m. and ten p.m.

- D. The use of a sound amplifier or other device capable of producing or reproducing amplified sound upon public streets for the purpose of commercial advertising or sales or for attracting the attention of the public to any vehicle, structure, or property or the contents therein between the hours of eight p.m. of one day and seven a.m. of the next day, except for emergency vehicles.
- E. The making of any loud and raucous sound within one thousand feet of any school, hospital, nursing, or convalescent facility which unreasonably interferes with the use of such facility, or with the peace, comfort, or repose of persons therein.
- F. The use of a musical instrument, sound amplifier, or other device incorporating electrical signal volume control that produces or reproduces loud and/or raucous sounds which emanate frequently, repetitively or continuously from any building, structure or property so as to unreasonably disturb or interfere with the peace, tranquility, comfort or repose of owners or possessors of neighboring real property.
- G. Except as otherwise authorized by this chapter, the use, in a vehicle upon a public street or roadway, of a sound amplifier or other device capable of producing or reproducing amplified sound, which causes the sound to be heard from fifty feet away; provided, this provision shall not apply to emergency, fire or police vehicles.

**8.08.060 Daytime exemptions.**

The following shall be exempt from the provisions of Section 8.08.020 between the hours of seven a.m. and ten p.m., except for subsection (B) of this section, sounds created by the discharge of firearms, which is exempt from seven a.m. until the official hour of darkness:

- A. Sounds originating from residential property relating to temporary projects for the maintenance or repair of homes, grounds and appurtenances;
- B. Sounds created by the discharge of firearms (seven a.m. until the official hour of darkness);
- C. Sounds created by the installation or repair of essential utility services;
- D. Sounds created by blasting and/or mining operations.

**8.08.070 Nonresidential exemptions.**

The following vehicles and situations shall be exempt from the provisions of this chapter, except Section 8.08.020:

- A. Any public emergency vehicles, or any vehicles operating in a public emergency;
- B. Any law enforcement vehicles;
- C. Any vehicle operating for the purpose of public road building or maintenance, or for on-site construction of structures between the hours of seven a.m. and ten p.m.;
- D. Any airplanes or railroads;
- E. Sounds created by motor vehicles when regulated by Chapter 173-62 WAC;
- F. Sounds created by warning devices not operating continuously for more than five minutes, or bells, chimes and carillons;
- G. Sounds created by safety and protective devices where noise suppression would defeat the intent of the device or is not economically feasible;
- H. Sounds originating from officially sanctioned parades and other public events;
- I. Sounds created by watercraft;
- J. Sounds caused by natural phenomena and unamplified human voices;
- K. Sounds originating from existing natural gas transmission and distribution facilities.

**8.08.080 Variance and implementation schedules.**

- A. Variances may be granted to any person from any particular requirement of this chapter, if findings are made that immediate compliance with such requirement cannot be achieved because of special circumstances rendering immediate compliance unreasonable in light of economic or physical factors, encroachment upon an existing noise source, or because of unavailability of feasible technology or control methods. Any such variance or renewal thereof shall be granted only for the minimum time period found to be necessary under the facts and circumstances. No variance shall be issued for a period of more than thirty days unless the city council grants a permanent variance as provided herein.

- B. If applicable, an implementation schedule for achieving compliance with this chapter shall be incorporated into any variance issued.
- C. Anyone wishing for a variance must submit an application to the city council. The city council shall then, as soon as practical, conduct a public hearing to determine whether, and under what conditions, the variance should be granted. After conducting a public hearing, the city council may grant a variance if the request substantially complies with the standards of the ordinance codified in this chapter and protects the general health, safety and welfare of the public.
- D. Sources of noise, subject to this chapter, upon which construction begins after the effective date hereof shall immediately comply with the requirements of this chapter, except in extraordinary circumstances, where overriding considerations of public interest dictate the issuance of a variance.

**8.08.090 Enforcement – Authority.**

- A. Law Enforcement. The Skamania County sheriff is authorized and directed to administer and enforce the provisions of this chapter. Upon request by the sheriff or his deputies, all other city or county departments and divisions, including Southwest Washington Health District, are authorized to assist in the enforcement of this chapter.
- B. Court Jurisdiction. Any person who violates this chapter or of the State Noise Control Statute (Chapter 70.107 RCW) may be cited into the Stevenson Municipal court. The municipal court shall have jurisdiction over all violations of this chapter to include conducting hearings in contested or mitigated infraction cases and imposing fines, incarceration, or any other conditions generally allowed by law for infractions or misdemeanors as provided in Section 8.08.080.
- C. Cumulative and Alternative Remedies. The provisions of this chapter shall be cumulative and nonexclusive and shall not affect any other claim, cause of action or remedy; nor, unless specifically provided, shall it be deemed to repeal, amend, or modify any law, ordinance or regulation relating to noise, but shall be deemed additional to existing legislation and common law on noise.

**8.08.100 Violation – Penalty.**

It shall be a misdemeanor punishable by a fine of two hundred fifty dollars and/or ninety days incarceration in the county jail for any person to violate any provisions of Section 8.08.020. Any individual who has not otherwise been found to have previously committed a violation of Section 8.08.020 may be cited or charged with an infraction for violation of this chapter. Any violation of this chapter that is an infraction shall be punished by a fine of no less than two hundred fifty dollars and no more than five hundred dollars.



# 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 10, 2021

## **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:**

Due to weight restrictions placed on The Bridge of the Gods through October of 2021, we will need to utilize The Dalles Bridge to truck solids to Hood River. This will be an added \$856.00 per load. We average four loads per month to Hood River.

## **Plant Operations:**

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 29<sup>th</sup> and 30<sup>th</sup>, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18<sup>th</sup>.
- March 803 lbs/day – Solids washout from clarifiers on March 13<sup>th</sup>, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1<sup>st</sup>
- 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.
- October 353 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.786 Mil/Gal.
- November 417 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.018 Mil/Gal.
- December 363 lbs/day No Influent/Effluent Violations, Inf Flow Total 9.252 Mil/Gal.

#### 2021

- January 834 lbs/day Influent Violation, no effluent violations, Inf Flow Total 8.988 Mil/Gal.
- February 459 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.618 Mil/Gal.
- March 415 lbs/day No Influent/Effluent Violations Inf Flow Total 4.68 Mil/Gal.
- April 444 lbs/day No Influent/Effluent Violations Inf Flow Total 3.977 Mil/Gal.
- May 533 lbs/day No Influent/Effluent Violations Inf Flow Total 5.139 Mil/Gal.
- June 420 lbs/day No Influent/Effluent Violations Inf Flow Total 5.534 Mil/Gal.
- July 510 lbs/day No Influent/Effluent Violations Inf Flow Total 5.39 Mil/Gal.
- August 499 lbs/day No Influent/Effluent Violations Inf Flow Total 4.73 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 has been completed. Bids for the equipment needed for the WWTP Project are due October 13<sup>th</sup> at 2 P.M. The project bid is scheduled for December 2021. Crestline Construction was awarded the contract for the Rock Creek Lift Station and Storm Outfall. Due to a shortage in certain construction supplies a start date of April 2022 has been established.

#### Funding:

The city's application for \$9.9M in construction funding through the Department of Ecology for the wastewater treatment plant and extension of the sewer line has been approved. It is for a \$931,946 grant, \$9,004,054 loan at 1.5% interest for 30 years (approx. \$375k annual payment). A contract will be in place in 2-3 months and costs can be incurred against the project for reimbursement.

#### Action Needed:

None.

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE 2021-1175**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA RELATING TO AND  
PROVIDING FOR THE ABILITY TO CONTRACT WITH OWNER OR NON-OWNER  
SEWER CUSTOMERS FOR COST REIMBURSEMENT.**

**WHEREAS**, the Council has adopted SMC 13.08 which allows the city to enter into a reimbursement agreement, granted to the city by RCW 35.91, prior to commencement of construction; and

**WHEREAS**, SMC 13.04.040 only allows contracts for a period of fifteen years; and

**WHEREAS**, in 2013 the state revised RCW 35.91 to increase the reimbursement period to twenty years with possible extensions.

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

**Section 1 – Amendment.** Chapter 13.04 Public Utility Facility Contracts shall be amended as follows:

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

**Chapter 13.04 PUBLIC UTILITY FACILITY CONTRACTS**

**13.04.010 Contracts for sewer facilities and cost reimbursement authorized.**

~~The city is authorized;~~ At an owner’s request, the City must enter into a latecomer agreement under the conditions set forth in pursuant to RCW 35.91.020, as amended, and incorporated herein by this reference, to for the purpose of construction of public water facilities, stormwater facilities, sanitary or combination sewers facilities, pumping stations, disposal plants and appurtenances consisting of sewer facilities connecting same with the public sewer system to serve the area in which the real estate of such owners are situated, and further, the city is authorized to contract for the provisions of such owners for reimbursement therefrom such owners who do not contribute to the original costs of installation of such sewer facilities and who subsequently tap on or use the same on a fair prorated share of such installation costs including, but not limited to, those directly connected thereunto such facilities, but in addition, unto all users connected to laterals or branches connected thereto.

**13.04.020 Provisions for regulations in contracts authorized.**

Such contracts may provide reasonable rules and regulations with respect to such installations, facilities and usage thereof.

#### **13.04.030 Connections—Contract recording prerequisite.**

The provisions of such contracts, pursuant to statutory declaration, shall not be effective as to any owners of real estate not a party thereto unless such contract shall have been recorded in the office of the county auditor prior to the time such owner taps into or connects to such sewer facilities.

#### **13.04.040 Contract to provide for prorated cost reimbursement.**

Any such contract entered into by and between the city and such owner of real estate shall provide for reimbursement of the contractor's prorated costs for a period of ~~not to exceed fifteen~~ twenty years from date thereof.

#### **13.04.045 Notice of contact information**

The reimbursement agreement shall include a provision that requires that any party entitled to reimbursement under the agreement provide the City current contact information including name, address and telephone number. This contact information shall be provided every two years from the date of the agreement. If a party entitled to be reimbursed fails to notify the City of current contact information within 60 days of the due date for notification that party will no longer be entitled to reimbursement and the City will collect such fees owing and deposit those fees in the appropriate utility construction fund.

#### **13.04.050 Construction—Supervision and contract approval required.**

Such sewer facilities contracted under this chapter shall be constructed under the supervision of the city, its agents and officials, and such contracts shall be approved by the city attorney prior to execution thereof, or such longer period if extended according to RCW 35.91.020(4).

#### **13.04.060 Contracts restricted to owners of real estate within city limits.**

Such sewer facilities contracts shall be limited to owners of real estate within the city limits. This does not limit the authority for the city to enter into contracts with owner or non-owner sewer customers for regulating sewer discharge as provided in SMC Chapter 13.08.

#### **13.04.070 Liens.**

The city council shall have and reserve the right to file appropriate liens against the owners of such real estate, whether such owner be an owner in fee simple or an executory interest therein, and such lien rights reserved unto the city shall bear interest at the rate of eight percent per year from the date of filing such lien, and the city shall reserve its priority lien rights unto such facilities costs as against the owner of such real estate hereinabove specified.

**13.04.080 Contracts binding.**

The contracts specified in this chapter and authorized by the city shall be binding on the respective owners, their heirs, assigns, successors and personal representatives as if they were made a party thereto.

**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 16<sup>th</sup> day of September, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

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



**CITY OF STEVENSON, WASHINGTON  
RESOLUTION 2021 – 381**

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE STATE REVOLVING FUND  
LOAN AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF ECOLOGY**

**WHEREAS** 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; and

**WHEREAS** on July 6, 2017, the City received an Administrative Order from the Department of Ecology outlining actions for the City to take which include designing and constructing wastewater treatment plant improvements; and

**WHEREAS** the City applied for a loan through the Washington State Department of Ecology (DOE) in the amount of \$9,936,000 in October, 2020 for the construction phase of the Stevenson Clean Water Facility and Collection Improvement project; and

**WHEREAS** the application was approved; and

**WHEREAS** the City wishes to move forward with the project to comply with the Administrative Order.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Stevenson hereby authorizes the Mayor to sign the State Revolving Fund loan agreement with the Washington State Department of Ecology in the amount of \$9,936,000.00 and an interest rate of 1.5%.

**PASSED** by the Council of the City of Stevenson this 16<sup>th</sup> day of September, 2021.

\_\_\_\_\_  
Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Leana Kinley, City Clerk

\_\_\_\_\_  
Kenneth B Woodrich, PC  
City Attorney



*The reasons for the Template are to: 1) Update the information provided in the Application, get informed as to the status of the project, and identify any issues that threaten the successful completion of the project; 2) Ensure the dates and budget make sense moving forward; 3) Change text to be appropriate for a contract between Ecology and the Recipient; and 4) Provide all that information in a format that can be reviewed in SharePoint and then transferred to EAGL for the final funding agreement.*

## **Agreement WQC-2022-StevPW-00028**

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT  
BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY  
AND

CITY OF STEVENSON PUBLIC WORKS  
*[Recipient should confirm how their name should appear in the final agreement.]*

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the City of Stevenson Public Works, hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.

---

### **GENERAL INFORMATION**

Project Title:	Stevenson Clean Water Facility and Collection Improvements-Construction Phase
Total Cost:	\$15,004,000
Total Eligible Cost:	\$9,936,000
Ecology Share:	\$9,936,000
Recipient Share:	\$5,068,000
The Effective Date of this Agreement is:	7/1/2021 <i>[Has this date changed since the application submittal? This date should be based on when you started incurring eligible costs for the project, any costs prior to this date will not be eligible for reimbursement]</i>
The Expiration Date of this Agreement is no later than:	12/31/2023 <i>[Has this date changed since the application submittal? Since this date is most likely an estimate, chances are it has changed. We need the latest best estimate. Costs incurred after this date are not eligible for reimbursement. For Loans Only: This date should be within six months of the Initiation of Operation Date.]</i>
Project Type:	Wastewater Facility

### **Project Short Description:**

This project improves water quality in the Columbia River through the construction of wastewater collection and treatment facilities at the Wastewater Treatment Plant (WWTP), pump stations, and collection system in the City of Stevenson. This project increases capacity and improves treatment.

### **Project Long Description:**

Agreement No: WQC-2022-StevPW-00028  
Project Title: Stevenson Clean Water Facility and Collection Improvements-  
Construction Phase  
Recipient Name: City of Stevenson Public Works

This project improves water quality in the Columbia River through the construction of wastewater collection and treatment facilities at the Wastewater Treatment Plant (WWTP), pump stations, and collection system in the City of Stevenson. This project increases capacity and improves treatment.

The RECIPIENT's treatment plant is undersized for existing flows and loads. As a result of this, the effluent limits for TSS and fecal coliform in the plant's effluent discharges into the Columbia River have been exceeded. This project would reduce pollution to the Columbia River by ensuring that the City's treatment plant has capacity and redundancy for existing and future loads.

A number of improvements are required to provide sufficient treatment capacity and redundancy for existing and future conditions. These include upgrades to headworks, secondary treatment, disinfection treatment, electrical system, SCADA, and civil improvements.

Details of specific improvements designed to meet 2040 design flows and loads are described below.

-Headworks: Replace the existing headworks at the oxidation ditch, and will be capable of treating the 2040 peak flow rate of 2.6 mgd. It will include an inlet box, screening channels, grit removal system, influent flow meter, automatic sampler, pH and temperature monitoring instruments, and a flow distribution box. Screening improvements will include a primary channel with mechanical drum screen, a bypass channel with manual bar rack, and a third channel for future use. The grit removal system will consist of a vortex grit chamber, grit pump, grit concentrator, and grit washer with a 4.0 mgd capacity.

-Secondary Treatment: Improvements will consist of a new aeration basin, anoxic selector basin, blower building, and the addition of fine bubble diffused aeration to the existing oxidation ditch. The new aeration basin will be constructed with common walls with the two anoxic selectors, and the blower building to minimize costs and save space on this constrained site.

-UV System: Addition of second UV channel, replacement of the UV lamps in the existing UV channel, and allow for flow splitting and a V-notch weir for measuring effluent flow.

-Control System: An entirely new system to serve new and existing WWTP components to include installation of new plant PLC in the new blower building, remote PLC racks near each controller, and the existing RAS/WAS building, a PC based SCADA system and associated connections, wiring, monitoring equipment and controls.

-Remodel Lab/Ops Building: Provide an area for an onsite laboratory and sufficient space for equipment to complete necessary testing and monitoring.

-Civil Improvements: limited to minimize costs and include grading, gravel and asphalt surfacing, fencing, minor stormwater conveyance upgrades, and non-potable water pump station to provide water for WWTP use onsite.

-Collection System-The Main D Extension project would serve an existing residential area within City limits with known and suspected failing on-site septic systems. Improvements include new sewer main, laterals, manholes, and associated surface restoration on East Loop and Frank Johns Roads.

Additional construction projects related to this project-and for which funding is secured-include: upgrades to the Rock Creek, Kanaka Creek, Cascade and Fairgrounds Pump Stations and the Cascade Interceptor.

Overall Goal:

Agreement No: WQC-2022-StevPW-00028  
 Project Title: Stevenson Clean Water Facility and Collection Improvements-  
 Construction Phase  
 Recipient Name: City of Stevenson Public Works

The goal of this project is to construct upgrades to a Clean Water Facility and sewage collection system that tackle the requirements addressed in planning and design documents, as prompted by Ecology's Administrative Order (docket #14221), and which also aligns with the following overall City objectives:  
 -Ensure affordability for residential users, which include a relatively high percentage of lower-income residents than typical of this region.  
 -Protect our community's water quality, people and property from environmental hazards and degradation.  
 -Provide infrastructure with the capacity to support sustainable economic development.

**RECIPIENT INFORMATION** *[Update anything that has changed from the application. If contacts have changed, it's important to make sure the new contacts are set up to have access to EAGL. The funding agreement signature block is pulled from the Recipient Contact Form in EAGL, so it's important that we have the right contact information. And it's also important that this information is kept up to date.]*

Organization Name: City of Stevenson  
 Mailing Address: 7121 E Loop Road  
 Stevenson, Washington 98648

**Contacts**

<p><b>Project Manager</b></p>	<p>Leana Kinley          City Administrator           7121 E Loop Road          Stevenson, Washington 98648          Email: leana@ci.stevenson.wa.us          Phone: (509) 427-5970</p>
<p><b>Authorized Signatory</b></p>	<p>Leana Kinley          City Administrator           7121 E Loop Road          Stevenson, Washington 98648          Email: leana@ci.stevenson.wa.us          Phone: (509) 427-5970</p>
<p><b>Billing Contact</b></p>	<p>Anders Sorestad          Deputy Clerk/Treasurer II           7121 E Loop Road          Stevenson, Washington 98648          Email: anders@ci.stevenson.wa.us          Phone: (509) 427-5970</p>

Agreement No: WQC-2022-StevPW-00028  
 Project Title: Stevenson Clean Water Facility and Collection Improvements-  
 Construction Phase  
 Recipient Name: City of Stevenson Public Works

**ECOLOGY INFORMATION**

Mailing Address: Department of Ecology  
 Water Quality  
 PO BOX 47600  
 Olympia, WA 98504-7600

Physical Address: Department of Ecology  
 300 Desmond Drive SE  
 Lacey, WA 98503

**Contacts**

<b>Project Manager</b>	<p>Dave Dougherty</p> <p>Department of Ecology          Southwest Regional Office          PO BOX 47775          Olympia, WA 98504-7775          Email: ddou461@ecy.wa.gov          Phone: 360-407-6278</p>
<b>Financial Manager</b>	<p>Jeanna Ridner</p> <p>Department of Ecology          Water Quality          PO BOX 47600          Olympia, WA 98504-7600          Email: jmac461@ecy.wa.gov          Phone: 360-407-6533</p>
<b>Technical Advisor</b>	<p>Ellie Ott</p> <p>Department of Ecology          Southwest Regional Office          PO BOX 47775          Olympia, WA 98504-7775          Email: ekey461@ecy.wa.gov          Phone: 360-407-6319</p>

Agreement No: WQC-2022-StevPW-00028  
Project Title: Stevenson Clean Water Facility and Collection Improvements-  
Construction Phase  
Recipient Name: City of Stevenson Public Works

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

**Washington State Department of Ecology**

**City of Steveson**

\_\_\_\_\_  
Vince McGowan                      Date  
Water Quality  
Program Manager

\_\_\_\_\_  
Leana Kinley                                      Date  
City Administrator

*[The Recipient's Signature block, including the Additional Signatories are pulled from the Recipient Contact Form in EAGL. This is why it's a good time to remind them to make sure they have the right people set up with EAGL access and have been identified on the Recipient Contact Form in EAGL.]*

\_\_\_\_\_  
Scott Anderson                                      Date  
Mayor

Agreement No: WQC-2022-StevPW-00028  
 Project Title: Stevenson Clean Water Facility and Collection Improvements-  
 Construction Phase  
 Recipient Name: City of Stevenson Public Works

**SCOPE OF WORK**

Task Number: 1

Task Cost: \$103,464

Task Title: Grant and Loan Administration *[Task 1 is locked down and cannot be edited – Only Task Cost can be edited – You will fill in the budget below]*

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; an EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page Final Report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be made available to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY’s grant and loan administrative requirements.

Task Expected Outcome:

\* Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page Outcome Summary Report.

\* Properly maintained project documentation.

**Grant and Loan Administration Deliverables**

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form).	
1.3	Two-page Outcome Summary Report.	

Agreement No: WQC-2022-StevPW-00028  
Project Title: Stevenson Clean Water Facility and Collection Improvements-  
Construction Phase  
Recipient Name: City of Stevenson Public Works

## SCOPE OF WORK

Task Number: 2

Task Cost: \$8,901,359

Task Title: Project Construction

- A. The RECIPIENT will execute a contract with a contractor selected in compliance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT will submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The construction project will include:
  1. Temporary erosion control and water pollution control measures.
  2. Demolition and abandonment of specified structures, equipment, and underground utilities.
  3. Replacement of existing headworks with new headworks concrete structure, including inlet box, screening channels, grit removal system, influent flow meter, automatic sampler, monitoring instruments, and flow distribution box.
  4. Secondary treatment improvements including new aeration basin, anoxic selector basins, blower building, and addition of fine bubble diffusers to the existing oxidation ditch.
  5. Disinfection upgrades consisting of new UV channel and modifications to existing UV channel.
  6. Electrical system improvements including new service, generator, motor control centers, and lighting
  7. SCADA system replacement.
  8. Laboratory building remodel.
  9. Minor civil site, non-potable water, and stormwater conveyance utility improvements.
  10. Installation of approximately 900 linear feet of 8" sewer pipe on East Loop Road and Frank Johns Road, with associated laterals and manholes, trench dewatering, excavation of boulders, and restoration of disturbed surfaces
- C. The RECIPIENT will conduct a pre-construction conference and will invite ECOLOGY staff to the meeting.
- D. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project. The RECIPIENT will submit the change orders to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications must be submitted for approval, prior to execution. All other change orders will be submitted within 30 days after execution.
- E. As a condition of receiving this funding, the RECIPIENT will review their energy use looking for cost effective energy savings. The recipient may also submit documentation of an energy efficiency review conducted within the last 5 years.
- F. The RECIPIENT will conduct appropriate cultural resources reviews of the project. The RECIPIENT will provide a 21-02/106 Cultural Resources Review form. The RECIPIENT will provide any additional information for ECOLOGY to lead the required cultural resources consultation.
- G. The RECIPIENT will complete an Ecology inadvertent discovery plan template for their



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Construction Phase  
Recipient Name: City of Stevenson Public Works

project.

**Deliverables:**

1. Documentation of the RECIPIENTS procurement process.
2. Bid Tabs, the Notice of Award, and a copy of the executed construction contract.
3. Minutes of the pre-construction meeting.
4. A copy of all change orders
5. Documentation of an energy efficiency review.
6. Certification that the asset management program (fiscal sustainability plan) has been developed and is being implemented.
7. Documentation of an energy efficiency review.
8. 21-02/106 Cultural Resources Review form.
9. Inadvertent Discovery Plan.

Task Number: 3

Task Cost: \$931,177

Task Title: Construction Management

- A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. This may involve procuring the professional services. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for construction management services before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.
- C. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the quarterly progress reports.
- D. Upon completion of construction, the RECIPIENT will provide ECOLOGY's Project Manager with a set of "as-built" plans (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).
- E. Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately shown on the as-built plans.

**Deliverables**

1. Executed contract for construction management services.

Agreement No: WQC-2022-StevPW-00028  
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 Construction Phase  
 Recipient Name: City of Stevenson Public Works

2. Documentation of the RECIPIENT's process for procuring engineering services
3. Construction Quality Assurance Plan.
4. "As-built" plans.
5. Declaration of Construction completion.

**BUDGET** *[The Funding Distribution Section of the Agreement will be completed in EAGL by the Financial Manager based on the dates provided, the budget, and the funding types the recipient will be receiving. Please complete the budget table (below) to plan out the budget by task and fund types.]*

**Funding Distribution**

Funding Title: SRF  
 Funding Type: Loan  
 Funding Effective Date:  
 Funding Expiration Date:  
 Funding Source: State – Clean Water State Revolving Fund

For Loans Only:

Effective Interest Rate: 1.5% Interest Rate: % Admin Charge: %

Terms: 30 years

Project Start Date: 7/1/2021 *[The Date Funding becomes available.]*

Project Completion Date: 7/1/2023 *[The last date costs will be incurred.]*

Project Initiation of Operation Date: 4/1/2023 *[For construction only: The date the facility can be used for its intended purpose. This date is important for loans because this is the date that determines the loan repayment start date for the recipient. Recipients must start repayment of loans one year from this date or the Completion Date, whichever comes first.]*

*[These dates are really important. Although the Project Start and Completion Dates are usually the same as the agreement start and completion dates, that is not always the case. It's important to think about these dates based on the funding being provided. For example: The project may have started January 1, 2019, and SRF Loan can cover costs from the start of the project, the Centennial Grant may have only been available as of July 1, 2019, so the Funding Distribution Start Date for the Centennial Grant would be July, 1, 2019, while the Start Date for the loan would be January 1, 2019.]*

**BUDGET/FUNDING DISTRIBUTION**

*Indirect Rate: [Does the recipient intend to bill for indirect? If so, what is their indirect rate?]*

Tasks	Total PROJECT Cost	Total Eligible PROJECT Cost	Centennial Grant Amount	Standard SRF Loan Amount
1. Grant and Loan Administration	\$103,464	\$103,464	\$9,704	\$93,760
2. Project Construction	\$8,901,359	\$8,901,359	\$834,902	\$8,066,457

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3. Construction Management	\$931,177	\$931,177	\$87,340	\$843,837
Total	\$9,936,000	\$9,936,000	\$931,946	\$9,004,054

DRAFT

**CITY OF STEVENSON  
RESOLUTION NO. 2021-382  
A RESOLUTION OF THE CITY OF STEVENSON  
AMENDING CITY COUNCIL RULES OF PROCEDURE**

**WHEREAS**, the City has adopted City Council rules of procedure that are in need of updates; 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.

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

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 16<sup>th</sup> day of September, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

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

Exhibit A

**CITY OF STEVENSON**



**CITY COUNCIL**

**RULES OF PROCEDURE**

Adopted by Resolution ~~2020-352~~2021-382  
~~February 20, 2020~~September 16, 2021



## INDEX FOR RULES OF PROCEDURE

- 1 Authority
  - 2 Council Meetings
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  - 5 Citizens Comments
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  - 13 Council Relations with City Staff
  - 14 Council Meeting Staffing
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  - 17 Confidentiality
  - 18 Eating and Drinking at Public Expense
  - 19 Emergent Communications
- 
- Appendix A Sign in Sheet for Stevenson City Council
  - Appendix B Public Hearing Procedures Script for Quasi-Judicial Issues
  - Appendix B -1 Risk Management in the Land Use Context: A primer on How to Avoid Being Sued
  - Appendix C City Council Public Hearing, Legislative

## **Section 1 - Authority**

The Stevenson City Council hereby establishes the following Rules of Procedure for the conduct of council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such times as they are amended or new Rules of Procedure adopted.



## Section 2 - Council Meetings

### Types of Meetings

Regular Meetings - The Council shall conduct regular council meetings on the third Thursday of each month beginning at 6:00 p.m. Meetings will be conducted in the Council Chambers, City Hall. The time and place of regular council meetings must be fixed by ordinance. Meetings will adjourn no later than 10:00 p.m. To continue past this time of adjournment will require concurrence of a majority of the Council. Minutes must be filed recording regular meetings.

Special Meetings – A special meeting is any Council meeting other than a regular council meeting. The Mayor or a majority of the Council Members may call a special meeting. Notice shall be given personally or by mail to all members of the governing body at least 24 hours in advance specifying the time and place of the meeting and the business to be transacted (an agenda). Whenever possible, notice of a special meeting shall be filed and/or published with the newspaper of record. The public shall be notified, 24 hours in advance, by posting at the main entrance of City Hall and on the City’s web site. Notice shall minimally include the agenda and time and place of the meeting. Only items on the agenda shall be acted upon or discussed. Minutes must be filed recording special meetings.

Study/Work Sessions – Study/Work Sessions may be held when a majority of the Council or the Mayor determines there is a need. These sessions are subject to the same notification requirements as a Special Meeting. Study/Work Sessions are informal meetings for the purpose of focusing on specific programs/projects. No final decisions are made at a study/work session. Special work sessions can be held with other agencies and jurisdictions or the City Planning Commission. Minutes must be filed recording Study/Work Sessions.

Executive Sessions – These are Council meetings that are closed to the public except for the Council and Mayor, authorized staff members, and consultants authorized by the Mayor. The public is restricted from attendance. Executive sessions may only be held during regular or special meetings (note there is no prohibition against holding a special meeting solely to consider one or more subjects in executive session, but the subject must be identified at least in general terms in the meeting notice). Prior to convening in to an executive session the Mayor must publicly announce the purpose of the meeting, reason for excluding the public, and anticipated time when the session will conclude. No minutes are taken during an executive session. Executive sessions can only be called to discuss the following items as per RCW 42.30.110:

1. To consider matters affecting national security
2. Real Estate: To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price
3. Real Estate: To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action of selling or leasing public property must be taken in a meeting open to the public

4. Public Bid Contract Performance: To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs
5. Personnel: To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge
6. Personnel: To evaluate qualifications of an applicant for public employment or to review the performance of a public employee. (Note: Final actions on salaries, wages, and other conditions of employment, hiring, disciplining or discharging must be taken in a meeting open to the public (RCW 42.30.140(4))
7. Elected officials: To evaluate the qualifications of a candidate for appointment to elective office. All interviews of such candidates must be conducted in a meeting open to the public
8. Litigation: To discuss with legal counsel representing the City in matters relating to enforcement actions or litigation or potential litigation

Emergency Meetings – An emergency meeting is a special council meeting called without the 24-hour notice. Generally, an emergency meeting is called to address an emergency involving injury or damage to persons or property or the potential thereof when time requirements of a 24-hour notice would make notice impractical or would increase the likelihood of further injury or damage. Emergency meetings may be called by the Mayor or the consent of a majority of the Council members. There may be occasions during emergent conditions (such as an epidemic declared by FEMA or the Health Department) that it will not be safe for the Council to assemble and conduct a meeting. The Mayor may direct staff to advertise a special emergency meeting that will be conducted via telephone conference call with a speaker phone available at City Hall for the public. Staff will tape and take minutes of all actions taken during such a meeting.

Attendance by Conference Call – Occasionally a council member will not be able to physically attend a meeting due to personal or work conflicts; the council member received a full council packet, is prepared to participate but cannot physically be present at the meeting, and is interested in and able to participate. The Mayor may determine the council member’s participation is necessary (due to quorum issues, etc) and allow the council member to participate via “conference call” or similar electronic device. Minimally, the conference call will allow the physically missing council member to hear the discussions, allows the same member to express his/her opinions and vote on the issues, and allows the members attending the meeting to hear the council member’s contributions over the telephone system or similar electronic device.

### **Section 3 – Quorum**

At all meetings of the Council, three (3) Council Members, who are present and eligible to vote, shall constitute a quorum for the transaction of business. Two (2) or less Council Members and Mayor does not constitute a quorum for the transaction of business and that body may adjourn provided that written notice of said adjournment is posted on the exterior of City Hall door providing access to the Council Chamber per RCW 35A.12.120. Council meeting adjourned under these conditions shall be considered regular meetings for all purposes.

## Section 4 – Agenda – Order of Regular Council Meetings

### Agenda Preparation

The City Administrator will direct the preparation of agendas for each council meeting. The Agendas will specify the time and place of the meeting, and will briefly outline the items to be considered by the Council. Agendas will be provided to the Council in advance of the meeting to allow the Council members an opportunity to review prior to the meeting.

Items can be placed on the Council’s meeting agenda in the following ways:

1. A majority vote of the Council
2. Council consensus
3. By the City Administrator
4. By a Council Committee
5. By the Mayor

Notices of items to be placed on the agenda are due by the Thursday morning prior to the meeting. A draft agenda will be made available to the public by 5 pm the Friday before the meeting. Agendas will be finalized and made available by Tuesday at 10:00 AM of the week of the meeting. The agenda will be posted on the City’s website and at city hall.

The City Administrator or his/her assistant will schedule sufficient time between public hearings and other scheduled items to not keep the public waiting and provide the Council sufficient time to hear testimony and allow opportunity for deliberation. Legally required and advertised public hearings will have a higher priority over other agenda items that do not need to meet statutory or other legal regulations.

If an item needs to be placed on the agenda (other than the Voucher Packet) after the agenda is closed and notice published the Council will need to approve its addition by consensus of the Council.

### Order of a Regular Meeting

1. Call to Order– The Mayor calls the meeting to order. The Mayor will announce the attendance and if a Council Member is not in attendance, council will vote on whether or not the Council Member has an excused absence.
2. Changes to Agenda - The Mayor, with the concurrence of the majority of the Council, may add agenda items or take agenda items out of order.
3. Consent Agenda – Consent Agenda items have either been fully considered by the City Council or are considered routine and non-controversial and may be approved by one motion. Items that may appear on the Consent Agenda may include but are not limited to meeting minutes, bid awards, previously authorized agreements, previously discussed resolutions, travel and training requests.

4. Citizen Comments – Special time set aside on the agenda for members of the audience to comment on items relating to any issue or matter. The City will have “Citizen Comment Sheets” available for any citizen wishing to make comments. (Ref. Citizens Comments Section).
5. Public Hearings – There are two kinds of public hearings – legislative and quasi-judicial. A public hearing may be scheduled at any point in the agenda to balance the needs of the audience and to ensure that proper time can be set aside if more than one public hearing has been scheduled for the same meeting day. Rules for conduct of a public hearing depend on the kind of hearing. Before each public hearing the Mayor will announce the purpose of the public hearing and state the procedural rules that will apply. (See Section 7 - Public Hearings). Citizens may comment on public hearing items.
6. Presentations from Outside Agencies/Proclamations/Recognitions – Periodically, outside agencies such as the Chamber of Commerce or Economic Development Council will present updates to council on their work.
7. Unfinished Business – These agenda items do not require public hearings, but do require council action or are policy issues requiring council discussion. These items have been discussed previously and are not resolved. It is not required to take citizens comment during this portion of the agenda.
8. Council Business – These agenda items do not require public hearings but do require council action or are policy issues requiring council discussion. It is not required to take citizens comment during this portion of the agenda.
9. Information Items – Items for council information only. Discussion may take place.
10. City Administrator and Staff Reports – This provides an opportunity for the City Administrator and other staff to update the Council members on current issues or items of Council interest.
11. Voucher Approval and Investments Update – Approval of the Claims and Payroll Vouchers and recognition of the City’s current investment sales and purchases.
12. Council and Mayor Reports – This provides council members an opportunity to report on significant activities since the last meeting.
13. Issues for the Next Meeting – This provides the 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.
14. Executive Session – If needed an executive session may be called for the reasons outlined in RCW 42.30.110.
15. Adjournment – With no further business to come before the Council the Mayor adjourns the meeting. The minutes should reflect the time of adjournment.

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## Section 5 - Citizens Comments

Under the Open Public Meetings Act the public must be allowed to attend City Council meetings, but the Act does not require that the public be allowed to speak during the Council or Planning Commission meetings. It is up to the Council to determine its own rules about public participation.

The Council has determined that it is important to set aside a limited period of time during regular council meetings for public comment. This period 'Citizens Comments' will be scheduled for the beginning of each council meeting. Members of the audience may comment on items relating to any issue of concern or interest. Citizen comment sign-ups will be available at each regular council meeting for the use of those citizens wishing to address the Council. All speakers must sign in to be recognized. Comments are limited to three (3) minutes, except for a person speaking on behalf of a group; comments then are limited to five (5) minutes. The Mayor or Mayor Pro Tem may extend or further limit these time periods at his/her discretion. No speaker may convey or donate his or her time for speaking to another speaker.

Written comments, including the name and city residence of the commenter, may be submitted to the City Administrator up until noon the day of the meeting to be included in the council packet. In the subject line please state, "Public Comment for the Upcoming City Council Meeting on [date]" or "Public Comment for the Upcoming Public Hearing on [date] Regarding [topic]." Anonymous comments will not be accepted.

Citizens with specific complaints or concerns will be encouraged to first refer to the appropriate City department. If issues cannot be satisfied in the normal course of work the staff will help the citizen schedule time on the next council agenda for a more formal review and discussion.

The Mayor may allow citizens to comment on individual agenda items at times during any regularly scheduled City Council meeting outside of the Citizens Comments section or scheduled public hearings.

## **Section 6 - Council Discussion and Motions**

All Council discussion and motions may be guided by Roberts Rules of Order, Newly Revised at the Mayor's discretion. Approval of council motions are determined by a simple majority. The Mayor does not vote except to break a tie in matters other than: the passage of an ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money (RCW 35A.12.100).

Vote is by voice. If the vote is split the Mayor may ask for a roll call to clarify actual outcome.

Although a quorum may be present, passage of most ordinances requires an affirmative vote of the majority of the council.

## SECTION 7 VOUCHER CERTIFICATIONS AND APPROVALS FOR EXPENDITURES AND DISBURSEMENTS

All expenditures and disbursements made by the City to address claims against the City must follow procedures set forth by RCW 42.24.

### City Staff Responsibilities

It is the responsibility of each Department Head to ensure that every claim presented to the City Council for payment for the furnishing of materials, rendering of services or performing labor, or for any other contractual purpose shall meet the following requirements:

1. An invoice is attached initialed by the responsible staff member. By initialing the invoice, the responsible staff member acknowledges that the product was received, the service delivered, or the contract obligations met.
2. The invoice clearly shows who provided the service or product.
3. The charges on the invoice clearly show what was purchased and/or provided so that the department head, the City's auditor the City Council can easily understand what was purchased.
4. If taxes need to be assessed the invoice should include the appropriate tax assessment or indicate that the taxes will be paid directly by the City to the Department of Revenue.
5. Vouchers are prepared by the accounting staff. Charges on the invoice are checked to ensure that charges were correctly transferred to the voucher.
6. The City Administrator or Deputy Clerk (the auditing officers) will review each voucher to determine that the BARS accounting code is correct and that funds are authorized and available to meet the obligation. The City Administrator or Deputy Clerk will certify (by signature) that the voucher has been reviewed and does not violate State or City policy.
7. Vouchers are assembled for presentation to the City Council at the next regularly scheduled public meeting. A listing of all vouchers scheduled for approval will be provided to each council member.
8. The City Council may stipulate that some expenditure claims may be paid in advance of a regular council meeting. This most frequently happens in large public works construction projects when contractual requirements require payments within a short time frame. Nevertheless, those payments will be included in the voucher packet for council approval at the next regularly scheduled council meeting.
9. Voucher packets are filed in the auditing office and stored for the period required by the State Law.

### City Auditing Officer

The state requires that the vouchers pass through a formal certification process. The City uses a "blanket certification process" that includes the listing of vouchers being approved, the total amount expended by fund, the signature of the auditing officer. The certification statement is as follows:



*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 the partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City and that I am authorized to authenticate and certify to said claim.*

The City Administrator or in his/her absence, the Deputy Clerk, shall serve as the auditing officer.

### City Council Responsibilities

It is the City Council's responsibility to ensure that the system of auditing and certifying vouchers is operating in a manner to provide the greatest possible protection for the City Council, for the City and for their citizens. The State Auditor BARS Manual does state that the members of the governing body do have responsibility and liability for each voucher approved. State law more specifically states:

*Any person who knowingly approves or pays or causes to be approved or paid a false or untrue claim shall be guilty of a gross misdemeanor and, in addition, he shall be civilly liable on his bond to the municipal corporation or political subdivision, as the case may be, for the amount so paid or for three hundred dollars whichever is the greater. (RCW 42.24.110)*

The key is of course knowingly approves.

The Council shall make certain that the City staff properly implemented the process described in "City Staff Responsibilities" and may want to spot check an invoice to make certain the invoices are signed and properly transferred to the voucher. The City Council member should be alert to changes in disbursement trends and question those trends.

Both state and city laws require special procedures for reimbursement claims filed by city employees and elected officials as set forth in Section 17 "Eating and Drinking at Public Expense" of this document. Special attention should be paid that these disbursements are valid and meet requirements.

## Section 8 - Public Hearings

### Types

There are two types of public hearings: legislative and quasi-judicial. The Mayor will ensure the appropriate hearing procedures are followed and will inform the council of the proper procedures. Citizens may comment on public hearing items.

### Legislative Public Hearings

The purpose of a legislative public hearing is to obtain public input on the legislative decision on matters of policy. These could include (without limitation) council review of budgets, land use plans and utility rate adoptions.

### Quasi-Judicial Public Hearings

The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitations, certain land use matters such as site-specific rezones, preliminary plats, and variances. The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" of the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Council Members shall comply with all applicable laws including without limitations the appearance of fairness doctrine (Ref. Appendix B).

Note! The Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Council Member of a Council Member's business associate, or immediate family. It could involve *ex parte* (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Council Member's employer with the proponents and/or opponents, announced predispositions, and the like. Prior to any quasi-judicial hearing, each Council member should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Council Member should disclose the facts to the City Administrator who will seek the opinion of the City Attorney. The City Attorney's opinion will be communicated to the Mayor and Council Member.

## **Section 9 - Ordinances**

No ordinance should be prepared for presentation to the Council unless requested by the Council and/or Mayor, City Administrator or City Attorney. The City Attorney shall review all ordinances prior to adoption.

Two readings of an ordinance are required, except when there is an urgent need. Ordinances regarding franchise agreements must be adopted at a regular meeting.

Prior to enactment the Ordinance shall be tracked by its title which should be read prior to voting. The Clerk to the Council shall assign a permanent ordinance number after enactment.

Upon enactment of the ordinance, the Clerk to the Council shall obtain the signature of the City Attorney and the signature of the Mayor. After obtaining both signatures the Clerk to the Council shall sign the ordinance.

Summaries of all ordinances shall be published in the official newspaper as a legal publication immediately following enactment.

## **Section 10 - Mayor and Mayor Pro Tem**

The presiding officer at all meetings of the Council shall be the Mayor, and in the absence of the Mayor, the Mayor Pro Tem will act in that capacity. The Council shall designate a Mayor Pro Tem at the beginning of every calendar year. If both the Mayor and Mayor Pro Tem are absent, the Council Members present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Mayor Pro Tem.

It is the responsibility of the Mayor or Presiding Officer to:

- Preserve order and decorum in the Council Chambers
- Observe and Enforce the Council Rules of Procedure
- Conduct the meeting in an orderly manner and decide questions of order.
- Recognize council members in the order in which they request the floor.
- From time to time the Mayor shall appoint Council Members to serve on special City Council or ad hoc committees.

## **Section 11 – Filling City Council Vacancies**

The purpose of this section is to provide guidance to the City Council when a Stevenson City Council Member position becomes vacant before the expiration of the official's elected term of office. Causes of vacancy as set forth in RCW 42.12.010 include resignation, recall, forfeiture, written intent to resign, or death of a Council Member. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term. If a vacancy occurs in the office of a Council Member, the Council will follow the procedures outlined in the following:

RCW 35A.12.050 Vacancies – Filling of Vacancies in Council/Mayor Form of Government

RCW 42.30.110(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 – Prohibition on Secret Ballots

RCW 42.12 – Vacant Position

In order to fill the vacancy with the most qualified person available until an election is held, the Council shall direct the City Administrator's Office to prepare, distribute and publish a notice of the vacancy in the City's official newspaper with courtesy copies to other appropriate outlets. All applicants must be a registered voter of the City of Stevenson and have a one (1) year residency in the City of Stevenson. Interested applicants will be asked to submit an application form stating they meet the qualification requirements and a letter of interest. All applications received by the deadline date for the position will be copied and circulated to the Mayor and Council Members. The Council will conduct interviews of the applicants at a public meeting (regular or special). The City Administrator's Office shall notify applicants of the location, date and time of the City Council interviews.

The Mayor shall determine the order of appearance, amount of time allotted for each interview, and format for the interviews. The Council shall conduct all interviews during the open public session of the meeting. Upon completion of the interviews, Council Members may convene into Executive Session to discuss the qualifications of applicants. However, all deliberations, nominations and votes taken by the Council shall be in open public session. The Mayor shall call for nomination(s) and deliberation for selection. Following the close of discussion, the Mayor shall call for the vote. The nominee receiving the majority vote shall receive the appointment.

The City Administrator shall ensure that the new Council Member be sworn in to office prior to the next regularly scheduled City Council meeting.

## Section 12 – Committees

From time to time the City Council will identify the need to form special advisory committees, task forces, or commissions to address issues on behalf of the City Council. Their advice on a wide variety of subjects aid the Mayor and Council Members in their various decision-making process. Effective citizen participation is an invaluable tool for local government.

Committees can be established by ordinance or by motion of the City Council. Occasionally Washington Law will require establishment by ordinance, more often it is at the discretion of the City Council as to which method is employed. Persons of wide-ranging backgrounds who are interested in participating in public service but not interested in competing for public office can be involved in advisory committees, task forces or commissions.

### Advisory Committees

Advisory Committees are formed to address specific issues or functions. Every advisory committee will be re-examined periodically by the City Council to determine its effectiveness and whether it has completed its working functions. The size of the advisory group shall be determined by the Council in relation to its duties and responsibilities. Members and alternate members of all advisory bodies are appointed by a majority vote of the City Council during a regularly scheduled meeting. Vacancies may be advertised so that interested citizens may submit letters of interest and/or applications.

Advisory Committees will be responsible for adopting their operating policies consistent with any established resolutions or ordinances. All meetings of advisory committees are open to the public in accordance with the public meeting laws of the State of Washington which requires a minimum 24+ hour advance notice. The advisory chairperson will be responsible for coordinating meeting time, place and agenda with the appropriate City support staff. City staff will be responsible for properly advertising notice of all meetings. Minutes shall be kept of all meetings in accordance with the public meeting laws of the State of Washington.

Members may resign at any time their personal circumstances change to prevent effective service. Members may be removed from the advisory committee after three consecutive unexcused absences.

### **Section 13 - Council Relations with City Staff**

The City Council serves as the City's policy makers, and the City staff serves as the implementers and/or administrators of the Council's policies.

All written informational material requested by individual Council Members shall be submitted by City staff to the City Administrator who will distribute to the Council member requesting the information as well as any other Council Members who express an interest in receiving a copy of the same information.

When mail of a general nature that is addressed to the Mayor or Council Member is received it shall be copied to all City Council Members with a copy saved to file. Mail addressed to Council Members that is marked personal and/or confidential shall not be opened by City Staff.

Council Members shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City permits. Nor shall any individual Council Member interfere with the operating rules and practices of any City Department.

No individual Council Member shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council.

There will be mutual respect from both City Staff and Council Members of their respective roles and responsibilities. This same courtesy and respect will guide all comments and conduct in public meetings.

#### **Section 14- Council Meeting Staffing**

The City Administrator shall attend all regular meetings of the Council unless excused. If the City Administrator has an excused absence, a staff person shall be designated to attend in his/her absence. The City Administrator may make recommendations to the Council, may take part in the discussion, but shall have no vote. The City Administrator will ensure that appropriate staff (the recorder) is present to properly record (minutes) the meeting and departmental heads will be present to address issues and questions the Council Members may have with respect to agenda items.

The Public Works Director or his/her designee shall attend all regular meetings of the Council. The Public Works Director shall be prepared to answer questions, make recommendations and participate in discussions as needed.

The City Attorney shall attend all meetings of the Council unless excused, and shall upon request, give an opinion, either written or oral, as needed.

The Community Development Director or his/her designee shall attend all regular meetings of the Council. The Director shall be prepared to answer questions, make recommendations and participate in discussions as needed.



## **Section 15- Council Member Attendance at Meetings**

### **Excused Absences**

Excused absences are defined as follows:

1. Death of an immediate family member  
An immediate family member would include spouse, child, parents, siblings, grandparents, father and mother-in-law or daughter or son-in-law.
2. Illness  
Illness of either a Council Member or immediate family member, as defined above.
3. Accident, Bad Weather, other circumstances beyond the Council Member's control
4. Absences for Council Business  
A Council Member who is absent because of their commitments representing the Council at other meetings or events/activities.
5. Prior Arranged Absences  
The Council may, at their discretion, excuse an absence if arrangements are made prior to the absence.

All excused absences must be voted on and approved by a majority of council present.

### **Unexcused Absences**

1. A council position shall become vacant if the Council Member fails to attend three consecutive regular meetings of the council without being excused by the council (Ref. RCW 35A.12.060). The minutes will show the Council Member as having an unexcused absence for each meeting not attended without an excused absence.

## **Section 16 - Council Representation**

If a Council Member appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Council Member shall state the majority position of the council, if known, on such issues(s). Personal opinions and comments that differ from the council majority may be expressed if the Council Member clarifies that these statements do not represent the Council's position.

Council Members need to have the Mayor and/or other Council Members' concurrence before officially representing the other Council Members' views. And as a matter of courtesy, any letters to the editor, interviews or other communication by a Council Member of a controversial nature that do not reflect the City's majority opinion should be presented to the City Council prior to publication so that the Council Members may be prepared.

## **Section 17 – Confidentiality**

Council Members shall keep confidential all written materials and verbal information, including but not limited to the topic(s) and/or the substance, provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Council members outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW 42.23.070).

If the Council, in Executive session, has provided direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated City staff representative handling the issue. Council Members should obtain the permission of the Mayor and/or City Administrator before discussing the information with anyone other than other Council Members, the City Attorney or City staff designated by the City Administrator. Any Council Member having any contact or discussion needs to make full disclosure to the City Administrator and/or the City Council in a timely manner.

## Section 18 - Eating and Drinking at Public Expense

The objective of this policy is to provide clear direction for the reimbursement for City Council business related food and beverage costs incurred by the City Council and/or staff during non-travel periods (Ref. City Personnel Policy for reimbursements for travel related expenses). The policy will provide guidelines by which to determine whether or not expenditures by the City, City Council and/or staff may be allowed when refreshments and other related costs are made available at meetings involving City official and volunteers.

Staff and council members have the responsibility for becoming knowledgeable about authorized expenditures and the documentation requirements. Care should be taken to avoid unnecessary or excessive expenditures, and those not directly and reasonably related to the conduct of City business.

### Food and Beverage Cost for City Meetings

Generally, the City **will not** incur costs for refreshments, and other related items, for meetings or functions held in the normal course of business or which are attended solely by City officials. However, when certain meetings or functions are scheduled during one or more meal times and the City Council **has expressly approved** the meeting as such, the City may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the City. Food and beverage costs may only be incurred wherein a municipal function, public purpose, or City program is served or furthered (Ref. AG Opinion dated May 14, 1987 “Eating and Drinking at Public Expense”). Refreshments purchased solely for personal entertainment are not a legitimate City expense.

### Food and Beverage Costs for Ceremonies and Celebrations

Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate City expenditures. The public celebrations must be open to the general public. Support of a local “event” or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the City’s existence, proper authorization from the legislative authority for such public sponsorship, and a reasonable relationship between the amount of the City’s expenditure and the “public” nature of the event.

### Reimbursable Expenses Incurred by a City Official at Other Meetings

Meals consumed by a City Official during a meeting or other function where the City Official is conducting City business or representing the City are reimbursable to the official.

### Approval Procedures and Claims for Reimbursement

Approval for food and beverage expenses at a council meeting or for ceremonies and/or celebrations must be approved by the City Council in advance of any expenditure. Expenditures

for meal costs incurred by an official and/or employee at a meeting must be pre-authorized by their direct supervisor. (Council members are approved by the Mayor).

A claim for reimbursement shall be submitted as follows:

1. All claims must be submitted on a reimbursement form provided by the City Finance Department
2. The reimbursement form will identify the name of the person who consumed the goods for which reimbursement is requested, a description of the event, ceremony or meeting (including date, location and time) at which the food was consumed, and the public purpose served
3. Any claim for reimbursement must be accompanied by a bona fide vendor's receipt. Payment for table service at a restaurant (the tip) may be included at a rate of 15% of the price of the meal. No reimbursements will be made for liquor.
4. Reimbursements will be made by claims warrant only

## **Section 19 – Emergent Communications**

Occasionally there are important or emergent happenings in the City when Council Members should receive briefings as quickly as possible and not wait until the next council meeting. The City Administrator or designee will contact the Mayor with a draft memo detailing the issue(s). After review approval the memo will be forwarded by email (or telephone) to all council members.

**Appendix A-Sign in Sheet for Stevenson City Council**

SIGN IN SHEET  
FOR  
STEVENSON CITY COUNCIL

DATE: \_\_\_\_\_

If you are planning on addressing the City Council on a specific issue during the Public Comment period please list your name and topic of concern. The Mayor will call on you during the Public Comment period. Please limit comments to three minutes.

Name: (please print)

Topic:

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## **Appendix B – Public Hearing Procedures Script for Quasi-Judicial Issues**

The following represents a recommended procedure as a general instruction for the conduct of Quasi-Judicial hearings and may be followed or departed from in the Mayor's discretion. Failure to follow this recommended procedure shall not constitute a *prima facie* failure of Due Process.

### Opening

- The Mayor shall open the public hearing by stating the name of the application
- The Mayor shall direct any persons wishing to be heard to sign in at the sign-in table

### Rules of Order Presented by the Mayor

- The Mayor shall explain that the public hearing will proceed in an orderly manner and ask that the members of the public respect the process
- The Mayor shall ensure that everyone will be given an opportunity to be heard. The Mayor shall ask that all comments be made standing or at a speaker's rostrum if available. All speakers must first give his or her name and address for the officially recorded transcript of the hearing. The Mayor shall further explain that if there is an appeal the court must make its decision on the basis of what is said at this meeting
- The Mayor shall ascertain if anyone will require special accommodation in order to speak so that arrangements can be made
- In fairness to all in attendance, each person wishing to speak will be given an opportunity to address the Council. Depending on the number of people in attendance the Mayor may limit the initial period of time allowed. If additional time is needed the Mayor may allow additional time after all interested parties have had an opportunity to speak
- There should be no demonstrations (clapping, cheering, booing) during or at the conclusion of anyone's presentation
- This public hearing is the time for presentation of testimony, not an opportunity for debate
- The City Council is interested in promoting an orderly public hearing to give all persons in attendance an opportunity to be heard

### Appearance of Fairness and Conflicts of Interest Presented by City Attorney

- The hearing is quasi-judicial in nature, (especially in land use cases) and must comply with the appearance of fairness and conflict of interest rules. Quasi-judicial actions are defined as actions of the Council which determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing must be fair in three respects: form, substance and appearance

- All Council members and the Mayor should give consideration as to whether they have:
  - 1) a demonstrated bias or prejudice for or against any party to the proceedings
  - 2) a direct or indirect monetary interest in the outcome of the proceedings
  - 3) a prejudgment of the issue prior to hearing the facts on the record, or
  - 4) *ex parte* contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing, and whether the individual supports or opposes the project.
 Each Council Member must disclose whether any of the factors listed above are at issue and respond to the question: Do you have an Appearance of Fairness or Conflict of Interest issue or disclosure to make? (*Disclosures or questions of conflict directed to the attorney*).
- And finally, the members in the audience are asked if there are any objections to a Council Member or Mayor's participation in the proceedings. (*Again, refer any affirmative answers to the attorney*).

#### Order of Speaking – Mayor

- Staff presentation
- Request to staff (City Administrator) if there were any written materials submitted. City Administrator or Attorney to summarize the document
- Comments from applicant
- Comments from proponents
- Comments from opponents
- Comments from any others wishing to speak
- Comments from applicants in response/rebuttal. New material may not be introduced
- Response from Staff to any subjects raised by any of the speakers, or any additional clarifications
- Questions from Council Members to any speaker or staff person who made comment
- The Mayor may ask if anyone in the audience has any comments to clarify an item raised by a Council Member's questions. No new items can be presented nor should the speaker repeat his/her previous testimony. This is an opportunity for clarification

#### Council Discussion

- The Mayor making certain there is no further testimony closes the public testimony portion of the hearing
- Council discussion is held – Council should consider discussing issues in terms of findings and potential conditions
- Request for any further recommendations or comments from staff
- Mayor calls on the Council members to make a motion (take action) or postpone. If action taken Mayor directs staff to prepare findings and decision

## **Appendix B-1 Risk Management in the Land Use Context: A Primer on How to Avoid Being Sued**

Local government actions related to the development of land, such as planning, zoning, and platting, are a frequent source of litigation. Land use decisions routinely affect, sometimes significantly, the value of land parcels, which tends to generate litigation from property owners seeking to maximize their properties' value.

Sometimes lawsuits cannot be avoided; however, the following information will help you to minimize your risk of having to defend against land use claims. Here are a few concepts that you need to know and follow, along with suggestions for avoiding land use lawsuits:

### **1. Involve Professional Staff and Consultants.**

Guidance from planners, engineers, lawyers, and surveyors should be sought throughout the process. They will make sure you are up to date on industry and professional standards, and current laws. From the time that a land use application is filed to the final decision, the assistance of experts will help in creating a defensible record and a sound decision. The land use process has become too complex and technical to navigate without some professional assistance.

### **2. Stay Current.**

Know the applicable laws and keep local codes and procedures current with appellate court decisions, Growth Management Hearings Board decisions, and state statutes. Promptly inform staff and decision makers of new decisions. Schedule yearly reviews of your land use code to make sure it meets any new requirements.

### **3. Timeliness and Notice.**

Project permit applications are required to be processed within deadlines established by state statutes and local codes. Statutes and codes require that notice is given in a certain manner at certain times and usually that public hearings are held. Make sure all required notices are given and hearings held.

Develop checklists or summaries for the different types of applications you process. The checklists should identify the various deadlines and notices applicable to the particular application.

### **4. Legislative Hearings vs. Quasi-Judicial Hearings.**

Decision-making bodies—boards, councils, and commissions—must understand when they are acting in a legislative role and when they are acting in a quasi-judicial role. The legal standards for what constitutes a valid decision differ depending upon which role applies. Quasi-judicial hearings require legal due process for the applicant. More leeway exists when acting in a legislative capacity. Hence, more lawsuits arise from quasi-judicial hearings than from legislative hearings.

Decisions of general applicability affecting the community at large are usually legislative in nature. The following land use actions are legislative:

Adoption, amendment, or revision of comprehensive plans;  
Adoption of area-wide zoning ordinances;

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Adoption of area-wide zoning amendments.

Quasi-judicial land use actions are defined in RCW 42.36.010 as those that “determine the legal rights, duties or privileges of specific parties in a hearing or other contested case proceeding.” The characteristics of matters that are quasi-judicial are the following:

- The decision applies an existing policy or law rather than creating a new one;
- The proceedings seek to reach a fact-based decision between two distinct alternatives;
- The decision has a greater affect on a limited number of specific persons and a lesser affect on the general community at large.

Examples of decisions that are quasi-judicial include subdivisions, preliminary plat approvals, conditional use permits, SEPA appeals, rezones of specific parcels of property, variances, and other types of discretionary zoning permits if a hearing must be held by statute or local ordinance. If a single proceeding combines both legislative and quasi-judicial functions, treat it as a quasi-judicial proceeding.

## **5. Fairness and Appearance of Fairness.**

Government staff and decision makers should avoid making promises to applicants or project opponents. Furthermore, the decision makers and government staff should avoid prejudging applications and must not have a personal interest at stake in the matter. Personal interests include financial gain or ownership, family or social connections, associational or membership ties, and being employed by an applicant or interested party.

Washington is one of a few states that has the Appearance of Fairness Doctrine, which requires decision makers who act in a quasi-judicial role to not only be free from actual bias, but also the appearance of bias. To determine whether a violation of the Appearance of Fairness Doctrine has occurred, the question asked is this: Would a fair-minded person in attendance at this hearing say that everyone was heard who should have been heard, and that the decision maker was impartial and free from outside influences? To avoid violations of the Appearance of Fairness Doctrine, base decisions solely upon the record, allow everyone to be heard who wants to be heard, and give reasonable credit to all information presented, while according the information the weight, or lack thereof, that it deserves.

## **6. No *Ex Parte* Contacts in Quasi-Judicial Proceedings.**

*Ex parte* contacts are those between a decision maker and one side in a controversy for which that decision maker will issue a ruling. Quasi-judicial decision makers are prohibited by RCW 42.36.060 from making *ex parte* contact with either side in a case. *Ex parte* contacts always should be avoided. If such contact occurs, however, it may be cured by publicly disclosing the substance of the *ex parte* contact, placing it into the record, and providing opportunity for rebuttal by opposing sides.

## **7. Follow Written Hearing Procedures.**

Proper procedures are important to avoid due process violations, and written procedures are more likely to be followed than unwritten ones. Written procedures make everyone aware of the process in advance. Procedures, for example, may detail the order of the hearing, rules of respect and decorum, and urge those with common views to choose a spokesperson.

## **8. Base Decisions on the Record.**

Quasi-judicial land use decisions must be based on and supported by the “record.” The record consists of testimony at the hearing and all documents submitted at the hearing, and those submitted outside the hearing but within a set timeframe. You should preserve quasi-judicial hearing testimony by either a tape recording or court reporter. The documents are typically letters making arguments, maps, staff reports, and drawings, which are numbered and admitted as official exhibits and entered into the record. Only hearing testimony and documents officially submitted into the record should be used to render a decision. Make sure tape recordings are audible and that all speakers, including the decision makers, state their names before speaking.

## **9. Consider All Relevant Facts in the Record and Apply Them to the Law.**

Quasi-judicial decision making requires applying the law to the facts and coming to logically supportable decisions. However, not all facts are equal and it is the duty of decision makers to weigh facts and determine their probative value. A staff report is a good starting point because it should identify all relevant facts available at a given point in time. Neighborhood opposition to a project, standing alone without reference to facts relevant to the decision, is not a legitimate basis for denial of a land use application. Likewise, unsubstantiated opinions have little value. Quasi-judicial hearings are not popularity contests, but forums for gathering relevant facts that bear upon the decision criteria stated in state law and local codes.

## **10. Create a Written Statement of Findings.**

A clear, written decision applying facts to the applicable law will help avoid lawsuits. The written finding should demonstrate that open, considered deliberation occurred, not a *pro forma* decision of a predetermined outcome. The written decision must be more than just an approval of the minutes of the hearings. It is appropriate to request staff to draft a final written decision and bring it to the next meeting for review and approval.

## **11. Identify Potential “Problem” Projects Early.**

Recognizing those land use projects that are potential “problems,” such as an unclassified use, a novel or controversial development, or a contentious developer, early in the process may be helpful for avoiding liability and lawsuits. When you or your staff identify a potentially problematic project, it is crucial to seek guidance from professionals such as lawyers, planners, and engineers.

*Prepared by Michael B. Tierney, Esq. The information provided herein is intended as a general overview and is not intended to guide decisions or provide legal advice in any particular instance. Application of the information in this article to specific situations should always be accompanied by advice from professionals in the land use field.*

APPENDIX C CITY COUNCIL PUBLIC HEARING -

Legislative

TITLE: \_\_\_\_\_

Time Set For: \_\_\_\_\_

*"I would like to open the public hearing at \_\_\_\_\_"*

Staff/Consultant/Attorney Presentation

Public Comment Period

*"Please state your name for the record and try to keep your comments to \_\_\_\_\_ minutes"*

*"Is there any more public comment? This is an opportunity to add new information not addressed in previous testimony. If none: "I am closing the public hearing at \_\_\_\_\_"*

Additional Council/Staff Discussion

Response from staff to clarify questions raised during the public hearing. Questions from council to public or staff to clarify questions raised during the hearing. Mayor makes certain there is no further testimony.

CLOSE PUBLIC HEARING

Council Discussion (Council can ask Mayor to see clarification from members of the audience or staff if an issue needs clarification).

Potential Action

**INTERLOCAL AGREEMENT  
LEASE**

Lease made this 16<sup>th</sup> day of September, 2021 by and between **CITY OF STEVENSON**, a municipal corporation organized under the laws of the State of Washington, herein referred to as "Lessor", and **EDUCATIONAL SERVICE DISTRICT 112**, an educational service district organized under the laws of the State of Washington, having its principal office at Vancouver, Clark County, Washington, herein referred to as "Lessee."

**Recitals**

1. Lessor is the sole owner of the real property described in Exhibit "A" attached hereto and incorporated herein by reference, the leased portion of which is hereinafter referred to as "the Premises." The Premises being leased hereunder consist of 500 square feet.
2. Lessee desires to lease the Premises for the purpose(s) of running One Prevention Alliance which is a community coalition dedicated to reducing and preventing drug and alcohol abuse.
3. The parties desire to enter into this lease agreement defining their respective rights, duties and liabilities with respect to the Premises.
4. This Lease is between two Washington governmental agencies and is formed as an interlocal agreement under RCW Ch. 39.34.

In consideration of the mutual covenants contained herein, the parties agree as follows:

**SECTION ONE  
Subject and Purpose**

1. Lessor leases the Premises described in Exhibit "A" to Lessee for Lessee's use for the purpose(s) of running One Prevention Alliance and for no other purpose without the express permission of Lessor. If Lessee's use of the premises is at any time prohibited by law or governmental regulation, this lease shall terminate.
2. In connection with its use of the Premises, Lessee shall:
  - a. Conform to all applicable laws and regulations of any public authority affecting the Premises and their use and correct at Lessee's own expense any failure of compliance created through Lessee's fault or by reason of Lessee's use. Lessee shall not otherwise be required to make expenditures to comply with any laws and regulations, nor shall Lessee be required to make any structural changes to affect such compliance unless such changes are required because of Lessee's specific use.

b. Refrain from any activity which would make it impossible to insure the Premises against casualty or which would increase the insurance rate, unless Lessee pays the additional cost of the insurance.

c. Refrain from any use which would be reasonably offensive to other tenants, or owners, or users of neighboring premises, or which would tend to create a nuisance or damage the reputation of the Premises.

d. Refrain from loading the floors beyond the point considered safe by a competent engineer or architect selected by Lessor. If Lessor deems such inspection necessary by virtue of Lessee's use or intended use, Lessee shall bear the cost of the inspection.

e. Refrain from making any marks on or attaching any sign, insignia, antenna, aerial, or other device to the exterior or interior walls, windows, or roof of the Premises without the written consent of Lessor.

f. Comply with any reasonable rules respecting the use of the Premises promulgated by Lessor from time to time and communicated to Lessee in writing.

g. Prohibit cigarette smoking within the premises.

h. Inform Lessor of business hours and keep Lessor so informed.

## **SECTION TWO** **Term and Rent**

1. Lessor demises the Premises commencing September 1, 2021 and continuing thereafter on a month-to-month basis until terminated. Either party may terminate this Lease upon thirty (30) notice to the other, with or without cause.

2. For the use and occupancy of the Premises for the entire term and considering the public benefits derived from Lessee's occupancy of the space, Lessor agrees to provide the space free of charge.

## **SECTION THREE** **Inspection**

Lessee is leasing the Premises "as is", and Lessor makes no representations or warranties except as to title as set forth herein. Without limiting the generality of the foregoing, Lessee acknowledges that it has made its own independent investigation and inspection respecting the Premises and will be relying entirely thereon and on the advice of any consultant it may retain. Lessee may not rely upon any representation of any party, whether or not such party purports to act on behalf of Lessor, unless the representation is expressly set forth herein or in a subsequent document executed by Lessor. All representations, warranties, understandings and agreements between Lessee and Lessor are merged herein.



## **SECTION FOUR**

### **Taxes**

1. Lessee is a governmental agency and as such is not subject to state or federal taxation. However, any tax that may be imposed on Lessee by reason of Lessee's occupancy of the premises shall be Lessee's responsibility and Lessee shall full indemnify Lessor against those charges.

## **SECTION FIVE**

### **Utilities**

1. Lessor shall pay all utilities to the Premises.
2. All applications and connections for utility services which are to be separately metered shall be made in the name of Lessee only, and Lessee shall be solely liable for such utility charges as they become due. Lessor warrants to hold Lessee harmless from all obligations for cost of utility services incurred by previous Lessees of the Premises.

## **SECTION SIX**

### **Maintenance and Repairs**

Lessee shall, at all times during the term of the Lease and at its own cost and expense, maintain, in good order and condition, any buildings and improvements, and all additions and alterations thereto, located on the Premises; provided however, that Lessor shall be responsible for repairing and replacing the roof, foundation and structural components of any existing building(s), unless the use, conduct or activities of Lessee caused the problem which necessitated the repair or replacement work. Lessee shall use all reasonable precaution to prevent waste, damage or injury to the Premises. If Lessee fails to repair any substandard condition after written notice by Lessor, Lessor may do so and assess the cost of repair to Lessee.

Upon expiration or early termination of this Lease, Lessee shall surrender the Premises to Lessor in good order and condition, subject to depreciation, ordinary wear and tear, and damage by fire or other casualty. All repairs for which Lessee is responsible shall be completed by the date of surrender. Lessee shall remove all of its equipment, machinery, fixtures and other personal property that remain its property by the date of surrender.

## **SECTION SEVEN**

### **Insurance/Casualty to Premises**

1. Casualty Insurance. Lessor shall at all times obtain and maintain a policy of casualty insurance (or participation in an insurance pool with similar coverage) on any and all buildings and improvements of which the Premises are a part, including all alterations and additions thereto, for all known risks, in an amount equal to the market value of said buildings and improvements. Lessor shall prorate the cost of such policy among the tenants of the building of which the Premises are a part, and upon presentation of a bill for the prorated premium amount, Lessee shall pay the amount due to Lessor in a timely manner. Proration shall be calculated as set out in Section Five (2) above.

2. Personal Property Insurance. Any personal property shall be on the premises at the sole risk of Lessee, and Lessee shall bear all costs associated with any property damage insurance.

3. Liability Insurance. Lessor shall have no liability or responsibility whatsoever with respect to the conduct and operation of the Lessee's business on the Premises. Lessor shall not be liable for any accident or injury to any person or property in or about the Premises that is caused by the conduct or operation of said business or by virtue of equipment or property of Lessee on said premises. Lessee agrees to defend and hold Lessor harmless against any and all such claims.

a. Without limiting the foregoing, Lessee agrees to purchase public liability and property damage insurance with limits of not less than \$2 million general aggregate, \$2 million products composition aggregate, and personal injury of \$1,000,000 per occurrence, which insurance shall protect the Lessor, and to deposit evidence of same with Lessor. The evidence of insurance deposited with Lessor shall name the Lessor as an additional insured. Lessor reserves the right to require reasonable increases in the insurance coverage mandated by this subparagraph.

b. Lessee shall indemnify and save Lessor harmless from and against any and all losses, costs (including attorney fees), damages, expenses, liabilities (including statutory liability), and claims for damages as a result of injury of death of any person or damage to any property that arise from or in any manner grow out of any act or neglect on or about the leased Premises by Lessee, Lessee's partners, agents, employees, customers, invitees, contractors or subcontracts or any other persons or property present on or about the Premises arising from Lessee's occupation of the Premises.

c. All insurance provided by Lessee as required by this section shall insure performance by Lessee of the indemnity provisions hereof. Both Lessor and Lessee shall be named as insureds, and the policy shall be primary insurance as far as Lessor is concerned. All insurance shall be written with responsible companies acceptable to Lessor and authorized to conduct business in the State of Washington. Lessee shall provide the names of all of Lessee's insurance carriers to Lessor and shall provide copies of all insurance policies to Lessor. All policies shall require written notice to Lessor of any cancellation or change affecting any interest of Lessor.

4. Other Insurance. Lessee shall provide and keep in force other insurance in amounts that may from time to time be reasonably required by Lessor against other such insurable hazards as are commonly insured against for the type of business activity that Lessee will conduct.

5. In the event fire or other casualty causes damage to the Premises, Lessor shall restore any damaged portion of the Premises as soon as practicable to substantially its condition immediately before the casualty. Rent shall be abated during the period of restoration and to the extent the buildings and Premises are not reasonably usable by Lessee, except that there will be no rent abatement if the casualty was caused by Lessee's negligence or failure to comply with the terms of this Lease. Insurance proceeds pertaining to the buildings and improvements shall be applied to the costs of such restoration and repair. If the damage to the Premises exceeds 50% of its replacement cost, Lessor may elect to terminate this lease.

**SECTION EIGHT**  
**Unlawful or Dangerous Activity**

Lessee shall neither use nor occupy the Premises, nor any part thereof, for any unlawful, disreputable or ultra-hazardous purpose, nor shall Lessee operate or conduct its business in a manner constituting a nuisance of any kind. Upon Lessee's discovery of any unlawful, disreputable or ultrahazardous use, Lessee shall immediately take action to halt such activities. Lessee will not do or permit anything to be done on the Premises, or bring or keep anything therein, which shall in any way increase the rate of fire or other insurance on the building, or on the property kept therein, or endanger, obstruct or interfere with the rights of other tenants, or conflict with the fire laws or regulations or with any insurance policy upon the building or any part thereof, or with any statutes, rules, or regulations enacted or established by any governmental authority.

**SECTION NINE**  
**Indemnity**

Lessee shall indemnify Lessor against all expenses, liabilities and claims of every kind, including reasonable attorney fees, made by or on behalf of any person or entity arising out of either: (1) a failure by Lessee to perform any of the terms or conditions of this Lease; (2) any injury or damage to persons or property happening on or about the Premises; (3) a failure of Lessee to comply with any law of any governmental authority; or (4) any mechanic's lien or security interest filed against the Premises or any buildings or improvements thereon as a result of Lessee's activities.

**SECTION TEN**  
**Default or Breach**

Each of the following events shall constitute a default or breach of this Lease by Lessee:

1. If Lessee, or any successor or assignee of Lessee while in possession, shall file a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise, or shall make an assignment for the benefit of creditors.
2. If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against Lessee, or if a receiver or trustee shall be appointed for all or substantially all of the property of Lessee, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within 90 days after the institution or appointment.
3. If Lessee remains on the premises after Lessor provides thirty (30) days' written notice of Lessor's intent to terminate the lease. Following any such notice, Lessee shall surrender possession of the premises, remove all personal property and leave the premises in a clean, rentable condition.
4. If Lessee shall fail to perform or comply with any of the conditions of this Lease and if the nonperformance shall continue for a period of 30 days after notice thereof by Lessor to Lessee

or, if the performance cannot be reasonably had within the 30-day period, Lessee shall not in good faith have commenced performance within the 30-day period and shall not diligently proceed to completion of performance. However, no such notice shall be required if a similar notice was given within the previous six (6) months.

5. If Lessee shall abandon the demised Premises. However, Lessor's acceptance of Lessee's abandonment shall not relieve Lessee of its obligation to pay rent for the remainder of the term.

6. If this Lease or the estate of Lessee hereunder shall be transferred to or shall pass to or devolve on any other person or party, except in the manner herein permitted.

### **SECTION ELEVEN** **Effect of Default/Remedies**

In the event of any default hereunder, Lessor shall have an immediate right to pursue the following remedies in addition to remedies provided by law:

1. Lessor may elect, but shall not be obligated, to make any payment required of Lessee herein or comply with any agreement, term, or condition required hereby to be performed by Lessee, and Lessor shall have the right to enter the Premises for the purpose of correcting or remedying any such default and to remain until the default has been corrected or remedied and may charge Lessee for any such expenditures, but any expenditure for the correction by Lessor shall not be deemed to waive or release the default of Lessee or the right of Lessor to take any action as may be otherwise permissible hereunder in the case of any default.

2. Lessor shall have the right to cancel and terminate this Lease, as well as all of the right, title and interest of Lessee hereunder, without demand or legal process, by giving to Lessee thirty (30) days' written notice of the cancellation and termination. Thereupon, this Lease and the right, title and interest of Lessee hereunder, shall terminate in the same manner and with the same force and effect, except as to Lessee's liability, as if the date fixed in the notice of cancellation and termination were the end of the term herein originally determined.

3. Upon termination of the Lease under the foregoing paragraph, Lessor may by written notice to Lessee demand that Lessee assemble all Lessee's personal property on the Premises at a place designated by Lessor that is reasonably convenient to Lessor and Lessee, and Lessee agrees that it will assemble such property. In the alternative, Lessor may re-enter the Premises and remove the property and personnel of Lessee. Lessor may then store Lessee's property in a public warehouse or other place selected by Lessor, at the expense of the Lessee; provided, however, that Lessor may, after a reasonable attempt to notify Lessee, dispose of Lessee's stored property by sale or otherwise after a period of forty-five (45) days from the date of termination, and credit the proceeds of sale against any amounts owed by Lessee. Upon termination, Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovering the Premises and the worth of the balance of this Lease over the reasonable rental value of the Premises for the remainder of the lease term, which sum shall be immediately due Lessor from Lessee.

4. After re-entry, Lessor may relet the Premises or any part thereof for any term without terminating the Lease, at the rent and on the terms as Lessor may choose.

5. Lessor may declare all sums due and to become due for the full term of this Lease immediately due and payable, plus interest thereon at the highest legal rate until paid in full.

6. Lessor may retain all prior payments by Lessee, including, without limitation, rent.

7. Lessor may sue for specific performance.

**SECTION TWELVE**  
**Lessor's Access to Premises**

Lessee shall permit Lessor or its agents to enter the demised Premises at all reasonable hours to examine, inspect or protect the Premises, prevent damage or injury to the Premises, or make such repairs to the Premises as are necessary and reasonable; or to exhibit the Premises to prospective tenants during the last ninety (90) days of the lease term, unless and until Lessee rightfully exercises its option to re-let.

**SECTION THIRTEEN**  
**Lessee's Improvements**

1. Lessee may not make improvements or alterations to the Premises without the prior written consent of Lessor.

2. Lessor and Lessee acknowledge and confirm that Lessee may install and place in and about the Premises furniture, equipment, supplies and fixtures that are and shall remain the property of Lessee. Lessee shall have the right during the terms of this Lease, and upon termination hereof, to remove said furniture, equipment, supplies and fixtures; provided, however, that Lessee shall be solely responsible for and shall bear the cost and expense for such removal, and shall restore the premises to its original condition following such removal, and reimburse Lessor for any and all costs and damages incurred by Lessor on account of such removal.

**SECTION FOURTEEN**  
**Presence and Use of Hazardous Substances**

1. Lessor makes no representation regarding the prior use of the Premises or the existence of previous contamination of the Premises, except that none is known to Lessor.

2. Lessee represents that the following types of processes will be used in connection with the Lessee's intended use of the premises: conducting governmental operations and administration and for no other purpose.

3. Lessee shall not, without the Lessor's prior written consent, keep on or around the

Premises, common areas or building, for use, disposal, treatment, generation, storage, or sale, any substances designated as, or containing components designated as hazardous, extra hazardous, dangerous, toxic or harmful (collectively referred to as "Hazardous Substances"), and/or which are subject to regulation by any federal, state or local law, regulation, statute or ordinance. With respect to any Hazardous Substance, Lessee shall:

a. Comply promptly, timely and completely with all governmental requirements for reporting, keeping and submitting manifests and obtaining and keeping current identification numbers;

b. Submit to the Lessor and correct copies of all reports, manifests and identification numbers at the same time as they are required to be and/or submitted to the appropriate governmental authorities;

c. Within five (5) days of the Lessor's request, submit written reports to Lessor regarding Lessee's use, storage, treatment, transportation, generation, disposal or sale of Hazardous Substances and provide evidence satisfactory to the Lessor of Lessee's compliance with the applicable governmental regulations;

d. Allow Lessor or its agents or representatives to come on the Premises at all reasonable times to check Lessee's compliance with all applicable governmental regulations regarding Hazardous Substances, to investigate any alleged release of hazardous Substances and to undertake cleanup action in the event Lessee fails to do so;

e. Comply with minimum levels, standards or other performance standards or requirements which may be set forth or established for certain Hazardous Substances (if minimum standards or levels are applicable to Hazardous Substances) present on the Premises, these levels or standards shall be established by an on-site inspection by the appropriate governmental authorities;

f. Comply with all governmental rules, regulations and requirements regarding the proper and lawful use, sale, transportation, generation, treatment, storage and disposal of hazardous or other polluting substances and

g. Notify Lessor promptly of any investigation involving release of a Hazardous Substance.

4. In the event of a violation or suspected violation, any and all costs incurred by Lessor and associated with the Lessor's inspections of the Premises and the Lessor's monitoring of Lessee's compliance with this section, and including the Lessor's attorney fees and costs, shall be additional rent and shall be due and payable to Lessor immediately upon written demand by Lessor.

5. Lessee shall not release any Hazardous Substance into the surface, subsurface, water or air in or adjacent to the Premises.

6. Lessee agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations governing environmental protection, regulation of hazardous substances and land use, and to indemnify Lessor against all losses, damages and costs resulting from any failure of

Lessee of any of its employees, agents or contractors to do so, including, but not limited to, violation of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S. C. Sec. 9601 et seq.; the Clean Water Act, 33 U.S. C. Sec. 1251 et seq.; the Resource Conservation and Recovery Act, 42 U.S. C. Sec. 6901; the Toxic Substances Control Act., U.S.C. Sec. 2601; the Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. Sec. 136 et seq.; the Clean Air Act, 42 U.S.C. Sec. 7401 et seq.; the Oil Pollution Act of 1990, 33 U.S.C. Sec. 2701 et seq.; the Model Toxics Control Act., R.C.W. 70.105D,010 et seq.; the Washington Water Pollution Control Act., R.C.W. 90.48; the Washington Clean Air Act., R.C.W. 70.94; the Washington Solid Waste Management Act., R.C.W. 70.95; the Washington Hazardous Waste Management Act., R.C.W. 70.105; and the Washington Nuclear Energy and Radiation Act., R.C.W. 70.98.

### **SECTION FIFTEEN** **Cleanup Costs, Default and Indemnification**

1. Lessee shall be fully and completely liable to Lessor for any and all investigatory, cleanup and/or monitoring costs and any and all other charges, fees, penalties (civil and criminal) imposed by any governmental authority with respect to Lessee's use, disposal, transportation, storage, generation, release and/or sale of Hazardous Substances, in or about the Premises, the common areas or adjacent property.

2. Lessee shall defend and hold Lessor harmless from any and all actions which arise out of or relate to any threatened, alleged, or actual release of Hazardous Substances or any other violation under any applicable environmental law or regulation, including, but not limited to, any investigations, administrative proceedings, emergency actions, cost recovery actions, requests for injunctive relief, penalties, fines, lawsuits, appeals and supplemental proceedings. The obligation of Lessee to defend Lessee shall not preclude the right of Lessor to select its own counsel. Any costs and fees incurred in defense of Lessor shall be paid by Lessee as the same are incurred.

3. Lessee shall indemnify and hold Lessor harmless from any damages or other liabilities which arise out of or relate to any threatened, alleged, or actual release of Hazardous Substances or any other violation under any applicable environmental law or regulation, including, but not limited to, investigation of a release or other violation; actual releases or other violations; remediation, cleanup and/or response costs; damage to natural resources; fines or penalties; economic loss or damages; enforcement action costs; judgments; appeal bonds; continuing monitoring costs; attorney fees and costs; and consultant fees and costs. Lessee specifically agrees that any bond or other security provided shall extend to the indemnity agreed to in this subparagraph.

### **SECTION SIXTEEN** **Compliance With All Laws**

Lessee agrees to comply with all applicable federal, state and municipal laws, ordinances, and regulations. Any fees for any inspection of the Premises during or for the lease term by any federal, state or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.

**SECTION SEVENTEEN**  
**Easements, Agreements or Encumbrances**

The parties shall be bound by all existing easements, agreements and encumbrances (if any) of record relating to the demised Premises which Lessor has disclosed to Lessee in writing, and Lessor shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder thereunder.

**SECTION EIGHTEEN**  
**Quiet Enjoyment**

Lessor warrants that Lessee shall be granted peaceable and quiet enjoyment of the demised Premises free from any eviction or interference by Lessor or those claiming through Lessor, so long as Lessee pays the rent and other charges provided herein, and otherwise fully and punctually performs the terms and conditions imposed on Lessee.

**SECTION NINETEEN**  
**Liability of Lessor**

Lessee shall be in exclusive control and possession of the demised Premises, and Lessor shall not be liable for any injury or damages to any property or to any person on or about the demised Premises nor for any injury or damage to any property of Lessee. The provisions herein permitting Lessor to enter and inspect the demised Premises are made to ensure that Lessee is in compliance with the terms and conditions hereof and makes repairs that Lessee has failed to make. Lessor shall not be liable to Lessee for any entry on the Premises for inspection purposes.

**SECTION TWENTY**  
**Consents, Waivers**

Whenever either party's consent or approval is required under this Lease, the party shall promptly exercise its judgment in a reasonable manner. Failure of a party to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights or remedies that the party may have regarding that specific instance only and shall not be deemed a waiver of any subsequent breach or default in any terms and conditions.

**SECTION TWENTY-ONE**  
**Notice**

All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage prepaid and return receipt requested, to the party to be notified at the address set forth herein or at such other address as either party may from time to time designate in writing.

Every notice shall be deemed to have been given at the time it shall be deposited in the United States mails in the manner prescribed herein.



Lessor:  
City of Stevenson  
PO Box 371  
Stevenson, WA 98648

Lessee:  
One Prevention Alliance  
ESD 112  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661

**SECTION TWENTY-TWO**  
**Assignment, Mortgage or Sublease**

Neither Lessee nor its successors or assigns shall assign, mortgage, pledge or encumber this Lease for any reason nor shall this Lease be assigned or transferred by operation of law, without the prior consent in writing of Lessor in each instance.

Lessee shall not have the right to sublet the demised Premises, in whole or in part, or permit the Premises to be used or occupied by others, without Lessor's prior written approval. Such approval shall not be unreasonably withheld; provided, however, that no sublease shall release Lessee from its obligation to perform pursuant to this Lease, unless the Lessor shall, at its sole option, consent in writing to the release of Lessee and substitution of the Sublessee.

**SECTION TWENTY-THREE**  
**Total Agreement; Applicable to Successors**

This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto. This Lease and the terms and conditions hereof apply to and are binding on the heirs, legal representatives, successors and assigns of both parties.

**SECTION TWENTY-FOUR**  
**Applicable Law**

This agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**SECTION TWENTY-FIVE**  
**Venue/Attorney Fees**

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Lease, or for the collection of any sums due hereunder, the parties agree that the venue of such action or litigation shall be in the proper court of the State of Washington in and for the County of Skamania. The parties agree that the prevailing party in any action or litigation shall recover costs and reasonable attorney fees.

**SECTION TWENTY-SIX**  
**Time of the Essence**

Time is of the essence in all provisions of this Lease.

**SECTION TWENTY-SEVEN**  
**Interlocal Agreement Representations**

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

- a. Duration. This AGREEMENT shall terminate on December 31, 2022 or sooner as provided in SECTION TWO, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with EDUCATIONAL SERVICE DISTRICT 112 for office space.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general fund budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in SECTION TWO, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

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

**LESSOR: CITY OF STEVENSON, a Washington Municipal Corporation**

\_\_\_\_\_  
Scott Anderson, Mayor

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth Woodrich, City Attorney

**LESSEE: EDUCATIONAL SERVICE DISTRICT 112, a Washington Municipal Corporation**

\_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

## EXHIBIT "A"

1. The premises are a section of the basement of Stevenson City Hall, located at 7121 E. Loop Rd., Stevenson, WA 98648.
2. The portion of the premises is the northern center of the basement measuring 25' in length and 20' in width with outside access.
3. The total area being leased is 500 square feet, excluding common areas.
3. The tenants may use the restrooms, parking lot and other access points of the premises.



# 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 Johnson, City Administrator  
RE: 2022 Proposed Budget  
Meeting Date: September 16, 2021

## **Executive Summary:**

Here is the 2022 proposed budget for your review. A summary of the budget by fund is included along with the detail. Additional analysis and refinement will be done by the October council meeting.

The main highlights are listed below.

### Overall

- Cost of Living Adjustment (COLA) of 5.1% for all employees as outlined in attached New Release
- Projects and priorities funded as directed in the 2022-2023 SMART Goals adopted in April 2021
- Hire a Temporary/Seasonal Public Works Position

### General Fund

- Property Tax includes 1% increase
- Slight increase to Sales Tax and other tax revenue based on past years' receipts
- City Hall computer replacements (nearing end of life) (\$10k)

### Street Fund

- Iman Cemetery to Osprey Overlay (\$65k)
- Rock Creek Stormwater (\$128k)

### Columbia Realignment

- New Project Fund for DOE Integrated Planning Grant (\$200k, 100% grant)

### Tourism Fund

- Recommended projects and amounts by the Tourism Advisory Committee will be included in budget in November.

### Water/Sewer Fund

- Proposed rate increases included in revenue projections
- Loop Road Waterline Replacement (\$100k est)
- West Vancouver Waterline Replacement (\$62k)
- Foster Creek Waterline Relocation (\$40k est)

#### Wastewater Upgrades

- Rock Creek Lift Station, Force Main, and Cascade Interceptor Construction (\$1.8M)
- Wastewater Treatment Plant Upgrades Construction (\$9.6M)
- Main D Sewer Line Extension Construction (\$300k)
- Fairgrounds, Kanaka Creek and Cascade Lift Stations Design (\$205k)

#### Equipment Services

- Purchase one new truck (\$45k)

#### **Direction Needed**

- Confirmation/consensus on the 5.1% COLA. A resolution will be presented with adoption of the 2022 budget for formal approval.
- Confirmation of 2022-2023 council priorities as adopted in April.
- Consensus on any changes.



**For Release: Tuesday, July 13, 2021**

**21-1323-SAN**

WESTERN INFORMATION OFFICE: San Francisco, Calif.

Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west

Media contact: (415) 625-2270

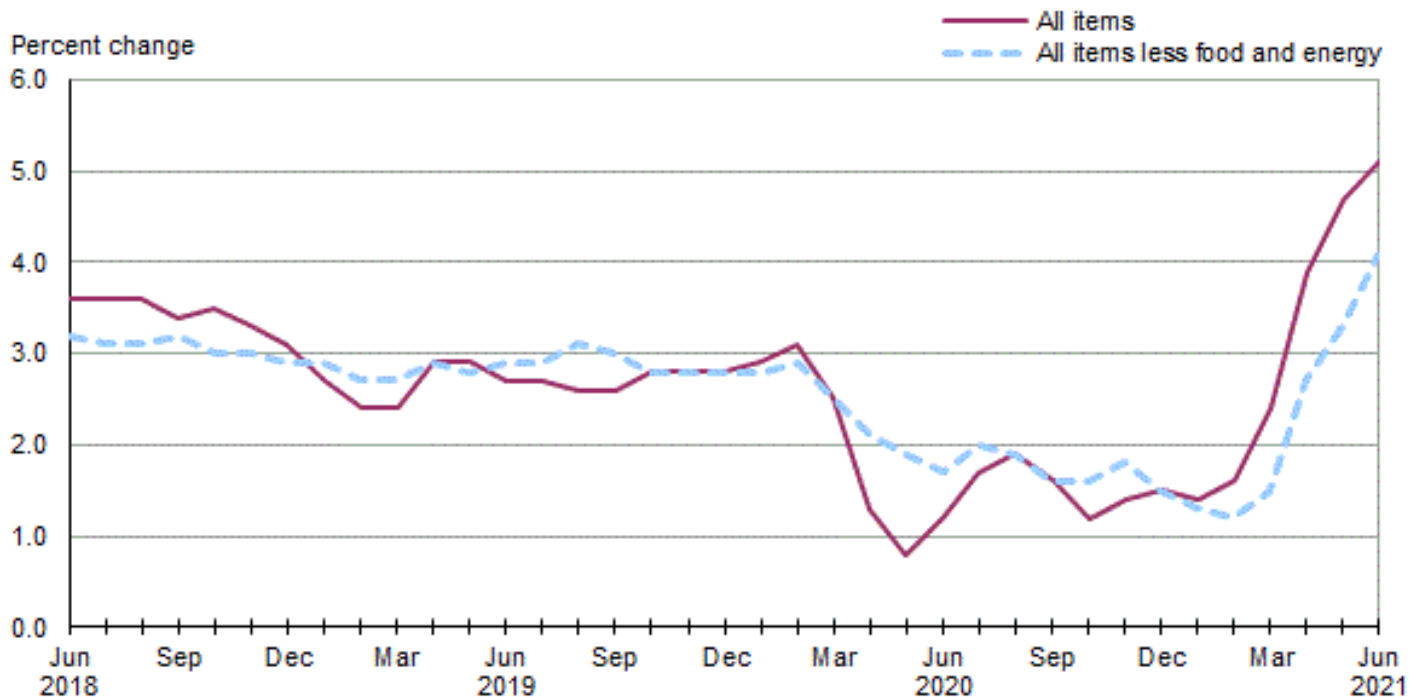
## Consumer Price Index, West Region — June 2021

**Area prices were up 0.9 percent over the past month, up 5.1 percent from a year ago**

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.9 percent in June, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) The June increase was influenced by higher prices for new and used motor vehicles and shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 5.1 percent. (See [chart 1](#) and [table A](#).) Food prices advanced 3.3 percent. Energy prices jumped 25.1 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy rose 4.1 percent over the year. (See [table 1](#).)

**Chart 1. Over-the-year percent change in CPI-U, West region, June 2018–June 2021**



Source: U.S. Bureau of Labor Statistics.

## Food

Food prices increased 0.6 percent for the month of June. (See [table 1.](#)) Prices for food away from home increased 0.7 percent. Prices for food at home advanced 0.6 percent for the same period, largely due to higher prices for meats, poultry, fish, and eggs (2.6 percent).

Over the year, food prices advanced 3.3 percent. Prices for food away from home rose 4.8 percent. Prices for food at home advanced 2.1 percent, primarily due to higher prices for meats, poultry, fish, and eggs (4.1 percent) since a year ago.

## Energy

The energy index rose 1.5 percent over the month. The increase was mainly due to higher prices for gasoline (2.6 percent). Prices for natural gas service advanced 1.0 percent, but prices for electricity edged down 0.2 percent for the same period.

Energy prices jumped 25.1 percent over the year, largely due to higher prices for gasoline (41.2 percent). Prices paid for natural gas service advanced 7.2 percent, and prices for electricity advanced 7.1 percent during the past year.

## All items less food and energy

The index for all items less food and energy advanced 0.8 percent in June. Higher prices for new and used motor vehicles (5.9 percent), recreation (1.0 percent), and shelter (0.4 percent), were partially offset by lower prices for household furnishings and operations (-0.9 percent) and medical care (-0.3 percent).

Over the year, the index for all items less food and energy rose 4.1 percent. Components contributing to the increase included new and used motor vehicles (21.5 percent), apparel (5.9 percent), and shelter (2.2 percent). Partly offsetting the increases was a price decrease in medical care commodities (-2.6 percent).

**Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2017		2018		2019		2020		2021	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January.....	0.5	2.5	0.5	3.1	0.2	2.7	0.3	2.9	0.2	1.4
February.....	0.6	3.0	0.5	3.1	0.2	2.4	0.4	3.1	0.5	1.6
March.....	0.3	3.1	0.4	3.2	0.4	2.4	-0.2	2.5	0.7	2.4
April.....	0.3	2.9	0.4	3.2	0.8	2.9	-0.4	1.3	1.0	3.9
May.....	0.2	2.6	0.5	3.5	0.5	2.9	0.1	0.8	0.8	4.7
June.....	0.0	2.5	0.2	3.6	0.0	2.7	0.4	1.2	0.9	5.1
July.....	0.1	2.5	0.1	3.6	0.0	2.7	0.5	1.7		
August.....	0.2	2.7	0.2	3.6	0.1	2.6	0.3	1.9		
September.....	0.5	2.9	0.3	3.4	0.3	2.6	0.0	1.6		
October.....	0.3	2.9	0.4	3.5	0.5	2.8	0.2	1.2		
November.....	0.0	3.1	-0.2	3.3	-0.1	2.8	0.0	1.4		
December.....	0.1	3.1	-0.2	3.1	-0.2	2.8	-0.1	1.5		

**The July 2021 Consumer Price Index for the West Region is scheduled to be released on August 11, 2021.**



## Coronavirus (COVID-19) Pandemic Impact on June 2021 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in June was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at <https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm>.

### Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the Internet at [www.bls.gov/cpi](http://www.bls.gov/cpi) and the CPI section of the BLS Handbook of Methods available on the internet at [www.bls.gov/opub/hom/cpi/](http://www.bls.gov/opub/hom/cpi/).

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted)**

Item and Group	Indexes			Percent change from-		
	Apr. 2021	May 2021	Jun. 2021	Jun. 2020	Apr. 2021	May 2021
<b>Expenditure category</b>						
All Items.....	283.507	285.793	288.263	5.1	1.7	0.9
All items (December 1977=100).....	458.273	461.969	465.962			
Food and beverages .....	284.355	285.813	287.615	3.2	1.1	0.6
Food .....	284.914	286.396	288.239	3.3	1.2	0.6
Food at home .....	266.730	268.142	269.676	2.1	1.1	0.6
Cereals and bakery products .....	269.249	272.227	271.134	0.7	0.7	-0.4
Meats, poultry, fish, and eggs.....	288.847	294.224	301.824	4.1	4.5	2.6
Dairy and related products .....	247.295	246.958	244.958	1.0	-0.9	-0.8
Fruits and vegetables .....	349.697	348.399	349.760	1.4	0.0	0.4
Nonalcoholic beverages and beverage materials.....	191.764	189.598	190.854	2.5	-0.5	0.7
Other food at home .....	222.444	224.171	223.990	1.8	0.7	-0.1
Food away from home.....	308.522	310.095	312.352	4.8	1.2	0.7
Alcoholic beverages .....	273.669	274.803	276.072	1.8	0.9	0.5
Housing .....	312.588	314.363	315.145	2.5	0.8	0.2
Shelter .....	360.206	361.317	362.727	2.2	0.7	0.4
Rent of primary residence(1).....	383.676	384.865	385.176	1.6	0.4	0.1
Owners' equiv. rent of residences(1)(2).....	378.360	379.821	381.084	2.1	0.7	0.3
Owners' equiv. rent of primary residence(1)(2).....	378.321	379.768	381.031	2.0	0.7	0.3
Fuels and utilities.....	329.032	334.314	335.277	6.2	1.9	0.3
Household energy .....	279.181	285.816	286.018	7.4	2.4	0.1
Energy services(1) .....	281.445	288.277	288.319	7.2	2.4	0.0
Electricity(1).....	317.385	321.911	321.124	7.1	1.2	-0.2
Utility (piped) gas service(1).....	212.777	226.090	228.262	7.2	7.3	1.0
Household furnishings and operations.....	139.702	142.072	140.834	1.9	0.8	-0.9
Apparel .....	116.236	115.403	115.707	5.9	-0.5	0.3
Transportation .....	232.073	239.342	248.397	21.7	7.0	3.8
Private transportation .....	229.708	236.544	245.123	22.0	6.7	3.6
New and used motor vehicles(3).....	109.175	113.190	119.848	21.5	9.8	5.9
New vehicles .....	151.248	153.721	157.642	5.9	4.2	2.6
New cars and trucks(3)(4).....	105.067	106.777	109.535	6.0	4.3	2.6
New cars(4).....	148.679		155.634	5.5	4.7	
Used cars and trucks.....	162.090	172.779	190.639	45.0	17.6	10.3
Motor fuel .....	285.588	296.579	304.173	40.9	6.5	2.6
Gasoline (all types).....	284.730	295.859	303.449	41.2	6.6	2.6
Gasoline, unleaded regular(4).....	281.215	292.570	300.179	42.0	6.7	2.6
Gasoline, unleaded midgrade(4)(5).....	272.745	282.733	289.837	38.8	6.3	2.5
Gasoline, unleaded premium(4).....	280.653	290.072	297.126	37.6	5.9	2.4
Motor vehicle insurance(6).....	837.169	844.423	844.862	10.3	0.9	0.1
Medical Care .....	544.218	542.235	540.688	0.0	-0.6	-0.3
Medical care commodities.....	420.757	420.523	417.626	-2.6	-0.7	-0.7
Medical care services.....	582.389	579.856	578.738	0.6	-0.6	-0.2
Professional services .....	375.933	375.704	375.654	2.6	-0.1	0.0
Recreation(3).....	117.684	118.207	119.441	2.5	1.5	1.0
Education and communication(3).....	140.214	140.499	140.538	1.5	0.2	0.0
Tuition, other school fees, and child care(6) .....	1,507.049	1,509.779	1,514.489	0.9	0.5	0.3
Other goods and services .....	473.215	473.656	475.949	3.1	0.6	0.5
<b>Commodity and Service Group</b>						
All Items.....	283.507	285.793	288.263	5.1	1.7	0.9
Commodities .....	198.575	201.311	204.374	8.9	2.9	1.5

Note: See footnotes at end of table.

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted) - Continued**

Item and Group	Indexes			Percent change from-		
	Apr. 2021	May 2021	Jun. 2021	Jun. 2020	Apr. 2021	May 2021
Commodities less food & beverages.....	156.428	159.513	162.903	13.1	4.1	2.1
Nondurables less food & beverages .....	203.642	205.780	207.632	12.6	2.0	0.9
Nondurables less food, beverages, and apparel .....	264.997	269.177	272.099	14.7	2.7	1.1
Durables .....	113.199	116.574	120.586	13.6	6.5	3.4
Services.....	362.045	363.731	365.436	3.0	0.9	0.5
Rent of shelter(2).....	383.683	384.873	386.375	2.2	0.7	0.4
Transportation services .....	322.115	328.552	335.488	12.2	4.2	2.1
Other services .....	369.206	370.264	373.204	1.9	1.1	0.8
<b>Special aggregate indexes:</b>						
All items less medical care .....	271.611	274.068	276.697	5.6	1.9	1.0
All items less food .....	283.425	285.844	288.418	5.5	1.8	0.9
All items less shelter.....	253.404	256.148	259.030	6.9	2.2	1.1
Commodities less food .....	160.809	163.864	167.221	12.5	4.0	2.0
Nondurables .....	244.141	245.959	247.797	7.1	1.5	0.7
Nondurables less food.....	208.950	211.029	212.849	11.6	1.9	0.9
Nondurables less food and apparel.....	265.557	269.409	272.153	13.2	2.5	1.0
Services less rent of shelter(2).....	375.052	377.557	379.711	4.1	1.2	0.6
Services less medical care services.....	346.683	348.647	350.537	3.3	1.1	0.5
Energy .....	287.601	296.918	301.487	25.1	4.8	1.5
All items less energy .....	285.618	287.446	289.794	4.0	1.5	0.8
All items less food and energy .....	286.547	288.442	290.888	4.1	1.5	0.8
Commodities less food and energy commodities .....	147.135	149.384	152.290	8.2	3.5	1.9
Energy commodities.....	290.608	301.631	309.363	40.6	6.5	2.6
Services less energy services.....	368.108	369.511	371.317	2.8	0.9	0.5

Footnotes

(1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1997=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1977=100 base.

- Data not available

Regions defined as the four Census regions. West includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

NOTE: Index applies to a month as a whole, not to any specific date. Data not seasonally adjusted.



# City of Stevenson

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

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

## Stevenson City Council Goals for 2022-2023

### Vision

Those citizens have now spoken, and their vision for the future is to proudly look out their window, walk down their street, or return for a visit in 2030 and honestly say:

“Stevenson is a friendly, welcoming community that values excellent schools and a small-town atmosphere. The natural beauty is enjoyed by residents and visitors through a network of recreational opportunities. The strength of Stevenson’s economy is built upon high quality infrastructure and a vibrant downtown that provides for residents’ daily needs. Stevenson takes advantage of our unique location on the Columbia River by balancing jobs, commerce, housing, and recreation along the waterfront.”

### Mission

Stevenson is committed to investing in improved infrastructure, stewardship, community & human development. We will adapt, evolve, and progress to maintain our resilient and inviting small-town feel in an agile/nimble and fiscally responsible way.

### Goals

The goals below are a list of priorities from council. Interwoven throughout these priorities is improved communication and engagement with the community, supporting community efforts for human development, maintaining and improving current infrastructure and assets, and incorporating additional goals such as aggressive undergrounding of utilities and broadband within capital projects where possible.

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable, and affordable wastewater system upgrades with added BOD capacity by the spring of 2023.
  - a. Bid and begin construction on the WWTP by the end of 2021 with construction extending through spring of 2023.
  - b. Bid and construct Phase 2 of the Lift Station and collection system construction project by spring of 2022.
2. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
  - a. **Aesthetic Improvements** -Vacant/derelict/unkept property ordinances will be in place by the end of 2022, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association by the end of 2022 and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024.

## Stevenson City Council Goals for 2022-2023 (cont.)

- b. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024.
  - i. First Street Overlook will be constructed in 2021.
  - ii. Columbia Street Realignment will move forward with conceptualization and planning for a complete path forward with funding partners by the end of 2022.
- 3. **Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive.
  - a. **Design Completion**
  - b. Apply for and secure **Construction Funding**
  - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property.
  - d. Bid and construct new fire hall.
- 4. **Water System Continued Maintenance**
  - a. **Replace** most of the failing **AC Pipes**, about 30% of the city waterlines, by 2030. Projects outlined in the next few years include:
    - i. School Street
    - ii. Loop Rd
    - iii. Upper Russell (in conjunction with Park Plaza construction)
    - iv. Frank Johns
  - b. Water Treatment Plant Maintenance includes painting interior.
  - c. Establish Hegewald Well as a permanent water source.
- 5. **Develop Deliberate Growth Strategy** by the end of 2021.
  - a. Complete Capital Improvement Program
  - b. Complete a Strategic Plan for the Fire Department
  - c. **Explore Industrial Sites:** Apply for a CERB grant to evaluate the feasibility of additional industrial sites away from the Waterfront by the end of 2019.

### Remaining Uncompleted Goals from 2019-2024 Strategic Plan

- 6. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
- 7. **Russell Ave Rebuild-Phase 2 from Second St. to Vancouver Ave** and tie in with the Courthouse Plaza project if funding allows.
- 8. **Broadband** - complete the Broadband Strategic Plan by the end of 2019 and collaborate with community partners to facilitate the completion and implementation of the Strategic Broadband Plan starting in 2020.
- 9. **Waterfront Development-**The City will work with the Port of Skamania to develop a waterfront development plan by the end of 2021.
- 10. **Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- 11. **Partner with School District on Workforce Education Development and Develop Youth Leadership Process** to include honorary student councilmembers by the end of 2020.

## Stevenson City Council Goals for 2022-2023 (cont.)

### Completed Goals from 2019-2024 Strategic Plan

1. **Road Diet** – Study, review and revised road standards to reduce required rights of way for street development by the end of 2020. **Completed April, 2019.**
2. **Remodel City Hall** – remove surplussed items by the end of 2019, reduce and organize city records by the end of 2022 to optimize the usable space for a remodel of city hall by the end of 2024. **Surplussed items removed, building permits relocated and records being organized.**
3. **Improve Financial Software System** Research new software options and ways to maximize current software with a recommendation to council on whether or not to change systems by the end of 2019. **Contracted with BIAS Software and implementation completed in 2019. Permitting module implementation in process.**
4. **Water System Continued Maintenance**
  - a. **SMART Meter Completion** – Select and install smart meters and begin monthly excess water usage charging by the end of 2019. **Commerce Grant signed and project substantially complete.**
  - b. Water Treatment Plant Maintenance includes reroof. **Reroof completed in 2021.**
5. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
  - a. Fill hole in front of high school and vegetate with trample-resistant, maroon and/or blue plantings that can survive without water by November 30, 2018. **Completed.**
  - b. Trim/Remove damage to all remaining city trees caused by the 2017 ice storms by March, 2019. **Completed.**
  - c. Replace dead plants from the Lodge Trail, Cascade Avenue and Kanaka Creek Road projects by March, 2020. **Completed.**
6. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
  - a. Phase I of the project, Waterfront to Second Street will be completed by the end of 2019 with minimal impact to the downtown during the peak summer months, pending the acquisition of required easements. **Project substantially complete as of July 3, 2020!**
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
  - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 and utilized by 2022. **Completed. Sales Tax measure on the November ballot, 2019 failed and HB 1406 funds implemented and will take effect 8/1/20.**
  - b. The city will partner with the EDC to complete a **Buildable Lands Inventory** by the end of 2019. **Project completed.**
  - c. The city will partner with other agencies to complete a **Housing Needs Assessment** by the end of 2020. **Project completed.**
  - d. Reconsider zoning standards for configuration of ADUs (attached vs unattached) by March, 2019. **Completed May, 2019.**

## Stevenson City Council Goals for 2022-2023 (cont.)

- 8. Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2021.
- a. **Complete CERB Feasibility Study** on the Alternatives Analysis by the end of Feb, 2019 and implementation of proposed alternatives by August, 2019. **Final CERB Report completed Dec. 2020.**
  - b. Contract with DOE for design funding by Jan 31, 2019. **Completed February, 2019**
  - c. Advertise for Design Engineer immediately upon contract with DOE. Phase Design Engineering contract as necessary to address collection system (including pump stations and geotechnical study) prior to performance on WWTP design. **Contract signed April, 2019**
  - d. **Complete Design** of the project to apply to DOE for construction funding by Oct, 2019. **Delayed until 2020 due to delay in DOE loan contract and CERB Study.**
  - e. **Update Facilities Plan** with the CERB Study and design work by Oct, 2019. **CERB Study included in revised facilities plan update, submitted for DOE approval February, 2019. Design work will be completed and submitted to DOE end of June, 2020.**
  - f. Plan for the relocation of Public Works equipment with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2021. **Alternatives sites researched and some relocation implemented.**
  - g. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. Contract for Geotech report as identified in GSP before repairs are made in Montell neighborhood. **Ongoing. The final report on Geotech for Montell neighborhood stated it is more cost effective to treat Infiltration and Inflow at the plant than to fix the sewer lines and install French drains.**
  - h. Enter into agreements with all Significant Industrial Users for individual discharge limits and rates by the end of the second quarter 2019. **Signed agreement with Backwoods Brewing, draft with LDB remains in process.**
  - i. Update FOG program to improve compliance by 90% by the end of 2019 and 100% by 2020. Updates shall include clear instructions of how the proposed escalating fees/fines will be imposed. **FOG Ordinance updated March, 2019.**
  - j. Continue with minor improvements in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **Ongoing. Coordinating with SIUs and Dirt Huggers for side stream material removal. Installed interim measures to improve plant performance and guide design.**
  - k. Complete funding package requirements for collection system and sign contracts by the end of 2020. **Completed.**
  - l. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. **Completed in 2020 and scheduled for 2021.**



## Stevenson City Council Goals for 2022-2023 (cont.)

- m. Implement **updated rate structure** after completion of rate study by the end of 2020. **Rate study completed and the model will be updated in 2021 after funding streams are secured.**
  - n. **Relocate Public Works** equipment and materials with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2022. **Completed in 2021.**
  - o. **Continue with minor improvements** in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **In process**
  - p. **Apply** for construction funding with DOE, USDA and others to maximize grants and leverage low-interest loans to reduce cost impact to residents. **In process**
  - q. Complete and sign finding contracts for WWTP funding by the fall of 2021. **In process**
  - r. Complete permitting requirements for construction by the fall of 2021. **In process.**
  - s. Bid Lift Station and collection system construction project by the summer of 2021. **In process and on track.**
  - t. Begin construction on the lift stations and collection system by fall of 2021. **In process.**
9. **City Property Security** - The city will evaluate security needs at all city facilities and begin implementing security enhancements in 2019. **An interior security door has been installed to prevent visitors from coming behind the counter without authorization. Plexiglass has been installed as well. Security cameras being discussed and researched for 2021 install.**
10. **Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- a. **Parks and Rec District** – Develop committee to research and evaluate interest for a park and recreation district by the end of 2020. Determine a way forward go/no go by 2021. **Pool district created in 2021 by voters.**
11. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A city-wide **Traffic Study** will be completed by the end of 2021. **In process.**
    - i. **Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021. **Project may be incorporated into the city-wide traffic study.**
      - 1. **Del Ray** - The city will work property owners to determine development opportunities for public and private uses by the end of 2020.
      - 2. **Lotz Road Improvements** will be included in the unimproved street plan.
  - b. **Design Standards** outlined in the Downtown Plan will be reviewed and updated by the end of 2021. **In process.**
  - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024. **In process.**
12. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
- a. **Landscaping** – The city will create a plan for landscaping and maintenance for city property and rights of way, which may include agreements with adjacent property owners, by the end of 2020. **Tree management plan being created in 2021.**

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### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 91 00 0001 Unreserved Cash & Investments	1,021,846.80	927,975.68	680,398.49	770,783.69	785,783.69	734,277.12	
100 Unreserved	1,021,846.80	927,975.68	680,398.49	770,783.69	785,783.69	734,277.12	
308 51 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 31 02 0001 Reserved Cash - Custodial	0.00	0.00	51,135.13	51,135.13	51,135.13	51,135.13	
308 51 02 0001 Reserved Cash - Custodial	54,546.82	59,695.22	0.00	0.00	0.00	0.00	
104 Custodial Reserve	54,546.82	59,695.22	51,135.13	51,135.13	51,135.13	51,135.13	
308 10 00 0001 Reserved Cash - Fire Truck	325,000.00	350,000.00	0.00	0.00	0.00	0.00	
308 10 03 0001 Reserved Cash - Fire Equip	7,298.40	70,000.00	0.00	0.00	0.00	0.00	
202 Fire Department	332,298.40	420,000.00	0.00	0.00			
308 Beginning Balances	1,442,105.84	1,441,084.72	764,947.44	855,332.64	870,332.64	818,826.07	
311 10 00 0000 General Property Tax	454,081.49	464,024.40	482,751.63	322,727.22	486,702.34	501,569.36	
311 Property Tax	454,081.49	464,024.40	482,751.63	322,727.22	486,702.34	501,569.36	
313 11 00 0000 Sales Tax	271,394.67	314,505.70	236,100.77	172,470.77	230,000.00	230,000.00	
313 71 00 0000 Local Criminal Justice Tax	20,509.66	23,902.04	23,453.30	15,942.87	15,000.00	20,000.00	
313 Sales Tax	291,904.33	338,407.74	259,554.07	188,413.64	245,000.00	250,000.00	
316 43 00 0000 Natural Gas Utility Tax	17,141.46	14,088.35	14,311.30	13,814.19	15,000.00	13,500.00	
316 45 00 0000 Garbage Utility Tax	8,597.12	9,407.19	9,215.10	7,459.38	7,500.00	7,500.00	
316 46 00 0000 Cable TV Utility Tax	2,876.17	4,006.81	2,920.30	2,103.07	3,000.00	3,000.00	
316 47 00 0000 Telephone Utility Tax	15,953.51	12,461.68	9,163.17	7,900.90	10,000.00	8,000.00	
316 Utility Tax	44,568.26	39,964.03	35,609.87	31,277.54	35,500.00	32,000.00	
317 20 00 0000 Leasehold Tax	18,548.54	23,684.42	21,785.44	14,722.40	16,000.00	16,000.00	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	1,652.75	1,681.29	0.00	3,504.01	0.00	0.00	
317 Other Tax	20,201.29	25,365.71	21,785.44	18,226.41	16,000.00	16,000.00	
310 Taxes	810,755.37	867,761.88	799,701.01	560,644.81	783,202.34	799,569.36	

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### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
321 99 01 0000 Business Licenses	1,920.00	2,130.00	2,720.00	964.16	1,400.00	1,400.00	
321 99 02 0000 Peddlers & Solicitors Permit	15.00	0.00	0.00	0.00	0.00	0.00	
321 99 03 0000 Vacation Rental Licenses	1,800.00	2,000.00	1,100.00	2,222.50	1,500.00	1,500.00	
321 Licenses	3,735.00	4,130.00	3,820.00	3,186.66	2,900.00	2,900.00	
322 10 00 0000 Building Permits	65,371.11	59,321.24	-3,979.44	80.00	0.00	0.00	
322 Permits	65,371.11	59,321.24	-3,979.44	80.00			
320 Licenses & Permits	69,106.11	63,451.24	-159.44	3,266.66	2,900.00	2,900.00	
332 92 10 0000 DOC-ARPA Distribution	0.00	0.00	0.00	223,677.00	0.00	0.00	
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	68,860.29	0.00	0.00	0.00	
334 04 20 0001 Dept. of Commerce GMA Grant	0.00	0.00	0.00	25,000.00	0.00	0.00	
335 04 01 0000 LE & CJ Leg One-Time Cost	0.00	0.00	0.00	6,714.00	0.00	0.00	
333 14 51 0001 CDBG Housing Rehab Grant	0.00	27,081.57	96,880.01	183,280.22	250,000.00	0.00	
334 01 20 0000 AOC LFO Judicial agency grant	0.00	4.33	0.00	0.00	0.00	0.00	
334 03 10 0000 DOE-Shoreline Master Plan Grant	0.00	0.00	0.00	1,980.73	11,000.00	0.00	
334 03 10 0001 DOE-Spills Grant	0.00	79,307.18	0.00	0.00	0.00	0.00	
330 Grants	0.00	106,393.08	96,880.01	185,260.95	261,000.00		
335 00 91 0000 PUD Privilege Tax (in Lieu)	12,434.06	12,320.85	12,999.58	0.00	11,000.00	11,000.00	
335 State Shared	12,434.06	12,320.85	12,999.58	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	
336 06 25 0000 Criminal Justice - Contracted Services	2,790.68	2,910.06	3,117.77	2,477.55	2,500.00	2,500.00	
336 06 26 0000 Criminal Justice - Special Programs	1,634.99	1,698.61	1,816.32	1,438.84	1,936.35	2,108.00	
336 06 42 0000 Marijuana Excise Tax	2,398.56	2,569.22	3,554.07	1,894.57	1,853.60	2,533.00	
336 06 51 0000 DUI/Other Crim Justice Assist	230.62	219.46	235.45	200.40	0.00	0.00	
336 06 94 0000 Liquor Excise Tax	7,886.23	8,611.28	10,210.97	8,444.28	9,367.30	10,965.00	
337 40 00 0000 Private Harvest Tax	15.61	17.96	7.35	4.81	0.00	0.00	
336 State Entitlements, Impact Payments &	15,956.69	17,026.59	19,941.93	15,210.45	16,657.25	19,106.00	
330 Intergovernmental Revenues	28,390.75	135,740.52	198,681.81	455,862.40	288,657.25	30,106.00	
341 43 00 0000 General Admin Services	0.00	0.00	124,944.97	0.00	126,000.00	126,000.00	
341 81 00 0000 Printing/Photocopy Services	14.00	66.18	13.85	9.60	0.00	0.00	

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### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
342 33 05 0000 Active Probation Fee	0.00	0.00	5,169.42	6,583.00	0.00	7,000.00	
341 Other	14.00	66.18	130,128.24	6,592.60	126,000.00	133,000.00	
342 21 00 0000 Fire District II Fire Control	29,650.57	21,348.22	19,048.36	20,436.64	32,700.00	32,700.00	
342 Fire District 2	29,650.57	21,348.22	19,048.36	20,436.64	32,700.00	32,700.00	
345 83 00 0000 Planning Fees	3,175.00	9,250.00	38,887.00	11,135.00	4,500.00	4,500.00	
345 Planning	3,175.00	9,250.00	38,887.00	11,135.00	4,500.00	4,500.00	
345 83 01 0000 N Bonn Bldg Inspect Reimburse	5,741.20	1,973.20	29.00	0.00	0.00	0.00	
345 83 02 0000 Skamania County Reimbursement	1,205.89	2,659.88	395.15	0.00	0.00	0.00	
346 Building	6,947.09	4,633.08	424.15	0.00			
340 Charges For Goods & Services	39,786.66	35,297.48	188,487.75	38,164.24	163,200.00	170,200.00	
353 10 00 0000 Traffic Infractions/Parking	4,327.90	5,622.09	6,494.07	4,769.26	3,000.00	5,000.00	
353 70 00 0000 Non-Traffic Infractions	29.27	139.78	244.49	83.66	100.00	100.00	
355 20 00 0000 DUI Fines	1,220.06	298.41	297.28	376.87	1,000.00	1,000.00	
355 80 00 0000 Criminal Traffic Fines	1,238.81	580.49	2,453.39	3,350.23	1,000.00	1,000.00	
356 90 00 0000 Criminal Non-Traffic Fines	767.98	340.53	409.26	941.70	600.00	600.00	
357 37 00 0000 Court Cost Recoupments	5,833.20	9,300.65	5,192.57	3,266.01	5,000.00	5,000.00	
350 Fines & Penalties	13,417.22	16,281.95	15,091.06	12,787.73	10,700.00	12,700.00	
361 11 00 0000 Interest Income/General Fund	12,805.97	28,231.67	16,662.45	7,480.29	5,000.00	15,000.00	
361 40 00 0000 Sales Tax Interest	742.54	1,117.41	618.36	225.47	200.00	200.00	
362 00 00 0000 Park Rentals	0.00	2,500.00	1,500.00	3,500.00	0.00	2,500.00	
367 10 00 0000 Fire Department Donations	1,000.00	0.00	0.00	0.00	0.00	0.00	
369 91 00 0000 Miscellaneous Income	393.99	604.88	665.98	322.64	300.00	300.00	
360 Interest & Other Earnings	14,942.50	32,453.96	19,446.79	11,528.40	5,500.00	18,000.00	
361 40 00 0631 CATV-Interest	0.00	0.00	1.43	0.00	0.00	0.00	
369 91 00 0001 Agency Collections - State Bldg Code	441.50	340.00	13.00	0.00	0.00	0.00	
386 90 00 0000 Agency Deposit - Court Remittances	10,567.78	11,255.01	0.00	0.00	0.00	0.00	
388 10 00 0000 CE-Prior Period Adjustment	2,220.37	0.00	3,098.81	0.00	0.00	0.00	
389 40 00 0000 Agency Deposit - Court Trust	9,700.34	0.00	0.00	0.00	0.00	0.00	

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### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
380 Non Revenues	22,929.99	11,595.01	3,113.24	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>2,441,434.44</b>	<b>2,603,666.76</b>	<b>1,989,309.66</b>	<b>1,937,586.88</b>	<b>2,124,492.23</b>	<b>1,852,301.43</b>	
511 30 41 0000 Ordinance Codification	5,293.50	2,374.74	1,974.50	1,042.50	2,500.00	2,500.00	
511 30 44 0000 Legislative Publishing	7,922.64	4,787.44	4,791.60	4,314.23	3,500.00	3,500.00	
511 60 10 0000 Council Salary	10,777.04	11,399.99	10,500.00	6,000.00	12,000.00	12,000.00	
511 60 20 0000 Council Benefits	845.30	895.86	818.76	443.84	1,000.00	1,000.00	
511 60 43 0000 Travel/Lodging Council	1,130.84	52.43	0.00	0.00	2,000.00	2,000.00	
511 60 49 0000 Tuition Council	0.00	225.00	0.00	0.00	1,000.00	1,000.00	
<b>511 Legislative</b>	<b>25,969.32</b>	<b>19,735.46</b>	<b>18,084.86</b>	<b>11,800.57</b>	<b>22,000.00</b>	<b>22,000.00</b>	
512 50 10 0001 Court Clerk Salary	4,208.27	3,817.08	3,683.35	2,690.21	5,000.00	5,000.00	
512 50 20 0001 Court Clerk Benefits	944.15	1,456.06	738.69	529.04	3,000.00	2,000.00	
512 50 31 0000 Court Supplies	118.47	0.00	118.42	0.00	0.00	0.00	
512 50 41 0001 Jury Management/Courtroom Use	747.48	694.19	817.53	419.27	1,200.00	1,200.00	
512 50 41 0003 Municipal Court Contract	20,000.00	20,000.00	20,000.00	14,999.00	20,000.00	20,000.00	
512 52 41 0001 Transcription Services	1,644.30	0.00	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	240.00	0.00	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	16,000.00	16,000.00	
515 93 41 0000 Indigent Defense	10,738.50	12,503.44	13,436.25	9,678.75	15,000.00	15,000.00	
<b>512 Judicial</b>	<b>54,641.17</b>	<b>54,470.77</b>	<b>54,794.24</b>	<b>40,317.27</b>	<b>61,200.00</b>	<b>60,200.00</b>	
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	7,200.00	4,800.00	7,200.00	7,200.00	
513 10 10 0001 City Administrator Salary	64,583.59	70,682.33	78,795.93	58,701.30	75,000.00	81,750.00	
513 10 20 0000 Mayor Benefits	556.30	550.80	561.29	356.71	625.00	625.00	
513 10 20 0001 City Administrator Benefits	30,629.88	30,945.66	16,133.64	11,802.08	28,000.00	30,520.00	
513 10 43 0000 Travel/Lodging Mayor/Administrator	0.00	2,336.70	0.00	0.00	2,000.00	2,000.00	
513 10 49 0000 Tuition Mayor/Administrator	0.00	256.95	703.10	609.00	1,000.00	1,000.00	
<b>513 Executive</b>	<b>102,969.77</b>	<b>111,972.44</b>	<b>103,393.96</b>	<b>76,269.09</b>	<b>113,825.00</b>	<b>123,095.00</b>	
514 20 10 0001 Budgeting/Accounting Salary	67,431.97	58,290.69	71,687.60	44,795.50	66,000.00	71,940.00	
514 20 20 0001 Budgeting/Accounting Benefits	23,007.60	22,796.54	20,933.09	11,413.22	21,000.00	22,890.00	
514 20 41 0001 EBPP Fees General Fund	75.65	542.41	369.85	161.36	600.00	600.00	
514 20 41 0022 Audit Fee	4,883.96	0.00	5,493.43	4,866.58	7,000.00	7,000.00	

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### 001 General Expense Fund

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514 20 43 0000 Travel Financial/Records	1,422.24	1,452.39	753.87	0.00	3,000.00	3,000.00	
514 20 46 0000 Clerk Bond Premiums	3,822.21	8.00	99.00	102.00	200.00	200.00	
514 20 49 0000 Training/Tuition - Financial/Records	2,212.70	4,130.14	1,080.00	85.00	3,000.00	3,000.00	
514 20 49 0001 Dues & Membership - Financial	245.00	910.00	1,136.70	1,169.00	1,200.00	1,200.00	
514 20 49 0002 Fiduciary Fees/VISA	559.50	1,494.41	3,900.80	2,647.02	2,500.00	4,000.00	
514 20 49 0003 Miscellaneous Charges	0.00	14.29	838.27	0.00	500.00	500.00	
514 30 10 0000 Minutes - Recording Fee Sal	1,510.00	2,341.25	1,826.67	1,195.23	2,250.00	2,452.50	
514 30 20 0000 Minutes - Recording Fee Ben	130.50	224.21	159.46	97.21	200.00	218.00	
514 41 41 0000 Elections	0.00	877.78	0.00	0.00	1,000.00	1,000.00	
514 91 51 0000 Voter Registration Services	0.00	0.00	0.00	0.00	6,000.00	6,000.00	
<b>514 Financial, Recording &amp; Elections</b>	<b>105,301.33</b>	<b>93,082.11</b>	<b>108,278.74</b>	<b>66,532.12</b>	<b>114,450.00</b>	<b>124,000.50</b>	
515 41 41 0000 Advisory Board Services	19,495.15	24,494.20	25,710.00	14,113.80	30,000.00	30,000.00	
515 41 43 0000 Travel - Legal	0.00	158.24	0.00	0.00	750.00	750.00	
515 41 49 0000 Training & Tuition - Legal	0.00	42.00	0.00	0.00	750.00	750.00	
<b>515 Legal Services</b>	<b>19,495.15</b>	<b>24,694.44</b>	<b>25,710.00</b>	<b>14,113.80</b>	<b>31,500.00</b>	<b>31,500.00</b>	
517 70 22 0000 Unemployment Claims	891.60	10,359.16	10,596.00	0.00	0.00	0.00	
517 70 25 0000 Old Age Survivor Insurance	0.00	25.00	25.00	25.00	25.00	25.00	
517 70 41 0000 Old Age Survivor Insurance	25.00	0.00	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	
<b>517 Employee Benefit Programs</b>	<b>916.60</b>	<b>10,384.16</b>	<b>10,621.00</b>	<b>25.00</b>	<b>525.00</b>	<b>525.00</b>	
518 20 44 0000 DNR Fire Control Assessment	0.50	17.90	17.90	17.90	0.00	0.00	
518 30 10 0000 Building Repair Salary	1,630.94	1,738.91	2,485.77	2,112.78	3,000.00	4,000.00	
518 30 20 0000 Building Repair Benefits	891.95	1,162.12	1,393.15	1,015.29	1,500.00	2,000.00	
518 30 31 0000 Household Supplies/Repairs	1,173.65	409.26	707.55	751.65	2,000.00	2,000.00	
518 30 41 0000 Custodial Services	3,850.00	4,029.00	966.14	689.26	1,000.00	1,000.00	
518 30 41 0001 Contractual Services	3,262.50	6,709.80	2,848.73	1,770.05	2,500.00	2,500.00	
518 30 44 0000 HR-Advertisement	0.00	946.73	691.56	537.00	0.00	0.00	
518 30 45 0099 Eq Rental-Bldg Repair	952.48	578.11	1,139.19	676.11	1,000.00	1,000.00	
518 30 46 0000 Insurance - Liability	13,311.88	1,120.60	10,428.42	11,655.78	14,000.00	15,260.00	
518 30 47 0000 Heat & Lights	2,477.97	2,505.12	3,095.82	1,681.34	3,000.00	3,500.00	
518 30 47 0001 City Hall Water/Sewer	762.41	1,047.10	1,120.20	1,010.39	1,330.29	1,463.32	
518 30 48 0000 Building Repair Supplies	250.12	1,075.91	48.21	208.30	1,000.00	1,000.00	
518 40 31 0000 Office Supplies	5,146.58	3,817.17	4,951.70	4,107.53	6,000.00	16,000.00	
518 40 41 0000 Office Equip Repair & Maintenance	5,357.77	14,094.97	20,459.05	21,493.78	16,000.00	26,000.00	

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### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
518 40 42 0000 Central Services Telephone	3,600.94	4,112.50	4,580.57	2,055.70	4,000.00	4,000.00	
518 40 42 0001 Miscellaneous - Postage	798.81	545.61	362.40	25.20	500.00	500.00	
518 63 41 0000 COVID-19 Outsourced Services	0.00	0.00	9,999.16	0.00	0.00	0.00	
518 80 41 0023 Website - General Fund	260.00	1,290.00	240.00	160.00	8,000.00	3,200.00	
518 90 10 0000 COVID-19 - Salaries	0.00	0.00	18,802.66	2,505.64	0.00	0.00	
518 90 20 0000 COVID-19 - Benefits	0.00	0.00	5,646.24	944.71	0.00	0.00	
518 90 31 0000 COVID-19 Supplies	0.00	0.00	40,498.55	0.00	0.00	0.00	
518 90 41 0000 COVID-19 Services	0.00	0.00	6,569.07	0.00	0.00	0.00	
518 90 49 0001 Dues And Membership - General Govt	3,561.80	3,313.14	1,883.00	1,261.00	3,000.00	3,000.00	
594 18 62 0000 City Hall Improvements	0.00	0.00	10,353.48	719.04	0.00	0.00	
594 18 64 0000 Office Furniture/Equipment	0.00	1,053.80	0.00	8,415.44	0.00	0.00	
594 18 64 0001 Computer Equipment	1,216.26	19,497.53	1,111.80	0.00	0.00	0.00	
<b>518 Centralized Services</b>	<b>48,506.56</b>	<b>69,065.28</b>	<b>150,400.32</b>	<b>63,813.89</b>	<b>67,830.29</b>	<b>86,423.32</b>	
521 20 41 0000 Police Services	166,360.00	169,731.00	174,823.00	139,468.52	176,905.87	185,928.07	
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,495.80	2,910.06	3,117.77	2,477.55	2,700.00	2,700.00	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,929.87	1,698.61	1,816.32	1,438.84	1,600.00	1,600.00	
523 30 41 0000 Probation And Parole Services	0.00	0.00	4,908.74	6,583.00	0.00	10,000.00	
523 60 41 0000 Jail Services	13,325.00	11,012.60	11,926.00	9,540.00	13,000.00	13,000.00	
<b>521 Law Enforcement</b>	<b>184,110.67</b>	<b>185,352.27</b>	<b>196,591.83</b>	<b>159,507.91</b>	<b>194,205.87</b>	<b>213,228.07</b>	
522 10 10 0000 Fire Chief/Administration - Salaries	1,200.00	1,480.80	1,873.92	1,136.96	1,900.00	1,900.00	
522 10 20 0000 Fire Chief/Administration - Benefits	91.80	91.80	93.59	59.41	100.00	100.00	
522 20 10 0000 Fire Contract Volunteer Reimb	15,280.00	11,434.00	8,930.00	0.00	16,000.00	16,000.00	
522 20 20 0000 Firefighter Benefits	1,168.96	874.71	689.34	0.00	1,000.00	1,000.00	
522 20 24 0000 Firefighter Pension/Disability	2,130.00	1,920.00	2,190.00	2,160.00	2,500.00	2,500.00	
522 20 31 0000 Fire Supplies	7,981.94	8,578.63	3,043.62	12,418.75	10,000.00	15,000.00	
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	2,589.35	51.63	0.00	0.00	
522 20 32 0000 Fire Truck Fuel	448.94	604.58	256.83	266.67	1,000.00	1,000.00	
522 20 41 0000 Fire-Contractual Services	0.00	0.00	0.00	1,347.63	25,000.00	25,000.00	
522 20 42 0000 Fire Telephone	1,235.64	1,226.18	1,033.66	912.38	1,400.00	1,400.00	
522 20 46 0000 Fire Truck Insurance	3,146.35	759.07	1,302.27	1,860.98	1,500.00	1,545.00	
522 20 48 0000 Fire Hydrant Repair/Supplies	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 20 49 0001 Dues & Memb./Sub. City Fire	245.19	240.00	242.50	152.50	250.00	250.00	
522 30 10 0000 Fire Support Salary	6,434.03	4,996.81	2,826.30	3,029.36	8,500.00	8,500.00	
522 30 20 0000 Fire Support Benefits	3,743.95	3,003.37	1,157.56	1,334.46	7,000.00	5,000.00	
522 30 31 0001 Fire Prevention Supplies City	81.70	0.00	0.00	0.00	500.00	500.00	

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### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
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	3,528.70	2,212.72	770.28	863.01	5,500.00	5,500.00	
522 45 43 0000 Travel - Fire Department	65.30	0.00	0.00	0.00	1,000.00	1,000.00	
522 45 49 0000 Fire Department Training	676.48	351.46	33.03	0.00	3,000.00	3,000.00	
522 50 47 0000 Fire Hall Heat And Lights	2,598.75	2,499.56	2,813.12	1,543.39	3,000.00	3,000.00	
522 50 47 0001 Fire Hall Water-Sewer	0.00	0.00	1,946.82	2,773.52	5,000.00	5,250.00	
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	
522 50 48 0000 Fire Hall Repair	134.89	0.00	4,523.40	1,029.07	5,000.00	5,000.00	
522 60 48 0000 Fire Equipment Repair	2,264.04	6,809.23	3,155.56	156.59	6,000.00	6,000.00	
594 22 64 0001 Fire Equip Purchase - City	0.00	79,529.85	0.00	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To 303 Joint Emerg. Fac.	0.00	34,316.57	0.00	0.00	0.00	0.00	
<b>202 Fire Department</b>	<b>56,456.66</b>	<b>164,929.34</b>	<b>39,471.15</b>	<b>31,096.31</b>	<b>111,150.00</b>	<b>114,445.00</b>	
522 20 31 0002 Fire Supplies FD II	4,788.10	8,852.82	2,587.26	20,423.68	10,000.00	20,000.00	
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	2,589.37	51.63	0.00	0.00	
522 20 32 0002 Fire Truck Fuel FDII	1,102.81	948.05	834.46	594.29	1,000.00	1,000.00	
522 20 49 0002 Dues & Membership/Subscriptions FD II	245.19	405.00	242.50	152.50	250.00	250.00	
522 30 31 0020 Fire Prevention Supplies FDII	110.77	0.00	0.00	0.00	500.00	500.00	
522 45 43 0002 Travel-FD II	65.29	0.00	0.00	0.00	0.00	0.00	
522 45 49 0002 Fire Training FD II	676.51	351.45	33.03	0.00	3,000.00	3,000.00	
522 60 48 0002 Fire Equipment Repair FDII	179.03	196.55	149.94	100.33	6,000.00	6,000.00	
<b>203 Fire District 2</b>	<b>7,167.70</b>	<b>10,753.87</b>	<b>6,436.56</b>	<b>21,322.43</b>	<b>20,750.00</b>	<b>30,750.00</b>	
<b>522 Fire Control</b>	<b>63,624.36</b>	<b>175,683.21</b>	<b>45,907.71</b>	<b>52,418.74</b>	<b>131,900.00</b>	<b>145,195.00</b>	
528 60 41 0000 Dispatch Fees - City	1,794.40	2,301.39	0.00	0.00	2,500.00	2,500.00	
528 60 42 0000 Radio Contract	2,870.85	2,870.84	3,229.75	3,171.09	3,500.00	3,500.00	
<b>528 Dispatch Services</b>	<b>4,665.25</b>	<b>5,172.23</b>	<b>3,229.75</b>	<b>3,171.09</b>	<b>6,000.00</b>	<b>6,000.00</b>	
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	0.00	89,117.85	34,843.73	183,280.22	250,000.00	0.00	
<b>551 Public Housing Services</b>	<b>0.00</b>	<b>89,117.85</b>	<b>34,843.73</b>	<b>183,280.22</b>	<b>250,000.00</b>	<b>0.00</b>	
553 70 41 0000 Air Pollution Authority	215.40	276.80	434.75	458.60	300.00	500.00	
553 70 41 0001 Water Runoff Testing	0.00	0.00	0.00	1,274.50	0.00	0.00	



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553 Conservation	215.40	276.80	434.75	1,733.10	300.00	500.00	
554 90 40 0000 Waterfront Mitigation Support	0.00	7,332.55	0.00	0.00	0.00	0.00	
554 Environmental Services	0.00	7,332.55	0.00	0.00	0.00	0.00	
558 50 10 0000 Building Inspector Salary	46,411.36	45,281.71	2,686.63	55.28	0.00	0.00	
558 50 20 0000 Building Inspector Benefits	26,701.02	26,554.65	1,492.97	27.14	0.00	0.00	
558 50 31 0000 Building Department Supplies	41.33	189.77	5.37	0.00	0.00	0.00	
558 50 41 0000 Current Planning/ Building Consulting Services	0.00	90.00	0.00	432.00	0.00	5,000.00	
558 50 42 0000 Building Department Telephone	674.01	590.19	0.00	0.00	0.00	0.00	
558 50 43 0000 Travel - Building Inspector	0.00	1,088.98	0.00	0.00	0.00	0.00	
558 50 45 0099 Eq Rental - Building Dept	18,506.00	17,053.40	709.80	11.01	0.00	0.00	
558 50 49 0000 Training & Tuition - Building Dept	45.00	1,187.73	0.00	80.00	0.00	0.00	
558 50 49 0001 Dues & Membership - Bldg Dept	210.00	95.00	0.00	0.00	0.00	0.00	
550 Building	92,588.72	92,131.43	4,894.77	605.43		5,000.00	
558 50 10 0001 Current Planning Salary	0.00	0.00	0.00	0.00	0.00	50,000.00	
558 50 20 0001 Current Planning Benefits	0.00	0.00	0.00	0.00	0.00	22,500.00	
558 60 10 0000 Planning Salary	78,116.46	83,163.00	85,597.02	61,763.97	90,000.00	50,000.00	
558 60 10 0001 Planning Recorder - Salaries	760.00	1,038.78	1,300.17	743.49	1,800.00	1,800.00	
558 60 10 0002 Planning Commission Salaries	3,900.00	3,077.68	4,050.00	2,700.00	4,500.00	4,500.00	
558 60 10 0003 Planning Intern Salary	6,506.25	0.00	0.00	0.00	0.00	0.00	
558 60 20 0000 Planning Benefits	35,714.78	37,331.50	41,095.47	29,576.57	45,000.00	22,500.00	
558 60 20 0001 Planning Recorder - Benefits	65.71	66.87	113.44	60.99	180.00	180.00	
558 60 20 0002 Planning Commission Benefits	314.08	242.32	315.85	200.75	500.00	500.00	
558 60 20 0003 Planning Intern Benefits	583.82	0.00	0.00	0.00	0.00	0.00	
558 60 31 0000 Planning Supplies	74.27	0.00	0.00	21.86	200.00	200.00	
558 60 41 0000 Planning & Professional Assist	1,410.00	119,807.30	52,651.76	8,254.89	20,000.00	20,000.00	
558 60 41 0001 Planning Publication	898.56	819.00	1,241.06	280.54	1,750.00	1,750.00	
558 60 43 0000 Travel - Planning/Prof Assistance	20.00	898.88	0.00	0.00	1,500.00	1,500.00	
558 60 49 0000 Training & Tuition - Planning	230.00	451.69	0.00	27.00	1,500.00	1,500.00	
558 60 49 0001 Dues & Membership - Planning	394.00	0.00	0.00	0.00	600.00	600.00	
558 60 49 0002 Planning Filing Fees/Misc	113.00	570.00	27.65	75.90	200.00	200.00	
560 Planning	129,100.93	247,467.02	186,392.42	103,705.96	167,730.00	177,730.00	
558 70 49 0001 EDC Assessment	9,945.00	10,237.50	10,530.00	6,445.00	12,890.00	25,905.60	

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### 001 General Expense Fund

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558 70 49 0002 MCEDD Services	806.00	894.00	982.00	0.00	1,000.00	1,200.00	
570 Economic Development	10,751.00	11,131.50	11,512.00	6,445.00	13,890.00	27,105.60	
558 Planning & Community Devel	232,440.65	350,729.95	202,799.19	110,756.39	181,620.00	209,835.60	
565 10 49 0000 Food Bank Support	6,000.00	10,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
565 Welfare	6,000.00	10,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
566 72 42 0000 Substance Abuse/Liquor Excise	157.73	211.16	204.23	168.88	150.00	150.00	
566 Substance Abuse	157.73	211.16	204.23	168.88	150.00	150.00	
573 20 41 0000 Trail Of The Gods Mural	0.00	0.00	0.00	0.00	6,000.00	0.00	
573 90 49 0000 Hosting of Meetings/Events	1,194.49	1,022.13	319.08	55.56	500.00	500.00	
573 Cultural & Community Activities	1,194.49	1,022.13	319.08	55.56	6,500.00	500.00	
594 75 63 0000 Exhibit Hall Re-roof	0.00	0.00	15,000.00	0.00	0.00	0.00	
575 Cultural & Recreational Facilities	0.00	0.00	15,000.00	0.00	0.00	0.00	
576 20 41 0000 Community Pool Support	20,000.04	32,500.00	37,500.00	0.00	40,000.00	40,000.00	
576 80 10 0000 Park Maintenance Salary	18,654.56	38,961.16	13,913.10	8,979.77	20,000.00	25,000.00	
576 80 20 0000 Park Maintenance Benefits	7,260.87	17,010.55	8,310.70	4,787.79	12,000.00	13,000.00	
576 80 31 0000 Parks Supplies	10,433.21	10,288.24	1,613.39	854.80	2,000.00	2,000.00	
576 80 45 0099 Eq Rental - Parks	14,092.05	11,315.73	6,543.78	3,432.73	12,360.00	12,360.00	
576 80 47 0000 Parks Electricity	320.79	454.36	651.50	497.15	500.00	500.00	
576 80 47 0001 Parks Water	0.00	0.00	587.81	1,304.39	1,800.00	1,800.00	
576 80 48 0000 Parks - Contracted	6,311.18	11,332.00	0.00	0.00	0.00	0.00	
576 Park Facilities	77,072.70	121,862.04	69,120.28	19,856.63	88,660.00	94,660.00	
558 50 49 0002 Agency Remittances - State Bldg Code	416.50	207.50	132.50	0.00	0.00	0.00	
582 10 00 0000 Refund Deposits - CATV Trust	0.00	0.00	3,100.24	0.00	0.00	0.00	
586 90 00 0000 Agency Disbursement - Court	10,796.22	11,090.82	0.00	0.00	0.00	0.00	
586 91 00 0000 Agency Disbursement - Court Trust	5,657.50	856.79	0.00	0.00	0.00	0.00	
589 99 00 0000 Payroll Clearing	0.00	2,275.71	-12.59	-355.72	0.00	0.00	
580 Non Expenditures	16,870.22	14,430.82	3,220.15	-355.72	0.00	0.00	

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### 001 General Expense Fund

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597 00 01 0020 Transfers-Out - Fire Reserve	0.00	480,000.00	81,023.20	0.00	25,000.00	25,000.00	
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	5,565.12	0.00	0.00	0.00	0.00	
597 00 01 0630 Transfers-Out -Municipal Court	0.00	5,443.28	0.00	0.00	0.00	0.00	
597 00 01 0631 Transfers-Out - CATV	0.00	3,115.25	0.00	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To Joint Emergency Facilities	63,198.11	0.00	0.00	0.00	0.00	0.00	
<b>597 Interfund Transfers</b>	<b>63,198.11</b>	<b>494,123.65</b>	<b>81,023.20</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	
508 91 00 0001 CE-Unreserved Ending Cash	0.00	0.00	0.00	0.00	734,276.94	614,939.81	
<b>100 Unreserved</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>734,276.94</b>	<b>614,939.81</b>	
508 51 01 0001 CE-Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
<b>102 Unemployment Reserve</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33,414.00</b>	<b>33,414.00</b>	
508 31 02 0001 CE-Custodial	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
<b>104 Custodial Reserve</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51,135.13</b>	<b>51,135.13</b>	
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>818,826.07</b>	<b>699,488.94</b>	
<b>TOTAL EXPENDITURES:</b>	<b>1,007,349.48</b>	<b>1,838,719.32</b>	<b>1,133,977.02</b>	<b>810,131.54</b>	<b>2,124,492.23</b>	<b>1,852,301.43</b>	
<b>FUND GAIN/LOSS:</b>	<b>1,434,084.96</b>	<b>764,947.44</b>	<b>855,332.64</b>	<b>1,127,455.34</b>	<b>0.00</b>	<b>0.00</b>	

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### 010 General Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 51 00 0010 General Reserve-Beginning Cash	0.00	0.00	326,705.62	326,705.62	326,705.62	326,705.62	
308 Beginning Balances	0.00	0.00	326,705.62	326,705.62	326,705.62	326,705.62	
361 11 00 0010 General Res-Interest	0.00	1,112.20	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	1,112.20	0.00	0.00	0.00	0.00	
397 01 00 0301 Gen. Res.-Transfer In From Timber Harvest	0.00	325,593.42	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	325,593.42	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	0.00	326,705.62	326,705.62	326,705.62	326,705.62	326,705.62	
508 51 00 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	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
<b>FUND GAIN/LOSS:</b>	0.00	326,705.62	326,705.62	326,705.62	0.00	0.00	

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### 020 Fire Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 51 00 0020 Fire Res-Beginning Cash	0.00	0.00	1,483,593.47	1,564,616.67	1,564,616.67	1,589,616.67	
308 Beginning Balances	0.00	0.00	1,483,593.47	1,564,616.67	1,564,616.67	1,589,616.67	
361 11 00 0020 Fire Res-Interest	0.00	3,593.47	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	0.00	3,593.47	0.00	0.00	0.00	0.00	
397 02 00 0001 Fire Res-Transfer In From General Fund	0.00	480,000.00	81,023.20	0.00	25,000.00	25,000.00	
397 02 00 0301 Fire Res-Transfer In From Timber Harvest	0.00	1,000,000.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	1,480,000.00	81,023.20	0.00	25,000.00	25,000.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>1,483,593.47</b>	<b>1,564,616.67</b>	<b>1,564,616.67</b>	<b>1,589,616.67</b>	<b>1,614,616.67</b>	
508 51 00 0020 Fire Res-Ending Cash	0.00	0.00	0.00	0.00	1,589,616.67	1,614,616.67	
999 Ending Balance	0.00	0.00	0.00	0.00	1,589,616.67	1,614,616.67	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,589,616.67</b>	<b>1,614,616.67</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>1,483,593.47</b>	<b>1,564,616.67</b>	<b>1,564,616.67</b>	<b>0.00</b>	<b>0.00</b>	

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## 100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 51 00 0100 ST Unreserved Begin CA & Invest	132,413.00	177,995.51	296,289.98	300,691.94	300,691.94	201,186.34	
308 51 01 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	142,413.00	187,995.51	306,289.98	310,691.94	310,691.94	211,186.34	
313 11 00 0100 Additional .5% Sales Tax	271,330.89	314,506.02	236,100.73	172,470.74	230,000.00	230,000.00	
316 42 00 0000 PUD Excise Tax	52,930.75	48,335.28	49,358.50	48,419.78	45,000.00	45,000.00	
310 Taxes	324,261.64	362,841.30	285,459.23	220,890.52	275,000.00	275,000.00	
322 40 00 0000 Street ROW Applications & Permits	1,175.00	525.00	325.00	325.00	600.00	600.00	
322 40 01 0000 Right of Way Permit Repairs	0.00	50.00	0.00	0.00	0.00	0.00	
320 Licenses & Permits	1,175.00	575.00	325.00	325.00	600.00	600.00	
334 02 30 0000 DNR Community Forestry Assistance Grant	0.00	0.00	0.00	0.00	20,000.00	0.00	
334 03 80 0000 TIB Relight WA Grant	0.00	109,077.00	0.00	0.00	0.00	0.00	
334 03 80 0002 TIB Chipseal Grant	0.00	23,763.00	0.00	0.00	0.00	0.00	
336 00 71 0000 Multimodal Transportation - Cities	2,195.16	2,180.38	2,208.35	1,110.60	2,217.70	2,244.00	
336 00 87 0000 Street Fuel Tax-MVFT	34,153.07	33,205.19	29,841.31	19,829.52	35,152.20	32,827.00	
336 06 95 0000 Liquor Profit Tax	12,926.04	12,838.99	13,003.67	6,539.71	13,074.50	13,243.00	
330 Intergovernmental Revenues	49,274.27	181,064.56	45,053.33	27,479.83	70,444.40	48,314.00	
361 11 00 0100 Interest Income - Streets	456.86	726.97	241.78	28.53	0.00	0.00	
369 10 00 0000 Sale of Scrap Streets	585.55	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	1,042.41	726.97	241.78	28.53	0.00	0.00	
395 20 00 0000 Insurance/Private Claims Reimbursement	0.00	0.00	0.00	5,392.43	0.00	0.00	
390 Other Financing Sources	0.00	0.00	0.00	5,392.43	0.00	0.00	
397 00 00 0001 Transfer In From General Fund	0.00	5,565.12	0.00	0.00	0.00	0.00	
397 01 00 0300 Transfer In From CIP	0.00	0.00	0.00	0.00	30,000.00	30,000.00	
397 02 00 0306 Transfer In From Kanaka	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
397 Interfund Transfers	29,864.14	14,589.49	0.00	0.00	30,000.00	30,000.00	
<b>TOTAL REVENUES:</b>	<b>548,030.46</b>	<b>747,792.83</b>	<b>637,369.32</b>	<b>564,808.25</b>	<b>686,736.34</b>	<b>565,100.34</b>	

## 5 YEAR BUDGET COMPARISON

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### 100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
542 39 10 0000 Road Maintenance - Salaries	62,531.20	72,908.80	59,453.55	60,794.50	73,000.00	79,570.00	
542 39 20 0000 Road Maintenance - Benefits	32,113.19	35,027.19	33,230.54	30,965.38	35,000.00	38,150.00	
542 39 31 0000 Supplies	14,555.26	13,637.51	2,966.67	12,963.90	15,000.00	15,000.00	
542 39 41 0000 General Admin Fees	0.00	0.00	25,071.58	0.00	31,000.00	31,000.00	
542 39 42 0000 Telephone	0.00	0.00	184.26	95.65	200.00	200.00	
542 39 45 0099 Eq Rental - Road Maintenance	27,700.42	26,144.30	21,653.39	19,169.14	25,000.00	25,000.00	
542 39 48 0000 Contracted Labor	20,932.45	32,815.97	6,747.41	4,260.61	20,000.00	65,000.00	
542 39 51 0000 Environmental Permits	25.00	0.00	0.00	0.00	0.00	0.00	
542 40 10 0000 Storm Drain Maint - Salaries	5,233.41	9,315.73	11,233.40	9,411.79	10,000.00	12,000.00	
542 40 20 0000 Storm Drain Maint - Benefits	2,939.08	5,675.35	5,617.68	4,825.13	6,000.00	7,000.00	
542 40 31 0000 Storm Drain Maint - Supplies	0.00	1,390.47	899.94	95.98	2,000.00	2,000.00	
542 40 45 0099 Eq Rental - Storm Drain Maint	2,462.13	2,507.17	3,672.68	1,920.28	3,000.00	3,000.00	
542 40 47 0000 Dewatering Electricity Chesser	469.72	611.75	1,146.41	918.50	800.00	1,300.00	
542 40 48 0000 Storm Drain Maint - Contrlabor	546.58	0.00	12,108.53	0.00	700.00	700.00	
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	4,741.83	0.00	0.00	0.00	0.00	
542 63 47 0000 Electricy - Street Lights	17,151.97	11,303.92	13,685.80	10,497.72	14,000.00	16,000.00	
542 63 47 0001 Street Water	0.00	0.00	2,005.53	2,233.68	0.00	3,000.00	
542 63 48 0000 Repair/maintenance - ST Lights	3,206.13	4,142.04	16,649.76	859.48	3,000.00	3,000.00	
542 64 31 0000 Traffic Devices	11,055.41	8,049.90	3,057.95	9,599.41	12,000.00	12,000.00	
542 64 48 0000 Road Striping	0.00	2,328.22	5,508.40	0.00	6,000.00	6,000.00	
542 66 10 0000 Snow Removal - Salary	616.96	15,710.18	2,124.67	9,539.64	18,000.00	19,620.00	
542 66 20 0000 Snow Removal - Benefits	183.21	7,299.55	940.56	4,367.40	8,000.00	8,720.00	
542 66 31 0000 Snow Removal - Supplies	0.00	0.00	480.85	239.88	1,000.00	1,000.00	
542 66 45 0099 Eq Rental - Snow Removal	206.92	11,486.28	913.56	2,778.28	4,000.00	4,000.00	
542 67 47 0000 Litter Clean-Up	2,657.92	3,263.22	2,801.70	2,001.03	2,000.00	3,500.00	
<b>542 Streets - Maintenance</b>	<b>204,586.96</b>	<b>268,359.38</b>	<b>232,154.82</b>	<b>187,537.38</b>	<b>289,700.00</b>	<b>356,760.00</b>	
543 10 10 0000 General Administration Salaries	921.66	492.19	1,570.22	3,069.02	2,000.00	2,180.00	
543 10 20 0000 General Administration Benefits	436.85	137.66	333.51	633.40	750.00	817.50	
543 31 10 0000 General Services Salaries	3,197.15	3,331.63	3,003.38	2,053.29	5,000.00	5,450.00	
543 31 20 0000 General Services Benefits	1,010.39	1,231.28	762.90	510.05	1,500.00	1,635.00	
543 31 41 0000 Computer Services	135.56	909.78	293.29	212.30	600.00	600.00	
543 31 41 0001 Contracted Servcies	0.00	1,350.00	0.00	17,514.75	80,000.00	0.00	
543 31 41 0022 Audit Fee	1,220.98	0.00	2,746.71	3,582.45	2,000.00	3,000.00	
543 31 43 0000 Travel - Streets	0.00	0.00	0.00	0.00	500.00	500.00	
543 31 46 0000 Insurance	6,822.94	506.40	6,076.40	6,421.00	6,500.00	7,150.00	
543 31 49 0000 Training - Streets	115.00	128.33	0.00	80.00	500.00	500.00	
543 31 49 0001 Misc/Recording Fees/Dues	800.00	800.00	821.07	832.25	1,000.00	1,000.00	

## 5 YEAR BUDGET COMPARISON

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### 100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
543 Streets Admin & Overhead	14,660.53	8,887.27	15,607.48	34,908.51	100,350.00	22,832.50	
544 20 41 0100 #14 ST Planning Professional Services	2,522.05	0.00	247.50	5,406.30	39,500.00	0.00	
544 Road & Street Operations	2,522.05	0.00	247.50	5,406.30	39,500.00	0.00	
566 72 42 0100 Substance Abuse/Liquor Profits	258.52	256.78	260.08	65.40	0.00	0.00	
566 Substance Abuse	258.52	256.78	260.08	65.40	0.00	0.00	
594 42 41 0000 Relight WA-Contract Services	109,077.00	0.00	0.00	0.00	0.00	0.00	
595 32 10 0000 #71 Kanaka (Restor/Rehab) - Sal	881.41	0.00	0.00	0.00	0.00	0.00	
595 32 20 0000 #71 Kanaka (Restor/Rehab) - Ben	403.92	0.00	0.00	0.00	0.00	0.00	
595 32 45 0099 Eq Rental-Restor/Rehab (#71 Kanaka)	299.16	0.00	0.00	0.00	0.00	0.00	
595 33 10 0000 Russell Avenue (Restor/Rehab) - Sal	1,542.86	28,529.72	16,417.62	146.13	0.00	0.00	
595 33 20 0000 Russell Avenue (Restor/Rehab) - Ben	699.55	12,260.28	9,008.25	58.37	0.00	0.00	
595 33 31 0000 Russell Avenue (Restor/Rehab)-Supp	0.00	11,531.98	0.00	0.00	0.00	0.00	
595 33 41 0000 Russell Avenue (Restor/Rehab)-Svcs	0.00	1,176.44	9,497.61	0.00	0.00	0.00	
595 33 45 0099 Eq Rental - Restor/Rehab (Russell Ave)	651.06	13,470.17	4,849.69	33.15	0.00	0.00	
595 40 41 0000 Rock Creek Stormwater and Outfall	0.00	0.00	0.00	44,622.00	179,000.00	134,000.00	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00	20,000.00	0.00	
595 61 10 0000 Gropper Sidewalk - Salaries	212.53	0.00	0.00	0.00	0.00	0.00	
595 61 20 0000 Gropper Sidewalk - Benefits	97.45	0.00	0.00	0.00	0.00	0.00	
595 61 45 0099 Eq Rental-Gropper Sidewalk	70.40	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	113,935.34	66,968.59	39,773.17	44,859.65	199,000.00	134,000.00	
597 17 00 0000 Transfer Out To Gropper Sidewalk	24,174.42	0.00	0.00	0.00	0.00	0.00	
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	97,030.83	38,634.33	0.00	0.00	0.00	
597 Interfund Transfers	24,174.42	97,030.83	38,634.33	0.00	0.00	0.00	
508 51 00 0100 Streets-Unreserved Ending Cash	0.00	0.00	0.00	0.00	48,186.34	41,507.84	
508 51 01 0100 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	58,186.34	51,507.84	
<b>TOTAL EXPENDITURES:</b>	<b>360,137.82</b>	<b>441,502.85</b>	<b>326,677.38</b>	<b>272,777.24</b>	<b>686,736.34</b>	<b>565,100.34</b>	



# 5 YEAR BUDGET COMPARISON

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100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
FUND GAIN/LOSS:	187,892.64	306,289.98	310,691.94	292,031.01	0.00	0.00	

## 5 YEAR BUDGET COMPARISON

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### 103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 31 00 0103 Tourism Reserved C&I - Capital	300,000.00	300,000.00	300,000.00	180,226.71	180,226.71	180,226.71	
308 31 01 0103 Tourism Reserved C&I - Rev. Shortfall	228,999.54	247,672.30	410,294.51	451,373.46	436,373.46	436,373.46	
308 Beginning Balances	528,999.54	547,672.30	710,294.51	631,600.17	616,600.17	616,600.17	
313 31 00 0000 Stadium (Motel/Hotel) Tax	488,077.57	519,403.95	286,330.38	223,872.44	300,000.00	300,000.00	
310 Taxes	488,077.57	519,403.95	286,330.38	223,872.44	300,000.00	300,000.00	
361 11 00 0103 Interest Income/Tourism	4,740.36	8,951.51	11,759.60	5,711.18	0.00	0.00	
360 Interest & Other Earnings	4,740.36	8,951.51	11,759.60	5,711.18	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>1,021,817.47</b>	<b>1,076,027.76</b>	<b>1,008,384.49</b>	<b>861,183.79</b>	<b>916,600.17</b>	<b>916,600.17</b>	
571 00 41 0000 Community Garden/AgroTourism	0.00	0.00	0.00	1,598.26	0.00	0.00	
571 Education & Recreation	0.00	0.00	0.00	1,598.26	0.00	0.00	
573 30 41 0000 Consultant Services, Chamber	90,000.00	90,000.00	92,047.09	60,000.00	90,000.00	90,000.00	
573 30 41 0001 SBA Consultant Services	90,730.64	70,852.71	64,504.95	29,218.31	80,000.00	80,000.00	
573 30 41 0004 County - Fair & Timber Carnival	6,000.00	6,000.00	0.00	0.00	5,000.00	5,000.00	
573 30 41 0005 County - Bluegrass Festival	9,000.00	9,000.00	0.00	0.00	10,000.00	10,000.00	
573 30 41 0008 County-Fireworks	0.00	0.00	0.00	0.00	7,500.00	7,500.00	
573 30 41 0010 General Admin Fees	0.00	0.00	3,767.44	0.00	4,000.00	4,000.00	
573 90 10 0000 Promotion Salaries	1,843.21	2,019.44	1,863.64	756.64	5,000.00	5,000.00	
573 90 10 0003 Promotion Field Salaries	1,760.21	2,188.51	2,489.33	976.97	3,300.00	3,300.00	
573 90 20 0000 Promotion Benefits	873.62	884.00	394.23	152.07	1,000.00	1,000.00	
573 90 20 0003 Promotion Field Benefits	1,075.84	1,182.29	1,212.38	515.02	1,700.00	1,700.00	
573 90 31 0000 Promotion Supplies	516.59	232.00	0.00	0.00	0.00	0.00	
573 90 41 0001 Discover Your Northwest	20,656.09	17,250.00	6,986.88	-1,257.22	0.00	0.00	
573 90 41 0002 CRGIC Consultant Services	53,625.96	55,000.00	36,167.97	0.00	55,000.00	55,000.00	
573 90 41 0003 X-Fest Event Consultant Serv	1,000.00	0.00	0.00	0.00	0.00	0.00	
573 90 41 0004 Skamania Senior Services - Hiker Bus	2,500.00	1,250.00	0.00	0.00	2,000.00	2,000.00	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00	
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00	
573 90 41 0011 Stevenson Farmers Market	2,000.00	2,000.00	2,000.00	0.00	3,000.00	3,000.00	
573 90 41 0013 Main St Program Coordinator (SBA)	25,000.00	40,000.00	55,000.00	48,750.00	65,000.00	65,000.00	
573 90 41 0014 Stevenson Waterfront Music Festival	2,000.00	2,000.00	0.00	0.00	3,000.00	3,000.00	
573 90 41 0015 Walking Man	1,335.69	2,000.00	0.00	0.00	5,200.00	5,200.00	

## 5 YEAR BUDGET COMPARISON

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### 103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
573 90 41 0016 Pirate Festival	0.00	0.00	0.00	0.00	8,400.00	8,400.00	
573 90 41 0017 Stevenson Municipal Pool Marketing	2,728.94	2,500.00	0.00	0.00	0.00	0.00	
573 90 41 0018 SC Fair Board-GorgeGrass	8,000.00	8,000.00	0.00	0.00	4,000.00	4,000.00	
573 90 41 0019 CGTA Services	2,500.00	2,500.00	2,500.00	0.00	5,000.00	5,000.00	
573 90 41 0021 Computer Services	112.95	727.89	244.23	176.83	0.00	0.00	
573 90 41 0022 Audit Fee	1,220.98	0.00	1,831.14	3,582.45	2,000.00	2,000.00	
573 90 41 0100 TAC - Professional Services	0.00	0.00	0.00	54.00	0.00	0.00	
573 90 45 0099 Eq Rental - Promotion Field	901.58	687.72	1,001.75	182.98	0.00	0.00	
<b>573 Cultural &amp; Community Activities</b>	<b>333,382.30</b>	<b>324,274.56</b>	<b>272,011.03</b>	<b>143,108.05</b>	<b>368,100.00</b>	<b>368,100.00</b>	
594 75 63 0001 Leavens Point Beach	111,400.00	0.00	0.00	0.00	0.00	0.00	
594 75 63 0006 Waterfront Wayfinding Signage (Port)	29,582.00	0.00	0.00	0.00	0.00	0.00	
594 75 63 0007 Waterfront Park Amenities (Port)	0.00	30,867.00	0.00	0.00	0.00	0.00	
594 75 63 0008 Waterfront Park Enhancements	0.00	0.00	79,221.51	0.00	0.00	0.00	
594 76 63 0001 Courthouse Park Plaza (SDA)	0.00	10,591.69	25,551.78	2,030.56	230,000.00	230,000.00	
<b>594 Capital Expenditures</b>	<b>140,982.00</b>	<b>41,458.69</b>	<b>104,773.29</b>	<b>2,030.56</b>	<b>230,000.00</b>	<b>230,000.00</b>	
508 31 00 0103 Tourism-Cap. Facility Reserve	0.00	0.00	0.00	0.00	100,000.00	100,000.00	
508 31 01 0103 Tourism-Ending Cash	0.00	0.00	0.00	0.00	218,500.17	218,500.17	
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>318,500.17</b>	<b>318,500.17</b>	
<b>TOTAL EXPENDITURES:</b>	<b>474,364.30</b>	<b>365,733.25</b>	<b>376,784.32</b>	<b>146,736.87</b>	<b>916,600.17</b>	<b>916,600.17</b>	
<b>FUND GAIN/LOSS:</b>	<b>547,453.17</b>	<b>710,294.51</b>	<b>631,600.17</b>	<b>714,446.92</b>	<b>0.00</b>	<b>0.00</b>	

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### 105 Affordable Housing Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 31 00 0105 Affordable Housing-Beg Balance	0.00	0.00	0.00	1,215.61	1,215.61	6,215.61	
308 Beginning Balances	0.00	0.00	0.00	1,215.61	1,215.61	6,215.61	
313 27 00 0000 Affordable And Supportive Housing Sales And Use Tax	0.00	0.00	1,215.61	2,951.18	15,000.00	5,000.00	
310 Taxes	0.00	0.00	1,215.61	2,951.18	15,000.00	5,000.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	1,215.61	4,166.79	16,215.61	11,215.61	
508 31 00 0105 Affordable Housing-Ending Balance	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
999 Ending Balance	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	1,215.61	4,166.79	0.00	0.00	

## 5 YEAR BUDGET COMPARISON

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### 300 Capital Improvement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 31 00 0300 Cap Imp Reserved Begin C&I	0.00	0.00	124,399.77	96,016.92	96,016.92	96,016.92	
308 31 01 0300 Cap Imp Res Begin C&I Waterfront Imp	0.00	0.00	11,256.65	11,256.65	11,256.65	11,256.65	
308 51 00 0300 Cap Imp Reserved Begin C&I	59,345.13	97,368.97	0.00	0.00	0.00	0.00	
308 51 01 0300 Cap Imp Res Begin C&I Waterfront Imp	11,256.65	11,256.65	0.00	0.00	0.00	0.00	
308 Beginning Balances	70,601.78	108,625.62	135,656.42	107,273.57	107,273.57	107,273.57	
318 34 00 0000 Real Estate Excise Tax	37,586.59	26,296.78	46,539.85	41,744.46	20,000.00	20,000.00	
310 Taxes	37,586.59	26,296.78	46,539.85	41,744.46	20,000.00	20,000.00	
361 11 00 0300 Interest on Investments-Cap Imp	437.25	734.02	714.08	442.06	0.00	0.00	
360 Interest & Other Earnings	437.25	734.02	714.08	442.06	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>108,625.62</b>	<b>135,656.42</b>	<b>182,910.35</b>	<b>149,460.09</b>	<b>127,273.57</b>	<b>127,273.57</b>	
597 01 00 0100 Transfer Out to Streeets	0.00	0.00	0.00	0.00	30,000.00	30,000.00	
597 18 00 0309 Transfer Out To Russell	0.00	0.00	58,263.84	0.00	0.00	0.00	
597 18 00 0311 Transfer Out To First Street	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
597 Interfund Transfers	0.00	0.00	75,636.78	0.00	73,700.00	30,000.00	
508 31 00 0300 Cap. Imp.-Ending Cash	0.00	0.00	0.00	0.00	42,316.92	86,016.92	
508 31 01 0300 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	53,573.57	97,273.57	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>75,636.78</b>	<b>0.00</b>	<b>127,273.57</b>	<b>127,273.57</b>	
<b>FUND GAIN/LOSS:</b>	<b>108,625.62</b>	<b>135,656.42</b>	<b>107,273.57</b>	<b>149,460.09</b>	<b>0.00</b>	<b>0.00</b>	

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### 301 Timber Harvest Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 80 00 0301 Timber Harvest Unres Beg Cash	1,052,034.82	1,311,537.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	1,052,034.82	1,311,537.00	0.00	0.00	0.00	0.00	
361 11 00 0301 Interest on Investments - Timber Harvest	4,571.91	17,362.42	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	4,571.91	17,362.42	0.00	0.00	0.00	0.00	
395 10 00 0301 Timber Harvest Proceeds	396,657.27	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	396,657.27	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>1,453,264.00</b>	<b>1,328,899.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
554 90 41 0301 Timber Sale Management Consulting	34,791.58	0.00	0.00	0.00	0.00	0.00	
554 90 48 0301 Timber Sale Contracted Sevices	137,224.38	3,306.00	0.00	0.00	0.00	0.00	
554 90 51 0000 Timber Sale Permitting	100.00	0.00	0.00	0.00	0.00	0.00	
554 Environmental Services	172,115.96	3,306.00	0.00	0.00	0.00	0.00	
597 01 00 0010 Transfers-Out - General Reserve	0.00	325,593.42	0.00	0.00	0.00	0.00	
597 01 00 0020 Transfers-Out - Fire Reserve	0.00	1,000,000.00	0.00	0.00	0.00	0.00	
597 Interfund Transfers	0.00	1,325,593.42	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>172,115.96</b>	<b>1,328,899.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>1,281,148.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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### 303 Joint Emergency Facilities Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
397 01 00 0303 Transfer In from CE	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
397 Interfund Transfers	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>63,198.11</b>	<b>34,316.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
594 22 41 0000 Consulting Engineering	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
594 Capital Expenditures	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>63,198.11</b>	<b>34,316.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

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### 306 Kanaka Creek Road Improvements

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 10 00 0306 Beg Cash (Reserved)	-71,434.76	0.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	-71,434.76	0.00	0.00	0.00	0.00	0.00	
333 20 20 0306 STP Grant	145,960.43	0.00	0.00	0.00	0.00	0.00	
334 03 80 0001 TIB Grant	18,120.93	9,024.37	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	164,081.36	9,024.37	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>92,646.60</b>	<b>9,024.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
595 10 41 0306 Kanaka Creek Rd - Engineering	5,132.93	0.00	0.00	0.00	0.00	0.00	
595 30 63 0000 Kanaka Creek Rd - Contracted Labor	62,782.46	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	67,915.39	0.00	0.00	0.00	0.00	0.00	
597 15 00 0306 Transfer Out to Streets	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
597 Interfund Transfers	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>97,779.53</b>	<b>9,024.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>-5,132.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	



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### 308 Gropper Sidewalk

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 10 00 0308 Gropper Beginning Cash	-20,497.70	0.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	-20,497.70	0.00	0.00	0.00	0.00	0.00	
334 03 80 0308 TIB Grant	6,889.94	0.00	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	6,889.94	0.00	0.00	0.00	0.00	0.00	
397 02 00 0308 Transfer In From Streets	24,174.42	0.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	24,174.42	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>10,566.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
595 10 41 0308 Gropper Sidewalk - Engineering	946.92	0.00	0.00	0.00	0.00	0.00	
595 61 63 0000 Gropper Sidewalk - Construction	10,566.66	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	11,513.58	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>11,513.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>-946.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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### 309 Russell Ave

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 51 00 0309 Russell Ave Res Beg CA & Invest	0.00	-66,157.50	0.00	0.00	0.00	0.00	
308 91 00 0309 Russell Ave Res Beg CA & Invest	0.00	0.00	0.00	-119.36	-119.36	0.00	
308 Beginning Balances	0.00	-66,157.50	0.00	-119.36	-119.36	0.00	
333 20 20 0001 Russell STP Grant	0.00	123,000.00	546,385.84	67,114.77	0.00	0.00	
334 03 80 0309 Russell Ave-TIB Grant	0.00	0.00	90,134.07	0.00	119.36	0.00	
330 Intergovernmental Revenues	0.00	123,000.00	636,519.91	67,114.77	119.36	0.00	
397 02 00 0309 Transfer In from Streets	0.00	97,030.83	38,634.33	0.00	0.00	0.00	
397 03 00 0309 Transfer In From CI	0.00	0.00	58,263.84	0.00	0.00	0.00	
397 Interfund Transfers	0.00	97,030.83	96,898.17	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	0.00	153,873.33	733,418.08	66,995.41	0.00	0.00	
595 10 41 0309 Russell Ave - Engineering	66,157.50	141,739.68	101,332.23	0.00	0.00	0.00	
595 10 41 1309 Russell Ave-Construction	0.00	0.00	632,205.21	0.00	0.00	0.00	
595 20 61 0309 Russell Ave-Right Of Way	0.00	12,133.65	0.00	0.00	0.00	0.00	
594 Capital Expenditures	66,157.50	153,873.33	733,537.44	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	66,157.50	153,873.33	733,537.44	0.00	0.00	0.00	
<b>FUND GAIN/LOSS:</b>	-66,157.50	0.00	-119.36	66,995.41	0.00	0.00	

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### 311 First Street

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 91 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	-40,966.57	-40,966.57	0.00	
308 Beginning Balances	0.00	0.00	0.00	-40,966.57	-40,966.57	0.00	
333 20 20 0002 First St.-TA Grant	0.00	0.00	67,988.30	49,972.03	616,366.57	0.00	
330 Intergovernmental Revenues	0.00	0.00	67,988.30	49,972.03	616,366.57	0.00	
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
397 Interfund Transfers	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>0.00</b>	<b>85,361.24</b>	<b>9,005.46</b>	<b>619,100.00</b>	<b>0.00</b>	
595 10 41 0311 First St-Engineering Svc	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
594 Capital Expenditures	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>126,327.81</b>	<b>34,435.67</b>	<b>619,100.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>0.00</b>	<b>-40,966.57</b>	<b>-25,430.21</b>	<b>0.00</b>	<b>0.00</b>	

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### 400 Water/Sewer Fund

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308 51 00 0400 WS Unreserved Begin CA & Invest	94,259.50	97,513.09	251,864.61	215,714.63	215,714.63	218,216.56	
400 Water/Sewer	94,259.50	97,513.09	251,864.61	215,714.63	215,714.63	218,216.56	
308 51 01 0400 WS Res Begin C&I System Dev Water	132,479.17	110,376.85	207,161.66	368,088.95	368,088.95	445,797.46	
401 Water	132,479.17	110,376.85	207,161.66	368,088.95	368,088.95	445,797.46	
308 51 02 0400 WS Res Begin C&I System Dev Sewer	132,380.00	100,730.27	186,003.27	303,770.27	303,770.27	397,340.27	
308 51 03 0400 WS Res Begin C&I Sewer Outfall Debt	32,670.00	32,670.00	32,670.00	0.00	0.00	0.00	
402 Sewer	165,050.00	133,400.27	218,673.27	303,770.27	303,770.27	397,340.27	
308 Beginning Balances	391,788.67	341,290.21	677,699.54	887,573.85	887,573.85	1,061,354.29	
334 04 20 0400 Dept. Of Commerce-Energy Grant	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
343 Water	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
343 40 00 0000 Water Sales	549,332.99	626,628.54	637,388.37	527,945.55	630,000.00	661,500.00	
343 40 18 0000 Turn on Fees	1,413.81	1,397.12	10.00	168.00	1,500.00	1,500.00	
343 40 19 0000 Reconnect Fee	1,906.45	0.00	0.00	0.00	1,000.00	1,000.00	
343 40 20 0000 Water Construction Hookup	60.00	45.00	50.00	335.30	0.00	0.00	
343 40 21 0000 Hydrant Rental - External	1,000.00	1,350.00	967.07	358.28	600.00	600.00	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	
343 41 00 0000 Installation Water	10,771.51	6,369.86	9,471.74	16,183.98	10,000.00	10,000.00	
343 Water	568,484.76	639,790.52	647,887.18	544,991.11	647,100.00	678,600.00	
343 50 00 0000 Sewer Service Income	495,935.71	652,849.27	862,464.48	724,288.19	905,900.00	1,132,375.00	
343 50 01 0000 BOD Surcharge	34,395.72	29,009.02	39,323.82	29,032.73	0.00	0.00	
343 50 02 0000 Downspout-Sump Pump Discharge	12,246.49	9,272.82	6,672.58	3,993.87	0.00	0.00	
343 51 00 0000 Installation Sewer	600.00	450.00	750.00	75.00	300.00	300.00	
344 Sewer	543,177.92	691,581.11	909,210.88	757,389.79	906,200.00	1,132,675.00	
340 Charges For Goods & Services	1,111,662.68	1,331,371.63	1,557,098.06	1,302,380.90	1,553,300.00	1,811,275.00	
367 40 00 0000 Water Capital Contributions	59,895.00	96,784.81	160,927.29	157,862.00	46,674.00	46,674.00	

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### 400 Water/Sewer Fund

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369 10 01 0000 Water Miscellaneous Income	1,458.18	0.00	0.00	0.00	0.00	0.00	
343 Water	61,353.18	96,784.81	160,927.29	157,862.00	46,674.00	46,674.00	
367 50 00 0000 Sewer Capital Contributions	42,035.00	85,273.00	117,767.00	93,570.00	56,532.00	56,532.00	
344 Sewer	42,035.00	85,273.00	117,767.00	93,570.00	56,532.00	56,532.00	
361 11 00 0400 Interest on Investments - W/S	3,987.63	6,398.10	6,120.25	4,988.37	4,000.00	4,000.00	
369 81 00 0000 Cashier's Overages/Shortages	0.00	20.00	0.00	0.00	0.00	0.00	
369 91 00 0400 Other Miscellaneous/NSF Fee Recovery	207.00	232.00	96.00	281.61	0.00	0.00	
400 Water/Sewer	4,194.63	6,650.10	6,216.25	5,269.98	4,000.00	4,000.00	
360 Interest & Other Earnings	107,582.81	188,707.91	284,910.54	256,701.98	107,206.00	107,206.00	
391 70 00 0000 Capital Loan-Water Meters	0.00	0.00	321,000.00	0.00	0.00	0.00	
402 Sewer	0.00	0.00	321,000.00	0.00			
390 Other Financing Sources	0.00	0.00	321,000.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>1,611,034.16</b>	<b>1,861,369.75</b>	<b>2,840,708.14</b>	<b>2,541,579.73</b>	<b>2,549,079.85</b>	<b>2,980,835.29</b>	
534 10 10 0000 WA-Administrative Salary	1,843.21	2,015.59	2,649.62	1,312.27	2,500.00	2,725.00	
534 10 20 0000 WA-Administrative Benefits	873.62	884.12	562.49	272.06	1,000.00	1,090.00	
534 10 41 0001 General Admin Fee	0.00	0.00	46,878.49	0.00	47,000.00	47,000.00	
534 10 41 0022 WA-Audit Fee	2,441.97	0.00	4,577.86	4,776.59	6,000.00	6,000.00	
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	6,746.00	4,991.00	5,101.40	4,653.28	5,000.00	5,150.00	
534 10 49 0001 WA-Dues & Membership/Filing Fees	944.58	587.37	1,591.62	102.19	2,000.00	2,000.00	
534 20 10 0000 Administrative Planning WA-Sal	1,569.50	0.00	0.00	0.00	0.00	0.00	
534 20 20 0000 Administrative Planning WA-Ben	945.10	0.00	0.00	0.00	0.00	0.00	
534 20 41 0000 WA-Admin Planning Water - Consulting	799.31	2,911.60	3,451.05	0.00	2,000.00	2,000.00	
534 20 45 0099 Eq Rental-Administrative Planning WA	562.34	0.00	0.00	0.00	0.00	0.00	
534 40 43 0000 WA-Travel	804.47	772.18	0.00	0.00	2,000.00	2,000.00	
534 40 49 0001 WA-Training	890.00	1,722.07	858.90	1,925.09	2,000.00	2,000.00	
534 50 35 0000 WA-Small Tools/Minor Equipment	13,262.67	1,830.06	1,350.75	0.00	2,500.00	2,500.00	
534 50 48 0000 WA-Repair-Contracted Labor	14,936.25	17,971.15	10,761.44	6,682.97	20,000.00	20,000.00	
534 54 10 0000 Maintenance-Trtmnt Plant Salaries	2,604.52	0.00	0.00	0.00	0.00	0.00	

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### 400 Water/Sewer Fund

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534 54 20 0000 Maintenance-Trtmnt Plant Benefits	1,339.20	0.00	0.00	0.00	0.00	0.00	
534 55 10 0000 Maint.-Trans & Distr. Salary	21,208.34	0.00	0.00	0.00	0.00	0.00	
534 55 20 0000 Maint.-Trans & Distr. Benefits	11,899.98	0.00	0.00	0.00	0.00	0.00	
534 70 10 0000 WA-Customer Services Salary	47,111.53	38,987.88	38,910.48	27,744.12	42,000.00	45,780.00	
534 70 20 0000 WA-Customer Services Benefits	14,965.76	14,981.77	10,957.67	7,540.66	13,500.00	14,715.00	
534 70 31 0000 WA-Office Supplies And Postage	1,261.83	1,889.26	1,371.70	1,031.29	2,250.00	2,250.00	
534 70 41 0000 WA-Computer Services/Repair	2,396.82	6,475.92	6,587.63	3,271.46	4,000.00	6,000.00	
534 70 41 0001 WA-EBPP Fees	1,536.61	1,887.54	2,556.41	1,625.02	2,000.00	3,000.00	
534 80 31 0000 WA-Operating Supplies	23,643.75	23,394.85	34,493.62	29,227.74	25,000.00	35,000.00	
534 80 41 0000 WA-Testing	3,516.63	3,655.00	4,750.00	3,496.75	4,000.00	5,000.00	
534 80 42 0000 WA-Telephone	926.58	1,606.03	1,710.10	1,106.59	1,400.00	2,000.00	
534 80 45 0001 WA-Telemetry/Meter Services	0.00	2,731.21	2,877.00	3,851.20	3,000.00	4,000.00	
534 80 45 0099 WA-Eq Rental - Water	52,981.02	48,768.69	43,168.75	28,185.69	53,000.00	53,000.00	
534 80 46 0000 WA-Insurance	18,248.42	1,039.62	12,476.46	14,075.79	14,000.00	21,000.00	
534 80 47 0000 WA-Electricity	20,788.03	21,523.50	22,833.32	17,707.52	22,000.00	24,000.00	
534 81 41 0000 WA-Prof Services - General	0.00	0.00	5,227.35	8,764.24	0.00	0.00	
534 84 10 0000 WA-Operations Plant Salary	49,054.57	64,004.54	58,594.58	45,353.41	70,000.00	76,300.00	
534 84 20 0000 WA-Operations Plant Benefits	28,164.16	35,591.71	28,299.59	21,200.55	35,000.00	38,150.00	
534 84 31 0000 WA-Chemicals Plant	8,605.60	9,717.77	10,046.09	7,611.13	10,000.00	10,300.00	
534 84 41 0000 WA-Consultant Services - Plant	1,667.00	0.00	0.00	0.00	0.00	0.00	
534 85 10 0000 WA-Operations T & D Salary	44,996.34	60,180.14	82,347.06	52,337.85	60,000.00	65,400.00	
534 85 20 0000 WA-Operations T & D Benefits	25,359.95	31,306.16	41,437.50	24,998.90	30,000.00	32,700.00	
534 90 44 0000 WA-Taxes	28,933.79	32,430.09	34,700.57	26,632.44	38,110.00	40,015.50	
<b>534 Water Utilities</b>	<b>457,829.45</b>	<b>433,856.82</b>	<b>521,129.50</b>	<b>345,486.80</b>	<b>521,260.00</b>	<b>571,075.50</b>	
535 10 10 0000 WW-Administrative Salary	13,824.10	15,142.27	15,367.07	13,245.87	24,000.00	26,160.00	
535 10 20 0000 WW-Administrative Benefits	6,552.30	6,631.19	3,776.35	2,692.83	11,000.00	11,990.00	
535 10 41 0001 WW-General Admin Fee	0.00	0.00	49,227.46	0.00	44,000.00	48,400.00	
535 10 41 0022 WW-Audit Fee	2,441.97	0.00	4,577.86	4,776.59	6,000.00	8,000.00	
535 10 42 0000 WW-Permit Fees/DOE	2,288.52	2,309.04	2,327.40	1,327.16	2,500.00	2,500.00	
535 10 44 0000 WW-Advertising	203.24	320.16	90.48	918.34	0.00	0.00	
535 10 49 0001 WW-Dues & Membership/filing Fees	1,220.37	687.16	714.28	735.38	500.00	1,000.00	
535 20 41 0000 WW-Admin Planning Sewer - Consulting	8,385.04	0.00	0.00	1,118.60	0.00	0.00	
535 40 43 0000 WW-Travel	1,224.56	1,277.78	0.00	0.00	1,500.00	1,500.00	
535 40 49 0001 WW-Training	2,796.00	2,083.36	0.00	976.63	3,000.00	3,000.00	
535 51 10 0000 Maintenance T&D Salary	22,669.29	0.00	0.00	0.00	0.00	0.00	
535 51 20 0000 Maintenance T&D Benefits	21,758.61	0.00	0.00	0.00	0.00	0.00	

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## 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
535 51 31 0000 WW-Maintenance Supplies	10,051.58	9,613.80	2,147.06	4,337.64	30,000.00	30,000.00	
535 51 48 0000 WW-Repair (Contract Serv) T&D	73,573.30	97,798.72	92,900.30	5,892.73	120,000.00	120,000.00	
535 51 48 0001 WW-Solids Hauling & Disposal	42,198.20	42,552.30	74,835.86	78,185.79	120,000.00	120,000.00	
535 54 10 0000 Plant Maintenance Salary	2,531.67	0.00	0.00	0.00	0.00	0.00	
535 54 20 0000 Plant Maintenance Benefits	1,555.51	0.00	0.00	0.00	0.00	0.00	
535 64 41 0000 WW-Plant Services	143,350.04	150,821.01	27,394.82	0.00	10,000.00	0.00	
535 70 10 0000 WW-Customer Service Salary	47,111.53	38,987.88	38,910.48	27,744.12	42,000.00	45,780.00	
535 70 20 0000 WW-Customer Service Benefits	14,965.76	14,981.77	10,957.67	7,544.48	13,500.00	14,715.00	
535 70 31 0000 WW-Office Supplies & Postage	1,224.32	1,935.01	1,300.31	1,039.00	2,500.00	2,500.00	
535 70 41 0000 WW-Computer Services/Repair	606.60	5,719.47	8,221.62	2,670.02	5,000.00	5,000.00	
535 70 41 0001 WW-EBPP Fees Sewer	1,536.54	1,887.54	2,371.41	1,625.01	2,000.00	3,000.00	
535 80 31 0000 WW-Operating Supplies	8,053.47	4,920.88	8,179.88	1,351.39	10,000.00	10,000.00	
535 80 41 0000 Sewer Operations Testing	1,591.31	269.00	12,980.00	9,327.50	21,000.00	21,000.00	
535 80 42 0000 Sewer Telephone	1,474.03	1,470.94	4,482.83	3,276.05	3,600.00	4,600.00	
535 80 45 0099 Eq Rental - Sewer	32,112.04	41,060.69	45,305.42	26,252.07	35,000.00	45,000.00	
535 80 46 0000 Sewer Insurance	11,254.51	527.14	6,327.07	7,542.33	6,500.00	21,125.00	
535 81 10 0000 WW-Operations Coll. Salary	18,757.59	41,874.76	21,528.99	19,552.23	22,000.00	23,980.00	
535 81 20 0000 WW-Operations Coll. Benefits	9,137.48	15,146.02	12,027.90	9,282.17	11,000.00	11,990.00	
535 81 47 0000 WW-Coll Electricity	0.00	0.00	2,462.71	2,191.53	0.00	5,000.00	
535 81 47 0001 WW-Coll. Water	0.00	0.00	160.00	268.80	450.00	450.00	
535 84 10 0000 WW-Operations Plant Salary	43,811.79	82,391.34	100,568.42	67,410.74	100,000.00	109,000.00	
535 84 20 0000 WW-Operations Plant Benefits	23,104.52	42,902.70	62,497.07	40,080.65	62,000.00	67,580.00	
535 84 47 0000 WW-Electricity	0.00	0.00	17,845.63	12,104.25	26,000.00	26,000.00	
535 84 47 0001 WW-Plant Water	0.00	0.00	5,954.88	11,971.31	20,000.00	21,000.00	
535 85 10 0000 WW Sampling Salary	13,220.50	41.51	1,015.68	366.27	4,000.00	4,000.00	
535 85 20 0000 WW Sampling Benefits	7,106.13	18.80	558.85	177.34	2,500.00	2,500.00	
535 85 31 0000 WW Sampling Supplies	866.66	376.29	0.00	0.00	500.00	500.00	
535 85 41 0000 WW Sampling Professional Services	19,828.92	6,628.00	5,290.00	1,869.00	7,000.00	7,000.00	
535 85 41 0002 WW Industrial Pretreatment Services	0.00	4,218.50	0.00	0.00	4,000.00	4,000.00	
535 85 45 0000 WW Sampling Equipment Rental	9,048.35	0.00	424.93	117.10	0.00	0.00	
535 90 44 0000 Sewer Taxes	13,631.62	18,736.46	23,527.53	18,060.50	36,050.00	41,457.50	
535 Sewer	635,067.97	653,331.49	666,258.22	386,031.42	809,100.00	869,727.50	
591 34 70 0000 WA-SMART Meter Lease-Pricipal	0.00	0.00	13,712.88	14,209.73	28,620.52	29,436.22	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	23,273.39	23,273.40	23,273.39	23,273.39	
592 34 80 0000 WA-SMART Meter Lease-Interest	0.00	0.00	4,844.95	4,348.11	8,495.16	7,679.46	
592 34 83 0000 Base Reservoir PWTF Loan Interest	1,047.30	930.94	814.57	698.20	1,100.00	581.83	

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### 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
534 Water	24,320.69	24,204.33	42,645.79	42,529.44	61,489.07	60,970.90	
591 35 72 0000 Sewer Outfall - USDA RDA Principal	22,138.59	22,751.58	23,381.55	11,944.20	24,028.27	24,693.59	
591 35 72 0001 WWTP Design-DOE Principal	0.00	0.00	0.00	0.00	0.00	84,000.00	
592 35 83 0000 Sewer Outfall - USDA RDA Interest	10,531.41	9,918.42	9,288.45	4,390.80	8,641.73	7,976.41	
592 35 83 0001 WWTP Design-DOE Interest	0.00	0.00	0.00	0.00	0.00	2,250.00	
535 Sewer	32,670.00	32,670.00	32,670.00	16,335.00	32,670.00	118,920.00	
591 Debt Service	56,990.69	56,874.33	75,315.79	58,864.44	94,159.07	179,890.90	
594 34 10 4006 Water Connections - Salary	3,909.17	516.32	4,505.74	1,285.22	5,000.00	5,000.00	
594 34 20 4006 Water Connections - Benefits	2,243.32	977.45	2,018.08	585.89	2,500.00	2,500.00	
594 34 31 4009 Water Plant Improvements-Suppl	5,854.69	3,877.20	0.00	0.00	0.00	0.00	
594 34 41 0400 #46 WA System Plan - Engineer	9,218.15	0.00	0.00	0.00	0.00	0.00	
594 34 45 0099 Eq Rental-Water Connections	1,859.00	0.00	0.00	0.00	0.00	0.00	
594 34 45 0400 Eq Rental - Water Connections	0.00	93.00	813.80	417.68	2,000.00	2,000.00	
594 34 48 0400 Base Reservoir Improv.- Contracted Services	49,032.00	0.00	0.00	0.00	0.00	0.00	
594 34 51 0000 #46 WA System Plan - Plan Fees	2,280.00	0.00	0.00	0.00	0.00	0.00	
594 34 62 4009 Water Plant Improvements-Contracted	0.00	0.00	28,353.48	719.04	0.00	0.00	
594 34 64 0000 WA-Fixed Assets To Capitalize	25,823.02	2,062.50	571,769.68	80,153.49	100,000.00	202,000.00	
534 Water	100,219.35	7,526.47	607,460.78	83,161.32	109,500.00	211,500.00	
594 35 41 0400 #38 Sewer Plan - Prof Serv	10,771.95	19,191.33	0.00	0.00	0.00	0.00	
594 35 49 0000 #65 Sewer Plant Upgrade-Permitting	150.00	0.00	0.00	0.00	0.00	0.00	
594 35 64 0400 WW-Capitalized Equipment Purchase	0.00	2,062.50	0.00	0.00	0.00	0.00	
535 Sewer	10,921.95	21,253.83	0.00	0.00			
594 Capital Expenditures	111,141.30	28,780.30	607,460.78	83,161.32	109,500.00	211,500.00	
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	12,842.22	10,827.27	0.00	1,450.00	100,000.00	100,000.00	
597 10 00 0406 Transfer Out To 406 WW Short Lived Assets	0.00	0.00	21,779.00	0.00	21,779.00	21,779.00	
597 10 00 0408 Transfer Out To 408 WW Debt Reserve	0.00	0.00	61,191.00	0.00	0.00	0.00	
535 Sewer	12,842.22	10,827.27	82,970.00	1,450.00	121,779.00	121,779.00	



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### 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
597 Interfund Transfers	12,842.22	10,827.27	82,970.00	1,450.00	121,779.00	121,779.00	
508 51 00 0400 WS-Ending Cash	0.00	0.00	0.00	0.00	218,216.56	382,518.66	
400 Water/Sewer	0.00	0.00	0.00	0.00	218,216.56	382,518.66	
508 51 01 0400 WS-Water Reserve	0.00	0.00	0.00	0.00	314,762.95	290,471.46	
401 Water	0.00	0.00	0.00	0.00	314,762.95	290,471.46	
508 51 02 0400 WS-WW Reserve	0.00	0.00	0.00	0.00	360,302.27	353,872.27	
402 Sewer	0.00	0.00	0.00	0.00	360,302.27	353,872.27	
999 Ending Balance	0.00	0.00	0.00	0.00	893,281.78	1,026,862.39	
<b>TOTAL EXPENDITURES:</b>	<b>1,273,871.63</b>	<b>1,183,670.21</b>	<b>1,953,134.29</b>	<b>874,993.98</b>	<b>2,549,079.85</b>	<b>2,980,835.29</b>	
FUND GAIN/LOSS:	337,162.53	677,699.54	887,573.85	1,666,585.75	0.00	0.00	

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### 406 Wastewater Short Lived Asset Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 31 00 0406 WWSLAR Beginning Cash	0.00	0.00	0.00	21,779.00	21,779.00	21,779.00	
308 Beginning Balances	0.00	0.00	0.00	21,779.00	21,779.00	21,779.00	
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	21,779.00	0.00	21,779.00	21,779.00	
397 Interfund Transfers	0.00	0.00	21,779.00	0.00	21,779.00	21,779.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	21,779.00	21,779.00	43,558.00	43,558.00	
508 31 00 0406 WWSLAR-Ending Cash	0.00	0.00	0.00	0.00	43,558.00	43,558.00	
999 Ending Balance	0.00	0.00	0.00	0.00	43,558.00	43,558.00	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	43,558.00	43,558.00	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	21,779.00	21,779.00	0.00	0.00	

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### 408 Wastewater Debt Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 31 00 0408 WW Debt Reserve Beg. Balance	0.00	0.00	0.00	61,191.00	61,191.00	61,191.00	
308 Beginning Balances	0.00	0.00	0.00	61,191.00	61,191.00	61,191.00	
397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	61,191.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	61,191.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	61,191.00	61,191.00	61,191.00	61,191.00	
508 31 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	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	61,191.00	61,191.00	0.00	0.00	

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### 410 Wastewater System Upgrades

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 51 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	-93,407.14	0.00	0.00	0.00	0.00	
308 91 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	0.00	-119,857.70	-57,601.53	-57,601.53	0.00	
308 Beginning Balances	0.00	-93,407.14	-119,857.70	-57,601.53	-57,601.53	0.00	
331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrades	0.00	0.00	0.00	0.00	1,733,656.00	1,733,656.00	
334 04 20 0410 CERB Feasibility Study-Alt. Analysis	0.00	44,600.00	0.00	5,400.00	0.00	0.00	
330 Intergovernmental Revenues	0.00	44,600.00	0.00	5,400.00	1,733,656.00	1,733,656.00	
391 20 00 0000 USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades	0.00	0.00	0.00	0.00	333,414.00	333,414.00	
391 90 00 0410 DOE Construction Loan	0.00	297,420.04	826,590.49	228,427.10	500,000.00	8,500,000.00	
390 Other Financing Sources	0.00	297,420.04	826,590.49	228,427.10	833,414.00	8,833,414.00	
397 05 00 0410 Transfer In from Water/Sewer Fund	12,842.22	10,827.27	0.00	1,450.00	100,000.00	100,000.00	
397 Interfund Transfers	12,842.22	10,827.27	0.00	1,450.00	100,000.00	100,000.00	
<b>TOTAL REVENUES:</b>	<b>12,842.22</b>	<b>259,440.17</b>	<b>706,732.79</b>	<b>177,675.57</b>	<b>2,609,468.47</b>	<b>10,667,070.00</b>	
594 35 31 0010 DOE-Imm. Improv. Supplies	0.00	25,371.37	1,184.15	0.00	0.00	0.00	
594 35 41 0010 DOE-Imm. Improv. Svcs	0.00	0.00	25,848.00	0.00	0.00	0.00	
594 35 41 0410 Value Planning Consulting Services	57,460.00	0.00	0.00	0.00	0.00	0.00	
594 35 41 4102 Feasibility Study-Consultant Svcs	47,929.52	19,047.48	0.00	0.00	0.00	0.00	
594 35 41 4103 DOE Design-Consultant Svcs	0.00	329,046.37	737,002.17	176,225.57	442,398.47	0.00	
594 35 41 4104 Coll. Sys. Upgrades Consultant Svcs	0.00	5,832.65	0.00	95,438.36	455,070.00	455,070.00	
594 35 41 4105 Coll. Sys. Upgrades Construction Svcs	0.00	0.00	0.00	0.00	1,712,000.00	1,712,000.00	
594 35 41 4106 Collection Sys. Upgrades-PUD	0.00	0.00	0.00	8,903.67	0.00	0.00	
594 35 41 4111 WWTP-Construction Services	0.00	0.00	0.00	0.00	0.00	8,500,000.00	
594 35 41 4112 WWTP Upgrades-PUD	0.00	0.00	0.00	39,637.70	0.00	0.00	
594 35 49 0000 WW Upgrades-Permitting	0.00	0.00	300.00	1,450.00	0.00	0.00	
594 35 49 0410 Value Planning Hosting Costs	607.48	0.00	0.00	0.00	0.00	0.00	
594 35 49 0411 CERB Meeting Hosting Costs	252.36	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	106,249.36	379,297.87	764,334.32	321,655.30	2,609,468.47	10,667,070.00	
<b>TOTAL EXPENDITURES:</b>	<b>106,249.36</b>	<b>379,297.87</b>	<b>764,334.32</b>	<b>321,655.30</b>	<b>2,609,468.47</b>	<b>10,667,070.00</b>	

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410 Wastewater System Upgrades

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
FUND GAIN/LOSS:	-93,407.14	-119,857.70	-57,601.53	-143,979.73	0.00	0.00	

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### 500 Equipment Service Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 51 00 0500 ES Unreserved Begin CA & Invest	67,484.41	67,144.73	139,248.98	190,947.57	190,947.57	188,197.57	
308 Beginning Balances	67,484.41	67,144.73	139,248.98	190,947.57	190,947.57	188,197.57	
348 00 00 0000 Equipment Rental-Internal	162,827.57	175,377.98	130,967.02	84,039.23	150,000.00	125,000.00	
340 Charges For Goods & Services	162,827.57	175,377.98	130,967.02	84,039.23	150,000.00	125,000.00	
361 11 00 0500 Interest Income/ES	457.59	647.75	435.54	194.49	0.00	0.00	
362 10 00 0000 Equipment Rental - External NB	1,008.00	266.00	14.00	0.00	0.00	0.00	
362 10 02 0000 Equipment Rental - External Ska Co	127.80	37.12	0.00	0.00	0.00	0.00	
369 10 00 0500 Sale of Scrap Equip Service	795.10	5,398.38	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	2,388.49	6,349.25	449.54	194.49	0.00	0.00	
395 10 00 0500 Sale of Fixed Assets	11,330.00	0.00	0.00	0.00	0.00	0.00	
395 11 00 0000 Costs to Dispose of Cap Assets	-48.50	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	11,281.50	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>243,981.97</b>	<b>248,871.96</b>	<b>270,665.54</b>	<b>275,181.29</b>	<b>340,947.57</b>	<b>313,197.57</b>	
548 65 10 0000 Maintenance Salary	33,830.82	32,695.70	21,993.87	17,842.11	35,000.00	35,000.00	
548 65 20 0000 Maintenance Benefits	20,851.79	19,830.92	11,823.34	8,765.71	17,000.00	17,000.00	
548 65 25 0000 Medical Physicals-Required	1,199.55	3,041.96	1,628.26	730.00	2,000.00	2,000.00	
548 65 31 0000 Tires	2,536.87	972.53	1,358.64	3,681.30	2,000.00	2,000.00	
548 65 32 0000 Gas and Oil	19,286.16	20,383.05	13,470.43	14,139.21	20,000.00	20,000.00	
548 65 33 0000 Supplies	0.00	1,936.25	2,104.67	3,091.51	0.00	3,000.00	
548 65 46 0000 Insurance	27,870.61	846.26	8,320.38	10,055.12	10,000.00	10,000.00	
548 65 47 0000 Heat & Lights	1,534.08	2,397.27	3,312.57	2,223.52	1,500.00	3,000.00	
548 65 48 0000 Repairs/Supplies Contracted	28,292.99	27,339.04	15,455.81	9,062.07	20,000.00	20,000.00	
548 65 49 0000 Training	45.00	180.00	250.00	0.00	250.00	250.00	
548 Public Works - Centralized Services	135,447.87	109,622.98	79,717.97	69,590.55	107,750.00	112,250.00	
591 48 78 0000 RDA Facilities (Sweeper) Principal	3,041.13	0.00	0.00	0.00	0.00	0.00	
592 48 83 0000 RDA Facilities (Sweeper) Int	133.05	0.00	0.00	0.00	0.00	0.00	
591 Debt Service	3,174.18	0.00	0.00	0.00	0.00	0.00	
594 48 64 0000 Equipment Purchase	39,878.17	0.00	0.00	0.00	45,000.00	45,000.00	

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## 500 Equipment Service Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
594 Capital Expenditures	39,878.17	0.00	0.00	0.00	45,000.00	45,000.00	
508 51 00 0500 ES-Ending Cash	0.00	0.00	0.00	0.00	188,197.57	155,947.57	
999 Ending Balance	0.00	0.00	0.00	0.00	188,197.57	155,947.57	
<b>TOTAL EXPENDITURES:</b>	<b>178,500.22</b>	<b>109,622.98</b>	<b>79,717.97</b>	<b>69,590.55</b>	<b>340,947.57</b>	<b>313,197.57</b>	
FUND GAIN/LOSS:	65,481.75	139,248.98	190,947.57	205,590.74	0.00	0.00	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 630 Stevenson Municipal Court

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 31 00 0630 Stevenson Municipal Court-Beg Balance	0.00	0.00	9,738.88	0.00	0.00	0.00	
308 Beginning Balances	0.00	0.00	9,738.88	0.00	0.00	0.00	
386 90 00 0000 Agency Deposit - Court Remittances	0.00	0.00	8,698.27	7,138.29	0.00	0.00	
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	181.79	145.76	0.00	0.00	
389 40 00 0000 SMC-Agency Deposits	0.00	41,122.75	0.00	0.00	0.00	0.00	
380 Non Revenues	0.00	41,122.75	8,880.06	7,284.05	0.00	0.00	
397 01 00 0630 Transfer In From CE	0.00	5,443.28	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	5,443.28	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>46,566.03</b>	<b>18,618.94</b>	<b>7,284.05</b>	<b>0.00</b>	<b>0.00</b>	
586 90 00 0000 Agency Disbursement - Court Remit	0.00	0.00	8,698.27	7,138.29	0.00	0.00	
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	181.79	145.76	0.00	0.00	
588 10 00 0630 SMC-Prior Period Adjustments	0.00	0.00	9,738.88	0.00	0.00	0.00	
589 40 00 0000 SMC-Agency Disbursements	0.00	36,827.15	0.00	0.00	0.00	0.00	
580 Non Expenditures	0.00	36,827.15	18,618.94	7,284.05	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>36,827.15</b>	<b>18,618.94</b>	<b>7,284.05</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>9,738.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 631 CATV Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated	Comment
308 31 00 0631 CATV Trust - Beginning Balance	0.00	0.00	3,098.81	0.00	0.00	0.00	
308 Beginning Balances	0.00	0.00	3,098.81	0.00	0.00	0.00	
361 40 00 0631 CATV-Interest	0.00	1.56	0.00	0.00	0.00	0.00	
380 Non Revenues	0.00	1.56	0.00	0.00	0.00	0.00	
397 01 00 0631 Transfer In From CE	0.00	3,115.25	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	3,115.25	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>3,116.81</b>	<b>3,098.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
588 10 00 0631 CATV Trust-Prior Period Adjustment	0.00	0.00	3,098.81	0.00	0.00	0.00	
589 40 00 0631 CATV-Bank Fees	0.00	18.00	0.00	0.00	0.00	0.00	
580 Non Expenditures	0.00	18.00	3,098.81	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>18.00</b>	<b>3,098.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>3,098.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated
001 General Expense Fund	2,441,434.44	2,603,666.76	1,989,309.66	1,937,586.88	2,124,492.23	1,852,301.43
010 General Reserve Fund		326,705.62	326,705.62	326,705.62	326,705.62	326,705.62
020 Fire Reserve Fund		1,483,593.47	1,564,616.67	1,564,616.67	1,589,616.67	1,614,616.67
100 Street Fund	548,030.46	747,792.83	637,369.32	564,808.25	686,736.34	565,100.34
103 Tourism Promo & Develop Fund	1,021,817.47	1,076,027.76	1,008,384.49	861,183.79	916,600.17	916,600.17
105 Affordable Housing Fund			1,215.61	4,166.79	16,215.61	11,215.61
300 Capital Improvement Fund	108,625.62	135,656.42	182,910.35	149,460.09	127,273.57	127,273.57
301 Timber Harvest Fund	1,453,264.00	1,328,899.42				
303 Joint Emergency Facilities Fund	63,198.11	34,316.57				
306 Kanaka Creek Road Improvements	92,646.60	9,024.37				
308 Gropper Sidewalk	10,566.66					
309 Russell Ave		153,873.33	733,418.08	66,995.41		
311 First Street			85,361.24	9,005.46	619,100.00	
400 Water/Sewer Fund	1,611,034.16	1,861,369.75	2,840,708.14	2,541,579.73	2,549,079.85	2,980,835.29
406 Wastewater Short Lived Asset Reserve Fund			21,779.00	21,779.00	43,558.00	43,558.00
408 Wastewater Debt Reserve Fund			61,191.00	61,191.00	61,191.00	61,191.00
410 Wastewater System Upgrades	12,842.22	259,440.17	706,732.79	177,675.57	2,609,468.47	10,667,070.00
500 Equipment Service Fund	243,981.97	248,871.96	270,665.54	275,181.29	340,947.57	313,197.57
630 Stevenson Municipal Court		46,566.03	18,618.94	7,284.05		
631 CATV Fund		3,116.81	3,098.81			
	7,607,441.71	10,318,921.27	10,452,085.26	8,569,219.60	12,010,985.10	19,479,665.27
001 General Expense Fund	1,007,349.48	1,838,719.32	1,133,977.02	810,131.54	2,124,492.23	1,852,301.43
010 General Reserve Fund					326,705.62	326,705.62
020 Fire Reserve Fund					1,589,616.67	1,614,616.67
100 Street Fund	360,137.82	441,502.85	326,677.38	272,777.24	686,736.34	565,100.34
103 Tourism Promo & Develop Fund	474,364.30	365,733.25	376,784.32	146,736.87	916,600.17	916,600.17
105 Affordable Housing Fund					16,215.61	11,215.61
300 Capital Improvement Fund			75,636.78		127,273.57	127,273.57
301 Timber Harvest Fund	172,115.96	1,328,899.42				
303 Joint Emergency Facilities Fund	63,198.11	34,316.57				
306 Kanaka Creek Road Improvements	97,779.53	9,024.37				
308 Gropper Sidewalk	11,513.58					
309 Russell Ave	66,157.50	153,873.33	733,537.44			
311 First Street			126,327.81	34,435.67	619,100.00	
400 Water/Sewer Fund	1,273,871.63	1,183,670.21	1,953,134.29	874,993.98	2,549,079.85	2,980,835.29
406 Wastewater Short Lived Asset Reserve Fund					43,558.00	43,558.00
408 Wastewater Debt Reserve Fund					61,191.00	61,191.00
410 Wastewater System Upgrades	106,249.36	379,297.87	764,334.32	321,655.30	2,609,468.47	10,667,070.00
500 Equipment Service Fund	178,500.22	109,622.98	79,717.97	69,590.55	340,947.57	313,197.57
630 Stevenson Municipal Court		36,827.15	18,618.94	7,284.05		
631 CATV Fund		18.00	3,098.81			

5 YEAR BUDGET COMPARISON

City Of Stevenson

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Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Appropriated
	3,811,237.49	5,881,505.32	5,591,845.08	2,537,605.20	12,010,985.10	19,479,665.27
FUNDS GAIN/LOSS:	3,796,204.22	4,437,415.95	4,860,240.18	6,031,614.40	0.00	0.00

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Maul Foster Alongi, Inc.**, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the mutual promises, agreements, and covenants contained herein, it is hereby agreed, by and between the parties, as follows:

### SECTION I Nature and Scope of Work

Contractor will perform services as set forth in the attached Exhibit "A." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.

### SECTION II Payment for Services & Expense Reimbursement

#### A. PAYMENT

Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibit "B." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract.

#### B. TRAVEL

Contractor shall be reimbursed for actual transportation costs that are necessary for the performance of this contract, and which are pre-approved by the City Administrator. Any approved air travel by Contractor shall be limited to coach class (restricted fare). Travel by private auto shall be reimbursable at a rate not to exceed the Internal Revenue Service's current mileage reimbursement rate for business related travel. **If the Contractor is based outside Skamania County, any travel to and from the area shall require the prior approval of CITY's Clerk/Treasurer.**

#### C. TRAVEL EXPENSES

Contractor shall be reimbursed for the actual reasonable subsistence costs incurred, by Contractor, while traveling in performance of the services hereunder, not to exceed State per diem rates.

**SECTION III**  
**General Terms & Conditions**

**A. DURATION**

This contract shall commence as of the date indicated below and shall continue **until October 31, 2021** or until terminated by either party giving the other party thirty (30) days written notice of such termination. Notice shall be deemed to have been given at the end of three (3) working days, after the deposit of the same in the United States mail, addressed to the other party, postage prepaid, at the address of the parties as hereinafter stated. In the event of cancellation by either party, the notice may specify the services that are to be performed after receipt of the notice until the date of termination. Unless stated otherwise, Contractor shall perform no further services upon receipt of notice of the termination. On or before termination or expiration of the thirty (30) day period, Contractor agrees to deliver to CITY all records, notebooks, files, materials, reports, data, and other information pertaining to the services performed for CITY. In the event of termination, CITY shall pay Contractor for all contract costs incurred prior to termination. Contractor shall not be entitled to compensation for lost profits or expectations of profit due to CITY's early termination of this contract.

**B. RELATIONSHIP OF THE PARTIES**

Contractor is an independent contractor of CITY. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent. Unless specifically restricted by this agreement, Contractor may hold itself out to the general public for the provision of similar services. Upon CITY's request, Contractor shall advise CITY of the approximate workload of its existing and new clients and the possibility of any conflicts of interest that may arise.

**C. ASSIGNMENT**

Contractor shall not assign any interest in this contract and shall not transfer any such interest to any third party, without CITY's prior written consent. Any subcontract entered into by Contractor, for work covered by this agreement, shall require prior approval by CITY.

**D. DISCLOSURE**

Contractor agrees to keep confidential any information obtained by Contractor, or its employees, or any person under its control in the course of the services performed under this contract, and to refrain from publishing or revealing any information acquired by Contractor in the course of these services, without the written consent of CITY.

**Any knowledge or information acquired or provided by the Contractor to CITY related to services performed under this contract shall not be considered confidential or**

**proprietary unless such designation is approved, in writing, by CITY's City Administrator. However, regardless of the designation of information provided by the Contractor, CITY does not waive attorney-client privilege or similar protections afforded by law.**

#### E. DISPUTES

Except as otherwise provided or agreed, any dispute relating to this contract which is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction upon the filing of a legal action by the aggrieved party. During the pendency of any dispute, Contractor shall proceed diligently with the performance of this contract. It is further agreed by Contractor that litigation shall be limited and confined exclusively to the appropriate state court located within the State of Washington. **Venue shall be in Skamania County unless otherwise agreed to by CITY.** This contract shall be governed in accordance with the laws of the State of Washington.

#### F. NONWAIVER

The failure of CITY to insist upon or enforce strict performance of any provision of this contract shall not be construed as a waiver or relinquishment to any future enforcement of such contractual term.

#### G. AUDIT RIGHTS/PUBLIC RECORD RETENTION

During this contract, and for six (6) years thereafter, CITY shall have the right to inspect Contractor's records pertaining to this contract and to perform an audit in accordance with generally accepted audit standards. The Contractor shall make these records available without charge to CITY. Contractor agrees to either provide CITY with a copy of all records relating to the contract, or to retain such records for the applicable public records retention period and promptly provide them to CITY in order to fulfill any public records requests submitted during the retention period. Failure to promptly provide said records shall constitute a default of this agreement and entitle CITY to attorney fees and costs to recover the records, plus require Contractor to indemnify CITY against any statutory penalties for failure to promptly comply with a lawful public records request.

#### H. WORK PRODUCT

All "Work Product," which shall contain, without limitation, all documentation, data, studies, surveys, drawings, maps, photographs, and any object or source code for any software developed pursuant to or in connection with this contract, as well as any copyrights, patents, trade secrets, trademarks, or other intellectual property developed for or in connection with this contract, shall be work for hire and shall be the property of CITY. Contractor does hereby transfer and assign any rights that it has in the Work Product, or that may arise out of or in connection with this contract, to CITY. CITY's rights to the Work Product shall survive termination of this contract. In the event the CITY uses the "Work Product" in the future without Contractor's involvement, CITY agrees to hold harmless, defend, and indemnify Contractor for any claims or liabilities resulting from such use.

## I. INSURANCE - HOLD HARMLESS

Contractor shall procure and maintain, during the life of this contract, the insurance policies and associated limits listed below to protect it, and any subcontractor performing work under this contract, from claims for damages from personal injury, including death resulting therefrom, as well as from claims for property damage which may arise under this contract, whether such work is performed by Contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them. Upon demand, Contractor shall provide CITY with copies of all applicable insurance policies.

General Liability	\$1,000,000 per claim/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Worker's Compensation	\$1,000,000
Professional Liability	\$1,000,000 per claim/\$2,000,000 aggregate

CITY and Contractor ("Party" or "Parties") hereby agree to indemnify and hold harmless the other Party, its appointed and elective officers, and its employees, from and against any and all suits, claims, actions, losses, costs, penalties, fines, and damages of whatever kind and nature, including attorney fees and costs, by reason of any and all claims and demands on it, its officers and employees, as may be caused by the negligence or willful misconduct of the indemnitee, its agents or employees, (or anyone directly or indirectly employed or engaged by the indemnitee, including subcontractors) to perform or observe any term or condition of this contract, or for any act or inaction of the indemnitee in connection with or incident to the work covered by this contract. It is the intent of the Parties hereto that, where negligence is determined to have been contributory, principles of comparative negligence will be followed, and each Party shall bear the proportionate costs of any loss, damage, expense and liability attributable to that Party's negligence.

In any and all claims against CITY by any employee of Contractor, the indemnification and hold-harmless obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers' compensation acts, disability acts, or other employee benefits acts, AND THE CONTRACTOR SPECIFICALLY AND EXPRESSLY WAIVES ANY IMMUNITY UNDER SUCH ACTS.

## J. WARRANTY

Contractor agrees that services performed as specified in Exhibit "A" shall be performed in a manner consistent with the professional standards and industry practices acceptable in the trade.

## K. SEVERABILITY

The invalidity or unenforceability of any provision of this contract shall not affect the other provisions hereof, and this contract shall be construed, in all respects, as if such invalid or

unenforceable provisions were omitted.

#### L. HEADINGS

The headings used in sections of this contract are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections of this contract.

#### M. CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this contract, and to the fullest extent permitted by law, neither CITY nor Contractor, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this contract in excess of insurance limits required hereunder.

#### N. ENTIRE AGREEMENT

Contractor and CITY understand and agree that this document constitutes the entire understanding between the parties regarding the work or services described herein, and that this contract supersedes all other prior agreements and understandings, whether oral or written. This contract shall not be modified or amended, except in writing, signed by both parties.

[Signatures appear on next page]



IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF STEVENSON

CONTRACTOR

By: \_\_\_\_\_  
Scott Anderson, its Mayor

By: \_\_\_\_\_

James Maul  
Principal Hydrogeologist  
Name & Title

109 East 13<sup>th</sup> Street  
Vancouver, WA 98660

\_\_\_\_\_  
Mailing Address

360-694-2691  
Telephone Number

91-1730412  
Federal Tax ID Number

601-723-614  
UBI#

Approved as to form

\_\_\_\_\_  
Kenneth B Woodrich,  
City Attorney



**MFA WORK ORDER AUTHORIZATION**

**Between Maul Foster & Alongi, Inc. (MFA) and City of Stevenson (Client).**

**Signing of this Authorization by MFA and Client authorizes MFA to complete the Work as described below under the attached Professional Services Contract and Schedule of Charges.**

**MFA Project No.:** 1769.03.01

**Work Order No.:** 01

**Project Name:** Columbia Ave Realignment: Scoping and Ecology Grant Agreement

**Project Location:** Stevenson, WA

**SCOPE OF WORK:** MFA will perform the Work indicated below.

**TASK 1: DRAFT SCOPE OF WORK**

- One virtual meeting with Client staff to discuss scope.
- Draft Ecology grant agreement scope of work.
- Draft detailed work plan for Integrated Planning Grant (IPG) implementation.

**TASK 2: COMMUNITY ENGAGEMENT**

- Facilitate in person meeting with community stakeholders to get feedback on proposed scope of work.
- Up to four follow-up calls with adjacent-property owners, if needed.

**TASK 3: REVISE AND FINALIZE SCOPE OF WORK**

- One virtual meeting with Client staff to review scope changes resulting from community meeting and neighbor calls.
- Finalize Ecology grant agreement scope of work and detailed work plan for IPG implementation.

**Deliverables**

- Ecology grant agreement scope.
- Detailed work plan for IPG implementation.

**Assumptions**

- City staff will assist with publicizing and coordinating the community engagement event.

**SCHEDULE OF WORK:**

MFA will begin work within seven days of receiving authorization to proceed. The project is anticipated to be complete by October 31, 2021.

**ESTIMATED COST OF WORK:**

The cost to complete the scope of work is \$3,690. This cost estimate does not represent a lump sum. MFA bills on a time-and-materials basis. MFA may apply money from one task to another to complete the scope of work.

	Task	Maul Foster & Alongi, Inc.			Skamania EPA Total	City Total
		Hours	Labor	Direct		
1	Draft Scope of Work	17	\$2,530	\$0	\$0	\$2,530
2	Community Engagement	10	\$1,500	\$400	\$1,900	\$0
3	Revise and Finalize Scope	7	\$1,160	\$0	\$0	\$1,160
<b>Total Estimated Cost</b>					<b>\$1,900</b>	<b>\$3,690</b>

\*Community engagement costs are being funded by Skamania County's EPA Brownfields Grant.

So agreed to this \_\_ day of September 2021.

**By Maul Foster & Alongi, Inc.:**

**By City of Stevenson:**

\_\_\_\_\_  
Signature

Seth Otto

\_\_\_\_\_  
Printed Name

Principal Planner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



**SCHEDULE OF CHARGES**

**PERSONNEL CHARGES**

Principal .....	\$200 – 250/hour
Senior .....	\$150 – 210/hour
Project .....	\$140 – 155/hour
Staff .....	\$120 – 135/hour
Analyst .....	\$135 – 145/hour
Technician/Designer .....	\$100 – 125/hour
Administrative Support .....	\$95 – 105/hour

Depositions and expert witness testimony, including preparation time, will be charged at 200 percent of the above rates.

Travel time will be charged in accordance with the above rates.

**SUBCONTRACTORS**

Charges for subcontractors will be billed at cost plus 15 percent.

**EXPENSES**

Charges for outside services, equipment, and facilities not furnished directly by Maul Foster & Alongi, Inc. will be billed at cost plus 10 percent. Such charges may include, but shall not be limited to the following:

Printing and photographic reproduction	Rented equipment
Rented vehicles	Shipping charges
Transportation on public carriers	Meals and lodging
Special fees, permits, insurance, etc.	Consumable materials

**DIRECT CHARGES**

Vehicle per mile will be billed at \$0.75.

Charges for specialized software modeling and equipment are as specified in the scope of work.

Field equipment rates are set forth in the Field Equipment Rate Schedule.

The rates for document production are set forth in the Document Production Rate Schedule.

**RATE CHANGES**

Schedule of Charges are subject to change without notice.

# TREASURERS REPORT

## Fund Totals

City Of Stevenson

08/01/2021 To: 08/31/2021

Time: 14:37:17 Date: 09/10/2021

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,211,799.23	41,375.36	94,706.59	1,158,468.00	2,394.68	7,795.20	0.00	1,168,657.88
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	1,564,616.67	0.00		1,564,616.67	0.00	0.00	0.00	1,564,616.67
100 Street Fund	307,906.09	31,878.97	28,484.85	311,300.21	1,188.97	3,132.93	0.00	315,622.11
103 Tourism Promo & Develop Fund	707,398.70	53,030.04	32,986.84	727,441.90	348.94	11.58	0.00	727,802.42
105 Affordable Housing Fund	3,648.30	518.49		4,166.79	0.00	0.00	0.00	4,166.79
300 Capital Improvement Fund	136,199.72	5,486.40		141,686.12	0.00	0.00	0.00	141,686.12
309 Russell Ave	66,995.41	0.00		66,995.41	0.00	0.00	0.00	66,995.41
311 First Street	-25,430.21	0.00		-25,430.21	0.00	0.00	0.00	-25,430.21
400 Water/Sewer Fund	1,427,883.09	267,385.81	108,028.29	1,587,240.61	4,431.78	5,996.78	-829.55	1,596,839.62
406 Wastewater Short Lived Asset Reserve Fund	21,779.00	0.00		21,779.00	0.00	0.00	0.00	21,779.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-187,984.87	87,317.19	35,144.40	-135,812.08	0.00	0.00	0.00	-135,812.08
500 Equipment Service Fund	203,342.30	10,207.39	5,628.27	207,921.42	638.55	822.56	0.00	209,382.53
630 Stevenson Municipal Court	0.00	826.50	826.50	0.00	0.00	0.00	0.00	0.00
	<u>5,826,050.05</u>	<u>498,026.15</u>	<u>305,805.74</u>	<u>6,018,270.46</u>	<u>9,002.92</u>	<u>17,759.05</u>	<u>-829.55</u>	<u>6,044,202.88</u>

# TREASURERS REPORT

## Account Totals

City Of Stevenson

08/01/2021 To: 08/31/2021

Time: 14:37:17 Date: 09/10/2021

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	2,937,454.68	440,049.34	295,593.08	3,081,910.94	-390.00	26,761.97	3,108,282.91
10	Xpress Bill Pay	28,103.53	47,705.09	0.00	75,808.62	-439.55	0.00	75,369.07
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	Pacific Premier (Formerly Opus	71,948.45	0.61	0.00	71,949.06	0.00	0.00	71,949.06
Total Cash:		3,038,006.66	487,755.04	295,593.08	3,230,168.62	-829.55	26,761.97	3,256,101.04
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	872,578.84	58.45	0.00	872,637.29	0.00	0.00	872,637.29
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		2,788,043.39	58.45	0.00	2,788,101.84	0.00	0.00	2,788,101.84
		5,826,050.05	487,813.49	295,593.08	6,018,270.46	-829.55	26,761.97	6,044,202.88

TREASURERS REPORT  
Fund Investments By Account

City Of Stevenson

08/01/2021 To: 08/31/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	204,259.26		20.04	20.04		204,279.30
100 000 Street Fund	26,045.52		2.56	2.56		26,048.08
103 000 Tourism Promo & Develop Fund	231,666.94		22.73	22.73		231,689.67
300 000 Capital Improvement Fund	6,283.44		0.62	0.62		6,284.06
400 000 Water/Sewer Fund	108,744.29		10.67	10.67		108,754.96
500 000 Equipment Service Fund	18,668.18		1.83	1.83		18,670.01
5 - LGIP	<u>595,667.63</u>	<u>0.00</u>	<u>58.45</u>	<u>58.45</u>		<u>595,726.08</u>
001 000 General Expense Fund	426,045.00					426,045.00
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	<u>1,067,831.07</u>	<u>0.00</u>	<u>0.00</u>			<u>1,067,831.07</u>
	<u>1,663,498.70</u>	<u>0.00</u>	<u>58.45</u>	<u>58.45</u>		<u>1,663,557.15</u>

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson

08/01/2021 To: 08/31/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	630,304.26		20.04	20.04		630,324.30	528,143.70
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,564,616.67
100 Street Fund	26,045.52		2.56	2.56		26,048.08	285,252.13
103 Tourism Promo & Develop Fund	552,084.63		22.73	22.73		552,107.36	175,334.54
105 Affordable Housing Fund						0.00	4,166.79
300 Capital Improvement Fund	31,832.57		0.62	0.62		31,833.19	109,852.93
309 Russell Ave						0.00	66,995.41
311 First Street						0.00	-25,430.21
400 Water/Sewer Fund	394,344.86		10.67	10.67		394,355.53	1,192,885.08
406 Wastewater Short Lived Asset Reserve Fund						0.00	21,779.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-135,812.08
500 Equipment Service Fund	28,886.86		1.83	1.83		28,888.69	179,032.73
	<u>1,663,498.70</u>		<u>58.45</u>	<u>58.45</u>		<u>1,663,557.15</u>	<u>4,354,713.31</u>

Ending fund balance (Page 1) - Investment balance = Available cash.

6,018,270.46



TREASURERS REPORT  
Outstanding Vouchers

City Of Stevenson

As Of: 08/31/2021 Date: 09/10/2021  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	2137	08/31/2021	Util Pay	1		Xpress Billpay	390.00	Xpress Import - CC - 08-31-2021__daily_batch.csv
Receipts Outstanding:							390.00	
2021	2129	08/31/2021	Payroll	1	EFT	Department of Retirement Systems	11,728.01	Pay Cycle(s) 08/31/2021 To 08/31/2021 - PERS2; Pay Cycle(s) 08/31/2021 To 08/31/2021 - DCP
2021	2128	08/31/2021	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 08/31/2021 To 08/31/2021 - Disability; Pay Cycle(s) 08/31/2021 To 08/31/2021 - Life Insurance; Pay Cycle(s) 08/31/2021 To 08/31/2021 - Accident
2021	2132	08/31/2021	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 08/31/2021 To 08/31/2021 - WA Child Support
2021	1840	07/31/2021	Payroll	1	15307	Stevenson Fire Association	69.07	Pay Cycle(s) 07/31/2021 To 07/31/2021 - Fire Association
2021	2064	08/24/2021	Claims	1	15361	Chris Malone	296.18	City Hall Carpet Cleaning
2021	2067	08/24/2021	Claims	1	15364	Correct Equipment	4,064.60	Water Meters
2021	2073	08/24/2021	Claims	1	15370	Musicians of Stevenson & Skamania	348.94	Community Garden Reimbursement; Mural for Community Garden
2021	2074	08/24/2021	Claims	1	15371	PUD No 1 of Skamania County	1,845.65	High Level Reservoir-July 2021 Statement; Maple Alameda Reservoir-July 2021 Statement; Angel Heights Street Lights-July 2021 Statement; Hidden Ridge Street Light-July 201 Statement; Chesser Street Wel
2021	2077	08/24/2021	Claims	1	15374	Share Corporation	298.76	Citra Solve II
2021	2078	08/24/2021	Claims	1	15375	Skamania County Sheriff	1,680.00	July 2021 Jail Services
2021	2081	08/24/2021	Claims	1	15378	WEX Bank	339.79	July 2021 Statement Remainder
2021	2061	08/24/2021	Claims	1	15380	Benjamin Shumaker	129.00	Office Chair Reimbursement
2021	2125	08/31/2021	Payroll	1	15382	Mark W Tittle	4,421.92	PP 08.01.21-08.31.21
2021	2133	08/31/2021	Payroll	1	15383	City of Stevenson	319.38	Pay Cycle(s) 08/31/2021 To 08/31/2021 - City Payback
2021	2134	08/31/2021	Payroll	1	15384	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 08/31/2021 To 08/31/2021 - HRA VEBA
2021	2135	08/31/2021	Payroll	1	15385	WGAP Washington Gorge Action Program	138.14	Pay Cycle(s) 08/31/2021 To 08/31/2021 - Food Bank
							26,761.97	
2021	2136	08/30/2021	Util Pay	10		Xpress Billpay	40.01	Xpress Import - iPay - 08-30-2021__daily_batch.csv
2021	2138	08/31/2021	Util Pay	10		Xpress Billpay	337.73	Xpress Import - EFT - 08-31-2021__daily_batch.csv
2021	2139	08/31/2021	Util Pay	10		Xpress Billpay	61.81	Xpress Import - CheckFree - 08-31-2021__daily_batch.csv
Receipts Outstanding:							439.55	

TREASURERS REPORT  
Outstanding Vouchers

City Of Stevenson

As Of: 08/31/2021 Date: 09/10/2021  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
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26,761.97

Fund	Claims	Payroll	Total
001 General Expense Fund	2,394.68	7,795.20	10,189.88
100 Street Fund	1,188.97	3,132.93	4,321.90
103 Tourism Promo & Develop Fund	348.94	11.58	360.52
400 Water/Sewer Fund	4,431.78	5,996.78	10,428.56
500 Equipment Service Fund	638.55	822.56	1,461.11
	<u>9,002.92</u>	<u>17,759.05</u>	<u>26,761.97</u>

TREASURERS REPORT

Signature Page

City Of Stevenson

08/01/2021 To: 08/31/2021

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
City Administrator / Date Deputy Clerk-Treasurer / Date

## 2021 BUDGET POSITION

City Of Stevenson

Time: 14:38:16 Date: 09/10/2021

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001 General Expense Fund		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	785,783.69	770,783.69	15,000.00	98.1%
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%
<b>308 Beginning Balances</b>	<b>870,332.64</b>	<b>855,332.64</b>	<b>15,000.00</b>	<b>98.3%</b>
311 Property Tax	486,702.34	317,770.45	168,931.89	65.3%
313 Sales Tax	245,000.00	188,413.64	56,586.36	76.9%
316 Utility Tax	35,500.00	31,277.54	4,222.46	88.1%
317 Other Tax	16,000.00	18,226.41	(2,226.41)	113.9%
<b>310 Taxes</b>	<b>783,202.34</b>	<b>555,688.04</b>	<b>227,514.30</b>	<b>71.0%</b>
321 Licenses	2,900.00	3,186.66	(286.66)	109.9%
322 Permits	0.00	80.00	(80.00)	0.0%
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>3,266.66</b>	<b>(366.66)</b>	<b>112.6%</b>
000	0.00	255,391.00	(255,391.00)	0.0%
330 Grants	261,000.00	185,260.95	75,739.05	71.0%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	16,657.25	15,210.45	1,446.80	91.3%
<b>330 Intergovernmental Revenues</b>	<b>288,657.25</b>	<b>455,862.40</b>	<b>(167,205.15)</b>	<b>157.9%</b>
341 Other	126,000.00	6,292.60	119,707.40	5.0%
342 Fire District 2	32,700.00	20,436.64	12,263.36	62.5%
345 Planning	4,500.00	9,600.00	(5,100.00)	213.3%
346 Building	0.00	0.00	0.00	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>163,200.00</b>	<b>36,329.24</b>	<b>126,870.76</b>	<b>22.3%</b>
350 Fines & Penalties	10,700.00	11,290.76	(590.76)	105.5%
360 Interest & Other Earnings	5,500.00	11,528.40	(6,028.40)	209.6%
<b>Fund Revenues:</b>	<b>2,124,492.23</b>	<b>1,929,298.14</b>	<b>195,194.09</b>	<b>90.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	11,706.77	10,293.23	53.2%
512 Judicial	61,200.00	35,922.27	25,277.73	58.7%
513 Executive	113,825.00	76,269.09	37,555.91	67.0%
514 Financial, Recording & Elections	114,450.00	66,502.12	47,947.88	58.1%
515 Legal Services	31,500.00	14,113.80	17,386.20	44.8%
517 Employee Benefit Programs	525.00	25.00	500.00	4.8%
518 Centralized Services	67,830.29	62,147.01	5,683.28	91.6%
521 Law Enforcement	194,205.87	141,705.75	52,500.12	73.0%
202 Fire Department	111,150.00	29,263.64	81,886.36	26.3%
203 Fire District 2	20,750.00	15,981.55	4,768.45	77.0%
<b>522 Fire Control</b>	<b>131,900.00</b>	<b>45,245.19</b>	<b>86,654.81</b>	<b>34.3%</b>
528 Dispatch Services	6,000.00	3,171.09	2,828.91	52.9%
551 Public Housing Services	250,000.00	183,280.22	66,719.78	73.3%
553 Conservation	300.00	1,733.10	(1,433.10)	577.7%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	0.00	525.43	(525.43)	0.0%

2021 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>558 Planning &amp; Community Devel</b>				
560 Planning	167,730.00	102,866.96	64,863.04	61.3%
570 Economic Development	13,890.00	6,445.00	7,445.00	46.4%
<b>558 Planning &amp; Community Devel</b>	<b>181,620.00</b>	<b>109,837.39</b>	<b>71,782.61</b>	<b>60.5%</b>
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	168.88	(18.88)	112.6%
573 Cultural & Community Activities	6,500.00	55.56	6,444.44	0.9%
576 Park Facilities	88,660.00	19,302.62	69,357.38	21.8%
580 Non Expenditures	0.00	(355.72)	355.72	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	734,276.94	0.00	734,276.94	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%
<b>999 Ending Balance</b>	<b>818,826.07</b>	<b>0.00</b>	<b>818,826.07</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,124,492.23</b>	<b>770,830.14</b>	<b>1,353,662.09</b>	<b>36.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,158,468.00</b>		

2021 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>326,705.62</b>	<b>326,705.62</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
<b>Fund Expenditures:</b>	<b>326,705.62</b>	<b>0.00</b>	<b>326,705.62</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>326,705.62</b>		

2021 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 08			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,564,616.67	1,564,616.67	0.00	100.0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
<b>Fund Revenues:</b>	<b>1,589,616.67</b>	<b>1,564,616.67</b>	<b>25,000.00</b>	<b>98.4%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,589,616.67	0.00	1,589,616.67	0.0%	
<b>Fund Expenditures:</b>	<b>1,589,616.67</b>	<b>0.00</b>	<b>1,589,616.67</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,564,616.67</b>			

## 2021 BUDGET POSITION

City Of Stevenson

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100 Street Fund		Months: 01 To: 08			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	310,691.94	310,691.94	0.00	100.0%	
310 Taxes	275,000.00	206,879.92	68,120.08	75.2%	
320 Licenses & Permits	600.00	325.00	275.00	54.2%	
330 Intergovernmental Revenues	70,444.40	27,479.83	42,964.57	39.0%	
360 Interest & Other Earnings	0.00	28.53	(28.53)	0.0%	
390 Other Financing Sources	0.00	5,392.43	(5,392.43)	0.0%	
397 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%	
<b>Fund Revenues:</b>	<b>686,736.34</b>	<b>550,797.65</b>	<b>135,938.69</b>	<b>80.2%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
542 Streets - Maintenance	289,700.00	177,481.62	112,218.38	61.3%	
543 Streets Admin & Overhead	100,350.00	17,881.37	82,468.63	17.8%	
544 Road & Street Operations	39,500.00	68.80	39,431.20	0.2%	
566 Substance Abuse	0.00	65.40	(65.40)	0.0%	
594 Capital Expenditures	199,000.00	44,000.25	154,999.75	22.1%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance	58,186.34	0.00	58,186.34	0.0%	
<b>Fund Expenditures:</b>	<b>686,736.34</b>	<b>239,497.44</b>	<b>447,238.90</b>	<b>34.9%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>311,300.21</b>			



2021 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	616,600.17	631,600.17	(15,000.00)	102.4%
310 Taxes	300,000.00	223,872.44	76,127.56	74.6%
360 Interest & Other Earnings	0.00	5,711.18	(5,711.18)	0.0%
<b>Fund Revenues:</b>	<b>916,600.17</b>	<b>861,183.79</b>	<b>55,416.38</b>	<b>94.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
571 Education & Recreation	0.00	894.33	(894.33)	0.0%
573 Cultural & Community Activities	368,100.00	132,847.56	235,252.44	36.1%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	318,500.17	0.00	318,500.17	0.0%
<b>Fund Expenditures:</b>	<b>916,600.17</b>	<b>133,741.89</b>	<b>782,858.28</b>	<b>14.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>727,441.90</b>		

2021 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,215.61	1,215.61	0.00	100.0%
310 Taxes	15,000.00	2,951.18	12,048.82	19.7%
<b>Fund Revenues:</b>	<b>16,215.61</b>	<b>4,166.79</b>	<b>12,048.82</b>	<b>25.7%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	16,215.61	0.00	16,215.61	0.0%
<b>Fund Expenditures:</b>	<b>16,215.61</b>	<b>0.00</b>	<b>16,215.61</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>4,166.79</b>		

2021 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	107,273.57	0.00	100.0%
310 Taxes	20,000.00	33,970.49	(13,970.49)	169.9%
360 Interest & Other Earnings	0.00	442.06	(442.06)	0.0%
<b>Fund Revenues:</b>	<b>127,273.57</b>	<b>141,686.12</b>	<b>(14,412.55)</b>	<b>111.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	73,700.00	0.00	73,700.00	0.0%
999 Ending Balance	53,573.57	0.00	53,573.57	0.0%
<b>Fund Expenditures:</b>	<b>127,273.57</b>	<b>0.00</b>	<b>127,273.57</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>141,686.12</b>		

2021 BUDGET POSITION

City Of Stevenson

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309 Russell Ave		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(119.36)	(119.36)	0.00	100.0%
330 Intergovernmental Revenues	119.36	67,114.77	(66,995.41)	*****%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>66,995.41</b>	<b>(66,995.41)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>66,995.41</b>		

2021 BUDGET POSITION

City Of Stevenson

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311 First Street		Months: 01 To: 08			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	(40,966.57)	(40,966.57)	0.00	100.0%	
330 Intergovernmental Revenues	616,366.57	49,972.03	566,394.54	8.1%	
397 Interfund Transfers	43,700.00	0.00	43,700.00	0.0%	
<b>Fund Revenues:</b>	<b>619,100.00</b>	<b>9,005.46</b>	<b>610,094.54</b>	<b>1.5%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	619,100.00	34,435.67	584,664.33	5.6%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
<b>Fund Expenditures:</b>	<b>619,100.00</b>	<b>34,435.67</b>	<b>584,664.33</b>	<b>5.6%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(25,430.21)</b>			

## 2021 BUDGET POSITION

City Of Stevenson

Time: 14:38:16 Date: 09/10/2021

Page: 11

400 Water/Sewer Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	215,714.63	215,714.63	0.00	100.0%
401 Water	368,088.95	368,088.95	0.00	100.0%
402 Sewer	303,770.27	303,770.27	0.00	100.0%
<b>308 Beginning Balances</b>	<b>887,573.85</b>	<b>887,573.85</b>	<b>0.00</b>	<b>100.0%</b>
330 Intergovernmental Revenues	1,000.00	94,923.00	(93,923.00)	9492.3%
343 Water	647,100.00	493,086.67	154,013.33	76.2%
344 Sewer	906,200.00	695,875.91	210,324.09	76.8%
<b>340 Charges For Goods &amp; Services</b>	<b>1,553,300.00</b>	<b>1,188,962.58</b>	<b>364,337.42</b>	<b>76.5%</b>
343 Water	46,674.00	157,862.00	(111,188.00)	338.2%
344 Sewer	56,532.00	93,570.00	(37,038.00)	165.5%
400 Water/Sewer	4,000.00	5,252.37	(1,252.37)	131.3%
<b>360 Interest &amp; Other Earnings</b>	<b>107,206.00</b>	<b>256,684.37</b>	<b>(149,478.37)</b>	<b>239.4%</b>
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>2,549,079.85</b>	<b>2,428,143.80</b>	<b>120,936.05</b>	<b>95.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	521,260.00	331,656.93	189,603.07	63.6%
535 Sewer	809,100.00	365,765.26	443,334.74	45.2%
534 Water	61,489.07	42,529.44	18,959.63	69.2%
535 Sewer	32,670.00	16,335.00	16,335.00	50.0%
<b>591 Debt Service</b>	<b>94,159.07</b>	<b>58,864.44</b>	<b>35,294.63</b>	<b>62.5%</b>
594 Capital Expenditures	109,500.00	83,166.56	26,333.44	76.0%
597 Interfund Transfers	121,779.00	1,450.00	120,329.00	1.2%
400 Water/Sewer	218,216.56	0.00	218,216.56	0.0%
401 Water	314,762.95	0.00	314,762.95	0.0%
402 Sewer	360,302.27	0.00	360,302.27	0.0%
<b>999 Ending Balance</b>	<b>893,281.78</b>	<b>0.00</b>	<b>893,281.78</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,549,079.85</b>	<b>840,903.19</b>	<b>1,708,176.66</b>	<b>33.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,587,240.61</b>		

2021 BUDGET POSITION

City Of Stevenson

Time: 14:38:16 Date: 09/10/2021

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406 Wastewater Short Lived Asset Reserve Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
<b>Fund Revenues:</b>	<b>43,558.00</b>	<b>21,779.00</b>	<b>21,779.00</b>	<b>50.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	43,558.00	0.00	43,558.00	0.0%
<b>Fund Expenditures:</b>	<b>43,558.00</b>	<b>0.00</b>	<b>43,558.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>21,779.00</b>		

2021 BUDGET POSITION

City Of Stevenson

Time: 14:38:16 Date: 09/10/2021

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408 Wastewater Debt Reserve Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
<b>Fund Expenditures:</b>	<b>61,191.00</b>	<b>0.00</b>	<b>61,191.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>61,191.00</b>		



2021 BUDGET POSITION

City Of Stevenson

Time: 14:38:16 Date: 09/10/2021

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410 Wastewater System Upgrades Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(57,601.53)	(57,601.53)	0.00	100.0%
330 Intergovernmental Revenues	1,733,656.00	5,400.00	1,728,256.00	0.3%
390 Other Financing Sources	833,414.00	228,427.10	604,986.90	27.4%
397 Interfund Transfers	100,000.00	1,450.00	98,550.00	1.5%
<b>Fund Revenues:</b>	<b>2,609,468.47</b>	<b>177,675.57</b>	<b>2,431,792.90</b>	<b>6.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	2,609,468.47	313,487.65	2,295,980.82	12.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>2,609,468.47</b>	<b>313,487.65</b>	<b>2,295,980.82</b>	<b>12.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(135,812.08)</b>		

2021 BUDGET POSITION

City Of Stevenson

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500 Equipment Service Fund		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	190,947.57	190,947.57	0.00	100.0%
340 Charges For Goods & Services	150,000.00	84,039.23	65,960.77	56.0%
360 Interest & Other Earnings	0.00	194.49	(194.49)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>340,947.57</b>	<b>275,181.29</b>	<b>65,766.28</b>	<b>80.7%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	107,750.00	67,259.87	40,490.13	62.4%
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%
999 Ending Balance	188,197.57	0.00	188,197.57	0.0%
<b>Fund Expenditures:</b>	<b>340,947.57</b>	<b>67,259.87</b>	<b>273,687.70</b>	<b>19.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>207,921.42</b>		

2021 BUDGET POSITION

City Of Stevenson

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630 Stevenson Municipal Court		Months: 01 To: 08			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	6,536.52	(6,536.52)	0.0%	
<b>Fund Revenues:</b>	<b>0.00</b>	<b>6,536.52</b>	<b>(6,536.52)</b>	<b>0.0%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	6,536.52	(6,536.52)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>6,536.52</b>	<b>(6,536.52)</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			

## 2021 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 08

Time: 14:38:16 Date: 09/10/2021

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,124,492.23	1,929,298.14	90.8%	2,124,492.23	770,830.14	36%
010 General Reserve Fund	326,705.62	326,705.62	100.0%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,589,616.67	1,564,616.67	98.4%	1,589,616.67	0.00	0%
100 Street Fund	686,736.34	550,797.65	80.2%	686,736.34	239,497.44	35%
103 Tourism Promo & Develop Fund	916,600.17	861,183.79	94.0%	916,600.17	133,741.89	15%
105 Affordable Housing Fund	16,215.61	4,166.79	25.7%	16,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	141,686.12	111.3%	127,273.57	0.00	0%
309 Russell Ave	0.00	66,995.41	0.0%	0.00	0.00	0%
311 First Street	619,100.00	9,005.46	1.5%	619,100.00	34,435.67	6%
400 Water/Sewer Fund	2,549,079.85	2,428,143.80	95.3%	2,549,079.85	840,903.19	33%
406 Wastewater Short Lived Asset Res	43,558.00	21,779.00	50.0%	43,558.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	2,609,468.47	177,675.57	6.8%	2,609,468.47	313,487.65	12%
500 Equipment Service Fund	340,947.57	275,181.29	80.7%	340,947.57	67,259.87	20%
630 Stevenson Municipal Court	0.00	6,536.52	0.0%	0.00	6,536.52	0%
	12,010,985.10	8,424,962.83	70.1%	12,010,985.10	2,406,692.37	20.0%

# CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	August, 2021	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	805.00	Program Management Time
	<u>1,936.08</u>	Monthly Reimbursables
	\$ 10,241.08	

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	506
Telephone Calls:	83
E-Mails:	22
Business Referrals:	1,712
Tracked Overnight Stays:	110
Mailings (student, relocation, visitor, letters):	4
Chamber Website Pageviews	6,287
COS Website Pageviews	2,771

## CHAMBER BUSINESS

**Chamber Board Meeting:** August Board meeting topics included reviewing new policies, board make-up (matrix), new board expectations, job descriptions and agreements and the Skamania Sip and Stroll event.

**Chamber Membership:** We had 2 new member join the Chamber and 13 membership renewals in August.

**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.

**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.

### **Chamber Marketing, Projects, Action Items:**

- Organized and executed the Skamania County Fair Parade
- Held Lunch and Learn event
- Hosted Chamber Happy Hour event
- Attended Chamber Academy in Sacramento, CA
- Created to-do list from Academy sessions
- Placed ads
- Update Featured Events and add new geocache link on website
- Added lunch and learn videos to YouTube channel
- Checked into making website ADA compliant
- Continued to work on Skamania Sip and Stroll event until we had to cancel it due to updated COVID restrictions
- Met with 1 new business about Chamber membership
- Weekly trainings for new Chamber data base software
- Revised bylaws as voted on at board meeting and created draft whistle blower policy
- Attended Columbia Gorge Tourism Alliance monthly board meeting
- Bi-weekly meetings with Washington Chamber Executives

### **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. Working on planning this year's Logtoberfest event.

**Stevenson Downtown Association (SDA):** Attend monthly SDA board meeting, promotion committee meetings and MSTCIP meetings. Organizing Sandwich Smackdown promotion for September.

(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
- Put together registration bags for Show and Shine Event
- Placed ads
- Checked into making website ADA compliant
- Continue to work with Pheonix Technologies on webcams
- Working on creating content calendar for social media pages
- Placed paid social media ads
- Promote Stevenson as a travel destination on social media
- Update and order new Stevenson maps
- Ordered new holiday decorations

**2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 2	Promotional Products and Projects	
P1-B	Kiosk Sign Updates	\$ 150.00
P2-B	Stevenson Map Printing	\$ 416.80
P2-D1	Website	\$ 254.28
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D5	Ad Placement	\$ 85.00
P2-D7	Promotional Items	<u>\$ 30.00</u>
		\$1,936.08

**2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

P2-A	Stevenson map updates	2 hrs	\$ 70.00
P2-B	Stevenson map printing	2 hrs	\$ 70.00
P2-D2	Marketing (print, social media, press releases)	5 hrs	\$ 175.00
P2-D1	Website updates/web cams	4 hrs	\$ 140.00
P2-D7	Other promotional items	4 hrs	\$ 140.00
P3-B	Christmas in the Gorge	6 hrs	<u>\$ 210.00</u>
		23 hrs	\$ 805.00

	<b><i>2021 Budget</i></b>	<b><i>Current Request</i></b>	<b><i>Requested YTD</i></b>	<b><i>Remaining</i></b>
Total Program Promo Expenses	\$80,000.00	\$2,741.08	\$29,082.41	\$50,917.59



# 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
Agency Assistance	1
Alarms oth than	1
Abuse of animals except Dogs	3
Animal - Barking Dog	1
Business Establishment Alarm	3
Citizen Assist	3
Citizen Dispute	3
Civil Process	1
Civil Standby	1
Custodial Interference	1
Disorderly Conduct	1
Problems with Dogs	1
Domestic Violence	3
Fireworks Problems	1
Found Property	4
Fraud	2
Harrass	1
Hazardous Materials	1
Hit & Run Accident	1
Incomplete 9-1-1 Calls	1
Information Report	4
Jail Problems/Inmate Problems	2
Lockout, Vehicle/Home	1
Loitering	1
Lost Dog	1
Medical Emergency	27
Mental Health Problems	4
Overdue Person	2
Parking Problem	3
Patrol Request	2
Traffic Collision Prop Damage	2
Public Nuisance/County Ordinan	2
Request Traffic Enforcement	3
Shooting Noise	1
Smoke sighting, smell, etc	1
Structure/Building Fire	1
Attempted Suicide	1
Suspicious Person/Circumstance	12
Theft Other Property	4
Threats	5
Traffic Hazard	2
Traffic Stop	2
Tresspassing	5

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<b><u>Nature of Incident</u></b>	<b><u>Total Incidents</u></b>
Power/Gas/Water Problems	1
Vagrancy	1
Vandalism/Mailic Misch	1
Vehicle Fire	1
VIN Number Inspection	1
Violation Court Orders	1
Wanted Person - Warrant	5
Weapon Offense	1
Welfare Check	7

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Total reported: 144

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**Report Includes:**

All dates between `00:00:00 08/01/21` and `00:00:00 09/01/21`, 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

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**Nature of Incident**

Medical Emergency

**Total Incidents**

2

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Total reported: 2

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**Report Includes:**

All dates between `00:00:00 08/01/21` and `00:00:00 09/01/21`, 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

## Law Total Incident Report, by Nature of Incident

---

<u>Nature of Incident</u>	<u>Total Incidents</u>
Simple Assault	1
Domestic Violence	1
Harrass	1
Juvenile Problem	1
Lost Property	1
Medical Emergency	1
Theft Other Property	1

---

Total reported: 7

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### Report Includes:

All dates between `00:00:00 08/01/21` and `00:00:00 09/01/21`, All agencies matching `SCSO`, All natures, All locations matching `19`, 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>
46.16A.140.4	Fail To Register Vehicle	1
46.20.342	DR W/LIC PRIV SUSP	1
46.61.400	SPEEDING	1
9A.36.041	4TH DEGREE ASSAULT	1
9A.46.020	HARASSMENT	1
9A.46.110	STALKING	1
9A.48.090	MAL MISCH 3RD DGREE	1

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**Report Totals**

**7**

---

### Report Includes:

All dates of issue between `00:00:00 08/01/21` and `00:00:00 09/01/21`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



# Project Status Updates

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SEPTEMBER 10, 2021

[COMPLETED](#)

[ONGOING](#)

[ON-HOLD](#)





# Completed Projects

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[Financial Audit](#) (9/10/21)

# 2020 Annual Financial Report and Audit

Project consists of reviewing and adjusting transactions and accounts in 2020 as needed, completing all schedules, reviewing and submitting final report to State Auditor by 120 days after the end of the year.

			
WA State Auditor	100% Complete	\$23k Budgeted-Audit \$21,500 spent to date	General/Water/ Sewer/Streets/ Tourism

**Planned Completion Date:**  
August 31, 2021

Current Project Status:

The audit is completed and the exit conference is scheduled for Wednesday, September 15<sup>th</sup>.



# Ongoing Projects

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[Tree Preservation Plan](#) (9/10/21)

[Residential Capacity](#) (7/30/21)

[Shoreline Master Program Update](#) (7/30/21)

[Hegewald Well](#) (4/6/21)

[Rock Creek Stormwater](#) (7/30/21)

[Facility Dude](#) (7/30/21)

[Lower Kanaka Creek Rd.](#) (9/10/21)

[Transportation Study](#) (9/10/21)

[City Hall Security](#) (6/7/21)

[Capital Improvement Program](#) (4/6/21)

[WW Upgrades](#) (9/10/21)

[City Website Redesign](#) (9/10/21)

[Downtown Plan](#) (5/14/21)

[Columbia Realignment](#) (9/10/21)



# Tree Preservation Plan (10a)

Project consists of creating an inventory of current resources, adoption of a management plan for those resources, staff training, ongoing plan updates and identification of future demonstration projects.



Planned Completion Date:  
December 31, 2021

## Current Project Status:

The tree inventory is completed, waiting for a report, and training is scheduled for November. Met and reviewed robust tracking software to help with continued maintenance on 9/10.



# Residential Capacity (5 & 7)

Project consists of evaluating and modifying City regulations which limit residential development. More information can be found on the city website at <http://ci.stevenson.wa.us/letsbuild/>.

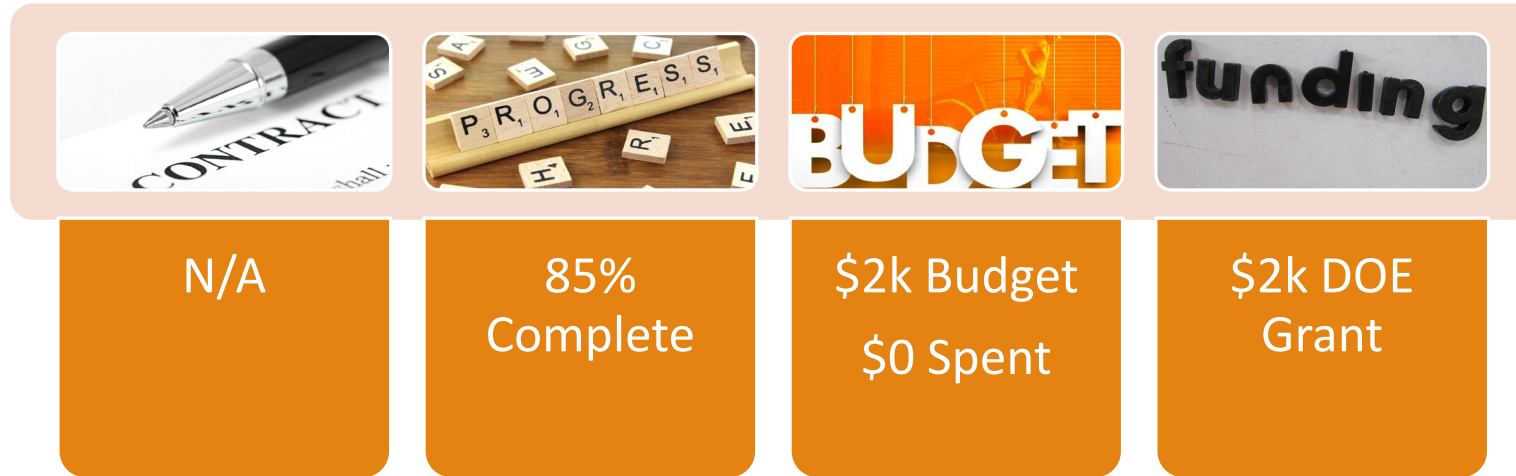
Currently working on public involvement plan to move forward with the process.

Planned Completion Date:  
December 31, 2021



# Shoreline Master Program Update

Project consists of conducting the regulatory periodic review of the city's Shoreline Master Program to assure consistency with laws, regulations and plans and address amendments as needed. More information can be found on the city's website at <http://ci.stevenson.wa.us/shorelines/>.



**Planned Completion Date:**  
October 31, 2021

### Current Project Status:

Working with Ecology on required and recommended changes. The final grant report was submitted at the end of June. Revisions will move through the process in early fall.



# Hegewald Well (4c)

Project, rolled from 2020, consists of analyzing and designing improvements needed at the Hegewald well to convert it from an emergency source to a permanent water source.



## Current Project Status:

Working on cost-analysis for treatment options.

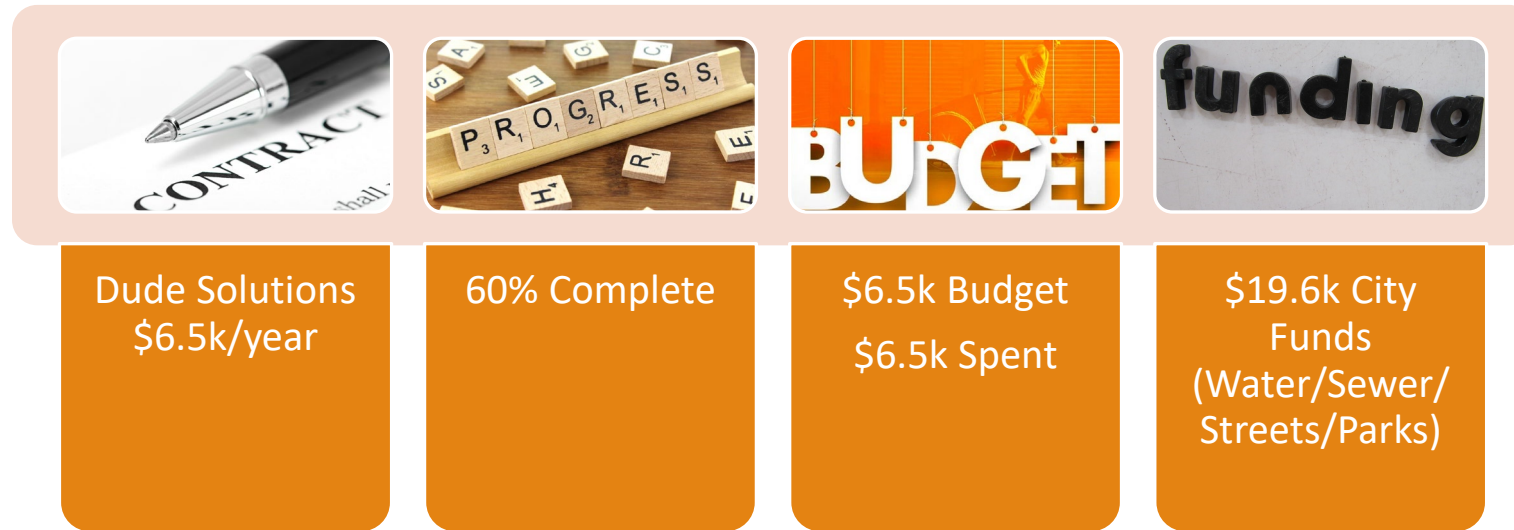
Planned Completion Date:

December 31, 2021



# Facility Dude (1a & 5a)

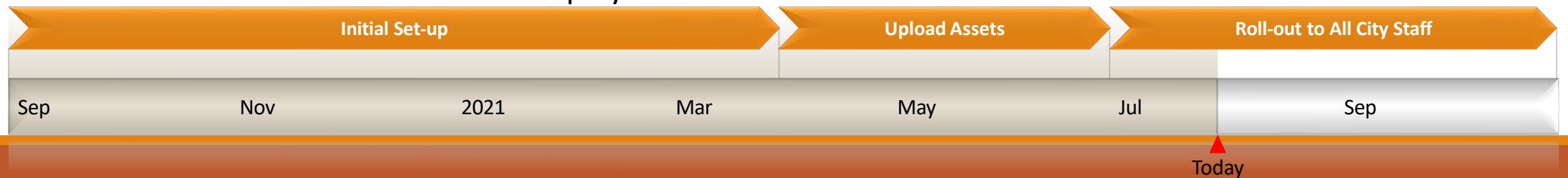
Project, rolled from 2020, consists of implementing a work order and asset management system.



Planned Completion Date:  
December 31, 2021

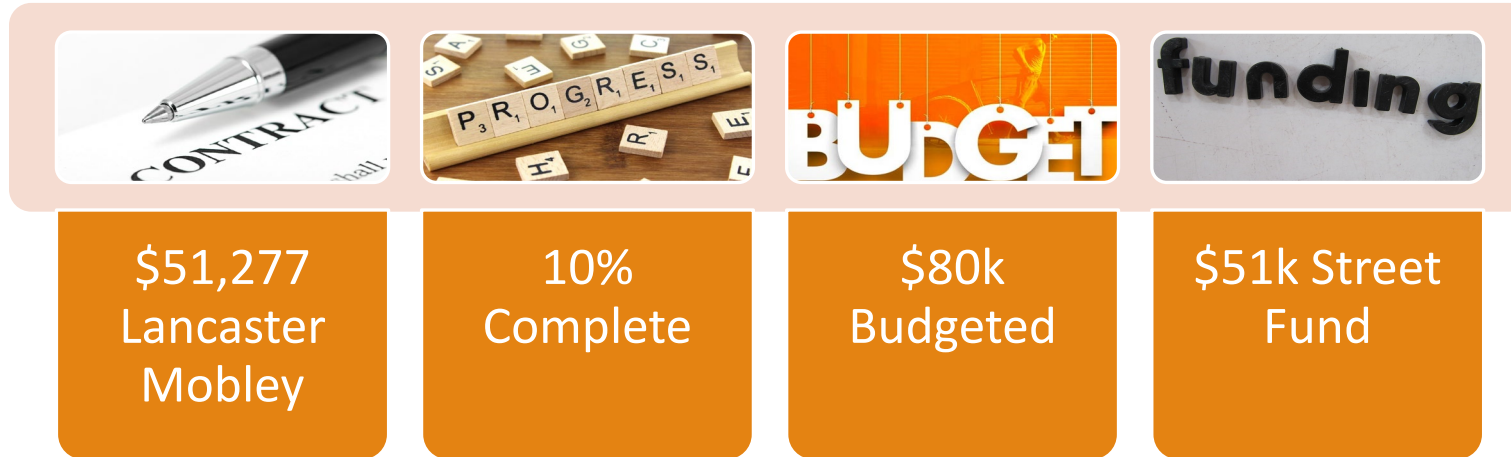
## Current Project Status:

Initial set-up complete and council decided on 7/15/21 to not move forward with Capital Predictor Tool. Final step is to roll-out to all employees.



# Transportation Study (2a)

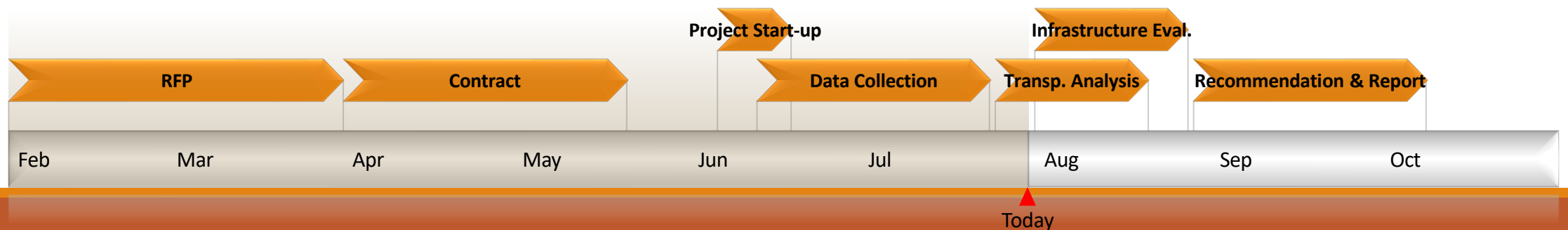
Project consists of conducting a city-wide traffic study to allow for safe and easy flow of traffic and assist with identifying and prioritizing improvements.



## Current Project Status:

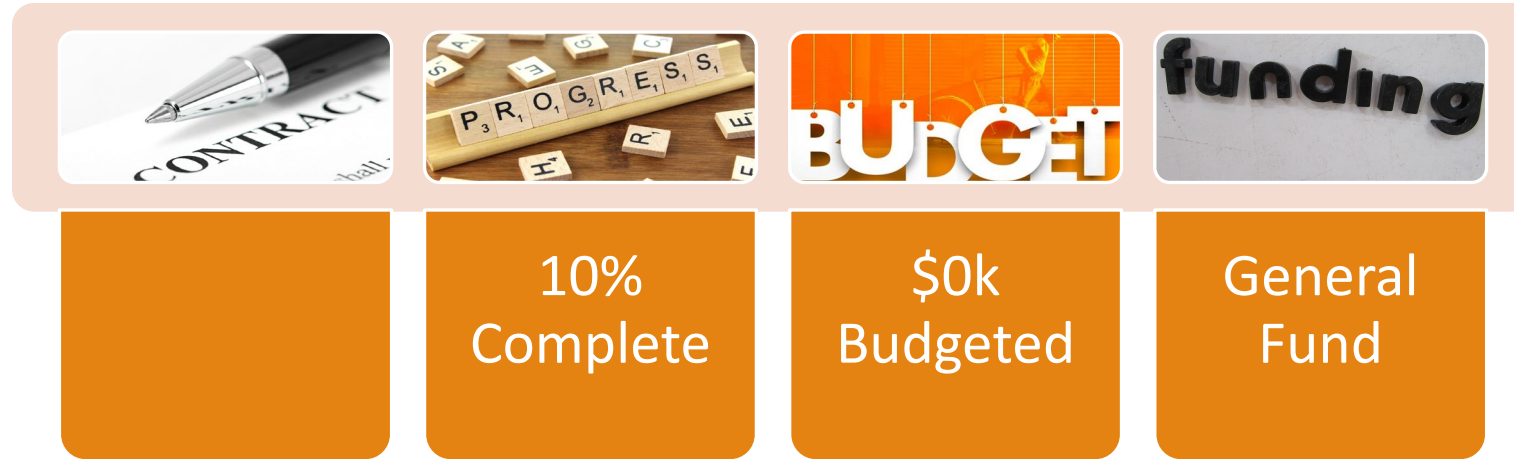
Planned Completion Date:  
October 31, 2021

Additional data was collected on 9/9 around the schools and tracking the drop-off and pick-up traffic.



# City Hall Security (15)

Project consists of evaluating and implementing security enhancements to City Hall and the Fire Hall.



## Current Project Status:

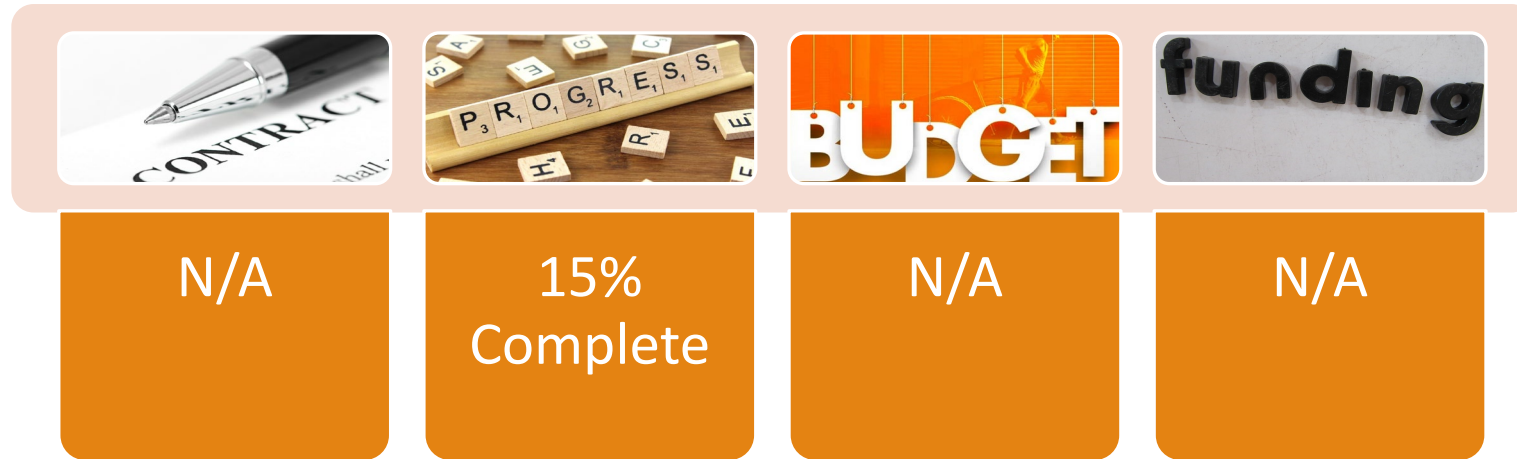
Planned Completion Date:  
December 31, 2021

The city installed SimpliSafe security system at City Hall. Cameras and systems at other locations are in the process of being analyzed. The city is also looking into installing panic buttons at City Hall when the county moves forward with the project.



# Capital Improvement Program (5a)

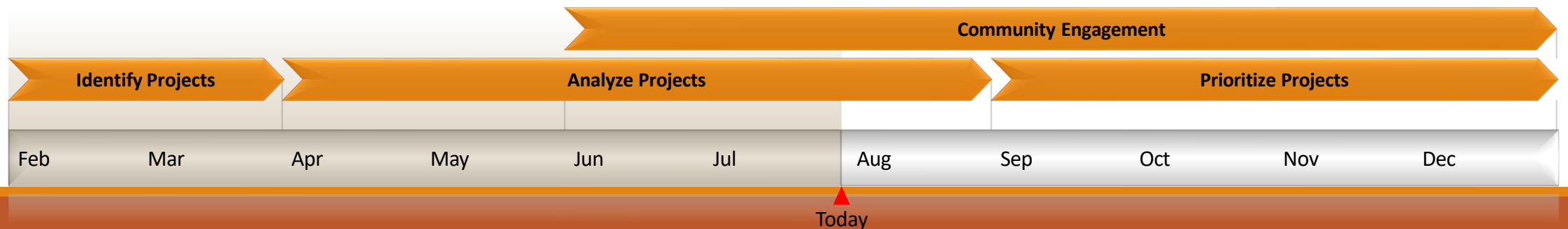
Project consists of developing a Capital Improvement Program (CIP) to incorporate into the city's Comprehensive Plan. It will include street, stormwater, water, sewer and undergrounding of utilities.



## Current Project Status:

Planned Completion Date:  
December 31, 2022

Staff is meeting weekly to move this forward. More information will come from the Transportation Study and the project timeline may change.





# Wastewater Upgrades (1)

Project consists of designing and constructing upgrades to the wastewater treatment plant and collection system. More information can be found online at <http://ci.stevenson.wa.us/cleanwater/>.



Tetra Tech \$423k  
CSI \$57k  
Wallis Eng. \$2M  
Crestline Const \$1.8M

WWTP Design 100%  
Rock Creek Des. 100%  
Cascade Des. 100%  
Main D Des. 100%  
Remaining LS Des 20%

**\$1.7M Spent to Date:**

\$350k Sewer Plan  
\$50k 2018 Sampling  
\$58k Value Planning  
\$67k Feas. Study  
\$52k Imm. Imp.  
\$6k Funding Apps.  
\$1.1M Design

**\$15.8M Future Budget:**

\$800k Design Remaining  
\$9.6M WWTP Const  
\$300k Main D Exte.  
\$5.1M Collection Sys.

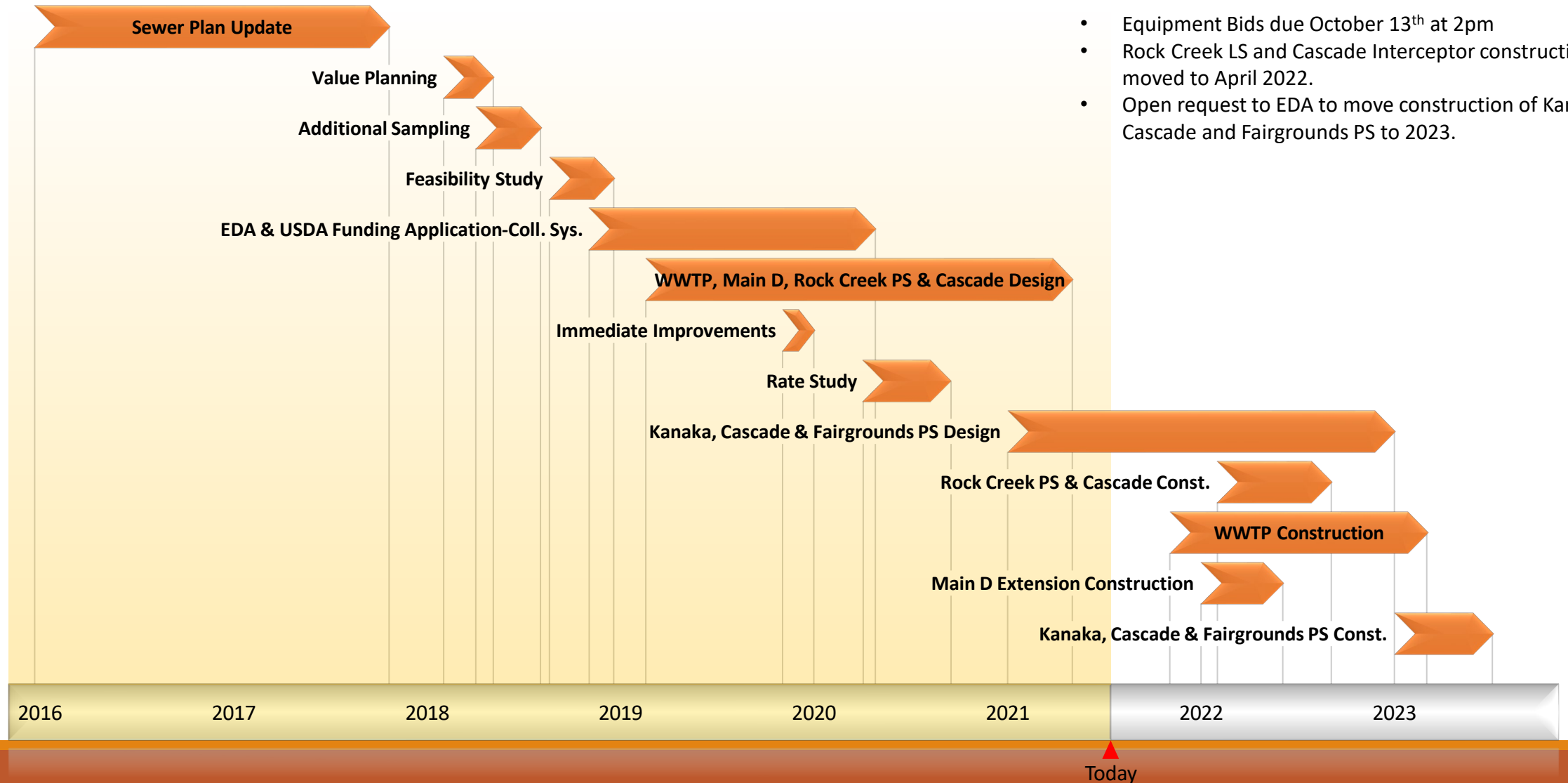
**\$17.5M Approx. Total**

\$50k CERB Grant  
\$1.4M DOE Loan  
\$575k DOE Forg. Loan  
\$4M EDA Grant  
\$873k USDA Loan  
\$9.9M DOE Loan  
\$660k Sewer Fund

# Wastewater Upgrades Timeline (1)

## Current Project Status:

- Equipment Bids due October 13<sup>th</sup> at 2pm
- Rock Creek LS and Cascade Interceptor construction has moved to April 2022.
- Open request to EDA to move construction of Kanaka, Cascade and Fairgrounds PS to 2023.



# Rock Creek Stormwater (10)

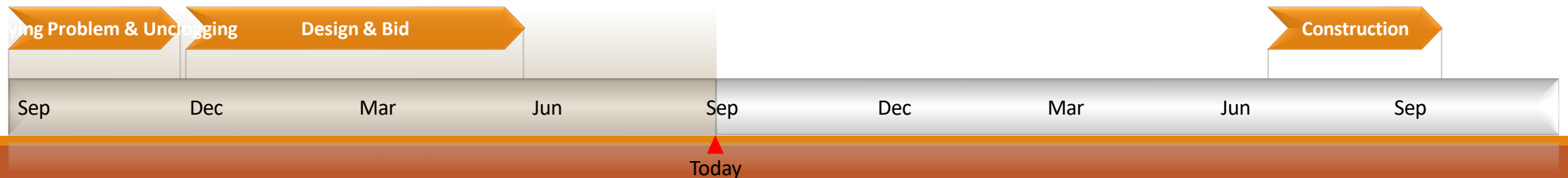
Project consists of unclogging and relocating the outfall for the stormwater collection system from Rock Creek Drive near the west entrance of the fairgrounds parking lot to Rock Creek.



## Current Project Status:

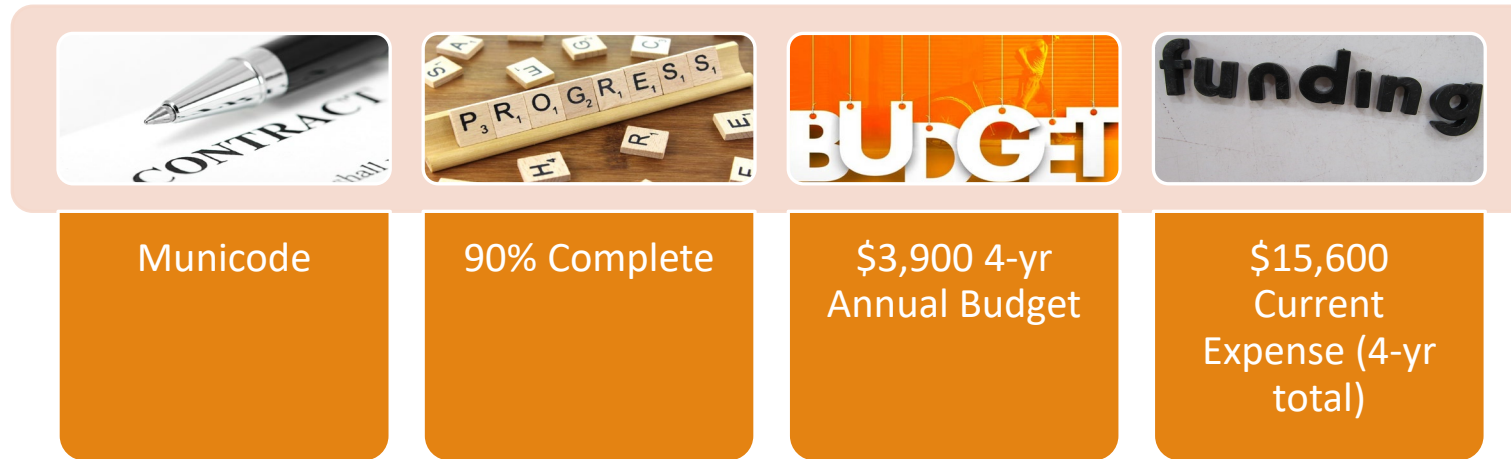
Planned Completion Date:  
December 31, 2022

The project has been delayed to 2022. Still awaiting a permit from the US Army Corps of Engineers for the in-water work. The permit, once obtained, will be valid for five years.



# City Website Redesign

Project consists of redesigning the city website with Municode to be ADA compliant and more user-friendly.

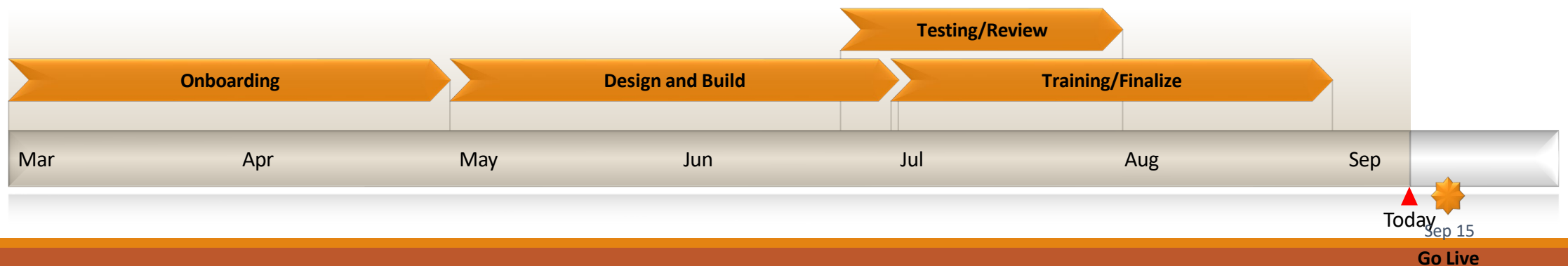


Planned Completion Date:

September 15, 2021

Current Project Status:

A final review of the website is underway. The tentative plan is a go-live date of September 15<sup>th</sup>.



2021

# Downtown Plan (2)

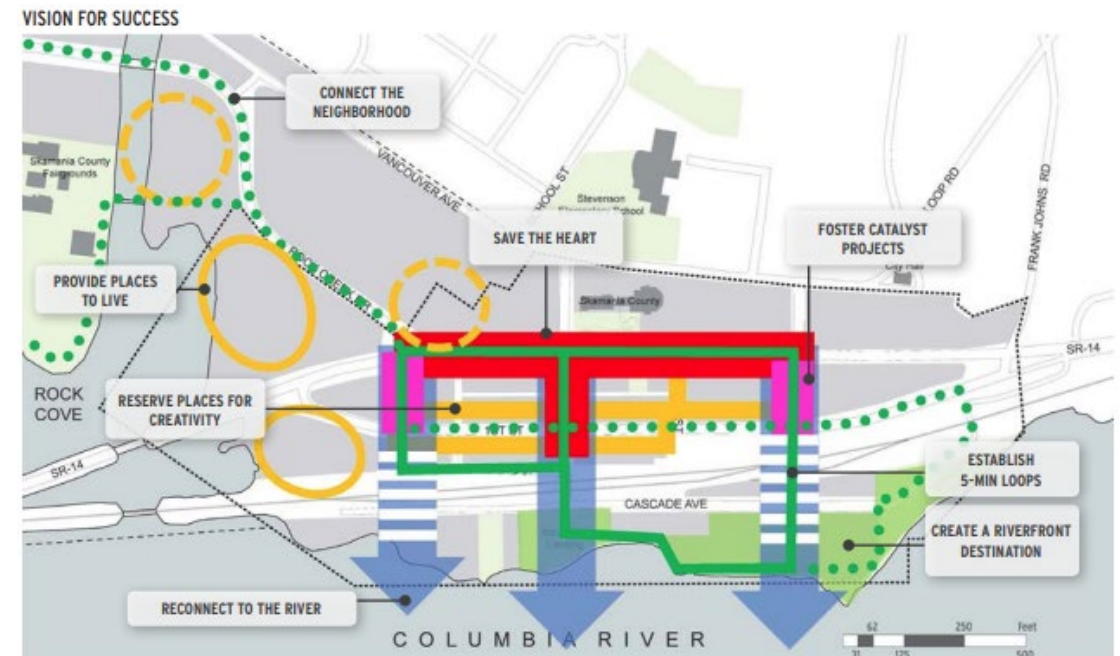
Project consists of final review of the 2019 Downtown Plan for SUCCESS! to identify any revisions or focus areas. This project is comprised of multiple interconnecting pieces listed below. More information can be found on the city's website at <http://ci.stevenson.wa.us/downtown/>.

## Connected Projects:

- Columbia Avenue Realignment (next slide)
- First Street Overlook (earlier slide)
- Park Plaza (later slide-project on hold)
- Russell Avenue Rebuild (Phase 1 completed in 2020)
- Parking Development Regulations (Appd. 4/15/21)
- Downtown Parking Analysis Intern (Summer 2021)
- Commercial Zone Changes (approved 8/20/20)

## Current Project Status:

The meetings to review the Plan have been on hold since the beginning of COVID. As other projects wrap up and COVID restrictions ease, the review will pick back up again. Once the review is complete, the final Plan will be presented to council for approval.



# Columbia Realignment (2b)

Project consists of a 2-lane asphalt roadway flanked by unconnected sections of sidewalk. Improvement of this corridor intended as a catalyst project as outlined in the 2019 Downtown Plan. More information can be found on the city's website at <http://ci.stevenson.wa.us/downtown/>.

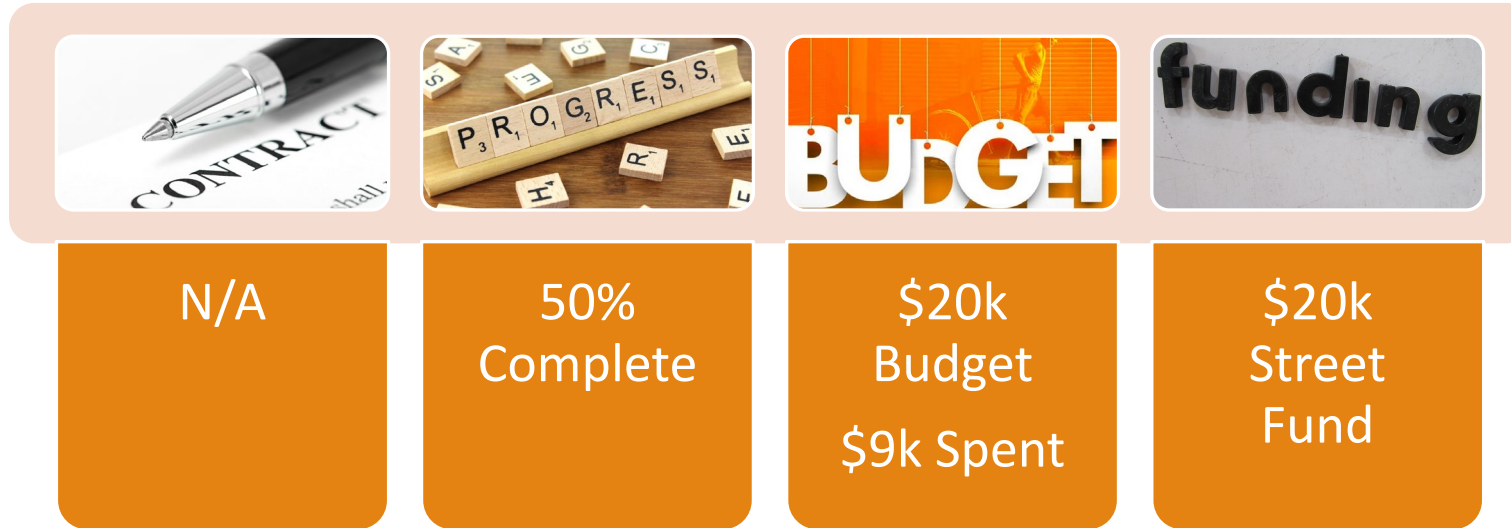


## Current Project Status:

The city's application for the Department of Ecology's Integrated Planning Grant was approved. DOE recommends obtaining a consultant to establish the SOW for the grant contract. Contracts for a consultant are on the September 16<sup>th</sup> council agenda. A meeting with stakeholders is scheduled for 9/22.

# Lower Kanaka Creek Rd. (10)

Project consists of replacing the timber bridge at the Kanaka Underpass and widening the road as much as possible. There is a weight restriction on the bridge until the repairs can be completed.



Planned Completion Date:  
December 31, 2021

## Current Project Status:

The road was closed on 7/29 due to safety concerns at the bridge. Staff is working on replacing all the boards on the bridge, it is currently halfway complete.

# Projects on Hold

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[Park Plaza](#) – Next round for RCO grant funding is 2022.

[Foster Creek/Ryan Allen Waterline](#) – Project on hold due to higher priorities.

[Fire Department Strategic Plan](#) – Project on hold until needs are determined (strategic plan vs department evaluation).

[Fire Hall](#) – Project on hold until needs are determined. Will begin looking at the project again in the fall.

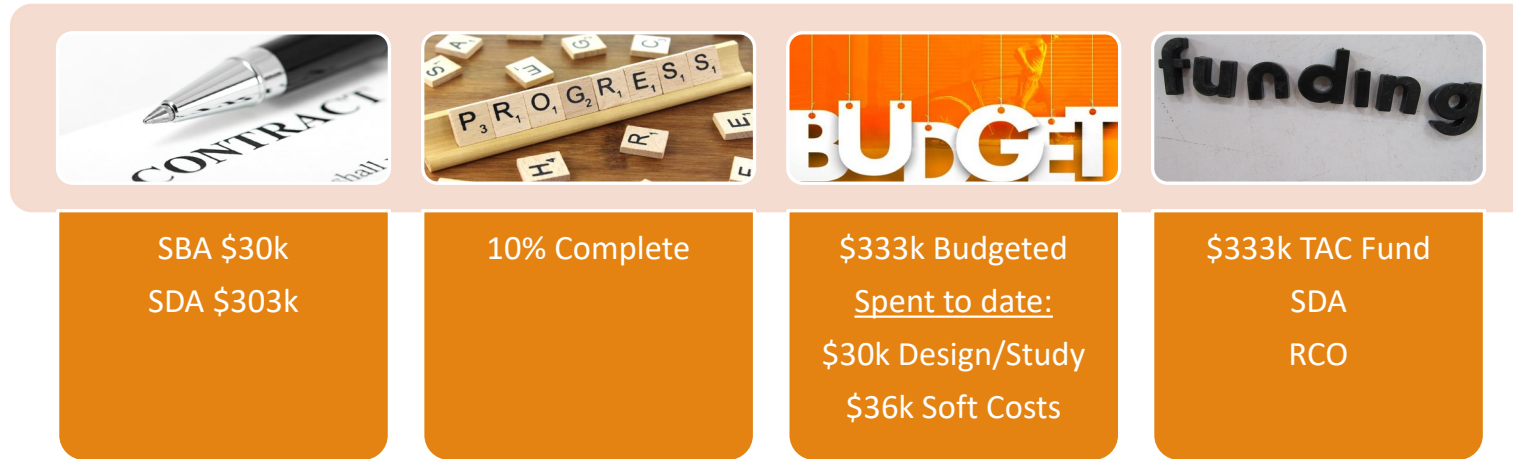
[West Vancouver Waterline Extension](#) – Project on hold until developer moves forward.

[First Street Overlook](#) – Project on hold until turn-back agreement completed.



# Park Plaza (16c)

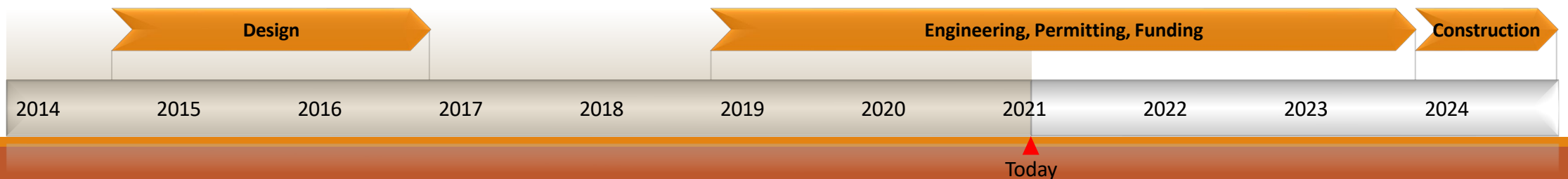
Project consists of working with the Stevenson Downtown Association and Skamania County on constructing a plaza in front of the courthouse and establishing a long-term maintenance agreement. More information can be found on the SDA website at <https://www.stevensonmainstreet.org/park-plaza>.



Planned Completion Date:  
TBD

## Current Project Status:

Latest RCO grant application not successful. The next application round will be in 2022. Draft agreement for future maintenance with Skamania County in process.



# Foster Creek/Ryan Allen Waterline (4a)

Project consists of relocating a 6" AC waterline from an easement to the city right of way. The original line will then be filled in place to prevent collapsing.



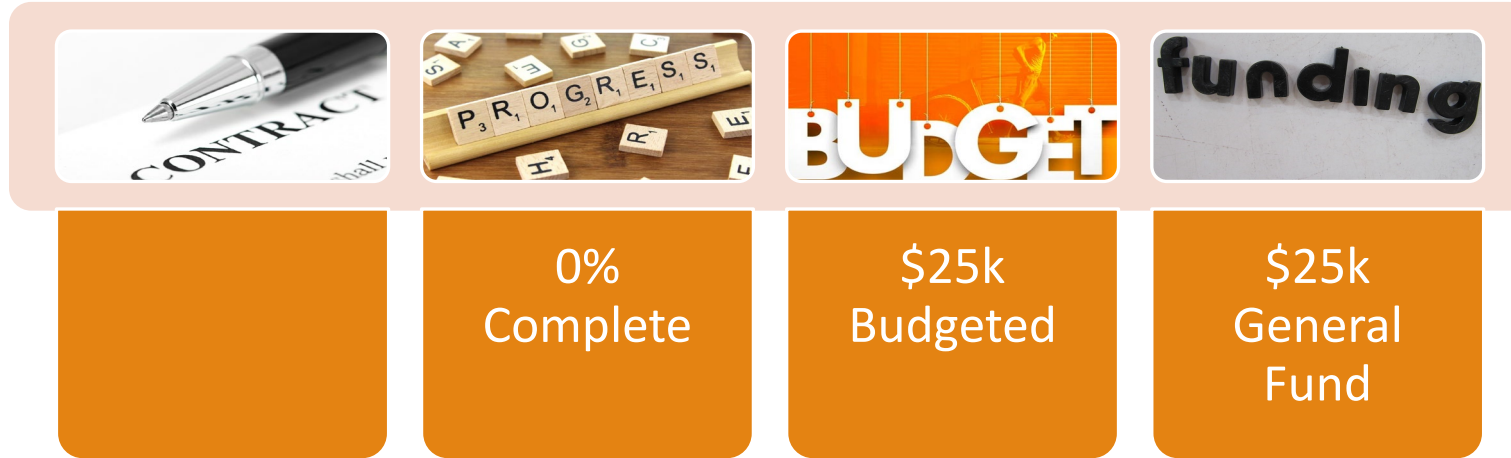
Planned Completion Date:  
December 31, 2022

## Current Project Status:

The project has been planned. Project on hold as other tasks are taking priority.

# Fire Department Strategic Plan (3)

Project consists of creating a strategic plan for the fire department to inform future needs of the department.



## Current Project Status:

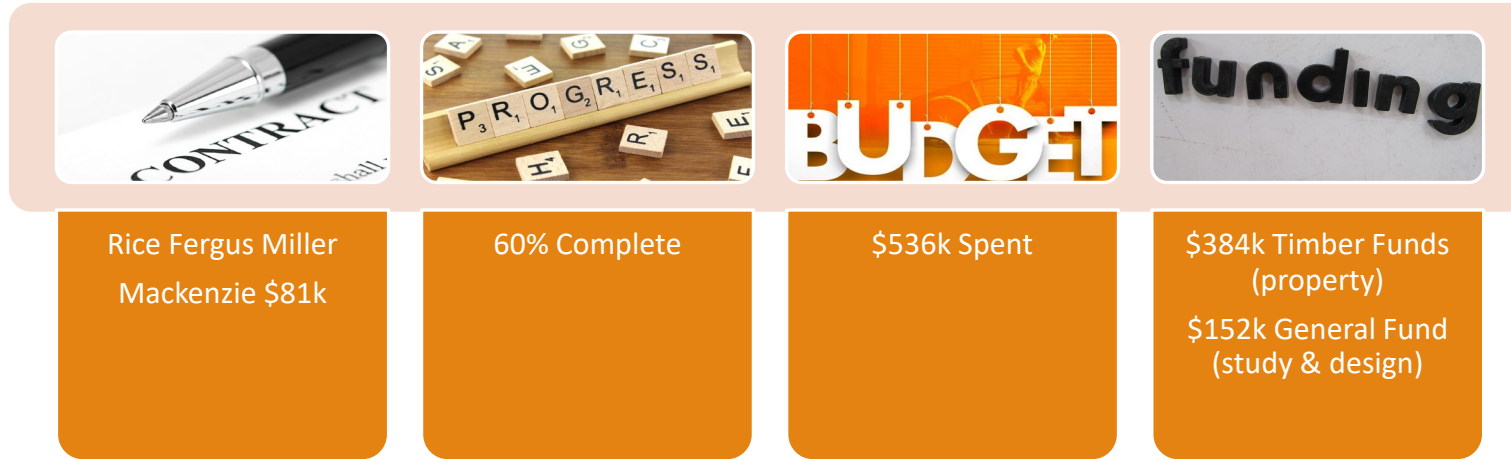
Planned Completion Date:  
December 31, 2021

Project on hold until it is determined if a strategic plan is needed or if a department evaluation is needed.



# Fire Hall (3)

Project consists of confirming a design and constructing a new fire hall with Skamania Fire District 2. Past reports can be found online at <http://ci.stevenson.wa.us/government/emergency-services/fire/>.

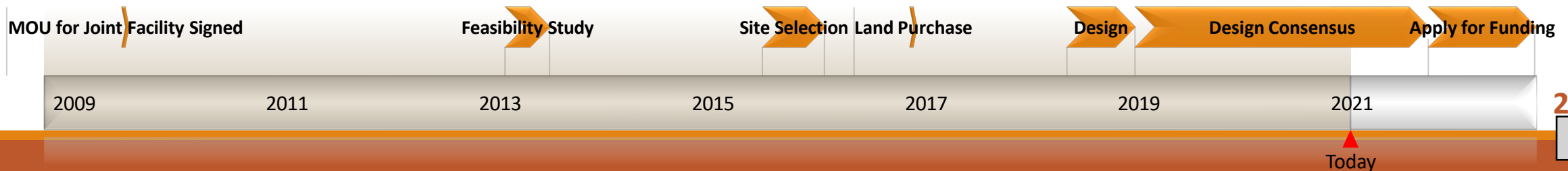


## Current Project Status:

Planned Completion Date:

TBD

The project has stalled due to the cost of the initial draft design. Alternative designs have been drafted and the next step is to get a revised cost estimate before moving forward.



# West Vancouver Waterline Extension (4a)

Project consists of extending a 6" main from Lasher to Rock Creek, improving fire flow, removing a section of 4" AC line and adding redundancy to the system.



Planned Completion Date:  
December 31, 2022

## Current Project Status:

The project is being designed and will go out to bid in the spring. Construction will start in the summer and be completed by the end of the year.

# First Street Overlook (2e)

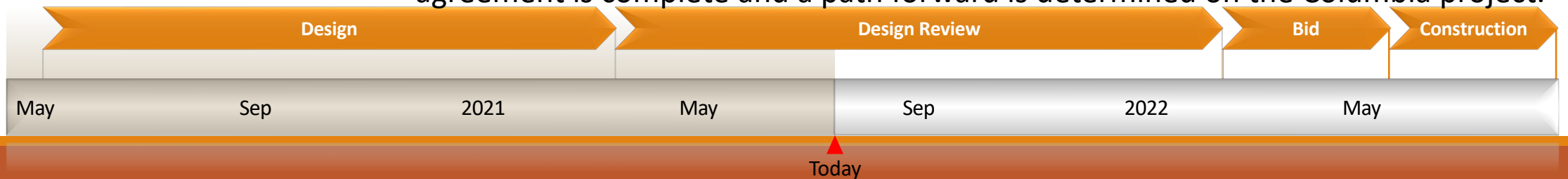
Project consists of crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path and streetscaping.



## Current Project Status:

Planned Completion Date:  
TBD

Project on hold. Property is in WSDOT right of way and the cost to comply with design standards exceeds the budgeted amount and would not be practical considering the possible changes to Columbia. Will re-evaluate after a turnback agreement is complete and a path forward is determined on the Columbia project.





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## Port of Cascade Locks Updates

1 message

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Olga Kaganova <okaganova@portofcascadelocks.org>

Thu, Sep 2, 2021 at 10:17 AM

Hello,

In the spirit of keeping everyone in the loop, here are some updates that may be of interest to your agency. If you have any questions, feel free to reach out.

- Earlier this summer, we started a bridge strengthening project on the Bridge of the Gods (BOG), after a field inspection following up on a note from a previous bi-annual inspection. The project is expected to roughly cost \$550,000 and the BOG will see some weight restrictions. We've been working very closely with ODOT and Skamania County (our neighbors to the north) to coordinate. The project is scheduled to be completed by the end of October and we anticipate we'll see 4-6 weeks of weight restrictions, which would affect largely our commercial traffic, limited to 11 tons. We are grateful to ODOT, who under an IGA with the Port, procured for contractor quickly and thus, helped us minimize weight restriction timeline. This will have some effect on Port's revenues. The disruption to lighter vehicles is also expected to be minimal to none. I'm highlighting this for you for a couple of reasons: This is a beautiful illustration of a state agency collaborating and being helpful to a port and also to generally keep you in the loop on the big Port of Cascade Locks happenings. Hoping for an even more positive story to tell next month or in October.
- Meanwhile, it does not look like there is much more chance of having our exemption from Title 23 included in the infrastructure bill.
- Sternwheeler has been out of commission since 8/21 while in repair. The repair is expected to be completed on Friday and Sternwheeler should be back in operation on Saturday.
- The intersection of WaNaPa and Toll House Rd made it into STIP and has been submitted as a competitive project for funding. This project aims at addressing both congestion and freight mobility issues.
- We're developing a couple of parking lots in collaboration with Travel Oregon, who is partially funding these to help accommodate the new 13-mile multi-use section the Forest Service will be building in collaboration with the Mountain Biking Association. Several years ago, the Port invested \$100,000 into scoping this project and it is wonderful to see the Forest Service complete its extensive and labor-some process of getting to the approval stage. We have an active grant with Oregon Parks to fund building this trail.
- We've been successful in leasing out most of the space Renewal Workshop occupied in Herman Creek complex, except for the 7,500 sqft space, which is still vacant. We have two wineries and a data processing center moving into the other spaces. One lesson learned throughout the Tenant Improvement process for the wineries was – there are delays in materials lead time and that plumbers and electricians in the Gorge are in high demand. This is reflected in estimates that were 5 times the engineers estimate.

Let me know if there is a particular subject of interest to you.

Olga



**Olga Kaganova** | General Manager | **Port of Cascade Locks** | [427 Portage Road, Cascade Locks, OR, 97014](#) | [541.374.8619](#)

[Schedule a Meeting](#)

[Port Information](#)





Leana Kinley <leana@ci.stevenson.wa.us>

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## Big news: \$2 million Scenic Area appropriation coming to the Gorge

1 message

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**Stebbins, Bryan (Murray)** <Bryan\_Stebbins@murray.senate.gov>  
To: "Stebbins, Bryan (Murray)" <Bryan\_Stebbins@murray.senate.gov>  
Cc: "Mahr, Dan (Merkley)" <Dan\_Mahr@merkley.senate.gov>

Wed, Sep 8, 2021 at 3:09 PM

Good afternoon all!

It is with great excitement that I share that \$2 million is headed to the Columbia River Gorge for economic development. Most of the \$2 million - \$1,901,000 – will be used to fund the Oregon and Washington Investment Boards, providing small businesses in the Gorge with access to capital. The remaining \$99,000 will fund an infrastructure buildout in the Dallesport industrial area.

As you all know, when the Scenic Area Act passed in 1986, the law included an authorization for \$10 million in economic development funds. However, our Gorge communities only received \$8 million with the \$2 million remaining elusive over the past few decades.

Our office has been working closely with Senator Merkley as well as the other members of the Oregon and Washington Congressional Delegation and their staff to fulfill this long overdue commitment. Thank you for keeping this issue at the forefront and I am elated to share with you that we have finally hit a home run!

Congratulations, and let's keep fighting together for the betterment of our rural communities in the Gorge!

Best,

Bryan Stebbins | *he/him/his*

Southwest Washington Director

Office of U.S. Senator Patty Murray

Cell: 360-901-0874

[Bryan\\_Stebbins@murray.senate.gov](mailto:Bryan_Stebbins@murray.senate.gov)

News Release . . .

# United States Congress

FOR IMMEDIATE RELEASE

September 8, 2021

Contact: [Sara Hottman](#) (Merkley) – 503-326-3386

## **Merkley Leads Northwest Delegation in Securing \$2 Million in Economic Development Funds to Gorge**

Washington, D.C. – Oregon’s U.S. Senator Jeff Merkley today announced that \$2 million in federal funding is headed to the Columbia River Gorge to support economic revitalization efforts. The announcement is the culmination of a years-long effort to fulfill a promise made when Congress passed the *Columbia River Gorge National Scenic Area Act*.

In 1986, the bill was signed into law, authorizing \$10 million for economic development along the Columbia River Gorge, yet only \$8 million of those funds ended up being appropriated—prompting Merkley to use his position on the Senate Appropriations Committee to find an additional \$2 million in funding from the U.S. Department of Agriculture to fulfill the federal government’s promise.

“The Columbia River Gorge is a special place, and small, locally owned businesses are its economic backbone. Over the past several years, those businesses have dealt with the economic impacts of wildfire, severe weather, and now a pandemic. I’m glad this long-awaited \$2 million investment is headed into Gorge communities to help those small businesses,” **said Merkley**. “The timing couldn’t be better and I’m looking forward to seeing the impacts of this funding, and will continue to do all that I can to support local economies throughout our state.”

Senator Merkley’s efforts over the years have been supported by the other members of the Northwest Congressional delegation, including U.S. Senator Ron Wyden, U.S. Senator Patty Murray, U.S. Senator Maria Cantwell, U.S. Representative Jaime Herrera Beutler, and U.S. Representative Cliff Bentz.

“Small businesses in the Gorge have been whipsawed in recent years by wildfire smoke, rough winter weather and a public health crisis that’s added huge challenges to remain open and keep creating jobs for Oregonians,” **Wyden said**. “I’m gratified this \$2 million federal investment is headed to a region that’s a crown jewel among Oregon’s world-renowned natural treasures. And I’ll keep battling for similar economic development investments in every nook and cranny of our state.”

“After everything the Columbia River Gorge area has gone through over the past few years—from the tragic Eagle Creek Fire to the COVID-19 pandemic—I’m glad the small businesses who support their communities will be getting this vital federal assistance,” **Murray said**. “I’m thankful to my colleagues in Oregon for their work to support this region and their partnership throughout the years to bolster communities along both sides of the Columbia River Gorge. I look forward to continuing to work with them to make sure communities across the Columbia River Gorge get the help they need to recover and thrive.”

“The Columbia Gorge is a unique part of our country,” **Cantwell said**. “The new federal revolving loan fund will help fund economic development projects like supporting critical water infrastructure improvements needed to expand the Dallesport industrial park area and attract more small businesses to Skamania County.”

“I am excited to join in announcing this \$2 million investment in the Columbia River Gorge, and I thank my colleagues in the House and Senate for working together to achieve this win

for the region,” **Bentz said.** “These funds will make good on a federal promise made years ago and contribute to the growth of communities struggling during this very difficult time.”

“As our economy continues to recover from the COVID pandemic, supporting our Southwest Washington communities and small businesses remains a top priority,” **Herrera Beutler said.** “I’m pleased to join with my northwest colleagues in making these funds available to our communities in the Columbia River Gorge. I’m going to continue advocating for employers, workers, and our mom-and-pop shops because they keep our economy running here in Southwest Washington and throughout the country.”

Most of the \$2 million—\$1,901,000—will capitalize existing revolving business loan programs in the Gorge through the Oregon Investment Board and the Washington Investment Board. The boards are administered by the Mid-Columbia Economic Development District (MCEDD) and Skamania County Economic Development Council, respectively. The remaining \$99,000 will be used for infrastructure buildout in an industrial area in Dallesport, WA.

“I appreciate Senator Merkley’s hard work and persistence in bringing this money to the region,” **said Jessica Metta, Executive Director of the Mid-Columbia Economic Development District.** “Expanded access to capital for our small businesses is key to the Gorge economy’s well-being, and it couldn’t have come at a better time. I am also grateful to the full Northwest Congressional delegation for their help, and the advocacy of so many community partners over the years that made this possible.”

“Sixteen years ago we began as a non-profit with an innovative idea to help other agricultural communities across the West. Now as an established organization based in Hood River, Oregon, and providing jobs to 34 local residents, we’ve seen our ideas and partnerships deliver real results to communities across the region,” **said Julie Davies O’Shea, executive director of the Farmers Conservation Alliance.** “We wouldn’t exist without the partnership and early funding support we received through MCEDD, and we appreciate Sen. Merkley’s continued determination, with the support of the Gorge-area delegation, in working to secure this funding for the communities in the Columbia River Gorge National Scenic Area as well as across the state.”

“This is a great example of how USDA Rural Development’s many programs are supporting long-term recovery in rural communities working to rebuild infrastructure and reinvigorate their economies,” **said Jill Rees, Acting State Director for USDA Rural Development in Oregon.** “Both states were impacted by fire and other natural disasters. We truly can work with our public and private partners to build back better.”

###



*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:** September 16<sup>th</sup> 2021  
**SUBJECT:** Council Update

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Projects in the works are as follows:

- Hydrant Maintenance
- Rock Creek Storm Line Repair (relocating water services for irrigation and Skamania Buildings and Grounds in anticipation of Rock Creek Lift Station Project)
- Kanaka Underpass Bridge Repair (Complete)
- City owned Tree Preservation Plan (Inventory complete, software user class complete, management plan implementation November 2021)
- WWTP Upgrades (No Status Change)
- Road Striping (9/17)
- Crosswalk Stripe Painting (on-going)

Regards,

Karl Russell



# 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: September 16, 2021

## **Overview of items staff has been working on over the past month not listed in the project updates:**

Community Workshop on Diversity, Equity and Inclusion – The workshop has been pushed out to next spring due to the rise in COVID-19 cases. A contract extension is on the agenda for approval.

ARPA Funding – At the October 21<sup>st</sup> council meeting the Stevenson Downtown Association Executive Director will be present to provide information and to discuss how the city can provide funds to help businesses raise salaries as requested at the July 15<sup>th</sup> council meeting. Information will also be provided regarding options for direct relief to residents (lower utility rates) and other business and economic development projects. The funds need to be obligated by December 2024 and spent by December 2026.

Finalizing 2020 Audit – The audit has been completed and all recommended changes for 2020 have been implemented. While there were minor changes which impact 2021 beginning balances, no budget amendment is currently being proposed. There will be a revision to the purchasing and financial policies in the coming months based on recommendations.

Parking – Updates to the parking code as discussed at the July 15<sup>th</sup> council meeting will be incorporated into the overall analysis performed by Alex Ralston, the city's Interdisciplinary Parking Coordinator. An ordinance for council review is anticipated in the fall.

The Dalles Bridge – This is a reminder the bridge crossing at The Dalles/Dallesport will be closed every Thursday night-Monday morning through June 2022.

Insurance – The Washington Cities Insurance Authority contracted for an appraisal of all the city's properties this year. The report identified a \$13.7 M undervaluation of the city's property (from \$3M to \$16.7M). We will be working with WCIA to ensure this 5.5-fold increase in valuation does not overly impact our rates. The values will increase again once the upgrades at the treatment plant are completed.

2022 Budget – The budget is being developed and the initial draft will be presented prior to the council meeting. The recommended COLA is 5.1% based off the CPI. Projects included are in-line with council priorities and will be refined throughout the process.

Homeless Housing – I reached out and had separate discussions with Leslie Naramore from Washington Gorge Action Programs and County Commissioner Bob Hamlin. If we were to change the current temporary shelter set-up and increase capacity, the maximum ongoing increased staffing cost for an

additional FTE would be \$80k. Ideally the temporary shelter would have 7 self-contained units, pallet housing and space to accommodate short-term camping. I've discussed possible options and will need direction from council on how far to pursue this solution.

**Action Needed:**

Direction on how to proceed with homeless housing project.

## CHECK REGISTER

City Of Stevenson

Time: 07:32:10 Date: 09/15/2021

08/20/2021 To: 09/16/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2062	08/24/2021	Claims	1	EFT	Kenneth B Woodrich PC	1,698.00	August 2021 Services
2226	09/16/2021	Claims	1	EFT	Department of Revenue	8,259.52	August 2021 Taxes
2063	08/24/2021	Claims	1	15360	Avista Utilities	59.62	August 2021 Statement
2064	08/24/2021	Claims	1	15361	Chris Malone	296.18	City Hall Carpet Cleaning
2065	08/24/2021	Claims	1	15362	Class 5	250.97	September 2021 Monthly Phone Service
2066	08/24/2021	Claims	1	15363	Consolidated Supply Company	253.84	Meter Parts
2067	08/24/2021	Claims	1	15364	Correct Equipment	4,064.60	Water Meters
2068	08/24/2021	Claims	1	15365	DeVaul Publishing	57.46	Legal Ad-Rescheduled Meeting; Legal Ad-Rescheduled Meeting
2069	08/24/2021	Claims	1	15366	Gordon Rosander	200.00	Boot Reimbursement
2070	08/24/2021	Claims	1	15367	Gorge Networks Inc	95.82	Sept 2021 WTP Broadband
2071	08/24/2021	Claims	1	15368	Gregory Scott Cheney	1,027.50	August 2021 Indigent Defense; August 2021 Indigent Defense
2072	08/24/2021	Claims	1	15369	Municipal Code Corp	2,369.40	Municode Meetings Subscription Renewal
2073	08/24/2021	Claims	1	15370	Musicians of Stevenson & Skamania	348.94	Community Garden Reimbursement; Mural for Community Garden
2074	08/24/2021	Claims	1	15371	PUD No 1 of Skamania County	1,845.65	High Level Reservoir-July 2021 Statement; Maple Alameda Reservoir-July 2021 Statement; Angel Heights Street Lights-July 2021 Statement; Hidden Ridge Street Light-July 201 Statement; Chesser Street Wel
2075	08/24/2021	Claims	1	15372	Print It! Inc	221.86	Fire Department Stickers; Business Cards for Karl, Gordy & Alex
2076	08/24/2021	Claims	1	15373	Sea-Western Inc	441.14	Fire Boots
2077	08/24/2021	Claims	1	15374	Share Corporation	298.76	Citra Solve II
2078	08/24/2021	Claims	1	15375	Skamania County Sheriff	1,680.00	July 2021 Jail Services
2079	08/24/2021	Claims	1	15376	State Auditor's Office	17,592.71	2020 Audit
2080	08/24/2021	Claims	1	15377	Traffic Safety Supply Co	2,117.65	Premark Striping Strips
2081	08/24/2021	Claims	1	15378	WEX Bank	339.79	July 2021 Statement Remainder
2061	08/24/2021	Claims	1	15380	Benjamin Shumaker	129.00	Office Chair Reimbursement
2227	09/16/2021	Claims	1	15386	A&J Select	4.30	August 2021 Statement
2228	09/16/2021	Claims	1	15387	Aramark Uniform Services	104.52	August 2021 Statement
2229	09/16/2021	Claims	1	15388	Avista Utilities	72.02	August 2021 Statement
2230	09/16/2021	Claims	1	15389	BSK Associates	1,812.00	August 2021 Wastewater Sampling Statement; August 2021 Water Sampling Statement
2231	09/16/2021	Claims	1	15390	Raymond R Broughton	344.48	Reimbursement for Fire Truck Supplies
2232	09/16/2021	Claims	1	15391	CenturyLink	194.84	September 2021 Fire Hall Phone Services; Sept 2021 Kanaka Creek Transfer Station Phone Service; Sept 2021 WWTP Phone Service
2233	09/16/2021	Claims	1	15392	Centurylink Comm Inc	47.48	August 2021 WWTP Long Distance Charges
2234	09/16/2021	Claims	1	15393	City of Stevenson	284.42	East End Irrigation-August 2021 Statement
2235	09/16/2021	Claims	1	15394	City of Stevenson	2,175.62	Fire Hall-August 2021 Statement; City Hall-August 2021 Statement; Drinking Fountain-August 2021 Statement; Grange Hall Irrigation-August 2021 Statement; Rock Creek Irrigation-August 2021 Statement; Se
2236	09/16/2021	Claims	1	15395	Columbia Hardware Inc	9,516.81	August 2021 Statement

## CHECK REGISTER

City Of Stevenson

Time: 07:32:10 Date: 09/15/2021

08/20/2021 To: 09/16/2021

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2237	09/16/2021	Claims	1	15396	Columbia River Disposal	205.43	August 2021 Garbage Service
2238	09/16/2021	Claims	1	15397	Consolidated Supply Company	1,829.11	Water Meter Parts; Water Meter Boxes; Romac Cable/Marking Paint; PVC Pipe
2239	09/16/2021	Claims	1	15398	DeVaul Publishing	93.80	Legal Ad-Noise Ordinance & WWTP Moratorium; Legal Ad-Noise Ordinance & WWTP Moratorium
2240	09/16/2021	Claims	1	15399	Grayling Engineers	3,214.24	Hegewald Well pH Adjustment Phase 1
2241	09/16/2021	Claims	1	15400	Gregory Scott Cheney	1,155.00	August 2021 Indigent Defense
2242	09/16/2021	Claims	1	15401	HD Fowler Company	94.60	Brass Fittings
2243	09/16/2021	Claims	1	15402	Jacques Sharp Law Office	240.00	August 2021 Indigent Defense
2244	09/16/2021	Claims	1	15403	L.N. Curtis & Sons	2,259.26	Turbojet Nozzle
2245	09/16/2021	Claims	1	15404	Menke Jackson Beyer LLP	839.00	May Family BLA2021-07 Legal Services
2246	09/16/2021	Claims	1	15405	Mobley Engineering dba Lancaster Mobley	17,000.00	Stevenson City Wide Traffic Study
2247	09/16/2021	Claims	1	15406	Municipal Code Corp	350.00	Munidocs Annual Subscription
2248	09/16/2021	Claims	1	15407	Musicians of Stevenson & Skamania	703.93	Paint Garage; Community Garden Supplies Reimbursement
2249	09/16/2021	Claims	1	15408	NAPA Auto Parts	349.81	August 2021 Statement
2250	09/16/2021	Claims	1	15409	National Hose Testing Specialties Inc	1,347.63	Fire Hose & Ladder Testing
2251	09/16/2021	Claims	1	15410	Northwest Graphic Works LLC	1,054.75	T-Shirts for Fire District 2
2252	09/16/2021	Claims	1	15411	Office of State Treasurer - Cash Mgmt Di	730.78	September 2021 Remittance
2253	09/16/2021	Claims	1	15412	One Call Concepts Inc	23.54	August 2021 Statement
2254	09/16/2021	Claims	1	15413	PUD No 1 of Skamania County	5,509.83	August 2021 Statement; August 2021 Statement
2255	09/16/2021	Claims	1	15414	Petty Cash	151.55	August 2021 Statement
2256	09/16/2021	Claims	1	15415	RADCOMP Technologies	1,062.74	Install Access Points at City Hall; August 2021 IT Services
2257	09/16/2021	Claims	1	15416	Ricoh USA Inc	47.87	August 2021 Monthly Contract
2258	09/16/2021	Claims	1	15417	Skamania County Chamber of Commerce	10,241.08	August 2021 Contract Statement
2259	09/16/2021	Claims	1	15418	Skamania County Probation	300.00	August 2021 Probation Costs
2260	09/16/2021	Claims	1	15419	Skamania County Prosecutor	1,333.00	September 2021 Prosecuting Attorney Fees
2261	09/16/2021	Claims	1	15420	Skamania County Sheriff	2,760.00	August 2021 Incarceration Fees
2262	09/16/2021	Claims	1	15421	Skamania County Treasurer	16,425.91	September 2021 Reittance; August 2021 Remittance
2263	09/16/2021	Claims	1	15422	Sonsray Machinery LLC	179.53	Window for Backhoe
2264	09/16/2021	Claims	1	15423	Stevenson Downtown Association	2,030.56	Courthouse Park Plaza Project
2265	09/16/2021	Claims	1	15424	The F.A. Bartlett Tree Expert Co	5,337.50	Edit Tree Inventory and Street Map; Tree Inventory Project; Tree Inventory Project; Tree Inventory Project
2266	09/16/2021	Claims	1	15425	Tribeca Transport LLC	11,775.97	August 2021 Sludge Hauling
2267	09/16/2021	Claims	1	15426	US Bank Safekeeping	30.00	August 2021 Maintenance Fes
2268	09/16/2021	Claims	1	15427	US Bank	1,994.78	August 2021 FD Credit Card Statement; August 2021 Card #1 Credit Card Statement; August 2021 Card #2 Credit Card Statement
2269	09/16/2021	Claims	1	15428	Verizon Wireless	102.47	August 2021 Cell Phone Charges
2270	09/16/2021	Claims	1	15429	WEX Bank	1,648.53	August 2021 Statement



# CHECK REGISTER

City Of Stevenson

Time: 07:32:10 Date: 09/15/2021

08/20/2021 To: 09/16/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2271	09/16/2021	Claims	1	15430	WGAP Washington Gorge Action Program	6,667.00	2021 Contract Payment #1; 2021 Contract Payment #2
2272	09/16/2021	Claims	1	15431	Wallis Engineering PLLC	9,027.05	Rock Creek Stormwater Repair; 2021 WW Collection System Upgrades
2273	09/16/2021	Claims	1	15432	Wave Broadband	299.95	September 2021 WWTP Internet Services; August 2021 City Hall Internet Services; September 2021 City Hall Internet Services
						51,593.25	001 General Expense Fund
						39,597.11	100 Street Fund
						16,279.25	103 Tourism Promo & Develop Fund
						47,035.14	400 Water/Sewer Fund
						8,167.65	410 Wastewater System Upgrades
						3,201.17	500 Equipment Service Fund
						747.53	630 Stevenson Municipal Court
						166,621.10	Claims: 166,621.10

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)