

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**July 20, 2023**  
**6:00 PM, City Hall and Remote**

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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

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

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

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

- a) \*7/19 changes include:
- Added waiver of back-billing for 390 and 330 NW Kanaka Creek Rd. (item 4c)
  - Added lease agreement with Stevenson Downtown Association (item 4d)
  - Added ordinance to the 2023 budget amendment (item 6b)
  - Added revised fireworks ordinance (item 7f)
  - Addition of vouchers (item 10a)
- b) \*7/20 changes include:
- Added DCG Watershed contract (item 7c)
  - Added public comments received regarding the fireworks ordinance (item 7f)

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

- a) **Special Occasion Liquor License Application** - Gorgeous Ink at the Skamania County Fairgrounds on Sept. 15 from 2:30pm-2:00am, Sept. 15 from 10:30am-2am and Sept. 17 from 10:30am-11pm.
- b) **Approve Excusing Councilmember Dave Cox from the July 20, 2023 Council Meeting for a pre-arranged absence.**
- c) **\*Approve Waiving Back-Billing** - City Administrator Leana Kinley requests waiving the back billing of water consumption charges related to an incorrect meter swap in the amount of \$115.27 for 390 NW Kanaka Creek Rd and \$24.35 for 330 NW Kanaka Creek Rd for a total amount of \$139.62.
- d) **\*Approve Lease Agreement for Stevenson Downtown Association** - City Administrator Leana Kinley presents the agreement between the City and the Stevenson Downtown Association to lease 600 square feet of the back of the Stevenson Fire Hall for storage for a nominal fee of \$10 per year. They have been using the property, with permission from the Public Works department, without a lease since last fall.
- e) **Minutes** of the June 15th Regular Council Meeting, June 22nd Special Joint Council and Skamania County Fire District 2 Workshop and June 26th Special Meeting.

MOTION: To approve consent agenda items a-e.

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

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

**6. PUBLIC HEARINGS:**

- a) **Building Permit Fees** - City Administrator Leana Kinley presents resolution 2023-415 revising the building permit fee schedule to align with Skamania County, increasing the Planning review fee from \$35 to \$50, and adding a Public Works fee of \$150 for new construction and \$50 for minor permits, for public comment and council consideration.

MOTION: To approve resolution 2023-415 revising the building permit fees.

- b) **\*Proposed 2023 Budget Amendments-First Reading** - City Administrator Leana Kinley presents proposed changes to the 2023 budget based on revised estimates due to changes in project scopes, funding received, revised estimates, and staffing changes for council consideration.

**7. COUNCIL BUSINESS:**

- a) **Approve Directing Stevenson Business Association Funds to the Chamber of Commerce** - The Stevenson Business Association is being dissolved and the Skamania

County Chamber of Commerce is requesting the funds allocated to the City of Stevenson as part of the dissolution in the bylaws be given to the Skamania County Chamber of Commerce. See attached letter for more information.

- b) Approve Resolution 2023-416 Revising Purchasing Policy** - City Administrator Leana Kinley presents resolution 2023-416 revising the purchasing policy section VII. Grant & Federal Funding to be more in-line with current and past practice for council review and consideration.

MOTION: To approve resolution 2023-416 revising the purchasing policy.

- c) \*\*Approve Contract with DCG Watershed** - Community Development Director Ben Shumaker presents the agreement with DCG Watershed for Park Planning Services for council consideration. The cost of this contract will be 100% covered by a grant received through the Recreation and Conservation Office.

MOTION: To approve the agreement with DCG Watershed for Park Planning services in the amount of \$98,390 as presented.

- d) Approve ClearGov ClearPlans Module** - City Administrator Leana Kinley presents the agreement with ClearGov for the ClearPlans module in the amount of \$3,966.67 for 2023 and \$5,200 for 2024-2026 with a 3% fee increase each year and then 6% fee increase each year thereafter for council consideration. This tool is for tracking and reporting on the council's Strategic Plan and will be demonstrated at the meeting, a screenshot of the dashboard is attached. While the initial order was signed, it may be cancelled if council does not approve it at this meeting (see Cancellation Option).

MOTION: To approve the agreement with ClearGov for the ClearPlans module in the amount of \$3,966.67 for 2023 and \$5,200 for 2024-2026 with a 3% fee increase each year and then 6% fee increase each year thereafter as presented.

- e) Discuss Fire Department Strategic Plan** - City Administrator Leana Kinley presents the final draft of the Fire Department Strategic Plan for council discussion. Of the list of tasks (starting on page 18 by Goal, or on page 29 by Timeline), provide direction to staff on council priorities within existing resource constraints and the council's strategic plan.

- f) \*\*Discuss Ordinance Restricting Use of Personal Fireworks-First Reading** - City Administrator Leana Kinley presents a draft ordinance regarding restriction of the personal use of fireworks under high fire danger conditions for council discussion. This is still under review and the areas highlighted are specific sections needing council and/or staff direction. This topic was discussed on February 16, 2023 and documents related to that discussion, including the video recording of the meeting, can be found on the city's website at <https://www.ci.stevenson.wa.us/meetings>.

**8. INFORMATION ITEMS:**

- a) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- b) **Financial Report** - The Treasurer's Report, year-to-date revenues and expenses through the prior month, and second quarter report are presented for council review.
- c) **Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.

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

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

**10. VOUCHER APPROVAL:**

- a) \*June 2023 payroll, and July 2023 AP checks have been audited and are presented for approval. June payroll checks 17027 thru 17030 total \$132,255.25 which includes EFT payments. July 2023 AP checks 17011 thru 17026 and 17031 thru 17096 total \$1,102,072.90, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**11. MAYOR AND COUNCIL REPORTS:**

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

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

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**UPCOMING MEETINGS AND EVENTS:**

- Thursday, July 27 6pm - Special City Council Workshop
- Tuesday, August 8 6pm - Rescheduled Regular City Council Meeting
- Monday, August 14 pm - Planning Commission Meeting
- August 16-19 - Skamania County Fair
- Thursday, August 24 6pm - Special City Council Workshop

**INTERLOCAL AGREEMENT  
LEASE**

Lease made this 20<sup>th</sup> day of July, 2023 by and between **CITY OF STEVENSON**, a municipal corporation organized under the laws of the State of Washington, herein referred to as "Lessor", and **STEVENSON DOWNTOWN ASSOCIATION**, a 501(c)3 non-profit Main Street organization, having its principal office at Stevenson, Skamania 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 approximately 600 square feet.

2. Lessee desires to lease the Premises for the purpose(s) of storing assets for Stevenson Downtown Association, which is a certified Main Street organization dedicated to promoting and revitalizing downtown Stevenson to support the Columbia River Gorge community.

3. The parties agree there is only a de minimis value associated with the use of the Premises. Lessee provides the Lessor and its' residents with support to promote and revitalize Downtown Stevenson, enrich our local heritage, and improve the community through projects such as the Stevenson Farmers Market, the downtown Sreatery, managing the annual Spruce-Up Stevenson event and others.

4.. The parties desire to enter into this lease agreement defining their respective rights, duties and liabilities with respect to the Premises.

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 the Stevenson Downtown Association 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 January 1, 2023 and continuing thereafter for a period of twenty-four (24) months; with a right to renew for an additional term of twenty-four (24) months. Either party may terminate this Lease upon thirty (30) days written 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 Premises,, the rent shall be \$10 paid annually on the 1<sup>st</sup> of January of each year. Lessor acknowledges Lessee provides additional non-monetary services to the City which serve as further consideration for this Lease.

## **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 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 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, 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.

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 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 Lessee assemble all Lessee's personal property on the Premises at a place designated by Lessor which is reasonably convenient to Lessor and Lessee, and Lessee agrees 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, 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 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 Lessee may install and place in and about the Premises furniture, equipment, supplies and fixtures which 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, 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 Lessor is unaware of any such contamination.
2. Lessee represents 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 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.

**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 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 the holder thereunder.

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

Lessor warrants Lessee shall be granted peaceable and quiet enjoyment of the 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 Premises, and Lessor shall not be liable for any injury or damages to any property or to any person on or about the Premises nor for any injury or damage to any property of Lessee. The provisions herein permitting Lessor to enter and inspect the Premises are made to ensure that Lessee is in compliance with the terms and conditions hereof and makes repairs which 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:  
Stevenson Downtown Association  
Attn: Executive Director  
PO Box 1037  
Stevenson, WA 98648

**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 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 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 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 the parties shall be solely responsible for their respective costs or attorney fees associated with the action or litigation.

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

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

**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:

\_\_\_\_\_  
Robert C. Muth, City Attorney

**LESSEE: STEVENSON DOWNTOWN ASSOCIATION, a 501(c)3 non-profit**

\_\_\_\_\_  
By \_\_\_\_\_

Its \_\_\_\_\_



## EXHIBIT "A"

1. The premises are a section of the back side of the Stevenson Fire Hall, located at 160 SW First Street, Stevenson, WA 98648.
2. The portion of the premises is the southeastern portion of the lot measuring approximately 30' in length and 20' in width with outside access.
3. The total area being leased is 600 square feet, excluding common areas.

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**June 15, 2023**  
**6:00 PM, City Hall and Remote**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Councilmember Cox called the meeting to order at 6:00 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

**Elected officials attending:** Councilmembers David Wyatt, Kristi McCaskell, Michael Johnson, Dave Cox. Mayor Anderson's absence was excused. Councilmember Hendricks was not in attendance.

**Staff attending:** City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek; City Attorney Robert Muth.

**Guests attending:** Skamania County Undersheriff Tracy Wyckoff; Stevenson Pool Manager Andrea Byrd.

**Public attending:** Rick Leavitt, Lucy Lauser, Terry Steeves

**2. PUBLIC COMMENTS:** None

**3. CHANGES TO THE AGENDA:**

**a) \*6/14 changes include:**

- Added liquor license renewals for Main Street and LDB (item 4c)
- Added comments received on the Shoreline Public Access Plan (item 9a)
- Added documents to discussion on sewer connection requirements (item 10b)
- Revised resolution surplussing items (item 10c)
- Added public works interlocal agreement (item 10h)
- Added contracts approved administratively report (item 11c)
- Addition of vouchers (item 13a)

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

- a) Special Occasion Liquor License Application** - Skamania County Fairgrounds on July 28th from 6 pm to 9 pm and July 29th from 6 pm to 9 pm for the Bluegrass Festival.
- b) Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 16th from 12-10pm, 17th from 12-10 pm, 18th from 12-11 pm, and 19th from 11 am-12 pm for the Skamania County Fair.

- c) **\*Liquor License Renewal** - Main Street Convenience and LDB Beverage (Jester & Judge)
- d) **Stevenson City Council Meeting Minutes** of May 18, 2023.

**MOTION** to approve consent agenda items a-d was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

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

- a) **Sheriff's Report** - Undersheriff Tracy Wyckoff presented the Skamania County Sheriff's report for activity within Stevenson city limits for the prior month.

#### **6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Stevenson Community Pool** – Pool Manager Andrea Byrd shared information on staff, programs, revenue, hours, and number of visits per month. A short discussion was held regarding having local schools bring students for swimming lessons as a way to increase revenue.

#### **7. PUBLIC HEARINGS:**

➤ The public hearing opened at 6:10.

- a) **Transportation Improvement Program** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second of two scheduled public hearings for the annual TIP update. **City Administrator Kinley** provided information and details on the program and projects. In reviewing the Street Fund budget for the next 5 years, the budget is short about \$70,000 annually to perform normal operations and maintenance work. She shared ideas on increasing revenue to help cover costs of maintenance, personnel and equipment. Snowplowing roads and clearing sidewalks increased costs this past winter.

➤ Greg Stafford provided a written comment requesting NW Alameda Street be paved. No other comments were received.

➤ The public hearing closed at 6:18.

**MOTION** to approve resolution 2023-411 adopting the 2024-2029 Transportation Improvement Plan was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

**b) Capital Improvement Program Update - City Administrator Leana Kinley** presented the Capital Improvement Program Update for public comment and council consideration. This was the second of two scheduled Public Hearings.

- The public hearing opened at 6:19.
- No public comments were received.
- The public hearing closed at 6:21.

**MOTION** to approve Resolution 2023-412 adopting the revised Capital Improvement Program was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

**c) Latecomers Agreement for Tari Lane Sewer Mainline Extension - City Administrator Leana Kinley** presented the latecomers agreement reimbursement area and assessment calculation for the Tari Lane sewer mainline extension for public comment, council discussion and consideration.

- The public hearing opened at 6:23.
- Rick Leavitt stated the only concerns he had on the project was the need for legal descriptions of where the pipes are going. He shared he understood his costs will be reimbursed through the environmental mitigation agreement.
- The public hearing closed at 6:29.

**MOTION** to approve the Tari Lane Extension latecomers agreement reimbursement area and assessment calculation as presented was made by **Councilmember Wyatt**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

## **8. SITUATION UPDATES:**

**a) Sewer Plant Update – Public Works Director Carolyn Sourek** presented a report on the Stevenson Wastewater System and Compliance Schedule. The WWTP continues meeting TSS/BOD Bacteria goals. She provided information on construction projects for the Water Treatment plant upgrades. The focus is shifting to lab building renovations. The collection system project is complete, with one more inspection scheduled. Bids for the pump station project will be released next week. Cascade Ave utility improvement are still under consideration. **City Administrator Kinley** is working to get funds released from the EPA grant in order to reduce usage of loans and interest payments.

**Councilmember Wyatt** was advised no new commercial sewer connections have taken place since the moratorium was eased. **Kinley** noted the city is still working on system development charges revisions.

## 9. UNFINISHED BUSINESS:

- a) **\*Shoreline Public Access Plan - Community Development Director Ben Shumaker** presented and provided details on the attached draft Shoreline Access report from The Watershed Company. There is not a June 30<sup>th</sup> deadline for council approval as originally thought. Discussion and direction on the draft will be used for revisions and council review at the July 20<sup>th</sup> meeting with possible approval. He noted the document is the first draft of the plan, and comments have been received concerning changes requested.
- i. Alex Capron with DCG/Watershed provided a short presentation on the work that went into developing the plan. He discussed the steps involved, highlighted the public engagement process and shared information on design methodology and the project's scoring matrix. He noted public involvement helped guide designers in determining where public access should occur. He provided several examples of projects with conditions that would need to be addressed in order to move forward, and suggested some projects may be long term.
- b) **Councilmember Cox** commented he was glad to see Rock Creek Falls identified as a possible project. **City Administrator Kinley** shared a reminder on the plan being a draft, with additional points to consider. She stated the plan will be on the July 2023 City Council meeting agenda for further review. **Community Development Director Shumaker** and Alex Capron were thanked for their work.

## 10. COUNCIL BUSINESS:

- a) **Approve Richards/Steeves Short Plat Right of Way Acceptance - Community Development Director Ben Shumaker** presented the staff memo regarding the Right of Way acceptance for the Richards/Steeves Short Plat SP23-02 for council review and consideration. He explained the plan has received Planning Department approval, but only the Mayor has authorization to accept a ROW dedication. The ROW for this would be a six foot strip on Kanaka Creek Road.

**MOTION** to accept the right of way as outlined in the conditions of acceptance for the Richards/Steeves short plat SP23-02 was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

b) **\*Discuss Sewer Connection Requirements - Public Works Director Carolyn Sourek** presented information regarding changing the sewer connection requirement under SMC Title 13 PUBLIC UTILITIES/Chapter 13.08 SEWER AND PRETREATMENT/Sections 13.08.070 and 13.08.120 to increase sewer connections to the public system for council discussion. She led a discussion on aligning current city code with the Comprehensive Plan, and initiate the use of an urban reserve system within city limits to help lower the cost of utility expansions for new housing. **Councilmember McCaskell** requested more information on what new system development fees would look like. It was agreed to hold a future workshop on the proposal.

c) **\*Approve Resolution Surplussing Items – City Administrator Leana Kinley** presented resolution 2023-409 surplussing equipment for council consideration. It has been updated to remove a truck already surplussed in 2013 and to add equipment already disposed of.

**MOTION** to approve resolution 2023-409 surplussing equipment was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

d) **Approve Environmental Mitigation Agreement - Public Works Director Carolyn Sourek** presented the attached agreement extending the sewer line along Tari Lane for discussion and council consideration. This allows the city to pay for the developer to extend the sewer line farther than they are required to by law in order to incrementally address the expansion of sewer into the area. The city will only pay its proportionate share of the cost.

i. **Carolyn Sourek, Public Works Director**, requested further discussion on the Chinedere extension as there is a cost effective opportunity to extend the main sewer line which involves easement exchanges and eventual plat adjustments. City Attorney Robert Muth explained the city has to follow approved preliminary plat procedures. **City Administrator Kinley** shared any decision will be quasi-judicial and will come before the City Council. She noted the latest version of the mitigation agreement contained in the meeting packet can be approved by Council with modifications as needed, then ratified at the next council meeting.

**MOTION** to approve the environmental mitigation agreement with Aspen Development, LLC to extend the sewer line along Tari Lane with modifications as needed was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson, Hendricks**.

- e) **Approve Personnel Policy Update** - City Administrator Leana Kinley presented and explained the staff memo and resolution 2023-410 revising the personnel policy for council consideration. She shared the intent is to better clarify roles, identify employee promotions and pay rates, and streamline supervision. Minor revisions to several job descriptions were included.

**MOTION** to approve resolution 2023-410 revising the personnel policy was made by **Councilmember Wyatt**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson, Hendricks**.

- f) **Approve CivicPlus Agreement** - City Administrator Leana Kinley presented the attached agreement with CivicPlus for codification and document storage services for council consideration. The original contract was with MuniCode, which was acquired by CivicPlus. They are changing the billing practice from a per ordinance/document billing to a subscription service based on prior years' billings. The average codification costs over the past six years is in line with the subscription service proposed.

**MOTION** to approve the agreement with CivicPlus for codification and services as outlined in the statement of work for the initial term amount of \$3,261.52 and a 5% annual increase was made by **Councilmember Wyatt**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

- g) **Sewer Adjustment** - Wilder and Pine Riverside Cabins (meter No. 509070) requested an adjustment of \$3,270.61 in sewer consumption charges for a water leak, which they have since repaired. Because no water entered the sewer system they requested that portion be waived. They received a leak adjustment for the maximum \$1,000 in February and are ineligible for another leak forgiveness according to city policy. Their explanation for their calculation of the request was enclosed in the packet. The water usage billed was \$2,605.40. The combined usage for their bill in January was \$2,723.25.

**MOTION** to approve the wastewater flow adjustment of \$3,270.61 for Wilder and Pine Riverside Cabins was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

- h) **\*Approve Public Works Interlocal Agreement** - Public Works Director Carolyn Sourek presented the attached interlocal agreement with Skamania County for public works services for council consideration. Each project will be submitted as a separate statement of work for review and approval.

**MOTION** to approve the interlocal agreement with Skamania County for Public Works services as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

**11. INFORMATION ITEMS:**

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month was presented for council review.
- b) **Planning Commission Minutes** - from the Planning Commission meeting for the prior month.
- c) **\*Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached. Additional grant funds were received for the Shoreline Planning process.

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

- a) **Carolyn Sourek, Public Works Director** –
  - i. Consumer Confidence Report is being drafted, users of the water system will receive the report with the next billing.
  - ii. The Water Use Efficiency report is being finalized. Several leaks have been found and repaired following a leak survey.
  - iii. She reported on several projects, including completion of the sewer extension on Iman Cemetery Road and chip sealing work on several city roads and streets.
  - iv. **Councilmember Cox** requested Public Works look at the intersection of Pine & Shepherd as truck traffic has been damaging pavement.
- b) **Leana Kinley, City Administrator** -
  - i. She is trialing a Cleargov/Clearplan program for information on overall status of programs and plans, can show strategies, action items, track tasks, etc.
  - ii. A Transportation Alternatives grant for First Street was received. She is working to find matching funds for it. Traffic calming projects, including roundabouts are being submitted to the Regional Transportation Council for consideration.

**13. VOUCHER APPROVAL:**

- a) **\*May 2023 payroll, and June 2023 AP checks** were audited and presented for approval. May payroll checks 16956 thru 16958 total \$128,849.12 which included EFT payments. June 2023 AP checks 16941 thru 16955 and 16959 thru 17010 total \$260,294.19, which included EFT payments. The AP check register with fund transaction summary was attached for review.



**MOTION** to approve the vouchers as presented was made by **Councilmember McCaskell**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Wyatt, McCaskell, Cox, Johnson**.

**14. MAYOR AND COUNCIL REPORTS:**

- a) **Councilmember Cox** reported the Fire Department strategic planning session held the previous evening went well. June 22<sup>nd</sup>, 2023 at 6 p.m. will be a Council workshop with Fire District 2.

**15. ISSUES FOR THE NEXT MEETING:**

- a) **None presented.**

- 16. ADJOURNMENT – Councilmember Cox** adjourned the meeting at 7:51.

---

Scott Anderson, Mayor

Date

**MINUTES**  
**JOINT CITY OF STEVENSON COUNCIL AND SKAMANIA FIRE DISTRICT 2 WORKSHOP**  
**June 22, 2023**  
**6:00 PM, City Hall and Remote**

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6pm and lead the group in reciting the pledge of allegiance.

**PRESENT**

Councilmembers Paul Hendricks, Dave Cox, Kristy McCaskell, Michael D. Johnson, and David Wyatt.

Commissioners Howard Hoy, Raymond Broughton, and Tom Delzio.

Staff: Fire Chief Rob Farris, FD2 Secretary Francis Haller, City Administrator Leana Kinley

Guests: ESCI representatives Richard Curtis and Patrick McIntosh

Public: Mike Perry, Ann Lueders, Mary Repar, Wayne Martin

**2. NEW BUSINESS:**

**a) Fire Department Strategic Plan Discussion** - Richard Curtis and Patrick McIntosh from Emergency Services Consulting International (ESCI) presented initial findings of the data gathered during their recent site visit. A copy of the presentation is attached.

Discussion moved to the state of the Fire Hall and improvements needed. Consensus was around ensuring safety issues are addressed. Other topics discussed included the workload for the paperwork outlined and need for a part-time or more staff person to do the work. A significant investment in personnel time to get things kickstarted was recommended.

A question regarding merging the fire districts within the county was posed and it would need strong leadership to bring up the discussion more formally and move through an analysis for further evaluation.

The consultants will give a draft of the report to staff for review. There will be a final report with actionable recommendations.

**3. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 7:06pm.

---

Scott Anderson, Mayor

Date

# Stevenson WA Fire Department



## Strategic Plan



**Emergency Services Consulting International**

*Providing Expertise and Guidance that Enhances Community Safety*

**Richard Curtis**

*Project Manager*

**Patrick McIntosh**

*Associate Consultant*

richard.curtis@esci.us – 360.661.3282

patrick.mcintosh@esci.us – 714-514-3455



# Scope of Work

- Strategic Plan 3 - 5 years
- Mission, Vision, and Values
- Culminate feedback into a goal-driven plan

# Process

- Internal Stakeholder Survey
- Meetings with FD rank-and-file personnel
- Meetings with FD Leadership (Officers)
- Community Stakeholder Group
- Good, Better, Different Process
- Mission, Vision, Values Process

# Our People

- Implement a Health & Safety Program
  - Clear Immediate Hazards & Conduct a Safety Audit
  - SOPs for Emergency Operations
- Outline a Succession Plan
  - Develop training pathways for promotions
  - Position Descriptions
  - Leadership Training
- Structured Training Program
  - Develop training and certification processes for each position
  - New Member Orientation process
  - Structure a driver/operator certification program
- Comprehensive Policies & Procedures
  - Governing Body, Personnel, Administrative, Operational



# Our Community

- Collaboration & Communication of Policymakers
  - Regular Scheduled meetings between District Board and City Council
  - Fire Chief monthly report
  - Regular attendance to City Council meetings
- Community Outreach Efforts
  - Plan participation in important community events
  - Establish an FD Website and utilize other social media
  - Measure public engagement





# Organizational Stability

- Clarify Roles and Responsibilities between District and City
  - Update Municipal Code and 1989 ILA
  - Update Municipal Code 2.24 Volunteer Fire Department
- Strengthen and Develop Organizational Culture
  - Adoption of Mission, Vision, and Values
  - Implement a member recognition program
  - Set Standards and consistently enforce them as needed
- Implement Volunteer Recruitment & Retention
  - Develop comprehensive volunteer recruitment and retention program
  - Public recognition of members



# Organizational Sustainability

- Facility Improvement Program
  - Ensure a clean, safe, and professional-looking facility
  - Develop a new fire station funding strategy and schedule
- Set Level of Service and Measure Performance
  - Determine the types of services
  - Determine the level of services to be provided to the citizens
  - Adopt a level of service statement and measure performance

# DRAFT: Mission & Vision

## *Our Mission:*

*We proudly serve and protect life, property, and the environment in the City of Stevenson and surrounding communities by providing reliable emergency response, community outreach, and proactive fire prevention with professionalism and expertise.*

## *Our Vision:*

*We are a trusted and respected organization marked by professionalism and safe, reliable, and responsive service for our citizens. We are future focused on continuous improvement and innovation in a safe environment, adapting to the changing needs of our community with effective, enthusiastic, and empowered members.*



# DRAFT: Values

## *Our Values:*

*We recognize each individual as a vital member of our fire department family. Through a commitment to pursuing excellence, we hold ourselves and each other to the highest standards as we embrace a key set of organizational values.*

***Professionalism**– Committed to personal development and the highest standards.*

***Teamwork**– Valuing that collectively we can excel beyond any one person’s capabilities.*

***Integrity** – Honoring the trust the public places in us through honest, ethical conduct.*

***Accountability**– To the community, each other, and ourselves.*

***Diversity**– Respecting our individual differences that make our organization great.*

***Health & Safety**– People are our greatest asset, and their health and safety are a priority.*

***Volunteerism** – We respect and celebrate the contributions of each of our members.*

***Dedication**– Committed to making a difference in the community through our service.*

***Excellence** – Focused on improving and better serving the community and each other.*

***Work/Life Balance**–Priorities: Family, Work, and Fire Department.*





# Questions & Discussion

Community Risk Assessment | Standard of Cover | Staffing Analysis



**Emergency Services Consulting International**

*Providing Expertise and Guidance that Enhances Community Safety*

**MINUTES**  
**CITY OF STEVENSON SPECIAL COUNCIL MEETING**  
**June 26, 2023**  
**5:30 PM, City Hall and Remote**

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**1. CALL TO ORDER:** Mayor Scott Anderson called the meeting to order at 5:31pm.

**PRESENT**

Councilmembers Dave Cox, Kristy McCaskell, Michael D. Johnson, David Wyatt  
City Administrator Leana Kinley

**ABSENT**

Councilmember Paul Hendricks

**2. PUBLIC COMMENTS:** None.

**3. COUNCIL BUSINESS:**

- a) **Approve Application for Cascade Avenue Utility Improvements Loan** - City Administrator Leana Kinley requested approval of resolutions 2023-413 and 414 regarding an application for a Public Works Board loan for the Cascade Avenue Utility Improvements project. This project consists of upsizing the sewerline along Cascade Avenue, replacing the AC waterline, and adding lighting and landscaping along Cascade from Russell to Leavens.

Motion to approve applying for a Public Works Board loan in the amount not to exceed \$2,238,000, approve resolution 2023-413 regarding applicant certification for the Public Works Board for Cascade Avenue utility improvements, and approve resolution 2023-414 regarding the preparers certification for the Public Works Board application for Cascade Avenue utility improvements made by Councilmember Cox, Seconded by Councilmember Johnson.

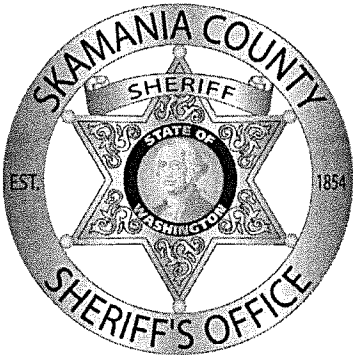
Voting Yea: Councilmember Cox, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt

**4. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 5:32pm.

---

Scott Anderson, Mayor

Date



*Summer N. Scheyer*  
**SHERIFF**

**OFFICE OF THE SKAMANIA COUNTY**

**SHERIFF**

PO Box 790  
200 Vancouver Ave.  
Stevenson WA 98648  
Phone (509)427-9490  
Fax (509)427-4369  
[www.skamaniasheriff.com](http://www.skamaniasheriff.com)  
[scso@co.skamania.wa.us](mailto:scso@co.skamania.wa.us)

*Tracy Wyckoff*  
*Undersheriff*

*Jason Fritz*  
*Chief of Corrections*

*Steve Minnis*  
*Chief Civil Deputy*

June 2023

City of Stevenson

Service Hours

Calls/Patrol

125

478 Hrs.

0 Court Hrs.





07/01/23  
09:29

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
23-03592	Citizen Dispute	CDIS	21	Active
23-03604	Medical	AMAS	21	Transferred to Other A
23-03613	Medical	AMAS	21	Transferred to Other A
23-03619	Medical	AMAS	21	Transferred to Other A
23-03624	Medical	AMAS	21	Transferred to Other A
23-03636	Traffic Stop	TOFF	21	Investigation Complete
23-03654	DUI	DUI	21	Cleared Adult Arrest
23-03658	Traffic Stop	TOFF	21	Investigation Complete
23-03663	Domestic Viol	DOMV	21	Cleared Adult Arrest
23-03683	Information	INFO	21	INFORMATION
23-03692	Patrol Request	PATR	21	Cleared Adlt Exception
23-03693	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03698	PD Collision	TAPD	21	Closed Case
23-03707	Wild Fire	FIRE	21	Transferred to Other A
23-03718	Carprowl	TPOT	21	Cleared Adult No Arres
23-03726	Agency Assist	ASST	21	Cleared Adlt Exception
23-03738	Medical	INFO	21	INFORMATION
23-03746	Wanted Person	WANT	21	UNABLE TO LOCATE
23-03752	Found Property	INFO	21	INFORMATION
23-03756	Found Property	INFO	21	Investigation Complete
23-03760	Medical	AMAS	21	Transferred to Other A
23-03762	Medical	AMAS	21	Transferred to Other A
23-03787	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03837	Abandon Vehicle	INFO	21	INFORMATION
23-03850	Suspicious	SUSP	21	Investigation Complete
23-03857	Medical	CITA	21	INFORMATION
23-03874	Medical	AMAS	21	Transferred to Other A
23-03879	Prowler	PSC	21	Cleared Adlt Exception
23-03880	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03887	Information	INFO	21	INFORMATION
23-03901	Juvenile Prob	INFO	21	INFORMATION
23-03904	Patrol Request	PATR	21	Cleared Adlt Exception
23-03911	Medical	INFO	21	INFORMATION
23-03917	DUI	DUI	21	Cleared Adlt Exception
23-03919	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03921	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03923	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03929	Medical	INFO	21	INFORMATION
23-03931	Vagrancy	VAGR	21	UNABLE TO LOCATE
23-03944	Assault IV	ASIM	21	Cleared Adult Arrest
23-03955	PD Collision	TAPD	21	Cleared Adlt Exception
23-03962	Citizen Assist	CITA	21	Settled By Contact
23-03978	Medical	AMAS	21	Ambulance Service Prov
23-03980	Medical	AMAS	21	Response/No Transport
23-03984	Information	INFO	21	INFORMATION
23-03995	Medical	AMAS	21	Ambulance Service Prov
23-03996	Medical	AMAS	21	Active
23-04020	Lost Dog	ANPR	21	UNABLE TO LOCATE
23-04021	Suicide Threat	SUIT	21	Cleared Adlt Exception
23-04027	Vagrancy	VAGR	21	Cleared Adlt Exception
23-04030	Civil Process	INFO	21	INFORMATION
23-04037	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-04039	Medical	AMAS	21	Response/No Transport
23-04043	Hazardous Mat	HAZM	21	Hazard Removed
23-04045	Traffic Hazard	THAZ	21	Closed Case

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Skamania County Sheriff's Office  
Incident Audit Report

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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
23-04048	Suspicious	SUSP	21	UNABLE TO LOCATE
23-04053	Trespassing	TRES	21	Investigation Complete
23-04057	Trespassing	TPMV	21	Cleared Adlt Exception
23-04058	Citizen Assist	CITA	21	Investigation Complete
23-04060	Traffic Stop	TOFF	21	INFORMATION
23-04061	Barking Dog	INFO	21	INFORMATION
23-04071	Medical	AMAS	21	Transferred to Other A
23-04080	Medical	AMAS	21	Response/No Transport
23-04089	Theft Prop Oth	TPOT	21	Investigation Complete
23-04091	Dog Call	INFO	21	INFORMATION
23-04102	Medical	AMAS	21	Response/No Transport
23-04106	DUI	RTEN	21	Cleared Adult Arrest
23-04107	Harrassment.	HARR	21	Cleared Adlt Exception
23-04108	Traffic Stop	TOFF	21	Cleared Adult Arrest
23-04109	DUI	DUI	21	UNABLE TO LOCATE
23-04112	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-04113	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-04147	Susp Substance	LFPR	21	Active
23-04149	Traffic Hazard	THAZ	21	INFORMATION
23-04153	Dog Call	ANDC	21	INFORMATION
23-04167	Domestic Viol	DOMV	21	Cleared Adlt Exception
23-04172	Wanted Person	WANT	21	Cleared Adult Arrest
23-04174	Abandon Vehicle	ABVR	21	Active
23-04176	Medical	AMAS	21	Transferred to Other A
23-04177	Vio Court Order	VICO	21	Inactive
23-04178	Wanted Person	WANT	21	Inactive
23-04187	Jail Problem	SUIA	21	Cleared Adlt Exception
23-04189	Welfare Check	WELF	21	INFORMATION
23-04191	Vandalism	VAND	21	Inactive
23-04207	Medical	AMAS	21	Ambulance Service Prov
23-04214	Theft Prop Oth	TPOT	21	INFORMATION
23-04215	Mental Subject	MENT	21	Active
23-04217	Wanted Person	WANT	21	Cleared Adult Arrest
23-04237	Business Alarm	ABLA	21	Unfounded
23-04240	Information	INFO	21	Settled By Contact
23-04241	Viscious Animal	ANPR	21	INFORMATION
23-04247	Utility Problem	UTPB	21	INFORMATION
23-04254	Animal Abuse	ANAB	21	Investigation Complete
23-04260	Welfare Check	WELF	21	Cleared Adlt Exception
23-04263	Harrassment.	HARR	21	Investigation Complete
23-04266	Abandon Vehicle	ABVR	21	INFORMATION
23-04268	Fraud	FRAU	21	INFORMATION
23-04272	Medical	INFO	21	INFORMATION
23-04274	Incomplete 911	IN91	21	Cleared Adlt Exception
23-04278	Found Property	INFO	21	INFORMATION
23-04284	Incomplete 911	IN91	21	Cleared Adlt Exception
23-04288	Utility Problem	UTPB	21	Active
23-04294	Medical	AMAS	21	Active
23-04296	Patrol Request	INFO	21	UNABLE TO LOCATE
23-04297	Structure Fire		21	Active
23-04304	Intoxication	INTP	21	UNABLE TO LOCATE
23-04306	Suspicious	PSC	21	Cleared Adlt Exception
23-04308	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-04320	Suspicious	SUSP	21	Active
23-04332	Public Nuisance	PNUI	21	Cleared Adlt Exception

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Skamania County Sheriff's Office  
Incident Audit Report

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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
23-04340	Wild Fire	FIRE	21	Transferred to Other A
23-04343	Theft Prop Oth	TPBC	21	Investigation Complete
23-04357	Incomplete 911	IN91	21	Cleared Adlt Exception
23-04360	Incomplete 911	IN91	21	INFORMATION
23-04361	Incomplete 911	IN91	21	INFORMATION
23-04368	Wanted Person	WANT	21	Settled By Contact
23-04370	Fraud	FRAU	21	INFORMATION
23-04374	Hospice Death	DBOD	21	Inactive
23-04386	Incomplete 911	IN91	21	Closed Case
23-04400	Assault Other	AOWP	21	Cleared Juve Exception
23-04432	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-04439	Medical	AMAS	21	Transferred to Other A
23-04440	Found Property	LFPR	21	Settled By Contact
23-04444	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-04449	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING

Total Incidents: 125

Report includes:

All dates reported between `00:00:00 06/01/23` and `00:00:00 07/01/23`  
All agencies matching `SCSO`  
All nature of incidents  
All offenses observed  
All offenses reported  
All offense codes  
All dispositions  
All responsible officers  
All locations matching `21`

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**CITY OF STEVENSON, WASHINGTON**

**RESOLUTION NO. 2023-415**

A Resolution of the City Council of the City of Stevenson, Washington Revising the Schedule of Fees for Construction Code Permits, Inspections and Reviews.

**Recitals**

1. The City is required by law (RCW 19.27) to enforce building codes and construction within the City;
2. The City has adopted revised ordinances establishing construction standards and process' for the review of construction under a permit and fee system; and
3. The City of Stevenson has established a Building Department with a Building Official /Fire Marshal responsible for the issuance of construction permits and inspections; and
3. The City of Stevenson has contracted with Skamania County for Building Official /Fire Marshal services and wants to align fees to ensure adequate cost reimbursement.

**NOW THEREFORE**, the City Council of the City of Stevenson RESOLVES as follows:

**SECTION I**  
**TITLE AND REVISION**

This Resolution shall constitute the revision of the Building Department fee schedule of the City of Stevenson and the key is as follows: ~~Strikethrough~~ means repealed. Underlined means new.

**SECTION II**  
**FEE SCHEDULE**

Fees in the following tables shall be paid to the City by persons utilizing the City's construction services:

<b>A. Building Permits:</b>	
The determination of value or valuation under any of the provisions of this code shall be made by the Building Official. The Building Official shall use the square footage building valuation data standards set forth in the International Code Council's Building Safety Journal as updated to guide the establishment of valuation for a permit. A copy of said valuation standards shall be on file and available for public use and inspection at Stevenson City Hall.	
<b><u>Total Valuation</u></b>	<b><u>Fee</u></b>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000	\$23.50 for the first \$500.00 plus <del>\$3.05</del> <u>\$3.50</u> for each additional \$1,000.00, or fraction thereof, to and including \$2,000.00.
\$2,001 to \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including 50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including 100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof.
<b>Plan Review Fees</b>	<b>65% of the building permit fee.</b>
<b>Roofing Permits:</b> Fees will be <del>\$50.00</del> <u>\$75.00</u> for the first \$3,200 value plus <del>\$50.00</del> <u>\$75.00</u> for each additional \$3,200 or fraction thereof.	
<b>A1.</b>	
<b>A2. Public Fireworks Display Permit (RCW 70.77.131)</b>	<b>\$90.00</b>
<b>A3. Manufactured Homes:</b> Fees for placement permits follow the schedule above with the exception of the 65% fee for the plan review.	
<b>A4. "SAME AS" plans:</b> The Building Official may waive a portion of the plan review fee if the same plan is submitted for more than one permit.	

**A5. Demolition Permits** (Fees will be a flat assessment. Applies only to structures over 200 square feet) \$10.00

**A6. Fire Suppression Systems.** Fees for Fire Suppression or Prevention Systems will follow the schedule above (A).

<b>B. Mechanical Permit Fees:</b>	<b>Fee</b>
<b>Permit Issuance</b>	
1. For the issuance of each mechanical permit	\$23.50
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized.	\$10.70
<b>Unit Fee Schedule</b>	
(Note: The following do not include permit-issuing fee)	
<b>1. Furnaces</b>	
For the installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 btu/h (29.3 kW)	\$14.80
For the installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 btu/h (29.3 kW)	\$18.20
For the installation or relocation of each floor furnace, including vent	\$14.80
For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater.	\$14.80

<b>2. Appliance Vents</b>	
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$7.25
<b>3. Repairs or Additions</b>	
For the repair of, the alternation of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.	\$13.70
<b>4. Boilers, Compressors and Absorption Systems</b>	
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW) or each absorption system to and including 100,000 Btu/h (29.3kW)	\$14.70
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3kW) to and including 500,000 Btu/h (146.6kW)	\$27.15
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (291.3 kW)	\$37.25
For the installation or relocation of each boiler or compressor over 30 horsepower (105.7 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$55.47
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW) or each absorption system over 1,750,000 Btu/h (512.9 kW).	\$92.65
<b>5. Air Handlers</b>	
For each air handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto Note: <i>This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling system, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>	\$10.65
For each air-handling unit over 10,000 cfm (4710 L/s)	\$18.10
<b>6. Evaporative Coolers</b>	
For each evaporative cooler other than a portable type	\$10.65
<b>7. Ventilation and Exhaust</b>	
For each ventilation fan connected to a single duct.	\$7.25
For each ventilation system which is not a portion of any heating or air-condition system.	\$10.65
For the install action of each hood which is served by a mechanical exhaust, including the ducts	\$10.65
<b>8. Incinerators</b>	
For the installation or relocation of each domestic type incinerator	\$18.20
<b>9. Solid Fuel Burning Appliance</b>	
For the installation or relocation of each domestic type Solid Fuel Burning Appliance	\$30.00

<b>10. Miscellaneous</b>	
When applicable, permit fees for fuel gas piping shall be as follows:	
For each gas piping system of one to four outlets	\$5.00
For each gas piping system of five or more outlets, for each outlet	\$1.00
When applicable, permit fees for process piping shall be as follows:	
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories or for which no other fee is listed in the table.	\$10.65

<b>C. <u>Plumbing Permit Fees:</u></b>	
<b>Permit Issuance</b>	
1. For issuing each permit.	\$22.00
2. For issuing each supplemental permit	\$10.00
<b><u>Unit Fee Schedule</u></b>	
(Note: The following do not include permit-issuing fee)	
1. For each additional plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$7.00
2. For each building sewer and each trailer park sewer	\$15.00
3. Rainwater systems - per drain (inside building)	\$7.00
4. For each private sewage disposal system (where permitted)	\$40.00
5. For each water heater and or vent	\$7.00
6. For each gas piping system of one to five outlets	\$5.00
7. For each additional gas piping system outlet, per outlet	\$1.00
8. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$7.00
9. For each installation, alteration or repair or water piping and/or water, each	\$7.00
10. For each repair or alteration of a drainage or vent piping, each fixture	\$7.00
11. For each lawn sprinkler system on any one meter including backflow protection devices therefore.	\$7.00
12. For atmospheric-type vacuum breakers no included in item 12: 1 to 5	\$5.00
Over 5, each	\$1.00
13. For each back flow protective device other than atmospheric type vacuum breakers: 2 inch (51 mm) diameter and smaller	\$7.00
Over 2 inch (51 mm) diameter	\$15.00
14. For each gray water system	\$40.00
15. For initial installation and testing of a reclaimed water system.	\$30.00
16. For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$32.05
17. For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$53.40
18. For each additional medical gas inlet(s)/outlets(s)	\$5.35

<b>D. <u>Grading Permits:</u></b>
<b>Permit Issuance</b>
The grading permit applies to grading, excavation and earthwork construction, including fills and embankments. The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

<b>Table A-33-A - Grading Plan Review Fees</b>	
50 cubic yards (38.2 m <sup>3</sup> ) or less	No Fee
51 - 100 cubic yards (40 m <sup>3</sup> to 76.5m <sup>3</sup> )	\$23.50
101 to 1,000 cubic yards (77.2m <sup>3</sup> to 764.6m <sup>3</sup> )	\$37.00
1,001 to 10,000 cubic yards (765.3m <sup>3</sup> to 7645.5m <sup>3</sup> )	\$49.25
10,001 to 100,000 cubic yards (7646.3m <sup>3</sup> to 76,455m <sup>3</sup> )	49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 yards (7645.5m <sup>3</sup> ) or fraction thereof.
100,001 to 200,000 cubic yards (76456.3m <sup>3</sup> to 152911m <sup>3</sup> )	\$269.75 for the first 100,000 cubic yards plus \$13.25 for each additional 10,000 yards (7645.5m <sup>3</sup> ) or fraction thereof.
200,001 cubic yards (152911m <sup>3</sup> ) or more	\$402.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards (7645.5m <sup>3</sup> ) or fraction thereof.

<b>Table A-33-A - Grading Permit Fees</b>	
50 cubic yards (38.2 m <sup>3</sup> ) or less	\$23.50
51 - 100 cubic yards (40 m <sup>3</sup> to 76.5m <sup>3</sup> )	\$37.00
101 to 1,000 cubic yards (77.2m <sup>3</sup> to 76,4.6m <sup>3</sup> )	\$37.00 for the first 100 cubic yards (76.5m <sup>3</sup> ) plus \$17.50 for each additional 100 yards (76.5m <sup>3</sup> ) or fraction thereof.
1,001 to 10,000 cubic yards (765.3m <sup>3</sup> to 7645.5m <sup>3</sup> )	\$194.50 for the first 1,000 cubic yards plus \$14.50 for each additional 1,000 yards (764.6m <sup>3</sup> ) or fraction thereof.
10,001 to 100,000 cubic yards (7646.3m <sup>3</sup> to 76455m <sup>3</sup> )	\$325.00 for the first 10,000 cubic yards plus \$66.00 for each additional 10,000 yards (7645.5m <sup>3</sup> ) or fraction thereof.
100,001 cubic yards (765.3m <sup>3</sup> to 7645.5m <sup>3</sup> ) or more	\$919.00 for the first 100,000 cubic yards (76455m <sup>3</sup> ) plus \$36.30 for each additional 10,000 yards (7645.5m <sup>3</sup> ) or fraction thereof.

<b>E. Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours (minimum charge - two hours)	75.00/hr
2. Re-Inspections	75.00/hr
3. Inspections for which no fee is specifically indicated (minimum charge - one (1) hour)	75.00/hr
4. Additional plan review required by changes, additions or revisions to plans (minimum charge - one (1) hour)	75.00/hr
5. Any construction started without the benefit of a building permit.	Double the normal permit fee together with all cost incurred for enforcement
6. For use of outside consultants for plan checking and inspections, or both	Actual costs

<b>F Planning Department Review of Building Permit Application</b>	
1. For new construction, remodels with a foot print alteration, all sign and grading permits.	<del>\$35.00</del> \$50.00

<b>G Public Works Department Review of Building Permit Application</b>	
1. For new construction such as single and multi-family residences, accessory dwelling units, commercial, etc.	\$150.00
2. For minor permits permits.	\$50.00

This resolution shall take effect August 1, 2023.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert C. Muth, Attorney for the City of Stevenson

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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334 02 70 0000	RCO Parks Planning Grai	0.00	0.00	75,000.00	75,000.00	0.0%	2023 portion of \$100k grant received for a Parks Plan
334 03 10 0002	DOE-Shoreline Access G	52,754.26	52,000.00	67,000.00	15,000.00	128.8%	Additional \$15k received for increased community engagement efforts
522 50 48 0000	Fire Hall Repair	283.29	10,000.00	60,000.00	50,000.00	600.0%	Additional repairs as outlined in the fire department strategic plan
522 50 48 0001	Fire Dist II-Fire Hall Repa	283.29	0.00	60,000.00	60,000.00	0.0%	Additional repairs as outlined in the fire department strategic plan
558 60 41 0000	Planning & Professional	57,268.07	82,000.00	172,000.00	90,000.00	209.8%	\$75k for 2023 parks plan costs offset by RCO grant and \$15k for additional work on the Shorelines Access plan offset by grant.
597 00 01 0020	Transfers-Out - Fire Resc	0.00	25,000.00	128,374.16	103,374.16	513.5%	Transferring 2021 and 2022 unused fire department budget
597 00 01 0100	Transfers-Out - To 100 S	0.00	150,000.00	290,000.00	140,000.00	193.3%	Transferring to cover costs of paving Lakeview and contractual cost increases for engineering.
508 91 00 0001	CE-Unreserved Ending C	0.00	1,284,130.43	930,756.27	(353,374.16)	72.5%	Revised based on adjustments
397 02 00 0001	Fire Res-Transfer In Fron	0.00	25,000.00	128,374.16	103,374.16	513.5%	2021 and 2022 budget savings transfer.
508 51 00 0020	Fire Res-Ending Cash	0.00	1,675,586.13	1,778,960.29	103,374.16	106.2%	
334 03 80 0004	TIB-Loop Rd Rebuild	0.00	460,422.00	0.00	(460,422.00)	0.0%	Project removed and will reapply next year.
337 00 00 0000	WCIA Risk Mitigation Gr	0.00	0.00	25,277.00	25,277.00	0.0%	Grant received for sidewalk repairs.
397 00 00 0001	Transfer In From Genera	0.00	150,000.00	290,000.00	140,000.00	193.3%	Increased transfer for increased expenses.
542 39 41 0001	Street Services	10,597.14	4,400.00	15,000.00	10,600.00	340.9%	GIS, Cityworks, increased attorney costs
542 39 48 0000	Contracted Labor	10,251.72	172,534.00	197,811.00	25,277.00	114.7%	Increase for sidewalk repairs
542 64 48 0000	Road Striping	0.00	6,000.00	8,000.00	2,000.00	133.3%	Revised budget based on 2022 costs.
542 40 47 0000	Dewatering Electricity Ct	796.73	1,300.00	1,600.00	300.00	123.1%	Increased electricity costs
542 63 47 0000	Electricity - Street Lights	8,821.42	16,000.00	20,000.00	4,000.00	125.0%	Increased electricty costs
543 31 41 0000	Computer Services	1,037.07	600.00	2,220.00	1,620.00	370.0%	Radcomp contract increase
543 31 41 0001	Contracted Servcies	24,438.54	25,000.00	50,000.00	25,000.00	200.0%	Standards update and increased engineering costs
595 30 41 0001	Loop Road Rebuild	0.00	287,998.00	0.00	(287,998.00)	0.0%	Project removed for 2023.
595 30 41 0002	Lakeview Road Paving	0.00	0.00	118,000.00	118,000.00	0.0%	Estimated costs to pave Lakeview
595 61 41 0001	Loop Rd. Sidewalk	0.00	200,000.00	0.00	(200,000.00)	0.0%	Project removed for 2023.
508 51 00 0100	Streets-Unreserved Endi	0.00	72,969.50	79,025.50	6,056.00	108.3%	Minimum balance of \$79k required per policy (10% of O&M costs)
534 20 41 0000	WA-Admin Planning Wa	52,065.51	52,000.00	77,000.00	25,000.00	148.1%	Standards Update, increased engineering and attorney costs
534 40 43 0000	WA-Travel	2,125.64	2,060.00	3,060.00	1,000.00	148.5%	Increased staff travel for training
534 40 49 0001	WA-Training	3,758.40	2,060.00	5,060.00	3,000.00	245.6%	Increased staff training
534 50 35 0000	WA-Small Tools/Minor E	4,516.85	2,575.00	7,575.00	5,000.00	294.2%	Increased estimate
534 50 48 0000	WA-Repair-Contracted L	26,780.96	20,600.00	30,600.00	10,000.00	148.5%	Increased estimate
534 70 41 0000	WA-Computer Services/	11,946.60	6,180.00	19,800.00	13,620.00	320.4%	Increased Radcomp costs
534 80 41 0001	WA-Services	10,261.06	4,900.00	16,424.00	11,524.00	335.2%	GIS contract and Cityworks workorder system
534 80 45 0001	WA-Telemetry/Meter Se	5,524.61	4,120.00	5,620.00	1,500.00	136.4%	Increased costs
534 80 46 0000	WA-Insurance	34,298.63	32,630.00	34,630.00	2,000.00	106.1%	Increased insurance premiums



2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>535 Sewer</b>						
535 20 41 0000 WW-Admin Planning Se	50,575.28	55,900.00	77,000.00	21,100.00	137.7%	Standards update and increased engineering and attorney costs
535 70 41 0000 WW-Computer Services,	5,196.15	5,150.00	10,150.00	5,000.00	197.1%	Increased Radcomp costs
535 80 41 0001 Sewer Operations-Servic	10,261.05	4,800.00	10,324.00	5,524.00	215.1%	GIS and Cityworks services
535 80 46 0000 Sewer Insurance	28,102.42	25,758.75	28,758.75	3,000.00	111.6%	Increased insurance costs
535 84 10 0000 WW-Operations Plant S	53,236.90	124,200.00	164,200.00	40,000.00	132.2%	Additional staff at WWTP and promotion to WWTPO II
535 84 20 0000 WW-Operations Plant B	19,453.75	77,004.00	87,004.00	10,000.00	113.0%	Additional staff at WWTP and promotion to WWTPO II
594 35 41 0100 WW-Line Extensions Cor	2,108.00	0.00	100,000.00	100,000.00	0.0%	Iman and Chinidere extensions
597 10 00 0420 Transfer out to 420-Casc	0.00	0.00	19,550.00	19,550.00	0.0%	Mitigation for Cascade Avenue lift station upgrades-5-year obligation.
508 51 00 0400 WS-Ending Cash	0.00	670,413.56	393,595.56	(276,818.00)	58.7%	Minimum balance of \$230k per finance policy (10% O&M costs)
397 10 00 0420 Transfer In from Water/S	0.00	0.00	19,550.00	19,550.00	0.0%	Mitigation for Cascade Avenue lift station upgrades-5-year obligation.
508 51 00 0420 Cascade Ave Mitigation-	0.00	0.00	19,550.00	19,550.00	0.0%	
548 65 31 0000 Tires	4,895.50	2,000.00	7,000.00	5,000.00	350.0%	Revised estimate based on projected needs
548 65 33 0000 Supplies	6,406.51	3,000.00	13,000.00	10,000.00	433.3%	Revised estimate based on 2022
508 51 00 0500 ES-Ending Cash	0.00	90,767.74	75,767.74	(15,000.00)	83.5%	

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

### Fund Totals

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Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	52,754.26	52,000.00	142,000.00	90,000.00	273.1%
010 General Reserve Fund	0.00	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	0.00	25,000.00	128,374.16	103,374.16	513.5%
030 ARPA	0.00	0.00	0.00	0.00	0.0%
100 Street Fund	0.00	610,422.00	315,277.00	(295,145.00)	51.6%
103 Tourism Promo & Develop Fund	0.00	0.00	0.00	0.00	0.0%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
107 HEALing SCARS Fund	0.00	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	0.00	0.00	0.00	0.00	0.0%
311 First Street	0.00	0.00	0.00	0.00	0.0%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	0.00	0.00	0.00	0.00	0.0%
406 Wastewater Short Lived Asset Res. Ft	0.00	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.00	0.0%
420 Cascade Avenue Mitigation Fund	0.00	0.00	19,550.00	19,550.00	0.0%
500 Equipment Service Fund	0.00	0.00	0.00	0.00	0.0%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>52,754.26</b>	<b>687,422.00</b>	<b>605,201.16</b>	<b>(82,220.84)</b>	<b>88.0%</b>
001 General Expense Fund	57,834.65	1,551,130.43	1,641,130.43	90,000.00	105.8%
010 General Reserve Fund	0.00	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	0.00	1,675,586.13	1,778,960.29	103,374.16	106.2%
030 ARPA	0.00	0.00	0.00	0.00	0.0%
100 Street Fund	55,942.62	786,801.50	491,656.50	(295,145.00)	62.5%
103 Tourism Promo & Develop Fund	0.00	0.00	0.00	0.00	0.0%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
107 HEALing SCARS Fund	0.00	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	0.00	0.00	0.00	0.00	0.0%
311 First Street	0.00	0.00	0.00	0.00	0.0%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	320,211.81	1,090,351.31	1,090,351.31	0.00	100.0%
406 Wastewater Short Lived Asset Res. Ft	0.00	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.00	0.0%
420 Cascade Avenue Mitigation Fund	0.00	0.00	19,550.00	19,550.00	0.0%
500 Equipment Service Fund	11,302.01	95,767.74	95,767.74	0.00	100.0%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>445,291.09</b>	<b>5,199,637.11</b>	<b>5,117,416.27</b>	<b>(82,220.84)</b>	<b>98.4%</b>
<b>Excess/(Deficit):</b>	<b>(392,536.83)</b>	<b>(4,512,215.11)</b>	<b>(4,512,215.11)</b>		

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>					
308 91 00 0001 Unreserved Cash & Inve	1,457,189.47	1,457,189.47	1,457,189.47	0.00	100.0%
100 Unreserved	1,457,189.47	1,457,189.47	1,457,189.47	0.00	100.0%
308 51 01 0001 Reserved Cash - Unemp	33,413.82	33,413.82	33,413.82	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	0.00	100.0%
308 31 02 0001 Reserved Cash - Custodi	51,135.13	51,135.13	51,135.13	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	51,135.13	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,541,738.42</b>	<b>1,541,738.42</b>	<b>1,541,738.42</b>	<b>0.00</b>	<b>100.0%</b>
<b>310 Taxes</b>					
311 10 00 0000 General Property Tax	337,866.04	546,401.90	546,401.90	0.00	100.0%
311 Property Tax	337,866.04	546,401.90	546,401.90	0.00	100.0%
313 11 00 0000 Sales Tax	181,024.37	308,000.00	308,000.00	0.00	100.0%
313 71 00 0000 Local Criminal Justice Ta	13,928.71	20,000.00	20,000.00	0.00	100.0%
313 Sales Tax	194,953.08	328,000.00	328,000.00	0.00	100.0%
316 43 00 0000 Natural Gas Utility Tax	20,784.89	13,500.00	13,500.00	0.00	100.0%
316 45 00 0000 Garbage Utility Tax	5,741.56	7,500.00	7,500.00	0.00	100.0%
316 46 00 0000 Cable TV Utility Tax	2,050.22	3,000.00	3,000.00	0.00	100.0%
316 47 00 0000 Telephone Utility Tax	5,828.75	8,000.00	8,000.00	0.00	100.0%
316 Utility Tax	34,405.42	32,000.00	32,000.00	0.00	100.0%
317 20 00 0000 Leasehold Tax	14,923.17	16,000.00	16,000.00	0.00	100.0%
317 21 00 0000 Rock Cove ALF In-Lieu T	0.00	0.00	0.00	0.00	0.0%
317 Other Tax	14,923.17	16,000.00	16,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>582,147.71</b>	<b>922,401.90</b>	<b>922,401.90</b>	<b>0.00</b>	<b>100.0%</b>
<b>320 Licenses &amp; Permits</b>					
321 99 01 0000 Business Licenses	1,346.66	1,400.00	1,400.00	0.00	100.0%
321 99 02 0000 Peddlers & Solicitors Per	0.00	0.00	0.00	0.00	0.0%
321 99 03 0000 Vacation Rental Licenses	2,000.00	1,500.00	1,500.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
<b>320 Licenses &amp; Permits</b>						
321 Licenses	3,346.66	2,900.00	2,900.00	0.00	100.0%	
322 10 00 0000 Building Permits	191.00	0.00	0.00	0.00	0.0%	
322 Permits	191.00	0.00	0.00	0.00	0.0%	
<b>320 Licenses &amp; Permits</b>	<b>3,537.66</b>	<b>2,900.00</b>	<b>2,900.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>330 Intergovernmental Revenues</b>						
334 02 70 0000 RCO Parks Planning Grai	0.00	0.00	75,000.00	75,000.00	0.0%	2023 portion of \$100k grant received for a Parks Plan
334 03 10 0002 DOE-Shoreline Access G	52,754.26	52,000.00	67,000.00	15,000.00	128.8%	Additional \$15k received for increased community engagement efforts
<b>330 Grants</b>	<b>52,754.26</b>	<b>52,000.00</b>	<b>142,000.00</b>	<b>90,000.00</b>	<b>273.1%</b>	
335 00 91 0000 PUD Privilege Tax (in Lie	0.00	11,000.00	11,000.00	0.00	100.0%	
<b>335 State Shared</b>	<b>0.00</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>100.0%</b>	
336 06 21 0000 Criminal Justice - Low Pc	500.00	1,000.00	1,000.00	0.00	100.0%	
336 06 25 0000 Criminal Justice - Contra	1,599.62	2,500.00	2,500.00	0.00	100.0%	
336 06 26 0000 Criminal Justice - Specia	959.11	1,968.50	1,968.50	0.00	100.0%	
336 06 42 0000 Marijuana Excise Tax	2,568.93	2,551.92	2,551.92	0.00	100.0%	
336 06 51 0000 DUI/Other Crim Justice /	3.78	0.00	0.00	0.00	0.0%	
336 06 94 0000 Liquor Excise Tax	5,432.60	10,633.00	10,633.00	0.00	100.0%	
337 40 00 0000 Private Harvest Tax	7.47	0.00	0.00	0.00	0.0%	
<b>336 State Entitlements, Impact P;</b>	<b>11,071.51</b>	<b>18,653.42</b>	<b>18,653.42</b>	<b>0.00</b>	<b>100.0%</b>	
337 40 00 0001 Pool District Loan Repay	5,007.84	19,800.00	19,800.00	0.00	100.0%	
<b>337 Interlocal Loan Repayments</b>	<b>5,007.84</b>	<b>19,800.00</b>	<b>19,800.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>330 Intergovernmental Revenues</b>	<b>68,833.61</b>	<b>101,453.42</b>	<b>191,453.42</b>	<b>90,000.00</b>	<b>188.7%</b>	
<b>340 Charges For Goods &amp; Services</b>						
341 43 00 0000 General Admin Services	0.00	273,014.81	273,014.81	0.00	100.0%	
341 81 00 0000 Printing/Photocopy Serv	0.25	0.00	0.00	0.00	0.0%	
342 33 05 0000 Active Probation Fee	2,920.71	7,000.00	7,000.00	0.00	100.0%	

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>340 Charges For Goods &amp; Services</b>					
341 Admin, Printing & Probation	2,920.96	280,014.81	280,014.81	0.00	100.0%
342 21 00 0000 Fire District II Fire Contrc	13,023.61	32,700.00	32,700.00	0.00	100.0%
342 Fire District 2	13,023.61	32,700.00	32,700.00	0.00	100.0%
345 83 00 0000 Planning Fees	11,253.98	4,500.00	4,500.00	0.00	100.0%
345 Planning	11,253.98	4,500.00	4,500.00	0.00	100.0%
341 93 00 0000 Port of Cascade Locks-Fi	13,871.30	0.00	0.00	0.00	0.0%
376 Parks	13,871.30	0.00	0.00	0.00	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>41,069.85</b>	<b>317,214.81</b>	<b>317,214.81</b>	<b>0.00</b>	<b>100.0%</b>
<b>350 Fines &amp; Penalties</b>					
353 10 00 0000 Traffic Infractions/Parkin	1,813.09	5,000.00	5,000.00	0.00	100.0%
353 70 00 0000 Non-Traffic Infractions	0.00	100.00	100.00	0.00	100.0%
355 20 00 0000 DUI Fines	46.76	1,000.00	1,000.00	0.00	100.0%
355 80 00 0000 Criminal Traffic Fines	1,114.27	1,000.00	1,000.00	0.00	100.0%
356 90 00 0000 Criminal Non-Traffic Fin	68.10	600.00	600.00	0.00	100.0%
357 37 00 0000 Court Cost Recoupment	879.53	5,000.00	5,000.00	0.00	100.0%
100 General Fines & Penalties	3,921.75	12,700.00	12,700.00	0.00	100.0%
<b>350 Fines &amp; Penalties</b>	<b>3,921.75</b>	<b>12,700.00</b>	<b>12,700.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>					
362 00 00 0000 Park Rentals	0.00	2,500.00	2,500.00	0.00	100.0%
361 11 00 0000 Interest Income/General	22,184.30	5,000.00	5,000.00	0.00	100.0%
361 40 00 0000 Sales Tax Interest	893.96	200.00	200.00	0.00	100.0%
369 91 00 0000 Miscellaneous Income	917.48	300.00	300.00	0.00	100.0%
100 General Interest Income	23,995.74	5,500.00	5,500.00	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>	<b>23,995.74</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>100.0%</b>

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>Fund Revenues:</b>	2,265,244.74	2,906,408.55	2,996,408.55	90,000.00	103.1%

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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511 Legislative

511 30 41 0000 Ordinance Codification	0.00	2,500.00	2,500.00	0.00	100.0%
511 30 44 0000 Legislative Publishing	3,283.57	3,500.00	3,500.00	0.00	100.0%
511 60 10 0000 Council Salary	7,500.00	24,000.00	24,000.00	0.00	100.0%
511 60 20 0000 Council Benefits	573.80	1,500.00	1,500.00	0.00	100.0%
511 60 43 0000 Travel/Lodging Council	0.00	500.00	500.00	0.00	100.0%
511 60 49 0000 Tuition Council	0.00	5,000.00	5,000.00	0.00	100.0%
<b>511 Legislative</b>	<b>11,357.37</b>	<b>37,000.00</b>	<b>37,000.00</b>	<b>0.00</b>	<b>100.0%</b>

512 Judicial

512 52 10 0001 Court Clerk Salary	2,577.00	5,400.00	5,400.00	0.00	100.0%
512 52 20 0001 Court Clerk Benefits	478.19	2,160.00	2,160.00	0.00	100.0%
512 52 31 0000 Court Supplies	0.00	0.00	0.00	0.00	0.0%
512 52 41 0001 Jury Management/Court	1,004.83	1,200.00	1,200.00	0.00	100.0%
512 52 41 0002 Interpreter Fees	0.00	500.00	500.00	0.00	100.0%
512 52 41 0003 Municipal Court Contrac	9,998.00	20,000.00	20,000.00	0.00	100.0%
512 52 51 0000 Sheriff Warrant Service C	0.00	250.00	250.00	0.00	100.0%
515 35 41 0000 Prosecuting Attorney Cc	9,000.00	16,000.00	16,000.00	0.00	100.0%
515 93 41 0000 Indigent Defense	4,690.00	15,000.00	15,000.00	0.00	100.0%
<b>512 Judicial</b>	<b>27,748.02</b>	<b>60,510.00</b>	<b>60,510.00</b>	<b>0.00</b>	<b>100.0%</b>

513 Executive

513 10 10 0000 Mayor Salary	3,600.00	7,200.00	7,200.00	0.00	100.0%
513 10 10 0001 City Administrator Salary	55,118.75	108,290.00	108,290.00	0.00	100.0%
513 10 20 0000 Mayor Benefits	275.40	625.00	625.00	0.00	100.0%
513 10 20 0001 City Administrator Benef	10,170.56	27,961.60	27,961.60	0.00	100.0%
513 10 43 0000 Travel/Lodging Mayor/A	943.25	2,000.00	2,000.00	0.00	100.0%
513 10 49 0000 Tuition Mayor/Administr	450.00	1,000.00	1,000.00	0.00	100.0%
<b>513 Executive</b>	<b>70,557.96</b>	<b>147,076.60</b>	<b>147,076.60</b>	<b>0.00</b>	<b>100.0%</b>

514 Financial, Recording & Elections

514 20 10 0001 Budgeting/Accounting S	40,594.24	77,695.20	77,695.20	0.00	100.0%
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## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>514 Financial, Recording &amp; Elections</b>					
514 20 20 0001 Budgeting/Accounting E	9,578.37	24,721.20	24,721.20	0.00	100.0%
514 20 41 0001 EBPP Fees General Fund	166.51	600.00	600.00	0.00	100.0%
514 20 41 0002 Finance-Contractual Ser	7,969.80	7,400.00	7,400.00	0.00	100.0%
514 20 41 0022 Audit Fee	0.00	7,000.00	7,000.00	0.00	100.0%
514 20 43 0000 Travel Financial/Records	747.35	1,000.00	1,000.00	0.00	100.0%
514 20 46 0000 Clerk Bond Premiums	102.00	200.00	200.00	0.00	100.0%
514 20 49 0000 Training/Tuition - Financ	2,140.00	3,000.00	3,000.00	0.00	100.0%
514 20 49 0001 Dues & Membership - F	910.00	1,200.00	1,200.00	0.00	100.0%
514 20 49 0002 Fiduciary Fees/VISA	1,868.93	4,000.00	4,000.00	0.00	100.0%
514 20 49 0003 Miscellaneous Charges	0.00	500.00	500.00	0.00	100.0%
514 30 10 0000 Minutes - Recording Fee	772.80	2,648.70	2,648.70	0.00	100.0%
514 30 20 0000 Minutes - Recording Fee	65.94	235.44	235.44	0.00	100.0%
514 41 41 0000 Elections	0.00	1,000.00	1,000.00	0.00	100.0%
514 91 51 0000 Voter Registration Servic	0.00	6,000.00	6,000.00	0.00	100.0%
<b>514 Financial, Recording &amp; Elections</b>	<b>64,915.94</b>	<b>137,200.54</b>	<b>137,200.54</b>	<b>0.00</b>	<b>100.0%</b>
<b>515 Legal Services</b>					
515 41 41 0000 Advisory Board Services	8,680.00	15,000.00	15,000.00	0.00	100.0%
515 41 43 0000 Travel - Legal	396.26	750.00	750.00	0.00	100.0%
515 41 49 0000 Training & Tuition - Legi	0.00	750.00	750.00	0.00	100.0%
<b>515 Legal Services</b>	<b>9,076.26</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>517 Employee Benefit Programs</b>					
517 70 22 0000 Unemployment Claims	908.68	10,000.00	10,000.00	0.00	100.0%
517 70 25 0000 Old Age Survivor Insurar	25.00	25.00	25.00	0.00	100.0%
517 90 26 0000 Staff Wellness	0.00	500.00	500.00	0.00	100.0%
<b>517 Employee Benefit Programs</b>	<b>933.68</b>	<b>10,525.00</b>	<b>10,525.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>518 Centralized Services</b>					
518 20 44 0000 DNR Fire Control Assess	17.90	0.00	0.00	0.00	0.0%
518 30 10 0000 Building Repair Salary	3,264.79	6,000.00	6,000.00	0.00	100.0%
518 30 20 0000 Building Repair Benefits	1,348.62	3,000.00	3,000.00	0.00	100.0%
518 30 31 0000 Household Supplies/Rep	284.69	1,000.00	1,000.00	0.00	100.0%
518 30 31 0001 Building Repair Supplies	884.85	3,000.00	3,000.00	0.00	100.0%
518 30 41 0000 Custodial Services	733.11	1,000.00	1,000.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>518 Centralized Services</b>					
518 30 41 0001 Contractual Services	4,743.45	25,500.00	25,500.00	0.00	100.0%
518 30 44 0000 HR-Advertisement	351.34	1,000.00	1,000.00	0.00	100.0%
518 30 45 0099 Eq Rental-Bldg Repair	1,057.67	1,000.00	1,000.00	0.00	100.0%
518 30 46 0000 Insurance - Liability	19,315.60	20,560.00	20,560.00	0.00	100.0%
518 30 47 0000 Heat & Lights	1,955.04	3,500.00	3,500.00	0.00	100.0%
518 30 47 0001 City Hall Water/Sewer	1,105.86	1,463.32	1,463.32	0.00	100.0%
518 30 48 0000 Building Repair Services	387.55	0.00	0.00	0.00	0.0%
518 40 31 0000 Office Supplies	4,598.00	10,000.00	10,000.00	0.00	100.0%
518 40 41 0000 Office Equip Repair& M&	18,236.09	29,000.00	29,000.00	0.00	100.0%
518 40 42 0000 Central Services Telephc	1,921.44	4,000.00	4,000.00	0.00	100.0%
518 40 42 0001 Miscellaneous - Postage	179.82	500.00	500.00	0.00	100.0%
518 80 41 0023 Website - General Fund	0.00	3,200.00	3,200.00	0.00	100.0%
518 90 49 0001 Dues And Membership -	1,864.00	3,000.00	3,000.00	0.00	100.0%
594 18 62 0000 City Hall Improvements	0.00	50,000.00	50,000.00	0.00	100.0%
594 18 64 0000 Office Furniture/Equipm	0.00	10,000.00	10,000.00	0.00	100.0%
594 18 64 0001 Computer Equipment	0.00	0.00	0.00	0.00	0.0%
<b>518 Centralized Services</b>	<b>62,249.82</b>	<b>176,723.32</b>	<b>176,723.32</b>	<b>0.00</b>	<b>100.0%</b>

521 Law Enforcement

521 20 41 0000 Police Services	100,866.00	201,546.03	201,546.03	0.00	100.0%
521 20 41 0001 CR Jus #4 Basic Law Enfc	1,599.62	2,700.00	2,700.00	0.00	100.0%
521 30 41 0000 CR Jus #1 Drug/Alcohol	959.11	1,600.00	1,600.00	0.00	100.0%
523 30 41 0000 Probation And Parole Se	2,368.40	10,000.00	10,000.00	0.00	100.0%
523 60 41 0000 Jail Services	3,205.00	13,000.00	13,000.00	0.00	100.0%
<b>521 Law Enforcement</b>	<b>108,998.13</b>	<b>228,846.03</b>	<b>228,846.03</b>	<b>0.00</b>	<b>100.0%</b>

522 Fire Control

522 10 10 0000 Fire Chief/Administrator	600.00	1,900.00	1,900.00	0.00	100.0%
522 10 20 0000 Fire Chief/Administrator	45.90	100.00	100.00	0.00	100.0%
522 20 10 0000 Fire Contract Volunteer I	0.00	16,000.00	16,000.00	0.00	100.0%
522 20 20 0000 Firefighter Benefits	0.00	1,000.00	1,000.00	0.00	100.0%
522 20 24 0000 Firefighter Pension/Disal	1,680.00	2,500.00	2,500.00	0.00	100.0%
522 20 31 0000 Fire Supplies	12,079.62	15,000.00	15,000.00	0.00	100.0%
522 20 32 0000 Fire Truck Fuel	78.02	1,000.00	1,000.00	0.00	100.0%
522 20 41 0000 Fire-Contractual Services	0.00	20,000.00	20,000.00	0.00	100.0%
522 20 42 0000 Fire Telephone	657.01	1,400.00	1,400.00	0.00	100.0%
522 20 46 0000 Fire Truck Insurance	1,641.53	1,545.00	1,545.00	0.00	100.0%



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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>522 Fire Control</b>						
522 20 48 0000 Fire Hydrant Repair/Sup	0.00	1,000.00	1,000.00	0.00	100.0%	
522 20 49 0001 Dues & Memb./Sub. City	0.00	250.00	250.00	0.00	100.0%	
522 30 10 0000 Fire Support Salary	2,511.31	5,000.00	5,000.00	0.00	100.0%	
522 30 20 0000 Fire Support Benefits	974.69	2,500.00	2,500.00	0.00	100.0%	
522 30 31 0001 Fire Prevention Supplies	657.16	500.00	500.00	0.00	100.0%	
522 30 41 0000 Fire Investigations	0.00	1,000.00	1,000.00	0.00	100.0%	
522 30 45 0099 Eq Rental - Fire Support	872.07	2,500.00	2,500.00	0.00	100.0%	
522 45 43 0000 Travel - Fire Department	0.00	500.00	500.00	0.00	100.0%	
522 45 49 0000 Fire Department Training	0.00	3,000.00	3,000.00	0.00	100.0%	
522 50 47 0000 Fire Hall Heat And Light	2,615.21	3,000.00	3,000.00	0.00	100.0%	
522 50 47 0001 Fire Hall Water-Sewer	1,997.20	5,512.50	5,512.50	0.00	100.0%	
522 50 47 0099 Water on Demand For H	0.00	4,000.00	4,000.00	0.00	100.0%	
522 50 48 0000 Fire Hall Repair	283.29	10,000.00	60,000.00	50,000.00	600.0%	Additional repairs as outlined in the fire department strategic plan
522 60 48 0000 Fire Equipment Repair	0.00	6,000.00	6,000.00	0.00	100.0%	
<b>202 Fire Department</b>	<b>26,693.01</b>	<b>105,207.50</b>	<b>155,207.50</b>	<b>50,000.00</b>	<b>147.5%</b>	
522 20 31 0002 Fire Supplies FD II	5,419.14	20,000.00	20,000.00	0.00	100.0%	
522 20 32 0002 Fire Truck Fuel FDII	458.57	1,000.00	1,000.00	0.00	100.0%	
522 20 49 0002 Dues & Membership/Su	0.00	250.00	250.00	0.00	100.0%	
522 30 31 0020 Fire Prevention Supplies	524.23	500.00	500.00	0.00	100.0%	
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.00	0.0%	
522 45 49 0002 Fire Training FD II	0.00	3,000.00	3,000.00	0.00	100.0%	
522 50 48 0001 Fire Dist II-Fire Hall Repa	283.29	0.00	60,000.00	60,000.00	0.0%	Additional repairs as outlined in the fire department strategic plan
522 60 48 0002 Fire Equipment Repair FI	0.00	6,000.00	6,000.00	0.00	100.0%	
<b>203 Fire District 2</b>	<b>6,685.23</b>	<b>30,750.00</b>	<b>90,750.00</b>	<b>60,000.00</b>	<b>295.1%</b>	
<b>522 Fire Control</b>	<b>33,378.24</b>	<b>135,957.50</b>	<b>245,957.50</b>	<b>110,000.00</b>	<b>180.9%</b>	
<b>528 Dispatch Services</b>						
528 60 41 0000 Dispatch Fees - City	0.00	2,500.00	2,500.00	0.00	100.0%	
528 60 42 0000 Radio Contract	3,229.71	3,500.00	3,500.00	0.00	100.0%	
<b>528 Dispatch Services</b>	<b>3,229.71</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>100.0%</b>	

551 Public Housing Services

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
<b>551 Public Housing Services</b>						
551 00 41 0000 CDBG Housing Rehab Co	0.00	0.00	0.00	0.00	0.0%	
551 Public Housing Services	0.00	0.00	0.00	0.00	0.0%	
<b>553 Conservation</b>						
553 70 41 0000 Air Pollution Authority	438.75	500.00	500.00	0.00	100.0%	
553 Conservation	438.75	500.00	500.00	0.00	100.0%	
<b>558 Planning &amp; Community Devel</b>						
558 50 41 0000 Current Planning/ Buildi	412.00	15,000.00	15,000.00	0.00	100.0%	
558 50 49 0000 Training & Tuition-Build	265.00	0.00	0.00	0.00	0.0%	
550 Building	677.00	15,000.00	15,000.00	0.00	100.0%	
558 50 10 0001 Current Planning Salary	18,117.82	75,000.00	75,000.00	0.00	100.0%	
558 50 20 0001 Current Planning Benefit	8,058.83	32,500.00	32,500.00	0.00	100.0%	
558 60 10 0000 Planning Salary	30,686.47	57,500.00	57,500.00	0.00	100.0%	
558 60 10 0001 Planning Recorder - Sala	517.44	1,800.00	1,800.00	0.00	100.0%	
558 60 10 0002 Planning Commission Se	1,125.00	4,500.00	4,500.00	0.00	100.0%	
558 60 20 0000 Planning Benefits	15,107.53	25,875.00	25,875.00	0.00	100.0%	
558 60 20 0001 Planning Recorder - Ben	44.13	180.00	180.00	0.00	100.0%	
558 60 20 0002 Planning Commission Be	86.10	500.00	500.00	0.00	100.0%	
558 60 31 0000 Planning Supplies	34.41	200.00	200.00	0.00	100.0%	
558 60 41 0000 Planning & Professional	57,268.07	82,000.00	172,000.00	90,000.00	209.8%	\$75k for 2023 parks plan costs offset by RCO grant and \$15k for additional work on the Shorelines Access plan offset by grant.
558 60 41 0001 Planning Publication	625.80	1,000.00	1,000.00	0.00	100.0%	
558 60 43 0000 Travel - Planning/Prof A	0.00	1,500.00	1,500.00	0.00	100.0%	
558 60 49 0000 Training & Tuition - Plar	180.00	1,500.00	1,500.00	0.00	100.0%	
558 60 49 0001 Dues & Membership - P	105.00	600.00	600.00	0.00	100.0%	
558 60 49 0002 Planning Filing Fees/Mis	0.00	200.00	200.00	0.00	100.0%	
560 Planning	131,956.60	284,855.00	374,855.00	90,000.00	131.6%	
558 70 49 0001 EDC Assessment	13,242.50	26,485.00	26,485.00	0.00	100.0%	
558 70 49 0002 MCEDD Services	0.00	1,200.00	1,200.00	0.00	100.0%	
570 Economic Development	13,242.50	27,685.00	27,685.00	0.00	100.0%	

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>558 Planning &amp; Community Devel</b>					
558 Planning & Community Devel	145,876.10	327,540.00	417,540.00	90,000.00	127.5%
<b>562 Public Health</b>					
562 10 41 0000 Farmers Market Support	0.00	10,000.00	10,000.00	0.00	100.0%
562 Public Health	0.00	10,000.00	10,000.00	0.00	100.0%
<b>565 Welfare</b>					
565 10 49 0000 Food Bank Support	3,334.00	10,000.00	10,000.00	0.00	100.0%
565 Welfare	3,334.00	10,000.00	10,000.00	0.00	100.0%
<b>566 Substance Abuse</b>					
566 72 42 0000 Substance Abuse/Liquor	108.65	150.00	150.00	0.00	100.0%
566 Substance Abuse	108.65	150.00	150.00	0.00	100.0%
<b>573 Cultural &amp; Community Activities</b>					
573 90 49 0000 Hosting of Meetings/Evc	128.97	500.00	500.00	0.00	100.0%
573 Cultural & Community Activities	128.97	500.00	500.00	0.00	100.0%
<b>576 Park Facilities</b>					
576 80 10 0000 Park Maintenance Salary	15,733.03	27,000.00	27,000.00	0.00	100.0%
576 80 20 0000 Park Maintenance Benef	10,051.11	14,040.00	14,040.00	0.00	100.0%
576 80 31 0000 Parks Supplies	1,723.49	2,000.00	2,000.00	0.00	100.0%
576 80 45 0099 Eq Rental - Parks	9,859.81	12,360.00	12,360.00	0.00	100.0%
576 80 47 0000 Parks Electricity	356.54	500.00	500.00	0.00	100.0%
576 80 47 0001 Parks Water	370.40	1,800.00	1,800.00	0.00	100.0%
576 80 48 0000 Parks - Contracted	84.70	0.00	0.00	0.00	0.0%
576 Park Facilities	38,179.08	57,700.00	57,700.00	0.00	100.0%
<b>580 Non Expenditures</b>					
589 99 00 0000 Payroll Clearing	27.63	0.00	0.00	0.00	0.0%

## 2023 PROPOSED BUDGET CHANGES

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>580 Non Expenditures</b>						
580 Non Expenditures	27.63	0.00	0.00	0.00	0.0%	
<b>597 Interfund Transfers</b>						
597 00 01 0020 Transfers-Out - Fire Resc	0.00	25,000.00	128,374.16	103,374.16	513.5%	Transferring 2021 and 2022 unused fire department budget
597 00 01 0100 Transfers-Out - To 100 S	0.00	150,000.00	290,000.00	140,000.00	193.3%	Transferring to cover costs of paving Lakeview and contractual cost increases for engineering.
597 Interfund Transfers	0.00	175,000.00	418,374.16	243,374.16	239.1%	
<b>999 Ending Balance</b>						
508 91 00 0001 CE-Unreserved Ending C	0.00	1,284,130.43	930,756.27	(353,374.16)	72.5%	Revised based on adjustments
100 Unreserved	0.00	1,284,130.43	930,756.27	(353,374.16)	72.5%	
508 51 01 0001 CE-Unemployment Rese	0.00	33,414.00	33,414.00	0.00	100.0%	
102 Unemployment Reserve	0.00	33,414.00	33,414.00	0.00	100.0%	
508 31 02 0001 CE-Custodial	0.00	51,135.13	51,135.13	0.00	100.0%	
104 Custodial Reserve	0.00	51,135.13	51,135.13	0.00	100.0%	
999 Ending Balance	0.00	1,368,679.56	1,015,305.40	(353,374.16)	74.2%	
<b>Fund Expenditures:</b>	<b>580,538.31</b>	<b>2,906,408.55</b>	<b>2,996,408.55</b>	<b>90,000.00</b>	<b>103.1%</b>	
<b>Fund Excess/(Deficit):</b>	<b>1,684,706.43</b>	<b>0.00</b>	<b>0.00</b>			

## 2023 PROPOSED BUDGET CHANGES

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010 General Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 51 00 0010 General Reserve-Beginni	335,258.75	335,258.75	335,258.75	0.00	100.0%
308 Beginning Balances	335,258.75	335,258.75	335,258.75	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0010 General Res-Interest	3,399.45	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	3,399.45	0.00	0.00	0.00	0.0%

Fund Revenues:	338,658.20	335,258.75	335,258.75	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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999 Ending Balance

508 51 00 0010 General Res-Ending Casl	0.00	335,258.75	335,258.75	0.00	100.0%
999 Ending Balance	0.00	335,258.75	335,258.75	0.00	100.0%

Fund Expenditures:	0.00	335,258.75	335,258.75	0.00	100.0%
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Fund Excess/(Deficit):	338,658.20	0.00	0.00		
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## 2023 PROPOSED BUDGET CHANGES

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020 Fire Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 51 00 0020 Fire Res-Beginning Cash	1,650,586.13	1,650,586.13	1,650,586.13	0.00	100.0%	
308 Beginning Balances	1,650,586.13	1,650,586.13	1,650,586.13	0.00	100.0%	

360 Interest & Other Earnings

361 11 00 0020 Fire Res-Interest	24,787.01	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	24,787.01	0.00	0.00	0.00	0.0%	

397 Interfund Transfers

397 02 00 0001 Fire Res-Transfer In Fron	0.00	25,000.00	128,374.16	103,374.16	513.5%	2021 and 2022 budget savings transfer.
397 Interfund Transfers	0.00	25,000.00	128,374.16	103,374.16	513.5%	

Fund Revenues:	1,675,373.14	1,675,586.13	1,778,960.29	103,374.16	106.2%	
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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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999 Ending Balance

508 51 00 0020 Fire Res-Ending Cash	0.00	1,675,586.13	1,778,960.29	103,374.16	106.2%	
999 Ending Balance	0.00	1,675,586.13	1,778,960.29	103,374.16	106.2%	

Fund Expenditures:	0.00	1,675,586.13	1,778,960.29	103,374.16	106.2%	
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Fund Excess/(Deficit):	1,675,373.14	0.00	0.00			
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2023 PROPOSED BUDGET CHANGES

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030 ARPA						
Revenues	YTD	Budgeted	Proposed	Difference	Remarks	
308 Beginning Balances						
308 31 00 0030 ARPA-Beginning Balance	298,313.00	298,313.00	298,313.00	0.00	100.0%	
308 Beginning Balances	298,313.00	298,313.00	298,313.00	0.00	100.0%	
330 Intergovernmental Revenues						
332 92 10 0000 DOC-ARPA Distribution	0.00	0.00	0.00	0.00	0.0%	
330 Grants	0.00	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	298,313.00	298,313.00	298,313.00	0.00	100.0%	
Expenditures	YTD	Budgeted	Proposed	Difference	Remarks	
999 Ending Balance						
508 31 00 0030 ARPA-Ending Balance	0.00	298,313.00	298,313.00	0.00	100.0%	
999 Ending Balance	0.00	298,313.00	298,313.00	0.00	100.0%	
Fund Expenditures:	0.00	298,313.00	298,313.00	0.00	100.0%	
Fund Excess/(Deficit):	298,313.00	0.00	0.00			

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100 Street Fund

Revenues	YTD	Budgeted	Proposed	Difference	%	Remarks
<b>308 Beginning Balances</b>						
308 51 00 0100 ST Unreserved Begjn CA	65,740.56	65,740.56	65,740.56	0.00	100.0%	
308 51 01 0100 ST Unreserved Begjn C&	10,000.00	10,000.00	10,000.00	0.00	100.0%	
308 Beginning Balances	75,740.56	75,740.56	75,740.56	0.00	100.0%	
<b>310 Taxes</b>						
313 11 00 0100 Additional .5% Sales Tax	181,024.33	358,000.00	358,000.00	0.00	100.0%	
313 Sales Tax	181,024.33	358,000.00	358,000.00	0.00	100.0%	
316 42 00 0000 PUD Excise Tax	37,922.94	60,000.00	60,000.00	0.00	100.0%	
316 Utility Tax	37,922.94	60,000.00	60,000.00	0.00	100.0%	
310 Taxes	218,947.27	418,000.00	418,000.00	0.00	100.0%	
<b>320 Licenses &amp; Permits</b>						
322 40 00 0000 Street ROW Applications	760.00	600.00	600.00	0.00	100.0%	
322 Permits	760.00	600.00	600.00	0.00	100.0%	
320 Licenses & Permits	760.00	600.00	600.00	0.00	100.0%	
<b>330 Intergovernmental Revenues</b>						
334 03 80 0002 TIB Chipseal Grant	0.00	144,907.00	144,907.00	0.00	100.0%	
334 03 80 0003 TIB-McEvoy Overlay	0.00	74,146.00	74,146.00	0.00	100.0%	
334 03 80 0004 TIB-Loop Rd Rebuild	0.00	460,422.00	0.00	(460,422.00)	0.0%	Project removed and will reapply next year.
337 00 00 0000 WCIA Risk Mitigation Gr	0.00	0.00	25,277.00	25,277.00	0.0%	Grant received for sidewalk repairs.
330 Grants	0.00	679,475.00	244,330.00	(435,145.00)	36.0%	
336 00 71 0000 Multimodal Transportati	1,006.24	2,015.00	2,015.00	0.00	100.0%	
336 00 87 0000 Street Fuel Tax-MVFT	13,474.34	29,977.00	29,977.00	0.00	100.0%	
336 06 95 0000 Liquor Profit Tax	5,925.14	11,857.50	11,857.50	0.00	100.0%	
336 State Entitlements, Impact P	20,405.72	43,849.50	43,849.50	0.00	100.0%	
330 Intergovernmental Revenues	20,405.72	723,324.50	288,179.50	(435,145.00)	39.8%	



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100 Street Fund

Revenues	YTD	Budgeted	Proposed	Difference	%	Remarks
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360 Interest & Other Earnings

361 11 00 0100 Interest Income - Streets	1,059.13	0.00	0.00	0.00	0.0%	
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.00	0.0%	
101 Streets	1,059.13	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	1,059.13	0.00	0.00	0.00	0.0%	

390 Other Financing Sources

395 20 00 0000 Insurance/Private Claims	0.00	0.00	0.00	0.00	0.0%	
101 Streets	0.00	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%	

397 Interfund Transfers

397 00 00 0001 Transfer In From Genera	0.00	150,000.00	290,000.00	140,000.00	193.3%	Increased transfer for increased expenses.
397 01 00 0300 Transfer In From CIP	0.00	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	150,000.00	290,000.00	140,000.00	193.3%	

Fund Revenues:	316,912.68	1,367,665.06	1,072,520.06	(295,145.00)	78.4%	
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Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
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542 Streets - Maintenance

542 39 10 0000 Road Maintenance - Sal	52,983.67	133,441.00	133,441.00	0.00	100.0%	
542 39 20 0000 Road Maintenance - Ber	26,332.75	64,595.00	64,595.00	0.00	100.0%	
542 39 31 0000 Supplies	7,951.73	15,000.00	15,000.00	0.00	100.0%	
542 39 41 0000 General Admin Fees	0.00	54,056.06	54,056.06	0.00	100.0%	
542 39 41 0001 Street Services	10,597.14	4,400.00	15,000.00	10,600.00	340.9%	GIS, Cityworks, increased attorney costs
542 39 42 0000 Telephone	70.58	200.00	200.00	0.00	100.0%	
542 39 45 0099 Eq Rental - Road Mainte	20,853.32	25,000.00	25,000.00	0.00	100.0%	
542 39 48 0000 Contracted Labor	10,251.72	172,534.00	197,811.00	25,277.00	114.7%	Increase for sidewalk repairs
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.00	0.0%	
542 64 48 0000 Road Striping	0.00	6,000.00	8,000.00	2,000.00	133.3%	Revised budget based on 2022 costs.
542 67 47 0000 Litter Clean-Up	1,304.96	3,500.00	3,500.00	0.00	100.0%	

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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>542 Streets - Maintenance</b>						
542 Roadway	130,345.87	478,726.06	516,603.06	37,877.00	107.9%	
542 40 10 0000 Storm Drain Maint - Sal	8,295.14	12,000.00	12,000.00	0.00	100.0%	
542 40 20 0000 Storm Drain Maint - Ben	3,458.96	7,000.00	7,000.00	0.00	100.0%	
542 40 31 0000 Storm Drain Maint - Sup	1,328.49	2,000.00	2,000.00	0.00	100.0%	
542 40 45 0099 Eq Rental - Storm Drain	6,266.18	3,000.00	3,000.00	0.00	100.0%	
542 40 47 0000 Dewatering Electricity Ct	796.73	1,300.00	1,600.00	300.00	123.1%	Increased electricity costs
542 40 48 0000 Storm Drain Maint - Cor	0.00	700.00	700.00	0.00	100.0%	
543 Stormwater	20,145.50	26,000.00	26,300.00	300.00	101.2%	
542 62 41 0000 Path Maintenance-Contr	0.00	0.00	0.00	0.00	0.0%	
542 63 47 0000 Electricy - Street Lights	8,821.42	16,000.00	20,000.00	4,000.00	125.0%	Increased electricy costs
542 63 47 0001 Street Water	759.46	3,000.00	3,000.00	0.00	100.0%	
542 63 48 0000 Repair/maintenance - ST	314.70	3,000.00	3,000.00	0.00	100.0%	
542 64 31 0000 Traffic Devices	7,807.92	12,000.00	12,000.00	0.00	100.0%	
545 Lights, Signs, Paths, Landscap	17,703.50	34,000.00	38,000.00	4,000.00	111.8%	
542 66 10 0000 Snow Removal - Salary	1,849.79	19,620.00	19,620.00	0.00	100.0%	
542 66 20 0000 Snow Removal - Benefit:	573.72	8,720.00	8,720.00	0.00	100.0%	
542 66 31 0000 Snow Removal - Supplie	0.00	1,000.00	1,000.00	0.00	100.0%	
542 66 41 0000 Snow Removal-Services	0.00	0.00	0.00	0.00	0.0%	
542 66 45 0099 Eq Rental - Snow Remov	847.08	4,000.00	4,000.00	0.00	100.0%	
546 Snow Removal	3,270.59	33,340.00	33,340.00	0.00	100.0%	
<b>542 Streets - Maintenance</b>	<b>171,465.46</b>	<b>572,066.06</b>	<b>614,243.06</b>	<b>42,177.00</b>	<b>107.4%</b>	

543 Streets Admin & Overhead

543 10 10 0000 General Administration S	19,409.41	52,180.00	52,180.00	0.00	100.0%	
543 10 20 0000 General Administration I	10,239.72	20,817.50	20,817.50	0.00	100.0%	
543 31 10 0000 General Services Salaries	1,929.91	5,450.00	5,450.00	0.00	100.0%	
543 31 20 0000 General Services Benefit:	443.57	1,635.00	1,635.00	0.00	100.0%	
543 31 41 0000 Computer Services	1,037.07	600.00	2,220.00	1,620.00	370.0%	Radcomp contract increase
543 31 41 0001 Contracted Servcies	24,438.54	25,000.00	50,000.00	25,000.00	200.0%	Standards update and incrsed engineering costs
543 31 41 0022 Audit Fee	0.00	3,000.00	3,000.00	0.00	100.0%	
543 31 43 0000 Travel - Streets	0.00	500.00	500.00	0.00	100.0%	
543 31 46 0000 Insurance	10,852.20	10,900.00	10,900.00	0.00	100.0%	
543 31 49 0000 Training - Streets	0.00	500.00	500.00	0.00	100.0%	

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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>543 Streets Admin &amp; Overhead</b>						
543 31 49 0001 Misc/Recording Fees/Du	1,140.90	1,000.00	1,000.00	0.00	100.0%	
543 Streets Admin & Overhead	69,491.32	121,582.50	148,202.50	26,620.00	121.9%	
<b>544 Road &amp; Street Operations</b>						
544 20 41 0100 #14 ST Planning Profess	17,970.75	25,000.00	25,000.00	0.00	100.0%	
544 Road & Street Operations	17,970.75	25,000.00	25,000.00	0.00	100.0%	
<b>566 Substance Abuse</b>						
566 72 42 0100 Substance Abuse/Liquor	59.25	0.00	0.00	0.00	0.0%	
566 Substance Abuse	59.25	0.00	0.00	0.00	0.0%	
<b>594 Capital Expenditures</b>						
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.00	0.0%	
595 30 41 0000 McEvoy Overlay	0.00	78,049.00	78,049.00	0.00	100.0%	
595 30 41 0001 Loop Road Rebuild	0.00	287,998.00	0.00	(287,998.00)	0.0%	Project removed for 2023.
595 30 41 0002 Lakeview Road Paving	0.00	0.00	118,000.00	118,000.00	0.0%	Estimated costs to pave Lakeview
595 40 41 0000 Rock Creek Stormwater	0.00	0.00	0.00	0.00	0.0%	
595 40 41 0001 Loop Rd Stormwater	2,556.75	0.00	0.00	0.00	0.0%	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00	0.0%	
595 61 41 0001 Loop Rd. Sidewalk	0.00	200,000.00	0.00	(200,000.00)	0.0%	Project removed for 2023.
594 Capital Expenditures	2,556.75	566,047.00	196,049.00	(369,998.00)	34.6%	
<b>597 Interfund Transfers</b>						
597 19 00 0000 Transfer Out To 311 Firs	0.00	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%	
<b>999 Ending Balance</b>						
508 51 00 0100 Streets-Unreserved Endi	0.00	72,969.50	79,025.50	6,056.00	108.3%	Minimum balance of \$79k required per policy (10% of O&M costs)
508 51 01 0100 Streets-Snow Reserve	0.00	10,000.00	10,000.00	0.00	100.0%	
999 Ending Balance	0.00	82,969.50	89,025.50	6,056.00	107.3%	

## 2023 PROPOSED BUDGET CHANGES

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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
Fund Expenditures:	261,543.53	1,367,665.06	1,072,520.06	(295,145.00) 78.4%	
Fund Excess/(Deficit):	55,369.15	0.00	0.00		

## 2023 PROPOSED BUDGET CHANGES

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**103 Tourism Promo & Develop Fund**

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>					
308 31 00 0103 Tourism Reserved C&I -	100,000.00	100,000.00	100,000.00	0.00	100.0%
308 31 01 0103 Tourism Reserved C&I -	1,004,606.79	1,004,606.79	1,004,606.79	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,104,606.79</b>	<b>1,104,606.79</b>	<b>1,104,606.79</b>	<b>0.00</b>	<b>100.0%</b>
<b>310 Taxes</b>					
313 31 00 0000 Stadium (Motel/Hotel) T	229,449.21	473,000.00	473,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>229,449.21</b>	<b>473,000.00</b>	<b>473,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>					
361 11 00 0103 Interest Income/Tourism	17,402.94	0.00	0.00	0.00	0.0%
<b>103 Tourism</b>	<b>17,402.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>360 Interest &amp; Other Earnings</b>	<b>17,402.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>1,351,458.94</b>	<b>1,577,606.79</b>	<b>1,577,606.79</b>	<b>0.00</b>	<b>100.0%</b>

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>573 Cultural &amp; Community Activities</b>					
573 30 41 0000 Consultant Services, Cha	45,830.00	110,000.00	110,000.00	0.00	100.0%
573 30 41 0001 SBA Consultant Services	21,567.42	81,000.00	81,000.00	0.00	100.0%
573 30 41 0002 Chamber Events	0.00	18,000.00	18,000.00	0.00	100.0%
573 30 41 0004 County - Fair & Timber (	0.00	5,000.00	5,000.00	0.00	100.0%
573 30 41 0005 County - Bluegrass Festi	0.00	10,000.00	10,000.00	0.00	100.0%
573 30 41 0008 County-Fireworks	0.00	7,500.00	7,500.00	0.00	100.0%
573 30 41 0010 General Admin Fees	0.00	6,428.27	6,428.27	0.00	100.0%
573 90 10 0000 Promotion Salaries	1,147.49	5,000.00	5,000.00	0.00	100.0%
573 90 10 0003 Promotion Field Salaries	1,034.27	3,300.00	3,300.00	0.00	100.0%
573 90 20 0000 Promotion Benefits	211.52	1,000.00	1,000.00	0.00	100.0%
573 90 20 0003 Promotion Field Benefits	461.39	1,700.00	1,700.00	0.00	100.0%
573 90 31 0000 Promotion Supplies	0.00	0.00	0.00	0.00	0.0%
573 90 41 0002 CRGIC Consultant Servic	0.00	60,000.00	60,000.00	0.00	100.0%
573 90 41 0003 X-Fest Event	0.00	1,000.00	1,000.00	0.00	100.0%
573 90 41 0004 Dog Mountain Shuttle	0.00	10,000.00	10,000.00	0.00	100.0%
573 90 41 0008 Gorge Outrigger Races	0.00	5,000.00	5,000.00	0.00	100.0%

## 2023 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>573 Cultural &amp; Community Activities</b>					
573 90 41 0009 BOTG Kiteboarding Fest	0.00	3,000.00	3,000.00	0.00	100.0%
573 90 41 0013 Main St Program Coordi	18,750.00	75,000.00	75,000.00	0.00	100.0%
573 90 41 0014 Stevenson Waterfront M	0.00	5,000.00	5,000.00	0.00	100.0%
573 90 41 0018 SC Fair Board-GorgeGra:	0.00	4,000.00	4,000.00	0.00	100.0%
573 90 41 0019 CGTA Services	0.00	5,000.00	5,000.00	0.00	100.0%
573 90 41 0021 Computer Services	864.22	0.00	0.00	0.00	0.0%
573 90 41 0022 Audit Fee	0.00	2,000.00	2,000.00	0.00	100.0%
573 90 41 0024 Gorge Olympic Windsur	0.00	3,000.00	3,000.00	0.00	100.0%
573 90 41 0025 Gorge Downwind Chamj	0.00	10,000.00	10,000.00	0.00	100.0%
573 90 41 0026 OPA-Waterfront Festival	700.00	700.00	700.00	0.00	100.0%
573 90 41 0100 TAC - Professional Servic	242.00	0.00	0.00	0.00	0.0%
573 90 44 0000 TAC-Publishing	0.00	0.00	0.00	0.00	0.0%
573 90 45 0099 Eq Rental - Promotion Fi	618.42	0.00	0.00	0.00	0.0%
<b>573 Cultural &amp; Community Activities</b>	<b>91,426.73</b>	<b>432,628.27</b>	<b>432,628.27</b>	<b>0.00</b>	<b>100.0%</b>
<b>594 Capital Expenditures</b>					
594 75 63 0011 Chamber Office Display	0.00	10,000.00	10,000.00	0.00	100.0%
594 76 63 0001 Courthouse Park Plaza (S	118.58	200,000.00	200,000.00	0.00	100.0%
595 64 63 0000 Wayfinding Signs-Touris	0.00	72,000.00	72,000.00	0.00	100.0%
<b>594 Capital Expenditures</b>	<b>118.58</b>	<b>282,000.00</b>	<b>282,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>999 Ending Balance</b>					
508 31 00 0103 Tourism-Cap. Facility Re:	0.00	100,000.00	100,000.00	0.00	100.0%
508 31 01 0103 Tourism-Ending Cash	0.00	762,978.52	762,978.52	0.00	100.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>862,978.52</b>	<b>862,978.52</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Expenditures:</b>	<b>91,545.31</b>	<b>1,577,606.79</b>	<b>1,577,606.79</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,259,913.63</b>	<b>0.00</b>	<b>0.00</b>		

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105 Affordable Housing Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0105 Affordable Housing-Beg	12,435.11	12,435.11	12,435.11	0.00	100.0%
308 Beginning Balances	12,435.11	12,435.11	12,435.11	0.00	100.0%

310 Taxes

313 27 00 0000 Affordable And Supporti	348.63	5,000.00	5,000.00	0.00	100.0%
310 Taxes	348.63	5,000.00	5,000.00	0.00	100.0%

Fund Revenues:	12,783.74	17,435.11	17,435.11	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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999 Ending Balance

508 31 00 0105 Affordable Housing-End	0.00	17,435.11	17,435.11	0.00	100.0%
999 Ending Balance	0.00	17,435.11	17,435.11	0.00	100.0%

Fund Expenditures:	0.00	17,435.11	17,435.11	0.00	100.0%
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Fund Excess/(Deficit):	12,783.74	0.00	0.00		
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2023 PROPOSED BUDGET CHANGES

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107 HEALing SCARS Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 41 00 0107 HEALing SCARS-Beg. Ba	10,190.57	10,190.57	10,190.57	0.00	100.0%
308 Beginning Balances	10,190.57	10,190.57	10,190.57	0.00	100.0%

360 Interest & Other Earnings

367 27 00 0000 HS-Contributions and D	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	10,190.57	10,190.57	10,190.57	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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999 Ending Balance

508 41 00 0107 HEALing SCARS-Ending	0.00	10,190.57	10,190.57	0.00	100.0%
999 Ending Balance	0.00	10,190.57	10,190.57	0.00	100.0%

Fund Expenditures:	0.00	10,190.57	10,190.57	0.00	100.0%
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Fund Excess/(Deficit):	10,190.57	0.00	0.00		
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**300 Capital Improvement Fund**

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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**308 Beginning Balances**

308 31 00 0300 Cap Imp Reserved Begin	198,933.55	198,933.55	198,933.55	0.00	100.0%
308 31 01 0300 Cap Imp Res Begin C&I '	11,256.65	11,256.65	11,256.65	0.00	100.0%
<b>308 Beginning Balances</b>	<b>210,190.20</b>	<b>210,190.20</b>	<b>210,190.20</b>	<b>0.00</b>	<b>100.0%</b>

**310 Taxes**

318 34 00 0000 Real Estate Excise Tax	23,846.73	20,000.00	20,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>23,846.73</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>100.0%</b>

**360 Interest & Other Earnings**

361 11 00 0300 Interest on Investments-	4,042.16	0.00	0.00	0.00	0.0%
<b>360 Interest &amp; Other Earnings</b>	<b>4,042.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>238,079.09</b>	<b>230,190.20</b>	<b>230,190.20</b>	<b>0.00</b>	<b>100.0%</b>
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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**597 Interfund Transfers**

597 01 00 0100 Transfer Out to Streets	0.00	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**999 Ending Balance**

508 31 00 0300 Cap. Imp.-Ending Cash	0.00	218,933.55	218,933.55	0.00	100.0%
508 31 01 0300 Cap. Imp.-Waterfront Im	0.00	11,256.65	11,256.65	0.00	100.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>230,190.20</b>	<b>230,190.20</b>	<b>0.00</b>	<b>100.0%</b>

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>230,190.20</b>	<b>230,190.20</b>	<b>0.00</b>	<b>100.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>238,079.09</b>	<b>0.00</b>	<b>0.00</b>		
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311 First Street

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 91 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

333 20 20 0002 First St.-TA Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 0311 First St-Transfer In From	0.00	0.00	0.00	0.00	0.0%
397 00 00 1311 First St-Transfer In From	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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594 Capital Expenditures

595 10 41 0311 First St-Engineering Svc	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 91 00 0311 First St-Ending Balance	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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## 2023 PROPOSED BUDGET CHANGES

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312 Columbia Ave

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 91 00 0312 Columbia Ave Beginninc	(63,287.48)	(63,287.48)	(63,287.48)	0.00	100.0%
308 Beginning Balances	(63,287.48)	(63,287.48)	(63,287.48)	0.00	100.0%

330 Intergovernmental Revenues

334 03 10 0312 Columbia Ave-DOE IPG	99,324.35	145,617.25	145,617.25	0.00	100.0%
330 Intergovernmental Revenues	99,324.35	145,617.25	145,617.25	0.00	100.0%

Fund Revenues:	36,036.87	82,329.77	82,329.77	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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594 Capital Expenditures

594 54 41 0312 Columbia Ave-Consultar	52,084.37	82,329.77	82,329.77	0.00	100.0%
594 Capital Expenditures	52,084.37	82,329.77	82,329.77	0.00	100.0%

999 Ending Balance

508 91 00 0312 Columbia Ave Ending Ba	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	52,084.37	82,329.77	82,329.77	0.00	100.0%
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Fund Excess/(Deficit):	(16,047.50)	0.00	0.00		
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### 400 Water/Sewer Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>					
308 51 00 0400 WS Unreserved Begin C/	1,151,234.64	1,151,234.64	1,151,234.64	0.00	100.0%
400 Water/Sewer	1,151,234.64	1,151,234.64	1,151,234.64	0.00	100.0%
308 51 01 0400 WS Res Begin C&I Syste	631,301.09	631,301.09	631,301.09	0.00	100.0%
401 Water	631,301.09	631,301.09	631,301.09	0.00	100.0%
308 51 02 0400 WS Res Begin C&I Syste	175,778.18	175,778.18	175,778.18	0.00	100.0%
402 Sewer	175,778.18	175,778.18	175,778.18	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,958,313.91</b>	<b>1,958,313.91</b>	<b>1,958,313.91</b>	<b>0.00</b>	<b>100.0%</b>
<b>340 Charges For Goods &amp; Services</b>					
343 40 00 0000 Water Sales	440,828.53	744,575.00	744,575.00	0.00	100.0%
343 40 18 0000 Turn on Fees	361.20	1,500.00	1,500.00	0.00	100.0%
343 40 19 0000 Disconnect/Nonpaymen	106.96	1,000.00	1,000.00	0.00	100.0%
343 40 20 0000 Water Construction Hoo	0.00	0.00	0.00	0.00	0.0%
343 40 21 0000 Hydrant Rental - Externa	533.39	600.00	600.00	0.00	100.0%
343 40 99 0000 Hydrant Rental-Internal	0.00	4,000.00	4,000.00	0.00	100.0%
343 41 00 0000 Installation Water	3,363.37	10,000.00	10,000.00	0.00	100.0%
343 Water	445,193.45	761,675.00	761,675.00	0.00	100.0%
343 50 00 0000 Sewer Service Income	756,356.06	1,322,008.13	1,322,008.13	0.00	100.0%
343 50 01 0000 BOD Surcharge	17,518.21	0.00	0.00	0.00	0.0%
343 50 02 0000 Downspout-Sump Pump	2,970.00	0.00	0.00	0.00	0.0%
343 51 00 0000 Installation Sewer	0.00	300.00	300.00	0.00	100.0%
344 Sewer	776,844.27	1,322,308.13	1,322,308.13	0.00	100.0%
<b>340 Charges For Goods &amp; Services</b>	<b>1,222,037.72</b>	<b>2,083,983.13</b>	<b>2,083,983.13</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>					
367 40 00 0000 Water Capital Contributi	85,986.00	46,674.00	46,674.00	0.00	100.0%
369 10 01 0000 Water Miscellaneous Inc	6,058.25	0.00	0.00	0.00	0.0%
343 Water	92,044.25	46,674.00	46,674.00	0.00	100.0%
367 50 00 0000 Sewer Capital Contributi	31,323.00	56,532.00	56,532.00	0.00	100.0%

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**400 Water/Sewer Fund**

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
<b>360 Interest &amp; Other Earnings</b>						
369 10 02 0000 Sewer Miscellaneous Inc	63.00	0.00	0.00	0.00	0.0%	
344 Sewer	31,386.00	56,532.00	56,532.00	0.00	100.0%	
361 11 00 0400 Interest on Investments	25,764.63	4,000.00	4,000.00	0.00	100.0%	
369 81 00 0000 Cashier's Overages/Shor	0.00	0.00	0.00	0.00	0.0%	
369 91 00 0400 Other Miscellaneous/NS	0.00	0.00	0.00	0.00	0.0%	
400 Water/Sewer	25,764.63	4,000.00	4,000.00	0.00	100.0%	
360 Interest & Other Earnings	149,194.88	107,206.00	107,206.00	0.00	100.0%	
<b>380 Non Revenues</b>						
386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	3,329,546.51	4,149,503.04	4,149,503.04	0.00	100.0%	

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>534 Water Utilities</b>						
534 10 10 0000 WA-Administrative Salar	23,440.41	52,943.00	52,943.00	0.00	100.0%	
534 10 20 0000 WA-Administrative Bene	13,446.53	21,177.20	21,177.20	0.00	100.0%	
534 10 41 0001 General Admin Fee	0.00	93,675.52	93,675.52	0.00	100.0%	
534 10 41 0022 WA-Audit Fee	0.00	6,180.00	6,180.00	0.00	100.0%	
534 10 42 0000 WA-Op. Permit(DOH)/O	1,342.55	5,304.50	5,304.50	0.00	100.0%	
534 10 49 0001 WA-Dues & Membershij	358.02	2,060.00	2,060.00	0.00	100.0%	
534 20 41 0000 WA-Admin Planning Wa	52,065.51	52,000.00	77,000.00	25,000.00	148.1%	Standards Update, increased engineering and attorney costs
534 40 43 0000 WA-Travel	2,125.64	2,060.00	3,060.00	1,000.00	148.5%	Increased staff travel for training
534 40 49 0001 WA-Training	3,758.40	2,060.00	5,060.00	3,000.00	245.6%	Increased staff training
534 50 35 0000 WA-Small Tools/Minor E	4,516.85	2,575.00	7,575.00	5,000.00	294.2%	Increased estimate
534 50 48 0000 WA-Repair-Contracted L	26,780.96	20,600.00	30,600.00	10,000.00	148.5%	Increased estimate
534 70 10 0000 WA-Customer Services S	26,546.58	54,020.40	54,020.40	0.00	100.0%	
534 70 20 0000 WA-Customer Services E	6,562.40	17,363.70	17,363.70	0.00	100.0%	
534 70 31 0000 WA-Office Supplies And	998.63	4,171.50	4,171.50	0.00	100.0%	
534 70 41 0000 WA-Computer Services/	11,946.60	6,180.00	19,800.00	13,620.00	320.4%	Increased Radcomp costs
534 70 41 0001 WA-EBPP Fees	1,843.61	3,090.00	3,090.00	0.00	100.0%	

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>534 Water Utilities</b>						
534 80 31 0000 WA-Operating Supplies	17,525.93	36,050.00	36,050.00	0.00	100.0%	
534 80 41 0000 WA-Testing	1,609.00	5,150.00	5,150.00	0.00	100.0%	
534 80 41 0001 WA-Services	10,261.06	4,900.00	16,424.00	11,524.00	335.2%	GIS contract and Cityworks workorder system
534 80 42 0000 WA-Telephone	1,119.42	2,060.00	2,060.00	0.00	100.0%	
534 80 45 0001 WA-Telemetry/Meter Se	5,524.61	4,120.00	5,620.00	1,500.00	136.4%	Increased costs
534 80 45 0099 WA-Eq Rental - Water	30,139.17	54,590.00	54,590.00	0.00	100.0%	
534 80 46 0000 WA-Insurance	34,298.63	32,630.00	34,630.00	2,000.00	106.1%	Increased insurance premiums
534 80 47 0000 WA-Electricity	11,685.73	24,720.00	24,720.00	0.00	100.0%	
534 81 41 0000 WA-Prof Services - Gene	101.00	85,253.10	85,253.10	0.00	100.0%	
534 84 10 0000 WA-Operations Plant Sa	31,708.72	82,404.00	82,404.00	0.00	100.0%	
534 84 20 0000 WA-Operations Plant Be	12,571.12	41,202.00	41,202.00	0.00	100.0%	
534 84 31 0000 WA-Chemicals Plant	0.00	10,609.00	10,609.00	0.00	100.0%	
534 84 41 0000 WA-Consultant Services	0.00	0.00	0.00	0.00	0.0%	
534 85 10 0000 WA-Operations T & D S	43,186.87	70,632.00	70,632.00	0.00	100.0%	
534 85 20 0000 WA-Operations T & D B	17,287.37	35,316.00	35,316.00	0.00	100.0%	
534 90 44 0000 WA-Taxes	17,378.62	41,215.97	41,215.97	0.00	100.0%	
<b>534 Water Utilities</b>	<b>410,129.94</b>	<b>876,312.89</b>	<b>948,956.89</b>	<b>72,644.00</b>	<b>108.3%</b>	

535 Sewer

535 10 10 0000 WW-Administrative Sala	34,386.14	78,252.80	78,252.80	0.00	100.0%	
535 10 20 0000 WW-Administrative Ben	16,565.52	32,949.20	32,949.20	0.00	100.0%	
535 10 41 0001 WW-General Admin Fee	0.00	105,720.73	105,720.73	0.00	100.0%	
535 10 41 0022 WW-Audit Fee	0.00	8,240.00	8,240.00	0.00	100.0%	
535 10 42 0000 WW-Permit Fees/DOE	1,441.81	2,575.00	2,575.00	0.00	100.0%	
535 10 44 0000 WW-Advertising	0.00	0.00	0.00	0.00	0.0%	
535 10 49 0001 WW-Dues & Membersh	838.00	1,030.00	1,030.00	0.00	100.0%	
535 20 41 0000 WW-Admin Planning Se	50,575.28	55,900.00	77,000.00	21,100.00	137.7%	Standards update and increased engineering and attorney costs
535 40 43 0000 WW-Travel	0.00	1,545.00	1,545.00	0.00	100.0%	
535 40 49 0001 WW-Training	1,506.00	3,090.00	3,090.00	0.00	100.0%	
535 51 31 0000 WW-Maintenance Suppl	5,777.61	10,300.00	10,300.00	0.00	100.0%	
535 51 48 0000 WW-Repair (Contract Se	34,718.90	123,600.00	123,600.00	0.00	100.0%	
535 51 48 0001 WW-Solids Hauling & D	44,419.93	123,600.00	123,600.00	0.00	100.0%	
535 64 41 0000 WW-Plant Services	0.00	0.00	0.00	0.00	0.0%	
535 70 10 0000 WW-Customer Service S	26,546.58	54,020.40	54,020.40	0.00	100.0%	
535 70 20 0000 WW-Customer Service B	6,562.40	17,363.70	17,363.70	0.00	100.0%	
535 70 31 0000 WW-Office Supplies & P	1,026.03	4,429.00	4,429.00	0.00	100.0%	
535 70 41 0000 WW-Computer Services,	5,196.15	5,150.00	10,150.00	5,000.00	197.1%	Increased Radcomp costs

2023 PROPOSED BUDGET CHANGES

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>535 Sewer</b>						
535 70 41 0001 WW-EBPP Fees Sewer	1,841.60	3,090.00	3,090.00	0.00	100.0%	
535 80 31 0000 WW-Operating Supplies	4,008.47	10,300.00	10,300.00	0.00	100.0%	
535 80 41 0000 Sewer Operations Testin	8,072.00	21,630.00	21,630.00	0.00	100.0%	
535 80 41 0001 Sewer Operations-Servic	10,261.05	4,800.00	10,324.00	5,524.00	215.1%	GIS and Cityworks services
535 80 42 0000 Sewer Telephone	2,355.14	4,738.00	4,738.00	0.00	100.0%	
535 80 45 0099 Eq Rental - Sewer	29,074.09	46,350.00	46,350.00	0.00	100.0%	
535 80 46 0000 Sewer Insurance	28,102.42	25,758.75	28,758.75	3,000.00	111.6%	Increased insurance costs
535 81 10 0000 WW-Operations Coll. Sa	16,596.16	42,324.00	42,324.00	0.00	100.0%	
535 81 20 0000 WW-Operations Coll. Be	6,225.80	15,662.00	15,662.00	0.00	100.0%	
535 81 47 0000 WW-Coll Electricity	1,879.06	5,150.00	5,150.00	0.00	100.0%	
535 81 47 0001 WW-Coll. Water	185.20	463.50	463.50	0.00	100.0%	
535 84 10 0000 WW-Operations Plant S&	53,236.90	124,200.00	164,200.00	40,000.00	132.2%	Additional staff at WWTP and promotion to WWTPO II
535 84 20 0000 WW-Operations Plant B&	19,453.75	77,004.00	87,004.00	10,000.00	113.0%	Additional staff at WWTP and promotion to WWTPO II
535 84 47 0000 WW-Electricity	21,215.42	26,780.00	26,780.00	0.00	100.0%	
535 84 47 0001 WW-Plant Water	13,902.80	21,630.00	21,630.00	0.00	100.0%	
535 85 10 0000 WW Sampling Salary	126.61	4,000.00	4,000.00	0.00	100.0%	
535 85 20 0000 WW Sampling Benefits	49.53	2,500.00	2,500.00	0.00	100.0%	
535 85 31 0000 WW Sampling Supplies	0.00	515.00	515.00	0.00	100.0%	
535 85 41 0000 WW Sampling Professio	0.00	7,210.00	7,210.00	0.00	100.0%	
535 85 41 0002 WW Industrial Pretreatr	0.00	4,120.00	4,120.00	0.00	100.0%	
535 85 45 0000 WW Sampling Equipmer	51.54	0.00	0.00	0.00	0.0%	
535 90 44 0000 Sewer Taxes	14,383.88	41,457.50	41,457.50	0.00	100.0%	
<b>535 Sewer</b>	<b>460,581.77</b>	<b>1,117,448.58</b>	<b>1,202,072.58</b>	<b>84,624.00</b>	<b>107.6%</b>	
<b>591 Debt Service</b>						
591 34 70 0000 WA-SMART Meter Lease	15,031.23	30,275.15	30,275.15	0.00	100.0%	
591 34 78 0000 Base Res PWTF Loan Pri	0.00	23,273.39	23,273.39	0.00	100.0%	
592 34 80 0000 WA-SMART Meter Lease	3,048.31	6,840.53	6,840.53	0.00	100.0%	
592 34 83 0000 Base Reservoir PWTF Lo	0.00	465.47	465.47	0.00	100.0%	
<b>534 Water</b>	<b>18,079.54</b>	<b>60,854.54</b>	<b>60,854.54</b>	<b>0.00</b>	<b>100.0%</b>	
591 35 72 0000 Sewer Outfall - USDA RI	12,613.54	25,377.34	25,377.34	0.00	100.0%	
591 35 72 0001 WWTP Design-DOE Prin	16,958.01	30,678.05	30,678.05	0.00	100.0%	
592 35 83 0000 Sewer Outfall - USDA RI	3,721.46	7,292.66	7,292.66	0.00	100.0%	
592 35 83 0001 WWTP Design-DOE Inte	7,831.59	18,901.15	18,901.15	0.00	100.0%	
<b>535 Sewer</b>	<b>41,124.60</b>	<b>82,249.20</b>	<b>82,249.20</b>	<b>0.00</b>	<b>100.0%</b>	

## 2023 PROPOSED BUDGET CHANGES

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**400 Water/Sewer Fund**

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>591 Debt Service</b>						
591 Debt Service	59,204.14	143,103.74	143,103.74	0.00	100.0%	
<b>594 Capital Expenditures</b>						
594 34 10 4006 Water Connections - Sal	206.14	5,400.00	5,400.00	0.00	100.0%	
594 34 20 4006 Water Connections - Ber	56.63	2,700.00	2,700.00	0.00	100.0%	
594 34 31 4009 Water Plant Improvemer	0.00	0.00	0.00	0.00	0.0%	
594 34 45 0400 Eq Rental - Water Conne	66.10	2,060.00	2,060.00	0.00	100.0%	
594 34 48 0000 Loop Rd Waterline-Cont	155,585.75	162,000.00	162,000.00	0.00	100.0%	
594 34 62 4009 Water Plant Improvemer	11,941.59	100,000.00	100,000.00	0.00	100.0%	
594 34 64 0000 WA-Fixed Assets To Cap	0.00	0.00	0.00	0.00	0.0%	
534 Water	167,856.21	272,160.00	272,160.00	0.00	100.0%	
594 35 41 0100 WW-Line Extensions Cor	2,108.00	0.00	100,000.00	100,000.00	0.0%	Iman and Chinidere extensions
535 Sewer	2,108.00	0.00	100,000.00	100,000.00	0.0%	
594 Capital Expenditures	169,964.21	272,160.00	372,160.00	100,000.00	136.7%	
<b>597 Interfund Transfers</b>						
597 10 00 0000 Transfer Out to 410 WW	0.00	400,000.00	400,000.00	0.00	100.0%	
597 10 00 0406 Transfer Out To 406 WW	0.00	21,779.00	21,779.00	0.00	100.0%	
597 10 00 0420 Transfer out to 420-Casc	0.00	0.00	19,550.00	19,550.00	0.0%	Mitigation for Cascade Avenue lift station upgrades-5-year obligation.
535 Sewer	0.00	421,779.00	441,329.00	19,550.00	104.6%	
597 Interfund Transfers	0.00	421,779.00	441,329.00	19,550.00	104.6%	
<b>999 Ending Balance</b>						
508 51 00 0400 WS-Ending Cash	0.00	670,413.56	393,595.56	(276,818.00)	58.7%	Minimum balance of \$230k per finance policy (10% O&M costs)
400 Water/Sewer	0.00	670,413.56	393,595.56	(276,818.00)	58.7%	
508 51 01 0400 WS-Water Reserve	0.00	415,975.09	415,975.09	0.00	100.0%	
401 Water	0.00	415,975.09	415,975.09	0.00	100.0%	



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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<hr/>					
999 Ending Balance					
<hr/>					
508 51 02 0400 WS-WW Reserve	0.00	232,310.18	232,310.18	0.00	100.0%
402 Sewer	0.00	232,310.18	232,310.18	0.00	100.0%
<hr/>					
999 Ending Balance	0.00	1,318,698.83	1,041,880.83	(276,818.00)	79.0%
<hr/>					
Fund Expenditures:	1,099,880.06	4,149,503.04	4,149,503.04	0.00	100.0%
<hr/>					
Fund Excess/(Deficit):	2,229,666.45	0.00	0.00		

## 2023 PROPOSED BUDGET CHANGES

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406 Wastewater Short Lived Asset Res. Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0406 WWSLAR Beginning Cas	65,337.00	65,337.00	65,337.00	0.00	100.0%
308 Beginning Balances	65,337.00	65,337.00	65,337.00	0.00	100.0%

397 Interfund Transfers

397 10 00 0406 WWSLA-Transfers In	0.00	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	0.00	21,779.00	21,779.00	0.00	100.0%

Fund Revenues:	65,337.00	87,116.00	87,116.00	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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999 Ending Balance

508 31 00 0406 WWSLAR-Ending Cash	0.00	87,116.00	87,116.00	0.00	100.0%
999 Ending Balance	0.00	87,116.00	87,116.00	0.00	100.0%

Fund Expenditures:	0.00	87,116.00	87,116.00	0.00	100.0%
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Fund Excess/(Deficit):	65,337.00	0.00	0.00		
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## 2023 PROPOSED BUDGET CHANGES

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408 Wastewater Debt Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0408	WW Debt Reserve Beg. l	61,191.00	61,191.00	61,191.00	0.00	100.0%
308 Beginning Balances		61,191.00	61,191.00	61,191.00	0.00	100.0%

397 Interfund Transfers

397 10 00 0408	WW Debt Res-Transfers	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:		61,191.00	61,191.00	61,191.00	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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999 Ending Balance

508 31 00 0408	WW Debt Reserve-Endir	0.00	61,191.00	61,191.00	0.00	100.0%
999 Ending Balance		0.00	61,191.00	61,191.00	0.00	100.0%

Fund Expenditures:		0.00	61,191.00	61,191.00	0.00	100.0%
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Fund Excess/(Deficit):		61,191.00	0.00	0.00		
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### 410 Wastewater System Upgrades

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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### 308 Beginning Balances

308 51 00 0410 WW Sys Upgrades Beg C	(1,179,179.71)	(1,179,179.71)	(1,179,179.71)	0.00	100.0%
308 Beginning Balances	(1,179,179.71)	(1,179,179.71)	(1,179,179.71)	0.00	100.0%

### 330 Intergovernmental Revenues

331 11 00 0000 EDA Grant-WW Coll. Sys	0.00	2,528,740.07	2,528,740.07	0.00	100.0%
331 66 00 0000 EPA Grant-WWTP Const	0.00	2,500,000.00	2,500,000.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	5,028,740.07	5,028,740.07	0.00	100.0%

### 390 Other Financing Sources

391 20 00 0000 USDA RDA Bond Procee	50,988.27	590,574.27	590,574.27	0.00	100.0%
391 90 00 0410 DOE Construction Loan	4,659,479.36	9,046,795.37	9,046,795.37	0.00	100.0%
390 Other Financing Sources	4,710,467.63	9,637,369.64	9,637,369.64	0.00	100.0%

### 397 Interfund Transfers

397 05 00 0410 Transfer In from Water/S	0.00	400,000.00	400,000.00	0.00	100.0%
397 Interfund Transfers	0.00	400,000.00	400,000.00	0.00	100.0%

Fund Revenues:	3,531,287.92	13,886,930.00	13,886,930.00	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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### 592 Debt Service - Interest Costs

592 35 83 0410 USDA-Interim Interest	1,382.69	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	1,382.69	0.00	0.00	0.00	0.0%

### 594 Capital Expenditures

594 35 31 4113 WWTP-Equipment	615,559.67	0.00	0.00	0.00	0.0%
594 35 31 4114 WWTP-Lab Equipment	3,494.28	0.00	0.00	0.00	0.0%
594 35 41 4104 Coll. Sys. Upgrades Cons	102,618.30	155,016.00	155,016.00	0.00	100.0%
594 35 41 4105 Coll. Sys. Upgrades Cons	0.00	2,731,914.00	2,731,914.00	0.00	100.0%
594 35 41 4106 Collection Sys. Upgrades	0.00	0.00	0.00	0.00	0.0%
594 35 41 4110 WWTP-Consultant Serv	249,641.33	0.00	0.00	0.00	0.0%

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410 Wastewater System Upgrades

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>594 Capital Expenditures</b>					
594 35 41 4111 WWTP-Construction Ser	3,389,568.83	11,000,000.00	11,000,000.00	0.00	100.0%
594 35 41 4112 WWTP Upgrades-PUD	0.00	0.00	0.00	0.00	0.0%
594 35 41 4114 WWTP-Deferred Mainte	15,990.67	0.00	0.00	0.00	0.0%
594 35 41 4115 Main D Extension-Const	18,533.20	0.00	0.00	0.00	0.0%
594 35 49 0000 WW Upgrades-Permittir	4,778.04	0.00	0.00	0.00	0.0%
594 Capital Expenditures	4,400,184.32	13,886,930.00	13,886,930.00	0.00	100.0%
<b>999 Ending Balance</b>					
508 51 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	4,401,567.01	13,886,930.00	13,886,930.00	0.00	100.0%
Fund Excess/(Deficit):	(870,279.09)	0.00	0.00		

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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420 Cascade Avenue Mitigation Fund

Revenues	YTD	Budgeted	Proposed	Difference	%	Remarks
<b>397 Interfund Transfers</b>						
397 10 00 0420 Transfer In from Water/	0.00	0.00	19,550.00	19,550.00	0.0%	Mitigation for Cascade Avenue lift station upgrades-5-year obligation.
397 Interfund Transfers	0.00	0.00	19,550.00	19,550.00	0.0%	
<b>Fund Revenues:</b>	0.00	0.00	19,550.00	19,550.00	0.0%	
<b>Expenditures</b>						
<b>999 Ending Balance</b>						
508 51 00 0420 Cascade Ave Mitigation-	0.00	0.00	19,550.00	19,550.00	0.0%	
999 Ending Balance	0.00	0.00	19,550.00	19,550.00	0.0%	
<b>Fund Expenditures:</b>	0.00	0.00	19,550.00	19,550.00	0.0%	
<b>Fund Excess/(Deficit):</b>	0.00	0.00	0.00			

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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500 Equipment Service Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 51 00 0500 ES Unreserved Begin CA	157,311.97	157,311.97	157,311.97	0.00	100.0%
308 Beginning Balances	157,311.97	157,311.97	157,311.97	0.00	100.0%

340 Charges For Goods & Services

348 00 00 0000 Equipment Rental-Interr	99,705.45	175,000.00	175,000.00	0.00	100.0%
340 Charges For Goods & Services	99,705.45	175,000.00	175,000.00	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0500 Interest Income/ES	1,642.08	0.00	0.00	0.00	0.0%
362 10 03 0000 Equipment Rental-Exterr	250.00	0.00	0.00	0.00	0.0%
369 10 00 0500 Sale of Scrap Equip Serv	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	1,892.08	0.00	0.00	0.00	0.0%

390 Other Financing Sources

395 10 00 0500 Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	258,909.50	332,311.97	332,311.97	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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548 Public Works - Centralized Services

548 65 10 0000 Maintenance Salary	19,728.82	37,800.00	37,800.00	0.00	100.0%
548 65 20 0000 Maintenance Benefits	8,637.07	18,360.00	18,360.00	0.00	100.0%
548 65 25 0000 Medical Physicals-Requi	403.00	2,000.00	2,000.00	0.00	100.0%
548 65 31 0000 Tires	4,895.50	2,000.00	7,000.00	5,000.00	350.0% Revised estimate based on projected needs
548 65 32 0000 Gas and Oil	11,306.43	25,000.00	25,000.00	0.00	100.0%
548 65 33 0000 Supplies	6,406.51	3,000.00	13,000.00	10,000.00	433.3% Revised estimate based on 2022
548 65 41 0001 General Gov. Admin	0.00	13,134.23	13,134.23	0.00	100.0%
548 65 46 0000 Insurance	7,255.62	10,000.00	10,000.00	0.00	100.0%
548 65 47 0000 Heat & Lights	2,636.29	3,000.00	3,000.00	0.00	100.0%
548 65 48 0000 Repairs/Supplies Contra	7,696.90	20,000.00	20,000.00	0.00	100.0%
548 65 49 0000 Training	0.00	7,250.00	7,250.00	0.00	100.0%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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500 Equipment Service Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

548 Public Works - Centralized Services

548 Public Works - Centralized Serv	68,966.14	141,544.23	156,544.23	15,000.00	110.6%
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594 Capital Expenditures

594 48 64 0000 Equipment Purchase	92,986.58	100,000.00	100,000.00	0.00	100.0%
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594 Capital Expenditures	92,986.58	100,000.00	100,000.00	0.00	100.0%
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999 Ending Balance

508 51 00 0500 ES-Ending Cash	0.00	90,767.74	75,767.74	(15,000.00)	83.5%
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999 Ending Balance	0.00	90,767.74	75,767.74	(15,000.00)	83.5%
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Fund Expenditures:	161,952.72	332,311.97	332,311.97	0.00	100.0%
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Fund Excess/(Deficit):	96,956.78	0.00	0.00		
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## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

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630 Stevenson Municipal Court

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0630 Stevenson Municipal Co	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

380 Non Revenues

386 90 00 0000 Agency Deposit - Court	2,460.19	0.00	0.00	0.00	0.0%
386 90 00 0001 Agency Deposit - CVC	55.39	0.00	0.00	0.00	0.0%
380 Non Revenues	2,515.58	0.00	0.00	0.00	0.0%

Fund Revenues:	2,515.58	0.00	0.00	0.00	0.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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580 Non Expenditures

586 90 00 0000 Agency Disbursement -	2,113.91	0.00	0.00	0.00	0.0%
586 90 00 0001 Agency Disbursement -	42.99	0.00	0.00	0.00	0.0%
580 Non Expenditures	2,156.90	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 00 0630 Stevenson Municipal Co	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	2,156.90	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	358.68	0.00	0.00		
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## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

### Fund Totals

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Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	2,265,244.74	2,906,408.55	2,996,408.55	90,000.00	103.1%
010 General Reserve Fund	338,658.20	335,258.75	335,258.75	0.00	100.0%
020 Fire Reserve Fund	1,675,373.14	1,675,586.13	1,778,960.29	103,374.16	106.2%
030 ARPA	298,313.00	298,313.00	298,313.00	0.00	100.0%
100 Street Fund	316,912.68	1,367,665.06	1,072,520.06	(295,145.00)	78.4%
103 Tourism Promo & Develop Fund	1,351,458.94	1,577,606.79	1,577,606.79	0.00	100.0%
105 Affordable Housing Fund	12,783.74	17,435.11	17,435.11	0.00	100.0%
107 HEALing SCARS Fund	10,190.57	10,190.57	10,190.57	0.00	100.0%
300 Capital Improvement Fund	238,079.09	230,190.20	230,190.20	0.00	100.0%
311 First Street	0.00	0.00	0.00	0.00	0.0%
312 Columbia Ave	36,036.87	82,329.77	82,329.77	0.00	100.0%
400 Water/Sewer Fund	3,329,546.51	4,149,503.04	4,149,503.04	0.00	100.0%
406 Wastewater Short Lived Asset Res. Fu	65,337.00	87,116.00	87,116.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	3,531,287.92	13,886,930.00	13,886,930.00	0.00	100.0%
420 Cascade Avenue Mitigation Fund	0.00	0.00	19,550.00	19,550.00	0.0%
500 Equipment Service Fund	258,909.50	332,311.97	332,311.97	0.00	100.0%
630 Stevenson Municipal Court	2,515.58	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>13,791,838.48</b>	<b>27,018,035.94</b>	<b>26,935,815.10</b>	<b>(82,220.84)</b>	<b>99.7%</b>
001 General Expense Fund	580,538.31	2,906,408.55	2,996,408.55	90,000.00	103.1%
010 General Reserve Fund	0.00	335,258.75	335,258.75	0.00	100.0%
020 Fire Reserve Fund	0.00	1,675,586.13	1,778,960.29	103,374.16	106.2%
030 ARPA	0.00	298,313.00	298,313.00	0.00	100.0%
100 Street Fund	261,543.53	1,367,665.06	1,072,520.06	(295,145.00)	78.4%
103 Tourism Promo & Develop Fund	91,545.31	1,577,606.79	1,577,606.79	0.00	100.0%
105 Affordable Housing Fund	0.00	17,435.11	17,435.11	0.00	100.0%
107 HEALing SCARS Fund	0.00	10,190.57	10,190.57	0.00	100.0%
300 Capital Improvement Fund	0.00	230,190.20	230,190.20	0.00	100.0%
311 First Street	0.00	0.00	0.00	0.00	0.0%
312 Columbia Ave	52,084.37	82,329.77	82,329.77	0.00	100.0%
400 Water/Sewer Fund	1,099,880.06	4,149,503.04	4,149,503.04	0.00	100.0%
406 Wastewater Short Lived Asset Res. Fu	0.00	87,116.00	87,116.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	0.00	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	4,401,567.01	13,886,930.00	13,886,930.00	0.00	100.0%
420 Cascade Avenue Mitigation Fund	0.00	0.00	19,550.00	19,550.00	0.0%
500 Equipment Service Fund	161,952.72	332,311.97	332,311.97	0.00	100.0%
630 Stevenson Municipal Court	2,156.90	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>6,651,268.21</b>	<b>27,018,035.94</b>	<b>26,935,815.10</b>	<b>(82,220.84)</b>	<b>99.7%</b>
<b>Excess/(Deficit):</b>	<b>7,140,570.27</b>	<b>0.00</b>	<b>0.00</b>		

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2023-1195**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF STEVENSON,  
WASHINGTON, FOR FISCAL YEAR 2023**

**Whereas**, City Council of the City of Stevenson has reviewed its original 2023 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2023 budget are appropriate; and

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

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

**Section 1.** The budget for the City of Stevenson, Washington for the year 2023 as amended is hereby adopted in its final form and content.

**Section 2.** Estimated resources, including cash balances for each separate fund of the City of Stevenson, for all such funds combined for the year 2023 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2023 as set forth in the 2023 Fiscal Year Budget as attached Exhibit A:

**THIS ORDINANCE SHALL TAKE EFFECT** and be in force five (5) days after its publication according to law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Robert Muth  
City Attorney

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

Exhibit "A"

Ordinance 2023-1195 Exhibit A									
2023 Budget Amendment #2									
Estimated Revenues and Budgeted Appropriations by Fund									
		Budgeted Resources				Budgeted Appropriations			
Fund		Estimated			Total			Estimated	
No.	Name	Beginning	Estimated	Transfers	Budgeted	Budgeted	Transfers	Ending	Total
		Cash	Revenues	In	Resources	Expenditures	Out	Cash	Appropriations
001	General Fund	1,541,738	<del>-1,364,670</del>	-	<del>2,906,409</del>	<del>-1,362,729</del>	<del>-175,000</del>	<del>-1,368,680</del>	<del>2,906,409</del>
010	General Fund Reserve	335,259	-	-	335,259	-	-	335,259	335,259
020	Fire Reserve Fund	1,650,586	-	<del>25,000</del>	<del>1,675,586</del>	-	-	<del>-1,675,586</del>	<del>1,675,586</del>
030	ARPA Fund	298,313	-	-	298,313	-	-	298,313	298,313
100	Street Fund	75,741	<del>-1,141,925</del>	<del>-150,000</del>	<del>1,367,665</del>	<del>-1,284,696</del>	-	<del>82,970</del>	<del>1,367,665</del>
103	Tourism Promotion	1,104,607	473,000	-	1,577,607	714,628	-	862,979	1,577,607
105	Affordable Housing	12,435	5,000	-	17,435	-	-	17,435	17,435
107	HEALing SCARS Fund	10,191	-	-	10,191	-	-	10,191	10,191
300	Capital Improvements Fund	210,190	20,000	-	230,190	-	-	230,190	230,190
311	First Street	-	-	-	-	-	-	-	-
312	Columbia Ave	(63,287)	145,617	-	82,330	82,330	-	-	82,330
400	Water / Sewer Fund	1,958,314	2,191,189	-	4,149,503	<del>2,409,025</del>	<del>421,779</del>	<del>1,318,699</del>	<del>4,149,503</del>
406	WW Short-Lived Asset Res.	65,337	-	21,779	87,116	-	-	87,116	87,116
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	(1,179,180)	14,666,110	400,000	13,886,930	13,886,930	-	-	13,886,930
500	Equipment Service Fund	157,312	175,000	-	332,312	<del>241,544</del>	-	<del>90,768</del>	<del>332,312</del>
		<b>6,238,747</b>	<b>20,182,514</b>	<del>-596,779</del>	<del>27,018,036</del>	<del>-19,981,882</del>	<del>-596,779</del>	<b>6,439,375</b>	<del>27,018,036</del>
		Budgeted Resources				Budgeted Appropriations			
Fund		Estimated			Total			Estimated	Total
No.	Name	Beginning	Estimated	Transfers	Budgeted	Budgeted	Transfers	Ending	Total
		Cash	Revenues	In	Resources	Expenditures	Out	Cash	Appropriations
001	General Fund	1,541,738	<b>1,454,670</b>	-	<b>2,996,409</b>	<b>1,562,729</b>	<b>418,374</b>	<b>1,015,305</b>	<b>2,996,409</b>
010	General Fund Reserve	335,259	-	-	335,259	-	-	335,259	335,259
020	Fire Reserve Fund	1,650,586	-	<b>128,374</b>	<b>1,778,960</b>	-	-	<b>1,778,960</b>	<b>1,778,960</b>
030	ARPA Fund	298,313	-	-	298,313	-	-	298,313	298,313
100	Street Fund	75,741	<b>706,780</b>	<b>290,000</b>	<b>1,072,520</b>	<b>983,495</b>	-	<b>89,026</b>	<b>1,072,520</b>
103	Tourism Promotion	1,104,607	473,000	-	1,577,607	714,628	-	862,979	1,577,607
105	Affordable Housing	12,435	5,000	-	17,435	-	-	17,435	17,435
107	HEALing SCARS Fund	10,191	-	-	10,191	-	-	10,191	10,191
300	Capital Improvements Fund	210,190	20,000	-	230,190	-	-	230,190	230,190
311	First Street	-	-	-	-	-	-	-	-
312	Columbia Ave	(63,287)	145,617	-	82,330	82,330	-	-	82,330
400	Water / Sewer Fund	1,958,314	2,191,189	-	4,149,503	<b>2,666,293</b>	<b>441,329</b>	<b>1,041,881</b>	<b>4,149,503</b>
406	WW Short-Lived Asset Res.	65,337	-	21,779	87,116	-	-	87,116	87,116
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	(1,179,180)	14,666,110	400,000	13,886,930	13,886,930	-	-	13,886,930
420	<b>Cascade Ave Mitigation</b>	-	<b>19,550</b>	-	<b>19,550</b>	-	-	<b>19,550</b>	<b>19,550</b>
500	Equipment Service Fund	157,312	175,000	-	332,312	<b>256,544</b>	-	<b>75,768</b>	<b>332,312</b>
		<b>6,238,746</b>	<b>19,856,916</b>	<b>840,153</b>	<b>26,935,815</b>	<b>20,152,949</b>	<b>859,703</b>	<b>5,923,163</b>	<b>26,935,815</b>

Key: ~~Strikethrough~~ means repealed. **Bold** means new.



July 12, 2023

Mayor Scott Anderson  
Stevenson City Council  
7121 East Loop Road  
Stevenson, WA 98648

Dear Mayor Anderson and Council members:

The Stevenson Business Association (SBA) is in the final stages of dissolving our organization. The Stevenson Downtown Association has taken on some of the prior activities of the SBA and the Skamania County Chamber of Commerce continues to handle the promotional programs for Stevenson.

As stated in the bylaws, the remaining funds in the SBA checking account are to be distributed to the City of Stevenson. The SBA respectfully request that the City decline the funds in writing and redirect the funds to the Skamania County Chamber of Commerce to set up a new checking account for the sole purpose of continuing Stevenson promotional programs as outlined in the Chamber's LTAC contract with the City.

The current balance of the SBA's operating checking account is \$6,597.55.  
The current balance of the SBA's Stevenson Bucks account is \$962.44.

Thank you for your consideration on this matter.

Respectfully,

A handwritten signature in black ink, appearing to read 'Thomas Meade', with a long horizontal flourish extending to the right.

Thomas Meade, President  
Stevenson Business Association

A handwritten signature in black ink, appearing to read 'Angie Waiss', written in a cursive style.

Angie Waiss, Executive Director  
Skamania County Chamber of Commerce

**CITY OF STEVENSON  
RESOLUTION NO. 2023-416**

**A RESOLUTION OF THE CITY OF STEVENSON  
REVISING THE PURCHASING POLICY**

**WHEREAS**, the City has in place a purchasing policy adopted by resolution 2022-393 in 2022; and

**WHEREAS**, there are changes regarding grant and federal funding application and reimbursement approvals needed to be in line with current and past practice; and

**WHEREAS**, the City Council finds the adoption of this resolution to be in the best interest 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 revised in Exhibit A, attached hereto and incorporated by reference.

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 20<sup>th</sup> day of July, 2023.

\_\_\_\_\_  
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  
Comprehensive Procurement Policy

Approved by Resolution ~~2022-393~~2023-416

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## I. PROCUREMENT POLICY SUMMARY TABLE

Procurement Type	Requested (when included in budget)				
	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
<b>Public Works</b>					
Public Works – Minimal	<\$10,000			X	
Public Works-(Single)	<\$75,500		\$50,000	>\$50,000	
Public Works-(Multi)	<\$116,155		\$50,000	>\$50,000	
Limited PW Process (Part of SWR-min 3 quotes)	\$10,000-\$49,999		X		
Public Works-Small Works Roster (All or min 5 quotes)	\$50,000-\$349,999			\$250,000	>\$250,000
Public Works-Formal Bid Process	>\$350,000				X
Public Works-Formal (If not using Small Works Roster)	>\$75,500/>\$116,155			\$250,000	>\$250,000
<b>Professional Services</b>					
Professional Services (Architect & Engineer) RCW39.80	Qualification Based			\$250,000	>\$250,000
<b>Non-Professional (Personal &amp; Purchase of Services)</b>					
Direct Selection/Negotiation	<\$15,000			X	
Informal (Min. 3 quotes)	\$15,000-\$250,000			X	
Formal Bidding- (not sealed) Request for Proposals	>\$250,000				X
<b>Purchasing (Non-Public Works Related)</b>					
Purchasing-Direct Purchase	<\$15,000	<\$5,000	X		
Purchasing-Informal (3 Quotes)	\$15,000-\$250,000		\$50,000	>\$50,000	
Purchasing-Formal -Request for Bids (sealed or not)	>\$250,000			X	
<p><b>Council Reporting:</b> All purchases made and/or contracts executed over \$10,000 and less than Council approval threshold must be reported to Council at their next regular Council Meeting through the Department Head Report or by other means.</p> <p><b>Cooperative Purchasing:</b> There is no requirement for competition when purchasing from State Contracts or other contracts covered by an interlocal agreement. However, for other than State Contracts, compliance with RCW 39.34 needs to be confirmed. Purchasing approval thresholds apply.</p> <p><b>Small Works Roster:</b> May be used for public works projects less than \$350,000. Participating pre-qualified contractors in appropriate work category are notified of bidding opportunities. There is no need to advertise projects or have public bid opening. Council awards contracts over \$250,000.</p> <p><b>Federal Funding:</b> If any federal funds are used, including pass-through grants/loans, please refer to the Federal Code of Conduct and Federal Award Standards sections of the Comprehensive Procurement Policy and follow the requirements set forth in the Federal Procurement table.</p>					

## II. OVERVIEW

Purpose: The purpose of this document is to implement the requirements of state and federal law regarding procurement and bidding on public contracts for public works, goods, services, supplies and materials. It is the City's policy to follow state requirements regarding the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud and favoritism in their award.

Controlling Laws: The expenditure of public funds for the purchase of, and contracting for, goods, services, supplies and materials, shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable local and federal laws and regulations.

Monitoring and Compliance: The department heads shall implement, monitor, and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the City Administrator for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline. See RCW 39.30.020.

Proper Authorization: Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City, and subject to disciplinary action.

### III. DEFINING THE NEED

Before determining the procurement method and approval authority, the type of purchase must be established. The major categories of purchases include:

**Public Works:** (RCW 39.04)

Includes all work, construction, alteration, repair, or improvement, other than ordinary maintenance, executed at the cost of the City.

- Examples: demolition, remodeling, renovation, road construction, building construction, and utilities construction.
- Ordinary maintenance is not specifically defined in RCW 39.04 but is considered to include work not performed by contract and performed on a regular basis to service, check or replace items that are not broken.
- For purposes of prevailing wage requirements, public works includes ordinary maintenance when performed by contract.

**Materials, Supplies and Equipment**

Materials, supplies, and equipment are considered tangible items which are manufactured and are moveable at the time of purchase. It is important to distinguish between materials, supplies and equipment used in public works contracts as opposed to non-public works contracts as different bidding requirements apply to each.

*Examples: Office supplies, off the shelf software, hardware, trucks, copy machines, auto parts, gravel, janitorial supplies.*

**Services**

Services are the labor, time, or effort of a human being. Distinguishing between services and public works is also important as services may also have different bidding requirements. The City has four classifications of services:

- **Professional Services:**  
Services provided by independent consultants that require specialized knowledge, advanced education, professional licensing, or certification and where the primary service provided is mental or intellectual, involving the consistent exercise of judgement and discretion.  
*Examples: accountants, attorneys, consultants, graphic artists.*
- **Architectural and Engineering Services (A&E Services):**  
These services are to be acquired under the authority and procedures outline in RCW 39.80.  
*Examples: Engineers, land surveyors, architects, and landscape architects.*
- **General Services/Purchased Services:**  
All other service-related work that is not considered a public work or professional service. Most often these are routine in nature (i.e., yearly, monthly, weekly, etc.)  
*Examples: Building maintenance, automotive services, and instructors.*

- **Technology Systems and Services:**

Any technology hardware or software system purchase or maintenance agreement.

Examples: Computers, tablets, servers, annual licensing agreements, custom or off the shelf software, technology consulting.

### **Determining the Cost**

Once a need has been defined, the estimated cost of the goods and/or services will determine what competitive selection process you will need to follow. Estimated costs for competitive bidding purposes must include:

- All construction related work (but not engineering/architectural design fees, as all A&E must be selected based on qualifications before cost is negotiated).
- All phases of the project.
- Any internal permitting costs of the project.
- All applicable sales and use taxes.

The cost estimate should not include donated materials, labor supplies, etc.

## IV. PURCHASING CODE OF ETHICS

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to apply and give guidance to all employees so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and the City of Stevenson.

To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics regarding public contracting:

- Actions of City employees will be impartial and fair.
- Government decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure.
- Public employment shall not be used for personal gain, and City employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding on the contract.
- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. This conflict of interest extends beyond the individual employee, officer, or agent to include that individual's immediate family members, partner, and other employers.

## V. PROHIBITED PRACTICES

- Collusion among bidders. Agreement or collusion among bidders or prospective bidders to either buy or sell in restraint of freedom of competition, be as agreement to bid a fixed price or otherwise, shall render the bids void. Such bidders may be subject to possible exclusion from future bidding with the City when determined by the City Administrator to be in the best interest of the City.
- Disclosure of Formal Bid Contents. Disclosure in advance of opening bids of any information contained in the sealed or formal bid made or permitted by a City Officer or employee may render each bid void by the City. Notwithstanding anything herein to the contrary, bids submitted by bidders taking advantage of any information revealed contrary to this section shall at once become null and void.
- Gratuities. Except for normal business and social courtesies, or donation publicly given and accepted, the acceptance of any gift or gratuity in the form of cash, merchandise, or services of significant value by an official or employee of the City from any vendor or contractor in return for a commitment to continue or initiate a purchasing agreement is prohibited.
- Employee-Owned Business. Generally, City goods or services shall not be obtained from businesses in which City officials, employees or their immediate family members have a majority ownership interest except as allowable by RCW 42.23.030.
- Sale of Materials and Supplies. The City shall not use its purchasing power or lend its credit to acquire goods or services for any private party, nor shall the City sell its materials or supplies to City officials, employees, or the public except when said materials have been declared surplus and disposed of as provided herein.
- Conflict of Interest. An employee is not to participate directly or indirectly in a procurement when they are aware or know there is a conflict of interest.
- Solicitation of Donations. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement.
- Bid Splitting. Issuing several orders under the dollar limit or breaking a project into phases to avoid bidding is against state law. Combine the total of foreseen identical items purchased at the same time or similar items (or items that are used together) within a calendar years' time, in which the cost exceeds competition limits or when it is determined that volume discounts can be obtained by combining City wide usage (i.e., office supplies, laundry services, janitorial paper products, etc.)

All local governments in Washington are subject to the state's Conflicts of Interest statute (Chapter 42.23 RCW). Municipal officers are prohibited from having financial interests in contracts made by or under the officer's supervision or for the benefit of their office. RCW 42.23.020(2) define "municipal officer" broadly and means any city employee acting on behalf of the City. RCW 42.23.020(3) defines "contract" as including any contract, sale, lease, or purchase.

Violating these rules can bring serious penalties, including monetary fines, nullification of contracts, and forfeiture of employment. Common sense can be a good guide in this area of the law, but sometimes gray areas can create confusion and uncertainty. If you are concerned about a specific situation, consult with Legal Counsel.

## VI. SIGNATURE AUTHORITY

**Department Heads DO NOT have the authority to sign contracts. Only the Mayor, or the City Administrator, as authorized designee, have certain delegated authority to sign contracts.** See Definitions Section to determine what constitutes a “Contract.”

The Mayor has ultimate signature authority for the City of Stevenson. As authorized designee, the City Administrator has authority to sign contracts, including Interlocal Agreements, up to \$250,000 and approve all budgeted purchases without dollar limitation.

## VII. GRANT & FEDERAL FUNDING

Purchases made or work performed with Federal grant funds must follow the standards identified in the Federal Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (OMB Title 2, Subtitle A, Chapter II, Part 200). See Federal Code of Conduct and Federal Award Standards sections for summary requirements.

Please note, the federal government does not recognize Washington State's Small Works alternative procedures or thresholds. **Do not use SWR procedures or thresholds if any federal funding is included or used.**

ALL GRANTS ARE DIFFERENT, so one size does not fit all. Some grants require you to use your own procurement rules, while others require you to insert their contracting clauses into your contract.

**Please note that all grant applications, without limitation, must be signed by the Mayor, or their designee. Additionally, all Federal grant reimbursement requests must be signed by the Mayor, designees are not permitted or their designee.**

Prior to initiating any purchases or contracts with federal funds, the responsible administrator will document that the procurement complies with the requirements of RCW 57.08.050 and Uniform Guidance (note: the most restrictive procurement method will be used whether it be federal, state, or local law). A copy of the documentation shall be retained in the department files.



## VIII. INSURANCE/LICENSES/PREVAILING WAGES

When hiring anybody to do anything for the City, there are FOUR requirements that need to be met.

### A. **Certificates of Insurance:**

Before any contractor is allowed to work on City property (no matter the dollar amount of the work), contact the City Administrator to determine if a Certificate of Insurance is required. If required, the contractor must furnish the City with a Certificate of Insurance, naming the City of Stevenson as primary & noncontributory additional insureds with an additional attached endorsement.

Certificates of Insurance are a complex issue, so please contact the City Administrator to discuss Insurance Requirements and what the limits of coverage should be, according to how much risk is involved.

### B. **Responsibility Criteria for Contractors:**

- Washington State Contractor's License/Federal Registration – It is unlawful for the City to hire anyone to do construction work on City property that does not have a valid State of Washington Contractor's License. You may look up a Contractor, Electrician or Plumber at the Labor and Industries website, <https://www.lni.wa.gov/>.
- Department of Revenue Business Records Database:  
<https://secure.dor.wa.gov/gteunauth>
- Verify Workers' Comp Premium Status: <https://www.lni.wa.gov/>
- Check for debarment:

#### **State of Washington**

<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>

#### **Federal Contracts – Federal Debarment:**

It is unlawful to hire any firm to do business with the City that is not registered and in good standing with the US Government. You can check the status of an entity to see if they have been debarred at <http://www.sam.gov/>. Print out the resulting page (even if no records were found) and file it with your paperwork for audit. Please contact the City Administrator if assistance is needed.

### C. **City of Stevenson Business License**

A City of Stevenson Business License is also required for any business working inside the City limits meeting the threshold set forth in SMC 5.04.100(L). The vendor may contact the Department of Revenue at [www.dor.wa.gov](http://www.dor.wa.gov).

### D. **Prevailing Wage Requirements**

Chapter 39.12 RCW is the **Washington State Public Works Act**, also known as the Prevailing Wage Law. This law requires that workers be paid certain hourly wages for all public work and public service maintenance contracts, no matter what the dollar amount!

This Prevailing Wage law was enacted to protect the employees of contractors performing public works construction/maintenance from substandard earnings, and to preserve local wage standards.

The Department of Labor and Industries administers the law; the Attorney General prosecutes violators; and the State Auditor ascertains if our policies, practices, and procedures meet the requirements of the law.

Owners/Operators that do not have any employees do not need to pay themselves prevailing wages, however, they do still need to file Intents and Affidavits with the Department of Labor and Industries and list in section 3 of the form that they are Owner/Operator.

Any worker, laborer or mechanic performing public work must be paid prevailing wages. It does not usually apply to work that is clerical, executive, administrative or professional (grant funded projects may be an exception).

## IX. INFORMATION TECHNOLOGY (IT)/CONTROLLED COMMODITIES

The purchasing of hardware, software, licensing, and technical services carries a set of unique requirements, risks, and challenges.

Types of technology (IT) purchases:

Purchase Type	Definition	Taxable
Hardware	Purchase of computer hardware components	Yes
Software-Off the Shelf w/Installation	Purchase of off-the-shelf software including installation. See RCW 39.04.270	Software-Yes Installation-No.
Software-Customized	Purchase of software with programming and customization. See RCW 39.04.270	No.
Annual Maintenance Agreements Hosted Software (SaaS)	Agreement to maintain City systems. IT services and software provided in a hosted, or cloud, environment	Yes Varies
Technical/Professional Services	Professional services in support of hardware, software, and networks	No

### Telecommunications and Data Processing

When purchasing telecommunications and data processing (computer) equipment or software costing above \$15,000, the City may follow a “competitive negotiation” process as an alternative to the bid process. RCW 39.04.270(3) allows purchases through use of an alternative competitive negotiation process requiring at a minimum, the following steps:

- A request for proposals (RFP) must be published in the newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The City must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- The award must be made to the qualified bidder whose proposal is “most advantageous” to the City. The City may reject all proposals for good cause and request new proposals.

### Technology Software & Services – Competitive Process

Technology Systems and Services Purchases include any technology hardware or software system purchase or maintenance agreement.

## **Hardware/Software Annual Maintenance Agreements**

There are two types of annual maintenance agreements:

### Sole Provider

When annual maintenance of a City system is performed by the sole proprietor, vendor of that hardware/software, and there are no other maintenance providers available, a competitive process is not reasonable. For these situations, annual maintenance agreements are treated as standalone agreements (costs are not aggregated to the original purchase agreements).

If the first year of annual maintenance costs are included in the original purchase, the costs should be aggregated together, because we would not be paying for the annual maintenance without the purchase of the software. The reference to the annual maintenance costs should be included in the Council Agenda when Council approval is required.

### Multiple Providers

When there are multiple maintenance providers available for a particular system, and competition clearly exists for the services, a quote or RFP process may be required depending on the dollar amount.

## **SaaS (Software as a Service) and Hosted Software Agreements**

SaaS (Software as a Service) and Hosted Software agreements are IT services and software provided to the City in a hosted, or cloud environment, versus provided on the City's own computer infrastructure (e.g., servers and networks).

Because City data may be handled, accessed, or stored by the SaaS application provider, the security of this data is very important. It is imperative that the City's IT services provider be contacted prior to purchasing any SaaS product. In addition, these agreements may result in a long-term solution for the City and a competitive process may be required regardless of initial cost.

## X. PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT

### Unrelated to Services, A&E or Construction/Public Work

Only authorized purchases used to conduct City business, consistent with the City priorities and state and local laws that are within predetermined budgets are allowed.

**THRESHOLDS - (per calendar year for one or more identical, similar or like items, and items used in conjunction with one another):**

Purchasing		
<b>\$-0- to \$14,999</b>	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	Staff may approve purchases up to \$1,000; Department Directors may approve purchases up to \$49,999.
<b>\$15,000 to \$249,999</b>	3 Documented Quotes  <i>Phone quotes are acceptable up to \$50,000. Written quotes are required over \$50,000.</i>	Department Directors may approve purchases up to \$49,999; City Administrator/Mayor may approve all purchases.
<b>Over \$250,000</b>	Formal Bid or RFP  <i>Sealed bids may be required over \$250,000.</i>	City Administrator/Mayor may approve purchases.
Council approves purchases through the expenditure authorization process. City Council pre-approval is not required for budgeted purchases at any dollar amount. Department Directors are <b>required</b> to notify City Council of all purchases made above \$10,000 <b>at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.</b>		

**All dollar limits include** freight, handling, and set-up cost, plus appropriate sales tax. If there will be a trade-in, the dollar limit is off the gross purchase, not the net purchase after trade-in.

**Local Business Open Accounts:** The City may establish open accounts at local businesses, and purchases on these accounts may be made only by authorized City employees.

#### A. HOW TO OBTAIN A VENDOR NUMBER

Vendor numbers are assigned through the City's accounting software. Vendors must be in the system prior to making purchases. To create a new vendor, you must provide the Deputy Clerk-Treasurer I with the vendor's completed W9. If the vendor is already in the system, is a City employee, council, or commission member, a W9 is not needed.

#### B. PAYMENTS

Specify where the vendor needs to send an invoice at the time of the order. Utilize the city's mailing address or for electronic invoices, use the city's specified "invoicing" email address. **All questions regarding payments should be directed to the Deputy Clerk-Treasurer I.**

## CREDIT CARD PURCHASES:

- **All procurement policies still apply.**
- Cash advances are prohibited.
- Expenditures paid with a City credit card shall be made in the amount of the actual expenditures.
- The City Administrator or designee shall serve as the custodian of the City's credit cards.
- Employees not assigned a credit card and desiring to use a City credit card shall request the card through their Department Director. The Department Director shall request an additional account for the employee through the City Administrator.
- Any employee using the City's credit card to make a City purchase shall submit receipts for said purchase to the Deputy Clerk-Treasurer I the next business day that the employee is back in the office.
- **In no event shall the City's credit card be used for the acquisition of alcohol or personal goods or services of any kind.**

C. TRAVEL & REIMBURSEMENT POLICY: See Personnel Policy

D. PROCEDURE TO OBTAIN QUOTES (\$15,000 TO \$250,000):

Department personnel may obtain phone quotes up to \$50,000. Written quotes are required above \$50,000.

- Department contacts three vendors for quotations. Be sure technical information defines acceptable quality and ensure vendors are quoting on equal and comparable items. All vendors must be provided the same information. If one vendor offers an acceptable alternative, **new quotes must be requested, using the alternate specifications.**
- The City will not pay for any technical information from the vendor. If the information is to be shared with other vendors, it must be stated so up front. If you use a vendor's technical information without their approval, you may find yourself in a legal tangle.
- On-site demonstration or delivery of preview/trial merchandise does not constitute a purchase. Competition may still be required.
- Documentation Quotes: Obtain freight pricing (FOB Destination), if not indicated by vendor. Include vendor contact information in case we need to get a hold of them.
- Vendor selection is made based on the recommendation of the requesting department personnel, considering price, quality, and product availability.
- Quote documentation is attached to the invoices and filed for auditing and document retention.

E. PROCEDURE FOR FORMAL BIDS or RFPs – Over \$250,000:

Bids/RFPs are required whenever the cost of materials, supplies, equipment, or *ordinary* services exceeds \$250,000.

Responsibilities for the Bidding/RFP process are that of the Department. The responsibilities are as follows:

- Determine the need.

- Notify the City Administrator regarding any budget transfers to cover the funding.
- Create technical specifications, bid package, and check for legalities.
- Arrange pre-bid conference, if necessary, to invite contractors to discuss bid requirements.
- Advertise the Bid.
- Distribute bid packages to vendors and maintain accurate vendor records.
- *If Bids are sealed: Conduct bid opening with Deputy Clerk-Treasurer II.*
- *If no Sealed: Document bids and do not reveal the contents to other bidders until awarded.*
- Tabulate bids and verify responsiveness.
- **AWARD:** After bids have been opened, recommend award. Bid must be awarded for the most responsive bid from a responsible bidder. If recommendation for award is being made to anyone other than the low bidder, attach memo stating specific reasons why the low bid is not acceptable. RFPs are awarded to the vendor who scored the most points on predetermined criteria.

F. COOPERATIVE PURCHASING

Bids and/or contracts by municipalities and cooperative organizations can be used to acquire goods and services. When using a cooperative option, we are, in essence, “piggybacking” off the original entity’s competitive process, thus eliminating the need to perform our own.

Examples include the Washington State Department of General Administration and the Department of Information Services (DIS), which both offer existing contracts for goods and services that the City may use. The City pays an annual fee to the state for the ability to piggyback off their contracts and encourages the use of these contracts whenever possible.

Other cooperating purchase options include, but are not limited to, Sourcewell (formally National Joint Powers Alliance (NJPA)), U.S. Communities, and Interlocal Agreements with other governmental agencies.

**The Competitive Process**

#	Task	Action
1	Confirm the City has a signed Cooperative Purchasing Agreement/Interlocal Agreement with the municipality or agency.	Work with the City Administrator. Execute agreement if necessary.
2	Review the cooperative contract/website for piggyback requirements.	Work with cooperative agent.
3	Contact vendor to verify if vendor will honor the cooperative organization’s contract pricing.	Obtain details regarding all aspects of purchasing including invoicing, availability, delivery, etc.
4	Contact vendor to place order.	Place order and process invoice for payment.
5	Compile all bid, award, contract documents and save electronically for future audit.	Documentation of compliance with State and City procurement policies.

### **Completing the Purchase**

- State contracts include standard terms and conditions. When piggybacking off a state contract, all state contract terms and conditions apply.
- Occasionally, the City may opt to change the state's contract requirements which will require the City to use its own Goods & Services Contract identifying those requirements that are unique to the City's purchase.

### **Approval Process**

The use of a cooperative purchase allows the City to utilize another entity's competitive process. It does not change the authorized levels for procurement and approvals. The procurement and approval process will be determined by the purchase type, as defined in this manual.

**POOR PERFORMANCE?** When things go wrong, do not remain silent! Remember to **DOCUMENT!!** Even if you have had on-going problems with a vendor, we will have a very hard time cancelling a contract or not awarding them a new contract unless we have proper documentation of the problem.



## XI. PURCHASE OF PUBLIC WORK CONSTRUCTION ACTIVITIES

Public Work is all work, construction, alteration, repair, maintenance, or improvement that the City has performed or contracted. It includes, but is not limited to:

- Demolition
- Remodeling
- Renovation
- Painting
- Road Construction
- Utilities Construction
- Offsite prefabrication of ducts, liners, and steel products for Public Work
- Production and delivery of gravel, rock, concrete, and asphalt (to a construction site)

Dollar thresholds of when competition is required are summarized below. It is the Department Head's responsibility to appoint who shall order work for their department on the City behalf under the respective quote limits.

### THRESHOLDS FOR PUBLIC WORKS:

Public Works		
<b>\$-0- TO \$9,999</b>	Competition not required. Prevailing Wage and Insurance still required!	Awarded/Approved by Mayor or City Administrator
<b>\$10,000 to \$49,999</b>	Utilize "Limited Public Works" process as described in RCW 39.04.155 (3). (See procedure below)	Awarded/Approved by Mayor or City Administrator
<b>\$50,000 to \$349,999</b>	Utilize "Small Works Roster" process as described in RCW 39.04.155.  <i>If not using SWR, formal competitive bidding is required for Single Craft over \$75,500, and for Multi Craft over \$116,155.</i>	Up to \$250,000 Awarded/Approved by Mayor or City Administrator; More than \$250,000 City Council must award/approve
<b>Over \$350,000</b>	Formal competitive bidding is required as described in RCW 39.04; 35.23.352	Awarded/Approved by City Council

#### A. CITY LABOR FORCE

The City may use Public Work employees to perform and execute all projects not exceeding one hundred sixteen thousand one hundred fifty-five dollars (\$116,155) if more than one craft trade is involved, or not exceeding seventy-five thousand five hundred dollars (\$75,500) if a single craft or trade is involved. These projects include equipment, supplies, and labor costs. All projects conducted with City Labor Force must be documented in a list format for future audit.

**B. ON-CALL/UNIT PRICED CONTRACTS**

On Call (Work Order) contracts (OC/WO Contracts) are bid and awarded without a specific public works project or scope of work in mind but are categorized around general types of anticipated work or trades. When a specific scope of work is identified, individual work (or task) orders are authorized based on either a not to exceed time and materials basis or on a negotiated lump sum amount, using the unit prices bid by the contractor and the contractor proceeds to complete the work. Most typically, OC/WO Contracts are used for repair, renovation, and maintenance of public facilities, all of which are included in the definition of public works in RCW 39.04.010. These contracts are typically on an annual basis, with optional renewals (up to the maximum contract amount).

Bidding and approval thresholds apply toward the total “master” on-call contract amount. The City Administrator approves individual task/work orders up to \$250,000 with notification to City Council via the City Council Agenda Packet. Task/work orders exceeding \$250,000 must be approved by City Council.

- OC/WO Contracts should be limited to a total dollar amount over the life of the contract to an amount less than an agency’s bid limits when possible.
- Requests for bids under an OC/WC Contract should incorporate unit price and lump sum price bid items as much as practical.
- Award of an OC/WO Contract should be to a responsible contractor with the lowest total price based on the sum of the unit price and lump sum bid item extensions.
- Task orders (work orders) shall be completed by the Department for each new project.
- All other public work requirements apply based on contract amount and on an individual task order basis.
- If the original unit/lump sum bid items will not cover the work to be accomplished, new line items may be added by change orders, or the work may be accomplished under a time and materials work order if the total contract amount will not be exceeded.

**C. SMALL WORKS ROSTER**

RCW 39.04 provides small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects below three hundred fifty thousand dollars (\$350,000).

The Small Works Roster maintained by the City, or the Municipal Research Services Center (MRSC), allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process.

Vendors/contractors selected from the Small Works Roster are not relieved from the City's contract requirements.

- For contracts \$250,000 - \$350,000: If the City solicits bids from less than all the contractors listed under the appropriate category on the small works roster, the City will notify the remaining contractors that quotations on the work are being sought. The City may notify the remaining contractors using any of the following options: publishing a notice in a legal newspaper in general circulation in the area where the work is to be done; mailing a notice; or sending a notice by facsimile or other electronic means.
- For contracts <\$250,000: Proposals will be solicited from a minimum of five (5) qualified contractors in a specific category on the small work roster. If the roster includes less than five (5) qualified contractors, then all contractors for the category will be solicited.
- For limited public works contracts < \$50,000: Electronic or written quotations will be solicited from a minimum of three (3) contractors on the small work roster.
- The contract must be awarded to the contractor submitting the lowest responsive quote.
- Contract award and purchases over two hundred fifty thousand dollars (\$250,000) requires approval and award of the City Council.

**D. PROCEDURE FOR "LIMITED PUBLIC WORK" per RCW 39.04.155(3) - \$10,000 to \$49,999**

**For Limited Public Work (\$10,000 to \$49,999), contractors must be given a packet of information ahead of time with requirements about Responsive Bidder's Criteria, Prevailing Wage, Insurance, and some general protective clauses. (See Project Coordinator for Packet)**

- Department utilizes the Small Works Roster to obtain vendor list.
- Department solicits at least three (3) informal bids (can notify all on roster).
- No advertisement required.
- Bid Bonds Optional.
- Payment/Performance Bonds can be waived.
- Retainage can be waived.
- Prevailing Wage Intents/Affidavits required.
- Insurance required.

**E. PROCEDURE FOR COMPETITIVE BIDS – Over \$350,000 (Also applies to Single Craft projects over \$75,500 and Multiple Craft projects over \$116,155 if alternative SWR process is not used)**

- Authorization Request. Request for authorization from City Administrator to call for bids is required except for items identified in the current approved budget. In special circumstances, the City Administrator may waive portions of the bid procedures.

- Publication of Notice. After authorization is received, the requesting department director or designee will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids at least fourteen (14) days prior to bid submittal deadline.
- Notice Contents. Call for bids should contain a summary of the project and a link to the full definite specifications and procedures for bidders to use to estimate their bids.
- Bid Submittal and Opening. Bids are submitted to the City Administrator, for date stamp and processing. Bid opening will be announced to the Mayor, City Administrator and department heads by the department head or designee responsible for the project.
- Award of Bid. Except as otherwise provided herein, the City shall accept the bid of the lowest responsive bidder. Bid awards for contracts and purchases over two hundred fifty thousand dollars (\$250,000) require award by the City Council.
- Award to other than Low Bidder. When the bid award is not given to the lowest bidder, a statement of the reasons for not selecting the lowest bid shall be prepared by the department head responsible for the bid and submitted to the City Administrator and filed with the records relating to the transaction.
- Rejection of Bids. The City Administrator or designee may reject without cause any and all bids and may re-advertise for bids pursuant to the procedures herein described. If no bids are received, the City Administrator or designee may negotiate the purchase with a vendor at the lowest possible cost. If the negotiated bid exceeds the current approved budget, the bid will be brought before the City Council for approval of award.
- Performance Bonds. On public works projects, a performance bond in an amount as determined necessary by the assigned responsible department head to protect the best interests of the City and to assure compliance of the contract.
- Retainage. RCW 60.28.011 requires agencies to withhold up to 5% of the value of a public improvement contract, not including sales tax according to Department of Revenue ETA 3024.2013, as retainage until the project is completed and the contract is accepted. This provides a financial incentive for contractors to finish a project, as well as a limited amount of financial protection for the involved parties.
- Retainage Bonds. Instead of having retainage withheld from the contract payments, a contractor may opt to submit a retainage bond instead of covering any or all of the amount. Retainage Bonds are recommended for City of Stevenson projects.

**F. DEPARTMENT RESPONSIBILITIES TO ENSURE PREVAILING WAGE LAW IS FOLLOWED:**

- **Prior to getting an estimate or a Quote** – Notify vendor that they are to pay prevailing wages. More information may be obtained by the vendor from the

Department of Labor and Industries. The list can also be obtained online at [www.lni.wa.gov/TradesLicensing/default.asp](http://www.lni.wa.gov/TradesLicensing/default.asp)

- **After a Vendor has been selected** – The vendor is required to file a “Statement of Intent to Pay Prevailing Wages” with the Department of Labor and Industries PRIOR TO STARTING WORK. Most vendors file online at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/#required-documents-for-doing-the-work>

There is a fee that the Vendor will have to pay L&I, and the completed Intents are also available online. Note: The vendor must insert the City Contract number in the contract number box on the Statement form.

- **After the work is completed** – The vendor must also file an “Affidavit of Wages Paid” with the Department of Labor and Industries. There is another fee that the Vendor will have to pay to L&I (L&I has waived this for work <\$750), and completed Affidavits are also available online. Note: The vendor must insert the City Contract number in the contract number box on the Statement form.

Final Payment must not be released until certified intents and affidavits have been received, and for contracts over \$50,000, Notice of Project Completion has been submitted to DOR, ESD and L&I through Secure Access Washington and releases have been received from all three agencies.

#### G. **CHANGE ORDERS**

A purchaser’s written authority to the supplier to modify or to add to a purchase/project. Change orders are created by the Department/Project designee.

The City Administrator may authorize individual change order increases up to 20% or \$250,000, whichever is less, over the amount of the originally approved contract. Change order must not increase total contract amount to more than the approved budget without Council approval. Change orders more than 20%/\$250,000, and/or those that cause the project to go over the budgeted amount, must receive pre-approval from City Council. Should a change order be required in the field, the Public Works staff acting as project manager may authorize the change if necessary. It must then be dually signed by the City Administrator in a timely manner. If the change order would cause the contract to go over budget or is more than a 20%/\$250,000 increase, the request must be pre-approved by Council and an amended contract may be necessary.

#### H. **FINAL PROJECT ACCEPTANCE**

The City Administrator is authorized to formally accept all projects as Final. The City Administrator may discretionarily defer any final project acceptance to City Council for approval.

## XII. PURCHASE OF ARCHITECT AND ENGINEERING SERVICES

Architectural and Engineering consultants are initially selected based upon their qualifications, rather than price (see RCW 39.80.050). The City will negotiate a contract with the most qualified firm at a price which the City determines is fair and reasonable. In making its determination, the City shall consider the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the City is unable to negotiate a satisfactory contract with the firm selected at a price the City determines to be fair and reasonable, negotiations shall be terminated, and the City shall begin negotiations with the next highest quality firm. These services are to be acquired under the authority and procedures outlined in chapter RCW 39.80. Procedures are set forth in RCW 39.80 shall be followed for contracts for architectural and engineering services.

The City may use MRSC Consultant Roster, or establish its own roster, for architectural, engineering, and surveying services.

### THRESHOLDS FOR ARCHITECT AND ENGINEERING SERVICES:

Architect and Engineering Services	
\$-0- to \$250,000	Awarded/Approved by Mayor or City Administrator
Over \$250,000	Awarded/Approved by City Council

### XIII. PURCHASE OF ORDINARY OR “PURCHASED” SERVICES

“Ordinary/Purchased Services” are those provided by vendors for routine, necessary and continuing functions of a local agency, mostly relating to physical activities. **There are many ordinary services that require prevailing wages – Check with L&I.**

Repetitive, routine, or mechanical in nature – following established or standardized procedures

- Contribute to day-to-day business operations
- Completion of assigned and specific tasks,
- Decision-making is routine or perfunctory in nature.
- May require payment of prevailing wages

**Examples include:**

- Delivery/courier service
- Building maintenance (janitorial)
- Landscaping
- Herbicide application service
- Vehicle inspection, lubricating and repair services
- HVAC system maintenance service (without repair)

**THRESHOLDS FOR ORDINARY OR “PURCHASED” SERVICES:**

PURCHASE OF ORDINARY OR “PURCHASED” SERVICES		
<b>\$-0- TO \$14,999</b>	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
<b>\$15,000 to \$250,000</b>	3 Written Quotes	City Administrator/Mayor award and approve
<b>Over \$250,000</b>	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

## XIV. PURCHASE OF PROFESSIONAL SERVICES

“Professional Service Contract” means an agreement with an independent contractor for providing professional services to the City.

There is not a state law requiring competition when procuring Professional Service Contracts, however it is at the City Council’s discretion. On-call contracting may be used for all types of professional services. A minimum of three quotes should be solicited for Professional Services estimated between \$15,000 and \$250,000. An RFP/RFQ process is required when the total cost in a calendar years’ time exceeds \$250,000. The City may use MRSC Consultant Roster, or its own roster, for professional services.

**The City Attorney must review, and the City Administrator or Mayor must sign all Professional Services Contracts, regardless of dollar amount in accordance with the previously stated authorization levels set forth below.**

Examples include:

- Legal Services
- Management Consulting
- Accounting and Auditing
- Real Estate Broker

### THRESHOLDS FOR PROFESSIONAL SERVICES:

PURCHASE OF PROFESSIONAL SERVICES		
<b>\$-0- TO \$14,999</b>	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
<b>\$15,000 to \$250,000</b>	3 Written Quotes	City Administrator/Mayor award and approve
<b>Over \$250,000</b>	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		



## XV. PURCHASE OF PERSONAL SERVICES

A “Personal Service Contract” is an **employment contract** with an independent contractor for providing personal services to the City. Personal Service means hiring a consultant to provide professional or technical expertise to accomplish a specific study, project, task, or other work statement according to RCW 39.29.006.

A minimum of three quotes must be solicited for Professional Services estimated between \$15,000 and \$250,000. An RFQ/RFP process is required when the total cost in calendar years’ time exceeds \$250,000. The City may use MRSC Consultant Roster, or their own roster, for professional services.

**The City Attorney must review, and the City Administrator or Mayor must sign all Personal Service Contracts, regardless of dollar amount in accordance with the Authorized levels set forth below.**

**Examples include:**

- Artistic Designs
- Class Instructions

### **THRESHOLDS FOR PERSONAL SERVICES:**

PURCHASE OF PERSONAL SERVICES		
<b>\$-0- TO \$14,999</b>	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
<b>\$15,000 to \$250,000</b>	3 Written Quotes	City Administrator/Mayor award and approve
<b>Over \$250,000</b>	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

## XVI. HOW TO LEASE

1. Bids are *not* required on equipment leases; however, the City Attorney must review, and the City Administrator must approve all equipment leases.
  - a. Legal Review – Send to City Attorney for review.
  - b. Fiscal Approval – Review proposals with the City Administrator prior to budgeting the expense. Lease-to-own purchases are to be budgeted and accounted for as if the total expense is to be incurred when the item is purchased.
  - c. Lease Approval – City Administrator must approve all Equipment Leases and may opt to send lease to Council for approval if they so desire.
2. A lease of property (equipment) with **option to purchase** that is valued at more than \$15,000 is subject to competitive bidding. See “purchasing” thresholds for bidding requirements.
3. Lease vs. Rent: Leasing is generally used for mid- to long-term contracts. Renting is usually a short-term solution that is more casual and can be approved by the Department Head.
4. Leases may be subject to Leasehold Excise Tax. See RCW Ch. 82.29A.

## XVII. EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

- **Sole Source Vendor.** Purchases which, by their nature, are not adapted to competitive bidding, such as items which, as to meet a specific need or criteria as determined by the City, may only be purchased from a single source, shall not be subject to the competitive bidding requirements of this policy. Purchases above the threshold requiring multiple quotes or bids, from a sole source vendor require prior approval of the City Administrator or designee. Follow procedures for declaring Sole Source.
- **Repair and Ordinary Maintenance.** Purchases for ordinary maintenance, repairs, or additions to City equipment which may be more efficiently added to by a certain person or firm, shall not be subject to the competitive bidding requirements of the City.
- **Purchasing Involving Special Facilities or Market Conditions.** The City Administrator may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the City can conduct the bid process when over bid thresholds. Written documentation of the special condition must be prepared for justification of the purchase and waiver of bidding requirements and approved by Council via Resolution.
- **Purchase of insurance or bonds.**
- **Surplus Property.** The City may acquire surplus property from another government without the use of bids (RCW 39.33.010) by agreement.
- **Interlocal Agreements in Letting of Contracts for Commodities or Services (Piggybacking).** RCW 39.34.030 permits governmental agencies to utilize other entities' contracts without going to bid. The following criteria must first be met:
  - There must be an Interlocal Agreement, approved by Council and/or Mayor, and signed by both parties, on file at the City.
  - It must be a current contract with interlocal language included.
  - It must have been advertised on the entity's web page and competitively bid.
  - The government entity, and the vendor, must be willing to share the contract pricing.
  - A complete copy of the contract must have been reviewed by the City Attorney.
  - Department will set up a bid file and track as if it were our own bid process.
- **Emergency Purchases.** In the event of an emergency, the City Council, City Administrator, or designee may declare an emergency exists, waive competitive bidding requirements, and award necessary contracts on behalf of the municipality to address the emergency. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or designee and duly entered of record no later than two weeks following the award of the contract.
- **Real Property.** Acquisition of real property is exempt from the competitive bidding requirements of this policy. Upon approval of the City Council, the City Administrator may proceed to acquire real property through negotiation. Such negotiations shall be based upon an independent fee appraisal of the property. The City shall not pay more than fair market value for real property without prior Council approval. If the property is acquired in part or in whole with Federal Funds, such acquisition shall additionally comply with the Uniform Real Property Acquisition and Relocation Assistance Act of 1970, as amended.

## XVIII. HOW TO DECLARE A SOLE SOURCE (or Single Source)

On a case-by-case basis, the bid or quote requirement may be waived, and a sole/single source purchase approved, in accordance with RCW 39.04.280. There should be careful deliberation before going to a sole/single source as this type of purchase eliminates competition and tends to drive prices up.

Authority to Approve Sole/Single Source Purchases	
City Administrator or Mayor	\$15,000 to \$250,000
City Council	Over \$250,000

A sole source is where there is only ONE supplier of the product or service. A single source is where the vendor is “one vendor amongst others” when other competitive sources may be available.

A sole/single source purchase may be approved if one or more of the following conditions are met:

- **Standardization or compatibility** to existing City standard or to existing equipment, inventory, systems, data, programs, or service. Must be evaluated for cost benefit and/or safety.
- **Licensed or patented** product with only one dealer (and the license or patent is paramount to your procurement).
- **Only** authorized Service Provider, Repair, and/or Warranty Services, e.g., warranty may be negated if you let someone else work on it.
- **Unique design:** Requires unique features that are essential, aesthetic requirements, or not practical to match existing design or equipment. Document the unique specifications that are needed, which will drive the research in finding a product that finds the specific needs of your department.
- **Special Market conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable piece and will be sold before an entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately) or perhaps funds must be expended immediately, or there is a critical delivery date.

**NOTE:** Any sole/single source utilizing **Federal Funding** must also confirm it is authorized and include 1) Written responsibility determination for the successful contractor and 2) Basis for contract price (**Cost Price Analysis**). Each Grantee must evaluate and state its justification for the contract cost or price.

## XIX. DISPOSAL OF SURPLUS PROPERTY

Upon recommendation of a Department Head, property with an estimated value under \$15,000 may be declared surplus by the Mayor or City Administrator as designee, or by City Council for property with an estimated value of \$15,000 or greater, upon one or more of the following criteria:

- The City has or soon will have no foreseen practical and efficient use for the property.
- The purpose served by the property can be accomplished by use of a better, more effective, or more efficient alternative.
- The purpose service by the property no longer exists as determine by a change in policy evidenced by an ordinance or resolution of the City Council.
- The property is damaged, worn out, otherwise inoperable and the cost of repairing the same is unwise or impractical.
- If the value of the property, the City is seeking to surplus is greater than \$50,000, then pursuant to RCW 39.33.020 a public hearing is required.
- Additionally, RCW 35.94.040 requires that a public hearing be held if property (real estate or personal property) originally purchased for utility purposes is no longer needed for that use and the city desires to lease, sell, or convey the property. A hearing is required regardless of the value of the property.

## XX. TRADE-INS

Trade-Ins are allowed on new purchases if approved ahead of time. Trade-Ins must be negotiated, documented at “Fair Market Value” by the Department, and declared surplus ahead of time by the Mayor, or City Administrator as designee, if under \$15,000 and City Council if over \$15,000.

Fair Market Value can be obtained by finding comparable units that have been sold at online auctions, e.g. [www.publicsurplus.com](http://www.publicsurplus.com), [www.ebay.com](http://www.ebay.com), [www.govdeals.com](http://www.govdeals.com), or other online sources such as Kelley Blue Book, NADA or Edmonds.com.

## XXI. FEDERAL CODE OF CONDUCT

**PURPOSE** – The purpose of the Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR 200.112, 2 CFR 200.318 and other applicable federal and state standards, regulations, and laws.

**APPLICATION** – This code of Conduct applies to all elected officials, employees or agents of the City of Stevenson engaged in the award or administration of contracts supported by federal grant funds.

**REQUIREMENTS** – No elected official, employee, or agent of the City of Stevenson shall participate in the selection, award, or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ, any of the above.

The City of Stevenson’s elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

**REMEDIES** – To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of Stevenson’s elected officials, employees or agents, or the contractors, potential contractors, subcontractors, or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

## XXII. FEDERAL AWARD STANDARDS

### **PURPOSE**

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of Stevenson will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by the Washington State Department of Transportation (WSDOT), Government Accountability Office Standards for Internal control in the Federal Government (the Green Book), and the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control – Integrated Framework Principles.

### **INTERNAL CONTROLS**

The City of Stevenson will maintain effective internal control over the Federal award providing reasonable assurance that the City of Stevenson is managing the Federal award in compliance with Federal statutes, regulations, and the terms of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

### **CERTIFICATION**

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official, who is authorized to legally bind the non-Federal entity, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.”

### **ADVANCE PAYMENTS AND REIMBURSEMENTS**

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of Stevenson whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of Stevenson to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
- The City of Stevenson shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.



## **ALLOWABLE COSTS**

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute.

- Be necessary and reasonable for the performance of the Federal award.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both Federally-finances and other activities of the City of Stevenson.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally financed program in either the current or a prior period.
- Be adequately documented.

## **PROCUREMENT**

When procuring property and services under a Federal award, the City of Stevenson will follow 2 CFR 200.318 General procurement standards through 200.236 Contract provisions, or City of Stevenson purchasing procedures, whichever is more restrictive.

Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts more than \$250,000 requires that the City of Stevenson will comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government. Federal guidelines require grant recipients to ensure vendors with contracts or purchases exceeding \$25,000 are not suspended or debarred from participating in federal programs. All City purchases and contracts issued from federal resources that exceed \$25,000 are subject to these guidelines.

Before initiating any purchases or contracts with federal funds that exceed, or may potentially exceed \$25,000 within the fiscal year, the responsible administrator shall verify that the vendor is not listed on the System for Award Management (SAM) exclusion list by checking at SAM.gov. If the vendor is listed on the exclusion list, the administrator shall not complete the purchase or contract with the vendor. If exclusion list shows no records for the vendor, print the screen, retain a copy in the department files and proceed to process the purchase.

**NOTE:** Washington State Department of Enterprise Services (DES) does not check for suspension or debarment on State bid contracts.

**SINGLE AUDIT ACT**

The City of Stevenson, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in CFR 200.501 as well as all applicable Federal and State statutes and regulations.

**CLOSURE**

A project agreement end date will be established in accordance with 2 CFR 200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

**The following table outlines procurement requirements when using Federal funds.**

Procurement Method	Goods	Services
Micro-Purchase – No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers	\$14,999 or less \$9,999 of less (PW) <b>Must use</b> more restrictive \$3,000 threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)	\$14,999 or less \$9,999 of less (PW) <b>Must use</b> more restrictive \$3,000 threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)
Small Purchase Procedures (Informal) - Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$10,000 - \$75,500 (Single trade) \$10,000 - \$116,155 (Multi trade) \$15,000 - \$250,000 (Non-Public Works projects) <b>Must use</b> more restrictive City threshold instead of \$250,000 Federal threshold	\$10,000 - \$75,500 (Single trade) \$10,000 - \$116,155 (Multi trade) \$15,000 - \$250,000 (Non-Public Works projects) <b>Must use</b> more restrictive City threshold instead of \$250,000 Federal threshold
Sealed Bids/Competitive Bids (formal)	\$75,500 or more (Single trade) \$116,155 or more (Multi trade) \$250,000 or more (Non-Public Works projects) <b>Must use</b> more restrictive City threshold instead of \$250,000 Federal threshold	\$75,500 or more (Single trade) \$116,155 or more (Multi trade) \$250,000 or more (Non-Public Works projects) <b>Must use</b> more restrictive City threshold instead of \$250,000 Federal threshold
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. <ul style="list-style-type: none"> <li>• Must publicize request for proposals soliciting from an adequate number of qualified sources.</li> <li>• Maintain written method for conducting technical evaluations.</li> <li>• Contract must be awarded to the responsible firm whose proposal is most advantageous to the program.</li> </ul>	
Non-competitive proposals	Appropriate only when: <ul style="list-style-type: none"> <li>• Available only from a single source; or</li> <li>• Public emergency; and</li> <li>• Expressly authorized by awarding or pass-through agency in response to written request from the City of Stevenson; or</li> <li>• After soliciting a number of sources, competition is deemed inadequate.</li> </ul>	

## XXIII. DEFINITIONS

**Adequate Appropriation Balance** – Sufficient balance existing in the appropriation line item against which the purchase is to be charged.

**Appropriation** – City Council authorization to expend funds for a specific purpose.

**As Is** – A term indicating that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the seller for the quality or condition of the goods.

**Bid** – A written proposal submitted by a bidder to furnish supplies, materials, equipment, and other property in conformity with the owner’s specifications and conditions included in a request for bids by the City.

**Bidding** – Procedure used to solicit quotations on price from various prospective providers of supplies, materials, equipment, and other property.

**Budget** – A legal planning document that forecasts the financial resources of a government and authorizes the spending of those resources for a fiscal period.

**Budget Amendment** – A mechanism used to revise the legally binding appropriations of budgeted funds.

**Capital Equipment** – Equipment of the City having an initial value of five thousand dollars (\$5,000) or more and an estimated useful life of more than one (1) year.

**Cash Discount** – A discount offered to the City to encourage payment of an invoice on or before its due date.

**Change Order** – A purchaser’s written authority to the supplier to modify or add to a purchase/project.

**Contract** – A contract is a legally binding and enforceable agreement between two or more parties stating the terms and conditions for an exchange of something of value (usually money, goods, or services) between the parties. A contract can take many different forms, ranging from major, heavily negotiated written contracts to a simple PO or telephone order for goods or services. Legal Counsel should be contacted if there is uncertainty as to the need for a written contract and how to go about it. Only the Mayor and City Administrator, as designee, of the City of Stevenson have the authority to sign contracts UNLESS they have delegated their authority over to an individual via approved Resolution.

**Controlled Commodity** – Items which may fall under the quote dollar limit that require approval from designated people, i.e., office products, communications equipment, and computer equipment.

**Emergency** – Unforeseen circumstances beyond the control of the City that (a) present a real, immediate threat to the proper performance of the essential functions; and/or (b) may result in material loss, damage to property, bodily injury, or loss of life, if prompt action is not taken.

**Expediting** – Attempt to reduce the contractually agreed upon delivery time of a product.

**Final Project Acceptance** – Formal acceptance that the work on a project is complete. Needed prior to completed Notice of Completion and triggers dates for release of bonds, etc.

**Ordinary Maintenance** – The furnishing of labor, time, or effort by a contractor or vendor not performed by contract and that is performed on a regularly scheduled basis, to service, check, or replace items that are not broken; or work performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary, and not involving the delivery of any specific end product, other than reports that are incidental to the required performance.

**Payment Discount** – See Cash Discount.

**Personal Service Contract** – An employment contract with an independent contractor for the rendering of personal services to the City. The Mayor or City Administrator, as designee, must sign all Personal Service Contracts.

**Prevailing Wage Rate** – The rate of hourly wage, usual benefits, and overtime paid in the locality, to the majority of workers, laborers, or mechanics, in the same trade or occupation; required to be paid on all public work and public building service maintenance contracts.

**Professional Service Contract** – an agreement with an independent contractor for rendering of professional services to the City. The City does not provide direction to the provider. The City states a goal and objective and the provider, under his own direction, accomplishes the goal.

**Public Work** – A project including all work, construction, alteration, repair, or improvement other than ordinary maintenance executed at the cost of the City.

**Request for Proposals** – Similar to the formal bid process, except that factors other than price are used to award the contract.

**Responsible Bidder** – Contractor, supplier, or vendor, qualified on the basis that it (1) has adequate financial resources to perform a contract, (2) is able to comply with the associated legal or regulatory requirements, (3) is able to deliver according to the contract schedule, (4) has a history of satisfactory performance, (5) has good reputation regarding integrity, (6) has or can obtain necessary data, equipment, and facilities, and (7) is otherwise eligible and qualified to receive award if its bid is chosen.

**Sealed Bid (Formal Bid)** - An advertised solicitation for a requirement in which the costs exceed the bid limit. The bids are opened during a public opening.

**Simplified Acquisition Threshold** – The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods.

**Small Works Roster** – A process through which there is competition following notification to some or all public works contractors who have requested placement on a roster kept by the local government agency, or a contracted service agency, in which price is the primary basis for consideration and contract award.

**Specification** – A clear, complete, and accurate statement of the technical requirements descriptive of a material, an item, or a service.

**Standardization** – When it is necessary to standardize to one type of item because of uniformity or interchangeable parts issues.

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **DCG Watershed**, 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 "A." 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 December 31, 2025** 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: \_\_\_\_\_  
\_\_\_\_\_, its Mayor

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

\_\_\_\_\_  
\_\_\_\_\_  
Name & Title

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
UBI#

Approved as to form

\_\_\_\_\_  
Robert C. Muth,  
City Attorney

## PARKS MASTER PLAN

## CITY OF STEVENSON

## SCOPE OF WORK

### Project Overview

The City of Stevenson (City) has retained DCG/Watershed and its teaming partners (Consultant) for “Parks Master Plan” (Project) located city-wide including properties owned and/or managed by the City of Stevenson, Stevenson-Carson School District, Port of Skamania, Skamania County, and the Stevenson Community Pool District. The Project is intended to address the Planning Guidelines of the Recreation and Conservation Office objectives included in the City issued Request for Proposal.

This contract outlines the Project phases, tasks, and milestones.

### Project Team

The project team will include the following sub-consultants: Seva Workshop (Urban Planning, technical analysis).

### Project Schedule

The City has a February 15, 2024, target date for project completion. The Consultant proposes the following timeline for the Project. A detailed timeline including project milestones and delivery dates will be provided at the beginning of the Project Work.

### Scope Summary

The Consultant anticipates providing the following Work elements under this Scope:

- Task 1: Project management
- Task 2: Existing Conditions & Baseline Analysis
- Task 3: Community Engagement
- Task 4: Needs Assessment & Level of Service Analysis
- Task 5: Preliminary Plan Development
- Task 6: Plan Review & Approval

### General Assumptions

The following are general project assumptions for the Scope.

- Tasks will be performed in succession as laid out in the detailed Project schedule. Delays in the Work completion may result in additional fees and services.
- If work conducted on the Project extends for a period of more than 18 months, hourly rates may be adjusted to reflect current rates.
- Changes in the detail of Work beyond what is described in this Scope will be made as requested by the City and authorized by amendment as extra work.
- Time may be transferred from one task to another due to a greater or lesser level of effort, provided that each task shall be completed, the change is approved by the granting agency, and the total budget shall not be exceeded.

- The Consultant will invoice the City on a monthly basis as Work is completed. Consultant invoicing and reporting criteria will be determined in collaboration with the City so that invoicing meets the requirements of the City and granting agencies. Any special reporting of funds beyond Consultant invoicing requirements, such as may be required by State or Federal funding sources, will be handled entirely by the City.
- The City may supplement staffing needs with experts in particular subject matters to assist in the review process for all interim, draft, and final submittals. The experts will be an extension of City staff and will assist, as needed, in providing comments and the resolution of comment responses as part of the general review process for each submittal.
- All access permissions for completion of the Work will be obtained by the City.
- The Consultant is responsible only for meeting deadlines for their tasks and has no control over those portions of the schedule related to the tasks performed by the City or any third party that is retained by the City. The Consultant will work with the City to the greatest extent feasible to maintain the overall Project schedule.
- Imperial units will be used for all project documents.
- The City project manager shall compile and organize all comments received from City departments and other reviewers and provide them to the Consultant as a single cohesive document. Any conflicting comments shall be identified and reconciled by the City project manager prior to delivery to the Consultant.
- Review should be completed in a timely manner, in the duration as specified in the Project Schedule, in one cycle. Consultant is not responsible for delays in Project Schedule resulting from delays in review. During review periods, the Consultant may move forward on tasks that do not rely on review results.
- After the first round of review comments is closed, additional comments Consultant receives shall be considered as Consultant's additional efforts in communicating, interpreting, and addressing those comments and shall be addressed in the following tasks. Any extra work which is not in Scope and triggered by these additional comments will be through amended Scope.
- The Consultant will collaborate with the City to ensure the Project is in alignment with and meeting any grant requirements as communicated by the City or through documentation furnished to the Consultant at project initiation. If clarification or further direction regarding grant requirements is needed, communication with grant managers shall be handled by the City.

## Scope of Work

The Work to be completed is broken down into the following tasks for project reporting, billing, and accounting.

- Task 1: Project Management
- Task 2: Existing Conditions & Baseline Analysis
- Task 3: Community Engagement
- Task 4: Community Needs Assessment
- Task 5: Preliminary Plan Development
- Task 6: Plan Review & Approval

## Task 1 – Project Management

This Task addresses administration of work from initiation to closure.

The Consultant will facilitate the Project process to meet the project objectives and initiate regular communication between groups or individuals as identified in the communication matrix included with the original proposal. The following tasks will be initiated and managed by the Consultant:

- Project scope of work
- Project schedule
- Team roles, work assignments and organization
- List of team meetings needed for project coordination
- Communications protocols
- Required reporting for applicable grant funding
- Drafts of Consultant’s standard templates for meeting agenda and summaries.

### *Kick-off and Presentation Meetings*

The Consultant will facilitate one (1) virtual 90-minute kick-off meeting with key members of the Consultant team and City staff. The kick-off meeting will cover project introductions, schedule, stakeholder identification, roles of key individuals and stakeholders (e.g., RACI analysis), review of project scope with limitations and exclusions, and goal setting.

The Consultant will also conduct three (3) approximately 60-minute presentation meetings. Two (2) meetings will include the City Council and key members of the Consultant team, and one will include the Planning Commission and key members of the Consultant team. The first City Council presentation meeting will cover project introductions, lists of stakeholders and/or advisory committee members, and project goals and deliverables. The second City Council presentation meeting and the separate Planning Commission meeting will present the final master plan document.

### *Project Oversight and Reporting*

The Consultant project manager will provide direction to the Project team, including Subconsultants, and conduct Project coordination meetings with appropriate task leaders. The Consultant will coordinate the execution of the Project and meet regularly with the City project manager and staff. The Consultant will provide Quality Assurance / Quality Control (hereafter as QA/QC) in accordance with the Consultant’s in-house QA/QC Plan and modified as needed to meet Project specific requirements.

### *Assumptions:*

- Internal project team coordination meetings will be held on a bi-weekly basis during Project duration. These meetings will be in addition to the coordination meetings held with the City.
- The Consultant project manager and the City project manager will confer on project progress via virtual meeting or telephone on a biweekly basis for the duration of the Project. Key members of the Consultant team may also be in attendance as deemed relevant to each meeting.
- Debrief meetings will be held up to two (2) times following community engagement events. The Consultant team and City staff will have the opportunity to provide feedback on the process and

progress to ensure it aligns with City's expectations, identifying and making corrective action(s), if needed.

Deliverables:

- Project Timeline with milestones for the completion of the plan
- Kick-off meeting with key members of Consultant Team and City staff
- Presentation meetings with Planning Commission and City Council
- Biweekly meetings for internal project team coordination
- Biweekly meetings with City project manager
- Two (2) debrief meetings following community engagement events
- Monthly invoices emailed to the City in electronic (PDF) format

## Task 2 – Existing Conditions and Baseline Analysis

This Task address assessment of site conditions and compilation of background materials to constitute a design basis for subsequent work.

### *Data Collection and Base Mapping*

The Consultant will review and analyze all reports, studies, plans, and surveys pertinent to the Project, including, but not limited to: city-wide planning documents and geospatial data. The Consultant will review and validate the park and recreation goals of the Comprehensive Plan and other City plan mission statements. The Consultant will use GIS to analyze existing parks, trails, and recreational amenities. Analysis will include factors such as distribution, proximity and accessibility, and opportunities for shared use of land. The Consultant will build off existing documents analysis and understanding of the physical characteristics of the relevant areas, and gaps in circulation or access opportunities.

### *Demographics, Trends & Profile*

The Consultant will compile relevant data to portray population trends and statistics and create a Community Profile. This profile is anticipated to include elements such as a context map of the city; population growth trends and targets; a description of the current population by age, race/ethnicity, and income; and a description of Stevenson's geography and parks system. Regional reports will also be reviewed, such as the Washington SCORP, to identify any trends or connections that would be relevant to the City's Parks Master Plan.

### *Park & Facility Inventory & Assessment*

Using base mapping information, the Consultant will conduct site visits to assess and ground truth conditions at existing parks, facilities, and recreation areas. The Consultant will identify potential needs for improvement of amenities, management, or maintenance. The conditions of amenities will be rated as well as high-level review for relevant ADA compliance. To gain a comprehensive understanding of the Project area, the Consultant will engage with operations staff to discuss facility needs, challenges, and concerns related to potential future project development and increased demand for staff. In addition, the Consultant will engage with stakeholders and the advisory committee to further analyze inventory.

#### Assumptions:

- The City will provide the available existing information in electronic working file formats (Word, Excel, DWG, JPG, SHP, etc.) as feasible. All other information can be provided in electronic PDF format. The consultant will provide a data request form to be circulated among the stakeholders or advisory committee members to gather any additional information not already held by the City. (See Background Information Checklist attached)
- City will provide its population growth target
- Research and data collection will be based on readily available secondary sources of information
- On-site visual confirmation is limited to items that are above ground, visually apparent, and identifiable.
- If observed, the Consultant will report major discrepancies between site observations and as-built drawings to the City.
- Up to two site visits will be scheduled to align with in-person meetings

#### Deliverables:

- Working base map
- Working draft summary of site assessments, amenities inventory, conditions, and opportunities, for inclusion in final document
- Draft and final community profile for inclusion in final document
- Preliminary findings of community profile and demographic trends for use in engagement activities
- Conditions Assessment Summary Report to rate assets and inform cost estimating and capital planning

### Task 3 - Community Engagement

This Task addresses communication and engagement with the community and stakeholders external to the Project Team to be identified in the kick-off meeting.

#### *Public Outreach Plan*

Building off the stakeholder discussion from the kick-off meeting, the Consultant will develop a Public Outreach Plan that outlines goals for who, when, why, and how the public and stakeholders will be engaged. The plan will reference milestones in the Project Schedule and will outline stakeholder engagement responsibilities and expectations for both the Consultant and City staff. The plan will be submitted for review and approval by the City. Once approved, the Public Outreach Plan will serve as primary outline for collaborative community engagement throughout the duration of the Project.

#### *Project Website*

The Consultant will support the development of, provide content for, and collaborate with the City on a public-facing website within the city's existing website platform for the duration of the Project. The website will serve as an online headquarters for the public to access project information, participate in virtual engagement activities, and register for or review materials from public engagement events. Online outreach approach will be finalized in the public outreach plan; however, three anticipated outreach stages are during predesign/inventory, visioning, and review of recommendations.

As necessary, the Consultant will provide input to the City on critical information for website establishment, such as graphics and branding, content, and imagery. The City will be responsible for the publishing and maintenance of the website, and the Consultant will be responsible for the development of, provision of, draft and final review of content published to the website. Should the City's website platform be unable to host online functions that are preferred based on the public outreach plan, such as online surveys, public comment portals, interactive maps, or story maps, the Consultant may develop individual web pages, or utilize external web platforms to develop that content. If external webpages are utilized, a link will be provided on the City's webpage.

### *Public Outreach*

In collaboration with the City and in accordance with the Public Outreach Plan, the Consultant will participate in the following meetings through the duration of the Project:

- **Stakeholder interviews:** Members of the Consultant Team will support the City by interviewing a minimum of 20 stakeholders using a combination of direct and indirect engagement approaches. Direct engagement meetings may be held in-person or virtually as resources allow. Indirect interviews will be done using a survey format. Interviews will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be referenced. Consultant will provide an informal summary of interview results.
- **Advisory Committee Meetings:** The Consultant will support the City at a total of three (3) pre-scheduled advisory committee meetings or workshop sessions occurring in-person or attended virtually during and outside of working hours, but not occurring on weekends. Advisory committee meetings will include: a predesign/inventory workshop (see more information below), a visioning charrette (see more information below), and a 90-minute workshop to review and discuss draft recommendations (see more information below). Consultant will provide an informal summary of talking points, discussion highlights, and feedback received following each official meeting.
- **Predesign/Inventory Workshop:** The Consultant will facilitate a 3-hour, in person, workshop with the advisory committee to gather input and insights for the Project. The Consultant will:
  - Define the workshop objectives, ensuring that the session focuses on identifying project requirements, goals, vision, constraints, opportunities, and initial ideas.
  - Prepare workshop materials, including presentation slides, exhibits, and discussion prompts, to guide the session and encourage active participation.
  - Conduct a brief project overview presentation, providing background information, context, and any existing project materials to ensure all participants have a shared understanding of the project.
  - Facilitate discussions to illuminate the Project's goals and vision, considering factors such as user experience, sustainability, community engagement, and desired amenities.
  - Feedback received will be collected, documented, and compiled by the Consultant.



- **Visioning Charrettes (2):** The Consultant will support the City in the planning and facilitation of two, 3-hour, in person, design charrettes- one with the advisory committee and one open to the public community members.
  - Charrettes will occur in-person and outside of working hours, but not occurring on weekends. Select members of the Consultant Team will be in attendance.
  - The Consultant will prepare and provide materials necessary for successful meeting implementation, such as graphics, presentations, engagement exercises, and hardcopy collateral.
  - All materials and supplies will be billed at cost; as possible and feasible, the City may provide materials and supplies for use at community meetings.
  - Feedback received at community charrettes will be collected, documented, and compiled by the Consultant.
- **Draft Recommendations Workshop:** The Consultant will facilitate a 90 minute, virtual, workshop with the advisory committee to review and discuss draft recommendations for the Project.
  - This Advisory committee workshop will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be compiled for reference or presentation at the workshop.

Assumptions:

- The Consultant will build off the results of the recent Integrated Shoreline Public Access and Trail Plan Public Engagement Plan, and focus efforts to target more specific groups.
- Community engagement will be a collaboration between Consultant and City staff. Where required or as requested, essential activities, such as scheduling, promotions, printing and mailing, accessibility accommodations, translation services, and direct stakeholder outreach will be led by the City. Attendance and facilitation will be performed jointly by Consultant and City staff, as appropriate. Production of stakeholder engagement materials, including graphics and digital format materials, will be led by the Consultant.
- Consultant community engagement activities will be limited to the level of effort represented in the Project budget.
- Website hosting fees will be expensed to the project budget, should it be determined in the public outreach plan that webpages hosted outside of the City's webpage are necessary due to limitations of the existing City website platform.
- Social media and email promotions will be handled by the City using the City's existing accounts. No new or custom social media accounts, email accounts, or campaigns will be performed by the Consultant unless explicitly stated above; however, the Consultant may repost or cross post Project promotions to its existing social media accounts.
- The Consultant will endeavor to have certain staff members present at specific engagement events; however, based on individual staff commitments and schedules, some substitution of staff may occur. If alternate staff are in attendance, they will be qualified to speak about relevant design or technical issues, and they will be up-to-speed on Project status and issues.

#### Deliverables:

- Public Outreach Plan
- Project website
- Public Outreach meetings, as described above

#### Task 4 – Needs Assessment & Level of Service Analysis

The Needs Assessment and Level of Service Analysis aims to analyze data collected and gather community input to identify the current and future needs and demands for parks, recreation facilities, and open spaces. This involves evaluating existing conditions, assessing gaps and disparities, and understanding the preferences and priorities of the community. The Consultant will assess the existing and anticipated future demand for parks' services. The analysis will consider needs in terms of parks by size and location, trails, and facilities. Community interests, as identified in community engagement, will contribute to the needs assessment. This analysis will include needs for parkland acquisition as well as park, recreation and trail development, and enhancement. Needs will be compared with the available inventory of facilities. The Consultant will prepare a range of level of service (LOS) options, illustrate pros and cons of each, and identify which are feasible and aligned with City goals and community engagement results. Based on the LOS metrics selected by the City, the Consultant will identify the LOS needed for projected growth to ensure access to meet current and projected future needs. This analysis will focus on parks owned and/or managed by the City of Stevenson, Stevenson-Carson School District, Port of Skamania, Skamania County, and the Stevenson Community Pool District.

#### Community Input Analysis:

- Review and analyze the community engagement feedback, including surveys, meetings, and workshops.
- Identify recurring themes, concerns, and priorities expressed by the community.
- Group and categorize the community input based on common topics and interests.

#### Needs Identification:

- Integrate the findings from data analysis and community input to identify the key needs and demands for parks, recreation, and open spaces.
- Determine the types of parks and facilities needed, such as, but not limited to, neighborhood parks, sports fields, trails, or cultural spaces.
- Consider specific requirements for diverse user groups, including children, seniors, individuals with disabilities, and different cultural backgrounds.
- A priority matrix will convey the identified needs and prioritize actions. This presents the needs or gaps along with criteria or factors to assess their importance, urgency, feasibility, or impact. By assigning weights or ratings to the criteria, decision matrices will help decision makers visualize the relative priorities and make informed decisions on resource allocation and planning strategies.

#### Gap Analysis:

- Identify gaps and disparities in the distribution of parks, recreation facilities, and open spaces across the community and within the region.
- Assess whether certain areas or population groups have limited access to parks and recreational opportunities.
- Evaluate the equitable distribution of park amenities, programming, and services.
- Maps will be developed that address gaps and demands which may compare the distribution of existing facilities with the demand or population density across the community or region and highlight areas where there may be a deficiency or imbalance in specific types of amenities or recreational opportunities. These may include factors like population density, proximity to residential areas, or recreational preferences and will identify areas with higher demand and guide decisions on the location or expansion of facilities to address the specific needs of different communities or user groups.
- A gap analysis matrix will compare the existing park system or recreational amenities to established standards, guidelines, or community expectations. It will identify gaps or discrepancies between the current state and desired conditions. The matrix highlights areas where the park system falls short and helps prioritize actions to bridge those gaps.

#### Technical Memorandum:

- The summary memo provides a concise overview of the key findings and insights derived from the needs assessment. It captures the most important information and highlights the patterns, trends, and priorities that inform the identified needs, gaps, and disparities. It outlines the major themes that emerged from the data analysis and community engagement process, emphasizing the common challenges and opportunities that were identified. The summary provides a context for decision-making by highlighting the implications and potential impact of the identified needs. It sets the stage for the Park Master Plan development, guiding the development of strategies and recommendations that address the identified gaps and meet the community's desires.

#### Assumptions:

- The City will provide information on historic trends in park operational and capital funding.

#### Deliverables:

- Summary Technical Memorandum
- Gap Analysis Matrix
- Analysis Maps
- Priority Matrix

#### Task 5 – Preliminary Plan Development

This Task involves the development of the Parks Master Plan which brings together the insights, findings, and recommendations gathered from previous tasks to lay the foundation for a comprehensive and strategic plan. It will be informed by previous tasks which will provide valuable insights into the desires, needs, and priorities of the community. The Plan will also encompass strategies and

recommendations to address the identified gaps, along with an implementation plan that outlines actionable steps, responsibilities, and estimated costs.

Through the development of the Plan, decision-makers, park administrators, and stakeholders will have a comprehensive framework to guide resource allocation, funding decisions, facility development, programming enhancements, and sustainable practices. The plan also serves as a vision document, fostering excitement and community engagement by reflecting the shared aspirations for vibrant, accessible, and sustainable parks that promote wellness and community pride.

The Plan will include the following:

- Executive Summary
- Goals and Objectives:
  - A set of clear and concise goals for the Plan reflecting the community's desires and needs.
  - Defined intended outcomes and measurable targets associated with each goal and objective.
- Inventory
  - Summary of activities and findings from the Existing Conditions and Baseline Analysis task, including a description of the service area's facilities, lands, programs and their condition.
- Public Involvement
  - Summary of activities and findings from the Community Engagement task, outlining that the planning process gave the public ample opportunity to be involved in the plan development and adoption.
- Demand and Needs Analysis
  - Summary of activities and findings from the Demand and Needs Analysis task. This analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc. and explains why those actions are needed. The process used in developing the analysis will assess community desires for parks, recreation, open space, and/or habitat, as appropriate, in a manner appropriate for the services area (personal observation, informal talks, formal survey(s), workshops, etc.).
- Strategies and Recommendations:
  - Identify and develop strategies and action steps to address the identified needs, gaps, and priorities.
  - Recommendations for facility development, programming enhancements, maintenance, and management practices.
  - Approaches, partnerships, and funding mechanisms to implement the recommended strategies.
  - An acquisition/disposal plan including recommendations for the type and size of potential future park/land acquisition and/or disposal of surplus property. Tables summarizing anticipated acquisition costs and disposal revenue will support these recommendations.
- Capital Improvement Plan:

- The plan will include recommended projects that address identified needs and strategies defined for land acquisition, facility development, programming enhancements, renovations, and restoration projects, intended to support the City's Capital Facilities Element and budget by year of anticipated implementation; including funding source.
- Budget estimates for each recommended project, considering factors such as design, construction, materials, labor, permits, and ongoing maintenance costs.
- List of prioritized projects and actions based on urgency, feasibility, impact of addressing identified needs, and alignment with potential funding requirements.

Deliverables:

- PDF draft report including all memos, maps, and figures completed in previous tasks as Appendix items
- PDF Final report including all memos, maps, and figures completed in previous tasks as Appendix items

Assumptions:

- Commensurate with proposed budget, the Consultant will develop visuals, such as but not limited to sketches, diagrams, and/or renderings, to communicate design intent.

## Task 6 – Plan Review & Approval

### Draft Document Review and Revisions:

The Consultant will coordinate with the City to present, review, and revise the draft plan to final document. The Consultant will facilitate two (2) workshops: one (1) 2-hr workshop w/ City staff, and one (1) 90-min workshop w/ advisory committee, as described in Task 1. Informed by the preceding workshops, the Consultant will revise the draft document to final plan. The Consultant will make two (2) presentations of the final plan: one (1) to Planning Commission and one (1) to City Council (per Task 1), then the Consultant will revise the document to incorporate final comments for plan adoption.

### Plan Revisions & Final Documentation:

The consultant will incorporate final comments to finalize the Plan in PDF format. Electronic copies of all project deliverables will be provided in digital formats at project completion.

Deliverables:

- The Consultant will attend Planning Commission and City Council meetings to present the final Parks Master Plan as noted in Task 1: Project Management.
- PDF Final report including all memos, maps, and figures completed in previous tasks as Appendix items
- Presentations to Planning Commission and City Council, as noted above.

Assumptions:

- The City will review and provide consolidated comments on the draft deliverables within a reasonable timeframe to avoid project delays. This includes a clear process for consolidating comments from City staff and decision-makers into cohesive and actionable feedback.

### Other Services (Not in Contract)

The Consultant acknowledges that certain needs may arise throughout the project that are beyond the original scope of work but can add value to the decision-making process and enhance community engagement and the overall project. The Consultant is open to providing additional services and deliverables with an agreed-upon additional fee. These services may include:

- Engagement Support in the form of attendance and participation in additional community events, public meetings, workshops, or focus groups beyond the initially agreed-upon scope.
- Creation of supplementary visualizations, graphics, or maps to enhance the understanding and communication of the data, themes, or projects.
- Detailed design, engineering, or permitting of recommended projects, including detailed schematic plans and construction drawings.

These out-of-scope services and deliverables are offered to support the decision-making process, enhance stakeholder engagement, and provide additional value to the project. The specific details, deliverables, and associated fees for any out-of-scope work will be determined through a separate agreement. The Consultant will work closely with the City to assess the feasibility and relevance of any requested out-of-scope work, ensuring that it aligns with project goals, available resources, and timeline constraints.

Parks Master Plan Tasks:	Total Consultant Labor Fees
<p>Task 1: Project Management</p> <ul style="list-style-type: none"> <li>▪ Project schedule</li> <li>▪ Kick-off meeting</li> <li>▪ Presentations</li> <li>▪ Project administration, including subconsultant coordination</li> <li>▪ Biweekly meetings internal meetings</li> <li>▪ Biweekly City meetings</li> <li>▪ Debrief meetings</li> </ul>	\$ 17,700
<p>Task 2: Existing Conditions &amp; Baseline Analysis</p> <ul style="list-style-type: none"> <li>▪ Data collection and basemapping</li> <li>▪ Demographics, trends &amp; profile</li> <li>▪ Park inventory and assessment</li> </ul>	\$ 10,050
<p>Task 3: Community Engagement</p> <ul style="list-style-type: none"> <li>▪ Public Outreach Plan</li> <li>▪ Project Website</li> <li>▪ Stakeholder interviews</li> <li>▪ Survey</li> <li>▪ Advisory Committee meetings</li> <li>▪ Visioning Charrettes</li> </ul>	\$ 24,620
<p>Task 4: Community Needs Assessment</p> <ul style="list-style-type: none"> <li>▪ Community input analysis</li> <li>▪ Needs identification</li> <li>▪ Gap analysis, matrix, maps</li> <li>▪ Technical memorandum</li> </ul>	\$10,450
<p>Task 5: Preliminary Plan Development</p> <ul style="list-style-type: none"> <li>▪ Parks Master Plan Report</li> <li>▪ Strategies and recommendations</li> <li>▪ Capital improvement plan</li> <li>▪ Cost Estimates</li> </ul>	\$ 25,850 (\$8,090 for cost estimates)
<p>Task 6: Plan Review &amp; Approval</p> <ul style="list-style-type: none"> <li>▪ Review meeting</li> <li>▪ Preparation of Final Document</li> </ul>	\$ 9,720
<p><b>Total Fee</b></p>	<b>\$ 98,390</b>



# City Council 3-Year Strategic Plan-2022-2025

[View All Plans](#)

Settings

Dashboard

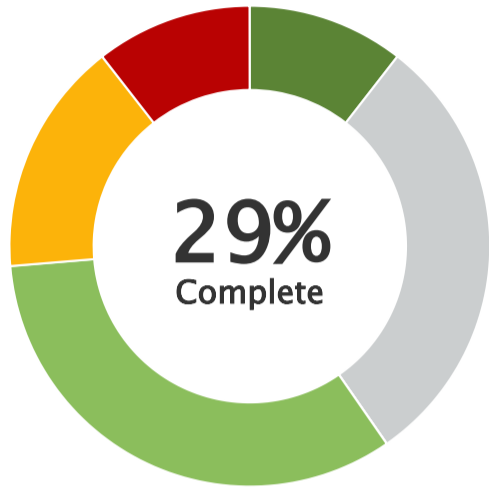
Plan Manager

View

Focus Ar...

- Organizational Health a... X
- Build and Maintain the ... X
- Improve Land Use and ... X

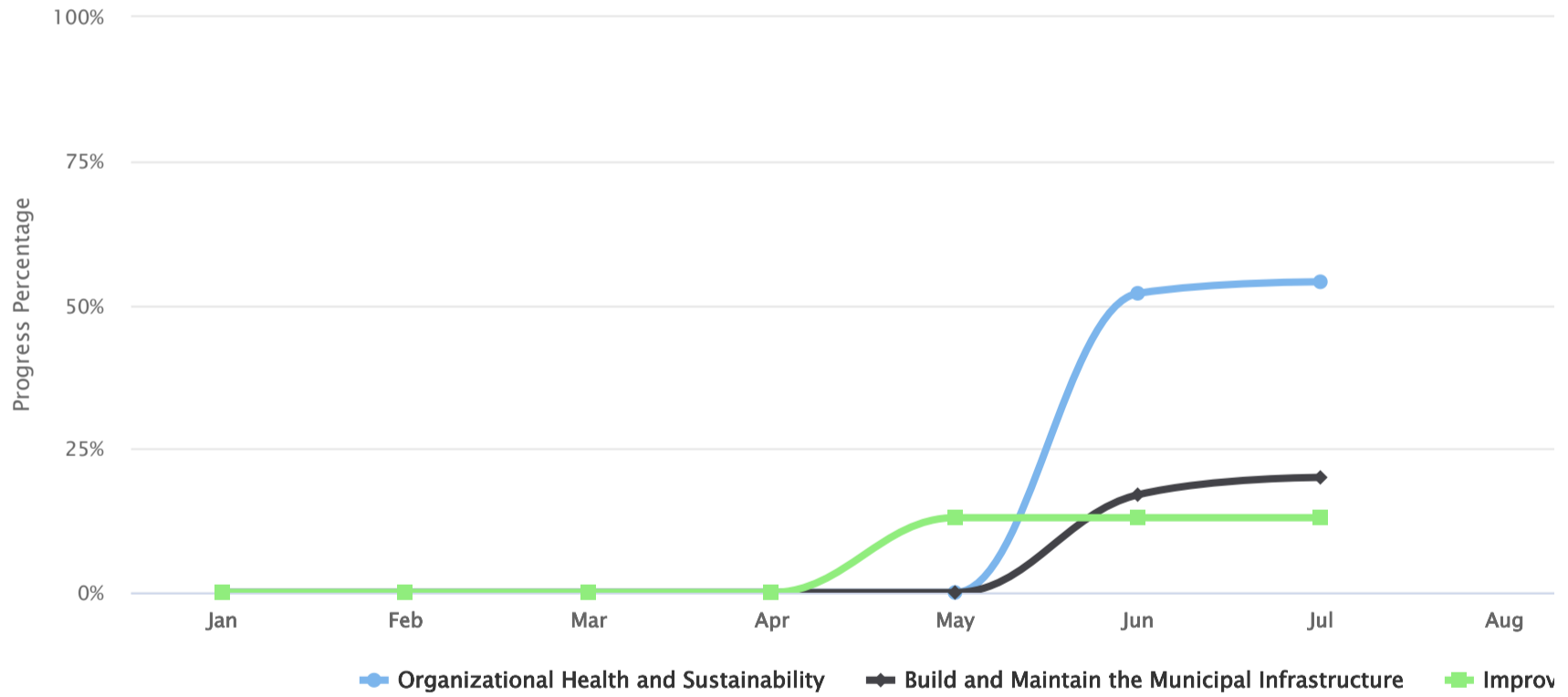
## Overall Status



- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

- 6 Action Items (11%)
- 19 Action Items (33%)
- 9 Action Items (16%)
- 6 Action Items (11%)
- 17 Action Items (30%)
- 0 Action Items (0%)

## Focus Area Progress Over Time



## Upcoming Check-Ins

- Next 7 Days
- Next 30 Days
- Next 90 Days

Focus Area	Strategy	Action Item	Last	Columns
Organizational Health and Sustainab...	Governance/Council Training	Hold monthly workshops wit...	6/2	...
Organizational Health and Sustainab...	Financial Health	System Development Charge...	6/2	...
Organizational Health and Sustainab...	Financial Health	Review development and pla...	No	...
Organizational Health and Sustainab...	Internal Processes/Resources...	ClearGov budgeting display t...	6/2	...
Organizational Health and Sustainab...	Internal Processes/Resources...	GIS Technology	6/2	...





# Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

<b>Created by</b>	Lina Berisha
<b>Contact Phone</b>	214-449-3756
<b>Contact Email</b>	lberisha@cleargov.com

<b>Order Date</b>	May 25, 2023
<b>Order valid if signed by</b>	<b>Jun 2, 2023</b>

Customer Information					
<b>Customer</b>	City of Stevenson	<b>Contact</b>	Leana Kinley	<b>Billing Contact</b>	Leana Kinley
<b>Address</b>	7121 E. Loop Road	<b>Title</b>	City Administrator	<b>Title</b>	City Administrator
<b>City, St, Zip</b>	Stevenson, WA 98648	<b>Email</b>	leana@ci.stevenson.wa.us	<b>Email</b>	leana@ci.stevenson.wa.us
<b>Phone</b>	509-427-5970	<b>PO # (If any)</b>			

### The Services you will receive and the Fees for those Services are...

Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 1	\$ 1,800.00
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>		<b>\$ 1,800.00</b>
Subscription Services	Tier	Service Fees
ClearGov ClearPlans - Civic Edition	Tier 1	\$ 5,200.00
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>		<b>\$ 5,200.00</b>

### ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
<b>Setup</b>	Aug 1, 2023	Aug 1, 2023	ClearGov Setup Services
<b>Pro-Rata</b>	Aug 1, 2023	Dec 31, 2023	ClearGov Subscription Services
<b>Initial</b>	Jan 1, 2024	Dec 31, 2026	ClearGov Subscription Services


### To be clear, you will be billed as follows...

Billing Date(s)	Amount(s)	Notes
Aug 1, 2023	\$ 1,800.00	One Time Setup Fee
Aug 1, 2023	\$ 2,166.67	5 Month Pro-Rata Subscription Fee
Jan 1, 2024	\$ 5,200.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		
Billing Terms and Conditions		
<b>Valid Until</b>	<b>Jun 2, 2023</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Initial Period Rate Increase</b>	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
<b>Rate Increase</b>	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

### General Terms & Conditions

<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
--------------------------	---

<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Cancellation Option</b>	This ClearGov Service Order is subject to the approval of the Stevenson City Council(the "Board") as set forth herein. In the event that the Board does not approve this Service Order at its July 20, 2023 meeting, Customer shall have the option to terminate this Service Order immediately by providing written notice. In the event that Customer exercises this option, Customer shall have no payment obligation under this Service Order.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an " <b>Annual Term</b> "), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement. In event of any conflict between the terms set forth in this ClearGov Service Order and any terms or conditions set forth in the ClearGov BCM Service Agreement, the terms of this ClearGov Service Order shall prevail.

Customer	
<b>Signature</b>	
<b>Name</b>	Leana Kinley
<b>Title</b>	City Administrator

ClearGov, Inc.	
<b>Signature</b>	
<b>Name</b>	Bryan A. Burdick
<b>Title</b>	President

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

Customer Upgrades (ClearGov internal use only)			
<b>This Service Order is a Customer Upgrade</b>	Yes	<b>If Yes: Original Service Order Date</b>	8/3/22

# Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

## ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
  - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
  - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
  - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
  - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

## Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
  - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
  - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.



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# STEVENSON FIRE DEPARTMENT

STEVENSON, WASHINGTON

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## 2023 Strategic Plan

“Agility will be the new capital for organizations.”

- 21st Century Fire & Emergency Services White Paper

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# STRATEGIC PLANNING

## Process Overview

Change is inevitable, but growth is optional. Growth starts with goals. However, having goals in and of themselves does not accomplish anything. A plan -- complete with goals, timelines, assignments, and incremental steps which can be measured -- creates a roadmap for an organization to follow. For any organization, public or private, to reach its full potential, it must have a plan. An organization that knows where it is going, knows the environment in which it must operate and identifies how to get there has the best chance to meet the needs of its community and achieve its vision. This planning process has refreshed the organization's continuing commitment to professionalism and set the path toward future success.

The strategic implementation planning process results in a three-to-five-year work plan intended to guide the organization's work effort toward a common set of goals and objectives. The process includes representation from key organizational stakeholders. Each person in the department should feel their interests represented by participating in some planning stages.

During the planning work session, the team developed and reviewed elements of the agency's mission, vision, and values. The planning team used this as a foundation to identify the top issues needed to improve services. Once compiled, the planning teams identified broad themes. These themes form the strategic goals of the strategic implementation plan. After creating the strategic goals, ESCI developed objectives and tasks that support the organization's vision when completed.

## Community-Centered Strategic Planning Process

ESCI's Community Centered Strategic Planning Process (CCSPP) methodology has been adopted and utilized by the International Association of Fire Chiefs, numerous other national, regional, and state fire service agencies and associations, and hundreds of local fire departments across the United States and Canada. The CCSPP has proven remarkably effective with all types and sizes of organizations, from large metropolitan fire departments to small, rural all-volunteer fire departments and everything in between. This process was utilized in the development of the Stevenson Fire Department strategic planning framework and will include, but not necessarily be limited to:

- Review organizational background.
- Define services provided to the community.
- Identify aspects of the organization the community views positively.
- Develop a vision for the future.
- Establish the organization's guiding principles.
- Identify performance gaps.
- Establish the organization's strategic goals.
- Identify the objectives that support the strategic goals.
- Identify critical implementation tasks for each objective.
- Define service outcomes in the form of performance measures and targets.



# ACKNOWLEDGMENTS

## Stevenson Fire Department

Robert Farris | Fire Chief

### City Leaders

Leana Kinley | City Administrator  
Scott Anderson | Mayor  
Kristy McCaskell | Councilmember  
Michael D. Johnson | Councilmember  
Paul Hendricks | Councilmember  
David Wyatt | Councilmember  
Dave Cox | Councilmember

### Fire District 2 Leaders

Tom Delzio | Fire Commissioner  
Howard Hoy | Fire Commissioner  
Ray Broughton | Fire Commissioner

## Emergency Services Consulting International

Richard Curtis | Project Manager

Patrick McIntosh | Associate Consultant

Shauna Murrell | Branding & Support



# MESSAGE FROM THE CHIEF



*City of Stevenson*

**Fire Department – Rob Farris, Chief**

(509) 427-5970

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

June 27, 2023

To the Citizens of the City of Stevenson and Skamania County Fire District 2,

I take great pleasure in presenting to the people of the City of Stevenson and Skamania County Fire District 2 our 2023 to 2028 Strategic Plan. This plan is the first of its kind for these two agencies, and I'm excited about how the plan will be used to drive the agencies forward in the coming years.

Developing this plan brought together our dedicated volunteer firefighters along with our great community stakeholders. I'm very confident that the plan outlines the huge potential for our agencies to serve the community better. Having a plan such as this is an important tool in deciding the future direction of our Fire Department. I am excited to get started implementing the plan.

Best Regards,

*Rob Farris*

**Rob Farris, Fire Chief**

Stevenson Fire Department

Skamania County Fire District 2

Stevenson, Washington

Phone: (509)427-5552

Email: [firechief@ci.stevenson.wa.us](mailto:firechief@ci.stevenson.wa.us)





# ENVIRONMENTAL SCAN

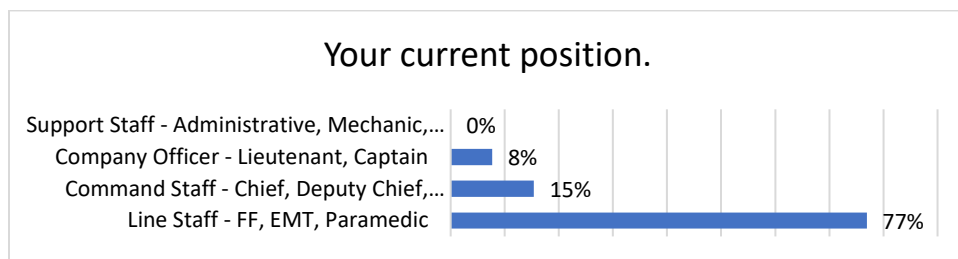
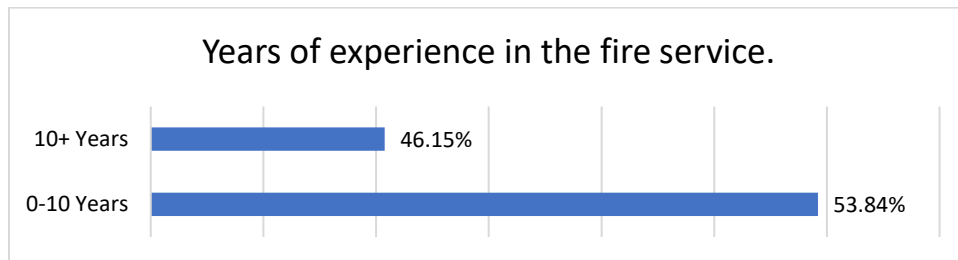
## Internal Stakeholder Feedback

ESCI conducted two open sessions on June 12 and 13 to meet with any member of the organization to discuss their thoughts and opinions. ESCI met with the rank-and-file members of the Stevenson Fire Department in two sessions. We engaged participants in responding to what is good, better, and different that the Stevenson Fire Department should focus on. This information is incorporated into the development of the Strategic Plan.

ESCI, along with the Mayor, City Administrator, and Fire Chief developed a member survey to seek anonymous feedback from the Stevenson Fire Department members. On May 23, 2023, the Fire Chief issued the Member Survey to all the volunteer members and remained open to responses until June 14, 2023. Thirteen members submitted responses to the survey, representing 68% of the department membership.

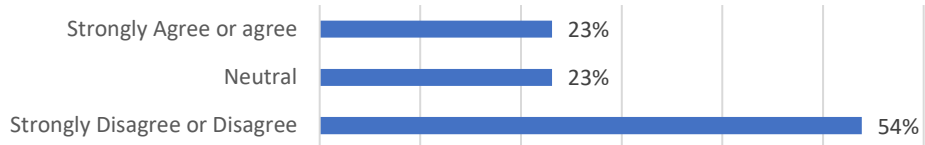
A summary of the survey's key findings follows in this section, while the entire survey is attached to this document in Appendix A.

### Volunteer Members



# Training

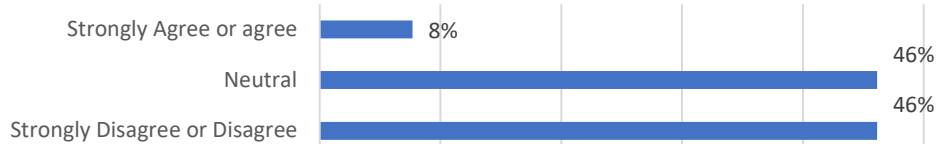
## Training is consistent throughout the department



## My training prepares me for emergency calls.



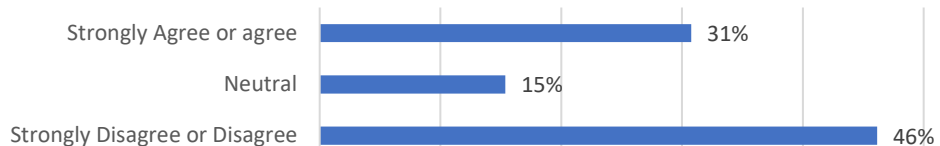
## Personnel are adequately trained to do their jobs.



## Training records are accurate & current.

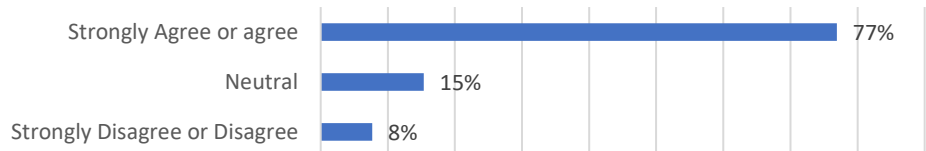


## Training program meets the needs of SFD.

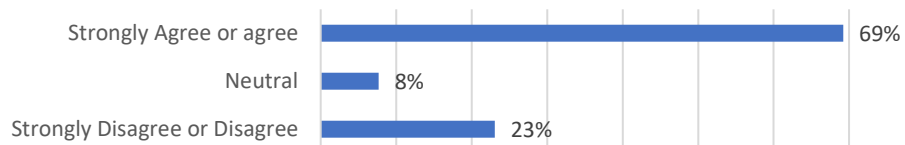


## Communications

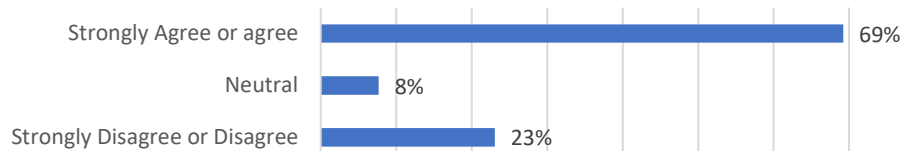
### Senior leadership is open and honest.



### An open flow of communication is maintained.



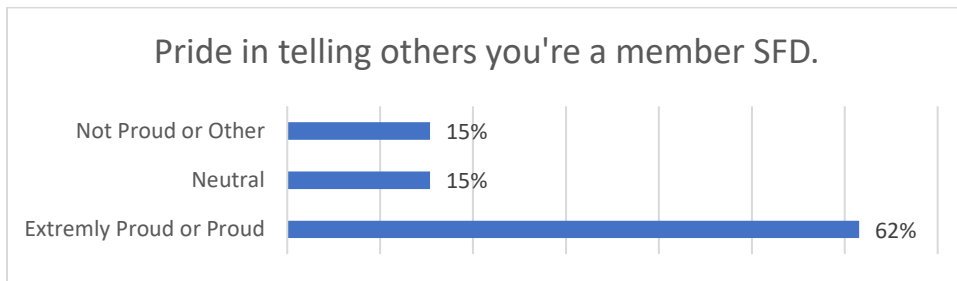
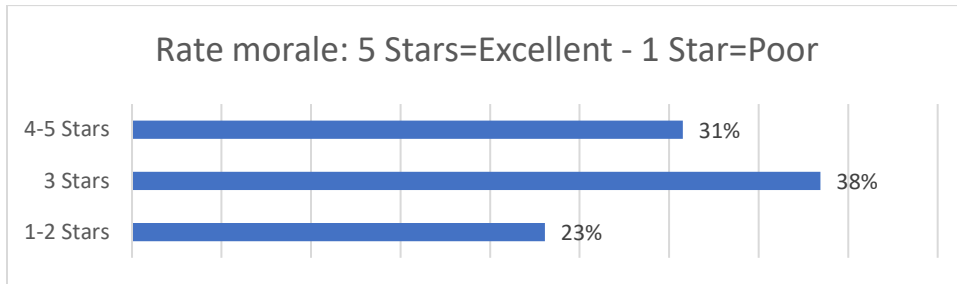
### Criticism & concerns are professionally managed.



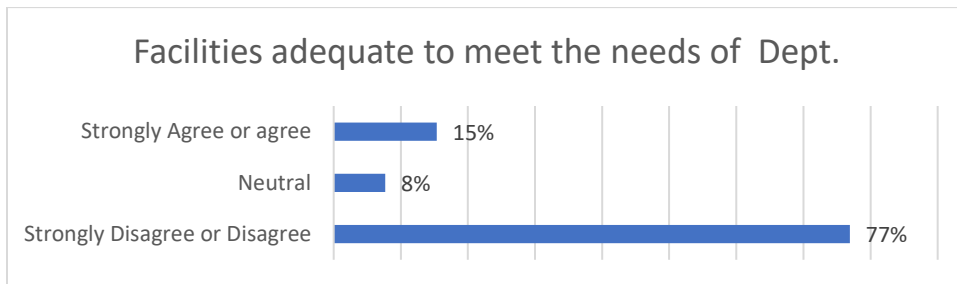
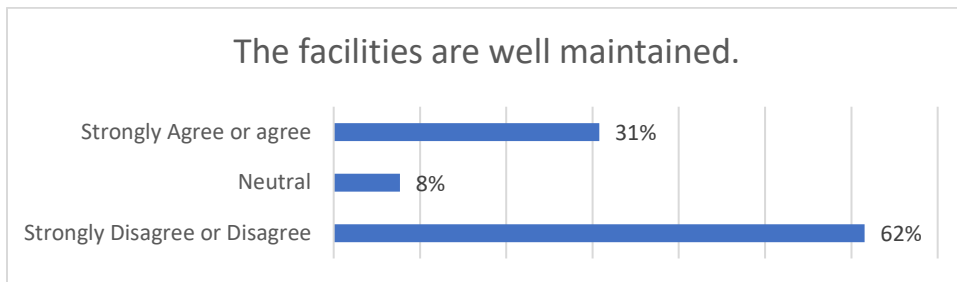
### The department is engaged in the community.



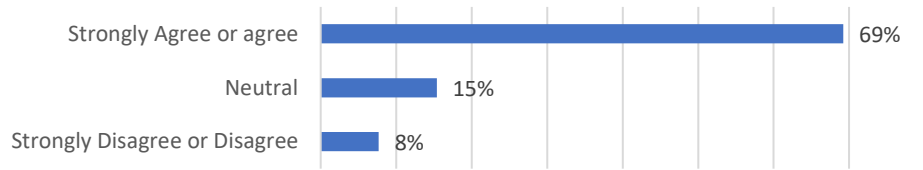
## Morale



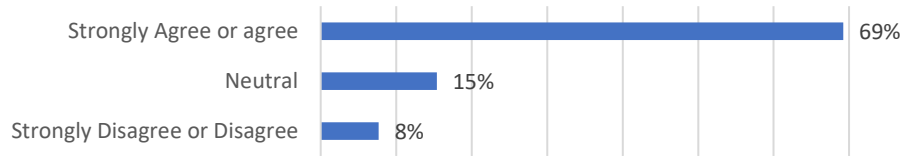
## Facilities and Equipment



### The apparatus meets the needs of the Dept.



### Apparatus is well maintained.



# Good | Better | Different

The fire department membership also participated in a “Good-Better-Different” exercise. The process helps eliminate group thinking and enables all participants to provide open feedback. Utilizing a combination of individual anonymous input, small team categorization, and facilitator-led discussion, the exercise identified issues that provide the framework for establishing organizational goals and objectives for the strategic plan.

In this process, the members worked individually with the following three tasks:

**GOOD | Green Sticky Notes:** Write three things that SFD should continue to do and make plans to maintain in the future.

**BETTER | Yellow Sticky Notes:** Write three things SFD should improve upon immediately.

**DIFFERENT | Red Sticky Notes:** Write three things SFD should immediately stop doing or start doing differently.

After completing these three tasks, the notes were collected and posted on the wall with no member name connected to any comment. The participants were then broken into small groups to work throughout the room to categorize similar notes into groups. After this was completed, the ESCI team facilitated a discussion of the notes to identify a general theme for each grouping. The work product yielded the foundation for developing future goals and objectives.

The following is a list of the common themes derived from the facilitated exercise:

**GOOD:** SFD should continue to do and make plans to maintain in the future.

- EXTERNAL RELATIONSHIPS
  - Maintain a positive relationship with the Department of Natural Resources
  - Continue to incorporate Life Flight Training and Skamania EMS
- TRAINING
  - Support driving rodeos
  - Practical Drills
- MEMBERS & SERVICE
  - A core group with high expertise
  - Strong volunteer support
  - Good Teamwork
  - Sustain social events for members
  - Like Priorities: Family, Work, Fire Department
  - We put fires out
  - Good Equipment



- Respectful to each other
- COMMUNITY
  - Great community support
  - Members care about the community

**BETTER:** SFD should improve as soon as practical.

- FACILITIES & EQUIPMENT
  - Timely repair of Brush 28
  - Clean and organize the fire station
  - Provide a new fire station
- RECRUITMENT
  - Recruit younger and more volunteer members
  - Engage the community more with fire department needs and service
  - Publicly recognize the superior service of members
  - Need more volunteers
- TRAINING
  - Need a comprehensive and structured training program
  - Driver training program
  - First Aid and CPR training
  - More training opportunities and frequency
  - Incremental skill-building structure for members at each rank
  - Specialized tender drive training
  - More equipment familiarization

**DIFFERENT:** SFD should immediately stop or start doing it entirely differently.

- TRAINING
  - Stop talking at meetings and conduct training
  - Deliver ICS training for officers
  - Fire Behavior and modern FF techniques
  - Conduct diversity and inclusion training
  - Senior volunteers shadow and mentor new volunteers
  - Produce a structured volunteer onboarding process
- ADMINISTRATIVE
  - Cease using volunteers for administrative duties
  - Develop policy and procedure manual
  - Outline personnel responsibilities and qualifications benchmarks
  - Provide mental and physical checkups for members
  - Develop a communications program and strategy



## External Stakeholder Feedback

On Wednesday, June 13, ESCI facilitated a community stakeholder feedback station in the community room at Stevenson City Hall. Invitations were mailed to key Stevenson residents, followed by reminder emails and phone conversations. The eight representatives in attendance included a cross-section of community leaders and concerned citizens:

- Kevin Waters | EDC Director
- Arnold Bell | Skamania County Fire Marshal
- Jenny Taylor | City of Stevenson Resident
- Mary Repar | Concerned Citizen
- Ann Lueders | Director of Skamania County EMS
- Tracy Wycoff | Skamania County Undersheriff
- Dave Cox | Stevenson City Council Member
- Michael Perry | City of Stevenson Resident

As part of the discussions, ESCI asked the attendees to help define what is good with the Stevenson Fire Department.

- Current Fire Station Location
- People are Caring
- Longevity of the Volunteers
- Dedication of Volunteers
- Great Volunteers
- Proud History
- Good People

After defining good service, the group worked together to define the community's expectations from the group's perspective.

- Good response time
- Recruitment of new members
- Be well trained
- Transparency of District #2
- Trained to protect members
- Provided reliable/safe equipment
- Provided safe fire stations and training grounds
- Accountable to community and members.





After developing community expectations, the group worked together to identify concerns from the group's perspective.

- Future leadership
- Liability of volunteers
- Adequate number of volunteers
- Lack of staff
- Administrative gaps
- Be well trained
- Not a consistent response
- Able to serve a growing community



# DEVELOPMENT OF MISSION | VISION | VALUES STATEMENTS

## *Mission*

The organization's mission statement should clearly define the primary purpose of the organization's existence. It focuses the Stevenson Fire Department member on what is profoundly important to the organization and community. All members should understand The mission statement and be posted prominently throughout the organization's facilities. Each member should commit the mission to memory.

**MISSION:**  
What are we for?

**VISION:**  
For what do we  
want to be known?

## *Vision*

An organization's vision will clearly define and establish what the department wants to become. It becomes a target and guiding beacon as the strategic plan and goals are completed. After completing all the tasks, the adopted vision should be a reality and accurately portray the Stevenson Fire Department's intent.

## *Values*

A department's core values are a collection of the most important beliefs and ingrained principles that guide the department's actions. Establishing core values aims to connect the member, clarify the department's mission, and define their brand for the community they serve.

**VALUES:**  
What values are  
important?



ESCI worked with SFD members and community stakeholders to identify the keywords and phrases that resonated with developing the mission, vision, and values. ESCI formulated the following statements and finalized and affirmed them by the and leadership. The following are offered as a draft for modification and formal adoption.

### ***Our Mission:***

*We proudly serve and protect life, property, and the environment in the City of Stevenson and surrounding communities by providing reliable emergency response, community outreach, and proactive fire prevention with professionalism and expertise.*

### ***Our Vision:***

*We are a trusted and respected organization marked by professionalism and safe, reliable, and responsive service for our citizens. We are future focused on continuous improvement and innovation in a safe environment, adapting to the changing needs of our community with effective, enthusiastic, and empowered members.*

### ***Our Values:***

*We recognize each individual as a vital member of our fire department family. Through a commitment to pursuing excellence, we hold ourselves and each other to the highest standards as we embrace a key set of organizational values.*

***Professionalism*** – Committed to personal development and the highest standards.

***Teamwork*** – Valuing that collectively we can excel beyond any one person’s capabilities.

***Integrity*** – Honoring the trust the public places in us through honest, ethical conduct.

***Accountability*** – To the community, each other, and ourselves.

***Diversity*** – Respecting our individual differences that make our organization great.

***Health & Safety*** – People are our greatest asset, and their health and safety are a priority.

***Volunteerism*** – We respect and celebrate the contributions of each of our members.

***Dedication*** – Committed to making a difference in the community through our service.

***Excellence*** – Focused on improving and better serving the community and each other.

***Work/Life Balance*** – Priorities: Family, Work, and Fire Department



# STRATEGIC WORK PLAN

## Definition of Terms

The main component of a strategic plan is to provide a roadmap for action defined by the Goals, Objectives, and Tasks, which are defined as follows:

### **GOAL:**

The most prominent overarching element of a strategic plan is a goal. These are broad enterprises where the department may have multiple areas of focus.

### **OBJECTIVE:**

A smaller component of and subordinate to a goal, an objective focuses on one area but is still general. If all the objectives under a goal have been accomplished, the goal will have been achieved.

### **TASK:**

A minor component of and subordinate to an objective, a task is usually defined as specific, measurable, action-oriented, realistic, and time-sensitive. If all tasks under an objective are accomplished, the objective will have been accomplished.

The Strategic Work Session Planning Team and ESCI worked to develop five goals to focus this strategic plan on obtainable results. Members collaborated to narrow the goals and objectives to a workable list, wherein teams will be assigned. There was a spirit of congeniality and respect within the room, which lent itself to an environment for open and honest discussion to help move the department forward.

Strategic goals, objectives, and tasks become essential to the organization's efforts. By following these components carefully, the organization will be guided into the future and should benefit from reduced obstacles and distractions. Each goal, objective, and task were identified over the planning work sessions facilitated by ESCI.

The following list defines each goal with its subordinate objectives and each goal with its subordinate tasks. The following goals are actionable items determined through feedback to create the basis of the recommended strategic plan. Details for each goal are provided below.



## Goal 1 – Our People

<b>GOAL:</b>	<b>The City and District will maintain a professional, well-trained, qualified membership to meet the emergency service needs of our communities.</b>			<b>Broad Timeline:</b>	<b>Due Date:</b>	<b>Assigned to:</b>	
<b>Objective:</b>	<b>1A</b>	<b>Provide a healthy and safe work environment for Stevenson Fire Department Members.</b>					
	<b>Task:</b>	<b>1A1</b>	Implement a comprehensive safety program that meets local, State, and federal best practices and standards.	Short			
	<b>Task:</b>	<b>1A2</b>	Review Washington Administrative Code - Firefighters Safety Standards 296.305, NFPA 1500 Occupational Safety, Health & Wellness Program.	Short			
	<b>Task:</b>	<b>1A3</b>	Establish a Safety Committee to assist with sustaining the safety program and to review safety practices, injury, accident, and near-miss incidents.	Short			
	<b>Task:</b>	<b>1A4</b>	Mitigate immediate safety issues: clear the floor of debris and obstacles, install vehicle charging cords from the ceiling, install Gear Hangar grids, reposition apparatus to ensure safe clearances, purchase passport accountability and name tags consistent across all apparatus and department, inventory and secure safety equipment and supplies.	Immediate			
	<b>Task:</b>	<b>1A5</b>	Schedule a "Safety and Health Consultation" from the Washington State Labor and Industries "No-Cost Consultation" service.	Immediate			
	<b>Task:</b>	<b>1A6</b>	Adopt safety policies that reinforce best practices.	Short			
	<b>Task:</b>	<b>1A7</b>	Consider the Installation of a negative-pressure diesel exhaust system in the apparatus bay.	Medium			
	<b>Task:</b>	<b>1A8</b>	Develop and implement Standard Policies and Procedures for Emergency Operations.	Medium			
	<b>Task:</b>	<b>1A9</b>	Provide a mental health and wellness program.	Medium			
	<b>Task:</b>	<b>1A10</b>	Consider implementing physical exams for all members.	Medium			



<b>Objective:</b>	<b>1B</b>	<b>Strengthen the leadership of the Stevenson Fire Department through a succession plan and professional development.</b>				
	<b>Task:</b>	<b>1B1</b>	Develop a succession plan that provides pathways for personnel to advance at all organizational levels.	Short		
	<b>Task:</b>	<b>1B2</b>	Develop Position Descriptions for each rank within the Stevenson Fire Department.	Medium		
	<b>Task:</b>	<b>1B3</b>	Develop and implement a leadership program for the Captain, Assistant Chief, and Fire Chief positions, incorporating qualification benchmarks.	Long		

<b>Objective:</b>	<b>1C</b>	<b>Provide and support a comprehensive training program for all ranks.</b>				
	<b>Task:</b>	<b>1C1</b>	Develop and implement an annual training program to ensure skills maintenance and compliance with local, State, and Federal requirements.	Short		
	<b>Task:</b>	<b>1C2</b>	Identify and support specific training and certification for all positions in the Stevenson Fire Department.	Short		
	<b>Task:</b>	<b>1C3</b>	Develop and implement a formal system for personnel to be "signed-off" at each rank and/or for each function they are to perform.	Short		
	<b>Task:</b>	<b>1C4</b>	Develop and implement a "New Member" orientation and training program to ensure deliberate and consistent training of new members.	Short		
	<b>Task:</b>	<b>1C5</b>	Develop and implement a formal "Driver-Operator" program to ensure the safe operation of the apparatus.	Short		
	<b>Task:</b>	<b>1C6</b>	Implement a records management system to easily track required mandatory training and maintain certifications (i.e... Drivers License, NIIMS, RT-130, CPR, etc.).	Medium		



## Goal 2 – Internal Communications

<b>GOAL:</b>	<b>The City and District will maintain effective, open communications and inclusive decision-making with its members.</b>		<b>Broad Timeline:</b>	<b>Due Date:</b>	<b>Assigned to:</b>
<b>Objective:</b>	<b>2A</b>	<b>Improve the distribution of information to all members of the department.</b>			
<b>Task:</b>	<b>2A1</b>	Identify the standard mechanisms used to communicate with members.	Short		
<b>Task:</b>	<b>2A2</b>	Establish a system where regular communications can be stored and easily accessed by all members for review.	Short		
<b>Task:</b>	<b>2A3</b>	Establish a system where all Administrative and Operations Policies and Procedures can be stored and easily accessed by all members for review.	Short		
<b>Task:</b>	<b>2A4</b>	Consider innovative processes to improve collaboration, idea sharing, and employee-driven movements that drive efficiency.	Medium, Long		

## Goal 3 – Our Community

<b>GOAL:</b>	<b>The City and District leadership will effectively communicate with customers, citizens, visitors, and partners.</b>		<b>Broad Timeline:</b>	<b>Due Date:</b>	<b>Assigned to:</b>
<b>Objective:</b>	<b>3A</b>	<b>Stevenson Fire Department members will develop cooperative and positive relationships with organizations, groups, and agencies to serve the citizens of our communities best.</b>			
<b>Task:</b>	<b>3A1</b>	Establish regular department head meetings between the Fire Chief and City Administrator.	Immediate		
<b>Task:</b>	<b>3A2</b>	Establish a regular verbal and written report submitted by the Fire Chief through the City Administrator to the City Council at least quarterly.	Short		
<b>Task:</b>	<b>3A3</b>	Identify opportunities to increase direct interaction between fire department leadership and community/civic organizations.	Short		
<b>Task:</b>	<b>3A4</b>	Identify and clarify roles between the fire department and the firefighters association.	Short		
<b>Task:</b>	<b>3A5</b>	Establish regularly scheduled meetings between Stevenson City Council members and Fire District 2 Commissioners.	Short		



<b>Objective:</b>	<b>3B</b>	<b>Identify and measure direct community interaction and engagement outside of emergency operations.</b>				
	<b>Task:</b>	<b>3B1</b>	Define roles and expectations for all personnel in community engagement.	Short		
	<b>Task:</b>	<b>3B2</b>	Identify and implement strategies and opportunities to increase engagement with the community.	Medium		
	<b>Task:</b>	<b>3B3</b>	Implement additional social media tools such as a Fire District #2 Website and social media sites.	Medium		
	<b>Task:</b>	<b>3B4</b>	Develop a tool to collect and report information regarding public engagement performance.	Medium		

## Goal 4 – Organizational Stability

<b>GOAL:</b>	<b>The City and District will maintain an organizational structure and support system to ensure sufficient and stable critical business functions of the Fire Department</b>			<b>Broad Timeline:</b>	<b>Due Date:</b>	<b>Assigned to:</b>
<b>Objective:</b>	<b>4A</b>	<b>Clarify Roles and Responsibilities of the Stevenson Fire Department and Fire District #2</b>				
	<b>Task:</b>	<b>4A1</b>	Review and update City Municipal Code 2.24 Volunteer Fire Department.	Short		
	<b>Task:</b>	<b>4A2</b>	Review and update the 1989 Operational Agreement between the City and Fire District 2. Consider establishing a Joint Operating Board to unify the governance structure for the Fire Chief and operational coordination.	Short		
	<b>Task:</b>	<b>4A3</b>	Revise current policy to further engage the City in selecting the City Fire Chief.	Short		
	<b>Task:</b>	<b>4A4</b>	Update policies to clarify the selection and role of the Fire District 2 Fire Marshal/Fire Chief.	Short		
	<b>Task:</b>	<b>4A5</b>	Develop and implement a Fire District Commission Policy Manual, Commissioner Handbook, and Commissioner Training Program.	Medium		

<b>Objective:</b>	<b>4B</b>	<b>Ensure adequate leadership is available for managing emergency incidents.</b>				
	<b>Task:</b>	<b>4B1</b>	Develop a new organizational structure to improve leadership and management of the fire department.	Short		
	<b>Task:</b>	<b>4B2</b>	Develop and implement a strategy to fill and maintain all positions of Captain, Assistant Chief, and Fire Chief.	Medium		
	<b>Task:</b>	<b>4B3</b>	Develop and implement a mechanism to ensure adequate officer coverage to manage emergency incidents safely.	Medium		





<b>Objective:</b>	<b>4C</b>	<b>Ensure a stable fire department membership is available to meet the community's emergency needs.</b>				
	<b>Task:</b>	<b>4C1</b>	Develop, implement, and maintain a comprehensive Volunteer Recruitment and Retention Program.	Medium		
	<b>Task:</b>	<b>4C2</b>	Establish a mechanism to regularly report volunteer membership and participation to the City Council and Fire District 2 Board.	Short		

<b>Objective:</b>	<b>4D</b>	<b>Ensure adequate support for core administrative functions.</b>				
	<b>Task:</b>	<b>4D1</b>	Develop and implement a set of Standard Policies and Procedures for all Administrative functions and activities.	Medium		
	<b>Task:</b>	<b>4D2</b>	Evaluate and implement alternatives for providing necessary long-term administrative support for the fire department.	Short		
	<b>Task:</b>	<b>4D3</b>	Review and update Fire District 2 policies and procedures for compliance with local and State public meeting requirements.	Medium		

<b>Objective:</b>	<b>4E</b>	<b>Strengthen and develop the organizational culture to support the members of the Stevenson Fire Department.</b>				
	<b>Task:</b>	<b>4E1</b>	Formally adopt a Mission, Vision, and set of organizational Values.	Immediate		
	<b>Task:</b>	<b>4E2</b>	Communicate the department's Mission, Vision, and Values and integrate them into all aspects of its communications strategy.	Immediate		
	<b>Task:</b>	<b>4E3</b>	Communicate with all members on the Strategic Plan for the department and communicate regular updates to all members.	Immediate		
	<b>Task:</b>	<b>4E4</b>	Implement a formal Volunteer Firefighter Recognition Program to celebrate service year milestones, participation, and promotions.	Medium		
	<b>Task:</b>	<b>4E5</b>	Ensure fire department policies, procedures, and recruitment strategies address diversity.	Medium		



## Goal 5 – Organizational Sustainability

<b>GOAL:</b>	<b>The City and District will develop plans to ensure the fire department maintains the ability to meet future community needs.</b>			<b>Broad Timeline:</b>	<b>Due Date:</b>	<b>Assigned to:</b>
<b>Objective:</b>	<b>5A</b>	<b>Develop and implement a Facility Maintenance and Replacement Plan.</b>				
	<b>Task:</b>	<b>5A1</b>	Develop and implement a rehabilitation, cleaning, and maintenance plan for the current fire station to ensure a clean, safe, and professional facility.	Immediate		
	<b>Task:</b>	<b>5A2</b>	Develop and implement a records management system to ensure compliance with local and State requirements for the workplace.	Short		
	<b>Task:</b>	<b>5A3</b>	Immediately develop and implement a Fire Station Replacement Plan.	Medium		

<b>Objective:</b>	<b>5B</b>	<b>Develop and implement an Apparatus and Equipment Maintenance and Replacement Plan.</b>				
	<b>Task:</b>	<b>5B1</b>	Develop and implement a maintenance plan for all apparatus and equipment to ensure safe operation and compliance with local, State, and Federal standards.	Short		
	<b>Task:</b>	<b>5B2</b>	Develop and implement a records management system to ensure compliance with local, State, and Federal requirements for equipment and apparatus.	Medium		
	<b>Task:</b>	<b>5B3</b>	Develop and implement an Apparatus and Equipment Capital Replacement Plan.	Long		

<b>Objective:</b>	<b>5C</b>	<b>Provide for the long-term operational stability and functionality of the Stevenson Fire Department and Fire District 2.</b>				
	<b>Task:</b>	<b>5C1</b>	Develop a comprehensive fire services evaluation to enable policymakers to capture needed improvements for planning purposes fully.	Medium, Long		
	<b>Task:</b>	<b>5C2</b>	Establish a mechanism to review the fire department's readiness, capabilities, and performance annually.	Medium, Long		
	<b>Task:</b>	<b>5C3</b>	Maximize utilization of available funding mechanisms for the fire department.	Medium		
	<b>Task:</b>	<b>5C4</b>	Implement an electronic records management system for emergency responses whereby records are transmitted to the State of Washington within the NFIRS framework.	Short		



	<b>Task:</b>	<b>5C5</b>	Evaluate staffing alternatives and develop a long-range plan for ensuring emergency response capabilities, including a review of volunteer compensation, sleeper programs, and potential triggers for providing full-time staffing.	Medium, Long		
	<b>Task:</b>	<b>5C6</b>	Evaluate opportunities for increased collaboration with neighboring fire and emergency service districts to meet long-range service delivery needs.	Medium, Long		



“The mind that opens to a new idea never  
returns to its original size”  
- -Albert Einstein

## IMPLEMENTATION METHODOLOGY

Chris Ahoy, Associate Vice President of Facilities Planning & Management at Iowa State University, stated, "The three major keys to successful strategic planning and implementation are commitment, credibility, and communication." The three critical elements are best addressed by appropriate prioritization and completion of objectives, consistently seeking, and utilizing input from Stevenson Fire Department members, continuously keeping the strategic plan and its status front and center of the organization, and measuring compliance for the established timelines. In addition, where circumstances cause timelines to be jeopardized, clear articulation of the reasons for the delay is critical to credibility for the plan's long-term success.

To the extent possible, the budget should align with strategic plan elements. The Fire Chief and governing bodies must strive to allocate funding for the strategic plan elements to keep funding from being the roadblock to successful implementation.

### Role of Task Teams

Each objective is assigned a name for task team members by identifying individuals for those having the desire to achieve the objective or who have expertise or job assignments that align with the objective. Each task team member should convene for an initial meeting to select a chairperson, become familiar with the objective as a team, seek clarification from the goal manager where there are questions, identify the need for funding appropriations, and begin the process of outlining a work plan. This will help the task team achieve the objective within the assigned timeline(s).

Tip:

Don't lecture,  
present.

Once a work plan has been created, the task team chair should coordinate the setting of a meeting schedule that works for the team and minimizes organizational conflicts (e.g., training, vacations, etc.). Significant actions of the task teams and issues they face should be recorded for status updates to the goal managers.



## Role of Goal Managers

### Tip:

Every effective presentation message is a call to action, feeling, or thought.

The department must assign each goal manager to coordinate the goal(s) they are given. The assignments are awaiting names to take responsibility for specific goal management, dividing the work among staff and volunteers. Once assigned, the goal managers must be clear on their roles and responsibilities; identify and assign inclusive and capable task teams for each of the objectives within the goal; identify funding needs to effectively and efficiently accomplish their assignments; maintain constant awareness

of the status and progress of each task team under their charge; troubleshoot and help remove obstacles or barriers to the task teams as they perform their work; and regularly report on goal status, progress, barriers, strategies to address barriers, successes, and achievements. They are a crucial part of communicating the status of their plan element to the organization.

## Role of Internal Planning Team & Fire Chief

The Executive Team, comprised of the District #2 Board Chair, City Administrator, and Fire Chief, are owners of the plan, establishing how often people meet, what they produce, and how they should report it. They are responsible for compiling the status of the individual goals, providing adequate funding for goals, reporting the status regularly to the organization, and working with goal managers and potentially task teams where obstacles have been identified that interfere with, jeopardize the accomplishment of an objective, or delay its achievement beyond the timeline set within this plan.

### Tip:

“People may hear your words, but they feel your attitude.”

-John Maxwell

The Executive Team should communicate the plan to the organization using as many effective mechanisms and approaches as possible. No single communication method is likely to reach the four corners of the organization and keep the plan top-of-mind for every member. The executive team is the natural champion of it. However, for the strategic plan to be tremendously successful, every organization member and governance leader must own it, embrace it, and help hold the organization accountable to it.



## Role of Department Member

Tip:

Every effective presentation message is a call to action, feeling, or thought.

Every Member of the Stevenson Fire Department is responsible for understanding the strategic plan, internalizing its mission, vision, values, goals, and objectives, and helping the organization achieve it, whether a part of the various teams or not. By being aware of the various efforts being expended to make the organization more successful, members can be on the lookout for opportunities the various task teams may be able to take advantage of to achieve their objectives.

Members must also help by holding the organization accountable to its stated timelines and outcomes. While there should be room for unforeseen circumstances that require adjustment of timelines or unexpected opportunities that may necessitate a shift in a specific approach, they should not be a routine excuse for not achieving what was committed to in the beginning.

It is also essential to be reasonable in the organization's expectations of the strategic plan. In some cases, it has taken years for some of the department's challenges to manifest themselves in their current form. They will not be reversed overnight. Each member must see themselves as part of the solution. Sometimes, despite the strongest desires and best efforts of all involved, resolving some thorny issues requires more effort than is available to the department in the near term. Therefore, every effort should be made to manage this effort with a focus on efficiency and effectiveness.



# Communication Strategies and Mechanisms

The strategic plan must be communicated often and through many mechanisms. The internal planning team must discuss numerous communication strategies. They include:

- Chief officers meet with all crews over time to review the strategic plan.
- Incorporation of mission, vision, and values discussions within training sessions.
- Highlight a single element of the plan during training sessions (e.g., six minutes for strategic planning).
- Upload the strategic plan electronically to make it accessible to all members and post a hard copy at each station.
- Communicate status updates quarterly, celebrate successes, and identify struggles transparently.
- The internal planning team meets with goal managers at least semi-annually to share lessons learned, brainstorm resolutions to barriers, and provide status updates.
- Convene the internal planning team annually to update the plan and ensure accountability.
- Fire Chief reports to the appointing authority on status updates quarterly as a standing agenda item for the life of the plan.

These strategies and mechanisms have advantages and disadvantages, but the primary theme is to use what works and communicate regularly and transparently to the organization. By keeping the plan front and center in the organization, the plan is alive in the minds and hearts of its member. Celebrating successes as they occur increases the level of anticipation by the member for the other elements to be accomplished.

The plan can be used for each task team to keep track of their work performance and can also be used to provide regular updates to the goal managers. This helps keep the process standardized and on track and can be the basis for communicating progress to the department. Whether this planning sheet, an internally developed spreadsheet, or another tracking device created by the department is used, the critical takeaway is maintaining granular tracking at the task team level and the big picture department-wide.

## Tip:

Deliver a conclusion that is not just a summary but a look into the future.



## APPENDIX A: TASKS SORTED BY TIMELINE

Goal/Objective	Task	Description	Broad Timeline:	Due Date:	Assigned to:
Objective:1A	Task:1A4	Mitigate immediate safety issues: clear the floor of debris and obstacles, install vehicle charging cords from the ceiling, install Gear Hangar grids, reposition apparatus to ensure safe clearances, purchase passport accountability and name tags consistent across all apparatus and department, inventory and secure safety equipment and supplies.	Immediate		
Objective:1A	Task:1A5	Schedule a "Safety and Health Consultation" from the Washington State Labor and Industries "No-Cost Consultation" service.	Immediate		
Objective:3A	Task:3A1	Establish regular department head meetings between the Fire Chief and City Administrator.	Immediate		
Objective:4E	Task:4E1	Formally adopt a Mission, Vision, and set of organizational Values.	Immediate		
Objective:4E	Task:4E2	Communicate the department's Mission, Vision, and Values and integrate them into all aspects of its communications strategy.	Immediate		
Objective:4E	Task:4E3	Communicate with all members on the Strategic Plan for the department and communicate regular updates to all members.	Immediate		
Objective:5A	Task:5A1	Develop and implement a rehabilitation, cleaning, and maintenance plan for the current fire station to ensure a clean, safe, and professional facility.	Immediate		
Objective:1A	Task:1A1	Implement a comprehensive safety program that meets local, State, and federal best practices and standards.	Short		
Objective:1A	Task:1A2	Review Washington Administrative Code - Firefighters Safety Standards 296.305, NFPA 1500 Occupational Safety, Health & Wellness Program.	Short		
Objective:1A	Task:1A3	Establish a Safety Committee to assist with sustaining the safety program and to review safety practices, injury, accident, and near-miss incidents.	Short		
Objective:1A	Task:1A6	Adopt safety policies that reinforce best practices.	Short		
Objective:1B	Task:1B1	Develop a succession plan that provides pathways for personnel to advance at all organizational levels.	Short		
Objective:1C	Task:1C1	Develop and implement an annual training program to ensure skills maintenance and compliance with local, State, and Federal requirements.	Short		
Objective:1C	Task:1C2	Identify and support specific training and certification for all positions in the Stevenson Fire Department.	Short		
Objective:1C	Task:1C3	Develop and implement a formal system for personnel to be "signed-off" at each rank and/or for each function they are to perform.	Short		





<b>Objective:1C</b>	<b>Task:1C4</b>	Develop and implement a "New Member" orientation and training program to ensure deliberate and consistent training of new members.	<b>Short</b>		
<b>Objective:1C</b>	<b>Task:1C5</b>	Develop and implement a formal "Driver-Operator" program to ensure the safe operation of the apparatus.	<b>Short</b>		
<b>Objective:2A</b>	<b>Task:2A1</b>	Identify the standard mechanisms used to communicate with members.	<b>Short</b>		
<b>Objective:2A</b>	<b>Task:2A2</b>	Establish a system where regular communications can be stored and easily accessed by all members for review.	<b>Short</b>		
<b>Objective:2A</b>	<b>Task:2A3</b>	Establish a system where all Administrative and Operations Policies and Procedures can be stored and easily accessed by all members for review.	<b>Short</b>		
<b>Objective:3A</b>	<b>Task:3A2</b>	Establish a regular verbal and written report submitted by the Fire Chief through the City Administrator to the City Council at least quarterly.	<b>Short</b>		
<b>Objective:3A</b>	<b>Task:3A3</b>	Identify opportunities to increase direct interaction between fire department leadership and community/civic organizations.	<b>Short</b>		
<b>Objective:3A</b>	<b>Task:3A4</b>	Identify and clarify roles between the fire department and the firefighters association.	<b>Short</b>		
<b>Objective:3A</b>	<b>Task:3A5</b>	Establish regularly scheduled meetings between Stevenson City Council members and Fire District 2 Commissioners.	<b>Short</b>		
<b>Objective:3B</b>	<b>Task:3B1</b>	Define roles and expectations for all personnel in community engagement.	<b>Short</b>		
<b>Objective:4A</b>	<b>Task:4A1</b>	Review and update City Municipal Code 2.24 Volunteer Fire Department.	<b>Short</b>		
<b>Objective:4A</b>	<b>Task:4A2</b>	Review and update the 1989 Operational Agreement between the City and Fire District 2. Consider establishing a Joint Operating Board to unify the governance structure for the Fire Chief and operational coordination.	<b>Short</b>		
<b>Objective:4A</b>	<b>Task:4A3</b>	Revise current policy to further engage the City in selecting the City Fire Chief.	<b>Short</b>		
<b>Objective:4A</b>	<b>Task:4A4</b>	Update policies to clarify the selection and role of the Fire District 2 Fire Marshal/Fire Chief.	<b>Short</b>		
<b>Objective:4B</b>	<b>Task:4B1</b>	Develop a new organizational structure to improve leadership and management of the fire department.	<b>Short</b>		
<b>Objective:4C</b>	<b>Task:4C2</b>	Establish a mechanism to regularly report volunteer membership and participation to the City Council and Fire District 2 Board.	<b>Short</b>		
<b>Objective:4D</b>	<b>Task:4D2</b>	Evaluate and implement alternatives for providing necessary long-term administrative support for the fire department.	<b>Short</b>		
<b>Objective:4E</b>	<b>Task:4E3</b>	Communicate with all members on the Strategic Plan for the department and communicate regular updates to all members.	<b>Short</b>		
<b>Objective:5A</b>	<b>Task:5A2</b>	Develop and implement a records management system to ensure compliance with local and State requirements for the workplace.	<b>Short</b>		
<b>Objective:5B</b>	<b>Task:5B1</b>	Develop and implement a maintenance plan for all apparatus and equipment to ensure safe operation and compliance with local, State, and Federal standards.	<b>Short</b>		



<b>Objective:5C</b>	<b>Task:5C4</b>	Implement an electronic records management system for emergency responses whereby records are transmitted to the State of Washington within the NFIRS framework.	<b>Short</b>		
<b>Objective:1A</b>	<b>Task:1A7</b>	Consider the Installation of a negative-pressure diesel exhaust system in the apparatus bay.	<b>Medium</b>		
<b>Objective:1A</b>	<b>Task:1A8</b>	Develop and implement Standard Policies and Procedures for Emergency Operations.	<b>Medium</b>		
<b>Objective:1A</b>	<b>Task:1A9</b>	Provide a mental health and wellness program.	<b>Medium</b>		
<b>Objective:1A</b>	<b>Task:1A10</b>	Consider implementing physical exams for all members.	<b>Medium</b>		
<b>Objective:1B</b>	<b>Task:1B2</b>	Develop Position Descriptions for each rank within the Stevenson Fire Department.	<b>Medium</b>		
<b>Objective:1C</b>	<b>Task:1C6</b>	Implement a records management system to easily track required mandatory training and maintain certifications (i.e.. Drivers License, NIIMS, RT-130, CPR, etc.).	<b>Medium</b>		
<b>Objective:3B</b>	<b>Task:3B2</b>	Identify and implement strategies and opportunities to increase engagement with the community.	<b>Medium</b>		
<b>Objective:3B</b>	<b>Task:3B3</b>	Evaluate and implement additional social media tools such as a Fire District #2 Website and social media sites.	<b>Medium</b>		
<b>Objective:3B</b>	<b>Task:3B4</b>	Develop a tool to collect and report information regarding public engagement performance.	<b>Medium</b>		
<b>Objective:4A</b>	<b>Task:4A5</b>	Develop and implement a Fire District Commission Policy Manual, Commissioner Handbook, and Commissioner Training Program.	<b>Medium</b>		
<b>Objective:4B</b>	<b>Task:4B2</b>	Develop and implement a strategy to fill and maintain all positions of Captain, Assistant Chief, and Fire Chief.	<b>Medium</b>		
<b>Objective:4B</b>	<b>Task:4B3</b>	Develop and implement a mechanism to ensure adequate officer coverage to manage emergency incidents safely.	<b>Medium</b>		
<b>Objective:4C</b>	<b>Task:4C1</b>	Develop, implement, and maintain a comprehensive Volunteer Recruitment and Retention Program.	<b>Medium</b>		
<b>Objective:4D</b>	<b>Task:4D1</b>	Develop and implement a set of Standard Policies and Procedures for all Administrative functions and activities.	<b>Medium</b>		
<b>Objective:4D</b>	<b>Task:4D3</b>	Review and update Fire District 2 policies and procedures for compliance with local and State public meeting requirements.	<b>Medium</b>		
<b>Objective:4E</b>	<b>Task:4E4</b>	Implement a formal Volunteer Firefighter Recognition Program to celebrate service year milestones, participation, and promotions.	<b>Medium</b>		
<b>Objective:4E</b>	<b>Task:4E5</b>	Ensure fire department policies, procedures, and recruitment strategies address diversity.	<b>Medium</b>		
<b>Objective:5A</b>	<b>Task:5A3</b>	Immediately develop and implement a Fire Station Replacement Plan.	<b>Medium</b>		



<b>Objective:5B</b>	<b>Task:5B2</b>	Develop and implement a records management system to ensure compliance with local, State, and Federal requirements for equipment and apparatus.	<b>Medium</b>		
<b>Objective:5C</b>	<b>Task:5C3</b>	Maximize utilization of available funding mechanisms for the fire department.	<b>Medium</b>		
<b>Objective:2A</b>	<b>Task:2A4</b>	Consider innovative processes to improve collaboration, idea sharing, and employee-driven movements that drive efficiency.	<b>Medium, Long</b>		
<b>Objective:5C</b>	<b>Task:5C1</b>	Develop a comprehensive fire services evaluation to enable policymakers to capture needed improvements for planning purposes fully.	<b>Medium, Long</b>		
<b>Objective:5C</b>	<b>Task:5C2</b>	Establish a mechanism to annually review the fire department's readiness, capabilities, and performance.	<b>Medium, Long</b>		
<b>Objective:5C</b>	<b>Task:5C5</b>	Evaluate staffing alternatives and develop a long-range plan for ensuring emergency response capabilities, including a review of volunteer compensation, sleeper programs, and potential triggers for providing full-time staffing.	<b>Medium, Long</b>		
<b>Objective:5C</b>	<b>Task:5C6</b>	Evaluate opportunities for increased collaboration with neighboring fire and emergency service districts to meet long-range service delivery needs.	<b>Medium, Long</b>		
<b>Objective:1B</b>	<b>Task:1B3</b>	Develop and implement a leadership program for the Captain, Assistant Chief, and Fire Chief positions, incorporating qualification benchmarks.	<b>Long</b>		
<b>Objective:5B</b>	<b>Task:5B3</b>	Develop and implement an Apparatus and Equipment Capital Replacement Plan.	<b>Long</b>		



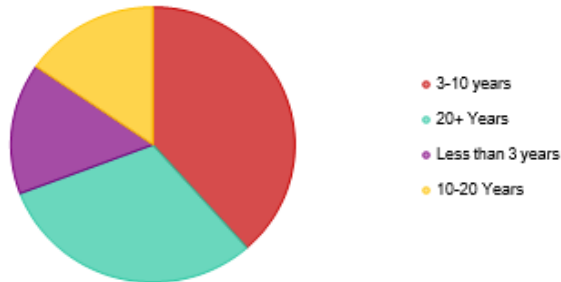
# APPENDIX B: INTERNAL SURVEY

## Stevenson Fire Department

### 2023 Strategic Planning Process – Employee Survey

Stevenson Fire Department (SFD) partnered with Emergency Services Consulting International (ESCI) to develop the 2023 Strategic Plan. ESCI, the International Association of Fire Chiefs' consulting firm, worked closely with SFD stakeholders to create and deploy a department-wide employee survey to inform the development of the strategic plan.

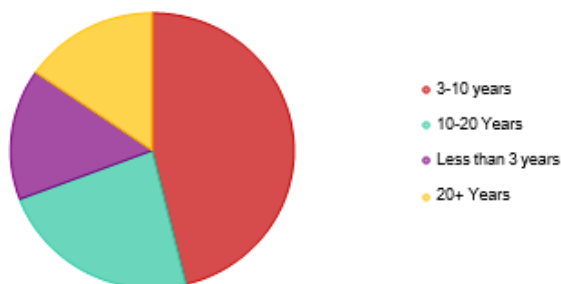
Please identify your total number of years of experience (paid and/or volunteer) in...



Answers	Count	Percentage
3-10 years	5	38.46%
20+ Years	4	30.77%
Less than 3 years	2	15.38%
10-20 Years	2	15.38%

Answered: 13 Skipped: 0

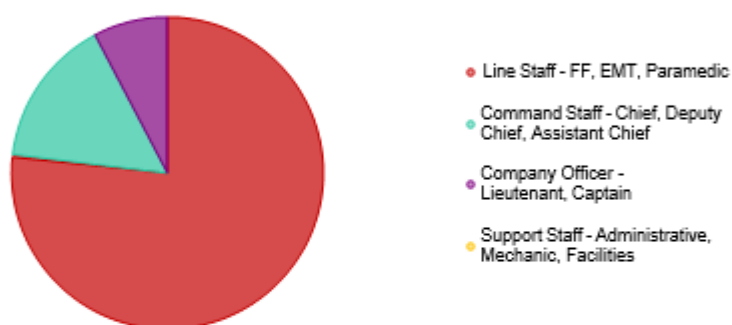
Please identify your total number of years of service with the Stevenson Fire...



Answers	Count	Percentage
3-10 years	6	46.15%
10-20 Years	3	23.08%
Less than 3 years	2	15.38%
20+ Years	2	15.38%

Answered: 13 Skipped: 0

Which one of the following best describes your current position?



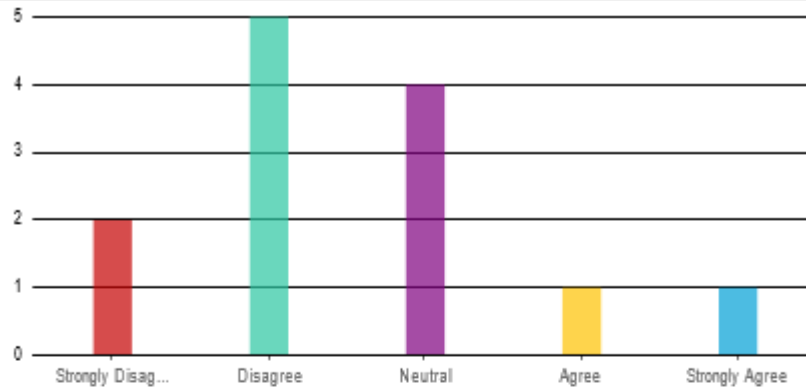
Answers	Count	Percentage
Line Staff - FF, EMT, Paramedic	10	76.92%
Command Staff - Chief, Deputy Chief, Assistant Chief	2	15.38%
Company Officer - Lieutenant, Captain	1	7.69%
Support Staff - Administrative, Mechanic, Facilities	0	0%

Answered: 13 Skipped: 0

Please identify your level of agreement with each of the following statements about training opportunities provided by the Stevenson Fire Department:

- My department has a clear plan in place for my skill development.

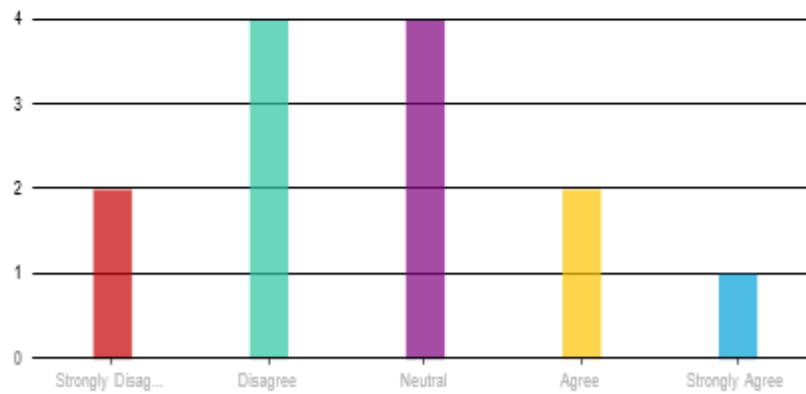




Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	5	38.46%
Neutral	4	30.77%
Agree	1	7.69%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

● I have a clear understanding about the goals and objectives of the department's...



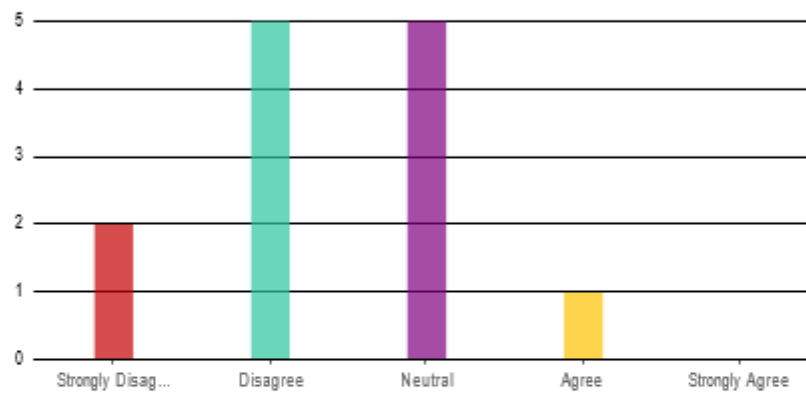
Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	4	30.77%



Neutral	4	30.77%
Agree	2	15.38%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

● My training prepares me for the types of emergency incidents that I am likely to...

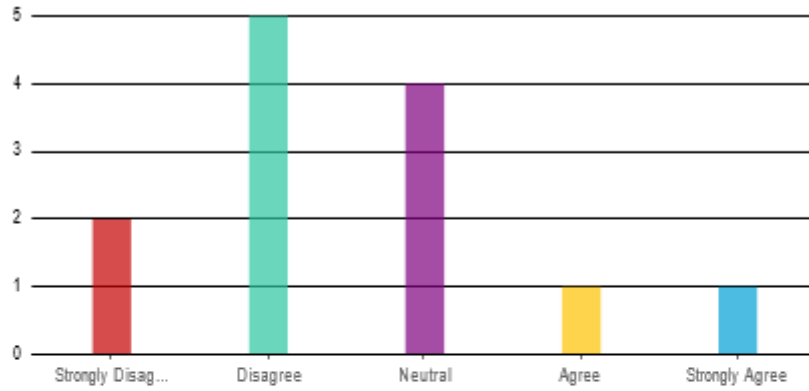


Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	5	38.46%
Neutral	5	38.46%
Agree	1	7.69%
Strongly Agree	0	0%

Answered: 13 Skipped: 0

● Training is consistent throughout the department.

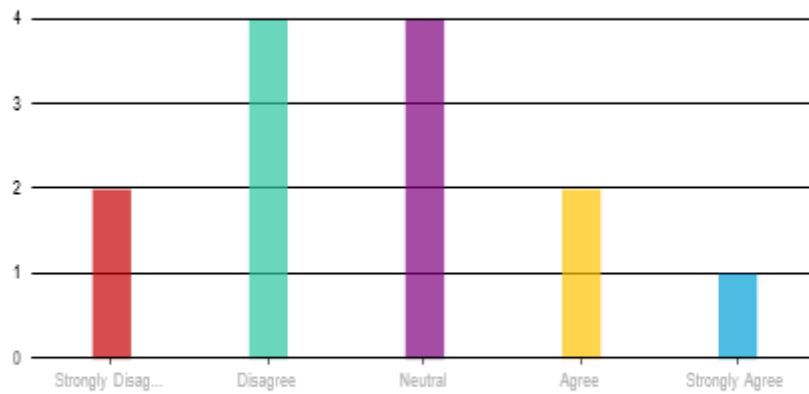




Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	5	38.46%
Neutral	4	30.77%
Agree	1	7.69%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

• In general, all department personnel are adequately trained to do their jobs.



Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	4	30.77%

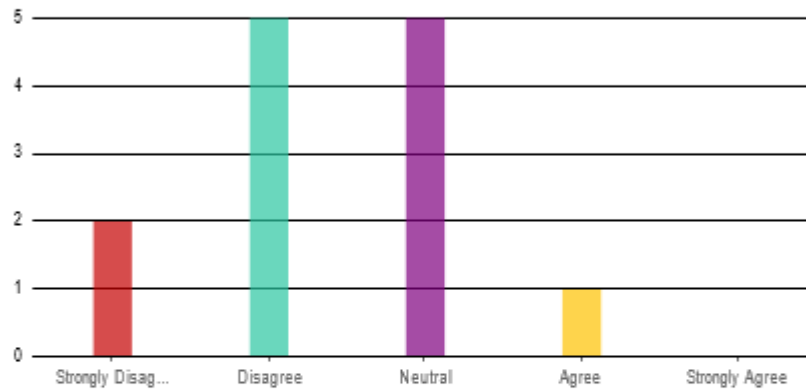




Neutral	4	30.77%
Agree	2	15.38%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

- The department's training records are accurate and current.

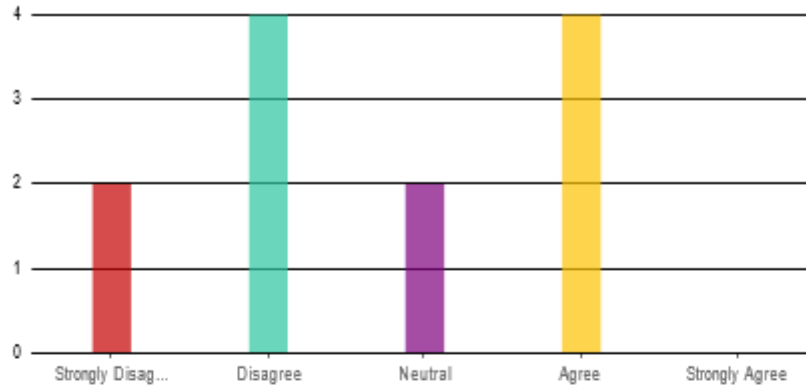


Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	5	38.46%
Neutral	5	38.46%
Agree	1	7.69%
Strongly Agree	0	0%

Answered: 13 Skipped: 0

- The training program meets the needs of the fire department.

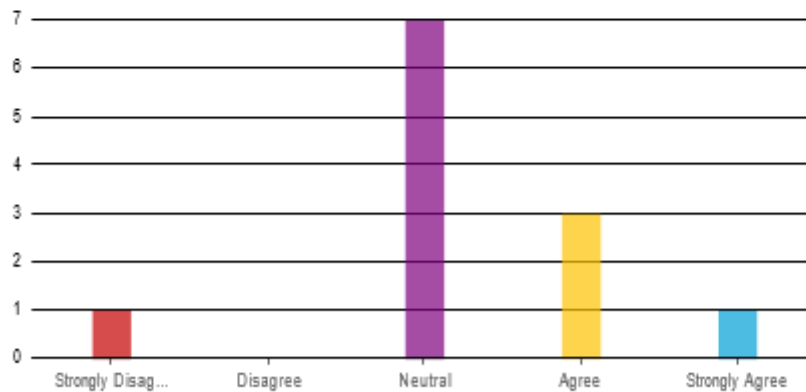




Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	4	30.77%
Neutral	2	15.38%
Agree	4	30.77%
Strongly Agree	0	0%

Answered: 12 Skipped: 1

● Members who are promoted are well prepared by the department's training...



Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	0	0%

Neutral	7	53.85%
Agree	3	23.08%
Strongly Agree	1	7.69%

Answered: 12 Skipped: 1

### What subjects or areas would you like to see more training?

The word cloud requires at least 20 answers to show.

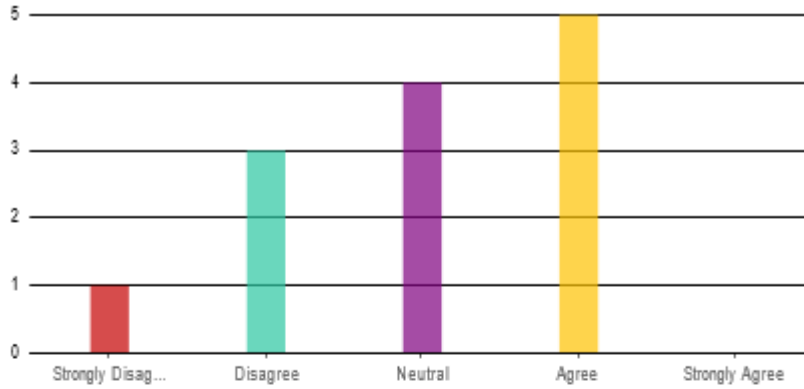
Response	Count
When training happens at meetings it is ad hoc and prepared on the fly. Most valuable training happens on-scene. There are no training syllabi, materials, standards, checking, etc. It's casual and is mostly passing on tribal knowledge.	1
The department does the best it can with all volunteers planning and conducting the training, and sporadic attendance from the members.	1
Standard operating procedures	1
Solo Response start to finish with brush trucks	1
Record keeping as members progress	1
Everything.	1
Every subject	1
Electric cars and battery	1
Driving, First aid and CPR.	1
Behavior of structure fire	1
All	1
a published training schedule with consistent and relevant training.	1

Answered: 12 Skipped: 1

Please identify your level of agreement with each of the following statements about performance feedback and coaching conducted by your department:

- I receive regular and constructive feedback from my supervisor about the qualit...

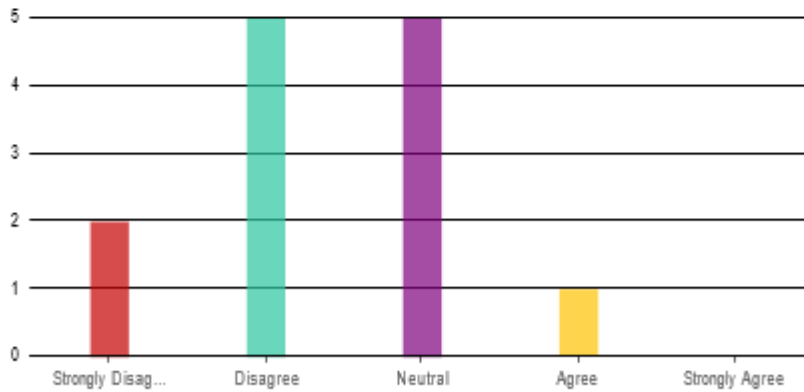




Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	3	23.08%
Neutral	4	30.77%
Agree	5	38.46%
Strongly Agree	0	0%

Answered: 13 Skipped: 0

● I know what standards will be used to evaluate my performance.



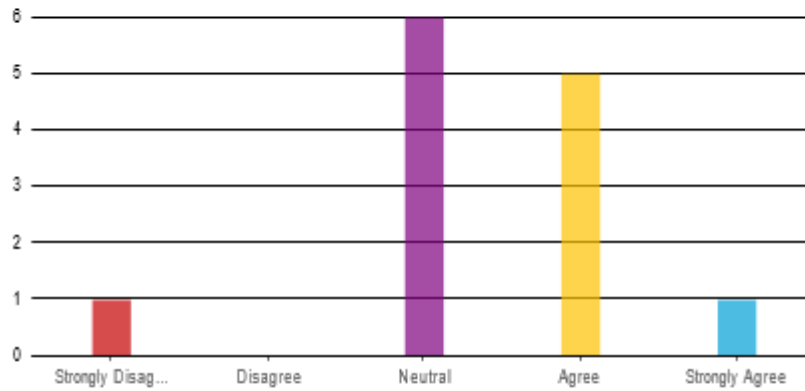
Answers	Count	Percentage
Strongly Disagree	2	15.38%
Disagree	5	38.46%



Neutral	5	38.46%
Agree	1	7.69%
Strongly Agree	0	0%

Answered: 13 Skipped: 0

- The feedback I receive include suggestions for improved performance.

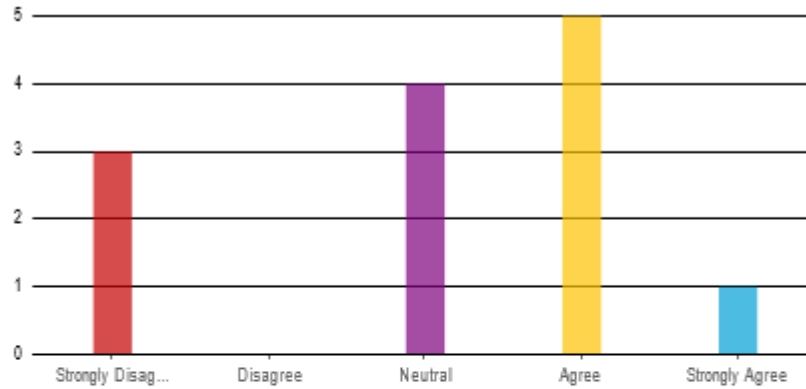


Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	0	0%
Neutral	6	46.15%
Agree	5	38.46%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

- The volunteers receive recognition for superior work and accomplishments.





Answers	Count	Percentage
Strongly Disagree	3	23.08%
Disagree	0	0%
Neutral	4	30.77%
Agree	5	38.46%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

**With regard to the current feedback and coaching process, what should the Stevenson Fire...**

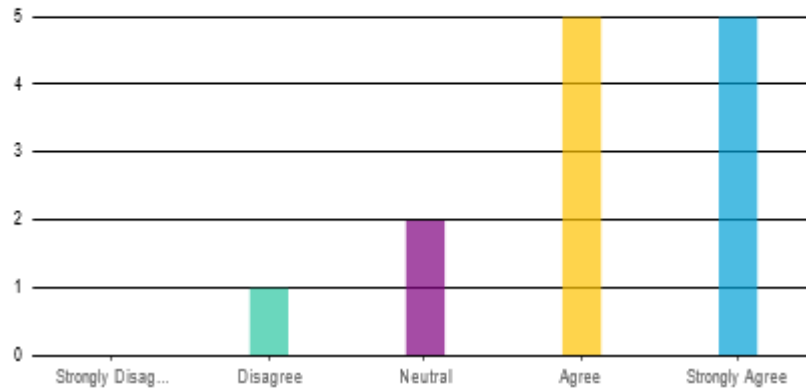
The word cloud requires at least 20 answers to show.

Response	Count
Training with other districts. ie life flight	1
Training to a standard and making sure every member understands the standards	1
Training manual. List of required skills/training milestones, etc.	1
These boiler plate? Questions. Do not fit our? Department. Huh? I am well informed about the activities at th e department? What do you think will and?	1
Senior firefighters are good at mentoring newer staff. Excellent work is recognized at scene debriefs. Most "t raining" happens this way.	1
praise of the volunteers	1
Having an actual training plan and resources to read and learn about actual fire fighting.	1
adopt a growth mindset with diversity and inclusion.	1



Please identify your level of agreement with each of the following statements about communication at Stevenson Fire Department:

- I am well informed about the activities at my department.

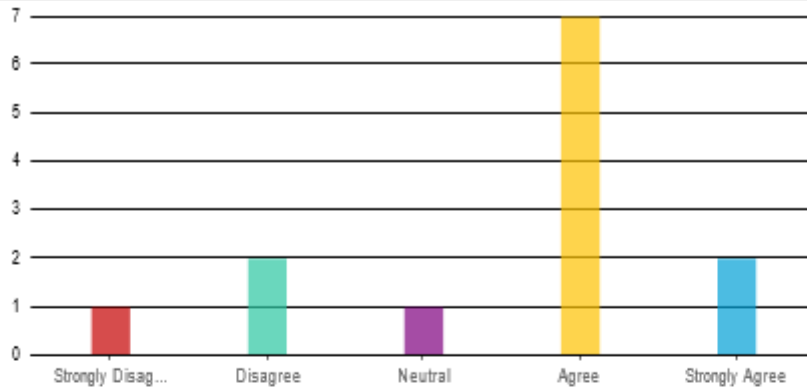


Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	1	7.69%
Neutral	2	15.38%
Agree	5	38.46%
Strongly Agree	5	38.46%

Answered: 13 Skipped: 0

- An open flow of communication is maintained to and from the senior leadership...

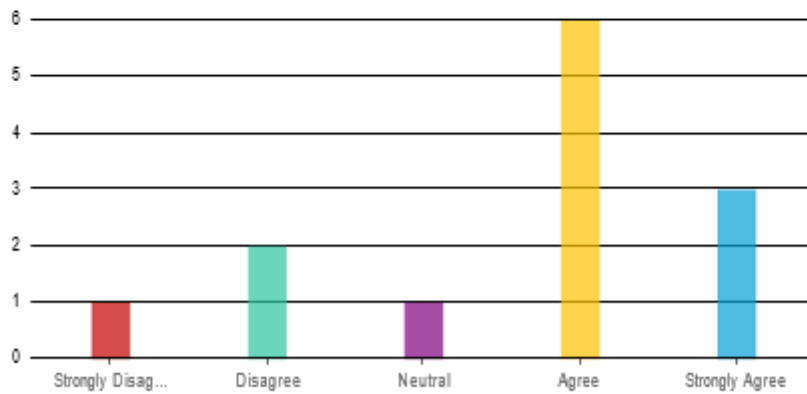




Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	2	15.38%
Neutral	1	7.69%
Agree	7	53.85%
Strongly Agree	2	15.38%

Answered: 13 Skipped: 0

• My department's leadership values employee input in general.



Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	2	15.38%

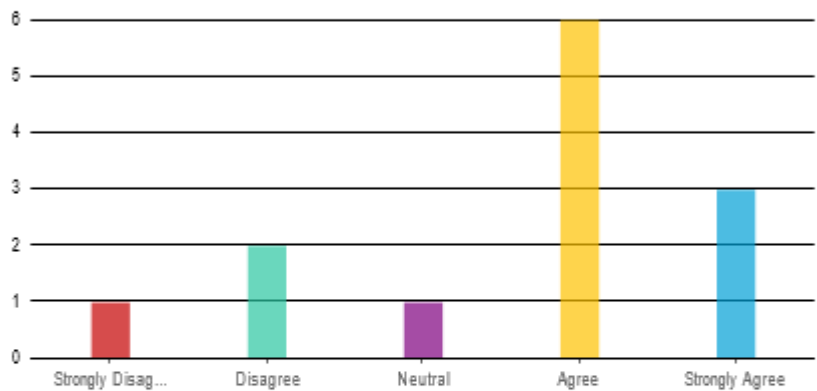




Neutral	1	7.69%
Agree	6	46.15%
Strongly Agree	3	23.08%

Answered: 13 Skipped: 0

● Employee concerns about or criticisms of the department are responded to in a...

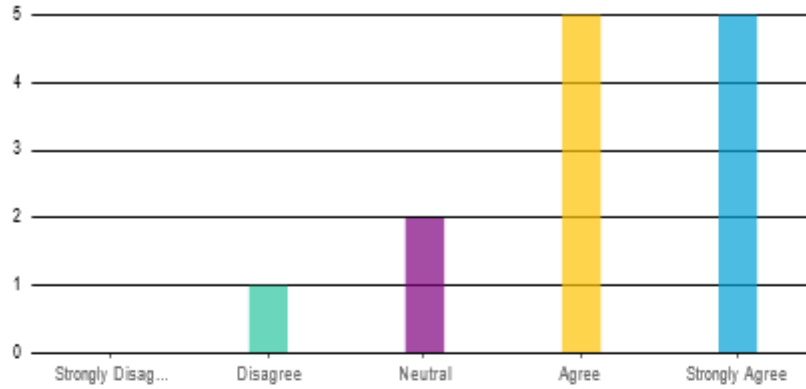


Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	2	15.38%
Neutral	1	7.69%
Agree	6	46.15%
Strongly Agree	3	23.08%

Answered: 13 Skipped: 0

● The department's senior leadership is open and honest with the membership.

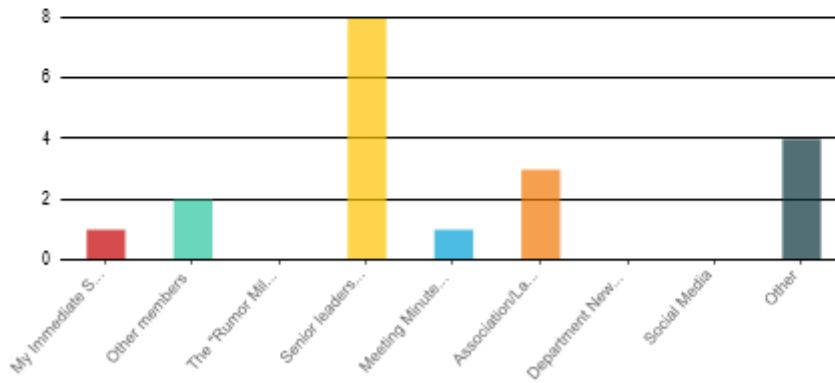




Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	1	7.69%
Neutral	2	15.38%
Agree	5	38.46%
Strongly Agree	5	38.46%

Answered: 13 Skipped: 0

Which one of the following do you most frequently rely on as a source of information about...



Answers	Count	Percentage
My Immediate Supervisor	1	7.69%
Other members	2	15.38%



The "Rumor Mill"	0	0%
Senior leadership (i.e...Chief, Deputy Chief)	8	61.54%
Meeting Minutes	1	7.69%
Association/Labor Representatives	3	23.08%
Department Newsletter	0	0%
Social Media	0	0%
Other	4	30.77%

Answered: 13 Skipped: 0

**In your opinion, what is the best way to communicate information within the Stevenson Fire...**

The word cloud requires at least 20 answers to show.

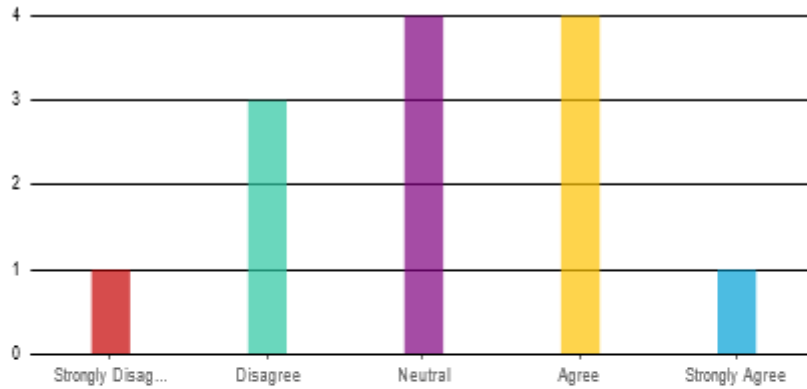
Response	Count
Text	2
Weekly mtg	1
Weekly Meetings	1
We need to start with documentation, including training plans and standards and basic duties on different kinds of scenes.	1
The texts and meetings	1
Text message	1
publish clear outcomes and expectations..	1
Not sure	1
Attending Monday meetings, and Text messages in-between	1

Answered: 10 Skipped: 3

**Please identify your level of agreement with each of the following statements about the environment at Stevenson Fire Department:**

- My immediate supervisor is knowledgeable.

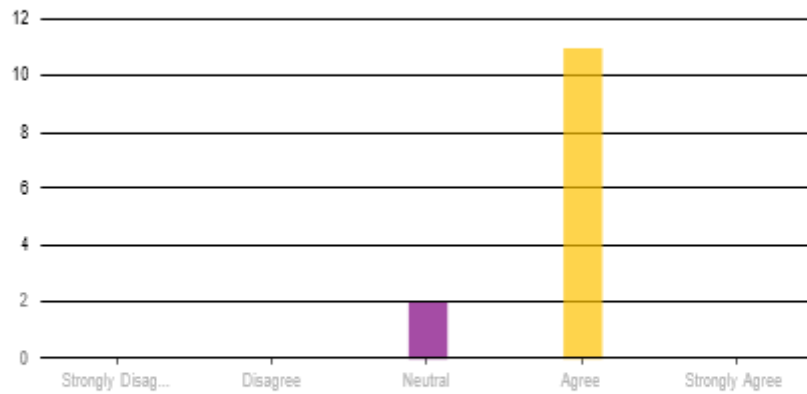




Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	3	23.08%
Neutral	4	30.77%
Agree	4	30.77%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

● I have a clear understanding of my job and responsibilities.



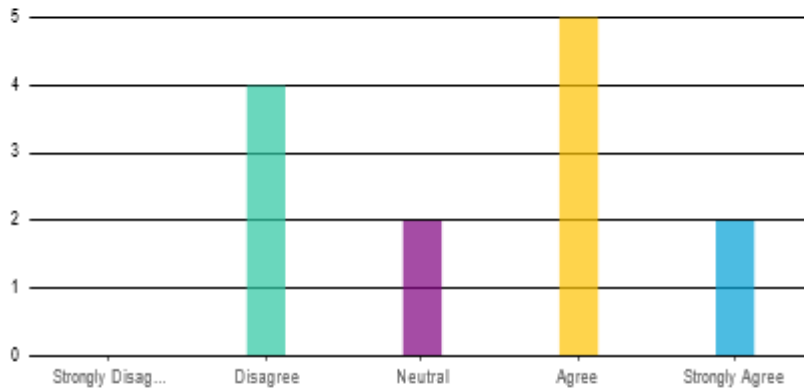
Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	0	0%



Neutral	2	15.38%
Agree	11	84.62%
Strongly Agree	0	0%

Answered: 13 Skipped: 0

• The department provides me with the resources necessary to perform my job...

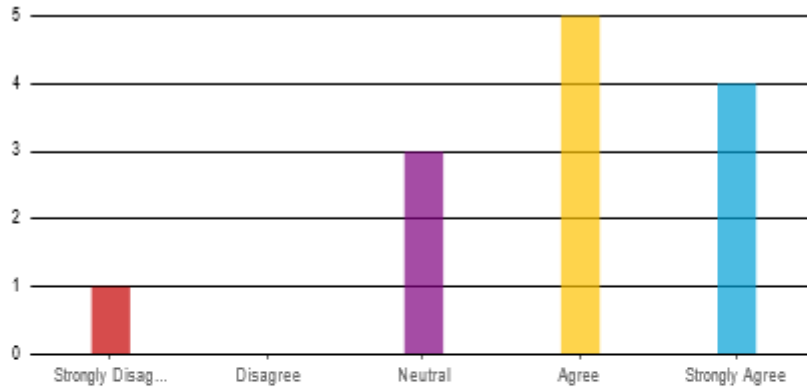


Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	4	30.77%
Neutral	2	15.38%
Agree	5	38.46%
Strongly Agree	2	15.38%

Answered: 13 Skipped: 0

• I volunteer with officers/supervisors who set a good example.

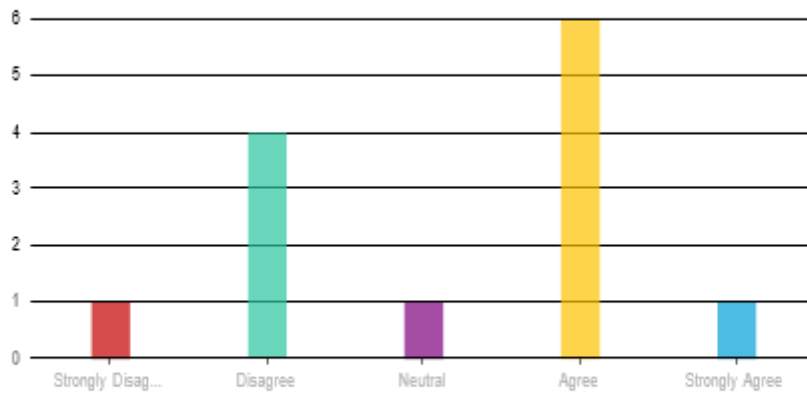




Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	0	0%
Neutral	3	23.08%
Agree	5	38.46%
Strongly Agree	4	30.77%

Answered: 13 Skipped: 0

• Decisions at the department are made in a timely, impartial, and consistent...



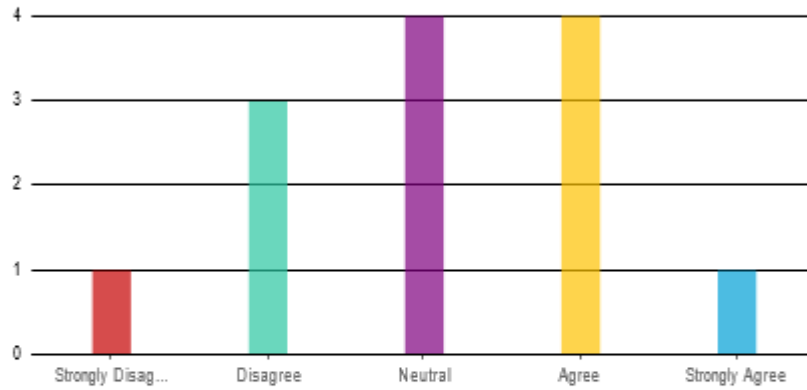
Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	4	30.77%



Neutral	1	7.69%
Agree	6	46.15%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

● Morale in the department is high.



Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	3	23.08%
Neutral	4	30.77%
Agree	4	30.77%
Strongly Agree	1	7.69%

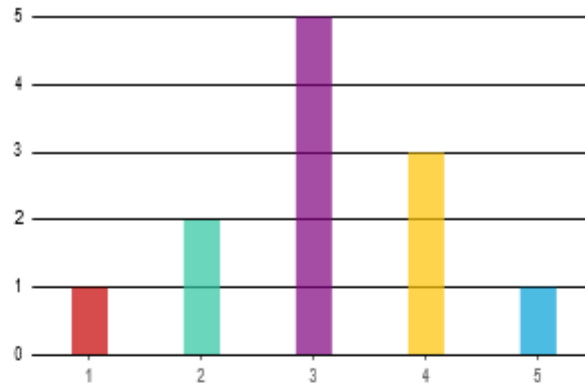
Answered: 13 Skipped: 0

How would you rate morale at the department? (5 Stars=Excellent, 1 Star=Poor)



Average

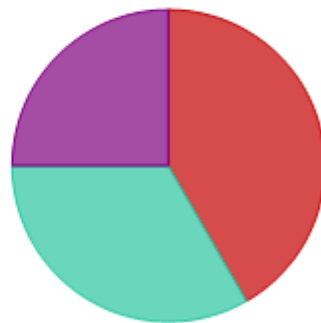
3.1



Answers	Count	Percentage
1	1	7.69%
2	2	15.38%
3	5	38.46%
4	3	23.08%
5	1	7.69%

Answered: 12 Skipped: 1

Overall, employee morale at Stevenson Fire Department is....



- About the same as it was a year ago
- Lower than it was a year ago
- Better than it was a year ago

Answered: 12 Skipped: 1

What suggestions do you have for improving employee morale at the department?

The word cloud requires at least 20 answers to show.





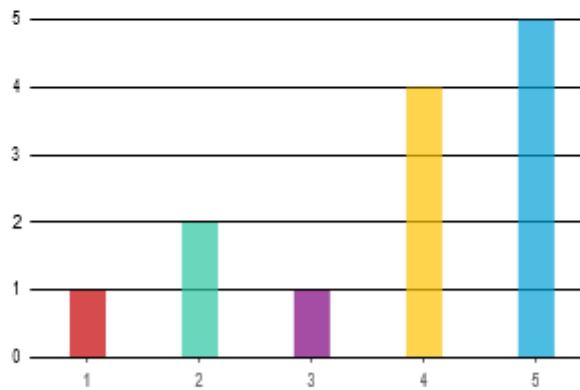
Response	Count
We're good on morale and working together.	1
treat volunteers with respect. It is our time we give freely to help our community	1
Social opportunities	1
None	1
New leadership that can drive better volunteer involvement	1
Ensure that people are equipped with newer gear. Continue efforts to get a new fire hall. Go easy on the lectures about responding and availability.	1
Don't berate the few volunteers you have left. Take pride in the facility. We have even though it's very old and clean the place up.	1
Doing training Thats fun and serious	1
City Moving forward with the new fire hall	1
BBQ was great, we should do events like that more frequently.	1

Answered: 10 Skipped: 3

As a member of the Stevenson Fire Department I feel welcomed and supported. (5...

Average

3.8



Answers	Count	Percentage
1	1	7.69%
2	2	15.38%
3	1	7.69%
4	4	30.77%



5 5 38.46%

Answered: 13 Skipped: 0

**In your opinion, what should the department's senior leadership be doing more of?**

The word cloud requires at least 20 answers to show.

Response	Count
Strategic Training	1
Shoot, they are doing grand	1
Sending out training resources and info	1
Our chief is a great leader and his work on-scene is fantastic. This is what he is best at. What he isn't able to do is administrate things like training. The department needs non-volunteer resources to develop and administrate an operations framework.	1
Moving toward the future with a vision	1
Insisting on more organization in methods in training. I.e. if there is to be an "imaginary call", every parameter should be figured out beforehand (is the building on fire, is there smoke, some narration of the situation)	1
Improved organization and a more consistent follow through on things that we are told will be done. Ongoing delay on CPR and First Aid training is a good example.	1
I don't think "doing more" is an option for the leadership. Maybe involving the members in taking more responsibility for the needed tasks...	1
Get organized. Come to meetings ready to share information.	1
Better enforcement and development of SOP/SOG and Policy	1
Behave with a welcoming and inclusive environment	1
Ask the line people what kind of training they want and what would help them instead of guessing or telling them what they think they want to know or do.	1

Answered: 12 Skipped: 1

**If you could change only one thing about the work environment at the Stevenson Fire Department...**

The word cloud requires at least 20 answers to show.

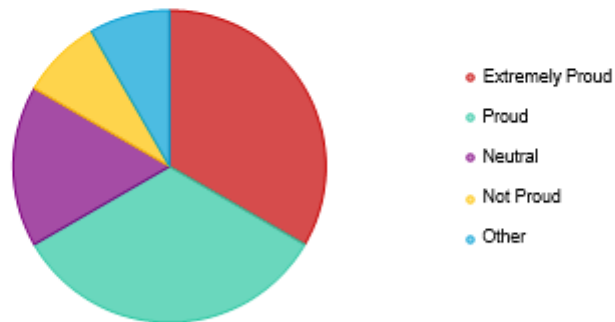
Response	Count
We need documentation. Training, on-scene duties, apparatus and equipment resource information would help. I have no idea if I am currently EVIP qualified to operate any apparatus, but I drive anyway.	1



There needs to be some paid staff to perform most of the admin duties to allow the volunteers to focus on operations. It's too much to burden the volunteers with everything.	1
The lack of structured training	1
The Fire Hall	1
Remove the politics	1
Published training schedule	1
Positive Trainings Monthly	1
New station	1
Leadership needs to either get back on track or allow others to step up.	1
Get the city out of it and just be a fire dist	1
Build New Station and clean/organize the current station.	1
be respectful	1

Answered: 12 Skipped: 1

How proud are you to tell other people that you are a member of the Stevenson Fir...



Answers	Count	Percentage
Extremely Proud	4	30.77%
Proud	4	30.77%
Neutral	2	15.38%
Not Proud	1	7.69%



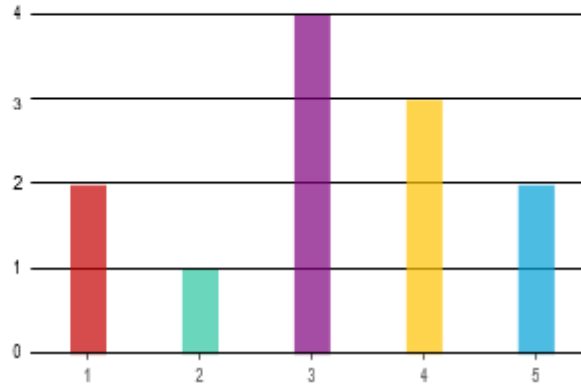
Other 1 7.69%

Answered: 12 Skipped: 1

On a scale of 1 to 5, where 1 is poor and 5 is excellent, how would you rate the...

Average

3.2

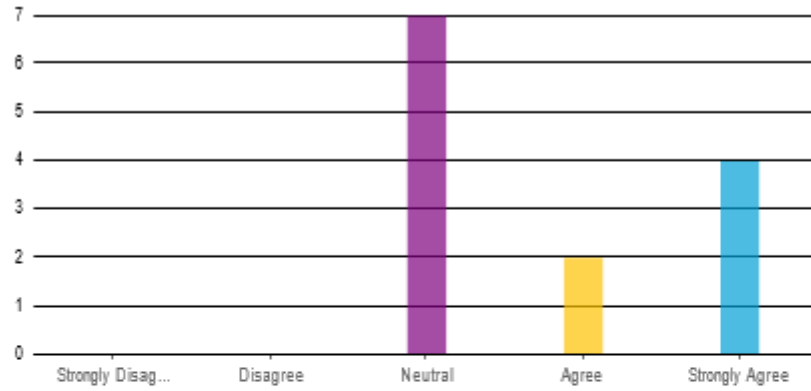


Answers	Count	Percentage
1	2	15.38%
2	1	7.69%
3	4	30.77%
4	3	23.08%
5	2	15.38%

Answered: 12 Skipped: 1

Please identify your level of agreement with each of the following statements about the department's facilities and apparatus:

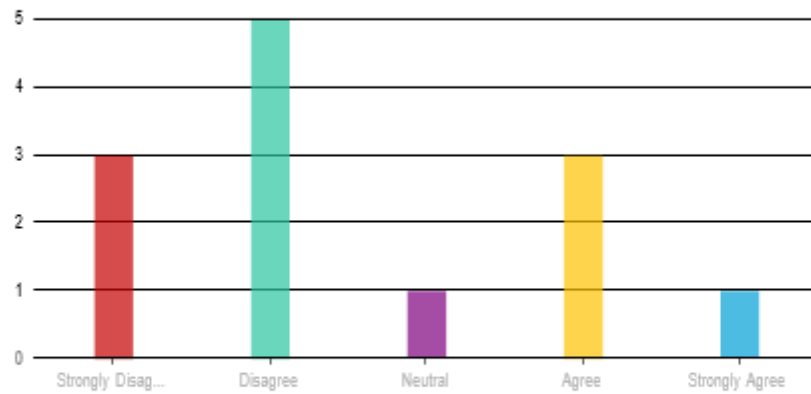
- The existing facilities are adequate to meet the needs of the department.



Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	0	0%
Neutral	7	53.85%
Agree	2	15.38%
Strongly Agree	4	30.77%

Answered: 13 Skipped: 0

• The facilities are well maintained.



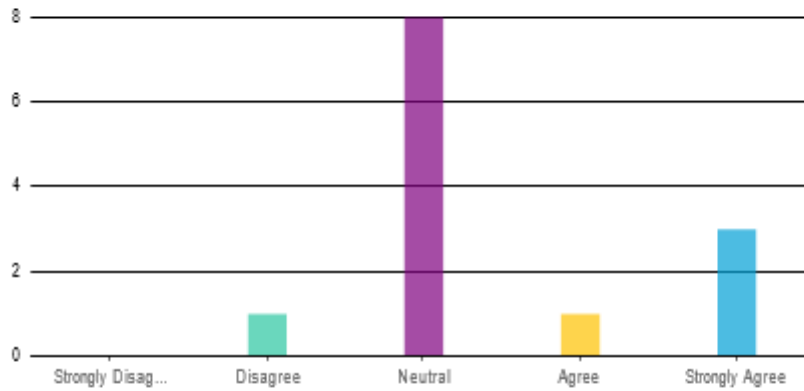
Answers	Count	Percentage
Strongly Disagree	3	23.08%
Disagree	5	38.46%



Neutral	1	7.69%
Agree	3	23.08%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

● The facilities are in good repair.

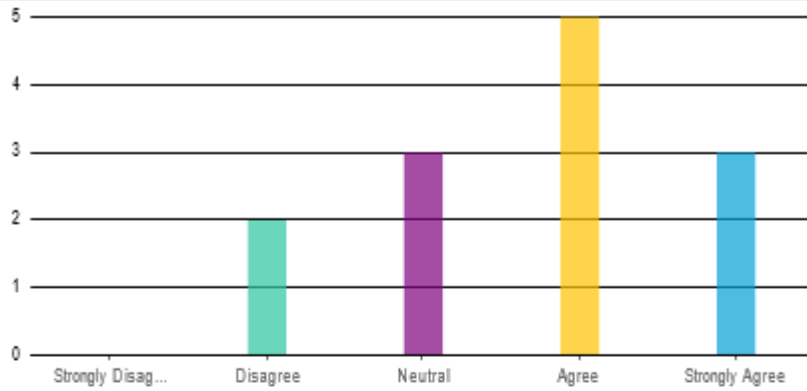


Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	1	7.69%
Neutral	8	61.54%
Agree	1	7.69%
Strongly Agree	3	23.08%

Answered: 13 Skipped: 0

● The current fleet of apparatus is adequate to meet the needs of the department.

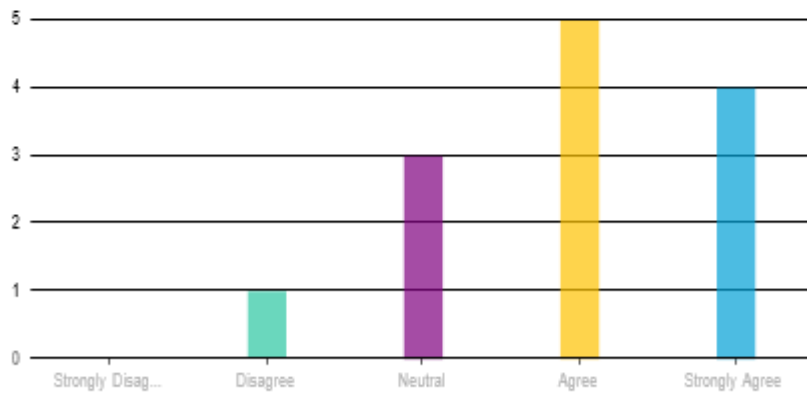




Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	2	15.38%
Neutral	3	23.08%
Agree	5	38.46%
Strongly Agree	3	23.08%

Answered: 13 Skipped: 0

● Apparatus are well maintained.

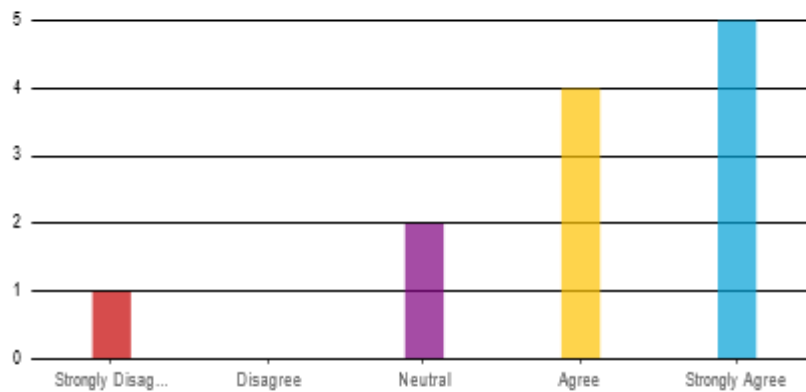


Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	1	7.69%

Neutral	3	23.08%
Agree	5	38.46%
Strongly Agree	4	30.77%

Answered: 13 Skipped: 0

● Apparatus repairs and maintenance are completed in a timely manner.



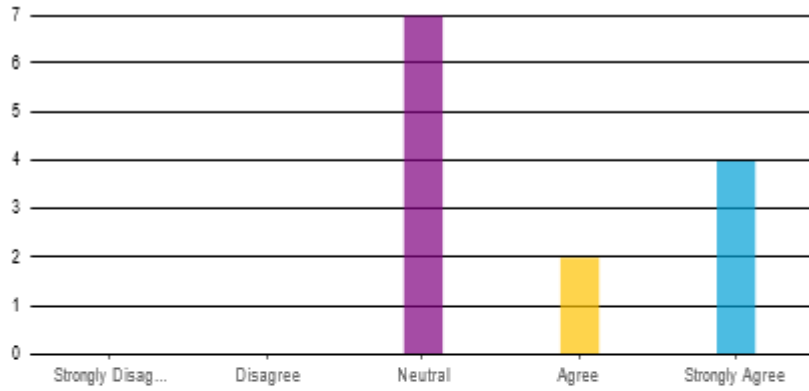
Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	0	0%
Neutral	2	15.38%
Agree	4	30.77%
Strongly Agree	5	38.46%

Answered: 12 Skipped: 1

● Hose testing is completed on a regular basis.



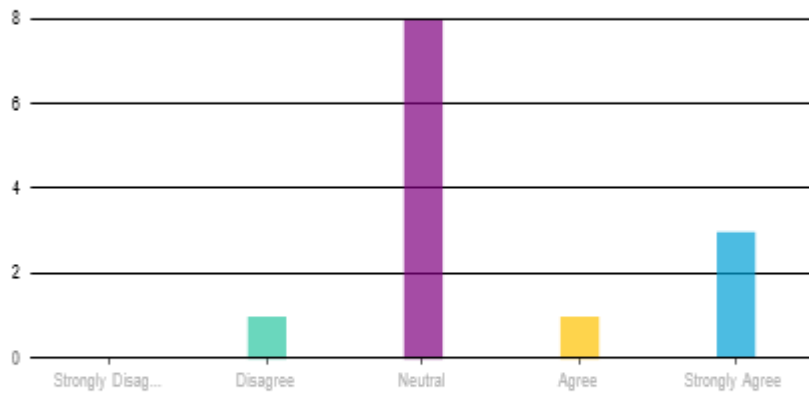




Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	0	0%
Neutral	7	53.85%
Agree	2	15.38%
Strongly Agree	4	30.77%

Answered: 13 Skipped: 0

● Ladder testing is completed on a regular basis.



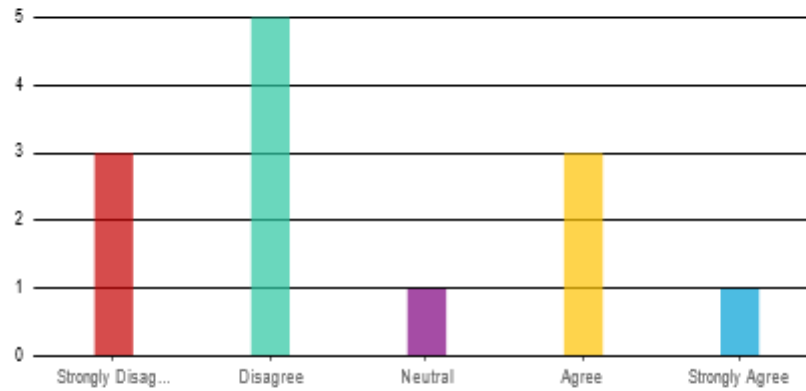
Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	1	7.69%



Neutral	8	61.54%
Agree	1	7.69%
Strongly Agree	3	23.08%

Answered: 13 Skipped: 0

- Pump testing is completed on a regular basis.



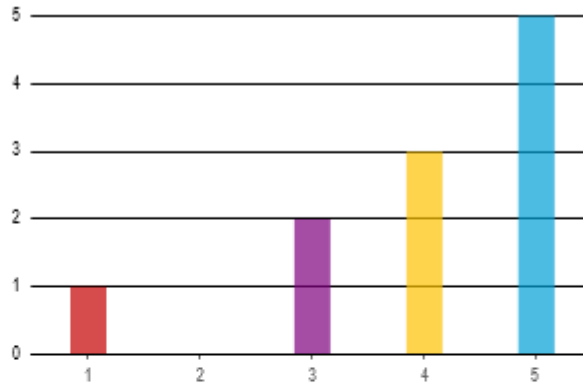
Answers	Count	Percentage
Strongly Disagree	3	23.08%
Disagree	5	38.46%
Neutral	1	7.69%
Agree	3	23.08%
Strongly Agree	1	7.69%

Answered: 13 Skipped: 0

On a scale of 1 to 5, where 1 is poor and 5 is excellent, how would you rate the...

Average

4

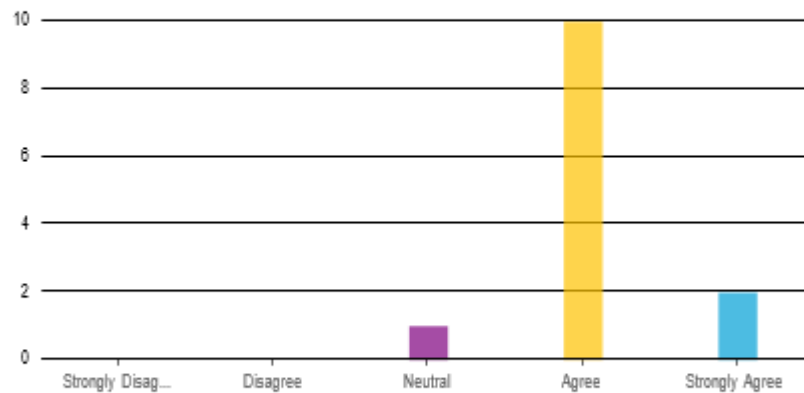


Answers	Count	Percentage
1	1	7.69%
2	0	0%
3	2	15.38%
4	3	23.08%
5	5	38.46%

Answered: 11 Skipped: 2

Please identify your level of agreement with each of the following statements as they relate to the department's community relations:

- The department is respected by the community that it serves.



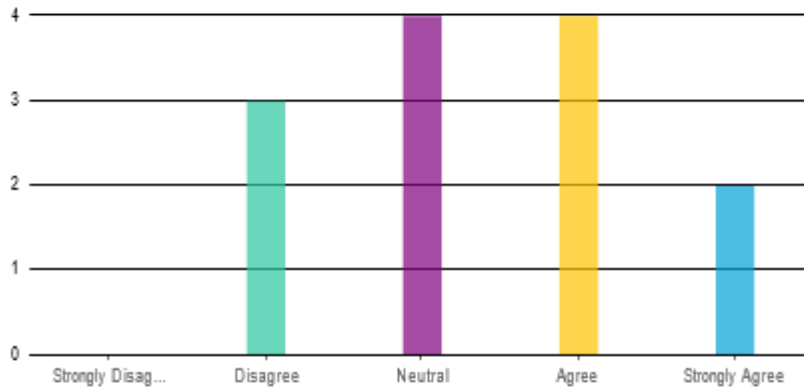
Answers	Count	Percentage
Strongly Disagree	0	0%



Disagree	0	0%
Neutral	1	7.69%
Agree	10	76.92%
Strongly Agree	2	15.38%

Answered: 13 Skipped: 0

- The department is sufficiently engaged in the community.

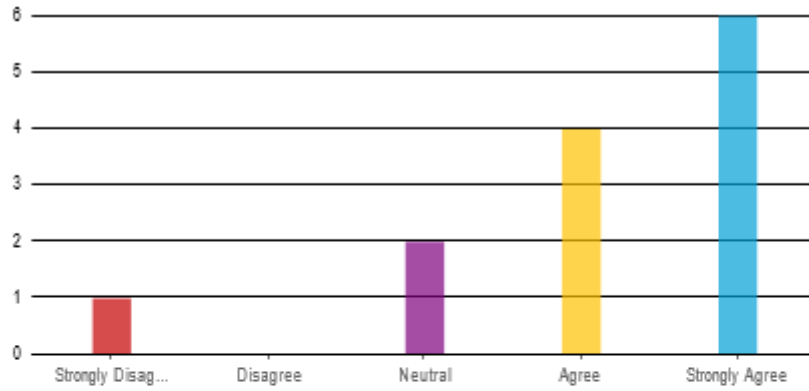


Answers	Count	Percentage
Strongly Disagree	0	0%
Disagree	3	23.08%
Neutral	4	30.77%
Agree	4	30.77%
Strongly Agree	2	15.38%

Answered: 13 Skipped: 0

- The department leadership strives to maintain cooperative working relationship...

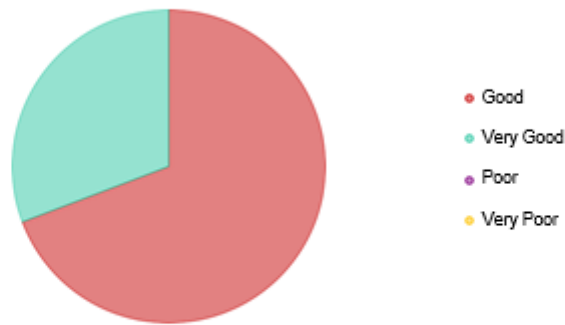




Answers	Count	Percentage
Strongly Disagree	1	7.69%
Disagree	0	0%
Neutral	2	15.38%
Agree	4	30.77%
Strongly Agree	6	46.15%

Answered: 13 Skipped: 0

**In your opinion, what is the community's overall image of the Stevenson Fire...**



Answers	Count	Percentage
Good	9	69.23%
Very Good	4	30.77%



Poor	0	0%
Very Poor	0	0%

Answered: 13 Skipped: 0

### In your opinion, what is the department's single greatest strength?

The word cloud requires at least 20 answers to show.

Response	Count
The community opinion	1
Th people	1
Solidarity	1
Personal Knowledge of Community	1
Locals helping locals. Experience level of senior firefighters and our chief. Culture of camaraderie.	1
It's volunteers	1
Its volunteers	1
It's people	1
Gordy	1
Experience of It's senior members and officers - many having served almost 30 years	1
Core group of dedicated experienced volunteers that are helpful to the newer volunteers.	1
A reliable core of individuals who remain dedicated and enthusiastic	1

Answered: 12 Skipped: 1

### In your opinion, what is the department's single greatest weakness?

The word cloud requires at least 20 answers to show.

Response	Count
Not enough volunteers	2
Turnover of personnel, leaving a huge gap between the long term personnel and the relatively new members	1
Tribal knowledge rules both our training and procedures. There is no clear path for new staff to become qualified and no clear standards for maintaining qualification. I worry we will have an accident.	1



the firehall, its location, condition, parking, getting into and out of it...all of it. It's unsafe, particularly with increasing traffic and speeds on first street. Access for volunteers crossing 14 is also risky	1
Passports (bigger incidents)	1
Lack of volunteers	1
Lack of structured training and learning	1
Its volunteers	1
Inability to work with city hall	1
Effective standards/training programs	1
Disorganization.	1

Answered: 12 Skipped: 1

**In your opinion, what single greatest opportunity should the department take advantage of in th...**

The word cloud requires at least 20 answers to show.

Response	Count
We have the land. Need to build new Station. where we are now there are NO parking spaces. How do you operate a progressive fire dept. without a SINGLE dedicated parking space.	1
the community and it's volunteers	1
Resource for shell shock	1
Mentoring new volunteers who can then step into mentor roles, pass down knowledge	1
membership from younger volunteers	1
Learn from the senior memebre before they retire	1
How many young people they can get	1
Hire a fulltime fire chief tht can move the fire department forward using the past Chief's work as a solid foundation	1
FF1 program	1
Community Involvement	1
Aggressive outreach for new volunteers. We are short handed on some calls.	1

Answered: 11 Skipped: 2

**In your opinion, what is the single most significant challenge that the Department faces in the...**



The word cloud requires at least 20 answers to show.

Response	Count
We need more firefighters, and better trained firefighters. But need to protect the existing culture of camaraderie without making volunteering a chore.	1
Volunteer time commitment	1
Undecided	1
Retirement of the members/officers with decades of experience. There is a very small group with any experience to take over when they leave.	1
Recruiting	1
Need more Good members	1
Maintaining people	1
Lack of volunteers. No noticeable outreach for volunteers beyond word of mouth. We only have a couple volunteers under 40 and I worry about the number of volunteers in 10 to 20 years when large number of volunteers age out.	1
Lack of community participation	1
keeping volunteers	1
Keeping a sufficient number of volunteers	1
funding, morale because of lack of funding and decision making by entities who are not intimately involved.	1

Answered: 12 Skipped: 1

Please use the space below to tell us your suggestions or final thoughts for improving the...

The word cloud requires at least 20 answers to show.

Response	Count
The culture of the existing members is that they know nothing different.	1
Rely more on opinions from the entire group when making substantial decisions within the department.	1
recruit more volunteers	1
More active recruiting	1
Ideally, the department would include a non-volunteer administrator that works for our current chief. This way we can protect our culture while improving our readiness and most importantly, safety.	1
I wish there was an actual training regiment and classwork almost.	1





I think the people are great but it won't ever grow without vision and a willingness to make positive changes.	1
How do we get the younger generation to want to volunteer for decades?	1
Every one of the members has a lot to contribute, but has other priorities. The main fire hall is embarrassingly inadequate. Compliance and admin requirements are crushing the leadership, exacerbated by high turnover in members, complicating training.	1
Better organization/structure from leadership.	1

Answered: 10 Skipped: 3



**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2023-11XX**

**AN ORDINANCE AMENDING TITLE 8 OF THE STEVENSON MUNICIPAL CODE ADDING  
CHAPTER 8.58 AUTHORIZING THE **MAYOR/FIRE CHIEF/FIRE MARSHALL** TO  
PROHIBIT FIREWORKS DISCHARGE DURING TIMES OF EXTREME FIRE DANGER**

**Whereas**, Chapter 70.77 RCW, the State Fireworks Law, regulates/governs the purchase, sale and discharge of fireworks; and

**Whereas**, RCW 70.77.250(4) permits cities to adopt ordinances with more strict regulations of fireworks than state law, provided such ordinances may not have an effective date sooner than one year after their adoption; and

**Whereas**, the City Council desires to authorize the **Mayor/Fire Chief/Fire Marshall** to prohibit personal fireworks discharge during times of extreme fire danger; and

**Whereas**, the basis of the decision to restrict fireworks will be based on metrics identified as reasonable to protect the community at large; science to take emotions out of the decision; and

**Whereas**, the Ceity is within Skamania County and it is in the best interest of the community to work towards a standardized decision-making tool for cohesive decision making in an environment where fire knows no jurisdictional boundaries;

Whereas, the purpose of this Ordinance is not to place a ban or restriction on the sale of fireworks greater than the restrictions set forth in RCW 70.77, but to protect the real and personal property of the residents of the City when appropriate; and

**Whereas**, a public hearing on the proposed revisions was held before the City Council on \_\_\_\_\_.

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

**Section 1.** Stevenson Municipal Code Title 8 is amended to add a new section as follows:

**Chapter 8.58 – FIREWORKS**

**8.58.010 – RCW adopted.**

Except as otherwise provided herein, Chapter 70.77 RCW, the State Fireworks Law, is hereby adopted by reference, including all future amendments or additions thereto.

8.58.020 – Definitions.

The definitions of Chapter 70.77 RCW as now stated or hereafter amended shall govern the construction of this Chapter, when applicable.

(1) “Extreme fire danger” means

- a. Ten-hour fuels of 8% or less.
- b. Relative humidity less than 25% for several hours.
- c. Winds 20 feet off the ground of at least 15 mph for several hours.

(1)(2) “Fire nuisance” means anything or any act which increases, or may cause an increase of, the hazard or menace of fire to a greater degree than customarily recognized as normal by person in the public service of preventing, suppressing, or extinguishing fire; or which may obstruct, delay, or hinder, or may become the cause of any obstruction, delay or the hindrance to the prevention of or extinguishment of fire.

**8.58.020 – Emergencies-Restrictions on use.**

The Mayor/Fire Chief/Fire Marshall, after consulting with the Fire Chief, Fire Marshall, and other officials as may be deemed appropriate, may issue an Order prohibiting the discharge of consumer personal fireworks during periods of extreme fire danger. For the purposes of this chapter, the term “extreme fire danger” shall mean:

- Ten-hour fuels of 8% or less.
- Relative humidity less than 25% for several hours.
- Winds 20 feet off the ground of at least 15 mph for several hours.

It is during this period that wildland fires can be expected, and fire growth will be accelerated.

**Section 2.** 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 thereof.

**THIS ORDINANCE SHALL TAKE EFFECT** and be in force one (1) year after its publication according to law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Robert C. Muth  
City Attorney

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



Leana Kinley &lt;leana@ci.stevenson.wa.us&gt;

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## Fireworks Ban

1 message

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**Bernadette Price** <bernadetteprice@gmail.com>  
To: citycouncil@ci.stevenson.wa.us

Thu, Jul 20, 2023 at 1:26 PM

Hello, Council Members! I live in Skamania and can only hope that if Stevenson enacts a ban on fireworks during elevated risks of wildfires (these days it's definitely all of summer and beyond!) that perhaps it can go County-wide. It's simply illogical to allow personal fireworks that could start big wildfires under dry conditions. Check with all the fire departments to see how many they were able to put out... but as wonderful as the firefighters are, they might not be able to keep a small one from spreading for whatever reason, and we could have another Eagle Creek Fire.

Please vote to ban personal fireworks during fire season, and I and all the dogs (and other creatures) and folks with PTSD will be most grateful to you. Thank you.

Best regards,

Bernadette Price



Leana Kinley <leana@ci.stevenson.wa.us>

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**RE: July 20, 2023 Agenda in regards Fireworks**

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Lori Lishan <lorilishan@gmail.com>  
To: citycouncil@ci.stevenson.wa.us

Thu, Jul 20, 2023 at 12:53 PM

Dear Council Members,

As a Stevenson resident, I would like to say that I am **IN SUPPORT of a BAN on Fireworks during an active Wildfire Threat** or at anytime that our fire department determines this to be necessary.

I'm in support of banning Fireworks at any time that our council members, fire chief or emergency personnel determine this to be dangerous to our community and/or a hardship on our emergency system.

--

**Lori Lishan**  
[www.LoriLishan.com](http://www.LoriLishan.com)  
360-713-2088



Leana Kinley &lt;leana@ci.stevenson.wa.us&gt;

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**Please include in packet Re: fireworks in our community**

1 message

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**Angela Lindbo** <alindbo93@gmail.com>  
To: citycouncil@ci.stevenson.wa.us

Thu, Jul 20, 2023 at 8:45 AM

I hope to make the meeting this eve but due to an appointment may be late.

July 20<sup>th</sup>, 2023

Dear Mayor Anderson and City Council members, thank you for your service. Your efforts in keeping our community vibrant, livable, and safe are appreciated.

With that, I'm here with concerns over yet another fireworks season where we SHOULD have banned but did not. Other communities up and down the Gorge recognized the extreme danger of a red flag warning and heeded this with discontinued use of fireworks and in many cases professional displays as well. The risk was not worth it when conditions were ripe for fire and resources were stretched thin.

I recall listening in on a City Council Zoom meeting (I believe 2 years ago) where a fireworks protocol was brought up, it was pushed to the back burner and here we are again, with no protocol or ability to react and protect our community.

Frankly, I was horrified at the thoughtlessness and lack of compassion shown this 4<sup>th</sup>. The Gorge was yet again on fire, and our neighbors were losing homes and possibly livelihoods. Our fairgrounds welcomed evacuees and their livestock, yet a fireworks show was still allowed. Even in the best of situations, most livestock and pets are traumatized by fireworks, our thoughtlessness to continue blowing things up less than 1/8<sup>th</sup> mile from where they were emergency housed was cruel and heartless.

We need to prioritize the safety of our community over the enjoyment of fireworks. I implore you to follow the lead of our neighbors in developing a plan of action to protect our beautiful Gorge from fireworks and fire.

Thank you,

Angela Lindbo  
[51 Fawn Meadow Dr](#)  
[Stevenson, WA 98648](#)

--  
Angela Lindbo



Leana Kinley <leana@ci.stevenson.wa.us>

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## Public Comment for City Council Meeting 7/20/2023

1 message

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**Monica Masco** <arrowhead.monica@gmail.com>  
To: Leana Kinley <leana@ci.stevenson.wa.us>

Thu, Jul 20, 2023 at 12:31 PM

Please consider this my public comment:

Thank you City Council Members, Mayor, Fire Chief and Staff for deciding to work together and with other agencies including Skamania County to formulate a method by which a firework restriction could take place in the future when weather conditions make discharging fireworks unsafe including using the National Weather Service's Red Flag Warning system mentioned in your proposed Ordinance.

Thank you,  
Monica Masco  
City of Stevenson resident  
235 First Street



Leana Kinley <leana@ci.stevenson.wa.us>

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## Fireworks

1 message

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**Molly Leckie** <molly.leckie@gmail.com>  
To: citycouncil@ci.stevenson.wa.us

Thu, Jul 20, 2023 at 3:09 PM

Please consider a fireworks ban when fire danger is high.

Lots of people enjoy fireworks but perhaps it would be better to use them to celebrate holidays that are not during fire season.

Let's do what we can to protect our community!

Thank you  
Molly Leckie,  
Stevenson resident





Leana Kinley &lt;leana@ci.stevenson.wa.us&gt;

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## Fireworks Ban

1 message

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**Michael Leckie** <michael@silverbackpartners.net>  
To: citycouncil@ci.stevenson.wa.us

Thu, Jul 20,

City Council Members,

I am unable to attend tonight's meeting, having just learned of it, to discuss a fireworks ban. But I would like to share my thoughts and concerns with you and I appreciate the time to read this email. While my wife grew up in Stevenson, it is only in the last couple of years that we have relocated here permanently. I now live here and run it from Stevenson as well. I am continually amazed by the amazing place we are privileged to live in. And I am afraid for it.

Record temperatures and the rise in catastrophic weather events certainly gives me cause for concern about the future. And, while I have always loved fireworks, I can't see my way clear to the risk they present. I bought some with my son for the 4th and then very next day got word of the Tunnel 5 fire and watched the devastation that wre: close neighbor of Underwood. We are patrons and friends of a number of the local wineries and I was so happy for them that they came through, but at what cost? Ter: lost and there was tremendous cost involved in fighting that fire. And the damage will last, much like the damage from Eagle Creek I can still see from the home office I write. If not for fortunate timing, favorable winds, and an abundance of available firefighters, much that I love could have been lost and many more lives could have been forever.

Fireworks are a wonderful and memorable way to celebrate and commemorate, but letting people set them off unsupervised and not always thoughtfully or aware of potential fire is simply too risky anymore. I support municipal displays that are done by professionals and under control of local fire personnel but I would urge the Council to consider a ban on the sale and use of consumer fireworks in Skamania county going forward. I, myself, will be safely destroying what I bought and not buying again. Please consider the health and safety of us all and do the right thing.

Thank you for listening.

Michael Leckie

--

**Michael J. Leckie**  
+1.914.987.0037

[Website](#) | [Schedule with Me](#) | [YouTube](#) | [LinkedIn](#) | [Instagram](#) | [Twitter](#) | [Facebook](#)



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# 2023 Second Qtr Report



## Chamber Staff:

Angie Weiss, Executive Director  
 Angel Knight, Admin Manager  
 Denise Russell, Tourism Services



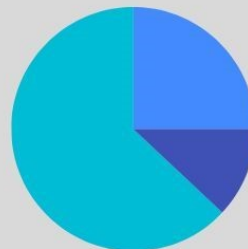
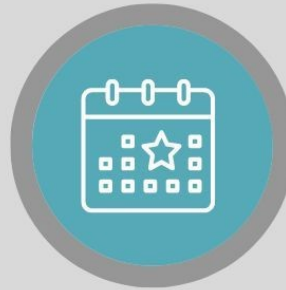
## Tourism Promotion

- \* Increased part-time tourism employee to 6 hrs/wk
- \* Held social media contests for Sip & Stroll, Blues & Brews
- \* Added monthly blogs to websites
- \* Updated featured events on website
- \* Sent out monthly tourism newsletters
- \* Placed ads & 2 featured FB stories with Scenic WA
- \* Hosted travel writer "Bill on the Road"
- \* Continue working with Port on updating Columbia River Water Trail
- \* Continue planning Gorge Restaurant Month with CGTA
- \* Attended CGTA's Tourism Summit
- \* Working with State of WA Tourism on TREAD Map App
- \* Sent 3 press releases to State of WA Tourism about local lodging properties.



## VISITOR STATS

- \* Walk-in visitors: 761
- \* Phone calls: 99
- \* Emails: 65
- \* Business referrals: 5,135
- \* Visitor packets: 6
- \* Relocation packets: 3
- \* Overnight stays: 194
- \* Large Quantity Brochures: 1,675



## COMMUNICATION

1

- \* "Under Currents" newsletter has 1,295 recipients
- \* Tourism Newsletter has 287 recipients
- \* Chamber Facebook page has 2,603 followers
- \* Chamber Website had 19,712 pageviews this quarter
- \* Visit Stevenson Facebook page has 4,277 followers
- \* Visit Stevenson Website had 42,683 pageviews this quarter

## EVENTS

2

- \* Sent list of monthly events to local papers
- \* Chamber Happy Hours @ Selkirk Residential, Walking Man and Traverse PNW Market
- \* WA in the Making 2040 Town Hall on May 4
- \* Skamania Sip & Stroll on May 13 (350 attendees)
- \* Gorge Blues & Brews Festival on June 23-24

## MEMBERSHIP & BENEFITS

3

- \* Quarterly new member orientation session, May 16
- \* Finalized new dues structure & benefits for 2024
- \* Visited 7 members
- \* Called 26 members
- \* Visited 5 non-members
- \* Ribbon Cutting for Bike the Gorge/Otter & Osprey Outdoor Gear

## GOVERNMENT AFFAIRS

4

- \* Added 2023 Activity Report to website
- \* Attended Legislative Review event in Vancouver
- \* Sent out 2nd Quarter GA Newsletter
- \* Met with Skamania County's Lobbyist David Hodges
- \* Met with Senator Cantwell's Rep, Tanisha Harris
- \* Host GA luncheon, June 21
- \* Added 1 new GA Council member

5

**301 MEMBERS**

**31 INDIVIDUAL**  
**40 NON-PROFIT**  
**230 BUSINESS**

**100+ EMPLOYEES = 4**  
**51-99 EMPLOYEES = 2**  
**21-50 EMPLOYEES = 6**  
**11-20 EMPLOYEES = 9**  
**6-10 EMPLOYEES = 21**  
**1-5 EMPLOYEES = 54**  
**OWNER OPERATED = 134**

# TREASURER'S REPORT

## Fund Totals

City Of Stevenson

Time: 10:35:47 Date: 07/14/2023

06/01/2023 To: 06/30/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,664,399.70	110,054.64	98,183.66	1,676,270.68	2,297.93	3,265.82	-53.40	1,681,781.03
010 General Reserve Fund	338,123.82	534.38		338,658.20	0.00	0.00	0.00	338,658.20
020 Fire Reserve Fund	1,670,961.73	4,411.41		1,675,373.14	0.00	0.00	0.00	1,675,373.14
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	72,475.83	47,517.75	70,274.21	49,719.37	0.00	992.00	-48.05	50,663.32
103 Tourism Promo & Develop Fund	1,233,029.88	58,518.92	31,635.17	1,259,913.63	0.00	0.24	-3.21	1,259,910.66
105 Affordable Housing Fund	12,783.74	0.00		12,783.74	0.00	0.00	0.00	12,783.74
107 HEALing SCARS Fund	10,190.57	0.00		10,190.57	0.00	0.00	0.00	10,190.57
300 Capital Improvement Fund	227,940.87	2,964.43		230,905.30	0.00	0.00	0.00	230,905.30
312 Columbia Ave	0.00	0.00	16,047.50	-16,047.50	0.00	0.00	0.00	-16,047.50
400 Water/Sewer Fund	2,022,040.08	192,476.61	122,961.09	2,091,555.60	5,308.20	2,144.54	-1,874.86	2,097,133.48
406 Wastewater Short Lived Asset Res. Fund	65,337.00	0.00		65,337.00	0.00	0.00	0.00	65,337.00
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	-301,648.80	0.00	568,630.29	-870,279.09	0.00	0.00	0.00	-870,279.09
500 Equipment Service Fund	89,628.07	15,763.41	8,434.70	96,956.78	0.00	211.58	-22.15	97,146.21
630 Stevenson Municipal Court	0.00	78.87	78.87	0.00	0.00	0.00	0.00	0.00
	7,464,766.49	432,320.42	916,245.49	6,980,841.42	7,606.13	6,614.18	-2,001.67	6,993,060.06

# TREASURER'S REPORT

## Account Totals

City Of Stevenson

Time: 10:35:47 Date: 07/14/2023

06/01/2023 To: 06/30/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,458,411.42	402,095.92	901,335.79	959,171.55	-1,196.42	14,220.31	972,195.44
10	Xpress Bill Pay	29,868.52	40,961.68	43,000.00	27,830.20	-805.25	0.00	27,024.95
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,488,779.94	443,057.60	944,335.79	987,501.75	-2,001.67	14,220.31	999,720.39
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	4,060,522.00	17,353.12	0.00	4,077,875.12	0.00	0.00	4,077,875.12
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:		5,975,986.55	17,353.12	0.00	5,993,339.67	0.00	0.00	5,993,339.67
		7,464,766.49	460,410.72	944,335.79	6,980,841.42	-2,001.67	14,220.31	6,993,060.06

TREASURER'S REPORT  
Fund Investments By Account

City Of Stevenson

Time: 10:35:47 Date: 07/14/2023  
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06/01/2023 To: 06/30/2023

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	1,019,206.16		4,355.70	4,355.70		1,023,561.86
010 000 General Reserve Fund	125,041.62		534.38	534.38		125,576.00
020 000 Fire Reserve Fund	1,032,242.89		4,411.41	4,411.41		1,036,654.30
100 000 Street Fund	22,436.15		95.88	95.88		22,532.03
103 000 Tourism Promo & Develop Fund	787,862.36		3,367.02	3,367.02		791,229.38
300 000 Capital Improvement Fund	177,649.64		759.21	759.21		178,408.85
400 000 Water/Sewer Fund	853,742.46		3,648.57	3,648.57		857,391.03
500 000 Equipment Service Fund	42,340.72		180.95	180.95		42,521.67
5 - LGIP	4,060,522.00	0.00	17,353.12	17,353.12		4,077,875.12
001 000 General Expense Fund	426,045.00					426,045.00
010 000 General Reserve Fund	211,908.38					211,908.38
020 000 Fire Reserve Fund	635,725.10					635,725.10
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	1,915,464.55	0.00	0.00			1,915,464.55
	5,975,986.55	0.00	17,353.12	17,353.12		5,993,339.67

# TREASURER'S REPORT

## Fund Investment Totals

City Of Stevenson

06/01/2023 To: 06/30/2023

Time: 10:35:47 Date: 07/14/2023

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,445,251.16		4,355.70	4,355.70		1,449,606.86	226,663.82
010 General Reserve Fund	336,950.00		534.38	534.38		337,484.38	1,173.82
020 Fire Reserve Fund	1,667,967.99		4,411.41	4,411.41		1,672,379.40	2,993.74
030 ARPA						0.00	298,313.00
100 Street Fund	22,436.15		95.88	95.88		22,532.03	27,187.34
103 Tourism Promo & Develop Fund	1,108,280.05		3,367.02	3,367.02		1,111,647.07	148,266.56
105 Affordable Housing Fund						0.00	12,783.74
107 HEALing SCARS Fund						0.00	10,190.57
300 Capital Improvement Fund	203,198.77		759.21	759.21		203,957.98	26,947.32
312 Columbia Ave						0.00	-16,047.50
400 Water/Sewer Fund	1,139,343.03		3,648.57	3,648.57		1,142,991.60	948,564.00
406 Wastewater Short Lived Asset Res. Fund						0.00	65,337.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-870,279.09
500 Equipment Service Fund	52,559.40		180.95	180.95		52,740.35	44,216.43
	5,975,986.55		17,353.12	17,353.12		5,993,339.67	987,501.75

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

6,980,841.42

# TREASURER'S REPORT

## Outstanding Vouchers

City Of Stevenson

06/01/2023 To: 06/30/2023

As Of: 06/30/2023 Date: 07/14/2023  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	1648	06/29/2023	Tr Rec	1		Baker Road Automotive	3.18	
2023	1649	06/29/2023	Tr Rec	1		Building Permit Customer	35.00	CAP2023-03 Julie May
2023	1650	06/29/2023	Util Pay	1		Xpress Billpay	483.16	Xpress Import - CC - 06-29-2023__daily_batch.csv
2023	1652	06/30/2023	Tr Rec	1		Gordon Rosander	319.38	June 2023 Reimbursement
2023	1653	06/30/2023	Util Pay	1		Xpress Billpay	355.70	Xpress Import - CC - 06-30-2023__daily_batch.csv
Receipts Outstanding:							1,196.42	
2023	1639	06/30/2023	Payroll	1	EFT	Dept of Labor & Industry	4,054.25	2ND Quarter L&I: 04/01/2023 - 06/30/2023
2023	1641	06/30/2023	Payroll	1	EFT	Employment Security Dept	1,621.13	Pay Cycle(s) 04/01/2023 To 06/30/2023 - PFML
2022	3319	12/31/2022	Claims	1	16584	Skamania Lawyer PLLC	635.00	December 2022 Statement
2023	981	04/20/2023	Claims	1	16861	Skamania County Prosecutor	1,500.00	April 2023 Remittance
2023	1469	06/15/2023	Claims	1	16963	Bits N Spurs	150.67	Lime for WWTP
2023	1478	06/15/2023	Claims	1	16972	Correct Equipment	2,208.93	Turbidity Meter for WTP
2023	1511	06/15/2023	Claims	1	17005	US Bank Safekeeping	30.00	May 2023 Safekeeping Fees
2023	1568	06/22/2023	Claims	1	17014	Grayling Engineers	2,948.60	2022 Waterline Replacements
2023	1571	06/22/2023	Claims	1	17017	Lueders Pyrotechnics LLC	132.93	2023 Fireworks Safety Campaign-Banners
2023	1622	06/30/2023	Payroll	1	17027	Michael D Johnson	275.30	PP 06.01.23-06.30.23
2023	1625	06/30/2023	Payroll	1	17028	Kristy A McCaskell	275.30	PP 06.01.23-06.30.23
2023	1644	06/30/2023	Payroll	1	17029	City of Stevenson	319.38	Pay Cycle(s) 06/30/2023 To 06/30/2023 - City Payback
2023	1645	06/30/2023	Payroll	1	17030	WGAP Washington Gorge Action Program	68.82	Pay Cycle(s) 06/30/2023 To 06/30/2023 - Food Bank
							14,220.31	
2023	1651	06/29/2023	Util Pay	10		Xpress Billpay	178.97	Xpress Import - EFT - 06-29-2023__daily_batch.csv
2023	1654	06/30/2023	Util Pay	10		Xpress Billpay	312.78	Xpress Import - EFT - 06-30-2023__daily_batch.csv
2023	1655	06/30/2023	Util Pay	10		Xpress Billpay	153.50	Xpress Import - Metavante - 06-30-2023__daily_batch.csv
2023	1656	06/30/2023	Util Pay	10		Xpress Billpay	160.00	Xpress Import - iPay - 06-30-2023__daily_batch.csv
Receipts Outstanding:							805.25	
							14,220.31	

Fund	Claims	Payroll	Total
001 General Expense Fund	2,297.93	3,265.82	5,563.75
100 Street Fund	0.00	992.00	992.00
103 Tourism Promo & Develop Fund	0.00	0.24	0.24
400 Water/Sewer Fund	5,308.20	2,144.54	7,452.74
500 Equipment Service Fund	0.00	211.58	211.58

TREASURER'S REPORT

Outstanding Vouchers

06/01/2023 To: 06/30/2023

As Of: 06/30/2023 Date: 07/14/2023

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
							Claims	Payroll	Total
							7,606.13	6,614.18	14,220.31



TREASURER'S REPORT

Signature Page

City Of Stevenson

Time: 10:35:47 Date: 07/14/2023

06/01/2023 To: 06/30/2023

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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

## 2023 BUDGET POSITION

City Of Stevenson

Time: 10:36:29 Date: 07/14/2023

Page: 1

001 General Expense Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	1,457,189.47	1,457,189.47	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,541,738.42</b>	<b>1,541,738.42</b>	<b>0.00</b>	<b>100.0%</b>
311 Property Tax	546,401.90	330,714.19	215,687.71	60.5%
313 Sales Tax	328,000.00	194,953.08	133,046.92	59.4%
316 Utility Tax	32,000.00	34,405.42	(2,405.42)	107.5%
317 Other Tax	16,000.00	14,923.17	1,076.83	93.3%
<b>310 Taxes</b>	<b>922,401.90</b>	<b>574,995.86</b>	<b>347,406.04</b>	<b>62.3%</b>
321 Licenses	2,900.00	3,346.66	(446.66)	115.4%
322 Permits	0.00	191.00	(191.00)	0.0%
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>3,537.66</b>	<b>(637.66)</b>	<b>122.0%</b>
330 Grants	52,000.00	52,754.26	(754.26)	101.5%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	18,653.42	11,071.51	7,581.91	59.4%
337 Interlocal Loan Repayments	19,800.00	5,007.84	14,792.16	25.3%
<b>330 Intergovernmental Revenues</b>	<b>101,453.42</b>	<b>68,833.61</b>	<b>32,619.81</b>	<b>67.8%</b>
341 Admin, Printing & Probation Fees	280,014.81	2,368.65	277,646.16	0.8%
342 Fire District 2	32,700.00	13,023.61	19,676.39	39.8%
345 Planning	4,500.00	11,218.98	(6,718.98)	249.3%
376 Parks	0.00	13,871.30	(13,871.30)	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>317,214.81</b>	<b>40,482.54</b>	<b>276,732.27</b>	<b>12.8%</b>
350 Fines & Penalties	12,700.00	3,225.16	9,474.84	25.4%
000	2,500.00	0.00	2,500.00	0.0%
100 General Interest Income	5,500.00	23,995.74	(18,495.74)	436.3%
<b>360 Interest &amp; Other Earnings</b>	<b>8,000.00</b>	<b>23,995.74</b>	<b>(15,995.74)</b>	<b>299.9%</b>
<b>Fund Revenues:</b>	<b>2,906,408.55</b>	<b>2,256,808.99</b>	<b>649,599.56</b>	<b>77.6%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	11,357.37	25,642.63	30.7%
512 Judicial	60,510.00	27,748.02	32,761.98	45.9%
513 Executive	147,076.60	70,557.96	76,518.64	48.0%
514 Financial, Recording & Elections	137,200.54	64,915.94	72,284.60	47.3%
515 Legal Services	16,500.00	9,076.26	7,423.74	55.0%
517 Employee Benefit Programs	10,525.00	933.68	9,591.32	8.9%
518 Centralized Services	176,723.32	62,249.82	114,473.50	35.2%
521 Law Enforcement	228,846.03	108,998.13	119,847.90	47.6%
202 Fire Department	105,207.50	26,693.01	78,514.49	25.4%
203 Fire District 2	30,750.00	6,685.23	24,064.77	21.7%
<b>522 Fire Control</b>	<b>135,957.50</b>	<b>33,378.24</b>	<b>102,579.26</b>	<b>24.6%</b>
528 Dispatch Services	6,000.00	3,229.71	2,770.29	53.7%
551 Public Housing Services	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>553 Conservation</b>				
553 Conservation	500.00	438.75	61.25	87.8%
550 Building	15,000.00	677.00	14,323.00	4.5%
560 Planning	284,855.00	131,956.60	152,898.40	46.3%
570 Economic Development	27,685.00	13,242.50	14,442.50	47.8%
<b>558 Planning &amp; Community Devel</b>	<b>327,540.00</b>	<b>145,876.10</b>	<b>181,663.90</b>	<b>44.5%</b>
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	3,334.00	6,666.00	33.3%
566 Substance Abuse	150.00	108.65	41.35	72.4%
573 Cultural & Community Activities	500.00	128.97	371.03	25.8%
576 Park Facilities	57,700.00	38,179.08	19,520.92	66.2%
580 Non Expenditures	0.00	27.63	(27.63)	0.0%
597 Interfund Transfers	175,000.00	0.00	175,000.00	0.0%
100 Unreserved	1,284,130.43	0.00	1,284,130.43	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>1,368,679.56</b>	<b>0.00</b>	<b>1,368,679.56</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,906,408.55</b>	<b>580,538.31</b>	<b>2,325,870.24</b>	<b>20.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,676,270.68</b>		

2023 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	335,258.75	0.00	100.0%
360 Interest & Other Earnings	0.00	3,399.45	(3,399.45)	0.0%
<b>Fund Revenues:</b>	<b>335,258.75</b>	<b>338,658.20</b>	<b>(3,399.45)</b>	<b>101.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%
<b>Fund Expenditures:</b>	<b>335,258.75</b>	<b>0.00</b>	<b>335,258.75</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>338,658.20</b>		

2023 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,650,586.13	1,650,586.13	0.00	100.0%	
360 Interest & Other Earnings	0.00	24,787.01	(24,787.01)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
<b>Fund Revenues:</b>	<b>1,675,586.13</b>	<b>1,675,373.14</b>	<b>212.99</b>	<b>100.0%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,675,586.13	0.00	1,675,586.13	0.0%	
<b>Fund Expenditures:</b>	<b>1,675,586.13</b>	<b>0.00</b>	<b>1,675,586.13</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,675,373.14</b>			

2023 BUDGET POSITION

City Of Stevenson

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030 ARPA Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	298,313.00	298,313.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>298,313.00</b>	<b>298,313.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	298,313.00	0.00	298,313.00	0.0%
<b>Fund Expenditures:</b>	<b>298,313.00</b>	<b>0.00</b>	<b>298,313.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>298,313.00</b>		

## 2023 BUDGET POSITION

City Of Stevenson

Time: 10:36:29 Date: 07/14/2023

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100 Street Fund		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	75,740.56	75,740.56	0.00	100.0%
313 Sales Tax	358,000.00	181,024.33	176,975.67	50.6%
316 Utility Tax	60,000.00	32,273.16	27,726.84	53.8%
<b>310 Taxes</b>	<b>418,000.00</b>	<b>213,297.49</b>	<b>204,702.51</b>	<b>51.0%</b>
320 Licenses & Permits	600.00	760.00	(160.00)	126.7%
330 Grants	679,475.00	0.00	679,475.00	0.0%
336 State Entitlements, Impact Payments & Taxe	43,849.50	20,405.72	23,443.78	46.5%
<b>330 Intergovernmental Revenues</b>	<b>723,324.50</b>	<b>20,405.72</b>	<b>702,918.78</b>	<b>2.8%</b>
360 Interest & Other Earnings	0.00	1,059.13	(1,059.13)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
397 Interfund Transfers	150,000.00	0.00	150,000.00	0.0%
<b>Fund Revenues:</b>	<b>1,367,665.06</b>	<b>311,262.90</b>	<b>1,056,402.16</b>	<b>22.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	478,726.06	130,345.87	348,380.19	27.2%
543 Stormwater	26,000.00	20,145.50	5,854.50	77.5%
545 Lights, Signs, Paths, Landscaping	34,000.00	17,703.50	16,296.50	52.1%
546 Snow Removal	33,340.00	3,270.59	30,069.41	9.8%
<b>542 Streets - Maintenance</b>	<b>572,066.06</b>	<b>171,465.46</b>	<b>400,600.60</b>	<b>30.0%</b>
543 Streets Admin & Overhead	121,582.50	69,491.32	52,091.18	57.2%
544 Road & Street Operations	25,000.00	17,970.75	7,029.25	71.9%
566 Substance Abuse	0.00	59.25	(59.25)	0.0%
594 Capital Expenditures	566,047.00	2,556.75	563,490.25	0.5%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	82,969.50	0.00	82,969.50	0.0%
<b>Fund Expenditures:</b>	<b>1,367,665.06</b>	<b>261,543.53</b>	<b>1,106,121.53</b>	<b>19.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>49,719.37</b>		

## 2023 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,104,606.79	1,104,606.79	0.00	100.0%
310 Taxes	473,000.00	229,449.21	243,550.79	48.5%
360 Interest & Other Earnings	0.00	17,402.94	(17,402.94)	0.0%
<b>Fund Revenues:</b>	<b>1,577,606.79</b>	<b>1,351,458.94</b>	<b>226,147.85</b>	<b>85.7%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	432,628.27	91,426.73	341,201.54	21.1%
594 Capital Expenditures	282,000.00	118.58	281,881.42	0.0%
999 Ending Balance	862,978.52	0.00	862,978.52	0.0%
<b>Fund Expenditures:</b>	<b>1,577,606.79</b>	<b>91,545.31</b>	<b>1,486,061.48</b>	<b>5.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,259,913.63</b>		



2023 BUDGET POSITION

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105 Affordable Housing Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	12,435.11	12,435.11	0.00	100.0%
310 Taxes	5,000.00	348.63	4,651.37	7.0%
<b>Fund Revenues:</b>	<b>17,435.11</b>	<b>12,783.74</b>	<b>4,651.37</b>	<b>73.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	17,435.11	0.00	17,435.11	0.0%
<b>Fund Expenditures:</b>	<b>17,435.11</b>	<b>0.00</b>	<b>17,435.11</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>12,783.74</b>		

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107 HEALing SCARS Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,190.57	10,190.57	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>10,190.57</b>	<b>10,190.57</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,190.57	0.00	10,190.57	0.0%
<b>Fund Expenditures:</b>	<b>10,190.57</b>	<b>0.00</b>	<b>10,190.57</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>10,190.57</b>		

## 2023 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	210,190.20	210,190.20	0.00	100.0%
310 Taxes	20,000.00	16,672.94	3,327.06	83.4%
360 Interest & Other Earnings	0.00	4,042.16	(4,042.16)	0.0%
<b>Fund Revenues:</b>	230,190.20	230,905.30	(715.10)	100.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	230,190.20	0.00	230,190.20	0.0%
<b>Fund Expenditures:</b>	230,190.20	0.00	230,190.20	0.0%
<b>Fund Excess/(Deficit):</b>	0.00	230,905.30		

2023 BUDGET POSITION

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311 First Street		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</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>0.00</b>			

## 2023 BUDGET POSITION

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312 Columbia Ave		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	(63,287.48)	(63,287.48)	0.00	100.0%	
330 Intergovernmental Revenues	145,617.25	99,324.35	46,292.90	68.2%	
<b>Fund Revenues:</b>	<b>82,329.77</b>	<b>36,036.87</b>	<b>46,292.90</b>	<b>43.8%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	82,329.77	52,084.37	30,245.40	63.3%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
<b>Fund Expenditures:</b>	<b>82,329.77</b>	<b>52,084.37</b>	<b>30,245.40</b>	<b>63.3%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(16,047.50)</b>			

2023 BUDGET POSITION

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400 Water/Sewer Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
400 Water/Sewer	1,151,234.64	1,151,234.64	0.00	100.0%	
401 Water	631,301.09	631,301.09	0.00	100.0%	
402 Sewer	175,778.18	175,778.18	0.00	100.0%	
<b>308 Beginning Balances</b>	<b>1,958,313.91</b>	<b>1,958,313.91</b>	<b>0.00</b>	<b>100.0%</b>	
343 Water	761,675.00	392,249.13	369,425.87	51.5%	
344 Sewer	1,322,308.13	697,735.99	624,572.14	52.8%	
<b>340 Charges For Goods &amp; Services</b>	<b>2,083,983.13</b>	<b>1,089,985.12</b>	<b>993,998.01</b>	<b>52.3%</b>	
343 Water	46,674.00	85,986.00	(39,312.00)	184.2%	
344 Sewer	56,532.00	31,386.00	25,146.00	55.5%	
400 Water/Sewer	4,000.00	25,764.63	(21,764.63)	644.1%	
<b>360 Interest &amp; Other Earnings</b>	<b>107,206.00</b>	<b>143,136.63</b>	<b>(35,930.63)</b>	<b>133.5%</b>	
380 Non Revenues	0.00	0.00	0.00	0.0%	
<b>Fund Revenues:</b>	<b>4,149,503.04</b>	<b>3,191,435.66</b>	<b>958,067.38</b>	<b>76.9%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	876,312.89	410,129.94	466,182.95	46.8%	
535 Sewer	1,117,448.58	460,581.77	656,866.81	41.2%	
534 Water	60,854.54	18,079.54	42,775.00	29.7%	
535 Sewer	82,249.20	41,124.60	41,124.60	50.0%	
<b>591 Debt Service</b>	<b>143,103.74</b>	<b>59,204.14</b>	<b>83,899.60</b>	<b>41.4%</b>	
534 Water	272,160.00	167,856.21	104,303.79	61.7%	
535 Sewer	0.00	2,108.00	(2,108.00)	0.0%	
<b>594 Capital Expenditures</b>	<b>272,160.00</b>	<b>169,964.21</b>	<b>102,195.79</b>	<b>62.5%</b>	
597 Interfund Transfers	421,779.00	0.00	421,779.00	0.0%	
400 Water/Sewer	670,413.56	0.00	670,413.56	0.0%	
401 Water	415,975.09	0.00	415,975.09	0.0%	
402 Sewer	232,310.18	0.00	232,310.18	0.0%	
<b>999 Ending Balance</b>	<b>1,318,698.83</b>	<b>0.00</b>	<b>1,318,698.83</b>	<b>0.0%</b>	
<b>Fund Expenditures:</b>	<b>4,149,503.04</b>	<b>1,099,880.06</b>	<b>3,049,622.98</b>	<b>26.5%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>2,091,555.60</b>			

2023 BUDGET POSITION

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	65,337.00	65,337.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
<b>Fund Revenues:</b>	<b>87,116.00</b>	<b>65,337.00</b>	<b>21,779.00</b>	<b>75.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	87,116.00	0.00	87,116.00	0.0%
<b>Fund Expenditures:</b>	<b>87,116.00</b>	<b>0.00</b>	<b>87,116.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>65,337.00</b>		

2023 BUDGET POSITION

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408 Wastewater Debt Reserve Fund Months: 01 To: 06

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>		



2023 BUDGET POSITION

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410 Wastewater System Upgrades Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,179,179.71)	(1,179,179.71)	0.00	100.0%
330 Intergovernmental Revenues	5,028,740.07	0.00	5,028,740.07	0.0%
390 Other Financing Sources	9,637,369.64	4,710,467.63	4,926,902.01	48.9%
397 Interfund Transfers	400,000.00	0.00	400,000.00	0.0%
<b>Fund Revenues:</b>	<b>13,886,930.00</b>	<b>3,531,287.92</b>	<b>10,355,642.08</b>	<b>25.4%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
592 Debt Service - Interest Costs	0.00	1,382.69	(1,382.69)	0.0%
594 Capital Expenditures	13,886,930.00	4,400,184.32	9,486,745.68	31.7%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>13,886,930.00</b>	<b>4,401,567.01</b>	<b>9,485,362.99</b>	<b>31.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(870,279.09)</b>		

## 2023 BUDGET POSITION

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500 Equipment Service Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	157,311.97	157,311.97	0.00	100.0%
340 Charges For Goods & Services	175,000.00	99,705.45	75,294.55	57.0%
360 Interest & Other Earnings	0.00	1,892.08	(1,892.08)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>332,311.97</b>	<b>258,909.50</b>	<b>73,402.47</b>	<b>77.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	141,544.23	68,966.14	72,578.09	48.7%
594 Capital Expenditures	100,000.00	92,986.58	7,013.42	93.0%
999 Ending Balance	90,767.74	0.00	90,767.74	0.0%
<b>Fund Expenditures:</b>	<b>332,311.97</b>	<b>161,952.72</b>	<b>170,359.25</b>	<b>48.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>96,956.78</b>		

2023 BUDGET POSITION

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630 Stevenson Municipal Court		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	2,156.90	(2,156.90)	0.0%	
<b>Fund Revenues:</b>	<b>0.00</b>	<b>2,156.90</b>	<b>(2,156.90)</b>	<b>0.0%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	2,156.90	(2,156.90)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>2,156.90</b>	<b>(2,156.90)</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			

## 2023 BUDGET POSITION TOTALS

City Of Stevenson

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,906,408.55	2,256,808.99	77.6%	2,906,408.55	580,538.31	20%
010 General Reserve Fund	335,258.75	338,658.20	101.0%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,675,586.13	1,675,373.14	100.0%	1,675,586.13	0.00	0%
030 ARPA	298,313.00	298,313.00	100.0%	298,313.00	0.00	0%
100 Street Fund	1,367,665.06	311,262.90	22.8%	1,367,665.06	261,543.53	19%
103 Tourism Promo & Develop Fund	1,577,606.79	1,351,458.94	85.7%	1,577,606.79	91,545.31	6%
105 Affordable Housing Fund	17,435.11	12,783.74	73.3%	17,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,190.57	100.0%	10,190.57	0.00	0%
300 Capital Improvement Fund	230,190.20	230,905.30	100.3%	230,190.20	0.00	0%
311 First Street	0.00	0.00	0.0%	0.00	0.00	0%
312 Columbia Ave	82,329.77	36,036.87	43.8%	82,329.77	52,084.37	63%
400 Water/Sewer Fund	4,149,503.04	3,191,435.66	76.9%	4,149,503.04	1,099,880.06	27%
406 Wastewater Short Lived Asset Res	87,116.00	65,337.00	75.0%	87,116.00	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	13,886,930.00	3,531,287.92	25.4%	13,886,930.00	4,401,567.01	32%
500 Equipment Service Fund	332,311.97	258,909.50	77.9%	332,311.97	161,952.72	49%
630 Stevenson Municipal Court	0.00	2,156.90	0.0%	0.00	2,156.90	0%
	<u>27,018,035.94</u>	<u>13,632,109.63</u>	<u>50.5%</u>	<u>27,018,035.94</u>	<u>6,651,268.21</u>	<u>24.6%</u>

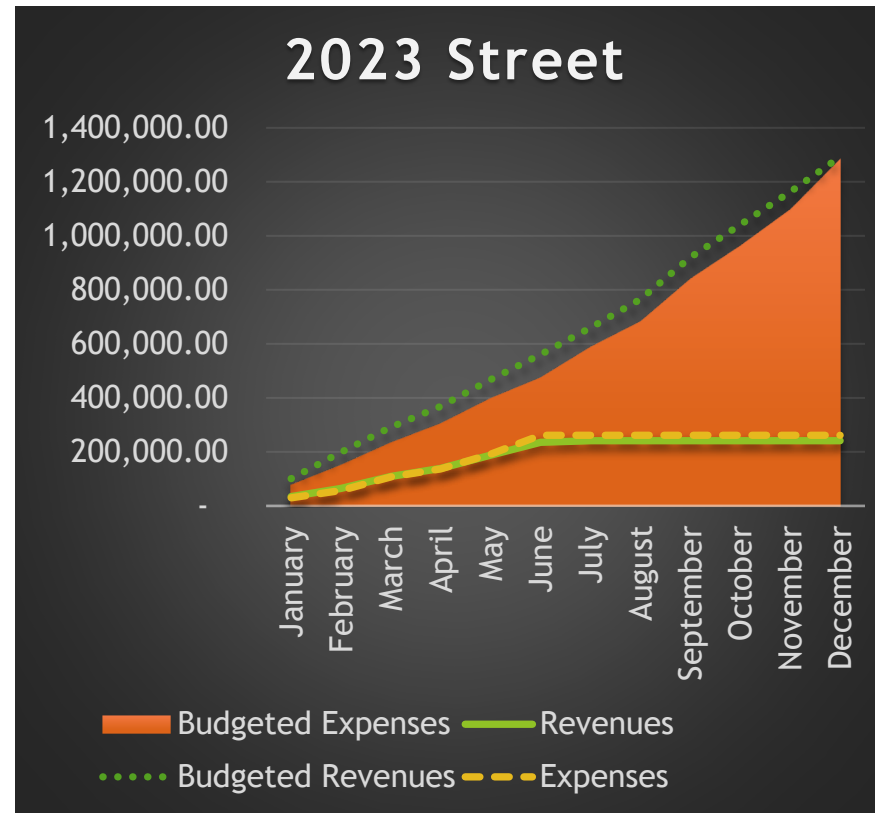
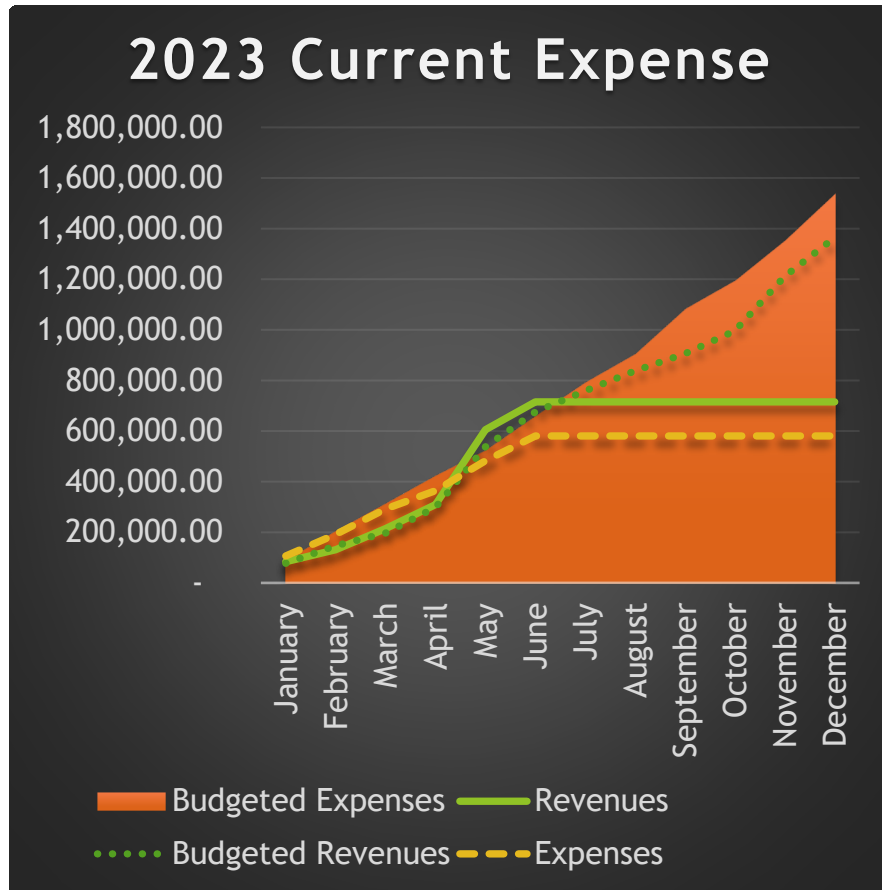
# City of Stevenson

Q2 2023 Financial Report

# Sales and Property Tax Dependent Funds

Current Expense revenues and expenses are trending in line with budget.

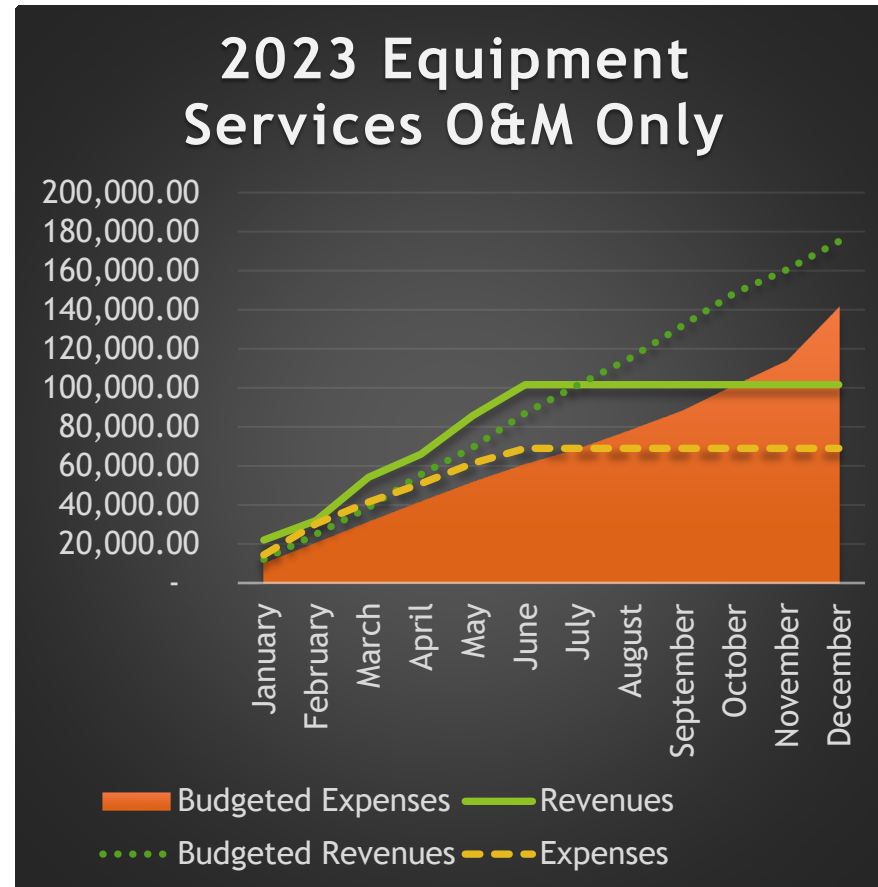
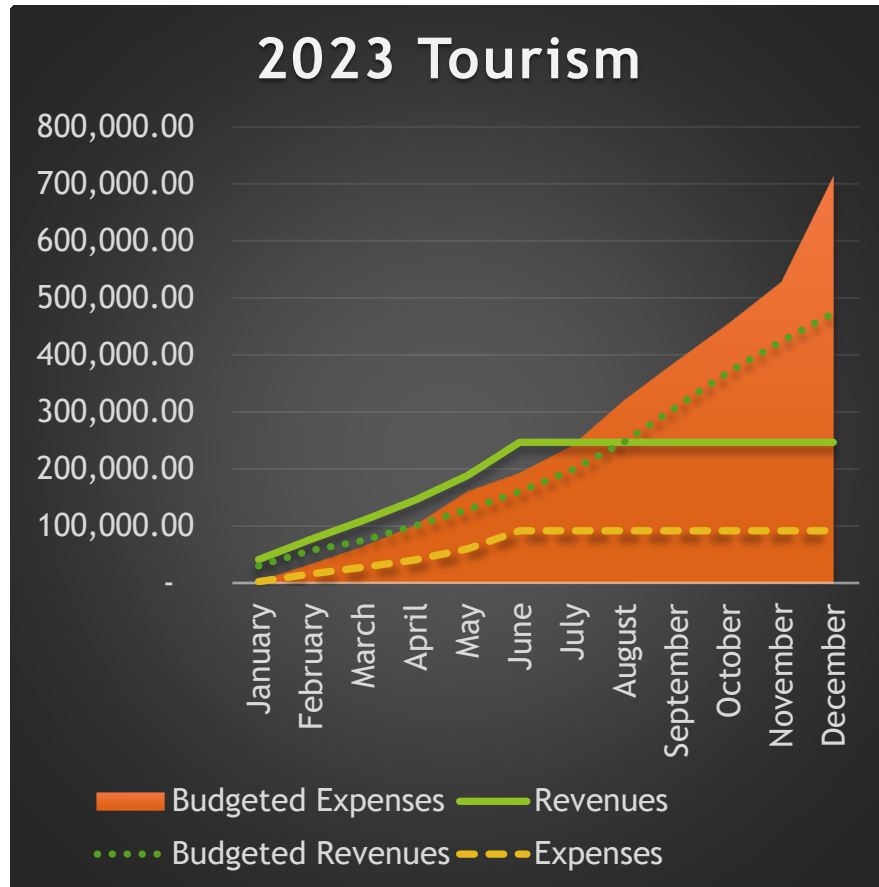
Street revenues and expenses are trending the same (revenue line is under the expenses line in the chart below) with both revenue and expenses currently coming in under budget. The large gap between budget and actual is due to TIB grant funded projects.



# Restricted Revenue Funds

Tourism fund revenues are exceeding budget expectations and expenses are trending below budget. Most events take place over the summer and are invoiced by the end of the year.

Equipment Services revenues are trending as expected. Expenses are trending above budget (\$14k) and below revenues. The budget may be adjusted depending on revised projections.



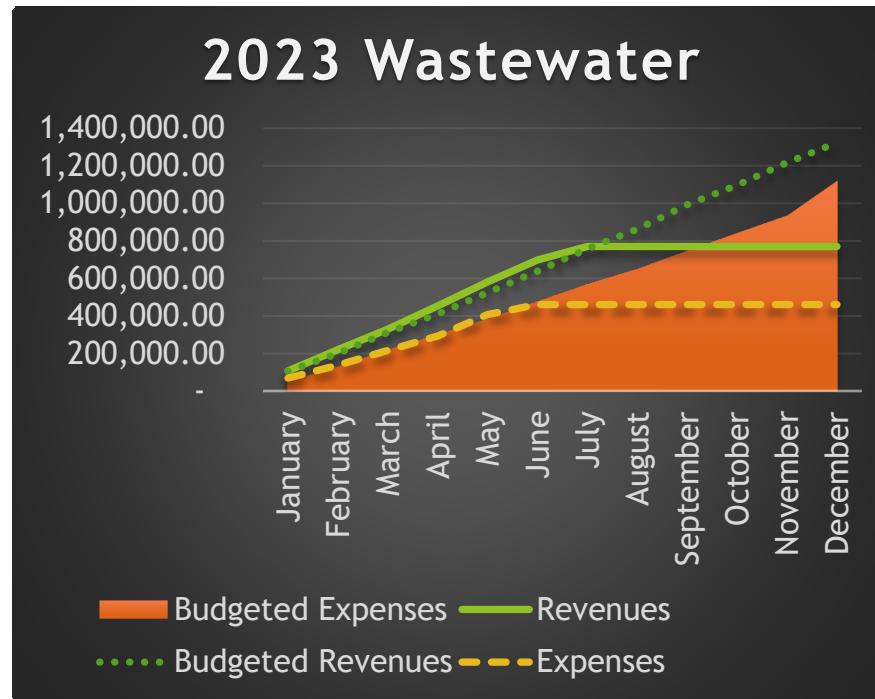
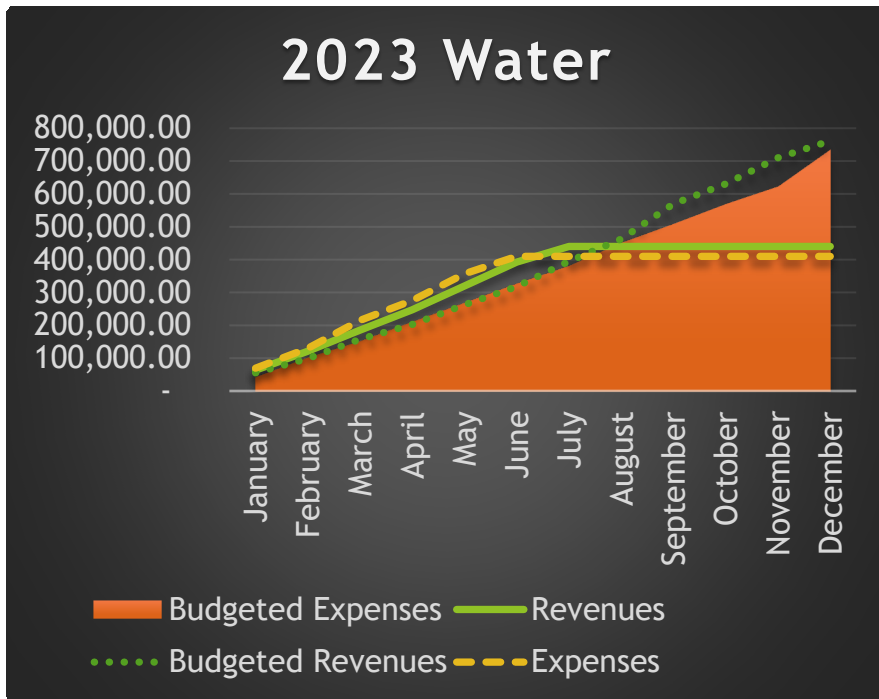
# Proprietary Funds

Water revenues are trending above budget by 23% (\$75k) and expenses are currently 25% over (\$83k).

Increased expenses as outlined last quarter include increased consultant costs, admin labor, equipment rental, and insurance. Expenses will be monitored to ensure they don't continue to outpace revenues at the combined Water/Sewer Fund level.

Sewer revenues are trending above budget expectations by 9% and expenses are trending below budget by 3%.

Transfers for the sewer project will occur later in the year and may change the expense difference.







## June 2023 Board Report

### Skamania County Housing Programs

Submitted by Curt Gray, Director, Skamania County Housing Programs

As an introduction to the monthly report we routinely submit, I'm including this narrative to provide additional insight. Data reported is for the month of May.

- **Rental Assistance:**

First-time requests for rental assistance are given priority.

In addition to the rental assistance for all programs that is reported for May, assistance has been provided to pay rents that were in arrears for months other than the reporting month. In the month of May, twenty-one (21) households comprising a total of fifty (50) individuals were served providing an additional 5829 bed-nights of assistance.

- **Denial of Services:**

Two (2) households requesting rent assistance in May were denied as ineligible.

**Washington Gorge Action Programs**  
**Skamania County Housing Programs**  
 Jun-2023  
 Submitted by Curt Gray

**Rental Assistance**

**Outputs**

	May
Number of households served	21
Number of individuals within those households	50
Total Number of bed nights provided	1550

**Housing and Essential Needs**

**Outputs**

	May
Number of individuals served with Housing/Utilities	4
Number of individuals served with Essential Needs	5
Total Number of bed nights provided	124

**Permanent Support Housing**

	May
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	3
Number of individuals completed Life Skills meeting	6
Number of individuals denied services	0

**Outputs PSH**

	May
Number of households served	4
Number of individuals within those households	4

**Shelter**

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

**Outputs**

	May
Number of households served	4
Number of individuals within those households	7
Total Number of bed nights provided	197

**Total Outcomes for all Programs**

	May
Number of individuals obtained employment	4
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	2
Number of HH removed Barriers that hindered individuals in obtaining job	1
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	14
Number of individuals completed Life Skills meeting	28
Number of individuals denied services	2

**Success Stories**

May 2023:

1. No COVID outbreaks in our shelters
2. One (1) shelter resident maintained employment for more than 90 days
3. One (1) shelter resident obtained employment
4. All shelter residents have jobs at this time

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1769	07/20/2023	Claims	1	EFT	Department of Revenue	6,347.45	June 2023 Taxes
1770	07/20/2023	Claims	1	17031	A&J Select	235.97	June 2023 Statement
1771	07/20/2023	Claims	1	17032	Alpine Products Inc	738.23	Traffic Cones/Red Paint
1772	07/20/2023	Claims	1	17033	Aramark	127.20	June 2023 Statement
1773	07/20/2023	Claims	1	17034	Avista Utilities	136.22	June 2023 Statement
1774	07/20/2023	Claims	1	17035	BSK Associates	1,714.50	June 2023 Statement; June 2023 Statement
1775	07/20/2023	Claims	1	17036	Bell Design Company Inc	11,312.50	Engineering Standards Update; Engeneering Standards Update
1776	07/20/2023	Claims	1	17037	Bits N Spurs	180.81	Lime for WWTP
1777	07/20/2023	Claims	1	17038	CenturyLink	150.96	July 2023 Kanaka Creek Transfer Station; July 2023 WWTP Phone Service
1778	07/20/2023	Claims	1	17039	Centurylink Comm Inc	45.97	June 2023 WWTP Long Distance
1779	07/20/2023	Claims	1	17040	City of Hood River	6,742.89	Sludge Hauling April-June 2023
1780	07/20/2023	Claims	1	17041	City of Stevenson	4,158.10	June 2023 Statement; June 2023 Statement; June 2023 Statement; June 2023 Statement; June 2023 Statement; June 2023 Statement; June 2023 Statement; June 2023 Statement; June 2023 S
1781	07/20/2023	Claims	1	17042	CivicPlus LLC	3,644.84	Municode Meetings Premium Annual Renewal
1782	07/20/2023	Claims	1	17043	Class 5	315.06	July 2023 Monthly Fax Service; July 2023 Monthly Phone Service
1783	07/20/2023	Claims	1	17044	Coburn Electric Inc	629.01	Troubleshoot Lift Station
1784	07/20/2023	Claims	1	17045	Columbia Hardware Inc	718.87	June 2023 Statement
1785	07/20/2023	Claims	1	17046	Columbia River Disposal	206.11	June 2023 Garbage Service
1786	07/20/2023	Claims	1	17047	Consolidated Supply Company	1,467.03	Meter Resetters
1787	07/20/2023	Claims	1	17048	Daily Journal of Commerce/Bridge Tower O	483.80	Legal Ad-Collection System Improvement Phase 2
1788	07/20/2023	Claims	1	17049	DeVaul Publishing	1,008.70	Legal Ad-RFQ for Landscape/Architectoral/Engineering Services; Legal Ad-RFQ for Landscape/Architectoral/Engineering Services; Legal Ad-RFQ for Landscape/Architectoral/Engineering Services; Legal Ad
1789	07/20/2023	Claims	1	17050	Department of Natural Resources	512.25	Fire Cache Supplies-Cap Style Helmets
1790	07/20/2023	Claims	1	17051	Enviro-Clean Equipment Inc	1,247.64	Wireless Headset & Wall Charger; Van-Con Unit Repair
1791	07/20/2023	Claims	1	17052	Financial Consulting Solutions Group Inc	4,345.00	Water/Sewer/SDC Rate Study
1792	07/20/2023	Claims	1	17053	Flo Analytics	738.75	On-Call GIS Services
1793	07/20/2023	Claims	1	17054	Geotechnical Resources Inc	1,627.50	Geotechnical Engineering Services
1794	07/20/2023	Claims	1	17055	Gorge Auto Parts Inc	46.02	June 2023 Statement
1795	07/20/2023	Claims	1	17056	Grayling Engineers	1,913.50	Rock Creek Intake Investigation
1796	07/20/2023	Claims	1	17057	Gregory Scott Cheney	1,870.00	June 2023 Statement; July 2023 Indigent Defense; July 2023 Statement
1797	07/20/2023	Claims	1	17058	H2Oregon	25.41	Drinking Water for WWTP; Drinking Water Dispenser for WWTP
1798	07/20/2023	Claims	1	17059	HD Fowler Company	2,349.94	Water Supplies
1799	07/20/2023	Claims	1	17060	Harper Houf Peterson Righellis	7,756.77	Gravel Road Improvement & Rock Creek Bridge

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1800	07/20/2023	Claims	1	17061	IIMC International Institute of Munici	125.00	Membership Dues Kaitlyn Conrath
1801	07/20/2023	Claims	1	17062	Jammie's Environmental Inc	3,231.00	Transport Sludge to Hood River
1802	07/20/2023	Claims	1	17063	Kilmer, Voorhees & Laurick P.C.	3,830.00	June 2023 Statement
1803	07/20/2023	Claims	1	17064	Kimball Midwest	190.02	Equipment Service Shop Supplies
1804	07/20/2023	Claims	1	17065	L.N. Curtis & Sons	1,219.21	Long Handle Forestry Gated Wye
1805	07/20/2023	Claims	1	17066	Lakeside Industries, Inc.	46,903.47	Asphalt to Pave McEvoy Lane; Asphalt for Chipsealing East End; Asphalt for McEvoy Paving
1806	07/20/2023	Claims	1	17067	Leana V Kinley	125.00	Frame for Ken's Retirement Gift
1807	07/20/2023	Claims	1	17068	MCEDD	1,400.00	Annual Dues July 1, 2023-June 30, 2024
1808	07/20/2023	Claims	1	17069	Main Street - Singh	2,474.91	June 2023 Statement
1809	07/20/2023	Claims	1	17070	Maul Foster Alongi	10,622.50	Columbia Avenue Realignment
1810	07/20/2023	Claims	1	17071	NCL of Wisconsin Inc	269.00	Testing Supplies for WWTP
1811	07/20/2023	Claims	1	17072	Nelson Truck Equipment Inc	2,297.42	Snow Plow and Parts
1812	07/20/2023	Claims	1	17073	Office of State Treasurer-Cash Mgmt Di	346.28	July 2023 Remittance
1813	07/20/2023	Claims	1	17074	One Call Concepts Inc	32.10	June 2023 Statement - 30 Locates
1814	07/20/2023	Claims	1	17075	PUD No 1 of Skamania County	45,263.40	June 2023 Statement; June 2023 Statement; June 2023 Statement; June 2023 Statement; Hegewald Center Re-Work; Kanaka Pump Station; Cascade Pump Re-Work; June 2023 Statement; June 2
1815	07/20/2023	Claims	1	17076	Petty Cash	214.99	June 2023 Statement
1816	07/20/2023	Claims	1	17077	RADCOMP Technologies	3,011.11	Monthly Contract for July 2023; Tap Cube w/Cord Adapters
1817	07/20/2023	Claims	1	17078	Ricoh USA Inc	110.63	June 2023 Statement
1818	07/20/2023	Claims	1	17079	Sea-Western Inc	1,081.20	Boots for Fire Department
1819	07/20/2023	Claims	1	17080	Skamania County Chamber of Commerce	17,747.26	June 2023 Chamber Expenses
1820	07/20/2023	Claims	1	17081	Skamania County Probation	552.31	June 2023 Probation Costs
1821	07/20/2023	Claims	1	17082	Skamania County Prosecutor	1,500.00	July 2023 Remittance
1822	07/20/2023	Claims	1	17083	Skamania County Sheriff	900.00	June 2023 Jail Services
1823	07/20/2023	Claims	1	17084	Skamania County Treasurer	18,549.65	July 2023 Remittance; July 2023 Remittance
1824	07/20/2023	Claims	1	17085	State Auditor's Office	768.60	Accountability Audit
1825	07/20/2023	Claims	1	17086	Stellar J Corporation	270,521.06	Pay Request PR22010-12
1826	07/20/2023	Claims	1	17087	The Watershed Company	5,886.25	Stevenson SMP Public Access Plan
1827	07/20/2023	Claims	1	17088	Timothy Charles Shell	2,091.00	Civil Engineering Consulting; Civil Engineering Consulting; Civil Engineering Consulting
1828	07/20/2023	Claims	1	17089	Traffic Safety Supply Co	2,097.47	Loading Zone Signs; Dead End Signs/Poles/Anchors
1829	07/20/2023	Claims	1	17090	US Bank Safekeeping	30.00	June 2023 US Bank Safekeeping Fees
1830	07/20/2023	Claims	1	17091	US Bank Voyager Fleet Systems	1,127.90	June 2023 Statement; May 2023 Statement
1831	07/20/2023	Claims	1	17092	US Bank	9,081.78	June 2023 Card #1 Credit Card Statement; June 2023 Card #2 Credit Card Statement
1832	07/20/2023	Claims	1	17093	US Postmaster	98.00	PO Box 371 Annual Rental
1833	07/20/2023	Claims	1	17094	Verizon Wireless	111.62	June 2023 Cell Phone Costs
1834	07/20/2023	Claims	1	17095	Wallis Engineering PLLC	53,910.49	2021 WW Collection System Upgrades; WWTP Improvements Bidding & Construction

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1835	07/20/2023	Claims	1	17096	Wave Division Holdings LLC	286.15	July 2023 City Hall Internet; July 2023 WWTP Phone Service; July 2023 Firehall Internet
						45,364.47	
001 General Expense Fund						65,618.12	
100 Street Fund						17,992.41	
103 Tourism Promo & Develop Fund						10,622.50	
312 Columbia Ave						56,603.24	
400 Water/Sewer Fund						363,079.90	
410 Wastewater System Upgrades						11,164.46	
500 Equipment Service Fund						358.68	
630 Stevenson Municipal Court							
						570,803.78	Claims: 570,803.78
						570,803.78	

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)