

AGENDA
CITY OF STEVENSON COUNCIL MEETING
November 19, 2020
6:00 PM, Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 810 1227 6994, Zoom link <https://us02web.zoom.us/j/81012276994> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

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

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

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

- a) * 11/18 changes include:
 - Addition of Leak Adjustment to Consent Agenda (item 3g)
 - Addition of Public Comments received (item 4a)
 - Addition of resolution 2020-373 regarding the Metro Park District ballot measure (item 8j)
 - Addition of Vouchers for approval (item 11a)

- b) ** 11/19 changes include:
 - Addition of Public Comments received (item 4a)
 - Addition of Fire Department report (item 9b)

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

- a) Approve Contract with Washington Gorge Action Programs for Coronavirus Relief Funds in the amount of \$10,000.**

- b) Approve Contract with Skamania County Chamber of Commerce for Coronavirus Relief Funds in the amount of \$10,000.**

- c) Approve Interlocal Agreement with Stevenson-Carson School District for Coronavirus Relief Funds in the amount of \$10,000.**

- d) Approve Contract with Stevenson Downtown Association for Coronavirus Relief Funds in the amount of \$7,000.**

- e) **Christmas Eve Office Closure Request** - City Administrator Leana Kinley presents a request from City staff to close City Hall and the Public Works department Thursday, December 24th prior to the December 25th holiday. Staff taking the day off would use vacation time, comp time, personal time or leave without pay.
- f) **Ratify Contract with Invision II, LLC** - City Administrator Leana Kinley presents the small works contract with Invision to install a half-door near the entrance of City Hall to help comply with COVID-19 distancing measures as mentioned at the previous council meetings. The amount of the contract is \$4,454.47 including tax and will be reimbursed through the CARES Act funds. Per the city's purchasing policy, Resolution 227, the Mayor has the authority to approve contracts under \$35,000 "...provided that the City Council shall ratify the Mayor's approval at the next scheduled City Council meeting by means of the consent agenda."
- g) ***Water Adjustment** - Scott Anderson (meter no. 605300) requests a water adjustment of \$286.09 for a water leak which they have since repaired.
- h) **Minutes** of October 15, 2020 city council meeting and November 12, 2020 special meeting.

MOTION: To approve consent agenda items a-h.

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

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

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

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

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

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

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

- a) **2021 Sewer Rates** - City Administrator Leana Kinley will present ordinance 2020-1168 for public comment and council consideration. The rates proposed include a 12.5% increase to the base fees for 2021 as discussed during the 2021 budget process and included in the 2021 budget.

MOTION: To approve ordinance 2020-1168 revising the sewer rates. Or no motion and the item will move to a second reading at the December council meeting.

- b) **Public Hearing 2021 Proposed Property Tax Levy** - City Administrator Leana Kinley presents resolution 2020-369 and ordinance 2020-1167 for public comment and council consideration. These are both time sensitive and must be approved by November 30th to take effect in 2021.

MOTION: To approve resolution 2020-369 authorizing an increase in property taxes for fiscal year 2021.

MOTION: To approve ordinance 2020-1167 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2021.

- c) **Final Hearing 2021 Proposed Budget** - City Administrator Leana Kinley presents a revised 2021 budget, ordinance 2020-1169 and associated documents based on items discussed at the October 15, 2020 public hearing and the November 12, 2020 special meeting.

MOTION: To approve ordinance 2020-1169 adopting the 2021 budget as presented/with changes as discussed. Or no motion and the ordinance will move to a second reading at the December meeting.

- d) **Building Permit Fees** - City Administrator Leana Kinley presents resolution 2020-372 revising the building permit fee schedule to better align with Skamania County, which is now providing building inspection services for the city, for public comment and council consideration.

MOTION: To approve resolution 2020-372 revising the building permit fees.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Chamber of Commerce** - Executive Director Angie Waiss will provide an update on recent events and activities.

7. SITUATION UPDATES:

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

8. NEW BUSINESS:

- a) **Discuss December Regular Meeting** - There are a couple council members that may not be able to make the December 17th council meeting. The road vacations on the agenda need to have a public hearing after December 9th and no later than January 18th. The next regular council meeting is scheduled for January 21, 2021.
- b) **Approve Resolution 2020-368 Setting a Date for a Public Hearing on a Road Vacation** - City Administrator Leana Kinley requests approval of Resolution 2020-368 setting the date of December 17, 2020 for a public hearing regarding the vacation of a section of city road and easement known as "No Name Road." Their petition, associated maps and resolution are included in the council packet.

MOTION: To approve Resolution 2020-368 fixing a public hearing date for the No Name Road vacation.

- c) **Approve Resolution 2020-371 Setting a Date for a Public Hearing on a Road Vacation** - City Administrator Leana Kinley requests approval of Resolution 2020-371 setting the date of December 17, 2020 for a public hearing regarding the vacation of a section of city road and easement between tax lots 03073643080000 and 03073643050000 off Impala Drive known as the Zettler-Powers road vacation. Their petition, associated maps and resolution are included in the council packet.

MOTION: To approve Resolution 2020-371 fixing a public hearing date for the Zettler-Powers road vacation.

- d) **Approve 2021-2022 Interlocal Agreement for Law Enforcement** - City Administrator Leana Kinley presents the Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2021-2022. The contract contains a 0.8% increase over last year. A list of services provided is also included for council information.

MOTION: To approve the interlocal agreement with Skamania County for law enforcement services as outlined in the agreement.

- e) **Approve Shorelines Grant Contract with DOE** - Community Development Director Ben Shumaker presents the agreement between the City and the State Department of Ecology for the City's Shoreline Master Program periodic review in the amount of

\$11,200. Most of the work is expected to be done in-house with minor outside expenses incurred if needed.

MOITON: To approve the shoreline master program agreement between the State of Washington Department of Ecology and the City of Stevenson in the amount of \$11,200

- f) Approve 2021 Tourism Funding Awards** - City Administrator Leana Kinley presents the Tourism Advisory Committee's 2021 funding recommendations for council consideration.

MOTION: To approve the 2021 tourism funding awards as presented for a total amount of \$351,100.

- g) Approve Waiving Back-billing of Water Usage Charges for the Skamania County Sheriff's Office** - City Administrator Leana Kinley presents the attached memo explaining the billing error which resulted in the missed billing of irrigation water used on the courthouse lawn since the software conversion. The total amount to be waived is \$6,057.52.

MOTION: To waive the back-billing of water usage for the Skamania County Sheriff's Office in the amount of \$6,057.52.

- h) Discuss a Change to the Type of Minutes Recorded for City Council Meetings** - City Administrator Leana Kinley presents a memo regarding a proposed change in meeting minutes from the current detailed minutes to action or summary minutes. Staff requests a motion or direction to incorporate a change into the council rules of procedure.

- i) Approve 2021 Salary Schedule** - City Administrator Leana Kinley presents resolution 2020-370 adopting the salary schedule for 2021 for council review and consideration. As discussed in previous meetings, the schedule represents a 0.8% overall increase and impacts the budget by about \$7,000 overall.

MOTION: To approve resolution 2020-370 adopting the 2021 salary schedule.

- *Approve Resolution 2020-373 Correcting a Scrivener's Error on the Metro Park District Resolution** - City Administrator Leana Kinley presents resolution 2020-373 authorizing a ballot proposition for creation of a metropolitan park district. This resolution corrects a scrivener's error in the last whereas clause to clearly state commissioners are to be elected by the registered voters of the district, adds a whereas clause to explain the error, and adds "...governed as provided in RCW 35.61.050(2)..." to the body of the resolution. A copy of the original approved resolution is enclosed for reference.

MOTION: To approve resolution 2020-373 authorizing a ballot proposition for creation of a metropolitan park district, correcting a scrivener's error.

9. INFORMATION ITEMS:

- a) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through October 2020.
- b) ****Fire Department Report** - The Stevenson Fire Department's report for October, 2020 is presented for council review.
- c) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in October, 2020.
- d) **Planning Commission Minutes** - Minutes from the 10/12/20 Planning Commission meeting are presented.
- e) **Sheriff's Report** - The Skamania County Sheriff's report for October, 2020 is presented for council review.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) *October 2020 payroll & November 2020 AP checks have been audited and are presented for approval. October payroll checks 14710 thru 14716 total \$89,777.68 which includes EFT payments. November AP checks 14717 thru 14778 total \$266,209.60 and includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

12. MAYOR AND COUNCIL REPORTS:

13. 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.]*

14. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- November 26th, Thanksgiving Holiday, City Closed
- November 27th, City Closed
- December Council Meeting Public Hearings-
 - No Name Road Vacation
 - Zettler-Powers Road Vacation
 - Zoning Code Changes in the R3 District

**CITY OF STEVENSON- WASHINGTON GORGE ACTION PROGRAMS
SERVICE CONTRACT
CORONAVIRUS RELIEF FUNDS**

THIS CONTRACT, by and between **CITY OF STEVENSON**, a municipal corporation, hereinafter referred to as the "**CITY**", and **WASHINGTON GORGE ACTION PROGRAMS**, a non-profit corporation, hereinafter referred to as the "**CONTRACTOR**",

RECITALS

Under Washington Constitution Article 8, Section 7 and RCW 35A.74.010 the City of Stevenson may provide for the relief of the poor and infirm including the support of food banks and other emergent services.

WITNESSETH THAT:

1. **AUTHORITY TO CONTRACT.**

- A. The **CONTRACTOR** covenants that the person whose signature appears as the representative of the **CONTRACTOR** on the signature page of this contract is the **CONTRACTOR'S** contracting officer and is authorized to sign on behalf of the **CONTRACTOR** and, in addition, to bind the **CONTRACTOR** in any subsequent dealings with regard to this contract, such as modifications, amendments, or change orders.
- B. The **CONTRACTOR** covenants that all licenses, tax I.D. Nos., bonds, industrial insurance accounts, or other matters required of the **CONTRACTOR** by federal, state or local governments in order to enable the **CONTRACTOR** to do the business contemplated by this agreement, have been acquired by the **CONTRACTOR** and are in full force and effect.
- C. The **CITY** represents that the services contracted for herein have been, or will be, appropriately budgeted for and that the **CITY** has the authority to contract for such services; that the contracting officer for the **CITY** is the Mayor of the City of Stevenson. Changes that require a change in the amount of the contract price shall require the approval of the Stevenson City Council.

2. **INDEPENDENT CONTRACTOR STATUS**

- A. The parties intend the **CONTRACTOR** to be an independent contractor, responsible for its own employer/employee benefits such as Workman's Compensation, Social Security, Unemployment, and health and welfare insurance. The parties agree that the **CONTRACTOR'S** personal labor is not the essence of this contract; that the **CONTRACTOR** will own and supply its own equipment necessary to perform this contract; that the **CONTRACTOR** will employ its own employees; and that, except as to defining the work and setting the parameters of the work, the **CONTRACTOR** shall be free from control or direction of the **CITY** over the performance of such services.
- B. The **CONTRACTOR** represents that it is capable of providing the services contracted for herein; that it is the usual business of the **CONTRACTOR** to provide such services.

3. **SERVICES TO BE RENDERED.**

- A. The work to be performed by the **CONTRACTOR** consists of those services that facilitate compliance with COVID-19 related public health measures, such as expenses for care for homeless populations to mitigate COVID-19 effects. Further details on eligible expenses can be found in Exhibit A.
- B. Amendments, modifications, or change orders to this contract must be in writing and signed by the parties designated in this contract to be the contracting officers.

4. **TERM OF CONTRACT**

The contract shall begin on March 1, 2020 and terminate on November 30, 2020; PROVIDED that, in the event this contract is a personal services contract, not exempt under Chapter 39.29 of the Revised Code of Washington, this contract shall not be effective until the requirements of said statute have been met. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination.

5. **PAYMENTS FOR SERVICES.**

- A. The consideration for the services to be performed by the **CONTRACTOR** shall not exceed \$10,000.00, including Washington sales tax,
- B. Payment on the account of the contracted services shall be made on a reimbursement basis. Payments are due within thirty (30) days of submission of accepted detailed invoice.
- C. Invoices must be received no later than December 10, 2020. Invoices received after this date will not be paid.
- D. The **CONTRACTOR** agrees that funds received from the **CITY** can be expended for only those services set forth in Section 3, above, and the **CONTRACTOR** will keep identifiable financial and performance books and records of all funds received and disbursed pursuant to this contract from the **CITY** detailing the receipts and expenditures of such funds; that these detailed accounting records shall be made available at all reasonable times to any county, state, or federal auditor, whose duties include auditing these funds.

6. **INSURANCE**

The **CONTRACTOR** agrees to save the **CITY** harmless from any liability that might otherwise attach to the **CITY** arising out of any activities of the **CONTRACTOR** pursuant to this contract and caused by the **CONTRACTOR'S** negligence. The **CONTRACTOR** further agrees to provide the **CITY** with evidence of general liability insurance naming the **CITY, its elected and appointed officials, agents, employees, and volunteers** as an additionally insured party in the amount of \$1,000,000.

7. **INDEMNIFICATION**

CONTRACTOR agrees to indemnify and hold harmless the **CITY** and its respective employees, agents, licensees and representatives, from and against any and all suites, claims, actions, losses, costs, penalties, damages, attorneys' fees and all other costs of defense of whatever kind or nature arising out of injuries of or death of any and all persons (including Subcontractors, agents, licensees or representatives, and any of their employees) or damage

of or destruction of any property (including, without limitation, Owner's property, Contractor's property, or any Subcontractor's property) in any manner caused by, resulting from, incident to, connected with or arising out of **CONTRACTOR'S** performance of its work, unless such injury, death or damage is caused by the sole negligence of the City.

In any situation where the damage, loss or injury is caused by the concurrent negligence of the **CONTRACTOR** or its agents and employees and the **CITY** or its appointed and elected officials, agents and employees, then the **CONTRACTOR** expressly and specifically agrees to hold the **CITY** harmless to the extent of the **CONTRACTOR** or its agents' and employees' concurrent negligence.

The **CONTRACTOR** specifically waives its immunity against the **CITY** under Title 51 RCW (Industrial insurance statute), and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims filed by and/or injuries to the Contractor's own employees against the **CITY**. This provision is not intended to benefit any third parties.

8. GOVERNING LAW.

The parties agree that this contract shall be governed by the laws of the State of Washington and that venue for any action pursuant to this contract, either interpreting the contract or enforcing a provision of the contract, or attempting to rescind or alter the contract, shall be brought in Skamania County, Washington; that the prevailing party shall be entitled to all costs, including reimbursement for attorney's fees at a reasonable rate.

9. ASSIGNABILITY.

The **CONTRACTOR** shall not assign nor transfer any interest in this contract. This contract is specific to **CONTRACTOR**. No subcontracting is permitted.

10. EQUAL EMPLOYMENT OPPORTUNITY.

A. The **CONTRACTOR** shall not discriminate on the basis of race, color religion, sex, national origin, age, disability, marital or veteran status, political affiliation, or any other legally protected status in employment or the provision of services.

B. The **CONTRACTOR** shall not, on the grounds of race, color, sex, religion, national origin, creed, age or disability:

1. Deny an individual any services or other benefits provided under this agreement.
2. Provide any service(s) or other benefits to an individual which are different, or are provided in a different manner from those provided to others under this agreement.
3. Subject an individual to unlawful segregation, separate treatment, or discriminatory treatment in any manner related to the receipt of any service(s), and/or the use of the contractor's facilities, or other benefits provided under this agreement.
4. Deny any individual an opportunity to participate in any program provided by this agreement through the provision of services or otherwise, or afford an opportunity to do so which is different from that afforded others under this agreement. The **CONTRACTOR**, in determining (1) the types of services or other benefits to be provided or (2) the class of individuals to whom, or the situation in which, such

services or other benefits will be provided or (3) the class of individuals to be afforded an opportunity to participate in any services or other benefits, will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, sex, religion, national origin, creed, age, or disability.

11. NONCOMPLIANCE WITH NONDISCRIMINATION PLAN

In the event of the **CONTRACTOR**'s noncompliance or refusal to comply with the above nondiscrimination plan, this contract may be rescinded, canceled or terminated in whole or in part, and the contractor may be declared ineligible for further contracts with the **CITY**. The **CITY** shall, however, give the **CONTRACTOR** reasonable time to cure this noncompliance. Any dispute may be resolved with the "Disputes" procedure set forth herein.

12. DISPUTES

Except as otherwise provided in this contract, when a genuine dispute arises over an issue related to the contract between the **CITY** and the **CONTRACTOR** and it cannot be resolved, either party may submit a request for a dispute resolution to the City Council of the City of Stevenson. The parties agree that this resolution process shall precede any action in a judicial and quasi-judicial tribunal. A party's request for a dispute resolution must:

- A. be in writing; and
- B. state the disputed issues; and
- C. state the relative positions of the parties; and
- D. state the **CONTRACTOR'S** name, address, and the **CITY** department the contract is with; and
- E. be mailed to the City of Stevenson, P.O. Box 371 Stevenson, Washington 98648, within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue which he/she now disputes. This dispute resolution process constitutes the sole administrative remedy available under this contract.

13. WAGE AND HOUR COMPLIANCE.

The **CONTRACTOR** shall comply with all applicable federal and state provisions concerning wages and conditions of employment, fringe benefits, overtime, etc., as now exists or is hereafter enacted during the term of this contract, and shall save the City harmless from all actions, claims, demands, and expenses arising out of the **CONTRACTOR'S** failure to so comply.

14. DEFAULT/TERMINATION/DAMAGES.

- A. If the **CONTRACTOR** shall fail to fulfill in a timely manner any of the covenants of this agreement, the **CITY** shall have the right to terminate this agreement by giving the **CONTRACTOR** seven (7) days' notice, in writing, of the **CITY'S** intent to terminate and the reasons for said termination.
- B. Upon termination for whatever reason, all finished and unfinished documents, data, studies, drawings, service maps, models, photographs and other work product resulting from this agreement shall, at the option of the **CITY**, become the **CITY'S** property. The **CONTRACTOR** shall be entitled to payment for work completed and this contract shall terminate.

C. In the event the **CONTRACTOR** is determined to be in default of this contract the **CITY** shall be entitled to damages, computed by subtracting from the cost to the City in completing any unfurnished work, the unpaid balance of the agreed upon contract price, and the **CITY** may withhold any payments owed to the **CONTRACTOR** for the purposes of set off until such time as the exact amount of damages can be computed.

IN WITNESS WHEREOF, the **CITY** has caused this Contract to be duly executed on its behalf, and thereafter the **CONTRACTOR** has caused the same to be duly executed on its behalf.

CITY OF STEVENSON

**WASHINGTON GORGE
ACTION PROGRAMS**

Scott Anderson, Mayor

Date

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

**Kenneth B Woodrich, PC
City Attorney**



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

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

Contact Information

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Local Government Division
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Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

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General Information

1. Source of Funds

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

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

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

2. Allocation Formula

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

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

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

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

3. Period of Performance

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

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

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

4. Intended Use

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

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

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

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

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

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

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

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

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

5. Eligible costs

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

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

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

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

6. *Ineligible costs*

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

7. *Eligible cost test*

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

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

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5. The expense wouldn't exist without COVID-19 OR would be for a “substantially different” purpose.

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

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

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

Process and Procedure to Obtain Funds

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

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Included with the award letter will be:

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

2. Working papers

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

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

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

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

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

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

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

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

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

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

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

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

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

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

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

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

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

**AMENDMENT TO AGREEMENT BETWEEN THE CITY OF STEVENSON
AND SKAMANIA COUNTY CHAMBER OF COMMERCE**

This Amendment is made and entered into this 19th day of November, 2020 between the City of Stevenson, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and the Skamania County Chamber of Commerce, a non-profit corporation, hereinafter referred to as “Chamber”.

Recitals

- 1) WHEREAS, in December, 2019 the City Council approved the expenditure of the sum of \$85,000 in Lodging Tax Fund appropriations for marketing, advertising and promoting the Gorge Blues and Brews event; and
- 2) WHEREAS, the COVID-19 emergency forced the cancellation of the event for 2020 and the Chamber had spent some funds related to the event prior to the cancellation; and
- 3) WHEREAS, the City received funds related to the CARES Act for supplies and services related to the local COVID-19 response, including supplying local businesses with items needed for safe operations; and
- 4) WHEREAS, the City amended the original agreement on June 16, 2020 as local businesses were in need of PPE for continuity of operations in light of the COVID-19 emergency and the Chamber is the ideal conduit to supply businesses with items necessary for safe operations; and
- 5) WHEREAS, the City received additional funds and an extension on the use of funds to provide additional services and economic support in connection with the COVID-19 public health emergency; and
- 6) WHEREAS, the City authorized, at the October 15th regular council meeting, an additional \$10,000 for the chamber contract to be used for Coronavirus Relief.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree that Sections of the Agreement be amended as follows:

Key: Added language underlined
Deleted language ~~strikethrough~~

Amending Paragraph 1, Performance:

1. **Performance**. The Chamber will perform the work set forth on the Scope of Work attached hereto as **Exhibits “A”, “B”, and “C”** which are incorporated herein by reference with the understanding that the work described in Exhibits B and C is designed to be a separate product that, if mutually agreed upon, could be transferred to a third party for administration.

The Chamber will supply Stevenson businesses with supplies necessary to respond to the COVID-19 emergency and related public health measures. The Chamber will also provide grants to small businesses to reimburse the cost of business interruption caused by recent closures if not reimbursed by other programs, such as the Payroll Protection Program, and other supplies or services allowed as eligible costs in Exhibit D.

The Chamber must retain all records related to these expenditures for six (6) years, or provide all source documents to the City for retention.

Amending Paragraph 4, Payment, subsection (d):

4. **Payment**

- d. All COVID-19 related expenditures will be paid on a reimbursable basis. Total payments shall not exceed ~~\$10,000~~\$20,000. Invoices must be received no later than ~~October 9~~December 10, 2020 for expenses incurred between March 1 and November 30, 2020.

The parties ratify the above described Amendment in its entirety and accept the Agreement as amended.

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

CITY OF STEVENSON

SKAMANIA COUNTY
CHAMBER OF COMMERCE

Scott Anderson, Mayor

Board President

ATTEST:

Leana Kinley, City Administrator

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

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

Contact Information

Mailing / Street Address:

Washington State Department of Commerce
Local Government Division
PO Box 42525
1011 Plum Street SE
Olympia, WA 98504-2525

Program Leadership:

Tony Hanson
Deputy Assistant Director
Community Capital Facilities Unit
360-725-3005
Tony.Hanson@commerce.wa.gov

Tina Hochwender
Managing Director
Community Assistance and Research Unit
360-725-3087
Tina.Hochwender@commerce.wa.gov

Commerce Leadership:

Lisa Brown, Ph.D.
Director

Mark Barkley
Assistant Director
Local Government Division

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

Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

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General Information

1. Source of Funds

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

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

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

2. Allocation Formula

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

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

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

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

3. Period of Performance

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

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

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

4. Intended Use

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

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

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

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

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

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

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

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

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

5. Eligible costs

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

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

- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
 3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
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Access to CMS is available through the Secure Access Washington (SAW) portal. You will need to create a SAW account if you do not already have one. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. We will automatically receive your SWV number from the office that sets them up.

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

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

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

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

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

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

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

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

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

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

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

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

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF STEVENSON and
STEVENSON-CARSON SCHOOL DISTRICT
FOR CORONAVIRUS RELIEF FUNDS**

THIS AGREEMENT dated November 19, 2020, is entered into between the **City of Stevenson**, a municipal corporation, hereinafter referred to as "CITY", and the **Stevenson-Carson School District**, a political subdivision of the State of Washington, hereinafter referred to as "SCHOOL DISTRICT" for City support of School District efforts to comply with COVID-19 related public health measures.

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

WHEREAS, the parties hereto recognize the benefits of compliance with COVID-19 related public health measures to area citizens, visitors, and the local economy; and

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

WHEREAS, the City has authorized \$10,000 from the Coronavirus Relief Funds Grant for support of the district to comply with COVID-19 related public health measures.

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

1. Performance. School District will oversee and manage efforts to comply with COVID-19 related public health measures including but not limited to:
 - a. Providing food to children and families in vulnerable populations.
 - b. Facilitate distance learning, including technological improvements, in connection with school closings.
 - c. Other measures in compliance with eligible costs as outlined in "Exhibit A".
2. Completion. School District will provide the services to be performed under this agreement on or before November 30, 2020.
3. Payment.
 - a. The City will reimburse the School District up to \$10,000 for COVID-19 related public health measures under this agreement subject to the terms and conditions specified herein.
 - b. Final invoice for this agreement must be received by the City on or before December 10, 2020. Invoices received after this date will not be paid.
4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action

upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

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

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

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

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

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

15. Interlocal Cooperation Act Statement. This is an interlocal agreement pursuant to RCW Ch. 39.34 and the parties make the following RCW 39.34.030 representations:
 - a. Duration. The term of this agreement is October 1, 2020 to November 30, 2020.
 - b. Organization. No new entity will be created to administer this agreement.
 - c. Purpose. The purpose is to support efforts by the School District to provide relief to local students and families impacted by COVID-19.
 - d. Manner of Financing. The parties intend to finance this agreement through cash appropriations as set forth in their annual budgets.
 - e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in Section 5, above.
 - f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
 - g. Selection of Administrator. The Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
 - h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

IN WITNESS WHEREOF, as duly authorized by the elected officials of each agency in regular session, the parties hereto have executed this agreement as of the date first set forth above.

STEVENSON-CARSON SCHOOL DISTRICT:

Ingrid Colvard, Superintendent

CITY OF STEVENSON:

Scott Anderson, Mayor

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

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

Contact Information

Mailing / Street Address:

Washington State Department of Commerce
Local Government Division
PO Box 42525
1011 Plum Street SE
Olympia, WA 98504-2525

Program Leadership:

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Managing Director
Community Assistance and Research Unit
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Lisa Brown, Ph.D.
Director

Mark Barkley
Assistant Director
Local Government Division

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

Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

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General Information

1. Source of Funds

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

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

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

2. Allocation Formula

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

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

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

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

3. Period of Performance

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

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

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

4. Intended Use

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

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

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

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

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

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

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

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

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

5. Eligible costs

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

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

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

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

6. *Ineligible costs*

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

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

7. *Eligible cost test*

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

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

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

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

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

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

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

8. Cost reimbursement

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

Final Date of Reimbursements

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

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

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

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

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

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

5. Economic Supports

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

6. Other COVID-19 Expenses

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

Process and Procedure to Obtain Funds

1. Award Letter

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

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

Included with the award letter will be:

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

2. Working papers

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

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

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

3. Contract

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

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

4. Reimbursements

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

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

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

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

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

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

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

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

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

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

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

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

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

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

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

**AMENDMENT TO AGREEMENT BETWEEN THE CITY OF STEVENSON
AND STEVENSON DOWNTOWN ASSOCIATION**

This Amendment is made and entered into this 19th day of November, 2020 between the City of Stevenson, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and the Stevenson Downtown Association, a non-profit corporation, hereinafter referred to as “SDA”.

Recitals

- 1) WHEREAS, in December, 2019 the City Council approved the expenditure of the sum of \$55,000 in Lodging Tax Fund appropriations for operating the Main Street program; and
- 2) WHEREAS, the COVID-19 emergency forced the cancelation events for 2020, the closure of many downtown businesses and a change in operations to comply with COVID-19 related public health measures; and
- 3) WHEREAS, the City received funds related to the CARES Act for supplies and services related to the local COVID-19 response, including supplying local businesses with items needed for safe operations; and
- 4) WHEREAS, local businesses are in need of supplies for continuity of operations in light of the COVID-19 emergency and the SDA is the ideal conduit to supply businesses with items necessary for safe operations.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree that Sections of the Agreement be amended as follows:

Key: Added language underlined
Deleted language ~~strikethrough~~

1. **Performance.** SDA will perform the work set forth below and submit requests for payment to the City as outlined in section 3 below.
 - a. SDA will plan and operate the Main Street program as described on Exhibit A, incorporated herein by reference.
 - b. SDA will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
 - c. SDA will provide supplies to downtown businesses to facilitate compliance with COVID-19 related public health measures, provide economic support, such as distributing to-go containers and bags, or other measures that are eligible costs as outlined in Exhibit B. SDA must retain all records related to these expenditures for six (6) years, or provide all source documents to the City for retention.
4. **Payment**
 - d. All COVID-19 related expenditures will be paid on a reimbursable basis. Total payments shall not exceed \$7,000. Invoices must be received no later than

December 10, 2020 for expenses incurred between March 1 and November 30, 2020.

The parties ratify the above described Amendment in its entirety and accept the Agreement as amended.

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

CITY OF STEVENSON

STEVENSON DOWNTOWN
ASSOCIATION

Scott Anderson, Mayor

Board President

ATTEST:

Leana Kinley, City Administrator

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

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

Contact Information

Mailing / Street Address:

Washington State Department of Commerce
Local Government Division
PO Box 42525
1011 Plum Street SE
Olympia, WA 98504-2525

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Director

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Assistant Director
Local Government Division

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

Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

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General Information

1. Source of Funds

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

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

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

2. Allocation Formula

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

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

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

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

3. Period of Performance

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

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

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

4. Intended Use

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

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

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

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

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

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

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

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

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

5. Eligible costs

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

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

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

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

6. *Ineligible costs*

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

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

7. *Eligible cost test*

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

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

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

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

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

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

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

8. Cost reimbursement

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

Final Date of Reimbursements

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

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

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

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

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

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

5. Economic Supports

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

6. Other COVID-19 Expenses

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

Process and Procedure to Obtain Funds

1. Award Letter

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

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

Included with the award letter will be:

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

2. Working papers

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

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

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

3. Contract

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

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

4. Reimbursements

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

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

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

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

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

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

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

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

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

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

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

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

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

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

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



City of Stevenson

(509)427-5970

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

TO: City Council
FROM: Staff
DATE: November 19, 2020
SUBJECT: December 24th Closure

Christmas day falls on a Friday this year. Staff is requesting permission to close City Hall Thursday, December 24th with staff using vacation time, personal leave, or a combination of both for the day off. A public works employee will be on call for routine water and sewer operations, and public works employees will respond to any weather-related emergencies (snow plowing, sanding, flooding, etc.).

Thank you for considering our request.



Leana Kinley



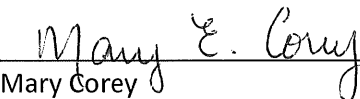
Ben Shumaker



Gordon Rosander



Jonathon Dexter



Mary Corey



Susan Ebben




Karl Russell



Mark Tittle



Ian Lofberg



Anders Sorestad

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

Contract #: 2020-01		WO#:	
Contractor:	Invision II, LLC	Department:	Public Works, Building Maint
Name:		Date:	11/2/2020
Address:	PO Box 998 Stevenson, WA 98648	Department Contact:	Anders Sorestad
Contact:	Dawson West	Phone:	(509) 427-5970 ext 202
Phone:	503-206-9923	Fax:	(509) 427-8202
Fax:		Email:	anders@ci.stevenson.wa.us
Email:	dawson@canuinvision.com		

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

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

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

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

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

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

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

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

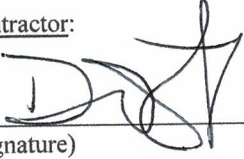
Business License: The Contractor is required to submit proof of a City business license (\$10) within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

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

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

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

premiums. The City shall pay the contractor's delinquent premiums within 30 days of the date of the City's final payment.

Completion Date: 11/30/2020	Total Contract Fixed Price (Including Tax): \$ 4,454.47 according to proposal attached as Exhibit A.
	OR
	Not to Exceed Total (Including Tax applying schedule of rates and charges attached as Exhibit A: \$ _____
Description of Work: Install 42"x 1 3/4" Flush Birch square top door with self-closing hinges and electric push button strike. according to proposal attached as Exhibit A.	
The contractor should send invoices to the following address: 7121 E. Loop Rd., PO Box 371 Stevenson WA 98648. Unless otherwise agreed, payment is net 30 days less retainage.	
Note:	
The contractor shall not start work until the City orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received.	
<u>Contractor:</u> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  _____ (Signature) </div> <div style="text-align: center;"> 11/9/2020 _____ (Date) </div> </div>	<u>City Department Approval:</u> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;"> _____ (Signature) </div> <div style="text-align: center;"> _____ (Date) </div> </div>
Print Name <u>Dawson West</u>	Print Name _____
Approved as to form:	
_____ City Attorney	_____ (Date)
Approved by Council: _____, 20____	
Distribution Account Codes: _____ - _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Program Object </div>	

License # INVISIL929CE

Invision II, LLC

Page No. 1 of 1

Expires: 02/05/2021

PO Box 998 Stevenson, WA 98648
503-720-8779 509-427-7936
OR #180371 WA #INVISIL929CE

PROPOSAL

PROPOSAL SUBMITTED TO City of Stevenson (Anders Sorestad)		TODAY'S DATE 11/2/2020	DATE OF PLANS/PAGE #'S N/A
PHONE NUMBER (509)427-5970	FAX NUMBER anders@ci.stevenson.wa	JOB NAME 7121CityofStevenson	
ADDRESS, CITY, STATE, ZIP 7121 E Loop Rd. Stevenson, WA 98648		JOB LOCATION Same	

We propose hereby to furnish material and labor necessary for the completion of:

Install

- 42"x1 3/4" Flush Birch square top door with self closing hinges and electric push button strike
- Wireless transmitter with keypad and proxy keyfob lever lock

\$1680.00

- Half wall to match as close as possible to maple cabinet for door latch side
- Build and finish

\$400.00

Installation of all supplied products and material

\$1400.00

Overhead and margin @ 20%

\$656.00

****Electrical service not included, If needed will be time and material change order****

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:

Four thousand thirty six dollars & 00100 +TAX dollars (\$ **4136.00 +Tax**)

Payment as follows: **50% down 50% upon completion**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized
Signature _____

Note: this proposal may be withdrawn by us
if not accepted within **30** days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____

MINUTES
CITY OF STEVENSON COUNCIL MEETING
October 15, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:05 p.m. A number of attendees were delayed due to major traffic congestion on SR 14, and as a result much of the early agenda order was changed. **Councilmember Weissfeld** suggested calling Kevin Waters to delay his presentation due to the change in agenda order. **Councilmember Muth** asked if the public hearing regarding the Wastewater Moratorium could be conducted, as **Public Works Director Russell** was not in attendance. City Attorney Woodrich advised the hearing would be better with the report but it still could proceed. The meeting began with item 7a.

Attending:

- Mayor Scott Anderson; Councilmembers Knudsen, Muth, Weissfeld, Hendricks. Note-Councilmember McHale's remote connection was inconsistent and dropped frequently.
- City Staff: City Administrator Leana Kinley; Anders Sorestad, Deputy Clerk/Treasurer; Public Works Director Karl Russell; Fire Chief Rob Farris
- Other: City Attorney Ken Woodrich
- Guests: Kevin Waters, Executive Director, Skamania County Economic Development, Lori Call, Washington Gorge Action Programs Homeless Housing Director
- Public attendees: Ann Leuders

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

a) * 10/13 changes include: Addition of Liquor License Renewals to Consent Agenda (item 3a); addition of Leak Adjustment to Consent Agenda (item 3b); addition of the Budget Message and enhancement of the documents with more information for the 2021 Budget Hearing (item 6b); addition of resolution 2020-367 adopting the inter-agency policy for hazardous materials response (item 9a); relocation of minutes from Consent Agenda to New Business and added minute corrections requested (item 9i-(moved to 9j as of 10/15)); addition of letter of support request from Oregon Department of Transportation (item 9j); addition of the Fire Department report (item 10c); addition of Councilmember Knudsen's letter to Representative Mosbrucker (item 10h); addition of Public Works Director's report (item 11a); addition of City Administrator's report (item 11c)

b) ** 10/14 changes include: Addition of Sewer Plant Update information (item 7b); addition of Stevenson Downtown Association request for CARES Act uses (item 9b); addition of report from Prosecutor on the Granny Gedunk incident (item 10g); addition of Community Development Director's report (item 11b)

c) ***10/15 changes include: Addition of Governor's Proclamation 20-23.11 extending the prohibition on utility disconnects for non-payment through Dec. 31 2020 (item 7a); switched order of agenda items 9i and 9j (Historic Columbia River State Highway letter of support and

Minutes); addition of discussion of councilmember conduct and representation (item 9k); addition of voucher approval information and reports (item 12a)

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

a) *Liquor License Renewals - Andrew's Pizza SW, Inc. and Red Bluff Brewing LLC

b) *Water Adjustment - William Closner (meter No. 503400) requested a water adjustment of \$32.94 for a leaking toilet which they have since repaired.

MOTION to approve consent agenda items a-b made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Weissfeld, Knudsen, Muth, Hendricks, McHale**
- Voting nay: None

4. PUBLIC COMMENTS: No public comments were received.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) Skamania County Economic Development Council - Kevin Waters, Executive Director, thanked the City Council for supporting the EDC over the past years. He provided information on the EDC's recent events and activities, including the Annual (Virtual) Luncheon. He provided an overview of the pandemic grant and loan programs administered so far. The EDC managed approximately \$1M for local businesses and organizations. He highlighted several programs the Stevenson Downtown Association has developed. He described the EDC's purpose as one that provides building blocks for public and private enterprise with a focus on economic prosperity.

6. PUBLIC HEARINGS

a) 6:15 - Commercial Wastewater Moratorium - **City Administrator Leana Kinley** presented resolution 2020-366 adopting the findings of fact related to the moratorium extension and ordinance 2020-1165 extending a wastewater moratorium on commercial sewer connections with discharge above residential strength for public comment and council consideration. The public hearing was opened at 6:17 p.m. by **Mayor Anderson**.

Councilmember Weissfeld briefly explained the initial purpose of the moratorium was in response to past violations at the Stevenson WWTP. The state Department of Ecology limits how much waste the WWTP can handle, and the limit was being regularly exceeded. The moratorium was put in place voluntarily by the City. **Karl Russell, Public Works Director** then joined the meeting and confirmed the information. The moratorium extension request is due in part to the impending rainy season, with I&I (Inflow and Infiltration) contributing to influent violations. **PWD Russell** shared a commercial applicant has been seeking permission to tie in to the sewer system.

MOTION to approve resolution 2020-366 adopting the findings of fact related to the moratorium extension on commercial connections made by **Councilmember Knudsen** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Weissfeld, Knudsen, Muth, Hendricks, McHale**
- Voting nay: None

MOTION to approve ordinance 2020-1165 extending the wastewater moratorium on commercial connections with discharge above residential strength made by **Councilmember Knudsen** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmember Knudsen, Weissfeld, Muth, Hendricks, McHale**
- Voting nay: None

b) *6:30 - Proposed 2021 Budget Hearing - Mayor Anderson opened the public hearing at 6:43 p.m. **City Administrator Leana Kinley** presented the 2021 proposed budget for public comment and council consideration. **City Administrator Kinley** provided summary information regarding the proposed 2021 city budget. She highlighted areas of anticipated revenue and expenses.

The Council held a substantial discussion regarding budget items, including transportation projects, waste water and sewer extensions, public water system upgrades, city personnel costs, vehicle replacement, city contributions to SCSD pool operations, and the upcoming Parks and Recreation District ballot (set for sometime in 2021.) The school district is looking for commitments from partners to support pool operations through a "soft closure". Councilmembers suggested budgeting \$40K.

Councilmembers considered a proposal from **Councilmember Knudsen** regarding banning personal July 4th fireworks in exchange for additional funds to the public fireworks show. Currently the City contributes \$6,500 from the city lodging tax. **Councilmember Muth** opposed the idea of linking a budget line item to a potential future action by the Council. City Attorney Woodrich explained a ban on personal fireworks would require at least one year to implement. **Mayor Anderson** spoke against a personal firework ban. An informal poll of the Council regarding the issue was conducted. Two indicated interest in holding a conversation on the issue.

Mayor Anderson opened public comments regarding the budget at 7:05 p.m. No comments were received. **Councilmember Muth** thanked **City Administrator Kinley** for her work on the budget. The public hearing was closed at 7:15 p.m.

7. SITUATION AND PROJECT UPDATES:

a) COVID-19 Update - Mayor Scott Anderson provided a brief update on the city's response to the COVID-19 pandemic. **Councilmember Muth** noted there have been extensions of the eviction moratorium in Washington State.

b) Sewer Plant Update - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. He reported things were going well. They have started first round of BOD/TSS samples with SIUs, one test came back high. They are working with the user to address their process. It did not affect the WWTP. **Councilmember Muth** thanked **PWD Russell** for the WWTP work. **PWD Russell** in turn gave a shout-out to his team of employees.

8. UNFINISHED BUSINESS:

a) Second Reading Ordinance Regulating Unmanned Aircraft - City Administrator Leana Kinley presented ordinance 2020-1162 regulating the use of unmanned aircraft in the city limits as initially presented at the September 17th council meeting for council consideration. A copy of the current Nuisance Code was attached as well. She noted no changes had been

made from the original presentation. A brief discussion followed on how the ordinance would address privacy concerns. It was agreed the ordinance would be hard to monitor, but was a starting point for the protection of privacy.

MOTION to approve ordinance 2020-1162 regulating the use of unmanned aircraft made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Muth, Weissfeld, Hendricks**
- Voting nay: **Councilmember Knudsen**

9. NEW BUSINESS:

a) *Approve Resolution 2020-367 - Fire Chief Rob Farris presented resolution 2020-367 adopting the inter-agency policy for hazardous material response for council consideration. **Chief Farris** explained the packet is considered a standard operating procedure. There is a county Emergency Services Council in which FD 2 participates. The hazardous response policy requires a resolution along with a signature page.

City Attorney Woodrich reviewed the resolution/policy and determined under RCW 35A.11.020 it had some effect on employment conditions and needed to go before the Council to adopt as a policy. Attorney Woodrich explained it was set up as a resolution to adopt the policy. Attorney Woodrich suggested authorizing **Chief Farris** to sign the haz-mat policy on behalf of the city in addition to Council adopting the resolution. He noted the Mayor could also sign it.

MOTION to approve resolution 2020-367 adopting the inter-agency policy for hazardous materials response made by **Councilmember Muth** with a second provided by **Councilmember Knudsen**. Prior to the vote additional discussion took place regarding what the resolution was providing regarding signature authority. **Mayor Anderson** noted nothing on the agenda indicated a discussion regarding signing authority and recommended a consistent process.

- Voting aye: **Councilmember Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

The Council took a short recess from 7:38 p.m. to 7:42 p.m.

b) Approve Amendment A to the CARES Act Contract with Commerce - City Administrator Leana Kinley presented the amendment to the CARES Act contract as mentioned at the September 17th council meeting for additional funds and a one-month extension. There was no discussion by Council.

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

- Voting aye: **Councilmember Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

c) CARES Act Spending - City Administrator Kinley presented guidelines on how the CARES Act grant from Commerce can be spent (pages 2-4) and a staff memo with information from the Skamania County Chamber of Commerce, Washington Gorge Action Programs and the

Stevenson-Carson School District on how the \$37K in additional funds may be spent for council direction.

Lori Call, Washington Gorge Action Programs Homeless Housing Director provided information on WAGAP's efforts to open a warming shelter in Stevenson.

After reviewing the options, the Council recommended \$10,000 each be provided to the Skamania County Chamber of Commerce, The Stevenson-Carson School District and Washington Gorge Action Programs and \$7,000 be provided to the Stevenson Downtown Association. Funding for the Chamber was provided to be used to support other businesses.

d) Approve Skamania County EDC Contract - City Administrator Leana Kinley presented the annual contract with the Skamania County Economic Development Council for 2021 services in the amount of \$12,890 for council approval. The increase was for the Small Business Administration advisor Klickitat and Skamania County share.

MOTION to approve the contract with Skamania EDC in the amount of \$12,890 made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: Councilmember **Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

e) Approve Contract with US Economic Development Administration (EDA) - City Administrator Leana Kinley presented the grant contract from the EDA in the amount of \$4,054,400 for collection system capacity upgrades, all four lift stations and a section of force main identified in the General Sewer Plan and Facilities Plan, for council consideration. YAY! She highlighted the grant will help reduce loan payments and also noted the improvements will benefit residents and businesses.

Councilmember Muth asked **PWD Russell** if the geo-tech study had identified any slide conditions near the Wisteria area on the opposite side of Loop Road. **PWD Russell** reported none were determined through some recent geo-tech studies.

MOTION to approve the US Economic Development Administration grant award in the amount of \$4,054,400 for the wastewater collection system capacity upgrade project made by **Councilmember Muth** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Muth, Hendricks**
- Voting nay: None

City Administrator Leana Kinley thanked Kari Fagerness and EDC for their help in securing the grant.

f) Water Back-billing Waiver Request - City Administrator Leana Kinley presented the request from Mercedes Lux to waive the back-billing charges for the difference between the senior rate and residential base billing for 19 months. She included information from the Washington State Attorney General regarding COVID-19 guidelines.

The billing error was noted to be the responsibility of the City. A question was raised regarding gifting of public funds. City Attorney Woodrich determined it was a shared liability and waiving the back-billing was allowable.

MOTION to waive the back-billing charges for Mercedes Lux for \$304.00 made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmember Weissfeld, Knudsen, Muth, Hendricks**
- Voting nay: None

g) Discuss Halloween Events - Council discussed Halloween events such as trick-or-treating in light of the COVID-19 pandemic. Information from the Washington State Department of Health and US Center for Disease Control was included. After a brief discussion it was recommended to include COVID-19 advisory documentation on the City website and Facebook page.

h) Approve Verizon Contract with NASPO ValuePoint - City Administrator Leana Kinley presented the contract with Verizon through NASPO ValuePoint for discounted rates for services. This contract replaces the current contract approved through the master agreement with the State of Washington. She explained the state had re-negotiated some items and therefore the revised contract needed to be approved.

MOTION to approve the contract with Verizon through NASPO ValuePoint made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Commissioner Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

i) *Historic Columbia River State Highway Letter of Support - City Administrator Leana Kinley presented a request from the Columbia Gorge Tourism Alliance/Oregon Department of Transportation for a letter of support to complete the final 5-mile segment of the Historic Columbia River Highway, connecting Hood River to Viento State Park for council consideration. The completion will provide a way to ride a bike from Portland to Hood River, Oregon without having to use the Interstate. When the Bridge of The Gods extends the pedestrian, horse and bike pathway it will allow increased bike and pedestrian visits to Stevenson.

Councilmember Weissfeld requested there be an ask included to support having the section of the Historic Highway from Crown Point to Multnomah Falls be limited to one-way traffic due to congestion. **City Administrator Kinley** agreed to reach out to the responsible groups. She will modify the original letter, and send in a separate letter the changes requested by **Councilmember Weissfeld**.

MOTION to approve signing the letter of support as with changes as discussed made by **Councilmember Knudsen** with a second provided by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Muth, Hendricks**.
- Voting nay: None

Mayor Anderson provided a brief update from the Port of Cascade Locks General Manager regarding the status of infrastructure legislation affecting the construction of a pedestrian pathway on the Bridge of The Gods.

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

Councilmember Knudsen noted he had no objections regarding the first request to clarify the intent of the fireworks spending expansion. **Councilmember Muth** stated he had no objections to the first correction either.

Mayor Anderson observed the second change requested appeared to be an attempt to introduce narrative into the minutes. He stated he was not sure it could be published as a change. **Councilmember Knudsen** noted he was willing to withdraw the second request. He stated he had included it to make a point that City Attorney Woodrich was contracted to provide advice, not engage in debate. A further discussion ensued regarding the role of the City Attorney in providing the City Council advice on legal matters.

MOTION to approve the minutes of September 17, 2020 with changes as discussed (time stamped 2:20:15 via Matthew Knudsen email of October 20, 2020) made by **Councilmember Muth** with a second provided by **Councilmember Knudsen**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Muth, Hendricks.**
- Voting nay: None

k)*Discuss Councilmember Conduct and Representation** - **Mayor Anderson** reviewed sections of the City's Policy regarding Council Conduct and Representation with Councilmembers in response to comments made in a recent letter written by **Councilmember Knudsen** to State Representative Mosbrucker regarding actions taken by **Mayor Anderson** in response to COVID-19 regulations.

Mayor Anderson cited the rules Councilmembers are held to regarding the discussion of city business. He related concerns regarding the tone of the comments and opinions expressed in the letter, and pointed to **Councilmember Knudsen's** signing of the letter as a Stevenson City Councilmember as inappropriate. **Councilmember Knudsen** maintained the letter was written from his personal standpoint and was not presented as a majority council view. City Attorney Woodrich remarked, based on the policy explained by **Mayor Anderson**, it did not appear to be personal opinion.

A private issue that arose between **Councilmembers Muth** and **Knudsen** was directed by **Mayor Anderson** to be addressed outside of Council chambers.

Councilmember Weissfeld observed many people are struggling with stress and encouraged everyone to conduct themselves with kindness and respect. **PWD Russell** spoke of the need for positive communication between staff and Council. **Councilmember Hendricks** as well asked for civility and maturity.

Councilmember Weissfeld signed out of the meeting at 8:35 p.m. for a prior commitment.

10. INFORMATION ITEMS:

a) Chamber of Commerce Activities - The report presented described some activities conducted by Skamania County Chamber of Commerce in September, 2020.

b) Financial Report - City Administrator Leana Kinley presented the Treasurer's Report, including investment transactions, and year-to-date revenues and expenses through September 2020.

c) ***Fire Department Report** - The Stevenson Fire Department's report for September, 2020 was presented for council review.

d) **Planning Commission Minutes** - Minutes from the 9/14/20 Planning Commission meeting was presented.

e) **Sheriff's Report** -The Skamania County Sheriff's report for September, 2020 was presented.

f) **Metropolitan Parks District Update** - Information regarding the Boundary Review Board approval of the metropolitan parks district boundaries was attached. This allowed the measure to be put before the voters in an upcoming election.

g) **Update on Granny Gedunks Incident** - The Skamania County Prosecutor provided an update on the status of the incident at Granny Gedunks which occurred on Friday, August 7, 2020.

h) ***Councilmember Knudsen's Letter to Representative Mosbrucker** - A copy of a letter **Councilmember Matthew Knudsen** sent to State Representative was included in the Council meeting packet.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) ***Karl Russell, Public Works Director** provided an update on work being done within Stevenson. 500' of water main is being placed replaced, potholes are being repaired, and ditching of roadsides is set to begin. An abandoned culvert in the Wisteria neighborhood is proving difficult to remove. He noted it has been a huge challenge to get WWTP and Water Treatment CE training and certification through online classes.

Rock Creek intake valve remains an issue, PW needs to pump water level down 12' to get to the valve needing repair.

Water Treatment Plant roof is leaking and needs repair.

Russell Street project is done, came in <\$28 low bid even with change orders. Road closure helped as well. He expressed appreciation to the business owners for their cooperation. Post Office patrons were seriously inconvenienced. Sidewalk concrete finish work (color and scoring patterns) were sub par. Rather than replace/repair and disrupt businesses again, a \$16K credit was taken.

Councilmember Muth congratulated **PWD Russell and his staff** on a job well done. Mayor Anderson requested a press release to thank staff and business owners for their patience and support.

b) **Ben Shumaker, Community Development Director** submitted a report for council review. **City Administrator Kinley** briefly reviewed the report items with Council. She noted the Planning Commission meeting from October 12th, 2020 went well. Zoning discussions are progressing. The overlook project and text amendments for zoning are in process.

She talked with the granting agency for the Shoreline Management Plan update. It would provide \$11,200 to update the Shoreline Management Program. The tree inventory management plan is in the initial stages. The City will issue an RFP for contractor services by the end of 2020. The Columbia Realignment Project feasibility is still being worked on. Costs are being assessed, and the City Council will have to determine whether to move forward or not on the project.

c) ***Leana Kinley, City Administrator** provided an overview of items in her report and discussed several additional items. City/County zoning coordination within the Urban Growth Area was discussed with Tim Elsea, which would help with future annexation.

Tim Elsea put customer satisfaction/feedback forms on the county website for building inspection services. The County is hiring an assistant building official to be in place by January 1, 2021. **City Administrator Kinley** related some city and county permit fees are not aligned, and she is looking at possible changes to bring before Council, which will require a public hearing.

She will be reviewing the website for the business licensing conversion process explained at the September 2020 Council meeting, and will be meeting with Facility Dude to start getting city information set up. Phases will start with work order, then predictor model tool.

Councilmember McHale's request for information will be provided at the November 2020 Council meeting. **City Administrator Kinley** met with the Sheriff's Office regarding the 2021 contract. A two-year contract with an optional one-year extension is requested by the SO. Enforcement priorities can be negotiated annually.

Councilmember Muth asked the status of Rock Creek, Hollstrom Road and Tolliver Road projects and received a brief update.

A collapsed storm water line near the Grange on Rock Creek is scheduled for repairs. **Councilmember Muth** received confirmation the last Sheriff's Office contract was for 3 years.

12. VOUCHER APPROVAL:

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

MOTION to approve the vouchers as presented made by **Councilmember Muth** with a second provided by **Councilmember Knudsen**. Prior to the vote **Councilmember Muth** asked about payroll and was informed it is not included in the packet.

- Voting aye: **Councilmembers Muth, Knudsen, Hendricks.**
- Voting nay: None

13. MAYOR AND COUNCIL REPORTS:

Mayor Anderson related the Stevenson Downtown Association has published its application packet for the 'Bricks and Clicks' program. Businesses can receive up to \$1K to improve outdoor aesthetics at downtown businesses. A discount code program for to-go orders is also being developed to help local restaurants increase sales during COVID-19 restrictions on seating limits.

He briefed Council about a Railroad sponsored event he attended virtually. Last year he had attended one where he talked with railroad representatives about helping with safety in case

a train accident or fire occurred in Stevenson. He noted this year's event focused on COVID-19 and was not very helpful.

14. ISSUES FOR THE NEXT MEETING:

Councilmember Knudsen requested an update regarding the delay on the toxic water quality monitoring. **City Administrator Kinley** reported they had just received a list regarding contaminants to test for and were looking into labs that could perform the tests required.

A question about the Port of Skamania's mitigation project was raised. **City Administrator Kinley** noted the city has not heard about the project either. **Mayor Anderson** recalled **City Development Director Shumaker** might be working with them to get through the final phase.

Councilmember Muth confirmed 2 meetings for November 2020. November 12th is entirely devoted to the budget and the budget public hearing will be held November 19th as part of the regular City Council meeting.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 9:08 p.m.

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Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes Recorded by Johanna Roe

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
November 12, 2020
6:00 PM, Remote via Zoom and YouTube

1. CALL TO ORDER: Mayor to call the meeting to order and conduct roll call.

Mayor Anderson called the meeting to order at 6:00pm. City Administrator Leana Kinley and Community Development Director Ben Shumaker were present along with the following elected officials:

PRESENT

- Councilmember Robert Muth
- Councilmember Amy Weissfeld
- Councilmember Paul Hendricks
- Councilmember Annie McHale

ABSENT

- Councilmember Matthew Knudsen

2. COUNCIL BUSINESS:

- a) **2021 Proposed Budget Discussion** - City Administrator Leana Kinley presented a revised 2021 budget proposal in the draft budget document for council review and discussion. Additional information regarding the budget process, revenue sources and trends was in the 2021 Budget Suggestions published by MRSC enclosed in the packet.

City Administrator Leana Kinley reviewed the changes, provided an overview of revenue sources and expenses. Council discussed the budget and asked clarifying questions. A discussion on painting the retaining wall on the Path to the Gods along the west end of Rock Creek Drive resulted in consensus to add \$6,000 to the budget and add it as a project for completion in 2021.

3. ADJOURNMENT - Mayor Anderson adjourned the meeting at 7:02pm.

=====

Scott Anderson, Mayor



Leana Kinley <leana@ci.stevenson.wa.us>

SUPPORT FOR KNUDSEN

staci patton <yayabear3@gmail.com>
To: Leana Kinley <leana@ci.stevenson.wa.us>

Mon, Oct 19, 2020 at 11:47 AM

Leana,

Good morning. Since I have not heard from you, I assume you were not planning on responding to my email in regards to the Muth/Knudsen issue. I ask that my letter(email of support) & attachment be included in the next packet for public comment in November.

Thanks,
Staci

----- Forwarded message -----

From: **staci patton** <yayabear3@gmail.com>

Date: Thu, Oct 15, 2020 at 1:07 PM

Subject: SUPPORT FOR KNUDSEN

To: Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Annie McHale <annie.mchale@ci.stevenson.wa.us>, <amy.weissfeld@ci.stevenson.wa.us>, Matthew Knudsen <matthew.knudsen@ci.stevenson.wa.us>, Paul Hendricks <paul.hendricks@ci.stevenson.wa.us>, <robert.muth@ci.stevenson.wa.us>, Toby Nixon <president@washingtoncog.org>, Mosbrucker, Rep. Gina <gina.mosbrucker@leg.wa.gov>, Jeanette Foster <jfoster@gorge.net>, Mitch Patton <nwtsrinc@gmail.com>, Sheriff Dave Brown <daveb@co.skamania.wa.us>, Pat Bond <patb@co.skamania.wa.us>

Leana, Scott & Council,

I really do not even know where to start....before the attached letter was even brought to my attention, this morning I had taken a look at tonight's meeting packet,which included emails by Adam Kick as to why he declined to prosecute in the alleged racial remarks incident, at Granny Gedunks.

So, I was really confused when I read Mr. Muths reasoning as to why he says Mr. Knudsen "implied" he was a racist. Thinking there might be a better explanation, I went to the city's youtube page comment section, and after reading, I'm still struggling to see the connection. If Adam Kick cannot prove that Mr Trabue is a racist or made racially charged statements, with the accounts of 2 employees, Im not sure what Mr Muth thinks he will accomplish by his "interpretation", other than being a lawyer and give the appearance of trying to intimidate someone, which is pretty disheartening,in my personal opinion.

So, Mitch and I stand with Pat Rice, in supporting Mr Knudsen if needed, for rallying the troops,and raising funds...elected officials need to find better things to do with their time, like listening to the concerns of their community,not threats of lawsuits, just because.....

Sincerely,
Staci Patton

 **Muth_Letter.pdf**
803K

KILMER, VOORHEES & LAURICK, P.C.

A Professional Corporation
ATTORNEYS AT LAW

732 N.W. 19th AVENUE
PORTLAND, OREGON 97209

TELEPHONE (503) 224-0055
FAX (503) 222-5290

Robert C. Muth
rmuth@kilmerlaw.com
Admitted in Oregon and Washington

October 14, 2020

Via Hand Delivery

Matthew Daniel Knudsen
390 NW Chesser Road
Stevenson, WA 98648

Re: Retraction of Public Defamatory Statement

Dear Mr. Knudsen:

You have published a comment to the general public on the City of Stevenson's website link via You Tube of the September 17, 2020 City Council meeting. Your published comment is:

Robert's view that "I have a background in Black studies" has the appearance of "I see no color" or "I have a Black friend". Even if staff thus far have not had any negative interactions, it does not forecast the future. Additionally, even if the city government does not think there is an issue, the community has asked for this, and can be thought of "better safe than sorry"--it hurts nothing to undergo some further education, satisfy the public's concerns, and prepare for the future. This kind of uninterested attitude is just as dangerous as individuals who are overtly racist--as it can pave the way for silently consenting and allowing those situations in the future. The city government needs to be a leader of the community, and if someone like this is going to hold it back--the community needs to be willing to vote them out and support someone who in turn supports this community and its concerns.

First, your comment, published to a third party, is defamatory under Washington law. You have intimated I am a "racist". Since you cannot actually prove I am a "racist"; a subjective label, your comment is not protected speech. Furthermore, you have chosen to make the comment outside of a City Council meeting in a comment section of a YouTube link. As such, your comment is not protected speech under any applicable anti-SLAPP statute.

Second, if you do not delete the comment you published and issue a retraction in the comment section, I will commence legal action against you personally.

You have exactly 24-hours to delete the comment and to publish a retraction stating your comments were improper.

KILMER, VOORHEES & LAURICK, P.C.

Matthew Knudsen
October 14, 2020
Page 2

You should govern yourself accordingly.

Very truly yours,

/s/ Robert C. Muth

Robert C. Muth

RCM:cmo

cc: Scott Anderson, Mayor City of Stevenson via hand delivery
Ken Woodrich, Attorney for City of Stevenson via hand delivery
I:\9999\RCM\Misc\Knudsen001 2020-1014 re Retraction of Statement.docx



Leana Kinley <leana@ci.stevenson.wa.us>

Letter to City Council

1 message

Margie Hidalgo <margiehidalgo@yahoo.com>

Sun, Oct 25, 2020 at 8:35 PM

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Good evening,

I sent a letter to the City Council regarding the need for anti-racism training. If it's not too much trouble, I'm wondering if it can be included in the meeting to show my support. Please feel free to edit to correct any errors that I may have overlooked.

Thanks again.

Margie Hidalgo



Leana Kinley <leana@ci.stevenson.wa.us>

Support for Anti-Racism Training: Perspective from a community member

1 message

'Margie Hidalgo' via City Council <citycouncil@ci.stevenson.wa.us>
Reply-To: Margie Hidalgo <margiehidalgo@yahoo.com>
To: "citycouncil@ci.stevenson.wa.us" <citycouncil@ci.stevenson.wa.us>

Sun, Oct 25, 2020 at 8:06 PM

Dear City Council Members,

I've had the opportunity to view both the September and October City Council meetings and would like to take this opportunity to provide my perspective as a citizen of the city of Stevenson and the county of Skamania. First, I would like to thank Annie McHale for bringing up the subject for anti-racism training. Contrary to what Council member Muth may believe, it is imperative that equity and racial sensitivity training be provided to not only to council members, but especially to the law enforcement entities here in Skamania County as well as to the education community in charge of fomenting a more racially equitable and sensitive population amongst our youth. Additionally, I am grateful to Council member Knudsen in his comments on the benefits of being more informed in this regard and to other council members (Ileana and Amy) for their valid suggestions on how to move forward. I am thoroughly dismayed and perplexed by Councilman Muth's limited view that training is not needed in our area. (I'm sorry his college experience was painful). There is definitely racism, intolerance, and ignorance in our community. The incident that occurred over the summer at the ice cream shop was disturbing enough, but the law enforcement's response was even more disturbing. Even though most of the community has been wonderful to us, my husband and I have experienced both overt and subtle forms of racism and xenophobia, not so much within Stevenson, but within the county at large. We're older, retired and can turn our backs to it, but we do know it's there. I would love to encourage a more ethnically enriched diverse community.

Additionally, I would love to see a public forum in this regard. It would be enlightening to see and hear additional input.

Thank you for you time and consideration.

Margie Hidalgo
Fernando Hidalgo
Stevenson, WA



Leana Kinley <leana@ci.stevenson.wa.us>

My communications on the Muth/Knudsen issue

Pat Rice <easylivingpat@gmail.com>

Fri, Nov 6, 2020 at 9:59 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>

Leana,

If possible please include in the next city council packet my emails and attachments that I sent to you, the mayor and the city council on Mr. Muth's threat to sue over alleged "defamatory" remarks made by Mr. Knudsen. This would include the email I sent on October 15th and 31st, along with your answer on November 2nd and my subsequent reply on November 5th.

I make this request because it is apparent to me that not all council members read their emails, but I am fairly confident they do read their council packets.

Thank you.

Pat Rice



Leana Kinley <leana@ci.stevenson.wa.us>

SUPPORT FOR KNUDSEN

Pat Rice <easylivingpat@gmail.com>

Sat, Oct 17, 2020 at 9:02 AM

To: staci patton <yayabear3@gmail.com>

Cc: Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Annie McHale <annie.mchale@ci.stevenson.wa.us>, Amy Weissfeld <amy.weissfeld@ci.stevenson.wa.us>, Matthew Knudsen <matthew.knudsen@ci.stevenson.wa.us>, Paul Hendricks <paul.hendricks@ci.stevenson.wa.us>, Robert Muth <robert.muth@ci.stevenson.wa.us>, Toby Nixon <president@washingtoncog.org>, "Mosbrucker, Rep. Gina" <gina.mosbrucker@leg.wa.gov>, Jeanette Foster <jfoster@gorge.net>, Mitch Patton <nwtsrinc@gmail.com>, Sheriff Dave Brown <daveb@co.skamania.wa.us>, Pat Bond <patb@co.skamania.wa.us>, Karen Rutledge <bakerkrn@gmail.com>

Ms. Patton,

From one citizen to another, I wanted to thank you for the points you made in this email trail that you copied me in on. I say this because I believe your points are valid, that being that here we have an apparent assault, and that didn't rise to the level of a lawsuit being filed. Yet when a council member (Knudsen) exercises his right to free speech on a topic being widely debated throughout our country, then another council member (Muth), who just happens to be an attorney, tries to muzzle the debate by threatening a lawsuit.

I myself researched the Muth/McSherry incident a while back because former Deputy Prosecuting Attorney Dan McGill told me that there were irregularities in how the Skamania County Prosecutor's office handled the case. According to Mr. McGill, it was not handled through ordinary channels and against his wishes taken out of his caseload. Mr. McGill was being critical of Adam Kick at the time, and did not intimate in any way that Muth or McSherry themselves did anything wrong in influencing how the case was handled.

I have attached to this email the Skamania County Sheriff's report of the Muth/McSherry incident because it does document the points you made in your email and thus is relevant to the discussion at hand.

Thank you Ms. Patton for including me in this email trail and allowing me the opportunity to weigh in.

Pat Rice

[Quoted text hidden]

 **McSherry - Muth sheriff dept incident report.pdf**
2859K

07/18/19
15:08

Skamania County Sheriff's Office
CAD Master Call Table:

5026
Page: 1

Long-Term Call ID C14003529
Active Call Nature Assault IV Type le Priority 2
Address ✓ 150 First Street City STE Stevenson
Zones + + + Determinant Alarm
Directions

Complainant+ 158092
Lst McSherry Fst John Mid M
Adr 6127 NE 29th Ave DOB [REDACTED]
Cty Portland ST OR Zip 97211 SSN [REDACTED]
Tel (509)427-7609 Race W Sex M Prev Calls+ 1Wants+ 0Adr+ 0
Alrt [REDACTED]

Contact Robert Muth Tel () -
Address Eagles Lodge
Info (See below)

License Plate State
Calls+25+Dupl+ 1 Names+ 0 w/Alrts+ 0 Wants+ 0 Prem+ 0 Adr+ 0
How Rcvd T Telephone Occurred between 23:50:16 05/10/14
Rcvd by Vigil, J and 23:50:16 05/10/14
Hld Until : : / / When Rptd 23:50:59 05/10/14

=====

INVOLVEMENTS:

Type	Record #	Date	Description	Relationship
LW	14-03218	05/10/14	Assault Other	*Initiating Call
EM	14-0433	05/11/14	Assault IV	*Initiating Call
NM	158092	05/10/14	McSherry, John M	*Complainant

Call Taker Comments:

Rp states he was assaulted by a Robert Muth while at the Stevenson Eagles Lodge, about 10 minutes ago. Rp states he immediately left the area feeling fear for his life. He is now in Multnomah Co. Rp states he confronted Muth about the raffle of an AR-15 being auctioned off by the Fire Dept. Rp states Muth grabbed him by the shirt collar and Rp then threw several punches, claiming self defense.

11 will contact Rp.

Other half called 911 requesting deputy contact, advising he was assaulted by Mcsherry. Muth advised McSherry is driving by the Eagles Lodge in a red MG convertible now.

Dispatch advised 11 who was on the phone with McSherry. Per 11, McSherry states he is not in town, saying he is on his way to portland. McSherry refused to come back and talk to 11 in person. He was told to come fill out statement if he wished to. UTL in area.

Muth will be awaiting contact at the Eagles Lodge.

22 out with Muth.

00:15:38 05/11/2014 - Vigil, J - From: Lyle, Christian

22 requesting EMS be paged for a 50 year old male with laceration to face.

00:22:12 05/11/2014 - Vigil, J - From: unknown

M71 advising no EMS service needed.

00:48:13 05/11/2014 - Vigil, J - From: Manning, G

11 contacted Muth, he stated R/P was yelling in his face about the AR 15 auction because Muth is city council member and should not be allowing it to sell. Muth stated he did grab R/P shirt to get him out of his face, then was punched 2 times by R/P. Statement forms left for Muth and witnesses. RPT.

#14 conducted follow-up investigation. CAA.



Skamania County Sheriff's Office

Deputy Report for Incident 14-03218

Nature: Assault Other
Location: 21

Address: 150 First Street
Stevenson WA 98648

Offense Codes: ANAI

Received By: Vigil, J

How Received: T

Agency: SCSO

Responding Officers: Manning, G, Lyle, Christian

Responsible Officer: Manning, G

Disposition: CAA 05/11/14

When Reported: 23:50:59 05/10/14

Occurred Between: 23:50:16 05/10/14 and 23:50:16 05/10/14

Assigned To:

Detail:

Date Assigned: **/**/**

Status:

Status Date: **/**/**

Due Date: **/**/**

Complainant: 226975

Last: Muth

First: Robert

Mid: Curtis

DOB: [REDACTED]

Dr Lic: [REDACTED]

Address: 550 Frank Johns Rd NW

Race: W

Sex: M

Phone: (509)427-5057

City: Stevenson, WA 98648

Alert Codes:

[REDACTED]

Offense Codes

Reported: ASIM Assault, 4th

Observed: ANAI Assault No Weapon, Agg Injury

Additional Offense: ANAI Assault No Weapon, Agg Injury

Circumstances

Responding Officers:

Unit :

Manning, G

11

Lyle, Christian

22

Responsible Officer: Manning, G

Agency: SCSO

Received By: Vigil, J

Last Radio Log: **:**:** **/**/**

How Received: T Telephone

Clearance: RPT Report to be filed

When Reported: 23:50:59 05/10/14

Disposition: CAA **Date:** 05/11/14

Judicial Status:

Occurred between: 23:50:16 05/10/14

Misc Entry:

and: 23:50:16 05/10/14

Modus Operandi:

Description :

Method :

Involvements

Date	Type	Description
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Narrative

Narrative Report

Skamania County Sheriff's Office
POB 790
Stevenson, Wash. 98648

Case # 14-03218

Type of Incident:
Assault Second Degree

Suspect:
McSherry, John

Distribution:
Records
Prosecutor's Office

Charges Requested:
Assault in the Second Degree.

On 5/12/14 I was assigned to conduct additional follow-up into this investigation. I located a written statement completed by Stevenson City Councilman Robert Muth. In the statement Muth describes that on the evening of 5/10/14 he was assaulted by John McSherry while at the Stevenson Eagles Lodge. I was provided the names of two people who witnessed the entire incident, Bartender Erica Clarke and patron Steven Emond. I was also advised that Jeremy Leonard had assisted in stopping the assault on Muth.

I learned the following additional information involving John McSherry. On 5/9/14 Mr. McSherry contacted the manager of the Skamania County Chamber of Commerce, Casey Roeder. He was angry because he believed Ms. Roeder was in a partnership with the Fire Department in the raffling of a rifle as a fundraiser. Mr. McSherry has a strong belief that these guns "kill children" and feels the Fire Department raffle must be stopped immediately. After the initial contact, Mr. McSherry sent an email to the Stevenson City Council and various members of the community stating that he would be working hard to get Ms. Roeder fired from her position.

As a result of that email, Paul Perce called Mr. McSherry and left a voice mail expressing his anger toward his threats. In that voicemail Mr. Pearce tells Mr. McSherry that Ms. Roeder has nothing to do with the raffle and states, "The City of Stevenson Fire Department, and in case you are not aware of it, it is in fact a Department of the City, is selling the rifle." The information Mr. Pearce provided is not entirely correct, however it appears this could have been to catalyst which turned Mr. McSherry's anger toward the Stevenson City Council. This information was not known to Councilman Muth until after the assault against him occurred.

Statement of Jeremy Leonard:

On 5/12/14 at about 1342 hrs I spoke with Jeremy Leonard by telephone. He advised that he had been upstairs at the Eagles Lodge. When he came downstairs he observed Mr. McSherry and Councilman Muth standing and holding each other by the shirts. Mr. Leonard ran over and pulled Councilman Muth away from Mr. McSherry, while another patron held Mr. McSherry away from Councilman Muth. Mr. Leonard noticed Councilman Muth was bleeding from the lip. Councilman Muth and

Mr. Leonard went into the restroom to care for the Councilman's injury. While in the rest room Mr. Leonard asked what had caused the incident. Councilman Muth stated that Mr. McSherry was angry about something he had done as a Councilman for the City of Stevenson. Mr. Leonard advised that he has not spoke with either Councilman Muth or Mr. McSherry since the night of the incident. See recorded interview.

Statement of Councilman Robert Muth:

On 5/12/14 at about 1511 hrs I spoke with Councilman Muth by telephone. Councilman Muth advised that on 5/10/14, after the Trailblazer basketball game was over, he went to the Eagle's Lodge for a beer. About five minutes after he sat at the bar, John McSherry approached him, leaned into Councilman Muth and very angrily asked, "What kind of city council raffles off an assault rifle?" Councilman Muth stated he was not sure what Mr. McSherry was talking about. He was aware the Fire District Two Association was raffling off a rifle as a fundraiser, but that had nothing to do with the City of Stevenson. Mr. McSherry was demanding to know why the City Council would support and approve the raffle of a rifle that "kills kids." Councilman Muth described Mr. McSherry's speech as "Aggressive and incoherent at the same time" but eventually Councilman Muth figured out that Mr. McSherry thought the City Council had approved and were responsible for the raffle of the rifle. Councilman Muth tried to explain that the City Council was not involved at any level in the decision to have the raffle. Mr. McSherry then moved directly behind Councilman Muth and continued to berate him because of his approval of the raffle. As Mr. McSherry continued to angrily confront Councilman Muth about the raffle, he again leaned into Councilman Muth, so close that spit was hitting him in the face as Mr. McSherry spoke. At that point Councilman Muth told Mr. McSherry to "Get out of my face." Councilman Muth described Mr. McSherry continued to "attack" him by telling him the decision to have the raffle was wrong. At that time Councilman Muth grabbed Mr. McSherry by the shirt and pushed him backward, while at the same time telling him to leave. The bartender and a couple of the patrons stepped in and separated the two. Before they could get them apart Mr. McSherry punched him in the mouth twice with a closed fist. Councilman Muth stated that immediately after he was hit Mr. McSherry fled.

Councilman Muth went into the restroom to check his injuries and found that his lip was cut and one of his front teeth was fractured. After treating his injuries, Councilman Muth called 911 to report the incident. After meeting with the deputy, Councilman Muth paid his bill and went home. The next morning Councilman Muth checked his email and found there were several emails from Councilwoman Thomas and Mr. McSherry about the rifle being auctioned off. One of the emails had an attached voicemail which Paul Pearce had left for Mr. McSherry. Until that time Councilman Muth was not aware of the controversy over the raffle. See recorded interview.

Statement of Erica Clarke:

On 5/12/14 at about 1535 hrs I spoke with Bartender Erica Clarke by telephone. Ms. Clarke advised that she was working at the Eagles Lodge on 5/10/14 and was assigned to the downstairs bar. She recalls that just prior to midnight Councilman Muth came in and sat at the bar. Another patron, Steve Emond sat next to him and the two started talking. A short time later, John McSherry came down from the upstairs bar and approached Councilman Muth. Mr. McSherry was talking to Councilman Muth in a manor she described as, "It kind of was getting a little heated." Ms. Clark stated she didn't really hear what was being said because she tries not to listen to other peoples conversations, but it was enough that she had to caution them to calm down. Her statement did not do anything to calm the situation so she told Mr. Emond that he might have to move if she had to spray

them with the water hose. Mr. Emond told her they would be fine and they were "just talking."

Ms. Clarke described that Councilman Muth was still sitting at the bar and Mr. McSherry was standing next to him, about 12 inches away. Ms. Clarke described it as Mr. McSherry being "in his face talking." Ms. Clarke remembers Councilman Muth stating "I don't know what this is all about" and "I don't really want to talk about this right now." I asked if Councilman Muth was instigating the incident in any way. Ms. Clarke stated, "Not at all. John McSherry sought Robert out." Eventually Councilman Muth yelled at Mr. McSherry to, "Get out of my fucking face!" Mr. McSherry did not move away and again said something to Councilman Muth. At that point Councilman Muth stood up and grabbed Mr. McSherry by the shirt and yelled, "Get away from me!" Up to that point the only witnesses were Ms. Clarke and Steve Emond. The other patrons were not close and could not see or hear what was occurring. Once Councilman Muth stood up and started yelling, patrons Brian Lunde, Tom Sacura, Jeremy Leonard and she jumped in to separate the two. Before they could separate them Mr. McSherry punched Councilman Muth two times in the face. Ms. Clarke stated that Councilman Muth made no attempt to assault Mr. McSherry, other than to try to push him away. Once the two were separated Mr. McSherry left without paying his tab, and Councilman Muth treated his injury and then called the Sherriff's Office.

Statement of Steven Emond:

On 5/12/14 at about 1745 hrs I met with Steven Emond at his Stevenson home. Mr. Emond consented to the interview being recorded.

Mr. Emond stated that he was at the Eagles Lodge on the night of 5/10/14. He was sitting at the bar next to Councilman Muth and Erica Clarke was bartending. At some point John McSherry approached Councilman Muth and "Immediately got in a really heated discussion." Mr. Emond stated he really didn't hear what the discussion was about, but didn't think it would go further than just the discussion. He described the discussion as quickly escalating. Eventually Councilman Muth grabbed Mr. McSherry's shirt, and Mr. McSherry punched Councilman Muth. The two were separated by some patrons and Mr. McSherry "took off right then."

I asked if there was anyone else who witnessed what happened. Mr. Emond stated that only he and the bartender were close enough to hear and see what happened before they stood up. I asked if he had talked to Mr. McSherry or Councilman Muth since the incident. He stated he has spoke with Mr. McSherry "a few times". He said he has known them both but he and Mr. McSherry are better friends. Mr. McSherry called him earlier that morning to "warn" him that the Sheriff's Office might be calling. Mr. McSherry also told Mr. Emond that it was self defense because he (McSherry) felt threatened. See recorded statement.
John McSherry's Call to the Sheriff's Office

On 5/10/14 at about 2344 hrs the Skamania County Emergency Dispatcher received a call on the Business line from Mr. McSherry. Mr. McSherry was reporting he had been assaulted by Councilman Muth while at the Eagles Lodge. He stated he wanted to file a complaint however would not make himself available to meet with a deputy. The dispatcher asked him to explain what happened. Mr. McSherry stated "Well, he grabbed me by my shirt collar with both hands and uh, he threatened me, and uh, a bunch of people intervened, and I punched him in the face in self defense to get him off of me, and uh, he is an attorney, and uh, I don't appreciate that he instigated the whole thing, and I need to be proactive about it. Plus, you know, there is a big controversy over things I pointed out, uh, involving this, uh, the sale of an AR, uh, 15 by this, uh, Fire Department,

which he is in charge of." Mr. McSherry went on to inform the dispatcher that Councilman Muth assaulted him because he (McSherry) is complaining about this rifle being raffled. When the dispatcher asked if he would meet with a deputy, Mr. McSherry stated, "I'm not , I'm not gonna go, I'm not going back there. What, are you crazy? In Skamania County? Selling an AR-15? No thank you." The dispatcher advised Mr. McSherry that a deputy would call him back, and the call was ended.

Second Statement of Councilman Robert Muth:

On 5/13/14 at about 1339 hrs I again spoke to Councilman Muth by telephone. I asked Councilman Muth if he felt threatened by Mr. McSherry prior to his being assaulted. Councilman Muth paused and then stated he didn't feel threatened, but did feel intimidated by Mr. McSherry's presence and demeanor. Councilman Muth added that Mr. McSherry is bigger than he is. I asked why Mr. McSherry singled him out, rather than Steve Emond, who was sitting next to him. Councilman Muth stated, "Because Steve's not on City Council." Councilman Muth stated, "He was trying to intimidate me to take a position that would agree with him on whatever that topic was." He went on to describe the topic as, "He (McSherry) took the position that the City Council was sanctioning and allowing that raffle to go forward, and the sale of that gun kills kids, and therefore I'm killing kids."

End of Report.

M. Buettner

Det. Sgt.

Responsible LEO:

Approved by:

Date

Supplement

Supplemental Report

Skamania County Sheriff's Office
POB 790
Stevenson, Wash. 98648

Case # 14-03218

Below List:

Type of Incident	Distribution	Date of Supplemental Report
Charges Requested/Filed		Date of Original Narrative
Suspect	Reporting Officer	

Type of Incident:

-Assault

Date of Supplemental:

-05/26/14

Date of Original:

-05/10/14

Suspect:

-See main report

Distribution:

-Records

-Prosecutor's Office

Charges Requested:

-See main report

Narrative:

On 05/10/14 at about 2350 hours, Skamania County Dispatch advised of a reported assault that occurred at the Stevenson Eagles Lodge located at 150 First Street in Stevenson, Skamania County, WA. They advised the reporting person, John McSherry, reported he was assaulted by Robert Muth about 10 minutes prior. They also advised McSherry had already departed and was on I-84 in Oregon enroute to Portland, OR. McSherry reported to Skamania County Dispatch he had confronted Muth about a pending raffle of an AR-15 rifle by the Stevenson Fire Department, as Muth is a Stevenson City Councilman. He reported Muth grabbed him by the shirt collar, so McSherry punched him several times. Skamania County Dispatch advised McSherry was requesting phone contact.

I called McSherry at the phone number provided. He answered and I asked him what had occurred. McSherry stated he was at the Eagles Lodge and confronted Muth about the auction of the rifle. McSherry stated he does not believe it is right for the fire department to be auctioning off the rifle because it is a city entity. He stated Muth grabbed him by the shirt collar. McSherry stated others in the establishment came running over and tried to grab him. He stated he punched Muth a couple of times, claiming self defense. McSherry ranted on about different conspiracy's involving the City of Stevenson, the auction, and of former Skamania County Commissioners. I was unable to clarify what he was referring to as he would not allow me to speak and kept interrupting when I tried to talk. I asked McSherry where he was currently located. He stated he was pulled over on I-84 and was enroute to Portland, OR (McSherry resides in

Portland). I advised him if he was reporting he was assaulted, it was important for me to speak with him in person. He stated he would not be returning to speak with me tonight. I advised him I needed to get a statement from him and would like to speak with him in person tonight so the incident could be dealt with now. He adamantly refused to come back and speak with me. I tried several times to get him to return to speak with me and he continued ranting on his previous conspiracies. I advised him if he wished to provide a statement he could come by the Sheriff's Office later. He stated he would provide a statement later and he would be getting the FBI and State Police involved. He hung up the phone.

Towards the end of the conversation with McSherry, Skamania County Dispatch advised Muth had called the Sheriff's Office reporting he was assaulted by McSherry and was requesting contact at the Eagles Lodge. Deputy Lyle responded first and made contact with Muth. I overheard Deputy Lyle request Skamania County EMS be paged to respond to check on Muth.

I arrived at the Eagles Lodge and Skamania County EMS had arrived on scene with Muth and Deputy Lyle. EMS was just completing their evaluation and Muth denied further medical service.

I spoke with Muth and observed he had a large laceration to the middle of his upper lip of his mouth. The wound appeared to be a cut to either side of the middle of his upper lip with a small portion of skin holding a section of his lip in place. It appeared stitches would be required to close the wound. Skamania County EMS had also advised Muth he should seek medical attention and stitches.

I asked Muth what had occurred. He explained he is a Council Member for the City of Stevenson. The Stevenson Fire Department has a pending auction for an AR-15 rifle. He was at the Eagles Lodge and had sat at the end of the bar to have a beer. He stated McSherry came up to him and was walking around Muth complaining of the pending auction and he did not agree with it. Muth told him it was not a city related matter and he had nothing to do with the auction. He stated McSherry is the Port of Stevenson Director and they have known each other for some time. Muth stated McSherry kept persisting about the issue of the raffle and began raising his voice right in Muth's face. Muth stated he told McSherry to back off and leave him alone. McSherry continued and Muth yelled at him to, "Get the fuck out of my face". When McSherry did not comply, Muth stated he grabbed McSherry by the shirt collar and tried to get him back away from him. Muth stated McSherry punched him twice in the face / mouth area with a closed fist. Other patrons in the Eagles Lodge assisted with separating them. He stated McSherry left the establishment. Muth stated he was assaulted and wished to pursue charges and believed the assault had further intent because he was a council member.

I asked Muth if he would provide a written statement regarding the incident. He stated he would and requested a digital copy of a statement form be emailed to him. I later emailed a statement form to him. I took photos of the injury to Muth's lip. (See photos in digital vault). Muth also provided names of additional witnesses, though only the bar tender was still on scene. The witness names he provided were Jeremy Leonard, Steven Emond, and the bar tender Erica Clark.

I spoke with Erica Clark and asked her what she had observed. She stated she was tending the bar and Muth was sitting at the end of the bar talking with Steve Emond. McSherry went up to Muth and they were talking. She stated it became heated and Muth yelled at McSherry to, "Get out of my fucking face". She stated

McSherry said something else and Muth grabbed McSherry by the shirt collar with both hands and pushed him away from him. Clark stated she and the other patrons came over to break up the altercation and McSherry punched Muth in the face twice. They were able to break up the altercation and more words were exchanged between Muth and McSherry, then McSherry left. Clark stated she observed Muth's lip and it looked like a big hole with skin hanging off. She stated Muth had her take photographs of his injury and he called the Sheriff's Office to report the incident. I asked Clark if she would complete a written statement and she stated she would. I provided her with a blank statement form.

An unrelated call for service was broadcast by Skamania County Dispatch and I advised Muth and Clark I needed to depart. I advised them both I would be going on days off, but to turn in their statements at the Sheriff's Office and I would follow-up on the incident later.

I went on scheduled days off, to be followed by scheduled vacation days. A couple of days later I was contacted via phone at my residence by Detective Sergeant Buettner. He advised he had been assigned this case for follow-up investigation since I was on days off and scheduled vacation. I briefed him on the information I had been told by parties of the incident. He advised he would be handling the investigation. I was later advised McSherry had been arrested during the investigation conducted by Detective Sergeant Buettner and he advised me no further follow-up investigation was needed.

On 05/24/14, when I returned to work, I received the written statement Clark had completed on 05/11/14. It was consistent with what she had told me the night of the incident. (See statement in case file).

END OF SUPPLEMENTAL REPORT.

I certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

G. Manning #11 05/26/14 Stevenson, WA.



Leana Kinley <leana@ci.stevenson.wa.us>

Muth's use of city attorney and tax dollars for private matter

Pat Rice <easylivingpat@gmail.com>

Sat, Oct 31, 2020 at 10:05 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Cc: City Council <citycouncil@ci.stevenson.wa.us>

Leana and Scott,

In reviewing the City of Stevenson attorney billing statement for October (see attached) I see an entry dated October 14, 2020 with the description "*Telephone conference with Robert re alleged defamatory statement from councilmember.*" This is the very day that Mr. Muth had hand delivered to Mr. Knudsen's home the attached letter threatening to file a lawsuit against him.

This is concerning to me and raises several questions:

- (1) Can any council member upset with another member consult with the city attorney at taxpayer expense regarding whatever their beef is?
- (2) And can Mr. Knudsen, who is on the receiving end of Mr. Muth's demands, also seek legal counsel from the city attorney?
- (3) My impression in reading Mr. Muth's demand letter was that he was acting to protect his personal reputation and was acting as a private citizen. Can any citizen, myself for example, simply call the city attorney at taxpayer expense and seek advice? As you know, I had to hire an attorney last year to resolve a simple boundary line adjustment. Could I have instead simply called the city attorney?
- (4) Does the city have any policies and procedures regarding access to the city attorney? If so, please email me a copy.
- (5) Can the city attorney, Mr. Woodrich, represent individual council members or does his only authority lie in representing the city council as a whole?

Thank you Leana and Scott for your help in clarifying these issues.

Pat Rice

2 attachments



City pays for Muth to get legal advice on suing Knudsen.pdf

133K



Muth threatens to sue Knudsen over race issue.pdf

803K

RECEIVED

OCT 20 2020

BY: _____

Kenneth B Woodrich PC

1501 W 8th St., Suite 200
Vancouver, WA 98660

PHONE: 503-288-2480 FAX: 509-427-7618 ken@woodrich.com

ENTERED
mc

INVOICE

INVOICE NUMBER: 12508
INVOICE DATE: OCTOBER 20, 2020

City of Stevenson

515,414.0000

DATE	PROJECT	DESCRIPTION	QTY	RATE	AMOUNT
SEP-23-20	General	Email from Leana; review and revise Wastewater moratorium findings and extension ordinance; draft response	0.70	\$180.00	\$126.00
OCT-07-20	General	Review email exchange between Ben and LeAnne Bremmer re short plat	0.20	\$180.00	\$36.00
OCT-08-20	General	Telephone conference with Leana re change order	0.20	\$180.00	\$36.00
OCT-12-20	General	Email from Ben re BLA question; review and draft response	0.30	\$180.00	\$54.00
OCT-13-20	General	Email from Leana re Hazardous Materials policy; review, research and draft response	0.40	\$180.00	\$72.00
OCT-14-20	General	Telephone conference with Robert re alleged defamatory statement from councilmember	0.30	\$180.00	\$54.00
OCT-15-20	General	Attend regular meeting	4.00	\$180.00	N/C
OCT-15-20	General	(Retainer 4 hours) Monthly retainer (up to four hours regular meeting included)	1.00	\$960.00	\$960.00
OCT-16-20	General	Email from Leana; review and sign documents from council meeting; draft response	0.80	\$180.00	\$144.00
OCT-16-20	General	Email from Leana re TAC funding and change of use; review SAO response; draft response	0.30	\$180.00	\$54.00
		Total All hours for this invoice	7.20		
		Total No Charge hours for this invoice	4.00		
		Total Billable hours for this invoice	3.20		
		Total amount of this invoice			\$1,536.00

KILMER, VOORHEES & LAURICK, P.C.

A Professional Corporation
ATTORNEYS AT LAW

732 N.W. 19th AVENUE
PORTLAND, OREGON 97209

TELEPHONE (503) 224-0055
FAX (503) 222-5290

Robert C. Muth
rmuth@kilmerlaw.com
Admitted in Oregon and Washington

October 14, 2020

Via Hand Delivery

Matthew Daniel Knudsen
390 NW Chesser Road
Stevenson, WA 98648

Re: Retraction of Public Defamatory Statement

Dear Mr. Knudsen:

You have published a comment to the general public on the City of Stevenson's website link via You Tube of the September 17, 2020 City Council meeting. Your published comment is:

Robert's view that "I have a background in Black studies" has the appearance of "I see no color" or "I have a Black friend". Even if staff thus far have not had any negative interactions, it does not forecast the future. Additionally, even if the city government does not think there is an issue, the community has asked for this, and can be thought of "better safe than sorry"--it hurts nothing to undergo some further education, satisfy the public's concerns, and prepare for the future. This kind of uninterested attitude is just as dangerous as individuals who are overtly racist--as it can pave the way for silently consenting and allowing those situations in the future. The city government needs to be a leader of the community, and if someone like this is going to hold it back--the community needs to be willing to vote them out and support someone who in turn supports this community and its concerns.

First, your comment, published to a third party, is defamatory under Washington law. You have intimated I am a "racist". Since you cannot actually prove I am a "racist"; a subjective label, your comment is not protected speech. Furthermore, you have chosen to make the comment outside of a City Council meeting in a comment section of a YouTube link. As such, your comment is not protected speech under any applicable anti-SLAPP statute.

Second, if you do not delete the comment you published and issue a retraction in the comment section, I will commence legal action against you personally.

You have exactly 24-hours to delete the comment and to publish a retraction stating your comments were improper.

KILMER, VOORHEES & LAURICK, P.C.

Matthew Knudsen
October 14, 2020
Page 2

You should govern yourself accordingly.

Very truly yours,

/s/ Robert C. Muth

Robert C. Muth

RCM:cmo

cc: Scott Anderson, Mayor City of Stevenson via hand delivery
Ken Woodrich, Attorney for City of Stevenson via hand delivery
I:\9999\RCM\Misc\Knudsen001 2020-1014 re Retraction of Statement.docx



Muth's use of city attorney and tax dollars for private matter

Leana Kinley <leana@ci.stevenson.wa.us>

Mon, Nov 2, 2020 at 10:33 AM

To: Pat Rice <easylivingpat@gmail.com>

Cc: Scott Anderson <scott.anderson@ci.stevenson.wa.us>, citycouncil <citycouncil@ci.stevenson.wa.us>

Pat,

The answers to your questions are below in red with hyperlinks to documents or references.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970

On Sat, Oct 31, 2020 at 10:05 AM Pat Rice <easylivingpat@gmail.com> wrote:

Leana and Scott,

In reviewing the City of Stevenson attorney billing statement for October (see attached) I see an entry dated October 14, 2020 with the description "*Telephone conference with Robert re alleged defamatory statement from councilmember.*" This is the very day that Mr. Muth had hand delivered to Mr. Knudsen's home the attached letter threatening to file a lawsuit against him.

This is concerning to me and raises several questions:

- (1) Can any council member upset with another member consult with the city attorney at taxpayer expense regarding whatever their beef is? **As outlined on page 21 of the Mayor and Councilmember Handbook produced by MRSC, under Relationship with City Attorney, "...the city attorney's job is to advise all city officials."**
- (2) And can Mr. Knudsen, who is on the receiving end of Mr. Muth's demands, also seek legal counsel from the city attorney? **According to the above, council can seek legal counsel on matters that pertain to city business.**
- (3) My impression in reading Mr. Muth's demand letter was that he was acting to protect his personal reputation and was acting as a private citizen. **The call from councilmember Muth to attorney Woodrich was not about personal representation. It was informing attorney Woodrich of a potential city liability exposure as the statement was made on a city platform (the City's YouTube page).** Can any citizen, myself for example, simply call the city attorney at taxpayer expense and seek advice? **No.** As you know, I had to hire an attorney last year to resolve a simple boundary line adjustment. Could I have instead simply called the city attorney? **No.**
- (4) Does the city have any policies and procedures regarding access to the city attorney? If so, please email me a copy. **As a policy matter, the City has been liberal**

in regards to city attorney access regarding city-related matters. The current city policy addresses Council relations with City Staff and does not mention access to the city attorney.

(5) Can the city attorney, Mr. Woodrich, represent individual council members or does his only authority lie in representing the city council as a whole? According to MRSC, the city attorney represents the city as a whole, and not individuals.

[Quoted text hidden]



Leana Kinley <leana@ci.stevenson.wa.us>

Muth's use of city attorney and tax dollars for private matter

Pat Rice <easylivingpat@gmail.com>

Thu, Nov 5, 2020 at 11:40 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>

Cc: Scott Anderson <scott.anderson@ci.stevenson.wa.us>, City Council <citycouncil@ci.stevenson.wa.us>

Thank you Leana for your answer to my email.

I realize that so far Mr. Muth has only caused the expenditure of \$54.00 in city funds because of his thin skin and ridiculous and outrageous claim that council member Knudsen's benign comment was somehow defamatory; however, I am troubled by ANY council member who would put the city at risk in ANY form or matter over something so utterly ridiculous and stupid. All council members, including Mr. Muth, should always put the city's best interest ahead of their own.

I have reread council member Knudsen's Youtube comment and there is absolutely nothing inappropriate in what he wrote. In fact, he was simply being supportive of Annie McHales admirable push to implement anti-racism training. A citizen does not lose their right to free speech and public comment simply because they assume the elected position of a city council member. In fact, some believe our elected officials have more of a duty and responsibility to speak out and be a leader on important issues facing the public.

I am not sure why it took Mr. Muth 18 minutes to, as you say, to *inform "...attorney Woodrich of a potential city liability exposure as the statement was made on a city platform (the City's YouTube page)."* Evidently, besides the irony of an attorney who sues people for a living having such a thin skin, he is also inefficient in his speech (*and evidently also fairly ignorant of our defamation laws in regards to public officials [see attached recent supreme court case]*).

Pat Rice

On Mon, Nov 2, 2020 at 10:33 AM Leana Kinley <leana@ci.stevenson.wa.us> wrote:

[Quoted text hidden]



Recent WA Supreme Court defamation case and higher standards for public officials.pdf


774K

FILE

IN CLERK'S OFFICE
SUPREME COURT, STATE OF WASHINGTON
OCTOBER 22, 2020


CHIEF JUSTICE

THIS OPINION WAS FILED
FOR RECORD AT 8 A.M. ON
OCTOBER 22, 2020


SUSAN L. CARLSON
SUPREME COURT CLERK

IN THE SUPREME COURT OF THE STATE OF WASHINGTON

CHRIS REYKDAL,

Respondent,

v.

MAIA ESPINOZA,

Appellant,

KIM WYMAN, Secretary of State,

Nominal Defendant.

NO. 98731-9

EN BANC

Filed: October 22, 2020

STEPHENS, C.J.—Incumbent Superintendent of Public Instruction Chris Reykdal sued to have the Thurston County Superior Court order the removal of one allegedly defamatory line in the voters’ guide pamphlet from challenger Maia Espinoza’s candidate statement. The superior court agreed that there was a substantial likelihood Reykdal could succeed in a defamation suit based on Espinoza’s statement. Using a supervisory power conferred by RCW

29A.32.090(3)(b), the superior court ordered the secretary of state to edit out the offending line. Espinoza sought accelerated direct review, which this court granted.

Because Reykdal is a public figure, he must show “actual malice” to succeed in a defamation suit. The superior court made no findings regarding actual malice, and thus granted Reykdal’s request in error. Because there is no likelihood that Reykdal could succeed in a defamation suit, the superior court erred in its application of the statute.¹

FACTS

The legislature passed a law—by request of Reykdal—requiring every public school to provide age-appropriate “comprehensive sexual health education” to each student at all grade levels by the 2022-23 school year. LAWS OF 2020, ch. 188, § 1. The law tasks the superintendent and the Department of Health with making the appropriate learning standards and guidelines available to school districts and teachers on their websites. *Id.* § 1(3). The law also requires that the superintendent develop and publish a list of curricula as a resource for schools, teachers, and other

¹ Espinoza also argues that the statute is unconstitutional as applied here because the court’s prior restraint of political speech violates free speech principles. But our decision rests on the proper application of the statute, and thus there is no need to consider the constitutionality of the statute at this time. *See Tunstall v. Bergeson*, 141 Wn.2d 201, 210, 5 P.3d 691 (2000) (“Where an issue may be resolved on statutory grounds, the court will avoid deciding the issue on constitutional grounds.”).

organizations. *Id.* § 1(4). Schools are encouraged to review the curricula and choose a curriculum from the provided list of resources. *Id.* § 1(6)(a).

Consistent with the law, the superintendent’s website provides a list of sexual health education resources. One of the resources listed includes a fourth grade curriculum from Advocates for Youth. *See RIGHTS, RESPECT, RESPONSIBILITY: A K-12 Sexuality Education Curriculum*, ADVOCATES FOR YOUTH, <https://3rs.org/3rs-curriculum> (3Rs Curriculum). This particular curriculum includes a handout for parents and guardians that refers users to additional resources, including the book *It’s Perfectly Normal: Changing Bodies, Growing Up, Sex, and Sexual Health*, by Robie H. Harris. The handout referencing the book states, “These resources all provide important, age-appropriate information about puberty and how our bodies change during this time. Please review these before sharing with your child so you feel ready to answer any questions they may have.” 3Rs Curriculum, 4th Grade Lesson 1, *Making Sense of Puberty*, at 32; Clerk’s Papers (CP) at 96. The book includes various illustrations of sexual health education material, including two pages with depictions of a couple having sexual intercourse in different positions.

Espinoza is one of six candidates who entered the 2020 primary for the superintendent of public instruction position. The secretary of state publishes a voters’ guide pamphlet for all elections involving statewide offices. RCW

29A.32.010. Candidates for the superintendent position may submit a candidate statement and photograph for publication in the pamphlet. *Id.* at .031. The statements may not exceed 200 words. *Id.* at .121. The published voters' guide pamphlets include a disclaimer on every page stating that candidate statements are printed as submitted and not edited for factual or grammatical accuracy.

Espinoza submitted a candidate statement that includes the sentence, "*The incumbent ignored parents and educators by championing a policy that teaches sexual positions to 4th graders!*" Candidate Statement of Maia Espinoza, Office of the Secretary of State: 2020 Primary Voters' Guide (Aug. 2020), <https://voter.votewa.gov/genericvoterguide.aspx?e=865&c=99#/candidates/57367/70643>; *see also* CP at 20. The secretary of state notified Reykdal of Espinoza's candidate statement, and Reykdal filed a petition in Thurston County Superior Court to bar Espinoza and the secretary of state from publishing this sentence pursuant to RCW 29A.32.090.² Reykdal included a declaration stating that while he supported the new comprehensive sexual health education law, he had never advocated for the teaching of sexual positions to fourth graders. Espinoza responded, explaining that

² The secretary of state is only a nominal party in this lawsuit. RCW 29A.32.090(3)(d).

her statement was based on the curriculum handout's reference to two pages in the *It's Perfectly Normal* book.

The court held that the sentence in Espinoza's candidate statement is untrue, in part because of its specificity, and that there is a very substantial likelihood that Reykdal would prevail in a defamation action based on this sentence. The court granted Reykdal's petition and ordered the sentence deleted from all voters' guide pamphlets. Espinoza sought direct expedited review, which this court granted. Because of the deadlines for timely publishing the general election voters' guide pamphlets, the court considered the matter without oral argument and issued an order with this decision to follow.

ANALYSIS

At issue here is the application of RCW 29A.32.090. This law allows a person to petition the court for a judicial determination that a candidate statement "may be rejected for publication or edited to delete the defamatory statement." RCW 29A.32.090(3)(a). The court may edit a candidate statement only when "it concludes that the statement is untrue and that the petitioner has a very substantial likelihood of prevailing in a defamation action." *Id.* at (3)(b).³ Here, the superior court erred

³ The legislature added this defamation requirement to the statute following this court's decision in *Rickert v. Pub. Disclosure Comm'n*, 161 Wn.2d 843, 168 P.3d 826 (2007). See LAWS OF 2009, ch. 222, § 1.

because there is little possibility that a public figure like Reykdal could prevail in a defamation action against Espinoza. Our review of the statutory language is de novo, *Castro v. Stanwood Sch. Dist. No. 401*, 151 Wn.2d 221, 224, 86 P.3d 1166 (2004), and review of the trial court's decision is also de novo as it is the equivalent of a summary judgment. *Troxell v. Rainier Pub. Sch. Dist. No. 307*, 154 Wn.2d 345, 350, 111 P.3d 1173 (2005). In a general defamation claim, the plaintiff must establish (1) falsity, (2) an unprivileged communication, (3) fault, and (4) damages. *Mohr v. Grant*, 153 Wn.2d 812, 822, 108 P.3d 768 (2005) (plurality opinion). Here, Reykdal cannot establish either falsity or damages.

I. ESPINOZA'S STATEMENT IS NOT DEMONSTRABLY FALSE

There is no substantial likelihood that Reykdal could meet his burden to demonstrate that Espinoza's statement is false. *See Mohr*, 153 Wn.2d at 822-23. Reykdal argues that it is ridiculous to suggest he would support teaching sexual positions to fourth graders and that the handout is not specifically listed as part of the teaching curriculum. Neither argument is availing.

Reykdal's first argument is flawed because he mistakenly assumes the word "teaches" in the candidate statement means that some form of classroom instruction by a school teacher is required for the statement to be true. Instead, the handout encourages parents and guardians to review the materials before sharing them with

children to be ready to answer any questions their children may have. Thus, the handout clearly implies that the parent or guardian reviewing the material should share it with children after appropriate preparation. This indicates that the 3Rs Curriculum intends that fourth graders view and learn from the *It's Perfectly Normal* book with their parents or guardians as a supplement to classroom instruction. Indeed, the handout encourages it. And while the record does not show that Reykdal personally intended to teach sexual positions to fourth graders, Espinoza's candidate statement criticized Reykdal's policy and its results, not his personal teaching.

Reykdal's argument that the handout is not part of the curriculum is also flawed. While it is true that the handout's book reference is not specifically listed in the curriculum, this does not break the logical chain of Espinoza's statement: the policy requires the superintendent to recommend curricula, the 3Rs Curriculum includes the informative handout, the handout encourages parents and guardians to read and share the book with their children, and the book includes depictions of a couple having intercourse in two different positions. It is unlikely but truthful that the policy could result in unintentionally exposing fourth graders to depictions of, and thus "teaching" them, different sexual positions.

Defamation can also occur by implication when "the defendant juxtaposes a series of facts so as to imply a defamatory connection between them, or creates a

defamatory implication by omitting facts.” PROSSER AND KEETON ON THE LAW OF TORTS § 116, at 117 (W. Page Keeton ed., 5th ed. 1984) (footnote omitted). But Reykdal does not argue the defamation allegedly caused by Espinoza’s statement is merely implied—to the contrary, he argues the statement is so obviously defamatory that it rises to the level of defamation per se. Accordingly, we express no opinion as to whether Espinoza’s statement carried a defamatory implication.

Because the reference materials included in the 3Rs Curriculum provided on the superintendent’s website could inform fourth graders of different sexual positions, Reykdal has failed to meet his threshold burden of proving Espinoza’s statement is false.

II. REYKDAL HAS NOT DEMONSTRATED THE ACTUAL MALICE REQUIRED TO SUCCEED IN A DEFAMATION ACTION

Reykdal’s invocation of RCW 29A.32.090 also fails because he is a public official and therefore less likely to prevail in any defamation action. The First Amendment to the United States Constitution is more protective of speech criticizing public officials because such speech is essential to citizens’ ability to thoughtfully engage in public debate and the democratic process. The public good that arises from sharp criticism and examination of public officials’ records requires laws and policies that will not chill such speech. Accordingly, to succeed in any defamation

action, a public official must establish something the average defamation plaintiff need not establish: “actual malice.” *N.Y. Times Co. v. Sullivan*, 376 U.S. 254, 279-80, 84 S. Ct. 710, 11 L. Ed. 2d 686 (1964). As a public official, Reykdal may not recover damages “for a defamatory falsehood relating to his official conduct unless he proves that the statement was made with ‘actual malice’—that is, with knowledge that it was false or with reckless disregard of whether it was false or not.” *Id.* A “reckless disregard” means either that there was a high degree of awareness of probable falsity or that the defendant in fact entertained serious doubts about the truth of the statement. *Herron v. KING Broad. Co.*, 109 Wn.2d 514, 523, 746 P.2d 295 (1987), *adhered to on reh’g*, 112 Wn.2d 762, 776 P.2d 98 (1989).

The standard of proof for such a defamation claim is also higher in cases involving a public official. To succeed, Reykdal must show “clear and convincing evidence” that Espinoza made the statement with actual malice. *Duc Tan v. Le*, 177 Wn.2d 649, 300 P.3d 356 (2013). The more lenient “preponderance of the evidence” standard from most civil tort litigation does not apply. *Id.*

Here, the superior court made no findings of actual malice. And there is nothing in the record to suggest that Espinoza made her statement knowing it was false or with a “reckless disregard” of its veracity. As discussed above, the statement is not demonstrably false, and Espinoza could have reasonably relied on the logical

chain of events arising from the policy leading to children viewing the *It's Perfectly Normal* book and learning about sexual positions. Whether Espinoza's critique is fair—and whether Reykdal's policy is sound—is for the voters to decide. Espinoza's statement is inflammatory, but it does not defame Reykdal under the *New York Times* standard.

It is of no help to Reykdal that the statute contains a reference to defamation per se. RCW 29A.32.090(2) (the statement is “libel or defamation per se” if [it] tends to expose the candidate to hatred, contempt, ridicule, or obloquy, or to deprive him or her of the benefit of public confidence or social intercourse, or to injure him or her in his or her business or occupation”). This language arises from defamation law concerning the proof of damages.

Generally, a plaintiff must prove and may recover only the “actual damages” caused by defamation. *Haueter v. Cowles Publ'g Co.*, 61 Wn. App. 572, 578, 811 P.2d 231 (1991). But when the communication is “defamatory per se,” there is no requirement to prove “actual damages.” *Id.* Nothing in this “per se” exception to the general rule, however, affects the applicability of the *New York Times* standard requiring public officials to prove actual malice. That standard is grounded in First Amendment principles that do not evaporate simply because the speech subjects the public official to particularly heinous ridicule. Indeed, presumptive damages for the

alleged defamation of public officials is specifically barred by *New York Times*. 376 U.S. at 283-84 (“Such a presumption is inconsistent with the federal rule.”). Reykdal does not—and indeed cannot—meet his burden to show actual malice (which is an element not present in normal defamation cases) by proving defamation per se (which satisfies the damages element in normal defamation cases). Reykdal has therefore not shown he is likely to succeed in a defamation suit as required by RCW 29A.32.090.

CONCLUSION

Because Reykdal is a public official, he cannot succeed in a defamation action without proving actual malice. The superior court did not find actual malice, and this record does not support such a finding. Accordingly, the superior court order barring publication of Espinoza’s statement is reversed. The secretary of state shall publish Espinoza’s original statement in the voters’ guide pamphlet.

Stephens, C.J.
Stephens, C.J.

WE CONCUR:

Johnson J.
Johnson, J.

Gordon McCloud, J.
Gordon McCloud, J.

Madsen, J.
Madsen, J.

Owens, J.
Owens, J.

Whitener J.
Whitener, J.

No. 98731-9

GONZÁLEZ, J. (dissenting) — A government of the people depends on regular, free, and fair elections. To be fair, voters must have access to truthful information about the candidates for office. In Washington State, every household and every public library receives a voters’ pamphlet that contains the candidates’ own statements about why a voter should trust them with a vote. RCW 29A.32.010, .031. The voters’ pamphlet is a state-funded, limited public forum and the people, through their legislature, have the power to impose reasonable, viewpoint neutral rules on the candidates’ statements. *See Cogswell v. City of Seattle*, 347 F.3d 809, 814 (9th Cir. 2003). The people of our state have imposed the modest requirement that candidates not use the voters’ pamphlet as a vehicle to make false or misleading statements about their opponents. RCW 29A.32.090(2).

To protect the free speech rights of candidates, the law imposes a heavy burden on anyone seeking to remove language from the voters’ pamphlet. RCW

Reykdal v. Espinoza, No. 98731-9 (González, J., dissenting)

29A.32.090. Relevantly, a court must “conclude[] that the statement is untrue and that the petitioner has a very substantial likelihood of prevailing in a defamation action.” RCW 29A.32.090(3)(b). In this case, Superintendent Chris Reykdal has challenged his opponent’s assertion that he “*ignored parents and educators by championing a policy that teaches sexual positions to 4th graders!*” Clerk’s Papers (CP) at 20. Because I agree with the trial judge that Reykdal has made the requisite showing, I respectfully dissent.

I offer some background for context. Since 2008, Washington State has required that public schools providing sexual health education ensure that the information is medically and scientifically accurate and age appropriate. LAWS OF 2007, ch. 265, § 2, *codified as* RCW 28A.300.475. Recently, the legislature heard testimony that only a little more than half of the state’s school districts were providing comprehensive sexual health education. Hr’g on Engrossed Substitute S.B. 5395 Before the H. Education Comm., 66th Leg., Reg. Sess. (Wash. Feb. 20, 2020), *video recording by* TVW, Washington State’s Public Affairs Network, <http://www.tvw.org/watch/?eventID=2020021250>. This year, the legislature passed an update to RCW 28A.300.475, Engrossed Substitute Senate Bill 5395 (ESSB 5395), at the request of the Office of the Superintendent of Public

Reykdal v. Espinoza, No. 98731-9 (González, J., dissenting)

Instruction (OSPI). *See* LAWS OF 2020, ch. 188; CP at 28-33.¹ Under ESSB 5395, schools would be required to offer medically and scientifically accurate, age appropriate sexual health education that includes material on affirmative consent and bystander training. ESSB 5395, § 1, *codified at* RCW 28A.300.475(1). OSPI is tasked with developing “a list of sexual health education curricula that are consistent with the 2005 guidelines for sexual health information and disease prevention.” RCW 28A.300.475(4). This list is intended to be a resource for local school districts and teachers. *Id.* OSPI makes it clear that it does not, however, approve or recommend curricula or instructional materials and that school districts are encouraged to do their own independent review. “Inclusion of a title in a review does not constitute ‘approval’ for district use.” CP at 136. School districts are not limited to the curricula on the list. RCW 28A.300.475(5).

One of the curricula that OSPI found consistent with the 2005 guidelines is called “Rights, Respect, Responsibility: A K-12 Sexuality Education Curriculum.” CP at 91-100. This curriculum was created by the organization Advocates for Youth, an outside organization not associated with OSPI. Nine other curricula were found consistent with the guidelines for grades 4-5. As part of its packet of materials in a lesson for fourth graders, the curriculum includes a handout designed

¹ The bill has not gone into effect because a referendum has been filed and will be before the voters this November. <https://www.sos.wa.gov/elections/initiatives/referendum.aspx?y=2020>.

Reykdal v. Espinoza, No. 98731-9 (González, J., dissenting)

for parents and other caregivers. The supplemental handout for parents references a book titled *It's Perfectly Normal*. CP at 51-52. The book contains cartoon images of couples engaged in intercourse. This book is not part of the teaching curriculum, and this record is bereft of any hint OSPI is recommending teachers use it to teach. This is the basis for Maia Espinoza's claim that Reykdal is "*championing a policy that teaches sexual positions to 4th graders!*" CP at 20.

Espinoza herself acknowledges that this is a "trail of bread crumbs" that led her to conclude Reykdal champions teaching sexual positions to fourth graders. CP at 43. It is also simply not a reasonable or even plausible interpretation of the facts. The fact that an outside organization reviewed this book, found that it was age appropriate, and recommended it to parents as one of many resources that they might find helpful in talking to their own children about puberty simply does not amount to Reykdal championing teaching sexual positions to fourth graders. The trail of bread crumbs is just too faint. Accordingly, I respectfully disagree with the majority that the trial court erred in finding the statement was false.

Because Reykdal is a public official, he must also show that there is actual malice or that the defendant knows the statement was false or "[was made] with reckless disregard of whether it was false or not." *Duc Tan v. Le*, 177 Wn.2d 649, 681, 300 P.3d 356 (2013) (Johnson, J., dissenting) (alteration in original) (quoting *N.Y. Times Co. v. Sullivan*, 376 U.S. 254, 280, 84 S. Ct. 710, 11 L. Ed. 2d 686

Reykdal v. Espinoza, No. 98731-9 (González, J., dissenting)

(1964)). I recognize that the trial judge’s two page order does not make a specific finding of malice. Nor does it make a finding of an unprivileged communication or fault which are also elements of a defamation claim. *See Mohr v. Grant*, 153 Wn.2d 812, 822, 108 P.3d 768 (2005) (plurality opinion); *see also N.Y. Times*, 376 U.S. at 279-80. Such findings are necessarily subsumed in its conclusion that Reykdal has met his burden.

In my view, Reykdal has met this burden by showing that the “allegations are so inherently improbable that actual malice may be inferred from the act of putting such extreme statements in circulation.” *Duc Tan*, 177 Wn.2d at 669 (citing *Margoles v. Hubbart*, 111 Wn.2d 195, 201, 760 P.2d 324 (1988)). The allegation that a public official would champion a policy teaching sexual positions to fourth graders, based on a faint trail of bread crumbs reaches the level of improbability to establish actual malice.

Reykdal is not required to show actual damages under the statute because the statement is defamatory per se under RCW 29A.32.090(2). The statute provides that

a false or misleading statement shall be considered “libel or defamation per se” if the statement tends to expose the candidate to hatred, contempt, ridicule, or obloquy, or to deprive him or her of the benefit of public confidence or social intercourse, or to injure him or her in his or her business occupation.

Reykdal v. Espinoza, No. 98731-9 (González, J., dissenting)

RCW 29A.32.090(2). Comments on the *Seattle Times* article contained in the record demonstrate that Espinoza’s statement has already deprived him of at least some of the public’s confidence. This is sufficient to meet the standard set forth in RCW 29A.32.090(2). I respectfully disagree with the majority that Reykdal has not met his statutory burden.

I also find no constitutional infirmity in this statute. First, I would join those courts that have held voters’ pamphlets are limited public forums. *See Cogswell*, 347 F.3d at 814 (citing *Kaplan v. County of Los Angeles*, 894 F.2d 1076, 1080 (9th Cir. 1990)). Only by the intentional action of “opening a nontraditional forum for public discourse” can a government entity create a designated forum, not by “inaction or by permitting limited discourse.” *Cornelius v. NAACP Legal Def. & Educ. Fund, Inc.*, 473 U.S. 788, 802, 105 S. Ct. 3439, 87 L. Ed. 2d 567 (1985). The State has not taken any intentional action to create a public forum via the voters’ pamphlet and, in fact, has set limitations on what speech may be included.

Since the voters’ pamphlet is a limited public forum, the government may establish “any reasonable restriction to ensure that the forum will be reserved for its intended purpose.” *Sprague v. Spokane Valley Fire Dep’t*, 189 Wn.2d 858, 879, 409 P.3d 160 (2018) (citing *City of Seattle v. Mighty Movers, Inc.*, 152 Wn.2d 343, 361, 96 P.3d 979 (2004)). The restrictions “must only be viewpoint neutral and ‘reasonable in light of the purposes served by the forum.’” *City of Lakewood v.*

Reykdal v. Espinoza, No. 98731-9 (González, J., dissenting)

Willis, 186 Wn.2d 210, 217-18, 375 P.3d 1056 (2016) (plurality opinion) (internal quotation marks omitted) (quoting *Rosenberger v. Rector & Visitors of Univ. of Va.*, 515 U.S. 819, 829, 115 S. Ct. 2510, 132 L. Ed. 2d 700 (1995)). The restriction on false and defamatory speech gives candidates the opportunity to introduce themselves to voters while creating a mechanism to avoid exposing the secretary of state to legal liability for publishing actionable defamation. *See Cogswell*, 347 F.3d at 811; RCW 29A.32.090(3)(d). The restriction applies equally to all candidates whose statements are challenged as false and defamatory under the statute, and is therefore viewpoint neutral. *See Cogswell*, 347 F.3d at 816 (holding that restrictions on candidate statements in the voters' pamphlet are viewpoint neutral because they are "equally applicable to all candidates"). Because the restrictions are reasonable and viewpoint neutral, it does not constitute an unconstitutional infringement on speech.

The voters' pamphlet provides a vital, government-sponsored service: a neutral source for voter information. The citizens of Washington have expressed a strong public interest in not allowing the voters' pamphlet be a forum for false or misleading statements about a candidate's opponent. *See* RCW 29A.32.090(2). Espinoza's statement was false and misleading, and Reykdal met the heavy burden established by the statute to have that statement removed.

I respectfully dissent.

González, J.

Gonzalez, J.

Yu, J.

Yu, J.

Montoya-Lewis, J.

Montoya-Lewis, J.



Leana Kinley <leana@ci.stevenson.wa.us>

Public Comment Letter

1 message

Zach Quinn <quinn.zachary91@gmail.com>
To: leana@ci.stevenson.wa.us

Mon, Nov 16, 2020 at 2:42 PM

I ask that my letter be included in the November meeting, please.

Stevenson Council,

I must admit my frustration and disappointment at the council's difficulty in implementing training around racial sensitivity (or failure to at least begin a real conversation). A number of community members made it clear this national concern is important here in Stevenson, and yet it was brushed aside.

Even more concerning was Councilmember Muth's comments and behavior during and after the September meeting. Though, I suppose it is in his best interest to avoid someone holding him accountable for his comments and actions? His threats of civil action are disgraceful, as well as his lengthy phone call with the city attorney costing taxpayers unnecessary expense (which was not even needed given a letter was supposedly delivered, but additionally did not require nearly twenty minutes of conversation).

I would encourage the council to seek reimbursement from Councilmember Muth for this expense of a public official costing taxpayer's money for legal conversations about a personal matter. Or, perhaps Robert Muth will do the first decent thing in this matter and reimburse the city.



Letter to City Council

1 message

Margie Hidalgo <margiehidalgo@yahoo.com>

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Cc: Matthew Knudsen <matthew.knudsen@ci.stevenson.wa.us>, Amy Weissfeld <amy.weissfeld@ci.stevenson.wa.us>

Wed, Nov 18, 2020 at 9:41 PM

Good evening,

I was wondering if you might be able to include the letter I sent to the City of Stevenson Council members be entered into the record as public comment for the meeting. One of the council members suggested I request that it be included. It is as follows:

Dear Stevenson City Council Members,

I understand that the Council will be discussing and determining the budget which includes a line item for the Sheriff's office. I was wondering if the council might not consider reallocating some of the funds traditionally destined to the Sheriff's office to provide much needed services such as mental health or drug rehabilitation counselors. I feel certain that supporting these services would hugely impact the well-being of our community.

Additionally, while I appreciate the Sheriff's desire that his constituents enjoy a happy Thanksgiving and holiday season, I am somewhat concerned by his stance to not enforce the governor's mask mandate, thus ignoring the science that backs it. While I too, want to enjoy the season, it is more imperative to be healthy and alive, without putting more strain on our hospitals.

Thank you for your time and consideration,

Margie Hidalgo
Stevenson, WA



Leana Kinley <leana@ci.stevenson.wa.us>

Please include in City Council Packet

1 message

Angela Lindbo <alindbo93@gmail.com>

Thu, Nov 19, 2020 at 10:25 AM

To: citycouncil@ci.stevenson.wa.us, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Note - this is a resend, including my request to include in the city packet as well as my Stevenson address, sharing that I am indeed a concerned local citizen.

Thank you

November 19, 2020

Dear City Council Members,

I am writing out of concern for the recent tone from our Sherriff on their Facebook page. I believe Sheriff Brown and his staff should be supporting our state's mask mandates regardless of his personal, religious or political beliefs. I encourage you to take the time to read The Skamania County Sheriff's Office Facebook post form 11/17 and the comments that follow. Frankly, I feel his public comments require some "policing" as they are representing our county. This public Facebook page should have a professional tone and represent our community as a law abiding, welcoming place.

As the council members discuss budget allocations, I strongly suggest those funds go towards a social media moderator that is capable of bipartisan representation of Skamania County. Furthermore, our police agency, like others across the nation, is facing an increase in mental health calls. Has there been an increase in training or funding to support this?

I strongly believe in funding and supporting our police, but I see a clear need for said police to represent and support the community they serve. I do hope the council will keep this in mind as they determine the Sheriff's office budget for the upcoming year.

Thank you for your service to our community!

Sincerely,

Angela Lindbo

51 Fawn Meadow Drive

Stevenson, WA 98648

--

Angela Lindbo



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
 From: Leana Kinley, City Administrator
 RE: 2021 Sewer Rates
 Meeting Date: November 19, 2020

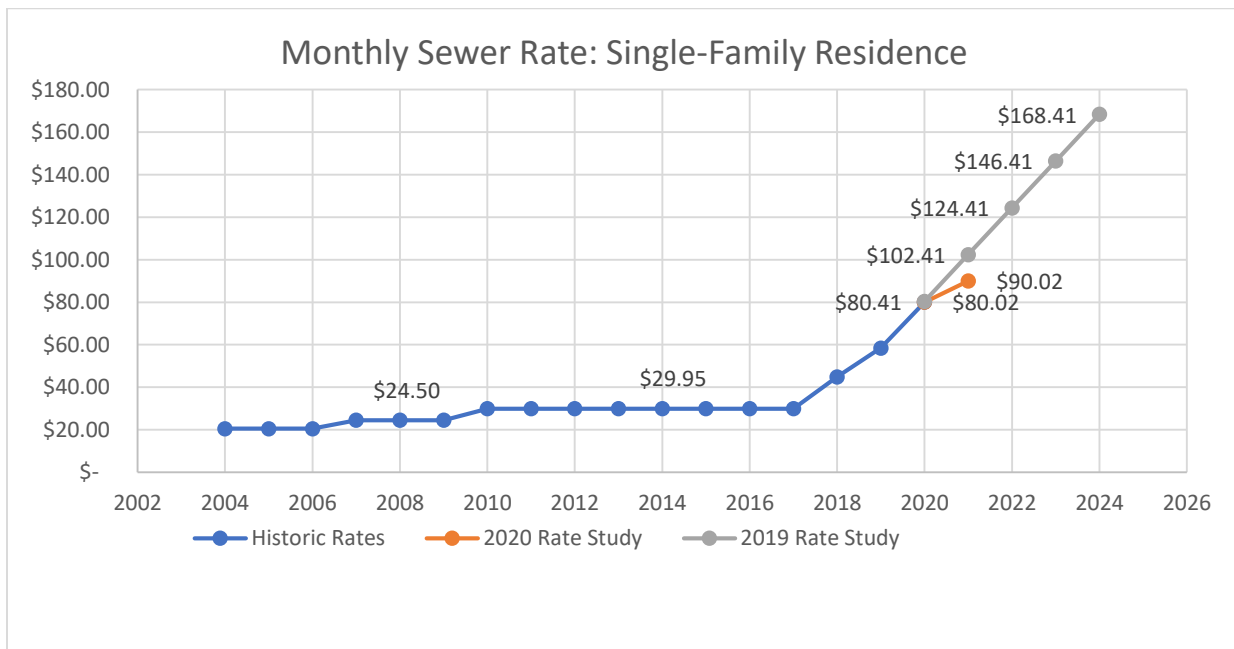
Executive Summary:

The rate projections in the 2019 amendment to the General Sewer Plan and Wastewater Facilities Plan Update recommended a \$22 annual increase until 2024 to ensure the financial needs can be met. Staff has worked diligently at improving operations, reducing costs and obtaining more grants with the overall impact of lower annual operating costs. These factors, in addition to the impact of COVID-19 on the community, leads to the recommendation of a \$10 increase to the monthly residential sewer rate.

Overview:

In 2017, as part of the General Sewer Plan and Wastewater Facilities Plan, the city conducted a rate study. It was update in February, 2019 based on changed assumptions. Since then, the city has taken over operations of the wastewater treatment plant where it was previously operated under a service contract. There have also been additional grants and financing secured. The design for the wastewater treatment plant are 90% complete and other projects are between 50%-90% complete with more refined estimates. The result is a clearer picture of the future operations and maintenance needs and the rates necessary to ensure the financial viability of the utility.

A chart of the historic rates and projected rates from the 2019 rate study are below.



A detailed list of the differences between the 2019 study and current projections are below.

Six-Year Sewer Capital Improvements - 2019 Plan Amendment							
	2019	2020	2021	2022	2023	2024	Totals
2019 WW Capital Budget	25,000						25,000
Design							
WWTP Improvements	521,000	521,000					1,062,840
Rock Creek PS	61,000	61,000					124,440
Fairgrounds PS	6,000	6,000					12,240
Construction							
WWTP Improvements			2,121,000	7,776,000			11,041,016
Rock Creek PS			249,000	913,000			1,296,319
Fairgrounds PS-Phase 1			23,000	84,000			119,365
Cascade PS-Phase 1				4,000	35,000		45,445
Cascade Ave Sewer-Phase 1				44,000	413,000		532,646
Kanaka PS-Phase 1				73,000	697,000		897,506
Cascade Interceptor				67,000	641,000		825,245
Total CIP by Year	613,000	588,000	2,393,000	8,961,000	1,786,000		
Total w/4% escalation	613,000	612,000	2,588,000	10,080,000	2,089,000		15,982,000

Six-Year Sewer Capital Improvements - Actual Costs Incurred & Revised Estimates							
	2019	2020	2021	2022	2023	2024	Totals
2019 WW Capital Budget	21,254						21,254
Design							
WWTP Improvements	329,093	638,463	41,932				1,009,488
Rock Creek PS							-
Fairgrounds PS							-
Construction							
WWTP Improvements	25,371	27,032	2,121,000	7,540,000			9,713,404
Rock Creek PS			1,284,000				1,284,000
Fairgrounds PS-Phase 1 & 2				866,000			866,000
Main D Extension				274,704			274,704
Cascade PS-Phase 1 & 2				40,000	413,000		453,000
Cascade Ave Sewer-Phase 1							-
Kanaka PS-Phase 1 & 2				73,000	697,000		770,000
Cascade Interceptor					496,000		496,000
Total CIP by Year-Includes Escalation	375,718	665,495	3,446,932	8,793,704	1,606,000		14,887,850

2019 Estimated CIP Funding Source							
	2019	2020	2021	2022	2023	2024	Totals
Sewer Budget	25,000						25,000
Ecology Loan 1-WWTP Design	588,000	612,000					1,200,000
Ecology Loan 2-WWTP Construction			2,588,000	9,869,000			12,457,000
Ecology Loan 3-Pump Stations, Cascade Ave				211,000	2,089,000		2,300,000
Total CIP Funding Sources by Year	613,000	612,000	2,588,000	10,080,000	2,089,000		15,982,000

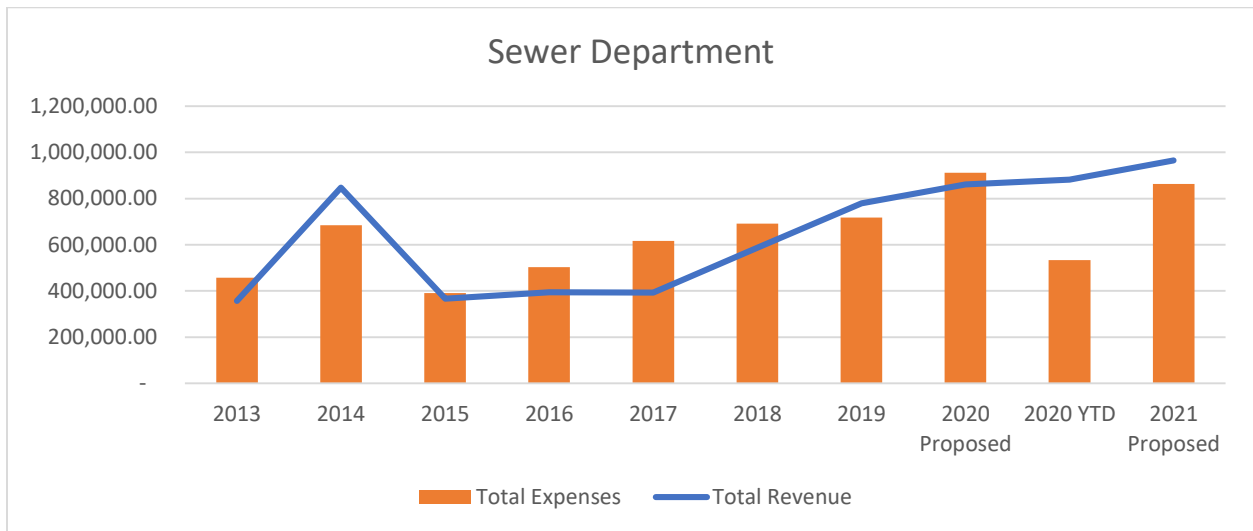
Actual Funding Sources							
	2019	2020	2021	2022	2023	2024	Totals
Sewer Budget	21,254						21,254
Ecology Loan-WWTP Design	251,670	472,502	29,772				753,943
Ecology Forg. Prin.-WWTP Design	102,795	192,994	12,160				307,949
EDA Grant-Pump Stations, Cascade Ave			1,027,200	1,742,400	1,284,800		4,054,400
USDA Loan-Pump Stations, Cascade Ave			256,800	435,600	321,200		1,013,600
*Ecology Loan-WWTP Construction			1,505,910	4,697,150			6,203,060
*Ecology Forg. Prin.-WWTP Construction			615,090	1,918,554			2,533,644
Total CIP Funding Sources by Year	375,718	665,495	3,446,932	8,793,704	1,606,000		14,887,850

* Loan application in process

Overall, the estimated annual debt service has been reduced by almost \$560k. This reduction translates to over \$45 per month in savings on a residential sewer bill by the end of 2024.

Funding Summary			
		Actual Grants Secured	4,362,349
		Estimated Grants Applied	2,533,644
2019 Plan Estimated Grants	3,000,000	Actual & Estimated Grants	6,895,993
2019 Plan Estimated Loans	12,982,000	Actual & Estimated Loans	7,970,603
Original Estimated Debt Service	840,100	Revised Est. Debt Service	280,385

The 2021 proposed revenue and expenses for the sewer department are below. The current 12.5% rate increase only to base fees proposed will bring in enough revenue to replenish reserves and cover the expenses and ensure future increases will not be as high as initially estimated.



The city will continue to work on refining the operations costs, secure a finance package for construction of the wastewater treatment plant, and determine an adequate level of capital reserves. These will be incorporated into next years rate study where we hope to have a longer-term forecast for future rates.

Action Needed:

Motion to approve ordinance 2020-1168 revising the sewer rates. Or no motion and the item will move to a second reading at the December council meeting.

CITY OF STEVENSON, WASHINGTON

ORDINANCE NO. 2020-1168

**AN ORDINANCE ESTABLISHING CHARGES FOR THE USE OF THE SEWER SYSTEM
FURNISHED BY THE CITY OF STEVENSON**

AND REPEALING ORDINANCE NO. 2019-1154

WHEREAS, it is necessary to revise the user charge system in the City of Stevenson to provide funds sufficient to meet all expenses associated with the City's wastewater treatment system; and

WHEREAS, the City must pay all expenses associated with said treatment works/collection system and charge users of said system accordingly; and

WHEREAS, the City of Stevenson Wastewater Treatment Plant is in need of major construction to meet new Department of Ecology standards and increased loading on the plant; and

WHEREAS, the Department of Ecology has identified several capital facilities improvements that will need to be completed in the next five years and the City will need to accrue sufficient funds to address these improvements; and

WHEREAS, the City conducted a rate study in the fall of 2020 to evaluate recent operational changes, asset needs and secured funding packages on the future rate needs; and

WHEREAS, the City held a Public Hearing on November 19th, 2020 regarding these rate changes.

NOW, THEREFORE, the city council of the city of Stevenson do ordain as follows:

SECTION I

It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare, and convenience of the City to collect charges from all users who contribute wastewater to the City's treatment works. The proceeds of such charges so derived will be used for the purpose of operating, maintaining, and retiring the debt for such public wastewater treatment works.

SECTION II

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

BOD: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/l).

"Residential" shall mean any contributor to the City's treatment works whose real estate or building is used for domestic dwelling purposes only.

"SS" (denoting suspended solids) shall mean the solids that either float on the surface of or are in suspension in water, sewage, or other liquids and which are removable by laboratory filtering.

SECTION III

1. The user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement of bonded capital associated with financing the treatment works which the City may by ordinance designate to be paid by the user charge system.
2. The total user charge collected shall be deposited to the water/sewer fund and will be kept in two primary accounts:
 - a. User charges shall be collected and deposited in the water/sewer operating cash account; and,
 - b. The City may designate deposits to the Replacement Account/ Sewer from the water/sewer operating cash account to ensure replacement needs over the life of the treatment plant at the direction of the City Council.

SECTION IV

1. Each user shall pay for the services provided by the City based on their use of the treatment works as determined by water meter(s) acceptable to the City as outlined in Exhibit A.

SECTION V

The City shall review the user charge system annually and revise user charge rates as necessary to ensure that the system generates adequate revenues to pay the costs of operation and maintenance including

replacement and that the system continues to provide for the proportional distribution of operation and maintenance including replacement costs among users and user classes.

BE IT FURTHER ORDAINED that Ordinance 2019-1154 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2021 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on the 19th day of November, 2020.

Mayor of the City of Stevenson

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth Woodrich, City Attorney

Exhibit A

Rates Effective for 2021

Class of Service	Base Fee
Residential	
Single ¾" Residential	\$90.02
Multifamily-per dwelling unit	\$90.02
Non-Residential	
Transient quarters	\$45.01
Other Commercial	
¾" water service	\$90.02
1" water service	\$187.09
1.5" water service	\$278.76
2" water service	\$421.67
3" water service	\$605.00
4" water service	\$788.33
6" water service	\$1,301.66
Mobile Home Sites	
With or without individual connections-per dwelling unit/space	\$90.02
Special Services-Public and Private	
Meeting halls and churches	Same as applicable commercial rate
Schools	Same as applicable commercial rate
Convalescent homes, nursing homes and detention facilities	Same as applicable commercial rate
Hospitals and clinics	Same as applicable commercial rate
Industrial	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
Downspout/Sump Pump Connection¹	\$10.00

Usage ² Rates for Non-Residential/Commercial	
Flow Surcharge	\$0.045
BOD Surcharge³	
Low	\$0.000
Medium	\$0.018
High	\$0.036
Very High	\$0.071

- 1- The charge for connections to downspouts or sump pumps will be removed upon city verification that the rain catchment system, or any rain or groundwater collected in the structure, is not transferred to the sewer system.
- 2- Flow based on water consumption charged per cubic foot over 400 cu/ft. Industrial users will be charged based on a consumption factor as determined by the City.
- 3- BOD Surcharge applies to commercial customers based on the following classification:

Strength Category	BOD Strength	Types of Typical Users
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	301-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	600-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

Additional fees for BOD₅ testing at the request of the customer will be billed at actual rates for staff time, materials and testing services used plus 17% overhead.

Rates for 2022 and beyond shall increase 5% per year.

**CITY OF STEVENSON, WASHINGTON
RESOLUTION NO. 2020-369**

**A RESOLUTION AUTHORIZING AN INCREASE IN PROPERTY TAXES
FOR FISCAL YEAR 2021**

WHEREAS, the City of Stevenson has given proper notice of a public hearing held Thursday, November 19, 2020 to consider the City’s General Fund budget for the 2021 fiscal year pursuant to RCW 84.55; and

WHEREAS, the City of Stevenson, after said public hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Stevenson requires an increase in property tax revenue from the previous year, in addition to any increase resulting from the addition of new construction and improvements to property, any increases in the value of state assessed property, and any increases resulting from the addition of newly annexed parcels, for meeting the expected expenses and obligations for the provision of ongoing services;

NOW, THEREFORE, the City Council of the City of Stevenson hereby resolves that an increase in the regular property tax levy is authorized for the 2021 levy for a levy amount of \$486,844.43 which is a **1%** increase from the 2020 levy or an absolute increase of \$4,820.24, plus the value of new construction as provided by RCW 84.55.010 of \$13,478.13, newly annexed parcels as provided by RCW 84.55.030 (if any, amount TBD), and the increase in State assessments of \$542.13.

Passed by the City Council of the City of Stevenson this 19th day of November 2020.

Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2020-1167**

**AN ORDINANCE FIXING THE AMOUNT TO BE RAISED BY
AD VALOREM TAXES AND LEVIED FOR FISCAL YEAR 2021**

WHEREAS, the City Council has given proper notice of a public hearing held Thursday, November 19, 2020, to consider the City’s Budget for fiscal year 2021,

WHEREAS, the provisions of RCW 35A.33.135, RCW 84.55.010, and WAC 458-19-005 require the City of Stevenson’s legislative body to consider the City’s total anticipated financial requirements for the ensuing fiscal year and determine and fix by ordinance the amount to be raised by Ad Valorem taxes,

WHEREAS, the Washington State legislature determined that upon the finding of substantial need, the City may increase property taxes by no more than 1% of the amount of regular property taxes lawfully levied for the highest of the past three most recent years, plus any increases due to new construction, annexation, and increases in the assessed value of state-assessed property,

WHEREAS, the City Council has determined that the City needs an estimated one percent (1%) increase in regular property tax revenue over the current year in addition to the increases resulting from new construction, annexation, and any increase in the value of state assessed utilities, and is reserving its rights to all remaining reserves based on any remaining banked capacity.

WHEREAS, the estimated amount to be raised by Ad Valorem taxes to be levied by the City of Stevenson is **\$486,844.43** which is a percentage increase of **1%** over the preceding year (an absolute increase of **\$4,820.24**) plus the increases due to new construction, annexation, and increases in the amount of State Assessments (if any). Resolution 2020-369 specifically states the dollar increase and percentage change in the levy from the previous year as prescribed by RCW 84.55.120.

NOW, THEREFORE, the City Council of the City of Stevenson do ordain that the Clerk of the City of Stevenson is directed to certify to the Board of County Commissioners of Skamania County, pursuant to the provisions of RCW 84.52.020, that the amount of property taxes to be levied by the City of Stevenson for the fiscal year 2021 is **\$486,844.43**, plus the increases due to new construction, annexation, and increases in the amount of State Assessments (if any).

Passed by the City Council this 19th day of November 2020.

Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2020-1169**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
STEVENSON, WASHINGTON, FOR FISCAL YEAR 2021**

WHEREAS, the City Administrator of the City of Stevenson, Washington completed and placed on file a proposed budget and estimate of the money required to meet the public expenses, debt service, reserve funds, and expenses of government of the City of Stevenson for the 2021 fiscal year; and

WHEREAS, the City Council of the City of Stevenson held public hearings regarding the 2021 proposed budget on October 15, 2020, and November 19, 2020; and

WHEREAS, the 2021 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on property within the City of Stevenson for the purposes set forth in the 2021 budget, and the estimated expenditures set forth in the 2021 budget are necessary to carry on the government of the City of Stevenson.

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

Section 1. Budget Adoption. The budget for the City of Stevenson, Washington for the year 2021 is hereby adopted in its final form and content, a copy of which is on file with the City Administrator and available for inspection by the public at City Hall, 7121 East Loop Road, Stevenson, Washington, during normal business hours.

Section 2. Appropriations: Estimated revenues for each fund of the City of Stevenson for the year 2021 are set forth in summary form on Exhibit A attached hereto, and are hereby appropriated for expenditure at the fund level as set forth on Exhibit A.

Section 3. Transmittal. The City Clerk is directed to transmit a copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. Effective Date. This Ordinance shall take effect and be in force January 1, 2021, or five days after publication according to law, whichever date is later.

Passed by the City Council of the City of Stevenson this 19th day of November, 2020.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

Ordinance 2020-1169 Exhibit A

2021 Initial Budget

Estimated Revenues and Budgeted Appropriations by Fund

		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	683,314	1,254,160	-	1,937,473	1,273,166	25,000	639,307	1,937,473
010	General Fund Reserve	326,706	-	-	326,706	-	-	326,706	326,706
020	Fire Reserve Fund	1,518,593	-	25,000	1,543,593	-	-	1,543,593	1,543,593
100	Street Fund	253,378	326,044	-	579,422	411,050	43,700	124,672	579,422
103	Tourism Promotion	570,886	300,000	-	870,886	598,100	-	272,786	870,886
105	Affordable Housing	-	15,000	-	15,000	-	-	15,000	15,000
300	Capital Improvements Fund	80,020	20,000	-	100,020	-	-	100,020	100,020
309	Russell Avenue	-	-	-	-	-	-	-	-
311	First Street	-	575,400	43,700	619,100	619,100	-	-	619,100
400	Water / Sewer Fund	556,417	1,661,506	-	2,217,923	1,534,020	21,779	662,123	2,217,923
406	WW Short-Lived Asset Res.	21,779	-	21,779	43,558	-	-	43,558	43,558
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	500,000	-	500,000	500,000	-	-	500,000
500	Equipment Service Fund	183,178	150,000	-	333,178	152,750	-	180,428	333,178
		4,255,461	4,802,110	90,479	9,148,050	5,088,186	90,479	3,969,385	9,148,050



City of Stevenson
2021 Proposed Budget
Draft Document



2021 PROPOSED BUDGET

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READER'S GUIDE TO THE BUDGET

The City of Stevenson must adopt a balanced budget each year. Annual City expenditures must not exceed annual City revenues. Also, to be prudent a City may decide to place some of its resources each year into reserves to cover future emergencies or unanticipated opportunities. Beyond these basic guidelines, budgets for cities are quite complex. Much of this complexity is created to allow for proper accounting and tracking techniques as required by State law and governmental accounting practices. Cities draw their revenues from a wide variety of sources, divide their expenditures into separate funds and allocate their program expenditures in ways that serve the special needs of municipal services. This Reader's Guide is being provided to make the City's budget more understandable and useable for the reader.

Organization of this Document

This budget document contains legally required budget information, descriptive background information and various illustrative graphs and tables that will be helpful to the readers' understanding. It is organized into four sections to facilitate the reader's understanding of the City's 2021 budget and to help the reader to find information regarding the City and its budget. Those four sections are: Introduction, Budget Memo, Budget by Fund, and Appendix.

Introduction – This section is designed to introduce the reader to the City of Stevenson and its budget process. It includes the following:

- Table of Contents
- Reader's Guide
- City Organization Chart
- Budget Calendar
- Budget Ordinance
- City Vision, Mission & Strategic Plan

Budget Memo – This section provides a high-level view of the 2021 budget, an in-depth look at the City's revenue sources, and projected fund balances. It includes the following:

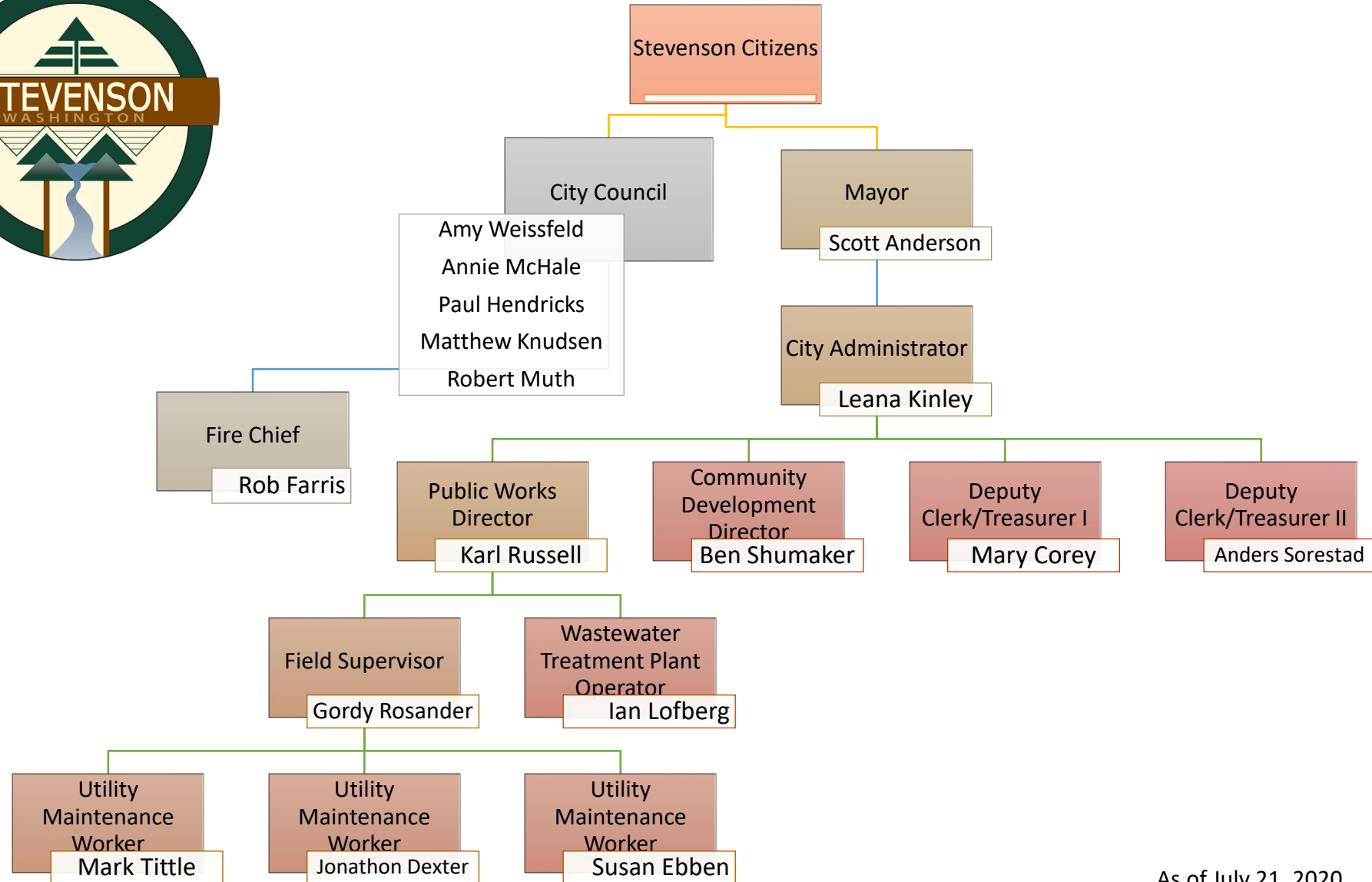
- Percentage of City Resources and Expenditures by Category
- Highlight of Capital Projects and Changes
- 2021 Revenue Sources
- Ending Fund Balances
- Description of Funds

Budget by Fund – This section illustrates the financial condition and provides a historical comparison of each of the City's funds. It includes:

- All Funds Historical Revenue/Expenditure Summary
- Revenue and Expenditure Report for All Funds

Appendix – This section includes:

- Financial Policies
- 2021 Salary Table
- 2021 Fee Schedules



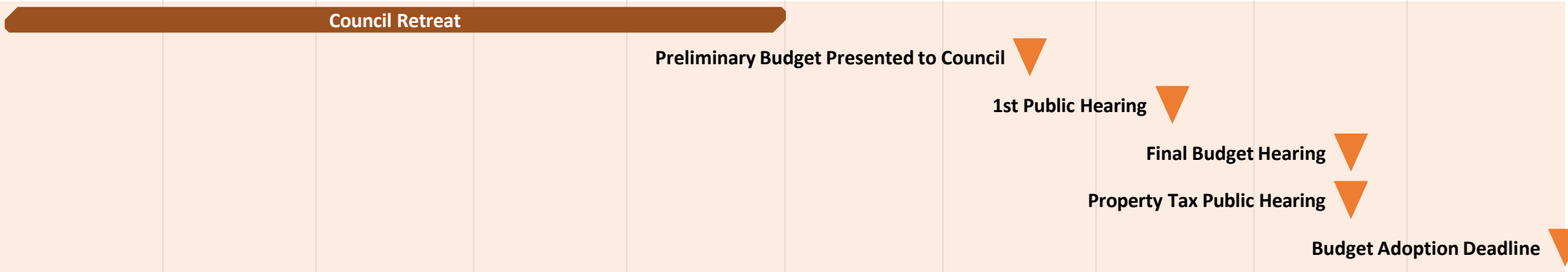
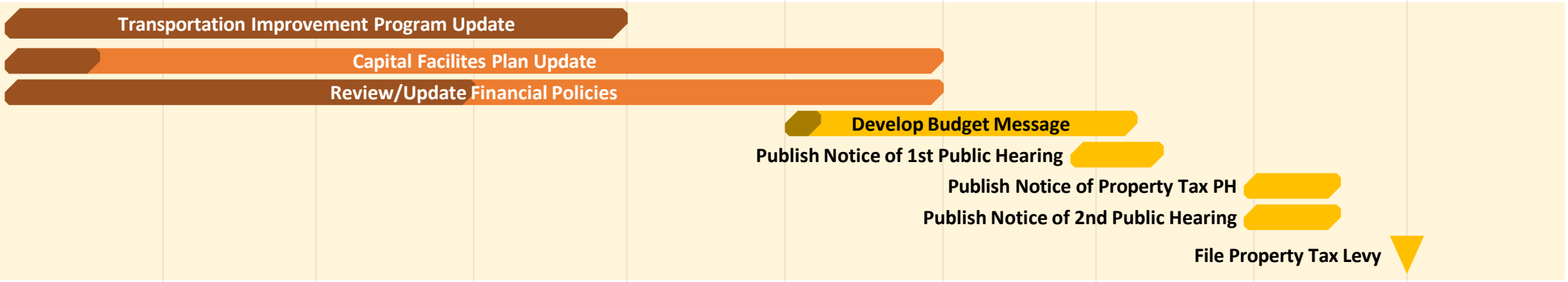
As of July 21, 2020

Budget Calendar for FY 2021

2020



Today



City of Stevenson 2021 Budget Calendar

<p>September 17, 2020 Regular Council Meeting</p>	<p>Preliminary Budget Presented to Council and updated current year Council direction on cost of living increase for City staff and confirm council priorities. <i>(Prior to October 1-No later than the first Monday in October)</i></p>
<p>September 30 2020</p>	<p>Publish notice of Public Hearing on Proposed Budget (1st Budget Meeting).</p>
<p>October 7, 2020</p>	<p>Publish second notice of Public Hearing on Proposed Budget (1st Budget Meeting).</p>
<p>October 15, 2020 Regular Council Meeting</p>	<p>Public Hearings (two): 1st Budget Meeting / Public Hearing on Proposed Budget. <i>(Prior to the Final Hearing)</i></p> <ul style="list-style-type: none"> ➤ Receive Budget Message <i>(Prior to November 2-At least 60 days prior to the beginning of the next fiscal year)</i> ➤ Presentation of Proposed Budget ➤ Public Comment ➤ City Council Deliberations & Questions
<p>November 4, 2020</p>	<p>Publish first notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.</p>
<p>November 11, 2020</p>	<p>Publish second notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.</p>
<p>November 19, 2020 Regular Council Meeting</p>	<p>Final Hearing on Budget: <i>(On or before December 3-prior to the first Monday in December)</i> Public Comment</p> <ul style="list-style-type: none"> ➤ Continue City Council budget deliberations & questions ➤ Approve Budget or schedule additional meetings <p>Property Tax Levy Public Hearing: <i>(Prior to November 30)</i></p> <ul style="list-style-type: none"> ➤ Public Comment ➤ Set Property Tax Levy, approve Resolution and Ordinance
<p>November 30, 2020</p>	<p>File Property Tax Levy Certification with County Tax Assessor</p>
<p>December 17, 2020 Regular Council meeting</p>	<p>Budget Adoption <i>(Prior to December 31)</i></p>
<p>January 31, 2021</p>	<p>Submit Copies of Final Budget to State Auditor’s Office and MRSC. <i>(After Adoption)</i></p>

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2020-1169**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
STEVENSON, WASHINGTON, FOR FISCAL YEAR 2021**

WHEREAS, the City Administrator of the City of Stevenson, Washington completed and placed on file a proposed budget and estimate of the money required to meet the public expenses, debt service, reserve funds, and expenses of government of the City of Stevenson for the 2021 fiscal year; and

WHEREAS, the City Council of the City of Stevenson held public hearings regarding the 2021 proposed budget on October 15, 2020, and November 19, 2020; and

WHEREAS, the 2021 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on property within the City of Stevenson for the purposes set forth in the 2021 budget, and the estimated expenditures set forth in the 2021 budget are necessary to carry on the government of the City of Stevenson.

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

Section 1. Budget Adoption. The budget for the City of Stevenson, Washington for the year 2021 is hereby adopted in its final form and content, a copy of which is on file with the City Administrator and available for inspection by the public at City Hall, 7121 East Loop Road, Stevenson, Washington, during normal business hours.

Section 2. Appropriations: Estimated revenues for each fund of the City of Stevenson for the year 2021 are set forth in summary form on Exhibit A attached hereto, and are hereby appropriated for expenditure at the fund level as set forth on Exhibit A.

Section 3. Transmittal. The City Clerk is directed to transmit a copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. Effective Date. This Ordinance shall take effect and be in force January 1, 2021, or five days after publication according to law, whichever date is later.

Passed by the City Council of the City of Stevenson this 19th day of November, 2020.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

Ordinance 2020-1169 Exhibit A

2021 Initial Budget

Estimated Revenues and Budgeted Appropriations by Fund

		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	683,314	1,254,160	-	1,937,473	1,273,166	25,000	639,307	1,937,473
010	General Fund Reserve	326,706	-	-	326,706	-	-	326,706	326,706
020	Fire Reserve Fund	1,518,593	-	25,000	1,543,593	-	-	1,543,593	1,543,593
100	Street Fund	253,378	326,044	-	579,422	411,050	43,700	124,672	579,422
103	Tourism Promotion	570,886	300,000	-	870,886	598,100	-	272,786	870,886
105	Affordable Housing	-	15,000	-	15,000	-	-	15,000	15,000
300	Capital Improvements Fund	80,020	20,000	-	100,020	-	-	100,020	100,020
309	Russell Avenue	-	-	-	-	-	-	-	-
311	First Street	-	575,400	43,700	619,100	619,100	-	-	619,100
400	Water / Sewer Fund	556,417	1,661,506	-	2,217,923	1,534,020	21,779	662,123	2,217,923
406	WW Short-Lived Asset Res.	21,779	-	21,779	43,558	-	-	43,558	43,558
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	500,000	-	500,000	500,000	-	-	500,000
500	Equipment Service Fund	183,178	150,000	-	333,178	152,750	-	180,428	333,178
		4,255,461	4,802,110	90,479	9,148,050	5,088,186	90,479	3,969,385	9,148,050



Stevenson City Council Goals for 2021-2022

Vision

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

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

Mission

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

Goals

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

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2022.
 - a. Implement **updated rate structure** after completion of rate study by the end of 2020.
 - b. **Relocate Public Works** equipment and materials with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2022.
 - c. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows.
 - d. **Continue with minor improvements** in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations.
 - e. **Apply** for construction funding with DOE, USDA and others to maximize grants and leverage low-interest loans to reduce cost impact to residents.

Stevenson City Council Goals for 2021-2022 (cont.)

- f. Complete funding package requirements for collection system and sign contracts by the end of 2020.
 - g. Complete and sign finding contracts for WWTP funding by the fall of 2021.
 - h. Complete permitting requirements for construction by the fall of 2021.
 - i. Bid Lift Station and collection system construction project by the summer of 2021.
 - j. Begin construction on the lift stations and collection system by fall of 2021.
 - k. Bid and begin construction on the WWTP by the end of 2021.
- 2. Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A city-wide **Traffic Study** will be completed by the end of 2021.
 - b. **Design Standards** outlined in the Downtown Plan will be reviewed and updated by the end of 2021.
 - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024.
 - d. **Aesthetic Improvements** -Vacant/derelict/unkept property ordinances will be in place by the end of 2022, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association by the end of 2022 and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024.
 - e. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024.
 - i. First Street Overlook will be constructed in 2021.
 - ii. Columbia Street Realignment will move forward with conceptualization and planning for a complete path forward with funding partners by the end of 2022.
- 3. Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive.
- a. **Design Completion**
 - b. Apply for and secure **Construction Funding**
 - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property.
 - d. Complete construction
- 4. Water System Continued Maintenance**
- a. **Replace** most of the failing **AC Pipes**, about 30% of the city waterlines, by 2030. Projects outlined in the next few years include:
 - i. School Street
 - ii. Loop Rd
 - iii. Upper Russell (in conjunction with Park Plaza construction)
 - iv. Frank Johns
 - b. Water Treatment Plant Maintenance includes reroof and painting interior.
 - c. Establish Hegewald Well as a permanent water source.
- 5. Develop Deliberate Growth Strategy** by the end of 2021.
- a. Complete Capital Improvement Program
 - b. Complete a Strategic Plan for the Fire Department

Stevenson City Council Goals for 2021-2022 (cont.)

Remaining Uncompleted Goals from 2019-20204 Strategic Plan

6. **Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021.
 - a. **Del Ray** - The city will work property owners to determine development opportunities for public and private uses by the end of 2020.
 - b. **Lotz Road Improvements** will be included in the unimproved street plan.
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 (SHB 1406 collected starting 8/1/20) and utilized by 2022.
 - b. Obtain property and develop infrastructure to support a Cascade Columbia Housing Corporation project. CDBG, WSHFC, and partner agency funds will be pursued as necessary.
8. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
 - a. Phase 2 of the project, Second Street to Vancouver Ave, will be completed by 2024 and tie in with the Courthouse Plaza project if funding allows.
9. **Aggressive Conduit Plan/Undergrounding:**
 - a. The city will revise construction standards and practices by the end of 2021 to require undergrounding of utilities on street projects, develop rationale for variances, discuss reimbursement from utility companies on use of city installed conduit and review the reduction of separation standards for utilities within narrow road corridors.
 - b. The city will proactively install conduit for future use in all open ditches and boring projects.
10. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
 - a. **Landscaping** – The city will create a plan for landscaping and maintenance for city property and rights of way, which may include agreements with adjacent property owners, by the end of 2020.
11. **Collaborative Meetings:** Set up a meeting for twice a year with elected representatives from the PUD, County, School District, EMS, City Council to begin in 2019.
12. **Exploring Industrial Sites:** Apply for a CERB grant to evaluate the feasibility of additional industrial sites away from the Waterfront by the end of 2019.
13. **Broadband**
 - a. The city will work with the Broadband Action Team to complete the Broadband Strategic Plan by the end of 2019.

Stevenson City Council Goals for 2021-2022 (cont.)

- b. The city will work with regional, state and federal agencies for funding and advisory roles to facilitate the completion and implementation of the Strategic Broadband Plan starting in 2020.
- 14. Waterfront Development**-The City will work with the Port of Skamania to develop a waterfront development plan by the end of 2021.
- 15. City Property Security** - The city will evaluate security needs at all city facilities and begin implementing security enhancements in 2019.
- 16. Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
 - a. **Pebble Beach/Slaughterhouse Point Trail** – Work with the Port of Skamania to develop the trail to link with the trail network throughout town by the end of 2024.
 - b. **Wayfinding Waterfront-Rock Creek** – Install wayfinding signage along the waterfront and Rock Creek by the end of 2021.
 - c. **Parks and Rec District** – Develop committee to research and evaluate interest for a park and recreation district by the end of 2020. Determine a way forward go/no go by 2021.
 - d. **Courthouse Plaza Agreement** – Work with Skamania County and Stevenson Downtown Association to develop an agreement for maintenance and park management by the end of 2019 or before construction begins.
- 17. Partner with School District on Workforce Education Development** by the end of 2021.
- 18. Communication Plan** – Include a communication plan for projects going forward and ensure it includes multiple medias-newspaper, website, Facebook, flyers, etc.
- 19. Develop Youth Leadership Process** to include honorary student councilmembers by the end of 2020.
- 20. Internship Program** –Annually reach out to universities and the high school regarding internship opportunities to work on projects that further the goals of the city.
- 21. Post Office/Home Delivery** – Work with the post office to evaluate the options for expansion of home delivery and possible relocation of the post office by the end of 2024.
- 22. Remodel City Hall** –reduce and organize city records by the end of 2022 to optimize the usable space for a remodel of city hall by the end of 2024.
- 23. Work with the Stevenson Downtown Association, Stevenson Business Association, and Skamania Economic Development Council to Create a Guide for Businesses/Outside Resource** by the end of 2021.

Completed Goals from 2019-2024 Strategic Plan

- 1. **Road Diet** – Study, review and revised road standards to reduce required rights of way for street development by the end of 2020. **Completed April, 2019.**
- 2. **Remodel City Hall** – remove surplussed items by the end of 2019. **Surplussed items removed.**
- 3. **Improve Financial Software System** Research new software options and ways to maximize current software with a recommendation to council on whether or not to change systems by the end of 2019. **Contracted with BIAS Software and implementation completed in 2019. Permitting module implementation in process.**
- 4. **Water System Continued Maintenance**

Stevenson City Council Goals for 2021-2022 (cont.)

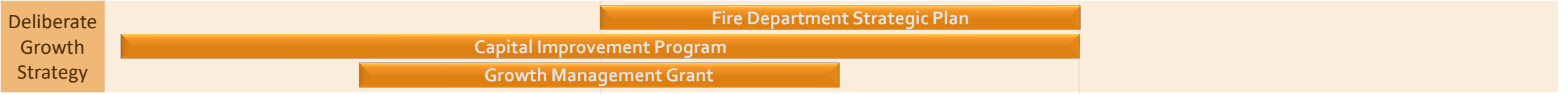
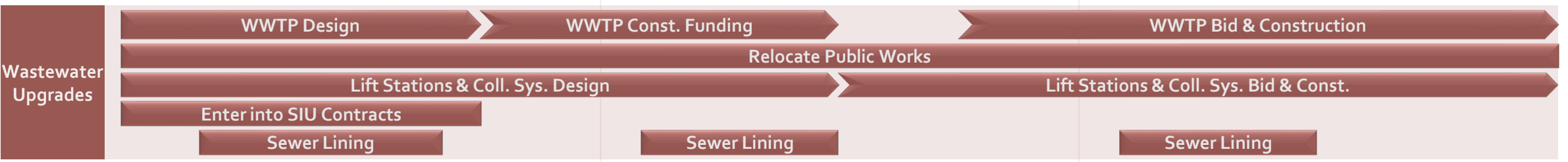
- a. **SMART Meter Completion** – Select and install smart meters and begin monthly excess water usage charging by the end of 2019. **Commerce Grant signed and project substantially complete.**
5. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
 - a. Fill hole in front of high school and vegetate with trample-resistant, maroon and/or blue plantings that can survive without water by November 30, 2018. **Completed.**
 - b. Trim/Remove damage to all remaining city trees caused by the 2017 ice storms by March, 2019. **Completed.**
 - c. Replace dead plants from the Lodge Trail, Cascade Avenue and Kanaka Creek Road projects by March, 2020. **Completed.**
6. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
 - a. Phase I of the project, Waterfront to Second Street will be completed by the end of 2019 with minimal impact to the downtown during the peak summer months, pending the acquisition of required easements. **Project substantially complete as of July 3, 2020!**
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 and utilized by 2022. **In process. Sales Tax measure on the November ballot, 2019 failed and HB 1406 funds implemented and will take effect 8/1/20.**
 - b. The city will partner with the EDC to complete a **Buildable Lands Inventory** by the end of 2019. **Project completed.**
 - c. The city will partner with other agencies to complete a **Housing Needs Assessment** by the end of 2020. **Project completed.**
 - d. Reconsider zoning standards for configuration of ADUs (attached vs unattached) by March, 2019. **Completed May, 2019.**
8. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2021.
 - a. **Complete CERB Feasibility Study** on the Alternatives Analysis by the end of Feb, 2019 and implementation of proposed alternatives by August, 2019. **Final CERB Report in process.**
 - b. Contract with DOE for design funding by Jan 31, 2019. **Completed February, 2019**
 - c. Advertise for Design Engineer immediately upon contract with DOE. Phase Design Engineering contract as necessary to address collection system (including pump stations and geotechnical study) prior to performance on WWTP design. **Contract signed April, 2019**

Stevenson City Council Goals for 2021-2022 (cont.)

- d. **Complete Design** of the project to apply to DOE for construction funding by Oct, 2019. **Delayed until 2020 due to delay in DOE loan contract and CERB Study.**
- e. **Update Facilities Plan** with the CERB Study and design work by Oct, 2019. **CERB Study included in revised facilities plan update, submitted for DOE approval February, 2019. Design work will be completed and submitted to DOE end of June, 2020.**
- f. Plan for the relocation of Public Works equipment with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2021. **Alternatives sites researched and some relocation implemented.**
- g. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. Contract for Geotech report as identified in GSP before repairs are made in Montell neighborhood. **Ongoing. The final report on Geotech for Montell neighborhood stated it is more cost effective to treat Infiltration and Inflow at the plant than to fix the sewer lines and install French drains.**
- h. Enter into agreements with all Significant Industrial Users for individual discharge limits and rates by the end of the second quarter 2019. **Signed agreement with Backwoods Brewing, draft with LDB remains in process.**
- i. Update FOG program to improve compliance by 90% by the end of 2019 and 100% by 2020. Updates shall include clear instructions of how the proposed escalating fees/fines will be imposed. **FOG Ordinance updated March, 2019.**
- j. Continue with minor improvements in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **Ongoing. Coordinating with SIUs and Dirt Huggers for side stream material removal. Installed interim measures to improve plant performance and guide design.**



Today





City of Stevenson

(509) 427-5970

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

To: Stevenson City Council and Residents

Date: November 19, 2020

Re: **2021 PROPOSED BUDGET - REVISED**

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

OVERVIEW:

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

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

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

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

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

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

Revisions include:

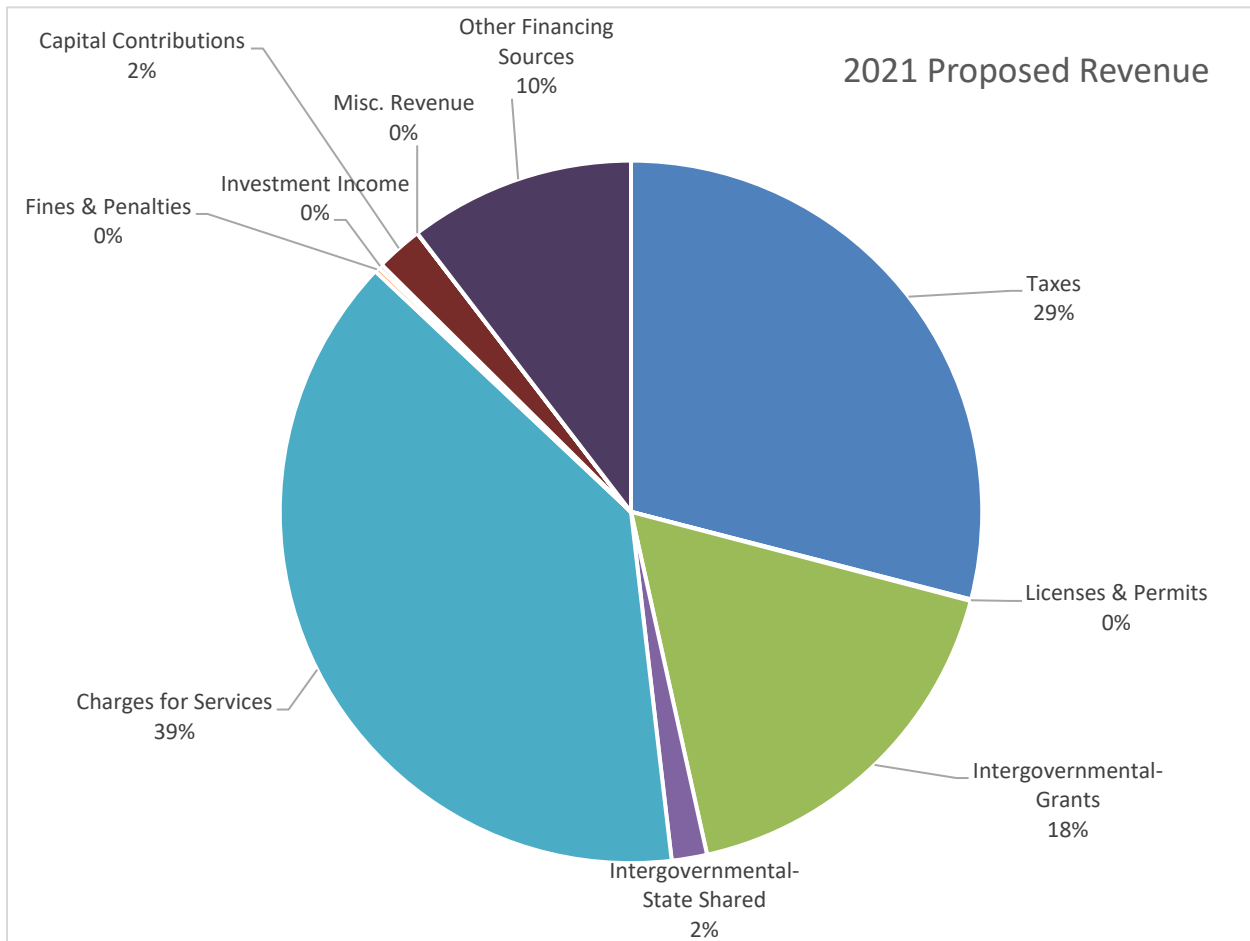
- 0.8% increase to the Sheriff's contract for services based on negotiated rates.
- \$40,000 for pool support as discussed at the October 15th council meeting.
- Tourism funding contract amounts revised to committee approved amounts for programs and events.
- \$6,000 for Path to the Gods mural as discussed at the November 12th special council meeting.

Revenue sources include:

- **Taxes** – property tax, sales tax and taxes on utilities (natural gas, electricity, cable, garbage, telephone, etc).
- **Licenses and Permits** – business licenses, building permits, etc.

- **Intergovernmental-Grants** – Transportation Improvement Board (TIB), etc. for capital projects
- **Intergovernmental-State Shared** – liquor revenues, fuel tax, criminal justice funds, etc.
- **Charges for Services** – planning fees, building inspector reimbursements, utility rates, etc.
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties
- **Investment Income** – interest income from city investments
- **Capital Contributions** – connection charges for water and sewer hook-ups
- **Miscellaneous Revenue** – sale of scrap, cash drawer overage/shortage, other revenues
- **Nonrevenues** – agency pass-through funds, unclaimed property
- **Other Financing Sources** – loan proceeds for capital projects
- **Transfers In** – internal transfer between funds

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



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

Capital Projects:

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

Current Expense:

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

Streets:

- City-wide Transportation Study \$80k

- Lower Kanaka road improvements \$20k.

Water/Sewer:

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

Equipment Services:

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

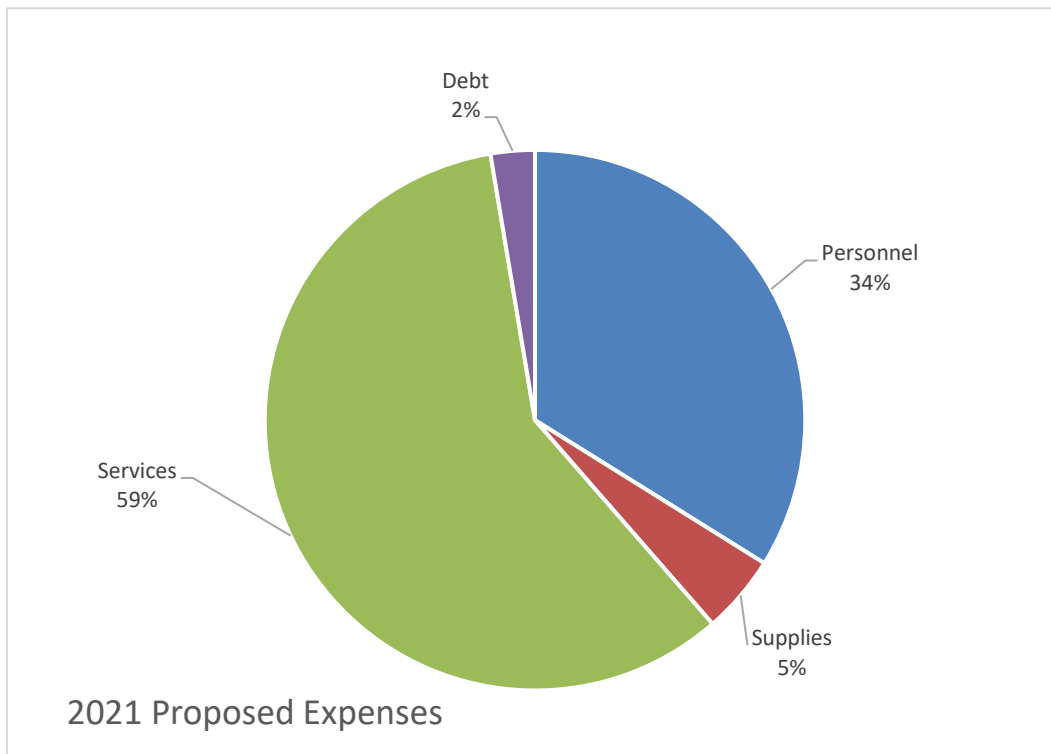
Personnel:

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

Services:

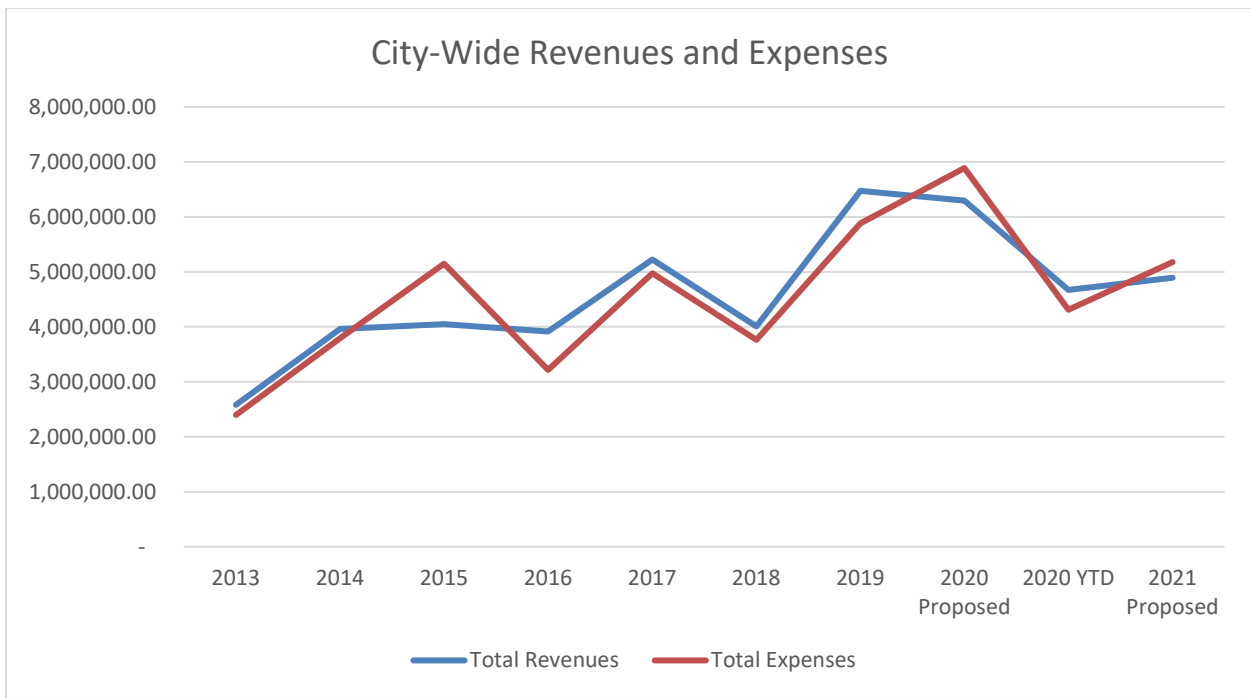
- Police Services account for 9% (\$175k)
- The services for the CDBG reimbursable grant accounts for 12% (\$250k)
- 16% of services are for Lodging Tax funds (\$329k)
- Wastewater services of sewer lining, hauling and disposal of biosolids and operations support account for 24% (\$474k)

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



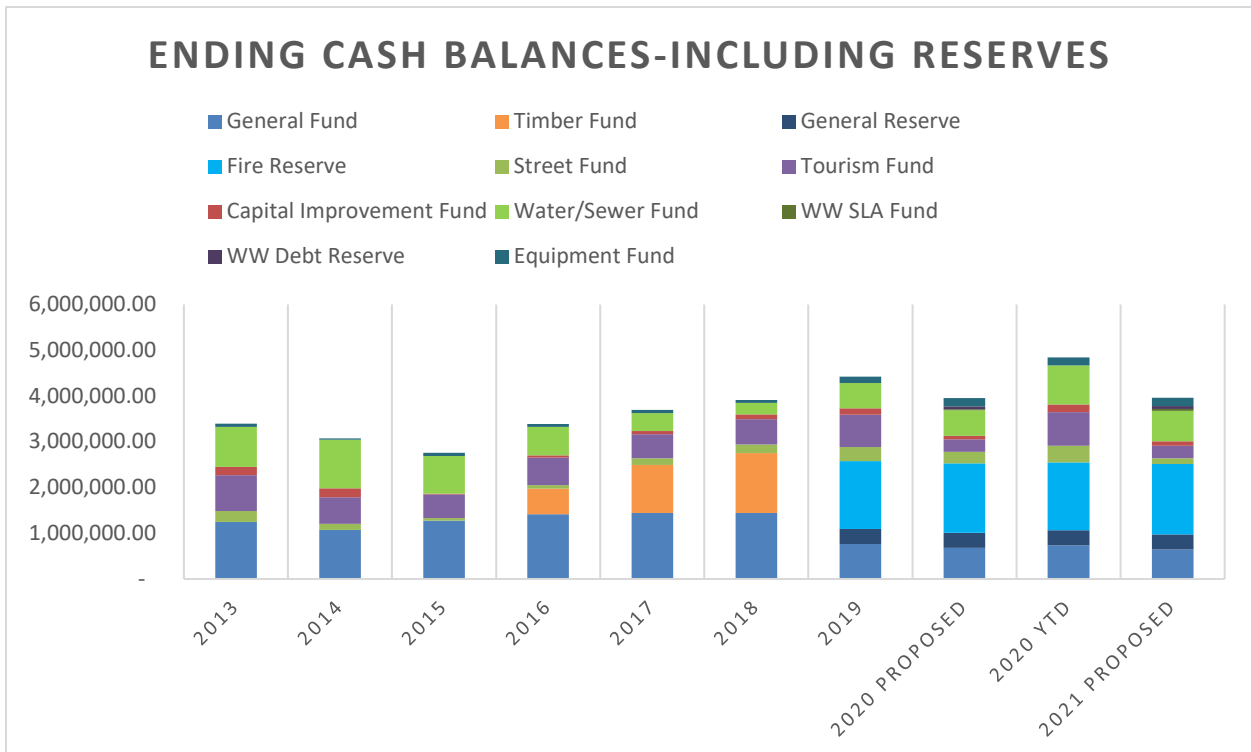
OVERALL REVENUE AND EXPENSE:

City-wide, revenues slightly exceed expenses. This allows the city to build up reserves to pay for capital project such as the Quad Gates and Kanaka Creek waterline projects in 2015. The current projection for 2020 is to use reserves, however our expenses are currently holding under our revenues year to date.



ENDING CASH BALANCES:

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



FUND OVERVIEWS:

General Fund – The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund. General Fund

expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Leana Kinley

City Administrator

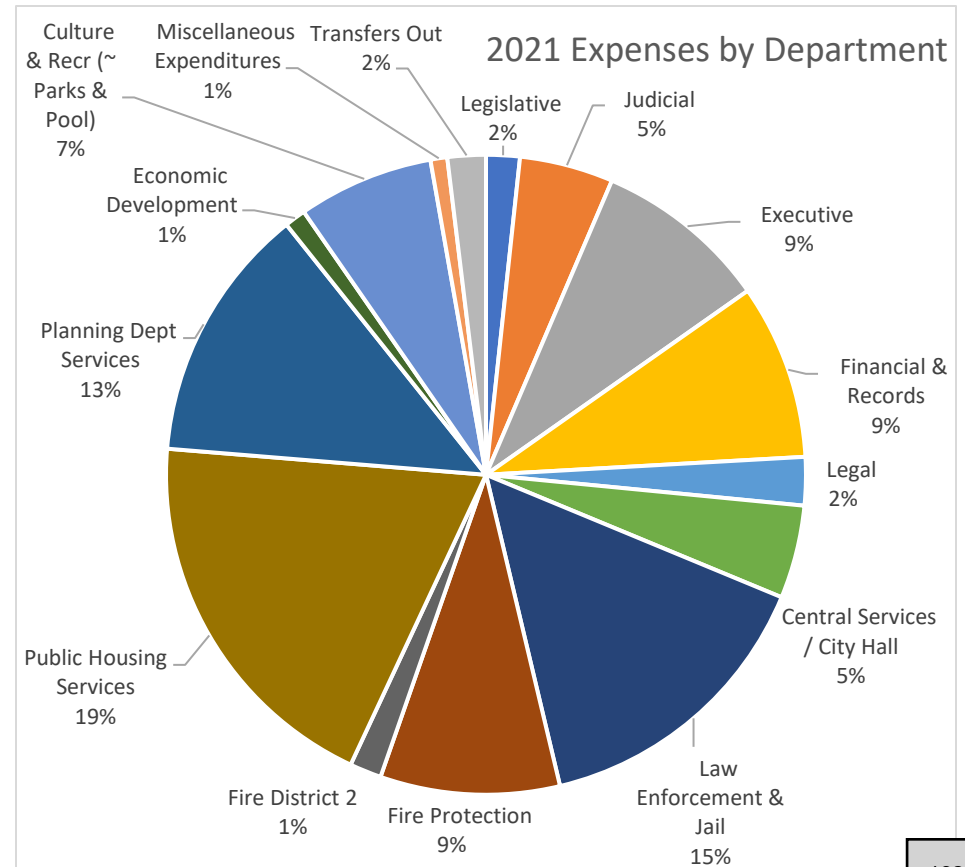
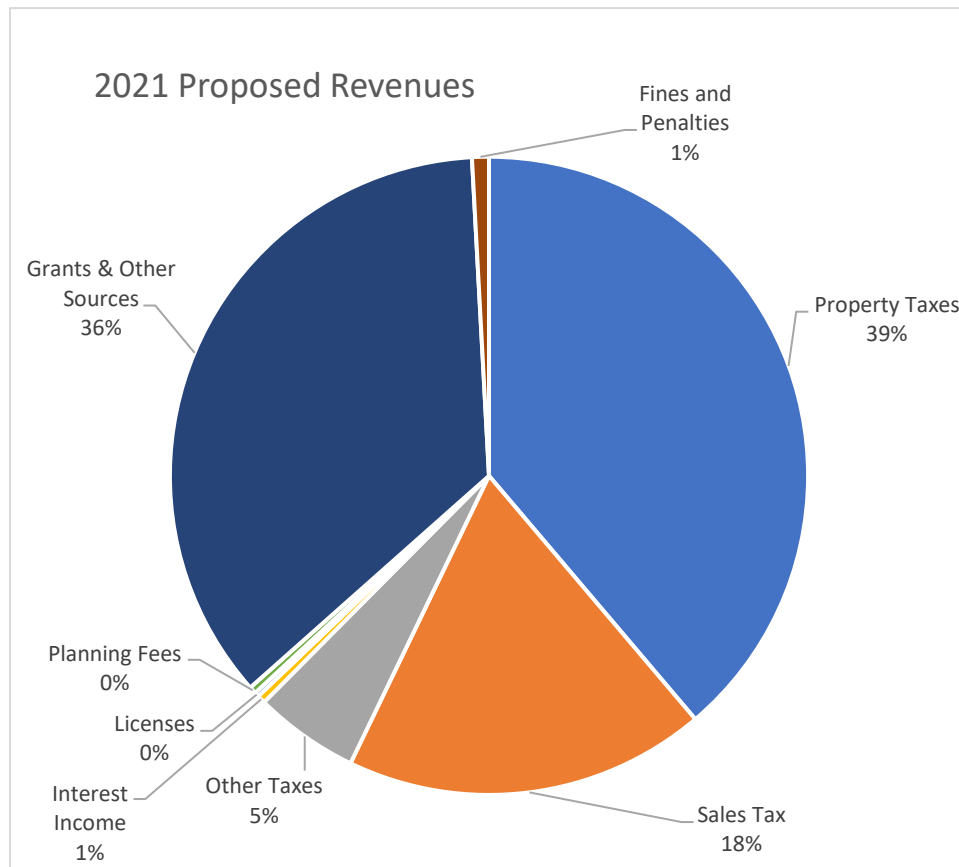
General Fund

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

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

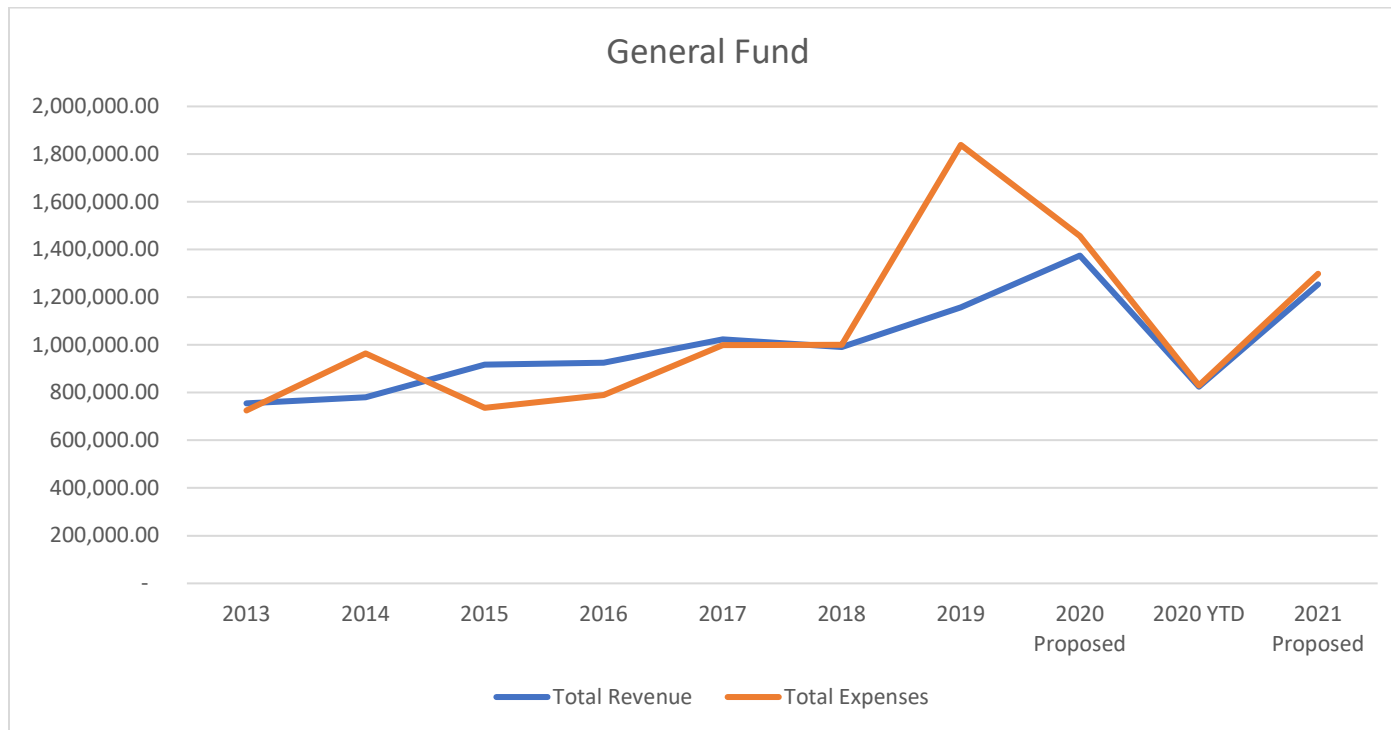
Primary revenues sources for the General Fund are property taxes and sales taxes with smaller amounts generated from utility taxes, permits, fines & other user charges, and state shared revenues. The primary revenue source, property taxes, is limited by Washington State law to a 1% annual increase. The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

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



The chart below shows the total revenue for the general fund compared to the expenses. Years where revenues exceed expenses build up reserves for future capital projects.

- In 2014 reserve funds of around \$330k were used with \$115k going towards the Quad Gates project and \$100k for Cascade Avenue and \$115k to the Bridging Byways project.
- In 2019, reserve funds of \$480k were transferred to the Fire Reserve Fund and \$120k was used for planning projects - the Downtown Plan and the Housing Needs Assessment and Buildable Lands Inventory.
- In 2020, the proposed budget reflects reserves of being used to cover the loss of sales tax revenue.
- 2020 Year to Date (YTD) revenues and expenditures show revenues matching expenses.
- 2021 Proposed Budget shows the use of about \$45k of reserves. With the current unreserved ending cash balance projected to be \$555k, there is no cause for alarm at this point as this is over 4 times the amount required by our current financial policy, or 5 months of our monthly expenses. This trend is expected to reverse as the economy recovers from the impacts of the coronavirus pandemic.



5 YEAR BUDGET COMPARISON

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001 General Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 80 00 0001 Unreserved Cash & Investments	989,384.00	1,021,846.80	927,975.68	680,398.49	680,398.49	598,764.85	
100 Unreserved	989,384.00	1,021,846.80	927,975.68	680,398.49	680,398.49	598,764.85	
308 10 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
308 10 02 0001 Reserved Cash - Custodial	54,359.97	54,546.82	59,695.22	51,135.13	51,135.13	51,135.13	
104 Custodial Reserve	54,359.97	54,546.82	59,695.22	51,135.13	51,135.13	51,135.13	
308 10 00 0001 Reserved Cash - Fire Truck	300,000.00	325,000.00	350,000.00	0.00	0.00	0.00	
308 10 03 0001 Reserved Cash - Fire Equip	35,000.00	7,298.40	70,000.00	0.00	0.00	0.00	
202 Fire Department	335,000.00	332,298.40	420,000.00	0.00			
308 Beginning Balances	1,412,157.79	1,442,105.84	1,441,084.72	764,947.44	764,947.44	683,313.80	
311 10 00 0000 General Property Tax	442,450.09	454,081.49	464,024.40	455,951.92	481,883.50	486,702.34	
311 Property Tax	442,450.09	454,081.49	464,024.40	455,951.92	481,883.50	486,702.34	
313 11 00 0000 Sales Tax	278,046.64	271,394.67	314,505.70	190,738.47	200,000.00	230,000.00	
313 71 00 0000 Local Criminal Justice Tax	19,600.02	20,509.66	23,902.04	18,371.01	15,000.00	15,000.00	
313 Sales Tax	297,646.66	291,904.33	338,407.74	209,109.48	215,000.00	245,000.00	
316 43 00 0000 Natural Gas Utility Tax	14,505.06	17,141.46	14,088.35	14,311.30	15,000.00	15,000.00	
316 45 00 0000 Garbage Utility Tax	7,688.59	8,597.12	9,407.19	9,215.10	7,500.00	7,500.00	
316 46 00 0000 Cable TV Utility Tax	2,891.17	2,876.17	4,006.81	2,920.30	3,000.00	3,000.00	
316 47 00 0000 Telephone Utility Tax	16,613.43	15,953.51	12,461.68	7,603.76	14,500.00	10,000.00	
316 Utility Tax	41,698.25	44,568.26	39,964.03	34,050.46	40,000.00	35,500.00	
317 20 00 0000 Leasehold Tax	22,536.82	18,548.54	23,684.42	14,944.56	16,000.00	16,000.00	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	2,245.91	1,652.75	1,681.29	0.00	0.00	0.00	
317 Other Tax	24,782.73	20,201.29	25,365.71	14,944.56	16,000.00	16,000.00	
310 Taxes	806,577.73	810,755.37	867,761.88	714,056.42	752,883.50	783,202.34	
321 99 01 0000 Business Licenses	2,130.00	1,920.00	2,130.00	2,670.00	1,400.00	1,400.00	
321 99 02 0000 Peddlers & Solicitors Permit	0.00	15.00	0.00	0.00	0.00	0.00	
321 99 03 0000 Vacation Rental Licenses	700.00	1,800.00	2,000.00	900.00	1,500.00	1,500.00	

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
321 Licenses	2,830.00	3,735.00	4,130.00	3,570.00	2,900.00	2,900.00	
322 10 00 0000 Building Permits	80,110.52	65,371.11	59,321.24	-3,989.44	-4,000.00	0.00	
322 Permits	80,110.52	65,371.11	59,321.24	-3,989.44	-4,000.00		
320 Licenses & Permits	82,940.52	69,106.11	63,451.24	-419.44	-1,100.00	2,900.00	
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	0.00	21,972.65	48,600.00	0.00	
333 14 51 0001 CDBG Housing Rehab Grant	0.00	0.00	27,081.57	96,880.01	350,000.00	250,000.00	Roll-over of estimated unused funds.
334 01 20 0000 AOC LFO Judicial agency grant	0.00	0.00	4.33	0.00	0.00	0.00	
334 03 10 0000 DOE-Shoreline Master Plan Grant	0.00	0.00	0.00	0.00	0.00	11,000.00	Grant received for required review and update. Work done in-house, no consultants needed.
334 03 10 0001 DOE-Spills Grant	0.00	0.00	79,307.18	0.00	0.00	0.00	
330 Grants	0.00	0.00	106,393.08	96,880.01	350,000.00	261,000.00	
335 00 91 0000 PUD Privilege Tax (in Lieu)	11,460.94	12,434.06	12,320.85	12,999.58	11,000.00	11,000.00	
335 State Shared	11,460.94	12,434.06	12,320.85	12,999.58	11,000.00	11,000.00	
336 06 21 0000 Criminal Justice - Low Population	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	State allocation.
336 06 25 0000 Criminal Justice - Contracted Services	2,688.06	2,790.68	2,910.06	3,117.77	2,500.00	2,500.00	State allocation.
336 06 26 0000 Criminal Justice - Special Programs	1,580.31	1,634.99	1,698.61	1,816.32	1,814.40	1,936.35	State allocation based on population.
336 06 42 0000 Marijuana Excise Tax	370.21	2,398.56	2,569.22	2,609.68	1,846.80	1,853.60	State allocation based on population.
336 06 51 0000 DUI/Other Crim Justice Assist	233.39	230.62	219.46	235.45	0.00	0.00	
336 06 94 0000 Liquor Excise Tax	7,423.00	7,886.23	8,611.28	10,210.97	8,893.80	9,367.30	State allocation based on population.
337 40 00 0000 Private Harvest Tax	11.45	15.61	17.96	7.35	0.00	0.00	
336 State Entitlements, Impact Payments	13,306.42	15,956.69	17,026.59	18,997.54	16,055.00	16,657.25	
330 Intergovernmental Revenues	24,767.36	28,390.75	135,740.52	150,849.78	425,655.00	288,657.25	
341 43 00 0000 General Admin Services	0.00	0.00	0.00	0.00	126,000.00	126,000.00	
341 81 00 0000 Printing/Photocopy Services	16.00	14.00	66.18	13.30	0.00	0.00	
342 33 05 0000 Active Probation Fee	0.00	0.00	0.00	4,878.42	0.00	0.00	
341 Other	16.00	14.00	66.18	4,891.72	126,000.00	126,000.00	
342 21 00 0000 Fire District II Fire Control	78,079.22	29,650.57	21,348.22	19,048.36	31,950.00	32,700.00	Reimbursement offsets budgeted expenses.

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
342 Fire District 2	78,079.22	29,650.57	21,348.22	19,048.36	31,950.00	32,700.00	
345 83 00 0000 Planning Fees	5,885.00	3,175.00	9,250.00	30,392.00	20,000.00	4,500.00	Conservative estimate.
345 Planning	5,885.00	3,175.00	9,250.00	30,392.00	20,000.00	4,500.00	
345 83 01 0000 N Bonn Bldg Inspect Reimburse	4,048.28	5,741.20	1,973.20	29.00	0.00	0.00	
345 83 02 0000 Skamania County Reimbursement	1,782.62	1,205.89	2,659.88	395.15	0.00	0.00	
346 Building	5,830.90	6,947.09	4,633.08	424.15			
340 Charges For Goods & Services	89,811.12	39,786.66	35,297.48	54,756.23	177,950.00	163,200.00	
353 10 00 0000 Traffic Infractions/Parking	2,390.34	4,327.90	5,622.09	5,705.56	3,000.00	3,000.00	
353 70 00 0000 Non-Traffic Infractions	74.62	29.27	139.78	244.49	50.00	100.00	
355 20 00 0000 DUI Fines	1,069.18	1,220.06	298.41	227.22	1,000.00	1,000.00	
355 80 00 0000 Criminal Traffic Fines	766.97	1,238.81	580.49	2,133.34	1,500.00	1,000.00	
356 90 00 0000 Criminal Non-Traffic Fines	113.61	767.98	340.53	242.04	700.00	600.00	
357 37 00 0000 Court Cost Recoupments	1,704.86	5,833.20	9,300.65	4,290.53	5,000.00	5,000.00	
350 Fines & Penalties	6,119.58	13,417.22	16,281.95	12,843.18	11,250.00	10,700.00	
361 11 00 0000 Interest Income/General Fund	8,468.59	12,805.97	28,231.67	16,583.24	5,000.00	5,000.00	
361 40 00 0000 Sales Tax Interest	451.18	742.54	1,117.41	522.58	200.00	200.00	
362 00 00 0000 Park Rentals	0.00	0.00	2,500.00	1,500.00	2,500.00	0.00	Contract ended in 2020.
367 10 00 0000 Fire Department Donations	0.00	1,000.00	0.00	0.00	0.00	0.00	
369 91 00 0000 Miscellaneous Income	163.33	393.99	604.88	544.04	300.00	300.00	
360 Interest & Other Earnings	9,083.10	14,942.50	32,453.96	19,149.86	8,000.00	5,500.00	
386 90 00 0000 Agency Deposit - Court Remittances	5,619.21	10,567.78	11,255.01	7,799.67	0.00	0.00	
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	0.00	159.27	0.00	0.00	
388 10 00 0000 Prior Period Adjustments	0.00	2,220.37	0.00	0.00	0.00	0.00	
389 00 02 0000 Custodial Activities-UCP	13.85	0.00	0.00	0.00	0.00	0.00	
389 30 00 0000 Agency Collections - State Bldg Code	234.00	441.50	340.00	13.00	0.00	0.00	
389 40 00 0000 Agency Deposit - Court Trust	1,151.44	9,700.34	0.00	0.00	0.00	0.00	
380 Non Revenues	7,018.50	22,929.99	11,595.01	7,971.94	0.00	0.00	
TOTAL REVENUES:	2,438,475.70	2,441,434.44	2,603,666.76	1,724,155.41	2,139,585.94	1,937,473.39	
511 30 41 0000 Ordinance Codification	4,391.68	5,293.50	2,374.74	1,303.00	2,500.00	2,500.00	
511 30 44 0000 Legislative Publishing	3,229.29	7,922.64	4,787.44	3,721.60	3,500.00	3,500.00	

5 YEAR BUDGET COMPARISON

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
511 60 10 0000 Council Salary	9,172.96	10,777.04	11,399.99	8,550.00	12,000.00	12,000.00	
511 60 20 0000 Council Benefits	760.21	845.30	895.86	665.60	1,000.00	1,000.00	
511 60 43 0000 Travel/Lodging Council	115.00	1,130.84	52.43	0.00	0.00	2,000.00	
511 60 49 0000 Tuition Council	0.00	0.00	225.00	0.00	1,000.00	1,000.00	
511 Legislative	17,669.14	25,969.32	19,735.46	14,240.20	20,000.00	22,000.00	
512 50 10 0001 Court Clerk Salary	4,412.57	4,208.27	3,817.08	3,076.31	3,000.00	5,000.00	
512 50 20 0001 Court Clerk Benefits	933.02	944.15	1,456.06	606.90	1,500.00	3,000.00	
512 50 31 0000 Court Supplies	0.00	118.47	0.00	0.00	0.00	0.00	
512 50 41 0001 Jury Management/Courtroom Use	991.76	747.48	694.19	817.53	1,200.00	1,200.00	
512 50 41 0003 Municipal Court Contract	23,000.01	20,000.00	20,000.00	16,666.00	20,000.00	20,000.00	
512 50 49 0000 Juror/Witness/Investigative Fees	1,011.95	0.00	0.00	0.00	1,000.00	0.00	
512 52 41 0001 Transcription Services	0.00	1,644.30	0.00	0.00	0.00	0.00	
512 52 41 0002 Interpreter Fees	0.00	0.00	0.00	0.00	500.00	500.00	
512 52 51 0000 Sheriff Warrant Service Charge	270.00	240.00	0.00	0.00	500.00	500.00	
515 35 41 0000 Prosecuting Attorney County Contract	16,000.00	16,000.00	16,000.00	13,334.00	20,000.00	16,000.00	
515 93 41 0000 Indigent Defense	15,262.85	10,738.50	12,503.44	7,203.75	15,000.00	15,000.00	
515 93 41 0001 Indigent Defense Investigation	2,873.53	0.00	0.00	0.00	0.00	0.00	
512 Judicial	64,755.69	54,641.17	54,470.77	41,704.49	62,700.00	61,200.00	
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	7,200.00	6,000.00	7,200.00	7,200.00	
513 10 10 0001 City Administrator Salary	21,596.02	64,583.59	70,682.33	62,602.58	75,000.00	75,000.00	
513 10 20 0000 Mayor Benefits	557.17	556.30	550.80	466.85	625.00	625.00	
513 10 20 0001 City Administrator Benefits	6,038.13	30,629.88	30,945.66	12,460.79	28,000.00	28,000.00	
513 10 43 0000 Travel/Lodging Mayor/Administrator	0.00	0.00	2,336.70	0.00	0.00	2,000.00	
513 10 49 0000 Tuition Mayor/Administrator	0.00	0.00	256.95	474.10	600.00	1,000.00	
513 Executive	35,391.32	102,969.77	111,972.44	82,004.32	111,425.00	113,825.00	
514 20 10 0001 Budgeting/Accounting Salary	74,637.52	67,431.97	58,290.69	62,214.70	66,000.00	66,000.00	
514 20 20 0001 Budgeting/Accounting Benefits	24,285.39	23,007.60	22,796.54	18,282.11	21,000.00	21,000.00	
514 20 41 0001 EBPP Fees General Fund	12.15	75.65	542.41	352.94	600.00	600.00	
514 20 41 0022 Audit Fee	3,997.06	4,883.96	0.00	5,493.43	6,000.00	7,000.00	
514 20 43 0000 Travel Financial/Records	286.91	1,422.24	1,452.39	753.87	755.00	3,000.00	
514 20 46 0000 Clerk Bond Premiums	3,203.82	3,822.21	8.00	99.00	200.00	200.00	
514 20 49 0000 Training/Tuition - Financial/Records	1,012.50	2,212.70	4,130.14	980.00	500.00	3,000.00	
514 20 49 0001 Dues & Membership - Financial	100.00	245.00	910.00	1,136.70	1,000.00	1,200.00	
514 20 49 0002 Fiduciary Fees/VISA	627.84	559.50	1,494.41	2,450.54	2,000.00	2,500.00	Bank fees increased due to lower interest rates and city absorbing customer credit card transaction fees.
514 20 49 0003 Miscellaneous Charges	0.00	0.00	14.29	838.27	500.00	500.00	
514 30 10 0000 Minutes - Recording Fee Sal	1,980.93	1,510.00	2,341.25	1,547.30	2,250.00	2,250.00	

5 YEAR BUDGET COMPARISON

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
514 30 20 0000 Minutes - Recording Fee Ben	171.54	130.50	224.21	133.57	200.00	200.00	
514 41 41 0000 Elections	903.80	0.00	877.78	0.00	1,000.00	1,000.00	
514 91 51 0000 Voter Registration Services	2,739.57	0.00	0.00	0.00	6,000.00	6,000.00	
514 Financial, Recording & Elections	113,959.03	105,301.33	93,082.11	94,282.43	108,005.00	114,450.00	
515 41 41 0000 Advisory Board Services	38,213.95	19,495.15	24,494.20	18,888.00	30,000.00	30,000.00	
515 41 43 0000 Travel - Legal	313.36	0.00	158.24	0.00	0.00	750.00	
515 41 49 0000 Training & Tuition - Legal	80.00	0.00	42.00	0.00	750.00	750.00	
515 41 49 0001 Legal Miscellaneous	30.00	0.00	0.00	0.00	0.00	0.00	
515	38,637.31	19,495.15	24,694.44	18,888.00	30,750.00	31,500.00	
517 70 22 0000 Unemployment Claims	158.55	891.60	10,359.16	10,596.00	15,000.00	0.00	
517 70 25 0000 Old Age Survivor Insurance	0.00	0.00	25.00	25.00	25.00	25.00	
517 70 41 0000 Old Age Survivor Insurance	25.00	25.00	0.00	0.00	0.00	0.00	
517 90 26 0000 Staff Wellness	0.00	0.00	0.00	0.00	500.00	500.00	
517 Employee Benefit Programs	183.55	916.60	10,384.16	10,621.00	15,525.00	525.00	
518 20 44 0000 DNR Fire Control Assessment	0.00	0.50	17.90	17.90	0.00	0.00	
518 30 10 0000 Building Repair Salary	257.23	1,630.94	1,738.91	1,886.11	3,000.00	3,000.00	
518 30 20 0000 Building Repair Benefits	146.99	891.95	1,162.12	1,074.42	1,500.00	1,500.00	
518 30 31 0000 Household Supplies/Repairs	1,208.24	1,173.65	409.26	579.95	2,000.00	2,000.00	
518 30 41 0000 Custodial Services	3,657.00	3,850.00	4,029.00	600.00	1,000.00	1,000.00	Cleaning services in-house, contract glass & carpet cleaning.
518 30 41 0001 Contractual Services	0.00	3,262.50	6,709.80	2,115.71	2,000.00	2,500.00	
518 30 44 0000 HR-Advertisement	0.00	0.00	946.73	691.56	700.00	0.00	
518 30 45 0099 Eq Rental-Bldg Repair	68.02	952.48	578.11	884.76	1,000.00	1,000.00	
518 30 46 0000 Insurance - Liability	11,134.22	13,311.88	1,120.60	10,428.42	10,500.00	14,000.00	
518 30 47 0000 Heat & Lights	2,573.57	2,477.97	2,505.12	2,402.64	3,000.00	3,000.00	
518 30 47 0001 City Hall Water/Sewer	593.40	762.41	1,047.10	784.14	1,330.29	1,330.29	
518 30 48 0000 Building Repair Supplies	-41.91	250.12	1,075.91	0.00	1,000.00	1,000.00	
518 40 31 0000 Office Supplies	3,674.25	5,146.58	3,817.17	3,852.96	6,000.00	6,000.00	
518 40 41 0000 Office Equip Repair& Maintenance	8,536.65	5,357.77	14,094.97	19,135.39	16,000.00	16,000.00	BIAS Software, IT and copier contracts
518 40 42 0000 Central Services Telephone	3,512.19	3,600.94	4,112.50	3,982.97	3,750.00	4,000.00	
518 40 42 0001 Miscellaneous - Postage	171.60	798.81	545.61	329.28	500.00	500.00	
518 80 41 0023 Website - General Fund	240.00	260.00	1,290.00	180.00	500.00	500.00	
518 90 10 0000 COVID-19 - Salaries	0.00	0.00	0.00	12,212.98	12,000.00	0.00	
518 90 20 0000 COVID-19 - Benefits	0.00	0.00	0.00	2,957.64	3,000.00	0.00	
518 90 31 0000 COVID-19 Supplies	0.00	0.00	0.00	12,111.89	15,000.00	0.00	
518 90 41 0000 COVID-19 Services	0.00	0.00	0.00	5,718.96	2,000.00	0.00	
518 90 49 0001 Dues And Membership - General	1,272.84	3,561.80	3,313.14	1,808.00	3,000.00	3,000.00	
594 18 62 0000 City Hall Improvements	0.00	0.00	0.00	10,169.30	15,000.00	0.00	

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
594 18 64 0000 Office Furniture/Equipment	1,674.73	0.00	1,053.80	0.00	0.00	0.00	
594 18 64 0001 Computer Equipment	0.00	1,216.26	19,497.53	1,111.80	0.00	0.00	
518 Centralized Services	38,679.02	48,506.56	69,065.28	95,036.78	103,780.29	60,330.29	
521 20 41 0000 Police Services	160,000.00	166,360.00	169,731.00	145,685.84	175,501.85	176,905.87	Negotiated contract amount
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,688.06	2,495.80	2,910.06	2,315.69	2,700.00	2,700.00	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,580.31	1,929.87	1,698.61	1,349.07	1,600.00	1,600.00	
523 30 41 0000 Probation And Parole Services	0.00	0.00	0.00	3,558.74	0.00	0.00	
523 60 41 0000 Jail Services	9,241.78	13,325.00	11,012.60	4,366.00	13,000.00	13,000.00	
521 Law Enforcement	173,510.15	184,110.67	185,352.27	157,275.34	192,801.85	194,205.87	
522 10 10 0000 Fire Chief/Administration - Salaries	1,200.00	1,200.00	1,480.80	1,561.60	1,500.00	1,900.00	
522 10 20 0000 Fire Chief/Administration - Benefits	91.80	91.80	91.80	77.84	200.00	100.00	
522 20 10 0000 Fire Contract Volunteer Reimb	8,154.00	15,280.00	11,434.00	0.00	16,000.00	16,000.00	
522 20 20 0000 Firefighter Benefits	623.78	1,168.96	874.71	6.17	1,000.00	1,000.00	
522 20 24 0000 Firefighter Pension/Disability	2,460.00	2,130.00	1,920.00	2,190.00	3,500.00	2,500.00	
522 20 31 0000 Fire Supplies	8,537.55	7,981.94	8,578.63	2,475.72	16,000.00	10,000.00	
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	0.00	2,542.33	0.00	0.00	
522 20 32 0000 Fire Truck Fuel	228.02	448.94	604.58	190.88	1,000.00	1,000.00	
522 20 41 0000 Fire-Contractual Services	0.00	0.00	0.00	0.00	0.00	25,000.00	Strategic Plan
522 20 42 0000 Fire Telephone	1,322.40	1,235.64	1,226.18	860.55	1,400.00	1,400.00	
522 20 46 0000 Fire Truck Insurance	2,672.33	3,146.35	759.07	1,302.27	3,000.00	1,500.00	
522 20 48 0000 Fire Hydrant Repair/Supplies	0.00	0.00	0.00	0.00	0.00	1,000.00	
522 20 49 0001 Dues & Memb./Sub. City Fire	0.00	245.19	240.00	197.50	305.00	250.00	
522 30 10 0000 Fire Support Salary	6,380.13	6,434.03	4,996.81	2,404.61	8,500.00	8,500.00	
522 30 20 0000 Fire Support Benefits	4,107.05	3,743.95	3,003.37	996.05	5,000.00	7,000.00	
522 30 31 0001 Fire Prevention Supplies City	0.00	81.70	0.00	0.00	500.00	500.00	
522 30 41 0000 Fire Investigations	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 30 45 0099 Eq Rental - Fire Support	2,864.37	3,528.70	2,212.72	610.58	5,500.00	5,500.00	
522 45 43 0000 Travel - Fire Department	0.00	65.30	0.00	0.00	1,000.00	1,000.00	
522 45 49 0000 Fire Department Training	747.58	676.48	351.46	9.63	4,500.00	3,000.00	
522 50 47 0000 Fire Hall Heat And Lights	2,804.32	2,598.75	2,499.56	1,799.95	3,000.00	3,000.00	
522 50 47 0001 Fire Hall Water-Sewer	0.00	0.00	0.00	973.41	0.00	5,000.00	
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	
522 50 48 0000 Fire Hall Repair	0.00	134.89	0.00	4,523.40	0.00	5,000.00	Gutters & security system
522 60 48 0000 Fire Equipment Repair	282.17	2,264.04	6,809.23	765.55	6,000.00	6,000.00	
594 22 64 0001 Fire Equip Purchase - City	79,338.52	0.00	79,529.85	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To 303 Joint Emerg.	0.00	0.00	34,316.57	0.00	0.00	0.00	
202 Fire Department	125,814.02	56,456.66	164,929.34	23,488.04	82,905.00	111,150.00	
522 20 31 0002 Fire Supplies FD II	10,284.54	4,788.10	8,852.82	2,019.35	10,000.00	10,000.00	

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Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	0.00	2,542.35	0.00	0.00	
522 20 32 0002 Fire Truck Fuel FDII	736.55	1,102.81	948.05	638.47	1,000.00	1,000.00	
522 20 49 0002 Dues & Membership/Subscriptions FD II	0.00	245.19	405.00	197.50	0.00	250.00	
522 30 31 0020 Fire Prevention Supplies FDII	0.00	110.77	0.00	0.00	500.00	500.00	
522 45 43 0002 Travel-FD II	0.00	65.29	0.00	0.00	0.00	0.00	
522 45 49 0002 Fire Training FD II	747.57	676.51	351.45	9.63	2,000.00	3,000.00	
522 60 48 0002 Fire Equipment Repair FDII	358.65	179.03	196.55	149.94	6,000.00	6,000.00	
594 22 64 0002 Fire Equip Purchase - FD II	63,150.13	0.00	0.00	0.00	0.00	0.00	
203 Fire District 2	75,277.44	7,167.70	10,753.87	5,557.24	19,500.00	20,750.00	
522 Fire Control	201,091.46	63,624.36	175,683.21	29,045.28	102,405.00	131,900.00	
525 30 48 0000 Disaster Recovery Contracted Services	15,738.34	0.00	0.00	0.00	0.00	0.00	
525	15,738.34	0.00	0.00	0.00	0.00	0.00	
528 60 41 0000 Dispatch Fees - City	1,703.25	1,794.40	2,301.39	0.00	2,000.00	2,500.00	
528 60 42 0000 Radio Contract	2,870.85	2,870.85	2,870.84	3,229.75	6,000.00	3,500.00	
528 Dispatch Services	4,574.10	4,665.25	5,172.23	3,229.75	8,000.00	6,000.00	
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	0.00	0.00	89,117.85	34,843.73	350,000.00	250,000.00	Roll-over of prior year's estimated unused funds. Matches revenues.
551 Public Housing Services	0.00	0.00	89,117.85	34,843.73	350,000.00	250,000.00	
553 70 41 0000 Air Pollution Authority	0.00	215.40	276.80	434.75	300.00	300.00	
553 Conservation	0.00	215.40	276.80	434.75	300.00	300.00	
554 90 40 0000 Waterfront Mitigation Support	0.00	0.00	7,332.55	0.00	11,400.00	0.00	
554 Environmental Services	0.00	0.00	7,332.55	0.00	11,400.00	0.00	
558 50 10 0000 Building Inspector Salary	35,781.09	46,411.36	45,281.71	2,686.63	3,000.00	0.00	
558 50 20 0000 Building Inspector Benefits	21,836.70	26,701.02	26,554.65	1,489.72	1,500.00	0.00	
558 50 31 0000 Building Department Supplies	230.91	41.33	189.77	5.37	0.00	0.00	
558 50 41 0000 Consulting Services	0.00	0.00	90.00	0.00	0.00	0.00	
558 50 42 0000 Building Department Telephone	618.11	674.01	590.19	0.00	0.00	0.00	
558 50 43 0000 Travel - Building Inspector	328.94	0.00	1,088.98	0.00	0.00	0.00	
558 50 45 0099 Eq Rental - Building Dept	14,971.15	18,506.00	17,053.40	709.80	1,000.00	0.00	
558 50 49 0000 Training & Tuition - Building Dept	275.00	45.00	1,187.73	0.00	0.00	0.00	

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
558 50 49 0001 Dues & Membership - Bldg Dept	95.00	210.00	95.00	0.00	300.00	0.00	
550 Building	74,136.90	92,588.72	92,131.43	4,891.52	5,800.00		
558 60 10 0000 Planning Salary	72,965.47	78,116.46	83,163.00	70,833.68	89,000.00	90,000.00	
558 60 10 0001 Planning Recorder - Salaries	1,078.36	760.00	1,038.78	1,106.75	1,800.00	1,800.00	
558 60 10 0002 Planning Commission Salaries	3,375.00	3,900.00	3,077.68	3,375.00	4,500.00	4,500.00	
558 60 10 0003 Planning Intern Salary	0.00	6,506.25	0.00	0.00	0.00	0.00	
558 60 20 0000 Planning Benefits	33,958.38	35,714.78	37,331.50	33,674.80	40,000.00	45,000.00	
558 60 20 0001 Planning Recorder - Benefits	93.28	65.71	66.87	95.57	180.00	180.00	
558 60 20 0002 Planning Commission Benefits	271.39	314.08	242.32	262.65	500.00	500.00	
558 60 20 0003 Planning Intern Benefits	0.00	583.82	0.00	0.00	0.00	0.00	
558 60 31 0000 Planning Supplies	0.00	74.27	0.00	0.00	750.00	200.00	
558 60 41 0000 Planning & Professional Assist	0.00	1,410.00	119,807.30	44,758.86	50,000.00	20,000.00	
558 60 41 0001 Planning Publication	595.92	898.56	819.00	1,185.29	1,750.00	1,750.00	
558 60 43 0000 Travel - Planning/Prof Assistance	231.23	20.00	898.88	0.00	0.00	1,500.00	
558 60 49 0000 Training & Tuition - Planning	145.00	230.00	451.69	0.00	0.00	1,500.00	
558 60 49 0001 Dues & Membership - Planning	363.00	394.00	0.00	0.00	500.00	600.00	
558 60 49 0002 Planning Filing Fees/Misc	0.00	113.00	570.00	26.25	500.00	200.00	
560 Planning	113,077.03	129,100.93	247,467.02	155,318.85	189,480.00	167,730.00	
558 70 49 0001 EDC Assessment	10,042.50	9,945.00	10,237.50	5,265.00	11,000.00	12,890.00	
558 70 49 0002 MCEDD Services	732.50	806.00	894.00	982.00	900.00	1,000.00	
570 Economic Development	10,775.00	10,751.00	11,131.50	6,247.00	11,900.00	13,890.00	
558 Planning & Community Devel	197,988.93	232,440.65	350,729.95	166,457.37	207,180.00	181,620.00	
565 10 49 0000 Food Bank Support	6,000.00	6,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
565 Welfare	6,000.00	6,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
566 72 42 0000 Substance Abuse/Liquor Excise	148.46	157.73	211.16	147.21	150.00	150.00	
566 Substance Abuse	148.46	157.73	211.16	147.21	150.00	150.00	
573 20 41 0000 Trail Of The Gods Mural	0.00	0.00	0.00	0.00	0.00	6,000.00	Requested at 11/12 Special Budget Meeting
573 90 49 0000 Hosting of Meetings/Events	44.74	1,194.49	1,022.13	59.96	500.00	500.00	
573 Cultural & Community Activities	44.74	1,194.49	1,022.13	59.96	500.00	6,500.00	
576 20 41 0000 Community Pool Support	39,999.96	20,000.04	32,500.00	37,500.00	40,000.00	40,000.00	Maximum amount if pool opened year-round

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
576 80 10 0000 Park Maintenance Salary	21,994.27	18,654.56	38,961.16	13,327.60	20,000.00	20,000.00	
576 80 20 0000 Park Maintenance Benefits	7,607.53	7,260.87	17,010.55	8,001.71	12,000.00	12,000.00	
576 80 31 0000 Parks Supplies	580.70	10,433.21	10,288.24	1,299.24	2,000.00	2,000.00	
576 80 45 0099 Eq Rental - Parks	15,719.58	14,092.05	11,315.73	6,300.18	12,000.00	12,360.00	
576 80 47 0000 Parks Electricity	261.00	320.79	454.36	434.88	350.00	500.00	
576 80 47 0001 Parks Water	0.00	0.00	0.00	255.51	0.00	1,800.00	
576 80 48 0000 Parks - Contracted	0.00	6,311.18	11,332.00	0.00	0.00	0.00	
576 Park Facilities	86,163.04	77,072.70	121,862.04	67,119.12	86,350.00	88,660.00	
586 90 00 0000 Agency Disbursement - Court	5,480.19	10,796.22	11,090.82	7,697.04	0.00	0.00	
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	0.00	155.14	0.00	0.00	
586 91 00 0000 Agency Disbursement - Court Trust	979.99	5,657.50	856.79	0.00	0.00	0.00	
589 30 00 0000 Agency Remittances - State Bldg Code	216.00	416.50	207.50	132.50	0.00	0.00	
589 99 00 0000 Payroll Clearing	0.00	0.00	2,275.71	-171.87	0.00	0.00	
580 Non Expenditures	6,676.18	16,870.22	14,430.82	7,812.81	0.00	0.00	
597 00 01 0020 Transfers-Out - Fire Reserve	0.00	0.00	480,000.00	0.00	35,000.00	25,000.00	
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	0.00	5,565.12	0.00	0.00	0.00	
597 00 01 0630 Transfers-Out -Municipal Court	0.00	0.00	5,443.28	0.00	0.00	0.00	
597 00 01 0631 Transfers-Out - CATV	0.00	0.00	3,115.25	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To Joint Emergency Facilities	0.00	63,198.11	0.00	0.00	0.00	0.00	
597 Interfund Transfers	0.00	63,198.11	494,123.65	0.00	35,000.00	25,000.00	
508 80 00 0000 CE-Unreserved Ending Cash	0.00	0.00	0.00	0.00	598,764.67	554,758.10	Reflects changes made
100 Unreserved	0.00	0.00	0.00	0.00	598,764.67	554,758.10	
508 10 00 0002 CE-Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
102 Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
508 10 00 0004 CE-Custodial	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
104 Custodial Reserve	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
202 Fire Department	0.00	0.00	0.00	0.00			
999 Ending Balance	0.00	0.00	0.00	0.00	683,313.80	639,307.23	

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001 General Expense Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed Comment
TOTAL EXPENDITURES:	1,001,210.46	1,007,349.48	1,838,719.32	829,869.54	2,139,585.94	1,937,473.39
FUND GAIN/LOSS:	1,437,265.24	1,434,084.96	764,947.44	894,285.87	0.00	0.00

5 YEAR BUDGET COMPARISON

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010 General Reserve Fund

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

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

5 YEAR BUDGET COMPARISON

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020 Fire Reserve Fund

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

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

Street Fund

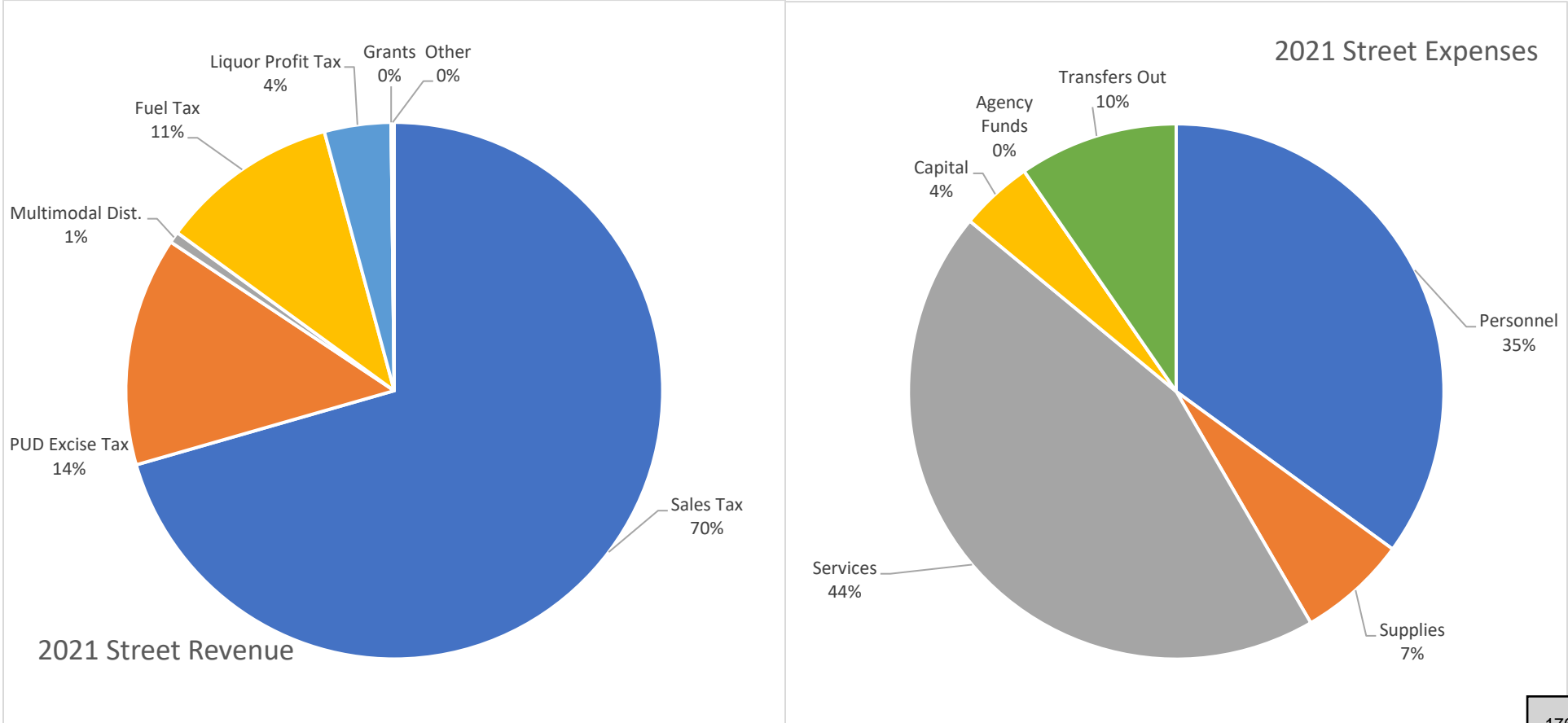
The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks and associated activities.

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

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

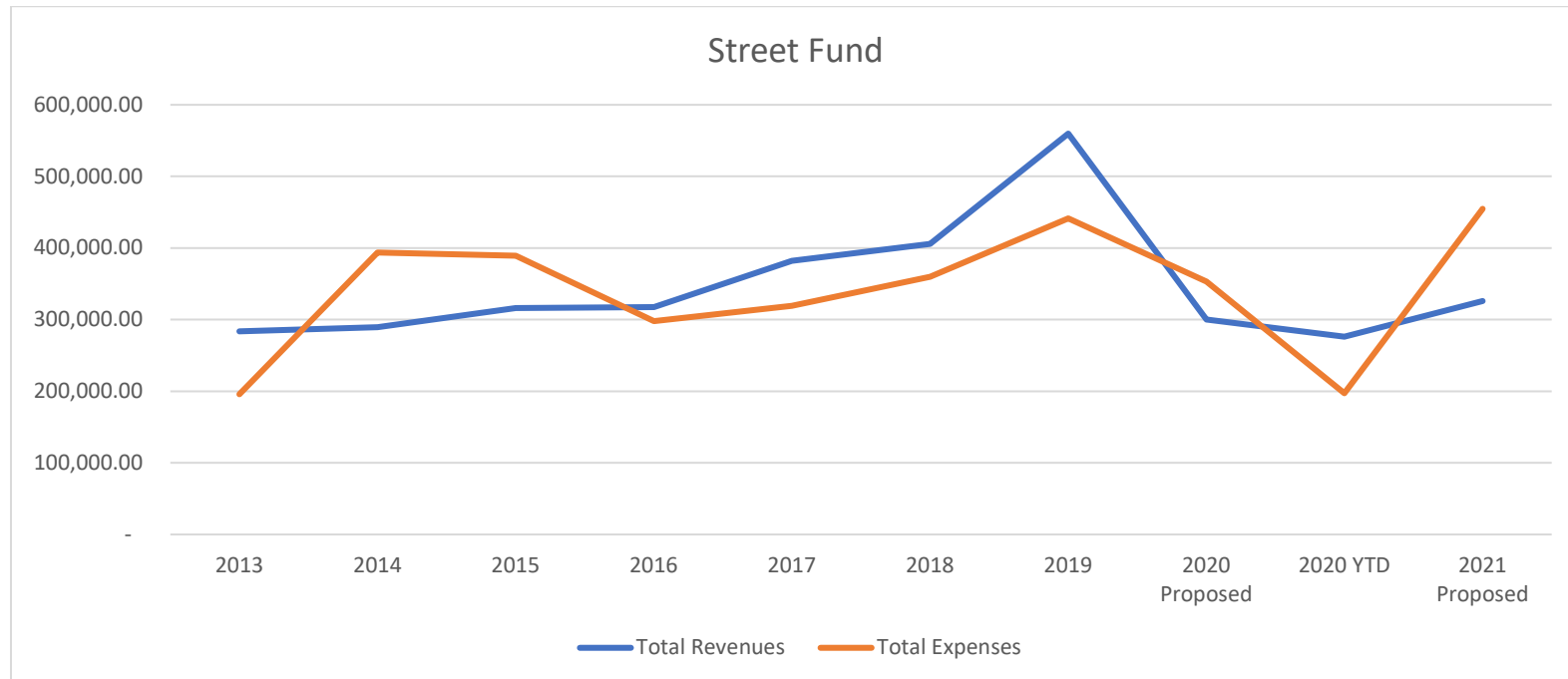
The Capital Project in 2021 is for additional minor road improvements to lower Kanaka. A large portion of the services (\$80k) is for a transportation study.

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



The chart below shows the total revenue for the street fund compared to the expenses. Years where revenues exceed expenses build up reserves for future capital projects.

- In 2014 reserve funds of around \$100k were used with \$50k going towards the Quad Gates project and \$50k for Cascade Avenue.
- In 2015, reserve funds of around \$100k were again used with \$50k for Cascade Avenue and \$50k for Kanaka Creek.
- In 2020, the proposed budget reflects reserves of \$20k being used for the Kanaka Creek bridge replacement and \$27k for staff time associated with the Russell Avenue project.
- 2020 Year to Date (YTD) revenues and expenditures show revenues exceeding expenses.
- 2021 Proposed Budget shows the use of reserves mostly for a transportation study (\$80k) as well as for the First Street project (\$44k) and additional improvements on lower Kanaka (\$20k).



5 YEAR BUDGET COMPARISON

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100 Street Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 80 00 0000 ST Unreserved Begin CA & Invest	69,418.45	132,413.00	177,995.51	296,289.98	296,289.98	243,377.98	
308 80 00 0100 ST Unreserved Begin C&I Snow Reserve	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
308 Beginning Balances	79,418.45	142,413.00	187,995.51	306,289.98	306,289.98	253,377.98	
313 11 00 0100 Additional .5% Sales Tax	276,607.39	271,330.89	314,506.02	190,738.42	200,000.00	230,000.00	Conservative estimate.
316 42 00 0000 PUD Excise Tax	52,883.63	52,930.75	48,335.28	49,358.50	52,000.00	45,000.00	
310 Taxes	329,491.02	324,261.64	362,841.30	240,096.92	252,000.00	275,000.00	
322 40 00 0000 Street ROW Applications & Permits	850.00	1,175.00	525.00	275.00	600.00	600.00	
322 40 01 0000 Right of Way Permit Repairs	0.00	0.00	50.00	0.00	0.00	0.00	
320 Licenses & Permits	850.00	1,175.00	575.00	275.00	600.00	600.00	
334 03 80 0000 TIB Relight WA Grant	0.00	0.00	109,077.00	0.00	0.00	0.00	
334 03 80 0002 TIB Chipseal Grant	0.00	0.00	23,763.00	0.00	0.00	0.00	
336 00 71 0000 Multimodal Transportation - Cities	1,619.05	2,195.16	2,180.38	1,656.29	2,203.20	2,217.70	State allocation based on population.
336 00 87 0000 Street Fuel Tax-MVFT	33,351.98	34,153.07	33,205.19	24,209.28	32,432.40	35,152.20	State allocation based on population.
336 06 95 0000 Liquor Profit Tax	13,002.00	12,926.04	12,838.99	9,752.90	12,992.40	13,074.50	State allocation based on population.
330 Intergovernmental Revenues	47,973.03	49,274.27	181,064.56	35,618.47	47,628.00	50,444.40	
361 11 00 0100 Interest Income - Streets	225.20	456.86	726.97	231.68	0.00	0.00	
369 10 00 0000 Sale of Scrap Streets	0.00	585.55	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	225.20	1,042.41	726.97	231.68	0.00	0.00	
389 30 00 0100 Agency Collection Major St Latecomer Fee	3,771.00	0.00	0.00	0.00	0.00	0.00	
380 Non Revenues	3,771.00	0.00	0.00	0.00	0.00	0.00	
397 00 00 0001 Transfer In From General Fund	0.00	0.00	5,565.12	0.00	0.00	0.00	
397 02 00 0306 Transfer In From Kanaka	0.00	29,864.14	9,024.37	0.00	0.00	0.00	
397 Interfund Transfers	0.00	29,864.14	14,589.49	0.00	0.00	0.00	
TOTAL REVENUES:	461,728.70	548,030.46	747,792.83	582,512.05	606,517.98	579,422.38	

542 39 10 0000 Road Maintenance - Salaries	53,932.23	62,531.20	72,908.80	46,677.26	55,000.00	73,000.00	
542 39 20 0000 Road Maintenance - Benefits	31,377.56	32,113.19	35,027.19	26,010.62	32,000.00	35,000.00	
542 39 31 0000 Supplies	9,419.53	14,555.26	13,637.51	965.10	5,000.00	15,000.00	
542 39 41 0000 General Admin Fees	0.00	0.00	0.00	0.00	31,000.00	31,000.00	

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Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
542 39 42 0000 Telephone	4.04	0.00	0.00	147.38	200.00	200.00	
542 39 45 0099 Eq Rental - Road Maintenance	20,873.21	27,700.42	26,144.30	16,340.87	25,000.00	25,000.00	
542 39 48 0000 Contracted Labor	21,818.76	20,932.45	32,815.97	6,079.67	5,000.00	20,000.00	
542 39 51 0000 Environmental Permits	0.00	25.00	0.00	0.00	0.00	0.00	
542 40 10 0000 Storm Drain Maint - Salaries	3,244.43	5,233.41	9,315.73	6,564.09	8,000.00	10,000.00	
542 40 20 0000 Storm Drain Maint - Benefits	1,977.55	2,939.08	5,675.35	3,289.46	5,000.00	6,000.00	
542 40 31 0000 Storm Drain Maint - Supplies	0.00	0.00	1,390.47	0.00	2,000.00	2,000.00	
542 40 45 0099 Eq Rental - Storm Drain Maint	1,390.45	2,462.13	2,507.17	1,940.40	3,000.00	3,000.00	
542 40 47 0000 Dewatering Electricity Chesser	746.77	469.72	611.75	817.09	800.00	800.00	
542 40 48 0000 Storm Drain Maint - Contrlabor	0.00	546.58	0.00	2,558.24	2,000.00	700.00	
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	0.00	4,741.83	0.00	5,000.00	0.00	
542 63 47 0000 Electricty - Street Lights	18,170.64	17,151.97	11,303.92	9,327.40	14,000.00	14,000.00	
542 63 47 0001 Street Water	0.00	0.00	0.00	1,569.44	0.00	0.00	
542 63 48 0000 Repair/maintenance - ST Lights	10,738.74	3,206.13	4,142.04	16,649.76	17,000.00	3,000.00	
542 64 31 0000 Traffic Devices	9,231.85	11,055.41	8,049.90	2,180.87	12,000.00	12,000.00	
542 64 48 0000 Road Striping	5,590.22	0.00	2,328.22	5,508.40	5,510.00	6,000.00	
542 66 10 0000 Snow Removal - Salary	27,694.30	616.96	15,710.18	1,523.06	18,000.00	18,000.00	
542 66 20 0000 Snow Removal - Benefits	14,252.93	183.21	7,299.55	695.21	8,000.00	8,000.00	
542 66 31 0000 Snow Removal - Supplies	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
542 66 45 0099 Eq Rental - Snow Removal	12,102.61	206.92	11,486.28	703.79	4,000.00	4,000.00	
542 67 47 0000 Litter Clean-Up	4,367.96	2,657.92	3,263.22	2,203.98	2,000.00	2,000.00	
542 Streets - Maintenance	246,933.78	204,586.96	268,359.38	151,752.09	260,510.00	289,700.00	
543 10 10 0000 General Administration Salaries	10,868.85	921.66	492.19	1,462.78	2,000.00	2,000.00	
543 10 20 0000 General Administration Benefits	3,038.86	436.85	137.66	308.63	750.00	750.00	
543 31 10 0000 General Services Salaries	2,926.45	3,197.15	3,331.63	2,538.32	5,000.00	5,000.00	
543 31 20 0000 General Services Benefits	989.51	1,010.39	1,231.28	640.47	1,500.00	1,500.00	
543 31 41 0000 Computer Services	1,917.67	135.56	909.78	243.65	800.00	600.00	
543 31 41 0001 Contracted Servcies	0.00	0.00	1,350.00	0.00	0.00	80,000.00	Transportation Study.
543 31 41 0022 Audit Fee	1,687.40	1,220.98	0.00	2,746.71	2,000.00	2,000.00	
543 31 43 0000 Travel - Streets	267.80	0.00	0.00	0.00	1,000.00	500.00	
543 31 46 0000 Insurance	5,717.44	6,822.94	506.40	6,076.40	6,080.00	6,500.00	
543 31 49 0000 Training - Streets	65.00	115.00	128.33	0.00	500.00	500.00	
543 31 49 0001 Misc/Recording Fees/Dues	955.00	800.00	800.00	800.00	1,000.00	1,000.00	
543 Streets Admin & Overhead	28,433.98	14,660.53	8,887.27	14,816.96	20,630.00	100,350.00	
544 20 41 0100 #14 ST Planning Professional	712.43	2,522.05	0.00	247.50	21,000.00	1,000.00	
544 Road & Street Operations	712.43	2,522.05	0.00	247.50	21,000.00	1,000.00	
566 72 42 0100 Substance Abuse/Liquor Profits	325.88	258.52	256.78	195.06	0.00	0.00	

5 YEAR BUDGET COMPARISON

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Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
566 Substance Abuse	325.88	258.52	256.78	195.06	0.00	0.00	
589 30 00 0100 Agency Remittance Major St Latecomer Fee	3,771.00	0.00	0.00	0.00	0.00	0.00	
580	3,771.00	0.00	0.00	0.00	0.00	0.00	
594 42 41 0000 Relight WA-Contract Services	0.00	109,077.00	0.00	0.00	0.00	0.00	
595 31 31 0000 #37 Cascade (Restor/Rehab) - Supplies	157.50	0.00	0.00	0.00	0.00	0.00	
595 32 10 0000 #71 Kanaka (Restor/Rehab) - Sal	14,523.01	881.41	0.00	0.00	0.00	0.00	
595 32 20 0000 #71 Kanaka (Restor/Rehab) - Ben	7,400.44	403.92	0.00	0.00	0.00	0.00	
595 32 45 0099 Eq Rental-Restor/Rehab (#71 Kanaka)	5,004.81	299.16	0.00	0.00	0.00	0.00	
595 33 10 0000 Russell Avenue (Restor/Rehab) - Sal	0.00	1,542.86	28,529.72	16,206.21	17,000.00	0.00	
595 33 20 0000 Russell Avenue (Restor/Rehab) - Ben	0.00	699.55	12,260.28	8,891.42	10,000.00	0.00	
595 33 31 0000 Russell Avenue (Restor/Rehab)-Supp	0.00	0.00	11,531.98	0.00	0.00	0.00	
595 33 41 0000 Russell Avenue (Restor/Rehab)-Svcs	0.00	0.00	1,176.44	300.00	0.00	0.00	
595 33 45 0099 Eq Rental - Restor/Rehab (Russell Ave)	0.00	651.06	13,470.17	4,798.27	4,000.00	0.00	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00	20,000.00	20,000.00	Lower Kanaka Improvements
595 61 10 0000 Gropper Sidewalk - Salaries	6,042.69	212.53	0.00	0.00	0.00	0.00	
595 61 20 0000 Gropper Sidewalk - Benefits	2,971.01	97.45	0.00	0.00	0.00	0.00	
595 61 41 0000 Gropper Sidewalk - Prof Services	1,657.50	0.00	0.00	0.00	0.00	0.00	
595 61 45 0099 Eq Rental-Gropper Sidewalk	2,056.10	70.40	0.00	0.00	0.00	0.00	
594 Capital Expenditures	39,813.06	113,935.34	66,968.59	30,195.90	51,000.00	20,000.00	
597 17 00 0000 Transfer Out To Gropper Sidewalk	0.00	24,174.42	0.00	0.00	0.00	0.00	
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	0.00	97,030.83	0.00	0.00	0.00	
597 19 00 0000 Transfer Out To 311 First St	0.00	0.00	0.00	0.00	0.00	43,700.00	City matching funds.
597 Interfund Transfers	0.00	24,174.42	97,030.83	0.00	0.00	43,700.00	
508 80 00 0100 Streets-Unreserved Ending Cash	0.00	0.00	0.00	0.00	243,377.98	114,672.38	
508 80 00 0101 Streets-Snow Reserve	0.00	0.00	0.00	0.00	10,000.00	10,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	253,377.98	124,672.38	
TOTAL EXPENDITURES:	319,990.13	360,137.82	441,502.85	197,207.51	606,517.98	579,422.38	
FUND GAIN/LOSS:	141,738.57	187,892.64	306,289.98	385,304.54	0.00	0.00	

Tourism Promotion Fund

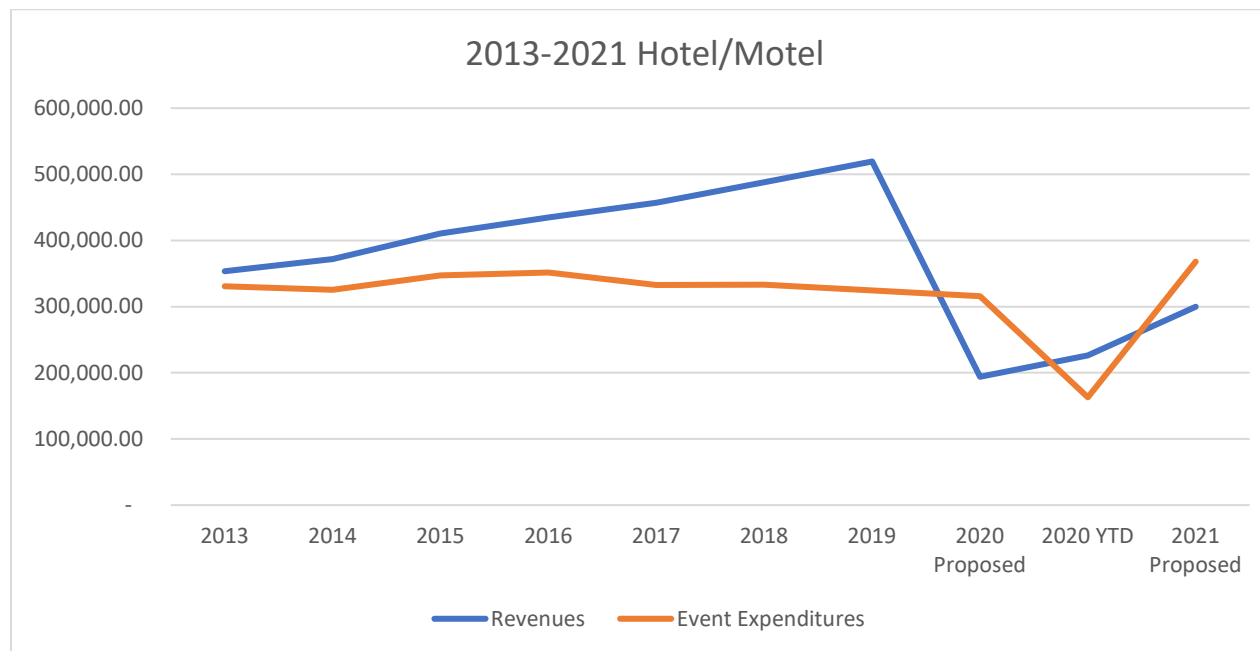
The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. Most of the revenue goes to support ongoing tourism services such as the Chamber of Commerce, the Stevenson Downtown Association, the Columbia Gorge Tourism Alliance, Columbia River Gorge Interpretive Center and the Dog Mountain Shuttle. Other events supported with the revenue include the Blues and Brews, 4th of July Fireworks, County Fair, GorgeGrass, Waterfront Festival, Fools Fest, Farmers' Market, Gorge Outrigger Races and the Bridge of the Gods Kitefest.

Tourism related Capital projects also supported by this fund include:

- Interpretive and Wayfinding Signs
- Leavens Point Beach Improvements
- Stevenson Landing Improvements
- Waterfront Park – Wayfinding signage, amenities and enhancements
- Courthouse Park Plaza

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



5 YEAR BUDGET COMPARISON

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103 Tourism Promo & Develop Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 10 00 0103 Tourism Reserved C&I - Capital	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	
308 10 01 0103 Tourism Reserved C&I - Rev. Shortfall	304,104.45	228,999.54	247,672.30	410,294.51	410,294.51	270,886.20	Increased roll-over for Plaza Project
308 Beginning Balances	604,104.45	528,999.54	547,672.30	710,294.51	710,294.51	570,886.20	
313 31 00 0000 Stadium (Motel/Hotel) Tax	456,931.72	488,077.57	519,403.95	226,191.22	194,000.00	300,000.00	Conservative Estimate
310 Taxes	456,931.72	488,077.57	519,403.95	226,191.22	194,000.00	300,000.00	
361 11 00 0103 Interest Income/Tourism	4,224.19	4,740.36	8,951.51	11,669.76	0.00	0.00	
360 Interest & Other Earnings	4,224.19	4,740.36	8,951.51	11,669.76	0.00	0.00	
TOTAL REVENUES:	1,065,260.36	1,021,817.47	1,076,027.76	948,155.49	904,294.51	870,886.20	
573 30 41 0000 Consultant Services, Chamber	85,000.08	90,000.00	90,000.00	69,547.09	90,000.00	90,000.00	
573 30 41 0001 SBA Consultant Services	77,182.48	90,730.64	70,852.71	30,547.26	85,000.00	80,000.00	Fireworks moved to County management
573 30 41 0004 County - Fair & Timber Carnival	6,000.00	6,000.00	6,000.00	0.00	0.00	5,000.00	
573 30 41 0005 County - Bluegrass Festival	9,000.00	9,000.00	9,000.00	0.00	0.00	10,000.00	Total amount for Bluegrass only \$1k more than last year
573 30 41 0008 County-Fireworks	0.00	0.00	0.00	0.00	0.00	7,500.00	Relocated from Chamber
573 30 41 0010 General Admin Fees	0.00	0.00	0.00	0.00	4,000.00	4,000.00	
573 90 10 0000 Promotion Salaries	19,280.51	1,843.21	2,019.44	1,409.64	5,000.00	5,000.00	
573 90 10 0003 Promotion Field Salaries	2,000.38	1,760.21	2,188.51	245.25	3,300.00	3,300.00	
573 90 20 0000 Promotion Benefits	5,390.72	873.62	884.00	292.97	1,000.00	1,000.00	
573 90 20 0003 Promotion Field Benefits	1,199.60	1,075.84	1,182.29	92.97	1,700.00	1,700.00	
573 90 31 0000 Promotion Supplies	410.22	516.59	232.00	0.00	0.00	0.00	
573 90 41 0001 Discover Your Northwest	14,792.70	20,656.09	17,250.00	6,986.88	7,000.00	0.00	
573 90 41 0002 CRGIC Consultant Services	45,473.36	53,625.96	55,000.00	24,195.90	55,000.00	55,000.00	
573 90 41 0003 X-Fest Event Consultant Serv	0.00	1,000.00	0.00	0.00	0.00	0.00	
573 90 41 0004 Skamania Senior Services - Hiker Bus	2,500.00	2,500.00	1,250.00	0.00	0.00	2,000.00	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	5,000.00	0.00	0.00	5,000.00	
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00	
573 90 41 0011 Stevenson Farmers Market	1,765.00	2,000.00	2,000.00	0.00	2,000.00	3,000.00	Increased programming
573 90 41 0013 Main St Program Coordinator (SBA)	31,154.74	25,000.00	40,000.00	27,500.00	55,000.00	65,000.00	Increased request for increased programs
573 90 41 0014 Stevenson Waterfront Music Festival	3,400.00	2,000.00	2,000.00	0.00	3,000.00	3,000.00	
573 90 41 0015 Walking Man	3,800.00	1,335.69	2,000.00	0.00	2,500.00	5,200.00	21st Anniversary weekend event
573 90 41 0016 Pirate Festival	0.00	0.00	0.00	0.00	0.00	8,400.00	New proposed festival
573 90 41 0017 Stevenson Municipal Pool Marketing	4,763.02	2,728.94	2,500.00	0.00	0.00	0.00	
573 90 41 0018 SC Fair Board-GorgeGrass	0.00	8,000.00	8,000.00	0.00	0.00	4,000.00	Total amount for GorgeGrass increased \$1k
573 90 41 0019 CGTA Services	0.00	2,500.00	2,500.00	0.00	2,500.00	5,000.00	Increased programs
573 90 41 0021 Computer Services	1,358.34	112.95	727.89	202.91	0.00	0.00	
573 90 41 0022 Audit Fee	1,379.04	1,220.98	0.00	1,831.14	2,000.00	2,000.00	

5 YEAR BUDGET COMPARISON

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103 Tourism Promo & Develop Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
573 90 45 0099 Eq Rental - Promotion Field	937.44	901.58	687.72	82.83	0.00	0.00	
573 Cultural & Community Activities	324,787.63	333,382.30	324,274.56	162,934.84	322,000.00	368,100.00	
594 75 63 0001 Leavens Point Beach	0.00	111,400.00	0.00	0.00	0.00	0.00	
594 75 63 0003 Stevenson Landing Sign	17,835.35	0.00	0.00	0.00	0.00	0.00	
594 75 63 0005 East Point Signage (Port)	1,931.30	0.00	0.00	0.00	0.00	0.00	
594 75 63 0006 Waterfront Wayfinding Signage (Port)	0.00	29,582.00	0.00	0.00	0.00	0.00	
594 75 63 0007 Waterfront Park Amenities (Port)	0.00	0.00	30,867.00	0.00	0.00	0.00	
594 75 63 0008 Waterfront Park Enhancements	0.00	0.00	0.00	0.00	55,000.00	0.00	
594 75 63 0010 Exhibit Hall Roof-Fairgrounds	0.00	0.00	0.00	15,000.00	15,000.00	0.00	
594 76 52 0000 21 NE Cascade Waterfront Park	184,004.84	0.00	0.00	0.00	0.00	0.00	
594 76 63 0001 Courthouse Park Plaza (SDA)	0.00	0.00	10,591.69	1,880.17	249,408.31	230,000.00	Estimated roll-over
594 Capital Expenditures	203,771.49	140,982.00	41,458.69	16,880.17	319,408.31	230,000.00	
508 10 00 0103 Tourism-Cap. Facility Reserve	0.00	0.00	0.00	0.00	100,000.00	100,000.00	
508 10 00 0104 Tourism-Ending Cash	0.00	0.00	0.00	0.00	162,886.20	172,786.20	
999 Ending Balance	0.00	0.00	0.00	0.00	262,886.20	272,786.20	
TOTAL EXPENDITURES:	528,559.12	474,364.30	365,733.25	179,815.01	904,294.51	870,886.20	
FUND GAIN/LOSS:	536,701.24	547,453.17	710,294.51	768,340.48	0.00	0.00	

5 YEAR BUDGET COMPARISON

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105 Affordable Housing Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
313 27 00 0000 Affordable And Supportive Housing Sales And Use Tax	0.00	0.00	0.00	430.01	0.00	15,000.00	Rough estimate.
310 Taxes	0.00	0.00	0.00	430.01	0.00	15,000.00	
TOTAL REVENUES:	0.00	0.00	0.00	430.01	0.00	15,000.00	
508 10 00 0105 Affordable Housing-Ending Balance	0.00	0.00	0.00	0.00	0.00	15,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	15,000.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	0.00	15,000.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	430.01	0.00	0.00	

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

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300 Capital Improvement Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 10 00 0000 Cap Imp Res Begin C&I Waterfront Imp	11,256.65	11,256.65	11,256.65	11,256.65	11,256.65	11,256.65	
308 10 00 0300 Cap Imp Reserved Begin C&I	35,297.33	59,345.13	97,368.97	124,399.77	124,399.77	68,762.99	
308 Beginning Balances	46,553.98	70,601.78	108,625.62	135,656.42	135,656.42	80,019.64	
318 34 00 0000 Real Estate Excise Tax	23,829.97	37,586.59	26,296.78	33,731.32	20,000.00	20,000.00	
310 Taxes	23,829.97	37,586.59	26,296.78	33,731.32	20,000.00	20,000.00	
361 11 00 0300 Interest on Investments-Cap Imp	217.83	437.25	734.02	711.64	0.00	0.00	
360 Interest & Other Earnings	217.83	437.25	734.02	711.64	0.00	0.00	
TOTAL REVENUES:	70,601.78	108,625.62	135,656.42	170,099.38	155,656.42	100,019.64	
597 18 00 0309 Transfer Out To Russell	0.00	0.00	0.00	0.00	22,636.78	0.00	
597 18 00 0311 Transfer Out To First Street	0.00	0.00	0.00	0.00	53,000.00	0.00	
597 Interfund Transfers	0.00	0.00	0.00	0.00	75,636.78	0.00	
508 10 00 0300 Cap. Imp.-Ending Cash	0.00	0.00	0.00	0.00	68,762.99	88,762.99	
508 10 00 0301 Cap. Imp.-Waterfront Imp Res	0.00	0.00	0.00	0.00	11,256.65	11,256.65	
999 Ending Balance	0.00	0.00	0.00	0.00	80,019.64	100,019.64	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	155,656.42	100,019.64	
FUND GAIN/LOSS:	70,601.78	108,625.62	135,656.42	170,099.38	0.00	0.00	

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

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

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301 Timber Harvest Fund

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

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

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303 Joint Emergency Facilities Fund

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

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

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306 Kanaka Creek Road Improvements

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

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

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308 Gropper Sidewalk

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

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

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309 Russell Ave

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 10 00 0309 Russell Ave Res Beg CA & Invest	0.00	0.00	-66,157.50	0.00	0.00	0.00	
308 Beginning Balances	0.00	0.00	-66,157.50	0.00	0.00	0.00	
333 20 20 0001 Russell STP Grant	0.00	0.00	123,000.00	480,375.33	707,000.00	0.00	
334 03 80 0309 Russell Ave-TIB Grant	0.00	0.00	0.00	78,772.85	112,927.00	0.00	
330 Intergovernmental Revenues	0.00	0.00	123,000.00	559,148.18	819,927.00	0.00	
397 02 00 0309 Transfer In from Streets	0.00	0.00	97,030.83	0.00	0.00	0.00	
397 03 00 0309 Transfer In From CI	0.00	0.00	0.00	0.00	22,636.78	0.00	
397 Interfund Transfers	0.00	0.00	97,030.83	0.00	22,636.78	0.00	
TOTAL REVENUES:	0.00	0.00	153,873.33	559,148.18	842,563.78	0.00	
595 10 41 0309 Russell Ave - Engineering	0.00	66,157.50	141,739.68	100,537.19	173,964.18	0.00	
595 10 41 1309 Russell Ave-Construction	0.00	0.00	0.00	632,205.21	668,599.60	0.00	
595 20 61 0309 Russell Ave-Right Of Way	0.00	0.00	12,133.65	0.00	0.00	0.00	
594 Capital Expenditures	0.00	66,157.50	153,873.33	732,742.40	842,563.78	0.00	
TOTAL EXPENDITURES:	0.00	66,157.50	153,873.33	732,742.40	842,563.78	0.00	
FUND GAIN/LOSS:	0.00	-66,157.50	0.00	-173,594.22	0.00	0.00	

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

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310 Wastewater System Upgrades

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

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

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311 First Street

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
334 03 80 0311 First St.-TIB Grant	0.00	0.00	0.00	0.00	132,800.00	575,400.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	132,800.00	575,400.00	
397 00 00 0311 First St-Transfer In From Streets	0.00	0.00	0.00	0.00	0.00	43,700.00	
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	0.00	0.00	53,000.00	0.00	
397 Interfund Transfers	0.00	0.00	0.00	0.00	53,000.00	43,700.00	
TOTAL REVENUES:	0.00	0.00	0.00	0.00	185,800.00	619,100.00	
595 10 41 0311 First St-Engineering Svc	0.00	0.00	0.00	78,967.61	185,800.00	619,100.00	Engineer's estimated construction costs.
594 Capital Expenditures	0.00	0.00	0.00	78,967.61	185,800.00	619,100.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	78,967.61	185,800.00	619,100.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	-78,967.61	0.00	0.00	

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

Water/Sewer Fund

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

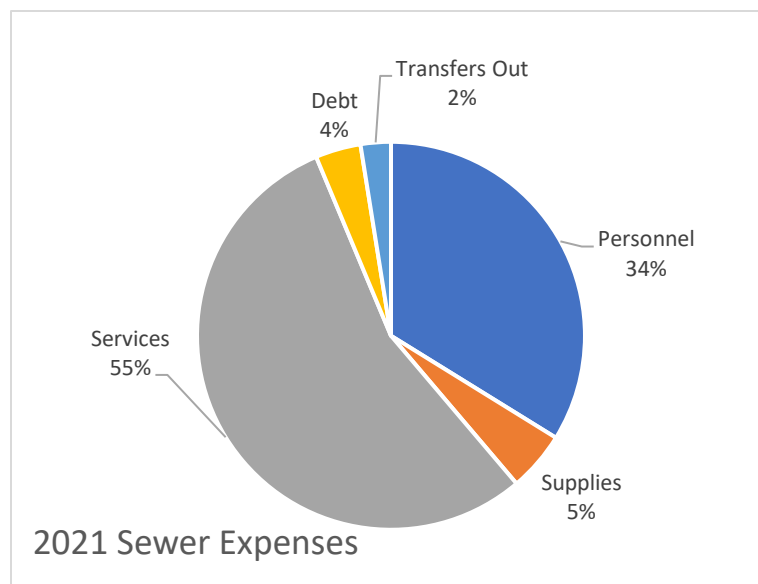
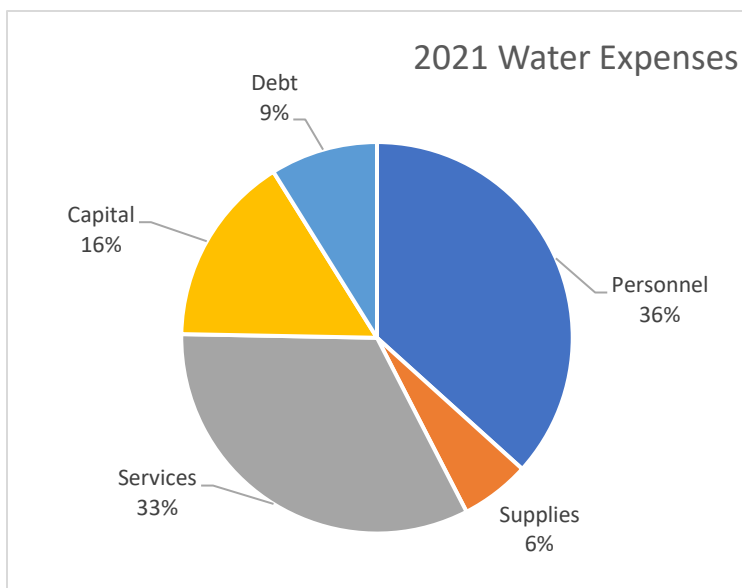
An annual water rate increase of 5% beginning in 2020 was adopted by council to ensure adequate funds for capital projects and debt repayment.

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

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

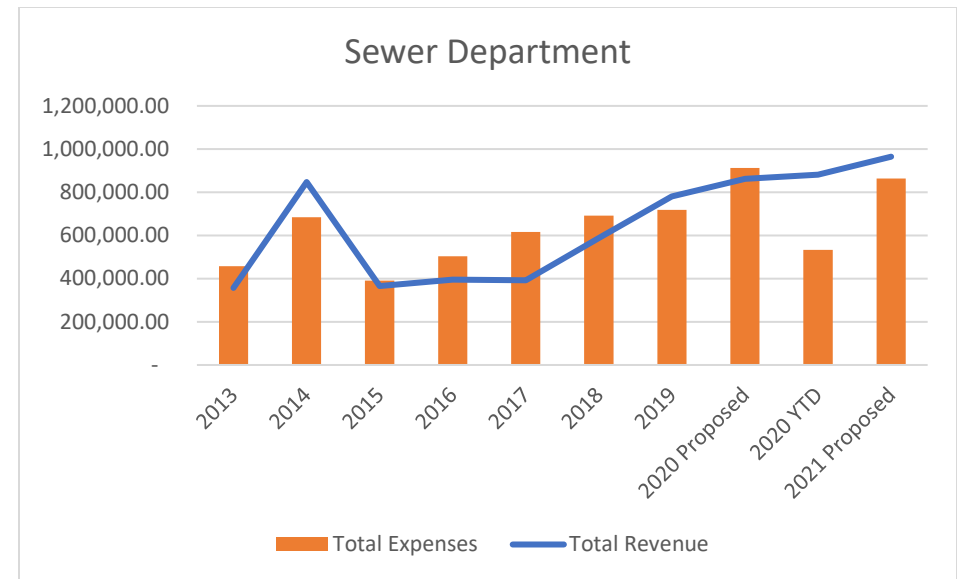
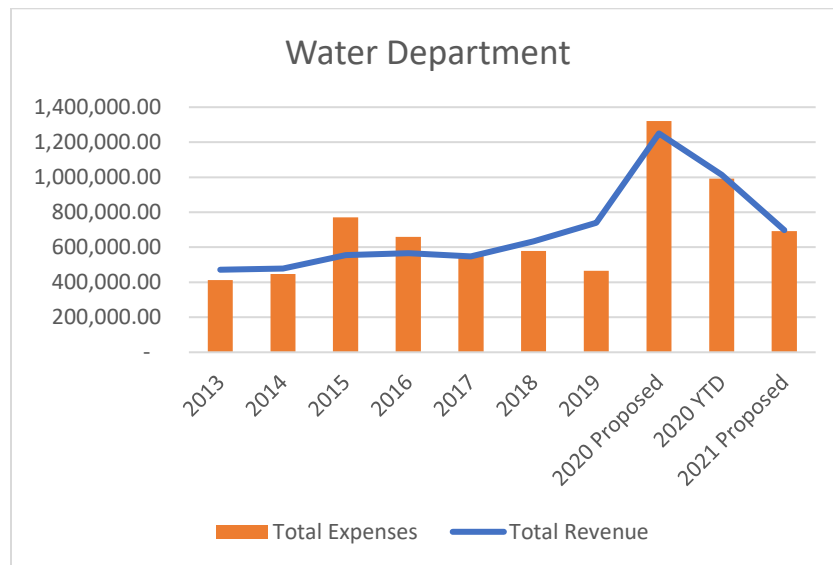
Water debt is for repayment on a loan for the Base Reservoir, which ends in 2026, and the repayment of the loan for the water meters, which ends in 2030.

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



The chart below shows the total revenue for the water department compared to the expenses.

- In 2015 reserve funds of around \$280k were used for the Kanaka Creek waterline project.
- In 2016, reserve funds of around \$162k were used for the Loop Road water line project.
- In 2020, the proposed budget reflects reduced water revenue due to COVID-19 and the two-month closure of Skamania Lodge.
- 2020 Year to Date (YTD) revenues and expenditures are close to balancing.
- The spike in both revenues and expenses in 2020 are due to the water meter replacement project, funded 50% through a grant and 50% through 10-year loan.
- 2021 Proposed Budget shows matching revenues and expenses.



The sewer department chart above reflects revenues and expenses for the department-exclusive of the Wastewater Upgrades capital project.

- The 2014 spike in revenue and expenses is due to the Sewer Outfall project (\$476k).
- In 2016 and 2017 the increased expenses were from the sewer plan update (\$130k and \$187k respectively).
- In 2018, increased ongoing O&M costs include: annual sewer inspection and lining; hired a Wastewater Treatment Plant Operator; Increased sludge hauling; and Industrial User sampling.
- The 2021 increased revenue due to rate increase is to shore up reserves and slowly increase rates in preparation for construction of the wastewater upgrades, future loan repayments, and increased O&M costs.

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400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 80 00 0400 WS Unreserved Begin CA & Invest	103,225.80	94,259.50	97,513.09	251,864.61	251,864.61	103,551.58	
400 Water/Sewer	103,225.80	94,259.50	97,513.09	251,864.61	251,864.61	103,551.58	
308 10 01 0400 WS Res Begin C&I System Dev Water	273,209.17	132,479.17	110,376.85	207,161.66	207,161.66	249,161.66	
401 Water	273,209.17	132,479.17	110,376.85	207,161.66	207,161.66	249,161.66	
308 10 02 0400 WS Res Begin C&I System Dev Sewer	214,050.00	132,380.00	100,730.27	186,003.27	186,003.27	203,703.27	
308 10 03 0400 WS Res Begin C&I Sewer Outfall Debt	32,670.00	32,670.00	32,670.00	32,670.00	32,670.00	0.00	
402 Sewer	246,720.00	165,050.00	133,400.27	218,673.27	218,673.27	203,703.27	
308 Beginning Balances	623,154.97	391,788.67	341,290.21	677,699.54	677,699.54	556,416.51	
334 04 20 0400 Dept. Of Commerce-Energy Grant	0.00	0.00	0.00	0.00	311,000.00	1,000.00	
343 Water	0.00	0.00	0.00	0.00	311,000.00	1,000.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	311,000.00	1,000.00	
343 40 00 0000 Water Sales	494,963.35	549,332.99	626,628.54	543,097.83	508,050.00	630,000.00	5% rate increase per ordinance.
343 40 18 0000 Turn on Fees	1,677.63	1,413.81	1,397.12	10.00	1,500.00	1,500.00	
343 40 19 0000 Reconnect Fee	800.00	1,906.45	0.00	0.00	0.00	1,000.00	
343 40 20 0000 Water Construction Hookup	55.00	60.00	45.00	50.00	0.00	0.00	
343 40 21 0000 Hydrant Rental - External	800.00	1,000.00	1,350.00	867.07	600.00	600.00	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	
343 41 00 0000 Installation Water	10,772.17	10,771.51	6,369.86	8,757.74	10,000.00	10,000.00	
343 Water	513,068.15	568,484.76	639,790.52	552,782.64	524,150.00	647,100.00	
343 50 00 0000 Sewer Service Income	369,254.43	495,935.71	652,849.27	734,775.53	791,294.20	905,900.00	Assumes 12.5% rate increase.
343 50 01 0000 BOD Surcharge	0.00	34,395.72	29,009.02	35,455.44	0.00	0.00	
343 50 02 0000 Downspout-Sump Pump Discharge	0.00	12,246.49	9,272.82	5,912.58	0.00	0.00	
343 51 00 0000 Installation Sewer	400.00	600.00	450.00	750.00	300.00	300.00	
344 Sewer	369,654.43	543,177.92	691,581.11	776,893.55	791,594.20	906,200.00	
340 Charges For Goods & Services	882,722.58	1,111,662.68	1,331,371.63	1,329,676.19	1,315,744.20	1,553,300.00	
367 40 00 0000 Water Capital Contributions	33,000.00	59,895.00	96,784.81	135,115.29	92,000.00	46,674.00	

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400 Water/Sewer Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
369 10 01 0000 Water Miscellaneous Income	0.00	1,458.18	0.00	0.00	0.00	0.00	
343 Water	33,000.00	61,353.18	96,784.81	135,115.29	92,000.00	46,674.00	
367 50 00 0000 Sewer Capital Contributions	19,600.00	42,035.00	85,273.00	99,038.00	68,000.00	56,532.00	
344 Sewer	19,600.00	42,035.00	85,273.00	99,038.00	68,000.00	56,532.00	
361 11 00 0400 Interest on Investments - W/S	6,330.70	3,987.63	6,398.10	6,070.26	4,000.00	4,000.00	
369 81 00 0000 Cashier's Overages/Shortages	0.54	0.00	20.00	0.00	0.00	0.00	
369 91 00 0400 Other Miscellaneous/NSF Fee Recovery	263.00	207.00	232.00	80.00	0.00	0.00	
400 Water/Sewer	6,594.24	4,194.63	6,650.10	6,150.26	4,000.00	4,000.00	
360 Interest & Other Earnings	59,194.24	107,582.81	188,707.91	240,303.55	164,000.00	107,206.00	
391 70 00 0000 Capital Loan-Water Meters	0.00	0.00	0.00	321,000.00	321,000.00	0.00	
402 Sewer	0.00	0.00	0.00	321,000.00	321,000.00		
390 Other Financing Sources	0.00	0.00	0.00	321,000.00	321,000.00	0.00	
TOTAL REVENUES:	1,565,071.79	1,611,034.16	1,861,369.75	2,568,679.28	2,789,443.74	2,217,922.51	
534 10 10 0000 WA-Administrative Salary	10,585.35	1,843.21	2,015.59	2,377.54	2,500.00	2,500.00	
534 10 20 0000 WA-Administrative Benefits	2,959.60	873.62	884.12	501.38	1,000.00	1,000.00	
534 10 41 0001 General Admin Fee	0.00	0.00	0.00	0.00	47,000.00	47,000.00	
534 10 41 0022 WA-Audit Fee	2,278.36	2,441.97	0.00	4,577.86	6,000.00	6,000.00	
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	4,735.50	6,746.00	4,991.00	3,225.40	5,000.00	5,000.00	
534 10 49 0001 WA-Dues & Membership/Filing Fees	1,033.80	944.58	587.37	1,390.97	2,000.00	2,000.00	
534 20 10 0000 WA-Administrative Planning WA - Sal	0.00	1,569.50	0.00	0.00	0.00	0.00	
534 20 20 0000 WA-Administrative Planning WA - Ben	0.00	945.10	0.00	0.00	0.00	0.00	
534 20 41 0000 WA-Admin Planning Water - Consulting	6,061.89	799.31	2,911.60	2,060.05	2,000.00	2,000.00	
534 20 45 0099 Eq Rental-Administrative Planning WA	0.00	562.34	0.00	0.00	0.00	0.00	
534 40 43 0000 WA-Travel	1,494.69	804.47	772.18	0.00	0.00	2,000.00	
534 40 49 0001 WA-Training	3,254.50	890.00	1,722.07	858.90	2,000.00	2,000.00	
534 50 35 0000 WA-Small Tools/Minor Equipment	5,974.43	13,262.67	1,830.06	1,027.66	2,500.00	2,500.00	
534 50 41 0000 Professional Service-Water	-1,693.98	0.00	0.00	0.00	0.00	0.00	

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534 50 48 0000 WA-Repair-Contracted Labor	20,001.42	14,936.25	17,971.15	9,973.44	20,000.00	20,000.00	
534 54 10 0000 WA-Maintenance-Trtmnt Plant Salaries	1,733.73	2,604.52	0.00	0.00	0.00	0.00	
534 54 20 0000 WA-Maintenance-Trtmnt Plant Benefits	1,059.87	1,339.20	0.00	0.00	0.00	0.00	
534 55 10 0000 WA-Maint.-Trans & Distr. Salary	26,792.13	21,208.34	0.00	0.00	0.00	0.00	
534 55 20 0000 WA-Maint.-Trans & Distr. Benefits	16,565.37	11,899.98	0.00	0.00	0.00	0.00	
534 70 10 0000 WA-Customer Services Salary	43,053.84	47,111.53	38,987.88	32,684.84	34,000.00	42,000.00	
534 70 20 0000 WA-Customer Services Benefits	14,658.47	14,965.76	14,981.77	9,146.50	13,500.00	13,500.00	
534 70 31 0000 WA-Office Supplies And Postage	1,636.72	1,261.83	1,889.26	1,120.87	2,250.00	2,250.00	
534 70 41 0000 WA-Computer Services/Repair	5,250.15	2,396.82	6,475.92	6,240.23	4,000.00	4,000.00	
534 70 41 0001 WA-EBPP Fees	1,208.07	1,536.61	1,887.54	1,886.73	2,000.00	2,000.00	
534 80 31 0000 WA-Operating Supplies	17,715.51	23,643.75	23,394.85	20,437.75	25,000.00	25,000.00	
534 80 41 0000 WA-Testing	4,656.50	3,516.63	3,655.00	1,753.00	4,000.00	4,000.00	
534 80 42 0000 WA-Telephone	796.06	926.58	1,606.03	1,291.36	1,400.00	1,400.00	
534 80 45 0001 WA-Telemetry Services	0.00	0.00	2,731.21	2,877.00	3,000.00	3,000.00	
534 80 45 0099 WA-Eq Rental - Water	46,430.41	52,981.02	48,768.69	36,481.22	53,000.00	53,000.00	
534 80 46 0000 WA-Insurance	12,814.80	18,248.42	1,039.62	12,476.46	12,477.00	14,000.00	
534 80 47 0000 WA-Electricity	21,516.79	20,788.03	21,523.50	17,409.40	22,000.00	22,000.00	
534 84 10 0000 WA-Operations Plant Salary	53,181.09	49,054.57	64,004.54	49,565.80	70,000.00	70,000.00	
534 84 20 0000 WA-Operations Plant Benefits	32,956.12	28,164.16	35,591.71	23,696.83	40,000.00	35,000.00	
534 84 31 0000 WA-Chemicals Plant	9,144.16	8,605.60	9,717.77	8,352.36	10,000.00	10,000.00	
534 84 41 0000 WA-Consultant Services - Plant	0.00	1,667.00	0.00	0.00	0.00	0.00	
534 85 10 0000 WA-Operations T & D Salary	36,235.78	44,996.34	60,180.14	73,001.21	60,000.00	60,000.00	
534 85 20 0000 WA-Operations T & D Benefits	21,293.79	25,359.95	31,306.16	36,460.37	30,000.00	30,000.00	
534 90 44 0000 WA-Taxes	25,918.82	28,933.79	32,430.09	24,691.41	37,000.00	38,110.00	
534 Water Utilities	451,303.74	457,829.45	433,856.82	385,566.54	513,627.00	521,260.00	
535 10 10 0000 WW-Administrative Salary	10,585.35	13,824.10	15,142.27	12,988.50	24,000.00	24,000.00	
535 10 20 0000 WW-Administrative Benefits	2,959.60	6,552.30	6,631.19	3,234.89	11,000.00	11,000.00	
535 10 41 0001 WW-General Admin Fee	0.00	0.00	0.00	0.00	44,000.00	44,000.00	
535 10 41 0022 WW-Audit Fee	2,278.36	2,441.97	0.00	4,577.86	6,000.00	6,000.00	
535 10 42 0000 WW-Permit Fees/DOE	2,201.04	2,288.52	2,309.04	2,327.40	2,500.00	2,500.00	
535 10 44 0000 WW-Advertising	0.00	203.24	320.16	90.48	0.00	0.00	
535 10 49 0001 WW-Dues & Membership/filing Fees	197.00	1,220.37	687.16	289.66	500.00	500.00	
535 20 41 0000 WW-Admin Planning Sewer - Consulting	3,501.54	8,385.04	0.00	0.00	0.00	0.00	
535 40 43 0000 WW-Travel	1,181.07	1,224.56	1,277.78	0.00	0.00	1,500.00	
535 40 49 0001 WW-Training	629.50	2,796.00	2,083.36	0.00	3,000.00	3,000.00	
535 51 10 0000 WW-Maintenance T&D Salary	5,214.84	22,669.29	0.00	0.00	0.00	0.00	
535 51 20 0000 WW-Maintenance T&D Benefits	2,816.75	21,758.61	0.00	0.00	0.00	0.00	
535 51 31 0000 WW-Maintenance Supplies	9,836.13	10,051.58	9,613.80	1,172.18	30,000.00	30,000.00	
535 51 48 0000 WW-Repair (Contract Serv) T&D	21,184.11	73,573.30	97,798.72	89,673.67	120,000.00	120,000.00	

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535 51 48 0001 WW-Solids Hauling & Disposal	20,737.73	42,198.20	42,552.30	61,412.74	120,000.00	120,000.00	
535 54 10 0000 WW-Plant Maintenance Salary	4,107.69	2,531.67	0.00	0.00	0.00	0.00	
535 54 20 0000 WW-Plant Maintenance Benefits	2,636.18	1,555.51	0.00	0.00	0.00	0.00	
535 64 41 0000 WW-Operations Contract	130,729.70	143,350.04	150,821.01	23,463.77	30,000.00	10,000.00	
535 70 10 0000 WW-Customer Service Salary	43,053.84	47,111.53	38,987.88	32,684.84	34,000.00	42,000.00	
535 70 20 0000 WW-Customer Service Benefits	14,658.47	14,965.76	14,981.77	9,146.50	13,500.00	13,500.00	
535 70 31 0000 WW-Office Supplies & Postage	1,333.19	1,224.32	1,935.01	1,061.28	2,500.00	2,500.00	
535 70 41 0000 WW-Computer Services/Repair	4,566.18	606.60	5,719.47	8,014.82	5,000.00	5,000.00	
535 70 41 0001 WW-EBPP Fees Sewer	1,207.98	1,536.54	1,887.54	1,701.74	2,000.00	2,000.00	
535 80 31 0000 WW-Operating Supplies	2,447.24	8,053.47	4,920.88	5,643.71	10,000.00	10,000.00	
535 80 41 0000 Sewer Operations Testing	2,334.00	1,591.31	269.00	8,670.00	21,000.00	21,000.00	
535 80 42 0000 Sewer Telephone	1,457.17	1,474.03	1,470.94	3,649.71	3,000.00	3,600.00	
535 80 45 0099 Eq Rental - Sewer	17,040.10	32,112.04	41,060.69	37,974.38	35,000.00	35,000.00	
535 80 46 0000 Sewer Insurance	8,690.15	11,254.51	527.14	6,327.07	6,328.00	6,500.00	
535 81 10 0000 WW-Operations Coll. Salary	12,165.38	18,757.59	41,874.76	18,765.35	22,000.00	22,000.00	
535 81 20 0000 WW-Operations Coll. Benefits	6,525.87	9,137.48	15,146.02	10,651.97	10,000.00	11,000.00	
535 81 47 0000 WW-Coll Electricity	0.00	0.00	0.00	1,678.86	0.00	0.00	
535 81 47 0001 WW-Coll. Water	0.00	0.00	0.00	64.00	0.00	450.00	
535 84 10 0000 WW-Operations Plant Salary	30,727.14	43,811.79	82,391.34	82,107.38	100,000.00	100,000.00	
535 84 20 0000 WW-Operations Plant Benefits	15,684.32	23,104.52	42,902.70	51,128.96	62,000.00	62,000.00	
535 84 47 0000 WW-Electricity	0.00	0.00	0.00	13,091.23	26,000.00	26,000.00	
535 84 47 0001 WW-Plant Water	0.00	0.00	0.00	2,051.82	0.00	20,000.00	
535 85 10 0000 WW Sampling Salary	0.00	13,220.50	41.51	619.35	4,000.00	4,000.00	
535 85 20 0000 WW Sampling Benefits	0.00	7,106.13	18.80	340.81	2,500.00	2,500.00	
535 85 31 0000 WW Sampling Supplies	0.00	866.66	376.29	0.00	500.00	500.00	
535 85 41 0000 WW Sampling Professional Services	0.00	19,828.92	6,628.00	5,110.00	7,000.00	7,000.00	
535 85 41 0002 WW Industrial Pretreatment Services	0.00	0.00	4,218.50	0.00	4,000.00	4,000.00	
535 85 45 0000 WW Sampling Equipment Rental	0.00	9,048.35	0.00	231.40	0.00	0.00	
535 90 44 0000 Sewer Taxes	9,139.81	13,631.62	18,736.46	17,171.58	35,000.00	36,050.00	
535 Sewer	391,827.43	635,067.97	653,331.49	517,117.91	796,328.00	809,100.00	
591 34 19 0000 WA-SMART Meter Lease-Principal	0.00	0.00	0.00	13,712.88	13,712.88	28,620.52	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	23,273.39	23,273.39	23,273.39	23,273.39	
592 34 19 0000 WA-SMART Meter Lease-Interest	0.00	0.00	0.00	4,844.95	4,844.96	8,495.16	
592 34 83 0000 Base Reservoir PWTF Loan Interest	1,163.67	1,047.30	930.94	814.57	1,100.00	1,100.00	
534 Water	24,437.06	24,320.69	24,204.33	42,645.79	42,931.23	61,489.07	
591 35 72 0000 Sewer Outfall - USDA RDA Principal	21,542.11	22,138.59	22,751.58	11,623.58	20,120.00	20,120.00	
592 35 83 0000 Sewer Outfall - USDA RDA Interest	11,127.89	10,531.41	9,918.42	4,711.42	12,551.00	12,551.00	
535 Sewer	32,670.00	32,670.00	32,670.00	16,335.00	32,671.00	32,671.00	

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591 Debt Service	57,107.06	56,990.69	56,874.33	58,980.79	75,602.23	94,160.07	
594 34 10 0000 #46 WA System Plan-Sal	4,177.87	0.00	0.00	0.00	0.00	0.00	
594 34 10 4006 Water Connections - Salary	1,865.98	3,909.17	516.32	2,927.69	5,000.00	5,000.00	
594 34 20 0000 #46 WA System Plan-Ben	2,454.58	0.00	0.00	0.00	0.00	0.00	
594 34 20 4006 Water Connections - Benefits	1,269.17	2,243.32	977.45	1,335.59	2,500.00	2,500.00	
594 34 31 4009 Water Plant Improvements-Suppl	0.00	5,854.69	3,877.20	0.00	0.00	0.00	
594 34 41 0400 #46 WA System Plan - Engineer	57,010.10	9,218.15	0.00	0.00	0.00	0.00	
594 34 45 0099 Eq Rental-Water Connections	2,777.00	1,859.00	0.00	0.00	0.00	0.00	
594 34 45 0199 #46 WA System Plan-EQ Rental	109.06	0.00	0.00	0.00	0.00	0.00	
594 34 45 0400 Eq Rental - Water Connections	0.00	0.00	93.00	813.80	2,000.00	2,000.00	
594 34 48 0400 Base Reservoir Improv.- Contracted Services	0.00	49,032.00	0.00	0.00	0.00	0.00	
594 34 51 0000 #46 WA System Plan - Plan Fees	0.00	2,280.00	0.00	0.00	0.00	0.00	
594 34 62 4009 Water Plant Improvements-Contracted	0.00	0.00	0.00	10,169.30	0.00	0.00	
594 34 64 0000 WA-Fixed Assets To Capitalize	569.72	25,823.02	2,062.50	548,642.68	755,000.00	100,000.00	Loop and Vancouver water line upgrades.
534 Water	70,233.48	100,219.35	7,526.47	563,889.06	764,500.00	109,500.00	
594 35 41 0400 #38 Sewer Plan - Prof Serv	204,179.31	10,771.95	19,191.33	0.00	0.00	0.00	
594 35 48 0400 #38 Sewer Plan - Contr Labor	2,818.75	0.00	0.00	0.00	0.00	0.00	
594 35 51 0000 #65 Sewer Plant Upgrade-Permitting	200.00	150.00	0.00	0.00	0.00	0.00	
594 35 64 0400 WW-Capitalized Equipment Purchase	941.03	0.00	2,062.50	0.00	0.00	0.00	
535 Sewer	208,139.09	10,921.95	21,253.83	0.00			
594 Capital Expenditures	278,372.57	111,141.30	28,780.30	563,889.06	764,500.00	109,500.00	
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	0.00	12,842.22	10,827.27	0.00	0.00	0.00	
597 10 00 0406 Transfer Out To 406 WW Short Lived Assets	0.00	0.00	0.00	0.00	21,779.00	21,779.00	USDA Loan required minimum transfer.
597 10 00 0408 Transfer Out To 408 WW Debt Reserve	0.00	0.00	0.00	0.00	61,191.00	0.00	
535 Sewer	0.00	12,842.22	10,827.27	0.00	82,970.00	21,779.00	
597 Interfund Transfers	0.00	12,842.22	10,827.27	0.00	82,970.00	21,779.00	
508 80 00 0400 WS-Ending Cash	0.00	0.00	0.00	0.00	103,551.58	206,052.51	
400 Water/Sewer	0.00	0.00	0.00	0.00	103,551.58	206,052.51	

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400 Water/Sewer Fund

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508 10 00 0401 WS-Water Reserve	0.00	0.00	0.00	0.00	249,161.66	195,835.66	Reduced to pay water capital projects.
401 Water	0.00	0.00	0.00	0.00	249,161.66	195,835.66	
508 10 00 0402 WS-WW Reserve	0.00	0.00	0.00	0.00	203,703.27	260,235.27	
402 Sewer	0.00	0.00	0.00	0.00	203,703.27	260,235.27	
999 Ending Balance	0.00	0.00	0.00	0.00	556,416.51	662,123.44	
TOTAL EXPENDITURES:	1,178,610.80	1,273,871.63	1,183,670.21	1,525,554.30	2,789,443.74	2,217,922.51	
FUND GAIN/LOSS:	386,460.99	337,162.53	677,699.54	1,043,124.98	0.00	0.00	

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406 Wastewater Short Lived Asset Reserve Fund

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308 10 00 0406 WWSLAR Beginning Cash	0.00	0.00	0.00	0.00	0.00	21,779.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	21,779.00	
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	0.00	0.00	21,779.00	21,779.00	
397 Interfund Transfers	0.00	0.00	0.00	0.00	21,779.00	21,779.00	
TOTAL REVENUES:	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
508 10 00 0406 WWSLAR-Ending Cash	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
999 Ending Balance	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	21,779.00	43,558.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

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

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408 Wastewater Debt Reserve Fund

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

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

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410 Wastewater System Upgrades

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

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

Equipment Service Fund

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

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

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

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

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

5 YEAR BUDGET COMPARISON

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500 Equipment Service Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 80 00 0500 ES Unreserved Begin CA & Invest	63,984.36	67,484.41	67,144.73	139,248.98	139,248.98	183,177.98	
308 Beginning Balances	63,984.36	67,484.41	67,144.73	139,248.98	139,248.98	183,177.98	
348 00 00 0000 Equipment Rental-Internal	142,344.31	162,827.57	175,377.98	107,872.28	150,000.00	150,000.00	
340 Charges For Goods & Services	142,344.31	162,827.57	175,377.98	107,872.28	150,000.00	150,000.00	
361 11 00 0500 Interest Income/ES	226.46	457.59	647.75	428.31	0.00	0.00	
362 10 00 0000 Equipment Rental - External NB	504.00	1,008.00	266.00	14.00	0.00	0.00	
362 10 02 0000 Equipment Rental - External Ska Co	250.80	127.80	37.12	0.00	0.00	0.00	
369 10 00 0500 Sale of Scrap Equip Service	0.00	795.10	5,398.38	0.00	0.00	0.00	
360 Interest & Other Earnings	981.26	2,388.49	6,349.25	442.31	0.00	0.00	
395 10 00 0500 Sale of Fixed Assets	326.00	11,330.00	0.00	0.00	0.00	0.00	
395 11 00 0000 Costs to Dispose of Cap Assets	0.00	-48.50	0.00	0.00	0.00	0.00	
390 Other Financing Sources	326.00	11,281.50	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	207,635.93	243,981.97	248,871.96	247,563.57	289,248.98	333,177.98	
548 65 10 0000 Maintenance Salary	22,204.28	33,830.82	32,695.70	18,035.48	35,000.00	35,000.00	
548 65 20 0000 Maintenance Benefits	14,073.13	20,851.79	19,830.92	9,680.59	17,000.00	17,000.00	
548 65 25 0000 Medical Physicals-Required	2,185.67	1,199.55	3,041.96	1,317.26	2,000.00	2,000.00	
548 65 31 0000 Tires	1,742.59	2,536.87	972.53	0.00	2,000.00	2,000.00	
548 65 32 0000 Gas and Oil	16,815.54	19,286.16	20,383.05	10,146.99	20,000.00	20,000.00	
548 65 33 0000 Supplies	0.00	0.00	1,936.25	1,671.74	0.00	0.00	
548 65 46 0000 Insurance	27,248.63	27,870.61	846.26	8,320.38	8,321.00	10,000.00	
548 65 47 0000 Heat & Lights	1,808.28	1,534.08	2,397.27	2,340.99	1,500.00	1,500.00	
548 65 48 0000 Repairs/Supplies Contracted	20,587.21	28,292.99	27,339.04	13,035.02	20,000.00	20,000.00	
548 65 49 0000 Training	0.00	45.00	180.00	250.00	250.00	250.00	
548 Public Works - Centralized Services	106,665.33	135,447.87	109,622.98	64,798.45	106,071.00	107,750.00	
591 48 78 0000 RDA Facilities (Sweeper) Principal	2,979.59	3,041.13	0.00	0.00	0.00	0.00	
592 48 83 0000 RDA Facilities (Sweeper) Int	263.41	133.05	0.00	0.00	0.00	0.00	
591 Debt Service	3,243.00	3,174.18	0.00	0.00	0.00	0.00	
594 48 64 0000 Equipment Purchase	32,506.70	39,878.17	0.00	0.00	0.00	45,000.00	Purchase of new work truck held off prior two years.
594 Capital Expenditures	32,506.70	39,878.17	0.00	0.00	0.00	45,000.00	

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500 Equipment Service Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
508 80 00 0500 ES-Ending Cash	0.00	0.00	0.00	0.00	183,177.98	180,427.98	
999 Ending Balance	0.00	0.00	0.00	0.00	183,177.98	180,427.98	
TOTAL EXPENDITURES:	142,415.03	178,500.22	109,622.98	64,798.45	289,248.98	333,177.98	
FUND GAIN/LOSS:	65,220.90	65,481.75	139,248.98	182,765.12	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson
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630 Stevenson Municipal Court

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 10 00 0630 Stevenson Municipal Court-Beg Balance	0.00	0.00	0.00	9,738.88	0.00	0.00	
308 Beginning Balances	0.00	0.00	0.00	9,738.88	0.00	0.00	
389 40 00 0000 SMC-Agency Deposits	0.00	0.00	41,122.75	33,099.35	0.00	0.00	
380 Non Revenues	0.00	0.00	41,122.75	33,099.35	0.00	0.00	
397 01 00 0630 Transfer In From CE	0.00	0.00	5,443.28	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	5,443.28	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	46,566.03	42,838.23	0.00	0.00	
589 40 00 0000 SMC-Agency Disbursements	0.00	0.00	36,827.15	33,141.87	0.00	0.00	
580 Non Expeditures	0.00	0.00	36,827.15	33,141.87	0.00	0.00	
TOTAL EXPENDITURES:	0.00	0.00	36,827.15	33,141.87	0.00	0.00	
 FUND GAIN/LOSS:	 0.00	 0.00	 9,738.88	 9,696.36	 0.00	 0.00	

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

5 YEAR BUDGET COMPARISON

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631 CATV Fund

Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed	Comment
308 10 00 0631 CATV Trust - Beginning Balance	0.00	0.00	0.00	3,098.81	0.00	0.00	
308 Beginning Balances	0.00	0.00	0.00	3,098.81	0.00	0.00	
389 40 00 0631 CATV-Interest	0.00	0.00	1.56	0.91	0.00	0.00	
380 Non Revenues	0.00	0.00	1.56	0.91	0.00	0.00	
397 01 00 0631 Transfer In From CE	0.00	0.00	3,115.25	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	3,115.25	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	3,116.81	3,099.72	0.00	0.00	
589 40 00 0631 CATV-Bank Fees	0.00	0.00	18.00	0.00	0.00	0.00	
580 Non Expenditures	0.00	0.00	18.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	0.00	0.00	18.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	3,098.81	3,099.72	0.00	0.00	

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

5 YEAR BUDGET COMPARISON

City Of Stevenson
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Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed
001 General Expense Fund	2,438,475.70	2,441,434.44	2,603,666.76	1,724,155.41	2,139,585.94	1,937,473.39
010 General Reserve Fund			326,705.62	326,705.62	326,705.62	326,705.62
020 Fire Reserve Fund			1,483,593.47	1,483,593.47	1,518,593.47	1,543,593.47
100 Street Fund	461,728.70	548,030.46	747,792.83	582,512.05	606,517.98	579,422.38
103 Tourism Promo & Develop Fund	1,065,260.36	1,021,817.47	1,076,027.76	948,155.49	904,294.51	870,886.20
105 Affordable Housing Fund				430.01		15,000.00
300 Capital Improvement Fund	70,601.78	108,625.62	135,656.42	174,918.61	155,656.42	100,019.64
301 Timber Harvest Fund	1,966,808.00	1,453,264.00	1,328,899.42			
303 Joint Emergency Facilities Fund		63,198.11	34,316.57			
306 Kanaka Creek Road Improvements	560,025.31	92,646.60	9,024.37			
308 Gropper Sidewalk	241,234.06	10,566.66				
309 Russell Ave			153,873.33	570,509.40	842,563.78	
311 First Street					185,800.00	619,100.00
400 Water/Sewer Fund	1,565,071.79	1,611,034.16	1,861,369.75	2,614,854.51	2,789,443.74	2,217,922.51
406 Wastewater Short Lived Asset Reserve Fund					21,779.00	43,558.00
408 Wastewater Debt Reserve Fund					61,191.00	61,191.00
410 Wastewater System Upgrades		12,842.22	259,440.17	706,732.79	1,000,000.00	500,000.00
500 Equipment Service Fund	207,635.93	243,981.97	248,871.96	247,563.57	289,248.98	333,177.98
630 Stevenson Municipal Court			46,566.03	42,838.23		
631 CATV Fund			3,116.81	3,100.10		
	8,576,841.63	7,607,441.71	10,318,921.27	9,426,069.26	10,841,380.44	9,148,050.19
001 General Expense Fund	1,001,210.46	1,007,349.48	1,838,719.32	829,869.54	2,139,585.94	1,937,473.39
010 General Reserve Fund					326,705.62	326,705.62
020 Fire Reserve Fund					1,518,593.47	1,543,593.47
100 Street Fund	319,990.13	360,137.82	441,502.85	197,207.51	606,517.98	579,422.38
103 Tourism Promo & Develop Fund	528,559.12	474,364.30	365,733.25	179,815.01	904,294.51	870,886.20
105 Affordable Housing Fund						15,000.00
300 Capital Improvement Fund					155,656.42	100,019.64
301 Timber Harvest Fund	893,108.52	172,115.96	1,328,899.42			
303 Joint Emergency Facilities Fund		63,198.11	34,316.57			
306 Kanaka Creek Road Improvements	626,465.76	97,779.53	9,024.37			
308 Gropper Sidewalk	260,784.84	11,513.58				
309 Russell Ave		66,157.50	153,873.33	732,742.40	842,563.78	
310 Wastewater System Upgrades						
311 First Street				78,967.61	185,800.00	619,100.00
400 Water/Sewer Fund	1,178,610.80	1,273,871.63	1,183,670.21	1,525,554.30	2,789,443.74	2,217,922.51
406 Wastewater Short Lived Asset Reserve Fund					21,779.00	43,558.00
408 Wastewater Debt Reserve Fund					61,191.00	61,191.00
410 Wastewater System Upgrades		106,249.36	379,297.87	665,795.47	1,000,000.00	500,000.00
500 Equipment Service Fund	142,415.03	178,500.22	109,622.98	64,798.45	289,248.98	333,177.98
630 Stevenson Municipal Court			36,827.15	33,141.87		
631 CATV Fund			18.00			

5 YEAR BUDGET COMPARISON

City Of Stevenson
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Account	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2020 Appropriated	2021 Proposed
	4,951,144.66	3,811,237.49	5,881,505.32	4,307,892.16	10,841,380.44	9,148,050.19
FUNDS GAIN/LOSS:	3,625,696.97	3,796,204.22	4,437,415.95	5,118,177.10	0.00	0.00

**CITY OF STEVENSON
RESOLUTION NO. 2020-365**

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

WHEREAS, the financial health and welfare of the City of Stevenson is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies of implementation; and

WHEREAS, financial policies assist the decision-making process of the Council and City administration while operating independently of changing services and financial circumstances and conditions; and

WHEREAS, these policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the City's financial resources toward meeting the goals and programs of the strategic plan; and

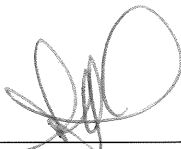
WHEREAS, the implementation of wise fiscal policies enables City officials to protect the public interest and ensure public trust and confidence; and

WHEREAS, the City Council of the City of Stevenson recognizes the need to revise the Financial Policy.

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

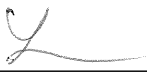
Key: ~~Strikethrough~~ means repealed. Underlined means new.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 17th day of September, 2020.



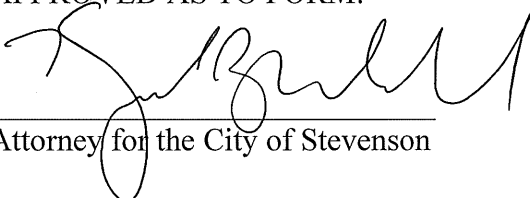
Mayor of the City of Stevenson

ATTEST:



Clerk of the City of Stevenson

APPROVED AS TO FORM:



Attorney for the City of Stevenson

City of Stevenson Financial Policy

Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document implements Comprehensive Plan Objective 8.2 and serves as a central reference point for the policies most critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

Financial Goals

The City of Stevenson's financial goals seek to:

- Ensure the financial integrity of the City
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate decisions that affect the City on a long- term basis
 - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities

Financial Policies

Stevenson's financial policies address the following major areas:

- | | |
|------------------------------------|---|
| • General Policies | • Small and Attractive Item Policy |
| • Revenue Policies | • Accounting Policy |
| • Expenditure Policies | • Debt Policy |
| • Operating Budget Policy | • Cash Mgmt/Investment Policy |
| • Capital Management Policy | • <u>Reserve Policy</u> |
| | • <u>Cost Allocation Policy</u> |

I. General Policies

1. The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The Mayor and/or City Administrator shall develop administrative directives and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

II. Revenue Policies

Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at

Exhibit A

the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Thereafter, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

Fees and Charges

7. Enterprise and Internal Service operations will be self-supporting.
8. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - a. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements.
 - b. User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
 - c. Park recreation programs shall be funded by a users' charge. User charges shall be comparable to other neighboring cities where practical.
 - d. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - e. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every three years at a minimum.
 - f. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
 - g. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

Exhibit A

Grants and Gifts

9. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
10. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
11. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy and the wishes and instructions of the donor.

III. Expenditure Policies

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. The City will assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.

Exhibit A

7. All compensation planning will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if doing so will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

IV. Operating Budget Policies

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals

Exhibit A

and objectives. The budget will provide the staff the resources necessary to accomplish City Council determined service levels.

8. As mandated by RCW 35A.33.135, the Mayor shall annually present a proposed operating budget to the City Council on or before the first Monday in October. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
10. Budget control and accountability is maintained at the departmental level.
11. The Mayor has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.

V. Capital Management Policies

Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan by the end of 2024. The plan shall be for a period of six years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the Mayor or City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually and a report will be presented by the Community Development Director or their designee, to the City Council.

Capital Asset Management

6. The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

7. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.
8. The City will conduct an annual physical count/inspection of all capital assets.
9. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

VI. Small and Attractive Item Policies

It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.

1. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.
2. Concealable items are defined as small enough to fit into one's pocket, bag, briefcase or back pack (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.).
3. Portable items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.).
4. Each department head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Administrator by January 31st each year for monitoring.
5. Each department/fund will notify the City Administrator of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The City Administrator or their designee will ensure the appropriate changes are made to the departments/funds small and attractive list. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.
6. A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive list. Every two years the City Administrator or their designee will help with the physical inventory verification with each department during the summer or fall months.

Exhibit A

7. The Small & Attractive list will contain the serial number, model number and other key-identifying characteristics. All inventoried property will be assigned a unique city identification number by the City Administrator's Office if it does not already have one of the identifiers listed above. If an item is assigned a city identification number, that assigned number will follow the asset throughout its life in the city's Small and Attractive system.
8. Whenever feasible, each piece of property will be engraved or marked with the city's name and/or identification number on the upper right-hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.
9. The city's property identification numbers are assigned by the City Administrator's Office for uniformity and must be unique to a single property item if there is not a serial number, model number or other key-identifying characteristic. Each department/fund should maintain a register of ID numbers that identify assets under their control if there is no serial or model number. The city will use a 10-character field that has the capability of using alpha or numeric characters for their ID number.
10. The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund purchasing the item will add it to their Small and Attractive data base listing and mark the item with the city's name. Quarterly the City Administrator's office will provide a list with documentation on all small and attractive items purchased. This list will include department, date, serial numbers, model numbers, order numbers, or any other means available for tracking purposes.
11. Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
12. The department head controlling the item is the only one in position to trigger removal from their list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items disappearing mysteriously may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.
13. Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.
14. Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

Exhibit A

15. Whenever an item has mysteriously disappeared and all efforts have failed to recover it, the controlling department/fund shall notify the City Administrator, who will give a copy to the Mayor and the Sheriff's Office. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Administrator's office so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and Department Head.

VII. Accounting Policies

Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It is the goal of the City Administrator to submit the budget document to the Washington Finance Officers Association (WFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

VIII. Debt Policies

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. The City will not use debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed unless it is for a project funded by USDA Rural Development in which case the term of the loan may not exceed 40 years.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City may issue interfund loans as short-term debt, for a period of three years or less, rather than outside debt instruments to meet short-term cash flow needs, such as a delay in receipting tax revenues or issuing long-term debt. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.
10. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

IX. Cash Management and Investment Policies

Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.

1. Cash and Investment programs will be maintained in accordance with Federal and

Exhibit A

State law and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

- a. *Safety*. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will: (a) seek to avoid realizing any loss through the sale or disposal of an investment; and (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
 - b. *Liquidity*. The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio in the following manner: (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity; (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and (c) the portfolio will consist largely of investments with active secondary markets.
 - c. *Yield*. The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.
2. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
 3. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
 4. The City will conduct annual reviews of its internal controls and cash handling procedures.

X. Reserve Policies

Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

Strategic Reserve

3. The City's goal shall be to establish and maintain a General Operating Strategic Reserve of at least 10 percent of the General Fund and General-Fund supported operating budgets.
4. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations

Exhibit A

occurring in the fiscal year or one-time revenue losses.

5. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
6. All expenditures drawn from the reserve account shall require prior Council approval unless previously authorized by the City Council for expenditure in the annual budget.

General Fund

7. The City's goal shall be to maintain a General Fund ending fund balance of at least 10 percent of the budgeted General Fund operating revenues.

Unemployment Reserve

8. The City's goal shall be to maintain an unemployment reserve of at least the maximum weekly benefit allowed by state law times the maximum number of weeks allowed, excluding any extension of benefits during times of high unemployment.

Enterprise Funds

9. The City's Enterprise Funds will maintain reserves equal to at least 10 percent of their adopted operating expenditures.

Equipment Rental & Replacement Fund

10. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
11. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

Additional Reserves

12. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

XI. Cost Allocation Policies

Comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.

1. Under Washington State law and the State Auditor's Office *Budgeting, Accounting, and Reporting System* (BARS) manual, government officials may charge a portion of the costs for central overhead services to restricted funds, such as utility funds or special revenue funds, only to the extent that each fund benefits from those services. Governments may not allocate general government service costs such as public safety, parks, law enforcement, and community and economic development.

Exhibit A

2. BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that section lists “Sound practices and requirements for allocating overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. Exhibit 2 of that section lists appropriate allocation factors for common types of overhead costs. The City must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for a complete discussion).

City Administrator Salary and Benefits

From review of the normal job duties of the City Administrator – Day to day tasks include many functions that benefit the public at large including working with the Planning Director, the Building Inspector, Court, and the Fire and Police departments. These functions must be charged to the General Fund only.

Day to day tasks that benefit all funds include budget, audit, financial oversight, Human Resources, liability insurance, City Council assistance, grant management & compliance, economic development, and the supervision of Accounts Payable, Purchasing, Payroll, and Bookkeeping.

To allocate City Administrator costs to the benefiting funds, while ensuring that all functions benefiting the public at large are charged solely to the General Fund, the City Administrator shall track their time in relation to the departments and benefiting funds. Salary and benefits will be distributed monthly based on approved timesheet reports for actual time distribution.

Deputy Clerk Treasurer Salary and Benefits

The normal job duties of the Deputy Clerk Treasurer I and II are routine in nature and may experience changes with implementation of new tools or changes to services provided, such as outsourcing court or building inspection services. The allocation of salary and benefit costs will be based on observations of day to day staff activities, interviews with staff, and their periodic tracking of time. When staff is working on project related tasks where an account code is created and their time may be reimbursable, they will track their time for that task and their salary and benefits will be distributed to that effort based on approved timesheet reports for actual time distribution.

Equipment Services Fund

The City’s Equipment Services Fund was created in 1976 to account for and finance transportation and equipment expenses. Revenues are derived from charges made against the department using the equipment. Charges are allocated based on the number of hours worked and miles driven by field staff in each fund. The established rate is intended to cover general equipment maintenance, salaries, insurance, and replacement costs.

Exhibit A

Allocated Costs

The City's General Fund provides a variety of central services including, but not limited to; legal support, human resources, administrative functions, personnel services, processing accounts payable, budget and cash management, payroll and information technology services. The city allocates these indirect costs as follows:

1. Legislative, executive and legal costs will be distributed based on agenda items.
2. Finance and central services costs will be distributed based on number of financial transactions.
3. Transactions related to the Equipment Services fund will be excluded as all expenses are charged back to other funds.
4. At year end, the budget allocation will be reconciled to actual costs and percent allocation.

Other allocated costs include:

1. Audit costs allocated based on areas of audit focus.
2. Insurance costs allocated based on property values insured.
3. Phone costs allocated based on phone lines and departments served.
4. Any other costs will be allocated based on the type of service/goods provided and a fair and equitable allocation to the benefiting departments.

Resolution 2020-370 Exhibit A

City of Stevenson Salary Schedule

2021 Salary Schedule

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
City Administrator	80,551	83,773	87,124	90,609	94,233	98,002	101,922	105,999
Deputy Clerk/Treasurer II	51,715	53,784	55,935	58,172	60,499	62,919	65,436	68,053
Deputy Clerk/Treasurer I	45,710	47,538	49,440	51,418	53,475	55,614	57,839	60,153
Public Works Director/Com Dev Director	67,852	70,566	73,389	76,325	79,378	82,553	85,855	89,289
Field Sprvr /Bldg Insptr/WWTPO III	58,510	60,850	63,284	65,815	68,448	71,186	74,033	76,994
WWTPO II	52,793	54,905	57,101	59,385	61,760	64,230	66,799	69,471
Utilities / Maintenance Worker/WWTPO I	50,453	52,471	54,570	56,753	59,023	61,384	63,839	66,393
Facilities Maintenance Worker	33,301	34,633	36,018	37,459	38,957	40,515	42,136	43,821
Minute Taker (Hourly)	19.26	20.03	20.83	21.66	22.53	23.43	24.37	25.34
Temporary Assistant II (office or field)(Hourly)	16.01	16.65	17.32	18.01	18.73	19.48	20.26	21.07
Temporary Assistant I (office or field)(Hourly)	13.69	14.24	14.81	15.40	16.02	16.66	17.33	18.02
Standby Pay (Hourly)	2.13							

CITY OF STEVENSON, WASHINGTON

RESOLUTION NO. 2020-0372

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:

A. Building Permits:	
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.	
<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 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.
Plan Review Fees	65% of the building permit fee.
A1. Roofing Permits:	Fees will be \$50.00 for the first \$3,200 value plus \$50.00 for each additional \$3,200 or fraction thereof.
A2. Public Fireworks Display Permit (RCW 70.77.131)	\$90.00
A3. Manufactured Homes:	Fees for placement permits follow the schedule above with the exception of the 65% fee for the plan review.
A4. "SAME AS" plans:	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) align="right">\$10.00
A6. Fire Suppression Systems.	Fees for Fire Suppression or Prevention Systems will follow the schedule above (A).

B. Mechanical Permit Fees:		Fee
Permit Issuance		
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
Unit Fee Schedule		
(Note: The following do not include permit-issuing fee)		
1. Furnaces		
	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

2. Appliance Vents	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$7.25
3. Repairs or Additions	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
4. Boilers, Compressors and Absorption Systems	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
5. Air Handlers	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
6. Evaporative Coolers	For each evaporative cooler other than a portable type	\$10.65
7. Ventilation and Exhaust	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
8. Incinerators	For the installation or relocation of each domestic type incinerator	\$18.20
9. Solid Fuel Burning Appliance	For the installation or relocation of each domestic type Solid Fuel Burning Appliance	\$30.00
10. Miscellaneous	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

C. Plumbing Permit Fees:	
Permit Issuance	
1. For issuing each permit.	\$22.00
2. For issuing each supplemental permit	\$10.00
Unit Fee Schedule	
(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 of 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

D. Grading Permits:
Permit Issuance
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.

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

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

E. Other Inspections and Fees:		
1.	Inspections outside of normal business hours (minimum charge - two hours)	\$ 52.00 75.00/hr
2.	Re-Inspections	\$ 45.00 75.00/hr
3.	Inspections for which no fee is specifically indicated (minimum charge - one-half (1/2) <u>one (1)</u> hour)	\$ 45.00 75.00/hr
4.	Additional plan review required by changes, additions or revisions to plans (minimum charge - one-half (1/2) <u>one (1)</u> hour)	\$ 45.00 75.00/hr
5.	<u>Any construction started without the benefit of a building permit.</u>	<u>Double the normal permit fee together with all cost incurred for enforcement</u>
6.	For use of outside consultants for plan checking and inspections, or both	Actual costs

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

This resolution shall take effect January 1, 2021.

Passed by the City Council this _____ day of _____, 2020.

Scott Anderson, Mayor

ATTEST:

Leana Kinley, City Administrator

APPROVED AS TO FORM:

Kenneth B. Woodrich, Attorney for the City of Stevenson



City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council
From: Karl Russell, Public Works Director and Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: November 19th, 2020

Executive Summary:

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

Overview of Items:

Plant Operations: Day to day operations continue to go well. Settleable solids are at a desired level. The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc.

The average monthly Influent BOD load has been:

2018

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

2019

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

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

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.
- July 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.048 Mil/Gal.
- August 458 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.941 Mil/Gal.
- September 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.786 Mil/Gal.
- October 353 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.786 Mil/Gal.

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

WWTP Design:

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

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

Funding:

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

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

Compliance:

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

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

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

Action Needed:

None

OCT 16 2020

Petition for Vacation of a City Road

BY: JK

IN THE MATTER OF THE PETITION OF

PATRICIA K. DOBIE	1025 N.W. STILL COVE LN, STEVENSON WA	503-703-4641
LAWRENCE V. AND SUSAN A. KRUG	929 NW FIRST FALLS VIEW RD, STEV. WA	509 427-8724
(name)	(Mailing address)	(Day phone)

and others for the Vacation of

NO NAME ROAD AS DESCRIBED ON THE PART OF IMAN ROCK CREEK TRACTS
 (Road Name or Number)

TO THE CITY COUNCIL OF STEVENSON, WASHINGTON

We, the undersigned property owners within the City of Stevenson, State of Washington do petition that the following described City Road be vacated:

(FILL IN EXACT LEGAL DESCRIPTIONS OF PORTION OF ROAD TO BE VACATED)

DEFORANCE TO THE DULY RECORDED PLAT OF IMAN ROCK CREEK TRACTS DATED AUGUST 29TH 1963 BY EDITH M. HOLIEN, RECORDED SEPTEMBER 6TH 1963 IN VOLUME A OF PLATS, PAGE 118 RECORDS OF SIKAMANIA COUNTY WASHINGTON BEGINNING AT THE NORTHWEST CORNER OF LOT 12 THENCE EAST AT N70°-40' EAST APPROXIMATELY 145 FEET TO THE WEST LINE OF IMAN CEMENTRY, THENCE NORTH AT N0°-16'W APPROXIMATELY 55' TO THE SOUTH EAST CORNER OF LOT 11, THENCE WEST APPROXIMATELY 150 FEET TO THE SOUTHWEST CORNER OF LOT 10, THENCE SOUTH AT N6°-58' WEST APPROXIMATELY 49 FEET TO THE POINT OF BEGINNING.

_____ , the whole distance being about 150 FEET _____ miles.

The road to be vacated provides no access to a body of water: Initials: _____ City: JK
 Applicant: (JK)

Your petitioners respectfully represent and allege that the road is useless as a part of the general road system and the public will be benefited by its vacation, and that all of your petitioners are property owners abutting said road; wherefore your petitioners request the vacation of said road, as provided by law. Applicants acknowledge City may retain an easement in vacated property for utilities and access.

PETITIONER'S SIGNATURES
Print Name legibly below signature

LEGAL DESCRIPTION OF PETITIONERS' PROPERTY*
 (Not Street Address)

Legal description may be obtained from tax statement, deed, or title policy.

* Patricia K. Doble

PATRICIA K. DOBLIE

PARCEL NUMBERS 10 AND 11, ILMAN ROCK CREEK TRACTS

I

* Lawrence V. Knue

LAWRENCE V. KNUET

PARCEL NUMBERS 12, 13, 14, 15 AS PER ABOVE

(LOT LINES REMOVED)

* Susan A. Knue

SUSAN A. KNUET

I

* Use more than one line if necessary. If additional space is required for descriptions, use supplemental sheet.

RCW 35.79.010

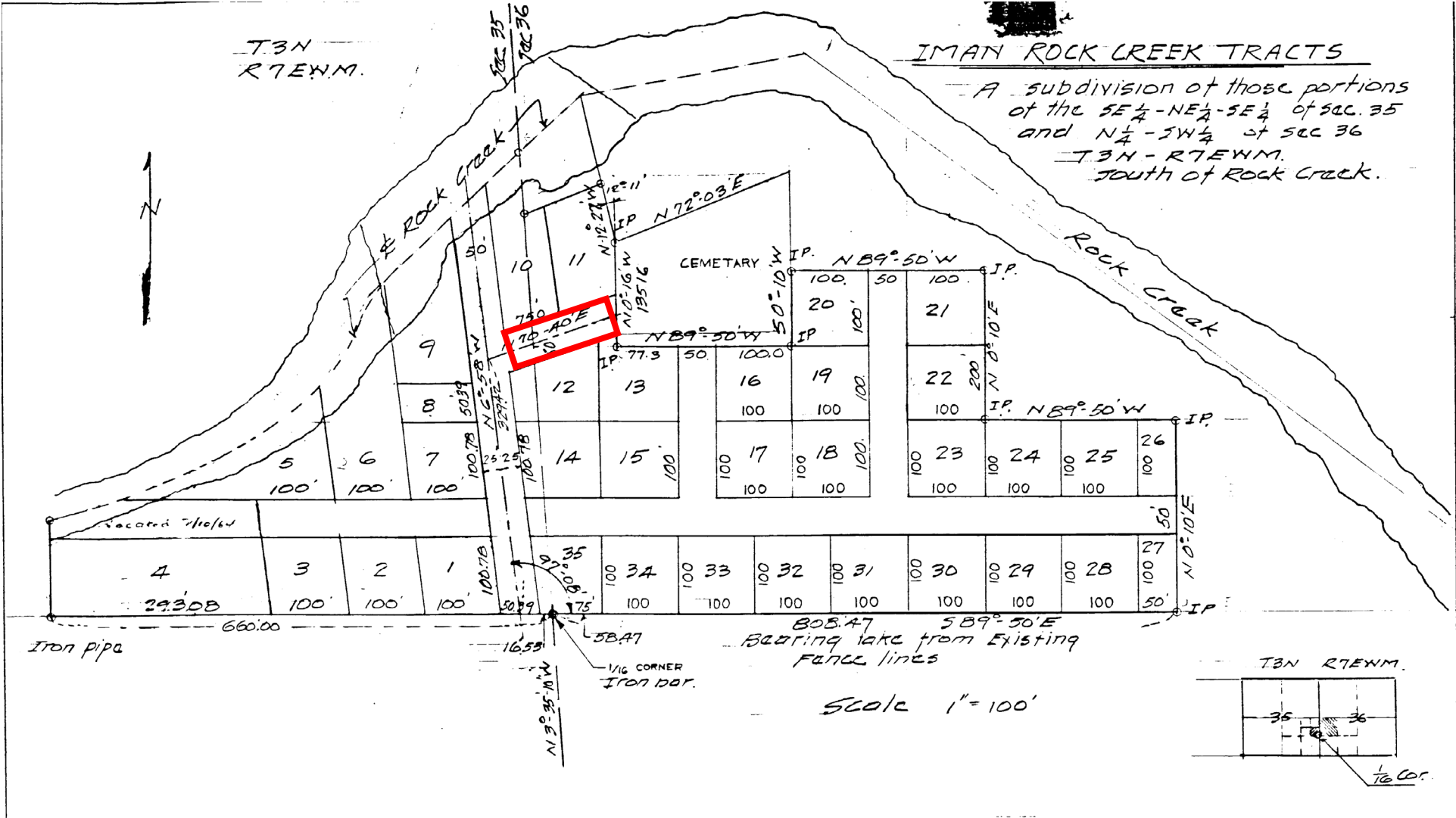
Petition by owners — Fixing time for hearing.

The owners of an interest in any real estate abutting upon any street or alley who may desire to vacate the street or alley, or any part thereof, may petition the legislative authority to make vacation, giving a description of the property to be vacated, or the legislative authority may itself initiate by resolution such vacation procedure. The petition or resolution shall be filed with the city or town clerk, and, if the petition is signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated, legislative authority by resolution shall fix a time when the petition will be heard and determined by such authority or a committee thereof, which time shall not be more than sixty days nor less than twenty days after the date of the passage of such resolution.

T3N
R7EWM.

IMAN ROCK CREEK TRACTS

A subdivision of those portions
of the SE 1/4 - NE 1/4 - SE 1/4 of sec 35
and N 1/4 - SW 1/4 of sec 36
T3N - R7EWM.
south of Rock Creek.

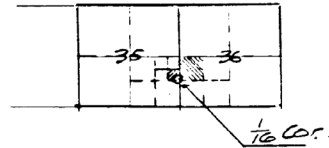


Iron pipe

805.47 589° 50' E
Bearing taken from existing
fence lines

Scale 1" = 100'

T3N R7EWM.



RESOLUTION NO. 2020-368

**A RESOLUTION OF THE CITY OF STEVENSON
FIXING PUBLIC HEARING FOR NO NAME ROAD VACATION**

WHEREAS, on October 16, 2020, Stevenson residents Patricia Doblje, Lawrence and Susan Krug submitted a Petition for Vacation of City Road/Easement, pursuant to RCW 35.79.010, seeking the vacation of a section of city road and easement known as “No Name Road”;

WHEREAS, the Petition included the names and signatures of all adjoining property owners along the road sought to be vacated;

WHEREAS, RCW 35.79.010 provides that upon receipt of a Petition for road vacation property signed by at least two-thirds of the property owners abutting the road, the council shall fix a public hearing not fewer than twenty nor more than sixty days after the date the resolution is passed; and

WHEREAS, the Petition contains the requisite number of signatures of abutting property owners and the council shall now resolve to fix a public hearing to determine whether to vacate a section of Iman Cemetery Road as requested in the Petition.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, DOES
RESOLVE AS FOLLOWS:**

Section 1. The City Council for the City of Stevenson hereby fixes a public hearing for December 17, 2020 at City Hall, 7121 E. Loop Rd, Stevenson, WA 98648 if allowed, via phone at 346-248-7799, 669-900-6833, 253-215-8782, 312-626-6799, 929-205-6099 or 301-715-8592 webinar ID 874 5430 5446 and online via Zoom at <https://us02web.zoom.us/j/87454305446>, to be heard by the full council.

Section 2. The City Administrator shall give twenty days' notice of the pendency of the petition by a written notice, in the form attached hereto as Exhibit “A”, posted in three of the most public places in the city or town and a like notice in a conspicuous place on the street or alley sought to be vacated. The said notice shall contain a statement that a petition has been filed to vacate the street or alley described in the notice, together with a statement of the time and place fixed for the hearing of the petition. The City Administrator shall further cause notice of this public hearing to be published in the *Skamania County Pioneer* not fewer than twenty days prior to the public hearing.

Passed by the City Council this 19th day of November, 2020.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

EXHIBIT "A"

NOTICE OF PUBLIC HEARING ON ROAD VACATION

To all property owners and interested parties concerning the vacation of a section of the city road known as "No Name Road"

NOTICE IS HEREBY GIVEN the City Administrator has received a Petition for Vacation of a City Road/Easement seeking council action to vacate a section of city street known as "No Name Road". The road is described by the Petitioner as follows:

"Reference to the duly recorded plat of Iman Rock Creek Tracts dated August 29th, 1963 by Edith M. Holien, recorded September 6th, 1963 in Volume A of Plats, page 118 Records of Skamania County Washington. Beginning at the northwest corner of lot 12, then east at N70°-40' east approximately 145 feet to the west line of Iman Cemetery, thence north at N0°-16' west approximately 55' to the southeast corner of lot 11, thence west approximately 150 feet to the southwest corner of lot 10, thence south at N°-58' west approximately 49 feet to the point of beginning."

The City Council has fixed the time and place for this hearing for December 17, 2020 at City Hall, 7121 E. Loop Rd, Stevenson, WA 98648 if allowed, via phone at 346-248-7799, 669-900-6833, 253-215-8782, 312-626-6799, 929-205-6099 or 301-715-8592 webinar ID 874 5430 5446 and online via Zoom at <https://us02web.zoom.us/j/87454305446>, to be heard by the full council.

Written statements in favor of or in opposition to vacation of the public road must be mailed or delivered to the City Administrator, Leana Kinley, at PO Box 371, 7121 E. Loop Rd, Stevenson, WA 98648 or emailed to leana@ci.stevenson.wa.us and received not later than 12:00 p.m. on December 17, 2020 to be considered by the Council. Any interested person may appear in person at the scheduled hearing, details listed above, and speak.

RECEIVED

NOV 0 2020

BY: _____

Petition for Vacation of a City Road

IN THE MATTER OF THE PETITION OF

<u>ZETTLER, AUGUSTE & CORA</u> (name)	<u>PO Box 723, Stevenson WA 98648</u> (Mailing address)	<u>(352) 213-8121</u> (Day phone)
--	--	--------------------------------------

Together with

<u>POWERS, DALE</u> (name)	<u>PO Box 155, Stevenson WA 98648</u> (Mailing address)	<u>509 427 8555</u> (Day phone)
-------------------------------	--	------------------------------------

for the Vacation of

UNKNOWN ROAD NAME OR NUMBER
(Road Name or Number)

TO THE CITY COUNCIL OF STEVENSON, WASHINGTON

We, the undersigned property owners within the City of Stevenson, State of Washington do petition that the following described City Road be vacated:

(FILL IN EXACT LEGAL DESCRIPTIONS OF PORTION OF ROAD TO BE VACATED)

SEE ATTACHMENT A

_____, the whole distance being about

~~814.26~~ Sq.Ft.
839.71

PETITIONER'S SIGNATURES
Print Name legibly below signature

LEGAL DESCRIPTION OF PETITIONERS' PROPERTY*
(Not Street Address)

Legal description may be obtained from tax statement, deed, or title policy.

<i>Dale J Powers</i>	Lot 14 of Meagers Addition
<i>August Zetter</i> <i>August Zetter</i>	Lots 18, 19 & 21 of Meagers Addition
<i>[Signature]</i>	Lots 18, 19 & 21 of Meagers Addition

* Use more than one line if necessary. If additional space is required for descriptions, use supplemental sheet.

RCW 35.79.010
Petition by owners — Fixing time for hearing.

The owners of an interest in any real estate abutting upon any street or alley who may desire to vacate the street or alley, or any part thereof, may petition the legislative authority to make vacation, giving a description of the property to be vacated, or the legislative authority may itself initiate by resolution such vacation procedure. The petition or resolution shall be filed with the city or town clerk, and, if the petition is signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated, legislative authority by resolution shall fix a time when the petition will be heard and determined by such authority or a committee thereof, which time shall not be more than sixty days nor less than twenty days after the date of the passage of such resolution.

The road to be vacated provides no access to a body of water: Initials: _____ City: _____

Applicant: _____

Your petitioners respectfully represent and allege that the road is useless as a part of the general road system and the public will be benefited by its vacation, and that all of your petitioners are property owners abutting said road; wherefore your petitioners request the vacation of said road, as provided by law. Applicants acknowledge City may retain an easement in vacated property for utilities and access.

Exhibit 'A'
TERRA SURVEYING
P.O. Box 617
Hood River, OR 97031
PHONE (541) 386-4531
E-Mail: terra@gorge.net

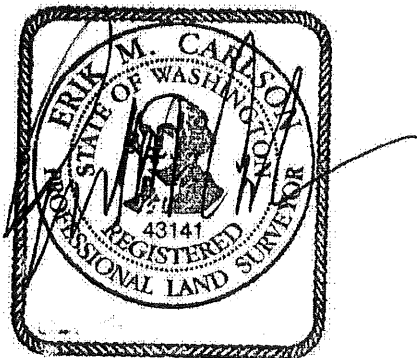
LEGAL DESCRIPTION
FOR
A
DRIVE VACATION
FOR
AUGUSTE ZETTLER

The following described tract is located in the southwest quarter of Section 36, Township 3 North, Range 7 East of the Willamette Meridian, County of Skamania and State of Washington. More particularly described as follows:

Commencing at a 1/2" iron rod monumenting the northwest corner of Lot 19 of Meaghers Addition to Stevenson, Washington, a re-plat of Meaghers Subdivision (1961) as recorded in Skamania County plat records on Book A, Page 120; thence South 00°18'05" West along the west line of said Lot 19 a distance of 89.61 feet to a 5/8" iron rod, L.S.15673 monumenting the southwest corner thereof; thence North 87°55'04" East a distance of 9.35 feet to a 5/8" iron rod, L.S.15673; thence South 89°39'21" East a distance of 114.45 feet to the southwest corner of a 20 foot driveway access per said plat and point of beginning of the following described tract to be vacated.

Thence North 00°19'00" East a distance of 20.00 feet to a point; thence South 89°39'21" East a distance of 48.67 feet to a point on the west line of Impala Drive; thence South 30°31'12" West along said west line a distance of 23.14 feet to a point; thence North 89°39'21" West a distance of 36.17 feet to the point of beginning.

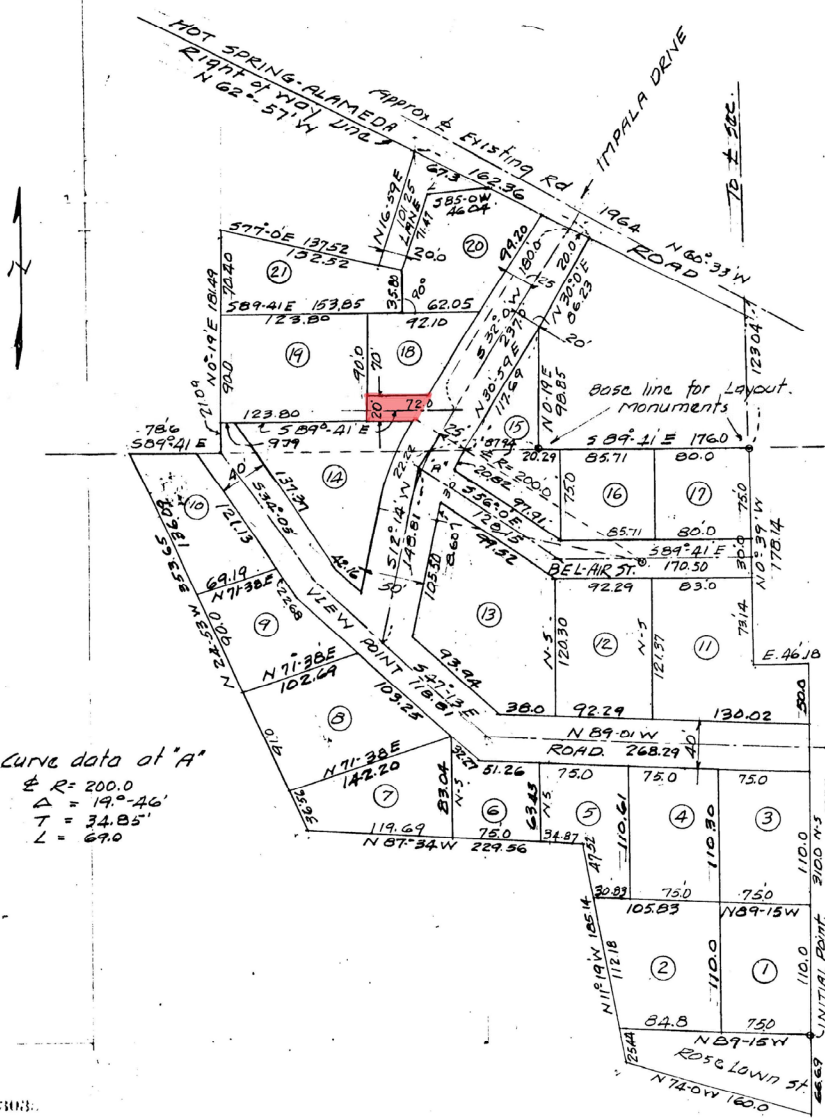
October 14, 2020
Contains 839.71 Sq. Ft.
EMC



MEAGHERS ADDITION TO STEVENSON WASHINGTON

A RE-PLAT OF MEAGHERS SUBDIVISION FILED MAY 15 1961

SCALE 1" = 60'



Curve data of "A"
 $E R = 200.0$
 $\Delta = 19^{\circ} 46'$
 $T = 34.85'$
 $L = 67.0$

DESCRIPTION

Beginning at the Northwest Corner of Block 3 Johnson's Addition, being also the Southwest Corner of Block 2 of Cascades Addition as shown by Official Plat on file in the Office of the County Auditor, said point being North 460.0 ft. and East 36.5 ft. from the quarter corner on the South side of Section 36, Township 3 North, Range 7 E.W.M., thence from the point of beginning South 66.69 ft., thence North 74° 00' West 160.00 ft., thence North 11° 19' West 185.14 ft., thence North 87° 34' West 229.56 ft., thence North 24° 53' West 353.65 ft., thence South 89° 41' East 78.60 ft., thence North 00° 19' East 181.09 ft., thence South 77° 00' East 137.52 ft., thence North 16° 59' East 101.25 ft., thence South 62° 57' East 162.36 ft., thence South 30° 00' West 85.95 ft., thence South 00° 19' West 98.85 ft., thence South 89° 41' East 176.00 ft. to the North and South Center line of Section 36, thence South 00° 39' East 178.14 ft. along said center line of Section, thence East 46.18 ft. to the Northwest Corner of Lot 8 of Cascade Addition, thence South 310.00 ft. along West side of Cascade Addition to the point of beginning.

Also Lot 9 of Block 2, Cascades Addition to be dedicated as a street.

RESERVATIONS

Any service, installation or construction charges for sewer, water or electricity are not covered by this plat.

DEDICATION

Know all men by these presents that the undersigned owners of the land hereby platted, declare this plat and dedicate to the use of the public forever all roads, streets, avenues and lanes as shown on the plat.

In witness whereof we have hereunto set our hands and seals this 30th day of March, 1964.

Mildred O'Donnell
Ruth Meagher

ACKNOWLEDGEMENT

State of Washington)
) ss
 County of Skamania)

This is to certify that on the 30th day of March, A.D. 1964 before me the undersigned, a notary public in and for the State of Washington duly commissioned and sworn, personally appeared before me Mildred O'Donnell and Ruth Meagher, to me known to be the individuals described in and who executed the foregoing instrument and acknowledged to me that they signed and sealed the same as their free and voluntary act and for the uses and purposes mentioned therein.

Mildred O'Donnell
 Notary Public in and for the State of Washington, residing at Stevenson, Washington.

ENGINEER'S CERTIFICATE

I hereby certify that the plat of Meagher's Sub-Division is based upon actual survey and that the distances and courses of angles are shown thereon correctly, and monuments have been set and all lot corners have been staked on the ground.

Clark H. Eldridge
 Clark H. Eldridge
 Registered Professional Land Surveyor

Approved by Councilmen of Town of Stevenson this 26 day of March, 1964.

Mildred O'Donnell
 Mayor
James A. Young
 Councilman
James A. Young
 Councilman

I, Mildred O'Donnell, Treasurer of Skamania County, Washington, here by certify that all taxes on the above property are fully paid up and including 1964.

Mildred O'Donnell
 Skamania County Treasurer

Filed for record at the request of Ruth Meagher on March 3, 1964 at 50 minutes past 3 o'clock and recorded in Volume A of Plats, Page 120 Records of Skamania County.

Clayton O'Neil
 Skamania County Auditor
W. J. ...
 Deputy Auditor

RESOLUTION NO. 2020-371

**A RESOLUTION OF THE CITY OF STEVENSON
FIXING PUBLIC HEARING FOR ZETTLER-POWERS ROAD VACATION**

WHEREAS, on November 3, 2020, Stevenson residents Auguste and Cora Zettler and Dale Powers submitted a Petition for Vacation of City Road/Easement, pursuant to RCW 35.79.010, seeking the vacation of a section of unimproved city road and easement between their properties;

WHEREAS, the Petition included the names and signatures of all adjoining property owners along the road sought to be vacated;

WHEREAS, RCW 35.79.010 provides that upon receipt of a Petition for road vacation property signed by at least two-thirds of the property owners abutting the road, the council shall fix a public hearing not fewer than twenty nor more than sixty days after the date the resolution is passed; and

WHEREAS, the Petition contains the requisite number of signatures of abutting property owners and the council shall now resolve to fix a public hearing to determine whether to vacate a section of road between tax lots 03073643080000 and 03073643050000 off Impala Drive as requested in the Petition.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council for the City of Stevenson hereby fixes a public hearing for December 17, 2020 at City Hall, 7121 E. Loop Rd, Stevenson, WA 98648 if allowed, via phone at 346-248-7799, 669-900-6833, 253-215-8782, 312-626-6799, 929-205-6099 or 301-715-8592 webinar ID 874 5430 5446 and online via Zoom at <https://us02web.zoom.us/j/87454305446>, to be heard by the full council.

Section 2. The City Administrator shall give twenty days' notice of the pendency of the petition by a written notice, in the form attached hereto as Exhibit "A", posted in three of the most public places in the city or town and a like notice in a conspicuous place on the street or alley sought to be vacated. The said notice shall contain a statement that a petition has been filed to vacate the street or alley described in the notice, together with a statement of the time and place fixed for the hearing of the petition. The City Administrator shall further cause notice of this public hearing to be published in the *Skamania County Pioneer* not fewer than twenty days prior to the public hearing.

Passed by the City Council this 19th day of November, 2020.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

EXHIBIT "A"

NOTICE OF PUBLIC HEARING ON ROAD VACATION

To all property owners and interested parties concerning the vacation of a section of the unimproved city right of way between tax lots 03073643080000 and 03073643050000 off Impala Drive

NOTICE IS HEREBY GIVEN the City Administrator has received a Petition for Vacation of a City Road/Easement seeking council action to vacate a section of city street between tax lots 03073643080000 and 03073643050000 off Impala Drive. The road is described by the Petitioner as follows:

"The following described tract is located in the southwest corner of Section 36, Township 3 North, Range 7 East of the Willamette Meridian, County of Skamania and State of Washington. More particularly described as follows:

Commencing at a ½" iron rod monumenting the northwest corner of Lot 19 of Meaghers Addition to Stevenson, Washington, a re-plat of Meaghers Subdivision (1961) as recorded in Skamania County plat records on Book A, Page 120; thence South 00°18'05" West along the west line of said Lot 19 a distance of 89.61 feet to a 5/8" iron rod, L.S.15673 monumenting the southwest corner thereof; thence North 87°55'04" East a distance of 9.35 feet to a 5/8" iron rod, L.S.15673; thence South 89°39'21" East a distance of 114.45 feet to the southwest corner of a 20 foot driveway access per said plat and point of beginning of the following described tract to be vacated.

Thence North 00°19'00" East a distance of 20.00 feet to a point; thence South 89°39'21" East a distance of 48.67 feet to a point on the west line of Impala Drive; thence South 30°31'12" West along said west line a distance of 23.14 feet to a point; thence North 89°39'21" West a distance of 36.17 feet to the point of beginning."

The City Council has fixed the time and place for this hearing for December 17, 2020 at City Hall, 7121 E. Loop Rd, Stevenson, WA 98648 if allowed, via phone at 346-248-7799, 669-900-6833, 253-215-8782, 312-626-6799, 929-205-6099 or 301-715-8592 webinar ID 874 5430 5446 and online via Zoom at <https://us02web.zoom.us/j/87454305446>, to be heard by the full council.

Written statements in favor of or in opposition to vacation of the public road must be mailed or delivered to the City Administrator, Leana Kinley, at PO Box 371, 7121 E. Loop Rd, Stevenson, WA 98648 or emailed to leana@ci.stevenson.wa.us and received not later than 12:00 p.m. on December 17, 2020 to be considered by the Council. Any interested person may appear in person at the scheduled hearing, details listed above, and speak.



DAVID S. BROWN
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Pat Bond
Undersheriff

David Waymire
Chief Corrections Deputy

Jason Fritz
Chief Civil Deputy

November 6, 2020

Leana Kinley, City Administrator
City of Stevenson
POB 371
Stevenson, WA 98648

Leana,

Pursuant to our phone conversation, the list below contains services provided under the current law enforcement contract currently in place with the City of Stevenson. As stated, the city receives the same services as those customarily provided to the unincorporated county.

Absent a contract for supplemental services, the Sheriff's Office would respond to 911 calls of an emergent nature (in progress) that involved crimes against persons/property and continue to investigate felony level criminal activity.

ENFORCEMENT DIVISION:

Patrol:

- Response to non-emergency calls for service and investigation (interviews, scene documentation, evidence collection, follow-up), arrest, report generation (if necessary/required), and subsequent court appearance, preparation, defense/prosecutor interviews (if necessary), evidence collection, packaging, and safe storage (if collected).
- Response to 911 emergency calls for service and investigation (interviews, scene documentation, evidence collection, follow-up), arrest, report generation (if necessary/required), and subsequent court appearance, preparation, defense/prosecutor interviews (if necessary), evidence collection, packaging, and safe storage (if collected).
- Response to on-view incidents witnessed by Patrol Deputy, investigation (interviews, scene documentation, evidence collection, follow-up), arrest, report generation (if necessary/required), and subsequent court appearance, preparation, defense/prosecutor interviews (if necessary), evidence collection, packaging, and safe storage (if collected).
- Major disaster response, notifications, evacuations, and security
- 24/7/365 response to calls for service (see above)
- Traffic enforcement
- Traffic collision investigation

- Search & Rescue
- Marine/Boat Services
- Civil paper service
- Animal Control
- Parking enforcement
- School Programs (sporting events, school visits, safety checks and protocols)
- Community programs (neighborhood watch, parade details, traffic control for special events)
- Vacation house checks
- Business checks (PM Hours)
- Major crime scene security/search warrant preparation
- Drug investigation, search warrant preparation
- Utilization of special equipment (drones, quads, side by side, command bus)
- Random/unpredictable neighborhood patrol services – visibility patrol

Investigations:

- Response to major crimes with specially trained Deputy Sheriff's to: Investigate, document, evidence collection/packaging/transport/stored/lab requests/preparation/forensic collection, interview, follow-up (to include out of county/state if required), search warrants, defense/prosecutor interviews, and future trial preparation.
- Response to child abuse/sexual abuse allegations by specially trained Deputy Sheriff's to conduct forensic interviews with children and vulnerable adults, document, evidence collection/packaging/transport/storage/lab preparation/forensic collection, follow-up (out of county/state if required), search warrants, defense/prosecutor interviews, and future trial preparation.
- Response to, and investigation of, major drug crimes, to include informant details, surveillance, report generation, search warrants, raid preparation, coordination with outside Law Enforcement agencies, evidence collection, transport, packaging, lab preparation, lab reports, defense/prosecutor interviews, trial preparation, seizure reports, seizure hearings, and additional required follow-up.
- School programs
- Community outreach

ADMINISTRATION

- Monthly city activity reports
- Community Events
- Community outreach
- School events
- Attend City Council meetings when requested
- School visits and provide support to school staff regarding school safety and response
- Administrative support for patrol/investigations
- 3 of 4 administrative position currently filled with fully commissioned Deputy Sheriffs with the ability to respond to the above duties listed
- Fingerprinting for employment
- Concealed Pistol license, fingerprinting, background checks
- Evidence release and background checks
- Found property /storage/release
- Information portal for public (to include Stevenson residents)
- Prepare civil paper service for municipal court, eviction notices, and any other paper service

911/COMMUNICATIONS

- Answer non-emergency phone calls and text's for service
- Answer 911 emergency calls for service
- Generate, update, and keep current CAD records
- Enter and locate current Warrants for arrest in NCIC
- Dispatch for Fire, LE, and EMS services countywide
- Coordinate resources during emergency calls for service to include SAR, Natural Disaster, In-progress criminal calls, and provide medical procedure recommendations during critical health events (until EMS/FIRE arrive)
- Data entry
- Coordinating with outside agencies on daily basis for warrant confirmation or resource ordering
- On duty 24/7/365 to answer calls for service
- Aid jail staff when needed/required
- Monitor and open facility doors for inmate movement
- Monitor countywide camera system, to include jail facility
- Provide/relay critical information for emergency response by radio, phone, MDC IM

CORRECTIONS:

- On duty 24/7/365
- Assist Dispatch when required/needed
- Monitor all inmate movements, behavior, medical needs, food, general well-being
- Book all incoming arrests from SCSO, WSP, WFDW, State Parks, DOC and contracted agencies
- Transport inmates to appointments and/or to other facilities statewide
- Court Security
- Work crew supervision
- Work release monitoring

Our best effort was made to capture all services provided. It is possible a few have been inadvertently omitted. If you have any questions regarding the above information, please contact me or undersheriff Bond.

Sincerely,



Dave Brown
Sheriff

**INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES
FOR THE CITY OF STEVENSON**

THIS CONTRACT, made and entered into this _____ day of _____, 2020, by and between the **COUNTY OF SKAMANIA**, a legal subdivision of the State of Washington, hereinafter referred to as "County," and the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as "City,"

WITNESSETH:

WHEREAS, The City desires to contract with the County and its Sheriff, for the Sheriff to provide certain law enforcement services within the City's corporate limits; and

WHEREAS, The County, by and through its Sheriff, wishes to perform law enforcement services for the City as set forth below; and

WHEREAS, such contracts are authorized by the provisions of RCW 39.34.010 et seq.;

NOW, THEREFORE, it is agreed as follows:

1.0 Agreement to Provide Services

The County, by and through its Sheriff, agrees to provide certain law enforcement services for the City, within the City's corporate limits. "Law enforcement services" shall mean response to emergency calls for service, investigation/enforcement of violations of state statutes and certain city code violations, random patrols, regulation of traffic control within City limits, animal control services and shall include the quality of service customarily rendered by the Skamania County Sheriff's Office.

2.0 Payment

.1 Basic Fee. As consideration for these services, the City shall pay the County the amounts listed below for each calendar year:

.1.1 \$176,906 for calendar year 2021, paid in 12 equal installments of \$14,742.17 per month.

.1.2 An amount to be determined for calendar year 2022 equal to the 2021 scheduled amount increased by the West B/C CPI-U 12-month change for June of the current year as reported by the US Bureau of Labor Statistics.

Checks shall be made payable to the Skamania County Treasurer and be issued at the regularly scheduled Council meeting for the month in which the service is provided.

.2 Criminal Justice Money. By state statute the City receives Criminal Justice transfers from the State's General Fund allocated for innovative law enforcement programs,

domestic violence prevention programs, child abuse prevention programs and for cities that contract for law enforcement services. Therefore, as further consideration of the services provided by the Sheriff, the City agrees to pay to the county all funding it receives through the Criminal Justice Programs (understanding these moneys are distributed at the discretion of the State of Washington). The City further agrees to take reasonable and good faith steps to obtain and secure funding for the various Criminal Justice program areas.

3.0 Term

The duration of this agreement shall be for two (2) years beginning on January 1, 2021 and ending on December 31, 2022. Upon the mutual written consent of both parties, this agreement can be extended for one (1) additional year after the above stated ending date, including a CPI adjustment per section 2.1.2, above. This agreement may be terminated at any time, or by either party for any reason upon ninety (90) days' written notice. Both parties agree that in October of 2021 the contract will be open for discussion in order to address potential changes affected through collective bargaining that may impact the agreed upon fee.

4.0 Customary Services

- .1 Scope of Services. Unless otherwise specified, services provided by the County shall include investigation and enforcement of statutes of the State of Washington, random patrols and certain ordinances of the City.
- .2 Control. The Sheriff shall have exclusive control of the Sheriff's enforcement operations in performing this contract, but the parties do agree to consult with one another, from time to time, to discuss law enforcement services.
- .3 Continuous Service. Law enforcement services will be available to the City on a twenty-four (24) hour per day, seven (7) days per week basis; Provided that allocations of manpower and equipment for this purpose will be at the reasonable discretion of the Sheriff.
- .4 Animal Control. The County agrees to provide certain animal control services for the City within the County's corporate limits. "Animal Control Services" shall mean response to complaints and/or information received regarding violations of Stevenson Municipal Code Title 6, as it now exists or is hereafter amended.

Animal control Services shall be limited to domesticated animals which shall include dogs, live stock and poultry, excluding cats.

5.0 Indemnification

- .1 County Indemnification. The County acknowledges that, pursuant to the terms of this contract, the County is totally responsible for the acts and omissions of its officers, officials and employees, and is responsible as an independent contractor for the safety

of all persons and property in performing pursuant to this contract. The County assumes the risk of all damages, loss, costs, penalties and expense and agrees to indemnify, defend and hold harmless the City, its officers, officials and employees, from and against any and all liability which may accrue to or be sustained by the City, or its officers, officials and employees, on account of any claim, suit or legal action made or brought against the City for the death or injury to persons (including County's employees) or damage to property involving the County, arising out of any act or omission of the County or any County employee in the performance of services performed hereunder. This indemnification extends to the officials, officers and employees of the City and also includes attorney's fees and the cost of establishing the right to indemnification herein in favor of the City. This indemnification does not extend to injuries or damages caused by the sole negligence of the City.

- .2 City Indemnification. The City acknowledges that pursuant to the terms of this contract, the City is totally responsible for the acts or omissions of its own officials, officers and employees. The City assumes the risk of all damages, loss, costs and penalties, and agrees to indemnify, defend and hold harmless the County, its officers, officials and employees from and against any and all liability which may accrue to or be sustained by the County on account of any claim, suit or legal action made or brought against the County or its officers, officials and employees, for the death or injury to persons (including City's employees) or damage to property involving the City, arising out of any act or omission of the City or any City employee in the performance of law enforcement services. This indemnification extends to the officials, officers and employees of the County and also includes attorney's fees and the cost of establishing the right to indemnification hereunder in favor of the County. This indemnification does not extend to injuries or damages caused by the sole negligence of the County.

6.0 Authority.

The parties agree that for all intents and purposes, the Skamania County Sheriff is also the Chief of Police for the City, and with respect to law enforcement, is bound to the interlocal agreements signed by the City. While performing services under this contract, the Sheriff's Office personnel shall have all authority granted to a police department of a non-charter code city under the laws of the State of Washington.

7.0 Materials.

All material needed to perform this contract and the expense of performing it, shall be provided or paid by the County. Such material includes, but is not limited to, vehicles, weapons, communication facilities and such other supplies needed by a law enforcement agency to carry out its normal functions.

8.0 City to Cooperate.

The City agrees to cooperate fully with the County in the performance of this contract and to

furnish the County with any information available to the City that the County may require in the course of the performance of this contract.

9.0 Prosecution.

All citations or complaints for violations of municipal ordinances, including state statutes involving infractions, misdemeanors and gross misdemeanors shall be filed in the Stevenson Municipal Court and shall be prosecuted by the City.

10.0 Insurance.

The County shall provide and maintain police professional liability insurance coverage with limits adequate to cover all foreseeable errors and omissions, and shall provide a copy of said policy to the City for its review and approval.

11.0 Reports.

County will provide City with activity reports on a monthly basis. Such reports shall include the number and types of reported complaints, the type and quantity of arrests made within the City, and any other information relevant to reporting criminal activity within the City.

12.0 Equal Opportunity Employer.

The County covenants that it is an equal opportunity employer.

13.0 Severability.

In the event of invalidity or irresolvable ambiguity of any provision of this contract, the remaining provisions shall nevertheless continue to be valid and enforceable.

14.0 Modifications.

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

15.0 Attorney Fees.

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

16.0 Extraordinary Services.

The parties recognize that this contract is designed to allow the City to use the Skamania County Sheriff's Office and its deputies to provide law enforcement services within the city limits. The parties further recognize that law enforcement must respond to a myriad of emergency and non-emergency situations. However, the parties realize that there are certain activities or events that will require exceptional and extraordinary preparation planning and staffing by the Sheriff's Office to adequately respond to the potential threats to safeguard the City's citizens and property. In recognition of these situations, the parties agree to negotiate in good faith additional payments from the City to the County that will fairly reimburse the County for providing these "extraordinary services". For purposes of this section, "Extraordinary services" shall mean those law enforcement services necessary to plan, prepare and staff law enforcement services to respond to or prepare for events that occur within the City limits. The terms "Extraordinary services" do not mean natural disasters, individual criminal episodes or other similar emergency responses.

17.0 Entire Contract.

This contract is the entire agreement between the parties and supersedes all previous agreements or understandings between them. This contract may be modified only in writing, provided both parties have signed the amended document.

18.0 Choice of Venue.

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

19.0 Interlocal Agreement Representations

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

- a. Duration. This AGREEMENT shall terminate on December 31, 2022 or sooner as provided in paragraph 3.0, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for law enforcement services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 3.0, above.

- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

IN WITNESS WHEREOF, the **COUNTY** has caused this Contract to be duly executed on its behalf, and thereafter the **CITY** has caused the same to be duly executed on its behalf.

CITY OF STEVENSON,
A Municipal Corporation,

COUNTY OF SKAMANIA,
Board of Commissioners

By: _____
Mayor

By: _____
Chairman

Attest:

By: _____
City Clerk

Commissioner

Commissioner

Approved as to form only:

Attest:

Adam Kick, Skamania County
Prosecuting Attorney

Clerk of the Board

Kenneth B Woodrich, PC
City Attorney,
City of Stevenson

Approved:

David S. Brown, Sheriff
Skamania County, WA



Agreement No. SEASMP-1921-StevPW-00116

SHORELANDS SHORELINE MASTER PROGRAM AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF STEVENSON PUBLIC WORKS

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

GENERAL INFORMATION

Project Title:	Shoreline Master Program – Periodic Review
Total Cost:	\$11,200.00
Total Eligible Cost:	\$11,200.00
Ecology Share:	\$11,200.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	07/01/2019
The Expiration Date of this Agreement is no later than:	06/30/2021
Project Type:	Periodic Review of the Shoreline Master Program

Project Short Description:

The RECIPIENT will conduct a periodic review of the Shoreline Master Program (SMP) that is developed in a manner consistent with requirements of the Shoreline Management Act (SMA), RCW 90.58, and its implementing rules, WAC 173-26, including the Shoreline Master Program Guidelines (SMP Guidelines).

Project Long Description:

The purpose of the Shoreline Master Program periodic review is to (a) assure that the master program complies with applicable law and SMP Guidelines in effect at the time of the review, and (b) assure consistency of the master program with the local government's comprehensive plan and development regulations adopted under chapter RCW 36.70A, if applicable. Local governments should also consider amendments needed to address changed circumstances, new information, or improved data.

Agreement No: SEASMP-1921-StevPW-00116
Project Title: Shoreline Master Program – Periodic Review
Recipient Name: City of Stevenson Public Works

Please note: Beyond the scope of this agreement, the RECIPIENT will continue the SMP formal adoption process as stated in the SMA and WAC 173-26. Work related to these activities and formal adoption by the local governing body is eligible for reimbursement under this grant, provided it is completed by June 30, 2021. The adoption process includes the activities shown below.

1. Complete SEPA review and documentation

Conduct SEPA review pursuant to the State Environmental Policy Act (RCW 43.21C).

2. Provide GMA 60-day notice of intent to adopt

For local governments planning under the Growth Management Act, notify ECOLOGY and the Department of Commerce of intent to adopt the SMP amendment at least 60 days in advance of final local approval, pursuant to RCW 36.70A.106.

3. Hold public hearing

Hold at least one public hearing prior to local adoption of the draft SMP or Findings of Adequacy, consistent with the requirements of WAC 173-26-100 or WAC 173-26-104.

4. Prepare a responsiveness summary

Prepare a summary responding to all comments received during the public hearing and the public comment period. The names and mailing addresses of all interested parties providing comment shall be compiled.

5. Adopt SMP and submit to ECOLOGY

Complete the adoption process for the SMP update under either WAC 173-26-100 or WAC 173-26-104 and submit the locally-adopted Draft SMP amendment or Findings of Adequacy and Periodic Review Checklist to ECOLOGY under WAC 173-26-110.

Overall Goal:

Periodic Review Checklist and final draft SMP amendment or Findings of Adequacy.

Agreement No: SEASMP-1921-StevPW-00116
Project Title: Shoreline Master Program – Periodic Review
Recipient Name: City of Stevenson Public Works

RECIPIENT INFORMATION

Organization Name: City of Stevenson Public Works

Federal Tax ID: 91-6001512

DUNS Number: 025644105

Mailing Address: 7121 E Loop Road, PO Box 371
Stevenson, WA 98648

Physical Address: 7121 E Loop Road
Stevenson, Washington 98648

Organization Fax: (509) 427-8202

Contacts

Agreement No: SEASMP-1921-StevPW-00116
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Stevenson Public Works

<p>Project Manager</p>	<p>Ben Shumaker Planning Director</p> <p>7121 East Loop Road, PO Box 371 Stevenson, Washington 98648 Email: ben@ci.stevenson.wa.us Phone: (509) 427-5970</p>
<p>Billing Contact</p>	<p>Anders Sorestad Deputy Clerk/Treasurer II</p> <p>7121 E Loop Road Stevenson, Washington 98648 Email: anders@ci.stevenson.wa.us Phone: (509) 427-5970</p>
<p>Authorized Signatory</p>	<p>Leana Kinley City Administrator</p> <p>7121 E Loop Road Stevenson, Washington 98648 Email: leana@ci.stevenson.wa.us Phone: (509) 427-5970</p>

Agreement No: SEASMP-1921-StevPW-00116
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Stevenson Public Works

ECOLOGY INFORMATION

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

Physical Address: Shorelands
 300 Desmond Drive SE
 Lacey, WA 98503

Contacts

<p>Project Manager</p>	<p>Michelle McConnell</p> <p>PO Box 47775 Olympia, Washington 98504-7775 Email: micm461@ecy.wa.gov Phone: (360) 407-6349</p>
<p>Financial Manager</p>	<p>Cindy James</p> <p>PO Box 47600 Olympia, Washington 98504-7600 Email: cjam461@ecy.wa.gov Phone: (360) 407-7421</p>

Agreement No: SEASMP-1921-StevPW-00116
Project Title: Shoreline Master Program – Periodic Review
Recipient Name: City of Stevenson Public Works

AUTHORIZING SIGNATURES

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

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

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

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

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

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

Washington State
Department of Ecology

City of Stevenson Public Works

By: _____

By: _____

Gordon White
Shorelands
Program Manager
Date

Leana Kinley
City Administrator
Date

Template Approved to Form by
Attorney General's Office

Agreement No: SEASMP-1921-StevPW-00116
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Stevenson Public Works

SCOPE OF WORK

Task Number: 1 **Task Cost: \$1,000.00**

Task Title: 1. Project Oversight: Coordination, Management, and Administration

Task Description:

The RECIPIENT will provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, project management, and project administration.

A. The RECIPIENT will coordinate with ECOLOGY throughout the SMP review process. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.

B. The RECIPIENT will coordinate with other applicable federal, state and local agencies, neighboring jurisdictions, and Indian tribes as provided in the Guidelines and SMA procedural rules. In addition, the RECIPIENT will consult with other appropriate entities which may have useful information if necessary.

C. The RECIPIENT will conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.

D. The RECIPIENT will submit quarterly progress reports and payment requests (PRPRs) with supporting documentation; maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:

Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.

Task Expected Outcome:

Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report. Properly maintained project documentation.

Recipient Task Coordinator: Ben Shumaker

1. Project Oversight: Coordination, Management, and Administration

Deliverables

Number	Description	Due Date
1.1	Progress reports are due quarterly.	
1.2	Recipient Close Out Report	06/30/2021

Agreement No: SEASMP-1921-StevPW-00116
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Stevenson Public Works

SCOPE OF WORK

Task Number: 2 **Task Cost:** \$200.00

Task Title: 2. Secure Consultant Services, If Needed

Task Description:

If applicable, the RECIPIENT will:

A. Secure qualified consultant services

In accordance with the RECIPIENT or State of Washington procurement procedures, the RECIPIENT will enter into a contract with the selected consultant(s) and prepare a sub agreement in accordance with the scope of work in this agreement.

Task Goal Statement:

To ensure the RECIPIENT has qualified personnel to conduct the scope of this project.

Task Expected Outcome:

If applicable, signed contract and sub-agreement with consultant(s).

Recipient Task Coordinator: Ben Shumaker

2. Secure Consultant Services, If Needed

Deliverables

Number	Description	Due Date
2.1	Final signed consulting contract. Upload to EAGL per the date in the Deliverable Due Dates form.	
2.2	Update in quarterly progress report.	

Agreement No: SEASMP-1921-StevPW-00116
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Stevenson Public Works

SCOPE OF WORK

Task Number: 3 **Task Cost:** \$2,000.00

Task Title: 3. Public Participation

Task Description:

The RECIPIENT will:

A. Develop a Public Participation Plan

Prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090. The public participation plan should include applicable local requirements such as planning commission review and formal hearings, as well as applicable state notice requirements.

B. Conduct public participation activities

Implement the public participation plan throughout the course of the SMP periodic review process.

Task Goal Statement:

To inform and involve all stakeholders in the SMP periodic review process.

Task Expected Outcome:

Continuous public participation activities throughout the SMP periodic review process.

Recipient Task Coordinator: Ben Shumaker

3. Public Participation

Deliverables

Number	Description	Due Date
3.1	Public Participation Plan. Upload to EAGL per the date in the Deliverable Due Dates form.	
3.2	Updates of public involvement activities in progress reports.	

Agreement No: SEASMP-1921-StevPW-00116
Project Title: Shoreline Master Program – Periodic Review
Recipient Name: City of Stevenson Public Works

SCOPE OF WORK

Task Number: 4 **Task Cost: \$3,000.00**

Task Title: 4. Review Shoreline Master Program and Draft Revisions, If Needed

Task Description:

The RECIPIENT will:

A. Review the SMP to determine if revisions are needed

1. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended, and determine if local amendments are needed to maintain compliance. Ecology will provide a checklist of legislative and rule amendments to assist local governments with this review.

2. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them. Document the consistency analysis to support proposed changes to the Shoreline Master Program or Findings of Adequacy.

3. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

B. Draft revised SMP goals, policies and regulations, or prepare Findings of Adequacy

1. Prepare amended goals and policies or regulations identified through the review process. Use the checklist to identify where in the SMP changes are made to address applicable statutory or regulatory changes.

2. Where the review conducted under Task 4A concludes no changes are necessary, prepare draft Findings of Adequacy.

Task Goal Statement:

To review the SMP to determine if changes are necessary, and revise the SMP if changes are deemed necessary.

Task Expected Outcome:

A completed Periodic Review Checklist documenting the initial staff review of the SMP, and either initial draft SMP amendments or draft Findings of Adequacy.

Agreement No: SEASMP-1921-StevPW-00116
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Stevenson Public Works

Recipient Task Coordinator: Ben Shumaker

4. Review Shoreline Master Program and Draft Revisions, If Needed

Deliverables

Number	Description	Due Date
4.1	A Periodic Review Checklist documenting consideration of statutory amendments, and internal consistency review. Upload to EAGL per the date in the Deliverable Due Dates form.	
4.2	Initial draft SMP amendments or Findings of Adequacy and supporting documentation. Upload to EAGL per the date in the Deliverable Due Dates form.	

SCOPE OF WORK

Task Number: 5 **Task Cost:** \$5,000.00

Task Title: 5. Final Draft SMP or Findings of Adequacy

Task Description:

The RECIPIENT will:

A. Conduct public review process

Conduct a local public review process for the proposed Shoreline Master Program as provided in the SMA and WAC 173-26. Where amendments to the SMP are proposed they shall contain applicable shoreline goals, policies, or regulations with copies of any provisions adopted by reference. Where no changes are needed, the local process will include a formal Findings of Adequacy.

B. Assemble final draft amendment or Findings of Adequacy

Assemble a complete SMP final draft amendment in preparation for review and approval by the local jurisdictional governing body. Where the review determines that no changes are needed, the Recipient will prepare a formal Findings of Adequacy.

Task Goal Statement:

Complete a Shoreline Master Program final draft amendment or Findings of Adequacy.

Task Expected Outcome:

A Shoreline Master Program final draft amendment or Findings of Adequacy.

Recipient Task Coordinator: Ben Shumaker

5. Final Draft SMP or Findings of Adequacy

Deliverables

Number	Description	Due Date
5.1	Updates of public review process activities in progress report.	
5.2	Submit an SMP final draft amendment or Findings of Adequacy, with relevant supporting documentation and a complete Periodic Review checklist. Upload to EAGL per the date in the Deliverable Due Dates form.	

Agreement No: SEASMP-1921-StevPW-00116
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Stevenson Public Works

BUDGET

Funding Distribution EG210095

NOTE: *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: Model Toxics Control Operating Account (MT) Funding Type: Grant
 Funding Effective Date: 07/01/2019 Funding Expiration Date: 06/30/2021

Funding Source:

Title: Model Toxics Control Operating Account (MTCOA)
 Type: State
 Funding Source %: 100%
 Description: Model Toxics Control Operating Account (MTCOA)

Approved Indirect Costs Rate: Approved State Indirect Rate: 0%
 Recipient Match %: 0%
 InKind Interlocal Allowed: No
 InKind Other Allowed: No
 Is this Funding Distribution used to match a federal grant?

Model Toxics Control Operating Account (MTCOA)	Task Total
1. Project Oversight: Coordination, Management, and Administration	\$ 1,000.00
2. Secure Consultant Services, If Needed	\$ 200.00
3. Public Participation	\$ 2,000.00
4. Review Shoreline Master Program and Draft Revisions, If Needed	\$ 3,000.00
5. Final Draft SMP or Findings of Adequacy	\$ 5,000.00

Total: \$ 11,200.00

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Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Model Toxics Control Operating Account (MTCOA)	0.00 %	\$ 0.00	\$ 11,200.00	\$ 11,200.00
Total		\$ 0.00	\$ 11,200.00	\$ 11,200.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

Deliverable Due Date Form:

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Project Manager, and the ECOLOGY Project Manager will enter the information in the Deliverable Due Date EAGL form. The RECIPIENT will keep track of these due dates, and will note any date changes on the quarterly progress reports. The Deliverable Due Date form can be found on the Application Menu - Forms page in EAGL. (Note: This form does not automatically print out with the agreement.)

Document Accessibility Requirements (as described in the General Terms and Conditions of this Agreement: ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY):

For documents produced under this agreement intended to be published, posted, or hosted on ECOLOGY’s external web site, the RECIPIENT shall provide the documents in both their “native format” (such as Word, Excel, PowerPoint) and in PDF format (latest version of Adobe Acrobat Pro or compatible). The PDF documents must satisfactorily pass the Adobe Acrobat Pro Accessibility Checker (Full Check). The RECIPIENT will provide ECOLOGY the Accessibility Checker’s report. ECOLOGY will review the PDF Accessibility results and may request the RECIPIENT remedy any known issues. ECOLOGY reserves the right to perform independent testing to validate accessibility and may require the RECIPIENT remedy any identified issues before acceptance of the document. For assistance concerning Accessibility, visit state of Washington, Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>).

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for

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debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.

2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled “CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.frs.gov <http://www.frs.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.frs.gov <http://www.frs.gov>.

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GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS AS OF LAST UPDATED 7-1-2019 VERSION

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. The RECIPIENT must agree to hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - For capital construction projects or land acquisitions for capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources.
 - For projects with any federal involvement, if required, comply with the National Historic Preservation Act.
 - Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site.
- b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves ground disturbing activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.

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- Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff and contractors working at the project site.
 - Implement the IDP when cultural resources or human remains are found at the project site.
- c) If any archeological or historic resources are found while conducting work under this Agreement:
- Immediately stop work and notify the ECOLOGY Program, the Department of Archaeology and Historic Preservation at (360) 586-3064, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement:
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of

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Washington which affect wages and job safety.

- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review. The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and

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accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

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RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through

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September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.

e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

a) Be kept in a manner which provides an audit trail for all expenditures.

b) Be kept in a common file to facilitate audits and inspections.

c) Clearly indicate total receipts and expenditures related to this Agreement.

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d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder. RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and

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imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,
<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments. If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

Agreement No: SEASMP-1921-StevPW-00116
Project Title: Shoreline Master Program – Periodic Review
Recipient Name: City of Stevenson Public Works

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

2021 Tourism Funding Summary
 Summary of Amounts Requested, Recommended, and Approved by City Council
 Revised 11-5-20

Entity	2013 Apprv'd	2014 Apprv'd	2015 Apprv'd	2016 Apprv'd	2017 Apprv'd	2018 Apprv'd	2019 Apprv'd	2020 Apprv'd	2021 Reqst'd	2021 Recom'd	2021 Apprv'd
SC Chamber of Commerce	80,000	80,000	85,000	85,000	85,000	90,000	90,000	90,000	90,000	90,000	
SC Chamber - Promotional Programs (SBA)	98,000	88,000	88,000	85,000	85,000	85,000	85,000	85,000	80,000	80,000	
Skamania County-Fair & Timber Carnival	4,000	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Skamania Co-Col. Gorge Bluegrass Festival	9,000	9,000	10,000	10,000	10,000	10,000	10,000	7,000	10,000	10,000	
Skamania Co-Fourth of July									7,500	7,500	
Columbia Gorge Interpretive Center	45,000	50,000	55,000	65,000	55,000	55,000	55,000	55,000	68,500	55,000	
SC Senior Services - Weekend Transit	-	1,250	1,250	2,500	2,500	2,500	1,250	2,000	2,000	2,000	
Gorge Outgr Races & Wildside Relay	SBA	4,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
BOTG Kiteboarding Festival	SBA	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Stevenson Farmers Market	-	-	1,765	not apply for	1,765	2,000	2,000	2,000	3,000	3,000	
SDA - Stevenson Main Street Program	-	-	-	10,000	30,000	25,000	40,000	55,000	65,000	65,000	
Stevenson Waterfront Music Festival	-	-	-	3,400	3,400	2,000	2,000	3,000	3,000	3,000	
Walking Man-21st Anniversary Event		-	-	-	3,800	2,000	2,000	2,500	5,200	5,200	
Skamania County Fair Board-GorgeGrass						8,000	8,000	6,000	4,000	4,000	
CGTA-RARE Funding						2,500	2,500	2,500	5,000	5,000	
Xfest	1,000	2,000	N/A	2,000	-	1,000		-	5,000	-	
Pirate Festival ¹									16,800	8,400	
Total	468,370	283,420	495,085	335,700	358,615	348,617	647,517	558,250	378,000	351,100	-

Note 1: The award can only be used for marketing and promotion and cannot be used for staff time.



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Sheriff's Department Utility Billing
Meeting Date: November 19, 2020

Executive Summary:

The city installed a deduct meter on the Sheriff's Department account to remove the sewer use charges on water used for irrigating the courthouse lawn. When the account was transferred to the new software system, the new system incorrectly removed water and sewer usage charges. The total amount of water usage not billed is \$6,057.52.

Overview:

The irrigation for the courthouse lawn runs off the Sheriff's Department building. This building houses the jail and is classified as a commercial customer. This means they are charged usage for sewer based on their water usage. They are also charged a BOD surcharge because they prepare food for the inmates. Since irrigation water does not end up in the sewer system, the city installed a meter to track the water used for irrigation. This amount was then subtracted from the sewer portion of the Sheriff's Department utility bill.

When we switched to the new financial software, the water used for irrigation was removed from the bill entirely, meaning the water usage was not billed as it should have been. This was recently caught and the billing corrected beginning in October. The amount of water usage from October 2019 through September 2020 adds up to \$6,057.52.

Action Needed:

Motion to waive the back-billing of water usage for the Skamania County Sheriff's Office in the amount of \$6,057.52.



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Council Meeting Minutes Recording Type
Meeting Date: November 19, 2020

Executive Summary:

The current council minutes are recorded in detail. Recently there has been additional time taken by staff and council related to changes to the minutes which do not reflect a change to the actions taken by council. A change to action minutes would reduce the resources necessary to record the minutes.

Overview:

The current City Council Rules of Procedure reference the use of Robert's Rules of Order for council discussion and motions. According to Robert's Rules, minutes are a recoding the actions taken by the body. The current state law, RCW 35A.12.110-Council Meetings, states, "...A journal of all proceedings shall be kept, which shall be a public record." Furthermore, video and audio recordings of council meetings are public records with a permanent retention requirement (GS50-05A-13 Rev.2).

Enclosed is a publication from Jurassic Parliament, "Guidelines for Meeting Minutes in Local Government." Their recommendation for civic or public bodies is action minutes. There are three articles enclosed that go into further detail on detailed, summary and action minutes.

With the meeting recordings currently posted on YouTube, there is the ability to timestamp the minutes for each agenda item. This allows for hearing or seeing the actual discussion. This will also save time in creating the minutes and cost since we employ a part-time minute taker. An example of this can be found on the City of Tenino's website <https://cityoftenino.us/citycouncil/page/city-council-meeting-24>.

Action Needed:

If council wants to move forward with a change to the minutes format, staff requests either a motion or direction to update the council rules of procedure to include the minute format within the document.

Guidelines for Meeting Minutes in Local Government



Meeting minutes recording the actions taken by your council or board are a fundamental part of the meeting process. These are our guidelines for local government meeting minutes. They refer to ordinary business and work or study meetings of councils, boards and committees. Public hearings are governed by different rules.

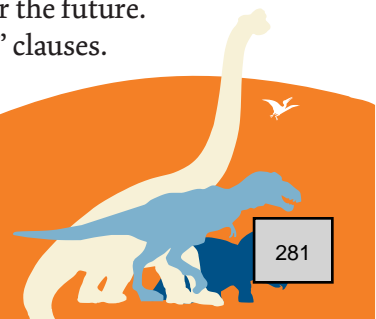
▶ WHAT KIND OF MINUTES?

1. Minutes should record what is done, not what is said. We recommend action minutes for local government.
2. Summary minutes include a summary of the key points of discussion, without attribution to individual speakers.
3. We recommend that boards and councils do not keep detailed minutes of discussion (“he said, she said”). These are generally a waste of time, effort and resources.
4. Study sessions and committee meeting minutes may include more administrative detail.

▶ WHAT TO INCLUDE IN MINUTES

5. Minutes should include each main motion and its disposition (passed, failed, referred to committee, postponed, etc.). Minor procedural motions such as approving the agenda or calling the question do not need to be included.
6. Include all points of order, appeals, and their result. This becomes precedent for the future.
7. If the body wants to give reasons for its actions, use a resolution with “whereas” clauses.

→ over



▶ **DON'T INCLUDE IN MINUTES**

8. If a motion does not receive a second, Jurassic Parliament recommends that it not be included in the minutes. However, the Robert's Rules Association says that it should be included.
9. According to Robert, do not record the name of the seconder in the minutes. However, if a higher authority requires this, include it.
10. Keep track of amendments, but do not include each individual amendment in the minutes. Instead, include the final text of the motion. "After discussion and amendment, the following motion was approved..."
11. Withdrawn motions are not normally included in the minutes.
12. Putting something "on the record" is a privilege of the body. Personal opinions do not belong in the minutes. However, the body may vote to include anything it chooses in its record.
13. In our view minutes should not record detailed public comment. It is sufficient to say that "public comment was given."
14. Members should not be allowed to provide new material after the meeting to be included in the minutes.
15. Minutes cannot be altered to include something that didn't actually happen.

▶ **VOTING IN MEETING MINUTES**

16. Voice votes, if allowed in your state, may be recorded in the minutes as "the motion passed" or "the motion failed." Roll call votes and counted votes must be recorded in full detail.
17. When voting details are included, it should be immediately clear how each member voted. Do not write, for example, "the motion passed with members X and Y voting against."

▶ **REPORTS IN MEETING MINUTES**

18. Written reports can be received for filing separately. They do not need to be part of the minutes.
19. It is burdensome and inefficient for staff to be expected to write down summaries of oral reports. If a body wishes to include reports of committees or other bodies in its minutes, the committee should be requested to provide the summary.
20. Minutes should include the specifics of any election held and the full text of any policy adopted. Lengthy ordinances may be recorded separately.

▶ **PROCESSING AND APPROVING THE MINUTES**

21. It is no longer considered necessary to include the words "respectfully submitted" above the clerk/secretary's signature.
22. Draft minutes will be included in the agenda packet that is sent to the board and posted for the public. They should be clearly marked "draft." Wait until minutes are approved to post them to the website.
23. A person does not have to have been present at a meeting in participate in approving the minutes of that meeting.
24. The only proper way to object to the approval of the clerk/secretary's draft of the meeting minutes is to propose a correction.
25. Minutes are not approved at a special meeting. Rather, they are held over until the next regular meeting.
26. Minutes of executive session, if any are kept, are approved and maintained separately from minutes of regular session.
27. Once minutes are approved, the clerk/secretary must prepare a copy without the word "draft", include the date of approval, and sign or initial the approved minutes for the record.

▶ **RECORDINGS OF THE MEETING**

28. Unless state law says otherwise, the written minutes as approved by the body are the official record of the meeting. Audio and video recordings are not the official record.
29. It can be helpful to include time stamps from the recording in the minutes, so people wishing to observe what was said during discussion of a specific item do not have to review the recording from the beginning.

▶ **CHANGING THE MINUTES**

30. Approved minutes can be changed at any time using the motion “to amend something previously adopted.” The changes are noted on the minutes being changed, with signature. According to Robert’s Rules, details of the changes are not included in the minutes of the meeting at which the changes are made.

If questions arise about meeting minutes, consult your attorney. State law and regulations and your specific bylaws or rules of procedure have higher standing than Robert’s Rules of order, other parliamentary authorities, or these guidelines.

More information:

- *Robert’s Rules of Order Newly Revised, 11th edition, pp. 468-480*
- www.jurassicparliament.com/category/meeting-minutes/
- www.robertsrules.com

Do you have feedback on these guidelines for us? We are always eager to improve our publications. Visit our website at www.jurassicparliament.com/category/meeting-minutes/ for much more information on minutes, and contact us at info@jurassicparliament.com or 206-542-8422 with your suggestions. We look forward to hearing from you!

Guidelines for Meeting Minutes in Local Government

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P.O. Box 77553, Seattle, WA 98177

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www.jurassicparliament.com




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Detailed minutes put your board at risk

By Ann Macfarlane (<https://jurassicparliament.com/author/ann-macfarlane/>) | November 4, 2015 | 4 
(<https://jurassicparliament.com/detailed-minutes-put-your-board-at-risk/#comments>)

(<https://jurassicparliament.com/wp-content/uploads/2015/11/Warning-Danger-Zone.jpg>) **Do you include what directors say** in the minutes of your nonprofit board meetings? Jurassic Parliament strongly recommends that you **stop immediately**.

Detailed accounts of “who said what to whom” in your minutes are **dangerous**. In the worst case, they provide fodder for your opponents should your board ever be involved in a lawsuit. In addition, individual arguments, given in good faith, could create liability for the individuals involved. (Note that I am not an attorney and this does not constitute legal advice.)

In the ordinary way, **detailed minutes tend to personalize and politicize your discussions**, moving the focus from WHAT the board decides to WHO said WHAT. This has a chilling effect and **corrodes your decision-making process**.

In fact, WHO said WHAT is irrelevant. It is the decisions of the board AS A WHOLE that are important. **Discussion is merely a means to an end, not an end in itself.**

More reasons why detailed minutes are a bad idea

- Robert's Rules of Order (<http://www.robertsrules.com/>) states clearly that minutes should include what is done and not what is said (*Robert's Rules of Order Newly Revised, 11th edition, 468, ll. 16-18*).
- The purpose of minutes is to create an official record of the body's actions. This purpose becomes clouded over and obscured when irrelevant material is included.
- Detailed minutes make it hard to sort out the actions taken from the verbiage.
- If records are kept of people's arguments, participants can become intimidated and guarded. They may fail to express their true opinion, which is essential for good decision-making.
- The result is mere posturing, rather than true expression of genuine concerns. We see this effect all the time on the national scene.
- Detailed minutes absorb a lot of staff time and can result in the body's taking too much time to correct the record – "that's not what I said!"



What should you do instead of keeping detailed minutes?

- If you wish to create a record of the reasons for a decision, write a preamble to your motion. This section starts with "Whereas" and explains the thinking behind the decision.
- For nonprofit boards, we recommend "summary minutes." You can read about them here. (<https://jurassicparliament.com/summary-minutes/>)
- For civic and public bodies, we believe that action minutes are best. Read our posting here. (<https://jurassicparliament.com/action-minutes-serve-the-city-best/>)

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← [What are special rules of order in Robert's Rules?](https://jurassicparliament.com/what-are-special-rules-of-order-in-roberts-rules/) (<https://jurassicparliament.com/what-are-special-rules-of-order-in-roberts-rules/>)

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Action minutes serve the city best

By Ann Macfarlane (<https://jurassicparliament.com/author/ann-macfarlane/>) | April 18, 2015



(<https://jurassicparliament.com/wp-content/uploads/2015/04/city-council.png>) If your council, commission or committee takes detailed minutes of your meetings, we recommend switching to action minutes. Action minutes record what is done at a meeting and not what is said. At Jurassic Parliament, we believe that action minutes serve the city best.

It is natural for elected officials and representatives appointed to public bodies to savor and enjoy reading a record of what they said at meetings. As servants of the public who take their duties seriously, they speak with care and appreciate knowing that what they say has been heard. We believe, however, that the time and effort required to prepare detailed minutes that record specific remarks far exceed the value to the organization and the public. (Quasi-judicial hearings, of course, are another case entirely.)

When a body wants its remarks “on the record,” the scribe or clerk has to spend hours, and yet more hours, transcribing those remarks, reviewing them, editing them, and preparing them for publication. Those are costly hours, hours that in our current tough economic climate could be better spent on other duties.

Once the minutes are prepared, the members of the body have to invest time and energy in turn reviewing the draft minutes. Corrections or changes often have to be made, requiring yet more work. Sometimes there are differences of opinion about whether the content was correctly noted or not.

Sometimes people are offended by the way their remarks were written down. All corrections have to be voted on formally by the body. The result can be a big

drawdown of time and emotional energy for modest return.

Finally, detailed minutes make it a challenge to locate key items and decisions within the pages and pages of text. The record is far less functional when it includes remarks as well as actions.

The argument is sometimes made that detailed minutes are important for legislative history. A group with this goal in mind should include recitals and findings about its intentions within the body of the legislation. Legislation speaks for itself.

Robert's Rules of Order offers a simple guideline: minutes should record what is done, not what is said. The minutes should include decisions made, postponements, referrals to committee. They may also include a note that discussion was held, if the group wants to have it clear that they did their due diligence on a given issue. By keeping the minutes to this core of essential facts, energy and effort can be devoted to the larger issues that face all our civic bodies today.

Many of our Washington cities already operate this way, particularly those who record their meetings on audiotape or video, so that anyone concerned can easily hear or see exactly how the discussion went. The website of the city of Issaquah offers fine samples of action minutes. We suggest that action minutes help a city council or public body keep focused on its future goals rather than on the record of its past. The savings in time and energy that accrue from a switch to action minutes are well worth the small sacrifice to individual amour propre.



(https://jurassicparliament.com/wp-content/uploads/2015/05/MRSC_Logo-400.png) This article was originally published by MRSC, a nonprofit dedicated to local government success in Washington. Visit www.mrsc.org (<http://www.mrsc.org>) for a wealth of valuable information and resources on local government.

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Are summary minutes right for your nonprofit board?

By Ann Macfarlane (<https://jurassicparliament.com/author/ann-macfarlane/>) | August 25, 2015 | 10 
(<https://jurassicparliament.com/summary-minutes/#comments>)

Over the years Jurassic Parliament has been a strong supporter of “action minutes (<https://jurassicparliament.com/action-minutes-serve-the-city-best/>).” We agree with Robert’s Rules of Order that the fundamental purpose of minutes is to **record official actions taken by a governing body**. Minutes are a legal record and document what the body has done. This is true for elected councils, appointed committees, nonprofit boards, neighborhood groups and other kinds of “assembly,” to use the jargon term, in our society.

We would like to propose, however, that for nonprofit boards, “summary minutes” may also be useful. Like action minutes, summary minutes are brief and concise. Like action minutes, they contain a record of actions taken. However, **summary minutes also include a record of the main points of discussion**.



(https://jurassicparliament.com/wp-content/uploads/2015/08/Meeting_Minutes.jpg)

(c) Can Stock Photo

This is appropriate because **oversight bodies wish to see evidence that a nonprofit board has exercised proper due diligence.** A board has legal, financial and moral responsibility for the organization it leads. If questions arise about the legality or propriety of an organization's actions, it can be important to determine how much the board of directors knew about those actions, and when they knew it. In this **Quick Guide for Board Service** (http://www.sos.wa.gov/_assets/charities/2015-Quick-Guide-for-Board-Service.pdf), for example, the Attorney General and Secretary of State for Washington recommend that minutes include information about discussions held.

What do summary minutes require?

Deciding to adopt summary minutes means that the secretary of the board will have to **extract key points from the discussion and list them briefly.** This is harder, in some ways, than noting individual remarks as they are spoken. Nevertheless it is important NOT to record individual remarks nor to attribute what is said to specific individuals.

Disadvantages of detailed minutes

It is a mistake for ordinary nonprofit boards to record "who said what to whom," for several reasons.

1. First and most important, **people won't speak freely** when their words are being recorded — yet open and free discussion of issues is essential for good decision making.
2. Second, attributing remarks to individuals might expose them and the organization to **liability which they certainly do not need.**

3. Third, detailed minutes make it **harder to find key decisions** in past records, since they are buried in a thicket of verbiage.
4. Finally, preparing “detailed minutes” demands a **serious investment of time** for the secretary. It also makes it likely that the board will **waste its own precious time** in adjusting, modifying and correcting the record — to no purpose other than satisfying the ego of the individuals whose remarks are recorded.

Our blog post, “Detailed minutes put your board at risk,” (<https://jurassicparliament.com/detailed-minutes-put-your-board-at-risk/>) discusses this issue further.

The focus of minutes should always remain on the actions taken. We suggest that adding brief summaries of the points of discussion can be **good insurance for the board of directors** and help protect them if questions about their actions arise in future.

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**CITY OF STEVENSON
RESOLUTION NO. 2020-370**

**A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE SALARY SCALE**

WHEREAS, on December 19, 2019 the City Council of the City of Stevenson adopted a revised 2020 salary schedule in resolution 2019-351; and

WHEREAS, the City wishes to revise the salary scale to reflect a cost of living increase of 0.8% for 2021 as discussed at the September 17, October 15, November 12, and November 19, 2020 council meetings.

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

1. The salary scale attached as exhibit A is hereby accepted, effective January 1, 2021.

ADOPTED this 19th day of November, 2020.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

City of Stevenson Salary Schedule

2021 Salary Schedule

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
City Administrator	80,551	83,773	87,124	90,609	94,233	98,002	101,922	105,999
Deputy Clerk/Treasurer II	51,715	53,784	55,935	58,172	60,499	62,919	65,436	68,053
Deputy Clerk/Treasurer I	45,710	47,538	49,440	51,418	53,475	55,614	57,839	60,153
Public Works Director/Com Dev Director	67,852	70,566	73,389	76,325	79,378	82,553	85,855	89,289
Field Sprvr /Bldg Insptr/WWTPO III	58,510	60,850	63,284	65,815	68,448	71,186	74,033	76,994
WWTPO II	52,793	54,905	57,101	59,385	61,760	64,230	66,799	69,471
Utilities / Maintenance Worker/WWTPO I	50,453	52,471	54,570	56,753	59,023	61,384	63,839	66,393
Facilities Maintenance Worker	33,301	34,633	36,018	37,459	38,957	40,515	42,136	43,821
Minute Taker (Hourly)	19.26	20.03	20.83	21.66	22.53	23.43	24.37	25.34
Temporary Assistant II (office or field)(Hourly)	16.01	16.65	17.32	18.01	18.73	19.48	20.26	21.07
Temporary Assistant I (office or field)(Hourly)	13.69	14.24	14.81	15.40	16.02	16.66	17.33	18.02
Standby Pay (Hourly)	2.13							

**CITY OF STEVENSON, WASHINGTON
RESOLUTION 2020 – 356**

**A RESOLUTION AUTHORIZING A BALLOT PROPOSITION
FOR CREATION OF A METROPOLITAN PARK DISTRICT**

WHEREAS the City acknowledges the need for recreational, health and educational benefits for residents of Skamania County; and

WHEREAS Skamania County and the Stevenson Carson School District have had a long-term partnership in building, operating and maintaining the Steven Carson School District's Pool in Stevenson; and

WHEREAS the reduction in funding from the Federal Government from management of the national forest and/or secure rural schools has resulted in budget cuts to both School and County whereby funding the pool is no longer feasible for either the school or the County; and

WHEREAS the pool is a valuable resource primarily for the residents of Stevenson and surrounding community, and there is considerable interest in ensuring that this resource is financed and not dependent on the inconsistent and variable budgets of the School district or the county; and

WHEREAS RCW 35.61 provides a method by which a community may fund local recreational facilities including parks, pools, community centers, etc., by creating a district specifically dedicated to that purpose; and

WHEREAS RCW 35.61.020 allows the City or County proposing such a district to limit the purpose of that district and also to limit the taxing power of that district so that the district cannot expand beyond the limited purpose it was created for, nor raise taxes beyond the maximum rate proposed by the city and/or county without a vote of the people; and

WHEREAS the County and City are aware of many concerns from community members that creating such a metropolitan park district will create an entity that would have the power to expand its purpose beyond the maintenance, improvement, and operation of the current pool owned by the Stevenson Carson School District, and also expand its taxing authority beyond the limits proposed for the district without a vote of the people of the district; and

WHEREAS the City of Stevenson wants to address these concerns by explicitly limiting both the purpose of any proposed Metropolitan Park District and its taxing power and any effort to expand the purpose of the district through eminent domain; and

WHEREAS part of that limitation will be accomplished by carefully naming the district to align with those limitations; and

WHEREAS another important consideration in creating such a district is its boundaries; and

WHEREAS any proposal will need to be reviewed and approved by the Boundary Review Board; and

WHEREAS the City of Stevenson believes that articulating the reasons for the proposed boundaries of the district will help the Boundary Review Board, proponents and opponents of the district, alike, to articulate reasons for or against the proposal so the residents of the proposed district and the Boundary Review Board can make informed and thoughtful decisions about whether the district should be created; and

WHEREAS, the City of Stevenson proposes that any discussion of the boundaries of the district ought to start with the boundaries of the City of Stevenson and its Urban Growth Area; some consideration regarding the relative benefits of a local pool district should consider the communities relative distance from the pool and the likelihood that those communities will benefit from the continued existence of the pool, either through use of the pool itself or through general improved economic vitality and viability because of the continued operation of the pool; and

WHEREAS the act of drawing boundaries for any district, city, etc. can be controversial and will be subject to some debate; and

WHEREAS there are specific considerations that the Boundary Review Board is asked to take into account when reviewing such boundaries; and

WHEREAS the County has considered those considerations listed in RCW 36.93.170 and .180; and

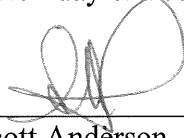
WHEREAS such a smaller district will be reviewed by the Boundary Review Board and ultimately decided by a vote of the residents of this proposed district: those residing within the City of Stevenson and the Stevenson Urban Growth Area, more specifically the five voting precincts of Rock Creek, Nelson Creek, Maple View, North Stevenson and South Stevenson; and

WHEREAS such a district will best be described as the Stevenson Community Pool District; and

WHEREAS the commissioners of the district will be elected by the registered voters of that district as described in RCW 35.61.050(4).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Stevenson hereby authorizes a ballot proposition for creation of a Metropolitan Park District, to be known as the Stevenson Community Pool District, following the boundaries of the five voting precincts of Rock Creek, Nelson Creek, Maple View, North Stevenson and South Stevenson, with the limited purpose of operating, maintaining, and improving what is currently known as the Stevenson Community Pool with the limited power to tax up to, but not exceeding \$0.50/\$1000 of assessed value unless approved by voters, and with the further limitation that no exercise of eminent domain that would expand the current footprint of the pool shall be permitted by the district without the specific approval of any private citizen whose property would be taken by such an act or the specific approval of the Stevenson Carson School District, subject to any review and approval of these boundaries by the Boundary Review Board, be submitted to the voters of the area proposed to be included.

PASSED by the Council of the City of Stevenson this 20th day of February, 2020.



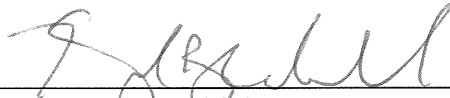
Scott Anderson, Mayor of the City of Stevenson

ATTEST:



Leana Kinley, City Clerk

APPROVED AS TO FORM:



Kenneth B Woodrich, PC
City Attorney

**CITY OF STEVENSON, WASHINGTON
RESOLUTION 2020 – 373**

**A RESOLUTION AUTHORIZING A BALLOT PROPOSITION
FOR CREATION OF A METROPOLITAN PARK DISTRICT**

WHEREAS the City acknowledges the need for recreational, health and educational benefits for residents of Skamania County; and

WHEREAS Skamania County and the Stevenson Carson School District have had a long-term partnership in building, operating and maintaining the Steven Carson School District’s Pool in Stevenson; and

WHEREAS the reduction in funding from the Federal Government from management of the national forest and/or secure rural schools has resulted in budget cuts to both School and County whereby funding the pool is no longer feasible for either the school or the County; and

WHEREAS the pool is a valuable resource primarily for the residents of Stevenson and surrounding community, and there is considerable interest in ensuring that this resource is financed and not dependent on the inconsistent and variable budgets of the School district or the county; and

WHEREAS RCW 35.61 provides a method by which a community may fund local recreational facilities including parks, pools, community centers, etc., by creating a district specifically dedicated to that purpose; and

WHEREAS RCW 35.61.020 allows the City or County proposing such a district to limit the purpose of that district and also to limit the taxing power of that district so that the district cannot expand beyond the limited purpose it was created for, nor raise taxes beyond the maximum rate proposed by the city and/or county without a vote of the people; and

WHEREAS the County and City are aware of many concerns from community members that creating such a metropolitan park district will create an entity that would have the power to expand its purpose beyond the maintenance, improvement, and operation of the current pool owned by the Stevenson Carson School District, and also expand its taxing authority beyond the limits proposed for the district without a vote of the people of the district; and

WHEREAS the City of Stevenson wants to address these concerns by explicitly limiting both the purpose of any proposed Metropolitan Park District and its taxing power and any effort to expand the purpose of the district through eminent domain; and

WHEREAS part of that limitation will be accomplished by carefully naming the district to align with those limitations; and

WHEREAS another important consideration in creating such a district is its boundaries; and

WHEREAS any proposal will need to be reviewed and approved by the Boundary Review Board; and

WHEREAS the City of Stevenson believes that articulating the reasons for the proposed boundaries of the district will help the Boundary Review Board, proponents and opponents of the district, alike, to articulate reasons for or against the proposal so the residents of the proposed district and the Boundary Review Board can make informed and thoughtful decisions about whether the district should be created; and

WHEREAS, the City of Stevenson proposes that any discussion of the boundaries of the district ought to start with the boundaries of the City of Stevenson and its Urban Growth Area; some consideration regarding the relative benefits of a local pool district should consider the communities relative distance from the pool and the likelihood that those communities will benefit from the continued existence of the pool, either through use of the pool itself or through general improved economic vitality and viability because of the continued operation of the pool; and

WHEREAS the act of drawing boundaries for any district, city, etc. can be controversial and will be subject to some debate; and

WHEREAS there are specific considerations that the Boundary Review Board is asked to take into account when reviewing such boundaries; and

WHEREAS the County has considered those considerations listed in RCW 36.93.170 and .180; and

WHEREAS such a smaller district will be reviewed by the Boundary Review Board and ultimately decided by a vote of the residents of this proposed district: those residing within the City of Stevenson and the Stevenson Urban Growth Area, more specifically the five voting precincts of Rock Creek, Nelson Creek, Maple View, North Stevenson and South Stevenson; and

WHEREAS such a district will best be described as the Stevenson Community Pool District; and

WHEREAS on February 20, 2020 city council approved resolution 2020-356 with a scrivener's error regarding the RCW citation for the election of park district commissioners necessitating the adoption of a revised resolution to clarify the error; and

WHEREAS the commissioners of the district will be elected by the registered voters of that district as described in RCW 35.61.050(2).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Stevenson hereby authorizes a ballot proposition for creation of a Metropolitan Park District, to be known as the Stevenson Community Pool District, governed as provided in RCW 35.61.050(2), following the boundaries of the five voting precincts of Rock Creek, Nelson Creek, Maple View, North Stevenson and South Stevenson, with the limited purpose of operating, maintaining, and improving what is currently known as the Stevenson Community Pool with the limited power to tax up to, but not exceeding \$0.50/\$1000 of assessed value unless approved by voters, and with the further limitation that no exercise of eminent domain that would expand the current footprint of the pool shall be permitted by the district without the specific approval of any private citizen whose property would be taken by such an act or the specific

approval of the Stevenson Carson School District, subject to any review and approval of these boundaries by the Boundary Review Board, be submitted to the voters of the area proposed to be included.

PASSED by the Council of the City of Stevenson this 19th day of November, 2020.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

TREASURERS REPORT

Fund Totals

City Of Stevenson
MCAG #: 0652

10/01/2020 To: 10/31/2020

Time: 12:48:30 Date: 11/10/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	725,150.04	93,442.38	62,334.83	756,257.59	50.00	8,679.95	-35.00	764,952.54
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,483,593.47	0.00		1,483,593.47	0.00	0.00	0.00	1,483,593.47
100 Street Fund	364,193.60	28,953.29	16,605.20	376,541.69	0.00	2,167.43	0.00	378,709.12
103 Tourism Promo & Develop Fund	757,942.05	45,682.51	35,287.29	768,337.27	0.00	15.85	0.00	768,353.12
105 Affordable Housing Fund	1.27	428.74		430.01	0.00	0.00	0.00	430.01
300 Capital Improvement Fund	166,173.45	3,925.93		170,099.38	0.00	0.00	0.00	170,099.38
309 Russell Ave	-97,125.28	0.00	76,468.94	-173,594.22	0.00	0.00	0.00	-173,594.22
311 First Street	-13,723.53	0.00	65,244.08	-78,967.61	65,244.08	0.00	0.00	-13,723.53
400 Water/Sewer Fund	868,768.40	232,193.14	86,659.14	1,014,302.40	2,263.11	6,968.09	-959.65	1,022,573.95
410 Wastewater System Upgrades	-87,491.81	0.00		-87,491.81	0.00	0.00	0.00	-87,491.81
500 Equipment Service Fund	177,676.58	12,469.99	7,403.60	182,742.97	0.00	1,834.50	0.00	184,577.47
630 Stevenson Municipal Court	9,598.00	5,393.36	5,295.00	9,696.36	2,577.05	0.00	0.00	12,273.41
631 CATV Fund	3,099.97	0.13		3,100.10	0.00	0.00	0.00	3,100.10
	4,684,561.83	422,489.47	355,298.08	4,751,753.22	70,134.24	19,665.82	-994.65	4,840,558.63

TREASURERS REPORT

Account Totals

City Of Stevenson
MCAG #: 0652

10/01/2020 To: 10/31/2020

Time: 12:48:30 Date: 11/10/2020
Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,531,517.01	676,870.90	640,237.85	1,568,150.06	-530.10	87,173.01	1,654,792.97
3	Court Trust Umpqua	9,598.00	5,393.36	5,295.00	9,696.36	0.00	2,627.05	12,323.41
10	Xpress Bill Pay	31,875.58	31,047.90	0.00	62,923.48	-464.55	0.00	62,458.93
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Opus	320,256.36	2.63	0.00	320,258.99	0.00	0.00	320,258.99
Total Cash:		1,893,746.95	713,314.79	645,532.85	1,961,528.89	-994.65	89,800.06	2,050,334.30
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	871,616.15	138.02	0.00	871,754.17	0.00	0.00	871,754.17
6	US Bank Safekeeping	1,916,098.76	300,000.00	300,728.70	1,915,370.06	0.00	0.00	1,915,370.06
8	CATV Trust	3,099.97	0.13	0.00	3,100.10	0.00	0.00	3,100.10
Total Investments:		2,790,814.88	300,138.15	300,728.70	2,790,224.33	0.00	0.00	2,790,224.33
		4,684,561.83	1,013,452.94	946,261.55	4,751,753.22	-994.65	89,800.06	4,840,558.63

TREASURERS REPORT
Fund Investments By Account

City Of Stevenson
 MCAG #: 0652

10/01/2020 To: 10/31/2020

Time: 12:48:30 Date: 11/10/2020
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	203,929.14		47.33	47.33		203,976.47
100 000 Street Fund	26,003.42		6.03	6.03		26,009.45
103 000 Tourism Promo & Develop Fund	231,292.52		53.68	53.68		231,346.20
300 000 Capital Improvement Fund	6,273.28		1.46	1.46		6,274.74
400 000 Water/Sewer Fund	108,568.54		25.20	25.20		108,593.74
500 000 Equipment Service Fund	18,638.04		4.32	4.32		18,642.36
5 - LGIP	<u>594,704.94</u>	<u>0.00</u>	<u>138.02</u>	<u>138.02</u>		594,842.96
001 000 General Expense Fund	426,298.04	119,694.48		119,694.48	119,985.22	426,007.30
103 000 Tourism Promo & Develop Fund	320,608.00	90,019.20		90,019.20	90,237.86	320,389.34
300 000 Capital Improvement Fund	25,564.31	7,177.86		7,177.86	7,195.30	25,546.87
400 000 Water/Sewer Fund	285,770.20	80,237.58		80,237.58	80,432.48	285,575.30
500 000 Equipment Service Fund	10,224.73	2,870.88		2,870.88	2,877.84	10,217.77
6 - US Bank Safekeeping	<u>1,068,465.28</u>	<u>300,000.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>300,728.70</u>	1,067,736.58
631 000 CATV Fund	<u>3,099.97</u>		<u>0.13</u>	<u>0.13</u>		<u>3,100.10</u>
8 - CATV Trust	<u>3,099.97</u>	<u>0.00</u>	<u>0.13</u>	<u>0.13</u>		3,100.10
	<u>1,666,270.19</u>	<u>300,000.00</u>	<u>138.15</u>	<u>300,138.15</u>	<u>300,728.70</u>	1,665,679.64

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson
MCAG #: 0652

10/01/2020 To: 10/31/2020

Time: 12:48:30 Date: 11/10/2020
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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	630,227.18	119,694.48	47.33	119,741.81	119,985.22	629,983.77	126,273.82
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,483,593.47
100 Street Fund	26,003.42		6.03	6.03		26,009.45	350,532.24
103 Tourism Promo & Develop Fund	551,900.52	90,019.20	53.68	90,072.88	90,237.86	551,735.54	216,601.73
105 Affordable Housing Fund						0.00	430.01
300 Capital Improvement Fund	31,837.59	7,177.86	1.46	7,179.32	7,195.30	31,821.61	138,277.77
309 Russell Ave						0.00	-173,594.22
311 First Street						0.00	-78,967.61
400 Water/Sewer Fund	394,338.74	80,237.58	25.20	80,262.78	80,432.48	394,169.04	620,133.36
410 Wastewater System Upgrades						0.00	-87,491.81
500 Equipment Service Fund	28,862.77	2,870.88	4.32	2,875.20	2,877.84	28,860.13	153,882.84
630 Stevenson Municipal Court						0.00	9,696.36
631 CATV Fund	3,099.97		0.13	0.13		3,100.10	0.00
	1,666,270.19	300,000.00	138.15	300,138.15	300,728.70	1,665,679.64	3,086,073.58

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

4,751,753.22

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 10/31/2020 Date: 11/10/2020
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2543	10/29/2020	Util Pay	1		Xpress Billpay	100.00	Xpress Import - CC - 10-29-2020__daily_batch.csv
2020	2542	10/30/2020	Util Pay	1			60.00	
2020	2546	10/30/2020	Tr Rec	1		Building Permit Customer	35.00	CS20-090 Gray
2020	2549	10/31/2020	Util Pay	1		Xpress Billpay	223.08	Xpress Import - CC - 10-30-2020__daily_batch.csv
2020	2551	10/31/2020	Util Pay	1		Xpress Billpay	112.02	Xpress Import - CC - 10-31-2020__daily_batch.csv
Receipts Outstanding:							530.10	
2020	2533	10/30/2020	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 10/31/2020 To 10/31/2020 - Disability; Pay Cycle(s) 10/31/2020 To 10/31/2020 - Life Insurance; Pay Cycle(s) 10/31/2020 To 10/31/2020 - Accident
2020	2535	10/30/2020	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 10/31/2020 To 10/31/2020 - WA Child Support
2020	2534	10/30/2020	Payroll	1	EFT	Department of Retirement Systems	12,922.07	Pay Cycle(s) 10/31/2020 To 10/31/2020 - PERS2; Pay Cycle(s) 10/31/2020 To 10/31/2020 - DCP
2019	635	04/29/2019	Payroll	1	13417	Skamania Branch Food Bank	138.14	
2019	629	04/29/2019	Payroll	1	13419	Stevenson Fire Association	69.07	
2019	2139	12/09/2019	Payroll	1	14020	Connor Black	59.10	2019 Volunteer FF Pay
2019	2147	12/09/2019	Payroll	1	14027	Sean M Hietpas	435.90	2019 Volunteer FF Pay
2020	2383	10/15/2020	Claims	1	14662	BSK Associates	1,715.00	September 2020 Water Testing; September 2020 WWTP Sampling
2020	2423	10/15/2020	Claims	1	14702	USA Bluebook	548.11	Electrode, pH Buffer for WWTP; Rotary Drum Pump for WTP Chemicals
2020	2426	10/15/2020	Claims	1	14705	WSP USA, Inc	65,244.08	First Street Pedestrian Amenities Overlook; First Street Pedestrian Overlook
2020	2509	10/31/2020	Payroll	1	14710	Michael Beck	69.07	
2020	2520	10/31/2020	Payroll	1	14711	Annie McHale	138.14	
2020	2528	10/31/2020	Payroll	1	14712	Mark W Tittle	4,156.14	
2020	2536	10/30/2020	Payroll	1	14713	City of Stevenson	319.38	Pay Cycle(s) 10/31/2020 To 10/31/2020 - City Payback
2020	2537	10/30/2020	Payroll	1	14714	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 10/31/2020 To 10/31/2020 - HRA VEBA
2020	2538	10/30/2020	Payroll	1	14715	Stevenson Fire Association	69.07	Pay Cycle(s) 10/31/2020 To 10/31/2020 - Fire Association
2020	2539	10/30/2020	Payroll	1	14716	WGAP Washington Gorge Action Program	207.21	Pay Cycle(s) 10/31/2020 To 10/31/2020 - Food Bank
							87,173.01	
2018	687	04/20/2018	Claims	3	954	Court Trust	50.00	CR21289
2020	2579	10/15/2020	Claims	3	1028	Stevenson Municipal Court	180.05	Insurance - Liberty Mutual - 8Z0091029
2020	2581	10/30/2020	Claims	3	1030	Stevenson Municipal Court	2,397.00	City of Stevenson October Remittance

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 10/31/2020 Date: 11/10/2020
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
							2,627.05	
2020	2544	10/29/2020	Util Pay	10		Xpress Billpay	122.31	Xpress Import - EFT - 10-29-2020__daily_batch.csv
2020	2545	10/29/2020	Util Pay	10		Xpress Billpay	32.00	Xpress Import - CheckFree - 10-29-2020__daily_ba
2020	2550	10/31/2020	Util Pay	10		Xpress Billpay	168.08	Xpress Import - EFT - 10-30-2020__daily_batch.csv
2020	2552	10/31/2020	Util Pay	10		Xpress Billpay	142.16	Xpress Import - EFT - 10-31-2020__daily_batch.csv
Receipts Outstanding:							464.55	
							89,800.06	

Fund	Claims	Payroll	Total
001 General Expense Fund	50.00	8,679.95	8,729.95
100 Street Fund	0.00	2,167.43	2,167.43
103 Tourism Promo & Develop Fund	0.00	15.85	15.85
311 First Street	65,244.08	0.00	65,244.08
400 Water/Sewer Fund	2,263.11	6,968.09	9,231.20
500 Equipment Service Fund	0.00	1,834.50	1,834.50
630 Stevenson Municipal Court	2,577.05	0.00	2,577.05
	70,134.24	19,665.82	89,800.06

TREASURERS REPORT

Signature Page

City Of Stevenson
MCAG #: 0652

10/01/2020 To: 10/31/2020

Time: 12:48:30 Date: 11/10/2020
Page: 7

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

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 12:49:56 Date: 11/10/2020
Page: 1

001 General Expense Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	680,398.49	680,398.49	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	764,947.44	764,947.44	0.00	100.0%
311 Property Tax	481,883.50	326,234.75	155,648.75	67.7%
313 Sales Tax	215,000.00	209,109.48	5,890.52	97.3%
316 Utility Tax	40,000.00	33,028.59	6,971.41	82.6%
317 Other Tax	16,000.00	14,944.56	1,055.44	93.4%
310 Taxes	752,883.50	583,317.38	169,566.12	77.5%
321 Licenses	2,900.00	3,560.00	(660.00)	122.8%
322 Permits	(4,000.00)	(3,989.44)	(10.56)	99.7%
320 Licenses & Permits	(1,100.00)	(429.44)	(670.56)	39.0%
000	48,600.00	21,972.65	26,627.35	45.2%
330 Grants	350,000.00	96,880.01	253,119.99	27.7%
335 State Shared	11,000.00	12,999.58	(1,999.58)	118.2%
336 State Entitlements, Impact Payments & Tax	16,055.00	18,991.67	(2,936.67)	118.3%
330 Intergovernmental Revenues	425,655.00	150,843.91	274,811.09	35.4%
341 Other	126,000.00	4,458.72	121,541.28	3.5%
342 Fire District 2	31,950.00	14,260.39	17,689.61	44.6%
345 Planning	20,000.00	30,322.00	(10,322.00)	151.6%
346 Building	0.00	424.15	(424.15)	0.0%
340 Charges For Goods & Services	177,950.00	49,465.26	128,484.74	27.8%
350 Fines & Penalties	11,250.00	11,611.94	(361.94)	103.2%
360 Interest & Other Earnings	8,000.00	19,149.86	(11,149.86)	239.4%
380 Non Revenues	0.00	7,239.18	(7,239.18)	0.0%
Fund Revenues:	2,139,585.94	1,586,145.53	553,440.41	74.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	20,000.00	14,240.20	5,759.80	71.2%
512 Judicial	62,700.00	41,704.49	20,995.51	66.5%
513 Executive	111,425.00	82,004.32	29,420.68	73.6%
514 Financial, Recording & Elections	108,005.00	94,282.43	13,722.57	87.3%
515 Legal Services	30,750.00	18,888.00	11,862.00	61.4%
517 Employee Benefit Programs	15,525.00	10,621.00	4,904.00	68.4%
518 Centralized Services	103,780.29	95,036.99	8,743.30	91.6%
521 Law Enforcement	192,801.85	157,275.34	35,526.51	81.6%
202 Fire Department	82,905.00	23,498.41	59,406.59	28.3%
203 Fire District 2	19,500.00	5,557.24	13,942.76	28.5%
522 Fire Control	102,405.00	29,055.65	73,349.35	28.4%
528 Dispatch Services	8,000.00	3,229.75	4,770.25	40.4%
551 Public Housing Services	350,000.00	34,843.73	315,156.27	10.0%
553 Conservation	300.00	434.75	(134.75)	144.9%
554 Environmental Services	11,400.00	0.00	11,400.00	0.0%

2020 BUDGET POSITION

City Of Stevenson
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001 General Expense Fund

Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
550 Building	5,800.00	4,891.52	908.48	84.3%
560 Planning	189,480.00	155,318.85	34,161.15	82.0%
570 Economic Development	11,900.00	6,247.00	5,653.00	52.5%
558 Planning & Community Devel	207,180.00	166,457.37	40,722.63	80.3%
565 Welfare	10,000.00	6,667.00	3,333.00	66.7%
566 Substance Abuse	150.00	147.21	2.79	98.1%
573 Cultural & Community Activities	500.00	59.96	440.04	12.0%
576 Park Facilities	86,350.00	67,126.94	19,223.06	77.7%
580 Non Expenditures	0.00	7,812.81	(7,812.81)	0.0%
597 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
100 Unreserved	598,764.67	0.00	598,764.67	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	683,313.80	0.00	683,313.80	0.0%
Fund Expenditures:	2,139,585.94	829,887.94	1,309,698.00	38.8%
Fund Excess/(Deficit):	0.00	756,257.59		

2020 BUDGET POSITION

City Of Stevenson
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010 General Reserve Fund			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	326,705.62	326,705.62	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	326,705.62		

2020 BUDGET POSITION

City Of Stevenson
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020 Fire Reserve Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,483,593.47	1,483,593.47	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
397 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
Fund Revenues:	1,518,593.47	1,483,593.47	35,000.00	97.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	1,518,593.47	0.00	1,518,593.47	0.0%
Fund Expenditures:	1,518,593.47	0.00	1,518,593.47	0.0%
Fund Excess/(Deficit):	0.00	1,483,593.47		

2020 BUDGET POSITION

City Of Stevenson
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100 Street Fund			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	306,289.98	306,289.98	0.00	100.0%
310 Taxes	252,000.00	231,382.12	20,617.88	91.8%
320 Licenses & Permits	600.00	275.00	325.00	45.8%
330 Intergovernmental Revenues	47,628.00	35,618.47	12,009.53	74.8%
360 Interest & Other Earnings	0.00	231.68	(231.68)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	606,517.98	573,797.25	32,720.73	94.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	260,510.00	151,800.14	108,709.86	58.3%
543 Streets Admin & Overhead	20,630.00	14,816.96	5,813.04	71.8%
544 Road & Street Operations	21,000.00	247.50	20,752.50	1.2%
566 Substance Abuse	0.00	195.06	(195.06)	0.0%
594 Capital Expenditures	51,000.00	30,195.90	20,804.10	59.2%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	253,377.98	0.00	253,377.98	0.0%
Fund Expenditures:	606,517.98	197,255.56	409,262.42	32.5%
Fund Excess/(Deficit):	0.00	376,541.69		

2020 BUDGET POSITION

City Of Stevenson
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103 Tourism Promo & Develop Fund			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	710,294.51	710,294.51	0.00	100.0%
310 Taxes	194,000.00	226,191.22	(32,191.22)	116.6%
360 Interest & Other Earnings	0.00	11,669.76	(11,669.76)	0.0%
Fund Revenues:	904,294.51	948,155.49	(43,860.98)	104.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	322,000.00	162,938.05	159,061.95	50.6%
594 Capital Expenditures	319,408.31	16,880.17	302,528.14	5.3%
999 Ending Balance	262,886.20	0.00	262,886.20	0.0%
Fund Expenditures:	904,294.51	179,818.22	724,476.29	19.9%
Fund Excess/(Deficit):	0.00	768,337.27		

2020 BUDGET POSITION

City Of Stevenson
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105 Affordable Housing Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
310 Taxes	0.00	430.01	(430.01)	0.0%
Fund Revenues:	0.00	430.01	(430.01)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	430.01		

2020 BUDGET POSITION

City Of Stevenson
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300 Capital Improvement Fund			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	135,656.42	135,656.42	0.00	100.0%
310 Taxes	20,000.00	33,731.32	(13,731.32)	168.7%
360 Interest & Other Earnings	0.00	711.64	(711.64)	0.0%
Fund Revenues:	155,656.42	170,099.38	(14,442.96)	109.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	75,636.78	0.00	75,636.78	0.0%
999 Ending Balance	80,019.64	0.00	80,019.64	0.0%
Fund Expenditures:	155,656.42	0.00	155,656.42	0.0%
Fund Excess/(Deficit):	0.00	170,099.38		

2020 BUDGET POSITION

City Of Stevenson
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309 Russell Ave

Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	819,927.00	559,148.18	260,778.82	68.2%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
397 Interfund Transfers	22,636.78	0.00	22,636.78	0.0%
Fund Revenues:	842,563.78	559,148.18	283,415.60	66.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	842,563.78	732,742.40	109,821.38	87.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	842,563.78	732,742.40	109,821.38	87.0%
Fund Excess/(Deficit):	0.00	(173,594.22)		

2020 BUDGET POSITION

City Of Stevenson
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311 First Street		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	132,800.00	0.00	132,800.00	0.0%
397 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
Fund Revenues:	185,800.00	0.00	185,800.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	185,800.00	78,967.61	106,832.39	42.5%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	185,800.00	78,967.61	106,832.39	42.5%
Fund Excess/(Deficit):	0.00	(78,967.61)		

2020 BUDGET POSITION

City Of Stevenson
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400 Water/Sewer Fund		Months: 01 To: 10			
Revenues	Amt Budgeted	Revenues	Remaining		
400 Water/Sewer	251,864.61	251,864.61	0.00	100.0%	
401 Water	207,161.66	207,161.66	0.00	100.0%	
402 Sewer	218,673.27	218,673.27	0.00	100.0%	
308 Beginning Balances	677,699.54	677,699.54	0.00	100.0%	
330 Intergovernmental Revenues	311,000.00	0.00	311,000.00	0.0%	
343 Water	524,150.00	539,239.70	(15,089.70)	102.9%	
344 Sewer	791,594.20	761,841.48	29,752.72	96.2%	
340 Charges For Goods & Services	1,315,744.20	1,301,081.18	14,663.02	98.9%	
343 Water	92,000.00	135,115.29	(43,115.29)	146.9%	
344 Sewer	68,000.00	99,038.00	(31,038.00)	145.6%	
400 Water/Sewer	4,000.00	6,150.26	(2,150.26)	153.8%	
360 Interest & Other Earnings	164,000.00	240,303.55	(76,303.55)	146.5%	
390 Other Financing Sources	321,000.00	321,000.00	0.00	100.0%	
Fund Revenues:	2,789,443.74	2,540,084.27	249,359.47	91.1%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	513,627.00	385,745.65	127,881.35	75.1%	
535 Sewer	796,328.00	517,161.13	279,166.87	64.9%	
534 Water	42,931.23	42,645.79	285.44	99.3%	
535 Sewer	32,671.00	16,335.00	16,336.00	50.0%	
591 Debt Service	75,602.23	58,980.79	16,621.44	78.0%	
534 Water	764,500.00	563,894.30	200,605.70	73.8%	
535 Sewer	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	764,500.00	563,894.30	200,605.70	73.8%	
597 Interfund Transfers	82,970.00	0.00	82,970.00	0.0%	
400 Water/Sewer	103,551.58	0.00	103,551.58	0.0%	
401 Water	249,161.66	0.00	249,161.66	0.0%	
402 Sewer	203,703.27	0.00	203,703.27	0.0%	
999 Ending Balance	556,416.51	0.00	556,416.51	0.0%	
Fund Expenditures:	2,789,443.74	1,525,781.87	1,263,661.87	54.7%	
Fund Excess/(Deficit):	0.00	1,014,302.40			

2020 BUDGET POSITION

City Of Stevenson
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406 Wastewater Short Lived Asset Reserve Fund

Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	21,779.00	0.00	21,779.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	21,779.00	0.00	21,779.00	0.0%
Fund Expenditures:	21,779.00	0.00	21,779.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 BUDGET POSITION

City Of Stevenson
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408 Wastewater Debt Reserve Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
397 Interfund Transfers	61,191.00	0.00	61,191.00	0.0%
Fund Revenues:	61,191.00	0.00	61,191.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 BUDGET POSITION

City Of Stevenson
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410 Wastewater System Upgrades			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(119,857.70)	119,857.70	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
390 Other Financing Sources	1,000,000.00	698,161.36	301,838.64	69.8%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	1,000,000.00	578,303.66	421,696.34	57.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,000,000.00	665,795.47	334,204.53	66.6%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,000,000.00	665,795.47	334,204.53	66.6%
Fund Excess/(Deficit):	0.00	(87,491.81)		

2020 BUDGET POSITION

City Of Stevenson
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500 Equipment Service Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	139,248.98	139,248.98	0.00	100.0%
340 Charges For Goods & Services	150,000.00	107,872.28	42,127.72	71.9%
360 Interest & Other Earnings	0.00	442.31	(442.31)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	289,248.98	247,563.57	41,685.41	85.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	106,071.00	64,820.60	41,250.40	61.1%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	183,177.98	0.00	183,177.98	0.0%
Fund Expenditures:	289,248.98	64,820.60	224,428.38	22.4%
Fund Excess/(Deficit):	0.00	182,742.97		

2020 BUDGET POSITION

City Of Stevenson
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630 Stevenson Municipal Court		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	9,738.88	(9,738.88)	0.0%
380 Non Revenues	0.00	33,099.35	(33,099.35)	0.0%
Fund Revenues:	0.00	42,838.23	(42,838.23)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	33,141.87	(33,141.87)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	33,141.87	(33,141.87)	0.0%
Fund Excess/(Deficit):	0.00	9,696.36		

2020 BUDGET POSITION

City Of Stevenson
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631 CATV Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	3,098.81	(3,098.81)	0.0%
380 Non Revenues	0.00	1.29	(1.29)	0.0%
Fund Revenues:	0.00	3,100.10	(3,100.10)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	3,100.10		

2020 BUDGET POSITION TOTALS

City Of Stevenson
MCAG #: 0652

Months: 01 To: 10

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,139,585.94	1,586,145.53	74.1%	2,139,585.94	829,887.94	39%
010 General Reserve Fund	326,705.62	326,705.62	100.0%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,518,593.47	1,483,593.47	97.7%	1,518,593.47	0.00	0%
100 Street Fund	606,517.98	573,797.25	94.6%	606,517.98	197,255.56	33%
103 Tourism Promo & Develop Fund	904,294.51	948,155.49	104.9%	904,294.51	179,818.22	20%
105 Affordable Housing Fund	0.00	430.01	0.0%	0.00	0.00	0%
300 Capital Improvement Fund	155,656.42	170,099.38	109.3%	155,656.42	0.00	0%
309 Russell Ave	842,563.78	559,148.18	66.4%	842,563.78	732,742.40	87%
311 First Street	185,800.00	0.00	0.0%	185,800.00	78,967.61	43%
400 Water/Sewer Fund	2,789,443.74	2,540,084.27	91.1%	2,789,443.74	1,525,781.87	55%
406 Wastewater Short Lived Asset R€	21,779.00	0.00	0.0%	21,779.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	0.00	0.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	1,000,000.00	578,303.66	57.8%	1,000,000.00	665,795.47	67%
500 Equipment Service Fund	289,248.98	247,563.57	85.6%	289,248.98	64,820.60	22%
630 Stevenson Municipal Court	0.00	42,838.23	0.0%	0.00	33,141.87	0%
631 CATV Fund	0.00	3,100.10	0.0%	0.00	0.00	0%
	<u>10,841,380.44</u>	<u>9,059,964.76</u>	<u>83.6%</u>	<u>10,841,380.44</u>	<u>4,308,211.54</u>	<u>39.7%</u>



City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

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

To: Stevenson City Council
From: Rob Farris, Fire Chief
RE: Fire Department Update – October 2020
Meeting Date: November 19th, 2020

Executive Summary:

Fire Department focus has been on the COVID-19 response in our service area and Skamania County. Fire Chief is receiving regular SitReps and continues to pass on relevant updates to the membership. Fire Department leadership has been working hard on digesting COVID-19 response guidelines which sometimes change daily. We continue to develop and adjust response procedures and protocols based on the information available. Fire Department transitioned back in to doing weekly in-person training meetings as of 9/14/2020. We have seen a sharp decline in training attendance. The Fire Chief and command staff are investigating if this decline is related to COVID concerns by its membership.

October was a quiet month for calls for service. Annual maintenance and pump testing were completed for all fire vehicles. The training group worked with a local property owner to do on-site training in a house that will eventually be demolished. This has slightly increased attendance of volunteers on Monday nights.

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pre-construction conference completed. Tentative Delivery of new apparatus has been moved out until February 2021 due to supply chain issues related to COVID-19

Drills/Training/Calls:

October Drills/Training – 38 Hours of volunteer training time

October Calls – 3 total

- 1 – Burn complaints
- 1 – Life Flight Landing
- 1 – Commercial Fire Alarms

Action Needed: None

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	October, 2020
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	570.00 Program Management Time
	<u>5,952.01</u> Monthly Reimbursables
	\$ 14,022.01

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	210
Telephone Calls:	59
E-Mails:	48
Business Referrals:	1,659
Tracked Overnight Stays:	24
Mailings (student, relocation, visitor, letters):	10
Large Quantity Brochures	598
Chamber Website Pageviews	3,777
COS Website Pageviews	5,655

CHAMBER BUSINESS

Chamber Board Meeting: We held our October board meeting with a presentation from the Columbia Gorge Tourism Alliance. We discussed updates on non-dues revenue, membership survey results, created a review committee and scheduled our annual board retreat/training session in January.

Chamber Membership: We had 5 new member join the Chamber and 19 membership renewals in October.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants through COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue ordering/distributing PPE for businesses
- Updated Chamber website including featured events and adding a downloadable visitor guide
- Placed monthly ad to promote Chamber membership in Skamania Pioneer and River Talk Weekly
- Submitted monthly "Get to know your local chamber" article to Skamania Pioneer and River Talk Weekly
- Attended Washington Tourism Alliance Virtual Annual Conference
- Participated in the Western States Virtual Travel Expo
- Participated in Columbia Gorge Tourism Alliance on "Spread the Love" FAM Tour
- Submitted travel itineraries to Columbia Gorge Tourism Alliance for Gorge-wide promotional campaign
- Launched #MySkamaniaAdventure social media campaign for fall on Facebook and Instagram
- Submitted annual Lodging Tax applications to City of Stevenson and Skamania County
- Ordered swag bags for new member
- Met with Non-Dues Revenue Committee to create list of ideas for generating additional revenue
- Met with Membership Services Committee to create list of new membership benefits for 2021
- Attended Columbia Gorge Tourism Alliance Board Meeting
- Weekly calls with Representative Gina Mosbrucker
- Bi-weekly meetings with Washington Chamber Executives
- Watched webinar: Donor Retention and 10 Tips for Video Webinars

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Met with Christmas in Carson

committee to create a decorating plan and order new holiday decorations. Hired a graphic designer to create an event logo. Sent messages out the businesses about participating in this event. Applied for The Oregonian’s marketing grant.

Stevenson Downtown Association (SDA): Attended monthly SDA board meeting and weekly meetings as part of the recovery response team. Contacted Stevenson businesses about new Bricks and Clicks grant program. Ordered materials for upcoming Restaurant and Retailers Support Program.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Monthly meeting with NB Marketing for progress updates on our marketing plan
- Updates to City of Stevenson website include: new photos, updating events, updating business listings, change focus on drink page to beer, move itineraries to new page, update fishing, shopping and learning pages with current info, remove dark filter, add “request a visitor packet” and add link to Skamania Lodge weather cam. Work on these updates will continue into November.
- Continue to promote Stevenson businesses on social media
- Launched #MyStevensonAdventure social media promotion for Fall on Facebook and Instagram
- Placed ad in 2021 Skamania County Visitor Guide
- Finalized new lighting/decorating plan for Christmas and ordered the last of the decorations
- Applied for The Oregonian’s marketing grant
- Christmas in the Gorge planning; worked on alternative ideas for Christmas Bazaar and contacted businesses about participating, got poster started, ordered trees, new location for Santa Breakfast, and more
- Worked on Shop Stevenson for the Holidays campaign

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 484.18
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D5	Ad Placement	\$ 531.00
P2-D6	Photos	\$ 800.00
P2-E	Wind River Publishing Ads	\$ 684.00
P2-F	Co-op Advertising with Skamania Lodge	\$ 245.00
P3-B	Christmas in the Gorge	<u>\$2,207.83</u>
		\$5,952.01

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	6 hrs	\$ 180.00
P2-D1	Website updates	5 hrs	\$ 150.00
P3-B	Christmas in the Gorge	8 hrs	<u>\$ 240.00</u>
			\$ 570.00

	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$6,522.01	\$39,026.36	\$45,973.64

October 2020 Planning Commission Meeting

Monday, October 12, 2020 6:00 PM

Held Remotely. Conference Call Info: (253) 215-8782 or (312) 626-6799 and PIN 834 8226 9900.

Online: [https://us02web.zoom.us/j/834 8226 9900](https://us02web.zoom.us/j/83482269900)

Attending

- Planning Commission members PC Chair Valerie Hoy-Rhodehamel, Mike Beck, Jeff Breckel, Auguste Zettler, David Ray
- City Staff: Stevenson Community Development Director Ben Shumaker
- Public attendees: Mary Repar, Brian McKenzie

PC Chair Valerie Hoy-Rhodehamel opened the meeting at 6:01 p.m.

A. Preliminary Matters

1. Public Comment Expectations: Chair Selects Public Comment Option for Meeting

Stevenson Community Development Director Ben Shumaker shared information for participants on how to provide comments and mute/unmute their phones or microphones. Chair Hoy-Rhodehamel asked participants to limit their comments to 3 minutes or less due to the length of the agenda and packet.

2. Minutes: September 14th, 2020 Planning Commission Meeting Minutes

MOTION to accept minutes as presented made by Commissioner Beck with a second by Commissioner Breckel.

- Voting aye: Commissioners PC Chair Valerie Hoy-Rhodehamel, Mike Beck, Jeff Breckel, Auguste Zettler, David Ray
- Voting no: None.

3. Public Comment Period: (For items not located elsewhere on the agenda)

>Mary Repar offered comments on several items. She discussed the importance of public housing and the stigma associated with living there. She asked if public housing could be made more communal and advocated to remain small rather than focusing on growth.

B. New Business

4. Conditional Use Permit Reviews: Reviewing Past Permits (including those issued between 2018 & 2019)

Shumaker advised the Commission that CUP reviews always take place at October Planning Commission meetings during even numbered years. He asked the Commission to review the mural on NAPA building, noting it was in compliance with the conditions required. He also pointed out that due to zoning code amendments made a similar mural now would not require a CUP.

He asked the Commission to conclude whether they should continue looking further into the mural. Commissioner Beck asked if there was a way to morph the mural's CUP into the new, updated permit process for murals and artwork to avoid periodic review. Shumaker stated he was trying to determine if it was possible, and did not think it was a problem. Commissioner Ray asked if the mural artwork itself could be changed. Shumaker explained the Commission has the ability to change conditions re a CUP. Does the Commission want to re-advertise and

discuss content of the sign at a public hearing? **Chair Hoy-Rhodehamel** called for a thumbs up/down consensus opinion regarding further review of the mural. 4 thumbs up were noted opposing further review, with one thumb up supporting further review.

C. Old Business

5. Housing Needs Analysis: Stevenson-specific information

Shumaker shared Stevenson-specific information regarding housing needs as a continuation of the discussion from the September 2020 PC meeting. It had been collected for downtown plan. It included a housing market analysis and commercial and hospitality market analysis. He explained the analysis showed differences in how housing was forecast. One used a high projection estimate prepared by the state, and a second presented a mid-level projection using proprietary data. The Commissioners expressed appreciation for the additional data.

Commissioner Beck observed it clearly showed the general trend and need.

Commissioner Zettler commented the data was from 2019 and noted residential and commercial needs had already changed due to more people working from home in response to Covid-19. **Commissioner Breckel** remarked a 20-year outlook was too long and likely inaccurate. He spoke on the tremendous demand for rental properties and suggested again talking with developers and setting aside land for rentals.

Much of the remaining discussion focused on future growth and the numerous factors affecting it-Covid-19, the potential for recession, working from home, climate driven population shifts from urban areas, increasing insurance costs, current zoning, developer access to capital, infrastructure and utility connection costs, short plat vs subdivision restrictions and fees, length of time for approvals, etc.

Shumaker noted a staff update had been deleted accidentally from the packet. He shared it contained a basic analysis of what changes could be achieved through zoning revisions presently under PC discussion. One further barrier considered was rentals do not appear to support enough of a profit margin or ROI for older developers seeking retirement. Equalizing fees for short plats vs subdivisions has resulted in one instance of additional land division.

Chair Hoy-Rhodehamel opened the meeting for public comment at 6:25.

>Brian McKenzie provided his experiences, ideas and suggestions to increase development. He stated it all came down to costs. He advocated for a streamlined process and financial incentives to developers.

>Mary Repar suggested reviewing how many LLC's and individuals own residences that could be rented out. She did not favor streamlining and called for the Commission to act as brakes on development to slow costs such as water rates and the WWTP.

Commissioner Beck agreed more flexibility and the development of a suite of incentives could be beneficial. Other issues were discussed, including lender financing and state legislation that prevents the City from pre-planning and pre-clearing developments through the SEPA process. Skamania County is a partial planning county and can't enact some incentive programs. **Commissioner Breckel** suggested bringing together builders, lenders, elected officials, public works and planning groups to figure out a way to work at addressing needs. **Shumaker** advised the housing data provided was useful to present to lenders.

6. Zoning Amendment: Increasing Residential Building Capacity: R3 Text Amendment & Preliminary Map Changes

Shumaker provided background information on the results of a recent questionnaire on proposed zoning code amendments sent to affected/interested property owners. The following topics were addressed: Allowing more senior care housing, including adult family care homes, nursing homes, and assisted living facilities in R3; increase # of units permitted to be built on lots in R3; require development in R3 to connect to the City sewer system; allow development on more portions of a lot (increasing dimensional flexibility), and if allowed, amend driveway standards to avoid street and sidewalk blockage. He shared the public responses pro/con for each topic. 33 respondents answered the survey. Following an extensive discussion, the Commission responded to each question using a thumbs up/thumbs down consensus process.

- **Question 1** would continue allowing adult family homes in R3, and move nursing homes and assisted living facilities from conditional use status to permitted. Four commissioners did not support the change, one did.
- **Question 2** included a proposed change allowing more housing units to be built on a lot in R3. The change would reduce the initial 4,000 sf threshold requirement for construction of a dwelling to 2,000 sf. In doing so it would permit an additional unit on most lots. All commissioners indicated support.
- **Question 3** concerned requiring new construction in R3 district to connect with the public sewer system. All commissioners indicated support.
- **Question 4** addressed allowing development on more portions of a lot in R3. It would reduce the front yard setback from 15' to 10' and eliminate maximum coverage of a lot. This question generated further discussion on safety concerns due to potential garage siting and line of sight.

Shumaker suggested Public Works standards may cover the driveway requirement.

Commissioner Ray moved to have the issue considered at the November 2020 PC meeting. **Commissioner Breckel** confirmed there would still be a 20' driveway length requirement, but it was explained with a smaller setback there may be increased likelihood of not seeing someone on the sidewalk. The Commission will review the topic in November.

- **Question 5** addressed driveway length to reduce vehicle overhang onto sidewalks or curbing. All commissioners were in favor.

Shumaker asked the Commission if he should engage property owners in R2 district in conversations regarding the decisions made that evening, and it was decided to wait until all the issues were completed.

Commissioners then held a discussion regarding how sections of the current zoning map conflict with the comprehensive plan. A discussion was put to nine affected property owners in the C1 Commercial and R3 Multi-Family Residential districts regarding shifting their properties' zoning to align with the comprehensive plan. One property owner was not supportive of the change. It was proposed to change the zoning district for the four properties not opposed and maintain current zoning for the one property opposed. Increased taxes were cited as a concern due to possible rezoning. No immediate increase was forecast via the county assessor, but increased sales in C1 could change that. **Shumaker** asked the Commission to keep in mind the concerns cited when it comes time to discuss changes for properties in the R2 district.

Commissioner Ray stated he did not have the packet under discussion, and he was friends with one of the affected property owners. **Shumaker** noted the issue was a legislative one and was not subject to disclosure of any biases.

Commissioner Beck expressed concerns over the perception that preferential or spot zoning may arise through consideration of the opinions of individual property owners. The comprehensive map should provide direction. He advised not having a property owner's desire sway decisions. **Commissioner Ray** offered to recuse himself. It was determined it was unnecessary as no vote would be taken that night affecting the issue.

Shumaker noted lastly one property currently split into two zoning districts requested having the property be zoned under one district. The re-zone was in alignment with the comprehensive zoning map. He informed the Commission it would be taking action at a later date to address a number of changes.

7. Zoning Amendment: Increasing Residential Building Capacity: Reviewing C1 Parking Text Amendment Policy Questions & Public Engagement Efforts

Shumaker next shared information on his efforts to attain public involvement in decisions regarding parking in C1 Downtown with recommendations arising from the downtown Plan for Success. He pointed to pages 68-70 in the packet regarding proposed and recommended changes specific to different uses.

Shumaker asked the Commission for guidance. He provided examples of the complicated details in the parking regulations and asked for suggestions on how to offer information to gain feedback while not promoting a topic.

>Mary Repar commented that parking became an issue 5 yrs ago, and you can't please everyone. She did not advocate limiting parking but suggested instead making downtown attractive so people will come.

Commissioner Beck suggested a simple, open-ended survey on parking. He related large cities have done away with parking requirements. He noted it can reduce costs and streamline applications. Commissioner Breckel agreed with soliciting simple comments. **Shumaker** noted he would ask the downtown planning steering committee for their ideas based on the Commission discussion.

D. Discussion

8. Staff & Commission Reports:

City Development Director Shumaker highlighted the Stevenson Downtown Business Association's program on business facade renewal and improvement. He also shared information on the recent sewer and WWTP grants received by Stevenson. Additional funding sources are being approached. He noted additional sewer lines are needed and funding will provide for that. A brief discussion was held regarding November and December meetings. It was decided to keep the meeting schedule as is.

9. Thought of the Month: Air Quality **Shumaker** related the terrible air quality experienced recently.

E. Adjournment PC Chair Valerie Hoy-Rhodehamel declared the meeting adjourned at 8:22 p.m.

Minutes prepared by Johanna Roe



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	2
Agency Assistance	3
Other Types of Animal Calls	1
Animal - Barking Dog	1
Business Establishment Alarm	1
Citizen Dispute	1
Custodial Interference	2
Disorderly Conduct	1
Problems with Dogs	3
Domestic Violence	2
DUI Alcohol or Drugs	1
Found Property	2
Fraud	1
Harrass	3
Hazardous Materials	1
Hit & Run Accident	1
Hospice	2
Illegal Burning/Permit Violat	1
Incomplete 9-1-1 Calls	3
Information Report	4
Jail Problems/Inmate Problems	1
Medical Emergency	25
Mental Health Problems	3
Parking Problem	2
Traffic Collision Prop Damage	2
Public Nuisance/County Ordinan	2
Request Traffic Enforcement	2
Residential Alarm	1
Shooting Noise	1
Attempted Suicide	2
Suspicious Person/Circumstance	9
Theft Other Property	3
Theft Automobile	1
Traffic Hazard	1
Traffic Stop	4
Tresspassing	3
VIN Number Inspection	1
Wanted Person - Warrant	6
Welfare Check	1

Total reported: 106

Report Includes:

All dates between `00:00:00 10/01/20` and `00:00:00 11/01/20`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
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Medical Emergency	2
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Patrol Request	1
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Total reported: 3

Report Includes:

All dates between `00:00:00 10/01/20` and `00:00:00 11/01/20`, All agencies matching `SCSO`, All natures, All locations matching `19`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Agency Assistance	1
Burglary Non Res Unlawful Ent	1
Business Establishment Alarm	2
Medical Emergency	2

Total reported: 6

Report Includes:

All dates between `00:00:00 10/01/20` and `00:00:00 11/01/20`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
26.50.110	VIO PROTECT ORDER	1
46.16A.140.4	Fail To Register Vehicle	2
46.20.342	DR W/LIC PRIV SUSP	1
46.30.020	Driving Without Insurance	2
46.37.040	IMPROPER HEADLIGHTS	1
46.61.400	SPEEDING	2
46.61.502	DWI	1
9A.48.090	MAL MISCH 3RD DGREE	1

Report Totals

11

Report Includes:

All dates of issue between `00:00:00 10/01/20` and `00:00:00 11/01/20`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

2020 Overall		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Mileage														
County		17477	18203	17492	15988	19288	18438	21031	18609	19253	19927	0	0	185686
Stevenson		2097	1977	1936	2053	2354	2069	2274	2208	2104	2195	0	0	21269
N. Bonneville		1012	1199	1004	1189	1254	1179	1234	1161	1066	1188	0	0	11486
USFS		1711	2455	2510	2373	1407	1191	935	921	960	2699	0	0	17162
Title 3		105	116	150	185	576	1029	616	835	393	404	0	0	4410
Other		0	110	0	0	2383	1465	1806	1877	1815	0	0	0	9456
TOTAL		22402	24060	23194	21788	27242	25371	27886	25612	25591	26413	0	0	249569
Hourly Report														
Vacation		148.25	0.00	33.25	146.50	75.25	70.50	160.75	342.75	172.00	56.50	0.00	0.00	1225.75
Sick Leave		19.00	0.00	45.75	10.25	166.25	350.75	194.75	213.50	0.00	14.25	0.00	0.00	1014.50
Training		96.25	132.00	20.50	15.50	3.00	25.00	5.25	40.50	117.25	222.00	0.00	0.00	677.25
Administration		204.50	96.75	55.25	49.25	135.50	61.75	63.75	52.75	78.75	56.00	0.00	0.00	854.25
Patrol/Investigations														
COVID-19		1.50	0.00	111.00	148.75	65.75	51.25	15.75	15.50	0.00	0.00	0.00	0.00	409.50
K9		0.00	0.00	0.00	0.00	0.00	17.25	0.00	24.00	4.00	41.25	0.00	0.00	86.50
County		1102.00	929.25	865.50	876.00	1115.50	944.25	1102.25	972.25	983.75	883.25	0.00	0.00	9774.00
Stevenson		454.50	445.00	455.25	493.75	489.01	433.00	479.75	406.25	481.25	424.50	0.00	0.00	4562.26
Stev Court		0.00	0.00	0.00	0.00	0.00	1.25	0.00	22.75	15.25	15.00	0.00	0.00	54.25
N. Bonneville		203.75	218.00	208.25	243.00	238.25	192.75	213.75	160.50	185.25	221.25	0.00	0.00	2090.75
N. Bonn Court		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.75	0.00	0.00	0.00	4.75
District Court		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superior Court		43.00	14.25	20.00	23.25	0.00	6.00	0.00	0.00	34.50	35.00	0.00	0.00	176.00
USFS		174.00	220.25	233.00	215.25	95.50	61.50	58.25	65.00	44.75	188.50	0.00	0.00	1356.00
Gorge Scenic		75.50	90.25	126.50	82.00	104.50	78.25	84.50	90.50	86.00	97.00	0.00	0.00	915.00
Weyer/Col Timber		0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	4.25	0.00	0.00	0.00	8.50
Drug		0.00	3.00	0.00	0.00	0.00	5.50	0.00	0.00	0.00	0.00	0.00	0.00	8.50
SDS Patrol		9.25	8.75	6.00	11.75	17.75	13.00	15.25	14.25	14.75	19.75	0.00	0.00	130.50
Eradication County		0.00	1.25	0.00	0.00	0.00	0.00	1.00	11.00	0.00	0.00	0.00	0.00	13.25
County Traffic Enforce.		258.25	272.50	315.75	204.50	318.00	374.50	423.00	328.50	338.25	383.25	0.00	0.00	3217.50
SAR County		17.00	24.00	6.00	0.00	4.00	2.00	8.00	9.00	0.00	0.00	0.00	0.00	70.00
Title 3														
Emergency Response		2.00	7.25	7.00	26.50	23.50	32.25	11.25	15.25	37.25	17.00	0.00	0.00	179.25
SAR Missions		3.50	4.00	0.00	3.25	14.25	17.00	17.50	23.25	14.25	3.00	0.00	0.00	100.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title 3 Subtotal		5.50	11.25	7.00	29.75	37.75	49.25	28.75	38.50	51.50	20.00	0.00	0.00	279.25
SubTotal Reg OV Time		2639.50	2455.25	2423.00	2363.00	2586.76	2287.25	2472.50	2212.75	2383.75	2592.75	0.00	0.00	24406.51
COVID-19														
County		35.50	19.25	23.00	5.25	14.50	46.00	42.50	48.75	53.75	21.00	0.00	0.00	309.50
Stevenson		5.00	3.00	0.00	1.00	0.00	15.00	2.25	13.50	1.25	0.00	0.00	0.00	41.00
Stevenson Court		0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	3.00	4.00	0.00	0.00	11.00
N. Bonneville		0.00	0.00	1.25	0.00	2.25	1.50	0.00	0.00	0.00	3.00	0.00	0.00	8.00
N. Bonneville Court		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District Court		5.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superior Court		19.00	16.50	17.75	2.00	7.50	1.00	0.00	0.00	21.00	34.25	0.00	0.00	108.50
USFS		0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	11.50
Training		5.25	0.00	0.00	0.00	0.00	7.25	0.00	0.00	12.00	1.00	0.00	0.00	25.50
Weyer/Col Timber		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drug		0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
DNR		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eradication County		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Traffic Enforce.		0.00	0.00	0.00	0.00	0.00	2.00	0.00	4.00	0.00	0.00	0.00	0.00	6.00
Special Contracts		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAR County		0.00	0.00	1.75	0.00	2.50	0.00	0.00	9.50	6.75	10.00	0.00	0.00	30.50
SAR Title 3		0.00	0.00	2.00	10.75	40.50	22.00	18.50	34.75	9.00	4.00	0.00	0.00	141.50
Total Overtime		71.25	40.75	43.75	12.25	28.75	78.75	44.75	77.75	98.75	73.25	0.00	0.00	570.00
Total Title 3		5.50	11.25	9.00	40.50	76.25	71.25	47.25	73.25	60.50	24.00	0.00	0.00	418.75
TOT HRS		2893.50	2566.75	2554.75	2572.50	2933.25	2833.50	2940.00	2904.00	2745.50	2760.75	0.00	0.00	27696.50



City of Stevenson
Public Works Department

(509)427-5970

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

TO: City Council
FROM: Karl Russell, Public Works Director
DATE: November, 2020
SUBJECT: Council Update

Projects for the month of November are as follows:

- Water/Wastewater Continuing Education Unit classes.
- Repairing Rock Creek Intake Valve
- Getting bids for Water Treatment Plant roof repairs
- Rock Creek Storm drain repair
- Winterizing equipment/snow preparation
- Catch basin cleaning
- Water System D.O.H. review (sanitary survey) complete 10/29

Regards,

Karl Russell



City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: November 19, 2020

Overview of items staff has been working on over the past month:

COVID-19 Response –The COVID-19 ICS updates are taking place as needed rather than once a month. Information on the local numbers can be found on the county’s website <https://www.skamaniacounty.org/departments-offices/community-health/public-health/covid-19>. Most of the Governor’s proclamations are extended until December 7th, including the restriction on open public meetings.

The installation of a plexiglass barrier is complete and City Hall is open to the public. The contract for a short door/barrier by the entrance to prevent people from walking past the front counter is on the agenda for approval. This is to help with security and to maintain distancing protocols.

Pacific Crest Endurance Sports Festival – The festival, held in Sunriver, OR for the past 24 years, is being moved to Cascade Locks in 2021. We have put the event organizers, Why Racing Events, in touch with the chamber and will work to make this change as smooth as possible. The proposed dates are 6/18-20.

Wastewater Rate Study –The rate study with RCAC has been officially completed. The public hearing is scheduled on this agenda for 2021 rate increases. We will continue to update the model as we confirm the financing package for the construction phase of the upgrades and determine an amount for future reserves.

Christmas in the Gorge – The city will host an Open House on December 4th from 10-2 as part of Christmas in the Gorge. We may provide candy canes or some other treat that complies with appropriate COVID-19 prevention guidelines and forgo our usual cookies, cocoa and cider fare.

Business Licensing – Letters have gone out to businesses regarding the change in our process. The city will stop processing licenses on November 27th and the new system will go live on December 17th. Information will go out to businesses and the chamber as we get closer to the cut-over date.

Dude Solutions – Due to vacations in November our first implementation meeting takes place on December 1st. We will start with implementing the work-order system, entering in assets and scheduling preventative maintenance. The next phase will be developing the predictor model some time in 2021.

Action Needed:

None.

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City Of Stevenson
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2684	11/19/2020	Claims	1	EFT	Department of Revenue	6,744.18	October 2020 Taxes
2687	11/19/2020	Claims	1	14717	A&J Select	15.96	Drinking Water for WWTP
2688	11/19/2020	Claims	1	14718	Apollo Solutions Group	23,495.36	AMR Water Meters & Lighting; AMR Water Meters & LED Lighting
2689	11/19/2020	Claims	1	14719	Aramark Uniform Services	175.14	October 2020 Statement
2690	11/19/2020	Claims	1	14720	Avista Utilities	397.85	October 2020 Statement
2691	11/19/2020	Claims	1	14721	BSK Associates	2,093.00	October 2020 Water Testing; October 2020 WW Testing
2692	11/19/2020	Claims	1	14722	Connor Black	59.10	Reissuance of check #13417 dated 04/29/2019
2693	11/19/2020	Claims	1	14723	CGTA	2,500.00	Advancement of Regional Tourism
2694	11/19/2020	Claims	1	14724	Cascade Columbia Distribution Company	1,693.73	Chemicals for Water Plant; Chemicals for Water Plant
2695	11/19/2020	Claims	1	14725	CenturyLink	185.07	October 2020 WWTP Phone Services; October 2020 Transfer Station Phone Services; October 2020 Fire Station Phone Services
2696	11/19/2020	Claims	1	14726	Centurylink Comm Inc	46.61	October 2020 Long Distance
2697	11/19/2020	Claims	1	14727	City of Stevenson	1,902.20	October 2020-Firehall Statement; City Hall October-2020 Statement; Drinking Fountain-October 2020 Statement; East End Irrigation-October 2020 Statement; Grange Hall Irrigation-October 2020 Statement;;
2698	11/19/2020	Claims	1	14728	Class 5	322.89	December 2020 Fax Services; December 2020 Phone Services
2699	11/19/2020	Claims	1	14729	Columbia Hardware, Inc.	291.69	October 2020 Statement
2700	11/19/2020	Claims	1	14730	Columbia River Disposal	199.24	October 2020 Statement
2701	11/19/2020	Claims	1	14731	Columbia Tree Service	3,931.05	Tree Removal at WWTP
2702	11/19/2020	Claims	1	14732	Consolidated Supply Co.	976.41	Romac 8" Extended Range Coupling
2703	11/19/2020	Claims	1	14733	Correct Equipment	482.50	Calibration Set Refill
2704	11/19/2020	Claims	1	14734	Department of Ecology-Cashiering Unit	2,268.00	Water Plant General Permit; 2021 WW Operator Certification Renewal-Gordy; 2021 WW Operator Certification Renewal-Karl; 2021 WW Operator Certification Renewal-Mark; 2021 WW Operator Certification Renew
2705	11/19/2020	Claims	1	14735	Drain-Pro	1,421.64	Jet Blocked Storm Line
2706	11/19/2020	Claims	1	14736	Gorge Networks	95.47	October 2020 WTP Broadband Service
2707	11/19/2020	Claims	1	14737	Grayling Engineers	643.00	Hegewald Well pH Adjustment Phase I
2708	11/19/2020	Claims	1	14738	Gregory S Cheney PLLC	1,792.50	October 2020 Court Appointed Attorney Costs; November 2020 Court Appointed Attorney Fees
2709	11/19/2020	Claims	1	14739	HD Fowler Company	4,561.94	Line Locator with Bluetooth
2710	11/19/2020	Claims	1	14740	Sean M Hietpas	435.90	Reissuance of check #14027 dated 12/09/2019
2711	11/19/2020	Claims	1	14741	Hood River Sand & Gravel, Inc	1,089.00	Sand for Streets
2712	11/19/2020	Claims	1	14742	Invision II, LLC	2,226.60	50% Down Payment for Office Partition Doors
2713	11/19/2020	Claims	1	14743	J&R Dirtiggers Ent. Inc.	667.74	Stump Removal-Wisteria Way
2714	11/19/2020	Claims	1	14744	Jacques Sharp Law Office	915.00	October 2020 Court Appointed Attorney Fees
2715	11/19/2020	Claims	1	14745	Lance D. Fitzjarrald	667.50	October 2020 Court Appoint Attorney Costs

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2716	11/19/2020	Claims	1	14746	Les Schwab Tire Center	1,139.03	Tires for 2011 Ford F250-Jonothan's Truck
2717	11/19/2020	Claims	1	14747	M&M Excavating LLC	678.51	Crushed Rock for Culvert Removal On Wisteria Lane
2718	11/19/2020	Claims	1	14748	Mallory Safety and Supply	289.19	3 Aluminum Reducer Rocker Lugs; Safety Vests
2719	11/19/2020	Claims	1	14749	Michael Green Construction, Inc.	4,429.16	Rock Creek Storm Line
2720	11/19/2020	Claims	1	14750	Municipal Code Corp	671.50	Updates to Municipal Code
2721	11/19/2020	Claims	1	14751	NAPA Auto Parts	1,364.74	October 2020 Statement
2722	11/19/2020	Claims	1	14752	Office of State Treasurer - Cash Mgmt Di	719.77	November 2020 Remittance
2723	11/19/2020	Claims	1	14753	One Call Concepts, Inc.	22.47	October 2020 Statement
2724	11/19/2020	Claims	1	14754	Optimist Printers	118.42	Municipal Court Checks
2725	11/19/2020	Claims	1	14755	PUD No 1 of Skamania County	6,108.85	16 SW First St Fire Hall-October 2020 Statement; Street Lights-October 2020 Statement; City Hall-October 2020 Statement; SR 14 & Frank Johns Rd-October 2020 Statement; Walnut Park-October 2020 State
2726	11/19/2020	Claims	1	14756	Petty Cash	176.62	October 2020 Statement
2727	11/19/2020	Claims	1	14757	QCL, Inc.	74.00	Random Drug Testing-Susan
2728	11/19/2020	Claims	1	14758	Radcomp Technologies	973.56	October 2020 IT Services; October 2020 Additional IT Services; October 2020 Additional IT Services
2729	11/19/2020	Claims	1	14759	Sea-Western Inc	430.37	Boots
2730	11/19/2020	Claims	1	14760	Skamania Branch Food Bank	138.14	Reissuance of check #13417 dated 04/29/2019
2731	11/19/2020	Claims	1	14761	Skamania County Chamber of Commerce	14,022.01	October 2020 Statement
2732	11/19/2020	Claims	1	14762	Skamania County Pioneer	402.22	Legal Ad-Tourism Proposals; Legal Ad-Tourism Proposals; Special Meeting-Budget; Special Meeting-Budget; Ordinance 2020-1162 Adoption; Public Hearing Prop Tax/Budget; Public Hearing Prop Tax/Budget; Sm
2733	11/19/2020	Claims	1	14763	Skamania County Probation	433.00	November 2020 Probation Costs
2734	11/19/2020	Claims	1	14764	Skamania County Prosecutor	1,333.00	November 2020 Ska County Prosecutor Remittance
2735	11/19/2020	Claims	1	14765	Skamania County Sheriff	2,820.00	September 2020 Jail Services
2736	11/19/2020	Claims	1	14766	Skamania County Treasurer	22,802.27	Noxious Weed Control; November 2020 Remittance; November 2020 District Court Remittance
2737	11/19/2020	Claims	1	14767	Stevenson Downtown Association	28,165.39	LTAC Operations July-Sept 2020; LTAC Plaza Apr-Sept 2020
2738	11/19/2020	Claims	1	14768	Stevenson Fire Association	69.07	Reissuance of check #13419 dated 04/29/2019
2739	11/19/2020	Claims	1	14769	Stevenson-Carson School District	10,000.00	COVID-19 Supplies
2740	11/19/2020	Claims	1	14770	Tanninen Repair Service LLC	2,390.01	Command Vehicle Service; Engine 26 Service Call; 1998 International 4900 Repairs
2741	11/19/2020	Claims	1	14771	Tribeca Transport LLC	2,795.83	October 2020 Sludge Transport
2742	11/19/2020	Claims	1	14772	US Bank Safekeeping	102.00	September 2020 Bond Safekeeping; October 2020 Bond Safekeeping
2743	11/19/2020	Claims	1	14773	US Bank	2,142.09	October 2020 FD Credit Card Statement; October 2020 Credit Card #1 Statement; October 2020 Credit Card #2 Statement

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2744	11/19/2020	Claims	1	14774	Verizon Wireless	80.87	October 2020 Cell Phone Charges
2745	11/19/2020	Claims	1	14775	WEX Bank	1,409.74	November 2020 Statement
2746	11/19/2020	Claims	1	14776	Wallis Engineering, PLLC	95,850.55	Johnson Subdivision; Rock Creek Cove; WWTP & Collection System Improvements; Russell Avenue Improvements; WWTP & Collection System Improvements; Johnson (Toliver) Subdivision; 2020 Development
2747	11/19/2020	Claims	1	14777	Wave Broadband	224.95	November 2020 Internet - WWTP; November 2020 Internet Services - City Hall
2748	11/19/2020	Claims	1	14778	Woodrich, Kenneth B PC	1,536.00	October 2020 Statement
						57,018.63	001 General Expense Fund
						10,026.40	100 Street Fund
						44,708.06	103 Tourism Promo & Develop Fund
						795.04	309 Russell Ave
						61,688.54	400 Water/Sewer Fund
						87,551.81	410 Wastewater System Upgrades
						4,421.12	500 Equipment Service Fund
						266,209.60	Claims: 266,209.60

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)