

AGENDA
CITY OF STEVENSON COUNCIL MEETING
August 07, 2024
6:00 PM, City Hall and Remote

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

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

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

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

a) *Public Comments Received

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

a) *8/6 changes include:

- Additional public comment (item 2a)
- Added County Building Contract cost discussion (item 8d)
- Added Houseless Point in Time (PIT) Press Release (item 9i)

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

a) **Special Occasion Liquor License Application** - Rock Creek Hegewald Center on September 22nd from 3pm to 10pm for the Skamania Democratic Central Committee.

b) Water Adjustment - Deane Lindberg (meter No. 611800) requests a water adjustment of \$162.80 for a water leak which they have since repaired.

c) Minutes of the July 25, 2024 special council meeting.

MOTION: To approve consent agenda items a-c.

5. SHERIFF'S OFFICE REPORT:

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

6. PUBLIC HEARINGS:

a) Transportation Benefit District Establishment-First Reading - City Administrator Leana Kinley presents the staff memo and ordinance regarding the establishment of the Stevenson Transportation Benefit District for public input, council discussion and consideration.

MOTION: To adopt the ordinance adopting Stevenson Municipal Code Chapter 12.40 Stevenson Transportation Benefit District, establishing a transportation benefit district, specifying the boundaries for the transportation benefit district, specifying the construction, reconstruction, maintenance and preservation of existing improvements, and providing for severability and an effective date. OR No motion and it moves to the September 19th, 2024 meeting for a second reading.

b) Proposed 2024 Budget Amendments-First Reading - City Administrator Leana Kinley presents proposed changes to the 2024 budget as outlined in the attached documents for council consideration.

MOTION: To approve the ordinance amending the 2024 budget as presented.

7. UNFINISHED BUSINESS:

a) Sewer Ordinance Update - Staff presents a memo regarding the standby fee in proposed ordinance for council discussion and direction.

8. COUNCIL BUSINESS:

a) 2025 Budget Calendar - City Administrator Leana Kinley presents the calendar for adopting the 2025 budget by year end for council review and discussion. The proposed date for the special budget meeting will need to be confirmed or changed.

b) Discuss Communications Support - City Administrator Leana Kinley presents the attached staff memo regarding outside communications support for council discussion and staff direction.

- c) Approve Interlocal Agreement with Skamania PUD** - Public Works Director Carolyn Sourek presents the Interlocal Agreement with PUD No. 1 of Skamania County for routine maintenance and repairs of the city's rolling stock equipment for council consideration.

MOTION: To approve the interlocal agreement with Public Utility District No. 1 of Skamania County as presented.

- d) *Skamania County Building Inspector Agreement Request** - City Administrator Leana Kinley presents the attached request from Skamania County regarding the reimbursement of fees for CloudPermit paid in 2023 prior to addendum #3 approved on June 20th.

9. INFORMATION ITEMS:

- a) Contracts Awarded Administratively** - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month is attached.
- b) Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior quarter.
- c) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- d) Affordable Housing ABC Video** - The link to video mentioned at the July 25th special meeting regarding the closing of a mill due to lack of housing can be found online at <https://www.youtube.com/watch?v=xz3M2zt8dtc> .
- e) Safe Streets and Roads for All (SS4A) Update** - An update from Adam Fiss with the Southwest Washington Regional Transportation Council on the SS4A Safety Action Plan is included for council's information.
- f) 2023 Wastewater Treatment Plant Outstanding Performance Award** - The letter from the Department of Ecology giving the City of Stevenson treatment plant the 2023 "Wastewater Treatment Plant Outstanding Performance" award.
- g) Gorge-ous Nights Out** - Information on the 2025 Gorge-ous Nights Out is attached. It's an opportunity to show the Washington and Oregon Legislators about the Columbia River Gorge Region, and how it is not the concert venue.
- h) One Prevention Alliance Update** - An 2023-2024 snapshot of the One Prevention Alliance program is attached.
- i) *Point in Time Count Press Release** - Mid-Columbia Community Action Council released the attached document announcing the 2024 Point in Time (PIT) County Results Show Slight Decrease in Houselessness Across Mid-Columbia Region.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

11. VOUCHER APPROVAL: Vouchers will be presented prior to the meeting for council review.

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.]*

- a) Attached is a list of items staff is working on for future meetings.

14. ADDITIONAL PUBLIC COMMENT: *[This is an opportunity for members of the audience to address the Council for items discussed at the meeting.]*

15. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Tuesday, August 6th, 6-9pm, National Night Out
- Monday, August 12th, 6pm, Planning Commission Meeting
- Wednesday, August 21st, 4:30pm, Special Joint City Council and County Commission Meeting
- Thursday, August 22nd, 6pm, Special City Council Meeting
- Monday, September 9th, 6pm, Planning Commission Meeting
- Tuesday, September 10th, 6pm, Special Joint City Council and Fire District 2 Meeting
- Thursday, September 19th, 6pm, Regular City Council Meeting



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

council member Mike

Mitch Patton <nwtsrinc@gmail.com>

Thu, Jul 18, 2024 at 9:49 PM

To: City of Stevenson <citycouncil@ci.stevenson.wa.us>, Robert Muth <Robert.muth@ci.stevenson.wa.us>

Cc: Commissioners <commiss@co.skamania.wa.us>

Mike sorry I am not sure of your last name.

I would like some clarification on your statement about interviewing the applicants for the vacant council seat. If I understood correctly, you mentioned that you had a similar experience with the county and the way the interview was conducted. Could you please explain what you meant by that?

Also Scott Anderson you said you knew a contractor you would like to bring into the meetings to have discussions about how to make the building process more interesting to developers. Who is that contractor?

--
the council meeting

Please add to public comment in

[Mltch Patton 360-903-9040](tel:360-903-9040)

"Never give up, for that is just the place and time that the tide will
turn."

- Harriet Beecher Stowe, from "Oldtown Folks"

RESPONSE TO AUGUST 7, 2024, SEWER/SEPTIC ORDINANCE - LEGAL
REVIEW

There are two Washington State Laws or RCWs that may be helpful in providing direction for the issues in the Sewer/Septic Ordinance – Legal Review.

They are:

RCW 36.67.190 Revenues from system - Classification of services – minimum rates – Compulsory Use states:

(3) All property owners within the area served by such sewerage system shall be compelled to connect their private drains and sewers with such city or town system, under such penalty as the legislative body of such city or town may by ordinance direct. Such penalty may in the discretion of such legislative body be an amount equal to the charge that would be made for sewer service if the property was connected to such system. All penalties collected shall be considered revenue to the system.

Effective date – 2021c176

RCW 35.67.020 Authority to construct system and fix rates and charges- Classification of services and facilities-assistance for low-income persons states:

(1) Every city and town may construct, condemn, and purchase, acquire, add to, maintain, conduct, and operate systems of sewerage and systems and plants for refuse collection and disposal together with additions, extensions, and betterments thereto, withing and without its limits. Every city and town have full jurisdiction and authority to manage, regulate, and control them and, except as provided in subsection (3) of this section, to fix, alter, regulate, and control the rates and charges for their use.

Effective Date – 2021c176

The first RCW addresses Stevenson Municipal Code 12.08.972 Sewer system stand-by Fee. The City Attorney wrote that “Except for a health or safety

measure, I did not find any authority allowing the City to impose a fee, fine or penalty on a landowner who refuses to connect to an existing sewer line.”

RCW 36.67.190 states “All property owners...shall be compelled to connect...under such penalties the legislative body of such city or town may be ordinance direct. Such penalty...may...be equal to the charge...for sewer service...if the property was connected to such system.

The second RCW gives the City full authority to “regulate and control” the rates and charges for sewerage systems which appears to answer the question of whether sewer rates regulate the fee payers or collect revenue for broad based public improvements that cost money.

It appears that these two Washington State laws effective in 2021 can be considered, if not already considered, along with the four 2004-2005 court cases or caselaw cited in the August 7, 2024, legal review.

The of City Council risk tolerance may be clarified and minimized by these two RCW’s emphasizing “the city...has full jurisdiction and authority to manage, regulate and control...the rates and charges for...” systems of sewerage.

In 2008, City Attorney Woolrich cited RCW 35.67.190 to affirm that the City could compel a property owner to connect to sewer.

I did a computer search for RCW 35.67.020 and RCW 35.67.190 case law and found none. I am unaware of any case law but cannot definitely assert it does not exist.

I respectfully urge the City Council to review the original City attorney opinions provided to city staff to make a careful decision about the standby fee and overall risk tolerance.

The second issue I would like to address is the recent decision on ARPA funding which was interpreted by the Community Development Director as not advancing recommendations of the Sewer Ordinance Committee.

I spoke in favor of allocating the \$298K ARPA funds to pay down the Sewer System debt of \$12 million because the debt was a known, defined problem and the sewer rate payers were facing increased fees.

The alternative was to extend the sewer line north on Frank Johns Street as determined by a benefits matrix developed by city staff to maximize sewer

connections which was consistent with the Sewer Ordinance Committee's recommendations. I spoke in favor of the debt paydown because the Sewer Ordinance was not yet adopted as additional information was being obtained. I did not or anyone else did know what the final Sewer Ordinance looked like, so I believed the most financially conservative decision was to pay down the debt and then make decisions about sewer line extensions within the framework of the new Sewer Ordinance.

I support the Sewer Ordinance Committee recommendation that the cost of extensions be broadly shared and defrayed by grants and other outside money.

I would like to thank the City Council, City Staff and Sewer Ordinance Committee members for their thoughtful work and extensive time commitment to this difficult community project.

I would also like to thank City Staff very much for developing an objective ranking system for sewer line extension. I forgot to express these thanks at the previous City Council meeting in the Public Comments section.

Rick Jessel

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 25, 2024
6:00 PM, City Hall and Remote

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00pm.

PRESENT

Councilmembers Dave Cox, Michael D. Johnson, Pat Rice, Lucy Lauser, and Chuck Oldfield.

City Administrator Leana Kinley.

2. PUBLIC COMMENTS: None.

3. COUNCIL BUSINESS:

- a) **Discuss Dates for Joint Meeting with Skamania County on Park Plaza Project -**
Skamania County requested a joint meeting with the City Council as discussed at the last meeting. Council consensus was the date of Wednesday, August 21st at 4:30pm will work. A location will be discussed and confirmed with the County.
- b) **AWC webinar - Working together - Understanding the roles & responsibilities of elected officials.** A copy of the slides were included in the packet. Council watched the AWC recorded webinar and briefly discussed.
- c) **Discuss Ideas to Streamline Council Meetings -** Council discussed options and will try to follow a process of starting with a motion before discussion and going around the room to ensure all have had time to talk.
- d) **Review the Strategic Plan -** Council reviewed and discussed the attached 2024-2027 Strategic Plan, adopted at the June 20th council meeting, and potential changes in light of the discussion on Affordable Housing at the last meeting. Consensus was to keep the strategic plan as approved with no changes.

4. ISSUES FOR THE NEXT MEETING: None.

5. ADJOURNMENT - Mayor Anderson adjourned the meeting at 7:55pm.

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Scott Anderson, Mayor

Date



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Tracy Wyckoff
Undersheriff

Rob Itzen
Chief of Corrections

Steve Minnis
Chief Civil Deputy

July 2024

City of Stevenson

Service Hours

Calls/Patrol

170 Calls

497 Hrs.

0 Court Hrs.

Milage

1,985

08/02/24
07:26

Skamania County Sheriff's Office
Incident Audit Report

5059
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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-04314	Medical	AMAS	21	Transferred to Other A
24-04316	Residential Ala	ABLA	21	Unfounded
24-04319	Medical	AMAS	21	Transferred to Other A
24-04331	Suspicious	SUSP	21	Unfounded
24-04335	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04347	Traffic Stop	TOFF	21	Cleared Adlt Exception
24-04348	Traffic Stop	DUI	21	Cleared Adult Arrest
24-04352	Vio Court Order	VNCO	21	Cleared Adult Arrest
24-04365	Sex Offense	SOFF	21	Unfounded
24-04377	Traffic Stop	TOFF	21	Investigation Complete
24-04381	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
24-04407	Traffic Stop	TOFF	21	Investigation Complete
24-04419	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04453	Medical	INFO	21	Transferred to Other A
24-04460	Disorderly	DCON	21	Cleared Adlt Exception
24-04463	Medical	INFO	21	Transferred to Other A
24-04484	Medical	INFO	21	Transferred to Other A
24-04490	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04501	Information	INFO	21	INFORMATION
24-04511	Mental Subject	MENT	21	Settled By Contact
24-04513	Medical	INFO	21	Transferred to Other A
24-04520	Medical	AMAS	21	Transferred to Other A
24-04522	Medical	AMAS	21	Transferred to Other A
24-04529	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04530	Civil Standby	CIVS	21	Settled By Contact
24-04533	Theft Prop Oth	TPOT	21	Investigation Complete
24-04536	Traffic Hazard	THAZ	21	Settled By Contact
24-04546	Animal Abuse	ANAB	21	UNABLE TO LOCATE
24-04548	Wanted Person	WANT	21	Cleared Adult Arrest
24-04558	Harrassment.	HARR	21	Settled By Contact
24-04565	Animal Other	ANPR	21	Cleared Adlt Exception
24-04568	Traffic Stop	TOFF	21	Investigation Complete
24-04569	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04570	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04572	Death Invest	DINV	21	Cleared Adlt Exception
24-04578	Medical	AMAS	21	Transferred to Other A
24-04586	Suicide Threat	SUIT	21	Cleared Juve Exception
24-04596	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04598	Medical	AMAS	21	Transferred to Other A
24-04607	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04621	Traffic Stop	TOFF	21	Closed Case
24-04622	Traffic Stop	TOFF	21	Inactive
24-04635	Harrassment.	HARR	21	Unfounded
24-04638	Medical	AMAS	21	Transferred to Other A
24-04640	Residential Ala	ALRA	21	Unfounded
24-04642	Medical	AMAS	21	Transferred to Other A
24-04649	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04661	Sex Offense	SOFF	21	Active
24-04662	Medical	AMAS	21	Active
24-04666	Burg Res Unl En	INFO	21	INFORMATION
24-04674	Medical	AMAS	21	Response/No Transport
24-04677	Traffic Stop	TOFF	21	Investigation Complete
24-04681	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
24-04683	Unsecure Premis	UNSP	21	INFORMATION
24-04689	Threatening	INFO	21	INFORMATION

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07:26

Skamania County Sheriff's Office
Incident Audit Report

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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-04698	Trespassing	TRES	21	Cleared Adlt Exception
24-04713	Domestic Viol	ASIM	21	Cleared Adult Arrest
24-04716	Medical	AMAS	21	Transferred to Other A
24-04720	Suspicious	PSC	21	UNABLE TO LOCATE
24-04725	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04729	PI Collision	TAPI	21	Investigation Complete
24-04731	Citizen Dispute	CDIS	21	Cleared Adlt Exception
24-04732	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04738	Citizen Assist	CITA	21	Cleared Adlt Exception
24-04740	Medical	AMAS	21	Transferred to Other A
24-04749	Traffic Stop	TOFF	21	Investigation Complete
24-04750	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04751	Mental Subject	MENT	21	Investigation Complete
24-04766	Harrassment.	HARR	21	Unfounded
24-04767	Business Alarm	ALAR	21	Unfounded
24-04785	Wanted Person	WANT	21	Cleared Adult Arrest
24-04791	Civil Standby	CIVS	21	Cleared Adlt Exception
24-04796	Wanted Person	WANT	21	Cleared Adult Arrest
24-04804	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04808	Residential Ala	ALRA	21	Unfounded
24-04814	Medical	AMAS	21	INFORMATION
24-04828	Req Traff Enf	PATR	21	Investigation Complete
24-04833	Suspicious	SUSP	21	Investigation Complete
24-04835	Utility Problem	UTPB	21	Investigation Complete
24-04845	Suspicious	PSC	21	Cleared Adlt Exception
24-04852	Fraud	FRAU	21	Cleared Adlt Exception
24-04853	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04854	Patrol Request	PATR	21	INFORMATION
24-04876	Traffic Stop	TOFF	21	Investigation Complete
24-04878	DUI	DUI	21	INFORMATION
24-04924	Domestic Viol	DOMV	21	Investigation Complete
24-04930	Medical	AMAS	21	Transferred to Other A
24-04931	Mental Subject	MENT	21	INFORMATION
24-04932	Utility Problem	UTPB	21	Transferred to Other A
24-04936	Medical	INFO	21	Transferred to Other A
24-04938	Animal Abuse	ANDC	21	Cleared Adlt Exception
24-04951	Trespassing	TRES	21	Unfounded
24-04953	Medical	AMAS	21	Transferred to Other A
24-04955	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04957	Motorist Assist	MRVP	21	Cleared Adlt Exception
24-04959	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04970	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04971	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04972	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04973	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04976	Information	INFO	21	INFORMATION
24-04978	Disorderly	INFO	21	Settled By Contact
24-04988	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04993	Patrol Request	WELF	21	Cleared Adlt Exception
24-04994	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04995	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04997	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05000	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05004	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05005	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING

08/02/24
07:26

Skamania County Sheriff's Office
Incident Audit Report

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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-05008	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05010	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05011	Suspicious	SUSP	21	Investigation Complete
24-05012	Patrol Request	PATR	21	INFORMATION
24-05013	Public Nuisance	INFO	21	INFORMATION
24-05029	Disorderly	DCON	21	Cleared Adlt Exception
24-05034	Harrassment.	HARR	21	Investigation Complete
24-05036	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05047	Medical	AMAS	21	Ambulance Service Prov
24-05057	Medical	AMAS	21	INFORMATION
24-05065	Suicide Threat	SUIT	21	Cleared Adlt Exception
24-05066	Information	INFO	21	INFORMATION
24-05084	Medical	AMAS	21	Transferred to Other A
24-05087	Business Alarm	ABLA	21	Unfounded
24-05088	Vio Court Order	VNCO	21	Cleared Adult Arrest
24-05100	Req Traff Enf	RTEN	21	Transferred to Other A
24-05121	Information	INFO	21	Active
24-05130	Smoke, other	FIRE	21	Investigation Complete
24-05133	Sex Offense	SOFF	21	Investigation Complete
24-05135	Lost Property	LFPR	21	INFORMATION
24-05137	Business Alarm	ABLA	21	Investigation Complete
24-05139	Medical	CITA	21	INFORMATION
24-05143	Traffic Stop	TOFF	21	Investigation Complete
24-05146	Patrol Request	PATR	21	UNABLE TO LOCATE
24-05148	Business Alarm	ABLA	21	Investigation Complete
24-05149	Parking Problem	PARK	21	CLEARED DRIVER WARNING
24-05150	Incomplete 911	IN91	21	Investigation Complete
24-05170	Wanted Person	FTA	21	Investigation Complete
24-05175	Traffic Stop	TOFF	21	Investigation Complete
24-05176	Wanted Person	FTA	21	Cleared Adult Arrest
24-05182	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05183	Traffic Stop	TOFF	21	Investigation Complete
24-05184	Traffic Stop	TOFF	21	Investigation Complete
24-05193	Citizen Dispute	CDIS	21	Cleared Adlt Exception
24-05194	Domestic Viol	DOMV	21	Cleared Adlt Exception
24-05196	Citizen Assist	INFO	21	Investigation Complete
24-05197	Citizen Dispute	CDIS	21	Cleared Adlt Exception
24-05210	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05214	Alarm, Other	ABLA	21	Investigation Complete
24-05215	Recovered Veh	RESP	21	Investigation Complete
24-05215	Recovered Veh	RSVE	21	Investigation Complete
24-05217	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05220	Medical	AMAS	21	Transferred to Other A
24-05222	Medical	AMAS	21	Transferred to Other A
24-05224	Trespassing	INFO	21	Unfounded
24-05225	Found Property	LFPR	21	INFORMATION
24-05226	Medical	AMAS	21	Transferred to Other A
24-05228	Suicide Threat	SUIT	21	Settled By Contact
24-05232	Found Property	LFPR	21	INFORMATION
24-05239	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05250	Traffic Stop	TOFF	21	INFORMATION
24-05251	Information	INFO	21	INFORMATION
24-05257	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05258	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-05284	Traffic Stop	TOFF	21	CLEARED DRIVER CITED

08/02/24
07:26

Skamania County Sheriff's Office
Incident Audit Report

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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-05286	Patrol Request	PATR	21	Investigation Complete
24-05289	Patrol Request	PATR	21	Cleared Adlt Exception
24-05291	Welfare Check	WELF	21	INFORMATION
24-05296	Trespassing	TRES	21	Unfounded
24-05305	Wanted Person	WANT	21	Cleared Adult Arrest

Total Incidents: 170

Report includes:

All dates reported between `00:00:00 07/01/24` and `00:00:00 08/01/24`
All agencies matching `SCSO`
All nature of incidents
All offenses observed
All offenses reported
All offense codes
All dispositions
All responsible officers
All locations matching `21`

*** End of Report /tmp/rptM7CPIs-rplwiar.rl_4 ***



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: Transportation Benefit District
Meeting Date: August 7, 2024

Executive Summary:

At the March 25th council meeting, the council directed staff to move forward with establishing a Transportation Benefit District within the Stevenson city limits and the goal is to submit a ballot measure for the February Election for a .3% sales tax. Below is an outline of actions to take place and associated timeline.

Overview of Items:

The initial intent of establishing a Transportation Benefit District is to allow for the transfer of .3% sales tax from the General Fund to the Water/Sewer fund to decrease the utility rates. The goal is to have a ballot measure for the February special election as decided at the June 20th council meeting.

The calendar outlined for the process is below. There is some room for an additional meeting if needed to make the deadline of December 13th for filing a resolution for the February Special Election.

- August 7, 2024 – Adopt Ordinance Establishing TBD
- September 19, 2024- Adopt ordinance assuming powers of the District
- October 17, 2024 – Adopt resolution for the TBD Sales Tax Ballot Measure for Feb 11th election
- December 13, 2024 – Last day to file for February Special Election
- February 11, 2025 – Special Election (tax implemented on July 1, received in September 2025)

Attached is a draft ordinance establishing the Transportation Benefit District as presented at the June 20th council meeting.

Action Needed:

MOTION: To adopt the ordinance adopting Stevenson Municipal Code Chapter 12.40 Stevenson Transportation Benefit District, establishing a transportation benefit district, specifying the boundaries for the transportation benefit district, specifying the construction, reconstruction, maintenance and preservation of existing improvements, and providing for severability and an effective date.

OR No motion and it moves to the September 19th, 2024 meeting for a second reading.

CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2024-_____

**AN ORDINANCE OF THE CITY OF STEVENSON ADOPTING STEVENSON MUNICIPAL
CODE CHAPTER 12.40 STEVENSON TRANSPORTATION BENEFIT DISTRICT,
ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE
BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE
CONSTRUCTION, RECONSTRUCTION, MAINTENANCE AND PRESERVATION OF
EXISTING IMPROVEMENTS, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE
DATE**

WHEREAS, the City Council of the City of Stevenson has the responsibility under the constitution of the State of Washington for the improvement, maintenance, protection and operation of public ways within the corporate limits of the City pursuant to ECW 35A.11.020 and RCW Chapter 35A.47; and

WHEREAS, the City has limited transportation funding to pay for necessary transportation preservation and maintenance; and

WHEREAS, while dedicated revenues have decreased, the ongoing annual costs to preserve and maintain the City's transportation infrastructure continue to rise leaving the city unable to continue to adequately preserve and maintain the City's transportation infrastructure; and

WHEREAS, RCW Chapter 36.73 provides for the establishment of transportation benefit districts and for levying of additional revenue sources for transportation improvements within the District that are consistent with existing state, regional, and local transportation plans; and

WHEREAS, RCW 35.21.225 authorizes the City Council to establish a transportation benefit district subject to the provisions of RCW Chapter 36.73; and

WHEREAS, the City desires to form a Transportation Benefit District which includes the entire City of Stevenson as the boundaries currently exist or as they may exist following future annexations; and

WHEREAS, prior to establishing a Transportation Benefit District, the City Council conducted the required public hearing on August 7, 2024, which was noticed in accordance with RCW 36.73.050. All persons desiring to comment were given a full and complete opportunity to be heard; and

WHEREAS, the City Council of the City of Stevenson finds it to be in the best interests of the City to establish a Citywide Transportation Benefit District for the preservation and maintenance of the City's transportation infrastructure consistent with RCW Chapter 36.73, to protect the City's long-term investments in that infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, and to avoid more expensive infrastructure replacements in the future; and

WHEREAS, the City Council of the City of Stevenson shall be the governing body for the Transportation Benefit District acting in an ex officio and independent capacity.

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

Section 1. Title 12 of the Stevenson Municipal Code Amended. The Title 12 of the Stevenson Municipal Code entitled "Stevenson Transportation Benefit District," is hereby amended to add a new Chapter as set forth on Exhibit "A" attached hereto and by this reference incorporated herein.

Section 2. Continuance. This ordinance affects SMC Title 12 only insofar as set forth herein. All provisions not amended shall remain in full force and effect and shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

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

PASSED BY THE CITY COUNCIL this _____ day of _____, 2024.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth
City Attorney

Leana Kinley, City Clerk

Chapter 12.40

STEVENSON TRANSPORTATION BENEFIT DISTRICT

Sections:

- 12.40.010 Establishing Transportation Benefit District
- 12.40.020 Governing Board
- 12.40.030 Functions of the District
- 12.40.040 Transportation Improvements Funded
- 12.40.050 Dissolution of District

12.40.010 Establishing Transportation Benefit District. There is created a transportation benefit district to be known as the Stevenson Transportation Benefit District or “District” with geographical boundaries comprised of the corporate limits of the City as they currently exist or as they may exist following future annexations.

12.70.020 Governing Board.

A. The governing board or “Board” of the transportation benefit district shall be the Stevenson City Council acting in an ex officio and independent capacity, which shall have the authority to exercise the statutory powers set forth in RCW Chapter 36.73.

B. The treasurer of the transportation benefit district shall be the City Administrator.

C. The Board shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation improvement exceeds its original cost by more than twenty percent, as identified in the District’s original plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.

D. The Board shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

12.70.030 Functions of the District.

A. The District Board may authorize a vehicle tax fee of up to \$20 per vehicle as provided for by RCW 82.80.140. Any expansion of the authorized purposes of the District shall be undertaken only after notice, hearing, and adoption of an ordinance in accordance with RCW 36.73.050(2)(b) or a vote of the people pursuant to RCW 36.73.065(3).

B. When authorized by the voters pursuant to the requirements of Chapter 36.73, other taxes, fees, charges and tolls, or increases in these revenue services may be assessed for the preservation, maintenance, and operations of City streets. Additional transportation improvements may be added to the functions of the District upon compliance with the requirements of said chapter.

C. The Board shall have and exercise all powers and functions provided by Chapter 36.73 to fulfill the functions of the District.

12.07.040 Transportation Improvements Funded. The funds generated by the transportation benefit district shall be used for transportation improvements that preserve, maintain, and operate the existing transportation infrastructure of the City, consistent with the requirements of RCW Chapter 36.73. The funds may be utilized for any lawful purpose under the Chapter; but all funds raised through the TBD shall be expended only for such preservation, maintenance, and operation in accordance with the provisions of RCW Chapter 36.73 as the same exists or is hereafter amended. The funds expended by the District shall preserve, maintain, and operate the City's previous investments in the transportation infrastructure, reduce the risk of transportation facility failure, improve safety, continue the cost-effectiveness of the City's infrastructure investments, and continue the optimal performance of the transportation system. Additional transportation improvement projects may be funded only after compliance with the provisions of RCW 36.73.050(b) following notice, public hearing, and enactment of an authorizing ordinance.

12.07.050 Dissolution of District. The transportation benefit district shall be automatically dissolved when all indebtedness of the District has been retired and when all of the District's anticipated responsibilities have been satisfied. Street preservation, maintenance, and operation are ongoing, long-term obligations of the City.

CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2024-_____

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF STEVENSON,
WASHINGTON, FOR FISCAL YEAR 2024**

Whereas, City Council of the City of Stevenson has reviewed its original 2024 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2024 budget are appropriate; and

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

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

Section 1. The budget for the City of Stevenson, Washington for the year 2024 as amended is hereby adopted in its final form and content.

Section 2. Estimated resources, including cash balances for each separate fund of the City of Stevenson, for all such funds combined for the year 2024 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2024 as set forth in the 2024 Fiscal Year Budget as attached Exhibit A.

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

PASSED BY THE CITY COUNCIL this _____ day of _____, 2024.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Robert Muth
City Attorney

Leana Kinley, City Clerk

Exhibit "A"

Ordinance 2024-_____ Exhibit A									
2024 Budget Amendment #2									
Estimated Revenues and Budgeted Appropriations by Fund									
		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	-1,015,305	-1,493,889	-	-2,509,194	-1,502,506	-25,000	-981,688	-2,509,194
010	General Fund Reserve	-335,259	-	-	-335,259	-	-	-335,259	-335,259
020	Fire Reserve Fund	-1,778,960	-	25,000	-1,803,960	-	-	-1,803,960	-1,803,960
030	ARPA Fund	298,313	-	-	298,313	-	-	298,313	298,313
100	Street Fund	-268,026	-647,644	-	-915,670	-829,924	-	-85,746	-915,670
103	Tourism Promotion	-862,979	487,190	-	-1,350,169	-487,139	332,252	-530,777	-1,350,169
105	Affordable Housing	-17,435	5,000	-	-22,435	-	-	-22,435	-22,435
107	HEALing SCARS Fund	-10,191	-	-	-10,191	-	-	-10,191	-10,191
300	Capital Improvements Fund	-205,190	20,000	-	-225,190	-	-19,699	-205,491	-225,190
311	First Street	-	-884,186	-19,699	-903,885	-903,885	-	-	-903,885
312	Columbia Ave	-	-	-	-	-	-	-	-
313	Park Plaza Fund	-	50,000	332,252	382,252	382,252	-	-	382,252
400	Water / Sewer Fund	-2,248,002	-2,501,177	-	-4,749,179	-2,587,220	-1,020,923	-1,141,035	-4,749,179
406	WW Short-Lived Asset Res.	87,116	-	21,779	108,895	-	-	108,895	108,895
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-(1,080,604)	-7,443,423	-999,144	-7,361,966	-7,361,966	-	-	-7,361,966
420	Cascade Avenue Mitigation Fund	19,550	-	-	19,550	-	-	19,550	19,550
500	Equipment Service Fund	-85,318	-670,000	-	-755,318	-735,272	-	-20,046	-755,318
		-6,212,234	-14,202,508	-1,397,874	-21,812,616	-14,790,165	-1,397,874	-6,624,577	-21,812,616

		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	1,583,659	1,633,779	-	3,217,438	1,584,593	65,000	1,567,845	3,217,438
010	General Fund Reserve	344,043	-	-	344,043	-	-	344,043	344,043
020	Fire Reserve Fund	1,902,519	-	25,000	1,927,519	-	-	1,927,519	1,927,519
030	ARPA Fund	298,313	-	-	298,313	-	298,313	-	298,313
100	Street Fund	81,568	792,551	40,000	914,119	832,691	-	81,428	914,119
103	Tourism Promotion	1,384,100	487,190	-	1,871,290	487,553	332,252	1,051,485	1,871,290
105	Affordable Housing	17,456	5,000	-	22,456	-	-	22,456	22,456
107	HEALing SCARS Fund	10,246	-	-	10,246	-	-	10,246	10,246
300	Capital Improvements Fund	265,031	20,000	-	285,031	-	36,221	248,810	285,031
311	First Street	-	1,018,000	31,221	1,049,221	1,049,221	-	-	1,049,221
312	Columbia Ave	(19,620)	19,620	-	-	-	-	-	-
313	Park Plaza Fund	-	50,000	332,252	382,252	382,252	-	-	382,252
314	Lasher Street Improv.	-	350,000	5,000	355,000	355,000	-	-	355,000
400	Water / Sewer Fund	1,905,184	2,601,177	-	4,506,360	2,684,818	1,001,205	820,337	4,506,360
406	WW Short-Lived Asset Res.	87,116	-	21,779	108,895	-	-	108,895	108,895
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	(759,760)	4,996,374	1,274,189	5,510,803	5,510,803	-	-	5,510,803
415	Cascade Avenue Utility Improv.	-	164,683	3,550	168,233	168,233	-	-	168,233
420	Cascade Avenue Mitigation Fund	19,550	-	-	19,550	-	-	19,550	19,550
500	Equipment Service Fund	84,172	731,000	-	815,172	790,129	-	25,043	815,172
		7,264,766	12,869,374	1,732,991	21,867,132	13,845,293	1,732,991	6,288,847	21,867,132

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

2024 PROPOSED BUDGET CHANGES

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308 91 00 0001	Unreserved Cash & Investments	1,499,109.80	930,756.45	1,499,109.80	568,353.35	161.1%	Actual 2023 ending cash balance.
308 51 01 0001	Reserved Cash - Unemployment	33,414.00	33,413.82	33,414.00	0.18	100.0%	Actual 2023 ending cash balance.
334 02 70 0000	RCO Parks Planning Grant	97,338.13	25,000.00	100,000.00	75,000.00	400.0%	Revenue received.
337 40 00 0001	Pool District Loan Repayment-Principal	0.00	20,200.00	0.00	(20,200.00)	0.0%	Removed-Loan paid off in 2023.
341 43 00 0000	General Admin Services	0.00	283,445.71	298,156.28	14,710.57	105.2%	Based on revised costs
342 21 00 0000	Fire District II Fire Control	40,106.26	19,620.00	50,000.00	30,380.00	254.8%	Revised estimates based on actual costs.
322 10 00 0004	Building Permit Fees-County Pass Through	20,876.86	0.00	40,000.00	40,000.00	0.0%	Update to account for matching expenditures.
514 20 41 0002	Finance-Contractual Services	10,371.50	7,400.00	12,400.00	5,000.00	167.6%	Revised estimates based on actual costs for services.
514 20 43 0000	Travel Financial/Records	3,074.61	1,000.00	3,500.00	2,500.00	350.0%	Travel costs for additional training
515 41 43 0000	Travel - Legal	939.24	750.00	1,000.00	250.00	133.3%	Travel costs for additional training
518 30 46 0000	Insurance - Liability	26,048.86	25,560.00	26,560.00	1,000.00	103.9%	Increased insurance costs
518 30 47 0000	Heat & Lights	2,387.54	3,500.00	4,500.00	1,000.00	128.6%	Revised estimate due to increased actual costs
518 30 47 0001	City Hall Water/Sewer	1,475.21	1,463.32	3,000.00	1,536.68	205.0%	Revised estimate due to increased actual costs
518 40 41 0000	General Gov. Contractual Services	34,964.67	29,000.00	39,800.00	10,800.00	137.2%	Revised estimate due to increased actual costs
522 20 31 0000	Fire Supplies	15,543.00	15,000.00	25,000.00	10,000.00	166.7%	Revised estimate due to increased actual costs and revised split
522 20 49 0001	Dues & Memb./Sub. City Fire	0.00	250.00	350.00	100.00	140.0%	Revised cost split to 70/30
522 30 31 0001	Fire Prevention Supplies City	0.00	500.00	700.00	200.00	140.0%	Revised cost split to 70/30
522 45 49 0000	Fire Department Training	1,678.66	3,000.00	4,200.00	1,200.00	140.0%	Revised cost split to 70/30
522 50 47 0000	Fire Hall Heat And Lights	3,963.73	3,000.00	6,000.00	3,000.00	200.0%	Revised estimate based on actual costs
522 50 48 0000	Fire Hall Repair	9,267.59	60,000.00	84,000.00	24,000.00	140.0%	Revised cost split to 70/30
522 60 48 0000	Fire Equipment Repair	3,783.00	6,000.00	8,400.00	2,400.00	140.0%	Revised cost split to 70/30
522 20 32 0002	Fire Truck Fuel FDII	985.00	1,000.00	3,000.00	2,000.00	300.0%	Revised estimate due to increased actual costs
522 20 49 0002	Dues & Membership/Subscriptions FD II	0.00	250.00	150.00	(100.00)	60.0%	Revised cost split to 70/30

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
522 Fire Control						
522 30 31 0020 Fire Prevention Supplies FDII	0.00	500.00	300.00	(200.00)	60.0%	Revised cost split to 70/30
522 45 49 0002 Fire Training FD II	719.42	3,000.00	1,800.00	(1,200.00)	60.0%	Revised cost split to 70/30
522 50 48 0001 Fire Dist II-Fire Hall Repair	9,202.96	60,000.00	36,000.00	(24,000.00)	60.0%	Revised cost split to 70/30
522 60 48 0002 Fire Equipment Repair FDII	0.00	6,000.00	3,600.00	(2,400.00)	60.0%	Revised cost split to 70/30
524 60 40 0000 Protective Inspections/Code Enforcement-Software Services	2,000.00	0.00	2,000.00	2,000.00	0.0%	CloudPermit contract for Code Enforcement
518 63 40 0004 Building Permit Fees-County Pass Through Exp	19,066.86	0.00	40,000.00	40,000.00	0.0%	Estimated pass-through expenses-matched revenue
558 50 41 0001 Current Planning/Building Software Services	2,000.00	0.00	2,000.00	2,000.00	0.0%	CloudPermit contract for Planning module
573 90 49 0000 Hosting of Meetings/Events	858.13	500.00	1,500.00	1,000.00	300.0%	Increased meetings hosted
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	0.00	40,000.00	40,000.00	0.0%	Increased transfer to balance street budget
508 91 00 0001 CE-Unreserved Ending Cash	0.00	897,138.73	1,483,296.15	586,157.42	165.3%	Revised ending cash balance estimate
308 51 00 0010 General Reserve-Beginning Cash	344,042.65	335,258.75	344,042.65	8,783.90	102.6%	Actual 2023 ending cash balance.
508 51 00 0010 General Res-Ending Cash	0.00	335,258.75	344,042.65	8,783.90	102.6%	Revised beginning cash
308 51 00 0020 Fire Res-Beginning Cash	1,902,519.12	1,778,960.29	1,902,519.12	123,558.83	106.9%	Actual 2023 ending cash balance.
508 51 00 0020 Fire Res-Ending Cash	0.00	1,803,960.29	1,927,519.12	123,558.83	106.8%	Revised beginning cash
597 35 00 0030 ARPA-Transfer to 410 WW Upgrades	0.00	0.00	298,313.00	298,313.00	0.0%	Update based on project costs approved at the June 27th special meeting.
508 31 00 0030 ARPA-Ending Balance	0.00	298,313.00	0.00	(298,313.00)	0.0%	Update based on project costs approved at the June 27th special meeting.
308 51 00 0100 ST Unreserved Begin CA & Invest	71,567.58	258,025.50	71,567.58	(186,457.92)	27.7%	Actual 2023 ending cash balance.

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100 Street Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
330 Intergovernmental Revenues						
334 03 80 0002 TIB Chipseal Grant	0.00	77,085.85	221,992.85	144,907.00	288.0%	Update based on grant received.
397 00 00 0001 Transfer In From General Fund	0.00	0.00	40,000.00	40,000.00	0.0%	Update to retain 10% O&M expense as ending cash balance
542 39 41 0000 General Admin Fees-Internal	0.00	56,109.63	58,876.94	2,767.31	104.9%	Update based on revised estimates used in allocation calculation.
508 51 00 0100 Streets-Unreserved Ending Cash	0.00	75,745.79	71,427.56	(4,318.23)	94.3%	Update based on revised estimates and revised beginning cash balance.
308 31 01 0103 Tourism Reserved C&I - Rev. Shortfall	1,284,100.01	762,978.52	1,284,100.01	521,121.49	168.3%	Actual 2023 ending cash balance.
573 30 41 0010 General Admin Fees	0.00	6,679.30	7,093.02	413.72	106.2%	Update based on revised estimates used in allocation calculation.
508 31 01 0103 Tourism-Ending Cash	0.00	430,777.22	951,484.99	520,707.77	220.9%	Update based on revised beginning cash and expenses.
308 31 00 0105 Affordable Housing-Beg Balance	17,455.62	17,435.11	17,455.62	20.51	100.1%	Actual 2023 ending cash balance.
508 31 00 0105 Affordable Housing-Ending Balance	0.00	22,435.11	22,455.62	20.51	100.1%	Update based on actual beginning balance.
308 41 00 0107 HEALing SCARS-Beg. Balance	10,246.39	10,190.57	10,246.39	55.82	100.5%	Actual 2023 ending cash balance.
508 41 00 0107 HEALing SCARS-Ending Balance	0.00	10,190.57	10,246.39	55.82	100.5%	Update based on actual beginning cash.
308 31 00 0300 Cap Imp Reserved Begin C&I	253,774.05	193,933.55	253,774.05	59,840.50	130.9%	Actual 2023 ending cash balance.
597 18 00 0311 Transfers-Out - To 311 First Street	0.00	19,699.00	31,221.00	11,522.00	158.5%	Update based on revised actual expenses to complete pre-construction engineering
597 18 00 0314 Transfer Out to 314 Lasher	0.00	0.00	5,000.00	5,000.00	0.0%	Costs not covered by grant
508 31 00 0300 Cap. Imp.-Ending Cash	0.00	194,234.55	237,553.05	43,318.50	122.3%	Actual beginning cash and expenses.
333 20 20 0002 First St.-TA Grant	0.00	663,000.00	776,000.00	113,000.00	117.0%	Revised grant received.
334 03 80 0311 Fist St-TIB Grant	0.00	221,186.00	242,000.00	20,814.00	109.4%	Revised grant received.

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311 First Street

Revenues	YTD	Original	Proposed	Difference		Remarks
397 Interfund Transfers						
397 00 00 1311 First St-Transfer In From CIP	0.00	19,699.00	31,221.00	11,522.00	158.5%	Update based on actual pre-construction contracts not covered by grants
595 10 41 0001 First St-Construction	234.60	903,885.00	854,853.00	(49,032.00)	94.6%	Update based on actual contracts
595 10 41 0311 First St-Engineering Svc	36,358.85	0.00	194,368.00	194,368.00	0.0%	Update based on actual contracts
308 91 00 0312 Columbia Ave Beginning Balance	(19,620.00)	0.00	(19,620.00)	(19,620.00)	0.0%	Actual 2023 ending cash balance.
334 03 10 0312 Columbia Ave-DOE IPG	19,620.00	0.00	19,620.00	19,620.00	0.0%	Revenue received.
334 03 60 0314 Lasher-WSDOT Grant	0.00	0.00	350,000.00	350,000.00	0.0%	Actual contracted grant amount
397 03 00 0314 Lasher-Transfer in from CIP	0.00	0.00	5,000.00	5,000.00	0.0%	Costs not covered by grant
594 54 41 0314 Lasher-Consultant Engineer	0.00	0.00	355,000.00	355,000.00	0.0%	Grant contracted costs and minor incidentals (advertising, etc)
308 51 00 0400 WS Unreserved Begin CA & Invest	1,050,601.86	1,446,600.22	1,050,601.86	(395,998.36)	72.6%	Actual 2023 ending cash balance.
308 51 01 0400 WS Res Begin C&I System Dev Water	607,546.75	575,571.75	607,546.75	31,975.00	105.6%	Actual 2023 ending cash balance.
308 51 02 0400 WS Res Begin C&I System Dev Sewer	247,035.18	225,830.18	247,035.18	21,205.00	109.4%	Actual 2023 ending cash balance.
343 40 00 0000 Water Sales	476,210.94	856,261.25	956,261.25	100,000.00	111.7%	Update based on new rates
534 10 41 0001 General Admin Fee	0.00	97,264.00	102,429.05	5,165.05	105.3%	Update based on revised costs in allocation calculation
534 20 41 0000 WA-Admin Planning Water - Consulting	35,609.58	79,310.00	139,310.00	60,000.00	175.7%	Additional water source analysis
534 70 41 0000 WA-Computer Services/Repair	15,652.27	20,394.00	30,394.00	10,000.00	149.0%	Update based on actual service contract for support
534 80 42 0000 WA-Telephone	1,944.37	2,121.80	3,121.80	1,000.00	147.1%	Based on actual YTD costs
534 80 45 0099 WA-Eq Svc Internal - Water	47,939.36	56,227.70	68,227.70	12,000.00	121.3%	Based on actual YTD costs
534 80 46 0000 WA-Insurance	47,058.05	45,668.90	47,668.90	2,000.00	104.4%	Based on actual YTD costs
534 90 44 0000 WA-Taxes	20,555.05	42,452.44	50,452.44	8,000.00	118.8%	Based on actual YTD costs and increased tax bracket due to revenue received
535 10 41 0001 WW-General Admin Fee	0.00	109,738.68	115,171.42	5,432.74	105.0%	Update based on revised costs in allocation calculation

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400 Water/Sewer Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
535 Sewer						
535 70 41 0000 WW-Computer Services/Repair	12,964.54	10,454.50	20,454.50	10,000.00	195.7%	Update based on actual service contract for support
535 80 45 0099 WW-Eq Svc Internal - Sewer	53,914.71	47,740.50	77,740.50	30,000.00	162.8%	Based on actual YTD costs
535 80 46 0000 Sewer Insurance	39,389.62	35,621.51	39,621.51	4,000.00	111.2%	Based on actual YTD costs
535 84 47 0001 WW-Plant Water	19,608.23	22,278.90	32,278.90	10,000.00	144.9%	Based on actual YTD costs
594 34 62 4009 Water Plant Improvements-Contracted	0.00	160,000.00	100,000.00	(60,000.00)	62.5%	Moved to Water Services for Long-Term Water Study
597 10 00 1415 Water Transfer Out to 415 Cascade Ave	0.00	0.00	1,775.00	1,775.00	0.0%	Mark-up costs not covered by Loan reimbursement
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	22,500.89	999,143.90	975,876.34	(23,267.56)	97.7%	Revised estimate
597 10 00 0415 WWater Transfer Out to 415 Cascade Ave	0.00	0.00	1,775.00	1,775.00	0.0%	Mark-up costs not covered by Loan reimbursement
508 51 00 0400 WS-Ending Cash	0.00	446,427.51	272,548.92	(173,878.59)	61.1%	Update based on revised beginning cash and expenses
508 51 01 0400 WS-Water Reserve	0.00	562,245.75	394,220.75	(168,025.00)	70.1%	Update based on revised beginning cash and expenses
508 51 02 0400 WS-WW Reserve	0.00	132,362.18	153,567.18	21,205.00	116.0%	Update based on revised beginning cash and expenses
308 51 00 0410 WW Sys Upgrades Beg Cash & Invest.	(759,760.33)	(1,080,600.53)	(759,760.33)	320,840.20	70.3%	Actual 2023 ending cash balance.
331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrades	0.00	2,271,374.53	1,977,175.02	(294,199.51)	87.0%	Update based on remaining contract amount
331 66 00 0000 EPA Grant-WWTP Construction	550,270.09	2,500,000.00	550,270.09	(1,949,729.91)	22.0%	Update based on actuals
391 20 00 0000 USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades	386,114.19	661,270.18	619,320.07	(41,950.11)	93.7%	Update based on remaining contract amount
391 90 00 0410 DOE Construction Loan	1,302,777.30	2,010,777.87	1,849,608.52	(161,169.35)	92.0%	Update based on remaining contract amount
397 05 00 0030 Transfer In from ARPA Fund	0.00	0.00	298,313.00	298,313.00	0.0%	Update based on project costs approved at the June 27th special meeting.
397 05 00 0410 Transfer In from Water/Sewer Fund	22,500.89	999,143.90	975,876.34	(23,267.56)	97.7%	Update based on revised actuals and estimates

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410 Wastewater System Upgrades

Expenditures	YTD	Original	Proposed	Difference	%	Remarks
591 Debt Service						
592 35 83 0410 USDA-Interim Interest & Issuance Costs	8,207.54	0.00	12,000.00	12,000.00	0.0%	Update basd on revised estimates
594 35 31 4114 WWTP-Lab Equipment	6,543.81	0.00	7,000.00	7,000.00	0.0%	Update based on actual costs
594 35 41 4104 Coll. Sys. Upgrades Consultant Svs	114,805.08	190,000.00	249,600.85	59,600.85	131.4%	Update based on contracted costs
594 35 41 4105 Coll. Sys. Upgrades Construction Svs	1,791,926.70	2,706,863.97	2,709,786.97	2,923.00	100.1%	Update based on contracted costs
594 35 41 4110 WWTP-Consultant Services	166,773.41	632,370.00	586,764.17	(45,605.83)	92.8%	Update based on contracted costs
594 35 41 4111 WWTP-Construction Services	1,244,535.15	3,600,000.00	1,712,918.74	(1,887,081.26)	47.6%	Update based on contracted costs
391 90 00 0415 Cascade Improv-PWB Loan Proceeds	0.00	0.00	164,683.00	164,683.00	0.0%	Pre-construction engineering reimbursement estimate
397 10 00 0415 Cascade Improv - Transfer from WS Fund	0.00	0.00	1,775.00	1,775.00	0.0%	Costs not reimbursed by loan-subconsultant mark-up
397 10 00 1415 Cascade Improv - Water Transfer from WS Fund	0.00	0.00	1,775.00	1,775.00	0.0%	Costs not reimbursed by loan-subconsultant mark-up
594 35 41 4151 Cascade Ave. Utility Improv.-Consultant Services	28,647.00	0.00	168,233.00	168,233.00	0.0%	Contracted costs
308 51 00 0500 ES Unreserved Begin CA & Invest	84,171.92	85,317.74	84,171.92	(1,145.82)	98.7%	Actual 2023 ending cash balance.
348 00 00 0000 Equipment Rental-Internal	155,469.79	220,000.00	231,000.00	11,000.00	105.0%	Revised based on actuals
391 50 00 0001 Equipment Lease	0.00	450,000.00	500,000.00	50,000.00	111.1%	Loan amount requested
548 65 10 0000 Maintenance Salary	21,238.92	39,690.00	42,315.00	2,625.00	106.6%	Revised based on actuals
548 65 20 0000 Maintenance Benefits	11,407.59	19,278.00	19,278.00	0.00	100.0%	Revised based on actuals
548 65 31 0000 Tires	3,236.86	5,200.00	6,500.00	1,300.00	125.0%	Revised based on actuals
548 65 41 0001 General Gov. Admin	0.00	13,654.10	14,585.85	931.75	106.8%	Revised costs for allocation calculation
594 48 64 0000 Equipment Purchase	178,852.75	450,000.00	500,000.00	50,000.00	111.1%	Actual loan requested
508 51 00 0500 ES-Ending Cash	0.00	20,045.64	25,043.07	4,997.43	124.9%	Revised beginning cash and expenses.

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Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	1,690,845.05	1,312,435.98	2,020,680.08	708,244.10	154.0%
010 General Reserve Fund	344,042.65	335,258.75	344,042.65	8,783.90	102.6%
020 Fire Reserve Fund	1,902,519.12	1,778,960.29	1,902,519.12	123,558.83	106.9%
030 ARPA	0.00	0.00	0.00	0.00	0.0%
100 Street Fund	71,567.58	335,111.35	333,560.43	(1,550.92)	99.5%
103 Tourism Promo & Develop Fund	1,284,100.01	762,978.52	1,284,100.01	521,121.49	168.3%
105 Affordable Housing Fund	17,455.62	17,435.11	17,455.62	20.51	100.1%
107 HEALing SCARS Fund	10,246.39	10,190.57	10,246.39	55.82	100.5%
300 Capital Improvement Fund	253,774.05	193,933.55	253,774.05	59,840.50	130.9%
311 First Street	0.00	903,885.00	1,049,221.00	145,336.00	116.1%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
313 Park Plaza Fund	0.00	0.00	0.00	0.00	0.0%
314 Lasher Street Improv. Fund	0.00	0.00	355,000.00	355,000.00	0.0%
400 Water/Sewer Fund	2,381,394.73	3,104,263.40	2,861,445.04	(242,818.36)	92.2%
406 Wastewater Short Lived Asset Res. Fu	0.00	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	1,501,902.14	7,361,965.95	5,510,802.71	(1,851,163.24)	74.9%
415 Cascade Avenue Utility Improvement	0.00	0.00	168,233.00	168,233.00	0.0%
420 Cascade Avenue Mitigation Fund	0.00	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	239,641.71	755,317.74	815,171.92	59,854.18	107.9%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	9,697,489.05	16,871,736.21	16,926,252.02	54,515.81	100.3%
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001 General Expense Fund	148,329.98	1,124,812.05	1,833,056.15	708,244.10	163.0%
010 General Reserve Fund	0.00	335,258.75	344,042.65	8,783.90	102.6%
020 Fire Reserve Fund	0.00	1,803,960.29	1,927,519.12	123,558.83	106.8%
030 ARPA	0.00	298,313.00	298,313.00	0.00	100.0%
100 Street Fund	0.00	131,855.42	130,304.50	(1,550.92)	98.8%
103 Tourism Promo & Develop Fund	0.00	437,456.52	958,578.01	521,121.49	219.1%
105 Affordable Housing Fund	0.00	22,435.11	22,455.62	20.51	100.1%
107 HEALing SCARS Fund	0.00	10,190.57	10,246.39	55.82	100.5%
300 Capital Improvement Fund	0.00	213,933.55	273,774.05	59,840.50	128.0%
311 First Street	36,593.45	903,885.00	1,049,221.00	145,336.00	116.1%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
313 Park Plaza Fund	0.00	0.00	0.00	0.00	0.0%
314 Lasher Street Improv. Fund	0.00	0.00	355,000.00	355,000.00	0.0%
400 Water/Sewer Fund	317,136.67	2,869,452.27	2,626,633.91	(242,818.36)	91.5%
406 Wastewater Short Lived Asset Res. Fu	0.00	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	3,332,791.69	7,129,233.97	5,278,070.73	(1,851,163.24)	74.0%
415 Cascade Avenue Utility Improvement	28,647.00	0.00	168,233.00	168,233.00	0.0%
420 Cascade Avenue Mitigation Fund	0.00	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	214,736.12	547,867.74	607,721.92	59,854.18	110.9%

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Fund	YTD	Budgeted	Proposed	Difference	
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	4,078,234.91	15,828,654.24	15,883,170.05	54,515.81	100.3%
Excess/(Deficit):	5,619,254.14	1,043,081.97	1,043,081.97		

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001 General Expense Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
308 Beginning Balances						
308 91 00 0001 Unreserved Cash & Investments	1,499,109.80	930,756.45	1,499,109.80	568,353.35	161.1%	Actual 2023 ending cash balance.
100 Unreserved	1,499,109.80	930,756.45	1,499,109.80	568,353.35	161.1%	
308 51 01 0001 Reserved Cash - Unemployment	33,414.00	33,413.82	33,414.00	0.18	100.0%	Actual 2023 ending cash balance.
102 Unemployment Reserve	33,414.00	33,413.82	33,414.00	0.18	100.0%	
308 31 02 0001 Reserved Cash - Custodial	51,135.13	51,135.13	51,135.13	0.00	100.0%	
104 Custodial Reserve	51,135.13	51,135.13	51,135.13	0.00	100.0%	
308 Beginning Balances	1,583,658.93	1,015,305.40	1,583,658.93	568,353.53	156.0%	
310 Taxes						
311 10 00 0000 General Property Tax	340,229.76	551,865.92	551,865.92	0.00	100.0%	
311 Property Tax	340,229.76	551,865.92	551,865.92	0.00	100.0%	
313 11 00 0000 Sales Tax	215,240.00	450,000.00	450,000.00	0.00	100.0%	
313 71 00 0000 Local Criminal Justice Tax	16,890.28	30,000.00	30,000.00	0.00	100.0%	
313 Sales Tax	232,130.28	480,000.00	480,000.00	0.00	100.0%	
316 43 00 0000 Natural Gas Utility Tax	25,130.40	13,500.00	13,500.00	0.00	100.0%	
316 45 00 0000 Garbage Utility Tax	8,550.74	7,500.00	7,500.00	0.00	100.0%	
316 46 00 0000 Cable TV Utility Tax	1,169.83	3,000.00	3,000.00	0.00	100.0%	
316 47 00 0000 Telephone Utility Tax	7,915.86	8,000.00	8,000.00	0.00	100.0%	
316 Utility Tax	42,766.83	32,000.00	32,000.00	0.00	100.0%	
317 20 00 0000 Leasehold Tax	16,579.38	16,000.00	16,000.00	0.00	100.0%	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	0.00	0.00	0.00	0.00	0.0%	

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001 General Expense Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
310 Taxes						
317 Other Tax	16,579.38	16,000.00	16,000.00	0.00	100.0%	
310 Taxes	631,706.25	1,079,865.92	1,079,865.92	0.00	100.0%	
320 Licenses & Permits						
321 99 01 0000 Business Licenses	1,951.65	1,400.00	1,400.00	0.00	100.0%	
321 99 02 0000 Peddlers & Solicitors Permit	0.00	0.00	0.00	0.00	0.0%	
321 99 03 0000 Vacation Rental Licenses	2,266.67	1,500.00	1,500.00	0.00	100.0%	
321 Licenses	4,218.32	2,900.00	2,900.00	0.00	100.0%	
322 10 00 0000 Building Permits	5.00	0.00	0.00	0.00	0.0%	
322 Permits	5.00	0.00	0.00	0.00	0.0%	
320 Licenses & Permits	4,223.32	2,900.00	2,900.00	0.00	100.0%	
330 Intergovernmental Revenues						
334 02 70 0000 RCO Parks Planning Grant	97,338.13	25,000.00	100,000.00	75,000.00	400.0%	Revenue received.
330 Grants	97,338.13	25,000.00	100,000.00	75,000.00	400.0%	
335 00 91 0000 PUD Privilege Tax (in Lieu)	0.00	11,000.00	11,000.00	0.00	100.0%	
335 State Shared	0.00	11,000.00	11,000.00	0.00	100.0%	
336 06 21 0000 Criminal Justice - Low Population	750.00	1,000.00	1,000.00	0.00	100.0%	
336 06 25 0000 Criminal Justice - Contracted Services	2,611.96	2,500.00	2,500.00	0.00	100.0%	
336 06 26 0000 Criminal Justice - Special Programs	1,559.19	2,092.50	2,092.50	0.00	100.0%	

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001 General Expense Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
330 Intergovernmental Revenues						
336 06 42 0000 Marijuana Excise Tax	3,074.74	2,858.15	2,858.15	0.00	100.0%	
336 06 51 0000 DUI/Other Crim Justice Assist	118.75	0.00	0.00	0.00	0.0%	
336 06 94 0000 Liquor Excise Tax	7,998.45	11,206.50	11,206.50	0.00	100.0%	
337 40 00 0000 Private Harvest Tax	6.56	0.00	0.00	0.00	0.0%	
336 State Entitlements, Impact Pa	16,119.65	19,657.15	19,657.15	0.00	100.0%	
337 40 00 0001 Pool District Loan Repayment-Principal	0.00	20,200.00	0.00	(20,200.00)	0.0%	Removed-Loan paid off in 2023.
337 Interlocal Loan Repayments	0.00	20,200.00	0.00	(20,200.00)	0.0%	
330 Intergovernmental Revenues	113,457.78	75,857.15	130,657.15	54,800.00	172.2%	
340 Charges For Goods & Services						
341 43 00 0000 General Admin Services	0.00	283,445.71	298,156.28	14,710.57	105.2%	Based on revised costs
341 81 00 0000 Printing/Photocopy Services	0.00	0.00	0.00	0.00	0.0%	
342 33 05 0000 Active Probation Fee	5,317.56	7,000.00	7,000.00	0.00	100.0%	
341 Admin, Printing & Probation	5,317.56	290,445.71	305,156.28	14,710.57	105.1%	
342 21 00 0000 Fire District II Fire Control	40,106.26	19,620.00	50,000.00	30,380.00	254.8%	Revised estimates based on actual costs.
342 Fire District 2	40,106.26	19,620.00	50,000.00	30,380.00	254.8%	
345 83 00 0000 Planning Fees	2,255.00	4,500.00	4,500.00	0.00	100.0%	
345 Planning	2,255.00	4,500.00	4,500.00	0.00	100.0%	
341 93 00 0000 Port of Cascade Locks-Facilities Maint	0.00	0.00	0.00	0.00	0.0%	
376 Parks	0.00	0.00	0.00	0.00	0.0%	
340 Charges For Goods & Services	47,678.82	314,565.71	359,656.28	45,090.57	114.3%	

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001 General Expense Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
350 Fines & Penalties					
353 10 00 0000 Traffic Infractions/Parking	642.10	5,000.00	5,000.00	0.00	100.0%
353 70 00 0000 Non-Traffic Infractions	0.00	100.00	100.00	0.00	100.0%
355 20 00 0000 DUI Fines	214.09	1,000.00	1,000.00	0.00	100.0%
355 80 00 0000 Criminal Traffic Fines	1,456.55	1,000.00	1,000.00	0.00	100.0%
356 90 00 0000 Criminal Non-Traffic Fines	433.31	600.00	600.00	0.00	100.0%
357 37 00 0000 Court Cost Recoupments	3,296.51	5,000.00	5,000.00	0.00	100.0%
100 General Fines & Penalties	6,042.56	12,700.00	12,700.00	0.00	100.0%
350 Fines & Penalties	6,042.56	12,700.00	12,700.00	0.00	100.0%
360 Interest & Other Earnings					
367 10 00 0000 Fire Donations	50.00	0.00	0.00	0.00	0.0%
361 11 00 0000 Interest Income/General Fund	27,703.32	5,000.00	5,000.00	0.00	100.0%
361 40 00 0000 Sales Tax Interest	1,465.55	200.00	200.00	0.00	100.0%
369 91 00 0000 Miscellaneous Income	1,090.81	300.00	300.00	0.00	100.0%
100 General Interest Income	30,259.68	5,500.00	5,500.00	0.00	100.0%
362 00 00 0000 Park Rentals	660.00	2,500.00	2,500.00	0.00	100.0%
376 Parks	660.00	2,500.00	2,500.00	0.00	100.0%
360 Interest & Other Earnings	30,969.68	8,000.00	8,000.00	0.00	100.0%
380 Non Revenues					
322 10 00 0004 Building Permit Fees-County Pass Through	20,876.86	0.00	40,000.00	40,000.00	0.0% Update to account for matching expenditures.
380 Non Revenues	20,876.86	0.00	40,000.00	40,000.00	0.0%

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001 General Expense Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
390 Other Financing Sources					
395 10 00 0001 Sales of Capital Assets (Timber)	5,074.25	0.00	0.00	0.00	0.0%
390 Other Financing Sources	5,074.25	0.00	0.00	0.00	0.0%
Fund Revenues:	2,443,688.45	2,509,194.18	3,217,438.28	708,244.10	128.2%

Expenditures	YTD	Original	Proposed	Difference	Remarks
511 Legislative					
511 30 41 0000 Ordinance Codification	0.00	2,500.00	2,500.00	0.00	100.0%
511 30 44 0000 Legislative Publishing	5,845.84	3,500.00	3,500.00	0.00	100.0%
511 60 10 0000 Council Salary	9,750.00	24,000.00	24,000.00	0.00	100.0%
511 60 20 0000 Council Benefits	774.52	1,500.00	1,500.00	0.00	100.0%
511 60 43 0000 Travel/Lodging Council	0.00	500.00	500.00	0.00	100.0%
511 60 49 0000 Tuition Council	0.00	5,000.00	5,000.00	0.00	100.0%
511 Legislative	16,370.36	37,000.00	37,000.00	0.00	100.0%

512 Judicial					
512 52 10 0001 Court Clerk Salary	3,252.76	5,400.00	5,400.00	0.00	100.0%
512 52 20 0001 Court Clerk Benefits	37.20	2,160.00	2,160.00	0.00	100.0%
512 52 31 0000 Court Supplies	0.00	0.00	0.00	0.00	0.0%
512 52 41 0001 Jury	954.35	1,200.00	1,200.00	0.00	100.0%
Management/Courtroom Use					
512 52 41 0002 Interpreter Fees	0.00	500.00	500.00	0.00	100.0%
512 52 41 0003 Municipal Court Contract	11,665.00	20,000.00	20,000.00	0.00	100.0%
512 52 51 0000 Sheriff Warrant Service Charge	0.00	250.00	250.00	0.00	100.0%
515 35 41 0000 Prosecuting Attorney County Contract	10,500.00	16,000.00	16,000.00	0.00	100.0%
515 93 41 0000 Indigent Defense	6,810.83	15,000.00	15,000.00	0.00	100.0%

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
512 Judicial						
512 Judicial	33,220.14	60,510.00	60,510.00	0.00	100.0%	
513 Executive						
513 10 10 0000 Mayor Salary	4,200.00	7,200.00	7,200.00	0.00	100.0%	
513 10 10 0001 City Administrator Salary	69,851.32	113,704.50	113,704.50	0.00	100.0%	
513 10 20 0000 Mayor Benefits	321.30	625.00	625.00	0.00	100.0%	
513 10 20 0001 City Administrator Benefits	1,318.93	29,359.68	29,359.68	0.00	100.0%	
513 10 43 0000 Travel/Lodging Mayor/Administrator	676.23	2,000.00	2,000.00	0.00	100.0%	
513 10 49 0000 Tuition Mayor/Administrator	960.00	1,000.00	1,000.00	0.00	100.0%	
513 Executive	77,327.78	153,889.18	153,889.18	0.00	100.0%	
514 Financial, Recording & Elections						
514 20 10 0001 Budgeting/Accounting Salary	52,694.62	81,579.96	81,579.96	0.00	100.0%	
514 20 20 0001 Budgeting/Accounting Benefits	3,727.97	25,957.26	25,957.26	0.00	100.0%	
514 20 41 0001 EBPP Fees General Fund	260.92	600.00	600.00	0.00	100.0%	
514 20 41 0002 Finance-Contractual Services	10,371.50	7,400.00	12,400.00	5,000.00	167.6%	Revised estimates based on actual costs for services.
514 20 41 0022 Audit Fee	0.00	7,000.00	7,000.00	0.00	100.0%	
514 20 43 0000 Travel Financial/Records	3,074.61	1,000.00	3,500.00	2,500.00	350.0%	Travel costs for additional training
514 20 46 0000 Clerk Bond Premiums	253.54	200.00	200.00	0.00	100.0%	
514 20 49 0000 Training/Tuition - Financial/Records	2,915.00	3,000.00	3,000.00	0.00	100.0%	
514 20 49 0001 Dues & Membership - Financial	685.00	1,200.00	1,200.00	0.00	100.0%	
514 20 49 0002 Fiduciary Fees/VISA	3,673.15	4,000.00	4,000.00	0.00	100.0%	
514 20 49 0003 Miscellaneous Charges	0.00	500.00	500.00	0.00	100.0%	

2024 PROPOSED BUDGET CHANGES

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference	%	Remarks
514 Financial, Recording & Elections						
514 30 10 0000 Minutes - Recording Fee Sal	1,203.76	2,781.14	2,781.14	0.00	100.0%	
514 30 20 0000 Minutes - Recording Fee Ben	100.71	247.21	247.21	0.00	100.0%	
514 41 41 0000 Elections	0.00	1,000.00	1,000.00	0.00	100.0%	
514 91 51 0000 Voter Registration Services	0.00	6,000.00	6,000.00	0.00	100.0%	
514 Financial, Recording & Elections	78,960.78	142,465.57	149,965.57	7,500.00	105.3%	
515 Legal Services						
515 41 41 0000 Advisory Board Services	8,510.00	15,000.00	15,000.00	0.00	100.0%	
515 41 43 0000 Travel - Legal	939.24	750.00	1,000.00	250.00	133.3%	Travel costs for additional training
515 41 49 0000 Training & Tuition - Legal	0.00	750.00	750.00	0.00	100.0%	
515 Legal Services	9,449.24	16,500.00	16,750.00	250.00	101.5%	
517 Employee Benefit Programs						
517 70 22 0000 Unemployment Claims	155.62	10,000.00	10,000.00	0.00	100.0%	
517 70 25 0000 Old Age Survivor Insurance	25.00	25.00	25.00	0.00	100.0%	
517 90 26 0000 Staff Wellness	0.00	500.00	500.00	0.00	100.0%	
517 Employee Benefit Programs	180.62	10,525.00	10,525.00	0.00	100.0%	
518 Centralized Services						
518 20 44 0000 DNR Fire Control Assessment	23.50	0.00	0.00	0.00	0.0%	
518 30 10 0000 Building Repair Salary	1,903.23	6,300.00	6,300.00	0.00	100.0%	
518 30 20 0000 Building Repair Benefits	1,053.36	3,150.00	3,150.00	0.00	100.0%	
518 30 31 0000 Household Supplies/Repairs	252.04	1,000.00	1,000.00	0.00	100.0%	
518 30 31 0001 Building Repair Supplies	0.00	3,000.00	3,000.00	0.00	100.0%	

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
518 Centralized Services						
518 30 41 0000 Custodial Services	400.00	1,000.00	1,000.00	0.00	100.0%	
518 30 41 0001 Contractual Services	12,662.85	28,700.00	28,700.00	0.00	100.0%	
518 30 44 0000 HR-Advertisement	0.00	1,000.00	1,000.00	0.00	100.0%	
518 30 45 0099 Eq Svc Internal-Bldg	2,501.69	1,000.00	1,000.00	0.00	100.0%	
Repair						
518 30 46 0000 Insurance - Liability	26,048.86	25,560.00	26,560.00	1,000.00	103.9%	Increased insurance costs
518 30 47 0000 Heat & Lights	2,387.54	3,500.00	4,500.00	1,000.00	128.6%	Revised estimate due to increased actual costs
518 30 47 0001 City Hall Water/Sewer	1,475.21	1,463.32	3,000.00	1,536.68	205.0%	Revised estimate due to increased actual costs
518 30 48 0000 Building Repair Services	36.56	0.00	0.00	0.00	0.0%	
518 40 31 0000 Office Supplies	4,557.62	10,000.00	10,000.00	0.00	100.0%	
518 40 41 0000 General Gov.	34,964.67	29,000.00	39,800.00	10,800.00	137.2%	Revised estimate due to increased actual costs
Contractual Services						
518 40 42 0000 Central Services	1,986.99	4,000.00	4,000.00	0.00	100.0%	
Telephone						
518 40 42 0001 Miscellaneous - Postage	0.00	500.00	500.00	0.00	100.0%	
518 90 49 0001 Dues And Membership	1,469.00	3,000.00	3,000.00	0.00	100.0%	
- General Govt						
594 18 62 0000 City Hall Improvements	0.00	0.00	0.00	0.00	0.0%	
594 18 64 0000 Office	0.00	0.00	0.00	0.00	0.0%	
Furniture/Equipment						
594 18 64 0001 Computer Equipment	0.00	0.00	0.00	0.00	0.0%	
518 Centralized Services	91,723.12	122,173.32	136,510.00	14,336.68	111.7%	
521 Law Enforcement						
521 20 41 0000 Police Services	146,742.75	251,560.00	251,560.00	0.00	100.0%	
521 20 41 0001 CR Jus #4 Basic Law	1,703.80	2,700.00	2,700.00	0.00	100.0%	
Enforcemnt						
521 30 41 0000 CR Jus #1 Drug/Alcohol	1,017.07	1,600.00	1,600.00	0.00	100.0%	
ED						
523 30 41 0000 Probation And Parole	5,317.56	10,000.00	10,000.00	0.00	100.0%	
Services						
523 60 41 0000 Jail Services	7,715.00	13,000.00	13,000.00	0.00	100.0%	

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
521 Law Enforcement						
521 Law Enforcement	162,496.18	278,860.00	278,860.00	0.00	100.0%	
522 Fire Control						
522 10 10 0000 Fire Chief/Administration - Salaries	7,000.00	12,000.00	12,000.00	0.00	100.0%	
522 10 20 0000 Fire Chief/Administration - Benefits	535.50	1,000.00	1,000.00	0.00	100.0%	
522 20 10 0000 Fire Contract Volunteer Reimb	0.00	16,000.00	16,000.00	0.00	100.0%	
522 20 20 0000 Firefighter Benefits	0.00	1,000.00	1,000.00	0.00	100.0%	
522 20 24 0000 Firefighter Pension/Disability	0.00	2,500.00	2,500.00	0.00	100.0%	
522 20 31 0000 Fire Supplies	15,543.00	15,000.00	25,000.00	10,000.00	166.7%	Revised estimate due to increased actual costs and revised split
522 20 32 0000 Fire Truck Fuel	310.25	1,000.00	1,000.00	0.00	100.0%	
522 20 41 0000 Fire-Contractual Services	420.00	20,000.00	20,000.00	0.00	100.0%	
522 20 42 0000 Fire Telephone	767.18	1,400.00	1,400.00	0.00	100.0%	
522 20 46 0000 Fire Truck Insurance	2,393.37	2,545.00	2,545.00	0.00	100.0%	
522 20 48 0000 Fire Hydrant	25.68	1,000.00	1,000.00	0.00	100.0%	
522 20 49 0001 Dues & Memb./Sub. City Fire	0.00	250.00	350.00	100.00	140.0%	Revised cost split to 70/30
522 30 10 0000 Fire Support Salary	2,052.00	5,000.00	5,000.00	0.00	100.0%	
522 30 20 0000 Fire Support Benefits	752.86	2,500.00	2,500.00	0.00	100.0%	
522 30 31 0001 Fire Prevention Supplies City	0.00	500.00	700.00	200.00	140.0%	Revised cost split to 70/30
522 30 41 0000 Fire Investigations	0.00	1,000.00	1,000.00	0.00	100.0%	
522 30 45 0099 Eq Svc Internal - Fire Support	737.98	2,500.00	2,500.00	0.00	100.0%	
522 45 43 0000 Travel - Fire Department	0.00	500.00	500.00	0.00	100.0%	

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
522 Fire Control						
522 45 49 0000 Fire Department Training	1,678.66	3,000.00	4,200.00	1,200.00	140.0%	Revised cost split to 70/30
522 50 47 0000 Fire Hall Heat And Lights	3,963.73	3,000.00	6,000.00	3,000.00	200.0%	Revised estimate based on actual costs
522 50 47 0001 Fire Hall Water-Sewer	2,539.61	5,512.50	5,512.50	0.00	100.0%	
522 50 47 0099 Water on Demand For Hydrants-Internal	0.00	4,000.00	4,000.00	0.00	100.0%	
522 50 48 0000 Fire Hall Repair	9,267.59	60,000.00	84,000.00	24,000.00	140.0%	Revised cost split to 70/30
522 60 48 0000 Fire Equipment Repair	3,783.00	6,000.00	8,400.00	2,400.00	140.0%	Revised cost split to 70/30
202 Fire Department	51,770.41	167,207.50	208,107.50	40,900.00	124.5%	
522 20 31 0002 Fire Supplies FD II	11,666.53	20,000.00	20,000.00	0.00	100.0%	
522 20 32 0002 Fire Truck Fuel FDII	985.00	1,000.00	3,000.00	2,000.00	300.0%	Revised estimate due to increased actual costs
522 20 49 0002 Dues & Membership/Subscriptions FD II	0.00	250.00	150.00	(100.00)	60.0%	Revised cost split to 70/30
522 30 31 0020 Fire Prevention Supplies FDII	0.00	500.00	300.00	(200.00)	60.0%	Revised cost split to 70/30
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.00	0.0%	
522 45 49 0002 Fire Training FD II	719.42	3,000.00	1,800.00	(1,200.00)	60.0%	Revised cost split to 70/30
522 50 48 0001 Fire Dist II-Fire Hall Repair	9,202.96	60,000.00	36,000.00	(24,000.00)	60.0%	Revised cost split to 70/30
522 60 48 0002 Fire Equipment Repair FDII	0.00	6,000.00	3,600.00	(2,400.00)	60.0%	Revised cost split to 70/30
203 Fire District 2	22,573.91	90,750.00	64,850.00	(25,900.00)	71.5%	
522 Fire Control	74,344.32	257,957.50	272,957.50	15,000.00	105.8%	
524 Protective Inspections						
524 60 40 0000 Protective Inspections/Code Enforcement-Software Services	2,000.00	0.00	2,000.00	2,000.00	0.0%	CloudPermit contract for Code Enforcement

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference	%	Remarks
524 Protective Inspections						
524 Protective Inspections	2,000.00	0.00	2,000.00	2,000.00	0.0%	
528 Dispatch Services						
528 60 41 0000 Dispatch Fees - City	0.00	2,500.00	2,500.00	0.00	100.0%	
528 60 42 0000 Radio Contract	3,243.96	3,500.00	3,500.00	0.00	100.0%	
528 Dispatch Services	3,243.96	6,000.00	6,000.00	0.00	100.0%	
553 Conservation						
553 70 41 0000 Air Pollution Authority	449.00	500.00	500.00	0.00	100.0%	
553 Conservation	449.00	500.00	500.00	0.00	100.0%	
558 Planning & Community Devel						
518 63 40 0004 Building Permit Fees-County Pass Through Exp	19,066.86	0.00	40,000.00	40,000.00	0.0%	Estimated pass-through expenses-matched revenue
550 Building	19,066.86	0.00	40,000.00	40,000.00	0.0%	
558 50 10 0001 Current Planning Salary	23,133.49	78,750.00	78,750.00	0.00	100.0%	
558 50 20 0001 Current Planning Benefits	7,896.43	34,125.00	34,125.00	0.00	100.0%	
558 50 41 0000 Current Planning/ Building Consulting Services	19,010.00	15,000.00	15,000.00	0.00	100.0%	
558 50 41 0001 Current Planning/Building Software Services	2,000.00	0.00	2,000.00	2,000.00	0.0%	CloudPermit contract for Planning module
558 60 10 0000 Planning Salary	34,678.52	60,375.00	60,375.00	0.00	100.0%	
558 60 10 0001 Planning Recorder - Salaries	515.27	1,800.00	1,800.00	0.00	100.0%	
558 60 10 0002 Planning Commission Salaries	1,050.00	4,500.00	4,500.00	0.00	100.0%	
558 60 20 0000 Planning Benefits	14,594.81	27,168.75	27,168.75	0.00	100.0%	
558 60 20 0001 Planning Recorder - Benefits	43.86	180.00	180.00	0.00	100.0%	

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference	Remarks
558 Planning & Community Devel					
558 60 20 0002 Planning Commission Benefits	80.36	500.00	500.00	0.00	100.0%
558 60 31 0000 Planning Supplies	0.00	200.00	200.00	0.00	100.0%
558 60 41 0000 Planning & Professional Assist	12,654.06	70,000.00	70,000.00	0.00	100.0%
558 60 41 0001 Planning Publication	459.90	1,000.00	1,000.00	0.00	100.0%
558 60 43 0000 Travel - Planning/Prof Assistance	0.00	1,500.00	1,500.00	0.00	100.0%
558 60 49 0000 Training & Tuition - Planning	0.00	1,500.00	1,500.00	0.00	100.0%
558 60 49 0001 Dues & Membership - Planning	0.00	600.00	600.00	0.00	100.0%
558 60 49 0002 Planning Filing Fees/Misc	611.50	200.00	200.00	0.00	100.0%
560 Planning	116,728.20	297,398.75	299,398.75	2,000.00	100.7%
558 70 49 0001 EDC Assessment	13,690.00	26,485.00	26,485.00	0.00	100.0%
558 70 49 0002 MCEDD Services	0.00	1,200.00	1,200.00	0.00	100.0%
570 Economic Development	13,690.00	27,685.00	27,685.00	0.00	100.0%
558 Planning & Community Devel	149,485.06	325,083.75	367,083.75	42,000.00	112.9%
562 Public Health					
562 10 41 0000 Farmers Market Support	0.00	10,000.00	10,000.00	0.00	100.0%
562 Public Health	0.00	10,000.00	10,000.00	0.00	100.0%
565 Welfare					
565 10 49 0000 Food Bank Support	0.00	10,000.00	10,000.00	0.00	100.0%
565 Welfare	0.00	10,000.00	10,000.00	0.00	100.0%
566 Substance Abuse					

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
566 Substance Abuse						
566 72 42 0000 Substance Abuse/Liquor Excise	109.15	150.00	150.00	0.00	100.0%	
566 Substance Abuse	109.15	150.00	150.00	0.00	100.0%	
573 Cultural & Community Activities						
573 90 49 0000 Hosting of Meetings/Events	858.13	500.00	1,500.00	1,000.00	300.0%	Increased meetings hosted
573 Cultural & Community Activities	858.13	500.00	1,500.00	1,000.00	300.0%	
576 Park Facilities						
576 80 10 0000 Park Maintenance Salary	10,284.04	28,350.00	28,350.00	0.00	100.0%	
576 80 20 0000 Park Maintenance Benefits	3,871.81	14,742.00	14,742.00	0.00	100.0%	
576 80 31 0000 Parks Supplies	859.65	5,000.00	5,000.00	0.00	100.0%	
576 80 45 0099 Eq Svc Internal - Parks	3,979.19	20,000.00	20,000.00	0.00	100.0%	
576 80 47 0000 Parks Electricity	523.74	500.00	500.00	0.00	100.0%	
576 80 47 0001 Parks Water	468.16	1,800.00	1,800.00	0.00	100.0%	
576 80 48 0000 Parks - Contracted	385.00	0.00	0.00	0.00	0.0%	
576 Park Facilities	20,371.59	70,392.00	70,392.00	0.00	100.0%	
580 Non Expenditures						
589 99 00 0000 Payroll Clearing	(2,526.87)	0.00	0.00	0.00	0.0%	
580 Non Expenditures	(2,526.87)	0.00	0.00	0.00	0.0%	
597 Interfund Transfers						
597 00 01 0020 Transfers-Out - Fire Reserve	0.00	25,000.00	25,000.00	0.00	100.0%	
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	0.00	40,000.00	40,000.00	0.0%	Increased transfer to balance street budget

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001 General Expense Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
597 Interfund Transfers						
597 Interfund Transfers	0.00	25,000.00	65,000.00	40,000.00	260.0%	
999 Ending Balance						
508 91 00 0001 CE-Unreserved Ending Cash	0.00	897,138.73	1,483,296.15	586,157.42	165.3%	Revised ending cash balance estimate
100 Unreserved	0.00	897,138.73	1,483,296.15	586,157.42	165.3%	
508 51 01 0001 CE-Unemployment Reserve	0.00	33,414.00	33,414.00	0.00	100.0%	
102 Unemployment Reserve	0.00	33,414.00	33,414.00	0.00	100.0%	
508 31 02 0001 CE-Custodial	0.00	51,135.13	51,135.13	0.00	100.0%	
104 Custodial Reserve	0.00	51,135.13	51,135.13	0.00	100.0%	
999 Ending Balance	0.00	981,687.86	1,567,845.28	586,157.42	159.7%	
Fund Expenditures:	718,062.56	2,509,194.18	3,217,438.28	708,244.10	128.2%	
Fund Excess/(Deficit):	1,725,625.89	0.00	0.00			

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010 General Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 51 00 0010 General Reserve-Beginning Cash	344,042.65	335,258.75	344,042.65	8,783.90	102.6%	Actual 2023 ending cash balance.
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308 Beginning Balances	344,042.65	335,258.75	344,042.65	8,783.90	102.6%	
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360 Interest & Other Earnings

361 11 00 0010 General Res-Interest	5,900.25	0.00	0.00	0.00	0.0%	
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360 Interest & Other Earnings	5,900.25	0.00	0.00	0.00	0.0%	
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Fund Revenues:	349,942.90	335,258.75	344,042.65	8,783.90	102.6%	
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Expenditures	YTD	Original	Proposed	Difference		Remarks
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999 Ending Balance

508 51 00 0010 General Res-Ending Cash	0.00	335,258.75	344,042.65	8,783.90	102.6%	Revised beginning cash
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999 Ending Balance	0.00	335,258.75	344,042.65	8,783.90	102.6%	
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Fund Expenditures:	0.00	335,258.75	344,042.65	8,783.90	102.6%	
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Fund Excess/(Deficit):	349,942.90	0.00	0.00			
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020 Fire Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 51 00 0020 Fire Res-Beginning Cash	1,902,519.12	1,778,960.29	1,902,519.12	123,558.83	106.9%	Actual 2023 ending cash balance.
308 Beginning Balances	1,902,519.12	1,778,960.29	1,902,519.12	123,558.83	106.9%	

360 Interest & Other Earnings

361 11 00 0020 Fire Res-Interest	34,803.72	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	34,803.72	0.00	0.00	0.00	0.0%	

397 Interfund Transfers

397 02 00 0001 Fire Res-Transfer In From General Fund	0.00	25,000.00	25,000.00	0.00	100.0%	
397 Interfund Transfers	0.00	25,000.00	25,000.00	0.00	100.0%	

Fund Revenues:	1,937,322.84	1,803,960.29	1,927,519.12	123,558.83	106.8%	
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Expenditures	YTD	Original	Proposed	Difference		Remarks
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999 Ending Balance

508 51 00 0020 Fire Res-Ending Cash	0.00	1,803,960.29	1,927,519.12	123,558.83	106.8%	Revised beginning cash
999 Ending Balance	0.00	1,803,960.29	1,927,519.12	123,558.83	106.8%	

Fund Expenditures:	0.00	1,803,960.29	1,927,519.12	123,558.83	106.8%	
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Fund Excess/(Deficit):	1,937,322.84	0.00	0.00			
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030 ARPA						
Revenues	YTD	Original	Proposed	Difference		Remarks
308 Beginning Balances						
308 31 00 0030 ARPA-Beginning Balance	298,313.00	298,313.00	298,313.00	0.00	100.0%	
308 Beginning Balances	298,313.00	298,313.00	298,313.00	0.00	100.0%	
330 Intergovernmental Revenues						
332 92 10 0000 DOC-ARPA Distribution	0.00	0.00	0.00	0.00	0.0%	
330 Grants	0.00	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	298,313.00	298,313.00	298,313.00	0.00	100.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
597 Interfund Transfers						
597 35 00 0030 ARPA-Transfer to 410 WW Upgrades	0.00	0.00	298,313.00	298,313.00	0.0%	Update based on project costs approved at the June 27th special meeting.
597 Interfund Transfers	0.00	0.00	298,313.00	298,313.00	0.0%	
999 Ending Balance						
508 31 00 0030 ARPA-Ending Balance	0.00	298,313.00	0.00	(298,313.00)	0.0%	Update based on project costs approved at the June 27th special meeting.
999 Ending Balance	0.00	298,313.00	0.00	(298,313.00)	0.0%	
Fund Expenditures:	0.00	298,313.00	298,313.00	0.00	100.0%	
Fund Excess/(Deficit):	298,313.00	0.00	0.00			

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100 Street Fund

Revenues	YTD	Original	Proposed	Difference	%	Remarks
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308 Beginning Balances

308 51 00 0100 ST Unreserved Begin CA & Invest	71,567.58	258,025.50	71,567.58	(186,457.92)	27.7%	Actual 2023 ending cash balance.
308 51 01 0100 ST Unreserved Begin C&I Snow Reserve	10,000.00	10,000.00	10,000.00	0.00	100.0%	
308 Beginning Balances	81,567.58	268,025.50	81,567.58	(186,457.92)	30.4%	

310 Taxes

313 11 00 0100 Additional .5% Sales Tax	215,239.99	458,000.00	458,000.00	0.00	100.0%	
313 Sales Tax	215,239.99	458,000.00	458,000.00	0.00	100.0%	
316 42 00 0000 PUD Excise Tax	42,599.11	70,000.00	70,000.00	0.00	100.0%	
316 Utility Tax	42,599.11	70,000.00	70,000.00	0.00	100.0%	
310 Taxes	257,839.10	528,000.00	528,000.00	0.00	100.0%	

320 Licenses & Permits

322 10 00 0001 Streets-Public Works Permit Review	328.00	0.00	0.00	0.00	0.0%	
322 40 00 0000 Street ROW Applications & Permits	1,275.00	600.00	600.00	0.00	100.0%	
322 Permits	1,603.00	600.00	600.00	0.00	100.0%	
320 Licenses & Permits	1,603.00	600.00	600.00	0.00	100.0%	

330 Intergovernmental Revenues

334 03 80 0002 TIB Chipseal Grant	0.00	77,085.85	221,992.85	144,907.00	288.0%	Update based on grant received.
334 03 80 0003 TIB-McEvoy Overlay	0.00	0.00	0.00	0.00	0.0%	
337 00 00 0000 WCIA Risk Mitigation Grant	0.00	0.00	0.00	0.00	0.0%	
330 Grants	0.00	77,085.85	221,992.85	144,907.00	288.0%	

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100 Street Fund

Revenues	YTD	Original	Proposed	Difference	%	Remarks
330 Intergovernmental Revenues						
336 00 71 0000 Multimodal Transportation - Cities	1,003.18	1,984.00	1,984.00	0.00	100.0%	
336 00 87 0000 Street Fuel Tax-MVFT	15,371.92	28,272.00	28,272.00	0.00	100.0%	
336 06 95 0000 Liquor Profit Tax	5,907.13	11,702.50	11,702.50	0.00	100.0%	
336 State Entitlements, Impact Pa	22,282.23	41,958.50	41,958.50	0.00	100.0%	
330 Intergovernmental Revenues	22,282.23	119,044.35	263,951.35	144,907.00	221.7%	
360 Interest & Other Earnings						
361 11 00 0100 Interest Income - Streets	963.49	0.00	0.00	0.00	0.0%	
369 10 00 0000 Sale of Scrap Streets	292.50	0.00	0.00	0.00	0.0%	
101 Streets	1,255.99	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	1,255.99	0.00	0.00	0.00	0.0%	
390 Other Financing Sources						
395 20 00 0000 Insurance/Private Claims Reimbursement	7,528.44	0.00	0.00	0.00	0.0%	
101 Streets	7,528.44	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	7,528.44	0.00	0.00	0.00	0.0%	
397 Interfund Transfers						
397 00 00 0001 Transfer In From General Fund	0.00	0.00	40,000.00	40,000.00	0.0%	Update to retain 10% O&M expense as ending cash balance
397 01 00 0300 Transfer In From CIP	0.00	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	40,000.00	40,000.00	0.0%	
Fund Revenues:	372,076.34	915,669.85	914,118.93	(1,550.92)	99.8%	

2024 PROPOSED BUDGET CHANGES

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100 Street Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
542 Streets - Maintenance						
542 39 10 0000 Road Maintenance - Salaries	55,188.89	80,113.05	80,113.05	0.00	100.0%	
542 39 20 0000 Road Maintenance - Benefits	27,795.86	27,824.75	27,824.75	0.00	100.0%	
542 39 31 0000 Supplies-Roadway	44,592.11	15,000.00	15,000.00	0.00	100.0%	
542 39 31 0001 Chip Sealing and Overlay Supplies	0.00	35,000.00	35,000.00	0.00	100.0%	
542 39 41 0000 General Admin Fees-Internal	0.00	56,109.63	58,876.94	2,767.31	104.9%	Update based on revised estimates used in allocation calculation.
542 39 41 0001 Street Services-Roadway	14,503.83	16,200.00	16,200.00	0.00	100.0%	
542 39 42 0000 Telephone	134.67	200.00	200.00	0.00	100.0%	
542 39 45 0099 Eq Svc Internal - Road Maintenance	28,843.97	51,700.00	51,700.00	0.00	100.0%	
542 39 48 0000 Contracted Labor-Roadway	4,900.35	20,000.00	20,000.00	0.00	100.0%	
542 39 48 0001 Chip Sealing and Overlay Services	0.00	81,143.00	81,143.00	0.00	100.0%	
542 39 51 0000 Environmental Permits-Roadway	0.00	0.00	0.00	0.00	0.0%	
542 64 48 0000 Road Striping	0.00	8,400.00	8,400.00	0.00	100.0%	
542 67 47 0000 Litter Clean-Up	1,876.62	3,500.00	3,500.00	0.00	100.0%	
542 Roadway	177,836.30	395,190.43	397,957.74	2,767.31	100.7%	
542 40 10 0000 Storm Drain Maint - Salaries	8,787.22	12,600.00	12,600.00	0.00	100.0%	
542 40 20 0000 Storm Drain Maint - Benefits	5,220.60	7,350.00	7,350.00	0.00	100.0%	
542 40 31 0000 Storm Drain Maint - Supplies	0.00	2,000.00	2,000.00	0.00	100.0%	
542 40 45 0099 Eq Svc Internal - Storm Drain Maint	5,456.86	10,000.00	10,000.00	0.00	100.0%	

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100 Street Fund

Expenditures	YTD	Original	Proposed	Difference	Remarks
542 Streets - Maintenance					
542 40 47 0000 Dewatering Electricity Chesser	120.84	1,680.00	1,680.00	0.00	100.0%
542 40 48 0000 Storm Drain Maint - Contrlabor	4,554.04	700.00	700.00	0.00	100.0%
543 Stormwater	24,139.56	34,330.00	34,330.00	0.00	100.0%
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	0.00	0.00	0.00	0.0%
542 63 47 0000 Electricy - Street Lights	13,743.81	21,000.00	21,000.00	0.00	100.0%
542 63 47 0001 Street Landscaping Water	936.32	3,150.00	3,150.00	0.00	100.0%
542 63 48 0000 Repair/maintenance - ST Lights	187.21	3,000.00	3,000.00	0.00	100.0%
542 64 31 0000 Traffic Devices-Signs	6,900.66	12,000.00	12,000.00	0.00	100.0%
545 Lights, Signs, Paths, Landscap	21,768.00	39,150.00	39,150.00	0.00	100.0%
542 66 10 0000 Snow Removal - Salary	8,386.11	20,601.00	20,601.00	0.00	100.0%
542 66 20 0000 Snow Removal - Benefits	4,603.86	9,156.00	9,156.00	0.00	100.0%
542 66 31 0000 Snow Removal - Supplies	86.14	1,000.00	1,000.00	0.00	100.0%
542 66 41 0000 Snow Removal-Services	0.00	0.00	0.00	0.00	0.0%
542 66 45 0099 Eq Svc Internal - Snow Removal	8,502.73	4,200.00	4,200.00	0.00	100.0%
546 Snow Removal	21,578.84	34,957.00	34,957.00	0.00	100.0%
542 Streets - Maintenance	245,322.70	503,627.43	506,394.74	2,767.31	100.5%
543 Streets Admin & Overhead					
543 10 10 0000 General Administration Salaries	40,461.92	54,789.00	54,789.00	0.00	100.0%
543 10 20 0000 General Administration Benefits	18,927.93	21,858.38	21,858.38	0.00	100.0%

2024 PROPOSED BUDGET CHANGES

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100 Street Fund

Expenditures	YTD	Original	Proposed	Difference	Remarks
543 Streets Admin & Overhead					
543 31 10 0000 General Services Salaries	2,414.89	5,722.50	5,722.50	0.00	100.0%
543 31 20 0000 General Services Benefits	150.88	1,716.75	1,716.75	0.00	100.0%
543 31 41 0000 Computer Services-Street General	1,272.64	2,220.00	2,220.00	0.00	100.0%
543 31 41 0001 Contracted Services-Street General	9,592.71	50,000.00	50,000.00	0.00	100.0%
543 31 41 0022 Audit Fee	0.00	3,000.00	3,000.00	0.00	100.0%
543 31 43 0000 Travel - Streets	0.00	500.00	500.00	0.00	100.0%
543 31 46 0000 Insurance	14,395.00	14,990.00	14,990.00	0.00	100.0%
543 31 49 0000 Training - Streets	0.00	500.00	500.00	0.00	100.0%
543 31 49 0001 Misc/Recording Fees/Dues-Street General	800.00	1,000.00	1,000.00	0.00	100.0%
543 Streets Admin & Overhead	88,015.97	156,296.63	156,296.63	0.00	100.0%
544 Road & Street Operations					
544 20 41 0100 #14 ST Planning Professional Services	6,025.28	25,000.00	25,000.00	0.00	100.0%
544 Road & Street Operations	6,025.28	25,000.00	25,000.00	0.00	100.0%
566 Substance Abuse					
566 72 42 0100 Substance Abuse/Liquor Profits	118.14	0.00	0.00	0.00	0.0%
566 Substance Abuse	118.14	0.00	0.00	0.00	0.0%
594 Capital Expenditures					
595 30 41 0002 Lakeview Road Paving	0.00	145,000.00	145,000.00	0.00	100.0%
594 Capital Expenditures	0.00	145,000.00	145,000.00	0.00	100.0%

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100 Street Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
597 Interfund Transfers						
597 19 00 0000 Transfer Out To 311 First St	0.00	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%	
999 Ending Balance						
508 51 00 0100 Streets-Unreserved Ending Cash	0.00	75,745.79	71,427.56	(4,318.23)	94.3%	Update based on revised estimates and revised beginning cash balance.
508 51 01 0100 Streets-Snow Reserve	0.00	10,000.00	10,000.00	0.00	100.0%	
999 Ending Balance	0.00	85,745.79	81,427.56	(4,318.23)	95.0%	
Fund Expenditures:	339,482.09	915,669.85	914,118.93	(1,550.92)	99.8%	
Fund Excess/(Deficit):	32,594.25	0.00	0.00			

2024 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0103 Tourism Reserved C&I - Capital	100,000.00	100,000.00	100,000.00	0.00	100.0%	
308 31 01 0103 Tourism Reserved C&I - Rev. Shortfall	1,284,100.01	762,978.52	1,284,100.01	521,121.49	168.3%	Actual 2023 ending cash balance.
308 Beginning Balances	1,384,100.01	862,978.52	1,384,100.01	521,121.49	160.4%	

310 Taxes

313 31 00 0000 Stadium (Motel/Hotel) Tax	290,278.40	487,190.00	487,190.00	0.00	100.0%	
310 Taxes	290,278.40	487,190.00	487,190.00	0.00	100.0%	

360 Interest & Other Earnings

361 11 00 0103 Interest Income/Tourism	28,567.93	0.00	0.00	0.00	0.0%	
103 Tourism	28,567.93	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	28,567.93	0.00	0.00	0.00	0.0%	

Fund Revenues:	1,702,946.34	1,350,168.52	1,871,290.01	521,121.49	138.6%	
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Expenditures	YTD	Original	Proposed	Difference	Remarks
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573 Cultural & Community Activities

573 30 41 0000 Consultant Services, Chamber	67,999.96	116,000.00	116,000.00	0.00	100.0%	
573 30 41 0001 SBA Consultant Services	29,333.14	84,000.00	84,000.00	0.00	100.0%	
573 30 41 0002 Chamber Events	14,000.00	18,000.00	18,000.00	0.00	100.0%	
573 30 41 0004 County - Fair & Timber Carnival	0.00	5,000.00	5,000.00	0.00	100.0%	
573 30 41 0005 County - Bluegrass Festival	0.00	10,000.00	10,000.00	0.00	100.0%	
573 30 41 0008 County-Fireworks	0.00	12,800.00	12,800.00	0.00	100.0%	

2024 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
573 Cultural & Community Activities						
573 30 41 0010 General Admin Fees	0.00	6,679.30	7,093.02	413.72	106.2%	Update based on revised estimates used in allocation calculation.
573 90 10 0000 Promotion Salaries	447.68	5,000.00	5,000.00	0.00	100.0%	
573 90 10 0003 Promotion Field Salaries	537.75	3,300.00	3,300.00	0.00	100.0%	
573 90 20 0000 Promotion Benefits	27.90	1,000.00	1,000.00	0.00	100.0%	
573 90 20 0003 Promotion Field	272.77	1,700.00	1,700.00	0.00	100.0%	
Benefits						
573 90 31 0000 Promotion Supplies	345.28	0.00	0.00	0.00	0.0%	
573 90 41 0002 CRGIC Consultant	33,149.99	75,000.00	75,000.00	0.00	100.0%	
Services						
573 90 41 0003 X-Fest Event	0.00	1,000.00	1,000.00	0.00	100.0%	
573 90 41 0004 Dog Mountain Shuttle	0.00	10,000.00	10,000.00	0.00	100.0%	
573 90 41 0008 Gorge Outrigger Races	0.00	5,000.00	5,000.00	0.00	100.0%	
573 90 41 0009 BOTG Kiteboarding	0.00	3,000.00	3,000.00	0.00	100.0%	
Festival						
573 90 41 0013 Main St Program Coordinator (SDA)	37,500.00	75,000.00	75,000.00	0.00	100.0%	
573 90 41 0014 Stevenson Waterfront Music Festival	0.00	6,000.00	6,000.00	0.00	100.0%	
573 90 41 0018 SC Fair Board-GorgeGrass	0.00	4,000.00	4,000.00	0.00	100.0%	
573 90 41 0019 CGTA Services	0.00	5,000.00	5,000.00	0.00	100.0%	
573 90 41 0021 Computer Services	1,034.85	0.00	0.00	0.00	0.0%	
573 90 41 0022 Audit Fee	0.00	2,000.00	2,000.00	0.00	100.0%	
573 90 41 0024 Gorge Olympic Windsurfing Cup	0.00	3,000.00	3,000.00	0.00	100.0%	
573 90 41 0025 Gorge Downwind Champs	0.00	10,000.00	10,000.00	0.00	100.0%	
573 90 41 0026 OPA-Waterfront Festival	0.00	700.00	700.00	0.00	100.0%	
573 90 41 0027 Stevenson Area Live Music	1,900.00	8,460.00	8,460.00	0.00	100.0%	
573 90 41 0028 Mushroom Festival	0.00	5,500.00	5,500.00	0.00	100.0%	

2024 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Expenditures	YTD	Original	Proposed	Difference	%	Remarks
573 Cultural & Community Activities						
573 90 41 0100 TAC - Professional Services	0.00	0.00	0.00	0.00	0.0%	
573 90 44 0000 TAC-Publishing	0.00	0.00	0.00	0.00	0.0%	
573 90 45 0099 Eq Svc Internal - Promotion Field	313.17	0.00	0.00	0.00	0.0%	
573 Cultural & Community Activities	186,862.49	477,139.30	477,553.02	413.72	100.1%	
594 Capital Expenditures						
594 75 63 0011 Chamber Office Display Remodel	0.00	10,000.00	10,000.00	0.00	100.0%	
594 76 63 0001 Courthouse Park Plaza (SDA-City)	306.95	0.00	0.00	0.00	0.0%	
595 64 63 0000 Wayfinding Signs-Tourism	23,295.00	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	23,601.95	10,000.00	10,000.00	0.00	100.0%	
597 Interfund Transfers						
597 76 00 0313 Transfers-Out - to 313 Park Plaza	0.00	332,252.00	332,252.00	0.00	100.0%	
597 Interfund Transfers	0.00	332,252.00	332,252.00	0.00	100.0%	
999 Ending Balance						
508 31 00 0103 Tourism-Cap. Facility Reserve	0.00	100,000.00	100,000.00	0.00	100.0%	
508 31 01 0103 Tourism-Ending Cash	0.00	430,777.22	951,484.99	520,707.77	220.9%	Update based on revised beginning cash and expenses.
999 Ending Balance	0.00	530,777.22	1,051,484.99	520,707.77	198.1%	
Fund Expenditures:	210,464.44	1,350,168.52	1,871,290.01	521,121.49	138.6%	
Fund Excess/(Deficit):	1,492,481.90	0.00	0.00			

2024 PROPOSED BUDGET CHANGES

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105 Affordable Housing Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 31 00 0105 Affordable Housing-Beg Balance	17,455.62	17,435.11	17,455.62	20.51	100.1%	Actual 2023 ending cash balance.
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308 Beginning Balances	17,455.62	17,435.11	17,455.62	20.51	100.1%	
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310 Taxes

313 27 00 0000 Affordable And Supportive Housing Sales And Use Tax	878.54	5,000.00	5,000.00	0.00	100.0%	
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310 Taxes	878.54	5,000.00	5,000.00	0.00	100.0%	
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360 Interest & Other Earnings

361 11 00 0105 Affordable Housing Interest	122.33	0.00	0.00	0.00	0.0%	
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360 Interest & Other Earnings	122.33	0.00	0.00	0.00	0.0%	
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Fund Revenues:	18,456.49	22,435.11	22,455.62	20.51	100.1%	
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Expenditures	YTD	Original	Proposed	Difference		Remarks
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999 Ending Balance

508 31 00 0105 Affordable Housing-Ending Balance	0.00	22,435.11	22,455.62	20.51	100.1%	Update based on actual beginning balance.
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999 Ending Balance	0.00	22,435.11	22,455.62	20.51	100.1%	
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Fund Expenditures:	0.00	22,435.11	22,455.62	20.51	100.1%	
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Fund Excess/(Deficit):	18,456.49	0.00	0.00			
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107 HEALing SCARS Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 41 00 0107 HEALing SCARS-Beg. Balance	10,246.39	10,190.57	10,246.39	55.82	100.5%	Actual 2023 ending cash balance.
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308 Beginning Balances	10,246.39	10,190.57	10,246.39	55.82	100.5%	
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360 Interest & Other Earnings

361 11 00 0107 HEALing SCARS Interest	86.55	0.00	0.00	0.00	0.0%	
367 27 00 0000 HS-Contributions and Donations	0.00	0.00	0.00	0.00	0.0%	

360 Interest & Other Earnings	86.55	0.00	0.00	0.00	0.0%	
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Fund Revenues:	10,332.94	10,190.57	10,246.39	55.82	100.5%	
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Expenditures	YTD	Original	Proposed	Difference		Remarks
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999 Ending Balance

508 41 00 0107 HEALing SCARS-Ending Balance	0.00	10,190.57	10,246.39	55.82	100.5%	Update based on actual beginning cash.
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999 Ending Balance	0.00	10,190.57	10,246.39	55.82	100.5%	
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Fund Expenditures:	0.00	10,190.57	10,246.39	55.82	100.5%	
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Fund Excess/(Deficit):	10,332.94	0.00	0.00			
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300 Capital Improvement Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 31 00 0300 Cap Imp Reserved Begin C&I	253,774.05	193,933.55	253,774.05	59,840.50	130.9%	Actual 2023 ending cash balance.
308 31 01 0300 Cap Imp Res Begin C&I Waterfront Imp	11,256.65	11,256.65	11,256.65	0.00	100.0%	
308 Beginning Balances	265,030.70	205,190.20	265,030.70	59,840.50	129.2%	

310 Taxes

318 34 00 0000 Real Estate Excise Tax	16,651.78	20,000.00	20,000.00	0.00	100.0%	
310 Taxes	16,651.78	20,000.00	20,000.00	0.00	100.0%	

360 Interest & Other Earnings

361 11 00 0300 Interest on Investments-Cap Imp	6,364.60	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	6,364.60	0.00	0.00	0.00	0.0%	

Fund Revenues:	288,047.08	225,190.20	285,030.70	59,840.50	126.6%	
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Expenditures	YTD	Original	Proposed	Difference		Remarks
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597 Interfund Transfers

597 01 00 0100 Transfer Out to Streets	0.00	0.00	0.00	0.00	0.0%	
597 18 00 0311 Transfers-Out - To 311 First Street	0.00	19,699.00	31,221.00	11,522.00	158.5%	Update based on revised actual expenses to complete pre-construction engineering
597 18 00 0314 Transfer Out to 314 Lasher	0.00	0.00	5,000.00	5,000.00	0.0%	Costs not covered by grant
597 Interfund Transfers	0.00	19,699.00	36,221.00	16,522.00	183.9%	

999 Ending Balance

508 31 00 0300 Cap. Imp.-Ending Cash	0.00	194,234.55	237,553.05	43,318.50	122.3%	Actual beginning cash and expenses.
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300 Capital Improvement Fund

Expenditures	YTD	Original	Proposed	Difference	Remarks
<hr/>					
999 Ending Balance					
<hr/>					
508 31 01 0300 Cap. Imp.-Waterfront Imp Res	0.00	11,256.65	11,256.65	0.00	100.0%
999 Ending Balance	0.00	205,491.20	248,809.70	43,318.50	121.1%
Fund Expenditures:	0.00	225,190.20	285,030.70	59,840.50	126.6%
Fund Excess/(Deficit):	288,047.08	0.00	0.00		

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311 First Street

Revenues	YTD	Original	Proposed	Difference		Remarks
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308 Beginning Balances

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

330 Intergovernmental Revenues

333 20 20 0002 First St.-TA Grant	0.00	663,000.00	776,000.00	113,000.00	117.0%	Revised grant received.
334 03 80 0311 Fist St-TIB Grant	0.00	221,186.00	242,000.00	20,814.00	109.4%	Revised grant received.
330 Intergovernmental Revenues	0.00	884,186.00	1,018,000.00	133,814.00	115.1%	

397 Interfund Transfers

397 00 00 0311 First St-Transfer In From Streets	0.00	0.00	0.00	0.00	0.0%	
397 00 00 1311 First St-Transfer In From CIP	0.00	19,699.00	31,221.00	11,522.00	158.5%	Update based on actual pre-construction contracts not covered by grants
397 Interfund Transfers	0.00	19,699.00	31,221.00	11,522.00	158.5%	

Fund Revenues:	0.00	903,885.00	1,049,221.00	145,336.00	116.1%	
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Expenditures	YTD	Original	Proposed	Difference		Remarks
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594 Capital Expenditures

595 10 41 0001 First St-Construction	234.60	903,885.00	854,853.00	(49,032.00)	94.6%	Update based on actual contracts
595 10 41 0311 First St-Engineering Svc	36,358.85	0.00	194,368.00	194,368.00	0.0%	Update based on actual contracts
594 Capital Expenditures	36,593.45	903,885.00	1,049,221.00	145,336.00	116.1%	

999 Ending Balance

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

Fund Expenditures:	36,593.45	903,885.00	1,049,221.00	145,336.00	116.1%	
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311 First Street

Fund Excess/(Deficit):	(36,593.45)	0.00	0.00
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312 Columbia Ave

Revenues	YTD	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 91 00 0312 Columbia Ave Beginning Balance	(19,620.00)	0.00	(19,620.00)	(19,620.00)	0.0% Actual 2023 ending cash balance.
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308 Beginning Balances	(19,620.00)	0.00	(19,620.00)	(19,620.00)	0.0%
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330 Intergovernmental Revenues

334 03 10 0312 Columbia Ave-DOE IPG	19,620.00	0.00	19,620.00	19,620.00	0.0% Revenue received.
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330 Intergovernmental Revenues	19,620.00	0.00	19,620.00	19,620.00	0.0%
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Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
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Expenditures	YTD	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

594 54 41 0312 Columbia Ave-Consultant Services	0.00	0.00	0.00	0.00	0.0%
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594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
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999 Ending Balance

508 91 00 0312 Columbia Ave Ending Balance	0.00	0.00	0.00	0.00	0.0%
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999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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313 Park Plaza Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 91 00 0313 Park Plaza-Estimated Beginning Balance	(82,612.07)	0.00	0.00	0.00	0.0%
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308 Beginning Balances	(82,612.07)	0.00	0.00	0.00	0.0%
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330 Intergovernmental Revenues

334 04 20 0313 Park Plaza - DOC Grant	0.00	50,000.00	50,000.00	0.00	100.0%
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330 Intergovernmental Revenues	0.00	50,000.00	50,000.00	0.00	100.0%
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397 Interfund Transfers

397 76 00 0313 Park Plaza-Transfers In from TAC	0.00	332,252.00	332,252.00	0.00	100.0%
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397 Interfund Transfers	0.00	332,252.00	332,252.00	0.00	100.0%
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Fund Revenues:	(82,612.07)	382,252.00	382,252.00	0.00	100.0%
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Expenditures	YTD	Original	Proposed	Difference	Remarks
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576 Park Facilities

576 80 31 0313 Mailing & Postage	3,859.05	0.00	0.00	0.00	0.0%
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576 Park Facilities	3,859.05	0.00	0.00	0.00	0.0%
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594 Capital Expenditures

594 54 41 0313 Park Plaza-Design Consultant	114,341.99	382,252.00	382,252.00	0.00	100.0%
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594 Capital Expenditures	114,341.99	382,252.00	382,252.00	0.00	100.0%
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999 Ending Balance

508 91 00 0313 Park Plaza-Ending Balance	0.00	0.00	0.00	0.00	0.0%
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313 Park Plaza Fund

Expenditures	YTD	Original	Proposed	Difference	Remarks
<hr/>					
999 Ending Balance					
<hr/>					
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
<hr/>					
Fund Expenditures:	118,201.04	382,252.00	382,252.00	0.00	100.0%
<hr/>					
Fund Excess/(Deficit):	(200,813.11)	0.00	0.00		

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314 Lasher Street Improv. Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 91 00 0314 Lasher-Estimated Beginning Balance	0.00	0.00	0.00	0.00	0.0%
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308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
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330 Intergovernmental Revenues

334 03 60 0314 Lasher-WSDOT Grant	0.00	0.00	350,000.00	350,000.00	0.0%	Actual contracted grant amount
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330 Intergovernmental Revenues	0.00	0.00	350,000.00	350,000.00	0.0%
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397 Interfund Transfers

397 03 00 0314 Lasher-Transfer in from CIP	0.00	0.00	5,000.00	5,000.00	0.0%	Costs not covered by grant
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397 Interfund Transfers	0.00	0.00	5,000.00	5,000.00	0.0%
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Fund Revenues:	0.00	0.00	355,000.00	355,000.00	0.0%
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Expenditures	YTD	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

594 54 41 0314 Lasher-Consultant Engineer	0.00	0.00	355,000.00	355,000.00	0.0%	Grant contracted costs and minor incidentals (advertising, etc)
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594 Capital Expenditures	0.00	0.00	355,000.00	355,000.00	0.0%
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999 Ending Balance

508 91 00 0314 Lasher-Ending Balance	0.00	0.00	0.00	0.00	0.0%
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999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	355,000.00	355,000.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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400 Water/Sewer Fund

Revenues	YTD	Original	Proposed	Difference	%	Remarks
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308 Beginning Balances

308 51 00 0400 WS Unreserved Begin CA & Invest	1,050,601.86	1,446,600.22	1,050,601.86	(395,998.36)	72.6%	Actual 2023 ending cash balance.
400 Water/Sewer	1,050,601.86	1,446,600.22	1,050,601.86	(395,998.36)	72.6%	
308 51 01 0400 WS Res Begin C&I System Dev Water	607,546.75	575,571.75	607,546.75	31,975.00	105.6%	Actual 2023 ending cash balance.
401 Water	607,546.75	575,571.75	607,546.75	31,975.00	105.6%	
308 51 02 0400 WS Res Begin C&I System Dev Sewer	247,035.18	225,830.18	247,035.18	21,205.00	109.4%	Actual 2023 ending cash balance.
402 Sewer	247,035.18	225,830.18	247,035.18	21,205.00	109.4%	
308 Beginning Balances	1,905,183.79	2,248,002.15	1,905,183.79	(342,818.36)	84.8%	

320 Licenses & Permits

322 10 00 0002 WA-Public Works Permit Review	586.00	0.00	0.00	0.00	0.0%	
343 Water	586.00	0.00	0.00	0.00	0.0%	
322 10 00 0003 WW-Public Works Permit Review	286.00	0.00	0.00	0.00	0.0%	
344 Sewer	286.00	0.00	0.00	0.00	0.0%	
320 Licenses & Permits	872.00	0.00	0.00	0.00	0.0%	

340 Charges For Goods & Services

343 40 00 0000 Water Sales	476,210.94	856,261.25	956,261.25	100,000.00	111.7%	Update based on new rates
343 40 18 0000 Turn on Fees	276.00	1,500.00	1,500.00	0.00	100.0%	
343 40 19 0000 Disconnect/Nonpayment Fee	320.00	1,000.00	1,000.00	0.00	100.0%	
343 40 20 0000 Water Construction Hookup	0.00	0.00	0.00	0.00	0.0%	

2024 PROPOSED BUDGET CHANGES

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400 Water/Sewer Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
340 Charges For Goods & Services					
343 40 21 0000 Hydrant Rental - External	800.00	600.00	600.00	0.00	100.0%
343 40 99 0000 Hydrant Rental-Internal (fire)	0.00	4,000.00	4,000.00	0.00	100.0%
343 41 00 0000 Installation Water	7,501.81	10,000.00	10,000.00	0.00	100.0%
343 Water	485,108.75	873,361.25	973,361.25	100,000.00	111.5%
343 50 00 0000 Sewer Service Income	853,447.50	1,520,309.34	1,520,309.34	0.00	100.0%
343 50 01 0000 BOD Surcharge	24,333.75	0.00	0.00	0.00	0.0%
343 50 02 0000 Downspout-Sump Pump Discharge	2,840.00	0.00	0.00	0.00	0.0%
343 51 00 0000 Installation Sewer	0.00	300.00	300.00	0.00	100.0%
344 Sewer	880,621.25	1,520,609.34	1,520,609.34	0.00	100.0%
340 Charges For Goods & Services	1,365,730.00	2,393,970.59	2,493,970.59	100,000.00	104.2%
360 Interest & Other Earnings					
367 40 00 0000 Water Capital Contributions	31,902.29	46,674.00	46,674.00	0.00	100.0%
369 10 01 0000 Water-Sale of Scrap/Junk	0.00	0.00	0.00	0.00	0.0%
343 Water	31,902.29	46,674.00	46,674.00	0.00	100.0%
367 50 00 0000 Sewer Capital Contributions	46,243.00	56,532.00	56,532.00	0.00	100.0%
369 10 02 0000 Sewer Miscellaneous Income	93.00	0.00	0.00	0.00	0.0%
344 Sewer	46,336.00	56,532.00	56,532.00	0.00	100.0%
361 11 00 0400 Interest on Investments - W/S	2,635.38	4,000.00	4,000.00	0.00	100.0%
369 81 00 0000 Cashier's Overages/Shortages	0.00	0.00	0.00	0.00	0.0%

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400 Water/Sewer Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
360 Interest & Other Earnings					
369 91 00 0400 Other Miscellaneous/NSF Fee Recovery	960.00	0.00	0.00	0.00	0.0%
400 Water/Sewer	3,595.38	4,000.00	4,000.00	0.00	100.0%
360 Interest & Other Earnings	81,833.67	107,206.00	107,206.00	0.00	100.0%
380 Non Revenues					
386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	3,353,619.46	4,749,178.74	4,506,360.38	(242,818.36)	94.9%

Expenditures	YTD	Original	Proposed	Difference	Remarks
534 Water Utilities					
534 10 10 0000 WA-Administrative Salary	36,317.71	54,531.29	54,531.29	0.00	100.0%
534 10 20 0000 WA-Administrative Benefits	17,556.56	21,812.52	21,812.52	0.00	100.0%
534 10 41 0001 General Admin Fee	0.00	97,264.00	102,429.05	5,165.05	105.3% Update based on revised costs in allocation calculation
534 10 41 0022 WA-Audit Fee	0.00	6,365.40	6,365.40	0.00	100.0%
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	1,349.40	5,463.64	5,463.64	0.00	100.0%
534 10 49 0001 WA-Dues & Membership/Filing Fees	352.31	2,121.80	2,121.80	0.00	100.0%
534 20 41 0000 WA-Admin Planning Water - Consulting	35,609.58	79,310.00	139,310.00	60,000.00	175.7% Additional water source analysis
534 40 43 0000 WA-Travel	2,284.58	3,151.80	3,151.80	0.00	100.0%
534 40 49 0001 WA-Training	771.00	10,000.00	10,000.00	0.00	100.0%
534 50 35 0000 WA-Small Tools/Minor Equipment	3,062.46	10,000.00	10,000.00	0.00	100.0%

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400 Water/Sewer Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
534 Water Utilities						
534 50 48 0000 WA-Repair-Contracted Labor	15,911.78	31,518.00	31,518.00	0.00	100.0%	
534 70 10 0000 WA-Customer Services Salary	34,471.09	55,641.01	55,641.01	0.00	100.0%	
534 70 20 0000 WA-Customer Services Benefits	2,253.74	17,884.61	17,884.61	0.00	100.0%	
534 70 31 0000 WA-Office Supplies And Postage	2,033.44	4,296.65	4,296.65	0.00	100.0%	
534 70 41 0000 WA-Computer Services/Repair	15,652.27	20,394.00	30,394.00	10,000.00	149.0%	Update based on actual service contract for support
534 70 41 0001 WA-EBPP Fees	2,923.92	3,182.70	3,182.70	0.00	100.0%	
534 80 31 0000 WA-Operating Supplies	21,004.97	37,131.50	37,131.50	0.00	100.0%	
534 80 41 0000 WA-Testing	3,542.75	5,304.50	5,304.50	0.00	100.0%	
534 80 41 0001 WA-Services	10,359.33	17,824.00	17,824.00	0.00	100.0%	
534 80 42 0000 WA-Telephone	1,944.37	2,121.80	3,121.80	1,000.00	147.1%	Based on actual YTD costs
534 80 45 0001 WA-Telemetry/Meter Services	5,651.41	6,000.00	6,000.00	0.00	100.0%	
534 80 45 0099 WA-Eq Svc Internal - Water	47,939.36	56,227.70	68,227.70	12,000.00	121.3%	Based on actual YTD costs
534 80 46 0000 WA-Insurance	47,058.05	45,668.90	47,668.90	2,000.00	104.4%	Based on actual YTD costs
534 80 47 0000 WA-Electricity	15,855.78	28,000.00	28,000.00	0.00	100.0%	
534 81 41 0000 WA-Prof Services - General	14,881.41	20,000.00	20,000.00	0.00	100.0%	
534 84 10 0000 WA-Operations Plant Salary	39,954.75	84,876.12	84,876.12	0.00	100.0%	
534 84 20 0000 WA-Operations Plant Benefits	20,473.80	42,438.06	42,438.06	0.00	100.0%	
534 84 31 0000 WA-Chemicals Plant	5,152.76	10,927.27	10,927.27	0.00	100.0%	
534 84 41 0000 WA-Consultant Services - Plant	0.00	0.00	0.00	0.00	0.0%	
534 85 10 0000 WA-Operations T & D Salary	42,945.66	72,750.96	72,750.96	0.00	100.0%	

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400 Water/Sewer Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
534 Water Utilities						
534 85 20 0000 WA-Operations T & D	20,250.06	36,375.48	36,375.48	0.00	100.0%	
Benefits						
534 90 44 0000 WA-Taxes	20,555.05	42,452.44	50,452.44	8,000.00	118.8%	Based on actual YTD costs and increased tax bracket due to revenue received
534 Water Utilities	488,119.35	931,036.15	1,029,201.20	98,165.05	110.5%	
535 Sewer						
535 10 10 0000 WW-Administrative Salary	50,602.16	80,600.38	80,600.38	0.00	100.0%	
535 10 20 0000 WW-Administrative Benefits	20,346.99	33,937.68	33,937.68	0.00	100.0%	
535 10 41 0001 WW-General Admin Fee	0.00	109,738.68	115,171.42	5,432.74	105.0%	Update based on revised costs in allocation calculation
535 10 41 0022 WW-Audit Fee	0.00	8,487.20	8,487.20	0.00	100.0%	
535 10 42 0000 WW-Permit Fees/DOE	1,454.35	2,652.25	2,652.25	0.00	100.0%	
535 10 44 0000 WW-Advertising	0.00	0.00	0.00	0.00	0.0%	
535 10 49 0001 WW-Dues & Membership/filing Fees	283.27	1,060.90	1,060.90	0.00	100.0%	
535 20 41 0000 WW-Admin Planning Sewer - Consulting	14,774.33	80,000.00	80,000.00	0.00	100.0%	
535 40 43 0000 WW-Travel	1,548.12	2,000.00	2,000.00	0.00	100.0%	
535 40 49 0001 WW-Training	1,737.00	8,000.00	8,000.00	0.00	100.0%	
535 51 31 0000 WW-Maintenance Supplies	1,433.29	10,609.00	10,609.00	0.00	100.0%	
535 51 48 0000 WW-Repair (Contract Serv) T&D	6,424.05	80,000.00	80,000.00	0.00	100.0%	
535 51 48 0001 WW-Solids Hauling & Disposal	44,527.49	127,308.00	127,308.00	0.00	100.0%	
535 64 41 0000 WW-Plant Services	0.00	0.00	0.00	0.00	0.0%	
535 70 10 0000 WW-Customer Service Salary	34,471.09	55,641.01	55,641.01	0.00	100.0%	
535 70 20 0000 WW-Customer Service Benefits	2,253.74	17,884.61	17,884.61	0.00	100.0%	

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400 Water/Sewer Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
535 Sewer						
535 70 31 0000 WW-Office Supplies & Postage	2,370.05	4,300.00	4,300.00	0.00	100.0%	
535 70 41 0000 WW-Computer Services/Repair	12,964.54	10,454.50	20,454.50	10,000.00	195.7%	Update based on actual service contract for support
535 70 41 0001 WW-EBPP Fees Sewer	2,924.01	3,182.70	3,182.70	0.00	100.0%	
535 80 31 0000 WW-Operating Supplies	6,247.33	10,609.00	10,609.00	0.00	100.0%	
535 80 41 0000 Sewer Operations Testing	8,610.00	22,278.90	22,278.90	0.00	100.0%	
535 80 41 0001 Sewer Operations-Services	16,175.14	11,724.00	11,724.00	0.00	100.0%	
535 80 42 0000 Sewer Telephone	2,642.29	4,880.14	4,880.14	0.00	100.0%	
535 80 45 0099 WW-Eq Svc Internal - Sewer	53,914.71	47,740.50	77,740.50	30,000.00	162.8%	Based on actual YTD costs
535 80 46 0000 Sewer Insurance	39,389.62	35,621.51	39,621.51	4,000.00	111.2%	Based on actual YTD costs
535 81 10 0000 WW-Operations Coll. Salary	29,876.17	43,593.72	43,593.72	0.00	100.0%	
535 81 20 0000 WW-Operations Coll. Benefits	14,037.88	16,131.86	16,131.86	0.00	100.0%	
535 81 47 0000 WW-Coll Electricity	2,714.53	5,304.50	5,304.50	0.00	100.0%	
535 81 47 0001 WW-Coll. Water	229.64	477.41	477.41	0.00	100.0%	
535 84 10 0000 WW-Operations Plant Salary	84,601.83	169,126.00	169,126.00	0.00	100.0%	
535 84 20 0000 WW-Operations Plant Benefits	37,531.47	89,614.12	89,614.12	0.00	100.0%	
535 84 47 0000 WW-Electricity	11,424.10	27,583.40	27,583.40	0.00	100.0%	
535 84 47 0001 WW-Plant Water	19,608.23	22,278.90	32,278.90	10,000.00	144.9%	Based on actual YTD costs
535 85 10 0000 WW Sampling Salary	0.00	4,120.00	4,120.00	0.00	100.0%	
535 85 20 0000 WW Sampling Benefits	0.00	2,575.00	2,575.00	0.00	100.0%	
535 85 31 0000 WW Sampling Supplies	0.00	515.00	515.00	0.00	100.0%	
535 85 41 0000 WW Sampling	0.00	0.00	0.00	0.00	0.0%	
Professional Services						
535 85 41 0002 WW Industrial Pretreatment Services	0.00	0.00	0.00	0.00	0.0%	

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400 Water/Sewer Fund

Expenditures	YTD	Original	Proposed	Difference	Remarks
535 Sewer					
535 85 45 0000 WW Sampling Equipment Rental	0.00	0.00	0.00	0.00	0.0%
535 90 44 0000 Sewer Taxes	18,728.67	42,701.23	42,701.23	0.00	100.0%
535 Sewer	543,846.09	1,192,732.10	1,252,164.84	59,432.74	105.0%
591 Debt Service					
591 34 70 0000 WA-SMART Meter Lease-Principal	15,459.62	31,138.00	31,138.00	0.00	100.0%
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	23,273.39	0.00	100.0%
592 34 80 0000 WA-SMART Meter Lease-Interest	2,619.76	5,977.68	5,977.68	0.00	100.0%
592 34 83 0000 Base Reservoir PWTF Loan Interest	349.10	349.10	349.10	0.00	100.0%
534 Water	41,701.87	60,738.17	60,738.17	0.00	100.0%
591 35 72 0000 Sewer Outfall - USDA RDA Principal	12,765.75	26,080.01	26,080.01	0.00	100.0%
591 35 72 0001 WWTP Design-DOE Principal	17,300.30	30,678.05	30,678.05	0.00	100.0%
592 35 83 0000 Sewer Outfall - USDA RDA Interest	3,569.25	6,589.99	6,589.99	0.00	100.0%
592 35 83 0001 WWTP Design-DOE Interest	7,489.30	18,901.13	18,901.13	0.00	100.0%
535 Sewer	41,124.60	82,249.18	82,249.18	0.00	100.0%
591 Debt Service	82,826.47	142,987.35	142,987.35	0.00	100.0%
594 Capital Expenditures					
594 34 10 4006 Water Connections - Salary	5,363.72	5,562.00	5,562.00	0.00	100.0%

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400 Water/Sewer Fund

Expenditures	YTD	Original	Proposed	Difference	%	Remarks
594 Capital Expenditures						
594 34 20 4006 Water Connections - Benefits	2,886.26	2,781.00	2,781.00	0.00	100.0%	
594 34 31 4009 Water Plant Improvements-Suppl	0.00	0.00	0.00	0.00	0.0%	
594 34 45 0400 Eq Rental - Water Connections	3,280.13	2,121.80	2,121.80	0.00	100.0%	
594 34 62 4009 Water Plant Improvements-Contracted	0.00	160,000.00	100,000.00	(60,000.00)	62.5%	Moved to Water Services for Long-Term Water Study
594 34 64 0000 WA-Fixed Assets To Capitalize	0.00	0.00	0.00	0.00	0.0%	
534 Water	11,530.11	170,464.80	110,464.80	(60,000.00)	64.8%	
594 35 41 0100 WW-Line Extensions Contracted	0.00	150,000.00	150,000.00	0.00	100.0%	
535 Sewer	0.00	150,000.00	150,000.00	0.00	100.0%	
594 Capital Expenditures	11,530.11	320,464.80	260,464.80	(60,000.00)	81.3%	
597 Interfund Transfers						
597 10 00 1415 Water Transfer Out to 415 Cascade Ave	0.00	0.00	1,775.00	1,775.00	0.0%	Mark-up costs not covered by Loan reimbursement
534 Water	0.00	0.00	1,775.00	1,775.00	0.0%	
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	22,500.89	999,143.90	975,876.34	(23,267.56)	97.7%	Revised estimate
597 10 00 0406 Transfer Out To 406 WW Short Lived Assets	0.00	21,779.00	21,779.00	0.00	100.0%	
597 10 00 0415 WWater Transfer Out to 415 Cascade Ave	0.00	0.00	1,775.00	1,775.00	0.0%	Mark-up costs not covered by Loan reimbursement
597 10 00 0420 Transfer out to 420-Cascade Ave Mitigation	0.00	0.00	0.00	0.00	0.0%	
535 Sewer	22,500.89	1,020,922.90	999,430.34	(21,492.56)	97.9%	

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400 Water/Sewer Fund

Expenditures	YTD	Original	Proposed	Difference	%	Remarks
597 Interfund Transfers						
597 Interfund Transfers	22,500.89	1,020,922.90	1,001,205.34	(19,717.56)	98.1%	
999 Ending Balance						
508 51 00 0400 WS-Ending Cash	0.00	446,427.51	272,548.92	(173,878.59)	61.1%	Update based on revised beginning cash and expenses
400 Water/Sewer	0.00	446,427.51	272,548.92	(173,878.59)	61.1%	
508 51 01 0400 WS-Water Reserve	0.00	562,245.75	394,220.75	(168,025.00)	70.1%	Update based on revised beginning cash and expenses
401 Water	0.00	562,245.75	394,220.75	(168,025.00)	70.1%	
508 51 02 0400 WS-WW Reserve	0.00	132,362.18	153,567.18	21,205.00	116.0%	Update based on revised beginning cash and expenses
402 Sewer	0.00	132,362.18	153,567.18	21,205.00	116.0%	
999 Ending Balance	0.00	1,141,035.44	820,336.85	(320,698.59)	71.9%	
Fund Expenditures:	1,148,822.91	4,749,178.74	4,506,360.38	(242,818.36)	94.9%	
Fund Excess/(Deficit):	2,204,796.55	0.00	0.00			

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406 Wastewater Short Lived Asset Res. Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
308 Beginning Balances					
308 31 00 0406 WWSLAR Beginning Cash	87,116.00	87,116.00	87,116.00	0.00	100.0%
308 Beginning Balances	87,116.00	87,116.00	87,116.00	0.00	100.0%
397 Interfund Transfers					
397 10 00 0406 WWSLA-Transfers In	0.00	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	0.00	21,779.00	21,779.00	0.00	100.0%
Fund Revenues:	87,116.00	108,895.00	108,895.00	0.00	100.0%
Expenditures					
999 Ending Balance					
508 31 00 0406 WWSLAR-Ending Cash	0.00	108,895.00	108,895.00	0.00	100.0%
999 Ending Balance	0.00	108,895.00	108,895.00	0.00	100.0%
Fund Expenditures:	0.00	108,895.00	108,895.00	0.00	100.0%
Fund Excess/(Deficit):	87,116.00	0.00	0.00		

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408 Wastewater Debt Reserve Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
308 Beginning Balances					
308 31 00 0408 WW Debt Reserve Beg. Balance	61,191.00	61,191.00	61,191.00	0.00	100.0%
308 Beginning Balances	61,191.00	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers					
397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	61,191.00	0.00	100.0%
Expenditures					
999 Ending Balance					
508 31 00 0408 WW Debt Reserve-Ending Balance	0.00	61,191.00	61,191.00	0.00	100.0%
999 Ending Balance	0.00	61,191.00	61,191.00	0.00	100.0%
Fund Expenditures:	0.00	61,191.00	61,191.00	0.00	100.0%
Fund Excess/(Deficit):	61,191.00	0.00	0.00		

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410 Wastewater System Upgrades

Revenues	YTD	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 51 00 0410 WW Sys Upgrades Beg Cash & Invest.	(759,760.33)	(1,080,600.53)	(759,760.33)	320,840.20	70.3%	Actual 2023 ending cash balance.
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308 Beginning Balances	(759,760.33)	(1,080,600.53)	(759,760.33)	320,840.20	70.3%
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330 Intergovernmental Revenues

331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrades	0.00	2,271,374.53	1,977,175.02	(294,199.51)	87.0%	Update based on remaining contract amount
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331 66 00 0000 EPA Grant-WWTP Construction	550,270.09	2,500,000.00	550,270.09	(1,949,729.91)	22.0%	Update based on actuals
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330 Intergovernmental Revenues	550,270.09	4,771,374.53	2,527,445.11	(2,243,929.42)	53.0%
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390 Other Financing Sources

391 20 00 0000 USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades	386,114.19	661,270.18	619,320.07	(41,950.11)	93.7%	Update based on remaining contract amount
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391 90 00 0410 DOE Construction Loan	1,302,777.30	2,010,777.87	1,849,608.52	(161,169.35)	92.0%	Update based on remaining contract amount
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390 Other Financing Sources	1,688,891.49	2,672,048.05	2,468,928.59	(203,119.46)	92.4%
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397 Interfund Transfers

397 05 00 0030 Transfer In from ARPA Fund	0.00	0.00	298,313.00	298,313.00	0.0%	Update based on project costs approved at the June 27th special meeting.
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397 05 00 0410 Transfer In from Water/Sewer Fund	22,500.89	999,143.90	975,876.34	(23,267.56)	97.7%	Update based on revised actuals and estimates
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397 Interfund Transfers	22,500.89	999,143.90	1,274,189.34	275,045.44	127.5%
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Fund Revenues:	1,501,902.14	7,361,965.95	5,510,802.71	(1,851,163.24)	74.9%
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Expenditures	YTD	Original	Proposed	Difference	Remarks
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591 Debt Service

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410 Wastewater System Upgrades

Expenditures	YTD	Original	Proposed	Difference		Remarks
591 Debt Service						
592 35 83 0410 USDA-Interim Interest & Issuance Costs	8,207.54	0.00	12,000.00	12,000.00	0.0%	Update basd on revised estimates
591 Debt Service	8,207.54	0.00	12,000.00	12,000.00	0.0%	
594 Capital Expenditures						
594 35 31 4113 WWTP-Equipment	0.00	0.00	0.00	0.00	0.0%	
594 35 31 4114 WWTP-Lab Equipment	6,543.81	0.00	7,000.00	7,000.00	0.0%	Update based on actual costs
594 35 41 4104 Coll. Sys. Upgrades Consultant Svs	114,805.08	190,000.00	249,600.85	59,600.85	131.4%	Update based on contracted costs
594 35 41 4105 Coll. Sys. Upgrades Construction Svs	1,791,926.70	2,706,863.97	2,709,786.97	2,923.00	100.1%	Update based on contracted costs
594 35 41 4106 Collection Sys. Upgrades-PUD	(5,672.32)	40,000.00	40,000.00	0.00	100.0%	
594 35 41 4107 Collection Sys. Upgrades-Add-Ons	0.00	0.00	0.00	0.00	0.0%	
594 35 41 4110 WWTP-Consultant Services	166,773.41	632,370.00	586,764.17	(45,605.83)	92.8%	Update based on contracted costs
594 35 41 4111 WWTP-Construction Services	1,244,535.15	3,600,000.00	1,712,918.74	(1,887,081.26)	47.6%	Update based on contracted costs
594 35 41 4112 WWTP Upgrades-PUD	0.00	0.00	0.00	0.00	0.0%	
594 35 41 4114 WWTP-Deferred Maintenance	11,411.57	192,731.98	192,731.98	0.00	100.0%	
594 35 49 0000 WW Upgrades-Permitting	1,143.95	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	3,331,467.35	7,361,965.95	5,498,802.71	(1,863,163.24)	74.7%	
999 Ending Balance						
508 51 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%	

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410 Wastewater System Upgrades

Expenditures	YTD	Original	Proposed	Difference	Remarks
Fund Expenditures:	3,339,674.89	7,361,965.95	5,510,802.71	(1,851,163.24)	74.9%
Fund Excess/(Deficit):	(1,837,772.75)	0.00	0.00		

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415 Cascade Avenue Utility Improvements

Revenues	YTD	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 91 00 0415 Cascade Ave. Utility Improv. Estimated Beginning Balance	0.00	0.00	0.00	0.00	0.0%
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308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
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390 Other Financing Sources

391 90 00 0415 Cascade Improv-PWB Loan Proceeds	0.00	0.00	164,683.00	164,683.00	0.0%	Pre-construction engineering reimbursement estimate
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390 Other Financing Sources	0.00	0.00	164,683.00	164,683.00	0.0%
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397 Interfund Transfers

397 10 00 0415 Cascade Improv - Transfer from WS Fund	0.00	0.00	1,775.00	1,775.00	0.0%	Costs not reimbursed by loan-subconsultant mark-up
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397 10 00 1415 Cascade Improv - Water Transfer from WS Fund	0.00	0.00	1,775.00	1,775.00	0.0%	Costs not reimbursed by loan-subconsultant mark-up
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397 Interfund Transfers	0.00	0.00	3,550.00	3,550.00	0.0%
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Fund Revenues:	0.00	0.00	168,233.00	168,233.00	0.0%
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Expenditures	YTD	Original	Proposed	Difference	Remarks
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594 Capital Expenditures

594 35 41 4151 Cascade Ave. Utility Improv.-Consultant Services	28,647.00	0.00	168,233.00	168,233.00	0.0%	Contracted costs
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594 Capital Expenditures	28,647.00	0.00	168,233.00	168,233.00	0.0%
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999 Ending Balance

508 91 00 0415 Cascade Ave. Utility Improv. Estimated Ending Balance	0.00	0.00	0.00	0.00	0.0%
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999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
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415 Cascade Avenue Utility Improvements

Expenditures	YTD	Original	Proposed	Difference	Remarks
Fund Expenditures:	28,647.00	0.00	168,233.00	168,233.00	0.0%
Fund Excess/(Deficit):	(28,647.00)	0.00	0.00		

2024 PROPOSED BUDGET CHANGES

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420 Cascade Avenue Mitigation Fund

Revenues	YTD	Original	Proposed	Difference	Remarks
308 Beginning Balances					
308 51 00 0420 Cascade Ave Mitigation-Beginning Balance	19,550.00	19,550.00	19,550.00	0.00	100.0%
308 Beginning Balances	19,550.00	19,550.00	19,550.00	0.00	100.0%
397 Interfund Transfers					
397 10 00 0420 Transfer In from Water/Sewer Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	19,550.00	19,550.00	19,550.00	0.00	100.0%
Expenditures					
999 Ending Balance					
508 51 00 0420 Cascade Ave Mitigation-Enging Balance	0.00	19,550.00	19,550.00	0.00	100.0%
999 Ending Balance	0.00	19,550.00	19,550.00	0.00	100.0%
Fund Expenditures:	0.00	19,550.00	19,550.00	0.00	100.0%
Fund Excess/(Deficit):	19,550.00	0.00	0.00		

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500 Equipment Service Fund

Revenues	YTD	Original	Proposed	Difference	%	Remarks
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308 Beginning Balances

308 51 00 0500 ES Unreserved Begin CA & Invest	84,171.92	85,317.74	84,171.92	(1,145.82)	98.7%	Actual 2023 ending cash balance.
308 Beginning Balances	84,171.92	85,317.74	84,171.92	(1,145.82)	98.7%	

340 Charges For Goods & Services

348 00 00 0000 Equipment Rental-Internal	155,469.79	220,000.00	231,000.00	11,000.00	105.0%	Revised based on actuals
340 Charges For Goods & Services	155,469.79	220,000.00	231,000.00	11,000.00	105.0%	

360 Interest & Other Earnings

361 11 00 0500 Interest Income/ES	1,637.65	0.00	0.00	0.00	0.0%	
362 10 03 0000 Equipment Rental-External	0.00	0.00	0.00	0.00	0.0%	
369 10 00 0500 Sale of Scrap Equip Service	0.00	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	1,637.65	0.00	0.00	0.00	0.0%	

390 Other Financing Sources

391 50 00 0001 Equipment Lease	0.00	450,000.00	500,000.00	50,000.00	111.1%	Loan amount requested
395 10 00 0500 Sale of Fixed Assets	7,000.00	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	7,000.00	450,000.00	500,000.00	50,000.00	111.1%	

Fund Revenues:	248,279.36	755,317.74	815,171.92	59,854.18	107.9%	
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Expenditures	YTD	Original	Proposed	Difference	%	Remarks
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548 Public Works - Centralized Services

548 65 10 0000 Maintenance Salary	21,238.92	39,690.00	42,315.00	2,625.00	106.6%	Revised based on actuals
548 65 20 0000 Maintenance Benefits	11,407.59	19,278.00	19,278.00	0.00	100.0%	Revised based on actuals
548 65 25 0000 Medical Physicals-Required	682.50	2,000.00	2,000.00	0.00	100.0%	

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500 Equipment Service Fund

Expenditures	YTD	Original	Proposed	Difference		Remarks
548 Public Works - Centralized Services						
548 65 31 0000 Tires	3,236.86	5,200.00	6,500.00	1,300.00	125.0%	Revised based on actuals
548 65 32 0000 Gas and Oil	17,584.97	35,000.00	35,000.00	0.00	100.0%	
548 65 33 0000 Supplies	15,844.82	13,000.00	13,000.00	0.00	100.0%	
548 65 41 0001 General Gov. Admin	0.00	13,654.10	14,585.85	931.75	106.8%	Revised costs for allocation calculation
548 65 46 0000 Insurance	10,897.10	12,500.00	12,500.00	0.00	100.0%	
548 65 47 0000 Heat & Lights	2,292.55	5,700.00	5,700.00	0.00	100.0%	
548 65 48 0000 Repairs/Supplies	20,087.24	25,000.00	25,000.00	0.00	100.0%	
Contracted						
548 65 49 0000 Training	0.00	5,250.00	5,250.00	0.00	100.0%	
548 Public Works - Centralized Servic	103,272.55	176,272.10	181,128.85	4,856.75	102.8%	
591 Debt Service						
591 48 78 0001 Loan Principal	0.00	28,000.00	28,000.00	0.00	100.0%	
592 48 83 0001 Loan Interest	210.00	1,000.00	1,000.00	0.00	100.0%	
591 Debt Service	210.00	29,000.00	29,000.00	0.00	100.0%	
594 Capital Expenditures						
594 38 62 0001 Public Works Shop	0.00	80,000.00	80,000.00	0.00	100.0%	
594 48 64 0000 Equipment Purchase	178,852.75	450,000.00	500,000.00	50,000.00	111.1%	Actual loan requested
594 Capital Expenditures	178,852.75	530,000.00	580,000.00	50,000.00	109.4%	
999 Ending Balance						
508 51 00 0500 ES-Ending Cash	0.00	20,045.64	25,043.07	4,997.43	124.9%	Revised beginning cash and expenses.
999 Ending Balance	0.00	20,045.64	25,043.07	4,997.43	124.9%	
Fund Expenditures:	282,335.30	755,317.74	815,171.92	59,854.18	107.9%	
Fund Excess/(Deficit):	(34,055.94)	0.00	0.00			

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630 Stevenson Municipal Court

Revenues	YTD	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0630 Stevenson Municipal Court-Beg Balance	0.00	0.00	0.00	0.00	0.0%
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308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
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380 Non Revenues

386 90 00 0000 Agency Deposit - Court Remittances	2,527.38	0.00	0.00	0.00	0.0%
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386 90 00 0001 Agency Deposit - CVC	64.14	0.00	0.00	0.00	0.0%
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380 Non Revenues	2,591.52	0.00	0.00	0.00	0.0%
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Fund Revenues:	2,591.52	0.00	0.00	0.00	0.0%
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Expenditures	YTD	Original	Proposed	Difference	Remarks
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580 Non Expenditures

586 90 00 0000 Agency Disbursement - Court Remit	2,527.38	0.00	0.00	0.00	0.0%
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586 90 00 0001 Agency Disbursement - CVC	64.14	0.00	0.00	0.00	0.0%
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580 Non Expenditures	2,591.52	0.00	0.00	0.00	0.0%
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999 Ending Balance

508 31 00 0630 Stevenson Municipal Court-Ending Bal	0.00	0.00	0.00	0.00	0.0%
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999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
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Fund Expenditures:	2,591.52	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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2024 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

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Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	2,443,688.45	2,509,194.18	3,217,438.28	708,244.10	128.2%
010 General Reserve Fund	349,942.90	335,258.75	344,042.65	8,783.90	102.6%
020 Fire Reserve Fund	1,937,322.84	1,803,960.29	1,927,519.12	123,558.83	106.8%
030 ARPA	298,313.00	298,313.00	298,313.00	0.00	100.0%
100 Street Fund	372,076.34	915,669.85	914,118.93	(1,550.92)	99.8%
103 Tourism Promo & Develop Fund	1,702,946.34	1,350,168.52	1,871,290.01	521,121.49	138.6%
105 Affordable Housing Fund	18,456.49	22,435.11	22,455.62	20.51	100.1%
107 HEALing SCARS Fund	10,332.94	10,190.57	10,246.39	55.82	100.5%
300 Capital Improvement Fund	288,047.08	225,190.20	285,030.70	59,840.50	126.6%
311 First Street	0.00	903,885.00	1,049,221.00	145,336.00	116.1%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
313 Park Plaza Fund	(82,612.07)	382,252.00	382,252.00	0.00	100.0%
314 Lasher Street Improv. Fund	0.00	0.00	355,000.00	355,000.00	0.0%
400 Water/Sewer Fund	3,353,619.46	4,749,178.74	4,506,360.38	(242,818.36)	94.9%
406 Wastewater Short Lived Asset Res. Fu	87,116.00	108,895.00	108,895.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	1,501,902.14	7,361,965.95	5,510,802.71	(1,851,163.24)	74.9%
415 Cascade Avenue Utility Improvement	0.00	0.00	168,233.00	168,233.00	0.0%
420 Cascade Avenue Mitigation Fund	19,550.00	19,550.00	19,550.00	0.00	100.0%
500 Equipment Service Fund	248,279.36	755,317.74	815,171.92	59,854.18	107.9%
630 Stevenson Municipal Court	2,591.52	0.00	0.00	0.00	0.0%
Fund Revenues:	12,612,763.79	21,812,615.90	21,867,131.71	54,515.81	100.2%
001 General Expense Fund	718,062.56	2,509,194.18	3,217,438.28	708,244.10	128.2%
010 General Reserve Fund	0.00	335,258.75	344,042.65	8,783.90	102.6%
020 Fire Reserve Fund	0.00	1,803,960.29	1,927,519.12	123,558.83	106.8%
030 ARPA	0.00	298,313.00	298,313.00	0.00	100.0%
100 Street Fund	339,482.09	915,669.85	914,118.93	(1,550.92)	99.8%
103 Tourism Promo & Develop Fund	210,464.44	1,350,168.52	1,871,290.01	521,121.49	138.6%
105 Affordable Housing Fund	0.00	22,435.11	22,455.62	20.51	100.1%
107 HEALing SCARS Fund	0.00	10,190.57	10,246.39	55.82	100.5%
300 Capital Improvement Fund	0.00	225,190.20	285,030.70	59,840.50	126.6%
311 First Street	36,593.45	903,885.00	1,049,221.00	145,336.00	116.1%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
313 Park Plaza Fund	118,201.04	382,252.00	382,252.00	0.00	100.0%
314 Lasher Street Improv. Fund	0.00	0.00	355,000.00	355,000.00	0.0%
400 Water/Sewer Fund	1,148,822.91	4,749,178.74	4,506,360.38	(242,818.36)	94.9%
406 Wastewater Short Lived Asset Res. Fu	0.00	108,895.00	108,895.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	0.00	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	3,339,674.89	7,361,965.95	5,510,802.71	(1,851,163.24)	74.9%
415 Cascade Avenue Utility Improvement	28,647.00	0.00	168,233.00	168,233.00	0.0%
420 Cascade Avenue Mitigation Fund	0.00	19,550.00	19,550.00	0.00	100.0%
500 Equipment Service Fund	282,335.30	755,317.74	815,171.92	59,854.18	107.9%

2024 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

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Fund	YTD	Budgeted	Proposed	Difference	
630 Stevenson Municipal Court	2,591.52	0.00	0.00	0.00	0.0%
Fund Expenditures:	6,224,875.20	21,812,615.90	21,867,131.71	54,515.81	100.2%
Excess/(Deficit):	6,387,888.59	0.00	0.00		



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker
DATE: August 7th, 2024
SUBJECT: Sewer/Septic Ordinance – Legal Review

Introduction

On June 15, 2023, city staff initiated discussions to change the sewer connection requirement under SMC 13.08.070 and .120. The change was intended to advance the Council’s strategic priorities related to Financial Health, Quality Infrastructure, and Internal Processes (Community Look & Feel was not an adopted priority in

2023). That proposal aimed to establish a consistent level of service by having development pay to extend the sewer utility to city limits. It was discussed again on August 24th and September 21st, 2023, at council workshops where it was referred to a Sewer Ordinance Committee.

The final report from the Committee was presented to Council on January 18th, 2024, and discussed at the February 15th, March 21st, April 18th. The ordinance was redrafted to incorporate the recommendations of the committee. At the May 16th meeting, the Council authorized a public release draft to enable continued community engagement. The redrafted ordinance continues to advance the strategic priority related to Quality Infrastructure. Modifications address Community Look & Feel and Governance. They do so at the expense of the Financial Health priorities.

City Council Strategic Priorities



Documents, recordings, and minutes from the previous meetings are available online at <https://www.ci.stevenson.wa.us/meetings>.

Further legal analysis of the public release draft has been ongoing and was recently completed. The analysis looked specifically at the stand-by fee drafted as SMC 13.08.072 and SMC 13.08.076’s connection incentive involving waiver of the system development charge (SDC). The City Attorney was asked to a) provide the most current caselaw on these topics and b) prepare to review final drafts to ensure the ordinance is best suited to withstand legal challenges we might receive. If—on the basis of Counsel’s understanding of the situation—he believed the ordinance would be ill-positioned to withstand any legal challenges, the City Attorney was encouraged to share that information so the City Council can make an informed risk-management decision. This memo summarizes the City Attorney’s cautions and asks for guidance on next steps.

The City Council is asked to re-evaluate the draft ordinance presented in May which has been authorized for public review. After discussion, the Council could consider whether to:

- Request alteration of the current draft amendments for future consideration,
- Release (or alter and release) the draft amendment for broader public engagement and input,
- Abandon the amendments and move on to other matters.

City Council deliberations are not expected to include public comments.

Safety Recalls, An Analogy

As presented in the Spring, the policy discussion was compared to a garage full of tools and the City Council's burden of picking the right tools for the job. This discussion will use a similar comparison: the Safety Recall.

Consider the same handy homeowner who had stocked a garage full of tools and carefully picked tools to accomplish a specific repair. On the way inside, the homeowner's phone dinged. An email awaited. The homeowner reads that a tool currently in their belt has been deemed too dangerous for consumers to use. A safety recall is attempting to remove the tools from the marketplace and usage by the public. The homeowner is faced with a choice: squinch under additional personal protective equipment or package the tool up and ship it back to the manufacturer.

As this analogy applies to this policy's development, the City Attorney has notified the City Council of the danger of using two of the tools they previously considered. The City Council must decide whether to heed this caution by removing the stand-by fee and limiting the SDC waiver, or alternatively to continue with the proposal, carefully craft legal arguments and articulate the City's rationale about why its action is not counter to the relevant caselaw.

Public Involvement

Both of the topics addressed by the City Attorney were included in the draft ordinance on the basis of the Sewer Ordinance Committee's recommendations. Broadly, this author characterizes those recommendations as:

- Yes, the sewer system should be extended throughout City limits→
 - The public should fund the extensions; individual property owners should be insulated from large expenses related to the extensions→
 - The public's cost to make the extensions should be broadly shared and also defrayed by grants and other outside money.
 - Some specific types of development need not be insulated from the expense of the extensions.

Implementing the recommendations would involve better aligning the City's rate schedule, capital improvement plans, and regulatory controls. The regulatory controls of the draft ordinance incorporated these recommendations through the imposition of a stand-by fee (broadly sharing extension costs) and waiving the SDC (insulating individuals from large expenses).

Throughout the Committee's deliberations, they were informed that legal analysis was necessary for these more novel provisions. The analysis is now available and summarized below.

Legal Analysis

Stand-By Fee

Some challenges of implementing a stand-by fee were known to the Sewer Ordinance Committee when they made their recommendations. The 2001 Washington Supreme Court case *Samis Land Co. v. City of Soap Lake*, 143 Wash.2d 798 was presented by one of the committee members. Broadly, that case invalidated a fee charged by a city to owners of undeveloped land where sewer was available. The court applied a 3-part test articulated by a previous court in *Covell v. City of Seattle*, 127 Wash.2d 874:

- Is the primary purpose of the legislation to "regulate" the fee payers or to collect revenue to finance broad-based public improvements that cost money?
- Is the money collected from the fees segregated and allocated exclusively to regulating the entity or activity being assessed?
- Does a direct relationship exist between the rate charged and either a service received by the fee payers or a burden to which they contribute?

Failure to provide affirmative answers to each of the test's 3 parts will lead courts to conclude that such charges are a "tax in disguise" or a "tax in fee's clothing". Soap Lake failed that test. Their program was invalidated and they were ordered to refund the appellant.

The program of which the draft ordinance was a part attempted to differentiate Stevenson from Soap Lake by:

- Applying the charge only to parcels 1) adjacent to a sewer line 2) choosing to continue using a septic (aka developed property).
- Articulating the burden such choices have on the public.
- Calculating the fee's amount in a manner directly relating it to the burden placed on the public by that payer's choice.
- Reserving the collected fees for prescribed usage.

The City Attorney reviewed the *Samis* case, along with other decisions by the Washington Supreme Court (*Arborwood Idaho v. City of Kennewick*, 151 Wash.2d 359 (2004), *Holmes Harbor Sewer Dist. V. Holmes Harbor Home Build, LLC*, 155 Wash.2d 858 (2005)), and the Court of Appeals of Washington (*Carrillo v. City of Ocean Shores*, 122 Wash.app. 592 (2004)).

The 2004 *Carrillo* case also addressed a sewer stand-by fee. This case was filed as a class action on behalf of all those to whom the fee had been charged. This author believes Ocean Shores' facts differed substantially from those presented by Soap Lake. They were as—or more—compelling than the facts Stevenson faces. The difference could have compelled a different conclusion from the courts. The Court of Appeals was not compelled. The charge was deemed a tax and not a fee. Those charged were entitled to recover amounts paid, plus interest. The case did not go to the Washington Supreme Court.

The City Attorney concludes his analysis by stating "I would advise the Council not to press the stand by fee at this time as it will result in potential costly litigation."

Fine as an Alternative to Fees

After receiving the City Attorney's recommendation, staff asked for analysis of an alternative way to achieve similar ends. The public release draft ordinance would have provided owners with an option on whether or not to connect and imposed a fee on those choosing not to. In the alternative, the ordinance could have required owners to connect and imposed a fine for those that failed to. Nuances of program implementation would've incorporated staff's understanding of the Sewer Ordinance Committee's intent (E.g. The fine would have been calculated to cover approximately the same costs as the fee; The City would actively (monthly) issue fines; The City would not actively compel connection via court order.)

This alternative is not entirely without precedent. The City of North Bend, Washington has currently enacted similar provisions.

To round out the Council's knowledge, the City Attorney was asked to a) investigate whether there is caselaw related to North Bend's program, b) provide staff with a better understanding of the distinction between fines, fees, and taxes, and c) opine on whether jurisprudence would lead the courts to conclude our alternative program was akin to a "tax in fine's clothing".

No caselaw was found to ascertain whether North Bend's program comports with relevant jurisprudence. The distinctions between fines, fees, and taxes was provided. Some advice and some imperatives were shared about how to craft a system of fines to best withstand challenges. Examples involve setting "reasonable" fine amounts and clearly identifying where our authority to fine is derived. In his conclusion on this discussion, the City Attorney provides similar cautions as he provided in the fee analysis:

“Except for a health or safety measure, I have not found any authority allowing the City to impose a fee, fine or penalty on a landowner who refuses to connect to an existing sewer line. However, I believe if Council were to obligate existing lot owners to connect to available sewer lines, I believe the ordinance would survive constitutional challenge. I do not believe simply fining or charging a fee for NOT connecting when the lot owner is not benefiting from the sewer service would survive constitutional challenge [sic]. If the City is simply seeking to offset the costs of the upgrade, operation and maintenance of the WWTP, I have not identified the legal basis to require such a connection.

However, if the sewer ordinance is to address connections once a septic or OSS fails, I believe the City has such authority and could tie the fine for refusing to connect under those circumstances. The same is true if the City is requiring a connection as a condition to a permit or development.”

SDC Waiver

Similarly, some challenges of implementing an SDC waiver were also known to the Sewer Ordinance Committee when they made their recommendations. The Committee was also aware of other jurisdictions in the state waiving their SDCs. The City Attorney’s analysis largely confirmed what had been shared. The Washington State Constitution at Article 8, Section 7 prevents the City from giving away public funds unless it is to the poor and infirm. He then describes ways in which SDCs can be appropriately waived for affordable housing projects. The actions of other jurisdictions were not analyzed in detail. Specific caselaw was not provided. The City Attorney’s analysis begins with this statement, which may illuminate why: “First, any challenge to the SDC fees/waiver would be one [sic] the party contesting the waiver.” The implication here may require a more practical—less legalistic—view. Few people will be alarmed when told they are not subject to a multi-thousand dollar charge. Even fewer of those would bring the issue to a court to compel their own payment of such a charge.

This author does not intend the foregoing to be interpreted as a recommendation to implement the SDC waiver—to gift public funds to those who are not poor or infirm. It only attempts to explain why other jurisdictions might be maintaining waivers which appear to contravene the Washington Constitution.

Risk Tolerance

With this information, the City Council is now placed in a position where they must make risk tolerance decisions. The questions below are propelling. They offer a starting point to narrow down which decisions are appropriate. Additional questions or considerations are possible and encouraged. Answers to the questions may provide staff with opportunities to share expertise that causes re-evaluation of the answer.

Stand-By Fee:

- Does the Council wish to continue pursuing adoption of the Stand-By Fee?
- Does the Council seek other fee-based ways to spread the cost of sewer extension across the community?
- Does the Council want to ask the voters to approve a tax to facilitate sewer extension?

SDC Waiver

- Does the Council wish to continue pursuing adoption of the SDC Waiver?
- Does the Council wish to pursue an SDC Waiver for affordable housing only?
 - Should an affordable housing SDC Waiver be universal, or only available as a connection incentive for existing development?

The Council’s recent decision on ARPA funding did not advance the recommendations of the Sewer Ordinance Committee. All of the above are predicated on an assumption that the Council will continue to support the Sewer Ordinance Committee’s desires. This author does not want to take that assumption as incontrovertible:

- Does the Council wish to embrace the Sewer Ordinance Committee’s preference for the public to bear the cost of sewer extension?
- Does the Council wish to embrace the Sewer Ordinance Committee’s preference to insulate individuals from large expenses related to sewer extensions?

Next Steps

Once authorized, the public release draft ordinance will be circulated to solicit public comment. Once public comment is received, the City Council will be asked whether to continue the amendment discussion or whether to maintain the code as-is. If amendment discussions continue, the City Council will be asked for direction on how to further incorporate public comments.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- Public Release Draft Ordinance, May 16, 2024 (45 pages)
- 2- Report on Sewer Ordinance Committee, January 12, 2024 (7)

Chapter 13.08 SEWER AND PRETREATMENT

Sections:

13.08.010 Purpose and policy.

This chapter sets clear standards and requirements for any person served by the publicly owned treatment works (POTW) for the city and the means by which such requirements will be imposed and enforced. This chapter is intended to:

- A. Establish standards for the collection of sewage and wastewater in areas served by the city of Stevenson.
- B. Prevent any discharge to the sanitary sewer which could:
 - 1. Damage the transmission or treatment systems;
 - 2. Interfere with the POTW's operation;
 - 3. Be incompatible with the POTW's biological processes.
 - 4. Pass through the treatment plant at levels which may harm the environment;
 - 5. Threaten the health and safety of employees and the public.
- C. Enable the city to support the implementation of a pretreatment program that meets Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.
- D. Promote reuse and recycling of industrial wastewater and sludge from the POTW.
- E. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW. More specifically, equitable distribution of costs is accomplished by expanding the pool of ratepayers to include those who have the option to connect to the POTW and do not. Equitable distribution of costs for POTW expansion is accomplished by placing greater expectations on ratepayers and the public at large to pay than on developers.
- F. Manage urbanization through the expansion of the public sewer system. More specifically, this management is accomplished by keeping Stevenson Stevenson in areas where the public sewer system is not available. This management is accomplished, in part, by City's more stringent approach to development of commercial uses, multi-family uses, and land divisions of 3 lots than for development of single-family and two-family residential development and land divisions of only 2 lots. The desired management is accomplished, in part, by the real estate development market's response to City standards. The City expects the market for the latter development types to continue according to existing trends. The City expects this to decrease the inventory of land available to the former development types and increase the per dwelling cost of extending public sewer to such areas. The City expects this increase will make more intensive and dense land uses less feasible, which will continue to under-supply the market's demand. Moreover, the City deems increased housing costs and utility rates an acceptable outcome of keeping Stevenson Stevenson.

13.08.020 Applicability.

This chapter shall apply to all properties within the corporate limits of Stevenson and to all persons connected or believed or intended to be connected to the sanitary sewer collection system operated by the city. Such persons shall be known as users as defined herein, and the provisions of this ordinance apply as specified herein to standard users, significant industrial users, and non-significant industrial users. The ordinance compels

the production of information; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

13.08.030 Administration.

Except as otherwise provided herein, the director shall administer, implement, and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the director may be delegated by the director to other city personnel.

13.08.040 Abbreviations.

The following abbreviations, when used in this chapter, shall have the designated meanings:

AKART - All known, available, and reasonable treatment

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

mg/l - milligrams per liter

NOEC - No observable detrimental effect

NPDES - National Pollutant Discharge Elimination System

NSCIU - Non-Significant Categorical Industrial User

OSS – On-site septic system

POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial User

TSS - Total Suspended Solids

U.S.C. - United States Code

13.08.050 Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.

A. Words and Phrases beginning with "A".

1. "ASTM specification." All references to the form ASTM mean the Standard Specifications or Methods of the American Society for Testing Materials of the serial designation indicated by the number and, unless otherwise stated, refer to the latest adopted revision of such specifications or method.
2. "Act" or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 on.

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3. "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.
 4. "Authorized or duly authorized representative of the user."
 - a. If the user is a corporation:
 - i. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - ii. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 - c. If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
 - d. The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.
 5. "Available." A public sewer abuts a lot along any street, alley, right-of-way or easement accessible to the lot owner.
- B. Words and Phrases beginning with "B".
1. "Biochemical oxygen demand or BOD." The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).
 2. "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in SMC 13.08.210(A) and (B) [40CFR 403.5(a)(1) and (b)]. BMPs may also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.
 3. "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.
 4. "Building sewer" means the extension from the building drain to the property line or right-of-way line for connection with the public sewer service connection.
- C. Words and Phrases beginning with "C".
1. "Categorical pretreatment standard" or "categorical standard." Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.
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2. "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.
 3. "City." The city of Stevenson or its city council
 4. "Combined sewer" means a sewer receiving both surface runoff and sewage.
 5. "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.
 6. "Connection" or "connect" means construction of sewer line, which could include building sewer and service connection, connecting a structure or structures on a lot to a public sewer.
- D. Words and Phrases beginning with "D".
1. "Daily concentration." The concentration obtained through analysis of a composite sample of all discharges over a day (or 24-hour period) or the average of all discrete samples taken over such period.
 2. "Daily limit (maximum daily limit)." The maximum allowable discharge of a pollutant over a calendar day or equivalent 24-hour period. Where daily limits are expressed in units of mass, compliance is the product of the Daily Concentration and the flow over the same period.
 3. "Director." The city of Stevenson public works director, or designee.
- E. Words and Phrases beginning with "E".
1. "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.
 2. "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official.
 3. "Existing source." Any source of discharges subject to categorical standards and discharging prior to the promulgation of those standards or otherwise not meeting the definition of a "new source" in this section.
- F [Reserved.]
- G. Words and Phrases beginning with "G".
1. "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
 2. "Grab sample." A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.
- H. [Reserved.]
- I. Words and Phrases beginning with "I".
1. "Indirect discharge" or "discharge." The introduction of pollutants into the POTW from any nondomestic source subject to this chapter or other state or federal regulations.
 2. "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.
 3. "Instantaneous limit." The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. For analytes for which users must take a grab sample for compliance purposes, this standard is the same as the daily maximum standard. For all other pollutants the instantaneous limit shall be twice the daily limit.
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4. "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.
- J. [Reserved.]
- K. [Reserved.]
- L. Words and Phrases beginning with "L".
1. "Local limits." Effluent limitation developed for users by the director to specifically protect the potw from the potential of pass through, Interference, and intended biosolids uses. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and reasonable treatment expectations for non-domestic wastewater. See SMC 13.08.240 for a full list of local limits.
 2. "Lot." A fractional part of divided lands having fixed boundaries and being of sufficient area and dimensions to meet relevant zoning requirements. "Lot" also is any identifiable parcel of unsubdivided land with established boundaries set forth in a deed or other form of conveyance. The term includes "tract" and "parcel" and excludes the term "tax parcel".
 3. "Lot Line." Any line bounding a lot as defined herein.
- M. Words and Phrases beginning with "M".
1. "Medical waste." Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
 2. "Monthly average." The arithmetic mean of the effluent sample results collected during a calendar month or specified 30-day period. Where the city has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the city are not to be included in a monthly average.
 3. "Monthly average limit." The limit to be applied to the monthly average to determine compliance with the requirements of this chapter (see SMC 13.08.240 for listing).
 4. "Multi-Family Development." Any lot on which 3 or more dwellings are located or intended to be located.
- N. Words and Phrases beginning with "N".
1. "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.
 2. "New source."
 - a. A facility whose construction began after categorical pretreatment standards applicable to its operations were proposed and with a real or potential discharge provided the facility is: A) constructed at a site at which no other source is located; B) totally replaces the process or production equipment that generate regulated process waste streams at an existing source; or C) the new processes are substantially independent of an existing source at the same site.
 - b. Construction at an existing source does not make the source a new source if the construction merely alters, partially replaces, or adds to existing process or production equipment.
 - c. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered
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into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

Users must provide documentation sufficient to conclusively substantiate any existing source claim with their initial permit application. Once categorized as a new source, users may not assert "existing source" status in subsequent permit renewals.

3. "Non-contact cooling water." Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
- O. Words and Phrases beginning with "O".
1. "On-site sewage system" or "OSS". An integrated system of components, located on or nearby the property it serves, that conveys, stores, treats, and/or provides subsurface soil treatment and dispersal of sewage. It consists of a collection system, a treatment component or treatment sequence, and a soil dispersal component. An on-site sewage system also refers to a holding tank sewage system or other system that does not have a soil dispersal component.
- P. Words and Phrases beginning with "P".
1. "Pass through." A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.
 2. "Person." Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.
 3. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.
 4. "Pollutant." Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, carbonaceous oxygen demand, toxicity, or odor).
 5. "Pretreatment." The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. Dilution is not considered pretreatment.
 6. "Pretreatment requirements." Any substantive or procedural requirement related to pretreatment imposed on a user other than a pretreatment standard such as the proper operation of pretreatment devices, record keeping, and reporting.
 7. "Pretreatment standards" or "standards." Discharge prohibitions (SMC 13.08.210), categorical pretreatment standards (SMC 13.08.220), state pretreatment standards (SMC 13.08.230), local limits (SMC 13.08.240), and site-specific limits based on potential for vapor toxicity, explosion, sewer corrosion, or other detrimental effects to the POTW.
 8. "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of foods that have been shredded to such degree that all particles will be carried freely under the flow and conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.
 9. "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.
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10. "Publicly owned treatment works" or "POTW." A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant. Q.
[Reserved.]
- R. [Reserved.]
- S. Words and Phrases beginning with "S".
1. "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.
 2. "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The director may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, and treatment lagoons to be septic tank waste so long as they are absent chemicals which might inhibit biological activity.
 3. "Service connection" means a public sewer which has been constructed to the property line or right-of-way from a public sewer lateral or main for the sole purpose of providing a connection for the building sewer.
 4. "Sewage." Human excrement and gray water (e.g., water from household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).
 5. "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.
 6. "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.
 7. "Sewer" means a pipe or conduit for carrying wastewater.
 8. "Single-Family Development." Any lot on which one dwelling is located or intended to be located.
 9. "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:
 - a. A user subject to categorical pretreatment standards; or
 - b. A user that:
 - i. Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - ii. Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - iii. Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
 - c. The city may determine that a user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:
 - i. The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;

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- ii. The user annually submits the certification statement required in SMC 13.08.695(B) [see 40CR 403.12(q)], together with any additional information necessary to support the certification statement; and
 - iii. The user never discharges any untreated concentrated wastewater.
 - iv. Upon a finding that a user meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such user should not be considered a significant industrial user.
- 10. "Slug load" or "slug discharge." Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. This includes discharges at a flow rate or concentration which could cause a violation of the prohibited discharge standards of SMC 13.08.210.
 - 11. "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.
 - 12. "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.
 - 13. "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
 - 14. "Suspended solids." The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.
- T. Words and Phrases beginning with "T".
 - 1. "Two-Family Development." Any lot on which 2 dwellings are located or intended to be located. This includes developments involving accessory dwelling units.
 - U. Words and Phrases beginning with "U".
 - 1. "User" or "industrial user." A source of indirect discharge.
 - V. [Reserved.]
 - W. Words and Phrases beginning with "W".
 - 1. "Wastewater." Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
 - 2.. "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.
 - 3. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

13.08.060 Certain facilities prohibited.

Except as provided in this chapter, it is unlawful to construct or maintain any on-site sewage system, including but not limited to privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage or industrial wastes.

13.08.070 Wastewater Disposal Options.

- A. Compliance Required. The owner of any lot which generates sewage or industrial wastes within the city must, at their own expense, install suitable toilet and/or wastewater facilities and comply with Table 13.08.070-1.

Table 13.08.070-1: Sewage and Wastewater Disposal Options		
New Development	Public Sewer Available	Public Sewer Not Available
Commercial or Industrial	Connect to public sewer	Extend and connect to public sewer
Multi-Family	Connect to public sewer	Extend and connect to public sewer
Land Division Resulting in 3 Lots or More	Connect to public sewer	Extend and connect to public sewer
Land Division Resulting in 2 Lots	Connect to public sewer	Install OSS ^{1,2,3}
Single-Family or Two-Family	Connect to public sewer	Install OSS ³
Alteration of Existing Development	Public Sewer Available	Public Sewer Not Available
Alteration of any Commercial, Industrial, or Multi-Family development type which necessitates expansion of existing OSS	Connect to public sewer	Continue use of existing OSS ³
Alteration of any Single-Family or Two-Family development type which necessitates expansion of existing OSS	Continue use of existing OSS or Connect to public sewer	Continue use of existing OSS ³
Conversion of any Single-Family development to a Two-Family development which necessitates expansion of existing OSS	Continue use of existing OSS or Connect to public sewer	Continue use of existing OSS ³
Alteration of any development type which does not necessitate expansion of existing OSS	Continue use of existing OSS or Connect to public sewer	Continue use of existing OSS
Existing Development	Public Sewer Available	Public Sewer Not Available
All Development Types	Continue use of existing OSS or Connect to public sewer	Continue use of existing OSS
<p>1 – Where any lot in the land division equals or exceeds double the minimum lot size allowed when public sewer is available shall demonstrate how public sewer service can be made available to all lots within the division.</p> <p>2 – When sewer becomes available to any lot within a land division approved after the effective date of this ordinance, it shall be deemed available to all lots within said land division.</p> <p>3 – Installation or expansion of an OSS will not be approved unless the lot owner agrees to pay a proportionate share of the cost to make sewer available to the property.</p>		

- B. Exceptions. The following exceptions are permitted to the requirements of Table 13.08.070-1: Sewage and Wastewater Disposal Options:

1. The installation, modification, and continued use of an OSS is also subject to the controls adopted by the county or state health officials.
2. Any lot to which public sewer is not available has the option to extend and connect to public sewer.
3. Lots granted relief after appeal under SMC 13.08.078.

13.08.072 Sewer System Stand-By Fee.

A sewer system stand-by fee shall be charged to the owner of any lot to which public sewer service is available but which continues to use an existing OSS. The amount of the fee shall be established and periodically adjusted by resolution of the City Council. Payment of the fee shall commence beginning 90 days after the date of the official notice issued by the director under SMC 13.08.074(A).

13.08.074 Public Sewer Availability—Notification, Response.

- A. Notification. Whenever the sewage and wastewater disposal options for a lot change, the director shall send a notice to the lot owner informing them of their options under SMC Table 13.08.070-1, including the permissible exceptions thereto, and date the commencement date of the sewer service stand-by fee imposed under SMC 13.08.072.
- B. Response Required. Within 90 days of the date of the notice of the official notice issued by the director, the lot owner shall inform the City of their intent to comply with SMC 13.08.070.
 - 1. Whenever connection to the public sewer system is the only option available under SMC Table 13.08.070-1, the lot owner shall connect all wastewater facilities directly with the public sewer. Connection shall be made within 90 days of their response to the official notice, comply with all applicable standards, and be made at no expense to the City,
 - 2. Whenever a lot owner has the option to connect to the public sewer system or continue use of an existing OSS, the lot owner shall respond with a statement of intent notifying the city of the option they select.
- C. Connections. Where compliance with SMC Table 13.08.070-1 results in a connection to the public sewer system, the connection shall be made, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter and the Stevenson Engineering Standards.

13.08.076 Optional Connection to Public Sewer—Connection Incentive.

- A. If, within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A), a lot owner submits a notice of intent to connect to public sewer under SMC 13.08.074(B)(2), the lot is eligible for waiver of the wastewater system development charge and reduction of the sewer stand-by fee established in SMC 13.08.072. Eligibility for these incentives is as follows:
 - 1. The wastewater system development charge will be waived if connection to the public sewer system is made within 3 years of the official notice issued by the director.
 - 2. A 50% reduction of the sewer stand-by fee will be authorized, provided the lot owner records with the Skamania County Auditor a fully executed agreement to pay for the back-billing of the entire amount of the reduced fees, if connection to the public sewer system is not made within 3 years of the official notice issued by the director. Said agreement shall be reviewed for acceptability by the City Attorney and run with the land.
- B. If, within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A), no statement of intent is provided under SMC 13.08.074(B)(2) and if no connection to the public sewer system is made within 3 years of the date of the official notice issued by the director, no connection incentive shall be available to the lot.

13.08.078 Connection with public sewer required—Appeal.

- A. Appeal Authorized. When compliance with SMC Table 13.08.070-1 requires connection to the public sewer system, a lot owner may file written objections with the city against so being required to install such facilities, the provisions of SMC 13.08.070 shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such

meeting shall be held not less than 10 days or more than 45 days after the date of the filing of such objections. Not less than 7 days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.

- B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A) or within 90 days of the date of such other notice issued by the director citing a requirement to connect to the public sewer system under SMC Table 13.08.070-1.
- C. Review Criteria. The City Council may, at its sole discretion, grant or deny relief upon appeal. Factors for consideration may include and are not limited to:
 - 1. Whether or not the length of the building sewer or sizing of pumping facilities necessary to connect to public sewer present a financial hardship for the appellant. For the purposes of this subsection, "financial hardship" means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, 20 percent of the fair market value of the building and building site with sewer facilities installed.
 - 2. Whether or not the appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer, provided extension is necessary.
 - 3. Whether or not the lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.
 - 4. Whether or not development on the lot is owner-occupied or used for nonprofit purposes.
 - 5. Whether or not the use or density of development on the lot is consistent with adopted city plans.
 - 6. Whether or not the OSS has been inspected and found to be of suitable size and condition.
 - 7. Whether or not there is evidence of water quality degradation in a nearby potable water well or watercourse.
- D. Recording. When the decision of the City Council is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

13.08.080 Connection with public sewer—Permit.

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the director.

13.08.090 Connection with public sewer—Building sewers.

- A. Where existing buildings are too low to be served by gravity to an available sewer, and when required to connect to public sewer as stipulated under SMC 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.
- B. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all requirements of the Stevenson Engineering Standards.

13.08.100 Industrial user surveys.

The city is obligated under federal law to identify all users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such users. To satisfy this requirement, the Director will categorize all users as either "standard user" or "categorical industrial user". To ensure proper categorization, all sources of non-domestic discharges to the POTW must, upon request of the Director, periodically complete an industrial user survey form. Proper completion of survey requirements is a condition of initial and continued discharge to the public sewer system. Users failing to fully comply with survey requirements within 30 days shall be

subject to all enforcement measures authorized under this chapter including termination of service. The director is authorized to prepare several forms for this purpose and require completion of the particular form which the director determines appropriate to provide the information needed to categorize each user. The director shall be authorized to categorize each user, provide written notice of a user's categorization and what it means, and revise this categorization at any time.

13.08.140 On-Site Sewage System—Compliance with state standards required.

A. The type, capacities, location and layout of an on-site sewage system shall comply with all recommendations and requirements of county or state health officials.

B. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

13.08.142 Administrative Appeal of Health Official Requirement to Connect.

- A. Appeal Authorized. When compliance with the requirements of county or state health officials results in connection to the public sewer system which is not already required by SMC Table 13.08.070-1, a lot owner may file written objections with the director against said requirement from county or state health officials, said requirement shall not be enforced upon such owner until the director shall have heard such objections of such owner, and rendered a decision thereon. Such meeting shall be held not less than 10 days or more than 45 days after the date of the filing of such objections. Not less than 7 days prior to the date set for such meeting, the director shall give due notice of the date set therefor to such owner and the relevant county or state health officials. The decision of the director shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.
- B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the county or state health official citing a requirement to connect to the public sewer system.
- C. Review Criteria. The director shall grant relief upon appeal only when **the following criteria are satisfied:**
- 1. The length of the building sewer or sizing of pumping facilities necessary to connect to public sewer presents a financial hardship for the appellant. For the purposes of this subsection, "financial hardship" means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, a cost equal to or exceeding 120 percent of the cost to achieve OSS compliance.**
 - 2. The appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer, if extension is required.**
 - 3. The lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.**
 - 4. Development on the lot is owner occupied or used for nonprofit purposes.**
 - 5. The use or density of development on the lot is consistent with adopted city plans.**
 - 6. The OSS has been inspected and found to be of suitable size and condition.**
 - 7. There is no evidence of water quality degradation in a nearby potable water well or watercourse.**
- D. Recording. When the decision of the director is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

13.08.150 Private system—Connection with public sewer required when—Abandonment of private facilities.

At such time as a lot connects to the public sewer system, any existing septic tanks, cesspools and similar private sewage disposal facilities not utilized in an approved pumping facility shall be abandoned according to the requirements of county or state health officials.

13.08.160 On-Site Sewage System—Permitting, Inspection, and Maintenance requirements.

- A. Where a public sewer system is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private on-site sewage system.
- B. Before commencement of construction, expansion, replacement, or repair of an on-site sewage system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.
- C. A permit for a private on-site sewage system shall not become effective until the installation is completed to the satisfaction of the director. They shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director.
- D. The owner shall operate and maintain private sewage disposal or pumping facilities in a sanitary manner at all times, at no expense to the city.

13.08.170 Provisions not to limit additional requirements.

No statement contained in this Chapter SMC 13.08 shall be construed to interfere with any additional requirements that may be imposed by county or state health officials.

13.08.210 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
 - 1. Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.
 - 2. Wastewater having a pH less than 5.0 or more than 11.0, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel. Discharges outside this pH range may be authorized by a permit issued by the city pursuant to a finding that the system is specifically designed to accommodate a discharge of that pH.
 - 3. Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than one-quarter inch (0.64 cm) in any dimension be discharged.

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4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
 5. Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).
 6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
 7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
 8. Trucked or hauled pollutants.
 9. The following are prohibited unless approved by the director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
 - a. Non-contact cooling water in significant volumes.
 - b. Stormwater, or other direct inflow sources.
 - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
 10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
 11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
 12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
 13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the director.
 14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
 15. Medical wastes, except as specifically authorized by the director in a wastewater discharge permit;
 16. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
 17. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
 18. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 300 mg/l, or total petroleum hydrocarbon concentrations of no more than 100 mg/l.
 19. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over 20 percent of the lower explosive limit based on an explosivity meter reading.

Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

13.08.220 National categorical pretreatment standards.

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405—471 are hereby incorporated.

- A. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, Ecology may impose equivalent concentration or mass limits in accordance with SMC 13.08.220.D and 13.08.220.E (see 40 CFR 403.6(c)).
- B. When categorical pretreatment standards are expressed in terms of a mass of pollutant which may be discharged per unit of production, Ecology may either impose limits based on mass or equivalent effluent concentrations. The user must supply appropriate actual or projected long-term production rates for the unit of production specified in order to facilitate this process. (See 40 CFR 403.6(c)(2))
- C. Ecology may permit wastewater subject to a categorical pretreatment standard to be mixed with other wastewaters prior to treatment. In such cases, the user shall identify, in their permit application, all categorical wastestreams and provide sufficient information on each non-categorical wastestream to determine whether it should be considered dilute for each pollutant. Absent information showing that non-categorical wastestreams contain the pollutant in question at levels above that of the supply water, such wastestreams shall be considered dilute. In such situations, Ecology shall apply the combined wastestream formula as found at 40 CFR 403.6(e) to determine appropriate limits.
- D. When a categorical pretreatment standard is expressed only in terms of pollutant concentrations, an industrial user may request that Ecology convert the limits to equivalent mass limits. Ecology may establish equivalent mass limits if the industrial user meets all of the conditions set forth below.
 - 1. To be eligible for equivalent mass limits, the industrial user must submit information with its permit application or permit modification request which:
 - a. Shows it has a pretreatment system which has consistently met all applicable pretreatment standards and maintained compliance without using dilution.
 - b. Describes the water conserving practices and technologies it employs, or will employ, to substantially reduce water use during the term of its permit.
 - c. Includes the facility's actual average daily flow rate for all waste streams from continuous effluent flow metering.
 - d. Determines an appropriate unit of production, and provides the present and long-term average production rates for this unit of production.
 - e. Shows that long term average flow and production are representative of current operating conditions.
 - f. Shows that its daily flow rates, production levels, or pollutant levels do not vary so much that equivalent mass limits would be inappropriate.
 - g. Shows the daily and monthly average pollutant allocations currently provided based on the proposed unit of production.
 - 2. An industrial user subject to equivalent mass limits must:
 - a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits.
 - b. Continue to record the facility's flow by continuous effluent flow monitoring.
 - c. Continue to record the facility's production rates.

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- d. Notify Ecology if production rates are expected to vary by more than 20 percent from the baseline production rates submitted according to SMC 13.08.220(D)(1)(d). Ecology may reassess and revise equivalent limits as necessary to reflect changed conditions.
 - e. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to SMC 13.08.220(D)(1)(b) so long as it discharges under an equivalent mass limit.
3. Equivalent mass limits:
- a. Will not exceed the product of the actual average daily flow from regulated process(es) of the user and the applicable concentration-based daily maximum and monthly average standards (and the appropriate unit conversion factor).
 - b. May be reassessed and the permit revised upon notification of a revised production rate, as necessary to reflect changed conditions at the facility; and
 - c. May be retained in subsequent permits if the user's production basis and other information submitted in SMC 13.08.220(D)(1) is verified in their reapplication. The user must also be in compliance with SMC 13.08.953 regarding the prohibition of bypass.
- E. Ecology may convert the mass limits of the categorical pretreatment standards of 40 CFR Parts 414 (organic chemicals), 419 (petroleum refining), and 455 (pesticide formulating, packaging and repackaging) to concentration limits in permits for such users. In such cases, the director will document the basis and the determination that dilution is not being substituted for treatment in the permit fact sheet.
- F. Ecology must make the documentation of how any equivalent limits were derived (concentration to mass limits or vice versa) publicly available.
- G. Once incorporated into its permit, the user must comply with the equivalent limits in lieu of the categorical standards from which they were derived.
- H. The same production and flow estimates shall be used in calculating equivalent limits for the monthly (or multiple day average) and the maximum day.
- I. Users subject to permits with equivalent mass or concentration limits calculated from a production based standard shall notify the director if production will significantly change. This notification is required within two business days after the user has a reasonable basis to know that that production will significantly change in the next calendar month. Users who fail to notify the director of such anticipated changes must meet the more stringent of the equivalent limits or the user's prior limits.

13.08.230 State pretreatment standards.

Washington State pretreatment standards and requirements, located at Chapter 173-216 WAC, were developed under authority of the Water Pollution Control Act, Chapter 90.48 RCW and are hereby incorporated. The version incorporated is the version current as of the date of the latest revision or version of this ordinance, or amendment thereto. All waste materials discharged from a commercial or industrial operation into the POTW must satisfy the provisions of Chapter 173-216 WAC. In addition to some slightly more stringent prohibitions, (merged with SMC 13.08.210), the following provisions unique to Washington State are required by this chapter for discharges to a POTW:

- A. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submission of plans and reports for construction of wastewater facilities, chapter 173-240 WAC. Sources of non-domestic discharges shall request approval for such plans through the Department of Ecology. To ensure conformance with this requirement, proof of the approval of such plans and one copy of each approved plan shall be provided to the director before commencing any such construction or modification.

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- B. Users shall apply to Ecology for a permit at least 60 days prior to the intended discharge of any pollutants other than domestic wastewater or wastewater which the director has determined is similar in character and strength to normal domestic wastewater with no potential to adversely affect the POTW. (173- 216-050(1)). Users shall provide proof of compliance with this requirement together with a duplicate permit application to the director prior to commencing the new or changed discharge.
 - C. All significant industrial users must apply for and obtain a permit from ecology prior to discharge.
 - D. All users shall apply all known, available, and reasonable methods to prevent and control waste discharges to the waters of the state (AKART). The director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
 - E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
 - F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.
 - G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:
 - 1. The name and address of the applicant and facility/activity to be permitted.
 - 2. A brief description of the activities or operations which result in the discharge.
 - 3. Whether any tentative determination which has been reached with respect to allowing the discharge,
 - 4. The address and phone number of the office of the Director where persons can obtain additional information.
 - 5. The dates of the comment period (which shall be at least 30 days),
 - 6. How and where to submit comments or have any other input into the permitting process, including requesting a public hearing.
 - H. Ecology may require the applicant to also mail this notice to persons who have expressed an interest in being notified, to state agencies and local governments with a regulatory interest, and to post the notice on the premises. If the Ecology determines there is sufficient public interest they shall hold a public meeting following the rules of WAC 173-216-100. The director may require users not subject to Ecology permits to provide public notice for a contract, discharge authorization, coverage by local BMPs, food service establishment, or others regulated under authority of this chapter.
 - I. Permit terms shall include, wherever applicable, the requirement to apply all known, available, and reasonable methods of prevention, control, and treatment.
 - J. All required monitoring data shall be analyzed by a laboratory registered or accredited under the provisions of Chapter 173-50 WAC, except for flow, temperature, settleable solids, conductivity, pH, turbidity, and internal process control parameters. However, if the laboratory analyzing samples for conductivity, pH, and turbidity must otherwise be accredited, it shall be accredited for these parameters as well.
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13.08.240 Local limits.

- A. The director may establish local limits pursuant to 40 CFR 403.5(c).
- B. The following pollutant limits are established to protect against pass through and interference and reflect the application of reasonable treatment technology. No person shall discharge wastewater in excess of the following daily maximum limits if the total mass discharged would exceed that contained in 1,000 gallons at the below limit (see column to the right of each pollutant concentration limit). The director may require flow monitoring or determine appropriate flows to use in making this estimation.
- C. The below limits apply at the point where the wastewater is discharged to the POTW. Ecology may impose mass limits in addition to concentration-based limits.
- D. Users discharging BOD, TSS, or ammonia in excess of the concentration limits by more than the threshold amount must both receive authorization from the director and pay applicable fees (usage, and impact fees) for this loading. Users in excess of this threshold amount shall be subject to the terms of the high strength surcharge program. They shall also be liable for capacity and treatment surcharges assessed by the director under the authority of this chapter up to the "ceiling" loading limit established by written authorization of the director.
- E. Users shall be subject to "instantaneous limits" (as determined by a grab sample) of equal to twice the below "daily maximum" concentrations for any pollutant for which a composite sample is required in a permit. This provision is inapplicable to users without permits, or without the permit requirement to collect a composite sample for the analyte in question.

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

Conc.	Parameter:	Threshold Amount:
300 mg/l	BOD ₅	2.5 lb/d
300 mg/l	total suspended solids	2.5 lb/d
60 mg/l	ammonia	0.5 lb/d

PROTECTION OF SEWER LINE BLOCKAGE

Conc.	Parameter:	Threshold Amount:
300 mg/l	Oil and grease of animal or vegetable origin*	Any amount

*(Or compliance with the BMPs established by the director for food service establishments as an alternative to numerical standards where such BMPs have been established and the user can document compliance with them, such as the grease trap program)

PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

Conc.	Parameter:	Threshold Amount:
50 mg/l	hydrocarbon based oil/grease	Any amount
0.5 mg/l	sulfides (H ₂ S vapor toxicity threshold)	.004 lb/d
50.0 mg/l	sulfates	.004 lb/d
1,000 mg/l	total chloride	8 lb/d
5,000 mg/l	total dissolved solids	40 lb/d
1,000 mg/l	total organic solvents (incl. alcohols)	8 lb/d
5.0 su	Minimum pH in Standard Units	

11.0 su	Maximum pH in Standard Units	
10% reduction in effluent UV transmissivity (per cm at 254 nm wavelength)		
10% decrease in the maximum effluent concentration which has no observable detrimental effect (NOEC) in any whole effluent toxicity test.		

- F. The director may use contracts to establish ceiling limits, monitoring and reporting requirements, and charges applicable to the discharge of compatible pollutants to the POTW.
- G. The director may establish and require BMPs for any category of user or type of industrial process which creates a non-domestic waste stream for which Ecology has declined to issue an individual permit. Such requirements may be applied either in lieu of or in addition to the local limits of SMC 13.08.240. BMPs may also include alternative limits which may be applied at the end of a specific process or treatment step instead of at the combined effluent. Such BMPs shall be superseded by an Ecology permit should one be issued.
- H. The construction, maintenance and performance standard of any pretreatment facility must comply with current applicable codes, especially SMC 17.25.110 C(1)(b) regarding the emission of offensive odors.

13.08.250 City's right of revision.

The city reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

13.08.260 Dilution.

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limit unless expressly authorized by an applicable pretreatment standard or requirement. The director may impose mass limitations on users where deemed appropriate to safeguard against the use of dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

13.08.270 Grease, oil and sand traps/interceptors—Requirements.

- A. Grease, oil and sand traps/interceptors, or GRD's (grease removal devices) shall be provided, when, in the opinion of the director, they are necessary for the proper handling of liquid wastes containing grease in excessive amount, or any flammable wastes, sand and other harmful ingredients, except that such GRD's shall not be required for private living quarters. This includes all food service establishments, beverage providers, and food trucks or trailers that are connected to a public sewer. All GRD's shall be of a type and capacity approved by the director and shall be located so as to be readily and easily accessible for cleaning and inspection, and shall be maintained by the owner, at his expense, in continuously efficient operation at all times.
- B. Non-compliance is described as when F.O.G. accumulation reaches 25 percent of the capacity of the GRD, or when F.O.G. is witnessed leaving the device.
- C. Fines for non-compliance may be imposed if there is a failure to properly maintain the GRD.
 - 1. First violation—\$150.00
 - 2. Second violation—\$350.00
 - 3. Third violation—\$700.00
 - 4. Fourth and every additional violation—\$1,400.00
- D. In addition to the fines imposed, a business that violates the requirements of the FOG program twice in twelve consecutive months, will be moved to the next highest BOD strength category as defined in the

wastewater rate ordinance. The business will stay in that category until they receive two consecutive passing inspections.

- E. If a business violates three times within twelve consecutive months, they will be moved up two BOD strength categories. The business will stay in that category until they receive three consecutive passing inspections.
- F. If a business violates four times within twelve consecutive months, they will be moved to the highest BOD strength category. The business will stay in that category until they receive four consecutive passing inspections.

13.08.280 Establishment of the preferred pumper program.

The preferred pumper program consists of companies that are approved by the city of Stevenson for grease trap/interceptor maintenance. These companies will come to your establishment on a regular schedule, clean your grease trap, then send a report to the city for verification of maintenance. If you decide to use a preferred pumper, the city inspector will only visit your facility once per year, if you prefer to self-clean your GRD, then a city inspector will visit your facility a minimum of four times per year.

13.08.310 Pretreatment facilities.

Users shall provide wastewater treatment as necessary to comply with this chapter and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in SMC 13.08.210 within the time limitations specified by EPA, the state, or the director, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense, and satisfy state requirements for review and approval of plans for wastewater facilities as described in SMC 13.08.230. Such plans (engineering report, plans and specifications, and operation and maintenance manuals) shall be submitted as required by Chapter 173-240 WAC to either the director or the Department of Ecology for review, and users shall obtain and provide the approval to the director prior to construction. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of complying with this chapter, local building codes, or from the requirement to modify such facilities if needed to meet their permit or produce a discharge acceptable to the city under the provisions of this chapter.

13.08.315 Deadline for compliance with applicable pretreatment requirements.

- A. Existing sources covered by one or more categorical pretreatment standards shall comply with such standards within three years of the date the standard is effective unless the pretreatment standard includes a more stringent compliance schedule. Ecology shall establish a final compliance deadline date for any existing user not covered by categorical pretreatment standards or for any categorical user when the local limits for the user are more restrictive than EPA's categorical pretreatment standards.
- B. New sources and new users shall comply with applicable pretreatment standards within the shortest feasible time, but in no case shall time exceed 90 days from the beginning of discharge. Prior to commencing discharge, such users shall install and start-up all pollution control equipment required to meet applicable pretreatment standards.

13.08.320 Additional pretreatment measures.

- A. The director may require users to reduce or curtail certain discharges to the sewer, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and take all other measures to protect the POTW and determine the user's compliance with the requirements of this chapter. This includes the curtailment of any device used to dispose of what might otherwise be solid waste down the sewer by grinding.

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- B. The director, based on the determination that a device is necessary for implementation of pretreatment requirements, may require any user to install and maintain, on their property and at their expense the following devices:
1. A sample taking facility accessible to the director.
 2. A suitable storage and/or flow equalization tank.
 3. Grease, oil, and/or grit interceptors.
 4. An approved combustible gas detection meter.
 5. Flowmeter with 24-hour totalizer.
- C. Users installing any of the above devices shall ensure they are of the type and capacity identified in volume/chapter/section of the Stevenson Engineering Standards or otherwise approved by the director, meet applicable building and plumbing codes, and conform to any separate requirements established by the city. Users shall locate units in areas easily accessible for cleaning and inspection by representatives of the director. Users shall be responsible for all periodic inspection, cleaning, and repair of such devices.
- D. Retrofit of User Facilities. Users may be required to retrofit facilities which were constructed prior to the adoption of the ordinance codified in this chapter. The requirement to retrofit shall be on a case-by-case basis, as determined by the director for compliance with city, state and federal regulations. The director may require installation of grease interceptors, grease traps or other pretreatment facilities for those facilities that violate discharge prohibitions and supplemental limitations as set forth in this chapter. In all cases, existing food service users that have a Type 1 hood exhaust system shall be required to retrofit with an approved grease trap or interceptor that is sized in accordance with the current Uniform Plumbing Code and its appendices. In deciding whether to require a user to retrofit their facilities, the director shall take into account all relevant circumstances, including but not limited to, the extent of potential harm caused by the discharge, the magnitude and duration of the discharge, economic detriment to the user, corrective actions by the user, the compliance history of the user, and any other relevant factors. Grease interceptor or grease trap size shall be determined in accordance with the Uniform Plumbing Code and any other requirements by the city as set forth herein at the time the user is notified that facility modifications are required. Sizing of grease traps or interceptors will be reviewed and may be modified at the request of the local sewer jurisdiction. All costs incurred in retrofitting a user's facility shall be the sole responsibility of the user.

13.08.330 Accidental discharge/slug discharge control plans.

The director may require any User to develop and implement an accidental discharge/slug discharge control plan and take other actions the director believes are necessary to control discharges which may be caused by spills or periodic non-routine activities. Where a user has an Ecology permit that requires such a plan, the user shall provide a copy to the director and notify the director as well as Ecology of any discharge required to be reported by that plan. Accidental discharge/slug discharge control plans shall include at least the following:

- A. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal;
- B. A description of all stored chemicals, disclosing all ingredients in formulations which could violate a discharge prohibition if discharged to the sewer;
- C. The procedures for immediately notifying the director of any accidental or slug discharge, as required by SMC 13.08.660; and
- D. The procedures that will be taken to prevent the occurrence or adverse impact from any accidental or slug discharge. Such procedures shall address the inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

13.08.340 Public sewer construction—Permit required—Exception.

No person shall construct, extend or connect to any public sewer without first obtaining a written permit from the city and paying all fees and connection charges and furnishing bonds as required in Sections 13.08.080 and 13.08.370. The provisions of this section and Sections 13.08.350 through 13.08.390 requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the city.

13.08.350 Public sewer construction—Permit application requirements.

The application for a permit for public sewer construction shall be accompanied by complete plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of the city, prepared by a registered civil engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by an authorized representative of the city who shall within ten days approve them as filed or require them to be modified as they may deem necessary.

13.08.360 Public sewer construction—Compliance with standards.

All sewer work plans, specifications and construction procedure shall conform to city standards and regulations. These standards will be as contained in the contract documents for the construction of the sewage collection and treatment facilities for the city, dated January, 1971, or any standard and regulation that the city shall subsequently adopt.

13.08.370 Public sewer construction—Bond requirements.

Prior to issuance of a permit for public sewer construction, the applicant shall furnish to the city a performance bond, or cash deposit in the amount of the total estimated cost of the work. Such performance bond, or cash deposit, shall be conditioned upon the performance of the terms and conditions of the permit, and, shall guarantee the correction of faulty workmanship and replacement of defective materials for a period of one year from and after the date of acceptance of the work by the city.

13.08.380 Public sewer construction—Reimbursement for certain extensions.

Except as provided, the extension of the public sewerage facilities to serve any parcel or tract of land shall be done by and at the expense of the owner. The size of all sewer mains and other sewerage facilities shall be as required by the city. An installer of a sewer line who is required by the city to lay sewer pipe larger than that required for his own purposes, to accommodate other users, will be reimbursed by the city for the difference in cost between the size of line installed and that which would be required for his own use.

13.08.390 Public sewer construction—Special reimbursement agreements.

Where special conditions exist in the opinion of the city relating to any reimbursement agreement pursuant to the provisions of this chapter, the city may, either in addition to or in lieu of any of the provisions of this chapter, authorize a special reimbursement contract between the city and the person or persons constructing public sewerage facilities. Such special reimbursement agreement shall be made and entered into prior to the issuance of a permit for the work by the city.

13.08.400 Damaging sewer works prohibited.

No person, or persons, shall unlawfully, maliciously, willfully or, as the result of gross negligence on his or their part, break, damage, destroy, uncover, deface or tamper with any structure, facility, appurtenance or equipment which is a part of the sewage works.

13.08.410 Wastewater discharge permit requirement.

- A. No user categorized by the director as a significant industrial user shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or, where applicable, a general permit from Ecology. An existing user newly categorized by the director as a significant industrial user that has filed a timely application pursuant to SMC 13.08.420 with Ecology, and whose application has not been found deficient by Ecology, may continue to discharge unless and until notified otherwise by Ecology or the director.
- B. The director may require all other users to apply for a wastewater discharge permit from Ecology, to provide proof to the director of having made this application, to meet the limits and requirements of this ordinance, or to implement best management practices at the direction of the director to carry out the purposes of this chapter. For example, a wastewater discharge permit may be required solely for flow equalization.
- C. Any failure to complete the required survey form, apply for and obtain a required permit, or violate the terms and conditions of a wastewater discharge permit, contract, local limit or BMP established by this chapter shall be deemed violations of this ordinance and subject the wastewater discharge permittee to the sanctions set out in SMC 13.08.920 through 13.08.946. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with any other provision of this chapter including enrollment in and payment of surcharges for high strength waste and capacity charges.

13.08.420 Wastewater discharge permitting—Existing connections.

Within 180 days of notice by the city or Ecology that a state waste discharge permit is required for discharge, a user shall submit a state waste discharge permit application to the city for transmittal to Ecology; and by the earliest practicable date, the user shall submit a copy of the permit to the city.

13.08.430 Wastewater discharge permitting—New connections.

Persons wishing to discharge non-domestic wastewater must first complete either a survey form (if they do not expect a permit is needed) or a permit application. Any user identified by the director through the survey as an SIU or otherwise require a state waste discharge permit must file a permit application with Ecology and provide proof of such application to the director. Applications for wastewater discharge permits, in accordance with SMC 13.08.440, must be filed at least 90 days prior to the desired date of discharge, and the discharge permit obtained prior to commencing discharge unless Ecology provides written notification that they do not believe a state waste discharge permit is required.

13.08.440 Wastewater discharge permit application contents.

- A. All users required to obtain a wastewater discharge permit must apply using the form provided by Ecology. Users eligible for coverage under a general permit may request such coverage using an industry specific form if one has been developed (see SMC 13.08.450). Users for which Ecology has declined to issue a permit, but for which the director believed need pretreatment controls, must supply the director the following information that is relevant to the users operation.
 - 1. Identifying information.

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- a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
 - b. A description of activities, facilities, and plant production processes on the premises;
 2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
 3. A description of operations and facilities including:
 - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
 - b. The number and type of employees and proposed or actual hours of operation.
 - c. The type, amount, rate of production, and process used for each product produced.
 - d. The type and amount of raw materials used (average and maximum rates).
 - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
 - f. The types of wastes generated on a routine and periodic basis.
 - g. The times and durations when wastes will be discharged.
 - h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
 - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
 - j. The sampling locations and provisions for monitoring discharges.
 - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
 4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
 5. Pollutant data.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the Director), of regulated pollutants in the discharge from each regulated process.
 - c. The estimated peak instantaneous, daily maximum, and long-term average discharge concentrations (and mass) based on the sampling results.
 6. Sampling data to show samples are:
 - a. Representative of daily operations.
 - b. Taken just downstream from pretreatment facilities if such exist, or just downstream of the regulated process(es) if no pretreatment exists.
 - c. Collected as required by SMC 13.08.691.
 - d. Analyzed according to SMC 13.08.691.
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7. Information confirming BMPs. Where standards specify a BMP or pollution prevention alternative, the user must include the information needed by the director or the applicable standard to determine whether BMPs are (or will be) implemented.
 8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge must include new sampling showing (continued) absence of the pollutant in the raw wastewater and satisfying SMC 13.08.640(B).
 9. Any request to be covered by a general permit shall satisfy SMC 13.08.450 (below).
 10. Any other information deemed necessary by the Director to evaluate the situation and prepare a discharge permit.
- B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The director shall be held harmless for delays caused by returned applications.

13.08.450 General permits.

- A. The director may use general permits to control discharges to the POTW from all users that are not SIUs or otherwise permitted by Ecology. Significant users covered by a general permit will be those that the director finds:
1. Involve the same or substantially similar types of operations.
 2. Discharge the same types of wastes.
 3. Require the same effluent limitations or BMPs.
 4. Require the same or similar monitoring (or do not require monitoring).
 5. Are more appropriately controlled under a general permit.
 6. Are not subject to production-based standards, mass limits, or require use of the combined wastestream formula to calculate limits.
- B. To be covered by the general permit, the user must file a written request for coverage. The request must identify contact information, the general permit under which coverage is requesting, and whether any activities other than those for which the general permit were developed are generating wastewater at the facility. The user must also identify where any wastes covered by the general permit are discharged. If the general permit allows a monitoring waiver, the applicant must certify they are eligible for the waiver. The user must also provide any other information the director has requested to properly evaluate the situation.
- C. The director will retain the following for three years after the expiration of the general permit: A copy of the general permit, the fact sheet, each user's request for coverage, and the potw's determination to extend coverage to each user.

13.08.460 Application signatories and certifications.

- A. All survey forms, wastewater discharge permit applications, and user reports must be signed by an authorized representative of the user and contain the certification statement in SMC 13.08.695(A).
- B. Users shall submit a new authorization if the designation of an authorized representative is no longer accurate. This includes when a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company. The user must submit the new authorization prior to or with any reports to be signed by the new authorized representative.
- C. A facility determined to be a non-significant categorical industrial user by Ecology pursuant to SMC 13.08.140 (FF)(3) must annually submit the signed certification statement found at SMC 13.08.695(B).

13.08.470 Wastewater discharge permit decisions.

Any facility identified by the director as potentially being a significant industrial user, must prepare a state waste discharge permit application, obtain the endorsement of the director on that application, and submit this application to Ecology for disposition. The facility shall provide the director any response received from Ecology. The director will determine during this process whether or not to require a contract or impose any other local conditions as authorized by this chapter and may deny or condition any application for a wastewater discharge permit. In addition to conditions imposed by Ecology by letter or permit, the director may require additional safeguards, reports (including plans under Chapter 173-240 WAC), information, or fees for extra strength or capacity as provided for by this chapter.

13.08.510 Wastewater discharge permit duration.

The director may require any discharger to provide a copy of any application or reapplication of a state waste discharge permit whenever such documents are due to Ecology or have been submitted. Where a permit has not been required, or when it does not cover constituents of concern to the POTW, including flow and conventional pollutant strength and loadings, the director may require a discharger to enter into a contract for services stipulating those conditions necessary to protect the POTW and fairly compensate the director for wastewater services being provided to that person.

13.08.520 Wastewater discharge contract contents.

Wastewater discharge contracts will include conditions the director deems reasonably necessary to carry out the goals of the pretreatment program (SMC 13.08.110), federal and state regulations, and the requirements of this chapter.

- A. Wastewater discharge contracts may contain:
1. The permit issuance date, expiration date, and effective date.
 2. A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with SMC 13.08.550, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.
 3. Effluent limits, including best management practices, based on applicable pretreatment standards and requirements to apply AKART (see SMC 13.08.230(I)).
 4. The pollutants to be monitored, and specific monitoring requirements. This includes the sampling location(s), sampling frequencies, and sample types consistent with federal, state, and local law. (See SMC 13.08.230(J)).
 5. Requirements to submit certain reports (as reflected in SMC 13.08.610 through 13.08.695), provide various notifications, keep records, and implement best management practices,
 6. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
 7. Requirements to control slug discharges, including to develop, update, and implement slug discharge control plans (find required content in SMC 13.08.330) where the director determines such plans are important to preventing accidental, unanticipated, or non-routine discharges.
 8. Any monitoring which has been conditionally waived by the director according to SMC 13.08.640(B) but which automatically applies at any time the requirements of the conditional waiver are not met.
 9. Reapplication or renewal requirements.

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- B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:
1. Pretreatment facilities and measures required by SMC 13.08.310, 13.08.320 and 13.08.926.
 2. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
 3. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the treatment works, ground, or stormwater.
 4. Requirements to develop and implement of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
 5. Requirements to pay charges or fees for discharge to the POTW including high strength, impact and capacity charges.
 6. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices.
 7. Notice that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the wastewater discharge permit. And
 8. Other conditions as deemed appropriate by the director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

13.08.530 Contract issuance process.

- A. Public Notice. The director may require users to follow the procedures for public notice found in SMC 13.08.230(G) and 13.08.230(H). The director shall consider and respond to public input as appropriate prior to issuance of a permit. The director will arrange a public meeting if there is sufficient interest, or may use community forums such as council meetings to fulfill the requirements for public involvement.
- B. Permit Appeals. Users must petition Ecology to challenge the terms of any state waste discharge permit. For any contract, users may petition the director to reconsider the terms of a contract at any time after it is signed by the parties. Such a petition will not stay the terms of the contract.
1. In its petition, the appealing party must indicate the wastewater discharge contract provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge contract.
 2. If the director fails to act within 30 days, a request for reconsideration shall be deemed to be denied. Decisions as to whether to require an Ecology permit as a condition of discharge, or to require a wastewater discharge contract, to reconsider a wastewater discharge contract, or to modify a wastewater discharge contract shall be considered final administrative actions for purposes of judicial review.
 3. Aggrieved parties seeking judicial review of the final administrative wastewater discharge contract decision must do so by filing a complaint with the Superior Court of Skamania County within 30 days from the date of the later of Ecology or the director's decision or Ecology or the director's response to a request for reconsideration.

13.08.540 Wastewater discharge permit modification.

The director may require the user to apply to Ecology for a modification to its wastewater discharge permit for good cause, including, but not limited to, the following reasons:

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- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements including new or revised local limits.
 - B. To address new or changed operations, processes, production rates, waste streams, or changes in water volume or character.
 - C. To reflect conditions at the POTW requiring an authorized discharge to be reduced or curtailed. Such requirements may be either temporary or permanent.
 - D. Based on information indicating that a permitted discharge poses a threat to the city's POTW or staff, the receiving waters, or to violate a prohibition of this chapter.
 - E. To address violations of any terms or conditions of the wastewater discharge permit;
 - F. To address misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required report.
 - G. To incorporate revisions based on a variance from categorical pretreatment standards approved pursuant to 40 CFR 403.13.
 - H. To correct typographical or other errors in the wastewater discharge permit.
 - I. To reflect a transfer of the facility ownership or operation to a new owner or operator as required under SMC 13.08.550.

13.08.550 Wastewater discharge permit transfer.

Wastewater discharge permits may be transferred by Ecology to a new owner or operator consistent with the process described in the permit, and subject to at least 30 days advance notice to the director and the director approves the wastewater discharge permit transfer. Where the permittee also has a contract with the director, they must negotiate that contract at this time. Failure to provide advance notice of a transfer renders the wastewater discharge contract void as of the date of facility transfer. The notice to the director must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator have no immediate intent to change the facility's operations and processes.
- B. Identifies the specific date on which the transfer is to occur. And
- C. Acknowledges full responsibility for complying with the existing wastewater discharge contract, and willingness to enter into such contract under the same terms.

13.08.560 Wastewater discharge permit revocation.

The director may revoke and require renegotiation of a wastewater discharge contract for good cause, including, but not limited to, when a user has:

- A. Failed to notify the director of significant changes to the wastewater prior to the changed discharge.
- B. Failed to provide prior notification to the director of changed conditions pursuant to SMC 13.08.650.
- C. Misrepresented or failed to fully disclose all relevant facts in the wastewater discharge permit application.
- D. Falsified self-monitoring reports or tampered with monitoring equipment.
- E. Refused to allow the Director timely access to the facility premises and records.
- F. Failed to meet effluent limitations or permit conditions.
- G. Failed to pay applicable fines or sewer charges.

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- H. Failed to meet compliance schedule deadline dates.
 - I. Failed to complete a wastewater survey or wastewater discharge permit application.
 - J. Failed to provide advance notice of the transfer of business ownership.
 - K. Violated any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.
 - L. Ceased operations; or
 - M. Transferred business ownership.

Wastewater discharge contracts issued to a user are void upon the issuance of a new wastewater discharge contract to that user.

13.08.570 Wastewater discharge contract extension or reissuance.

A user with an expiring wastewater discharge contract shall apply for a new or revised wastewater discharge contract by submitting a complete permit application, in accordance with SMC 13.08.450, a minimum of 90 days prior to the expiration of the user's existing wastewater discharge contract.

13.08.610 Baseline monitoring reports.

- A. Users subject to categorical standards who must submit a "baseline monitoring report" to Ecology must submit a duplicate copy at the same time to the director. This report must contain the information listed in paragraph B, below. Failure to provide this report to the director, or to include the requisite content, shall be a violation of this chapter.
- B. The baseline monitoring report shall include the following information:
 - 1. All information required in SMC 13.08.450(A)(1) through 13.08.450 (A)(7).
 - 2. Additional conditions for existing sources measuring pollutants.
 - a. Users shall take a minimum of one representative sample to compile the data for the baseline monitoring report.
 - b. Users shall take samples immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If the user mixes other wastewaters with the regulated wastewater prior to pretreatment, the user must provide the flows and concentrations necessary to apply the combined wastestream formula of SMC 13.08.220(C) and 40 CFR § 403.6(e). Where the user wants an alternate concentration or mass limit, and it is allowed by federal rules at § 403.6(e), the user shall propose the adjusted limit and provide supporting data to the control authority (Ecology or city).
 - c. Sampling and analysis shall be performed in accordance with SMC 13.08.691.
 - d. The director may allow the report to use only historical data if the data is good enough to allow the evaluation of whether (and which) industrial pretreatment measures are needed;
 - e. The baseline report shall indicate the time, date, and place of sampling, methods of analysis. The user shall certify that the sampling and analysis presented is representative of normal work cycles and expected pollutant discharges to the POTW.
 - 3. Compliance Certification. A statement, reviewed by the user's authorized representative as defined in SMC 13.08.140(C) and certified by a qualified professional, such as a professional engineer indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment steps are required to meet the pretreatment standards and requirements.

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4. Compliance Schedule. While new sources must install the treatment required to meet the pretreatment standards prior to operation, Existing sources may be granted a compliance schedule where they must provide additional pretreatment and/or O&M to meet the pretreatment standards. In such cases, the user shall propose the shortest schedule by which they can provide the additional pretreatment and/or O&M. The completion date which the user proposes in this schedule may not be later than the compliance date established for the applicable pretreatment standard. Any compliance schedule authorized pursuant to this section must also meet the requirements set out in SMC 13.08.620.
 5. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with SMC 13.08.695(A) and signed by an authorized representative as defined by SMC 13.08.140(C).

13.08.620 Compliance schedule progress reports.

Where users subject to categorical standards qualify for a compliance schedule, they shall provide this schedule to the director and Ecology. Compliance schedules proposed by Existing Sources according to SMC 13.08.610(C)(4) shall:

- A. Contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine months;
- C. The user shall submit a progress report to the Director no later than 14 days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine months elapse between such progress reports to the director.

13.08.630 Reports on compliance with categorical pretreatment standard deadline.

Both existing sources and new sources must submit a report to the director and Ecology on whether compliance has been initially achieved. For existing sources, the report is due 90 days after the date applicable categorical standards give as the final compliance date. For a new source, the report is due 90 days after starting to discharge to the POTW.

In both cases, the report must contain the information described in SMC 13.08.450(A)(3) through 13.08.450(A)(6). For existing sources, it must also contain the compliance certification of 13.08.610(C)(3) and, if needed, the compliance schedule described in 13.08.610(C)(4). Users subject to equivalent mass or concentration limits, as allowed by SMC 13.08.220, must include a reasonable measure of their long-term production rate. Other users subject to standards based on a unit of production (or other measure of operation) must include their actual production during the sampling period. All compliance reports must be signed and certified in accordance with SMC 13.08.695(A).

13.08.640 Periodic compliance reports.

- A. The director may require any user to provide duplicate reports as required by Ecology. Where the director develops BMPs for an industry sector, or issues a contract to regulate pollutants not covered by a state waste discharge permit, the director may specify the necessary minimum sampling and reporting frequencies and include applicable requirements in contracts or BMPs. Significant industrial users (SIUs), except those recognized as "middle tier" users under SMC 13.08.640(C), must:

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1. Report at least twice a year, in June and December unless otherwise specified.
 2. Report the flows and concentrations of regulated pollutants in all discharges subject to pretreatment standards.
 3. Report average and maximum daily flows for the reporting period and identify where flow estimates are used.
 4. Include the documentation needed to show compliance with applicable BMPs, pollution prevention alternatives, maintenance, treatment, or record keeping requirements.
- B. Users must sign and certify all periodic compliance reports in accordance with SMC 13.08.695(A).
- C. Users must take wastewater samples which are representative of their range of discharge conditions and of any discharge not disclosed in their permit application. Users must properly operate, clean, and maintain sampling and flow metering facilities and devices and ensure they function properly. The director may not allow user claims that sampling results are unrepresentative due to a user's failure to meet this requirement.
- D. Users subject to the reporting requirements in this section must report any additional monitoring which might determine compliance with permit requirements. This includes any additional monitoring of regulated pollutant at their respective effluent monitoring locations using procedures prescribed in SMC 13.08.691. In such cases, the results of this monitoring shall be included in periodic monitoring reports.
- E. Users that send electronic (digital) documents to the city to satisfy the requirements of this section must meet all state and federal electronic signature requirements: Electronic data shall be in the format required by the director. The director may also require reporting in both digital and traditional format.

13.08.650 Reports of changed conditions.

Each user must notify the director of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater from that described in either an industrial user survey form, state waste discharge permit application, or by written correspondence to the city. This notification must be made at least 30 days before the desired change and be sent to both the director and Ecology. In such cases:

- A. Either Ecology or the director may require the user to submit whatever information is needed to evaluate the changed condition. The director may also require a new or revised wastewater discharge permit application under SMC 13.08.450.
- B. The director may issue, reissue, or modify a wastewater discharge contract applying the procedures of SMC 13.08.510 through 13.08.570 in response to a user's notice under this section.

13.08.660 Reports of potential problems.

- A. Any user which has any unusual discharge that could cause problems to the POTW must immediately notify the director by telephone of the discharge. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user to control and curtail the discharge. Such notification does not authorize the discharge, and all reasonable steps to halt or prevent the discharge must be made. However, failure to make such notification is a separate and distinct violation of this chapter from the discharge itself. Such discharges may include spills, slug loads, accidental discharges, or other discharges of a non-routine, episodic nature. Problems to the POTW which require reporting under this section include violating pretreatment prohibitions, treatment standards, or other requirements of SMC 13.08.210 through 13.08.260 such as vapor toxicity and explosivity limits, or cause interference with the collection system or treatment works, or pass through the POTW.
- B. Within five days following such discharge, the user shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be

incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.

- C. Regardless of whether the user has been required to submit a slug discharge control plan (per SMC 13.08.330), all users required to have a contract or permit shall post notice in a prominent location advising employees who to call at City Hall to inform the director of a potential problem discharge (13.08.660(A)). Users shall ensure that all employees who may cause or witness such a discharge are advised of the emergency notification procedures.
- D. All users must immediately notify the Director of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site which, if discharged to the POTW, would cause problems. Users required to prepare a slug discharge control plan under SMC 13.08.330 shall also modify their plans to include the new conditions prior to, or within two days after making such changes.
- E. These requirements apply in addition to any requirements of an Ecology permit.

13.08.670 Reports from unpermitted users.

All users not required to obtain a wastewater discharge permit or general permit shall provide appropriate reports to the director as the director may require. This includes periodically completing and signing industrial user surveys or certifying compliance with the requirements of any BMP program or grease remediation program.

13.08.680 Notice of violation/repeat sampling and reporting.

If sampling performed by a user by either an Ecology permit or city contract indicates a violation, the user must notify the director within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the director within 30 days after becoming aware of the violation. The director may waive the repeat sampling requirement where the city has sampled the effluent for the pollutant in question prior to the user obtaining sampling results.

13.08.690 Notification of the discharge of hazardous waste.

- A. Any user who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261, or Chapter 173-303 WAC must also comply with the following requirements:
 - 1. Notify the director, Ecology's permit contact, the EPA regional waste management division director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit application or re-applications under this chapter.
 - 2. Include the following information in the notification:
 - a. The name of the hazardous waste as found in 40 CFR Part 261,
 - b. The EPA hazardous waste number,
 - c. The type of discharge (continuous, batch, or other).
 - 3. If the discharge totals more than 220 pounds in any month, also provide:
 - a. The hazardous constituents contained in the wastes;
 - b. An estimate of the mass and concentration of hazardous constituents in the wastestream discharged during that calendar month; and
 - c. An estimate of the mass of constituents in the wastestream expected to be discharged during the following 12 months.

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4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
 5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
 6. Users must provide notifications under this paragraph only once to EPA and the State for each hazardous waste discharged. However, all of the information of these notices shall be repeated in each new permit application submitted under this chapter.
 7. This requirement does not relieve the user from requirements to provide other notifications, such as of changed conditions under SMC 13.08.650, or applicable permit conditions, permit application requirements, and prohibitions.
 8. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required in a permit under this chapter.
- B. Users must report all discharges of more than 33 pounds per month of substances which, if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Subsequent months during which the user discharges more of a hazardous waste for which notice has already been provided do not require another notification to EPA or the state, but must be reported to the director.
 - C. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under paragraphs A, if required by paragraph B within 90 days of the effective date of such regulations.
 - D. For any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical and shall describe that program and reductions obtained through its implementation.
 - E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a contract issued thereunder, an Ecology issued permit, or any applicable federal or state law.

13.08.691 Sampling—Analytical requirements and collection protocols.

- A. All pollutant sampling and analyses required under this ordinance shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the director determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the Director may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by EPA.
- B. Sampling and analysis reports performed by the director will be supplied to the user. The user may dispute the accuracy of the sample and provide an alternative sampling report within 21 days of receipt of the city's findings. If no alternative sample is provided within the 21-day period, it shall constitute an acknowledgement by the user that the sampling and analysis performed by the director is a valid representation of the pollutants in their wastewater.
- C. Users must ensure all samples they collect to satisfy sampling requirements under this chapter are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specific period.
 1. Users must use properly cleaned sample containers appropriate for the sample analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate EPA guidance.

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2. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds using grab collection techniques.
 3. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, and sulfides either in the laboratory or in the field, and may composite grab samples for volatile organics and oil & grease in the laboratory prior to analysis.
 4. For all other pollutants, users must employ 24-hour time-proportional composite samplers unless the director authorizes or requires an alternative sample collection method.
 5. The director may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
 6. The director may require grab samples either in lieu of or in addition to composite sampling to show compliance with instantaneous discharge limits.
 7. In all cases, users must take care to ensure the samples are representative of their wastewater discharges.
 8. Users sampling to complete baseline monitoring and 90-day compliance reports required by SMC 13.08.610 and 13.08.630, must satisfy some specific requirements. These reports require at least four grab samples for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds. Users may composite samples prior to analysis if allowed in 13.08.691(C)(3). Where historical sampling data exists; the Director may also authorize fewer samples.
 9. For periodic monitoring reports, (SMC 13.08.640), the director may specify the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
 10. The user shall record instantaneous and 24-hour flow (from totalizer) at the time each sample is collected, and provide said flow information to the director. If a flowmeter is not available, the city will use water flow information from their records to determine corresponding load (in pounds per day).

13.08.693 Date of receipt of reports.

The director will credit written reports as having been submitted on the date of the post mark when mailed through the United States Postal Service. Reports delivered in any other manner will be credited as having been submitted on the business day received.

13.08.694 Record keeping.

Users subject to reporting requirements of this chapter shall retain the below records for all monitoring required by this ordinance and for any additional monitoring which could be used to satisfy minimum monitoring requirements. Users must make these records available for inspection and copying at the location of the discharge. Users must similarly maintain documentation associated with any best management practices required under authority of SMC 13.08.240(C). Monitoring records shall include at least:

- A. The time, date, and place of sampling;
- B. The sampling and preservation methods used;
- C. The person taking the sample, and persons with control of the sample prior to analysis;
- D. The person performing the analyses and the date the analysis was completed;
- E. The analytical techniques or methods used; and
- F. The results of analysis.

Users are encouraged to retain quality control and quality assurance information provided by the laboratory and submit this information in routine reporting. This information also has value in the event that the sample data is called into question. For analytes for which Washington State requires use of a certified/accredited laboratory, Users must maintain the scope of accreditation for laboratories performing any analyses for them.

Users shall maintain the above records for at least three years, until any litigation concerning the user or the city is complete, or for longer periods when the user has been specifically notified of a longer retention period by the director.

13.08.695 Certification statements.

A. The following certification statement must be signed by an authorized representative as defined by SMC 13.08.140(C) and included when submitting:

1. An industrial user survey or update to a survey to reflect changed conditions.
2. A permit (re-)application in accordance with SMC 13.08.460;
3. A dispute of any city-provided sample performed under SMC 13.08.691,
4. A baseline monitoring report under SMC 13.08.610(B)(5),
5. A report on compliance with the categorical pretreatment standard deadlines under SMC 13.08.630;
6. A periodic compliance report required by SMC 13.08.640 (A)—(D), or
7. An initial request to forego sampling of a pollutant based on SMC 13.08.640(B)(4)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

B. Certification of Pollutants Not Present. Users that have an approved monitoring waiver based on SMC 13.08.640(B) must also include the following certification statement in each report. This statement certifies that there has been no increase in the pollutant in its wastestream due to activities of the user:

"Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR _____ [specify applicable National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of _____ [list pollutant(s)] in the wastewaters due to activities at the facility since filing of the last periodic report under SMC 13.08A.640(A)."

13.08.710 Right of entry—Inspection and sampling.

The director shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. users shall allow the director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The director shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.

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- C. Users shall provide full access to the director to use any monitoring facilities and utilities available or required in accordance with SMC 13.08.310 and 13.08.320 (B) and (C) to confirm that the standards or treatment required for discharge to the sewer are being met.
 - D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the director and shall not be replaced. The costs of clearing such access shall be borne by the user.
 - E. Any unreasonable delay in allowing the director full access to the user's premises and wastewater operations shall be a violation of this chapter.

13.08.720 Search warrants.

The director may seek issuance of a search warrant from the Skamania County Superior Court. Such warrants may be secured when:

- A. The director has been refused access or is unable to locate a representative who can authorize access to a building, structure, or property, or any part thereof, and has probable cause that a violation of this chapter is occurring on the premises;
- B. The director has been denied access to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or any permit or order issued hereunder; or
- C. The director has cause to believe there is imminent endangerment of the overall public health, safety and welfare of the community by an activity on the premises.

13.08.810 Confidential information.

Generally, information submitted to demonstrate compliance with pretreatment standards and requirements will be freely available to the public. Users may have certain information, however, withheld as confidential if the following process is followed.

- A. When a user submits information to the director, or provides information to inspectors, Users may request that specific information be maintained as confidential. Users must promptly identify the specific information in writing, and describe why the release would divulge information, processes, or methods of production entitled to protection as trade secrets or confidential business information under applicable state or federal laws.
- B. The director shall review and approve or deny such requests. When approved, the information shall not be available as public records and shall be marked confidential.
- C. All other information submitted to the director and obtained from the director's oversight shall be available to the public subject to the city records review policy.
- D. Information held as confidential may not be withheld from governmental agencies for uses related to the NPDES program or pretreatment program, or in enforcement proceedings involving the person furnishing the report.
- E. Federal rules prevent wastewater constituents and characteristics and other effluent data, as defined by 40 CFR 2.302 from being recognized as confidential information.

13.08.910 Publication of users in significant noncompliance.

- A. Publishing: The director must annually publish a list of the users which, at any time during the previous 12 months, were in significant noncompliance with applicable pretreatment standards and requirements. The

list will be published in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW.

B. Definition: The term significant noncompliance means:

1. Any violation of a pretreatment standard or requirement including numerical limits, narrative standards, and prohibitions, that the director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public.
2. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, including risk of noncompliance with city's NPDES permit, or has resulted in the director's exercise of its emergency authority to halt or prevent such a discharge.
3. Any violation(s), including of best management practices, which the director determines will adversely affect the operation or implementation of the local pretreatment program.
4. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter taken during a rolling six-month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of SMC 13.08.210 through 13.08.260.
5. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of wastewater measurements taken for each pollutant parameter during a rolling six-month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous limits, as defined by SMC 13.08.210 through 13.08.260), multiplied by the applicable criteria. Applicable criteria are 1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH.
6. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
7. Failure to provide any required report within 45 calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
8. Failure to accurately report noncompliance.

C. Applicability: The criteria in paragraphs 1—3 above are applicable to all users, whereas the criteria in paragraphs 4—8 are only applicable to SIUs.

13.08.920 Administrative enforcement remedies.

In administering the city pretreatment program, the director is obliged to follow the city pretreatment program's approved procedures. In response to non-compliance with any requirement of this chapter, the director shall apply its enforcement response plan, which is a part of these approved procedures. This plan ensures that the application of remedies provided for in SMC 13.08.920 through 13.08.946 is appropriate to the violation, and consistent with the treatment of other users. Any person may review or obtain a copy (for a nominal charge) of the enforcement response plan by contacting the director or city.

13.08.921 Notification of violation.

The director may serve a written notice of violation on any user that the director finds has violated any provision of this chapter, including terms or requirements of a permit, order, or a pretreatment standard or requirement. In all cases in this chapter, a continuation of a violation of a provision of this chapter is a "violation." Users shall, in response to a notice of violation, provide the director a written explanation of the violation, its cause, and a corrective action plan within thirty (30) days of the receiving this notice. Users submitting plans to

correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the soonest practicable date. The director's acceptance of a plan does not relieve a user of liability for any violations. The director may also take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

13.08.922 Show cause hearing.

The director may propose actions in response to a violation of any provision of this ordinance, including a provision of a permit, order, or a pretreatment standard or requirement. The director may order a user in violation to appear at a date, time, and location set by the director to show why the proposed enforcement action should not be taken. The director will notify the user of the violation, the proposed action, the rationale, and the users rights and obligations to provide evidence why the proposed enforcement action should not be taken, and to provide its support for any alternative it proposes at this meeting. This notification shall be served personally or by registered or certified mail (return receipt requested) at least 20 days prior to the hearing. Such notice may be served on any authorized representative of the user as defined in SMC 13.08.140(C). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

13.08.923 Administrative orders.

- A. Consent Orders. The director may enter into a consent order or other voluntary agreement to memorialize agreements with users violating any requirement of this chapter. Such agreements must include the specific action(s) required and date(s) they are to be completed to correct the noncompliance. Such documents must be constructed in a judicially enforceable manner, and have the same force and effect as administrative orders issued pursuant to this section.
- B. Compliance Orders. The director may issue a compliance order to any user which has violated any provision of this chapter including a requirement of a permit, order, or a pretreatment standard or requirement. The compliance order may direct that the user come into compliance within a specified time, install and properly operate adequate treatment facilities or devices, or take such measures as the Director finds are reasonably necessary. These measures may include additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, or relieve a user of liability for any violation, including a continuing violation. If the user does not come into compliance within the time provided, sewer service may be discontinued. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.
- C. Cease and Desist Orders. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the Director may issue an order to the user directing it to cease and desist all such violations and directing the user to:
 - 1. Immediately comply with all requirements; and
 - 2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

13.08.925 Administrative fines.

- A. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director may fine such user in an amount not to exceed ten thousand dollars. Such fines

shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.

- B. The director may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to the noncompliance and the director's response to the situation to the amount of the fine.
- C. The director will consider the economic benefit enjoyed by a user as a result of the noncompliance in cases where there appears to have been a monetary benefit from not complying. In such cases, the director shall ensure that fines, to the maximum amounts allowable, exceed the benefit to the user from the noncompliance.
- D. Unpaid charges, fines, and penalties shall, at 30 calendar days past the due date, be assessed an additional penalty of one percent of the unpaid balance, and interest shall accrue thereafter at a rate of one percent per month. After 30 days the city shall be authorized to file a lien against the user's property for unpaid charges, fines, and penalties.
- E. Users desiring to dispute such fines must file a written request for the Director to reconsider the fine along with full payment of the fine amount within 15 working days of being notified of the fine. Where a request has merit, the director may convene a hearing on the matter. In the event the user's appeal is successful, the director shall rebate the difference between the initial and final penalty amounts to the user.
- F. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

13.08.926 Emergency discontinuance of service.

- A. The director may immediately and effectively halt or prevent any discharge of pollutants to the POTW which reasonably appear to present an imminent endangerment to the health or welfare of persons. In such cases, the director will provide the user advance notice if possible, but shall not delay a response to imminent endangerment.
- B. The director may halt or prevent any discharge to the POTW which presents or may present an endangerment to the environment, including risk of noncompliance with city's NPDES permit, or which threatens to interfere with the operation of the POTW (including the collection system and pump stations). In such cases, the director shall attempt to provide not only notice to the affected user(s), but the opportunity to respond.
- C. Any user causing the director to exercise the emergency authorities provided for under this section shall be responsible for reimbursement of all related costs to the city.

13.08.927 Emergency suspensions.

The director may immediately suspend a user's discharge (or threatened discharge) when it reasonably appears to present a substantial danger to the health or welfare of persons. In such cases, the director will first provide informal notice to the user. The director may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, a danger to the environment.

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. If a user fails to immediately comply voluntarily with the suspension order, the director may take such steps as deemed necessary to protect the public and its interest in the sewer system. Remedies available to the director include immediately severing the sewer connection, at the users expense, turning off pump stations downstream of the user, and partnering with law enforcement. The director may not allow the user to recommence its discharge until the user has demonstrated to the

satisfaction of the director that the situation warranting the suspension has been properly addressed and any proposed Termination proceeding has been resolved.

- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report to the director prior to the date of any show cause or termination hearing under SMC 13.08.923 and 13.08.928.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

13.08.928 Termination of discharge.

Any user who violates the following conditions is subject to having the privilege of discharging to the public sewer system withdrawn:

- A. Discharge of non-domestic wastewater without a permit, including:
 - 1. Where the appropriate permit has not been requested;
 - 2. Where the appropriate permit has not yet been issued; or
 - 3. Where the permit has been denied or revoked based on the provisions of SMC 13.08.560 (Permit Revocation).
- B. Violation of permit terms and conditions including:
 - a. Exceeding any permit limit;
 - b. Failing to meet other pretreatment standards or requirements;
 - c. Violating any prohibition; or
 - d. Failing to properly monitor and report discharges or changed conditions.
- C. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; (whether subject to a permit or not); or
- D. Violation of the pretreatment standards and requirements in SMC 13.08.210 through 13.08.260, including failure to satisfy industrial user survey requirements.

When the director determines this remedy is necessary and appropriate to fulfill the intentions of this chapter, such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under SMC 13.08.923 why the proposed action should not be taken. Exercise of this option by the director shall not be a bar to, or a prerequisite for, taking any other action against the user.

13.08.931 Injunctive relief.

The director may seek injunctive relief when a user has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder. In such cases, the director may petition the Superior Court of Skamania County through the city's attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this chapter on activities of the user. The director may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

13.08.932 Civil penalties.

- A. A user which has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder shall be liable to the city for a maximum civil penalty of \$10,000.00 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The director may recover reasonable attorneys' fees, court costs, and other expenses associated with any emergency response, enforcement activities, additional monitoring and oversight, and costs of any actual damages to the city.
- C. In determining the amount of civil liability, the court shall take into account all relevant circumstances. The director shall provide the court a recommended civil penalty amount, and its basis. This basis shall address, as available, the extent of harm caused, the magnitude and duration of the violation, any economic benefit gained, the timing of users actions and responses, corrective actions by the user, and the user's compliance history. The director will provide the range of penalty amounts its enforcement response plan suggests if it addresses the situation and provides such guidance. The director will provide any other facts the court requests, or the director believes important for the court to have to render a just determination.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, any other action the director may take to resolve noncompliance by a user.

13.08.933 Criminal prosecution.

- A. A user who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$10,000.00 per violation, per day, or imprisonment for not more than one year, or both.
- B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of at least \$1,000.00 or be subject to imprisonment for not more than one year, or both. This penalty shall be in addition to any other criminal charges or judicial remedies, including remedies for causing personal injury, endangerment, or destruction of public property available under state law.
- C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.
- D. In the event of a second conviction, a user shall be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.

13.08.934 Remedies nonexclusive.

The remedies provided for in this chapter are not exclusive. The director may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the city's enforcement response plan. However, the director may take other action against any user when the circumstances warrant. Further, the director is empowered to take more than one enforcement action against any noncompliant user.

13.08.941 Penalties for late reports.

The director may assess a penalty of \$50.00 to any user for each day that a report required by this chapter, a permit or order issued hereunder is late. Penalties accrue beginning the fifth day after the report is due. The director's actions to collect late reporting penalties shall not limit the director's authority to initiate any other enforcement action.

13.08.942 Performance bonds.

The director may require a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the director as necessary to assure the User will achieve consistent compliance with this chapter. The Director may require this bond as an enforcement response or as a prerequisite to issue or reissue a wastewater discharge permit. Any user who has failed to comply with any provision of this chapter, a previous permit or order issued hereunder, or any other pretreatment standard or requirement may be subject to this requirement. This bond may also be required of any category of user which has led to public burdens in the past regardless of the compliance history of the particular user. The city may use this bond to pay any fees, costs, or penalties assessed to the User whenever the Users account is in arrears for over 30 days. This includes the costs of cleanup of the site if the user goes out of business, sells the business to a person that does not first assume the bond, or goes bankrupt. Users may petition the director to convert their performance bond to a requirement to provide liability insurance, or to forego any such safeguard based on their performance. User may petition no more frequently than once in any twelve-month period.

13.08.943 Liability insurance.

The director may require any user to provide insurance if they previously failed to comply with any provision of this ordinance, a previous permit, or order issued hereunder, or any other pretreatment standard or requirement. The director may also require users in businesses which historically have left a public burden to clean up pollution to obtain this insurance, regardless of their compliance history. In such cases, Users must provide proof that the insurance is sufficient to cover any liabilities incurred under this chapter, including the cost of damages to the POTW and the environment caused by the user. The director may require users to provide the proof of such insurance either in response to non-compliance or prior to issuing or reissuing a wastewater discharge permit.

13.08.944 Payment of outstanding fees and penalties.

The director may decline to issue or reissue a wastewater discharge permit to any user who has failed to pay any outstanding fees, fines or penalties incurred as a result of any provision of this chapter, a previous permit or order issued hereunder.

13.08.945 Water supply severance.

The director may order water service to a user severed whenever a user has violated or continues to violate any provision of this chapter, a permit, or order issued hereunder, or any other pretreatment standard or requirement. Users wishing to restore their service must first demonstrate their ability to comply with this ordinance and pay the related costs of this action.

13.08.946 Public nuisances.

A violation of any provision of this chapter or a permit or order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the

director. Any person(s) creating a public nuisance shall be subject to the provisions of SMC 8.60 governing such nuisances, including reimbursing the city for any costs incurred in removing, abating, or remedying said nuisance.

13.08.951 Upset.

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to punitive actions in response to noncompliance with categorical pretreatment standards (SMC 13.08.220 and SMC 13.08.230), but not local limits (SMC 13.08.240) when the requirements of paragraph (C), below, must be met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - 1. An upset occurred and the user can identify the cause(s) of the upset.
 - 2. The facility was at the time being operated in a prudent and workman-like manner and was in compliance with applicable operation and maintenance procedures.
 - 3. Where the upset involved reduction, loss, or failure of its treatment facility (e.g. a power failure), the User controlled production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards until the facility was restored or an alternative method of treatment was provided.
 - 4. The user submitted the following information to the director within 24 hours of becoming aware of the upset. When initially provided orally, the User must have provided a written report within five days:
 - a. A description of the indirect discharge and cause of noncompliance;
 - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - c. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.

13.08.952 Prohibited discharge standards.

A user will have an affirmative defense to an enforcement action brought against it for noncompliance with the prohibitions in SMC 13.08.210(A), and 13.08.210(B)(3)—(7) in certain cases. The user must be able to prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the User's prior discharge when the city was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

13.08.953 Bypass.

- A. For the purposes of this section,
 - 1. Bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.
 - 2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to assure efficient operation.
- C. Any other bypass must meet the following requirements:
 - 1. Users knowing in advance of the need for a bypass must submit prior notice to the director, at least ten days before the bypass wherever possible.
 - 2. Users must tell the director of any unanticipated bypass that exceeds applicable pretreatment standards within 24 hours of becoming aware of the bypass. Users must provide a written follow-up report within five days. The Director may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:
 - a. A description of the bypass (volume, pollutants, etc.).
 - b. What caused the bypass.
 - c. When, specifically, the bypass started and ended.
 - d. When the bypass is expected to stop (if ongoing).
 - e. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.
- D. Bypass.
 - 1. Bypass is prohibited, and the director may take an enforcement action against a user for a bypass, unless:
 - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - c. The user submitted notices as required under paragraph (C) of this section.
 - 2. The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

13.08.961 Pretreatment charges and fees.

The city may adopt reasonable fees for reimbursement of costs of setting up and operating the city's pretreatment program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;

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- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;
 - C. Fees for reviewing and responding to accidental discharge procedures and construction;
 - D. Fees for filing appeals;
 - E. Fees to recover administrative and legal costs associated with the enforcement activity taken by the director to address IU noncompliance; and
 - F. Other fees as the city may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by the city.

Stevenson City Council
Report on Sewer Ordinance Committee
January 12, 2024
Submitted by: Tracy Gratto Consulting, Committee Facilitator

This document outlines the goals, main themes expressed and final recommendations of the Sewer Ordinance Committee. Additionally, it provides details about the process, evaluation results, notable challenges encountered and next steps.

Process

During the council meeting on September 21, 2023, an ad-hoc committee was formed to examine potential amendments to the sewer ordinance. Comprised of 15 members carefully chosen to represent diverse perspectives on the issue, including three Councilmembers, the committee convened four times. City staff provided background information on the topic, actively seeking input during these sessions. The final recommendation comprises elements or “triggers” that would inform the updated sewer ordinance and will be presented by committee member Wes Huston on January 18, 2024. City staff will also present a policy and legal analysis of those recommendations, potentially offering alternatives for consideration. Additionally, the survey findings and proposed edits to the Financial Policy will be presented by city staff.

Charter: Goals of Committee

1. Create a shared understanding of the sewer and septic trends in our community.
2. Validate or identify the need to alter the 1972 Sewer Ordinance assumptions/decisions, 2013 Land Use/Development assumptions/decisions and 2019 Rate assumptions/decisions.
3. Surface the potential impacts of proposed changes to the 1972 Sewer Ordinance.
4. Recommend a proposal with the least negative impacts.

Results

1. Fair Infrastructure Improvement and Expansion

A significant majority endorsed the necessity of expanding sewer lines within the city boundaries by 2040. Success entails ensuring a fair distribution of financial implications that avoids imposing excessive costs on residents transitioning from septic to sewer and extending sewer lines. The emphasis was on addressing the needs of low-income property owners and individuals interested in small-scale private development was noted. "Equitable" has been defined to encompass the financial contributions of all residents living within Stevenson city limits.

2. Final recommendations for triggers related to the sewer ordinance

Method: Two meetings were conducted to gather input regarding the criteria for mandatory connection to the city sewer system and the associated financial expectations. Next, the committee was asked to participate in an online survey addressing "triggers" to inform the development of an ordinance and proposed edits to the Finance Policy. On December 18, 2023, two committee members hosted an informal

meeting with an attempt to reach consensus on a set of "triggers" and a definition of "Available." Following the meeting, the identified triggers were circulated via email to members who were not in attendance, accompanied by an invitation to meet with Wes Huston.

The method of collecting final votes was unconventional yet deemed necessary. Seven members voted in person during the January 8, 2024 meeting, with an additional proxy vote included. Three members submitted their votes through email. As of now, one member has not yet cast their vote. 11 of 12 members voted.

Next steps: City staff will conduct a policy and legal evaluation of all recommendations, specifically noting areas of alignment and potential concerns. To foster transparency, this document will be publicly available throughout the entire process, ensuring documentation of the committee's recommendations in comparison to the final decisions made by the Council. A revised sewer ordinance will be presented to the Council on January 18, 2024.

The committee requested increased public awareness and education. Suggestions were social media, posters, fliers in businesses, committee members sharing information and ads in the newspaper are all methods the city should use to inform the public about the upcoming changes and hearings.

3. Financial Policy Recommendation

Method: Numerous efforts were made to gather opinions and ideas for modifying the existing Financial Policy, both through discussions in meetings and using a [Financial Survey](#). The survey remained open for a month and received three responses. Additional input was collected in the final meeting. Unfortunately, due to limited participation, staff couldn't present and collect votes on conclusive recommendations for the final meeting. As of January 9, 2024 we have 6 of 12 responses.

Next Steps: Staff will advance their recommendations to Council on January 18, 2024. The committee members who attend the Listening Session will have a chance to comment at that time.

4. Themes from the Committee's discussion and member presentations

- Stevenson should have a standard level of wastewater services and extend sewer lines to all city limits using a phased approach with a majority of the extensions being grant funded.
- Spread the cost to "everyone" and aim for a "fair share" approach.
Individual recommendations: rates, GO Bond, assessing fees, property tax, business tax, majority grants, commercial fair share, etc. There is concern about the negative financial impacts on property owners, including lower-income and those developing single-family homes or smaller developments.

- Hire a grant writer. Staff clarified grants can only fund a certain percentage of the cost of the lines, and the City has access to grant writers.
- Change the “available” definition of 300 feet. Recommend “immediately available,” or 0 feet.
- Failure of septic with no repair options available should result in hook-up to sewer lines.
- When the sewer is immediately available, hook-up is the ultimate goal. Assess fees if property owners choose not to connect and consider waiving System Development Charge (SDC) fees to encourage connection.
- The moratorium was not viewed positively and staff responded swiftly to concerns. Note: Moratorium lifted by City Council at the December 21, 2023 meeting.
- Development in Stevenson - there is a lack of consensus on the assumptions, approaches and processes related to development. Individual comments: no desire for growth, growth is coming and we should be planning better, people developing vacant lots need easier processes and regulations, development is not friendly in Stevenson, growth is not coming.

Facilitator Note and Challenges

Scope: The financial aspects related to financing the current and future needs related to wastewater infrastructure in Stevenson is a complex issue with an intricate array of solutions, as evident in the education offered by staff and witnessed in discussions at the meetings and survey outcomes. The group frequently tried to expand beyond the committee's initial scope on defining the city's financial policy to alleviate the impact on individuals compelled to connect. There was strong interest to identify the funding mechanisms for line extensions. It was communicated that financing solutions for sewer line extensions would be formulated as the lines are prioritized in the Capitol Improvement Program (CIP).

Who will pay: A key challenge emerged in striking a balance between addressing the concerns of individuals burdened by sewer line extensions within the city limits and the potential rise in rates if individuals are not expected to contribute. While there was limited discussion about the effects of Stevenson's rates on low-income individuals, it was acknowledged as a concern.

Assumptions: The methodology of promoting hook-ups to mitigate rate increases was considered invalid. Frustration was noted about the limited availability of information regarding the rate study.

Disruptions: Unfortunately, one committee member and her husband, who is now an elected official, made multiple attempts to disrupt and undermine the committee. For example, there were numerous out-of-scope public records and data requests, which not only confused committee members but also necessitated staff to provide extensive documentation to address straightforward inquiries. On December 4, 2023, the newly elected councilmember expressed concerns in an email, stating, "The fact that this committee operated in secrecy taints whatever

conclusion or recommendation it makes." Following this email, several committee members discontinued their involvement. There were two committee members who voted against an open meeting format, and all meeting notes were consistently posted after each meeting.

Evaluation Results Six of thirteen members filled out the evaluation, indicating mostly positive feedback. Opportunities for improvement were less process, more clarity on the financial aspects and uncertainty in identifying the need to alter the 2019 rate assumptions/decisions. Please review the results and comments.

Committee-specific materials are online [here](#).

Thank you for the opportunity to support this important committee process.

Facilitator hours:

Paid: 33 hours

Volunteer: 58 hours

Total: 91 hours

Appendix 1

Members of the Committee

Staff: City Administrator Leana Kinley, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker

Facilitator: Tracy Gratto

Name	Perspective
Adam Miller	Extended line/Former septic
Brian McKenzie	Developer
Chuck Oldfield	Sewer
Dave Cox	Councilmember-Sewer
Gail Collins	Former PWD/Septic
Jeff Breckel	Sewer/PC Chair/Environmental Aspect
Jenny Taylor	Sewer/Septic/Former Council Member/Port Commissioner
Karen Rutledge	Sewer/Septic conversion cost concern
Mark Peterson	Septic/History of issue
Michael Johnson	Councilmember-Sewer
Rick Jessel	Septic
Rick May	Former Septic/Sewer/Developer
Scott Anderson	Mayor-Sewer
Shawn Van Pelt	Septic/Developer/Business Owner
Wes Houston	Property Owner-Septic

Appendix 2: Stevenson Wastewater Clarifiers January 8, 2024 Meeting

Final Vote for Recommendations on Sewer Triggers

The assumptions...

With cooperation between the City of Stevenson Council, Staff and its Residents, all properties within city limits can add enjoying sewer connection availability to the already long list of amenities being enjoyed by those who live, work and play here. This is assuming the following.

1. Current estimated extension benchmarks are provided with dates and associated costs when adopting any of the following.
2. Future financial goals are met, aimed at eliminating the need to raise to system development charges and causes for spikes in rates for current and new rate payers with regards to the funding of current sewer treatment plant upgrades, future sewer line extensions as well as regular maintenance of the entire system.
3. There will be a future public process with respect to these future extension costs and the effects on rates.

The triggers...**red indicates edits made during January 8, 2024 meeting**

- Available defined

Public sewer to which a lot can connect without further extension of the public sewer.

Same as "Immediately Available" definition that has been previously used.

(7) As Is

- Existing Single Family Residence on Septic

System Development Charge (SDC) waived if connected within 3 years of public sewer becoming available.

If public sewer is currently available or when available, 50% of the monthly rate is charged.

After 3 years of public sewer becoming available, 100% of the monthly rate is charged whether connected or not.

(5) As Is

(2) More Flexible

- Existing Multi Family Residence on Septic

System Development Charge (SDC) waived if connected within 3 years of public sewer becoming available.

If public sewer is currently available or when available, 50% of the monthly rate is charged.

After 3 years of public sewer becoming available, 100% of the monthly rate is charged whether connected or not.

(7) As Is

- New Construction Single Family Residence

Public sewer if available.

Septic if not available.

When public sewer becomes available then same as Existing Single Family Residence.

(7) As Is

- New Construction Multi Family Residence

Public sewer if available.

Septic if not available.

When public sewer becomes available then same as Existing Multi Family Residence.

(7) As Is

- Remodel with Addition

All remodels with addition on septic must have the septic system inspected and approved for condition and capacity before permitting. If septic is in poor condition or undersized for addition, sewer connection becomes mandatory provided it is available. Public sewer system development charge paid **for by owner.** **Septic system may be expanded if sewer is not available.**

(7) As Is

- New Short plat development

Treat all lots as new construction. If sewer is available to any portion of the property, the plat will require all lots to connect. **Septic when sewer is not available.**

(7) As Is

- New Long plat development

Treat all lots as new construction. Developer funded line extension required to make public sewer available.

(7) As Is

- Commercial development

Same as Long Plat. Developer funded line extension required to make public sewer available.

(7) As Is

+++

Voters...

January 8, 2024 in-person vote: Wes Houston, Rick Jessel, Karen Rutledge, Jenny Taylor, Jeff Breckel, Chuck Oldfield, Adam Miller Jenny acted as Gail Collins proxy

Verbal: Brian McKenzie

Email: Rick May, Shawn Van Pelt emailed full consensus

No vote: Mark Peterson

The process...

Choose your preference on the following proposed triggers.

Choose “As Is” when you feel the trigger needs no alterations.

Choose “More Flexible” when you feel the trigger should come in to play more slowly or with less financial impact to users than described. Or a lighter touch.

Choose “Less Flexible” when you feel the trigger should come in to play sooner than or with more financial impact to users than described. Or heavier handed.

The results...

When “As Is” receives consensus vote, trigger passes as a recommendation.

When “As Is” receives majority vote with “More Flexible” as runner up, trigger passes as a baseline recommendation with further recommendation to explore options with more flexibility in timeline and or less financial impact to users in the final ordinance.

When “As Is” receives majority vote with “Less Flexible” as runner up, trigger passes as a baseline recommendation with further recommendation to explore options with a more aggressive timeline and or more financial impact to users in the final ordinance.

When “More Flexible” receives majority vote, trigger is open for discussion and adjustment by majority.

When “Less Flexible” receives majority vote, trigger is open for discussion and adjustment by majority.

Submitted by Wes Huston 1/10/24

City of Stevenson 2025 Budget Calendar

March 2, 2024

Council Retreat on 2025 Priorities *(spring/summer)*

September 9, 2024

Budget Requests to all department heads

September 19, 2024

Regular Council Meeting

Preliminary Budget Presented to Council and updated current year
Council direction on cost of living increase for City staff and confirm council priorities. *(Prior to October 1-No later than the first Monday in October)*

October 17, 2024

Regular Council Meeting

Public Hearings (two):

1st Budget Meeting / Public Hearing on Proposed Budget.

(Prior to the Final Hearing)

- Receive Budget Message *(Prior to November 2-At least 60 days prior to the beginning of the next fiscal year)*
- Presentation of Proposed Budget
- Public Comment
- City Council Deliberations & Questions

November 14, 2024

Special Council Meeting on 2025 Budget

November 21, 2024

Regular Council Meeting

Final Hearing on Budget: *(On or before December 3-prior to the first Monday in December)*

Public Comment

- Continue City Council budget deliberations & questions
- Approve Budget or schedule additional meetings

Property Tax Levy Public Hearing: *(Prior to November 30)*

- Public Comment
- Set Property Tax Levy, approve Resolution and Ordinance

December 19, 2024

Regular Council meeting

Budget Adoption

(Prior to December 31)



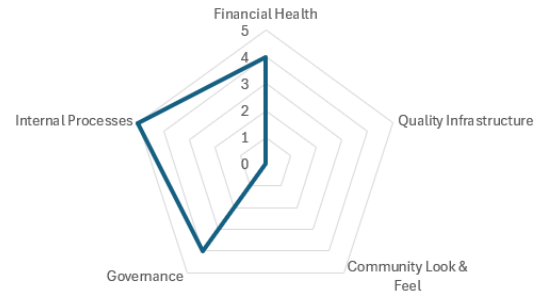
City of Stevenson

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: Communications Support
Meeting Date: August 7, 2024



Executive Summary:

At the March 25th council meeting, the council directed staff to move forward with establishing a Transportation Benefit District within the Stevenson city limits and the goal is to submit a ballot measure for the February Election for a .3% sales tax. City staff do not have the bandwidth to communicate this complex issue to the voters. The council requested more information on the costs associated with contracting out this service. The scope of work from Tripepi Smith and general overview is below.

Overview of Items:

The Strategic Plan identifies researching and contracting for communications support as part of the Financial Health and Internal Process priorities. Improved communication was also identified as a need in the recent community survey. Staff reached out to firms and heard back from one. When talking with Tripepi Smith around the need, the suggestion was to begin with general communication support to establish regular communication with the public ahead of the ballot measure work in the winter.

The general communication support has the following monthly deliverables:

- Project management
- Bi-weekly 30-minute check-in calls
- 1 article or press release per month
- 3 social media posts per week
- 1 monthly metric and analytic report
- Quarterly communication meetings
- City council agenda scanning
- Bi-weekly newsletter creation

While the costs will be billed on a time and material basis, the general communications retainer for the work above is \$6,945/month, or \$83,340/year.

The Ballot measure has an overall cost of \$22,500 with a possible cost of \$45,000 for additional costs of printing, mailing and advertising.

Action Needed:

Direction on the services outlined in the scope of work and how to move forward.



**SERVICES FOR:
GENERAL COMMUNICATIONS &
BALLOT MEASURE EDUCATION**

City of Stevenson

July 24, 2024

VALID FOR 90 DAYS FROM SUBMISSION

By: Tripepi Smith

Ryder Todd Smith, Co-Founder & President
Saara Lampwalla, Senior Business Analyst

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Our Service Areas



“Tripepi Smith was instrumental in helping get the word out about the importance of Measure N. As a smaller city, we are a down-ballot election, and with so much media paid attention elsewhere, it would have been extremely difficult for the city to produce content in-house. Not only were the graphics great, but the information they included in the post made it viewer friendly and essential to get the message out there.”

Alexander Walker-Griffin
Mayor, City of Hercules

COVER LETTER

Dear Leana Kinley,

Thank you for the opportunity to partner with the City of Stevenson on this critical initiative to enhance communications and bolster the City's financial health.

The City aims to launch a public education effort to inform residents about a potential street sales tax measure on the February 2025 ballot. Simultaneously, the City seeks to expand its current communication efforts to keep residents updated on City projects and events. I'd like to take a moment to share our enthusiasm for this project and explain why Tripepi Smith is the ideal partner.

Our team has a deep understanding of the unique dynamics of local communities: over 200 local government agencies, have chosen us to support their communications needs. Our proven track record includes numerous successful initiatives that have delivered tangible, impactful results. We excel in providing comprehensive public education and outreach services to municipalities, with a particular focus on ballot measures and ongoing communication support.

In a time when community engagement and fiscal responsibility are of paramount importance, Tripepi Smith is prepared to bring fresh, effective strategies to the table. Our dedication and strong history of delivering results position us as the ideal partner for the City of Stevenson.

Thank you for considering us for these crucial endeavors. We eagerly anticipate the chance to discuss our proposal in more detail.



Ryder Todd Smith, Co-Founder & President, Tripepi Smith
Ryder@TripepiSmith.com • (626) 536-2173 • P.O. Box 52152, Irvine, CA 92619

FIRM QUALIFICATIONS & EXPERIENCE

A Public Affairs Firm that Understands Local Government

Tripepi Smith excels at all aspects of public affairs and marketing. Founded in 2000 and incorporated in 2002 as a California Corporation, Tripepi Smith is based in Orange County, California with staff across California, Washington, Arizona, New Mexico, Utah, Texas and Tennessee. We work in a complex environment where successful communications go hand-in-hand with marketing and technical expertise. As a full-service marketing and creative services firm, Tripepi Smith's team of over 65 full-time communications experts offers the right professionals for the job while being small enough to be nimble and responsive. Our team offers a broad spectrum of experience and skills that allows us to apply the appropriate resource to the appropriate tasks; this allows us to execute work faster and reduce engagement costs.

These skills vary by both years of experience and core hard skills (website and graphic design, videography, writing, and social media, for examples). At Tripepi Smith, experienced directors and analysts drive strategy and implement messaging with support from two in-house accredited public relations (APR) professionals. Public affairs experts and policy wonks manage communication solutions for a large list of clients. Creative professionals fashion compelling branding, websites, print and digital design, social media, photography and video. Multiple full-time FAA certified drone pilots capture captivating footage for videos and photos. Tripepi Smith also has a full-scale video production team with extensive cablecasting, event production and A/V expertise.

THE RESULT:

We have an ability to tell a complete story across mediums all within our one team.

Key Differentiators

No other communications firm has the public agency client depth and diversity that Tripepi Smith offers. We gain insights from the breadth of our work and share that knowledge with our 200+ public agency clients, which yields key advantages:

- **Expertise In Industry-Standard Platforms:** Our team possesses a deep understanding of social media and digital platforms, evidenced by our certifications from industry leaders like Meta, YouTube, Twitter and Meltwater. This expertise sets us apart from many public affairs firms.
- **A Deep Understanding Of Local Issues:** Tripepi Smith's work with over 200 public agencies and municipal partners benefits each client as we translate practical field experience into outreach strategies tailored to their unique circumstances. Moreover, we are known for our mastery of the art of local government communications. We make civic matters relatable and engaging for stakeholders, from constituents to elected officials to legislators and more.
- **Robust Quality Assurance Practices:** With thousands of successful projects delivered, Tripepi Smith has integrated a robust system of tools and workflows. Whether managing deliverables within our own team or subcontractors, our iterative review procedures ensure clients receive high-quality, high-impact work products.
- **24/7 Access:** Though we have a set number of hours proposed in our contract, Tripepi Smith is available to our clients 24 hours per day. There is no "bad time" to call or email us, and our response will be immediate and engaged on the issue at hand.

Implementing Strategy and Engaging Audiences

Tripepi Smith recognizes the important interplay of public affairs and design. It's about presenting ideas that advance communities and public institutions. An important corollary to this is providing the creative services that can build materials to engage audiences and make ideas resonate. Tripepi Smith's multi-faceted design team enables us to reach these goals and lead effective creative strategy.

Strategic

Tripepi Smith is a provider of technology, communications and public affairs services. We leverage our skills and experiences in each of these areas to deliver efficient, technologically driven communication solutions that reflect our deep understanding of local government. Our team has a strong record of working with public agencies, joint powers authorities and not-for-profit organizations throughout California to better engage and connect with their stakeholders and community.

Creative

Tripepi Smith's creative professionals have worked with public and private clients on imagery, colors and graphic design in an array of projects. Our firm offers creative services that address not only traditional media such as print, websites, logo design and advertising but also non-traditional marketing services around email campaigns, social media, blogging, SEO, video production and more. This integrated approach to content development makes the process more efficient and more effective for clients.

Content x Distribution = IMPACT

Tripepi Smith was born in the digital era and brings significant technical skills to the table. Members of our team carry technical certifications in Hootsuite Social Media Marketing, Facebook Blueprint, Google Advertising, Google Analytics and Twitter Flight School, among others. We take digital seriously and recognize how critical it is to not only develop great visuals and messaging, but to ensure the audiences we want to reach actually see that content. Without content distribution, there is no IMPACT.

Content x Distribution = Impact



Team Tripepi Smith



Qualifications of Key Personnel

The City of Stevenson would have access to any one of Tripepi Smith's 65+ full-time employees. Depending on the scope of work the City selects, the rest of the Tripepi Smith project team may vary. However, we anticipate a core team consisting of **Senior Business Analyst Sydni Overly** as account manager, overseeing and advising on execution. Sydni will be the City's primary contact for the administration of authorized tasks. **Business Analyst Melanie Moore** will act as project manager, coordinating project management details and overseeing all content creation efforts with the support of **Junior Business Analyst Avi Vemuri**. Lastly, **President Ryder Todd Smith** will remain available to advise on strategy.

Dedicated Availability for Stevenson

The core project team will have dedicated availability to support the City of Stevenson, including capacity to provide support under urgent notice and/or time constraints. Should any key personnel become unavailable during the course of this engagement, Tripepi Smith will quickly substitute with other Tripepi Smith resources who have commensurate experience, knowledge and/or skill sets.

Additional resources about this team and the wider set of our team of full-time professionals are available at: www.TripepiSmith.com/Our-Team.



Ryder Todd Smith President

Ryder has over 25 years of experience in government relations, technology and marketing. As president, he leads Tripepi Smith and is the ultimate project owner of its clients, which span over 200 public, private and non-profit agencies. Ryder is also the creator of the City Internet Strategies Study, publisher of PublicCEO and the Civic Business Journal and a frequent speaker on the local government circuit. Additionally, his insights have been published by industry-leading publications, such as Western City Magazine and Public Management Magazine, and local government professional organizations, such as the California City Management Foundation and Municipal Management Association of Northern California have recognized and awarded his support as a longtime partner.



Sydni Overly Senior Business Analyst

Sydni is a strong project manager with a background in public policy and local government. After studying Sociology at Boston University, she went on to receive her master's degree in Public Administration from California State University, Long Beach. Sydni further developed her leadership skills at the City of Gardena, where she supported several municipal departments and gained extensive experience in intergovernmental relations, emergency management, community outreach and content creation. As a Senior Business Analyst for Tripepi Smith, Sydni manages a wide range of projects and provides strategic direction for staff to execute. In addition to her client work, Sydni is the firm's Sprout Social expert and helps optimize social media management practices. She also recently led the creation of Local Information Network of Knowledge (LINK), a software solution to help public agencies share and document best practices and knowledge on a range of subjects.



Melanie Moore Business Analyst

Melanie, a Bay Area native, brings experience in financial research and marketing, complemented by her Bachelor of Arts degree in Economics from Claremont McKenna. She started as a Junior Business Analyst and quickly advanced to a Business Analyst in 2022. Since joining the team, Melanie has played a pivotal role in managing clients, crafting compelling narratives and actively engaging with communities to fulfill unique client needs. At the core of Melanie's expertise lies her ability to develop innovative communication strategies and create targeted content. Notably, Melanie is also a member of the Tripepi Smith Cloud Webmaster team, contributing her skills to elevate online experiences.



Avi Vemuri Junior Business Analyst

Avi is a detail-oriented, analytical thinker with a background in data analytics, project management and marketing. He graduated from Claremont Mckenna College with a degree in Economics, and a sequence in Computer Science. While at Claremont Mckenna, Avi gained experience as an IT Project Management Intern at Farmers Insurance and served as a Growth Marketing Manager for the food delivery startup EnvoyNow. These experiences helped drive a strong passion for marketing and project management. After graduating, Avi taught Computer Science and served as the Head Tennis Coach at The Hill School, an independent boarding school in Eastern Pennsylvania. This experience helped cultivate both his leadership and analytical skills.



“Our City is committed to keeping residents informed and our community engaged. Tripepi Smith has helped us identify opportunities where we can take our communications efforts to the next level and in turn get a step closer to meeting the communications-related goals in our Strategic Plan.”

David Scott
City Manager, City of Washougal

RELEVANT WORK AND REFERENCES

Contact	Ballot Results, Scope of Work, Work Samples
<p>City of Carson Tarik Rahmani, Deputy City Manager</p> <p>(310) 952-1755 TRahmani@Carson.ca.us</p>	<ol style="list-style-type: none"> 1. Nov. 2020 Measure K: 0.75% sales tax – 53.92% Yes 2. Nov. 2022 Measure R: Continuing 2% UUT – 78.44% Yes <p>Education & Outreach: Project management, strategic messaging, campaign logo development, news articles, website content development, social media management, technology support, digital ad placements, media monitoring, animated videos, informational mailers</p>

Measure R UUT Continuation - November 8, 2022 Election

During the November 2022 General Municipal Election, Carson residents will be able to vote on Measure R: the continuation of the 2% Utility Users Tax (or "UUT"). If approved, the Measure R continues the 2% UUT and could provide approximately \$8 million annually, until the UUT is ended by Carson voters. Measure R does not remove any accountability requirements (e.g., the Citizen Oversight Committee). All revenue from Measure R would continue to stay within Carson.

The 2% tax is collected from Carson residents and businesses by utility service providers (e.g. Southern California Edison and Southern California Gas) and is remitted to the City of Carson. This tax revenue is used to fund a variety of services, including sheriff and park safety patrols, senior and youth services, and parks and street maintenance programs.

How Measure R will appear on your November 2022 ballot:
 "To maintain City services such as 911 emergency response, public safety; natural disaster/public health emergency preparedness; protect local drinking water; repair streets/potholes and other general City services, shall the measure, continuing the existing 2% Utility Users Tax (no tax increase) limited to electric/gas utilities, exempting senior and low-income households, providing approximately \$8,000,000 annually until ended by voters, requiring public spending disclosure, all funds for Carson, be adopted?"

Before you vote in the election, please learn more about Measure R on this webpage. Click/tap the links in this table to go to a specific section:

How Utility Users Tax Works	About Measure R
Community Needs and Priorities	Frequently Asked Questions
Documents and Election Info	UUT Exemption Information

Contact

City of Culver City

Shelly Wolfberg,

Assistant to the City Manager

(310) 253-6008

Shelly.Wolfberg@CulverCity.org

Ballot Results, Scope of Work Performed, Work Samples

1. Nov. 2018 Measure C: 0.25% sales tax – 70.73% Yes
2. March 2020 Measure CC: 0.5% sales tax – 76.93% Yes

Education & Outreach: Project management, strategic messaging, news articles, website content development, social media management, technology support, digital ad placements, media monitoring, animated videos, informational mailers



Contact

Ballot Results, Scope of Work Performed, Work Samples

City of Grover Beach

Matthew Bronson,
City Manager

(805) 473-4567
MBronson@GroverBeach.org

1. Nov. 2020 Measure F-20: 1% sales tax – 52.6% Yes

Education & Outreach: Project management, strategic messaging, news articles, website content development, social media management, technology support, digital ad placements, media monitoring, animated videos and informational mailers

How could Measure F-20 help?



“Since districting was entirely new to our community, we wanted to ensure our residents understood how this would change our municipal elections and how they could actively participate in the process. We knew we could rely on our trusted consultants, Tripepi Smith, to educate the public and empower residents to make their voices heard throughout this important process. The success of their outreach efforts is evident in the 40 maps received from the public and we appreciate Tripepi Smith’s diligent efforts to engage the community in adopting district lines that will shape the future of the City Council for the next 10 years.”

Matthew Bronson
City Manager, City of Grover Beach

Partial Client Roster

Below is a brief list of Tripepi Smith clients. We can provide you with contacts for any of these clients if desired and are confident you will find them to be quite happy with our services.

California City Management Foundation	City of Indian Wells	City of Palmdale	Citrus Heights Water District
California Joint Powers Insurance Authority	City of Industry	City of Paramount	Claremont McKenna College
City of Aliso Viejo	City of Irvine	City of Placentia	Costa Mesa Sanitary District
City of American Canyon	City of La Cañada Flintridge	City of Pomona	El Toro Water District
City of Azusa	City of La Palma	City of Rancho Palos Verdes	Independent Cities
City of Bellflower	City of La Puente	City of Rancho Mirage	Finance Authority JPA
City of Blythe	City of Lake Forest	City of Renton	Inland Empire Utilities Agency
City of Claremont	City of Laguna Hills	City of Riverbank	League of California Cities
City of Coronado	City of Laguna Niguel	City of Rolling Hills Estates	Municipal Information Systems Association of California
(City of) Culver City	City of Lancaster	City of Santa Clarita	Municipal Management Association of Northern California
City of Cupertino	City of Livermore	City of Santa Cruz	Municipal Management Association of Southern California
(City of) Daly City	City of Lomita	City of Santa Paula	Orange County City Manager Associations
City of Danville	City of Lynwood	City of Saratoga	Orange County Sanitation District
City of Duarte	City of Manhattan Beach	City of Snoqualmie	Palmdale Water District
City of El Cerrito	City of Manteca	City of South Gate	Rowland Water District
City of Fountain Valley	City of Martinez	City of Tracy	San Gabriel Valley City Manager Association
City of Fullerton	City of Millbrae	City of Vallejo	Bellflower-Somerset Mutual Water Company
City of Grover Beach	City of Morgan Hill	City of Vista	South Orange County Wastewater Authority
City of Hawaiian Gardens	City of Murrieta	City of Walnut	
City of Hawthorne	City of Newport Beach	City of Washougal	
City of Hercules	City of Norwalk	(City of) Yuba City	
City of Huntington Beach	City of Orange	Town of Windsor	
	City of Palm Desert	California Choice Energy Authority	



"I have worked with the Tripepi Smith team in a variety of capacities, and the work they produce never fails to impress me. Their speed and knowledge of the local government sector contributed greatly to forming an effective outreach plan. Our partnership was key to educating the community on Measure TR."

Ernie Hernandez
Former City Manager, City of Lynwood

PROJECT APPROACH

Stevenson's Needs

The City of Stevenson acknowledges the desire for improved communication with its residents. To address infrastructure challenges, the City is in the process of establishing a transportation benefit district, and subsequently, will offer a sales tax measure for voter consideration in the February 2025 Special Election. Effective communication is crucial to inform voters about these developments. Simultaneously, the City aims to strengthen its overall communication strategy to quell misinformation and foster community trust. Limited resources, including an inactive local newspaper and an older population with limited digital access present obstacles to achieving these goals. Still, the City is committed to making progress and ensuring residents are engaged in City affairs.

Tripepi Smith's Approach

Tripepi Smith possesses the expertise to address all aspects of the City's communication needs. We propose a two-pronged approach:






1. **General Communications Support:** This ongoing service will supplement the City's existing communication efforts and can commence immediately.
2. **Ballot Measure Education:** This focused outreach will educate residents about the proposed sales tax measure with efforts launching in December 2024.

This method allows the City to strengthen its overall communication while also preparing for the upcoming ballot measure. Below, we first outline our approach to specific project components before presenting a detailed cost proposal for potential services.

General Project Management

Tripepi Smith begins all engagements with a kickoff meeting with the client to: introduce personnel to one another, define Key Performance Indicators (metrics, goals and timelines); review project management processes; and ensure each stakeholder has a full understanding of their responsibilities.

We primarily use the following tools to manage projects:

-  Google Workspace for email, creating real-time collaborative documents and instant messaging
-  Zoom or Google Meet for conference calls
-  Sprout Social for social media management: posting and monitoring comments/messages
-  Meltwater for media intelligence and media relations
-  Kantata for project/task management, internal project status updates and time entry

These tools enable project managers to quickly determine a project's budget status, review the schedule of tasks, send rapid notifications to the whole team if issues arise and, generally, sustain momentum on our efforts.

Quality Assurance

Tripepi Smith abides by a rigorous procedure of internal review before work product or invoices ever make it to clients for review. Principals, Directors and Senior Business Analysts are all in the upper echelon of the workflow, responsible for final quality assurance of work produced by their peers. Tripepi Smith sets clear deadlines with clients to ensure expectations are met. Every team member holds each other accountable so that deliverables are produced in the most efficient manner possible. **Real-time financials are accessible 24/7, providing the most accurate insight to adhere to a budget.**

Ballot Measure Education

Tripepi Smith's typical approach to crafting language for ballot measure education & outreach is to "measure twice, cut once": we work with key stakeholders (especially legal counsel) to produce approved written language upfront. Any external-facing content, whatever the medium, will only use that language.

This allows us to streamline the design of various deliverables so the only new information for stakeholders to review is the look and feel, versus also having to re-evaluate the written text. This gives us the most flexibility to speed up the outreach/education process as necessary, ensuring voters have all the facts they need well before an election.

Our Creative Team of graphic artists, videographers and animators can transform this same written language into easy-to-understand visuals. When combined with a dedicated digital placement budget — such as "Boosting" posts on Facebook — we can quantitatively prove we have reached a large portion of the City's residents.

Throughout the engagement, we will monitor local/regional media outlets, the City's social media sites and community-run social media sites for opportunities to address misperceptions, correct misinformation, or identify new questions/concerns. Should we find new questions/concerns that our current content does not address, we will collaborate on creating new content that does, then publish it publicly.

Ongoing Communications Support

– Bi-Weekly Regular Strategy Discussions

To coordinate our efforts with City Staff and sustain momentum on communication projects, Tripepi Smith can schedule a recurring, 30-minute to 60-minute meeting that will include a City-designated lead for our engagement. These regular calls would help drive content planning for various communications channels, including website articles, press releases and social media posts and stories. Call content will focus on story plans, new issues or concerns that need to be communicated, identification of major themes or ideas to address in the coming weeks, review of recent media mentions and social media comments and sharing of communication opportunities uncovered from scanning city council agendas.

– City Council Agenda Scanning/Review

Tripepi Smith understands local government. Combined with expertise in marketing and communications, we identify potential communication opportunities by scanning your public meeting agendas. After all, city council agendas often contain timely items of public interest.

Our team reviews these agendas and discusses them with you during our regular check-in calls. This allows you to focus on your core duties while we empower you with information and recommendations to effectively manage city communications. The goal is to ensure transparency with your constituents. By keeping them informed about activities and decisions, we help you maintain a strong relationship with the community.

– Email Newsletters

A regular email newsletter is a direct portal into the world of your community members. E-newsletters also offer analytics that allow agencies to measure how cost-effective their campaigns were, either through native digital engagement or interaction with QR codes or URLs.

Tripepi Smith leverages Constant Contact, a leading email marketing platform, to empower clients' digital marketing strategies. Our team boasts several dozen certified Constant Contact Solution Providers, and we've successfully guided over 30 clients in leveraging the platform's potential. However, our expertise extends beyond Constant Contact. We are well-versed in other email marketing platforms, such as MailChimp, and offer a comprehensive range of services from account management and newsletter creation to event promotion and building targeted contact lists. We tailor our approach to your specific needs, ensuring you receive the optimal level of support.

1. E-NEWSLETTER CONFIGURATION, SET-UP & STRATEGY

Tripepi Smith offers e-newsletter establishment and revamping services. Our work includes setting up and configuring your email platform, migrating your existing contacts and providing graphic design and strategic support.

- **Email Lists:** We usually collaborate with staff to gather existing email lists and incorporate them into a distribution list for your new newsletters. If you don't have any existing email lists, we help build them from scratch.
- **Graphic Design:** Our graphic designers can craft a custom newsletter template that perfectly reflects your brand. We also incorporate unique design elements, such as headers featuring iconic community sites or recognizing holidays and observances, to add a special touch.
- **Strategy:** Years of experience producing e-newsletters for clients have honed our thought leadership in streamlining the newsletter production process. We can help you establish a workflow that ensures your newsletters are succinct, approachable and community oriented.

2. NEWSLETTER METRIC REPORTS

Tripepi Smith will produce metric reports on the newsletter. The report will consist of key performance indicators (KPIs), such as Open Rate, Opens, Clicks and more. Additionally, the reports will summarize insights and recommendations for optimizing and creating more visibility for the newsletter.

3. CURATION OF E-NEWSLETTER

If you prefer to write your content, Tripepi Smith can still support your newsletter efforts. We'll handle building, distributing, managing metrics and keeping your email list healthy. This includes integrating your content into the template, proofreading and ongoing list management—removing undeliverable addresses and adding new subscribers.

4. CREATION OF E-NEWSLETTER

Take the newsletter a step further with our optional e-newsletter management service. Tripepi Smith will handle everything: project management, content creation and collaborating with your team to gather details and images. We'll craft engaging content for your e-newsletter, ensuring a seamless process from start to finish.

– Social Media Management

1. CONTENT CREATION

Social media content creation involves: planning, fact-checking, sourcing graphics, grammar checking and scheduling the post. Our team has experience producing content across Meta (Facebook and Instagram), Twitter/X, LinkedIn, Nextdoor and others.

2. MONITORING

Tripepi Smith will monitor inboxes for questions and comments. When appropriate, responses will be drafted, which will occasionally require fact-checking and seeking out guidance from the City. Tripepi Smith will check social media chat groups and City posts for comments twice a day seven days a week excluding major holidays.

3. ADDITIONAL

Our work also includes optimizing social media accounts to boost performance and keeping up to date on the latest social media platform updates and options. Boosted posts and targeted ads are also helpful in disseminating information to community members, and Tripepi Smith is fully capable of running and tracking these paid campaigns (fees to be agreed upon and paid by the City).

– News Article/Press Release

Our team is seasoned in crafting compelling press releases and news articles, typically up to 500 words, to amplify the City's story and establish thought leadership. We tailor our work to your desired tone and direction, ensuring consistent execution. Collaboration with your staff might be necessary to ensure subject matter expertise and obtain quote approvals. You can lean on us to manage the entire content creation cycle, from crafting key messages and conducting interviews to drafting content and distributing it to your platforms or the media.

– Proofreading and Editing

Tripepi Smith staff will be available to proofread and copy edit Staff content, whether press releases, website news articles or external-facing emails as needed. Copyediting will review spelling and grammar, as well as ensure consistency with your Style Guide parameters.

– Website Support

Residents, businesses, vendors, investors and partners rely on public agency websites for key information and resources. Our work with nearly 200 public agencies has given Tripepi Smith a vantage point on challenges to website upkeep, which typically roots back to staff capacity.

Old information can linger too long. New information does not land on the website in a timely fashion. Sometimes new features are rolled out from the website company, but your staff is not trained to implement

the new features. Finally, keeping staff up to speed on how to use the website content management system takes a lot of time and for most of them, it is a low priority in their job.

We understand the gaps cities face in extracting as much value as possible from their websites, which is where our Cloud Webmaster Services come in.

Our team of content management specialists know how to use the tools and technologies of common local government website platforms used today. They are available 7 days a week to help public agencies update and change content on their websites. Now you have a single partner to manage the website content, and you can save time for your swamped in-house staff who want to focus on writing the staff report—not publishing it to the website.

Publishing content with Cloud Webmaster is as simple as sending an email, making a phone call or firing off a text message with a directive. Your Cloud Webmaster team will publish your content quickly and update you when they're done. Better yet, if you need help writing content, we can engage a writer on our team to first craft the content, seek your approval and then publish it to the appropriate page or space on your website.

–Strategy Meetings with Leadership

Tripepi Smith recommends meeting (virtually) on a quarterly basis with department heads to advise staff on upcoming communications, strategize communications plans, dissect themes and trends and reinforce communication goals for the coming months.

– Metric & Analytic Report

Each month, Tripepi Smith will provide a summary report of the Key Performance Indicators or KPIs (reach, posts, engagement, etc.) related to your controlled social media sites and other key metrics if available, such as website visits, media mentions and email open/click rates. This will help us evaluate the success of our efforts as well as serve as an ongoing feedback mechanism for gathering valuable insights that can help inform ongoing communication strategy.

– On-Call Strategic Communications Advice

There may be cases where the City may need advice on stakeholder outreach, communication efforts and public engagement initiatives. While the proposed project team can advise on such matters during regular check-in calls, there may be instances when a separate, longer discussion is needed. Additionally, there may be instances when a serious, emergency issue arises, warranting collaboration among the proposed project team throughout the crisis management period. This includes responding to emergencies through coordinated communications efforts with key external stakeholders. Tripepi Smith will remain available 24/7 to support you through such instances, typically kicking discussions off in a virtual meeting, collaborating in a living workspace (as noted above) and emailing, texting or calling with updates as progress happens.

SCOPE, COST PROPOSAL

We recommend the following scope of services following a Time & Materials (T&M) model that allows you the flexibility to “ramp up” or “ramp down” efforts according to budget and priorities. Below, we outline potential services and associated costs, into the two proposed areas:

1. **General Communications Support:** This ongoing service will supplement the City's existing communication efforts and can commence immediately.
2. **Ballot Measure Education:** This focused outreach will educate residents about the proposed sales tax measure with efforts launching in December 2024.









1. General Communications Support

As previously mentioned, we recommend a T&M arrangement for both project areas. The following outlines potential general communications services and corresponding estimated costs based on our standard hourly rates, detailed in the subsequent pages. Please note that all projects range in drafts and intricacy. We will determine exact cost based upon requests.

All work must be clearly authorized in writing before proceeding.

Deliverable	Cost	Quantity/Notes
Bi-Weekly Strategy Discussions	\$910 / Month	30-minute, bi-weekly, agendized check-in calls complete with check-in call recap email
City Council Agenda Scanning/Review	\$320 / Month	Reviewing city council agendas for potential communication opportunities
E-Newsletter Configuration, Set-Up & Strategy	\$2,650 One-Time Fee	Set-up, template creation (2 drafts: 1 draft, 1 final), 12 custom headers
Curation of Bi-Weekly E-Newsletter	\$450 / Edition \$1,960 / Month	Project management, execution, review; City staff creates all newsletter content

Creation of Bi-Weekly E-Newsletter	\$570 / Edition \$2,450 / Month	Project management, newsletter content creation, execution, review
Monthly Newsletter Metric Reports	\$510 / Report	Metric collection and analysis
Social Media Management	\$1,650 / Month	Creation of 3 social media posts per week
Social Media Templates	\$695 for 4	Design of 4 templates (2 drafts: 1 draft, 1 final)
News Articles & Press Release	\$640 / Piece	Creation of up to 500-word news article or press release; includes distribution to City website
Proofreading & Editing	\$100 / Article	Creation of up to 500-word news article or press release
Website Support	\$475 / Month	Assumes up to 4 hours of support per month
Strategy Meetings with Leadership	\$2,090 / Meeting	Virtual meetings with leadership/key stakeholders; recommended quarterly
Metric & Analytic Report	\$805 / Report	1 PDF report
Graphic Design	Print/Digital Short Format Infographics - \$3,120	Design projects range in drafts and intricacy; exact cost will be determined based on request.

	Print Flyer - \$1,225	
	Print Poster - \$1,925	
	Print Brochure / Newsletter - \$6,565	
	Mailer - \$1,090	
General Communications Retainer	\$6,945 / Month \$83,340 / Year	<p>Inclusive of:</p> <ul style="list-style-type: none">  Project management  Bi-weekly 30-minute check-in calls  1 article or press release per month  3 social media posts per week  1 monthly metric and analytic reports  Quarterly communications meetings  City council agenda scanning  Bi-weekly newsletter creation

2. Ballot Measure Outreach & Education

Tripepi Smith recommends a T&M model for executing the work detailed below over approximately 2 months (early/mid-December 2024 through January 2025), for **an estimated grand total of \$22,250, excluding extraneous fees**, such as for printing, mailing and advertising, which the City would pay for directly.

For budgeting purposes, we recommend your budget for extraneous fees start at \$45,000, though the final budget number will require deeper discussion between our teams.

Deliverable	Quantity/Notes
<u>Project Management</u>	Leverages an SBA, BA and JBA
One-time Kickoff Call	Up to 1 hour
Biweekly Client Check-in Call	Up to 1 hour per call for up to 2 months; Agendized meetings, with to-do item "recap" emails after
<u>Strategic Messaging</u>	Leverages a Principal, SBA, and BA
Strategic messaging for use across all communications	Includes Frequently Asked Questions, talking points, key messages, etc. English only
<u>Standalone Webpage</u>	Leverages SBA, BA and JBA
Informational webpage on City website; editing content as needed	1 webpage; English only
<u>Informational Mailers</u>	Leverages SBA, BA and JBA
Educational mailers about (1) election instructions and (2) the potential measure	Develop content for, design and layout 2 full-color, two-sided, 8.5" x 11" mailer Mailed to all City residents via Every Door Direct Mail (EDDM) City to pay print and mail costs directly
<u>Social Media Management & Monitoring</u>	Leverages JBA with occasional support from BA and SBA
Create and publish social media post content (which we will use for Digital Placements)	Up to 7 unique posts total; Graphic design included; English only
Monitor local community-run social media groups/pages	Up to 30 minutes per week for up to 1.5 months
Respond to City social media site comments and messages	Unlimited for up to 1.5 months

<u>Digital Placement (Ads) Creation & Management</u>	Leverages BA and JBA
Produce and manage digital placements of social media posts; excludes placement budget	Up to 2 "Boosted Posts" for dual display on Facebook and Instagram
Produce and manage digital placement of animated video; excludes placement budget	1 "Boosted Post" for dual display on Facebook and Instagram
<u>Animated Video</u>	Leverages a Principal, Animator, SBA, JBAs
Informational animated video	1 English video with captions and 1 English video with Spanish subtitles; Max. of 90 seconds long
Post videos on City's social media sites and YouTube Channel	Includes caption & voiceover fees
ESTIMATED COST: \$22,250	

Standard Hourly Rates

Tripepi Smith applies the following Standard Hourly Rates and related fees for any authorized as-needed T&M work. Such work must be clearly authorized in writing before proceeding.

	Hourly - Standard	Hourly - Retainer
Principal	\$370	\$295
Director	\$255	\$215
Art/Creative Director	\$255	\$215
Senior Business Analyst	\$195	\$165
Business Analyst	\$140	\$115
Junior Business Analyst	\$115	\$95
Senior Videographer/Animator	\$195	\$165
Senior Photographer	\$170	\$145
Videographer/Photographer	\$130	\$110
Junior Videographer/Photographer	\$110	\$95
Senior Graphic Designer	\$185	\$155
Graphic Designer	\$130	\$110
Junior Graphic Designer	\$110	\$95
Web Developer	\$195	\$175
Junior Web Developer	\$110	\$95
Drone Operator	\$195	\$170

Payment Terms

Billing & Invoices

At Tripepi Smith, we bill on either a Retainer, Fixed Bid or Time & Materials basis, with each billing type following its own payment schedule: Fixed Bid work is billed upon defined milestones. Time & Materials work is billed in 15-minute increments (i.e. 4.0, 1.25, 6.5 or 0.75 hours) at the end of the month in which work is done. Retainer work is billed on the 15th of each month.

Regardless of billing type, terms are Net 30 days.

Annual Increase

Tripepi Smith will increase the hourly rates and retainer fees for all resources by 5% or the national CPI index — whichever is higher — each year on the anniversary of the contract, starting on the first anniversary of any contract when the contract duration is longer than one year. Otherwise, new rates will be negotiated with each new contract.

Other Costs

Tripepi Smith has related service fees that may come up during our engagement that we want to tell you about.

Travel Costs

Our team will seek client authorization and reimbursement for travel necessary to complete a requested scope of work. Travel costs may include airfare, lodging, car rentals and gas. Additionally, when client work requires that we be onsite, Tripepi Smith invoices for travel time at half the resource’s hourly rate.

Equipment Costs

Tripepi Smith applies the following equipment fees, as applicable, when providing video services. We will seek client authorization prior to assessing any such expenses. Equipment fees are not inclusive of operator (staff) time, which is billed on an hourly basis.

	Half Day (<u>Under</u> 4 Hours)	Full Day (4+ Hours)
Video Equipment	\$400	\$600
Drone Equipment	\$500 – Flat Fee	
MEVO Equipment	\$400 – Flat Fee	

Service Fees

Tripepi Smith prefers that clients pay service providers directly to avoid unnecessary administrative costs. You should also know, however, that we have no economic interest in service providers, unless otherwise specified in this proposal. If a client asks Tripepi Smith to pay for a service provider bill, we will apply a 10% agency fee to the reimbursement expense. Typical service fees include, but are not limited to: print, mailing, digital advertising, media placements, voiceovers, translations and closed captions.

APPENDIX A: RESUMES

RYDER TODD SMITH

TRIPEPI SMITH – PRESIDENT

11/00 – PRESENT

- Provide communications advice, strategy and execution services to a range of small to mid-sized public and private sector clients spanning local government, real estate, finance, technology and healthcare verticals

MAVENT INC – SENIOR VICE PRESIDENT, OPERATIONS

5/05 – 11/09

- Responsible for quality assurance, technology operations and internal infrastructure organizations
- Built team of technology professionals to manage multi-site production environment at co-location facilities.
- Managed vendor relationships and reviewed all invoices
- Brought focus to key areas, including: system documentation, knowledge sharing with other employees, schedule management for finite resources and enhanced security
- Developed and managed the departmental budgets for three groups

MAVENT INC – VICE PRESIDENT, MARKETING

08/04 – 05/05

- Managed the Company's outside PR firm relationship, creative firm relationship, corporate website, ad campaigns, conference schedule, conference logistics and internal employee communications
- Developed and managed the marketing budget

MAVENT INC – VICE PRESIDENT, GOVERNMENT RELATIONS

02/03 – 08/04

- Monitored nationwide political activities that were pertinent to Mavent's interests
- Developed relationships with third-party interest groups that impacted the Company's product
- Participated in industry conferences and represented the Company at industry events

OLYMPIC STAFFING SERVICES – INFORMATION TECHNOLOGY MANAGER

01/98 – 11/00

- Managed and controlled all aspects of the technology environment at this five-location, 35-employee company

NORTHROP GRUMMAN CORPORATION – GOV'T REPRESENTATIVE

07/97 – 12/97

- Worked directly with the Director of State and Local Government Relations to research issues of concern to Northrop Grumman
- Developed agendas to target upcoming legislative issues
- Assisted in lobbying work and development of testimony

EDUCATION

CLAREMONT MCKENNA COLLEGE – CLAREMONT, CA

- Bachelor of Arts in Politics – Philosophy – Economics with Dual in Economics
 - Cum Laude Honors

SYDNI OVERLY

TRIPEPI SMITH – SENIOR BUSINESS ANALYST

12/22 – PRESENT

- Manage various project strategies and budgets
- Serve as project management lead for several clients and provide direction for staff to execute on deliverables
- Facilitate public meetings and workshops for clients
- Develop communication and outreach strategies that align with client initiatives
- Lead and support crisis communication strategies, including leadership harassment accusations and storm-related incidents

TRIPEPI SMITH – BUSINESS ANALYST

05/21 – 11/22

CITY OF GARDENA – ADMINISTRATIVE AIDE – EMERGENCY SERVICES COORDINATOR

04/19 – 05/21

- Managed the Emergency Management Program and served as the Emergency Operations Center Coordinator and Public Information Officer for COVID-19 and civil unrest
- Supported the Economic Development Manager in policy research and presentations, including cannabis regulations
- Wrote and edited public press releases, speeches and resolutions on behalf of the City Manager and elected officials

CITY OF GARDENA – RECREATION COORDINATOR

11/18 – 04/19

- Organized and managed City fundraisers and events for the Human Services Division
- Designed and implemented an internship program for the Human Services Division
- Donation management, community outreach and case management for the Emergency Food and Resource Program

CITY OF GARDENA – RECREATION LEADER II

06/18 – 11/18

- Operational analysis of recreation programs to modernize processes
- Planned and facilitated Citywide events

EDUCATION

- Bachelor of Arts in Sociology – Boston University – Boston, MA – Cum Laude
 - NFAA All-American Scholar Athlete
- Master of Public Administration – California State University, Long Beach – Long Beach, CA

CERTIFICATIONS

- | | |
|---|-------|
| • Public Relations Society of America (PRSA) Crisis Communication Certificate Program | 10/23 |
| • Hootsuite Social Marketing | 05/21 |
| • Poynter ACES Certificate in Editing | 08/20 |
| • FEMA Professional Development Series (PDS) | 09/19 |

SOFTWARE

- | | | |
|----------------|--------------------|-------------------------------|
| • Canva | • Microsoft Office | • Hootsuite and Sprout Social |
| • Google Suite | • WordPress | • CivicPlus |

MELANIE MOORE

TRIPEPI SMITH – BUSINESS ANALYST

08/21 – PRESENT

- Conduct market research to provide client insights
- Develop strategy to improve social media marketing efforts
- Write stories and press releases for the firm’s website and city clients

FINANCIAL ECONOMICS INSTITUTE – RESEARCH ANALYST

07/20 – 05/21

- Surveyed and compiled yearly numerical research into excel on the 150-hour rule
- Aggregated a database of existing literature and research
- Created in-depth statistical models and graphs in STATA and excel
- Wrote academic literature compiling findings

CORALTREE HOSPITALITY GROUP – MARKETING INTERN

07/20 – 08/20

- Sourced digital media to rebrand the CoralTree website
- Curate photographic and written content for CoralTree’s portfolio websites
- Created a pitch deck repository as a reference guide for future investment pitches
- Conscripted COVID-19 safety emails and messaging for hotels

EXOUS INC. – MARKETING RESEARCH ANALYST

06/19 – 08/19

- Compiled customer feedback from in-store retailers to assess customer satisfaction
- Analyzed weekly sales reports of Bay Area in-store retail distribution channels
- Formulated suggestions to improve store compliance and sales strategies
- Tracked weekly service installation reports to increase monthly customer retention

EDUCATION

- Bachelor of Arts in Economics – Claremont McKenna College – Claremont, CA
 - Scholar Athlete Recipient

CERTIFICATIONS

- | | |
|------------------------------|-------|
| • Sprout Social | 02/22 |
| • Hootsuite Social Marketing | 08/21 |

SOFTWARE

- | | | |
|--------------------|--------------------|----------------|
| • Python, Stata, R | • Microsoft Office | • Google Suite |
| • Mailchimp | • WordPress | • Hootsuite |
| • CivicLive | • Constant Contact | • Canva |

AVI VEMURI

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

01/24 – PRESENT

- Conduct market research to provide client insights
- Manage social media and respond to public questions
- Write stories and press releases for the firm’s website and city clients

MARIN TENNIS ACADEMY – SENIOR TENNIS COACH

06/23 – 01/24

- Conducted private, semi-private and group lessons for junior players ranging from ages 4-18, and skill levels ranging from beginner to nationally ranked

THE HILL SCHOOL – COMPUTER SCIENCE TEACHER

08/19 – 05/23

- Taught four levels of high school Computer Science
- Received 2021 George L. Slade prize for teaching excellence in the STEM fields
- Directed complete curriculum overhaul to better serve student needs and department initiatives

THE HILL SCHOOL – HEAD BOYS’ AND GIRLS’ TENNIS COACH

08/19 – 05/23

- Led boys’ team to 2021 Mid-Atlantic Prep League Championship, first in program history
- Led two boys (2021,2023) and one girl (2022) to league singles championships
- Directed program operations across for Varsity, JV, and Thirds teams

FARMERS INSURANCE – IT PROJECT MANAGEMENT INTERN

06/18 – 08/18

- Worked under Managing Director, Digital Modernization PMO, to oversee 250+ integrations of multi-million-dollar Guidewire Policy Center

GROWTH MARKETING MANAGER – ENVOYNOW

09/15-01/16

- Oversaw recruiting of over 40 employees from across Claremont Colleges
- Directed marketing operations that included a combination of campus events, social media marketing, and traditional marketing channels

EDUCATION

- Bachelor of Arts, Economics, sequence in Computer Science – Claremont McKenna College

CERTIFICATIONS

- Hootsuite Social Marketing 01/24
- Sprout Social 01/24

SOFTWARE

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• Microsoft Office Suite• Python, Java, C | <ul style="list-style-type: none">• Google Suite• SQL, Tableau | <ul style="list-style-type: none">• Canva• Stata |
|--|---|---|

Inter-Local Agreement

Public Utility District No. 1 of Skamania County

This Agreement made and entered into this ____ day of _____, by and between Public Utility District No. 1 of Skamania County, a Washington municipal corporation, hereinafter referred to as the “PUD” and the City of Stevenson a political subdivision of the State of Washington; hereinafter referred to as the “Agency”.

Witness: It is Hereby covenanted and agreed as follows:

1. The Agency requests the PUD perform rolling stock (equipment, fleet, or both) routine maintenance or provide repairs for the Agency as requested:
 - a. For maintenance, or repairs, to be performed under this Agreement, the Agency will supply the PUD with written correspondence describing the item(s) requested or a Scope of Work to the PUD’s Mechanic. The PUD reserves the right to deny or approve each request of the Agency on an individual basis.
 - b. Control of work shall be from the Agency’s Public Works Director, or an appointed staff member.
2. The Agency hereby agrees to reimburse the PUD for the cost of the work performed by the PUD, based on the actual verified cost of labor, equipment, and materials used in completing the requested work, plus all costs for fringe benefits to labor, including, but not limited to, Social Security, retirement, industrial insurance, and medical aid costs, prorated sick leave, holidays, and vacation time and group medical insurance. In addition, thereto, ten percent (10%) of the total costs shall be added for overhead costs for accounting, billing and administrative services; provided the PUD shall submit to the Agency an invoice for performed work approximately every 30 days or upon completion of each requested task, at the PUD’s discretion. The Agency shall remit payment within thirty (30) days of receipt of the invoice.
3. Each party shall maintain books, records, documents and other material as relevant to its performance under this Agreement. These records shall be subject to inspection, review and audit by either party or its designee, and the Washington State Auditor’s Office. Each party shall retain all such books, records, documents and other material for the applicable retention period under federal and Washington law.
4. It is understood and agreed between the parties if either party is alleged to be negligent in its performance of this Agreement, and the actions are the direct cause of a claim, loss, demand, action, or cause of action of any nature whatsoever, the negligent party will/shall defend and hold the other party and its appointed and elective officers, agents and employees harmless from those allegations and any damages which may result. The obligation to provide indemnity shall be upon written notice of any claim. The parties further agree to hold the other harmless and to waive their respective immunities under the State Industrial Insurance Act (RCW Title 51) to the extent an employee brings a claim or suit against the other non-employer agency for injuries occurring in the workplace while performing any act under this Agreement.
5. The Agency agrees to procure and maintain in full force insurance in the sum of not less than \$1 million public liability and \$3 million property damage for each public works project; naming the PUD as a named insured. Agency will also maintain Worker’s Compensation coverage as required by the Industrial Insurance law of the

- State of Washington. Within 10 business days from this agreement’s effective date, the Agency will provide proof of insurance as required under this Agreement
6. It is understood and agreed between the parties this Agreement is non-delegable and cannot be assigned, transferred or any portion subcontracted hereunder by the PUD without the prior written permission of the Agency.
 7. The PUD, in the performance of work under this Agreement shall abide by the provisions of RCW 39.34, Interlocal Cooperation Act. It is the purpose of this statute to permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization which will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.
 8. The term of this Agreement shall be from August 1, 2024, to December 31, 2026, except either party may terminate the Agreement upon thirty (30) days written notice given to the other party.
 9. Both parties may agree to three (3) two (2) year renewals to this Agreement, which shall be executed prior to the expiration of the Agreement by both parties.
 10. This Agreement shall be governed exclusively by the laws of the State of Washington. The venue for any disputes shall be with the Skamania County Superior Court. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation arising in contract, tort or otherwise, each party shall bear its own attorney’s fees incurred in the action, arbitration or proceeding.
 11. This Agreement shall be filed or listed by subject on a public agency’s website in accordance with RCW 39.34.040.
 12. The Stevenson Public Works Director shall be the Administrator for this Interlocal Agreement.

In Witness Whereof, the parties hereto have hereunto set their hands and seals the day and year first above written.

CITY OF STEVENSON,
A Municipal Corporation,

**PUBLIC UTILITY DISTRICT NO
NO. 1 OF SKAMANIA COUNTY,**

By: _____
Mayor

By: _____
Commissioner

Attest:

By: _____
City Clerk

Commissioner

Commissioner

Approved as to form:

Approved as to form:

City of Stevenson Legal Counsel

Richard L Hughes, General Counsel



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

Interlocal Agreement - City of Stevenson

1 message

David Waymire <davidw@co.skamania.wa.us>

Mon, Aug 5, 2024 at 3:31 PM

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

Cc: Arnold Bell <abell@co.skamania.wa.us>, Sarah Kellie <kellie@co.skamania.wa.us>, Jennifer Deskin <deskin@co.skamania.wa.us>

Leana,

In the future please send a modification like this to our office so we may add all the necessary paperwork for the Commissioner's Agenda. As for the refund, you were not charged an implementation fee so that is not an issue. The Planning and Code Enforcement modules total \$2,807.55 to the city. My concern is Sarah Kellie put in over 300 hours of staff time just working with Cloud Permit to set up all the modules for the County and City. She has also put in many more hours answering your staff's questions and training them on the use of the system. If I used just the 300 hours to determine our cost of implementation with her overall wage and benefit cost of \$63.08 per hour the total cost to the County was \$18,924 just to get the program up and running. This does not include any training time and does not capture anyone's time but hers. The time was spent for all interested parties equally but even if we said the city only made up 20% of our time that cost would be \$3,784.80. I would ask that we do not reimburse the city for the modules and agree that the fee was to help offset our costs of personnel time to set up the system. Please let me know if this would be acceptable to the City.

David Waymire

Skamania County

Public Works Director

(509)427-3909

**ADDENDUM #3
INTERLOCAL AGREEMENT FOR BUILDING INSPECTION AND PLAN
REVIEW SERVICES BETWEEN THE CITY OF STEVENSON AND
SKAMANIA COUNTY**

WHEREAS, the City of Stevenson (“City”) has a need for permit software services, and

WHEREAS, Skamania County and the City have an existing interlocal agreement amendment (#2) to piggyback on the county’s existing permitting software for Code Enforcement, Planning and Building modules. The existing interlocal agreement and amendments remain in full force and effect, and

WHEREAS, the City is unable to piggyback on the Planning and Code Enforcement modules as initially understood from the vendor, and

WHEREAS, the County is willing to allow the City access to the County’s permitting software and add to the platform needs for the City under certain terms and conditions.

NOW, THEREFORE, in consideration of the terms and conditions set forth below it is agreed as follows:

The existing 2020 interlocal agreement and amendments shall be amended to remove the Code Enforcement and Planning modules for permitting processes.

- 1) Any amounts previously paid by the City to the County for the Code Enforcement and Planning services will be refunded to the City, including the portion of the Implementation Fee attributed to the County’s implementation of the Planning and Code Enforcement modules.
- 2) The City will maintain necessary records and retain them according to the City’s retention policy.
- 3) This addendum shall take effect upon the signature of the last party signing the same and shall continue in full force and effect thereafter until December 31, 2024, or unless terminated by one of the parties as provided in the interlocal agreement.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties hereto have executed this addendum as of June 20, 2024.

CITY OF STEVENSON, a Washington
Municipal Corporation

By: 

Scott Anderson, Mayor

SKAMANIA COUNTY, a Legal Subdivision of
the State of Washington

Board of Commissioners

By: _____
Chairman

By: _____
Commissioner

By: _____
Commissioner


ATTEST:

By: 

Leana Kinley, City Clerk

By: _____
Lisa Sackos,
Clerk of the Board

APPROVED AS TO FORM:



Robert C. Muth
City Attorney

Adam Kick, Prosecuting Attorney

10/19/2023

Skamania County Building Inspection
Five Thousand Five Hundred Forty Eight and 35/100

5,548.35

Skamania County Building Inspection
PO Box 1009
Stevenson, WA 98648-1009

Cityworks City Portion 10.04.2023

Skamania County Building Inspection
PO Box 1009
Stevenson, WA 98648-1009

Check: 017300 Amount: 5,548.35
Date: 10/19/2023 Account:
For: Cityworks City Portion 10.04.2023

Invoices:

402022139	Cityworks City Portion 10.04.20	5,548.35
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Skamania County Building Inspection
PO Box 1009
Stevenson, WA 98648-1009

Check: 017300 Amount: 5,548.35
Date: 10/19/2023
For: Cityworks City Portion 10.04.2023

001 - 558 50 41 0001 - Current Planning/Building Software Sei	5,548.35	Cityworks City Portion 10.04.2023
---	----------	-----------------------------------

RECEIVED

OCT 09 2023

**BUILDING DIVISION
SKAMANIA COUNTY COMMUNITY DEVELOPMENT DEPT**

PO BOX 1009
STEVENSON, WA 98648
(509) 427-3900

Initials: _____

To: _____
CITY OF STEVENSON
PO BOX 371
STEVENSON, WA 98648

Date: 10/04/2023
Customer No: 0204
Invoice No: 402022139

Total Due: **\$5,548.35**

ENTERED
ll

Page # 1 of 1

2023 CLOUDPERMIT

Description	Quantity	Unit Cost	Unit of Meas	Total Cost
CITY PORTION 15%	1	5,548.35		5,548.35

Ok, he 558,50.41.000

On Receipt

BUILDING DIVISION
SKAMANIA COUNTY COMMUNITY DEVELOPMENT DEPT
PO BOX 1009
STEVENSON, WA 98648
(509) 427-3900

CITY OF STEVENSON
Customer No: 0204
Invoice No: 402022139
TOTAL DUE **\$5,548.35**

Amount of remittance: _____ 182

Cloudpermit Inc

11911 Freedom Drive, Ste. 720
Reston, VA 20190
contact.usa@cloudpermit.com

RECEIVED

OCT 09 2023



Initial: _____

INVOICE

BILL TO
Skamania County - WA
Skamania County - WA
240 Northwest Vancouver Avenue
Stevenson, Washington 98648
United States

SHIP TO
Skamania County - WA
Skamania County - WA
240 Northwest Vancouver Avenue
Stevenson, Washington 98648
United States

INVOICE 1279
DATE 07/26/2023
TERMS Net 30
DUE DATE 08/25/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Building Module Sales	Cloudpermit Building module	1	18,272.00	18,272.00
	Code Enforcement Sales	Cloudpermit Code Enforcement	1	5,926.00	5,926.00
	Planning Module Sales	Cloudpermit Planning Module	1	12,791.00	12,791.00

Cloudpermit subscriptions for 02/2023 - 01/2024, implementation to be invoiced once completed.

SUBTOTAL	36,989.00
TAX	0.00
TOTAL	36,989.00
BALANCE DUE	USD 36,989.00

Bank Details:
Bank name: Column NA - Brex
Account number: 760838773572646
ABA/Routing number: 121145349
Beneficiary: Cloudpermit
Page 1 of 1

Contracts and/or Change Orders awarded above \$10,000
from July 13th thru August 2nd, 2024

Date	Contractor	Amount	Total Contract	Description of service
7/22/2024	Grayling Engineers	55,612.00	55,612.00	Under 2022 On-Call Contract-Rock Creek Intake Investigation and Short-Term Supply analysis of Hegewald Well. Subconsultants costs covered by Department of Health grant.
8/2/2024	Grayling Engineers	62,832.00	118,444.00	Under 2022 On-Call Contract-Long-Term Water Source Study, Phase 1A. SOW Extends through March 2025.

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this 12th day of October, 2022, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Grayling Engineers**, hereinafter referred to as the "Contractor."

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

SECTION I

Nature and Scope of Work

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

SECTION II

Payment for Services & Expense Reimbursement

A. PAYMENT

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

B. TRAVEL

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

C. TRAVEL EXPENSES

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

SECTION III
General Terms & Conditions

A. DURATION

This contract shall commence as of the date indicated below, and shall continue **until December 31, 2025** or until terminated by either party giving the other party thirty (30) days written notice of such termination. Notice shall be deemed to have been given at the end of three (3) working days, after the deposit of the same in the United States mail, addressed to the other party, postage prepaid, at the address of the parties as hereinafter stated. In the event of cancellation by either party, the notice may specify the services that are to be performed after receipt of the notice until the date of termination. Unless stated otherwise, Contractor shall perform no further services upon receipt of notice of the termination. On or before termination or expiration of the thirty (30) day period, Contractor agrees to deliver to CITY all records, notebooks, files, materials, reports, data, and other information pertaining to the services performed for CITY. In the event of termination, CITY shall pay Contractor for all contract costs incurred prior to termination. Contractor shall not be entitled to compensation for lost profits or expectations of profit due to CITY's early termination of this contract.

B. RELATIONSHIP OF THE PARTIES

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

C. ASSIGNMENT

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

D. DISCLOSURE

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

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

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

E. DISPUTES

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

F. NONWAIVER

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

G. AUDIT RIGHTS/PUBLIC RECORD RETENTION

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

H. WORK PRODUCT

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

I. INSURANCE - HOLD HARMLESS

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

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

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

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

J. WARRANTY

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

K. SEVERABILITY

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

unenforceable provisions were omitted.

L. HEADINGS

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

M. CONSEQUENTIAL DAMAGES

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

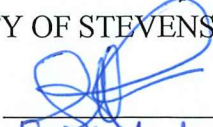
N. ENTIRE AGREEMENT

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

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this 12th day of October, 2022.

CITY OF STEVENSON

By: 
Scott Anderson, its Mayor

CONTRACTOR

By: _____

Name & Title

Mailing Address

Telephone Number

Federal Tax ID Number

UBI#

Approved as to form

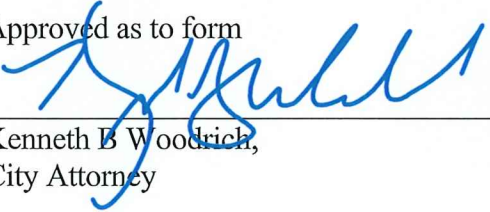

Kenneth B Woodrick,
City Attorney

EXHIBIT A - SCOPE OF WORK

CITY OF STEVENSON
ON-CALL WATER DESIGN & SYSTEM PLANNING SERVICES
SEPTEMBER 2022

Proposed Scope of Work

The Parties shall execute a series of Task Orders, mutually agreed (in writing) by the Parties and included by reference herein. Each Task Order shall outline a schedule of related tasks, including key project milestones and a list of project deliverables.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

Total compensation to Consultant under this Agreement shall not exceed \$100,000 per City fiscal year (January 1 to December 31).

Basis of payment will be time and materials and calculated as an amount equal to the cumulative hours charged to the project by each class of employee multiplied by the standard hourly rate for each applicable billing class, plus reimbursement of expenses incurred in connection with providing services described herein, if any. Our 2022 rate schedule is provided below. Future years will be invoiced at current rates issued annually. Rates are anticipated to increase at a rate of approximately 5% per annum.

Personnel

Senior Engineer	\$200
Senior Scientist	\$185
Project Manager / Construction Manager	\$165
Design Engineer III	\$165
Design Engineer II	\$145
Design Engineer I	\$125
CAD / GIS Technician	\$110

Administrative \$100

Project Expenses

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following:

Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging, and Subsistence	At Cost

Outside Services

Outside technical, professional, and other services will be invoiced at actual cost plus 10 percent (to cover administration and overhead).

Grayling Engineers will invoice Owner monthly. Additional work not included in this proposal must be authorized in writing by the Owner, in accordance with a written supplemental agreement.

EXHIBIT A1 - SCOPE OF WORK

**CITY OF STEVENSON
ROCK CREEK INTAKE INVESTIGATION
JULY 2024**

Proposed Scope of Work

Grayling Engineers (Grayling) has an existing agreement with the City of Stevenson (City) for investigating the cause of the diminished capacity at the Rock Creek raw water intake. This amendment supplements the original scope of work with the following tasks:

Task 1 – Project Management

Subtask 1.1 - Project Management & Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Task 2 – Rock Creek Intake Investigation

Additional effort to investigate the Rock Creek intake, coordinate drawdown testing with Aspect Consulting, and coordinate with the Washington Department of Health (DOH).

Task 3 – Short-Term Supply Analysis

Grayling completed a Corrosion Control Recommendation Report (CCRR) for Hegewald Well in 2021 as a result of exceeding the Action Level (AL) for lead. The CCRR identified the preferred method of implementing corrosion control. In January 2022, Grayling provided a Technical

Memorandum (TM) documenting treatment alternatives for the well for both pH adjustment and iron removal. That TM used a design flow of 350 gpm and identified recommendations for constructing permanent treatment facilities at the well. Recently completed testing of the well showed it can reliably supply the full water-right capacity of 600 gpm.

The purpose of this task is to provide a recommended treatment design that can be incorporated in the summer of 2024 so the well can be used as a permanent source in the event Rock Creek is unable to provide sufficient capacity.

Due to the limited timeline, iron removal treatment will not be incorporated into the short-term analysis. The feasibility and desirability of iron sequestration may be considered as part of the short-term work.

Subtask 3.1 - Develop Preliminary Treatment Conceptual Design

The following work will be performed:

- Identify the well capacity needed to support the community on a short-term basis.
- Size treatment facilities to correspond with the well capacity.
- Provide an Opinion of Probable Construction Cost for the proposed improvements.

Assumptions

- The well capacity to be used as the basis of design will be coordinated through email correspondence.

Subtask 3.2 - DOH Project Report

Grayling will prepare a project report and related documents required for review by the Washington Department of Health (DOH). Following receipt of review comments, Grayling will prepare written responses in letter format.

Assumptions

- DOH review fees will be invoiced directly to the City.
- Budget includes one round of comment responses to DOH. Additional submittals will be completed on a time and materials basis, at our current labor rates.

Deliverables

- Plans, project report and supporting documents in electronic (PDF) format.

Subtask 3.3 - Start-up and Testing

Grayling will assist the City with start-up and testing of the proposed treatment facilities.

Assumptions

- Up to two (2) Grayling representatives will attend up to two (2) site visits following completion of construction.
- The City is responsible for laboratory testing fees.

Deliverables

- Construction Completion Report will be prepared by Grayling and sent to DOH..

Task 4 - Subconsultant Services

Task 4.1 - Hydrogeologic Analysis (Aspect Consulting)

Geosyntec Consultants, Inc. dba Aspect Consulting (Aspect) is providing Grayling Engineers with hydrogeologic technical assistance for the City of Stevenson's (City's) Hegewald Well located in Skamania County, Washington. Aspect understands the City would like to determine if the well could be utilized as an additional source of water supply to supplement their aging surface water sources. The well is currently classified as a seasonal source and has only been used intermittently in the past. It is the City's understanding that the well has capacity, but the yield of the well has not yet been determined.

As part of this investigation, the City is seeking funding through the Washington State Department of Health's (DOH) Source Water Protection Local Assistance Grant Program. This grant is available for projects that protect public drinking water sources (Group A). To meet the grant's guidelines, the City has requested Aspect include additional hydrogeologic analyses in this scope of work relating to the development of a wellhead protection area (WHPA) for the Hegewald well as part of a wellhead protection program.

See the attached scope of work for a detailed description of individual tasks.

Task 4.2 - Ongoing Hydrogeologic Services (Aspect Consulting)

Under this scope of work, Aspect will continue water level monitoring at the Hegewald Well to determine seasonal low groundwater levels. This information will be used to assess minimum available drawdown in the well and inform reliability during peak summer demands. This scope of work included two site visits (one for equipment maintenance and data download; another for retrieval of equipment in the fall), data reduction and analysis, and reporting in an email format including groundwater hydrographs.

See the attached scope of work for a detailed description of tasks.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

A fee of **\$55,612** is proposed to complete the work described above. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

okay
J _____ 7/22/24

EXHIBIT B1 - FEE ESTIMATE
CITY OF STEVENSON
ROCK CREEK INTAKE INVESTIGATION
JULY 2024

Task	Description	Engineer, Grade VIII	Engineer, Grade VII	Engineer, Grade VI	Engineer, Grade V	Engineer, Grade IV	Engineer, Grade III	Engineer, Grade II	Engineer, Grade I	Senior Scientist	PM / CM	CAD / GIS Technician	DO	Total Hours	Labor Cost	Expenses			Total	
		\$242	\$226	\$210	\$194	\$178	\$162	\$146	\$130	\$210	\$210	\$130	\$150			Mileage	Printing	Subconsultants		
1	Project Management	8	0	0	0	0	0	0	0	0	2	0	0	10	\$ 2,356	\$ -	\$ -	\$ -	\$ 2,356	
1.1	Project Management and Administration	8									2			10	\$ 2,356				\$ 2,356	
2	Rock Creek Intake Investigation	4	0	0	0	0	12	0	0	0	0	0	0	16	\$ 2,912	\$ -	\$ -	\$ -	\$ 2,912	
2.1	Rock Creek Intake Investigation	4					12							16	\$ 2,912				\$ 2,912	
2	Short-Term Supply Analysis	28	0	0	0	0	64	0	0	0	0	0	0	92	\$ 17,144	\$ 200	\$ -	\$ -	\$ 17,344	
2.1	Conceptual Design	16					24							40	\$ 7,760				\$ 7,760	
2.2	DOH Project Report	6					20							26	\$ 4,692				\$ 4,692	
2.3	Start- up and Testing	6					20							26	\$ 4,692	\$ 200			\$ 4,892	
4	Subconsultant Services	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000	
4.1	Hydrogeologic & Water Right Services (AC)													0	\$ -				\$ 27,500	\$ 27,500
4.2	Ongoing Hydrogeologic Services (AC)													0	\$ -				\$ 5,500	\$ 5,500
	Total	40	0	0	0	0	76	0	0	0	2	0	0	118	\$ 22,412	\$ 200	\$ -	\$ 33,000	\$ 55,612	



Contract Order

Client: Grayling Engineers Attn: Mr. Kyle Thompson, President 654 Officers Row Vancouver, WA 98661	Date: January 24, 2024
	Contract No.: 1
	Project No.: AS230406
Project Name: City of Stevenson Well Evaluation Skamania County, Washington	
Subject: Hegewald Well Evaluation	

Description of Work	Cost
<p>Geosyntec Consultants, Inc. dba Aspect Consulting (Aspect) is providing Grayling Engineers with hydrogeologic technical assistance for the City of Stevenson’s (City’s) Hegewald Well located in Skamania County, Washington. Aspect understands the City would like to determine if the well could be utilized as an additional source of water supply to supplement their aging surface water sources. The well is currently classified as a seasonal source and has only been used intermittently in the past. It is the City’s understanding that the well has capacity, but the yield of the well has not yet been determined.</p> <p>As part of this investigation, the City is seeking funding through the Washington State Department of Health’s (DOH) Source Water Protection Local Assistance Grant Program. This grant is available for projects that protect public drinking water sources (Group A). To meet the grant’s guidelines, the City has requested Aspect include additional hydrogeologic analyses in this scope of work relating to the development of a wellhead protection area (WHPA) for the Hegewald well as part of a wellhead protection program.</p> <p>Based on this understanding, Aspect will conduct the following tasks:</p> <p>Task 1 – Conduct Document Review</p> <p>As part of this task, Aspect will review background documentation related to the Hegewald well including available pump and motor information, pump curves, pumping test records, operational and maintenance records, and water quality data. Aspect will interview City staff regarding system operation, observations of recent issues and performance of the well to supplement the available data prior to testing the well to identify any trends in aquifer (i.e., water levels), well yield, and performance or water quality.</p> <p>Aspect will also review relevant hydrogeological reports, nearby well logs, and aquifer water level mapping in the area vicinity to support delineation of boundaries for the Hegewald WHPA.</p> <p>Task 2 – Instrumentation, Testing, and Sampling of Hegewald Well</p> <p>Aspect staff will coordinate with the City to inspect, test, and sample the Hegewald well. Prior to testing, Aspect will instrument the well with a pressure transducer datalogger to collect continuous measurements of background water levels. Aspect</p>	<p>Time and Materials, not to exceed:</p> <p>Total: \$25,000</p> <p>To be billed according to the attached Schedule of Charges</p> <p>Task 1: \$3,000</p> <p>Task 2: \$10,500 (including \$2,000 WSE analytical fees)</p>

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will also deploy a barometric pressure datalogger for monitoring atmospheric changes (barometric pressure data is necessary for correction of the water level transducer data).

Initial testing will be minimally invasive, completed without removal of well pumps or downhole equipment, and will establish the current condition and provide an initial diagnosis of the available yield. Testing the well will require coordination with the City so the most representative test results are obtained. Access to the well head, a system pressure gauge, a water quality access port, and the ability to test the well at multiple flow rates are necessary for this evaluation.

The well assessment will include an approximate 4-hour step-rate test, followed by an approximate 24-hour constant rate pumping test to evaluate the pump, motor, and well performance. The duration of the tests may be adjusted at the discretion of Aspect field staff. The well will be tested at three to four pumping scenarios and the pumping water level, backpressure (i.e., total dynamic head), and pumping rate, will be measured and recorded. These data will be used to evaluate the following:

- Well performance as measured by specific capacity (i.e. the yield divided by the drawdown); and
- Pump condition relative to the design pump curve and target rate.

Optionally, the well assessment may also include a video camera survey of the well to determine existing construction and condition of the well casing and the installed infrastructure. Conducting the well video survey will depend on wellhead access. For this reason, the approximate cost for the well video survey is included in the Cost column in parentheses, as optional.

Additionally, during testing a water quality multiparameter meter will be used to evaluate trends in water quality parameters and observe field values during water quality and bacterial sample collection. The bacterial assessment and water quality samples will be submitted to Water Systems Engineering (WSE) in Ottawa, Kansas to evaluate the potential for bacteriological and/or chemical precipitation as causes of clogging. We assume all work will be completed in two to three long field days.

Following testing, water level transducers will be left in the well to record long term trends in pumping and static water levels.

Task 3 – Data Analysis and Well Capture Zone Delineation

Aspect will analyze results of the pumping test data to estimate aquifer properties including interference drawdown, boundary effects, and well yields. Water quality data will be tabulated and compared to the state maximum contaminant level (MCLs) in WAC 246-290. Hydraulic parameters calculated during this analysis will be utilized to delineate and determine boundaries of the Hegewald WHPA.

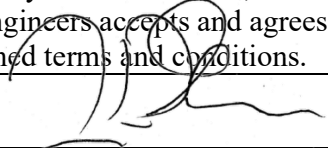
Well capture zones can be used as the basis of the development of WHPA for the Hegewald well as part of a wellhead protection program. Under this task, Aspect will delineate 6-month, 1-year, 5-year, and 10-year times of travel capture zones for the Hegewald well using a combination of analytical methods and hydrogeologic interpretation. Delineation of the capture zone dimensions will be completed using

(not including \$1,500 fee if well video scan is completed)

Task 3: \$5,000

<p>the US Environmental Protection Agency’s (EPA, 2023) Wellhead Analytical Element Model (WhAEM).</p> <p>Task 4 – Reporting Aspect’s work on the WHPA completed under the DOH grant will be summarized throughout the project. Until the project is fully complete, Aspect will prepare quarterly reports to be submitted to DOH that include activities completed during the quarter, costs attributed to performing each work item, and contribution (match) the recipient makes to the award. A final report describing the work performed will be prepared by Aspect for submission to DOH.</p> <p>Conclusions on the well’s performance and yield as determined during the well pumping tests completed in Task 2 will be summarized in an email deliverable for your review and comment. We understand timing of the work is important; assuming a 3- to 5-week turnaround time from the WSE laboratory, we would recommend completing the well assessment (Task 2) immediately following authorization. The email deliverable will conclude with our recommendations for operation of the Hegewald well.</p> <p>Other Direct Costs (ODC) include all travel expenses, shipping, water quality sampling equipment, and water quality and outside-services bacterial assessment analytical laboratory fees.</p>	<p>Task 4: \$5,000</p>
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By its signature below and/or authorizing Geosyntec Consultants, Inc. dba Aspect Consulting to proceed in accordance with this Proposal Grayling Engineers accepts and agrees to the Services, Schedule and Compensation described above and the attached terms and conditions.

<p>ASPECT CONSULTING</p>	<p>By: </p>
	<p>Printed Name: Tyson D. Carlson, LHG Principal Hydrogeologist</p>
<p>CLIENT</p>	<p>By:</p>
	<p>Printed Name/Date:</p>

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Contract Change

Client: Grayling Engineers Attn: Mr. Kyle Thompson, President 654 Officers Row Vancouver, WA 98661	Date: July 22, 2024
	Change No.: 2
	Project No.: 230406
Project Name: City of Stevenson Skamania County, Washington	
Subject: Water Supply Alternative Analysis	

Description of Work	Cost
<p>Geosyntec Consultants, Inc. dba Aspect Consulting (Aspect) is pleased to provide Grayling Engineers (Grayling) with a scope of work and cost estimate to provide ongoing hydrogeologic and water right related services to the City of Stevenson (City) located in Skamania County, Washington. Under this scope of work, Aspect will continue water level monitoring at the Hegewald Well to determine seasonal low groundwater levels. This information will be used to assess minimum available drawdown in the well and inform reliability during peak summer demands. This scope of work included two site visits (one for equipment maintenance and data download; another for retrieval of equipment in the fall), data reduction and analysis, and reporting in an email format including groundwater hydrographs.</p>	<p>Time and Materials, not to exceed:</p> <p>Total: \$5,000</p> <p>To be billed according to the attached Schedule of Charges</p>

This change amends Contract Order No. 1 between Aspect Consulting, LLC and Client dated January 24, 2024. Except as amended above, all terms and conditions of contract apply to this contract change.

ASPECT CONSULTING	By: 
	Printed Name: Tyson D. Carlson, LHG Sr. Principal Hydrogeologist
CLIENT	By:
	Printed Name/Date:

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EXHIBIT A - SCOPE OF WORK

CITY OF STEVENSON LONG-TERM WATER SOURCE STUDY, PHASE 1A AUGUST 2024

Proposed Scope of Work

The City of Stevenson (City) owns and operates the City's public water system. The water system is primarily supplied by surface water from three sources which receive treatment at the City's Water Treatment plant (WTP). In addition to the surface water sources, the City owns a groundwater well known as Hegewald Well, which is used as a backup supply during peak demand periods.

Reliability of the largest existing surface water source, Rock Creek, has diminished over time to a point where the City is concerned about meeting demands during peak periods. Recent investigations into the Rock Creek and Hegewald Well water sources has prompted the City to revisit their long-term strategy for meeting buildout capacity of the community.

Grayling Engineers (Grayling) has developed this scope of services to analyze long-term water supply alternatives for the City's public water system. The purpose of this analysis is to further refine and investigate supply options with the goal of narrowing the final selection to one preferred alternative.

The project is divided into two phases:

- **Phase 1A - Identification and Evaluation of Water Supply Alternatives.** The goal of this phase is to identify long-term water supply strategies for the City. The long-term strategy will evaluate alternatives that utilize existing surface water, existing groundwater, and (potentially) new surface water or groundwater sources. This work is included in this scope of work.
- **Phase 1B - Feasibility Assessment of Chosen Alternative.** The goal of this phase is to assess the feasibility of the preferred long-term alternative selected as part of Phase 1A. This may include a condition assessment of the WTP for surface water sources and/ or contracting services from a hydrogeologist to identify new groundwater source locations. A life cycle cost analysis will be incorporated as a tie-breaker. An evaluation of the impact on the City's water rights will be included in this phase. This work will be performed as an amendment to the Phase 1A contract.

-
- **Phase 2 - Pre-Design / Funding Acquisition.** The goal of this phase is to develop a pre-design of the preferred alternative chosen as part of Phase 1A and 1B of this project. Included with this work will be development of a cost estimate to support future funding strategies. Services may also be provided for assistance with funding acquisition. Work under this phase will be performed under a separate task order.

Task 1 – Project Management

Subtask 1.1 - Project Management & Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Subtask 1.2 - Kick-off Meeting

Up to two (2) representatives of Grayling will attend a kick-off meeting with the City. The meeting will be scheduled following contract execution and will be held in person. Grayling will prepare a meeting agenda and summary. Key points of discussion at the meeting will be:

- Use of existing and new water sources for long-term supply.

Task 2 – Long-Term Supply Analysis

Grayling has developed this task to analyze long-term water supply alternatives for the City's public water system. The purpose of this analysis is to further refine and investigate supply options with the goal of narrowing the final selection to two (2) preferred alternatives.

Subtask 2.1 - Data Collection

Grayling will compile and review existing data and information for the water supply analysis effort. Information will be compiled from various sources including the City's current Water System Plan (WSP), existing water rights records, previous related studies, Skamania County zoning criteria, and water quality test reports.

Assumptions

- The City will provide documentation not already in Grayling's possession.

Deliverables

- Data request list for the City.

Subtask 2.2 - Water Demand Projections

The following work will be performed:

- Determine ultimate water demand at buildout for Average Day Demand (ADD) and Maximum Day Demand (MDD).
- Determine the maximum density of the future Pressure Zone 4 based on county zoning.
- Identify trigger points for increases in water demand over time. Trigger points will be used in the establishment of source of supply alternatives.

Assumptions

- Unit demands and growth rate from the City's current WSP will be used as the basis for calculations.

Deliverables

- A brief Technical Memorandum summarizing the water demand projections.

Subtask 2.3 - Evaluation of Existing Sources of Supply

Grayling will identify the capacity of existing facilities and associated deficiencies as they relate to estimated build-out demands determined in Subtask 3.2. This information will be used to develop alternatives in Subtasks 3.4 and 3.5, and will be summarized in the final technical memorandum.

Subtask 2.4 - Surface Water Source Alternatives

Grayling has identified the following surface water source alternatives to meet long-term water demands:

1. Upgrade the existing Rock Creek intake,
2. Increase capacity at LaBong Creek,
3. Increase capacity at Cedar Springs,
4. Relocate the Rock Creek intake point of diversion,
5. Install a new intake on the Columbia River.

The following work will be performed while evaluating each of these alternatives:

- Summarize improvements necessary to upgrade existing facilities (All),
- Identify potential intake locations (Options 4 & 5),

-
- Summarize integration of the new supply into the existing water system (Option 5),
 - Perform a preliminary treatment technology assessment (Option 5),
 - Perform a preliminary raw water transmission main routing assessment (Options 4 & 5),
 - Summarize integration of the new supply into the existing water system. (All).

Assumptions

- Analysis will be limited to the alternatives listed above.
- Permitting and water rights will be evaluated in Phase 1B.

Subtask 2.5 - Groundwater Source Alternatives

Grayling has identified the following groundwater source alternatives to meet long-term water demands:

1. Upgrade the existing Hegewald Well to allow for a higher pumping capacity,
2. Locate a new groundwater well or wells.

The following work will be performed while evaluating this alternative:

- Identify up to three (3) potential future groundwater well locations including estimated production capacities,
- Review neighboring well logs for lithologic conditions and capacity,
- Perform a preliminary treatment technology assessment based on available water quality results,
- Perform a preliminary water main routing assessment from the new groundwater sources to the water system,
- Summarize integration of the new supply into the existing water system.

Assumptions

- Analysis will be limited to the alternatives listed above.
- New groundwater well site locations will be limited to publicly owned property.
- Permitting and water rights will be evaluated in Phase 1B.

Subtask 2.6 - Technical Memorandum

Grayling will summarize findings and prepare a Technical Memorandum that will be used by the City as a decision document. This document will highlight the possible system configurations, made up of the individually analyzed supply alternatives from Subtasks 3.4 and 3.5, with the goal of narrowing to two (2) preferred system configuration alternatives. Life cycle costs, including annual labor costs, will be provided for the two preferred alternatives. Recommendations will be made for the next steps to be taken toward establishment of this new water supply strategy or modification of an existing water supply. Documentation will also include a discussion of potential external changes that could impact the findings of the analysis over time, such as changing development and growth patterns, new treatment technologies, changes in regulatory requirements, as well as redundancy and resiliency in the face of climate change.

It is anticipated that as part of this task a summary of findings that includes recommendations and next steps will be presented to the City Council. This presentation can be made prior to or after the completion of the final Technical Memorandum, as the City sees fit.

Deliverables

- Preliminary Draft Technical Memorandum for City review.
- Final Draft Technical Memorandum for City review.
- Final Technical Memorandum.
- Presentation to City Council.

Task 3 - Subconsultant Services

Task 3.1 - Hydrogeologic & Water Right Services

Aspect Consulting to provide ongoing hydrogeologic and water right related services related to the long-term source alternatives. Assistance to be provided within the work performed for Subtasks 3.4 - 3.6.

Assumptions

- Permitting and water rights will only be addressed in a preliminary capacity for decision making purposes.

Estimated Fee

The total estimated fee based on the scope of work described herein is **\$62,832**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in August of 2024 and be substantially completed within 12 months of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones.

Contract Execution	August 2024
Long-Term Supply Analysis	

Data Collection & Water Demand Projections
Source Alternatives Analysis
Final Technical Memorandum

October 2024
January 2025
March 2025


8/2/24

EXHIBIT B - FEE ESTIMATE
 CITY OF STEVENSON
 STEVENSON LONG TERM WATER SOURCE ANALYSIS, PHASE 1A
 JULY 2024

Task	Description	Engineer, Grade VIII	Engineer, Grade VII	Engineer, Grade VI	Engineer, Grade V	Engineer, Grade IV	Engineer, Grade III	Engineer, Grade II	Engineer, Grade I	Senior Scientist	PM / CM	CAD / GIS Technician	DO	Total Hours	Labor Cost	Expenses			Total
		\$242	\$226	\$210	\$194	\$178	\$162	\$146	\$130	\$210	\$210	\$130	\$150			Mileage	Printing	Subconsultants	
1	Project Management	20	0	0	0	0	4	0	0	0	8	0	2	34	\$ 7,468	\$ -	\$ -	\$ -	\$ 7,468
1.1	Project Management and Administration	16									8		2	26	\$ 5,852				\$ 5,852
1.2	Kick-off Meeting	4					4							8	\$ 1,616				\$ 1,616
2	Long-Term Supply Analysis	60	0	0	0	0	50	164	0	0	0	0	0	274	\$ 46,564	\$ -	\$ -	\$ -	\$ 46,564
2.1	Data Collection						2	8						10	\$ 1,492				\$ 1,492
2.2	Water Demand Projections	8					8	20						36	\$ 6,152				\$ 6,152
2.3	Evaluation of Existing Sources of Supply	12					8	32						52	\$ 8,872				\$ 8,872
2.4	Surface Water Source Alternatives	12					8	32						52	\$ 8,872				\$ 8,872
2.5	Groundwater Source Alternatives	12					8	32						52	\$ 8,872				\$ 8,872
2.6	Technical Memorandum	16					16	40						72	\$ 12,304				\$ 12,304
3	Subconsultant Services	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 8,800	\$ 8,800
3.1	Hydrogeologic & Water Right Services (AC)													0	\$ -				\$ 8,800
	Total	80	0	0	0	0	54	164	0	0	8	0	2	308	\$ 54,032	\$ -	\$ -	\$ 8,800	\$ 62,832

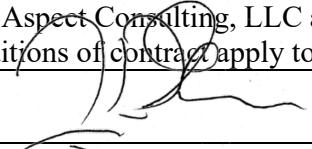


Contract Change

Client: Grayling Engineers Attn: Mr. Kyle Thompson, President 654 Officers Row Vancouver, WA 98661	Date: June 26, 2024
	Change No.: 1
	Project No.: 230406
Project Name: City of Stevenson Skamania County, Washington	
Subject: Water Supply Alternative Analysis	

Description of Work	Cost
Geosyntec Consultants, Inc. dba Aspect Consulting (Aspect) is pleased to provide Grayling Engineers (Grayling) with a scope of work and cost estimate to provide ongoing hydrogeologic and water right related services to the City of Stevenson (City) located in Skamania County, Washington. Aspect understands Grayling is evaluating alternative sources of water supply to replace the City's Rock Creek diversion. The analysis seeks to identify a new source to provide for both an increase instantaneous demand and late season reliability to meet peak water supply demands. The purpose of this scope of work is to provide budget for on-call assistance to Grayling. The budget assumes about 40 hours of staff time, up to \$8,000.	Time and Materials, not to exceed: Total: \$8,000 To be billed according to the attached Schedule of Charges

This change amends Contract Order No. 1 between Aspect Consulting, LLC and Client dated January 24, 2024. Except as amended above, all terms and conditions of contract apply to this contract change.

ASPECT CONSULTING	By: 
	Printed Name: Tyson D. Carlson, LHG Sr. Principal Hydrogeologist
CLIENT	By:
	Printed Name/Date:

S:\Grayling Engineering\City of Stevenson Well Evaluation - 230406\Finalized Contracts and Proposals\CC01_20240626_AS240406_Stevenson WaterSupply.docx

OFFICE LOCATIONS

WASHINGTON: [Bainbridge Island](#) | [Bellingham](#) | [Olympia](#) | [Seattle](#) | [Wenatchee](#) | [Yakima](#)

OREGON: [Portland](#)

www.aspectconsulting.com



CONFIDENTIAL

2024 U.S. RATE SCHEDULE

(All Values are in \$USD)

	<u>Rate/Hour</u>
Staff Professional	\$150
Senior Staff Professional	\$170
Professional	\$195
Project Professional	\$220
Senior Professional	\$255
Principal	\$285
Senior Principal	\$315
Technician I	\$ 85
Technician II	\$ 95
Senior Technician I	\$100
Senior Technician II	\$110
Site Manager I	\$125
Site Manager II	\$135
Construction Manager I	\$145
Construction Manager II	\$155
Senior Designer	\$200
Designer	\$165
Senior Drafter/Senior CADD Operator	\$155
Drafter/CADD Operator/Artist	\$135
Senior Technical Editor	\$170
Technical Editor	\$150
Project Administrator	\$100
Clerical	\$ 75
Direct Expenses	Cost plus 15%
Subcontract Services	Cost plus 15%
Specialized Computer Applications (per hour)	\$ 15
Personal Automobile (per mile)	Current Gov't Rate Plus 15%
Photocopies (per page)	\$.09

Rates are provided on a confidential basis and are client and project specific.

Unless otherwise agreed, rates will be adjusted annually based on a minimum of the Producer Price Index for Engineering Services.

Rates for field equipment, health and safety equipment, and graphical supplies presented upon request.

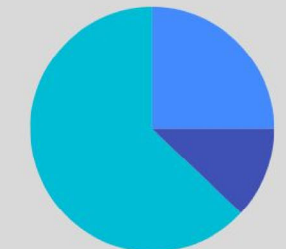
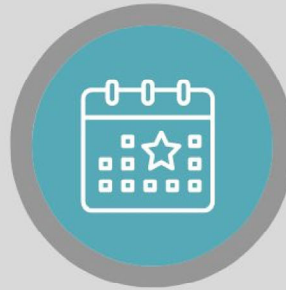
Construction management fee presented upon request.

2024 Second Qtr Report



Chamber Staff:

Angie Waiss, Executive Director
 Angel Knight, Membership Services Coordinator
 Denise Russell, Administrative Assistant



Tourism Promotion

- * Added monthly blogs to websites
- * Sent out monthly tourism newsletters
- * Updated featured events on website
- * Updated Stevenson maps
- * Sent list of events to Skamania Lodge for Summer Guide
- * Continue working with SW WA Tourism Collaborative on joint promotions
- * Submitted several local restaurants, hotels and trails to regional publications for potential articles
- * Visitor Center remodel with new brochure display racks
- * New digital display with events calendar & attractions
- * Creating ads for Datafy campaign



VISITOR STATS

- * Walk-in visitors: 299
- * Phone calls: 240
- * Emails: 57
- * Business referrals: 3,975
- * Visitor packets: 4
- * Relocation packets: 2
- * Overnight stays: 82
- * Large Quantity Brochures: 550

COMMUNICATION

1

- * "Under Currents" newsletter has 1,371 recipients
- * Tourism Newsletter has 367 recipients
- * Chamber Facebook page has 2,775 followers
- * Chamber Website had 21,286 pageviews this quarter
- * Visit Stevenson Facebook page has 4,745 followers
- * Visit Stevenson Website had 55,664 pageviews this quarter

EVENTS

2

- * Sent list of monthly events to local papers
- * Chamber Happy Hours @ Carson Mercantile, Skamania Pioneer and Skamania Lodge Adventures
- * Skamania Sip & Stroll event May 11 - 300 attendees
- * Gorge Blues & Brews Festival June 21-22, 1,700 attendees

MEMBERSHIP & BENEFITS

3

- * Held quarterly new member orientation session
- * Visited 6 members
- * Called 22 members
- * Visited 4 non-members
- * Sponsored 4 fundraiser events and wrote 3 letters of support

GOVERNMENT AFFAIRS

4

- * Joined WA Chamber of Commerce Executives Board
- * Attended Legislative Review event in Vancouver
- * Attended Grassroots Alliance Workshop
- * Hosted Advocacy Luncheon
- * Organizing Candidates Forum event for fall

5

298 MEMBERS

31 INDIVIDUAL
39 NON-PROFIT
228 BUSINESS

100+ EMPLOYEES = 3
51-99 EMPLOYEES = 2
21-50 EMPLOYEES = 6
11-20 EMPLOYEES = 9
6-10 EMPLOYEES = 21
1-5 EMPLOYEES = 54
OWNER OPERATED = 134

Multi Year Report

Global Filters

In-State

Out-of-State

Distance: 50 mi - 3,709 mi

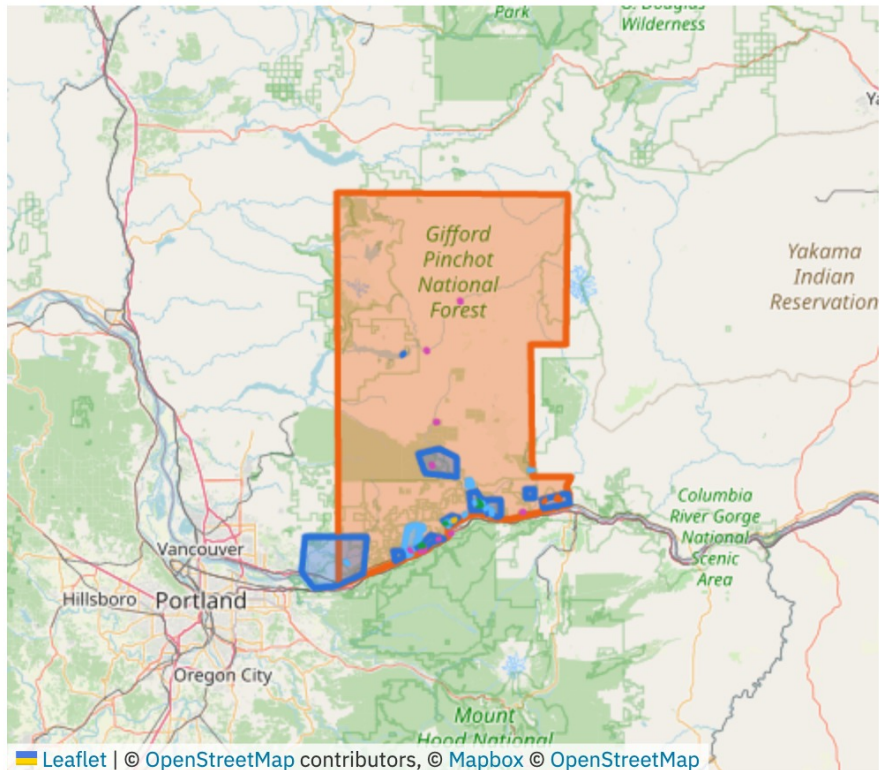
Dates: 1/1/19 - 5/13/24

Clusters: 2 Excluded

POIs: All Included

Selected Clusters

Color by: Cluster



Block type

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Custom notes

Multi Year Report

Global Filters In-State Out-of-State Distance: 50 mi - 3,709 mi Dates: 1/1/19 - 5/13/24 Clusters: 2 Excluded POIs: All Included

Geo Data



Total Trips
6,316,716 Trips



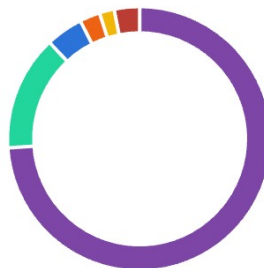
Visitor Days
13,925,416 Days



Average Length of Stay
2.2 Days

Trips by Length of Stay

Geo Data

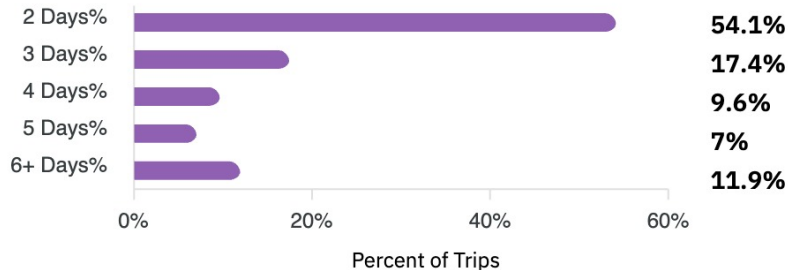


- 1 Day 73.9%
- 2 Days 14.1%
- 3 Days 4.55%
- 4 Days 2.51%
- 5 Days 1.82%
- 6+ Days 3.1%

Avg Length of Stay: 2.2 Days

Overnight Visitation % Share

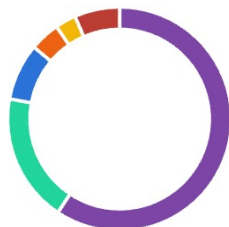
Geo Data



Trips by Length of Stay

Geo Data

Leisure Mode Active



- 1 Day 59.3%
- 2 Days 18.6%
- 3 Days 8.23%
- 4 Days 4.34%
- 5 Days 3.01%
- 6+ Days 6.53%

Avg Length of Stay: 2.8 Days

Multi Year Report

Global Filters

In-State

Out-of-State

Distance: 50 mi - 3,709 mi

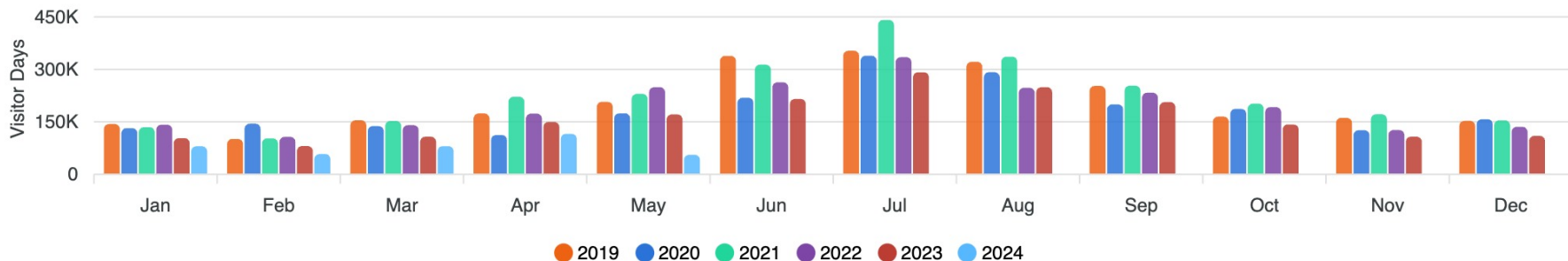
Dates: 1/1/19 - 5/13/24

Clusters: 2 Excluded

POIs: All Included

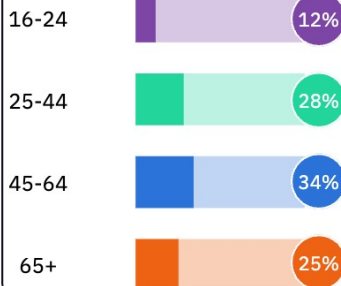
Monthly Volume by Visitor Days

Geo Data

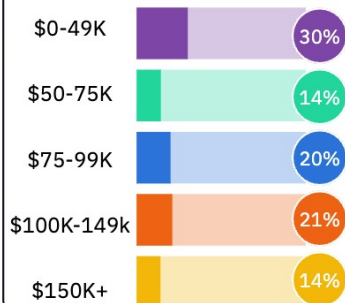


Demographics

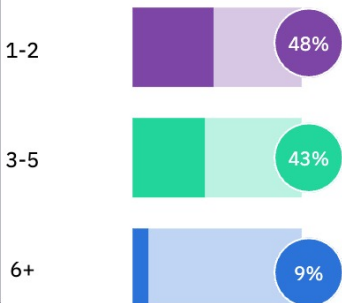
Age



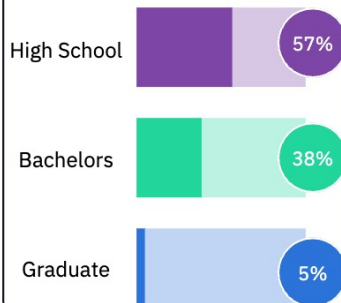
Income



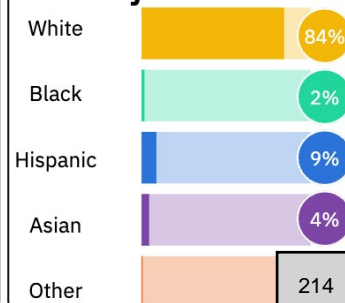
Household



Education Level



Ethnicity



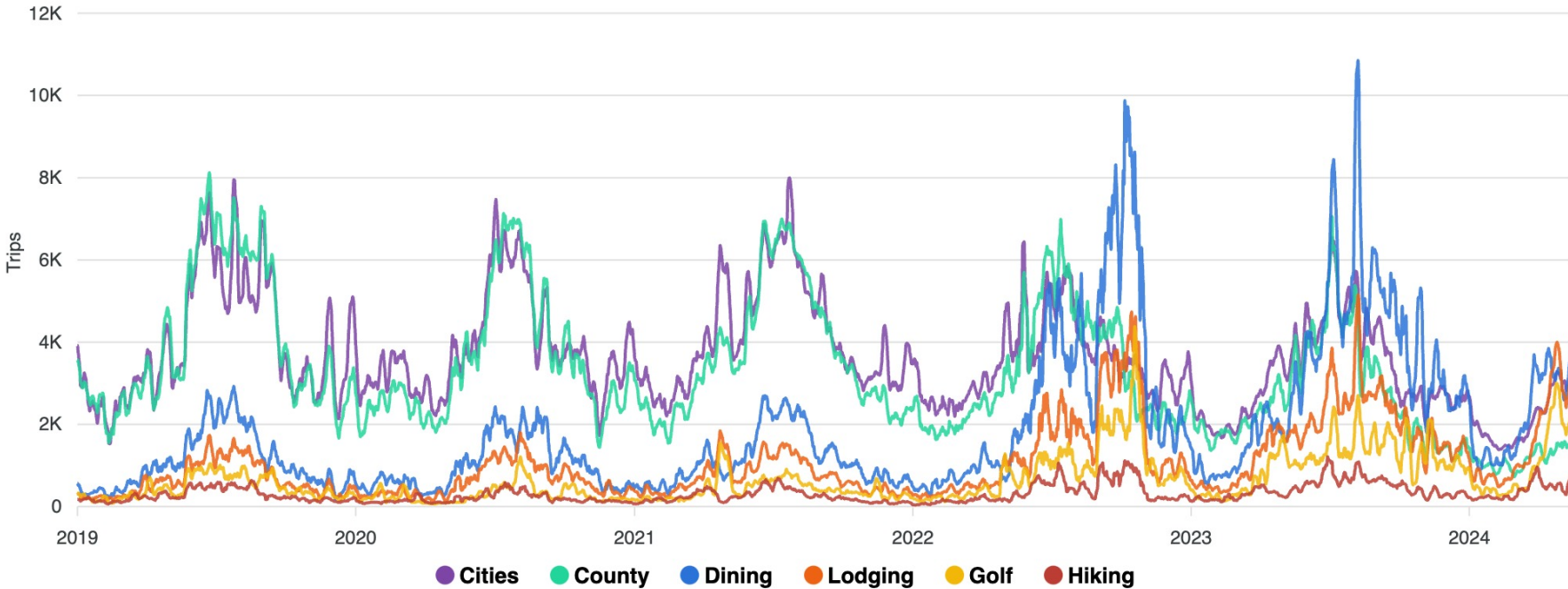
Multi Year Report

Global Filters In-State Out-of-State Distance: 50 mi - 3,709 mi Dates: 1/1/19 - 5/13/24 Clusters: 2 Excluded POIs: All Included

Daily Trip Trends by Cluster

Geo Data

7-Day Rolling Average



Multi Year Report

Global Filters

In-State

Out-of-State

Distance: 50 mi - 3,709 mi

Dates: 1/1/19 - 5/13/24

Clusters: 2 Excluded

POIs: All Included

Spending by DMA

Spend Data

DMA	Share of Spending for 1/19 - 3/24
Seattle-Tacoma	44.91%
Portland- OR	10.65%
Yakima-Pasco-Rchlnd-Knnwck	4.59%
Los Angeles	3.02%
Spokane	2.97%
San Francisco-Oak-San Jose	2.52%
Eugene	1.42%
Philadelphia	1.33%

Top Geolocation Markets

Geo Data

DMA	% Trip Share	Total Trips
Portland- OR	24.3%	1,642,634
Seattle-Tacoma	21.3%	1,441,746
Yakima-Pasco-Rchl	9.4%	637,781
Spokane	5%	338,018
Eugene	4.3%	291,402
Medford-Klamath F	3.8%	255,494
Los Angeles	2.4%	158,891
Boise	1.9%	128,777
San Francisco-Oak-	1.4%	95,445
Phoenix -Prescott	1.4%	94,368

Length of Stay by Top DMAs

Leisure Mode Active

DMA	Avg Length of Stay	Share of Trips
Dallas-Ft. Worth	4.3 Days	0.69%
Los Angeles	3.9 Days	2.3%
Phoenix -Prescott	3.7 Days	1.18%
Denver	3.6 Days	0.71%
Chicago	3.3 Days	0.65%
San Francisco-Oak-San Jose	3.2 Days	1.5%
Medford-Klamath Falls	3.1 Days	7.216%

Multi Year Report

Global Filters

In-State

Out-of-State

Distance: 50 mi - 3,709 mi

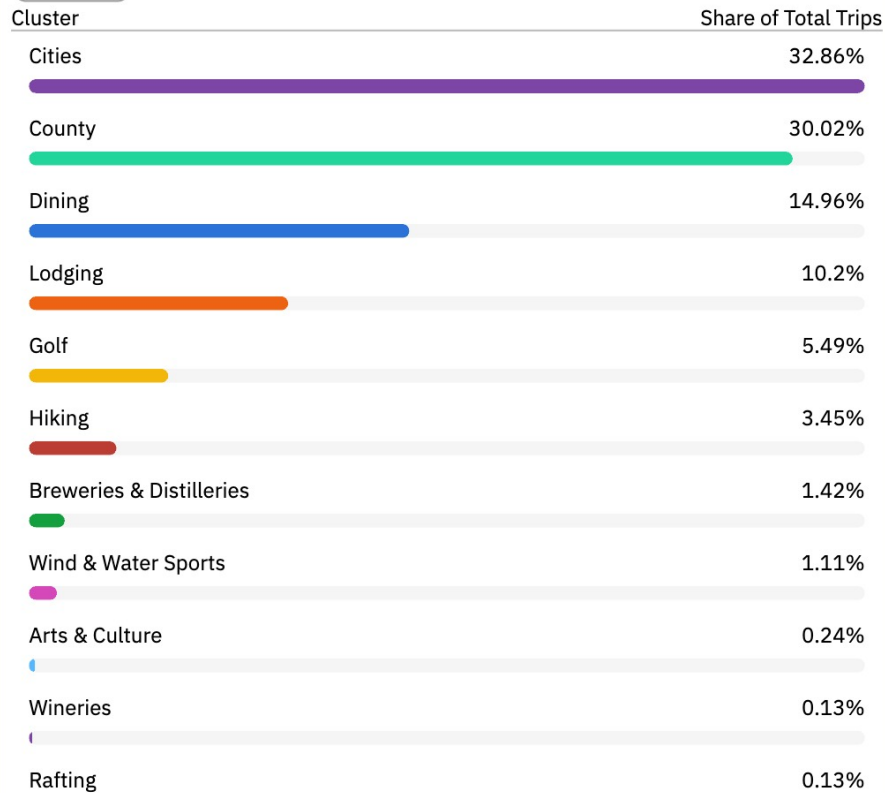
Dates: 1/1/19 - 5/13/24

Clusters: 2 Excluded

POIs: All Included

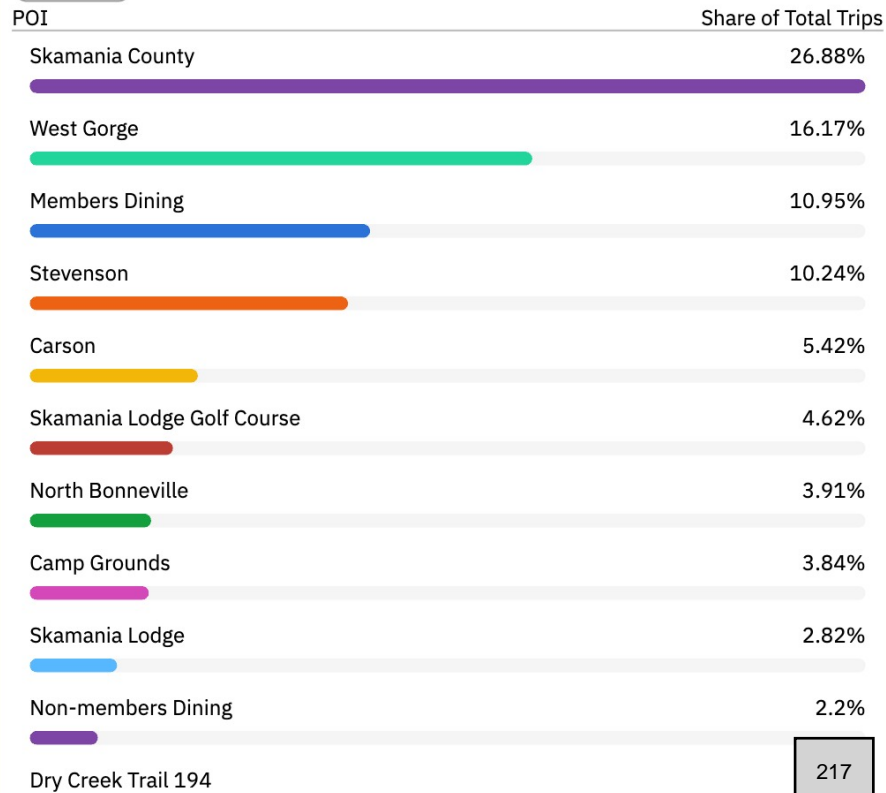
Cluster Visitation

Geo Data



POI Visitation

Geo Data



217

Glossary

General Definitions

Distance Filter: Calculated as the distance between the center point of a POI and the center point of a device's Home Zip Code. This is a dynamic filter that allows real-time adjustments and flexibility to segment Unique Visitors, Visitor Days, and Trips based on the distance between the home location, and the POI. The distance filter is calculated as flight distance, not driving distance.

Home Zip Code: The inferred home zip code of observed devices. This is determined by a history of observations and patterns of behavior. Our database includes home zip codes for more than 200 million devices. Home Zip Codes are updated monthly based on the historical pattern of behavior and our process is capable of determining when someone moves to a new zip code.

Percent Change: Percent change is the percentage difference between two values, representing the relative increase or decrease. A positive percent change indicates an increase, while a negative percent change indicates a decrease. This calculation is used on a variety of comparable metrics, such as Percent Change of Trips, Percent Change of Unique Visitors, and Percent Change of Visitor Days. For example, if a destination saw an increase from 100 trips to 125 trips, then the Percent Change in Trips would result in a 20% increase.

Geolocation Data Definitions

Point of Interest (POI): A physical boundary drawn on a map and utilized to capture mobile device activity with the boundary.

Cluster: A grouping of Points of Interest (POIs) based on venue type, visit purpose, etc.

Locals vs. Visitors: An estimate of the number of unique visitors to a given POI or cluster of POIs that factors a customizable distance split. 'Locals' are typically measured within a radius of 0 miles - 50 miles or a custom maximum distance point set by the user. All devices that consistently originate from within the defined radius will be displayed as a local within the data. Those non-locals tracked outside of this radius will be considered 'Visitors'.

Repeat vs One-Time Visitor: Based on observations of unique devices and then our estimate algorithm is applied. Once a device is observed a second time at any of the selected devices across the date range in the filters, then that device is "flagged" as a repeat visitor. This analysis is dynamic and can span multiple years. For example, if a visitor visits in March 2020, they would contribute to the visitors within the date range covering March 2020. If that visitor returns and visits again in September of 2021 and the date range in the filters spans March 2020 through September 2021, then that visitor shifts from a one-time visitor to a repeat visitor for all of the observations. Therefore, now this visitor would contribute to the numbers in both March and September and any subsequent visits.

Glossary

Share of Trips: The relative presence of a particular market represented by a percentage which takes its individual trips compared to the total number of trips. For example if a specific location tracked 20 unique visitors out of a total of 80 trips, then that location witnessed a 25% share of trips.

Share of Unique Visitors: The relative presence of a particular market represented by a percentage which takes its individual unique visitors compared to the total number of unique visitors. For example if a specific location tracked 20 unique visitors out of a total of 80 unique visitors, then that location witnessed a 25% share of unique visitors.

Share of Visitor Days: The relative presence of a particular market represented by a percentage which takes its individual visitor days compared to the total number of visitor days. For example if a specific location tracked 20 visitor days out of a total of 80 visitor days, then that location witnessed a 25% share of visitor days.

Trips: The number of distinct trips to a destination by a Unique Visitor or POI. Utilizes a combination of observation patterns, distance traveled, etc. For example, if a Unique Visitor visits on Thursday through Sunday, that would be considered one single trip. If the visitor returns later that month, it would be counted as a second trip.

Trip Length: The number of distinct trips to a destination by a Unique Visitor or POI. Utilizes a combination of observation patterns, distance traveled, etc. For example, if a Unique Visitor visits on Thursday through Sunday, that would be considered one single trip. If the visitor returns later that month, it would be counted as a second trip.

Unique Device: A unique mobile device determined by unique identifiers.

Unique Visitor: An estimate of the number of visitors to a given POI or cluster of POIs that factors in logic for Trips. For example, if one visitor visited the same attraction three days in a row, they would count as three Visitor Days, but only one Unique Visitor. If that same visitor returned one month later and was observed at that same attraction for three more days in a row, then the cumulative results would be 6 Visitor Days, 2 Unique Visitors, and 2 Trips.

Glossary

Visitor Days: An estimate of the number of daily visitors to a given POI or cluster of POIs based on our proprietary volume estimate methodology. The Visitor Days calculation uses unique device identifiers as a baseline and a daily estimate is generated factoring in many points of data including year-over-year changes in mobile device data availability, device behavior, local factors, unique POI characteristics, etc.. The daily estimate is added up for whichever date range is selected by the filters.

Demographics Definitions

Education Levels: Education levels have been divided into three categories due to the limitations of the household level aggregation. We are able to provide estimates for Highschool Degrees, Bachelor's Degrees, and Graduate Degrees which include master's, doctoral, and technical college degrees.

Age Categories: Based on the age groups of known members of a household. This is aggregated and weighted based on the probability of someone of each age being present in the household. For example, if the report shows 15% in the 65+ age category, that should be interpreted as 15% of the visitors having someone 65+ in their household.

Ethnicity: Race and Ethnicity has been classified based on definitions provided by the US Census Bureau.

Households with Children: Should be interpreted as the % of visitors who have someone under the age of 18 in the household.

Census Demographics: Calculated using the Home Zip Code of the device, and then matching the zip code to the corresponding data from the US Census and American Community Survey (ACS).

Spending Data Definitions

Spend Index: An index provided by Mastercard that displays a change in spend up or down proportional to dollars spent based on a selected index point.

Spend Percent: Percentage of spending by source location, as provided by Mastercard.

Spending Categories: Spending categories are based on the North American Industry Classification System (NAICS). NAICS are numeric codes used to classify companies into specific industries. Companies often self-classify themselves. As such, categories may not be completely representative of their name. Datafy uses the following 6 code categories as provided by Mastercard: Accommodations; Arts, Entertainment, and Recreation; Automotive Fuel; Eating Places; Grocery and Stores; Total Retail.

Glossary

Accommodations: Industries in the Accommodation subsector provide lodging or short-term accommodations for travelers, vacationers, and others. There is a wide range of establishments in these industries. Some provide lodging only; while others provide meals, laundry, and recreational facilities, as well as lodging. Lodging establishments are classified in this subsector even if the provision of complementary services generates more revenue. The type of complementary services provided varies from establishment to establishment.

Arts, Entertainment, and Recreation: The Arts, Entertainment, and Recreation sector include a wide range of establishments that operate facilities or provide services to meet the varied cultural, entertainment, and recreational interests of their patrons. This sector comprises (1) establishments that are involved in producing, promoting, or participating in live performances, events, or exhibits intended for public viewing; (2) establishments that preserve and exhibit objects and sites of historical, cultural, or educational interest; and (3) establishments that operate facilities or provide services that enable patrons to participate in recreational activities or pursue amusement, hobby, and leisure-time interests. Some establishments that provide cultural, entertainment, or recreational facilities and services are classified in other sectors. Excluded from this sector are: (1) establishments that provide both accommodations and recreational facilities, such as hunting and fishing camps and resort and casino hotels, are classified in Subsector 721, Accommodation; (2) restaurants and night clubs that provide live entertainment in addition to the sale of food and beverages are classified in Subsector 722, Food Services and Drinking Places; (3) motion picture theaters, libraries and archives, and publishers of newspapers, magazines, books, periodicals, and computer software are classified in Sector 51, Information; and (4) establishments using transportation equipment to provide recreational and entertainment services, such as those operating sightseeing buses, dinner cruises, or helicopter rides, are classified in Subsector 487, Scenic and Sightseeing Transportation.

Automotive Fuel: This industry comprises establishments known as gasoline stations (except those with convenience stores) primarily engaged in (1) retailing automotive fuels (e.g., diesel fuel, gasohol, gasoline, alternative fuels) or (2) retailing these fuels in combination with activities, such as providing repair services; selling automotive oils, replacement parts, and accessories; and/or providing food services.

Glossary

Eating Places: Industries in the Food Services and Drinking Places subsector prepare meals, snacks, and beverages for customer orders for immediate on-premises and off-premises consumption. There is a wide range of establishments in these industries. Some provide food and drink only, while others provide various combinations of seating space, waiter/waitress services, and incidental amenities, such as limited entertainment. The industries in the subsector are grouped based on the type and level of services provided. The industry groups are Special Food Services, such as food service contractors, caterers, and mobile food services; Drinking Places (Alcoholic Beverages); and Restaurants and Other Eating Places. Food and beverage services at hotels and motels, amusement parks, theaters, casinos, country clubs, similar recreational facilities, and civic and social organizations are included in this subsector only if these services are provided by a separate establishment primarily engaged in providing food and beverage services.

Grocery and Food Stores: This industry group comprises establishments primarily engaged in retailing a general line of food products. This industry group also includes vending machine operators.

Total Retail: This category represents a combination of the Retail Trade sector combined with the other 5 spending categories. The Retail Trade sector comprises establishments primarily engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.

Skamani Visitor Report

Jan 1st, - May 31st, 2024



DATAFY

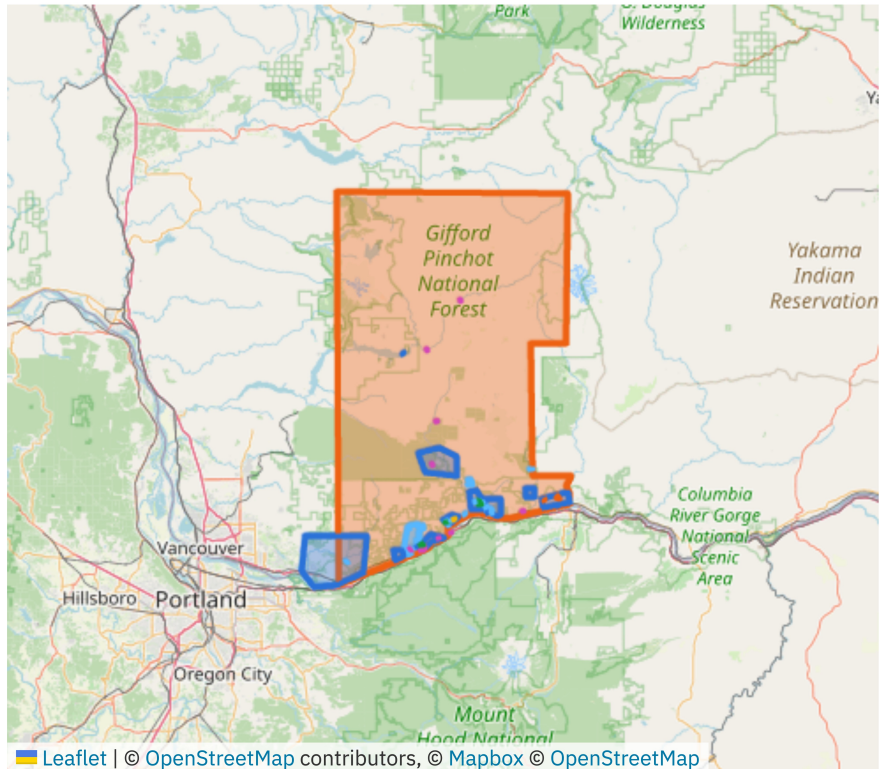


Skamani Visitor Report

Global Filters In-State Out-of-State Distance: 50 mi - 3,709 mi Dates: 1/1/24 - 5/31/24 ↔ Compare Dates: 1/1/23 - 5/31/23 Clusters: 2 Excluded POIs: All Included

Selected Clusters

Color by: Cluster



This report includes all clusters and POIs excluding external polygons

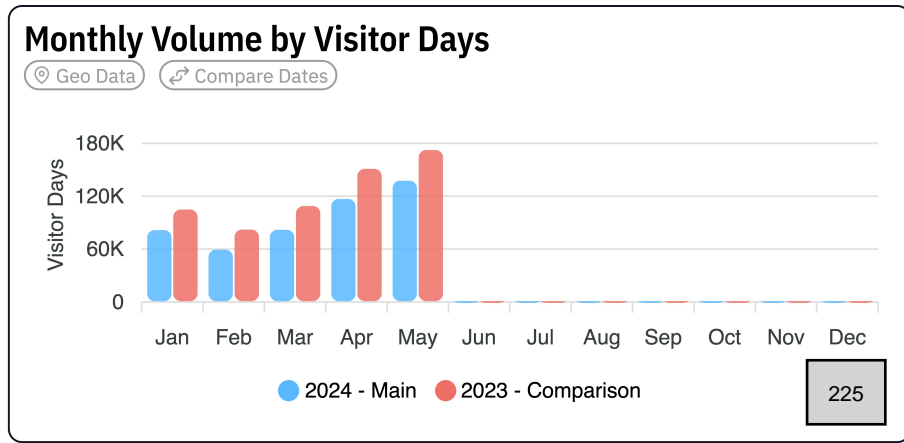
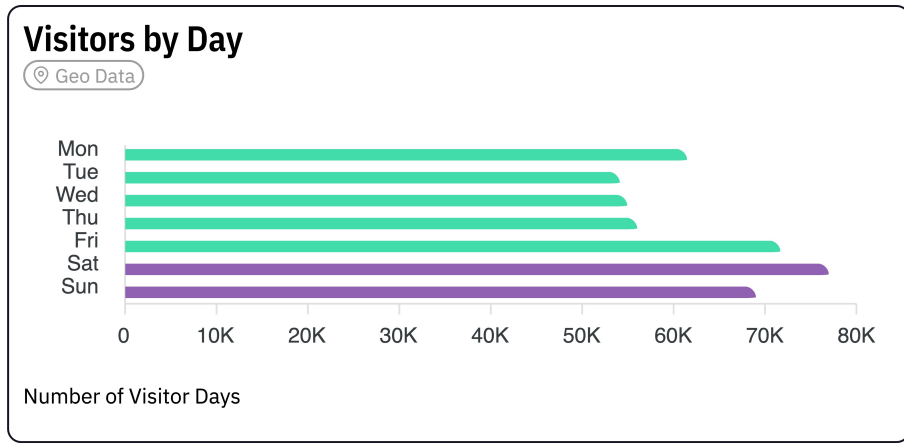
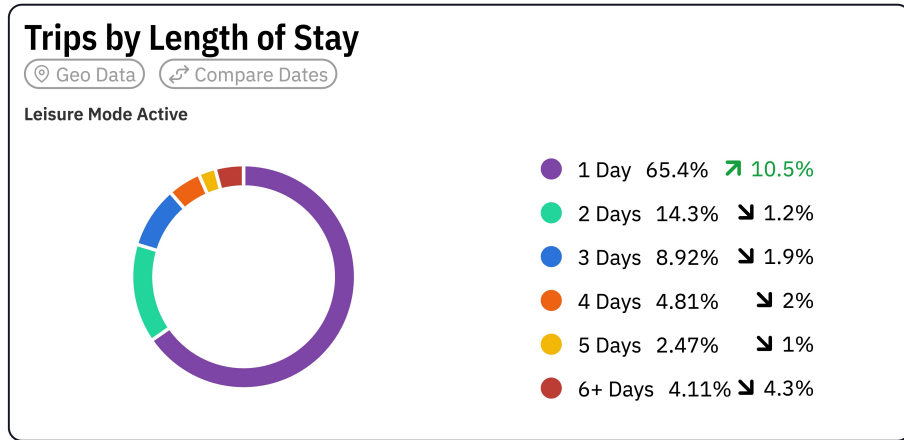
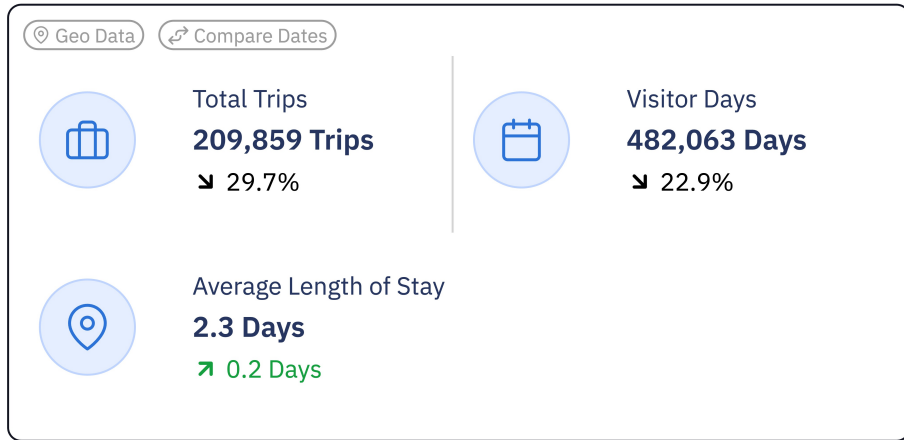
Dates: January 1, 2024 - May 31, 2024

Compared Dates: January 1, 2023 - May 31, 2024

Miles: 50+ Miles

Skamani Visitor Report

Global Filters [In-State](#) [Out-of-State](#) [Distance: 50 mi - 3,709 mi](#) [Dates: 1/1/24 - 5/31/24](#) [↻ Compare Dates: 1/1/23 - 5/31/23](#) [Clusters: 2 Excluded](#) [POIs: All Included](#)



Skamani Visitor Report

Global Filters In-State Out-of-State Distance: 50 mi - 3,709 mi Dates: 1/1/24 - 5/31/24 ↔ Compare Dates: 1/1/23 - 5/31/23 Clusters: 2 Excluded POIs: All Included

Top Spending by Destination

for 1/01/24 - 3/31/24 %↑/↓1/01/23 - 5/31/23

📍 Spend Data ↔ Compare Dates

DMA	% Spend Share	Change in Share of Spend
Seattle-Tacoma	63.45%	+ 2.68%
Portland- OR	10.09%	+ 0.79%
Spokane	3.24%	+ 0.41%
Yakima-Pasco-R	2.9%	- 1.59%
Phoenix -Presco	1.16%	+ 0.54%
Los Angeles	1.09%	- 0.72%
Eugene	1.07%	- 0.77%
Orlando-Dayton:	0.92%	+ 0.33%
San Francisco-O	0.91%	- 0.15%
Honolulu	0.89%	+ 0.1%

Length of Stay by Top DMAs

Leisure Mode Active

DMA	Avg Length of Stay	Share of Trips
Portland- OR	2.1 Days	18.68%
Seattle-Tacoma	2.3 Days	16.18%
Medford-Klamath Falls	3.2 Days	10.23%
Yakima-Pasco-RchInd-Knnwck	2.1 Days	10.15%
Spokane	2.6 Days	4.71%
Salt Lake City	2.7 Days	3.45%
Eugene	2.3 Days	3.35%

DMA Visitation

📍 Geo Data ↔ Compare Dates

DMA	Share of Trips	% ↗ ↘
Portland- OR	18.34%	- 5.6
Seattle-Tacoma	13.74%	- 3.8
Yakima-Pasco-Rch	12.83%	+ 0.2
Spokane	4.6%	- 0.3
Medford-Klamath	3.44%	- 0.4
Eugene	2.41%	- 1.1
Los Angeles	2.21%	- 0.3
Boise	1.86%	- 0.1
Salt Lake City	1.19%	+ 0.0
San Francisco-Oak	1.16%	+ 0.1
Phoenix -Prescott	1.13%	226

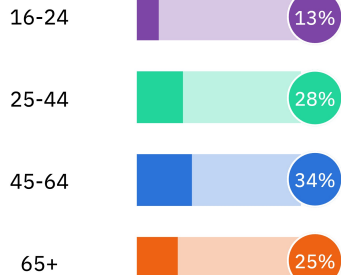
Skamani Visitor Report

Global Filters [In-State](#) [Out-of-State](#) [Distance: 50 mi - 3,709 mi](#) [Dates: 1/1/24 - 5/31/24](#) [↔ Compare Dates: 1/1/23 - 5/31/23](#) [Clusters: 2 Excluded](#) [POIs: All Included](#)

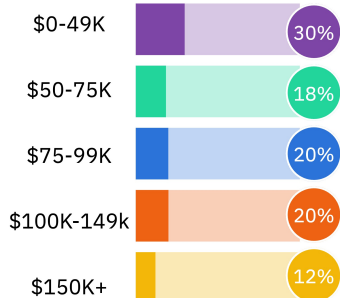
Demographics

[Demographics](#)

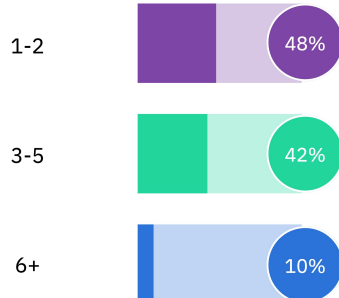
Age



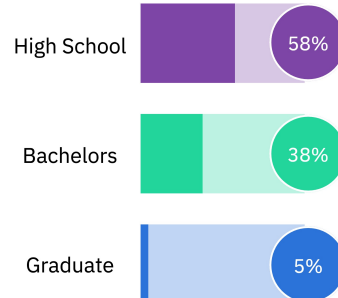
Income



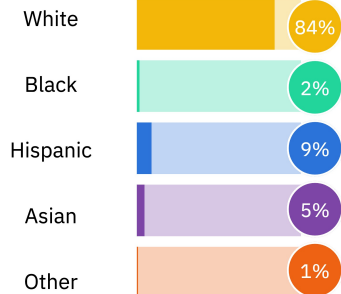
Household



Education Level



Ethnicity



Skamani Visitor Report

Global Filters [In-State](#) [Out-of-State](#) [Distance: 50 mi - 3,709 mi](#) [Dates: 1/1/24 - 5/31/24](#) [↔ Compare Dates: 1/1/23 - 5/31/23](#) [Clusters: 2 Excluded](#) [POIs: All Included](#)

Cluster Visitation

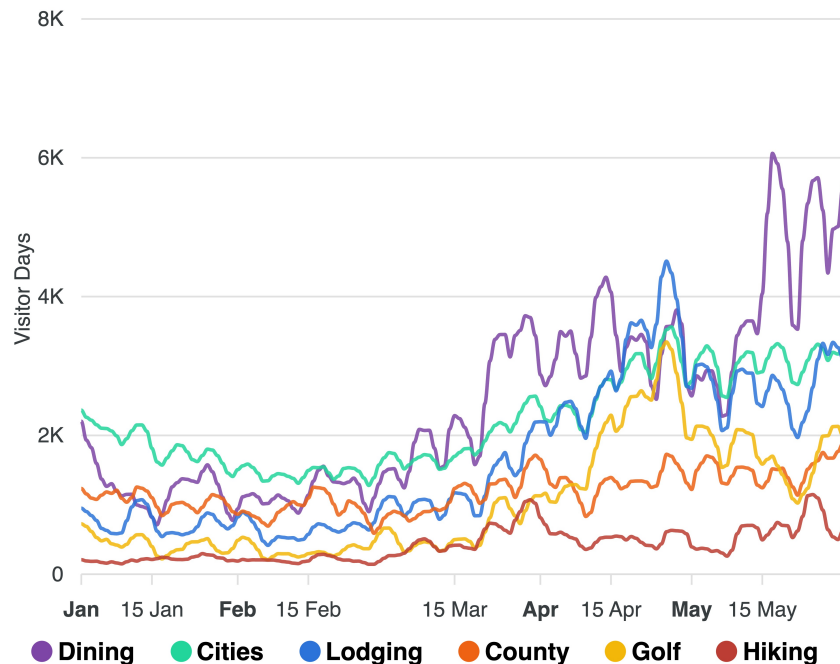
[Geo Data](#) [Compare Dates](#)

Cluster	Share of Total Trips	% ↗ ↘
Dining	28.62%	+ 8.1
Cities	21.57%	- 4.2
Lodging	15.74%	+ 2.4
County	12.5%	- 12.4
Golf	8.79%	+ 1.9
Hiking	6.05%	+ 1.4
Breweries & Distilleries	4%	+ 2.1
Wind & Water Sports	1.83%	+ 0.3
Arts & Culture	0.6%	+ 0.3
Wineries	0.25%	+ 0.1
Rafting	0.07%	+ 0.0

Daily Visitor Trends by Cluster

[Geo Data](#)

5-Day Rolling Average



TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 16:38:14 Date: 08/02/2024

07/01/2024 To: 07/31/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,764,808.18	66,366.43	105,548.72	1,725,625.89	4,200.32	32,784.92	0.00	1,762,611.13
010 General Reserve Fund	348,927.67	1,015.23		349,942.90	0.00	0.00	0.00	349,942.90
020 Fire Reserve Fund	1,931,549.67	5,773.17		1,937,322.84	0.00	0.00	0.00	1,937,322.84
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	57,016.70	46,838.96	71,261.41	32,594.25	759.18	2,742.37	0.00	36,095.80
103 Tourism Promo & Develop Fund	1,478,006.60	77,903.26	63,427.96	1,492,481.90	26,936.66	7.48	0.00	1,519,426.04
105 Affordable Housing Fund	17,764.30	692.19		18,456.49	0.00	0.00	0.00	18,456.49
107 HEALing SCARS Fund	10,312.81	20.13		10,332.94	0.00	0.00	0.00	10,332.94
300 Capital Improvement Fund	284,296.68	3,750.40		288,047.08	0.00	0.00	0.00	288,047.08
311 First Street	-21,101.81	0.00	15,491.64	-36,593.45	0.00	0.00	0.00	-36,593.45
313 Park Plaza Fund	-198,902.68	0.00	1,910.43	-200,813.11	1,140.43	0.00	0.00	-199,672.68
400 Water/Sewer Fund	2,116,297.50	239,492.02	151,732.18	2,204,057.34	812.81	8,897.90	-993.72	2,212,774.33
406 Wastewater Short Lived Asset Res. Fund	87,116.00	0.00		87,116.00	0.00	0.00	0.00	87,116.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-1,277,467.13	92,518.13	652,823.75	-1,837,772.75	0.00	0.00	0.00	-1,837,772.75
415 Cascade Avenue Utility Improvements	-17,667.00	0.00	10,980.00	-28,647.00	0.00	0.00	0.00	-28,647.00
420 Cascade Avenue Mitigation Fund	19,550.00	0.00		19,550.00	0.00	0.00	0.00	19,550.00
500 Equipment Service Fund	-40,328.11	18,994.23	12,722.06	-34,055.94	3,464.88	339.91	0.00	-30,251.15
630 Stevenson Municipal Court	0.00	1,283.36	1,283.36	0.00	0.00	0.00	0.00	0.00
	<u>6,919,683.38</u>	<u>554,647.51</u>	<u>1,087,181.51</u>	<u>6,387,149.38</u>	<u>37,314.28</u>	<u>44,772.58</u>	<u>-993.72</u>	<u>6,468,242.52</u>

TREASURER'S REPORT

Account Totals

City Of Stevenson

Time: 16:38:14 Date: 08/02/2024

07/01/2024 To: 07/31/2024

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,488,930.81	453,868.85	1,068,660.73	874,138.93	-436.43	82,086.86	955,789.36
10	Xpress Bill Pay	28,032.82	69,646.71	0.00	97,679.53	-557.29	0.00	97,122.24
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,517,463.63	523,515.56	1,068,660.73	972,318.46	-993.72	82,086.86	1,053,411.60
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	2,744,158.26	12,611.17	0.00	2,756,769.43	0.00	0.00	2,756,769.43
6	US Bank Safekeeping	2,658,061.49	0.00	0.00	2,658,061.49	0.00	0.00	2,658,061.49
Total Investments:		5,402,219.75	12,611.17	0.00	5,414,830.92	0.00	0.00	5,414,830.92
		6,919,683.38	536,126.73	1,068,660.73	6,387,149.38	-993.72	82,086.86	6,468,242.52

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

Time: 16:38:14 Date: 08/02/2024
Page: 3

07/01/2024 To: 07/31/2024

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	666,153.71		3,061.40	3,061.40		669,215.11
010 000 General Reserve Fund	127,343.49		585.23	585.23		127,928.72
020 000 Fire Reserve Fund	866,128.39		3,980.42	3,980.42		870,108.81
100 000 Street Fund	23,766.55		109.22	109.22	10,000.00	13,875.77
103 000 Tourism Promo & Develop Fund	657,659.61		3,022.37	3,022.37		660,681.98
105 000 Affordable Housing Fund		4,051.09		4,051.09		4,051.09
107 000 HEALing SCARS Fund		142.37		142.37		142.37
300 000 Capital Improvement Fund	188,183.82		864.83	864.83		189,048.65
400 000 Water/Sewer Fund	170,071.26	50,864.08	781.59	51,645.67		221,716.93
500 000 Equipment Service Fund	44,851.43		206.11	206.11	45,057.54	
5 - LGIP	<u>2,744,158.26</u>	<u>55,057.54</u>	<u>12,611.17</u>	<u>67,668.71</u>	<u>55,057.54</u>	<u>2,756,769.43</u>
001 000 General Expense Fund	815,791.93					815,791.93
010 000 General Reserve Fund	217,710.22					217,710.22
020 000 Fire Reserve Fund	907,665.45	14,193.51		14,193.51		921,858.96
100 000 Street Fund	25,441.74				10,000.00	15,441.74
103 000 Tourism Promo & Develop Fund	605,162.79					605,162.79
105 000 Affordable Housing Fund	14,405.40					14,405.40
107 000 HEALing SCARS Fund	10,190.57					10,190.57
300 000 Capital Improvement Fund	57,499.88					57,499.88
500 000 Equipment Service Fund	4,193.51				4,193.51	
6 - US Bank Safekeeping	<u>2,658,061.49</u>	<u>14,193.51</u>	<u>0.00</u>	<u>14,193.51</u>	<u>14,193.51</u>	<u>2,658,061.49</u>
	<u>5,402,219.75</u>	<u>69,251.05</u>	<u>12,611.17</u>	<u>81,862.22</u>	<u>69,251.05</u>	<u>5,414,830.92</u>

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

07/01/2024 To: 07/31/2024

Time: 16:38:14 Date: 08/02/2024

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,481,945.64		3,061.40	3,061.40		1,485,007.04	240,618.85
010 General Reserve Fund	345,053.71		585.23	585.23		345,638.94	4,303.96
020 Fire Reserve Fund	1,773,793.84	14,193.51	3,980.42	18,173.93		1,791,967.77	145,355.07
030 ARPA						0.00	298,313.00
100 Street Fund	49,208.29		109.22	109.22	20,000.00	29,317.51	3,276.74
103 Tourism Promo & Develop Fund	1,262,822.40		3,022.37	3,022.37		1,265,844.77	226,637.13
105 Affordable Housing Fund	14,405.40	4,051.09		4,051.09		18,456.49	0.00
107 HEALing SCARS Fund	10,190.57	142.37		142.37		10,332.94	0.00
300 Capital Improvement Fund	245,683.70		864.83	864.83		246,548.53	41,498.55
311 First Street						0.00	-36,593.45
313 Park Plaza Fund						0.00	-200,813.11
400 Water/Sewer Fund	170,071.26	50,864.08	781.59	51,645.67		221,716.93	1,982,340.41
406 Wastewater Short Lived Asset Res. Fund						0.00	87,116.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-1,837,772.75
415 Cascade Avenue Utility Improvements						0.00	-28,647.00
420 Cascade Avenue Mitigation Fund						0.00	19,550.00
500 Equipment Service Fund	49,044.94		206.11	206.11	49,251.05	0.00	-34,055.94
	<u>5,402,219.75</u>	<u>69,251.05</u>	<u>12,611.17</u>	<u>81,862.22</u>	<u>69,251.05</u>	<u>5,414,830.92</u>	<u>972,318.46</u>

Ending fund balance (Page 1) - Investment balance = Available cash. 6,387,149.38

TREASURER'S REPORT

Outstanding Vouchers

07/01/2024 To: 07/31/2024

As Of: 07/31/2024 Date: 08/02/2024

Time: 16:38:14 Page: 5

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1891	07/31/2024	Tr Rec	1		Foster Val, Fersch Rupert	436.43	CS24-031 216NE Bruce Heights 216 Water Meter
						Receipts Outstanding:	436.43	
2024	1864	07/31/2024	Payroll	1	EFT	EFTPS Tax Payment	27,505.85	941 Deposit for Pay Cycle(s) 07/31/2024 - 07/31/2024
2024	1863	07/31/2024	Payroll	1	EFT	Department of Retirement Systems	14,925.15	Pay Cycle(s) 07/31/2024 To 07/31/2024 - PERS2; Pay Cycle(s) 07/31/2024 To 07/31/2024 - DCP
2024	1866	07/31/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	600.00	Pay Cycle(s) 07/31/2024 To 07/31/2024 - HRA VEBA
2024	1867	07/31/2024	Payroll	1	EFT	State of WA Dept of Social & Health Serv	738.43	Pay Cycle(s) 07/31/2024 To 07/31/2024 - WA Child Support
2024	1862	07/31/2024	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 07/31/2024 To 07/31/2024 - Disability; Pay Cycle(s) 07/31/2024 To 07/31/2024 - Life Insurance
2023	3215	12/11/2023	Payroll	1	17420	Sean M Hietpas	814.53	2023 Volunteer FF Pay
2023	3219	12/11/2023	Payroll	1	17424	Jacob Ledesma	9.23	2023 Volunteer FF Pay
2024	1605	06/28/2024	Payroll	1	17911	WGAP Washington Gorge Action Program	68.42	Pay Cycle(s) 06/30/2024 To 06/30/2024 - Food Bank
2024	1767	07/18/2024	Claims	1	17939	Jeffrey D Barrar PS	1,458.33	Court Appointed Attorney Costs June 2024; June 2024 Statement
2024	1782	07/18/2024	Claims	1	17954	Skamania County Chamber of Commerce	26,936.66	June 2024 Monthly Contract & other reimburseables
2024	1785	07/18/2024	Claims	1	17957	Skamania County Sheriff	1,667.00	July 2024 Remittance
2024	1793	07/18/2024	Claims	1	17965	US Bank	5,456.05	June 2024 Statement Card 2311; June 2024 Statement Card 4631; June 2024 Statement Card 8023
2024	1794	07/18/2024	Claims	1	17966	US Postmaster	100.00	PO BOX Yearly Rent
2024	1796	07/18/2024	Claims	1	17968	Understory Landscape Architecture, LLC	1,140.43	Park Plaza Design
2024	1802	07/18/2024	Claims	1	17974	Wave Division Holdings LLC	555.81	Statement 07/01/2024; Statement 06/20/2024; WWTP June 2024 Statement; FireHall June 2024 Statement
							82,086.86	
2024	1890	07/30/2024	Util Pay	10		Xpress Billpay	100.00	Xpress Import - CheckFree - 07-30-2024__daily_batch
2024	1893	07/31/2024	Util Pay	10		Xpress Billpay	232.29	Xpress Import - EFT - 07-31-2024__daily_batch.csv
2024	1894	07/31/2024	Util Pay	10		Xpress Billpay	225.00	Xpress Import - CheckFree - 07-31-2024__daily_batch
						Receipts Outstanding:	557.29	
							82,086.86	

TREASURER'S REPORT

Outstanding Vouchers

07/01/2024 To: 07/31/2024

As Of: 07/31/2024 Date: 08/02/2024

Time: 16:38:14 Page: 6

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund									
							Claims	Payroll	
							Total		
001			General Expense Fund				4,200.32	32,784.92	36,985.24
100			Street Fund				759.18	2,742.37	3,501.55
103			Tourism Promo & Develop Fund				26,936.66	7.48	26,944.14
313			Park Plaza Fund				1,140.43	0.00	1,140.43
400			Water/Sewer Fund				812.81	8,897.90	9,710.71
500			Equipment Service Fund				3,464.88	339.91	3,804.79
							37,314.28	44,772.58	82,086.86

TREASURER'S REPORT

Signature Page

City Of Stevenson

Time: 16:38:14 Date: 08/02/2024

07/01/2024 To: 07/31/2024

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

2024 BUDGET POSITION

City Of Stevenson

Time: 16:36:35 Date: 08/02/2024

Page: 1

001 General Expense Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	930,756.45	1,499,109.80	(568,353.35)	161.1%
102 Unemployment Reserve	33,413.82	33,414.00	(0.18)	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	1,015,305.40	1,583,658.93	(568,353.53)	156.0%
311 Property Tax	551,865.92	340,229.76	211,636.16	61.7%
313 Sales Tax	480,000.00	232,130.28	247,869.72	48.4%
316 Utility Tax	32,000.00	42,766.83	(10,766.83)	133.6%
317 Other Tax	16,000.00	16,579.38	(579.38)	103.6%
310 Taxes	1,079,865.92	631,706.25	448,159.67	58.5%
321 Licenses	2,900.00	4,218.32	(1,318.32)	145.5%
322 Permits	0.00	5.00	(5.00)	0.0%
320 Licenses & Permits	2,900.00	4,223.32	(1,323.32)	145.6%
330 Grants	25,000.00	97,338.13	(72,338.13)	389.4%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	19,657.15	16,119.65	3,537.50	82.0%
337 Interlocal Loan Repayments	20,200.00	0.00	20,200.00	0.0%
330 Intergovernmental Revenues	75,857.15	113,457.78	(37,600.63)	149.6%
341 Admin, Printing & Probation Fees	290,445.71	5,317.56	285,128.15	1.8%
342 Fire District 2	19,620.00	40,106.26	(20,486.26)	204.4%
345 Planning	4,500.00	2,255.00	2,245.00	50.1%
376 Parks	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	314,565.71	47,678.82	266,886.89	15.2%
350 Fines & Penalties	12,700.00	6,042.56	6,657.44	47.6%
000	0.00	50.00	(50.00)	0.0%
100 General Interest Income	5,500.00	30,259.68	(24,759.68)	550.2%
376 Parks	2,500.00	660.00	1,840.00	26.4%
360 Interest & Other Earnings	8,000.00	30,969.68	(22,969.68)	387.1%
380 Non Revenues	0.00	20,876.86	(20,876.86)	0.0%
390 Other Financing Sources	0.00	5,074.25	(5,074.25)	0.0%
Fund Revenues:	2,509,194.18	2,443,688.45	65,505.73	97.4%

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	16,370.36	20,629.64	44.2%
512 Judicial	60,510.00	33,220.14	27,289.86	54.9%
513 Executive	153,889.18	77,327.78	76,561.40	50.2%
514 Financial, Recording & Elections	142,465.57	78,960.78	63,504.79	55.4%
515 Legal Services	16,500.00	9,449.24	7,050.76	57.3%
517 Employee Benefit Programs	10,525.00	180.62	10,344.38	1.7%
518 Centralized Services	122,173.32	91,723.12	30,450.20	75.1%
521 Law Enforcement	278,860.00	162,496.18	116,363.82	58.3%
202 Fire Department	167,207.50	51,770.41	115,437.09	31.0%
203 Fire District 2	90,750.00	22,573.91	68,176.09	24.0%

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001 General Expense Fund Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 Fire Control	257,957.50	74,344.32	183,613.18	28.8%
524 Protective Inspections	0.00	2,000.00	(2,000.00)	0.0%
528 Dispatch Services	6,000.00	3,243.96	2,756.04	54.1%
553 Conservation	500.00	449.00	51.00	89.8%
550 Building	0.00	19,066.86	(19,066.86)	0.0%
560 Planning	297,398.75	116,728.20	180,670.55	39.2%
570 Economic Development	27,685.00	13,690.00	13,995.00	49.4%
558 Planning & Community Devel	325,083.75	149,485.06	175,598.69	46.0%
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	109.15	40.85	72.8%
573 Cultural & Community Activities	500.00	858.13	(358.13)	171.6%
576 Park Facilities	70,392.00	20,371.59	50,020.41	28.9%
580 Non Expenditures	0.00	(2,526.87)	2,526.87	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	897,138.73	0.00	897,138.73	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	981,687.86	0.00	981,687.86	0.0%
Fund Expenditures:	2,509,194.18	718,062.56	1,791,131.62	28.6%
Fund Excess/(Deficit):	0.00	1,725,625.89		

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010 General Reserve Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	344,042.65	(8,783.90)	102.6%
360 Interest & Other Earnings	0.00	5,900.25	(5,900.25)	0.0%

Fund Revenues:	335,258.75	349,942.90	(14,684.15)	104.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%

Fund Expenditures:	335,258.75	0.00	335,258.75	0.0%
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Fund Excess/(Deficit):	0.00	349,942.90		
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020 Fire Reserve Fund		Months: 01 To: 07			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,778,960.29	1,902,519.12	(123,558.83)	106.9%	
360 Interest & Other Earnings	0.00	34,803.72	(34,803.72)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,803,960.29	1,937,322.84	(133,362.55)	107.4%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Expenditures:	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Excess/(Deficit):	0.00	1,937,322.84			

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030 ARPA		Months: 01 To: 07			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	298,313.00	298,313.00	0.00	100.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%	
Fund Revenues:	298,313.00	298,313.00	0.00	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance	298,313.00	0.00	298,313.00	0.0%	
Fund Expenditures:	298,313.00	0.00	298,313.00	0.0%	
Fund Excess/(Deficit):	0.00	298,313.00			

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100 Street Fund		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	268,025.50	81,567.58	186,457.92	30.4%
313 Sales Tax	458,000.00	215,239.99	242,760.01	47.0%
316 Utility Tax	70,000.00	42,599.11	27,400.89	60.9%
310 Taxes	528,000.00	257,839.10	270,160.90	48.8%
320 Licenses & Permits	600.00	1,603.00	(1,003.00)	267.2%
330 Grants	77,085.85	0.00	77,085.85	0.0%
336 State Entitlements, Impact Payments & Taxe	41,958.50	22,282.23	19,676.27	53.1%
330 Intergovernmental Revenues	119,044.35	22,282.23	96,762.12	18.7%
360 Interest & Other Earnings	0.00	1,255.99	(1,255.99)	0.0%
390 Other Financing Sources	0.00	7,528.44	(7,528.44)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	915,669.85	372,076.34	543,593.51	40.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	395,190.43	177,836.30	217,354.13	45.0%
543 Stormwater	34,330.00	24,139.56	10,190.44	70.3%
545 Lights, Signs, Paths, Landscaping	39,150.00	21,768.00	17,382.00	55.6%
546 Snow Removal	34,957.00	21,578.84	13,378.16	61.7%
542 Streets - Maintenance	503,627.43	245,322.70	258,304.73	48.7%
543 Streets Admin & Overhead	156,296.63	88,015.97	68,280.66	56.3%
544 Road & Street Operations	25,000.00	6,025.28	18,974.72	24.1%
566 Substance Abuse	0.00	118.14	(118.14)	0.0%
594 Capital Expenditures	145,000.00	0.00	145,000.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	85,745.79	0.00	85,745.79	0.0%
Fund Expenditures:	915,669.85	339,482.09	576,187.76	37.1%
Fund Excess/(Deficit):	0.00	32,594.25		

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103 Tourism Promo & Develop Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	862,978.52	1,384,100.01	(521,121.49)	160.4%
310 Taxes	487,190.00	290,278.40	196,911.60	59.6%
360 Interest & Other Earnings	0.00	28,567.93	(28,567.93)	0.0%
Fund Revenues:	1,350,168.52	1,702,946.34	(352,777.82)	126.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	477,139.30	186,862.49	290,276.81	39.2%
594 Capital Expenditures	10,000.00	23,601.95	(13,601.95)	236.0%
597 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%
999 Ending Balance	530,777.22	0.00	530,777.22	0.0%
Fund Expenditures:	1,350,168.52	210,464.44	1,139,704.08	15.6%
Fund Excess/(Deficit):	0.00	1,492,481.90		

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105 Affordable Housing Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	17,435.11	17,455.62	(20.51)	100.1%
310 Taxes	5,000.00	878.54	4,121.46	17.6%
360 Interest & Other Earnings	0.00	122.33	(122.33)	0.0%
Fund Revenues:	22,435.11	18,456.49	3,978.62	82.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	22,435.11	0.00	22,435.11	0.0%
Fund Expenditures:	22,435.11	0.00	22,435.11	0.0%
Fund Excess/(Deficit):	0.00	18,456.49		

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107 HEALing SCARS Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,190.57	10,246.39	(55.82)	100.5%
360 Interest & Other Earnings	0.00	86.55	(86.55)	0.0%
Fund Revenues:	10,190.57	10,332.94	(142.37)	101.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,190.57	0.00	10,190.57	0.0%
Fund Expenditures:	10,190.57	0.00	10,190.57	0.0%
Fund Excess/(Deficit):	0.00	10,332.94		

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300 Capital Improvement Fund			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	205,190.20	265,030.70	(59,840.50)	129.2%
310 Taxes	20,000.00	16,651.78	3,348.22	83.3%
360 Interest & Other Earnings	0.00	6,364.60	(6,364.60)	0.0%
Fund Revenues:	225,190.20	288,047.08	(62,856.88)	127.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%
999 Ending Balance	205,491.20	0.00	205,491.20	0.0%
Fund Expenditures:	225,190.20	0.00	225,190.20	0.0%
Fund Excess/(Deficit):	0.00	288,047.08		

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311 First Street Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	884,186.00	0.00	884,186.00	0.0%
397 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%
Fund Revenues:	903,885.00	0.00	903,885.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	903,885.00	36,593.45	867,291.55	4.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	903,885.00	36,593.45	867,291.55	4.0%
Fund Excess/(Deficit):	0.00	(36,593.45)		

2024 BUDGET POSITION

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312 Columbia Ave		Months: 01 To: 07			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(19,620.00)	19,620.00	0.0%	
330 Intergovernmental Revenues	0.00	19,620.00	(19,620.00)	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2024 BUDGET POSITION

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313 Park Plaza Fund		Months: 01 To: 07			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(82,612.07)	82,612.07	0.0%	
330 Intergovernmental Revenues	50,000.00	0.00	50,000.00	0.0%	
397 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%	
Fund Revenues:	382,252.00	(82,612.07)	464,864.07	21.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
576 Park Facilities	0.00	3,859.05	(3,859.05)	0.0%	
594 Capital Expenditures	382,252.00	114,341.99	267,910.01	29.9%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	382,252.00	118,201.04	264,050.96	30.9%	
Fund Excess/(Deficit):	0.00	(200,813.11)			

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314 Lasher Street Improv. Fund		Months: 01 To: 07			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

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400 Water/Sewer Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	1,446,600.22	1,050,601.86	395,998.36	72.6%
401 Water	575,571.75	607,546.75	(31,975.00)	105.6%
402 Sewer	225,830.18	247,035.18	(21,205.00)	109.4%
308 Beginning Balances	2,248,002.15	1,905,183.79	342,818.36	84.8%
343 Water	0.00	586.00	(586.00)	0.0%
344 Sewer	0.00	286.00	(286.00)	0.0%
320 Licenses & Permits	0.00	872.00	(872.00)	0.0%
343 Water	873,361.25	484,805.39	388,555.86	55.5%
344 Sewer	1,520,609.34	880,185.40	640,423.94	57.9%
340 Charges For Goods & Services	2,393,970.59	1,364,990.79	1,028,979.80	57.0%
343 Water	46,674.00	31,902.29	14,771.71	68.4%
344 Sewer	56,532.00	46,336.00	10,196.00	82.0%
400 Water/Sewer	4,000.00	3,595.38	404.62	89.9%
360 Interest & Other Earnings	107,206.00	81,833.67	25,372.33	76.3%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	4,749,178.74	3,352,880.25	1,396,298.49	70.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	931,036.15	488,119.35	442,916.80	52.4%
535 Sewer	1,192,732.10	543,846.09	648,886.01	45.6%
534 Water	60,738.17	41,701.87	19,036.30	68.7%
535 Sewer	82,249.18	41,124.60	41,124.58	50.0%
591 Debt Service	142,987.35	82,826.47	60,160.88	57.9%
534 Water	170,464.80	11,530.11	158,934.69	6.8%
535 Sewer	150,000.00	0.00	150,000.00	0.0%
594 Capital Expenditures	320,464.80	11,530.11	308,934.69	3.6%
534 Water	0.00	0.00	0.00	0.0%
535 Sewer	1,020,922.90	22,500.89	998,422.01	2.2%
597 Interfund Transfers	1,020,922.90	22,500.89	998,422.01	2.2%
400 Water/Sewer	446,427.51	0.00	446,427.51	0.0%
401 Water	562,245.75	0.00	562,245.75	0.0%
402 Sewer	132,362.18	0.00	132,362.18	0.0%
999 Ending Balance	1,141,035.44	0.00	1,141,035.44	0.0%
Fund Expenditures:	4,749,178.74	1,148,822.91	3,600,355.83	24.2%
Fund Excess/(Deficit):	0.00	2,204,057.34		

2024 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	87,116.00	87,116.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	108,895.00	87,116.00	21,779.00	80.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	108,895.00	0.00	108,895.00	0.0%
Fund Expenditures:	108,895.00	0.00	108,895.00	0.0%
Fund Excess/(Deficit):	0.00	87,116.00		

2024 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
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	61,191.00		

2024 BUDGET POSITION

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410 Wastewater System Upgrades Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,080,600.53)	(759,760.33)	(320,840.20)	70.3%
330 Intergovernmental Revenues	4,771,374.53	550,270.09	4,221,104.44	11.5%
390 Other Financing Sources	2,672,048.05	1,688,891.49	983,156.56	63.2%
397 Interfund Transfers	999,143.90	22,500.89	976,643.01	2.3%
Fund Revenues:	7,361,965.95	1,501,902.14	5,860,063.81	20.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	8,207.54	(8,207.54)	0.0%
594 Capital Expenditures	7,361,965.95	3,331,467.35	4,030,498.60	45.3%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	7,361,965.95	3,339,674.89	4,022,291.06	45.4%
Fund Excess/(Deficit):	0.00	(1,837,772.75)		

2024 BUDGET POSITION

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415 Cascade Avenue Utility Improvements Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	28,647.00	(28,647.00)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	28,647.00	(28,647.00)	0.0%
Fund Excess/(Deficit):	0.00	(28,647.00)		

2024 BUDGET POSITION

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420 Cascade Avenue Mitigation Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	19,550.00	19,550.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	19,550.00	19,550.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	19,550.00	0.00	19,550.00	0.0%
Fund Expenditures:	19,550.00	0.00	19,550.00	0.0%
Fund Excess/(Deficit):	0.00	19,550.00		

2024 BUDGET POSITION

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500 Equipment Service Fund		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	85,317.74	84,171.92	1,145.82	98.7%
340 Charges For Goods & Services	220,000.00	155,469.79	64,530.21	70.7%
360 Interest & Other Earnings	0.00	1,637.65	(1,637.65)	0.0%
390 Other Financing Sources	450,000.00	7,000.00	443,000.00	1.6%
Fund Revenues:	755,317.74	248,279.36	507,038.38	32.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	176,272.10	103,272.55	72,999.55	58.6%
591 Debt Service	29,000.00	210.00	28,790.00	0.7%
594 Capital Expenditures	530,000.00	178,852.75	351,147.25	33.7%
999 Ending Balance	20,045.64	0.00	20,045.64	0.0%
Fund Expenditures:	755,317.74	282,335.30	472,982.44	37.4%
Fund Excess/(Deficit):	0.00	(34,055.94)		

2024 BUDGET POSITION

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630 Stevenson Municipal Court Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	2,591.52	(2,591.52)	0.0%
Fund Revenues:	0.00	2,591.52	(2,591.52)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	2,591.52	(2,591.52)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	2,591.52	(2,591.52)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2024 BUDGET POSITION TOTALS

City Of Stevenson

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,509,194.18	2,443,688.45	97.4%	2,509,194.18	718,062.56	29%
010 General Reserve Fund	335,258.75	349,942.90	104.4%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,803,960.29	1,937,322.84	107.4%	1,803,960.29	0.00	0%
030 ARPA	298,313.00	298,313.00	100.0%	298,313.00	0.00	0%
100 Street Fund	915,669.85	372,076.34	40.6%	915,669.85	339,482.09	37%
103 Tourism Promo & Develop Fund	1,350,168.52	1,702,946.34	126.1%	1,350,168.52	210,464.44	16%
105 Affordable Housing Fund	22,435.11	18,456.49	82.3%	22,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,332.94	101.4%	10,190.57	0.00	0%
300 Capital Improvement Fund	225,190.20	288,047.08	127.9%	225,190.20	0.00	0%
311 First Street	903,885.00	0.00	0.0%	903,885.00	36,593.45	4%
312 Columbia Ave	0.00	0.00	0.0%	0.00	0.00	0%
313 Park Plaza Fund	382,252.00	-82,612.07	-21.6%	382,252.00	118,201.04	31%
314 Lasher Street Improv. Fund	0.00	0.00	0.0%	0.00	0.00	0%
400 Water/Sewer Fund	4,749,178.74	3,352,880.25	70.6%	4,749,178.74	1,148,822.91	24%
406 Wastewater Short Lived Asset Res.	108,895.00	87,116.00	80.0%	108,895.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	7,361,965.95	1,501,902.14	20.4%	7,361,965.95	3,339,674.89	45%
415 Cascade Avenue Utility Improvem	0.00	0.00	0.0%	0.00	28,647.00	0%
420 Cascade Avenue Mitigation Fund	19,550.00	19,550.00	100.0%	19,550.00	0.00	0%
500 Equipment Service Fund	755,317.74	248,279.36	32.9%	755,317.74	282,335.30	37%
630 Stevenson Municipal Court	0.00	2,591.52	0.0%	0.00	2,591.52	0%
	<u>21,812,615.90</u>	<u>12,612,024.58</u>	<u>57.8%</u>	<u>21,812,615.90</u>	<u>6,224,875.20</u>	<u>28.5%</u>



MEMORANDUM

TO: Skamania County Transportation Policy Committee
FROM: Adam Fiss
DATE: July 31, 2024
SUBJECT: **Safe Streets and Roads for All (SS4A)**

Background

In 2023, RTC and the agencies of Klickitat County, Skamania County, Stevenson, Bingen, White Salmon, Goldendale, and WSDOT agreed to work together to develop a comprehensive safety action plan for the RTPO region.

Local Match

The TPC committees for each county and RTC Board of Directors approved for RTC to apply for \$300,000 in federal SS4A funds, with a total match requirement of \$75,000. Supporting agencies agreed to cofund the safety action plan by providing \$35,000 in local match, with RTC providing \$40,000 in local match. RTC will provide the overall project management, and each agency agreed to provide technical assistance.

Project Status

In July 2024 RTC received the executed agreement from the USDOT for the SS4A grant funds. RTC will be utilizing consultant services for the development of the regional safety action plan. The USDOT has provided agencies a clear structure as to what has to be included in a safety action plan, which was utilized to develop a scope of work for a project RFQ (see attached). The consultant will also be responsible for developing/updating the local road safety plans for each county and all cities. The RFQ will be released in late August, with proposals being due mid September. Work is anticipated to begin in October 2024.

Discussion

At the upcoming TPC Adam Fiss (RTC) will lead a discussion of the grant and answer any questions about next steps and grant requirements.

Attachment: Scope of Work

RTC GORGE SS4A SAFETY ACTION PLAN SCOPE OF WORK *(Summarized)*

The scope of work will result in the development of a comprehensive safety action plan for the Skamania County and Klickitat County region, including Stevenson, White Salmon, Bingen, and Goldendale.

Consultant Tasks

Task 1: Safety Analysis

Task 1 is focused on data collection for the development of the safety action plan and local road safety plans, including collision data, traffic volumes, and other roadway data.

Task 2: Local Road Safety Plans

This task will include the updating of the Local Road Safety Plans for Stevenson, White Salmon, Bingen, and Goldendale. For each plan, the safety analysis and project lists will be updated; and the work may also include updating safety goals, safety priorities, and potential funding resources.

Task 3: Community Engagement

This task includes the development of a community engagement process for both the public and stakeholders, which allows for both community representation and feedback. This task will also include a regional safety summit for policymakers and stakeholders. The consultant will be responsible for managing the logistics of the summit, with support from RTC staff.

Task 4: Safety Goals

This task includes the analysis of safety needs, including the establishment of safety goals and priorities for reducing fatalities and serious injuries.

Task 5: Policy Review

This task includes the review of existing policies and provides recommendations on how these policies can be changed/improved/updated over time.

Task 6: Project List

This task includes the development of a prioritized list of projects/strategies with associated timelines for implementation.

Task 7: Safety Action Plan

This task will require the development of a Safety Action Plan for the Skamania and Klickitat counties region. The draft plan will be reviewed by RTC and project agencies before completion and adoption of the final plan. This task will include the development of a presentation(s) that can be presented by local staff to the RTC Board and other agencies in the adoption process.

Task 8: SS4A Implementation Grant Application

This task includes the development of an implementation grant application for the SS4A program. The application will focus on regional priorities identified in the safety action plan.

RECEIVED

JUL 22 2024

Initial: _____



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600, Olympia, WA 98504-7600 • 360-407-6000

July 17, 2024

The Honorable Scott Anderson
Mayor of Stevenson
PO Box 371
Stevenson, WA 98648

RE: 2023 Wastewater Treatment Plant Outstanding Performance Awards

Dear Mayor Anderson:

Congratulations! The Stevenson Wastewater Treatment Plant is receiving the 2023 "Wastewater Treatment Plant Outstanding Performance" award. Of approximately 300 wastewater treatment plants statewide, yours is one of 118 that achieved top performance of its wastewater treatment plant operations in 2023.

Ecology evaluates specific domestic wastewater treatment plant information for individual permit compliance. Your plant is one of the top performers for regularly meeting numeric effluent limits and permit criteria, for conducting monitoring, and for reporting data as required. It takes diligent operators and a strong management team, working effectively together, to achieve this high level of performance.

Turning wastewater into water clean enough to discharge takes efficient process control, skill, teamwork, and good judgement. This truly is a 24/7 responsibility. Ecology appreciates the extraordinary level of effort your plant's operator's make to protect water quality and provide a critical service to the community.

Talented and proficient operators are critical to successful plant operations and protecting the health of Washington's waters. Your excellent record is a credit to the dedicated operators who are responsible for running the award-winning Stevenson Wastewater Treatment Plant.

We will announce the full list of 2023 award recipients, including the Stevenson Wastewater Treatment Plant, in the coming weeks.

The Honorable Scott Anderson

July 17, 2024

Page 2

Please contact Ginger Reddig at (360) 789-5425 or ginger.reddig@ecy.wa.gov if you have any questions or comments about your award.

Thank you for the excellent service your operators provide to your community and the waters of Washington.

Sincerely,



Vincent McGowan, P.E.
Water Quality Program Manager



GORGE-OUS NIGHTS



SAVE THE DATE!



Olympia	Salem
Monday, February 10, 2025 5 - 7 P.M.	Wednesday, February 19, 2025 5 - 7 P.M.
Columbia Room Washington State Capitol Building 416 Sid Snyder Ave SW Olympia, WA 98504	Willamette Heritage Center 1313 Mill St SE Salem, OR 97301

Help us show our legislators what makes the Columbia River Gorge

SHINE!

Please email onegorgeinfo@gmail.com to RSVP to

- Bring a table display/staff a table
- Help with set up
- Donate wine, beer, food, desserts
- Donate raffle items (goods, services, lodging, etc.)

More information will be coming soon! Table displays will be limited, so please RSVP soon.

Sponsored by One Gorge

& local legislators



2023-24 Snapshot

ONE
PREVENTION
ALLIANCE

OnePreventionAlliance.org

Our Mission:

Healthy Youth, Successful
Families, Thriving Community



12 Sectors represented
from our community

1,042

Square miles of community
served (6,499 people)



One Prevention Alliance serves the same communities
as the Stevenson-Carson School District.



650 Facebook followers
with 550 page likes

Our Facebook posts have been seen 36,108 times in
the last year @OnePreventionAlliance.

2 Issues of our free magazine
published and distributed
throughout the community



Our next issue is coming November 2024 and will be
written by youth. Request a magazine mailed to you by
calling 360-952-3330.



160 Community surveys
collected

The community survey is just one of
eight data sources considered in the formulation of
our annual action plan. Last year, those 8 data sources
included input from more than 400 individuals.

22 Parenting Program
sessions offered

Follow our Facebook page to
learn about the next session or
call 360-953-3330.



10 Medication lock box
distribution events

If you'd like a free medication lock box
call 360-952-3330.

700+ Community
members attended
National Night Out 2023



OPA coordinates this event because it
builds community relationships and provides a place
for us to share resources and provide education.



68 9th graders received
Project Success instruction

Through this prevention curriculum,
students learned about healthy relationships, coping
skills, communication skills, and how addition works
within the brain.

20 PAWS CLUB sessions offered
to Carson Elementary students



2 Youth-planned
Peer-to-Peer events

Stand Up 4 Teens, the Stevenson High
School teen advocacy club, provided
information to their peers through engaging and
interactive conversations during a Homecoming and
spring event.

ESD 112 does not discriminate in any programs or activities on the basis of race, religion, creed, color, sex, national origin, marital status, sexual orientation, gender expression or identity, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person. The following individuals have been designated to handle questions and complaints of alleged discrimination: Civil Rights compliance Officer - Melissa Kreuder, 360-952-3328, melissa.kreuder@esd112.org; Title IX Compliance Officer - Wendy Niehaus, 360-952-3574, wendy.niehaus@esd112.org; ADA/504 Compliance Officer - Jeffrey Niess, 360-952-3529, jeffrey.niess@esd112.org

EDUCATIONAL
SERVICE DISTRICT

Grant funded by the Community Prevention and Well-Being
Initiative through the Washington State Health Care Authority.



Mid-Columbia Community Action Council
Serving Hood River, Wasco, and Sherman Counties
2505 W. 7th St, The Dalles, OR 97058
606 State St, Suite 1B, Hood River, OR 97031
Tel: (541) 298-5131
www.MCCAC.com

FOR IMMEDIATE RELEASE
August 6, 2024

CONTACT:
Kenny LaPoint
Executive Director
541.848.1667
klapoint@mccac.com

2024 Point in Time (PIT) Count Results Show Slight Decrease in Houselessness Across Mid-Columbia Region

The Dalles, Oregon - Mid-Columbia Community Action Council (MCCAC) has released the results from the January 2024 Point in Time (PIT) count for Hood River, Wasco, and Sherman counties. **While the numbers have not yet been confirmed by the Department of Housing and Urban Development (HUD)**, the preliminary data shows an overall **16%** decrease in individuals experiencing houselessness compared to the 2023 count, **along with** a decrease in unsheltered individuals **and** an increase in sheltered individuals.

"The slight decrease in overall numbers, particularly in unsheltered individuals, is encouraging and suggests our eviction prevention, **shelter and transitional housing**, and rapid rehousing programs are having an impact," said **Kenny LaPoint**, Executive Director of MCCAC. "However, we still have significant work ahead to address houselessness in our region."

The increase in sheltered individuals reflects additional bed spaces available at **MCCAC's** The Annex **transitional housing and** shelter in The Dalles, as well as strong engagement from partner organizations in the PIT count process.

Rosie Strange, Senior Native American Community Health Worker with Bridges to Health Pathways & Columbia Gorge Health Council, noted the positive impact of expanded shelter services: "We have had success placing multiple families with children at The Annex, who are accessing housing, employment, and medical services that they previously did not have access to. These families are working closely with our Bridges to Health team as well as The Annex staff and have reported feeling safety, acceptance, and understanding for their needs."

The data also highlights ongoing challenges, including a rise in individuals reporting mental illness and substance use disorders. MCCAC plans to continue deepening partnerships with Mid-Columbia Center for Living and other behavioral health organizations to address these needs. The 2024 count also saw increases in Native American and Latinx individuals experiencing houselessness, likely reflecting improved coordination with culturally-specific partner organizations.

MCCAC emphasizes that while progress has been made, continued investment and expansion of current strategies are needed to further reduce houselessness in the Mid-Columbia region. **Below is a**

detailed breakdown of the preliminary 2024 Point in Time Count numbers for Hood River, Wasco, and Sherman Counties. MCCAC has also published this preliminary data on the Data and Reports page of MCCAC's website at www.mccac.com/data.

2024 PIT Count for Hood River, Wasco and Sherman Counties (+- from 2023 PIT Count):

- 237 individuals experiencing houselessness (-45)
 - 115 Unsheltered (-78)
 - 122 Sheltered (+33)
 - 77 self-identified as experiencing a mental illness (+7)
 - 44 Unsheltered (-4)
 - 33 Sheltered (+11)
 - 63 self-identified as experiencing a substance use disorder (+18)
 - 45 Unsheltered (+13)
 - 18 Sheltered (+5)
 - 34 self-identified as experiencing both a mental illness and substance use disorder (-17)
 - 19 Unsheltered (-17)
 - 15 Sheltered (+-0)
 - 16 Veterans (-11)
 - 59 Children and Youth under the age of 24 (+12)
 - 18 Unsheltered
 - 41 Sheltered
 - 25 Individuals the age of 60 and Over (-28)
 - 16 Unsheltered
 - 9 Sheltered
 - **Race/Ethnicity**
 - 133 White People (-63)
 - 43 American Indian, Alaska Native or Indigenous (+10)
 - 26 Latinx Community Members (+6)
 - 20 People of Color and People who Identify as Mixed Race/Ethnicity (+2)
 - 15 People Who Refused to answer this question (+-0)

By County:

Hood River County

- 55 individuals experiencing houselessness (-56)
 - 29 Unsheltered (-37)
 - 26 Sheltered (-19)
 - 18 self-identified as experiencing a mental illness (-15)
 - 8 Unsheltered (-15)
 - 10 Sheltered (+-0)
 - 6 self-identified as experiencing a substance use disorder (-11)
 - 4 Unsheltered (-6)
 - 2 Sheltered (-5)
 - 6 self-identified as experiencing both a mental illness and substance use disorder (-7)
 - 3 Unsheltered (-3)
 - 3 Sheltered (-4)
 - 3 Veterans (-5)

- 7 Children and Youth under the age of 24 (-4)
 - 6 Unsheltered
 - 1 Sheltered
 - 1 Helping Hands
- 8 Individuals the age of 60 and Over (-13)
 - 5 Unsheltered ()
 - 3 Sheltered ()
- **Race/Ethnicity**
 - 30 White People (-47)
 - 8 American Indian, Alaska Native or Indigenous (-5)
 - 9 Latinx Community Members (-2)
 - 6 People of Color and People who Identify as Mixed Race/Ethnicity (-2)
 - 2 People Who Refused to answer this question (+0)

Wasco County

- 172 individuals experiencing houselessness (+12)
 - 76 Unsheltered (-40)
 - 96 Sheltered (+52)
 - 27 self-identified as experiencing a mental illness (-8)
 - 15 Unsheltered (-8)
 - 12 Sheltered (+0)
 - 23 self-identified as experiencing a substance use disorder (+1)
 - 22 Unsheltered (+6)
 - 1 Sheltered (-5)
 - 23 self-identified as experiencing both a mental illness and substance use disorder (-12)
 - 15 Unsheltered (-12)
 - 8 Sheltered (+0)
 - 13 Veterans (-4)
 - 52 Children and Youth under the age of 24 (+17)
 - 12 Unsheltered
 - 40 Sheltered
 - 22 Annex
 - 8 YES
 - 3 TNDI Youth Drop In
 - 4 WINGS (McKinney-Vento)
 - 3 In Hotels
 - 15 Individuals the age of 60 and Over (-13)
 - 9 Unsheltered ()
 - 6 Sheltered ()
 - **Race/Ethnicity**
 - 93 White People (-19)
 - 35 American Indian, Alaska Native or Indigenous (+18)
 - 17 Latinx Community Members (+8)
 - 14 People of Color and People who Identify as Mixed Race/Ethnicity (+5)
 - 13 People Who Refused to answer this question (+0)

Sherman County

- 10 individuals experiencing houselessness (-1)
 - 10 Unsheltered (-1)
 - 0 Sheltered (+-0)
 - 3 self-identified as experiencing a mental illness (+1)
 - 3 Unsheltered (+1)
 - 0 Sheltered (+-0)
 - 1 self-identified as experiencing a substance use disorder (-5)
 - 1 Unsheltered (-5)
 - 0 Sheltered (+-0)
 - 1 self-identified as experiencing both a mental illness and substance use disorder (-2)
 - 1 Unsheltered (-2)
 - 0 Sheltered (+-0)
 - 0 Veterans (-2)
 - 0 Children and Youth under the age of 24 (-1)
 - 2 Individuals the age of 60 and Over (-5)
 - 2 Unsheltered ()
 - 0 Sheltered ()
 - **Race/Ethnicity**
 - 10 White People (+3)
 - 0 American Indian, Alaska Native or Indigenous (-3)
 - 0 Latinx Community Members (+-0)
 - 0 People of Color and People who Identify as Mixed Race/Ethnicity (-1)
 - 0 People Who Refused to answer this question (+-0)

###

MCCAC is the Community Action Agency serving Hood River, Wasco and Sherman Counties. MCCAC's mission is to build a better future for our community through partnership and equity-centered programs that prevent and eliminate poverty and houselessness.

Task Name

August 21, 2024 Special Joint County & Council Meeting

Park Plaza

August 22, 2024 Special Council Meeting

Financial Policy Deep Dive

Approve Contract for Lasher St. Engineering

DNR Undergrounding Grant Contract

Approve Additional Vouchers

Open Public Meetings and Public Records Act

September 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update

Future of the Stevenson Fire Department-Committee Update

Correction to Well Property Legal Description-Approval?

Resolution of Intent

Fire Hall

September 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

PH on Assumption of Powers-Stevenson TBD & Ordinance Adoption

Preliminary Budget to Council

Columbia Realignment Follow-up Discussion

SBA Funds Transfer to Chamber-Agreement

Waiving of Stipend Ordinance/Policy

PUD Franchise Agreement-First Touch

Parking Regulation Updates

September 26, 2024 Special Council Meeting

Finance 101 for elected officials

October 17, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

Resolution for TBD Sales Tax Ballot Measure (Feb 11, 2025)

1st 2025 Budget PH

October 24, 2024 Special Council Meeting

No agenda items to date

November 14, 2024 Special Council Meeting

2025 Budget

November 21, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2nd 2025 Budget PH

Property Tax PH

December 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update

Future of the Stevenson Fire Department-Committee Update

December 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2024 Final Budget Amendment-If needed

2025 Final Budget Adoption