

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 16, 2023**  
**6:00 PM, City Hall and Remote**

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

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

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

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

**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) \*11/14 changes include:

- Added Kinley Water Leak Adjustment Request (item 4e)
- Added 2024-25 Law Enforcement contract approval (item 5b)
- Added discussion regarding charging for public records (item 9d)
- Added Planning Commission minutes (item 10d)
- Added WAGAP Housing Program Report (item 10e)
- Addition of vouchers (item 12a)

b) \*\*11/16 changes include:

- Added public comments received (item 2a)
- Added acceptance of Public Works Board award (item 9e)

**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) Approve 2024 Tourism Funding Awards in the amount of \$799,012** - City Administrator Leana Kinley presents the Tourism Advisory Committee's 2024 funding recommendations for council approval in the total amount of \$799,012.
- b) Approve Resolution 2023-420 Surplussing Items** - City Administrator Leana Kinley presents resolution 2023-420 surplussing equipment for council consideration.
- c) Approve Resolution 2023-422 Personnel Policy Update** - City Administrator Leana Kinley presents a resolution revising the personnel policy for council consideration. The changes update the requirements for public works staff taking on-call duties, and adds a policy regarding staff meals as identified in the recent audit.
- d) Skamania County Prosecuting Attorney Agreement** - City Administrator Leana Kinley requests approval of the 2024 contract with Skamania County for Prosecuting Attorney services. There are no changes from the 2023 contract.
- e) \*Water Adjustment** - Jason and Leana Kinley (meter no. 612800) request a water adjustment of \$450.30 for a water leak which they have since repaired.
- f) Minutes** of October 19, 2023 Regular Meeting, October 26, 2023 and November 7, 2023 Special Meetings.

MOTION: To approve consent agenda items a-f.

#### **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.
- b) \*Approve Interlocal Agreement for Law Enforcement** - City Administrator Leana Kinley presents the revised Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2024-25 for council consideration. The original request was for \$150,000 over two years. The current agreement is for two years with increases of \$50,000 for 2024 and \$50,000 plus CPI plus budget increase percentages for 2025.

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

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

- a) WGAP Presentation** - Janeal Boreen, Nutrition Programs Director for Washington Gorge Action Programs, will present an update on the Stevenson Food Bank. The City has been

supporting it for many years and the current contract of \$10,000 per year expires the end of 2024.

## 7. PUBLIC HEARINGS:

a) **2024 Utility Rates** - The rate study and restructuring is not ready for a public hearing. Part of the restructuring includes separating 400 cubic feet from the water base fees and commercial sewer base fees. There will be a hearing at the December 21st council meeting.

b) **Public Hearing 2024 Proposed Property Tax Levy** - City Administrator Leana Kinley presents resolution 2023-421 and ordinance 2023-1199 proposing the maximum 1% property tax increase for public comment and council consideration. These are both time sensitive and must be approved by November 30th to take effect in 2023.

MOTION: To approve resolution 2023-421 authorizing an increase in property taxes for fiscal year 2024.

MOTION: To approve ordinance 2023-1199 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2024.

c) **Second Hearing 2024 Proposed Budget** - City Administrator Leana Kinley presents the 2024 proposed budget and associated documents based on items discussed at the October 19, 2023 public hearing. It is also available online at <https://city-stevenson-wa-budget-book.cleargov.com/11684> . Major changes include updating Tourism Fund for approved grant awards. The 2024 budget needs to be approved by the end of 2023.

MOTION: To approve ordinance 2023-1202 adopting the 2024 budget as presented.

## 8. SITUATION UPDATES:

a) **Sewer Ordinance Update** - Staff will present an update on the status of the committee and timeline for presenting a revised proposal for council consideration. Meeting documents from the committee will be uploaded to the website <https://www.ci.stevenson.wa.us/publicworks/page/committee-proposed-sewer-ordinance> .

## 9. COUNCIL BUSINESS:

a) **Approve Fire Chief Approval Ordinance-First Reading** - The Fire Department Strategic Plan task 4A3 suggested to "revise current policy to further engage the City in selecting the City Fire Chief." A revised copy of the existing ordinance with proposed language changes as approved by consensus at the November 7, 2023 joint meeting with Fire District 2 is attached for council approval.

MOTION: To approve ordinance 2023-1200 amending chapter 2.24 volunteer fire department as presented.

- b) Approve Ordinance Restricting Use of Personal Fireworks-Second Reading** - City Administrator Leana Kinley presents a revised ordinance regarding restriction of the personal use of fireworks when there is a ban on recreational fires for council discussion. The first reading was on July 20th and also discussed on October 26th, 2023 and documents related to those meetings, including the video recordings, can be found on the city's website at <https://www.ci.stevenson.wa.us/meetings> .

MOTION: To approve ordinance 2023-1201 amending title 8 of the Stevenson Municipal Code adding chapter 8.58 authorizing the restriction of personal fireworks discharge during times of recreational fire burn bans as presented.

- c) Parking Regulations Update** - Staff has been working on updates to the city's code regarding parking (SMC 10.08 Loading Zones and 10.12 Parking Prohibited in Certain Areas) based on community feedback, changing requirements, and street maintenance. Community Development Director Ben Shumaker will present an update on the progress from the committee.
- d) \*Discuss Public Records Fee Update** - City Administrator Leana Kinley presents information from the Washington State Attorney General's Office for discussion on updating the city's fee schedule to allow charging for public records. In March 2020 the city changed its policy and no longer charges for public records, regardless of the format (paper or electronic). The City has gone from responding to 10-20 records requests a year before 2018 to 71 in 2019, 59 in 2020, 92 in 2021, 58 in 2022, and 36 to date in 2023 all of varying complexity.
- e) \*\*Accept Public Works Board Loan Award** - City Administrator Leana Kinley presents the attached award letter from the Public Works Board for a financing offer of \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project.

MOTION: To accept the Public Works Board financing offer of \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project.

## 10. INFORMATION ITEMS:

- a) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- b) Risk MAP Project Update** - An update on the Skamania County Risk Mapping, Assessment and Planning (Risk MAP) project is included for information. This project includes updating the current paper only flood maps last approved in 1986 to an



interactive GIS map to better determine exact risk locations. Outreach has taken place with property owners whose parcel impact has changed (either now included or removed from the flood risk area).

- c) **Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.
- d) **\*Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- e) **\*Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.

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

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

**12. VOUCHER APPROVAL:**

- a) \*October 2023 payroll, and November 2023 AP checks have been audited and are presented for approval. October payroll checks 17323 thru 17326 total \$131,916.23 which includes EFT payments. November 2023 AP checks 17327 thru 17393 total \$834,312.28, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**13. MAYOR AND COUNCIL REPORTS:**

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

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

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**UPCOMING MEETINGS AND EVENTS:**

- Thursday and Friday November 23-24, City Offices Closed for Thanksgiving
- Tuesday, November 5, 6pm, Joint Fire District 2 and City Council Meeting
- Monday, December 11th, 6pm, Planning Commission Meeting
- Thursday, December 21st, 6pm, City Council Meeting



## TRACKING PUBLIC RECORDS COSTS

1 message

staci patton <yayabear3@gmail.com>

Wed, Nov 15, 2023 at 7:04 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Dave Cox <dave.cox@ci.stevenson.wa.us>, Robert Muth <robert.muth@ci.stevenson.wa.us>, Robert Muth <rcmuth88@gmail.com>, michael.d.johnson@ci.stevenson.wa.us, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, kristy.mccaskell@ci.stevenson.wa.us, Paul Hendricks <paul.hendricks@ci.stevenson.wa.us>, david.wyatt@ci.stevenson.wa.us, Toby Nixon <toby@washingtoncog.org>

Leana,

Good morning. In regard to item 9d on the agenda, do you track the costs associated with fulfilling "public" records? I'm blown away that the City seems to have thousands to hire facilitators to lead group discussions (which one would think you should be qualified to do). This money could be better spent, say on filling public records. The City of North Bonneville tried something similar this year and my recollection was that Ken Woodrich advised against changing anything.

When government entities start doing things to deter citizens from their right to public records, this is why public records advocates like Eric Hood and Arthur West thrive (rightfully so). Please also accept this as public comment for the meeting associated with the public records discussion.

Staci

d) \*Discuss Public Records Fee Update - City Administrator Leana Kinley presents information from the Washington State Attorney General's Office for discussion on updating the city's fee schedule to allow charging for public records. In March 2020 the city changed its policy and no longer charges for public records, regardless of the format (paper or electronic). The City has gone from responding to 10-20 records requests a year before 2018 to 71 in 2019, 59 in 2020, 92 in 2021, 58 in 2022, and 36 to date in 2023 all of varying complexity.

[RCW 42.52.900: Legislative declaration. \(wa.gov\)](#)

### Legislative declaration.

**Government derives its powers from the people. Ethics in government are the foundation on which the structure of government rests.** State officials and employees of government hold a public trust that obligates them, in a special way, to honesty and integrity in fulfilling the responsibilities to which they are elected and appointed. Paramount in that trust is the principle that public office, whether elected or appointed, may not be used for personal gain or private advantage.


The citizens of the state expect all state officials and employees to perform their public responsibilities in accordance with the highest ethical and moral standards and to conduct the business of the state only in a manner that advances the public's interest. State officials and employees are subject to the sanctions of law and scrutiny of the media; **ultimately, however, they are accountable to the people and must consider this public accountability as a particular obligation of the public service. Only when affairs of government are conducted, at all levels, with openness as provided by law and an unswerving commitment to the public good does government work as it should.**

The obligations of government rest equally on the state's citizenry. The effectiveness of government depends, fundamentally, on the confidence citizens can have in the judgments and decisions of their elected representatives. Citizens, therefore, should honor and respect the principles and the spirit of representative democracy, recognizing that both elected and appointed officials, together with state employees, seek to carry out their public duties with professional skill and dedication to the public interest. Such service merits public recognition and support.

All who have the privilege of working for the people of Washington state can have but one aim: To give the highest public service to its citizens.

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**2 attachments**

 **Agenda-Stevenson 11-16-23 city council meeting.pdf**  
533K

 **Gmail - PUBLIC RECORDS REQUEST-COMMUNICATION WITH DEANA SYRON CITY OF NORTH BONNIVELLE ABOUT PUBLIC RECORDS COSTS.pdf**  
204K

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b) **Approve Resolution Surplussing Items** - City Administrator Leana Kinley presents resolution 2023-420 surplussing equipment for council consideration.

MOTION: To approve resolution 2023-420 surplussing equipment.

c) **Approve Personnel Policy Update** - City Administrator Leana Kinley presents a resolution revising the personnel policy for council consideration. The changes update the requirements for public works staff taking on-call duties, and adds a policy regarding staff meals as identified in the recent audit.

MOTION: To approve resolution 2023-420 revising the personnel policy.

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e) **\*Water Adjustment** - Jason and Leana Kinley (meter no. 612800) request a water adjustment of \$450.30 for a water leak which they have since repaired.

f) **Minutes** of October 19, 2023 Regular Meeting, October 26, 2023 and November 7, 2023 Special Meetings.

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## PUBLIC RECORDS REQUEST

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staci patton <yayabear3@gmail.com>

Tue, Mar 28, 2023 at 2:38 PM

To: Deanna Syron <deanna@northbonneville.net>, Joshua Good <joshuagood@northbonneville.net>, Margie Lee <mlee@northbonneville.net>, Richard Hall <rhall@northbonneville.net>, Terry Norris <tnorris@northbonneville.net>, Travis Randall <trandall@northbonneville.net>

Cc: Brian Sabo <brians@northbonneville.net>, Ken Woodrich <ken@woodrich.com>, Summer Scheyer <summers@co.skamania.wa.us>, Asa Leckie <leckie@co.skamania.wa.us>, Jeanette Foster <jfoster@gorge.net>, Perry Colburn <perrylecolburn@gmail.com>, Pat Rice <easylivingpat@gmail.com>, Mitch Patton <nwtsrinc@gmail.com>, Lisa Alexander <lbutcher@skamaniadvsa.org>

Thank you for correcting the record on your false statement. This case has everything to do with The City of North Bonneville. The Mayor and Council member Randalls role in attacking a tax paying citizen of North Bonneville over his support of Summer Scheyers opponent. Its already been proven, that Ryan Taylor fraudulently ticketed Perry over a sign that both the Mayor and Council member Randall participated in harassing Perry over. Remember, Perry was cited through "**north bonneville municipal court**". Ryan Taylor even mentions the Mayor, in the court hearing. Its a bit concerning that you cannot see the connection, but Im not surprised. You all spend your "council comment" time, attacking Perry, therefore its very much about the City of North Bonneville and how its elected officials/employees treat a tax paying citizen.

Do you have to track your time, on time cards? Like, supporting documents that it really took you the better part of 4 days?

On Tue, Mar 28, 2023 at 2:13 PM Deanna Syron <deanna@northbonneville.net> wrote:

Staci,

Most of my requests take me less than a couple of hours. I was speaking only to the request from 9/7/2022, which took me the better part of four working days, equaling about \$650 in my own salary pay. I also had to spend other employee's time to go through all of the emails and phone logs during that time, as well as get affidavits.

So to correct the record, it wasn't thousands. But our wages are paid by taxpayer dollars and my time is better spent on more urgent matters that affect all citizens, rather than a request regarding a case that has nothing to do with the City of North Bonneville. However, you still possess the right to request as you wish and I will fulfill as required by law.

Deanna Syron, CAO

Chief Administrative Officer

City of North Bonneville

(509) 427-8182

[deanna@northbonneville.net](mailto:deanna@northbonneville.net)

NOTICE: Under Washington State's Public Records Act (RCW 42.56), e-mail communications to and from this or any City of North Bonneville email account can be subject to public disclosure to a third-party requestor.

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

**Sent:** Tuesday, March 28, 2023 1:51 PM

**To:** Deanna Syron <deanna@northbonneville.net>

**Cc:** Brian Sabo <brians@northbonneville.net>; Ken Woodrich <ken@woodrich.com>; Summer Scheyer <summers@co.skamania.wa.us>; Asa Leckie <leckie@co.skamania.wa.us>; Jeanette Foster <jfoster@gorge.net>; Perry Colburn <perryleecolburn@gmail.com>; Pat Rice <easylivingpat@gmail.com>; Mitch Patton <nwtsrinc@gmail.com>; Joshua Good <joshuagood@northbonneville.net>; Margie Lee <mlee@northbonneville.net>; Travis Randall <trandall@northbonneville.net>; Richard Hall <RHall@northbonneville.net>; Terry Norris <tnorris@northbonneville.net>; Lisa Alexander <lbutcher@skamaniadvsa.org>

**Subject:** Re: PUBLIC RECORDS REQUEST

**Thank you Deanna.....Im confused though. The reason I did the request was because I was told that during that meeting where you all verbally attacked Perry Colbun, that you had**

**stated records requests were costing you thousands of dollars. If you dont track costs, how did you come up with that statement?(especially since it appears there were only**

**7 records requests last year.....somethings not adding up).**

On Tue, Mar 28, 2023 at 1:35 PM Deanna Syron <deanna@northbonneville.net> wrote:

Staci,

Attached is the documentation you requested regarding the tracking of our public records requests. Keep in mind, [ESHB 1594](#) requires all agencies to track and log the following information with regard to public records requests:

- Identity of requestor (if provided)
- Date and text of request
- Description of records produced in response to request
- Description of records redacted or withheld and the reasons for redaction/withholding
- Date of final disposition of the request.

Agencies with \$100,000 or more in annual staff and legal costs associated with fulfilling public records requests during the prior fiscal year must take this tracking several steps further (additional tracking is optional for agencies with costs of less than \$100,000/year). We are not in that bracket, therefore do not track costs associated with requests.

This satisfies the original request from March 3<sup>rd</sup>, 2023.

Sincerely,

Deanna Syron, CAO

Chief Administrative Officer

City of North Bonneville

(509) 427-8182

[deanna@northbonneville.net](mailto:deanna@northbonneville.net)

---

**From:** Deanna Syron  
**Sent:** Thursday, March 9, 2023 2:39 PM  
**To:** staci patton <yayabear3@gmail.com>  
**Cc:** Brian Sabo <brians@northbonneville.net>; Ken Woodrich <ken@woodrich.com>; Summer Scheyer <summers@co.skamania.wa.us>; Asa Leckie <leckie@co.skamania.wa.us>; Jeanette Foster <jfoster@gorge.net>; Perry Colburn <perryleecolburn@gmail.com>; Pat Rice <easylivingpat@gmail.com>; Mitch Patton <nwtsrinc@gmail.com>  
**Subject:** RE: PUBLIC RECORDS REQUEST

Staci,

You can keep your opinion to yourself. Lets keep this professional, as it should be. I'm not worried about our auditors, as I don't create false documents. I will fulfill your request in the next 14 business days. I am not an elected official, I do my job and would like to stay out of your politics.

Deanna Syron, CAO  
Chief Administrative Officer  
City of North Bonneville  
(509) 427-8182  
[deanna@northbonneville.net](mailto:deanna@northbonneville.net)

NOTICE: Under Washington State's Public Records Act (RCW 42.56), e-mail communications to and from this or any City of North Bonneville email account can be subject to public disclosure to a third-party requestor.

---

**From:** staci patton <yayabear3@gmail.com>  
**Sent:** Thursday, March 9, 2023 2:26 PM  
**To:** Deanna Syron <deanna@northbonneville.net>  
**Cc:** Brian Sabo <brians@northbonneville.net>; Ken Woodrich <ken@woodrich.com>; Summer Scheyer <summers@co.skamania.wa.us>; Asa Leckie <leckie@co.skamania.wa.us>; Jeanette Foster <jfoster@gorge.net>; Perry Colburn <perryleecolburn@gmail.com>; Pat Rice <easylivingpat@gmail.com>; Mitch Patton <nwtsrinc@gmail.com>  
**Subject:** Re: PUBLIC RECORDS REQUEST

**"Please keep assumptions that I would send you something "fishy" out of your future requests."....."in my opinion", if something smells fishy, I will pass on to the State Auditor.**

**When I hear elected officials/city employees attacking a tax paying citizen with untruths, I do believe its my God given right, to assume whatever I choose. Keep in mind as**

**you "gather this information", there is something called metadata, that shows when things are created. Maybe Ken can fill you in on that from the Sherry lawsuit.**

On Thu, Mar 9, 2023 at 1:30 PM Deanna Syron <deanna@northbonneville.net> wrote:

Staci,

Please allow up to 14 business days to process this request, due to short staffing and a major software transition. As a public records officer, it is my duty to fully release portions of requests that are not exempt from disclosure, and I take my position seriously. Please keep assumptions that I would send you something "fishy" out of your future requests.

Sincerely,

Deanna Syron, CAO

Chief Administrative Officer

City of North Bonneville

(509) 427-8182

[deanna@northbonneville.net](mailto:deanna@northbonneville.net)

NOTICE: Under Washington State's Public Records Act (RCW 42.56), e-mail communications to and from this or any City of North Bonneville email account can be subject to public disclosure to a third-party requestor.

---

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

**Sent:** Friday, March 3, 2023 8:36 AM

**To:** Deanna Syron <deanna@northbonneville.net>; Brian Sabo <brians@northbonneville.net>; Ken Woodrich <ken@woodrich.com>; Margie Lee <mlee@northbonneville.net>; Joshua Good <joshuagood@northbonneville.net>; Richard Hall <RHall@northbonneville.net>; Terry Norris <tnorris@northbonneville.net>; Summer Scheyer <summers@co.skamania.wa.us>; Asa Leckie <leckie@co.skamania.wa.us>; Jeanette Foster <jfoster@gorge.net>; Perry Colburn <perrylecolburn@gmail.com>; Pat Rice <easylivingpat@gmail.com>; Mitch Patton <nwtsrinc@gmail.com>

**Subject:** PUBLIC RECORDS REQUEST

**Deanna,**

**I have attached a document from Skamania County in reference to documenting time/costs associated with public records requests. As you can see, even**

**they, who are a much bigger government entity than teeny little North Bonneville, do not do a good job in logging time/costs associated with filling**

**public records requests.**

**I will not suffer through listening to all the last meeting, as hearing Joshs vile untruths(in my opinion going off the FACTS) made me want to VOMIT! But, I**

**hear that you were potentially bitching about all the public records requests costing you thousands of dollars( it sure is funny how public servants think its**

**their money,and that they work for a private corporation).**

**Please accept this as my public records request. Please fill via email with a pdf. Keep in mind, whatever supporting document you provide, if it smells fishy, I**

**will be passing on to the state auditors office:**

**All supporting documents that show time/costs associated with filling public records requests.**

**Staci**

2024 Tourism Funding Summary  
Summary of Amounts Requested, Recommended, and Approved by City Council  
Recommended 11/01/23

<u>Entity</u>	<u>2013</u> <u>Apprv'd</u>	<u>2014</u> <u>Apprv'd</u>	<u>2015</u> <u>Apprv'd</u>	<u>2016</u> <u>Apprv'd</u>	<u>2017</u> <u>Apprv'd</u>	<u>2018</u> <u>Apprv'd</u>	<u>2019</u> <u>Apprv'd</u>	<u>2020</u> <u>Apprv'd</u>	<u>2021</u> <u>Apprv'd</u>	<u>2022</u> <u>Apprv'd</u>	<u>2023</u> <u>Apprv'd</u>	<u>2024</u> <u>Regst'd</u>	<u>2024</u> <u>Recom'd</u>	<u>2024</u> <u>Apprv'd</u>
SC Chamber of Commerce	80,000	80,000	85,000	85,000	85,000	90,000	90,000	90,000	90,000	110,000	110,000	116,000	116,000	
SC Chamber - Events										14,000	18,000	18,000	18,000	
SC Chamber - Promotional Programs (SBA)	98,000	88,000	88,000	85,000	85,000	85,000	85,000	85,000	80,000	85,000	81,000	84,000	84,000	
SC Chamber-Office Remodel											10,000	10,000	10,000	
Skamania County-Fair & Timber Carnival	4,000	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Skamania Co-Col. Gorge Bluegrass Festival	9,000	9,000	10,000	10,000	10,000	10,000	10,000	7,000	10,000	10,000	10,000	10,000	10,000	
Skamania Co-Fourth of July									7,500	7,500	7,500	12,800	12,800	
Skamania County Fair Board-GorgeGrass						8,000	8,000	6,000	4,000	4,000	4,000	4,000	4,000	
Columbia Gorge Museum	45,000	50,000	55,000	65,000	55,000	55,000	55,000	55,000	55,000	60,000	60,000	90,000	75,000	
BOTG Kiteboarding Festival	SBA	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
SDA - Stevenson Main Street Program	-	-	-	10,000	30,000	25,000	40,000	55,000	65,000	65,000	75,000	75,000	75,000	
Gorge Outgrg Races	SBA	4,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Stevenson Waterfront Music Festival	-	-	-	3,400	3,400	2,000	2,000	3,000	3,000	4,500	5,000	6,000	6,000	
CGTA-RARE Funding						2,500	2,500	2,500	5,000	5,000	5,000	5,000	5,000	
Firefest NW	1,000	2,000	N/A	2,000	-	1,000		-	-	1,000	1,000	5,000	1,000	
Gorge Olympic Windsurfing Cup										3,000	3,000	3,000	3,000	
Gorge Downwind Champs										10,000	10,000	10,000	10,000	
CAT-Dog Mountain Shuttle	-	1,250	1,250	2,500	2,500	2,500	1,250	2,000	2,000		10,000	10,000	10,000	
City of Stevenson - Park Plaza												332,252	332,252	
Julie Mayfield-Stevenson Area Live Music											-	8,460	8,460	
Julie Mayfield - Stage Gazebo Cover												3,000	-	
Traverse PNW - Mushroom Festival												5,500	5,500	
<b>Total</b>	<b>468,370</b>	<b>283,420</b>	<b>495,085</b>	<b>335,700</b>	<b>358,615</b>	<b>348,617</b>	<b>647,517</b>	<b>558,250</b>	<b>351,100</b>	<b>393,500</b>	<b>495,200</b>	<b>821,012</b>	<b>799,012</b>	<b>-</b>



**CITY OF STEVENSON**

**RESOLUTION NO. 2023-420**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, DECLARING CERTAIN EQUIPMENT TO BE SURPLUS AND NOT NECESSARY TO THE NEEDS OF THE CITY OF STEVENSON AND DIRECTING STAFF TO DISPOSE OF SUCH EQUIPMENT.**

**Recitals**

1. The City periodically inventories its assets to verify location and condition and to make a determination whether any of the assets are no longer useful and essential to the City's needs.
2. The State has granted the City the authority under RCW 35A.11 to dispose of property and the City has adopted surplus property procedures.
3. The City of Stevenson, a municipal corporation of the State of Washington, owns certain equipment that is fully depreciated and is no longer useful to perform City functions, as described on Exhibit A attached thereto.
4. Staff has appraised all the equipment, assigned market value where appropriate, and recommends that the City dispose of this surplus property by the indicated methods. The listed equipment will be removed from the listing of assets when disposed of.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Stevenson that the property described in Exhibit "A" is hereby declared to be surplus and not necessary to the needs of the City of Stevenson:

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## Exhibit A

### ITEMS RECOMMENDED FOR SURPLUS - 2023

<b>NO.</b>	<b>DESCRIPTION</b>	<b>APPRX FMV</b>	<b>REASON FOR SURPLUS &amp; METHOD</b>
1	Saltdogg/Sandogg Spreader	\$250-\$500	Too small for the job required. Not used. Dispose of by public auction.

**CITY OF STEVENSON  
RESOLUTION NO. 2023-422  
A RESOLUTION OF THE CITY OF STEVENSON  
REVISING THE PERSONNEL POLICY**

**WHEREAS**, the City has in place a personnel policy that needs updates based on actual practices regarding on-call duties and recommendations from the State Auditor’s Office; and

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

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

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

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 16<sup>th</sup> day of November, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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

# Exhibit A



## City of Stevenson Personnel Policy

Revised ~~September 21~~November 16, 2023



# City of Stevenson Personnel Policy

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# City of Stevenson Personnel Policy

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# City of Stevenson Personnel Policy

## RECEIPT OF PERSONNEL POLICIES

All employees should read the following; then sign, date and return the form to your supervisor. The form will be placed in the employee’s personnel file.

Enclosed are the City of Stevenson’s personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment of any specific duration between the City and its employees. Although we hope that your employment relationship with us will be long term, we recognize that at times things do not always work out as hoped, and either of us may decide to terminate the employment relationship.

***At Will Notice: Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.***

As the City grows and changes, personnel policies may change. The City, therefore reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Mayor or City Administrator. You will be notified of any such changes.

Please also understand that no supervisor, manager or representative of the City other than the Mayor or the City Administrator has the authority to make any written or verbal statements or representations which are inconsistent with these policies.

I hereby consent to deduction from my final paycheck of any amounts advanced to me that remain unearned when my employment with the City ends, including unearned vacation leave.

If you have any questions about these policies or any other policies of the City, please feel free to ask your supervisor, the Mayor or City Administrator.

I have read and understand the statements above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

Return one signed copy of this form to payroll.

## CHAPTER 1: PURPOSE AND SCOPE

### 1.1 INTRODUCTION

These personnel policies serve as a general guide to the City's current employment practices and procedures. As such, we hope they will help you better understand how the City operates and what is expected of you as an employee. These policies also describe what the City provides you in terms of compensation, benefits and other support.

The City places the highest value on our employees and their well-being. We want to see that you are a satisfied worker, with the support necessary to achieve the objectives of your position. Only in this manner can your contribution to the City organization be the most productive.

It is our belief that when consistent and equitable personnel policies are known and communicated to all the choices for greater job satisfaction increase. We encourage you to read these policies. If you have any questions, please ask your supervisor. As you have ideas or suggestions for improvement, please do the same.

### 1.2 INTENT OF POLICIES

These policies are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long term, we recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship. Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees for the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. Please understand that no supervisor, manager or representative of the City other than the Mayor or City Administrator has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

### 1.3 SCOPE OF POLICIES

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply.



# City of Stevenson Personnel Policy

## 1.4 CHANGING OF POLICIES

As the need arises, the City Council may modify these policies and any changes in compensation or benefit levels by Resolution. The Mayor or City Administrator may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their supervisor. Employees must be notified in writing of modifications or revisions to this policy within 30 days of adoption and provided a copy of the change.

## 1.5 DEFINITIONS

**Accident:** An incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.

**Alcohol:** The intoxicating element of whiskey, beer, wine and other fermented or distilled liquors.

**Alcohol Use:** The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

**Child:** Biological, adopted, foster or stepchild or legal ward under 18 or a child older than 18 incapable of self-care. (See 7.3 for unique definition of dependent child as it relates to health insurance coverage).

**Class:** A group of positions sufficiently similar in duties, responsibilities, authority, and minimum qualifications to permit combining them under a single title, and to permit the application of common standards for selection and compensation.

**Commercial Driver:** Any employee who has a commercial driver's license (CDL) and who may operate a commercial motor vehicle on a regular or intermittent basis at the direction of, or with the consent of the City, including, but not limited to full or part-time, regularly appointed employees, and temporary or intermittent employees.

**Compensation Schedule.** A schedule of salary ranges of all position classes in the service of the city, including single position classes, setting forth the salary range for each such position in accordance with the criteria and procedures set forth in these rules and regulations and also setting forth the salary rates by step in each range.

**Compensatory Time Off.** Time off from work to compensate the employee for overtime worked.

**Controlled Substance/Drugs:** Prohibited drugs are any illegal controlled substance including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines, as well as any drug not approved for medical use by the USDA or the



# City of Stevenson Personnel Policy

USFDA. Illegal use includes use of or impairment by any illegal drug, misuse of legally prescribed or over the counter drugs or illegally obtained prescription drugs.

**Department Head:** An employee designated by the Mayor with confirmation of the City Council to be responsible for management and supervision of a Department

**Impaired.** Under the influence of drugs or alcohol meeting or exceeding the standard of RCW 46.61.502(1), Driving Under the Influence, regardless of whether the employee is charged or convicted of the criminal conduct described therein.

**Medical Review Officer:** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history of any other relevant biomedical information.

**Overnight Travel:** You must be more than 50 road miles from your home or work (one-hour travel time). Exceptions can be made by the supervisor in special circumstances such as:

- a) To avoid driving back and forth for back-to-back late night/early morning meetings.
- b) To avoid driving in inclement weather.

**Overtime.** Time worked in excess of the regularly scheduled 40-hour workweek.

**Parent:** Biological parent or someone who was “in loco parentis” a legal term meaning a person or entity that stands in place of a parent.

**Regular Full-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of forty (40) hours a week.

**Regular Part-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works less than forty (40) but at least twenty (20) hours a week.

**Retirement:** The separation from service with the City of an employee who is retiring under regulations for the Washington State Department of Retirement systems or upon eligibility for full age retirement or early retirement benefits under Title II of the Social Security Act. The employee shall select which of these criteria to use for determination of retirement.

Memo: PERS 2

- 65 with five service credit years
- 55 with twenty service credit years

PERS 3

- 65 with 10 service credit years
- 55 with 10 service credit years



## City of Stevenson Personnel Policy

**Salary Range.** The range of salary rates for a position as set forth in the compensation plan as established by the legislative body of the City.

**Supervisor:** An employee who is responsible for directing one or more departments or staff members.

**Standby Pay:** An employee is required to remain at a specific location or in an immediate vicinity of a specific location and be prepared to report immediately to work if the need arises, although the need may not arise.

**Temporary Employee:** Employees who hold jobs of limited duration due to special projects, abnormal workloads or emergencies. Temporary employees are not eligible for City benefits.

**Trial Employee:** Employees who have not yet completed their trial period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.



# City of Stevenson Personnel Policy

## CHAPTER 2: GENERAL POLICIES & PRACTICES

### 2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, or disability.

### 2.2 DISABILITY DISCRIMINATION PROHIBITED

The City will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. The City will reasonably accommodate qualified individuals with disabilities.

### 2.3 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow City employees or the public exists.

### 2.4 ANTI-HARASSMENT POLICY

It is the City's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by employees toward co-workers or to members of the public. Employees are expected to show respect to each other and the public at all times, despite individual differences.

Harassment is defined as a verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, political ideology, age, or disability.





## City of Stevenson Personnel Policy

### 2.5 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City.

Sexual harassment is behavior of a sexual nature which is unwelcome. Examples of sexual harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Other conduct also may constitute sexual harassment depending upon given facts and circumstances.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- It is part of a manager's or supervisor's decision to hire or fire;
- It is used to make other employment decisions like pay, promotion, or job assignments;
- It creates an intimidating, hostile, or offensive work environment.

Employees engaging in improper harassment are subject to discipline, including termination.

### 2.6 DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

Should you believe that you have been harassed or are the victim of discrimination, you should try, if possible, to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern **immediately** with the Mayor or the City Administrator. If supervisors or managers receive a report from an employee, they must document and refer to the Mayor or City Administrator as soon as possible. No employee will suffer retaliation for reporting such concern. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee or member of the public did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal



## City of Stevenson Personnel Policy

and/or written reprimands, a letter to the employee's file or an employee transfer, demotion, suspension or termination.

### 2.7 EMPLOYEE RECORDS

A personnel file is maintained for each employee. An employee's personnel file(s) contains the employee's name, title and/or position held, job description, department to which the employee is assigned, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

It is the City Administrator's responsibility to ensure complete personnel files are maintained for each employee to demonstrate legal requirements have been satisfied; to provide a basis for personnel actions; and to document the attainments of each employee.

Employees have the right to review their file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information as regulated by the Washington State Public Disclosure Act.

### 2.8 EMPLOYMENT REFERENCES

Only the Mayor, the City Administrator or the supervisor will provide employment references on current or former City employees. Other employees shall refer request for references to the appropriate person. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release.



# City of Stevenson Personnel Policy

## CHAPTER 3: RECRUITING & HIRING

### 3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability or age.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired. All statements submitted on the employment application shall be subject to investigation and verification prior to appointment.

### 3.2 HIRING

When a position becomes vacant or is newly created and prior to any posting or advertisement of the vacancy, the supervisor shall review the position, its job description and the need for such a position. The supervisor will prepare and submit a written request to fill the position to the City Administrator or the Mayor. The position will be posted in house and/or advertised only after the request is approved. All candidates for employment must file an employment application form with the City.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City, pre-employment drug tests and certain background checks as needed. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States, requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement and background check, or requiring applicants/employees who handle money to pass a background check.

Residency within the City shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination which will include testing for alcohol and controlled substances.



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The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history form; or (3) if the exam reveals use of alcohol and/or controlled substances.

### 3.3 TEMPORARY EMPLOYEES

Supervisors may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load or emergency needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees do not receive vacation, health insurance, holidays or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the City on their behalf. Temporary employees will not normally be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

### 3.4 TRIAL PERIOD

Upon hire or appointment, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. An employee on probation may be terminated by their supervisor without cause and is notified of such action in writing.

The normal trial period is six months from the employee's date of hire, rehire or promotion. The Mayor and/or the City Administrator may authorize the supervisor to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness, a continued need to evaluate an employee's performance, or the need to meet specific trainings and certifications.

There will be a performance review at mid-point and prior to the end of the probationary period to ensure that the employee is performing up to City standards.



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Once the trial period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for a specified duration.

**Use of Sick Leave/Vacation During Trial Period:** Trial employees may use their accrued sick leave from the beginning of their employment but may not use vacation until they have successfully completed their trial period, at which time they will be credited for six days of vacation. Certain employees may have training and certifications to get that are required over an extended period of time. These employees will have access to their vacation at the 6-month period.

### 3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

No parent, child, grandparent, grandchild, spouse, significant other or sibling shall be employed in the City's service in the same department as a current employee with exception of temporary emergency employment.

### 3.6 PROMOTIONS

The City encourages promotion from within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Mayor or the City Administrator may choose to circulate a promotional opportunity within the City. This will not apply for temporary employees.

The City reserves the right to seek qualified applicants outside of the organization at its discretion.

To be considered for promotion, an employee must be employed in their position for at least six (6) months and meet the qualifications for the vacant position.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed, unless waived or reduced by the supervisor. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee.



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## CHAPTER 4: HOURS & ATTENDANCE

### 4.1 WORKING HOURS

The City's standard work week consists of 40 hours with an unpaid lunch period. Due to the nature of the City's operation, longer hours may be necessary in some instances.

A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's department head will advise the employee regarding his/her specific working hours.

Flexible scheduling will be considered with the approval of the appropriate department head and City Administrator. All requests will be evaluated against the need for continuity in access by and service to the citizens and the facilitation of staff teamwork.

Part-time and temporary employees will work hours as specified by their department heads.

### 4.2 HOURS OF WORK AND OVERTIME

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the City.

For most City employees, the established work period is forty (40) hours within a seven (7) day work week. In some instances, under the City's flexible scheduling, the department head may define a work week/work period as something other than the standard Monday through Sunday. All personnel are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period. All overtime must be authorized in advance by the employee's department head. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period. When computing overtime, *time taken as compensatory time off*, is not counted as hours worked.

Neither the federal FLSA nor the state Minimum Wage Act (Ch 49.46) requires payment of overtime for work on a holiday. It is the City's practice to allow on call field staff to charge a minimum of two (2) hours of overtime for any call outs when on call. When that call out is on a holiday the rate of pay will be double time and a half (2 ½) rather than overtime for all call outs on a holiday.



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Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay except as otherwise approved by City Council.

### 4.3 COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. The City is not required to grant comp time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Maximum accrual of compensatory time shall be limited to two hundred forty (240) hours when combined with vacation (ex: vacation + comp time = 240 max). All compensatory time will be paid out in the year it is earned.

Employees may use compensatory time after getting approval from his/her department head. The use of comp time may be denied if such time used would disrupt City operations.

### 4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of his/her employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message on the answering machine stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

### 4.5 UNUSUAL CONDITIONS

WEATHER During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.

PANDEMIC During pandemic flu or other community health emergencies the City Administrator shall identify a set of procedures to be approved by Council to maintain essential city functions while protecting the health of the staff. Those procedures shall be tailored to the specific health emergency and could include but are not limited to staggered work schedules, working from home (remote computer connections), allowing



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employees to use accrued leave or comp time, furloughing certain employees, and other appropriate actions.

### 4.6 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid.

### 4.7 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. An employee who is not fit to respond shall not accept a call back. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate for hours worked over the applicable overtime threshold).

### 4.8 PAYROLL RECORDS

The official payroll records are kept by the City Administrator. Each department head shall turn in, on a monthly basis, a signed work record for each employee within their department, noting hours worked, and leave taken and overtime worked. The Mayor shall sign work records for the City Administrator.





# City of Stevenson Personnel Policy

## CHAPTER 5: COMPENSATION

### 5.1 SALARY CLASSIFICATION AND GRADES

The City Administrator, Mayor and City Council shall be responsible for the preparation and maintenance of the City's position classifications for salary purposes. Each position classification is designated a particular salary or salary range as shown on the City's salary and wage schedule, which is approved annually by the City Council. The City Administrator shall, every five years, conduct comparative studies to ensure the salaries are competitive and justified and to ensure that the City's position classifications and compensation plan are properly connected. The most current salary schedule and job classifications will be filed in Appendix A-8.

The City's salary and wage schedule (the compensation plan) consists of a series of salary ranges. Within each range there are a series of steps graduated by standard percentage increments.

### 5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory. All employees no longer in their probationary period with satisfactory performance will receive a step increase each year on January 1<sup>st</sup>.

The Mayor may propose and the City Council may grant an across-the-board pay adjustment (COLA) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Any employee promoted to a position in a higher classification and salary range shall receive, at a minimum, the next highest available pay amount within the range of the higher classification. For Example a Utility Maintenance Worker at a step 7 promoted to Field Supervisor may go to a step 3 or higher (based on the 2023 salary schedule) depending on their qualifications.



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### 5.3 CERTIFICATION PAY

An incentive plan is established to provide a means for rewarding employees who assume additional certification beyond what is considered a normal part of their position. The plan shall further provide a means for rewarding such exemplary professional development of direct value to the city. Such reward shall be granted through a salary adjustment of 2% (two percent) for each certification, up to a maximum of 6% (six percent). The adjustment shall be awarded after receipt of certification and is conditioned on the following:

- Only one certification can be added per year up to a max of three.
- Certifications will be reviewed on an annual basis.
- It is the responsibility of the employee to maintain and renew their certification.
- Any employee receiving a less than satisfactory Performance Review will not receive certification pay.

Examples of certifications include:

- Wastewater Treatment Plant Operator Group II
- American Institute of Certified Planner Certification
- American Public Works Association Certified Public Works Professional-Supervision
- American Public Works Association Certified Public Works Professional-Management
- Permit Technician Certification
- Certified Public Records Officer
- Certified Public Finance Officer
- Master Municipal Clerk
- International City/County Management Association Credentialed Manager
- Any other certification program approved by the Department Head and Mayor in alignment with city's goals and objectives.

An additional certification pay of 15% will be provided for a Professional Engineer and is not subject to the employee being at the top of their pay scale.

### 5.4 OUT OF CLASS PAY

“Out-of-class pay” means the temporary adjustment of an employee to perform most of the normal ongoing duties and responsibilities associated with a higher-paying job classification. The Director or City Administrator may temporarily assign the duties of higher-paying classification to an employee in order to continue or complete essential public services and compensate the employee for that performance. The threshold for granting an out-of-class assignment is when the employee who normally performs the duties will be away for 4 consecutive weeks or more. The temporary pay adjustment will increase the employee's regular base rate of pay to the greater of: 1) the Classification salary beginning rate of pay for the higher-level position or 2) ten percent above the Employee's regular base of pay.



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## 5.5 ON CALL PAY

The City requires some employees to be “on-call” when needed to protect the health, safety and property of the City and its residents. Upon supervisor approval and demonstrated proficiency in wastewater and water treatment plant operations, To meet the needs of the City’s utilities, employees within the Public Works Department Water Plant Operator I and Wastewater Treatment Plant Operator I certifications will be required to be “on call” on a rotating basis ~~with other employees with these certifications~~. “On Call” requires that the employee will be available for all emergencies by an effective means, to be determined by each employee (telephone, cell phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

As compensation for “on call” coverage, “on call” pay will be paid to these employees on an hourly basis according to the Salary Key approved by City Council annually. It will be the responsibility of the Department Head to ensure that the stand-by days are equally shared among the responsible personnel.

## 5.4 PAYDAYS AND PAY PERIODS

City employees are paid monthly on the last business day of each month. If a regularly scheduled payday falls on Saturday or Sunday, pay will be distributed on Friday.

New monthly employees working less than a calendar month will be paid at a rate per hour determined by dividing the annual salary by 2080 hours for the actual day or hours worked. Permanent monthly employees after the probationary period is completed, who have used all accumulated sick leave and vacation leave will lose pay at a rate determined by dividing the annual salary by 2080 hours on the basis of eight hours for each day lost.

Part time employees shall be paid on an hourly basis. The hourly wage will be determined by dividing the annual salary by 2080 or will be set by contract in the case of contracted employees.

## 5.5 DEDUCTIONS

Some regular deductions from the employee’s earnings are required by law; other deductions are specifically authorized by the employee. The city will withhold from the employee’s paycheck those deductions required by law and any voluntary deductions authorized by the employee or by statute.

## 5.6 TRAVEL AND TRANSPORTATION REGULATIONS

Responsibilities: The Mayor, City Administrator or Director of Public Works are primarily responsible for ensuring that any cost incurred pursuant to this chapter are



## City of Stevenson Personnel Policy

directly work related, ***obtained within the state rate***, and are both critical and necessary for city business. Prudent judgment is to be exercised in approving these costs. Receipts showing proof of payment will be required for all expense except for per diem meal reimbursements.

**Travelers:** A traveler on official city business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official city business travel are not considered acceptable as exercising prudence. Travelers are responsible for excess cost and additional expenses incurred for personal preference or convenience.

**General:**

Travelers are to receive prior approval by the Mayor, City Administrator or Director of Public Works before embarking on any out of city travel for city business. Local travel within the Gorge and to the metropolitan area of Portland/Vancouver requires verbal permission of the appropriate Department Head. The City has established a set of guidelines for the handling of expenses while on city business:

**Mileage:** City owned vehicles should be used when traveling by automobile whenever possible for City business. If, however, there is reason to use a privately-owned automobile and the employee expects to be compensated for expenses (i.e., mileage allotment), prior approval must be obtained. In this case the rate of mileage reimbursement will be based on the standard mileage rate approved by the US Internal Revenue Service. The City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle. Carpooling is encouraged. Either state mileage charts or odometer readings can be used for calculating mileage reimbursement.

If public transportation is used, reimbursement shall not exceed the dollar amount of a round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination, and any associated parking fees.

**Lodging:** The reimbursement for lodging and associated travel expenses (such as parking fees) incurred on official city business in all areas of the Continental USA is to be on an actual expense basis for lodging and other travel expenses, as evidenced by a receipt, up to a specified maximum. Generally, the maximum for reimbursement for lodging expenses (before tax) shall not exceed the maximum allowable as stated in Schedule A or Schedule B of the State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management (as updated). The single rate should be clearly indicated on all receipts. If the employee is accompanied by another, it will be the employee's responsibility to pay the additional charges for the second person.



## City of Stevenson Personnel Policy

It is recognized that on certain occasions it will be necessary to exceed the adopted guidelines when an alternate reasonable accommodation is not available. This will require council approval with full documentation of the situation.

**Meals:** Meal reimbursements for all overnight trips incurred on official city business will be set on a per meal entitlement basis for subsistence (per diem). When the travel includes a partial day, the reimbursement will be prorated based on the time of travel. For example, a training in Vancouver requiring travel from 7am-5pm would include lunch whereas travel to a location from 3pm-8pm would include dinner, etc. The reimbursement amounts in both non-high cost and high cost areas of the USA shall not exceed the maximum allowable per diem rates stated in Schedule A or Schedule B, except as authorized by Subsection 4.2.7.2.2 of State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management. Annually, the City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. It is recognized that it may be necessary on certain occasions (banquets at a conference) to exceed the above guidelines. Prior permission will be needed and receipts will be required. If a meal is included in the tuition or registration during a conference, training or other form of official city business, no meal reimbursement will be made if the employee opts to eat elsewhere. Breakfast compensation does not need to be reduced if continental breakfasts are provided with the lodging rate.

On occasion employees of the City must attend a seminar or conference as a City representative in the local area that will include a meal. A request for reimbursement for these meals must include date, place, meeting attended, and the specific reason for attendance. Receipts will be required.

### 5.7 COMPENSATION UPON TERMINATION

When an employee's employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

- (1) Regular wages for all hours worked up to the time of termination which has not already been paid.
- (2) Any overtime or holiday pay due.
- (3) A lump sum payment of any accrued but unused vacation and compensatory time.
- (4) Unused accumulated sick time will be compensated at the rate of 25% of the total remaining balance on retirement or separation after twenty-five years.



## City of Stevenson Personnel Policy

### CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

#### 6.1 TRAINING

The City seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to City employment to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

#### 6.2 PERFORMANCE EVALUATIONS

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. The City Administrator is responsible for developing and maintaining the City's performance evaluation program. Employees are to be evaluated by their supervisor prior to completion of their trial period and usually once every year thereafter.



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## CHAPTER 7: BENEFITS POLICY

### 7.1 RETIREMENT BENEFITS

The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

All regular and part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels, membership qualifications and contribution rates are set by the State of Washington.

Employees intending to retire should notify their supervisor of their intent to retire at least three months prior to the date of retirement.

The City is a member of a deferred compensation plan which allows employees to make deferred deposits up to certain dollar limits defined by the IRS.

### 7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Workers' Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When the employee receives Workers Compensation benefits, he/she is required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

The City may require an examination at its expense, performed by a physician of its choice to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

### 7.3 HEALTH INSURANCE BENEFITS

Regular full-time employees, their spouses (including Domestic Partners as defined by City policy) and their dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. For the purposes of medical insurance, the term dependent child includes children below the age





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of 23; for children 23 to 26 the employee may choose to pay for coverage through the City's medical program. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

Part time employees may participate in the City's various insurance programs. Part time employees will contribute toward the cost of premiums based on a pro rata system established by the City Council for each position.

Employees may opt for pay in lieu of their medical benefits provided they have medical coverage through other means (spouse, domestic partner, Veteran's benefits, etc).

Temporary employees will normally not be eligible for insurance coverage.

Both retired and disabled employees shall have access to health insurance after leaving employment with the City. Eligible participants wanting to continue participation in the health plan will be responsible to pay the full cost of the medical coverage.

The City offers a Health Reimbursement Arrangement (HRA) benefit. The terms of the HRA are governed by the HRA VEBA policy as adopted by council.

### 7.4 CONTINUATION OF INSURANCE COVERAGE

Workers Compensation Leave: An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Mayor or City Administrator makes an exception in individual situations pursuant to Section 1.4 criteria of these policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits.

COBRA Rights: Upon an employee's termination from City employment or upon an unpaid leave of absence, at the employer's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or his/her dependents who elect to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire or are on an approved leave of absence, the City will pay the premium for the month the employee is leaving if the employee works less than 80 hours in the month. If the employee works more than 80 hours in the month of termination, the City will pay the premium for the month following their departure.





## City of Stevenson Personnel Policy

### 7.5 UNEMPLOYMENT COMPENSATION

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

### 7.6 FIRE/EMERGENCY CALLS

Regular full-time city employees that also serve as Volunteer Firefighters may need to respond to emergency calls during working hours. It is the policy of the city to pay the employee for the entire day worked as if the emergency call had not occurred. If an employee needs to work additional hours to complete their job outside of their regular schedule due to an emergency call, the city will not pay overtime unless the total hours worked exclusive of the emergency would trigger overtime pay. For example, if an employee responded to a call that lasted one hour and worked three hours over their scheduled shift, they would be compensated for two hours of overtime.

Temporary city employees may respond to the emergency call but will not be compensated for the time away from their position.

### 7.7 BOOT ALLOWANCE

Regular full-time, non-probationary city employees working in the Public Works department will receive a bi-annual \$400 boot reimbursement allowance. An employee may receive reimbursement of up to \$400 every other year, or \$200 annually, for safety boots required to perform their job duties. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.

### 7.8 EMPLOYEE RECOGNITION

Employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the City, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among City employees. The expenditure of funds for recognition of longevity of employment and/or retirement is limited to no more than \$200 total per employee, plus \$5 for every year of service. This limit does not include sales tax, shipping and handling, and engraving charges.

The expenditure of funds for meals related to an employee recognition event may not exceed the per diem rate for the City of Stevenson as established by the Washington State Office of Financial Management. A list of attendees must be submitted with the itemized meal costs.



# City of Stevenson Personnel Policy

## CHAPTER 8: LEAVES

### 8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
0- 5 years	8 hours/month
6 years +	add 8 hours per year but not to exceed 240 hours per year.

All new employees must satisfactorily complete their 6-month trial period to be entitled to the accrual and use of vacation leave. (After satisfactorily completing the probation period, the 48 hours will be accrued.) Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. All requests for vacation must be approved by the department head and leave requests should be submitted at least two weeks prior to taking vacation leave. In the event of a conflict, the department head's decision will be guided by "first in" and seniority.

240 is the maximum number of vacation hours which may be accumulated. In cases where City operations have made it impractical for an employee to use vacation time, the department head with the approval of the Mayor may authorize additional carryover and/or a buyout. Minimally the employee must use or have a plan to use 80 hours of vacation within a full year of employment and the employee must have a minimum of eighty (80) hours remaining in the leave bank. Cash out will be at the rate of pay in effect on the date of the cash out payment. Vacation leave compensation may be part of the negotiations for employment for exempt employees. Employees will be paid for unused vacation time upon termination of employment.

### 8.2 SICK LEAVE

All full-time regular employees accrue sick leave benefits at the rate of 8 hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked, with a minimum rate of 1 hour for every 40 hours worked. Sick leave compensation may be part of the negotiations for employment for exempt employees. Temporary employees will accrue sick leave benefits at the rate of 1 hour for every 40 hours worked. Employees do not accrue sick leave benefits during a leave without pay. Such leave shall be accumulated up to a maximum of 1,440 hours.



## City of Stevenson Personnel Policy

Allowable uses of Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

1. Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
2. The need to care for the employee's dependent children under the age of 18 who are ill.
3. To care for a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.
4. Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
5. Exposure to a contagious disease where on the job presence of the employee would jeopardize the health of others;
6. Use of a prescription drug which impairs job performance or safety;
7. Additional leave beyond bereavement leave for a death in the immediate family, to be authorized by the Mayor.
8. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
9. For absences that qualify for leave under the state's Domestic Violence Leave Act.

A doctor's certificate may be required when an employee is absent for a period in excess of 3 days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's approval, request a leave without pay. (See Leave Without Pay Policy.)

Employees will be paid for unused sick leave as stipulated in section 5.7 Compensation upon termination.

### 8.3 LEAVE WITHOUT PAY

The Mayor or City Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reason, such as a prolonged illness, parenting, caring for an ill relative, or pursuing an education.



## City of Stevenson Personnel Policy

### 8.4 JURY AND WITNESS LEAVE

It is the civic obligation of each employee to serve on a jury if he is called. While on jury duty or while appearing as a legally required witness, an employee will receive full pay from the city but the city shall deduct or the employee shall sign over the amount equal to jury fees actually received by the employee.

### 8.5 ADMINISTRATIVE LEAVE

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the City (as determined by the Mayor) during the pendency of an investigation or other administrative proceeding.

### 8.6 MILITARY LEAVE

The City provides all employees leave while performing military service in accordance with federal and state law. Regular full-time and part-time employees receive paid military leave of up to 15 working days per year for military service. In general, if military service extends beyond 15 working days, the additional leave will be unpaid. Exempt salaried employees who serve longer than two weeks should contact the City Administrator to discuss whether further paid leave will be provided. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance the applicable federal and state law. Health insurance will be paid for the first 30 days of active duty and Cobra-like benefit will be available to continue insurance coverage beyond the 30-day period.

During a period of military conflict as defined by SB 6447 an employee who is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty is entitled to a total of fifteen days of unpaid leave per deployment as described in SB 6447.

### 8.7 FAMILY LEAVE

The City complies with the federal Family and medical Leave Act of 1993 (the FMLA) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, we will give you the leave required by law.

**Family Leave Eligibility:** The FMLA provides up to 12 weeks of unpaid, job-protected leave every 12 months to eligible male and female employees for certain family and



## City of Stevenson Personnel Policy

medical reasons. To be eligible you must have worked for us for at least one year, and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave: Unpaid FMLA leave is granted for any of the following reasons:

- To care for your child after birth or placement for adoption or foster case.
- To care for your spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform the essential functions of your job.
- To care for a spouse, child, parent, or next of kin injured in the line of duty as a member of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness incurred in the line of active duty for up to a total of 26 weeks (12 weeks as outlined above plus an additional 14 weeks) of protected leave within a 12-month period.
- To address a “qualifying exigency” arising out of the employee’s spouse, child, or parent in the Armed Forces serving on active duty.

Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Under some circumstances, FMLA leave may be taken intermittently – which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. FMLA leave may be taken intermittently if medically necessary because of a serious health condition. FMLA leave may be taken by victims of domestic violence, sexual assault or stalking to take “reasonable” or intermittent leave from work to obtain legal or law enforcement assistance, medical treatment or counseling. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to our approval.

Substitution of Paid Leave: At your request or ours, certain kinds of paid leave may be substituted for unpaid FMLA leave. Accrued vacation may be substituted for any type of FMLA leave. Accrued sick leave may be substituted only in the circumstances where our policies or state law allow you to use that paid leave. This means, in general, that sick leave may be used only for leave taken because of your own health condition or a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.

If you have any sick leave available that may be used for the kind of FMLA leave you are taking, it is our policy that you must use that paid sick leave as part of your FMLA leave. Use of vacation time for FMLA leave, however, is at your option.

If you use paid leave for a purpose for which FMLA leave would be available, it is our policy to designate your paid leave as counting against your FMLA leave allowance.



## City of Stevenson Personnel Policy

You are required to notify us if you use paid leave for a reason covered by the FMLA so that we may properly account for the leave.

Advance Notice and Medical Certifications: We require that you provide us with advance leave notice, with medical certification, of the need for a leave related to a health condition, and with medical certification of your fitness to return to duty after medical leave. Taking leave, or reinstatement after leave, may be denied if these requirements are not met.

You must give us at least 30 days' advance notice of your request for leave if the reason for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment. If 30 days' notice is not practicable, you must give us notice as soon as practicable, usually within one or two business days of when the need for leave becomes known to you. If you do not give us 30 days' advance notice, and if the need for the leave and the approximate date of the leave were clearly foreseeable by you, we may deny your request for leave until at least 30 days after the date you give us notice.

We require that you provide a medical certification to support a request for leave because of a serious health condition (your own or your child's, spouse's or parent's) whenever the leave is expected to extend beyond five consecutive working days or will involve intermittent or part-time leave. We may require second or third opinions, at our option, at our expense.

We require that you provide a medical certification of your fitness for duty to return to work after a medical leave that extends beyond 10 consecutive working days, that involves a mental disability or substance abuse, or where the medical condition and your job are such that we believe you may present a serious risk of injury to yourself or others if you are not fit to return to work.

Periodic Reporting: If you take leave for more than two weeks, we require that you report to us at least every two weeks on your status and intent to return to work.

Health Insurance: If you are covered by our group health plan (medical, dental or vision), we will continue to provide paid health insurance during FMLA leave on the same basis as during regular employment. But if you don't return to work after the leave, you will be required to pay us back for our portion of the insurance premiums unless your failure to return was beyond your control.

Other Insurance: If you are covered by other insurance plans through us, such as life or disability insurance, those coverages will continue during paid leave on the same basis as during regular employment. If you take unpaid FMLA leave, you will be responsible during the leave for the premiums you normally pay plus the premiums we normally pay for you. If you don't pay these premiums, we may choose to pay them for you, to keep your coverage from lapsing, but you will be responsible for repaying us whether or not you return to work.



## City of Stevenson Personnel Policy

Couples Employed by Us: If both you and your spouse work for us and you request leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to you as a couple for those purposes is 12 weeks.

Determining Leave Availability: FMLA leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the “12-month” period is a rolling 12-month period measured backwards from the date you use any FMLA leave.

Leave Related to Pregnancy: If you take leave for the disability phase of pregnancy or childbirth while you are physically unable to work, this time is counted against your annual 12-week FMLA leave allowance. For example, if you take six weeks of FMLA leave for childbirth to recover from childbirth, you are entitled to only six weeks of FMLA leave after that to care for your new child.

You are entitled to unpaid leave for the full period of your physical disability resulting from pregnancy and childbirth, even if you are disabled for more than 12 weeks, and even if you don’t qualify for leave under the federal law.

### 8.8 BEREAVEMENT LEAVE

We provide regular, full-time and part-time employees with paid leave for up to three (3) days in the event of the death of an immediate family member. An immediate family member is defined as parent, child, grandparent, grandchild, sibling, spouse or significant other.

### 8.9 SHARED LEAVE PROGRAM

The Mayor or Administrator may authorize employees to donate their accrued vacation or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

- To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten days of accrued leave. In no event shall a leave transfer result in the donor employee reducing his/her vacation or sick leave balance to less than ten days. Transfer of leave will be in increments of one day of leave. All donations of leave are strictly voluntary.
- The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave.
- While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.





# City of Stevenson Personnel Policy

## 8.10 HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

New Year’s Day	January 1
MLK Day	3 <sup>rd</sup> Monday in January
President’s Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran’s Day	November 11
Thanksgiving	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Personal Day (16 hrs)	Optional

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

In their first year of employment, newly hired employees with a start date prior to July 1<sup>st</sup> will receive 2 Personal Days, while those with a start date of July 1<sup>st</sup> or later will receive 1 Personal Day. Personal Days follow the same process for approval as Vacation Leave.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus 2½ times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the department head. An employee substituting paid sick/vacation for unpaid FMLA leave is entitled to any holiday pay that would be normally paid.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

## 8.11 RELIGIOUS HOLIDAYS

If an employee’s religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with his/her departments head’s approval, take the day off using vacation, compensatory time, personal day or leave without pay.

## 8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:





## City of Stevenson Personnel Policy

Regular Part-Time Employees: All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and 40 hours per week.

Temporary Employees: Temporary employees are not eligible to receive benefits, including leaves other than Sick Leave, holidays and insurance.



# City of Stevenson Personnel Policy

## CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

### 9.1 GENERAL CODE OF CONDUCT

It shall be the responsibility of all employees to represent the City to the public in a manner which shall be courteous, efficient, and helpful.

The City is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly “menial” duties outside your regular assignments. It is no reflection on your worth to the City but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

### 9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The City of Stevenson allows its employees to engage in outside work subject to certain restriction. Employees are required to disclose outside work, other jobs, contractual commitments or self-employment to their department head and obtain prior approval to perform outside work or hold another job.

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the City’s opinion, with the best interests of the City or interfere with the employee’s ability to perform his/her assigned City job. Outside work will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

### 9.3 CODE OF CONDUCT

From time to time employees will be asked to participate in the selection, award or administration of a contract supported by federal and/or state grant funds. The employee shall NOT participate in the selection, award or administration of the contract if there is a conflict of interest, real or apparent, such as:

- The employee, elected official, or agent;
- Any member of his/her immediate family;
- His/her partner; or
- An organization that employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Furthermore, the employee shall not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.



## City of Stevenson Personnel Policy

### 9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by City Officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution. (See Appendix #A-5, A-6)

### 9.5 POLITICAL ACTIVITIES

City employees may participate in political or partisan activities of their choosing provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. No person may solicit on City property for contributions to be used for political subdivisions.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause. Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendment rights.

For persons employed by the City in positions which are financed primarily by federal grant-in-aid funds, political activity will be regulated by the rules and regulations of the United States Civil Service Commission.

### 9.6 NO SMOKING POLICY

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices.

### 9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The City furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. We do not, however, assume responsibility for any theft or damage to the personal belongings of employees, and we reserve the right to search employee desks, lockers, and personal belongings brought onto City premises, if necessary.



## City of Stevenson Personnel Policy

The City also furnishes computers for use in conducting City business. Because the computers are for City business, the City reserves the right to review the contents of any files or documents on the computer including contents of any electronic mail. City Department heads may and will intermittently monitor internet usage. Receipt of a public records request for public employees' internet usage places all internet usage subject of public disclosure without prior consent or notice. City computers are not for personal use. See appendix A-4 for policy, procedures and agreements regarding Cell Phones and A-9 for policy, procedures and agreement regarding Internet.

### 9.8 USE OF CITY VEHICLES AND EQUIPMENT

Use of City phones for personal phone calls should be kept to a minimum. Other City equipment, including vehicles, should be used by employees for City business only. An employees' misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

It is important to clarify the use of City vehicles to better interpret City policy and maintain community confidence in the wise use of city resources. City vehicles may not be used for personal use including personal errands such as banking, shopping and etc. City-owned vehicles/equipment are restricted to City business and are for employee use only. Children or individuals not engaged in a direct City business activity are not permitted. Any driver of a City vehicle will not consume alcohol or illegal drugs while conducting City business.

City vehicles may be used to attend business functions, for out of town travel, and to travel between the job site and lunch or break sites when working in the field. There is a group of employees who are required to drive motorized vehicles in the performance of their jobs and who have been assigned first responder responsibilities. These activities require emergency duties. For those City staff that are assigned stand-by duty, City vehicle use may be authorized for commuting between the place of residence and place of work both for regular work hours and after work hour periods.

### 9.9 USE OF CITY CREDIT CARDS (Ref. Resolution No. 132)

Gas Credit Cards – An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of his/her department. Cash Advances, purchases of food or other non-automotive related items are not authorized.

Other Credit Cards – Other credit cards may be used by City employees for advanced payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses. The credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment. Credit cards shall not be used for cash advances. The employee is expected to submit a fully itemized expense voucher for the charges. The employee will be responsible for repayment for disallowed charges.



## City of Stevenson Personnel Policy

### 9.10 CONTACT WITH THE NEWS MEDIA

The City Administrator shall designate the person to be responsible for official contacts with the news media during working hours, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects.

### 9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific City positions, an employee may be required to hold a valid driver's license with the appropriate endorsements. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration and the employee's duties, the license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination. The City may review the driving record of any employee whose job requires them to drive City vehicles at least annually. The driving record will be evaluated according to the matrix in appendix A-14 and a determination Borderline or Poor may lead to a loss of driving duties and consequences as outlined above. It is the responsibility of the employee to inform his/her supervisor if a physical condition or medical treatment might impair their driving ability.

### 9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property. The following limitations apply:

1. Persons not employed by us may not solicit, survey, petition, or distribute literature on our premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor.
2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchroom is considered a non-work area under this policy.



## City of Stevenson Personnel Policy

### 9.13 SAFETY

The City Administrator recognizes the need for the development of safe working conditions and practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other design and use of buildings, equipment, tools, and other devices. Responsibility for development, promotion and coordination of the safety program throughout the various City departments shall be a primary function of the supervisors of each department.

Administration of the adopted safety program is the responsibility of supervisors. Supervisors and employees should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each supervisor shall insure that the employees under his supervision are well acquainted with existing safety rules and shall make certain that the rules are uniformly enforced. Each employee will be personally responsible for keeping informed and being constantly aware of all the latest State Industrial Safety guidelines and Safety Policies as they are presented and/or approved by the City. Safety education of all employees shall be promoted by supervisors adhering to all safety rules. Any employee who habitually or purposely ignores or fails to comply with established safety rules, as outlined by the State Industrial agency or the City, will be subject to suspension, without pay, or dismissal as deemed necessary by the supervisor.

### 9.14 DRUG-FREE WORKPLACE

The City will strive to educate and increase employee awareness of the dangers of drug abuse in the workplace, the City's commitment to maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the City's commitment of support for employees undergoing treatment and rehabilitation for chemical dependencies.

The City recognizes maintenance of a drug-free workplace as essential to the safety and welfare of its employees and the public. This policy establishes programs and practices that promote and support a drug-free working environment and brings the City into compliance with the Drug-Free Workplace Act of 1988.

- The manufacture, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees are strictly prohibited.
- The use of prescription and over-the-counter drugs which compromise safety in the workplace or the quality of the employee's work product is prohibited. It is the employee's responsibility to check with his/her physician as to whether or not a prescription or over-the-counter drug will impair performance and to notify his/her supervisor of the physician's opinion.



## City of Stevenson Personnel Policy

- As a condition of employment, all employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Violation of this policy can result in immediate disciplinary action, up to and including termination. The employee may be required to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program.

The City will utilize available City resources, including drug education programs to educate employees about the dangers of drug abuse.

All complaints and reported violations for these policy provisions will be strictly confidential, except as required by public disclosure laws or court order.

### 9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

The City of Stevenson provides vital public services to our community. In an effort to ensure that services are delivered safely and efficiently, we are intent on providing and maintaining a drug and alcohol-free working environment. It is the City of Stevenson's policy to:

- Create a workplace free from the adverse effects of drugs and alcohol abuse or misuse;
- Assure that all employees have the ability to perform assigned duties in a safe, healthy and productive manner.
- Comply with all regulations applicable to City employees under the federal Omnibus Transportation Employee Testing Act of 1991, 49 CFR Part 40, as amended, 49 CFR Part 382, as amended, RCW 46.25, as amended and the Drug Free Workplace Act of 1988. Copies of 49 CFR Parts 382 and 40 can be found on the Internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>. A copy of RCW 46.25 may be found on the Internet at the Washington State Legislature Uniform Commercial Driver's License Act Website <https://app.leg.wa.gov/RCW/default.aspx?cite=46.25>.

### DEFINITIONS

Covered Employee: An employee that performs safety-sensitive functions.

Safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL:
  - (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or





## City of Stevenson Personnel Policy

- (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

### SCOPE

This policy outlines the City's position relative to alcohol and drug control in the workplace and applies to all employees at all levels of the City of Stevenson. The City will not tolerate use of this policy to harass or intimidate employees.

- The following policy has been adopted not only to protect the health and safety of all employees, but to encourage any employee with a drug or alcohol dependence problem to help him/herself by voluntarily seeking professional assistance. The City is committed to helping employees deal with any drug or alcohol abuse problem they may have.
- The City recognizes that each employee has a desire to maintain a degree of privacy and that this desire should be respected. The City believes that the provision of this policy, in conjunction with its general commitment to helping individuals with a drug or alcohol dependency problem, creates a balance between the interest of the City and the rights and needs of its employees.
- The City will assist any employee, who voluntarily seeks help for a drug or alcohol abuse problem, in initial intervention and referral. Employees who voluntarily seek assistance for an alcohol or drug related problem before it becomes a subject of formal discipline will not be subject to disciplinary action. Rehabilitation, however, is the responsibility of the employee.
- Employees shall be subject to random testing for the purpose of discovering possible drug or alcohol abuse and as mandated by state or federal law.

### PROHIBITED BEHAVIOR

All employees are prohibited from behavior which is outlined in the City of Stevenson's Drug Free Workplace Policies and Procedures. Federal regulation (Title 49, CFR subtitle





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B, Chapter III, part 382 subpart B) prescribes prohibited behavior for employees subject to those regulations. Prohibited behavior includes:

- Alcohol concentration: Reporting for duty or remaining on duty while having a blood alcohol concentration of 0.04 or greater
- Alcohol Possession: Possession of alcohol while on duty or operating a commercial motor vehicle.
- On Duty Use of Alcohol: Use of alcohol while on duty. (This includes alcohol that may be in medications.)
- Pre-duty Use of Alcohol: Performance by an on-call employee of safety sensitive functions within four hours after using alcohol. If called out, pre-duty use of alcohol must be discussed with supervisor. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance. All employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- Use Following Accident: Use of alcohol within eight hours following an accident or before undergoing a post-accident alcohol test, whichever occurs first.
- Use of Controlled Substances (Drugs): Reporting for duty or remaining on duty after having used any controlled substance, except when the use is pursuant to the instructions of a physician who has advised that the substance does not adversely affect the employee's ability to safely perform their duties.
- Use of Illegal Drugs: Use of illegal drugs is prohibited at all times. All employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in 49 CFR Par 40. Prohibited drugs include:
  - Marijuana
  - Cocaine
  - Phencyclidine (PCP)
  - Opioids
  - Amphetamines
- Refusal to Submit to a Required Test: Refusing to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test as directed pursuant to this policy.
- Positive Drug Test: Reporting for duty, or remaining on duty, after having tested positive for a controlled substance.

City supervisors and managers shall not permit employees to remain on duty when they engage in any of the above prohibited behavior.

### PRESCRIPTION DRUG USE

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected



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must be reported to the immediate supervisor. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

Regardless of State Laws on recreational and medical marijuana use, marijuana (THC) is a schedule I prohibited substance as defined by the United States Drug Enforcement Agency and is a banned substance under this policy. A positive marijuana test is a violation of this policy. A violation of this policy shall result in disciplinary action that may include termination.

### PROCEDURES

- All employees who are required to have a valid Commercial Driver's License (CDL) must be tested for the presence of controlled substances and alcohol as a condition of employment in accordance with these regulations and randomly on an ongoing basis.
- All employees may be subject to testing prior to employment in permanent full-time positions, for reasonable suspicion, and prior to return after failing a test or upon the completion of substance abuse treatment.
- All City employees who have a permanent, full-time status may be subject to testing following an on-duty incident or accident if there is reasonable suspicion of impairment.
- City employees may be requested to undergo a drug screen test if the City has reasonable suspicion that an employee is under the influence of alcohol or a controlled substance. "Reasonable suspicion" shall mean that articulable facts or information exists which appears reliable and discloses facts or circumstances which, when taken together, would convince an ordinary, reasonable person that the suspected person is under the influence of a controlled substance. Test results gathered under this policy will not be used in a criminal investigation or prosecution.
- Following an accident in a City owned vehicle the employee(s) involved must immediately submit to an alcohol or drug screen test if such test is required by the supervisor. The test must be taken within 8 hours following the accident or incident, if the employee's performance either contributed to the accident, or cannot be discounted as a contributing factor. The term "accident" is defined as an incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.
- No alcohol or drug test shall be conducted without the consent of the employee, but refusal by the employee to submit to a drug screen test will be deemed an admission of violation of this policy, thus subjecting the employee to the risk of discipline, including termination.
- Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test (as defined by 49 CFR Part 40) will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP) in accordance with 49 CFR Part 40, Part 382 and RCW 46.25, et.al. **A violation of**



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**this policy will result in disciplinary action, up to and including termination of employment, at the company's discretion.**

- Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
- The City may request that a specific employee submit to a search of his/her person or possessions if the City has probable cause that the employee has any drugs and/or alcohol concealed in a particular place on City property.
- A medical Review Officer (MRO) shall be utilized to review and interpret positive test results. The MRO must examine alternate medical explanations for any confirmed positive test result. This action may include conducting a medical interview with the addicted employee, review of the employee's medical history and review of any other relevant biomedical factors. The MRO must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
- The City recognizes that a flexible approach will be necessary in handling violations of this policy. As a result, the measures taken in response to a particular violation will depend on a number of factors including the nature of the violation, the risks to health and safety created by the violation, the employee's willingness to take steps toward rehabilitation and the employee's length of service and employment record. **All employees should be aware that any violation, by any employee, may result in termination of employment.**
- Employees who violate this policy may be subject to progressive discipline. Normally, a first offense will result in requirement that the employee successfully complete a course of rehabilitation if such course is suggested by a counselor. An employee may be suspended during such rehabilitation depending on the facts of each case. Upon completion of a course of rehabilitation following a first offense, the employee will sign an agreement (form attached), agreeing to submit to random testing at the City's expense and on City time during the six calendar months following the employees return to work. During this period, failure to submit to the appropriate drug screen test will result in immediate termination. However, if there are mitigating circumstances and the employee has 2 yrs. of service with the City and a work record which is otherwise good, a second rehabilitation may be attempted. A third violation will result in immediate termination. See Appendix A-1 for agreement.
- Related records will be maintained by the employer as prescribed in the City's Records Retention Guidelines and file.

### CIRCUMSTANCES FOR TESTING

#### *Pre-Employment Testing*

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions (as defined by 49 CFR Part 40). If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.



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If a covered employee has not performed a safety-sensitive function for 30 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements. **If the employee has a Washington State issued Driver's License, they must provide proof of reinstatement of that CDL endorsement.**

### *FMCSA Drug Testing Exceptions*

A driver is not required to undergo a pre-employment test if:

- (1) The driver has participated in a DOT testing program within the previous 30 days; and
- (2) While participating in that program, either:
  - (i) Was drug tested within the past six months (from the date of application with the City), or
  - (ii) Participated in the random drug testing program for the previous 12 months (from the date of application with the City); and
- (3) The City can ensure that no prior employer of the driver of whom the City has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months.

### *Reasonable Suspicion Testing*

All employees shall be subject to a drug and/or alcohol test when the City has reasonable suspicion to believe that the employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee (See Appendix A-11).

Employees may be subject to reasonable suspicion drug testing any time while on duty. Employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### *Post-Accident Testing*

#### DOT FMCSA Procedures

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances (Also, see Appendix A-12):



## City of Stevenson Personnel Policy

### Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

### Non-fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### *Random Testing*

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by DOT FMCSA. The current year testing rates can be viewed online at <http://www.transportation.gov/odapc/random-testing-rates>. If a given driver is subject to



## City of Stevenson Personnel Policy

random testing under the rules of more than one DOT agency, the driver will be subject to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

### *Return to Duty Testing*

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

### *Follow-up Testing*

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

### *Testing Procedures*

All DOT FMCSA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### *Dilute Urine Specimen*

**If there is a negative dilute test result, the City will conduct one additional retest.** The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL will require an immediate recollection (as indicated on the MRO result letter). The re-collection will be conducted under direct observation as required under 49 CFR Part 40.



## City of Stevenson Personnel Policy

### *Split Specimen Test*

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee (and only the employee) can request to the MRO that the split specimen be tested at a second laboratory. The City guarantees that the split specimen test will be conducted in a timely fashion.

### *Test Refusals*

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the City for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the City's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP. **A violation of this policy shall result in disciplinary action that may include termination.**





# City of Stevenson Personnel Policy

## DOT-FMCSA CLEARINGHOUSE

The Clearinghouse is a centralized database that employers will use to report drug and alcohol program violations and to check that current or prospective employees are not prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV), due to an unresolved drug and alcohol program violation—that is, a violation for which the driver has not completed the return-to-duty (RTD) process. This query must be conducted as part of a pre-employment driver investigation, and at least annually for current employees. The driver’s commercial driver’s license (CDL) number and issuing State will be used when reporting a drug and alcohol program violation in the Clearinghouse.

The Clearinghouse will contain records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information will also be recorded in the Clearinghouse.

Drivers are not required to register for the Clearinghouse. However, a driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the driver’s record. A driver must also be registered to electronically view the information in his or her own Clearinghouse record. Any covered employee refusing to provide consent (See Appendix A-13) for the company to conduct a limited query of the Clearinghouse will be prohibited from performing safety-sensitive functions, including driving a commercial motor vehicle (CMV), as required by FMCSA drug and alcohol program regulations.

## TRAINING

- The City will ensure that all employees will receive material explaining the City’s policy on alcohol and drug use and misuse.
- All supervisors must receive training on alcohol misuse and drug abuse within the first year of employment with the City. Training must address skills needed to determine “reasonable suspicion”.

## CONFIDENTIALITY

Confidentiality is to be maintained throughout the drug/alcohol testing process. All positive test results shall be first forwarded to a Medical Review officer (MRO) for review. The MRO shall review the individual medical history and afford the employee an opportunity to offer any clarifying information that would explain the positive test. The City will maintain results in the strictest of confidence in a medical file separate from the official personnel file. In cases where disciplinary action results from a positive test, such information shall be shared only with those in a supervisory capacity involved in that action. The City of Stevenson will carry out this policy in a manner which respects the dignity and confidentiality of those involved.





## City of Stevenson Personnel Policy

### VOLUNTARY SELF-REFERRAL

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the City Administrator, who will refer the individual to a substance abuse counselor for evaluation and treatment. **A self-referral is not a violation of this policy and will not, in itself, be grounds for termination.**

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety-sensitive function, the employee must also undergo a DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.



## City of Stevenson Personnel Policy

### CHAPTER 10: DISCIPLINE & TERMINATIONS

#### 10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

Our success in providing excellent service to our citizens and maintaining good relationships with the community depends on our employees. We have therefore provided for your guidance certain conduct which, if engaged in, would be detrimental to our objective and could lead to disciplinary action including discharge. The following specified conduct is illustrative and not comprehensive.

1. Misrepresentation or withholding of pertinent facts in securing employment.
2. Unauthorized use or possession of the City facilities/property.
3. Unauthorized use of position with the City for personal gain or advantage.
4. Accepting unlawful gratuities or bribes.
5. Lying.
6. Smoking in any unauthorized posted area or creating fire hazards in any area.
7. Violation of the City's telephone use policy.
8. Failure to report an occurrence causing damage to City, customer, or public property.
9. Failure to properly secure the City facilities or property.
10. Loitering after completing day's work which results in the disruption of the City's business or the work effort of other employees.
11. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
12. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
13. Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
14. Habitual lateness for work.
15. Absence without prior notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
16. Loitering, goofing off, failing to assist others in a work situation.
17. Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the city or our employees, on or off premises.
18. Disorderly conduct, including fighting on the premises.
19. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees.
20. Immoral conduct while on duty.
21. Intentional falsification of records/paperwork required in the transaction of the City business.
22. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.
23. Concealing defective work.
24. Failure to observe safety practices, rules, regulations, and instructions.



## City of Stevenson Personnel Policy

25. Negligence that results in injury to others.
26. Failure to wear required safety clothing and equipment.
27. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
28. Failure to obtain necessary certifications.
29. Dishonesty or theft, including deliberate destruction, damage, or removal of the city's or other's property from the premises, or any job site.
30. Possession, use, sale, or being under the influence of alcohol and controlled substances while on the city business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or efficient work performance.
31. Possession of explosives or weapons on the premises or at any job site.
32. Conviction of a gross misdemeanor or felony.

### 10.2 POSSIBLE DISCIPLINARY ACTIONS

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

1. Oral Warning.
2. Written Reprimand.
3. Suspension
4. Demotion.
5. Termination.

Progressive discipline is the preferred alternative when appropriate. This system gives the employee an opportunity to correct problems. The choice of what discipline to apply in any particular case is solely the City's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves violation of safety rules of major significance. Serious misconduct may result in immediate discharge of any employee.

Employees shall comply with all existing rules that are not in conflict with the express terms of this policy, provided that reasonable notice has been given of the existence of the rule. Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the complaint procedure. The City will make a good faith effort to enforce rules uniformly. (Supervisors reference [Appendix A-2](#) for guidelines.)

### 10.3 PRE-TERMINATION HEARING

In the case of termination or demotion of an employee (other than trial employees), the city will conduct a pre-termination or pre-demotion hearing. The pre-termination or pre-demotion hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional facts before a termination or demotion decision is



## City of Stevenson Personnel Policy

finalized. Thorough investigation is critical to comply with all constitutional safeguards and rules of just cause.

In the event a supervisor desires to terminate an employee, the employee shall be provided with a written notice of the recommendation for termination. The notice shall include an explanation for the charges on which the recommendation is based, and the time, place and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.

Pre-termination hearings will be presided over by the Mayor or a designated representative. The hearings are intended to be informal. The employee may show cause why he/she should not be terminated. The employee may bring one person to the hearing as a representative.

Usually within two (2) working days after the pre-termination hearing, the Mayor will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. A longer review period may be required in more complex situations.

### 10.4 LAYOFF

The Mayor may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place.

Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected. In determining who is to be laid off, consideration will usually be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the City. Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

### 10.5 RESIGNATION OR RETIREMENT

An employee should provide at least 2 weeks written notice of resignation or retirement. This time limit may be waived by the employee's supervisor or the Mayor. A Separation Agreement will be signed upon departure from City employment (Appendix A-3).



## City of Stevenson Personnel Policy

### CHAPTER 11: COMPLAINT PROCEDURES

#### 11.1 COMPLAINT PROCEDURES

The City recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with City policies. The complaint could be a dispute or misunderstanding between the employee and his/her direct supervisor concerning the application or interpretation of specific provisions of this policy. For this reason, the City provides its employees with procedures for resolving complaints. Use of this procedure will not reflect unfavorably on the employee or the employee's immediate supervisor.

Step 1: Employees should first try to resolve any problem or complaint with their supervisor.

Step 2: If the employee is not satisfied with the response from the supervisor, the employee may submit the problem, in writing, to the Mayor or City Administrator. The written complaint must contain, at a minimum:

1. A description of the problem, identifying the facts and identity of involved parties;
2. A specific policy or procedure which the employee believes has been violated or misapplied;
3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
4. The remedy sought by the employee to resolve the complaint.
5. The date the written complaint was submitted.

The written complaint must be filed within 10 working days of the occurrence leading to the complaint, or 10 working days after the employee becomes aware of the circumstances.

As a part of the inquiry or investigation, the Mayor or City Administrator may meet with the parties, either individually or together to compile the facts necessary to reach a decision. The Mayor or City Administrator will usually respond in writing to the aggrieved employee within ten working days of the meeting. The Mayor's or City Administrator's response and decision shall be final and binding.

Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.



# City of Stevenson Personnel Policy

## Appendix # A-1

**CONFIDENTIAL \*\*\*\*\*CONFIDENTIAL\*\*\*\*\*CONFIDENTIAL**

### MEMORANDUM OF AGREEMENT

This agreement is between the CITY OF STEVENSON and (employee) \_\_\_\_\_.

As a result of access to the City’s Employee Assistance Program Services, and upon the recommendation of the assistance provider, the employee in this agreement is being returned to work on (date) \_\_\_\_\_.

Return to work and continued employment with the City is based upon the following voluntary agreement between the City and \_\_\_\_\_ (hereafter referred to as the Employee).

During the six calendar months immediately following the employee’s return to work date, the employee agrees to submit to random testing at the City’s expense.

Failure or refusal of the employee to comply with a City request to submit to a drug test as agreed to in this document will be grounds for immediate termination from employment.

Any positive test of the employee during the period outlined above will be grounds for immediate termination from employment or as outlined in Section 9 of the Policy.

I have read and understand this document and voluntarily agree to comply and abide with its provisions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Stevenson Personnel Policy

## Appendix # A-2

### SUPERVISOR GUIDES

To ensure consistency, supervisors should be familiar with the City's workplace expectations before issuing any discipline. If there are any questions, consult with the City Administrator and/or Mayor. Suspensions, demotions and terminations can only be determined by the City Administrator and/or Mayor.

#### Oral Warnings

- Talk to the employee in private.
- Oral warnings are appropriate for relatively minor infractions where the employee will have an opportunity to correct the condition.
- Supervisor should file a written, dated notation that an oral warning was given with a reference to subject matter.

#### Written Reprimand

- Supervisor should issue a written reprimand when an employee has disregarded an oral warning or if the infraction severity warrants a written reprimand.
- The supervisor should describe in writing the nature of the infraction in detail and the supervisor should sign and date the reprimand.
- Prior to meeting with the employee, the supervisor should discuss the warning notice with his/her supervisor.
- The supervisor should then meet with the employee to be certain the employee understands the nature of the reprimand. The employee should receive a copy.
- The written reprimand should be filed with the employee's personnel file.

#### Suspension

- This form of discipline is administered as a result of a severe infraction or for excessive violations after a written reprimand. Suspension should not be considered without first discussing the issues with the Administrator and /or Mayor.
- The supervisor shall set forth in writing all facts for the reason for the Notice of Suspension and the duration of the suspension. A copy will be filed with the employee's personnel file and given to the employee.
- The supervisor should demonstrate that a thorough investigation is completed with both sides of the facts being objectively investigated.
- The supervisor shall meet with the employee and give the employee an opportunity to respond. If major issues are raised, the City may investigate further before confirming intent.

#### Demotion

- This form of discipline is rare – used in instances when an employee has been promoted to a position to which they are unable to perform the responsibility or in instances when a City is reducing its force and laying staff off.
- See terminations.

#### Terminations

- Prior to a supervisor taking any actions on discharge of an employee, the supervisor must discuss his/her recommendation for discharge with the Administrator and/or Mayor.
- A thorough investigation is critical. All facts should be reviewed objectively. Review the personnel file to determine if there is a pattern of behavior. Get witness statements.
- Review the issues for justification of the discharge. Follow rules of just cause. Were all procedural protections applied?
- If paid suspension is needed to complete an investigation, use it.
- Document.
- Provide the employee a hearing where the employee will have an opportunity to explain before final action.
- Follow Loudermill guidelines.



# City of Stevenson Personnel Policy

## Appendix # A-3

### SEPARATION AGREEMENT (a)

This separation agreement (hereinafter referred to as "Agreement") is made effective \_\_\_\_\_, 20\_\_, by and between the City of Stevenson and \_\_\_\_\_ (hereinafter referred to as the "Employee").

For and in consideration of the mutual covenants herein contained, the City of Stevenson and Employee agree as follows:

1. EMPLOYEE will separate active employment with the City of Stevenson effective \_\_\_\_\_, 20\_\_.
2. The City of Stevenson will pay EMPLOYEE a total severance benefit of \$ \_\_\_\_\_, less required deductions upon the signing of this Agreement, equal to \_\_\_\_\_ month(s) of salary continuation. This severance payment will be payable over the three-month period, on the City of Stevenson's regularly scheduled pay periods. This payment is in lieu of all accrued salary, and benefits and continuation of EMPLOYEE'S salary, benefits, and any other matters to which EMPLOYEE might otherwise be entitled. EMPLOYER further agrees to provide EMPLOYEE with continued medical, dental and vision benefits under its current policies so long as EMPLOYEE is eligible under federal COBRA laws. If EMPLOYEE makes timely application for these COBRA benefits, EMPLOYER will pay the premium for these benefits, less any deduction for dependent coverage, for the period of salary continuation. After this period, for the remaining portion of the CORA benefits, EMPLOYEE will pay the premiums.
3. EMPLOYEE agrees that this severance benefit is not a benefit that he/she would otherwise be entitled to under existing employee benefit plans provided by the City of Stevenson. The severance payment will be made irrespective of whether EMPLOYEE accepts other employment or dies, and is subject to the usual federal income tax, social security, and any other applicable withholdings.
4. EMPLOYEE accepts the benefits specified herein in full payment and satisfaction of all his/her rights and interest relating to his/her employment with the City of Stevenson its affiliates, owners, directors, stockholders, agents, employees, and successors and assigns, from any and all claims, demands, and causes of action, which he/she now has or any manner arise out of his/her employment with, or separation from, the City of Stevenson. This release specifically covers, but is not limited to, any and all claims EMPLOYEE may have under federal, state, and local laws that prohibit discrimination in employment, any contract or tort claims arising under federal, state, or local law, and any claims under any express or implied contract or legal restriction on the City of Stevenson's rights to deal with employees. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
5. EMPLOYEE represents that he/she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court, and that he/she will not do so at any time hereafter.
6. EMPLOYEE represents that he/she has read, considered, and fully understands this Agreement, and all its terms, and executes it freely and voluntarily.
7. EMPLOYEE acknowledges that he/she has had the opportunity to consult with his/her attorney prior to accepting this Agreement, and has had an adequate opportunity to do so.
8. EMPLOYEE agrees to maintain the confidentiality of this Agreement. EMPLOYEE agrees not to divulge the terms of this Agreement to, or discuss the events leading up to his/her separation from the City of Stevenson with, any person other than his/her attorney and members of his/her immediate family.
9. EMPLOYEE represents that in entering into this Agreement, he/she does not rely and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Agreement or Employee's separation from employment with the City of Stevenson.
10. It is understood and agreed that by entering into this Agreement, the City of Stevenson expressly denies that it has any legal liability in this matter. This Agreement is solely intended as the resolution of a disputed claim and may not be used by anyone as an admission of any kind by the City of Stevenson.
11. This Agreement is intended to constitute a full and final resolution of this matter. Interpretation of this Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorney's fees and costs.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

\_\_\_\_\_  
THE CITY OF STEVENSON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

## SEPARATION AGREEMENT (b)

This separation agreement (“Separation Agreement”) by and between the City of Stevenson and \_\_\_\_\_ (“Employee”).

For good and valuable consideration, the parties agree as follows:

1. Separation of Employment. EMPLOYEE’S last date of employment with the City of Stevenson shall be \_\_\_\_\_, 20\_\_\_\_.
2. Severance Pay. The City of Stevenson agrees to pay EMPLOYEE \_\_\_\_\_ weeks of severance pay at his/her current regular rate of pay. Such severance pay shall be paid by check in a lump sum payment; provided, however, that the severance payment shall not be made until after EMPLOYEE has returned the executed Separation Agreement to the City of Stevenson, and the Revocation Period specified in Paragraph 8 below has expired. The severance payment made under this Separation Agreement shall be subject to all withholdings required by state and federal law. The parties agree that the separation pay described in this Paragraph 2 is designed to aid EMPLOYEE’s transition to alternative employment, and that the specified benefits do not constitute benefits to which she would otherwise be entitled upon separation under existing employee benefit plans provided by the City of Stevenson or under any pre-existing benefit plans provided by the EMPLOYEE and the City of Stevenson.
3. Health Insurance. If EMPLOYEE makes timely application and remains eligible for such benefits, the City of Stevenson will provide EMPLOYEE and his/her dependents with continued medical, dental and vision benefits under its current health insurance policies for 18 months following the Separation Date (“COBRA” benefits). It is the intent of the parties that EMPLOYEE’s COBRA rights begin to run on the Separation Date.
4. Accrued Vacation and Floating Holidays. The City of Stevenson agrees to pay EMPLOYEE for vacation and floating holidays that he/she has accrued but not used, if any, as of the Separation Date.
5. Release. EMPLOYEE accepts the benefits contained in this Separation Agreement in full satisfaction of all his/her rights and interests relating to his/her employment with and separation from the City of Stevenson and, in consideration therefore, EMPLOYEE hereby releases the City of Stevenson, its affiliates, successors, predecessors, past and present officers, directors agents, and employees from all claims (other than claims for the payments provided for under this Separation Agreement), causes of action or liabilities, suspected or unsuspected and irrespective of any present lack of knowledge of any possible claim or of any fact or circumstance pertaining thereto, which EMPLOYEE may have or claim to have against the City of Stevenson arising from or during his/her employment or as a result of his/her separation from employment. This release specifically covers, but is not limited to, any workers’ compensation or disability claims under state law; any claims of discrimination based on race, color, national origin, sex, marital status, age (including claims under the Age Discrimination in Employment Act) or physical or mental disability under any federal, state, or local law, rule, or regulation; any contract or tort claims arising under federal, state, or local law; any claims arising under federal, state or local law based on promises made or allegedly made by the City of Stevenson to EMPLOYEE; and any claims under any express or implied contract or legal restrictions on the City of Stevenson’s right to terminate its employee. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
6. Other Claims or Lawsuits. EMPLOYEE represents that as of the date she executes this Separation Agreement, she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court.
7. No Admission. Nothing in this Separation Agreement shall be construed as any indication that the City of Stevenson has acted wrongfully towards EMPLOYEE or any other person.
8. Review and Revocation. EMPLOYEE acknowledges that:
  - a. Pursuant to applicable law, she has been offered the opportunity to review a copy of this Separation Agreement for a period of twenty-one (21) days (the “Review Period”).
  - b. The City of Stevenson advised EMPLOYEE at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Separation Agreement, including without limitation the release set forth in this Separation Agreement; and
  - c. The terms and conditions of this Separation Agreement have not been amended, modified, or revoked during the Review Period. The City of Stevenson and EMPLOYEE agree that EMPLOYEE shall have seven (7) calendar days (the “Revocation Period”) following the date on which EMPLOYEE signs this Separation Agreement to revoke his acceptance of the Separation Agreement and the release set forth in this Separation Agreement, and this Separation Agreement shall not become effective until the Revocation Period has expired.



# City of Stevenson Personnel Policy

9. Confidential Information. EMPLOYEE acknowledges that while employed by the City of Stevenson and its predecessor, she had access to certain confidential information relating to the business of the City of Stevenson and its predecessor which constitute trade secrets of the City of Stevenson under the Uniform Trade Secrets Act, RCW 19.108. EMPLOYEE acknowledges that under the Uniform Trade Secrets Act, she has an obligation to maintain the confidentiality of such trade secrets of the City of Stevenson.
10. Voluntary Execution. EMPLOYEE represents that she has read, considered, and fully understands this Separation Agreement and all its terms, and executes it freely and voluntarily.
11. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Separation Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Separation Agreement. Interpretation of this Separation Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Separation Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.
12. No Representations. EMPLOYEE represents that in entering into this Separation Agreement, she does not relay and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Separation Agreement.
13. Confidentiality. EMPLOYEE Agrees to keep the terms of this Separation Agreement confidential, except for communications about it with his/her immediate family, attorney or accountants or other professional financial advisors.
14. Remedies for Breach of Covenants. In the event of a breach or threatened breach by EMPLOYEE of any covenants herein, EMPLOYEE agrees that the City of Stevenson shall be entitled to a temporary restraining order or a preliminary injunction (without the necessity of the City of Stevenson posting any bond in connection therewith) restraining EMPLOYEE from such breach or threatened breach. Nothing herein shall be construed as prohibiting the City of Stevenson from pursuing any other remedies available to it for such breach or threatened breach, including the recovery of damages from EMPLOYEE.
15. Complete Agreement. This Separation Agreement constitutes a full and final resolution of all matters in any way related to EMPLOYEE's employment with and separation from the City of Stevenson. This Separation Agreement supersedes any and all other agreements between the parties.
16. Amendment. The parties agree that no modification, change or amendment of this Separation Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change or amendment is sought to be enforced.
17. Severability. If any provision of this Separation Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Separation Agreement or portion thereof, and this Separation Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to the extent necessary to render the same valid and enforceable.
18. Titles. The titles of the paragraphs of this Separation Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of their terms, covenants or conditions of the Separation Agreement.

IN WITNESS WHEREOF, the parties have executed this Separation Agreement as their free and voluntary act on the dates set forth below.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

THE CITY OF STEVENSON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## Appendix # A-4:

### CELL PHONE POLICY

#### PURPOSE

The purpose of this policy is to provide cell phone use guidelines. This policy enables the City of Stevenson to meet its fiduciary responsibility to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is often a need to communicate when access to a regular telephone or computer is unavailable. Cell phones are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner.

#### DEFINITIONS

**Employee**—A person employed by the City, does not include an independent contractor.

**City Business**—Official City business is business that relates directly to a person's work function and benefits the City.

**Cell Phone**—Cellular telephones including smart phones: any device that is used, by any measure, to send or receive wireless voice or data transmissions including text messaging.

#### POLICY

This policy shall apply to all City employees.

1. The City recognizes that cell phones are an important and necessary tool for certain employees to perform their job duties. For this purpose, the City will provide a cell phone.
2. The City Administrator will determine which employees require a cell phone by considering the individual job duties and related wireless communications needs. The Purchasing Officer will procure the most cost-effective cell phone and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.
3. The use of a cell phone, whether owned by the employee or the City, creates data that is stored on the devices, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received). When the cell phone is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. It is the employee's responsibility to ensure that all cell phone data related to City business is retained consistent with this policy and all City rules, regulations, policies and procedures.
4. All communications created or received using a City cell phone and all data stored on the devices is the property of the City. Employees have no personal or property right



## City of Stevenson Personnel Policy

in these communications and data and no expectation of privacy with regard to their use of City communication devices. Furthermore, the City reserves the right to access and monitor any and all communications created or received using a City-owned cell phone, any record of such communications and all data stored on City cell phones, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received) to ensure that all use of a City cell phone is consistent with this policy and all City rules, regulations, policies and procedures.

### PROCEDURE

#### 1. Determination of Cell Phone Eligibility

- a. Eligibility is based on the need for frequent use of a cell phone, such as an employee who needs to be frequently available for emergency contact, and whose duties require him/her to be quickly contacted, anywhere, anytime as determined by the City Administrator.
- b. Employees leaving City employment must turn in City-owned cell phones as part of their termination process. Employees transferring or promoting within the City must re-establish their eligibility in their new position.

#### 2. Determination of Phone or Plan

- a. The City Administrator is responsible for projecting business use, and for communicating this estimate to the Purchasing Officer. The Purchasing Officer is responsible for purchasing City-owned cell phones and establishing plans with providers that best meet the City's business needs at the lowest cost.

#### 3. Use of Cell Phone

- a. Except for incidental personal use, City-owned cell phones shall be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental personal use phone calls shall be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls shall be made during breaks. Use of a City-owned cell phone for non-City business, or more than incidental personal use, will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.
- b. Employees are prohibited from Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws



## City of Stevenson Personnel Policy

- c. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all associated liabilities.
- d. In many cases, cell phones operate as a camera or as a way to access the internet or email. Employees operating a City-owned cell phone in these capacities must comply with the City's policy regarding "Internet Access," and "Email."
- e. There are certain cell phone uses that are prohibited and can result in disciplinary action at the discretion of the City Administrator. They include:
  - Commercial use other than City business.
  - Harassment of any member of the public, any governmental employee or any vendor.
  - Making or receiving any calls of a sexually explicit nature.
  - Inappropriate language including obscenity, vulgarity, profanity or expressions of ill will.
  - Subjects of political nature.
  - Misrepresentations or release of information of a confidential nature.
  - Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws.

#### 4. City Paid Monthly Stipend for Use of Personal Mobile Phones

- a. At the department director's discretion employees who would otherwise be provided with a City issued mobile phone can request to receive a monthly stipend for using their personal mobile phone for City business. The monthly stipend is paid through the payroll system as a taxable benefit, and the amount of the monthly stipend is based on one of two plan options as determined appropriate by the employee's director, or designee:

- A. Phone only
- B. Phone with data

The amount of the monthly stipend will equal the rate of the plan paid by the city, inclusive of taxes. Employees who receive a monthly stipend agree to purchase a device that meets the City's technical standards and use their personal phone for City business. In addition, employees must execute a Monthly Mobile Phone Stipend Agreement to be submitted to the employee's manager/supervisor for approval. The monthly stipend process is administered and overseen by the Payroll Officer.



## City of Stevenson Personnel Policy

### **Special Responsibilities for Managerial Staff**

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Public Records Act – Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules.



## City of Stevenson Personnel Policy

### RECEIPT OF THE CITY OF STEVENSON'S CELL PHONE USE POLICY

*Please read the policy carefully to ensure that you understand the policy before signing this document.*

I certify that I have received a copy of the City of Stevenson's Cell Phone Use Policy. I understand that it is my responsibility to read and comprehend this policy. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the Policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Personnel Office.

**I agree to observe and follow the Cell Phone Use Policy. I understand that failure to abide by the policy could result in the loss of cell phone privileges and/or other disciplinary actions.**

---

Employee Name (Signature)

---

Employee Name (Please Print)

---

Department

---

Date



# City of Stevenson Personnel Policy

## Appendix # A-5

City of Stevenson  
Ordinance No. 879

**An ordinance of the City of Stevenson adopting policies and procedures for reporting improper governmental action and protecting employees against retaliatory action.**

### Recitals

1. Chapter 44, Laws of 1992, entitled “The Local Government Employee whistleblower Act,” became effective for local governments on January 1, 1993.
2. Under the Local Government Employee Whistle blower Act it is unlawful for a local government to take retaliatory action because an employee, in good faith and in conformance with the local government’s procedures, provides information that improper government action may have occurred; and
3. Under the Local Government Employee Whistleblower Act local governments must enact specific policies for reporting improper government actions.

Now, Therefore, the City Council of the City of Stevenson do ordain as follows:

1. Policy statement. It is the policy of the City of Stevenson to:
  - 1.1 Encourage reporting by its employees of improper governmental action taken by City of Stevenson officers or employees; and
  - 1.2 Protect City of Stevenson employees who have reported improper governmental actions in accordance with the City of Stevenson’s policies and procedures from retaliatory action.
2. Definitions. As used in this policy, the following terms shall have the meanings indicated:
  - 2.1 “Improper governmental action”: means any action by a City of Stevenson Officer or employee
    - a. That is undertaken in the performance of the officer’s or employee’s official duties, whether or not the action is within the scope of the employee’s employment; and
    - b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.
  - 2.2 “Improper governmental action” does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspension, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.
  - 2.3 “Retaliatory Action” means any adverse change in the terms and conditions of a City of Stevenson employee’s employment.
  - 2.4 “Emergency” means a circumstance that if not immediately changed may cause damage to persons or property.
3. Procedures for Reporting.
  - 3.1 City of Stevenson employees who become aware of improper governmental actions should raise the issue first with their supervisor. Except in the event of an emergency, the employee shall also submit a written report to the supervisor, or to the City of Stevenson, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the City of Stevenson administrator, mayor or such other person as may be designated by the City of Stevenson administrator to receive reports of improper governmental action.
  - 3.2 In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigation of the improper action.





## City of Stevenson Personnel Policy

- 3.3 The supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee, as the case may be, shall take prompt action to assist the City of Stevenson in properly investigating the report of improper governmental action. City of Stevenson officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigations, except that personnel actions taken as a result of the investigation may be kept confidential.
- 3.4 City of Stevenson employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the City of Stevenson employee reasonably believes that an adequate investigation was not undertaken by the City of Stevenson to determine whether an improper governmental action occurred, or that insufficient action has been taken by the City of Stevenson to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
- 3.5 CITY OF STEVENSON EMPLOYEES WHO FAIL TO MAKE A GOOD-FAITH ATTEMPT TO FOLLOW THE CITY OF STEVENSON'S PROCEDURES IN REPORTING IMPROPER GOVERNMENTAL ACTION SHALL NOT RECEIVE THE PROTECTION PROVIDED BY THE CITY OF STEVENSON IN THESE PROCEDURES
4. Protection Against Retaliatory Actions.
- 4.1 City of Stevenson officials and employees are prohibited from taking retaliatory action against a City of Stevenson employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.
- 4.2 Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee. City of Stevenson officials and supervisors shall take appropriate action to investigate and address complaints or retaliation.
- 4.3 If the employee's supervisor, the City of Stevenson administrator, or the City of Stevenson administrator's designee, as the case may be, does not satisfactorily resolve a City of Stevenson employee's complaint that he or she has been retaliated against in violation of this policy, the City of Stevenson employee may obtain protection under this policy and pursuant to state law by providing a WRITTEN notice to the City of Stevenson council that:
- Specifies the alleged retaliatory action; and
  - Specifies the relief requested.
- 4.4 City of Stevenson employees shall provide a copy of their written charge to the City of Stevenson mayor no later than thirty (30) days after the occurrence of the alleged retaliatory action. The city of Stevenson shall respond within thirty (30) days to the charge of retaliatory action.
- 4.5 After receiving either the response to the City of Stevenson or thirty (30) days after the delivery of the charge to the City of Stevenson, The City of Stevenson employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City of Stevenson administrator within the earlier of either fifteen (15) days of delivery of the City of Stevenson's response to the charge of retaliatory action, or forty-five days of delivery of the charge for retaliation to the City of Stevenson for response.
- 4.6 Upon receipt of request for hearing, the City of Stevenson shall apply within five (5) working days to the Sate Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:
- Office of Administrative Hearings  
PO Box 42488, 4224 Sixth SE  
Row Six, Bldg. 1  
Lacey, WA 98504-2488  
206-459-6353
- 4.7 The City of Stevenson will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.



# City of Stevenson Personnel Policy

- 5. Responsibilities. The city Administrator is responsible for implementing the City of Stevenson’s policies and procedures for reporting improper governmental action and for protecting employees against retaliatory action. This includes ensuring that this policy and these procedures are permanently posted where all employees will have reasonable access to them are made available to any employee upon request and are provided to all newly-hired employs. Officers, manager and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.
- 6. List of Agencies. The City Administrator will maintain a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Said list will be updated not less frequently than annually and copies thereof shall be made available to all employees. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact agencies shown on the list.

PASSED by the Council of the City of Stevenson and approved by the Mayor this 18<sup>th</sup> day of February, 1993.

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

ATTEST:

APPROVED AS TO FORM:

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

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



# City of Stevenson Personnel Policy

## Appendix # A-6

### LIST OF AGENCIES RESPONSIBLE FOR ENFORCING FEDERAL, STATE and LOCAL LAWS and INVESTIGATING OTHER ISSUES INVOLVING IMPROPER GOVERNMENTAL ACTION

#### LOCAL

City of North Bonneville  
Mayor  
North Bonneville City Hall  
PO Box 7  
North Bonneville, WA 98639  
509-427-8182  
City Attorney 509-427-5665

City of Stevenson  
Mayor  
Stevenson City Hall  
PO Box 371  
Stevenson, WA 98648  
509-427-5970  
City Attorney 509-427-5665

#### SKAMANIA COUNTY

Commissioners  
Skamania County Courthouse  
PO Box 790  
240 NW Vancouver Avenue  
Stevenson, WA 98648  
509-427-9447

Prosecuting Attorney  
Skamania County Courthouse  
PO Box 790  
240 NW Vancouver Avenue  
Stevenson, WA 98648  
509-427-9405

Sheriff  
Skamania County Sheriff's Office  
PO Box 790  
200 NW Vancouver Ave  
Stevenson, WA 98648  
509-427-9490

Port of Skamania County  
Chairman Board of Port Commissioners  
PO Box 1099  
130 SE Cascade Avenue  
Stevenson, WA 98648  
509-427-5484

Public Utility District No. 1  
of Skamania County  
Chair, Board of PUD Commissioners  
PO Box 500 Wind River Highway  
Carson, WA 98610  
509-427-5126

#### STATE OR REGIONAL AGENCIES

Washington State Attorney General  
111 NE Olympia Avenue  
Olympia, WA 98501  
360-753-6210

Washington State Department of Ecology  
PO Box 47600  
Olympia, WA 98504  
360-459-6000

Washington State Department of Natural Resources  
PO Box 47000  
Olympia, WA 98504  
360-902-1000

Washington State Department of Transportation  
Transportation Building  
KF-01  
Olympia, WA 98504  
360-705-7000

Washington State Department of  
Community Development  
9<sup>th</sup> & Columbia  
MSGH-51  
Olympia, WA 98504  
360-725-2800

Southwest Washington Air Pollution  
Control Authority  
1308 NE 134<sup>th</sup>, Suite D  
Vancouver, WA 98685  
800-633-0709



# City of Stevenson Personnel Policy

Southwest Washington Health District  
PO Box 5000  
Vancouver, WA 98663  
360-695-9215

Washington State Department of Fisheries  
115 General Administration Bldg.  
MS AX-11  
Olympia, WA 98504  
360-753-6600

Washington State Auditor's Office  
Legislative Building  
PO Box 40021  
Olympia, WA 98504-0021

Washington State Department of Health  
Health Consumer Assistance  
PO Box 4789  
Olympia, WA 98504  
800-525-127

Washington State Liquor Control Board  
Enforcement Division  
1514 E. Street  
Vancouver, WA 98666

## FEDERAL AGENCIES

Department of Agriculture  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Supervisor Auditor  
360-553-8290  
Supervisor Special Agent  
360-553-8286

Alcohol Tobacco & Firearms  
Criminal Enforcement  
915 Second Avenue  
Seattle, WA  
360-553-4485

Department of Commerce Commission  
Office of the Inspector General  
Office of Audits  
915 Second Avenue  
Seattle, WA  
360-553-0801  
Fraud Hotline 800-424-5454

US Department of Education  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Audits 360-553-0657  
Investigations 360-553-1482

Washington State Employment Security  
Bingen Job Service Center  
PO Box 847  
Bingen, WA 98605  
509-493-1210

Washington State Utilities Transportation  
Chandler Building, MS FY-11  
13005 Evergreen Park Dr. SW  
Olympia, WA 98504  
360-753-6423

Washington State Human Rights Commission  
402 Evergreen Plaza Bldg.  
Olympia, WA 98504-2490  
360-753-6770

Washington State Dept. of Labor & Industries  
General Administration  
Building, MS, HC-101  
Olympia, WA 98505  
360-753-6341

Washington State Department of Social & Health  
Services; Special Investigation Office  
11900 NE 95th  
PO Box 4485  
Vancouver, WA 98662  
360-696-6707

Department of Army  
Corp of Engineers  
PO Box 2946  
319 Pine  
Portland, OR 97225  
503-326-6000

US Attorney  
800 Fifth Avenue  
Seattle, WA  
360-553-7970

Consumer Product Safety  
Hotline 800-638-2772  
US Customs Service  
Office of Enforcement  
909 First Avenue  
Seattle, WA  
360-653-7531

Environmental Protection Agency  
Criminal Investigations  
1200 Sixth Avenue  
Seattle, WA



# City of Stevenson Personnel Policy

Equal Employment Opportunity Agency  
2815 Second, Suite 500  
Seattle, WA  
360-553-0968

US Department of Energy  
Bonneville Power Administration  
PO Box 3621  
Portland, OR 97208  
360-230-3000

General Accounting Office (GAO)  
1500 NE Irving Street  
Portland, OR 97232  
503-235-8500

Department of Health & Human Services  
Food & Drug Administration  
22201 23<sup>rd</sup> Drive SE  
Bothell, WA  
Trade Complaints 206-483-4949  
Audits: 360-553-0452

US Bureau of Indian Affairs  
PO Box 3785  
Portland, OR 97208  
503-231-6702

Department of Interior US Fish & Wildlife Services  
Division of Law Enforcement  
121 107<sup>th</sup> NE  
Bellevue, WA

Department of Justice  
Drug Enforcement Administration  
220 West Mercer, Suite 300  
Seattle, WA  
360-553-5443

Mine Safety & Health Administration  
117 107<sup>th</sup> NE  
Bellevue, WA  
360-553-7037

National Transportation Safety Board of Directors  
19518 Pacific Highway South  
Seattle, WA  
360-764-3782

Department of Transportation  
Office of Inspector General  
915 Second Avenue  
Seattle, WA 98178  
360-553-5720

Federal Emergency Management Agency  
130 – 228<sup>th</sup> Street SW  
Bothell, WA  
360-487-4600

General Services Administration  
915 Second Avenue  
Seattle, WA  
Investigations: 360-931-7654  
Law Enforcement: 360-553-0290  
Audits: 360-931-7650

Department of Housing and Urban Development  
Office of Counsel  
1321 Second Avenue  
Seattle, WA  
Audits 360-553-0270  
Investigations: 360-553-0272

Interstate Commerce Commission  
915 Second Avenue-Room 1894  
Seattle, WA 98154  
360-553-5421

Federal Bureau of Investigation (FBI)  
1500 SW 1<sup>st</sup> Avenue  
Portland, OR 97201  
503-224-4181

Department of labor  
Occupational Safety & Health (OSHA)  
1111 Third Avenue, Suite 715  
Seattle, WA 98101-3212  
360-553-5930  
Audits  
1111 Third Avenue, Suite 780  
Seattle, WA 98101-3212  
360-553-4880  
Investigations  
1111 Third Avenue, Suite 785  
Seattle, WA 98101-3212

Nuclear Regulatory Commission  
510-975-0200  
Federal Trade Commission  
915 Second Avenue  
Seattle, WA  
360-553-4656

Department of Treasury  
Bureau of Alcohol, Tobacco & Firearms  
Law Enforcement Division  
915 Second Avenue – room 806  
Seattle, WA 98174



# City of Stevenson Personnel Policy

Department of Veterans Affairs  
Office of Inspector General  
915 Second Avenue  
Seattle, WA 98674  
Fraud/Waste/Abuse Hotline  
800-488-8244

Securities & Exchange Commission  
Seattle, WA 98174  
360-553-7990



# City of Stevenson Personnel Policy

## Appendix # A-7

### Travel Reimbursement Request

*(To be turned in to Accounts Payable after travel is complete to request reimbursement)*

**Name:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

	<u>Paid by City</u>	<u>Reimbursement</u>
<b>Tuition, Registration, Etc.</b> \$ _____	_____	-
Back up Documentation Required		
<b><u>Lodging: Receipts Required</u></b>		
# of nights ____ @ _____ per night	_____	-
Less charges for non official companions:	-	-
State Lodging Per Diem Rate: \$ _____	Higher Rate of: \$ _____	
	Approved by City Council: _____	
<b><u>Travel: Receipts required for all except vehicles.</u></b>		
Personal Vehicle: # of Miles: _____ per mile	-	-
City Vehicle: _____	-	-
Public Transportation: _____	-	-
Round Trip Airfare: _____	-	-
Parking Fees: _____	-	-
<b><u>Per Diem Meals ... No Receipts Required</u></b>		
___ Breakfasts at \$ _____ each	-	\$0.00
___ Lunches at \$ _____ each	-	\$0.00
___ Dinners at \$ _____ each	-	\$0.00
Meals included in Tuition: _____		
<b><u>Total Expenses:</u></b>	<u>\$0.00</u>	<u>\$0.00</u>

Please note where you are required to return receipts. Reimbursements will not be made if the expenses requested exceed the amount approved by City Council. City Council must approve rates higher than the State Per Diem.

Supervisor Approval: \_\_\_\_\_  
 Date of City Council Approval (if req'd): \_\_\_\_\_

Final Reimbursement Requested: (After travel is complete) \* \$ \_\_\_\_\_  
 Requested by: \_\_\_\_\_ (signature)  
 \* Limited to amount approved above by Supervisor or City Council



# City of Stevenson Personnel Policy

## Appendix # A-8

### CITY ADMINISTRATOR

**POSITION:** City Administrator  
**REPORTS TO:** Mayor  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Exempt

#### SUMMARY:

This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees all City operations and reports directly to the Mayor and Council.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and polices for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Manage City's contracts for compliance and performance.
- Negotiate contracts.
- Administrative responsibility for all contract management.
- Develop programs as directed by Council.





## City of Stevenson Personnel Policy

- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.
- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Administer contracts for liability, health, and other benefit programs.
- Maintain City compliance with Federal and State mandates.
- Prepare City Ordinances and Resolutions.
- Act as risk manager and maintain accident files.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Attend all City Council meetings.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

### ABILITY TO:

- Maintain confidentiality
- Work independently
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate clearly and effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Exercise discretion in confidential or sensitive situations
- Adapt to new technologies and policy changes.
- Maintain records and prepare reports.
- Demonstrate excellent problem solving and follow through skills.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.



# City of Stevenson Personnel Policy

- Exhibit proficient computer skills.

### SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising Directors, Department Heads and office staff; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all remaining city staff; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

Evening meetings and substantial overtime may be required.

### MINIMUM QUALIFICATIONS:

- College Graduate, previous government experience
- Must have good accounting knowledge, management experience,
- Communication skills
- Leadership and analytical skills
- Experience with standard office equipment including computers

### PREFERRED QUALIFICATIONS:

- Grant Writing Experience
- Master's degree in a related field

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PUBLIC WORKS DIRECTOR

**POSITION:** Public Works Director  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Exempt

### SUMMARY:

The position is responsible for planning, directing and coordinating the Public Works Department activities including the construction, maintenance, operation and repair of city streets, storm water system, vehicle fleet, parks and buildings, water and sewer systems and serving as the liaison with the emergency management services. The position needs management and supervisory experience.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the City Public Works Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's public works facilities including execution of both short and long-range construction programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the Street, Equipment Services, Water, Sewer and Storm Water departments.
- Oversee the selection, training, professional development and certification programs for all department personnel and provide guidance to the Public Works Field Supervisor and system managers.
- Ensure that appropriate policies and procedures are in place and ensure employee compliance to department policies and procedures.
- Work closely with Public Works Field Supervisor and system managers to develop and implement appropriate policies and procedures for each respective division of the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on public works activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the above departments including assisting the finance department with budgeting for the public works departments.
- Attend all City Council meetings and represent the City on other committees as assigned.
- Direct the research and compilation of all required reports relative to the operation of the public works programs.
- Ensure that the City's water and sewer utilities meet all regulatory requirements.



## City of Stevenson Personnel Policy

- Supervise public works construction projects.
- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Review and approve building permit applications for public works compliance.
- Serve with the Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Serve as the enforcement officer for the protection of public facilities.
- Assist with the control of public nuisances.
- Respond to public inquires related to public works issues.
- Assist with grant writing.
- Perform field work in all public works departments as needed. (i.e. streets, water/sewer, equipment service).

### ABILITY TO:

- Analyze and problem solve problems relating to Public Works functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate workers performing various maintenance and repair activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Confidently make informed decisions and/or recommendations regarding all Public Works functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Maintain various health and safety standards and regulations
- Perform moderately, strenuous physical tasks.
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.
- Secure compliance with construction specifications in an effective manner.

### SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising the Public Works Field Supervisor, WWTP0 II (or III, if the position is filled), system managers and subcontractors; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all maintenance worker positions in the department; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.



# City of Stevenson Personnel Policy

## JOB CONDITIONS

On call status, evening meetings, and substantial overtime may be required. The incumbent may experience exposure to high noise levels, extreme temperatures, work around machinery and high traffic, harmful gasses and fumes, confined spaces, and exposure to blood-borne pathogens. Extensive computer work is required, including eight or more hours per week being devoted to clerical work such as typing, filing, data entry, and report writing. Although work will be performed in an office setting, due to the small size of the City, “on-site” supervisory and inspection duties will need to be performed and may lead to considerable time spent out-of-doors. During the occasional emergency the director may be exposed to extreme weather and work conditions.

This position may also require pushing, pulling, lifting and carrying objects weighing up to fifty (50) pounds.

## MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- 3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.
- Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.
- Computer literate with general knowledge of public works software applications.
- Familiarity with government budgeting, regulatory environment and report preparation.
- Supervisory skills, including evaluation, discipline and discharge.
- Must have a valid a valid state issued Driver’s License.

## PREFERRED QUALIFICATIONS:

- Bachelor degree from accredited college or University in Business Management, Civil Engineering, Planning or related field or demonstrated equivalent in formal education and experience.

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Flagger Certification
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WWTPO I)
- Water Distribution Manager I (WDM I)

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPO II)
- Wastewater Treatment Plant Operator II (WWTPO II)



## City of Stevenson Personnel Policy

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**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## COMMUNITY DEVELOPMENT DIRECTOR

**POSITION:** Community Development Director  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Exempt

### SUMMARY:

Performs current and long-range planning functions related to the City's growth, development and change. Creates and facilitates programs and systems to improve the physical environment (public infrastructure, environmental protection, private investments), human/social capacity (public dialogue, civic involvement), and economic vitality of the community. Engages community stakeholders on emerging issues and relates community needs to City elected and appointed officials.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Current Planning:
  - Act as ordinance administrator and ensuring compliance under SMC Title 16, Title 17, Title 18, and other/future ordinances as assigned.
  - Advise the public on City regulatory requirements.
  - Ensure that a comprehensive public record is developed and retained by the City through the carrying out of the required notices, reviews, assessments, and impact statements as authorized by the City.
- Long-Range Planning:
  - Develop programs (e.g. facilitative, informational, regulatory) necessary to implement the City's Comprehensive Plan.
  - Maintain compliance with state-mandated land use and environmental statutes.
  - Develop the community's capacity to engage in informed, shared decision-making.
  - Assist with development of Capital Improvement Programs to align with land use patterns and community need.
- Grant Writing:
  - Lead and assist with grant sourcing, project conceptualization/development, and preparing grant narratives and submittals.
- Testify as expert witness in court if required or assisting with the preparation of City lawsuits involving land use issues.
- Attend all City Council meetings and represent the City on various boards and committees.
- Managing and assisting with special projects and programs as assigned.
- Serve as a key member of the City's management team.
- Assist with the control of public nuisances.



## City of Stevenson Personnel Policy

- Serve with the Public Works Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Obtain training to update present skills or obtain new skills.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.

### SUPERVISORY RESPONSIBILITIES:

Occasionally exercises supervision over consultants, volunteers, interns, temporary and part-time employees.

### JOB CONDITIONS:

Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required, occasional attendance at meetings and trainings that occur outside City boundaries and substantial overtime may be required.

The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.

### MINIMUM QUALIFICATIONS:

Graduation from an accredited 4-year college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Three (3) or more years of work in land use planning.

Working knowledge of:





## City of Stevenson Personnel Policy

- Local land use planning principles, practices and techniques.
- Environmental sciences.
- Computer literacy.
- City government functions, policies, rules and regulations.
- State planning statutes and general familiarity with legal foundations of planning.
- Research methods and sufficient technical/analytical skills to interpret and prepare data for planning studies and reports/recommendations pertaining to land use control and EIS.

### PREFERRED QUALIFICATIONS:

Master's degree from an accredited college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field  
 American Institute of Certified Planners membership.

Working knowledge of:

- GIS, presentation, and infographic software.

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## DEPUTY CLERK/TREASURER

**POSITION:** Deputy Clerk/Treasurer  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that acts as primary assistant to the city administrator and performs a variety of functions to such as assisting with the maintenance of the city accounting system, managing investments, responding to public inquiries, assisting with records maintenance, creating and filing general city records. Fills in for the city administrator in their absence.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Receipt, reconcile and deposit incoming funds and maintain records as required.
- Review and code accounts payable.
- Prepare vouchers and checks.
- Maintain daily postings to the general ledger.
- Assist with the preparation of monthly, quarterly and annual reports.
- Assist the Utility Clerk with the preparation and reconciliation of water and sewer billing and receipting, including maintaining all state and city records.
- Monitor reporting of court activity and reconcile against monthly court and jail billings.
- Fill in for the City Administrator when required.
- Assist the Fire Department, Public Works Director, Planning Director and City Administrator when required.
- Prepare the annual financial reports.
- Assist in the preparation of the budget and annual state audit.
- Purchase office and household supplies.
- Monitor city purchases for compliance with City/State bid laws.
- Provide front counter customer service when needed.
- Evaluate monthly cash flows and interest rates to invest city funds and maintain records.
- Assist City Administrator with the investing of City funds.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software, utility/financial software programs, and online platforms for asset management, permitting and code enforcement.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Process public records requests.



## City of Stevenson Personnel Policy

- Prepare monthly payroll for city staff, maintaining all payroll files.
- Maintain city website, social media and other city communication outlets.
- Receive and address Nuisance Complaints and other Code Enforcement issues.
- Notarize various documents for the City and general public.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.  
Office Experience, understanding of Generally Accepted Accounting Principles (GAAP)  
Proficient typing skills, computer experience (preferably Windows based Excel & Word)  
Good customer service, writing and communication skills

### PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience  
College graduate



## City of Stevenson Personnel Policy

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

First Aid & CPR Certification

Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## UTILITIES CLERK

**POSITION:** Utilities Clerk  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; accounts payable; utility billing tasks; cash receipting and records management duties.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receipting payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- Receive and screen telephone calls.
- Perform secretarial services for various departments when required.
- Assist in the preparation financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention.
- Provide zoning information, building permit information, water/sewer information.
- Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software, utility/financial software programs, and online platforms for asset management, permitting and code enforcement.
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets and online databases.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of applications for various city permits.
- Assist with maintaining the permit tracking database.



## City of Stevenson Personnel Policy

- Purchase office and household supplies.
- Notarize various documents for the City and general public.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent  
Office Experience, understanding of basic accounting  
Proficient typing skills, computer experience (preferably Windows based Excel & Word)  
Good customer service, writing and communication skills

### PREFERRED QUALIFICATIONS:

Prior Government Accounting Experience  
College graduate



## City of Stevenson Personnel Policy

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

- First Aid & CPR Certification
- Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities, and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PLANNING AND PUBLIC WORKS ASSISTANT

**POSITION:** Planning and Public Works Assistant  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that performs a wide variety of support for the Community Development Director, Public Works Director and City Administrator through clerical duties, records management, code enforcement and permit technician duties.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Coordinate, track, and process permit applications ensuring that policies and procedures are followed in the receipt, routing, processing and recording of permit applications.
- Review applications for compliance with policies, such as Stevenson Municipal Code and Engineering Standards.
- Monitor application progress for status reports to the applicant and city departments on a regular basis.
- Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.
- Prepare and provide legal notices for a variety of applications.
- Plan and perform a variety of building and planning research functions, such as review of property ownership, easements and other land use matters.
- May approve and issue minor permits at the discretion of the Department Head, such as right of way and minor land use permits.
- Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.
- Initiate, create, recommend and document updates to policies and processes for permit applications.
- Prepare agendas and reports, compile and prepare meeting materials for distribution, prepare meeting locations, and update post-meeting documents.
- Attend meetings to take notes and compose clear, accurate and comprehensive minutes for various committees and boards.
- Perform confidential secretarial and administrative work of a varied nature including receive and screen telephone calls; establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.





## City of Stevenson Personnel Policy

- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist with records retention and maintain City Council cross reference indexes.
- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software and building permit and public works software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets and/or other asset tracking software.
- Intake, track, manage and coordinate responses to public nuisances.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.



# City of Stevenson Personnel Policy

**MINIMUM QUALIFICATIONS:**

High School Graduate or GED equivalent.  
Office Experience, good writing skills, understanding of basic accounting  
10-key by touch, computer experience (preferably Windows based) excel & word  
Good Customer Service

**PREFERRED QUALIFICATIONS:**

Prior Government Experience with land use permitting, zoning, building and  
construction permitting  
College graduate (AA degree or above)

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

First Aid & CPR Certification  
Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PUBLIC WORKS FIELD SUPERVISOR

**POSITION:** Public Works Field Supervisor  
**REPORTS TO:** Public Works Director  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is a field position reporting directly to the Public Works Director. The Public Works Field Supervisor supervises and works with the Public Works employees responsible for the City's water utility, streets, equipment, parks and general facilities. This position must also work with the employees responsible for the sewer utility. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring public works tasks. The Public Works Field Supervisor must have the ability to troubleshoot and analyze problems related to street obstructions, slides, storm water system failures, equipment failures and water main breaks.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Schedules and performs the regular and recurring installation, repair and maintenance work in the streets, storm water system, water supply and distribution, parks division and City buildings.
- Proficiently operates and maintains departmental equipment such as back hoes, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs water lines, clean curbs, gutters and repair park facilities.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements and inspects new connections.
- Must be capable of operating the sewer treatment plant and able to conduct weekend testing and emergency back up to the Wastewater Treatment Plant operator.
- Organizes, with the WWTP O II (or III if the position is filled), the water and sewer utilities on-call duties shared with other Public Works employees.
- Will assist with the preparation of bid specifications on public works projects.
- Responsible for the construction and maintenance of city parks, city buildings and other structures – carpentry skills will be needed.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of streets and infrastructure within the roadway prism, storm water system, water supply and distribution, parks division, and City buildings.



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### ABILITY TO:

- Oversee, direct and coordinate the work of lower level staff.
- Train staff in the most current and accepted practices in Public Works.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for water.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in Public Works.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

Responsible for supervising Utilities/Maintenance staff, with direction from the Public Works Director.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.



## City of Stevenson Personnel Policy

### MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently and have work experience in general maintenance, trade areas.
- Must have a valid state issued Driver's License with CDL validation or ability to acquire within eighteen (18) months. The City will complete a review of the final applicant's driving record.
- Must be highly skilled in heavy equipment operation and maintenance.
- Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

### PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing and Carpentry Skills.
- Basic electrical skills, telemetry and cable splicing knowledge.
- Experience in Welding.
- Basic mechanical skills and diesel and gas equipment repair.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance and/or Irrigation Experience.
- Supervisory skills and good oral communication capabilities to work with the public

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
- Water Distribution Manager I (WDM I)
- Cross Connection Control Specialist (CCCS)
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WTPO I)
- A/C Pipe Certification
- Flagger Certification
- First Aid & CPR Certification

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPOII)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**



# City of Stevenson Personnel Policy

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Signature

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Date



## City of Stevenson Personnel Policy

### UTILITIES MAINTENANCE WORKER

**POSITION:** Utilities Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's water and sewer utilities, street, parks, equipment, and general facilities maintenance departments.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring installation, repair and maintenance work in the streets, water supply and distribution, sewer collection or parks division.
- Proficiently operates departmental equipment such as back hoe's, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs sewer and water lines, cleans curbs, gutters and repairs park facilities.
- Responds to complaints from the public on utility and infrastructure items, such as water leaks, pressure issues, loss of water, potholes, etc. and evaluates the situation to explain to the supervisor for possible direction on a resolution.
- Reads city water meters on a regular basis.
- Assists in or shuts off utility lines and mains to repair broken sections of water or sewer lines and shut-offs for delinquent utility accounts.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements.
- Responsible for installation, maintenance and repair of city sewer lines and pumping equipment.
- Weekend testing and emergency back up to the Wastewater Treatment Plant operator.
- Maintenance of city streets will include pothole patching, striping, snow plowing, sign repair, litter control, hot mixing, and control of vegetation along right-of-way.
- Operation of street sweeper and brushcutters.
- Street light repair.
- Culvert replacement, chip seal, painting crosswalks, concrete cutting saw, pouring sidewalks, operating cutting torch, saws, roller, man lift, jumping jack.
- Maintenance of fire hydrants.
- Responsible for the general maintenance and repair of both diesel and gas engines.



## City of Stevenson Personnel Policy

- Responsible for the construction and maintenance of city parks, city buildings and other structures.

### ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.





## City of Stevenson Personnel Policy

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License with commercial validation or the ability to acquire within eighteen (18) months. The City will complete a review of the final applicant's driving record.

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Experience in Road Construction and Repair.

Knowledge of Grounds Maintenance.

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WWTPO I)

A/C Pipe Certification

Flagger Certification

First Aid & CPR Certification

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## FACILITIES MAINTENANCE WORKER

**POSITION:** Facilities Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's utility (water and sewer), street, parks, equipment, and general facilities maintenance departments and other partner agencies as agreed upon by the City.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring maintenance work in the parks department and with partner agencies to include mowing, edging, fertilizing and spraying.
- Routinely removes brush and debris from fence lines.
- Proficiently operates departmental equipment such as trucks, pressure washers, lawnmowers, weed eaters and other brush cutting equipment.
- Cleans and maintains curbs and gutters.
- Collection and disposal of garbage from City or partner owned waste receptacles.
- Set-up and clean-up of special events.
- Cleans, maintains, and repairs park facilities.
- May assist City or partner personnel on other projects.

### ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Work courteously and tactfully with customers and employees.



# City of Stevenson Personnel Policy

## SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

## JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy objects; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

This position may be subject to verbal abuse at times from the public.

## MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must be able to work independently.

Must have a Driver's License with commercial validation or the ability to acquire within eighteen (18) months. The City will complete a review of the final applicant's driving record.

## PREFERRED QUALIFICATIONS:

Experience in small power equipment operation (lawn mowers, weed eaters, saws, etc).

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Good oral and written communication skills are necessary to work with the public.

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Flagger Certification

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR I

<b>POSITION:</b>	Wastewater Treatment Plant Operator I
<b>REPORTS TO:</b>	Wastewater Treatment Plant Operator II (or III if the position is filled)
<b>EFFECTIVE DATE:</b>	June 15, 2023
<b>FLSA STATUS:</b>	Non-Exempt

#### SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Week end testing and emergency back up to the Wastewater Treatment Plant operator.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

#### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.



## City of Stevenson Personnel Policy

- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.



## City of Stevenson Personnel Policy

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.  
 Carpentry Skills.  
 Experience in Welding.  
 Diesel and Gas equipment repair.  
 Basic Mechanical Skills.  
 Knowledge of Grounds Maintenance.  
 Cross Connection Control Specialist

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of “competent person training” in the areas of trenching, shoring and confined spaces.  
 First Aid & CPR Certification  
 Flagger Certification  
 Water Plant Operator I (WTPO I)  
 Water Distribution Manager I (WDM I)  
 Wastewater Treatment Plant Operator I (WWTPO I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR II

**POSITION:** Wastewater Treatment Plant Operator II  
**REPORTS TO:** Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled)  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks. The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Manage and enforce ordinances, codes, and engineering standards related to wastewater and sewer management, including but not limited to Title 13. Inspect and collect data from customers as required.
- Develop, implement, manage, and enforce industrial and commercial connection monitoring programs, including but not limited FOG and SIU programs.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.



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- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate.
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Organizes, with the Public Works Supervisor, sewer utility on-call duties shared with other Public Works employees.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Participate in the development and administration of goals, objectives and procedures.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for sewer.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in the sewer utility.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Train staff in the most current and accepted practices in wastewater management.
- Select, supervise, train and evaluate staff.

### SUPERVISORY RESPONSIBILITIES:

In the absence of the WWTPO III position being filled, this is a supervisory position responsible for supervising the Wastewater Treatment Plant Operator I, with direction from the Public





## City of Stevenson Personnel Policy

Works Director. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.

Wastewater Treatment Plant Operator II (WWTPO II)

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Cross Connection Control Specialist

Wastewater Treatment Plant Operator III (WWTPO III)

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

First Aid & CPR Certification

Flagger Certification



## City of Stevenson Personnel Policy

Water Plant Operator I (WTPO I)  
Water Distribution Manager I (WDM I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR III

<b>POSITION:</b>	Wastewater Treatment Plant Operator III
<b>REPORTS TO:</b>	Public Works Director
<b>EFFECTIVE DATE:</b>	June 15, 2023
<b>FLSA STATUS:</b>	Non-Exempt

#### SUMMARY:

This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks. The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.
- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.



## City of Stevenson Personnel Policy

- Maintain building and grounds in a clean and sanitary condition; wash floors and walls; clear weeds; perform light maintenance.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Participate in the development and administration of goals, objectives and procedures.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for sewer.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in the sewer utility.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Train staff in the most current and accepted practices in wastewater management.
- Select, supervise, train and evaluate staff.

### SUPERVISORY RESPONSIBILITIES:

This is a supervisory position responsible for supervising the Wastewater Treatment Plant Operator I and II, with direction from the Public Works Director. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.



## City of Stevenson Personnel Policy

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.

Wastewater Treatment Plant Operator III (WWTPO III)

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Cross Connection Control Specialist

Wastewater Treatment Plant Operator IV (WWTPO IV)

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

First Aid & CPR Certification

Flagger Certification

Water Plant Operator I (WTPO I)

Water Distribution Manager I (WDM I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.



# City of Stevenson Personnel Policy

**I have read and understood the functions, responsibilities and requirements of this position**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## MINUTE TAKER

**POSITION:** Minute Taker  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

Attends meetings and records minutes. Prepares final drafts of minutes off-site on applicant's personal computer equipment for the City Council, the Planning Commission and the boards of Adjustment and Appeals.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Attend and take minutes at regular meetings of the City Council and Planning Commission, special meetings as requested, and scheduled meetings of the Board of Adjustment and Board of Appeals and takes minutes of the proceedings.
- Prepare drafts of the minutes and submits those drafts for review by the designated staff member and final adoption by the appropriate elected or appointed board. All drafts are prepared using software compatible with that used by the City.

### ABILITY TO:

- Follow oral and written directions.
- Work independently with little direction.
- Communicate clearly in writing.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

The position may require long periods of sitting at evening meetings.

### MINIMUM QUALIFICATIONS

High School Graduate or GED equivalent  
Office experience with a minimum 50 wpm keyboard speed  
Familiarity with Windows based software  
Good writing and spelling skills

### PREFERRED QUALIFICATIONS:

Prior experience with boards and/or governing bodies



## City of Stevenson Personnel Policy

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

## Appendix # A-9

### CITY OF STEVENSON INTERNET/INTRANET, PERSONAL COMPUTER, VOICE MAIL AND E-MAIL USE POLICY

#### Section 1 - Purpose

This policy shall govern access to and use of City of Stevenson equipment, telecommunications, and services for employees of the City. The intent of this policy is to provide employees the tools to perform their job tasks without infringing on the rights of others, whether they are public or employee users of the personal computers, computer network, voice mail and Internet/Intranet communications systems. This includes minimizing the risk of computer virus infections, avoiding bandwidth congestion, adhering to software license agreements, and controlling private use of government equipment. This policy addresses issues such as acceptable conduct and usage procedures by public employees when using equipment provided by the employer or provider of such services.

Network and Internet access is provided to city employees as a research and communication tool to assist in conducting City business. Employees are trusted to use good judgment in use of City owned equipment, services (both duration and frequency of use), information technology or other resources.

#### Section 2 - Affected Parties

All City employees including appointed and elected officials, quasi-employees and authorized volunteers who use City equipment, services, and information technology must comply with this policy. All users are expected to use equipment and services in a professional manner.

#### Section 3 - References

The intent of this policy is to address the following Federal and State regulations as they relate to the use of telecommunication equipment and services:

:

- The Electronics Communications Privacy Act (ECPA)
- RCW 9.73.030 Privacy Act
- RCW 40.14 Retention, Storage and Destruction of Public Records.
- RCW 42.17 Open Public Records Act
- RCW 42.30 Open Meetings Act

#### Section 4 – Definitions

Terms used for the purposes of this policy --

- 4.1 Discoverable:  
Knowledge that something such as a letter, memo, note or Email or voice mail, may exist and can be requested to be produced as part of an investigation.
- 4.2 Downloading.  
Copying software programs and/or files from a floppy disk, CD ROM disk, or an INTERNET site or from another outside source, on to a City owned computer.
- 4.3 Email:  
Refer to all Electronic Mail software applications, whether INTERNET, LAN or WAN.
- 4.4 Employee:  
Employee means an elected official, officer, employee, quasi-employee, authorized volunteer of the City, who has been elected or appointed, but does not include an independent contractor.



## City of Stevenson Personnel Policy

- 4.5 INTERNET.  
Refers to connectivity with other agencies, networks and/or services.
- 4.6 Official City Business Purposes:  
Those activities performed by an official, employee, or quasi-employee or authorized volunteer of the City, as directed by the City through his/her supervisor in order to accomplish City programs or as required by the duties of his/her position or office.
- 4.7 Posted:  
Refers to World Wide Web (WWW) sites, Email, Voice Mail, news groups or any other network location where information is shared internally or externally.
- 4.8. Public Records:  
Those documents defined in RCW 42.17.020, including the exemptions listed in RCW 42.17.310 and 42.17.315.
- 4.9 Voice Mail:  
Recorded telephone messaging system.
- 4.10 WWW.  
Refers to World Wide Web sites.

### Section 5 - Policies

#### 5.1 City Business Purposes

Use of City computers, network resources (whether LAN, WAN, Internet or Electronic Mail) and voice mail systems, shall be used for City business purposes only, as is the case with all forms of City equipment and resources, except as provided below.

##### 5.1.1 Personal Use of City Computer Equipment

Personal use of City computer equipment may be allowed under the following conditions:

The use is small scale and only done during the employees break time or before or after normal business hours of the employee's department or as an alternate means of contact with family members for scheduling changes and other needs typically allowed under the telephone policy.

The employee has made a detailed and specific request and received prior approval through their supervisor and Department Head/Elected Official for the specific use.

The use will have no impact on other departments, employees, or the public and will not cause network congestion and/or misuse of system resources.

All provisions of this policy regarding inappropriate message content (Section 5.3.4 & 5.4.4), solicitations (Section 5.5), advertising (Section 5.6), campaigning (Section 5.7), public records, and other applicable policies will govern the personal use of City equipment by an employee. Employee shall abide by all policies of appropriate behavior and usage discussed in this policy.

Expenses that would be charged to any member of the public which are incurred due to the use, will be paid to the City. These may include:

Photocopy Machines - same rate charged to the public.

Computers - Reimburse the City for any supplies used (i.e. diskettes, paper for printing) at the rate the department would charge to the public.

Facsimiles Machine - Reimburse for pages sent at same rate charged to public. Employees MAY NOT use FAX machines to send messages to a long distance telephone number unless the call is



# City of Stevenson Personnel Policy

charged to the employee's telephone credit card. Reimburse for pages received to cover cost of supplies.

## 5.2 Computer Viruses

When there is a clear business reason for downloading software and/or files from outside sources, the appropriate anti-virus detection program(s) will be used to prevent infection. Use of the Internet risks exposure to viruses that can cause serious problems if downloaded from the Internet.

## 5.3 Electronic Mail (Email)

### 5.3.1 Disclosure

Electronic Mail (Email is NOT private and may be subject to the Public Disclosure Act, RCW 42.17).

All Email messages, (whether created or received) may be considered "public records" pursuant to the Public Disclosure Act, "if they relate to the conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine most "public records." If Email is used, the user is responsible to comply with the Public Disclosure Act.

Email shall not be used to send confidential information. Email is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

5.3.2 Requests for Copies of Electronic Mail (Email) Information Request for Email messages, calendars, or records will be treated like any other "public record" in the possession of the City. Email contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting Email messages from a computer does not guarantee it has been erased from the system. Employees should use good judgment when creating Email and always assume that it is discoverable. The City reserves the right to retrieve and/or review Email messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

### 5.3.3 Retention of Electronic Mail (Email)

Each user is responsible to maintain "public records" as required by law. Messages that may be needed beyond 30 days or that are considered "public records", shall be copied or moved to another storage location. Email messages that contain information that could be considered "public records" under RCW Chapter 42.17, must be printed and included in the subject file, or be retained as word processing documents, by the employee controlling the message.

### 5.3.4 Inappropriate Electronic Mail (Email) Message Content

City network users will refrain from the posting of any materials, which violate federal or State laws and/or City Personnel Policies and/or resolutions. All issues raised in the city's Personnel Policy are applicable. These shall include, but are not limited to, those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from any posting or transmittal of materials containing obscene, pornographic or profane materials of any kind, including jokes, cartoons, photographs or any other text based or digitized images. Generally, the same policies of appropriate behavior apply in network usage, as apply in the workplace.

## 5.4 Voice Mail (If Applicable)

### 5.4.1 Disclosure

Voice Mail messages are NOT private. All voice mail messages, (whether created or received) may be considered to be "public records" pursuant to the Public Disclosure Act, RCW 42.17, "if they relate to the



# City of Stevenson Personnel Policy

conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine "public records." If Voice Mail is used, the user is responsible to comply with the Public Disclosure Act.

Voice mail shall not be used to send confidential information. Voice mail is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

## 5.4.2 Requests for Copies of Voice Mail Information

Request for voice mail messages or records will be treated like any other "public record" in the possession of the City. Voice mail contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting voice mail messages from the telephone system does not guarantee it has been erased. Employees should use good judgment when creating voice mail messages and always assume that it is discoverable. The City reserves the right to retrieve and/or review voice mail messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

## 5.4.3 Retention of Voice Mail Messages

Each user is responsible to maintain "public records" as required by law. Any messages that may be needed shall be copied or moved to another storage location. Voice mail messages that contain information that could be considered "public records" under RCW Chapter 42.17, shall be saved to a computer disk and retained as a word processing document.

## 5.4.4 Inappropriate Voice Mail Message Content

City voice mail users will refrain from leaving messages which violate federal or State laws and/or City Personnel Policies and/or resolutions. These shall include but not be limited to those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from leaving any message containing obscene, pornographic or profane information of any kind including jokes. Generally, the same policies of appropriate behavior apply in voice mail usage, as apply in the workplace.

## **5.5 Solicitations**

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email, or Voice Mail which constitutes a solicitation of any type (i.e. religious, political, personal gain, or in support of illegal activities.)

## **5.6 Advertising**

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email or Voice Mail, which may enter the realm of commercial advertising. When government supplies legislative or other public interest information on the Internet, there is little danger of advertising liability arising from the posting.

## **5.7 Campaigning**

Employees must make certain that information provided about elected officials does not cross the line into campaign advertising. LAN, WAN, Internet and telephone system access are established with taxpayer money and there is a risk of violation of laws when elected officials become the centerpiece of information.

## **5.8 Personal Security**



# City of Stevenson Personnel Policy

Employees should keep personal log-ons and passwords confidential and change passwords on a regular basis as needed. Failure to adhere to this policy jeopardizes network security and puts users at risk of potential misuse of the system by other individuals. Network users may be held responsible for all actions taken using their personal network access permissions.

## **5.9 Limitations on Entry into the City Computer Network**

### 5.9.1 Access to Internet and/or Email Services

Access to Internet and/or Email Services will be coordinated through the City Administrator. This includes the use of independent dial-up Internet Service Providers (ISP's) and dial-up Email services.

### 5.9.2 Access to Information on the City's Computer Network

Access to information contained on the City's computer network shall be based on a need to know and a determination from the appropriate department head.

### 5.9.3 Access to Information on Personal Computer Hard Drives

Information stored on the hard drive of a computer may contain discloseable information, it may contain exempt information, it may contain NON-GOVERNMENTAL information, and it may also contain personal information of the person who is assigned the computer for his or her use (similar to the contents of a desk drawer). Therefore, access to or operation of City computers by persons who are not employees, quasi-employees, authorized volunteers or contractors of the City should not be permitted due to the inability to segregate the information.

### 5.9.4 Data Sharing By and Between Employees

In general City employees may have access into such network-stored data in various departments and servers as are relevant to their jobs. If granted, such access should be coupled with an admonition that the material obtained might be exempt from public inspection and caution should be exercised in order to not violate the rights of privacy of private citizens or create a liability for the disclosure of exempt information and a violation of privacy.

### 5.9.5 Access Levels

Levels of access by executive and management employees should be determined by employment status and the need to know.

All users must submit a completed Internet Usage Agreement to their department head who will assign access levels.

## **5.10 World Wide Web**

### 5.10.1 Internet Access

Permission for employees to access the World Wide Web (WWW) resources will be dependent on approval from elected officials or department heads.

#### 5.10.1.1 Internet Access Audit Logs

The Department Head may revoke permission to access specific sites. Access times may be restricted due to bandwidth congestion and/or misuse of system resources.

### 5.10.2 News Groups

When posting to news groups, City employees will use a disclaimer, such as - "these opinions are mine and not necessarily those of the City". Users shall abide by all other policies of appropriate behavior and usage discussed in this policy.

## **5.11 Copyrights, Trademarks, Patents and Authorship**

### 5.11.1 Conservative and Cautious Approach to Copyrights, etc.



# City of Stevenson Personnel Policy

City employees should take a conservative and cautious approach when dealing with materials that may be copyrighted. In general, if an employee is not sure if materials are copyrighted, they should not be used without permission in writing from the author.

The City will comply with Federal software licensing and copyright law.

Copies are to be made with the copyright holder's permission.

Unauthorized copying of software will be cause for disciplinary action. The City will not defend employees for willful misuse of copyrighted software.

Employee owned software must be accompanied by a valid license as evidence of ownership.

## 5.11.2 Trademarks, Patents and Authorship

Trademark violations can occur when governments publish materials online, and knowingly or unknowingly attach to a publication, or omit from the publication, a registered trademark. Employees publishing materials online will respect trademarks and obtain the appropriate authorizations before publishing the materials.

## **5.12 Public Meetings Regulations Open**

RCW 42.30 addresses regulations concerning public and private meetings. Email or voice mail initiated by a Council person and directed to any other Council person, relating to the conduct of City government, is subject to the Open Public Meetings Act. The City should therefore be cautious in the use of Email and voice mail communication in order to not violate these regulations.

## **5.13 Public Disclosure of Electronic Data and Voice Mail, RCW 42.17**

### 5.13.1 Email (electronic communication from one computer to another or to others) and Voice Mail

Each person and department using Email or voice mail should be familiar with the Public Disclosure Act and the definition of "public records."

When information is initiated by a City employee it is NOT SUBJECT TO DISCLOSURE if

- (i) it is of a private nature (non-governmental); or
- (ii) it is within the exemptions from public inspection.

Otherwise, it is subject to public inspection at reasonable times, but not by computer operation by other than City employees or contractors. Preferably, disclosure should be provided by printed document; if by diskette or visual examination of screen, care must be exercised to delete exempt data from disclosure.

### 5.13.2 Other Data

The same rules of disclosure apply to Email and voice mail as to written or printed information. The public's right to inspect and copy remains the same. Because of financial restraints and to protect public records from destruction, requesters of public records should not have access to electronic information. Instead, a City representative should print out a hard copy of the requested information. The public should not be permitted to operate City computers for three reasons:

- 1) Data could be inadvertently erased or destroyed;
- 2) Certain excepted or exempt documents, including personal or confidential material, could inadvertently be disclosed; and



## City of Stevenson Personnel Policy

- 3) Limited resources do not allow us to provide the equipment necessary to permit citizens' access to this information.

### Section 6 - Procedures:

#### 6.1 Enforcement of This Policy (Right to Administer or Revoke Use).

Failure of City employees to adhere to this policy may result in restriction or revocation of access and/or disciplinary action. The City Administrator, Mayor or their designee may access data under an employee's control without the consent of the individual employee when necessary for normal business functions or when the Administrator becomes aware of possible inappropriate Internet use.

The Administrator will investigate the site(s) and/or system(s) and call upon the user to determine how the site is business related. If the Administrator concludes that the site is inappropriate the offense will be logged in the individual's file and a memo forwarded to the employee detailing the offense and potential consequences.

##### 6.1.1 Access Limitation or Revocation

With concurrence of the Mayor, City Administrator or Department Head, employees who are found to have violated this Policy may be subject to the following:

- 1) Internet and Email access may be revoked.
- 2) Access times may be restricted.
- 3) Disciplinary action.

##### 6.1.2 Disciplinary Action

Substantial or repeated abuse of the provisions outlined in this policy may be deemed sufficient justification for immediate discharge.

### Section 7 - Responsibilities:

#### 7.1 Compliance with City Policies

All Department Supervisors, Department Heads and Elected Officials are responsible for ensuring compliance with federal laws and regulations, RCW'S, WAC'S, City Ordinances, resolutions and policies. Employees (excluding Elected Officials) may be disciplined in accordance to the City Personnel Policy and/or applicable union contract for failure to follow this Policy.



# City of Stevenson Personnel Policy

## Internet Policy Waiver Form & Authorization to Use

I, \_\_\_\_\_,  
have read and understand the City Computer Network, Internet, Intranet, E-mail and Voice Mail Use Policy.

I understand and agree to follow this policy which includes:

Network resources, whether LAN, WAN, Internet, Electronic Mail or Voice Mail systems should be used for official City business purposes only, as is the case with all forms City of equipment and resources. Personal use of the City equipment discussed in this policy is allowed only as described in Section 5. 1. 1.

Electronic Mail (Email) from an internal system and/or the Internet, is NOT private. All Email messages, (whether created or received) may be considered to be public records pursuant to the Public Disclosure Act, RCW Ch. 42.17, and the public has a right to examine most public records.

The City will maintain and monitor Internet access. Permission to access Internet or specific Internet sites may be revoked by a department head and at times internet access may be restricted due to bandwidth congestion and/or misuse of system resources.

I have read and understand this policy and will abide by its provisions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





# City of Stevenson Personnel Policy

## Appendix # A-10

### CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS

#### 1) Retail Gasoline Credit Cards

- A. Credit cards may be used for the purchase of gasoline and other minor automotive supplies for City vehicles. Cash advances, purchases of food or other non-automotive related items are not authorized.
- B. No single transaction will exceed \$500.00 unless authorized by the Mayor or City Administrator.
- C. The City Administrator shall be responsible for establishing all credit arrangements and agreements with applicable vendors and managing the use of credit cards by City employees and elected or appointed officials.
  - I. Except when being used by an employee, elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City Administrator or his/her designee.
  - II. Any department head, elected or appointed official, or other authorized employee requesting to use a credit card shall make a request to the City Administrator and shall sign for receipt and return of the card. A copy of the receipt for all purchases shall be submitted to the City Administrator when the card is returned.
    - (i) An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of the Public Works Department.
  - III. The vendor which carries the account shall be required to submit a bill for the credit card to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
  - IV. The City Administrator may disallow the use of any City credit card by a City employee or official for a violation or misuse of this policy.

#### 1 All Other Credit Cards

- A. The City of Stevenson shall contract with an appropriate banking facility for one VISA credit card account with a limit of \$5,000.00. The City may establish credit arrangements with other vendors from time to time. The City Administrator shall set individual credit limits on each account as they are established, not to exceed \$5,000.00 per account.
- B. Credit cards may be used by City employees, and by the elected or appointed officials, for advance payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses,



## City of Stevenson Personnel Policy

Credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment, capital equipment approved by budget or authorization of the Council, unless the law requires the City to purchase such equipment by bid process.

- C. Credit cards shall not be used for cash advances. If requested, funds for City business travel may be provided to employees and elected or appointed officials from the Travel Advance Account.
- D. The City Administrator shall be responsible for managing the use of credit cards by City employees and city officials
  - I. Except when being used by an employee or elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City administrator or designee.
  - II. Any department head, elected or appointed official, or other authorized employee requesting to use a City VISA or other credit card shall make a request to the City Administrator and shall sign for receipt and return of the card.
  - III. The financial institute or vendor that carries the account shall be required to submit a bill for use of credit cards to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
  - IV. Elected or appointed officials and employees of the City of Stevenson who use the credit cards are required to comply in all respects with the provisions of RCW 42.24.115 regarding the submission of a fully itemized travel expense voucher and a repayment of disallowed charges.
  - V. The City Administrator may disallow the use of any City credit card by a City employee or official for violation of this policy.



# City of Stevenson Personnel Policy

## Appendix # A-11

### Reasonable Suspicion Documentation Form

Employee Name: \_\_\_\_\_  
 Observation Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

**APPEARANCE**

- Normal
- Flushed complexion
- Poor hygiene
- Unkempt clothing
- Bloodshot eyes
- Rapid eye movement
- Blank/glazed eyes
- Inability to focus eyes
- Eyes overly sensitive to light
- Frequent use of eye drops
- Trembling/shaking
- Drowsiness

**BEHAVIOR**

- Normal
- Poor balance
- Stumbling
- Swaying
- Staggering
- Unusual gait
- Using arms for balance
- Grabbing for support
- Flailing

**PERSONAL**

- Normal
- Moody/mood swings
- Depressed
- Overly excitable
- Loss of inhibitions
- Risk taking
- Unwarranted confidence

**SPEECH**

- Normal
- Slurred
- Loud
- Incoherent
- Rapid/excessive talk
- Confused/hard to follow
- Exaggerated pronunciation
- Inappropriate laughter
- Whispering
- Non-responsive/silent

**PERFORMANCE INDICATORS**

- Normal
- Poor manual dexterity
- Work errors
- Excessive time off task
- Absent from work station
- Inability to follow directions
- Inattentive
- Customer complaints
- Co-worker complaints

**PHYSICAL**

- Normal
- Complaints of dizziness
- Flu-like symptoms
- Chills
- Low energy
- Bursts of high/low energy

**INTERPERSONAL**

- Normal
- Arguing
- Fighting
- Defensive
- Hostile
- Overly aggressive

**BODY ODORS**

- Normal
- Odor of alcohol on breath
- Body odor of alcohol
- Smell of marijuana on breath or clothes
- Excessive perspiration
- Frequent use of mouthwash breath mints or spray

**AWARENESS**

- Disoriented
- Sleepy
- Stupor
- Suspicious
- Blaming
- Paranoia

Other observed actions or behavior: \_\_\_\_\_

*To the best of my knowledge and belief, this report represents the appearance, behavior, and/or conduct of the above-named employee, observed by me and upon which I base my decision to require said employee to submit to reasonable suspicion drug and/or alcohol testing.*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

Appendix # A-12

## Post-Accident Checklist

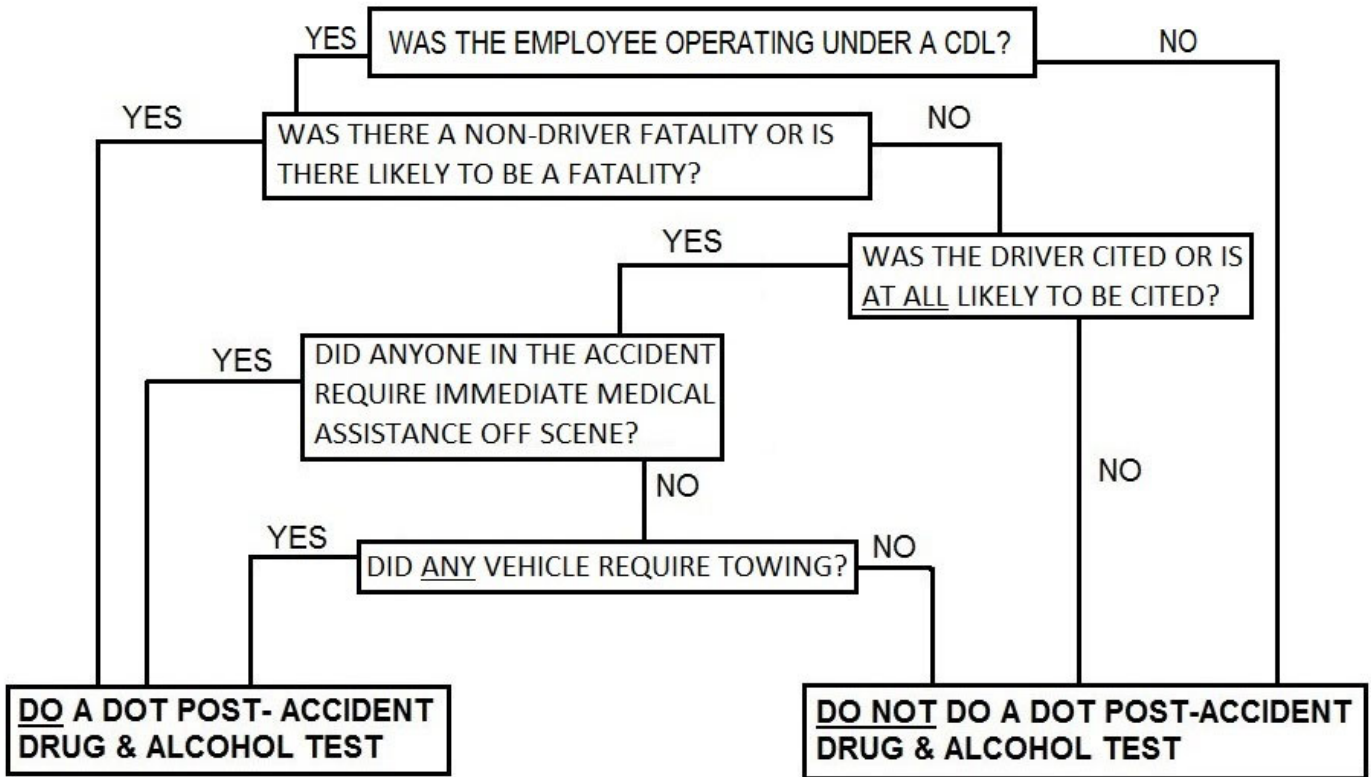
Employee Name: \_\_\_\_\_

Date/Time Accident Occurred: \_\_\_\_\_

Documenting Personnel: \_\_\_\_\_

### Is the employee required to test under DOT?

➤ Circle YES or NO and follow the chart...



*Additional Comments:*

---



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If the employee is NOT required to test under DOT, what does your **company policy** state... *Do they need to test as a NON-DOT?*



#### DOT REGULATION TIME LIMITS:

**CONTROLLED SUBSTANCES:** Employee must test within **32 HOURS** of the accident.

**ALCOHOL:** Employee must test within **8 HOURS** of the accident.

(If the alcohol test is not administered within the first 2 hours, document why.)



# City of Stevenson Personnel Policy

## Appendix # A-13

### Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse

I, \_\_\_\_\_, hereby provide consent to the City of Stevenson, Employee Name  
 hereinafter referred to as the Company and QCL, Inc. as the C/TPA, to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I consent to multiple limited queries, to be conducted for the duration of my employment with the Company; and understand that the number of limited queries is unlimited.

I understand that if the limited query conducted by the Company indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the Company without first obtaining additional specific consent from me. The company will obtain the driver’s electronic consent in the Clearinghouse prior to the release of detailed violation information when a full query is warranted.

I further understand that if I refuse to provide consent for the Company to conduct a limited query of the Clearinghouse, the Company must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date



# City of Stevenson Personnel Policy

## Appendix # A-14

### Driver Evaluation Matrix

The purpose of the Driver Evaluation Matrix is to determine eligibility for an employee when driving is a function of the job.

#### **ONCE ADR IS RECEIVED:**

1. Review the driver's Abstract of Driving Record (ADR) using the Driver Evaluation Matrix shown below.
2. Determine whether driving record is clear, acceptable, borderline or poor.

#### **THINGS TO KEEP IN MIND:**

1. Past driving records are highly predictive of future performance as a safe, dependable driver and statistically, there is a high correlation between recent driving history and future accident frequency. A driver, who had four moving violations, more than three years ago, may be a better risk than a driver who has two violations within the last 12 months. However, do not base any hiring, promotion, or transfer decisions solely on this one factor. Persons with borderline ADRs can be advised of their status and coached to improve.
2. Consider the applicability of the individual's past violations to the job the applicant or employee will perform.
3. Review the details of the violations listed on the ADR with the applicant/employee to determine if any extenuating circumstances exist regarding the violation.
4. Accidents listed on ADRs are coded with a two-digit number (e.g. 01-CAR, 02-CAR) that indicates the number of vehicles involved in the particular accident. This number is NOT an indication the driver was or was not at fault.
5. Most convictions and violations are kept on an ADR for five years from the date of conviction or adjudication. Departmental actions, such as, suspensions, revocations, or disqualifications are kept on an ADR for ten years from final release date. Certain violations appear on an ADR in perpetuity, such as alcohol-related convictions, vehicular assault and vehicular homicide convictions and deferred prosecutions.

Under Washington State law, employers are not allowed to consider violations that occurred more than ten years ago, unless the position involves law enforcement, school districts, or the direct responsibility for children, mentally ill, developmentally delayed, or vulnerable adults. Federal law imposes no similar date restriction but requires employers to take into account the age of the violation, the nature of the violation, and the relationship of the violation to the job.



## City of Stevenson Personnel Policy

*Authorized drivers should only be allowed to operate a vehicle on behalf of the City if their driving record demonstrates they will be a safe driver. Those possessing an invalid or suspended license are not eligible to operate a vehicle, for the City under any circumstances.*

Moving Violations	# of Accidents (at-fault)			
	0	1	2	3+
0	CLEAR	A	A	B
1	A	A	B	P
2	A	B	P	P
3+	B	P	P	P
Major	P	P	P	P

A = Acceptable: Those with none or fewer than three points.

B = Borderline: Management should give consideration prior to placing or maintaining this individual in a driving position and may want to provide additional training or other requirements.

P = Poor: Management should give serious consideration to not placing or maintaining this individual in a driving position.

Major Violations include:

- DUI – Driving under the influence of drugs or alcohol
- Negligent homicide in the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Operating a vehicle without a valid unsuspended license
- Aggravated assault with a motor vehicle
- Grand theft of a motor vehicle
- Reckless driving or speed contest/racing
- Hit and run (bodily injury and/or property damage)

Moving Violations include violations other than Major Violations. These consist of speeding and other moving traffic infractions. See WAC 308-104-160. Traffic photo enforcement and parking tickets do not appear on driving records as Moving Violations. If multiple citations are issued on the same day, they will be counted as a single violation.

**INTERLOCAL AGREEMENT FOR LEGAL SERVICES  
(PROSECUTING ATTORNEY)**

THIS AGREEMENT, entered into this 16<sup>th</sup> day of November, 2023 is by and between the **CITY OF STEVENSON**, a Municipal Corporation located in the County of Skamania, State of Washington, (hereinafter referred to as "City"), and **SKAMANIA COUNTY**, a legal subdivision of the State of Washington, by and through its Prosecuting Attorney (hereinafter referred to as "Attorney").

The parties recite and declare that:

1. This Agreement is entered into pursuant to the laws of the State of Washington, including the Interlocal Cooperation Act, Title 34, Chapter 39 of the Revised Code of Washington, and each of the parties hereto represents that it has authority to execute the same.
2. The City is in need of an attorney to perform and render legal assistance to the City.
3. The Attorney or its Deputies are persons who, through education and experience, possess the requisite skills to provide competent legal services for the City.
4. The Attorney intends to assign its district court deputy prosecutor to serve as its primary City Prosecutor, but any of the attorneys employed by the Skamania County Prosecutors Office may appear as needed or dictated by office need. In the event the Prosecuting Attorney's office is unable to adequately perform this contract, the City shall have the right to contract directly with a private attorney and to simultaneously terminate this agreement without penalty.
5. The City is, therefore, desirous of engaging the services of the Attorney for prosecution services for crimes over which the City of Stevenson has jurisdiction.

For the reasons set forth above and in consideration of the mutual covenants and promises of the parties hereto, the Attorney and City agree as follows:

**Section One  
Purpose of Employment**

City hereby employs Attorney and counselor at law to perform and render legal services to the City as its Prosecuting Attorney.

**Section Two  
Acceptance and Duration of Employment**

The City does hereby employ and retain the Attorney as its attorney for and during a period commencing on the 1st day of January, 2024, and ending on the 31st day of December, 2024, for the performance of legal services herein set forth.



**Section Three**  
**Place of Work**

It is understood that the Attorney's service will be rendered largely at his offices in the County Courthouse in Stevenson, Washington, but that the Attorney will, on request, come to the Municipal Offices of the City at 7121 NW Loop Rd., Stevenson, Washington, or such other places as designated by the City, to meet with representatives of the City.

**Section Four**  
**Nature of Duties**

1. As Prosecuting Attorney for the City, Attorney shall perform all criminal prosecution legal services required by law on behalf of the City whenever, and to the extent required by the City, shall represent the City in any and all municipal court actions, suits or proceedings in all courts of the State of Washington or competent jurisdiction originating in city municipal court; shall prepare and all pleadings and documents necessary and proper in connection with the prosecution of misdemeanants and gross misdemeanants committing violations within the City limits; and, in general, to render all such prosecution related legal services of every kind and nature as the City shall reasonably require or deem proper in its business.

2. The Attorney acknowledges that the City schedules Municipal Court hearings in Skamania County District Court, and also requires the services of the Prosecuting Attorney on dates scheduled for prosecution of jury trials at Skamania County Superior Court.

3. Acting as the City Prosecutor, including, without limitation, representing the City in Municipal Court, Superior Court, or any higher Court on criminal charges and/or infractions occurring in the City of Stevenson not otherwise prosecuted by Skamania County.

4. Preparation of Intent to File Theft Charges letters for City of Stevenson.

5. Filings, docketing, discovery requests, preparation of subpoenas as required to perform duties specified in Section Four paragraph 1.

**Section Five**  
**Compensation**

The City agrees to pay the Attorney at the rate of One Thousand Five Hundred and 00/100 Dollars (\$1,500.00) Dollars per month, payable monthly as a lump-sum retainer, for the above services performed by the Attorney on the City's behalf:

**Section Six**  
**Nature of Employment**

The Attorney and Skamania County shall serve as an independent contractor of the City of Stevenson, and shall not be employed by the City. Nothing precludes the Attorney or the County from entering into similar agreements, provided they do not directly conflict with Attorney's ability to carry out the terms of this agreement.

**Section Seven**  
**Termination**

Either party may terminate this agreement at any time on thirty (30) days' written notice to the other party.

**Section Eight**  
**Modification**

No modification or waiver of this agreement or of any covenant, condition, or provision herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

**Section Nine**  
**Indemnification**

The City shall indemnify, defend and hold Attorney harmless against all claims, actions, and liability Attorney may hereafter incur with third parties while acting in the capacity of City Prosecutor and while acting within the scope of his representation of City. Attorney shall at all time maintain errors and omissions insurance sufficient to protect the City against third party claims resulting from Attorney representation of the City under this contract. Continued membership in the Washington Counties Risk Pool will satisfy this requirement.

**Section Ten**  
**Notice**

Notice required under this agreement shall be deemed sufficient if made in writing and sent by certified mail to either party at the following addresses, or such other address as may hereafter be specified by either party in writing:

**City of Stevenson**

City Hall  
P.O. Box 371  
Stevenson, WA 98648

**SKAMANIA COUNTY**

**c/o Prosecuting Attorney, Adam Kick**

P.O. Box 790  
Stevenson, WA 98648

**Section Eleven**  
**Interlocal Agreement**

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

- a. Duration. The duration shall be as set forth in Section 2 above, or as otherwise agreed to by the parties pursuant to this Agreement.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City to utilize County prosecution services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in Section Seven, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.

**Section Twelve**  
**Complete Agreement**

This written agreement embodies the whole agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by either the City or the Attorney other than contained herein.

**[Signatures appear on next page]**

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

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

**SKAMANIA COUNTY**, a Legal Subdivision of  
the State of Washington

Board of Commissioners

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

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

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**October 19, 2023**  
**6:00 PM, City Hall and Remote**

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- 1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Pro-Tempore Dave Cox filled in for Mayor Anderson. He called the meeting to order at 6:00 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

**ELECTED OFFICIALS ATTENDING:** Councilmembers Paul Hendricks, Kristy McCaskell, Michael D. Johnson, David Wyatt.

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

**GUESTS ATTENDING:** Skamania County Undersheriff Tracy Wyckoff, Executive Director of the Skamania County Economic Development Council Kevin Waters; Skamania County Chamber of Commerce Executive Director Angie Waiss.

**PUBLIC ATTENDING:** Mary Repar, Ann Leuders, Rick Leavitt, others in audience unidentified.

**2. PUBLIC COMMENTS:**

Ann Leuders provided comments and information with responses from a survey she conducted regarding possible fireworks restrictions within Skamania County. The hand-out submitted will be included in the packet for the workshop on October 26<sup>th</sup>, 2023.

**3. CHANGES TO THE AGENDA:**

- a) \*10/18 changes include:
- Added EDC 2024 Contract Approval (item 4d)
  - Added Weed Control Interlocal Agreement with Skamania County (item 4e)
  - Added staff memo and associated documents to Chinidere 2&3 Final Plat (item 9a)
  - Added staff memo and associated documents to Short Plat ROW Acceptance (item 9b)
  - Added the Homeless Housing Council Report and Mid-Columbia Housing Collaborative Report (item 10c)
- b) \*\*10/19 changes include:
- Added Voucher Approval and report (item 12a)

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

- a) **Water Adjustment** - Denise McDannell (meter No. 401700) requested a water adjustment of \$111.28 for a water leak which they have since repaired.
- b) **Liquor License Renewal** - Red Bluff Brewing
- c) **Water Adjustment** - Stevenson Community Pool (meter No. 706100) requested a water adjustment of \$806.90 for a water leak which they have since repaired.
- d) **\*Approve 2024 EDC Contract in the Amount of \$27,380** - City Administrator Leana Kinley presented the contract with Skamania County Economic Development Council for 2024 services in the amount of \$27,380.
- e) **\*Approve Interlocal Agreement with Skamania County for Vegetation and Noxious Weed Control** - Public Works Director Carolyn Sourek presented the agreement with Skamania County to control vegetation and noxious weeds within the city.
- f) **Minutes** of September 21, 2023 regular meeting, September 28, 2023 special workshop, and October 5, 2023 special joint Council and Fire District 2 meeting.

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

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

**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 was presented for council review. Undersheriff Tracy Wyckoff provided details on the submitted report. There were no questions.

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

- a) **Skamania County Economic Development Council** - Executive Director Kevin Waters updated the city council on yearly EDC activities. He discussed the services provided by the EDC within the county. Four pub talks and other opportunities to meet with entrepreneurs, developers and businesses have taken place. Increasing broadband access is a focus. Over \$700K has been loaned out to Skamania County businesses.
- b) **Chamber of Commerce Report** - Skamania County Chamber of Commerce Executive Director Angie Waiss presented information on some of the tourism promotion and business centered activities conducted by Skamania County Chamber of Commerce in the prior quarter. A copy of the report was attached.

## 7. PUBLIC HEARINGS:

- a) **Proposed 2024 Budget Hearing** - City Administrator Leana Kinley presented the 2024 proposed budget for public comment and council discussion. A digital version is also on the website <https://city-stevenson-wa-budget-book.cleargov.com/11684>.

### **The public hearing opened at 6:18**

City Administrator Leana Kinley highlighted areas on the 2024 budget. A number of items were discussed, including financing for construction projects through grants and loans. She noted over \$8M in grants for the wastewater treatment plant have been awarded to the City, which is \$3M more than expected. Personnel costs, contract negotiations with the Skamania County Sheriff's Office, parks planning, sewer line extensions, and street projects were also considered. A study to determine water usage from the Hegewald well is being done, results may require repairs to the Rock Creek intake site. A new public works shop is needed due to the WWTP taking up more space.

No public comments were received.

### **The public hearing closed at 6:31 p.m.**

## 8. UNFINISHED BUSINESS:

- a) **Sewer Ordinance Update** - City Administrator Leana Kinley presented an update on the status of the sewer ordinance committee and timeline for presenting a revised proposal for council consideration.

Staff is working on assembling the committee. They are looking to have a broad representation. So far fifteen people are serving. The plan is to have three meetings: the first to review information from the initial workshop, the second to provide an analysis of the data, and the third meeting will be to present findings and recommendations. The anticipated completion date is December 31, 2023.

## 9. COUNCIL BUSINESS:

- a) **\*Approve Chinidere Phases 2 & 3 Final Plat** - Community Development Director/Subdivision Administrator Ben Shumaker presented a request from Aspen Development for Chinidere Phase 2-3 final plat approval and the related staff report.

Following a discussion between Councilmembers, city staff and the applicant Rick Leavitt, a number of items were clarified and agreed to.

**MOTION** to approve Chinidere Subdivision Phases 2 and 3, subject to the following conditions, which shall be verified by the Mayor prior to certifying the final plat map: was made by Councilmember McCaskell, seconded by Councilmember Johnson.

- (1) A maintenance bond shall be obtained in a total amount of at least \$181,789.53.
- (2) The form and terms of both bonds shall be accepted by the City Attorney.
- (3) All inconsistencies between the homeowners' association's corporate, banking, and CC&R documents shall be resolved to the satisfaction of the City Attorney.
- (4) Prior to recording the plat, the subdivider shall pay all applicable recording fees to the Skamania County Auditor consistent with SMC 16.26.080

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

- b) **Approve Short Plat Right of Way Acceptance** - Community Development Director Ben Shumaker presented the staff memo regarding the Right of Way acceptance for the Knudsen Short Plat SP23-01 for council review and consideration.

**MOTION** to accept the right of way as outlined in the conditions of acceptance for the Knudsen short plat SP23-01 was made by Councilmember Johnson, seconded by Councilmember Hendricks.

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

- c) **Approve Amendment No. 1 to DOE Loan for WWTP Construction** - City Administrator Leana Kinley requested approval of amendment no. 1 to agreement no. WQC-2022-StevPW-00028 between the Washington State Department of Ecology and the City of Stevenson. This amendment adds the increased consultant and inspection costs for \$365,371. The total amount of the loan is revised to \$10,301,371, the expiration date is changed to June 30, 2025 and all other terms remain the same.

**MOTION** to approve amendment no. 1 to agreement #WQC-2022-StevPW-00028 between the State of Washington Department of Ecology and City of Stevenson to add \$365,371 for a revised loan amount of \$10,301,371 and an expiration date of June 30, 2025 was made by Councilmember Hendricks, seconded by Councilmember Johnson.

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

- d) **Approve Contract Amendment for Wastewater Construction Services** – City Administrator Leana Kinley presented a contract amendment with Wallis Engineering for construction services related to the wastewater treatment plant upgrades. The increased inspection and engineering cost is due to the contractor not demobilizing as initially planned and an extension of the construction timeline. These will be paid through additional loan funds from the Department of Ecology.



**MOTION** to approve the contract amendment with Wallis Engineering for services related to the construction of the wastewater treatment plant upgrades for an additional amount of \$365,371 and a revised total contract amount of \$1,432,580 was made by Councilmember Hendricks, seconded by Councilmember Wyatt.

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

- e) **Approve Community Grant Agreement with US EPA** - City Administrator Leana Kinley presented the agreement between the City and the US Environmental Protection Agency (EPA) for the wastewater treatment plant in the amount of \$2.5M. This is a Direct Appropriation through Senator Patty Murray's office, applied for in May 2021. There is almost \$14.8M in costs related to the project and this grant will help close the funding gap to only \$624k. This grant also brings the total grant percentage to almost 25% of the total project.

**MOTION** to approve the US EPA assistance agreement in the amount of \$2.5M was made by Councilmember Hendricks, seconded by Councilmember Johnson.

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

#### 10. INFORMATION ITEMS:

- a) **Planning Commission Minutes** - Minutes were attached from the Planning Commission meeting for September 2024.
- b) **Financial Report** - The Q3 financial report, Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- c) **\*Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information. A copy of the quarterly report for the Mid-Columbia Housing Collaborative is also enclosed.

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

- a) **Ben Shumaker, Community Development Director**
  - i) **Parks master planning process** - The City of Stevenson is leading a coalition made up of the school district, pool district, Port of Skamania County and Skamania County. A community survey covering the Stevenson area is being released on October 20<sup>th</sup> to gather public opinions on recreation needs. The next phase will review the results to determine how best to incorporate parks into facility needs. A plan is expected by

spring of 2024, and grant funding will be sought through the state Recreation and Conservation Office.

- ii) Data from the parking study done this summer is being analyzed. Less than 60% of available parking was utilized even during the busiest time, but the perception is parking appears limited. Additional ADA slots need to be provided in the downtown core.
- iii) Two directions are possible-regulatory and voluntary. Engaging businesses to redirect employee parking during busy times is one option. Revising zoning for any new buildings in order to absorb demands the new building places with on street parking slots is another possibility.
- iv) Annexation meetings are still taking place. The intent is to create a tool for property owners thinking about annexation so they know how the city will respond to questions. It's not a plan to bring property into the City. As a policy it will provide guidelines to the city to address future annexation requests. Shumaker advised the City Council will need to make a decision about whether to expand annexation areas when proposed.

**b) Carolyn Sourek, Public Works Director**

- i) The water treatment plant is having a new digital backwash system for the basins installed.
- ii) Pre-construction meeting for the wastewater pump station was held. A second pre-construction meeting will take place prior to January or February.
- iii) Catch basins are being cleaned with the vac truck in preparation for winter storms.
- iv) Replacement street trees are arriving on Monday. Tree species were selected via community survey. She will be approaching DNR for funds for more tree projects.
- v) Wayfinding signs are coming in, there are 6 replacements and several new ones.
- vi) Walnut Park is having dead trees/branches removed.
- vii) 2 new CDL drivers are on staff, additional endorsements obtained for 2 others.
- viii) AC pipe training will be provided in house in early December. She is reaching out to other utilities to see if they want to participate.
- ix) Building permit software is now in place, permits can be applied for online and reviewed by different agencies at the same time.

**c) Leana Kinley, City Administrator**

- i) The Parks Plaza kick-off meeting was held last week. An initial public outreach opportunity is planned for December 1st during the Christmas tree lighting ceremony. A mailer is being sent to county residents explaining how they can get involved.
- ii) She is working on agendas for the next council meeting and a special joint meeting with the Fire Department.
- iii) Janitorial services for city hall, public works and the fire department are needed, and an RFP will be issued. The work falls under prevailing wage requirements.
- iv) She is continuing work on getting the EPA reimbursement for the WWTP.

- v) Getting a consultant for the First Street overlook project onboard for preliminary engineering is taking place. Once done the city can move on to the project's next phase for WASHDOT. A goal is to close out projects in 2024.

**12. VOUCHER APPROVAL:**

- a) \*\*September 2023 payroll, and October 2023 AP checks were audited and presented for approval. September payroll checks 17244 through 17248 total \$140,936.78 included EFT payments. October 2023 AP checks 17249 through 17322 total \$703,143.42 included EFT payments. The AP check register with fund transaction summary was attached for review.

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

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

**13. MAYOR AND COUNCIL REPORTS:**

- a) Mayor Pro Tem. Cox noted October 30th is scheduled for the sewer committee meeting.
- b) The Tourism Advisory Committee meeting will likely be held on November 1<sup>st</sup>.

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

**15. ADJOURNMENT** – Mayor Pro-tem. Cox adjourned the meeting at 7:23 p.m.

---

Scott Anderson, Mayor

Date

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**October 26, 2023**  
**6:00 PM, City Hall and Remote**

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

**PRESENT**

Councilmember Dave Cox, Kristy McCaskell, Michael D. Johnson, and David Wyatt.

Stevenson Fire Chief Rob Farris, City Administrator Leana Kinley, and Fire Marshall Arnold Bell.

**ABSENT**

Councilmember Paul Hendricks

Public: Ann Lueders and Mary Repar

**2. UNFINISHED BUSINESS:**

- a) **Discuss Ordinance Restricting Use of Personal Fireworks** - City Administrator Leana Kinley provided a brief history of the topic and introduced Fire Marshall Arnold Bell to discuss the results of the fire risk metric testing over the summer. Fire Marshall Bell explained where the data comes from and options on what direction the council can take, including public education. Examples were provided from other regions. When there is a campfire restriction, the metrics are the same for the proposed restriction on the personal use of fireworks. The protections around public displays of fireworks are robust, and permitted, and it would be reasonable for them to continue if there were a restriction on personal use. Mayor Anderson stated he felt comfortable using the emergency powers if the fire risk metric shows extreme fire danger. Staff will provide a draft ordinance at the November council meeting.

**3. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 7:01 p.m.

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Scott Anderson, Mayor

Date

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 07, 2023**  
**6:00 PM, City Hall and Remote**

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

**PRESENT**

Councilmembers Dave Cox, Michael D. Johnson, and David Wyatt. Commissioners Raymond Broughton, Tom Delzio, and Howard Hoy. Fire Chief Rob Farris and City Administrator Leana Kinley were also present.

**ABSENT**

Councilmembers Paul Hendricks, Kristy McCaskell.

**2. PUBLIC COMMENTS:** None.

**3. COUNCIL BUSINESS:**

- a) **Discuss Fire Chief Approval Ordinance (Task 4A3)** - The Fire Department Strategic Plan suggested to "revise current policy to further engage the City in selecting the City Fire Chief." A revised copy of the existing ordinance with proposed language changes is attached. The group reached consensus on changing the language from "may" to "shall" for the volunteer recommendation of the fire chief in section 2.24.040 (a).
  
- b) **Discuss Interlocal Agreement Changes (Task 4A2)** - A copy of a staff memo, the current Interlocal Agreement from 1989, and draft revisions are attached for discussion. The group reviewed the memo regarding the differences. One thing that wasn't addressed was the mutual aid calls at a 50/50 split. There was discussion regarding the admin costs, possibly having them be split at 70/30 for shared work as well. Further discussion on the administrative workload led to collecting more data to see how much work is involved and what staff would be capable of taking on. Additional comments from the District's Attorney and Commissioners will be forthcoming. CA Kinley will provide a revised document addressing the two topics above. The next meeting will take place on Tuesday, December 5th at 6pm.

**4. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 6:53pm.

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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*

October 2023

City of Stevenson

Service Hours

Calls/Patrol

53

400.75Hrs.

0 Court Hrs.

Milage

1,862

11/01/23  
06:52

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
23-06932	Medical	AMAS	21	Transferred to Other A
23-06944	Medical	AMAS	21	Active
23-06949	Information	INFO	21	INFORMATION
23-06954	Trespassing	DCON	21	Cleared Adult Arrest
23-06969	Req Traff Enf	THAZ	21	INFORMATION
23-07076	Medical	AMAS	21	Ambulance Service Prov
23-07080	Shooting	SHOO	21	INFORMATION
23-07081	Domestic Viol	DOMV	21	Cleared Adlt Exception
23-07088	Traffic Stop	TOFF	21	Investigation Complete
23-07089	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-07115	Windsurf Prob	WIND	21	INFORMATION
23-07146	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-07158	Suspicious	INFO	21	INFORMATION
23-07173	Medical	INFO	21	INFORMATION
23-07218	Animal Other	INFO	21	INFORMATION
23-07219	Medical	AMAS	21	Active
23-07221	Medical	AMAS	21	Active
23-07229	Patrol Request	THAZ	21	UNABLE TO LOCATE
23-07231	Wanted Person	WANT	21	Cleared Adult Arrest
23-07238	Domestic Viol	FAMF	21	Investigation Complete
23-07258	Domestic Viol	DOMV	21	Cleared Adult Arrest
23-07268	Animal Other	ANPR	21	UNABLE TO LOCATE
23-07271	Domestic Viol	DOMV	21	Settled By Contact
23-07278	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-07294	Medical	AMAS	21	Transferred to Other A
23-07301	Harrassment.	INFO	21	Settled By Contact
23-07305	Smoke, other	FIRE	21	Cleared Adlt Exception
23-07313	Medical	INFO	21	INFORMATION
23-07324	Found Animal	ANDC	21	INFORMATION
23-07332	Threatening	THRE	21	Cleared Adlt Exception
23-07333	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-07342	Juvenile Prob	JUVP	21	Cleared Juvenile No Ar
23-07350	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-07404	Medical	AMAS	21	Ambulance Service Prov
23-07419	Burg Res Unl En	PSC	21	Investigation Complete
23-07430	Animal Other	ANPR	21	Active
23-07431	Found Property	LFPR	21	INFORMATION
23-07432	Information	INFO	21	INFORMATION
23-07437	Smoke, other		21	Transferred to Other A
23-07438	Medical	AMAS	21	Transferred to Other A
23-07440	Mental Subject	MENT	21	Investigation Complete
23-07445	Medical	AMAS	21	Ambulance Service Prov
23-07448	Vagrancy	VAGR	21	UNABLE TO LOCATE
23-07450	Medical	AMAS	21	Ambulance Service Prov
23-07479	Theft Prop Oth	TPMV	21	Active
23-07533	Citizen Assist	INFO	21	Settled By Contact
23-07548	Disorderly	DOMV	21	Cleared Adult Arrest
23-07556	Information	INFO	21	INFORMATION
23-07561	Domestic Viol	DOMV	21	Cleared Adlt Exception
23-07562	Eluding - Att		21	Active
23-07639	Assault IV	ASIM	21	INFORMATION
23-07651	Wanted Person	WANT	21	Cleared Adult Arrest
23-07663	Medical	AMAS	21	Transferred to Other A

11/01/23  
06:52

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 2

Total Incidents: 53

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Report includes:

All dates reported between `00:00:00 09/30/23` and `00:00:00 11/01/23`  
All agencies matching `SCSO`  
All nature of incidents  
All offenses observed  
All offenses reported  
All offense codes  
All dispositions  
All responsible officers  
All locations matching `21`

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\*\*\* End of Report /tmp/rptzFIMWA-rplwiar.r1\_1 \*\*\*



October 2023	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals			
<b>Mileage</b>																																			
County	719.00	404.00			808.00			1294.00	681.00		0.00	970.00		1456.00	2116.00	885.00	2475.00	1760.00	2528.00	2070.00													19596.00		
Stevenson	0.00	0.00			134.00			52.00	0.00		0.00	161.00		142.00	393.00	242.00	138.00	45.00	406.00	149.00													1862.00		
N. Bonneville	0.00	0.00			81.00			23.00	0.00		0.00	56.00		84.00	50.00	86.00	110.00	36.00	84.00	77.00													689.00		
USFS	0.00	0.00			225.00			0.00	0.00		0.00	0.00		0.00	0.00	50.00	0.00	0.00	89.00	0.00													364.00		
Title 3	0.00	0.00			166.00			0.00	0.00		0.00	0.00		0.00	0.00	30.00	106.00	0.00	98.00	0.00													540.00		
PP&L	1601.00	0.00			1277.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	175.00	0.00													3053.00		
<b>TOTAL</b>	<b>2328.00</b>	<b>404.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2711.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1769.00</b>	<b>681.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1187.00</b>	<b>0.00</b>	<b>1682.00</b>	<b>2559.00</b>	<b>1293.00</b>	<b>2829.00</b>	<b>1841.00</b>	<b>1380.00</b>	<b>2296.00</b>	<b>0.00</b>	<b>1558.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26104.00</b>			
<b>Hourly Report</b>																																			
Vacation	0.00	0.00			0.00			51.25	2.00		0.00	51.25		51.25	0.00	0.00	0.00	10.25	0.00	0.00													176.00		
Sick Leave	0.00	0.00			0.00			0.00	0.00		148.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.75													149.75	
Training	30.00	0.00			0.00			4.00	5.00		0.00	4.00		0.00	4.00	4.00	0.00	0.00	0.00	5.00														56.00	
Administration	0.00	176.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	8.50														184.50	
<b>Patrol/Investigations</b>																																			
Schools/Com Svc	8.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00													13.00		
K 9	0.00	0.00			0.00			0.00	0.00		16.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														16.00	
County	101.50	0.00			26.75			61.00	183.00		0.00	54.00		40.50	81.00	96.25	49.25	53.25	65.75	33.25													950.50		
Stevenson	0.00	0.00			40.50			0.00	38.00		0.00	38.00		39.00	37.00	43.00	19.75	43.25	54.75	37.00														400.75	
Stev Court	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00													0.00		
N. Bonneville	2.50	0.00			12.75			9.00	0.00		0.00	17.50		12.00	9.75	13.50	15.00	35.75	17.50	28.00														173.25	
N. Bonn Court	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														0.00	
District Court	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														0.00	
Superior Court	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														0.00	
USFS	0.00	0.00			26.75			0.00	0.00		0.00	0.00		27.75	0.00	3.00	0.00	2.00	3.50	10.00														75.00	
Gorge Scenic	0.00	0.00			0.00			10.00	0.00		0.00	14.00		0.00	32.00	2.00	32.00	50.25	0.00	7.25														147.50	
PP&L	108.25	0.00			107.25			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	10.25	2.50														228.25	
Drug	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														0.00	
Special Contracts	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
Eradication County	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
County Traffic Enforce.	0.00	0.00			15.50			11.00	0.00		0.00	16.00		24.25	0.25	34.25	48.00	0.00	2.00	30.75															182.00
SAR County	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														0.00	
<b>Title 3</b>																																			
Emergency Response	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														0.00	
SAR Missions	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	8.00	0.00	0.00	0.00	0.00															8.00
	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
<b>Title 3 Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>		
<b>SubTotal Reg</b>	<b>250.25</b>	<b>176.00</b>	<b>0.00</b>	<b>0.00</b>	<b>231.50</b>	<b>0.00</b>	<b>0.00</b>	<b>143.50</b>	<b>168.00</b>	<b>0.00</b>	<b>16.00</b>	<b>143.50</b>	<b>0.00</b>	<b>143.50</b>	<b>164.00</b>	<b>156.00</b>	<b>164.00</b>	<b>184.50</b>	<b>153.75</b>	<b>162.25</b>	<b>0.00</b>	<b>170.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2426.75</b>		
<b>OV Time</b>																																			
Schools/Com Svc	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00															0.00	
County	0.00	0.00			25.50			0.00	0.00		0.00	4.25		2.50	8.50	0.50	0.00	2.25	8.50	0.00														44.00	
Stevenson	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00														0.00	
Stevenson Court	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
N. Bonneville	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
N. Bonneville Court	0.00	0.00			0.00			0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00															0.00
District Court	0.00	0.00			0.00			0.00	0.00		0.00	0.00																							

**INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES  
FOR THE CITY OF STEVENSON**

**THIS CONTRACT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 202~~30~~, by and between the **COUNTY OF SKAMANIA**, a legal subdivision of the State of Washington, hereinafter referred to as "County," and the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as "City,"

**WITNESSETH:**

**WHEREAS**, The City desires to contract with the County and its Sheriff, for the Sheriff to provide certain law enforcement services within the City's corporate limits; and

**WHEREAS**, The County, by and through its Sheriff, wishes to perform law enforcement services for the City as set forth below; and

**WHEREAS**, such contracts are authorized by the provisions of RCW 39.34.010 et seq.;

**NOW, THEREFORE, it is agreed as follows:**

1.0 Agreement to Provide Services

The County, by and through its Sheriff, agrees to provide certain law enforcement services for the City, within the City's corporate limits. "Law enforcement services" shall mean response to emergency calls for service, investigation/enforcement of violations of state statutes and certain city code violations, random patrols, regulation of traffic control within City limits, animal control services and shall include the quality of service customarily rendered by the Skamania County Sheriff's Office.

2.0 Payment

.1 Basic Fee. As consideration for these services, the City shall pay the County the amounts listed below for each calendar year:

.1.1 ~~\$176,906,251,559.00~~ for calendar year 202~~14~~, paid in 12 equal installments of ~~\$14,742,1720,963.25~~-per month.

.1.2 An amount to be determined for calendar year 202~~52~~ equal to the 202~~41~~ scheduled amount increased by the West B/C CPI-U 12-month change for June of the current year as reported by the US Bureau of Labor Statistics, plus an additional \$50,000 multiplied by the increase percentage of the difference between the initial 2024 budget and the final 2024 budget for the Sheriff's

Office. (ex. \$251,559.00 x CPI + \$50,000 x %Budget Increase)-

Checks shall be made payable to the Skamania County Treasurer and be issued at the regularly scheduled Council meeting for the month in which the service is provided.

- .2 Criminal Justice Money. By state statute the City receives Criminal Justice transfers from the State's General Fund allocated for innovative law enforcement programs, domestic violence prevention programs, child abuse prevention programs and for cities that contract for law enforcement services. Therefore, as further consideration of the services provided by the Sheriff, the City agrees to pay to the county all funding it receives through the Criminal Justice Programs (understanding these moneys are distributed at the discretion of the State of Washington). The City further agrees to take reasonable and good faith steps to obtain and secure funding for the various Criminal Justice program areas.

### 3.0 Term

The duration of this agreement shall be for two (2) years beginning on January 1, 202~~4~~<sup>5</sup> and ending on December 31, 202~~5~~<sup>6</sup>. Upon the mutual written consent of both parties, this agreement can be extended for one (1) additional year after the above stated ending date, including a CPI adjustment equal to the 2025 scheduled amount increased by the West B/C CPI-U 12-month change for June of the current year as reported by the US Bureau of Labor Statistics, per section 2.1.2, above. This agreement may be terminated at any time, or by either party for any reason upon ninety (90) days' written notice. Both parties agree that in October of 202~~5~~<sup>4</sup> the contract will be open for discussion in order to address potential changes affected through collective bargaining that may impact the agreed upon fee.

### 4.0 Customary Services

- .1 Scope of Services. Unless otherwise specified, services provided by the County shall include investigation and enforcement of statutes of the State of Washington, random patrols and certain ordinances of the City.
- .2 Control. The Sheriff shall have exclusive control of the Sheriff's enforcement operations in performing this contract, but the parties do agree to consult with one another, from time to time, to discuss law enforcement services.
- .3 Continuous Service. Law enforcement services will be available to the City on a twenty-four (24) hour per day, seven (7) days per week basis; Provided that allocations of manpower and equipment for this purpose will be at the reasonable discretion of the Sheriff.

- .4 Animal Control. The County agrees to provide certain animal control services for the City within the County's corporate limits. "Animal Control Services" shall mean response to complaints and/or information received regarding violations of Stevenson Municipal Code Title 6, as it now exists or is hereafter amended.

Animal control Services shall be limited to domesticated animals which shall include dogs, live stock and poultry, excluding cats.

- .5 Priorities. The City will work with the county to set service level priorities, goals and metrics. These will be reviewed bi-annually in June and December of each year and adjusted as necessary with a contract amendment. The current list of priorities is listed in the attached Exhibit A.

## 5.0 Indemnification

- .1 County Indemnification. The County acknowledges that, pursuant to the terms of this contract, the County is totally responsible for the acts and omissions of its officers, officials and employees, and is responsible as an independent contractor for the safety of all persons and property in performing pursuant to this contract. The County assumes the risk of all damages, loss, costs, penalties and expense and agrees to indemnify, defend and hold harmless the City, its officers, officials and employees, from and against any and all liability which may accrue to or be sustained by the City, or its officers, officials and employees, on account of any claim, suit or legal action made or brought against the City for the death or injury to persons (including County's employees) or damage to property involving the County, arising out of any act or omission of the County or any County employee in the performance of services performed hereunder. This indemnification extends to the officials, officers and employees of the City and also includes attorney's fees and the cost of establishing the right to indemnification herein in favor of the City. This indemnification does not extend to injuries or damages caused by the sole negligence of the City.

- .2 City Indemnification. The City acknowledges that pursuant to the terms of this contract, the City is totally responsible for the acts or omissions of its own officials, officers and employees. The City assumes the risk of all damages, loss, costs and penalties, and agrees to indemnify, defend and hold harmless the County, its officers, officials and employees from and against any and all liability which may accrue to or be sustained by the County on account of any claim, suit or legal action made or brought against the County or its officers, officials and employees, for the death or injury to persons (including City's employees) or damage to property involving the City, arising out of any act or omission of the City or any City employee in the performance of law enforcement services. This indemnification extends to the officials, officers and employees of the County and also includes attorney's fees and

the cost of establishing the right to indemnification hereunder in favor of the County. This indemnification does not extend to injuries or damages caused by the sole negligence of the County.

6.0 Authority.

The parties agree that for all intents and purposes, the Skamania County Sheriff is also the Chief of Police for the City, and with respect to law enforcement, is bound to the interlocal agreements signed by the City. While performing services under this contract, the Sheriff's Office personnel shall have all authority granted to a police department of a non-charter code city under the laws of the State of Washington.

7.0 Materials.

All material needed to perform this contract and the expense of performing it, shall be provided or paid by the County. Such material includes, but is not limited to, vehicles, weapons, communication facilities and such other supplies needed by a law enforcement agency to carry out its normal functions.

8.0 City to Cooperate.

The City agrees to cooperate fully with the County in the performance of this contract and to furnish the County with any information available to the City that the County may require in the course of the performance of this contract.

9.0 Prosecution.

All citations or complaints for violations of municipal ordinances, including state statutes involving infractions, misdemeanors and gross misdemeanors shall be filed in the Stevenson Municipal Court and shall be prosecuted by the City.

10.0 Insurance.

The County shall provide and maintain police professional liability insurance coverage with limits adequate to cover all foreseeable errors and omissions, and shall provide a copy of said policy to the City for its review and approval.

11.0 Reports.

County will provide City with activity reports on a monthly basis. Such reports shall include the number and types of reported complaints, the type and quantity of arrests made within the

City, and any other information relevant to reporting criminal activity within the City.

12.0 Equal Opportunity Employer.

The County covenants that it is an equal opportunity employer.

13.0 Severability.

In the event of invalidity or irresolvable ambiguity of any provision of this contract, the remaining provisions shall nevertheless continue to be valid and enforceable.

14.0 Modifications.

No changes or modifications to this contract shall be valid or binding upon either party unless such changes or modifications be in writing and executed by both parties.

15.0 Attorney Fees.

If any suit or action is filed by any party to enforce or interpret a provision of this contract, or otherwise with respect to the subject matter of this contract, the prevailing party shall be entitled, in addition to other rights and remedies it might have, to reimbursement for its expenses incurred with respect to such suit or action, including court costs and reasonable attorney's fees.

16.0 Extraordinary Services.

The parties recognize that this contract is designed to allow the City to use the Skamania County Sheriff's Office and its deputies to provide law enforcement services within the city limits. The parties further recognize that law enforcement must respond to a myriad of emergency and non-emergency situations. However, the parties realize that there are certain activities or events that will require exceptional and extraordinary preparation planning and staffing by the Sheriff's Office to adequately respond to the potential threats to safeguard the City's citizens and property. In recognition of these situations, the parties agree to negotiate in good faith additional payments from the City to the County that will fairly reimburse the County for providing these "extraordinary services". For purposes of this section, "Extraordinary services" shall mean those law enforcement services necessary to plan, prepare and staff law enforcement services to respond to or prepare for events that occur within the City limits. The terms "Extraordinary services" do not mean natural disasters, individual criminal episodes or other similar emergency responses.

17.0 Entire Contract.

This contract is the entire agreement between the parties and supersedes all previous agreements or understandings between them. This contract may be modified only in writing, provided both parties have signed the amended document.

18.0 Choice of Venue.

This contract shall be governed by and construed under the laws of the State of Washington, and any action brought to enforce the terms of this contract shall be brought in a court of competent jurisdiction located in Skamania County.

19.0 Interlocal Agreement Representations

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

- a. Duration. This AGREEMENT shall terminate on December 31, 202~~5~~<sup>2</sup> or sooner as provided in paragraph 3.0, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for law enforcement services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 3.0, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

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

**CITY OF STEVENSON,**

**COUNTY OF SKAMANIA,**

A Municipal Corporation,

Board of Commissioners

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

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

Attest:

\_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Commissioner

Approved as to form only:

Attest:

\_\_\_\_\_  
Adam Kick, Skamania County  
Prosecuting Attorney

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Robert C. Muth, PC  
City Attorney,  
City of Stevenson

Approved:  
\_\_\_\_\_  
Summer Scheyer, Sheriff  
Skamania County, WA



## Exhibit A

### Service Level Priorities-2024

The initial priorities as outlined below are goals to be reviewed and revised bi-annually. The Community Response Team is a new program and more specific metrics may be developed as the program rolls out. Other goals listed below are also new and may be revised.

#### Mental Health:

The City and County recognize the need for a coordinated effort between law enforcement and mental health providers to ensure people in crisis are adequately and appropriately served. Both the City and County commit to working together to increase mental health staffing levels while working with the State of Washington to meet requirements set forth in the Trueblood Settlement Agreement. Full implementation of a crisis response team will be a priority for the 2024 calendar year. Further, the City and County agree to work together to create a comprehensive plan to address the short and long-term needs related to mental health services with a goal of 20% of mental health calls are referred to the Community Response Team. A referral requires the consent of the person experiencing a mental health crisis and is not the decision of the Sheriff's Office. The Sheriff's Office will encourage contact with Community Health on 100% of mental health calls.

#### Training:

Training as required in WAC 139-11-020, specifically mental health and bias training as outlined in Part III of the Law Enforcement Training and Community Safety Act (LETCSA) or I-940, will be provided.

Reports on training provided, to include hours of training and title of training, will be submitted no less than annually or as required by state law.

#### Traffic Enforcement:

The city intends to work toward safer travel on city streets, especially Second Street. To this end the city will work with the county to identify areas needing infrastructure improvements and incorporate them into the traffic plan and capital improvement program. The goal is a reduction in requests for traffic enforcement within Stevenson city limits.



# WASHINGTON GORGE ACTION PROGRAMS

The Community Action Agency for Skamania and Klickitat Counties

P.O. Box 805, 115 W Steuben Street, Bingen, WA 98605 509.493.2662 | 800.755.1192 | wagap.org

## 2022 WAGAP Annual Report

Your Community Action Agency.

Helping People. Changing Lives.

Learn more at  
[www.wagap.org](http://www.wagap.org)

### Success by the Numbers

Households Helped 5,048

Individuals Helped 10,408

Volunteer Hours 4,669

Emergency Temporary Shelter Provided 157

Food Boxes Distributed 11,858

Emergency Protections from Violence Issued 57

Legal Assistance 455

Households Receiving Energy Assistance 864

Children Enrolled at Youth Center 140



The Mobile Food Bank launched in September with routes in rural Klickitat and Skamania counties.

From the desk of the Executive Director

## So much to be proud of here at WAGAP

2022 was a tough year as COVID continued, along with great community demand for services, and we worked under-staffed. **But there was also so much good.**

We had the largest budget to date, we upped staffing from 34 in 2019 to 55 in 2022 and worked closely with the community.

**We went all-in on our social and racial equity work.** El Grito had its debut event,

we partnered to provide vaccine clinics for our Spanish speaking neighbors and received a large grant to do even more equity work and hire a new director.

**The work of equity is a journey, not a destination.** We continue to push through with a learning mindset. **We know we can do this.**

**More highlights:**  
- We launched the new Mobile Food Bank.  
- We co-hosted the Affordable Housing



Roundtables.  
- We added Spanish language options to our website and newsletter.

**It is with a full heart that I say thank you. We couldn't do this without you all.**

In gratitude,

Leslie Naramore

## Our Mission

**Strengthening community by inspiring hope and helping people help themselves.**

### Washington Gorge Action Programs long term agency goals:

*To reduce the negative impact of poverty on individuals, families, and communities.*

*To foster individual and family self-sufficiency, health, and well being.*

*To advocate for economic and social justice in our communities.*

*To alleviate violence through projects, community education, advocacy, and social change.*

*To reduce hunger and malnutrition and promote food security.*

## An Overview of our Programs

### Emergency Services

Crisis intervention, housing, utilities, referrals

### Programs for Peaceful Living (Klickitat Co)

Domestic Violence Services & Prevention  
Sexual Assault Services & Prevention

### Crime Victim Services (Klickitat Co)

Support for victims of crimes

### Pathways Care Coordination (Klickitat Co)

Helping individuals live healthier lives and get the support they need

### Energy Assistance

Assistance with utility bills and shut off prevention

### Weatherization

Referral to services to increase home energy efficiency

### Food Banks

Monthly and emergency food distribution

### Mobile Food Bank

Monthly distribution to rural communities

### Commodity Supplemental Food Program

Additional food for low-income seniors

### Emergency Shelter

Short Term emergency housing  
Emergency warming and cooling shelters

### Permanent Supportive Housing

Long term housing with case management for persons with disabilities

### Turning Point Rapid Rehousing

Two year self-sufficiency program with housing

### Homelessness Prevention Activities

First month rent, security deposit, and homelessness prevention

### Second Hand Rose

Thrift store providing vouchers & job training

### Information and Referral

Link those in need with community resources



### The Harbor

Drop-in center for homeless youth ages 13-24.  
Family resources for all ages, located in Goldendale.

### Youth Substance Use Prevention:

Our Klickitat—Drug Free Communities

CPAKC—Community Prevention and Wellness Initiative for Goldendale School District

K-Link—Community Prevention and Wellness Initiative for White Salmon Valley School District

### Community Youth Center

An afterschool drop-in facility for youth ages 6-17



Helps here!







## *New Five Year Strategic Plan Objectives*

Goals approved by the Board of Directors June 13, 2022

- Become a community leader in equity by focusing on equity for the whole agency and community.
- To support the mission of WAGAP, continue building strong, equitable partnerships with a variety of community organizations.
- To address the needs of low-income working parents, develop childcare options throughout the two-county area.
- To increase opportunities for more affordable housing, work with housing partners, and advocate broadly.
- Diversify funding streams to enhance the future sustainability of WAGAP.

Together with our staff, board, volunteers, and partners, we will continue to focus on addressing a reduction in poverty, revitalizing low-income communities, and empowering people with low income levels to become more self-sufficient.

It's what we do:

Helping People. Changing Lives.

## Pandemic takes a toll

The pandemic had a detrimental effect on the success of **Second Hand Rose**. WAGAP's community thrift store lost a tremendous amount of business and nearly all of its volunteers since the start of 2020.

The store serves several vital functions throughout Klickitat and Skamania counties. Families obtain essential items while having a dignified shopping experience in a safe environment.

The store's voucher system allows clients in need to use credit toward items like clothing, shoes, kitchen appliances and household items. Previously, job training was also a unique opportunity at the store, helping clients get back into the workforce.

While the store has declined, other programs have grown, causing a need for more office space. Seeing the value of what Second Hand Rose offers, the Board of Directors instructed staff to redirect

energy toward promoting its use and re-establishing the volunteer base while planning to reduce the size by 50 percent.



## *The Promise of Community Action*

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.



## 2022 Highlights

### Focus on social and racial equity issues

Investing in community members from all backgrounds is essential to our mission. This year we put a tremendous focus on our investment into equity. This meant sharing stories from local people who experience poverty or injustices or who fight for the rights of people who are impacted but do not feel they have a voice in decision making.

#### Ubaldo Hernández

WAGAP Board member and senior organizer for Columbia Riverkeeper, shared his story about immigrating to the U.S. from Mexico and making his way to a better life. He has shared his knowledge so others can also improve their conditions. Promoting social justice issues, especially for farm workers and their families, is key to his mission. And he wants to get more people involved in their communities.



Hernández helped to develop Comunidades, an organization to amplify voices for environmental and social justice in the Columbia River Gorge. It offers training to help people develop leadership skills and works on issues surrounding affordable housing and overtime pay for farmworkers by advocating for new legislation.

“We are empowering the community,” Hernández said and added that issues such as poverty, affordable housing, access to healthcare are not only issues for the Latino community but for low-income communities as well. **“If we work together, we can overcome these issues.”**

#### Pathways Program Expands

WAGAP’s Community Health Workers are geographically spread throughout Klickitat County. Some are dedicated to serving tribal and indigenous community members. Others are bi-lingual and serve the migrant farmworker population and Latino population.



## Affordable Housing

WAGAP continues an advocacy series with partners on affordable housing to help people create real change in their communities.



## Emergency Warming and Cooling Shelters

Our most vulnerable populations were provided Emergency Shelter options during extreme weather conditions in both winter and summer. In Skamania County, WAGAP staffed the shelters and in Klickitat County we worked with partners to keep people safe.

## Youth Homeless Services Added


A teen and young adult drop-in center opened in Goldendale to support young people at risk of, or experiencing homelessness.



# The Harbor

**REGROUP | RECHARGE | REFOCUS**

**Teen / Young Adult Drop-in Center**  
Ages 13 - 24  
OPEN: Monday - Friday  
9 AM - 5 PM



**A WAGAP Housing Program**  
125 W Main St., Goldendale, WA 98620  
Office: (509) 281-1777  
Mobile: (509) 281-0288  
[wagap.org](http://wagap.org)

## Childcare Kits available

To increase the number of childcare providers, Klickitat County Child Care Committee (KCCC) connects potential new providers with business development mentors and access to materials and supplies to start their businesses.

## What is Community Action?

Community Action fights the causes and conditions of poverty. Founded in 1964 as part of the Economic Opportunity Act, Community Action has been dedicated to eradicating poverty ever since. Community Action Agencies are mostly funded by block grants, which means that the community gets to decide what works best for them. In our small, rural communities, this is especially important. Community Action is all about empowerment and we work hard to make sure that our clients and funders understand this and work alongside us as we work to help set people on the road to achieving sufficiency. There are over 1,000 Community Action Agencies in the United States. Here in Washington we're one of 30; working in different communities, across cultures, and with unique programs, together we're working to help people and change lives.



## More 2022 Highlights

### Sharing stories - personal experiences help us help others

Thank you to the many people who contribute to the success of our clients like staff, volunteers, board members, contractors and community partners. We are each motivated by our own experiences. Sharing our stories builds deeper connections and helps us provide even better service. Find current stories and news at <https://wagap.org/in-the-news>.



### Living Undocumented

WAGAP employee shares her lifelong journey

In a deeply personal three part series, WAGAP employee Patty Gallardo revealed her experiences of being brought to the U.S. as an undocumented child and how it impacted her life. She shared the dark challenges of living on the fringes of society beyond language and cultural barriers; being taken advantage of by employers and being constantly afraid that she would be separated from her children and deported. Agencies like WAGAP helped her family to manage at a basic level, but she was not thriving.

“I never thought that I was ever going to be able to have a social security number or a work permit,” Gallardo said. But when she learned that she qualified for DACA (Deferred Action for Childhood Arrivals), she applied and was accepted. She was finally able to apply for legal documentation, turning her life around. She now proudly gives back to the community through her work, but her status will always be a concern for her and her family.

### Welcome to our new Associate Director Focus on Equity brings Jennifer Pauletto to WAGAP

With ten years of non-profit community agency experience, Pauletto made the switch to join the WAGAP team because of its strong focus on equity. She now partners with our executive director to carry the load of this growing agency with its expanded program offerings and increasing number of personnel.



### The Dream

WAGAP board member follows her dream of an education

As a teen, Alicia Ramirez was offered an opportunity to join her family in the United States and she was excited to move from Mexico. But that excitement was immediately tamped down by the realization that as a freshman in high school she now had to start her life over from scratch, from learning a new language, to adapting to a new culture.

“I lost my friends. I lost my house. I lost everything I knew,” Ramirez said. “I came here to start from zero. My health and emotional health were affected.” She was lonely and later learned it was common for immigrants to suffer from anxiety and depression.

She found opportunities for healing through The Next Door, where she works now as a Community Health Worker. She gives back to her White Salmon community by serving as a board member for WAGAP to share her perspective and offer her hard earned knowledge to advocate for the community. Her personal dream continues. She would like to become a counselor or social worker in the future.

### WAGAP Food Bank loses supplier of fresh foods

Second Harvest halts distributions across rural Washington

This very disappointing news came in the last quarter of 2022, but the Food Bank Network rallied together with its other suppliers and the community at large to help maintain a balanced offering of fresh foods and protein items for clients. End of year fundraising also helped to buffer the impact as WAGAP regrouped from this loss.

# Mobile Food Bank hits the road

## Grant expands WAGAP’s capability to reach rural people in need

WAGAP received a Washington State Department of Agriculture TEFAP Reach and Resilience grant and launched a new Mobile Food Bank in Klickitat and Skamania counties.

Here are the inaugural routes, with plans to expand over time:

- Wishram—Dallesport—Lyle
- Skamania—Mill A
- Trout Lake—BZ Corner



# First Annual El Grito 2022

## Hispanic Heritage Month honored in White Salmon

Led by WAGAP’s Latino Outreach Coordinator, Juan Reyes, regional partners came together to create a new cultural event on the Washington side of the Gorge that aims to bring residents from all walks of life together in honor of the rich diversity that exists in the region.

This first-ever event brought together over 200 people from to share music, food, games, with a goal of encouraging Latino residents to feel comfortable in actively attending events and using the city’s park as part of their daily lives.

*- Thank you everyone who participated! -*



# Mid-Columbia Houseless Collaborative

## WAGAP joins forces and goes on tour to amplify voices in the region



Led by Mid-Columbia Community Action Council (MCCAC), WAGAP, and Nch’I Wana Housing, nearly 40 organizations, local governments, and individuals formed the Mid-Columbia Houseless Collaborative to prevent and end houselessness in the region including Hood River, Wasco, and Sherman counties in Oregon, and Skamania and Klickitat counties in Washington.

The Collaborative quickly developed a five-year strategic plan. The focus is on equitable efforts on four main areas: shelter, services, housing, and advocacy. The bi-state effort will create better, more coordinated services for the public. The group toured the region sharing the plan and educating the public.

“The people we serve do not associate their service needs with city, county, or state boundary lines,” said Kenny LaPoint, MCACC’s executive director. “They just need ease of access to robust services.”



**WASHINGTON GORGE ACTION PROGRAMS**

P.O. Box 805  
Bingen, WA 98605

Phone: 509-493-2662  
Fax: 509-493-4430  
info@wagap.org



Find us on the web: [www.wagap.org](http://www.wagap.org)

***What legacy would you like to leave in the world?***

Become part of the WAGAP family by leaving a legacy donation in your will.

Whoever you are, whatever your situation, you can make a difference and help create a better community by including a gift to WAGAP in your will.

Visit our website to find out more.

[www.wagap.org/donate](http://www.wagap.org/donate)

# Board of Directors

Bruce Bolme—**President**

Roger Gadway—**Vice-President**

Alec Maule—**Secretary/Treasurer**

Matthew Byrne

Lorraine Fritsch

Bob Hamlin

Ubaldo Hernández

Marla Keethler

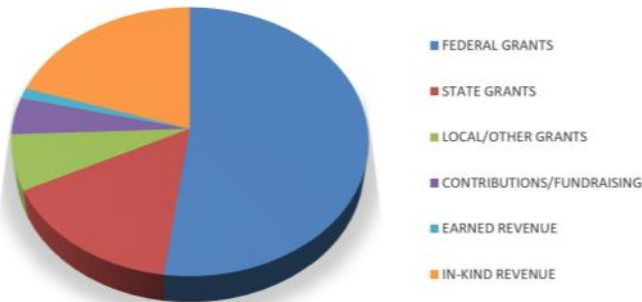
Catherine Kiewit

David Quesnel

Alicia Ramirez

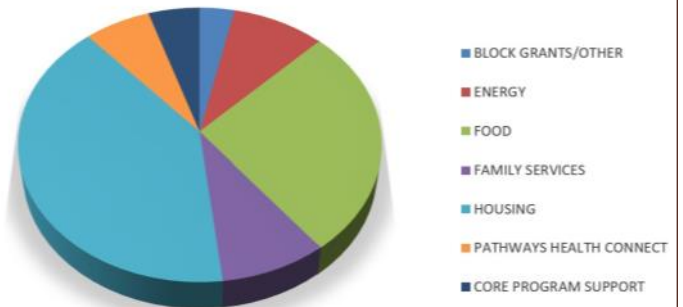
Debi Van Camp

## 2022 Financial Information



**Income**

Federal Grants	\$	4,364,156.00
State Grants	\$	1,304,458.00
Local/Other Grants	\$	559,381.00
Contributions/Fundraising	\$	371,713.00
Earned Revenue	\$	107,144.00
In-Kind Revenue	\$	1,669,859.00
<b>Total</b>	<b>\$</b>	<b>8,376,711.00</b>



**Expenses**

Block Grant/ Other	\$	279,532.00
Energy	\$	743,215.00
Food	\$	2,212,609.00
Family Services	\$	718,091.00
Housing	\$	3,314,782.00
Pathways Health Connect	\$	533,705.00
Core Program Support	\$	410,806.00
<b>Total</b>	<b>\$</b>	<b>8,212,740.00</b>

**CITY OF STEVENSON, WASHINGTON  
RESOLUTION NO. 2023-421**

**A RESOLUTION AUTHORIZING AN INCREASE IN PROPERTY TAXES  
FOR FISCAL YEAR 2024**

**WHEREAS**, the City of Stevenson has given proper notice of a public hearing held Thursday, November 16, 2023 to consider the City’s General Fund budget for the 2024 fiscal year pursuant to RCW 84.55; and

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

**NOW, THEREFORE**, the City Council of the City of Stevenson hereby resolves that an increase in the regular property tax levy is authorized for the 2024 levy for a levy amount of \$563,066.58 which is a **1%** increase from the 2022 levy or an absolute increase of \$5,480.71, plus the value of new construction as provided by RCW 84.55.010 of \$9,514.59, newly annexed parcels as provided by RCW 84.55.030 (if any, amount TBD), and the increase in State assessments of \$0.

**Passed by the City Council** of the City of Stevenson this 16<sup>th</sup> day of November 2023.

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

ATTEST:

APPROVED AS TO FORM:

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

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

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2023-1199**

**AN ORDINANCE FIXING THE AMOUNT TO BE RAISED BY  
AD VALOREM TAXES AND LEVIED FOR FISCAL YEAR 2024**

**WHEREAS**, the City Council has given proper notice of a public hearing held Thursday, November 16, 2023, to consider the City’s Budget for fiscal year 2024,

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

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

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

**WHEREAS**, the estimated amount to be raised by Ad Valorem taxes to be levied by the City of Stevenson is **\$563,066.58** which is a percentage increase of **1%** over the preceding year (an absolute increase of **\$5,230.04**) plus the increases due to new construction, annexation, and increases in the amount of State Assessments (if any). Resolution 2023-421 specifically states the dollar increase and percentage change in the levy from the previous year as prescribed by RCW 84.55.120.

**NOW, THEREFORE**, the City Council of the City of Stevenson do ordain that the Clerk of the City of Stevenson is directed to certify to the Board of County Commissioners of Skamania County, pursuant to the provisions of RCW 84.52.020, that the amount of property taxes to be levied by the City of Stevenson for the fiscal year 2024 is **\$563,066.58**, plus the increases due to new construction, annexation, and increases in the amount of State Assessments (if any).

**Passed by the City Council** this 16<sup>th</sup> day of November 2023.

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

ATTEST:

APPROVED AS TO FORM:

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

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

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2023-1202**

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

**WHEREAS**, the City Administrator of the City of Stevenson, Washington completed and placed on file a proposed budget and estimate of the money required to meet the public expenses, debt service, reserve funds, and expenses of government of the City of Stevenson for the 2024 fiscal year; and

**WHEREAS**, the City Council of the City of Stevenson held public hearings regarding the 2024 proposed budget on October 19, 2023, and November 16, 2023; and

**WHEREAS**, the 2024 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on property within the City of Stevenson for the purposes set forth in the 2024 budget, and the estimated expenditures set forth in the 2024 budget are necessary to carry on the government of the City of Stevenson.

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

**Section 1. Budget Adoption.** The budget for the City of Stevenson, Washington for the year 2023 is hereby adopted in its final form and content, a copy of which is on file with the City Administrator and available for inspection by the public at City Hall, 7121 East Loop Road, Stevenson, Washington, during normal business hours.

**Section 2. Appropriations:** Estimated revenues for each fund of the City of Stevenson for the year 2023 are set forth in summary form on Exhibit A attached hereto, and are hereby appropriated for expenditure at the fund level as set forth on Exhibit A.

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

**Section 4. Effective Date.** This Ordinance shall take effect and be in force January 1, 2024, or five days after publication according to law, whichever date is later.

**Passed by the City Council** of the City of Stevenson this 16<sup>th</sup> day of November, 2023.

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

ATTEST:

APPROVED AS TO FORM:

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

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

**Ordinance 2023-1202 Exhibit A**

**2024 Initial Budget**

Estimated Revenues and Budgeted Appropriations by Fund

		Budgeted Resources				Budgeted Appropriations			
		Estimated			Total			Estimated	
Fund No.	Name	Beginning Cash	Estimated Revenues	Transfers In	Budgeted Resources	Budgeted Expenditures	Transfers Out	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	-	-	225,190	225,190
311	First Street	-	884,186	-	884,186	884,186	-	-	884,186
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.	(1,080,601)	7,443,423	999,144	7,361,966	7,361,966	-	-	7,361,966
420	Cascade Avenue Mitigation f	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	1,378,175	21,792,917	14,770,466	1,378,175	5,644,276	21,792,917

# BUDGET COMPARISON FUND TOTALS

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## 001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
100 Unreserved	1,047,784.22	1,047,784.22	1,457,189.47	1,457,189.47	930,756.45	-36%	
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	0%	
104 Custodial Reserve	51,135.13	51,135.13	51,135.13	51,135.13	51,135.13	0%	
<b>308 Beginning Balances</b>	<b>1,132,333.17</b>	<b>1,132,333.17</b>	<b>1,541,738.42</b>	<b>1,541,738.42</b>	<b>1,015,305.40</b>	<b>-34%</b>	
311 Property Tax	501,569.36	526,086.33	546,401.90	344,136.82	551,865.92	1%	
313 Sales Tax	300,000.00	473,308.16	328,000.00	393,208.54	480,000.00	46%	
316 Utility Tax	32,000.00	41,316.87	32,000.00	45,821.23	32,000.00	0%	
317 Other Tax	16,000.00	27,217.16	16,000.00	20,353.77	16,000.00	0%	
<b>310 Taxes</b>	<b>849,569.36</b>	<b>1,067,928.52</b>	<b>922,401.90</b>	<b>803,520.36</b>	<b>1,079,865.92</b>	<b>17%</b>	
321 Licenses	2,900.00	5,540.00	2,900.00	7,050.83	2,900.00	0%	
322 Permits	0.00	143.25	0.00	596.00	0.00	0%	
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>5,683.25</b>	<b>2,900.00</b>	<b>7,646.83</b>	<b>2,900.00</b>	<b>0%</b>	
330 Grants	112,758.20	92,758.20	142,000.00	86,959.03	25,000.00	-82%	
335 State Shared	11,000.00	15,574.34	11,000.00	16,556.52	11,000.00	0%	
336 State Entitlements, Impact Payments &	17,499.50	21,005.75	18,653.42	21,440.97	19,657.15	5%	
337 Interlocal Loan Repayments	0.00	25,000.00	19,800.00	8,117.69	20,200.00	2%	
<b>330 Intergovernmental Revenues</b>	<b>141,257.70</b>	<b>154,338.29</b>	<b>191,453.42</b>	<b>133,074.21</b>	<b>75,857.15</b>	<b>-60%</b>	
341 Admin, Printing & Probation Fees	283,935.13	281,909.96	280,014.81	5,602.51	290,445.71	4%	
342 Fire District 2	32,700.00	27,173.00	32,700.00	19,208.60	19,620.00	-40%	
345 Planning	4,500.00	16,136.36	4,500.00	24,612.48	4,500.00	0%	
376 Parks	0.00	16,823.64	0.00	18,557.55	0.00	0%	
<b>340 Charges For Goods &amp; Services</b>	<b>321,135.13</b>	<b>342,042.96</b>	<b>317,214.81</b>	<b>67,981.14</b>	<b>314,565.71</b>	<b>-1%</b>	
350 Fines & Penalties	12,700.00	12,900.72	12,700.00	5,516.97	12,700.00	0%	
100 General Interest Income	5,500.00	12,972.83	5,500.00	48,110.22	5,500.00	0%	
376 Parks	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0%	
<b>360 Interest &amp; Other Earnings</b>	<b>8,000.00</b>	<b>15,472.83</b>	<b>8,000.00</b>	<b>50,610.22</b>	<b>8,000.00</b>	<b>0%</b>	
<b>TOTAL REVENUES:</b>	<b>2,467,895.36</b>	<b>2,730,699.74</b>	<b>2,996,408.55</b>	<b>2,610,088.15</b>	<b>2,509,194.18</b>	<b>-16%</b>	
511 Legislative	24,500.00	23,885.27	37,000.00	21,514.62	37,000.00	0%	
512 Judicial	59,950.00	57,660.33	60,510.00	56,772.21	60,510.00	0%	
513 Executive	123,095.00	123,825.20	147,076.60	109,108.73	153,889.18	5%	
514 Financial, Recording & Elections	126,387.17	106,747.22	137,200.54	127,230.24	142,465.57	4%	
515 Legal Services	16,500.00	20,032.00	16,500.00	14,996.26	16,500.00	0%	

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## 001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
517 Employee Benefit Programs	10,525.00	7,079.38	10,525.00	16,352.68	10,525.00	0%	
518 Centralized Services	159,623.32	177,776.29	176,723.32	83,434.49	122,173.32	-31%	
521 Law Enforcement	213,228.07	214,994.91	228,846.03	190,973.93	278,860.00	22%	
202 Fire Department	99,445.00	43,303.75	155,207.50	61,418.53	167,207.50	8%	
203 Fire District 2	30,750.00	8,899.86	90,750.00	27,145.91	90,750.00	0%	
<b>522 Fire Control</b>	<b>130,195.00</b>	<b>52,203.61</b>	<b>245,957.50</b>	<b>88,564.44</b>	<b>257,957.50</b>	<b>5%</b>	
528 Dispatch Services	6,000.00	3,229.71	6,000.00	3,229.71	6,000.00	0%	
551 Public Housing Services	92,758.20	92,758.20	0.00	0.00		0%	
553 Conservation	500.00	443.70	500.00	438.75	500.00	0%	
554 Environmental Services	0.00	0.00	0.00	0.00		0%	
550 Building	0.00	0.00	0.00	265.00		0%	
560 Planning	201,980.00	157,692.62	389,855.00	254,560.27	297,398.75	-24%	
570 Economic Development	27,105.60	26,825.50	27,685.00	14,642.50	27,685.00	0%	
<b>558 Planning &amp; Community Devel</b>	<b>229,085.60</b>	<b>184,518.12</b>	<b>417,540.00</b>	<b>269,467.77</b>	<b>325,083.75</b>	<b>-22%</b>	
562 Public Health	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0%	
565 Welfare	10,000.00	10,000.00	10,000.00	6,667.00	10,000.00	0%	
566 Substance Abuse	150.00	215.64	150.00	166.20	150.00	0%	
573 Cultural & Community Activities	500.00	647.91	500.00	852.43	500.00	0%	
576 Park Facilities	54,660.00	79,166.91	57,700.00	47,317.62	70,392.00	22%	
580 Non Expenditures	0.00	0.00	0.00	-1,004.76		0%	
597 Interfund Transfers	25,000.00	25,000.00	418,374.16	50,000.00	25,000.00	-94%	
100 Unreserved	1,090,688.87	0.00	930,756.27	0.00	897,138.73	-4%	
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.00	33,414.00	0%	
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.00	51,135.13	0%	
<b>999 Ending Balance</b>	<b>1,175,238.00</b>	<b>0.00</b>	<b>1,015,305.40</b>	<b>0.00</b>	<b>981,687.86</b>	<b>-3%</b>	
<b>TOTAL EXPENDITURES:</b>	<b>2,467,895.36</b>	<b>1,190,184.40</b>	<b>2,996,408.55</b>	<b>1,086,082.32</b>	<b>2,509,194.18</b>	<b>-16%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>1,540,515.34</b>	<b>0.00</b>	<b>1,524,005.83</b>			

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### 010 General Reserve Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	326,705.62	332,314.62	335,258.75	335,258.75	335,258.75	0%	
360 Interest & Other Earnings	0.00	2,944.13	0.00	7,624.30		0%	
<b>TOTAL REVENUES:</b>	<b>326,705.62</b>	<b>335,258.75</b>	<b>335,258.75</b>	<b>342,883.05</b>	<b>335,258.75</b>	<b>0%</b>	
999 Ending Balance	326,705.62	0.00	335,258.75	0.00	335,258.75	0%	
<b>TOTAL EXPENDITURES:</b>	<b>326,705.62</b>	<b>0.00</b>	<b>335,258.75</b>	<b>0.00</b>	<b>335,258.75</b>	<b>0%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>335,258.75</b>	<b>0.00</b>	<b>342,883.05</b>			



# BUDGET COMPARISON FUND TOTALS

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## 020 Fire Reserve Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	1,589,616.67	1,607,765.44	1,650,586.13	1,650,586.13	1,778,960.29	8%	
360 Interest & Other Earnings	0.00	17,820.69	0.00	49,693.11		0%	
397 Interfund Transfers	25,000.00	25,000.00	128,374.16	0.00	25,000.00	-81%	
<b>TOTAL REVENUES:</b>	<b>1,614,616.67</b>	<b>1,650,586.13</b>	<b>1,778,960.29</b>	<b>1,700,279.24</b>	<b>1,803,960.29</b>	<b>1%</b>	
999 Ending Balance	1,614,616.67	0.00	1,778,960.29	0.00	1,803,960.29	1%	
<b>TOTAL EXPENDITURES:</b>	<b>1,614,616.67</b>	<b>0.00</b>	<b>1,778,960.29</b>	<b>0.00</b>	<b>1,803,960.29</b>	<b>1%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>1,650,586.13</b>	<b>0.00</b>	<b>1,700,279.24</b>			

# BUDGET COMPARISON FUND TOTALS

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## 030 ARPA

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	223,677.00	223,677.00	298,313.00	298,313.00	298,313.00	0%	
330 Intergovernmental Revenues	223,676.00	223,676.00	0.00	0.00		0%	
<b>TOTAL REVENUES:</b>	<b>447,353.00</b>	<b>447,353.00</b>	<b>298,313.00</b>	<b>298,313.00</b>	<b>298,313.00</b>	<b>0%</b>	
594 Capital Expenditures	150,000.00	149,040.00	0.00	0.00		0%	
999 Ending Balance	297,353.00	0.00	298,313.00	0.00	298,313.00	0%	
<b>TOTAL EXPENDITURES:</b>	<b>447,353.00</b>	<b>149,040.00</b>	<b>298,313.00</b>	<b>0.00</b>	<b>298,313.00</b>	<b>0%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>298,313.00</b>	<b>0.00</b>	<b>298,313.00</b>			

## BUDGET COMPARISON FUND TOTALS

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### 100 Street Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	316,457.10	316,457.10	75,740.56	75,740.56	268,025.50	254%	
313 Sales Tax	405,000.00	441,745.08	358,000.00	366,366.10	458,000.00	28%	
316 Utility Tax	60,000.00	74,696.14	60,000.00	53,991.81	70,000.00	17%	
<b>310 Taxes</b>	<b>465,000.00</b>	<b>516,441.22</b>	<b>418,000.00</b>	<b>420,357.91</b>	<b>528,000.00</b>	<b>26%</b>	
320 Licenses & Permits	600.00	950.00	600.00	1,760.00	600.00	0%	
330 Grants	0.00	0.00	244,330.00	0.00	77,085.85	-68%	
336 State Entitlements, Impact Payments &	43,340.50	43,519.35	43,849.50	34,232.42	41,958.50	-4%	
<b>330 Intergovernmental Revenues</b>	<b>43,340.50</b>	<b>43,519.35</b>	<b>288,179.50</b>	<b>34,232.42</b>	<b>119,044.35</b>	<b>-59%</b>	
360 Interest & Other Earnings	0.00	3,380.27	0.00	1,454.77		0%	
390 Other Financing Sources	0.00	543.09	0.00	0.00		0%	
397 Interfund Transfers	54,820.09	24,820.09	290,000.00	50,000.00		-100%	
<b>TOTAL REVENUES:</b>	<b>880,217.69</b>	<b>906,111.12</b>	<b>1,072,520.06</b>	<b>583,545.66</b>	<b>915,669.85</b>	<b>-15%</b>	
542 Roadway	359,960.40	397,888.54	516,603.06	235,252.42	395,190.43	-24%	
543 Stormwater	26,000.00	24,257.62	26,300.00	33,400.41	34,330.00	31%	
545 Lights, Signs, Paths, Landscaping	34,000.00	34,314.42	38,000.00	37,815.37	39,150.00	3%	
546 Snow Removal	33,340.00	44,431.93	33,340.00	3,366.24	34,957.00	5%	
<b>542 Streets - Maintenance</b>	<b>453,300.40</b>	<b>500,892.51</b>	<b>614,243.06</b>	<b>309,834.44</b>	<b>503,627.43</b>	<b>-18%</b>	
543 Streets Admin & Overhead	119,835.00	98,500.71	148,202.50	110,114.46	156,296.63	5%	
544 Road & Street Operations	0.00	3,950.00	25,000.00	47,939.96	25,000.00	0%	
566 Substance Abuse	0.00	236.54	0.00	177.76		0%	
594 Capital Expenditures	195,393.40	197,519.90	196,049.00	32,808.94	145,000.00	-26%	
597 Interfund Transfers	50,000.00	28,951.71	0.00	0.00		0%	
999 Ending Balance	61,688.89	0.00	89,025.50	0.00	85,745.79	-4%	
<b>TOTAL EXPENDITURES:</b>	<b>880,217.69</b>	<b>830,051.37</b>	<b>1,072,520.06</b>	<b>500,875.56</b>	<b>915,669.85</b>	<b>-15%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>76,059.75</b>	<b>0.00</b>	<b>82,670.10</b>			

# BUDGET COMPARISON FUND TOTALS

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## 103 Tourism Promo & Develop Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	797,780.48	797,780.48	1,104,606.79	1,104,606.79	862,978.52	-22%	
310 Taxes	430,000.00	682,141.62	473,000.00	546,364.44	487,190.00	3%	
000	0.00	8,945.15	0.00	0.00		0%	
103 Tourism	0.00	0.00	0.00	35,641.25		0%	
360 Interest & Other Earnings	0.00	8,945.15	0.00	35,641.25		0%	
<b>TOTAL REVENUES:</b>	<b>1,227,780.48</b>	<b>1,488,867.25</b>	<b>1,577,606.79</b>	<b>1,686,612.48</b>	<b>1,350,168.52</b>	<b>-14%</b>	
573 Cultural & Community Activities	411,771.70	378,425.53	432,628.27	208,562.97	477,139.30	10%	
594 Capital Expenditures	230,000.00	5,834.93	82,000.00	7,338.58	10,000.00	-88%	
597 Interfund Transfers	0.00	0.00	200,000.00	0.00	332,252.00	66%	
999 Ending Balance	586,008.78	0.00	862,978.52	0.00	530,777.22	-38%	
<b>TOTAL EXPENDITURES:</b>	<b>1,227,780.48</b>	<b>384,260.46</b>	<b>1,577,606.79</b>	<b>215,901.55</b>	<b>1,350,168.52</b>	<b>-14%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>1,104,606.79</b>	<b>0.00</b>	<b>1,470,710.93</b>			

# BUDGET COMPARISON FUND TOTALS

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## 105 Affordable Housing Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	6,215.61	6,376.16	12,435.11	12,435.11	17,435.11	40%	
310 Taxes	5,000.00	6,058.95	5,000.00	3,513.09	5,000.00	0%	
360 Interest & Other Earnings	0.00	0.00	0.00	78.91		0%	
<b>TOTAL REVENUES:</b>	<b>11,215.61</b>	<b>12,435.11</b>	<b>17,435.11</b>	<b>16,027.11</b>	<b>22,435.11</b>	<b>29%</b>	
999 Ending Balance	11,215.61	0.00	17,435.11	0.00	22,435.11	29%	
<b>TOTAL EXPENDITURES:</b>	<b>11,215.61</b>	<b>0.00</b>	<b>17,435.11</b>	<b>0.00</b>	<b>22,435.11</b>	<b>29%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>12,435.11</b>	<b>0.00</b>	<b>16,027.11</b>			

# BUDGET COMPARISON FUND TOTALS

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## 107 HEALing SCARS Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	0.00	0.00	10,190.57	10,190.57	10,190.57	0%	
360 Interest & Other Earnings	10,190.57	10,190.57	0.00	55.82		0%	
<b>TOTAL REVENUES:</b>	<b>10,190.57</b>	<b>10,190.57</b>	<b>10,190.57</b>	<b>10,246.39</b>	<b>10,190.57</b>	<b>0%</b>	
999 Ending Balance	10,190.57	0.00	10,190.57	0.00	10,190.57	0%	
<b>TOTAL EXPENDITURES:</b>	<b>10,190.57</b>	<b>0.00</b>	<b>10,190.57</b>	<b>0.00</b>	<b>10,190.57</b>	<b>0%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>10,190.57</b>	<b>0.00</b>	<b>10,246.39</b>			

# BUDGET COMPARISON FUND TOTALS

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## 300 Capital Improvement Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	107,273.57	151,803.99	210,190.20	210,190.20	205,190.20	-2%	
310 Taxes	20,000.00	56,054.79	20,000.00	28,549.28	20,000.00	0%	
360 Interest & Other Earnings	0.00	2,331.42	0.00	7,603.86		0%	
<b>TOTAL REVENUES:</b>	<b>127,273.57</b>	<b>210,190.20</b>	<b>230,190.20</b>	<b>246,343.34</b>	<b>225,190.20</b>	<b>-2%</b>	
597 Interfund Transfers	30,000.00	0.00	25,000.00	0.00		-100%	
999 Ending Balance	97,273.57	0.00	205,190.20	0.00	225,190.20	10%	
<b>TOTAL EXPENDITURES:</b>	<b>127,273.57</b>	<b>0.00</b>	<b>230,190.20</b>	<b>0.00</b>	<b>225,190.20</b>	<b>-2%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>210,190.20</b>	<b>0.00</b>	<b>246,343.34</b>			

# BUDGET COMPARISON FUND TOTALS

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309 Russell Ave

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
330 Intergovernmental Revenues	24,820.09	24,820.09	0.00	0.00		0%	
<b>TOTAL REVENUES:</b>	<b>24,820.09</b>	<b>24,820.09</b>	<b>0.00</b>	<b>0.00</b>		<b>0%</b>	
597 Interfund Transfers	24,820.09	24,820.09	0.00	0.00		0%	
<b>TOTAL EXPENDITURES:</b>	<b>24,820.09</b>	<b>24,820.09</b>	<b>0.00</b>	<b>0.00</b>		<b>0%</b>	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00			



# BUDGET COMPARISON FUND TOTALS

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## 311 First Street

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	0.00	0.00	0.00	0.00		0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	884,186.00	0%	
397 Interfund Transfers	50,000.00	28,951.71	25,000.00	0.00		-100%	
<b>TOTAL REVENUES:</b>	<b>50,000.00</b>	<b>28,951.71</b>	<b>25,000.00</b>	<b>0.00</b>	<b>884,186.00</b>	<b>3437%</b>	
594 Capital Expenditures	50,000.00	28,951.71	25,000.00	0.00	884,186.00	3437%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
<b>TOTAL EXPENDITURES:</b>	<b>50,000.00</b>	<b>28,951.71</b>	<b>25,000.00</b>	<b>0.00</b>	<b>884,186.00</b>	<b>3437%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

# BUDGET COMPARISON FUND TOTALS

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312 Columbia Ave

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Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	0.00	0.00	-63,287.48	-63,287.48		-100%	
330 Intergovernmental Revenues	200,000.00	54,382.75	145,617.25	125,994.35		-100%	
<b>TOTAL REVENUES:</b>	<b>200,000.00</b>	<b>54,382.75</b>	<b>82,329.77</b>	<b>62,706.87</b>		<b>-100%</b>	
594 Capital Expenditures	200,000.00	117,670.23	82,329.77	78,790.62		-100%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
<b>TOTAL EXPENDITURES:</b>	<b>200,000.00</b>	<b>117,670.23</b>	<b>82,329.77</b>	<b>78,790.62</b>		<b>-100%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>-63,287.48</b>	<b>0.00</b>	<b>-16,083.75</b>			

# BUDGET COMPARISON FUND TOTALS

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## 313 Park Plaza Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	0.00	0.00	0.00	0.00		0%	
330 Intergovernmental Revenues	0.00	0.00	100,000.00	0.00	50,000.00	-50%	
397 Interfund Transfers	0.00	0.00	200,000.00	0.00	332,252.00	66%	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.00</b>	<b>382,252.00</b>	<b>27%</b>	
576 Park Facilities	0.00	0.00	0.00	1,950.78		0%	
594 Capital Expenditures	0.00	0.00	100,000.00	9,715.04	382,252.00	282%	
999 Ending Balance	0.00	0.00	200,000.00	0.00		-100%	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>11,665.82</b>	<b>382,252.00</b>	<b>27%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-11,665.82</b>			

# BUDGET COMPARISON FUND TOTALS

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## 400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
400 Water/Sewer	647,754.95	647,754.95	1,151,234.64	1,151,234.64	1,446,600.22	26%	
401 Water	539,594.95	539,594.95	631,301.09	631,301.09	575,571.75	-9%	
402 Sewer	431,097.47	481,088.84	175,778.18	175,778.18	225,830.18	28%	
<b>308 Beginning Balances</b>	<b>1,618,447.37</b>	<b>1,668,438.74</b>	<b>1,958,313.91</b>	<b>1,958,313.91</b>	<b>2,248,002.15</b>	<b>15%</b>	
343 Water	194,979.15	196,823.15	0.00	0.00		0%	
345 Sewer	562,947.38	562,947.38	0.00	0.00		0%	
<b>330 Intergovernmental Revenues</b>	<b>757,926.53</b>	<b>759,770.53</b>	<b>0.00</b>	<b>0.00</b>		<b>0%</b>	
343 Water	678,600.00	877,065.91	761,675.00	749,784.30	873,361.25	15%	
344 Sewer	1,019,437.50	1,237,493.28	1,322,308.13	1,196,407.78	1,520,609.34	15%	
<b>340 Charges For Goods &amp; Services</b>	<b>1,698,037.50</b>	<b>2,114,559.19</b>	<b>2,083,983.13</b>	<b>1,946,192.08</b>	<b>2,393,970.59</b>	<b>15%</b>	
343 Water	94,644.00	106,744.78	46,674.00	126,460.25	46,674.00	0%	
344 Sewer	86,590.92	116,572.32	56,532.00	57,858.00	56,532.00	0%	
400 Water/Sewer	4,000.00	22,216.76	4,000.00	41,149.49	4,000.00	0%	
<b>360 Interest &amp; Other Earnings</b>	<b>185,234.92</b>	<b>245,533.86</b>	<b>107,206.00</b>	<b>225,467.74</b>	<b>107,206.00</b>	<b>0%</b>	
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0%</b>	
<b>TOTAL REVENUES:</b>	<b>4,259,646.32</b>	<b>4,788,302.32</b>	<b>4,149,503.04</b>	<b>4,129,973.73</b>	<b>4,749,178.74</b>	<b>14%</b>	
534 Water Utilities	734,004.72	687,190.96	948,956.89	674,450.84	931,036.15	-2%	
535 Sewer	955,883.14	931,255.76	1,202,072.58	777,202.19	1,192,732.10	-1%	
534 Water	60,970.90	93,924.22	60,854.54	59,932.15	60,738.17	-0%	
535 Sewer	645,196.58	645,196.58	82,249.20	41,124.60	82,249.18	-0%	
<b>591 Debt Service</b>	<b>706,167.48</b>	<b>739,120.80</b>	<b>143,103.74</b>	<b>101,056.75</b>	<b>142,987.35</b>	<b>-0%</b>	
534 Water	291,500.00	19,424.15	272,160.00	168,026.25	170,464.80	-37%	
535 Sewer	0.00	8,760.44	100,000.00	161,255.35	150,000.00	50%	
<b>594 Capital Expenditures</b>	<b>291,500.00</b>	<b>28,184.59</b>	<b>372,160.00</b>	<b>329,281.60</b>	<b>320,464.80</b>	<b>-14%</b>	
<b>597 Interfund Transfers</b>	<b>521,779.00</b>	<b>443,586.98</b>	<b>441,329.00</b>	<b>0.00</b>	<b>1,020,922.90</b>	<b>131%</b>	
400 Water/Sewer	680,384.64	0.00	393,595.56	0.00	446,427.51	13%	
401 Water	352,238.95	0.00	415,975.09	0.00	562,245.75	35%	
402 Sewer	17,688.39	0.00	232,310.18	0.00	132,362.18	-43%	
<b>999 Ending Balance</b>	<b>1,050,311.98</b>	<b>0.00</b>	<b>1,041,880.83</b>	<b>0.00</b>	<b>1,141,035.44</b>	<b>10%</b>	

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400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
<b>TOTAL EXPENDITURES:</b>	4,259,646.32	2,829,339.09	4,149,503.04	1,881,991.38	4,749,178.74	14%	
<b>FUND GAIN/LOSS:</b>	0.00	1,958,963.23	0.00	2,247,982.35			

# BUDGET COMPARISON FUND TOTALS

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## 406 Wastewater Short Lived Asset Res. Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	43,558.00	43,558.00	65,337.00	65,337.00	87,116.00	33%	
397 Interfund Transfers	21,779.00	21,779.00	21,779.00	0.00	21,779.00	0%	
<b>TOTAL REVENUES:</b>	<b>65,337.00</b>	<b>65,337.00</b>	<b>87,116.00</b>	<b>65,337.00</b>	<b>108,895.00</b>	<b>25%</b>	
999 Ending Balance	65,337.00	0.00	87,116.00	0.00	108,895.00	25%	
<b>TOTAL EXPENDITURES:</b>	<b>65,337.00</b>	<b>0.00</b>	<b>87,116.00</b>	<b>0.00</b>	<b>108,895.00</b>	<b>25%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>65,337.00</b>	<b>0.00</b>	<b>65,337.00</b>			

# BUDGET COMPARISON FUND TOTALS

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## 408 Wastewater Debt Reserve Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	61,191.00	61,191.00	61,191.00	61,191.00	61,191.00	0%	
397 Interfund Transfers	0.00	0.00	0.00	0.00		0%	
<b>TOTAL REVENUES:</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0%</b>	
999 Ending Balance	61,191.00	0.00	61,191.00	0.00	61,191.00	0%	
<b>TOTAL EXPENDITURES:</b>	<b>61,191.00</b>	<b>0.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>61,191.00</b>	<b>0%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>61,191.00</b>			

# BUDGET COMPARISON FUND TOTALS

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## 410 Wastewater System Upgrades

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	0.00	-194,712.15	-1,179,179.71	-1,179,179.71	-1,080,600.53	-8%	
330 Intergovernmental Revenues	1,733,656.00	1,783,025.47	5,028,740.07	294,199.50	4,771,374.53	-5%	
390 Other Financing Sources	8,433,414.00	2,902,589.18	9,637,369.64	5,585,447.57	2,672,048.05	-72%	
397 Interfund Transfers	500,000.00	421,807.98	400,000.00	0.00	999,143.90	150%	
<b>TOTAL REVENUES:</b>	<b>10,667,070.00</b>	<b>4,912,710.48</b>	<b>13,886,930.00</b>	<b>4,700,467.36</b>	<b>7,361,965.95</b>	<b>-47%</b>	
591 Debt Service	0.00	0.00	0.00	1,382.69		0%	
592 Debt Service - Interest Costs	0.00	905.02	0.00	0.00		0%	
594 Capital Expenditures	10,667,070.00	6,090,985.17	13,886,930.00	6,368,489.42	7,361,965.95	-47%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
<b>TOTAL EXPENDITURES:</b>	<b>10,667,070.00</b>	<b>6,091,890.19</b>	<b>13,886,930.00</b>	<b>6,369,872.11</b>	<b>7,361,965.95</b>	<b>-47%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>-1,179,179.71</b>	<b>0.00</b>	<b>-1,669,404.75</b>			



## BUDGET COMPARISON FUND TOTALS

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### 420 Cascade Avenue Mitigation Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	0.00	0.00	0.00	0.00	19,550.00	0%	
397 Interfund Transfers	0.00	0.00	19,550.00	0.00		-100%	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>0.00</b>	<b>19,550.00</b>	<b>0.00</b>	<b>19,550.00</b>	<b>0%</b>	
999 Ending Balance	0.00	0.00	19,550.00	0.00	19,550.00	0%	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>19,550.00</b>	<b>0.00</b>	<b>19,550.00</b>	<b>0%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

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### 500 Equipment Service Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	203,766.89	203,766.89	157,311.97	157,311.97	85,317.74	-46%	
340 Charges For Goods & Services	125,000.00	183,692.78	175,000.00	173,717.05	220,000.00	26%	
360 Interest & Other Earnings	0.00	2,229.04	0.00	2,870.58		0%	
390 Other Financing Sources	0.00	13,852.50	0.00	5,370.00	450,000.00	0%	
<b>TOTAL REVENUES:</b>	<b>328,766.89</b>	<b>403,541.21</b>	<b>332,311.97</b>	<b>339,269.60</b>	<b>755,317.74</b>	<b>127%</b>	
548 Public Works - Centralized Services	143,408.17	137,602.62	156,544.23	149,782.74	176,272.10	13%	
591 Debt Service	0.00	0.00	0.00	0.00	29,000.00	0%	
594 Capital Expenditures	150,000.00	108,372.05	100,000.00	100,290.83	530,000.00	430%	
999 Ending Balance	35,358.72	0.00	75,767.74	0.00	20,045.64	-74%	
<b>TOTAL EXPENDITURES:</b>	<b>328,766.89</b>	<b>245,974.67</b>	<b>332,311.97</b>	<b>250,073.57</b>	<b>755,317.74</b>	<b>127%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>157,566.54</b>	<b>0.00</b>	<b>89,196.03</b>			

# BUDGET COMPARISON FUND TOTALS

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## 630 Stevenson Municipal Court

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 Beginning Balances	0.00	0.00	0.00	0.00		0%	
380 Non Revenues	0.00	8,247.43	0.00	3,584.07		0%	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>8,247.43</b>	<b>0.00</b>	<b>3,584.07</b>		<b>0%</b>	
580 Non Expenditures	0.00	8,247.43	0.00	3,584.07		0%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>8,247.43</b>	<b>0.00</b>	<b>3,584.07</b>		<b>0%</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

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Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
001 General Expense Fund	2,467,895.36	2,730,699.74	2,996,408.55	2,610,088.15	2,509,194.18	-16%	
010 General Reserve Fund	326,705.62	335,258.75	335,258.75	342,883.05	335,258.75	0%	
020 Fire Reserve Fund	1,614,616.67	1,650,586.13	1,778,960.29	1,700,279.24	1,803,960.29	1%	
030 ARPA	447,353.00	447,353.00	298,313.00	298,313.00	298,313.00	0%	
100 Street Fund	880,217.69	906,111.12	1,072,520.06	583,545.66	915,669.85	-15%	
103 Tourism Promo & Develop Fund	1,227,780.48	1,488,867.25	1,577,606.79	1,686,612.48	1,350,168.52	-14%	
105 Affordable Housing Fund	11,215.61	12,435.11	17,435.11	16,027.11	22,435.11	29%	
107 HEALing SCARS Fund	10,190.57	10,190.57	10,190.57	10,246.39	10,190.57	0%	
300 Capital Improvement Fund	127,273.57	210,190.20	230,190.20	246,343.34	225,190.20	-2%	
309 Russell Ave	24,820.09	24,820.09				-100%	
311 First Street	50,000.00	28,951.71	25,000.00		884,186.00	3437%	
312 Columbia Ave	200,000.00	54,382.75	82,329.77	62,706.87		-100%	
313 Park Plaza Fund			300,000.00		382,252.00	27%	
400 Water/Sewer Fund	4,259,646.32	4,788,302.32	4,149,503.04	4,129,973.73	4,749,178.74	14%	
406 Wastewater Short Lived Asset Res. Fund	65,337.00	65,337.00	87,116.00	65,337.00	108,895.00	25%	
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	61,191.00	61,191.00	61,191.00	0%	
410 Wastewater System Upgrades	10,667,070.00	4,912,710.48	13,886,930.00	4,700,467.36	7,361,965.95	-47%	
420 Cascade Avenue Mitigation Fund			19,550.00		19,550.00	0%	
500 Equipment Service Fund	328,766.89	403,541.21	332,311.97	339,269.60	755,317.74	127%	
630 Stevenson Municipal Court		8,247.43		3,584.07		-100%	
<b>Total Revenues:</b>	22,770,079.87	18,139,175.86	27,260,815.10	16,856,868.05	21,792,916.90	-20%	
001 General Expense Fund	2,467,895.36	1,190,184.40	2,996,408.55	1,086,082.32	2,509,194.18	-16%	
010 General Reserve Fund	326,705.62		335,258.75		335,258.75	0%	
020 Fire Reserve Fund	1,614,616.67		1,778,960.29		1,803,960.29	1%	
030 ARPA	447,353.00	149,040.00	298,313.00		298,313.00	0%	
100 Street Fund	880,217.69	830,051.37	1,072,520.06	500,875.56	915,669.85	-15%	
103 Tourism Promo & Develop Fund	1,227,780.48	384,260.46	1,577,606.79	215,901.55	1,350,168.52	-14%	
105 Affordable Housing Fund	11,215.61		17,435.11		22,435.11	29%	
107 HEALing SCARS Fund	10,190.57		10,190.57		10,190.57	0%	
300 Capital Improvement Fund	127,273.57		230,190.20		225,190.20	-2%	
309 Russell Ave	24,820.09	24,820.09				-100%	
311 First Street	50,000.00	28,951.71	25,000.00		884,186.00	3437%	
312 Columbia Ave	200,000.00	117,670.23	82,329.77	78,790.62		-100%	
313 Park Plaza Fund			300,000.00	11,665.82	382,252.00	27%	
400 Water/Sewer Fund	4,259,646.32	2,829,339.09	4,149,503.04	1,881,991.38	4,749,178.74	14%	
406 Wastewater Short Lived Asset Res. Fund	65,337.00		87,116.00		108,895.00	25%	
408 Wastewater Debt Reserve Fund	61,191.00		61,191.00		61,191.00	0%	
410 Wastewater System Upgrades	10,667,070.00	6,091,890.19	13,886,930.00	6,369,872.11	7,361,965.95	-47%	
420 Cascade Avenue Mitigation Fund			19,550.00		19,550.00	0%	
500 Equipment Service Fund	328,766.89	245,974.67	332,311.97	250,073.57	755,317.74	127%	
630 Stevenson Municipal Court		8,247.43		3,584.07		-100%	

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Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
Total Expenditures:	22,770,079.87	11,900,429.64	27,260,815.10	10,398,837.00	21,792,916.90	-20%	
FUNDS GAIN/LOSS:		6,238,746.22		6,458,031.05			



# City of Stevenson Preliminary 2024 Budget Book



**Preliminary Version - 11/09/2023**

Last updated 11/09/23





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# INTRODUCTION

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# Transmittal Letter

Leana Kinley, City Administrator

Stevenson City Council and Residents,

I am pleased to submit the City of Stevenson's 2024 proposed budget for your review and consideration. The total expenditure budget of \$15.6M (\$14.6M excluding transfers) includes \$6.1M for operations and \$9.5M for capital projects. The total citywide revenue budget is \$15.3M (\$14.2M excluding transfers). The difference between revenues and expenditures is the spending of reserves to complete capital projects.

## Wastewater Capital Projects

The construction continues on the wastewater upgrades, as required in the 2017 Administrative Order. To date, the total project costs are \$20M, which includes \$14.8M for the wastewater treatment plant and \$5.2 for the collection system. Staff worked hard for the city to receive over \$8M, or 42%, in grants and forgivable principal for the project. Even with the grants, the debt incurred for the project and the increased operational cost of a larger plant continue to drive increases to the utility rates. Staff is working diligently to ensure the long-term viability of the wastewater system and equitably distribute the financial burden this issue has caused.

Other projects in the budget are in line with the priorities established in the [Strategic Plan](#) and confirmed at the [April 27, 2023](#) special council workshop.

## Transparency

In commitment to continued transparency and financial stability, the City holds open public workshops, provides multiple official public hearings on the budget and posts the budget on its website in compliance with state law and best practices. The City is also leveraging ClearGOv, an online, digital tool for the public to easily navigate the budget and examine their tax dollars at work. There is also a transparency website <https://stevenson-wa.cleargov.com/> where more information on the city's finances can be found.

The 2024 Budget is hereby submitted as a fiscally responsible plan and foundational basis for the City's annual operations. I would like to thank the Mayor and City Council for their guidance and support throughout the development of this proposed budget. In addition, I would like to thank City Staff for their hard work spent preparing this budget for Council's consideration.

Respectfully submitted to the Mayor and Council of the City of Stevenson by:  
Leana Kinley



# Overall Revenue Summary

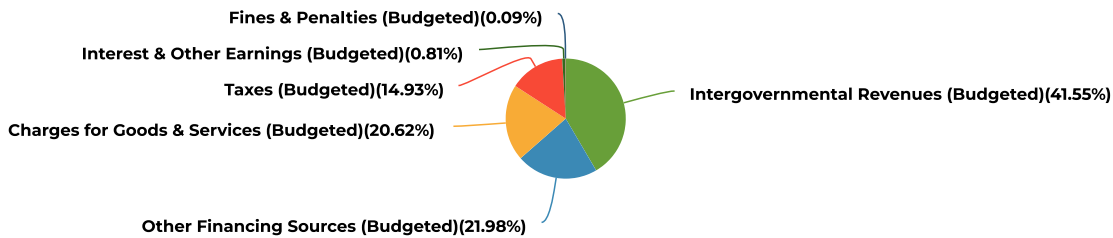
The 2024 proposed budget continues all existing programs and staff. Revenue projections have been conservative with the following assumptions:

- 1% increase in the property tax levy, plus new construction.
- A conservative sales tax estimate based on historical receipts.
- Increase in water utility base rate of 15% for 2024. A more precise estimate will be provided when the rate restructuring is complete.
- Increase in wastewater utility rates of 15% for 2024. A more precise estimate will be provided when the rate restructuring is complete.
- Estimated amount of secured grants, loans and other revenue sources to fund capital improvement projects.

Revenue sources include:

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

## 2024 Proposed Revenue



# Overall Expenditure Summary

## Overall

- Cost of Living Adjustment (COLA) of 5% for all employees as adopted by Resolution 2022-404
- Projects and priorities funded as directed in the Strategic Plan adopted in 2022 and reaffirmed in 2023

## General Fund

- Increase of Police Contract by \$50,000
- Increase Fire Chief pay to \$1,000 per month (from \$100), cost share to be discussed with Skamania County Fire District 2
- Maintains \$60k each for Fire Department and Fire District 2 for Fire Hall Repair
- Overall expenses exceed revenues by about \$34k, which can be absorbed in 2024.

## Street Fund

- Westside Chipseal project to be performed by Skamniaia County Public Works-pending receipt of TIB grant
- Lakeview Road Paving (\$145k) rolled over from 2023

## First Street Fund

- Secured and anticipated grant costs included in budget

## Park Plaza

- Estimated costs for design funded by grants and tourism funds included.

## Tourism Fund

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

## Water/Sewer Fund

- Water Treatment Plant (painting and graveling yard), Water Intake Road, and Rock Creek Intake Stairwell improvements (\$160k est)
- Sewerline Extension-Contracted/Developer Led (\$150k)
- Transfer out to cover existing funding deficit for wastewater upgrades (\$1M)

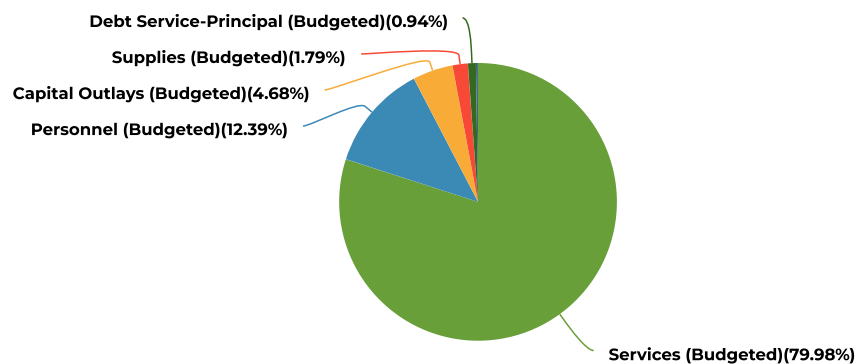
## Wastewater Upgrades (Majority of Services expenses below)

- Wastewater Treatment Plant Upgrades Construction (\$4.6M remaining)
- Fairgrounds, Kanaka Creek and Cascade Lift Stations Construction (\$3.1M)

## Equipment Services

- Shovel-ready designs for a new Public Works shop (\$80k)
- Financing purchase of one new truck (\$100k), one Wheel Loader/Grader (used)(\$100k), one Sweeper (used) (\$250k)

### 2024 Proposed Expenses



# Reader's Guide to the Budget

The City of Stevenson must adopt a balanced budget each year. To be prudent, policies have been put into place that direct the City to place some of its resources into reserves to cover future emergencies, capital repair and replacement, debt service, or downturns in the economy. The City also sets policies that the use of one-time revenues may only be used for one-time expenses. Beyond these basic guidelines, budgets for cities are quite complex. Much of this complexity is created to allow for proper accounting and tracking techniques as required by state law and governmental accounting practices. Cities draw their revenues from a wide variety of sources, divide their expenditures into separate funds and allocate their program expenditures in ways that serve the special needs of municipal services. This reader's guide is being provided to make the City's budget more understandable and usable for the reader.

## **Organization of this Document:**

This budget document contains legally required budget information, descriptive background information and various illustrative graphs and tables that will be helpful to the readers' understanding. It is organized into seven sections to facilitate the reader's understanding of the City's budget and to help the reader to find information regarding the city and its budget. Those seven sections are: Introduction, Budget Overview, Fund Summaries, Funding Sources, Departments, Capital Improvements and Debt.

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

- City Administrator Transmittal Letter
- Reader's Guide to the Budget
- Stevenson's History of the City
- Demographics
- City Organization Chart
- Fund Structure
- Basis of Budgeting
- Budget Process
- Financial Policies
- Glossary of Terms

**Budget Overview:** This section provides a general overview of the budget. It includes the following:

- Executive Overview from Mayor Scott Anderson
- Strategic Plan Summary
- Short-term Factors
- Priorities and Issues
- Personnel Changes

**Fund Summaries:** This section provides a detailed overview of the budget for each Fund. It includes the following:

- All Funds
- General Fund
- Other General Funds
- Special Revenue Funds
- Capital Project Funds
- Proprietary Funds
- Equipment Replacement Fund

**Funding Sources:** This section provides a detailed summary of the main revenue sources. It includes the following:

- Detailed summary of revenues by source

**Department Summary:** This section provides departmental summaries. It includes the following:

- Mayor and City Council
- Executive
- Administration/Human Resources
- Finance
- Public Safety
- Community Development
- Public Works

**Capital Improvement Program:** This section provides a detailed summary of the 2024 capital plan. It includes the following:

- One-Year Capital Plan with Summaries



- Capital Facilities Plan Summaries

**Debt:** This section provides a detailed summary of municipal debt. It includes the following:

- Municipal Debt
- Long-Term Debt



## History of City



Nestled between the Columbia River to the south, and the mountains and basalt cliffs of the Gorge to the north, the City of Stevenson offers a welcome respite from the noise and congestion of large cities. Take a stroll and explore the riverfront and downtown Stevenson. Visit our unique shops, restaurants, pubs and delicatessens. You'll discover a friendlier, laid back lifestyle- reminiscent of earlier decades.

Strategically located just above the rapids known as the Upper Cascades, the Stevenson area has been home to Native American settlements for thousands of years. Their villages were focal points for commerce and social gatherings as they came to trade and fish along the riverbanks. Later, the first explorers and missionaries (Lewis & Clark, David Thompson, Dr. Spaulding) used the Columbia River to penetrate the Cascade Mountains on their way to the Pacific Ocean. In 1843, the Oregon Trail brought the first of a great wave of settlers past our shores. Pioneers portaged around the Cascade Rapids on their way to the Willamette Valley.

Some of these pioneers chose to stay. The Stevenson family, who settled in the Gorge in the 1800's from Missouri, founded the town of Stevenson on the old Shepard donation land claim. Under the auspices of the Stevenson Land Company, George Stevenson purchased the original town site for \$24,000 in 1893, building the town along the lower flat near the river. Settlers expanded the original dock to serve the daily arrivals of sternwheelers unloading passengers, cargo and loading logs.

By 1900, many merchants established businesses. Locals could wet their whistles at the Iman or the Charles Thayer saloons. Travelers stayed at the Valley Hotel and Stevenson Hotel, and dined at the Hickey and Key Restaurant. Settlers shopped for staples at Totton's General Store and Mitchell's Drug Store, which also housed the post office, courthouse, print shop and local jail.

Late one night in 1893, in a dispute over rental fees, a suspect crew transported the county records from the town of Cascades to Stevenson. Stevenson became the county seat overnight. In 1908 the town was incorporated and the SP&S Railroad arrived, pushing the town up the hill away from the river. Streets were graded, wooden sidewalks constructed and the city asked residents to keep their cows from roaming the streets. Huge piles of logs were stacked along the waterfront to fuel the sternwheelers.

Mills and logging camps peppered the hillside, with flumes and skid roads to carry the logs to shipping points. Saloons flourished until prohibition went into effect. With the construction of the State Highway, and later construction of Bonneville Dam, the town moved further up the hill as portions of the original town site were flooded by the Bonneville Pool.

Today, you can stroll along Stevenson's riverfront parks where giant fish wheels once plied the Columbia River's waters for salmon. Witness the myriads of colorful kiteboarders' sails, as they jump and twist on the Columbia's swells. Watch the ducks, geese and other waterfowl nesting at Rock Creek Cove. Browse through gift shops, antique stores and art galleries. And visit the Columbia Gorge Museum to explore Native American legends, petroglyphs and artifacts telling the story of the Gorge. Return to a quieter time. Return to Stevenson.

# Population Overview



TOTAL POPULATION

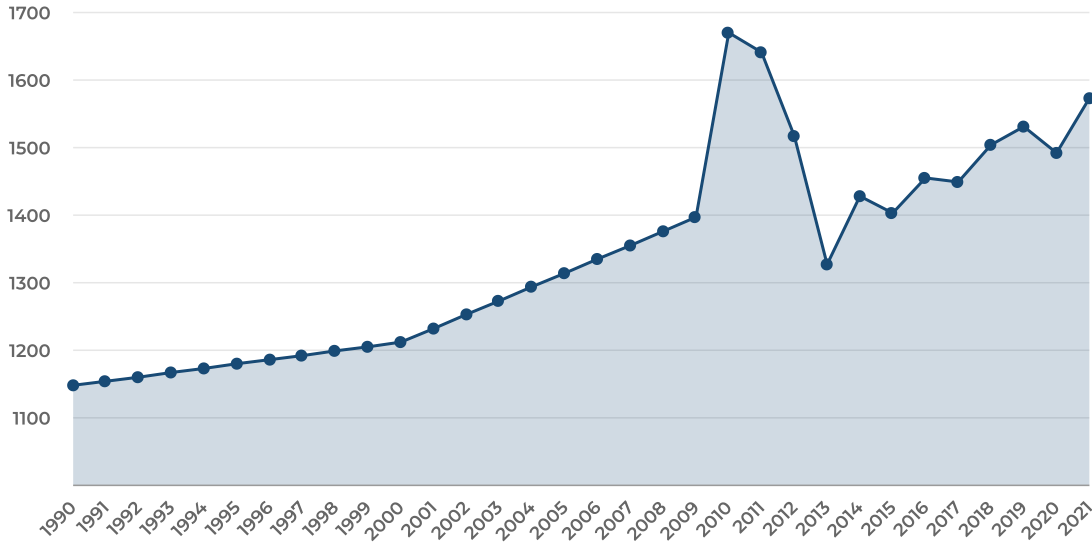
**1,572**

▲ **5.4%**  
vs. 2020

GROWTH RANK

**49** out of **286**

Municipalities in Washington



\* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



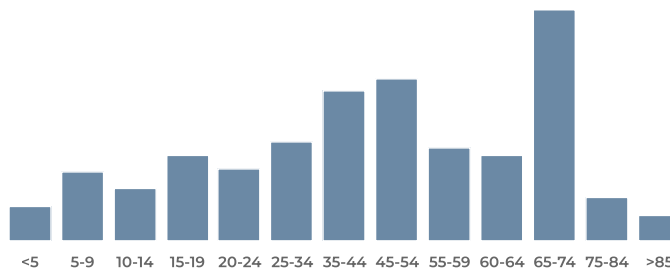
DAYTIME POPULATION

**2,290**

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

\* Data Source: American Community Survey 5-year estimates

## POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

\* Data Source: American Community Survey 5-year estimates

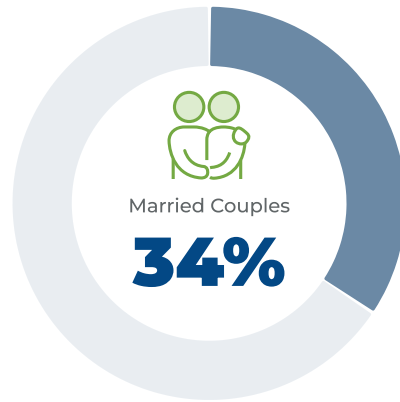
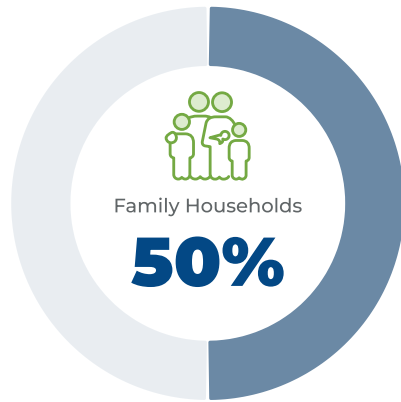


# Household Analysis

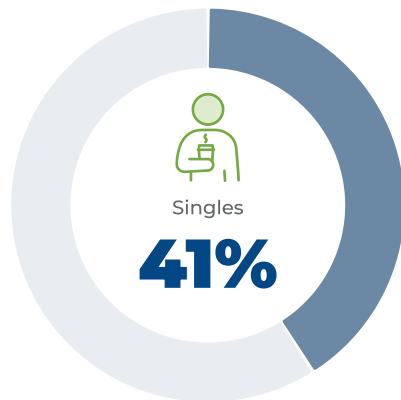
TOTAL HOUSEHOLDS

**638**

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▼ **32%**  
lower than state average



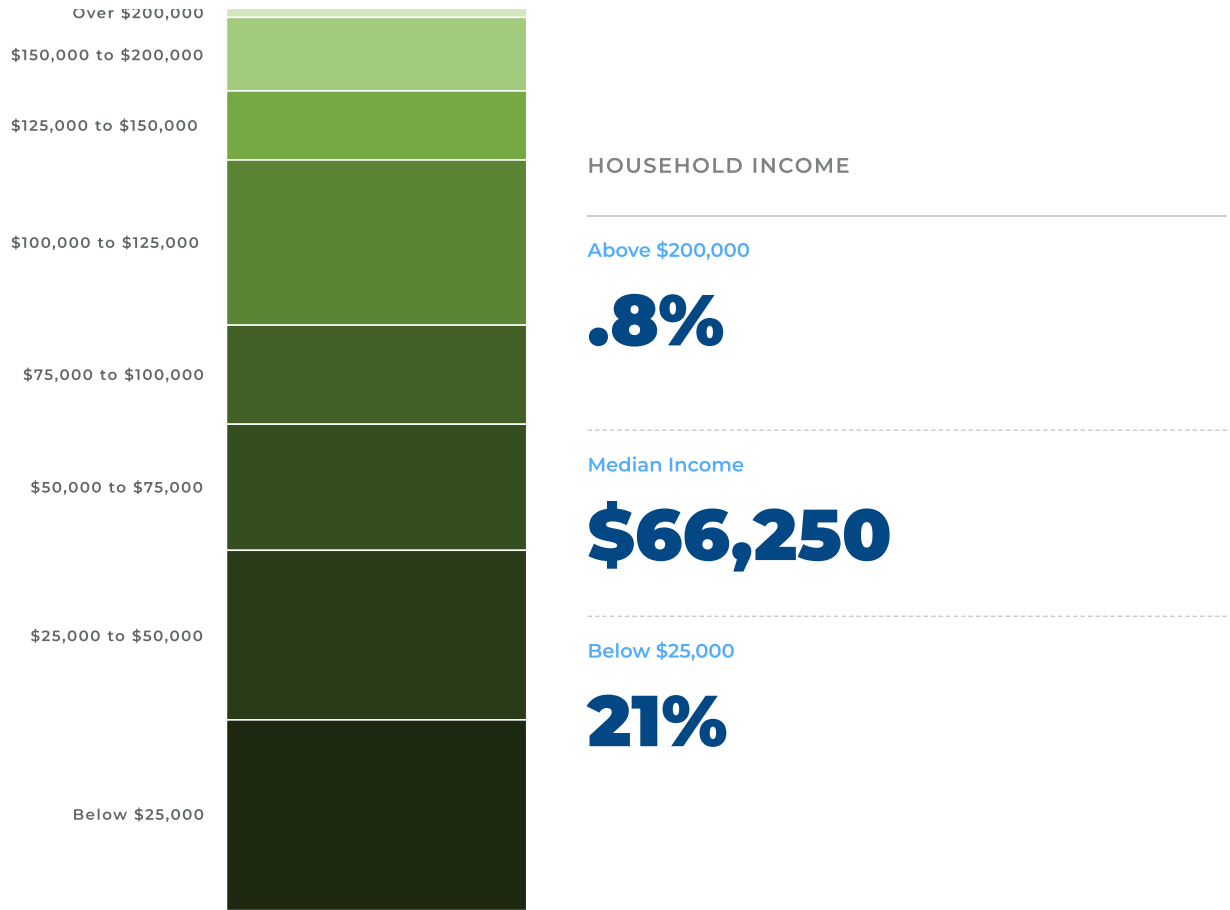
▲ **53%**  
higher than state average



*\* Data Source: American Community Survey 5-year estimates*

# Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

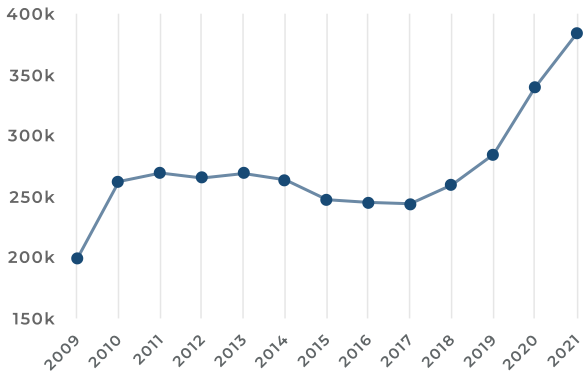


\* Data Source: American Community Survey 5-year estimates

# Housing Overview



2021 MEDIAN HOME VALUE  
**\$383,900**



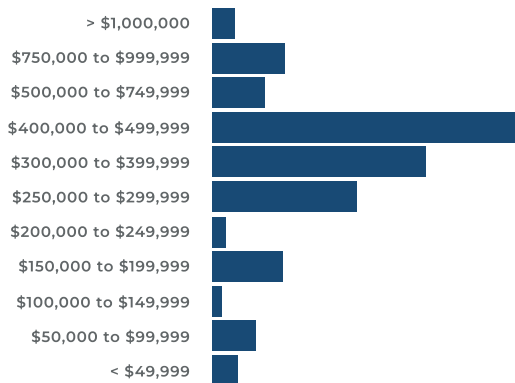
\* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

## HOME OWNERS VS RENTERS

Stevenson State Avg.



## HOME VALUE DISTRIBUTION

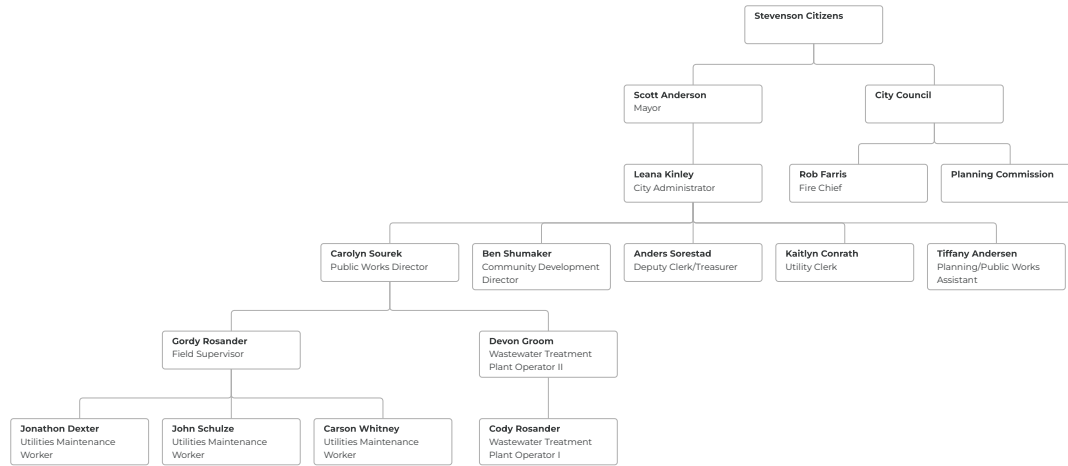


\* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

\* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



# Organization Chart



# Fund Structure

The city budgets by individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenses. The city's resources are allocated to individual funds depending on their intended purpose. Any fund which has 10% or more of the overall budgeted revenues or expenses (excluding other financing sources and uses) is a major fund. For 2023, the General Fund and the Water/Sewer Fund are major funds.

The following fund types are used with the associated city funds are further described below. A chart is also below.

## GOVERNMENTAL FUND TYPES:

### General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

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

The Unemployment Reserve in the General Fund (formerly Fund 622) has a balance to cover estimated unemployment claims. The City is self-insured for unemployment.

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

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

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

**ARPA Fund** – This fund is for projects related to the American Rescue Plan Act and is restricted for use by guidance set by the Department of Commerce. The funds must be obligated by 2024 and spent by 2026.

### Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

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

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

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

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

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. Grants are awarded to applicants by the City Council following recommendations from the Tourism Advisory Committee (TAC) in November.



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

**HEALing SCARS Fund** - This fund, established in 2023, is for the septic to sewer program adopted pursuant to RCW 35.67.360. The program offers incentive to decommission existing septic systems and connect to the public sewer system.

### **Capital Projects Funds**

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The City uses one primary Capital Projects Fund with separate capital projects funds for each major project.

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

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

### **PROPRIETARY FUND TYPES:**

#### **Enterprise Funds**

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

**Water & Sewer Fund** – The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City's water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements. An annual water rate increase of 5% beginning in 2020 was adopted by the council to ensure adequate funds for capital projects and debt repayment.

The sewer rates are proposed to increase 15% for 2022 and will allow the city to meet the needs of the department for 2023 and future loan repayments. Staff continues to pursue additional grant funding for the project to reduce the final rate impact. Rate increases for 2023 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is concluded.

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

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

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

#### **Internal Service Funds**

These funds account for operations that provide goods or services to other departments or funds of the government on a cost reimbursement basis. The City uses one Internal Service Fund, the Equipment Service Fund.

**Equipment Service Fund** – The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacement. Revenues are derived from charges made against other funds for using the equipment. Charges are based on the number of hours worked and miles driven by field staff in each fund and



are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs.

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

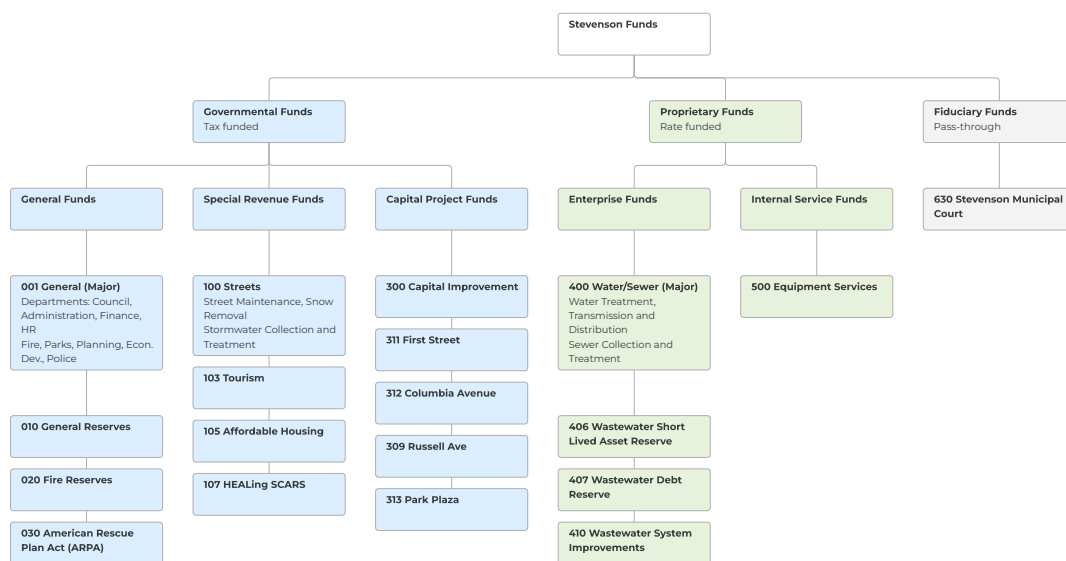
**FIDUCIARY FUND TYPES:**

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

**Custodial Funds**

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

**Stevenson Municipal Court Fund** - The Stevenson Municipal Court Fund is for Municipal Court Activities which are passed through to the state or other agencies.



## Governmental Cash Basis of Budgeting

The City of Stevenson follows Washington State Law, RCW 43.09.200, using the accounting and reporting guidelines for local governments prescribed by the Washington State Auditor's Office. The Auditor's Office publishes the Budgetary, Accounting, and Reporting System (BARS) manual and financial reporting package for cash basis cities, like Stevenson. This is a departure from traditional reporting, GAAP (Generally Accepted Accounting Practices), which is used for full accrual accounting. The basis of budgeting is the same as the basis of accounting for the City. The City uses single-entry accounting cash basis budgeting and reporting procedures which do not conform to GAAP. This departure from GAAP accounting is an approved method of accounting. The difference between full accrual and cash basis is how revenues and expenditures are recognized. In cash basis reporting, expenditures and revenues are recognized as the cash is expended and received. In full accrual, expenditures and revenues are recognized as they are incurred and earned. Purchases of fixed assets are expensed during the year acquired rather than being capitalized and depreciated over future periods.





# Budget Timeline

The budget process begins early on in the year. The council holds a retreat in the spring to review the strategic plan and confirm priorities. Those priorities are taken into consideration in the development of the preliminary budget. There are a minimum of two public hearings and a special budget meeting to discuss and take public input on the budget. The council typically adopts the budget at their December meeting, ahead of the December 31st deadline.

Budget amendments are presented to the council for approval throughout the year when projected budgeted expenses change.



# Financial Policies

## Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document implements Comprehensive Plan Objective 8.2 and serves as a central reference point for the policies most critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

## Financial Goals

The City of Stevenson's financial goals seek to:

- Ensure the financial integrity of the City
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
  - Policy makers as they contemplate decisions that affect the City on a long-term basis
  - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities.

## Financial Policies

Stevenson's financial policies address the following major areas:

- **General Policies**
- **Revenue Policies**
- **Expenditure Policies**
- **Operating Budget Policy**
- **Capital Management Policy**
- **Small and Attractive Item Policy**
- **Accounting Policy**
- **Debt Policy**
- **Cash Mgmt/Investment Policy**
- **Reserve Policy**
- **Cost Allocation Policy**

## General Policies

1. The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The Mayor and/or City Administrator shall develop administrative directives and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.



# Revenue Policies

*Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.*

## General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.
5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Thereafter, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

## Fees and Charges

1. Enterprise and Internal Service operations will be self-supporting.
2. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
  1. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements.
  2. User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
  3. Park recreation programs shall be funded by a users' charge. User charges shall be comparable to other neighboring cities where practical.
  4. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
  5. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every three years at a minimum.
  6. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
  7. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

## Grants and Gifts

1. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
2. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
3. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy and the wishes and instructions of the donor.



## Expenditure Policies

*Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.*

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. The City will assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.
7. All compensation planning will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if doing so will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

## Operating Budget Policies

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget will provide the staff the resources necessary to accomplish City Council determined service levels.
8. As mandated by RCW 35A.33.135, the Mayor shall annually present a proposed operating budget to the City Council on or before the first Monday in October. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
10. Budget control and accountability is maintained at the departmental level.
11. The Mayor has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.



# Capital Management Policies

*Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.*

## Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan by the end of 2024. The plan shall be for a period of six years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the Mayor or City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually and a report will be presented by the Community Development Director or their designee, to the City Council.

## Capital Asset Management

1. The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
2. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.
3. The City will conduct an annual physical count/inspection of all capital assets.
4. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.



## Small and Attractive Item Policies

*It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.*

1. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.
2. Concealable items are defined as small enough to fit into one's pocket, bag, briefcase or back pack (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.).
3. Portable items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.).
4. Each department head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Administrator by January 31st each year for monitoring.
5. Each department/fund will notify the City Administrator of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The City Administrator or their designee will ensure the appropriate changes are made to the departments/funds small and attractive list. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.
6. A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive list. Every two years the City Administrator or their designee will help with the physical inventory verification with each department during the summer or fall months.
7. The Small & Attractive list will contain the serial number, model number and other key-identifying characteristics. All inventoried property will be assigned a unique city identification number by the City Administrator's Office if it does not already have one of the identifiers listed above. If an item is assigned a city identification number, that assigned number will follow the asset throughout its life in the city's Small and Attractive system.
8. Whenever feasible, each piece of property will be engraved or marked with the city's name and/or identification number on the upper right-hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.
9. The city's property identification numbers are assigned by the City Administrator's Office for uniformity and must be unique to a single property item if there is not a serial number, model number or other key-identifying characteristic. Each department/fund should maintain a register of ID numbers that identify assets under their control if there is no serial or model number. The city will use a 10-character field that has the capability of using alpha or numeric characters for their ID number.
10. The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund purchasing the item will add it to their Small and Attractive data base listing and mark the item with the city's name. Quarterly the City Administrator's office will provide a list with documentation on all small and attractive items purchased. This list will include department, date, serial numbers, model numbers, order numbers, or any other means available for tracking purposes.
11. Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
12. The department head controlling the item is the only one in position to trigger removal from their list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items disappearing mysteriously may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.
13. Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.
14. Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.
15. Whenever an item has mysteriously disappeared and all efforts have failed to recover it, the controlling department/fund shall notify the City Administrator, who will give a copy to the Mayor and the Sheriff's Office. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Administrator's office so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and Department Head.



## Accounting Policies

*Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.*

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It is the goal of the City Administrator to submit the budget document to the Washington Finance Officers Association (WFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

## Debt Policies

*Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.*

1. The City will not use debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed unless it is for a project funded by USDA Rural Development in which case the term of the loan may not exceed 40 years.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City may issue interfund loans as short-term debt, for a period of three years or less, rather than outside debt instruments to meet short-term cash flow needs, such as a delay in receipting tax revenues or issuing long-term debt. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.
10. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

# Reserve Policies

*Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.*

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

## Strategic Reserve

1. The City's goal shall be to establish and maintain a General Operating Strategic Reserve of at least 10 percent of the General Fund and General-Fund supported operating budgets.
2. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations occurring in the fiscal year or one-time revenue losses.
3. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
4. All expenditures drawn from the reserve account shall require prior Council approval unless previously authorized by the City Council for expenditure in the annual budget.

## General Fund

1. The City's goal shall be to maintain a General Fund ending fund balance of at least 10 percent of the budgeted General Fund operating revenues.

## Unemployment Reserve

1. The City's goal shall be to maintain an unemployment reserve of at least the maximum weekly benefit allowed by state law times the maximum number of weeks allowed, excluding any extension of benefits during times of high unemployment.

## Enterprise Funds

1. The City's Enterprise Funds will maintain reserves equal to at least 10 percent of their adopted operating expenditures.

## Equipment Rental & Replacement Fund

1. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
2. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

## Additional Reserves

1. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.





# Cost Allocation Policies

Comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.

1. Under Washington State law and the State Auditor's Office *Budgeting, Accounting, and Reporting System* (BARS) manual, government officials may charge a portion of the costs for central overhead services to restricted funds, such as utility funds or special revenue funds, only to the extent that each fund benefits from those services. Governments may not allocate general government service costs such as public safety, parks, law enforcement, and community and economic development.
2. BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that section lists "Sound practices and requirements for allocating overhead costs", including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. Exhibit 2 of that section lists appropriate allocation factors for common types of overhead costs. The City must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for a complete discussion).

## City Administrator Salary and Benefits

From review of the normal job duties of the City Administrator – Day to day tasks include many functions that benefit the public at large including working with the Planning Director, the Building Inspector, Court, and the Fire and Police departments. These functions must be charged to the General Fund only.

Day to day tasks that benefit all funds include budget, audit, financial oversight, Human Resources, liability insurance, City Council assistance, grant management & compliance, economic development, and the supervision of Accounts Payable, Purchasing, Payroll, and Bookkeeping.

To allocate City Administrator costs to the benefiting funds, while ensuring that all functions benefiting the public at large are charged solely to the General Fund, the City Administrator shall track their time in relation to the departments and benefiting funds. Salary and benefits will be distributed monthly based on approved timesheet reports for actual time distribution.

## Deputy Clerk Treasurer Salary and Benefits

The normal job duties of the Deputy Clerk Treasurer I and II are routine in nature and may experience changes with implementation of new tools or changes to services provided, such as outsourcing court or building inspection services. The allocation of salary and benefit costs will be based on observations of day-to-day staff activities, interviews with staff, and their periodic tracking of time. When staff is working on project related tasks where an account code is created and their time may be reimbursable, they will track their time for that task and their salary and benefits will be distributed to that effort based on approved timesheet reports for actual time distribution.

## Equipment Services Fund

The City's Equipment Services Fund was created in 1976 to account for and finance transportation and equipment expenses. Revenues are derived from charges made against the department using the equipment. Charges are allocated based on the number of hours worked and miles driven by field staff in each fund. The established rate is intended to cover general equipment maintenance, salaries, insurance, and replacement costs.

## Allocated Costs

The City's General Fund provides a variety of central services including, but not limited to; legal support, human resources, administrative functions, personnel services, processing accounts payable, budget and cash management, payroll and information technology services. The city allocates these indirect costs as follows:

1. Legislative, executive, and legal costs will be distributed based on agenda items.
2. Finance and central services costs will be distributed based on number of financial transactions.
3. At year end, the budget allocation will be reconciled to actual costs and percent allocation.

## Other allocated costs include:

1. Audit costs allocated based on areas of audit focus.
2. Insurance costs allocated based on property values insured.
3. Phone costs allocated based on phone lines and departments served.
4. Any other costs will be allocated based on the type of service/goods provided and a fair and equitable allocation to the benefiting departments.



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# BUDGET OVERVIEW

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## Executive Overview

Below is the summary of actual and budgeted costs from 2020 to present. The Actual costs for 2023 are through 10/13/23.

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Proposed
001 General Expense Fund	1,224,362.22	1,429,202.85	1,598,366.57	1,002,889.20	1,454,670.13	1,493,888.78
010 General Reserve Fund		5,609.00	2,944.13	7,016.89		
020 Fire Reserve Fund	81,023.20	43,148.77	42,820.69	44,969.28	128,374.16	25,000.00
030 ARPA		223,677.00	223,676.00			
100 Street Fund	331,079.34	476,528.52	589,654.02	460,372.08	996,779.50	647,644.35
103 Tourism Promo & Develop Fund	298,089.98	482,690.82	691,086.77	495,072.68	473,000.00	487,190.00
105 Affordable Housing Fund	1,215.61	5,160.55	6,058.95	2,839.69	5,000.00	5,000.00
107 HEALing SCARS Fund			10,190.57	53.19		
300 Capital Improvement Fund	47,253.93	55,120.96	58,386.21	35,192.68	20,000.00	20,000.00
309 Russell Ave	733,418.08	67,114.77	24,820.09			
311 First Street	85,361.24	75,402.24	28,951.71		25,000.00	884,186.00
312 Columbia Ave			54,382.75	125,994.35	145,617.25	
313 Park Plaza Fund					300,000.00	50,000.00
400 Water/Sewer Fund	2,163,008.60	2,260,964.09	3,119,863.58	2,061,913.63	2,191,189.13	2,501,176.59
406 Wastewater Short Lived Asset Res. Fund	21,779.00	21,779.00	21,779.00		21,779.00	21,779.00
408 Wastewater Debt Reserve Fund	61,191.00					
410 Wastewater System Upgrades	826,590.49	286,201.85	5,107,422.63	5,879,647.07	15,066,109.71	8,442,566.48
420 Cascade Avenue Mitigation Fund					19,550.00	
500 Equipment Service Fund	131,416.56	125,562.04	199,774.32	157,330.45	175,000.00	670,000.00
630 Stevenson Municipal Court	8,880.06	9,139.91	8,247.43	2,992.11		
	6,014,669.31	5,567,302.37	11,788,425.42	10,276,283.30	21,022,068.88	15,248,431.20
001 General Expense Fund	1,133,977.02	1,152,202.32	1,190,184.40	939,917.19	1,981,103.15	1,527,506.32
030 ARPA			149,040.00			
100 Street Fund	326,677.38	470,763.36	830,051.37	464,289.86	983,494.56	829,924.06
103 Tourism Promo & Develop Fund	376,784.32	316,510.51	384,260.46	190,384.92	714,628.27	432,879.30
300 Capital Improvement Fund	75,636.78	10,590.54			25,000.00	
309 Russell Ave	733,537.44	66,995.41	24,820.09			
311 First Street	126,327.81	34,435.67	28,951.71		25,000.00	884,186.00
312 Columbia Ave			117,670.23	77,095.62	82,329.77	
313 Park Plaza Fund					100,000.00	250,000.00
400 Water/Sewer Fund	1,953,134.29	1,480,099.20	2,829,339.09	1,749,951.59	3,107,622.21	3,608,143.30
410 Wastewater System Upgrades	764,334.32	423,312.47	6,091,890.19	5,886,915.27	13,886,930.00	7,361,965.95
500 Equipment Service Fund	79,717.97	112,742.72	245,974.67	222,703.14	256,544.23	735,272.10
630 Stevenson Municipal Court	18,618.94	9,139.91	8,247.43	2,992.11		
631 CATV Fund	3,098.81					
	5,591,845.08	4,076,792.11	11,900,429.64	9,534,249.70	21,162,652.19	15,629,877.03
<b>FUNDS GAIN/LOSS:</b>	<b>422,824.23</b>	<b>1,490,510.26</b>	<b>-112,004.22</b>	<b>742,033.60</b>	<b>-140,583.31</b>	<b>-381,445.83</b>



# Strategic Plan

The Stevenson City Council met in May and July of 2022 to revise the Strategic Plan. The result was three focus areas with multiple strategies and tactics to achieve intended results.

## 1. Organizational Health and Sustainability

- Governance
  - Council Training
- Financial Health
  - Analyze Current Revenue Sources
- Internal Processes
  - Resources, Training and Tools for Staff
  - Emergency Planning
  - Staffing Structure

## 2. Infrastructure

- Equipment and Assets
  - Fire Hall
- Multi-modal Transportation
  - Parking
- Utilities (Maintenance of Current & new Growth)
  - Current Maintenance
- Parks and Outdoor Space
  - Parks Plan
  - Trails
- Developments with Utilities Partners (gas, electric, broadband, phone)
  - Broadband Plan
  - Undergrounding Plan

## 3. Intentional Development

- Partnerships
  - City/County Joint Plan
- Housing
  - Analyze and Develop Tools
- Planning and Zoning
  - Development Standards
  - Annexations
- Strategic Land Use Planning and Development
  - Investment Areas (Infrastructure)

Further information on the progress of the goals, and past plans, can be found on the city's website at <https://www.ci.stevenson.wa.us/citycouncil/page/council-strategic-goals>.



## Short-term Factors

### Inflation

Due in part to COVID-19 impacts on the works supply chain system and significant consumer demand, inflation continues to impact the economy. Rising interest rates and talks of a recession may lead to a slowing of growth.

This inflationary pressure is felt in all aspects of our lives: grocery stores, restaurants, and at the pump. As such, consumption rates and related taxes in the City may fall. Significant pressure is also being felt by the City organization, as evidenced by rapidly increasing costs in City operations (supplies and services) and capital projects.

### Infrastructure Needs

The increased construction costs and supply chain issues are having a direct impact on the city's infrastructure projects. A critical part in the operation of the wastewater treatment plant has delayed the project close to an additional year and a half. The long lead time for pumps for additional collection system upgrades is delaying construction to the middle of winter, although there is currently no slip projected in the schedule. This puts added strain on staff having to manage multiple projects and the city incurs additional interest costs the longer the projects drag on.

In addition to the ongoing projects, there is a critical need to upsize a sewerline along Cascade Avenue as it's undersized for existing flows. While the road is opened up, the city will also replace aging waterlines and install additional lighting on the north side of the street. By combining these projects together, the city saves over \$500k, or 20% of the project cost. This project is estimated at \$2.2M and will be financed through a Public Works Board low-interest loan.

There are many more projects than resources and staff regularly reviews the Capital Improvement Program to prioritize needs and maximize funding opportunities.

### Conclusion

Taken altogether, the budget forecast shows slight revenue growth, increased expenses, and large investments in infrastructure.



# Priorities & Issues

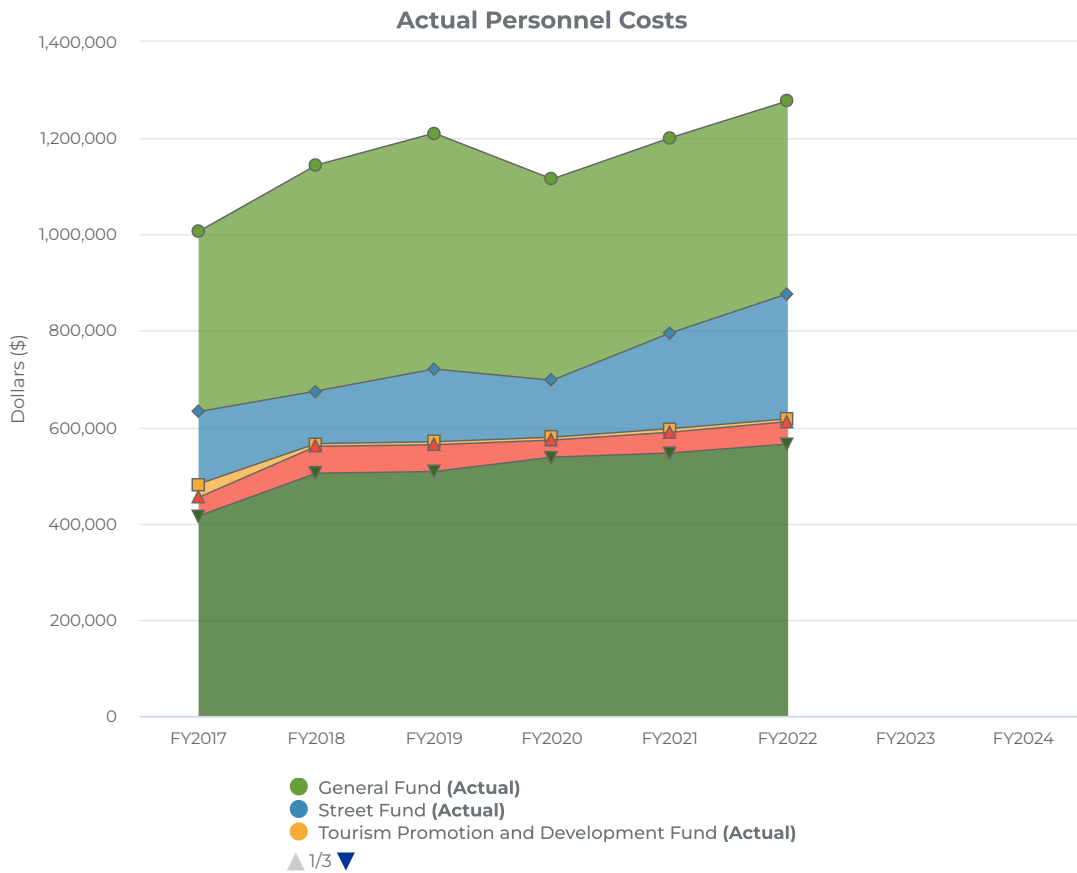
Capital Investment-



## Personnel Changes

The 2024 budget maintains 2023 staffing levels. In 2023, the city created a new position of Planning and Public Works Assistant to help both departments manage permitting and other office processes. That position is split between the Community Development and Public Works Directors. After a review of 2024 budget projections, it was decided not to fill the open Facilities Maintenance Worker position. An additional Wastewater Treatment Operator was hired mid-year in 2023, in preparation for the completion of plant construction in 2024.

Total City FTEs	2020	2021	2022	2023	2024-Budget
City Administrator	1	1	1	1	1
Administrative Services/Finance	2	2	2	2	2
Community Development Director	1	1	1	1.5	1.5
Public Works	5	5	6	6	5.5
Wastewater Treatment Plant	1	1	1	1.5	2
<b>Total City-wide FTEs</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>12</b>



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# FUND SUMMARIES

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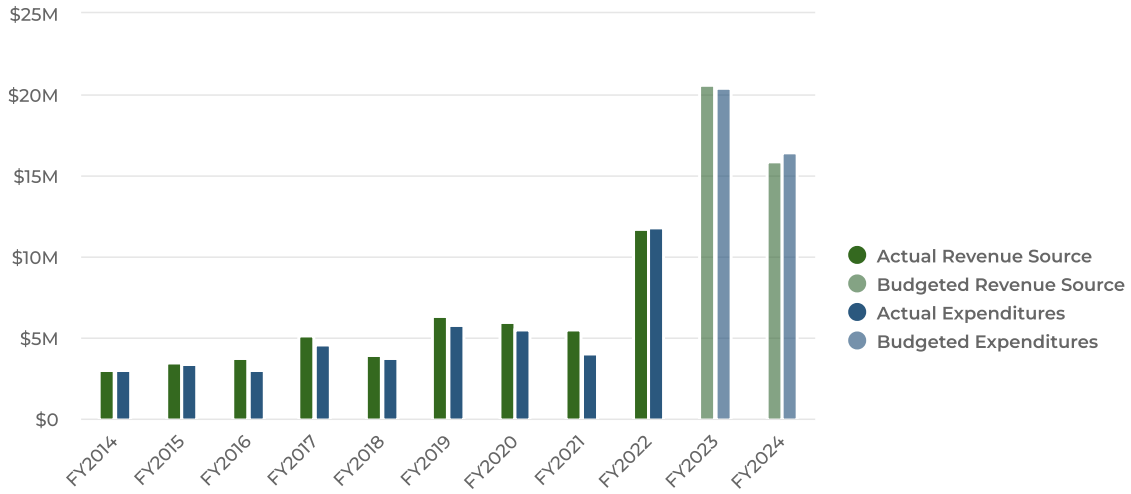






## Summary

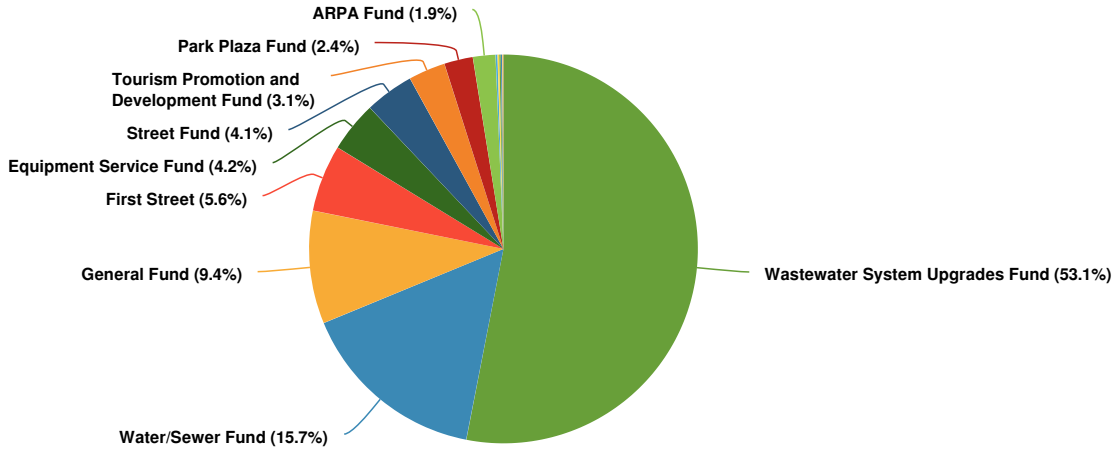
The City of Stevenson is projecting \$15.91M of revenue in FY2024, which represents a 22.9% decrease over the prior year. Budgeted expenditures are projected to decrease by 19.7% or \$4.04M to \$16.45M in FY2024.



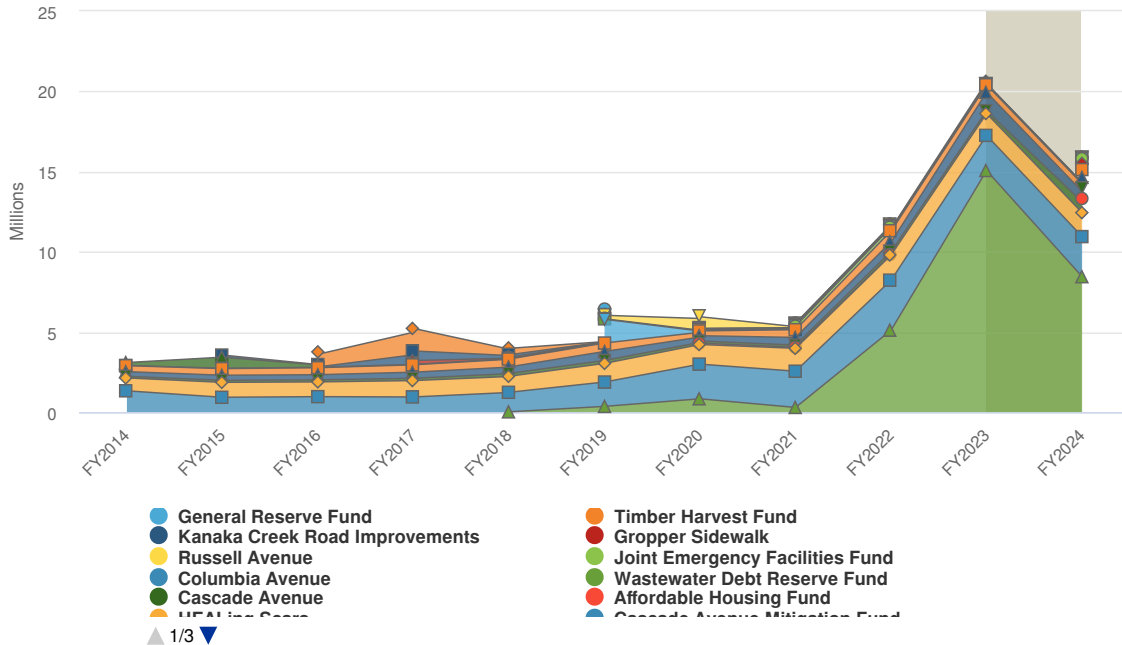
# Revenue by Fund

The city's largest revenue-generating fund is the Wastewater Upgrades Fund, comprising almost 55% of the City's revenue for FY 2024. The revenues for this fund are loans, grants, and internal transfers used to pay for the wastewater capital improvements, expected to be completed by the end of 2024.

## 2024 Revenue by Fund



## Budgeted and Historical 2024 Revenue by Fund



Grey background indicates budgeted figures.



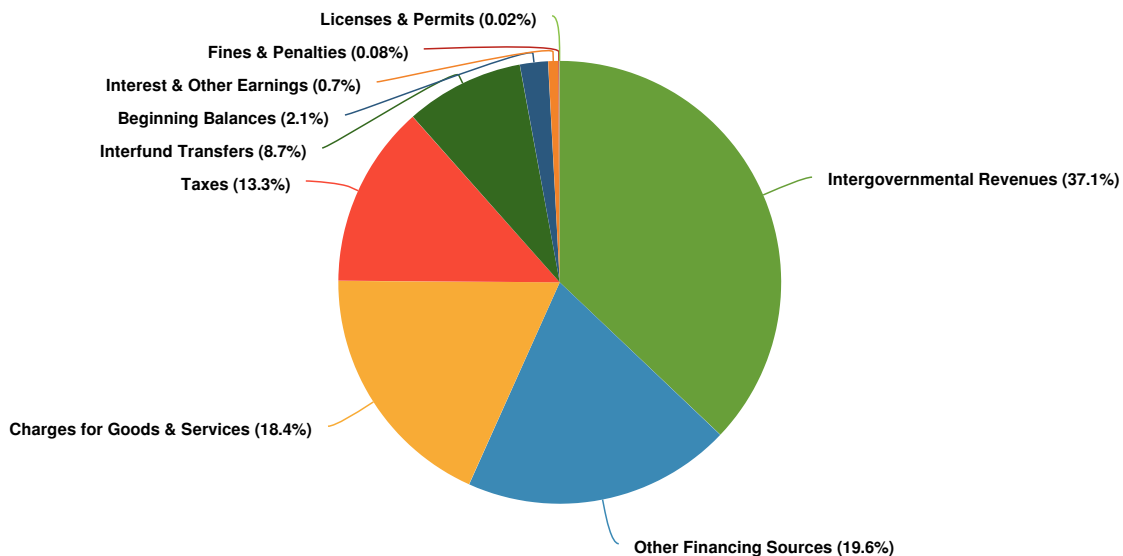
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General Fund	\$1,364,670.13	\$1,493,888.78	9.5%
Fire Reserve Fund	\$25,000.00	\$25,000.00	0%
ARPA Fund	\$0.00	\$298,313.00	N/A
Street Fund	\$1,147,017.50	\$647,644.35	-43.5%
Tourism Promotion and Development Fund	\$473,000.00	\$487,190.00	3%
Affordable Housing Fund	\$5,000.00	\$5,000.00	0%
HEALing Scars	\$0.00	\$10,190.57	N/A
Capital Improvement Fund	\$20,000.00	\$20,000.00	0%
First Street	\$0.00	\$884,186.00	N/A
Columbia Avenue	\$145,617.25	\$0.00	-100%
Park Plaza Fund	\$0.00	\$382,252.00	N/A
Water/Sewer Fund	\$2,191,189.13	\$2,501,176.59	14.1%
Wastewater Short Lived Asset Fund	\$21,779.00	\$21,779.00	0%
Wastewater System Upgrades Fund	\$15,066,109.71	\$8,442,566.48	-44%
Cascade Avenue Mitigation Fund	\$0.00	\$19,550.00	N/A
Equipment Service Fund	\$175,000.00	\$670,000.00	282.9%
<b>Total:</b>	<b>\$20,634,382.72</b>	<b>\$15,908,736.77</b>	<b>-22.9%</b>

## Revenues by Source

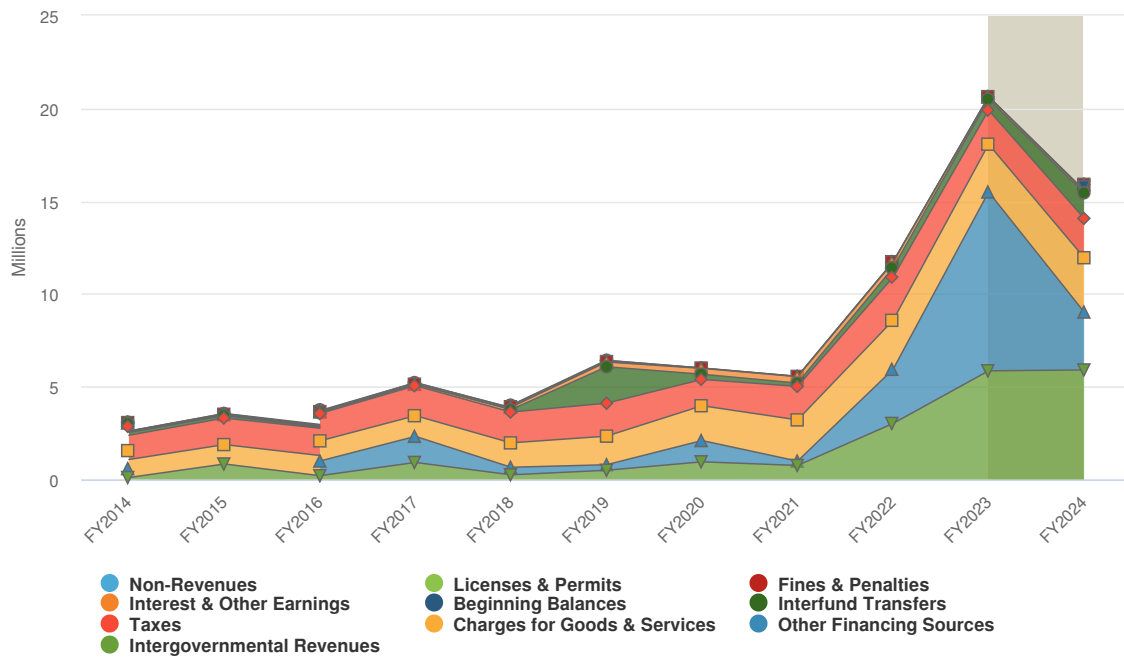
In 2024, the City received the largest share of its revenue from Intergovernmental Revenues consisting of federal and state grants, fuel taxes, liquor revenues and criminal justice funds. Other Financing Sources are funds from the Department of Ecology loan to pay for the wastewater upgrades.

The largest ongoing share of revenue are payments for the services it provides: water services, sewer services, and planning and permitting fees.

### Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source



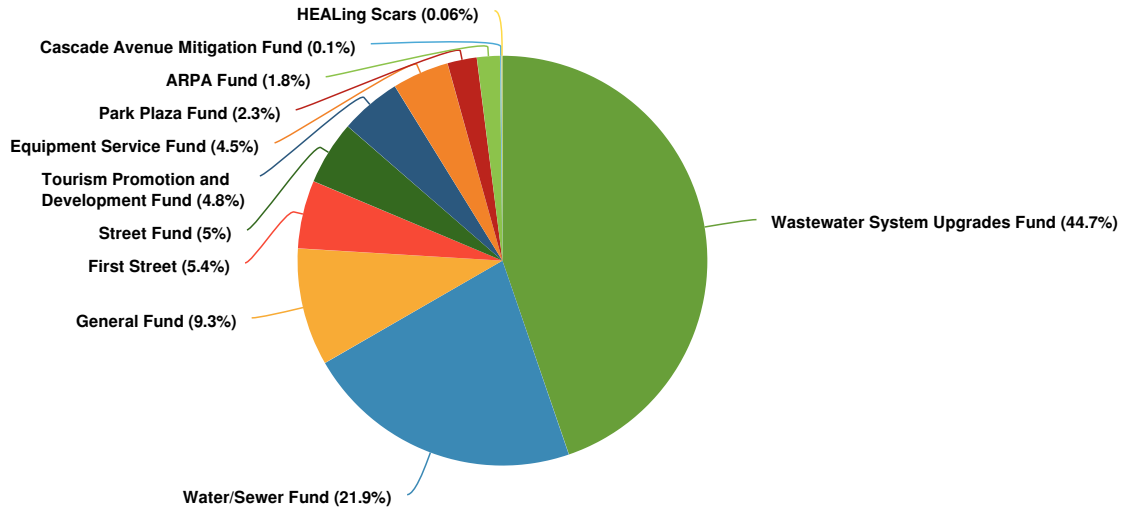
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Beginning Balances		\$328,053.57	N/A
Taxes	\$1,838,401.90	\$2,120,055.92	15.3%
Licenses & Permits	\$3,500.00	\$3,500.00	0%
Intergovernmental Revenues	\$5,854,228.24	\$5,900,462.03	0.8%
Charges for Goods & Services	\$2,576,197.94	\$2,928,536.30	13.7%
Fines & Penalties	\$12,700.00	\$12,700.00	0%
Interest & Other Earnings	\$115,206.00	\$115,206.00	0%
Other Financing Sources	\$9,637,369.64	\$3,122,048.05	-67.6%
Interfund Transfers	\$596,779.00	\$1,378,174.90	130.9%
<b>Total Revenue Source:</b>	<b>\$20,634,382.72</b>	<b>\$15,908,736.77</b>	<b>-22.9%</b>

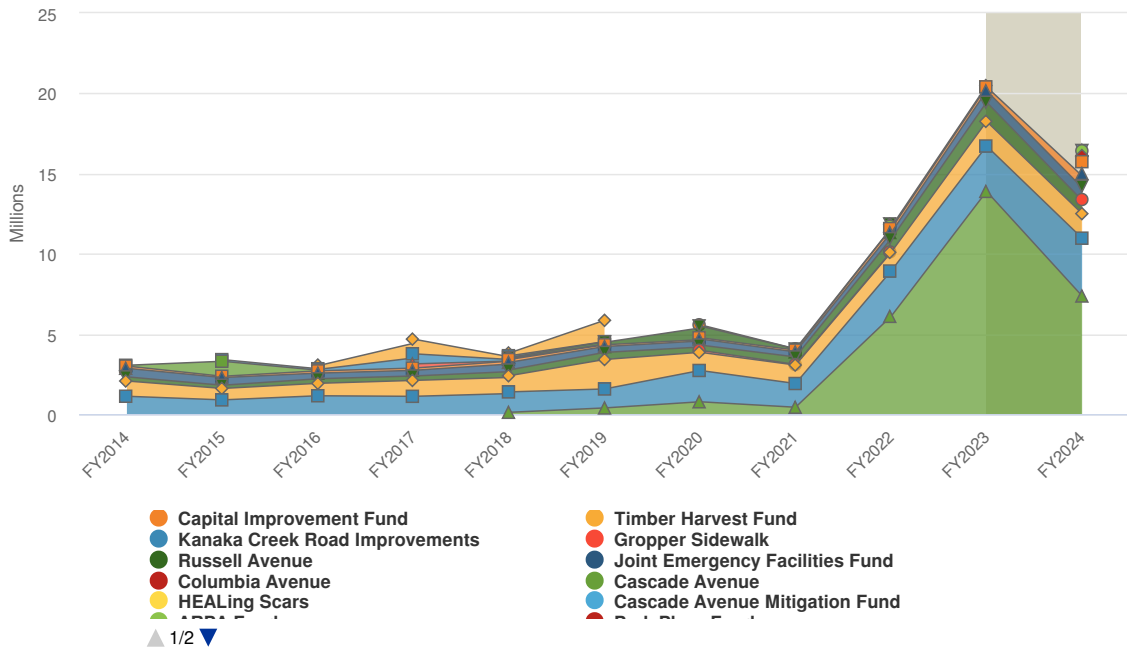
# Expenditures by Fund

Similar to the revenues, the largest expenses in 2024 are for the Wastewater System Upgrades Fund, which are expected to be complete in 2024. After that is the Water/Sewer Fund.

## 2024 Expenditures by Fund



## Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

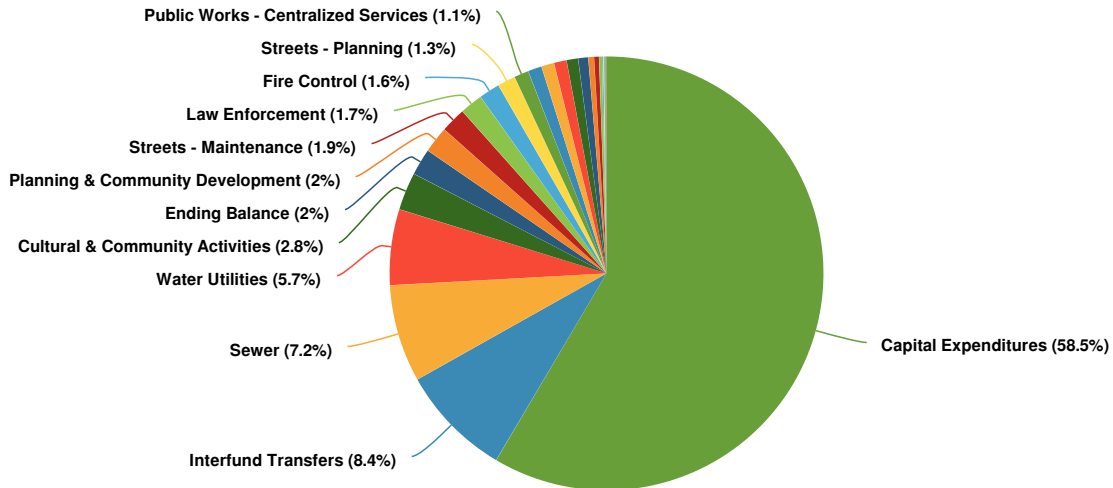


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General Fund	\$1,537,728.99	\$1,527,506.32	-0.7%
ARPA Fund		\$298,313.00	N/A
Street Fund	\$1,194,597.36	\$829,924.06	-30.5%
Tourism Promotion and Development Fund	\$714,628.27	\$794,391.30	11.2%
HEALing Scars		\$10,190.57	N/A
First Street	\$0.00	\$884,186.00	N/A
Columbia Avenue	\$82,329.77	\$0.00	-100%
Park Plaza Fund	\$0.00	\$382,252.00	N/A
Water/Sewer Fund	\$2,830,804.21	\$3,608,143.30	27.5%
Wastewater System Upgrades Fund	\$13,886,930.00	\$7,361,965.95	-47%
Cascade Avenue Mitigation Fund		\$19,550.00	N/A
Equipment Service Fund	\$241,544.23	\$735,272.10	204.4%
<b>Total:</b>	<b>\$20,488,562.83</b>	<b>\$16,451,694.60</b>	<b>-19.7%</b>

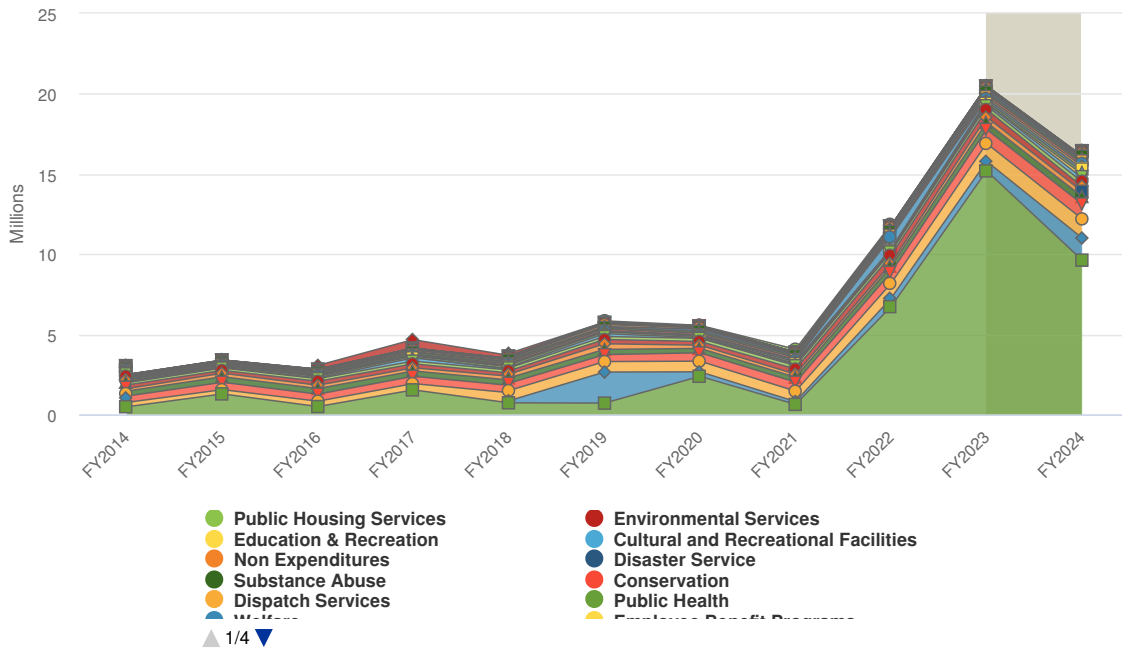
## Expenditures by Function

As the revenues reflect, interfund transfers, grants, and loans are all being spent on capital projects for 2024. The remaining operating costs are distributed mostly towards the water/sewer utility operations.

### Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

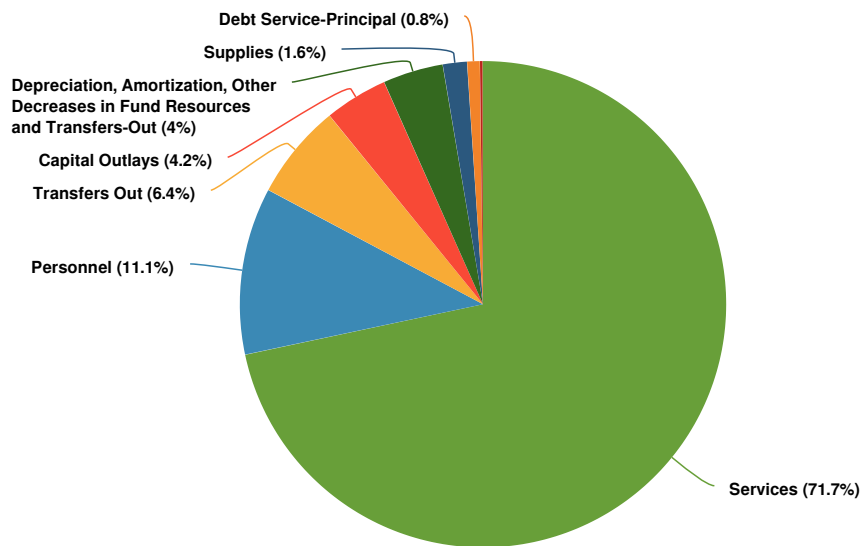
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Legislative	\$37,000.00	\$37,000.00	0%
Judicial	\$60,510.00	\$60,510.00	0%
Executive	\$147,076.60	\$153,889.18	4.6%
Financial, Recording & Elections	\$137,200.54	\$142,465.57	3.8%
Legal	\$16,500.00	\$16,500.00	0%
Employee Benefit Programs	\$10,525.00	\$10,525.00	0%
Centralizes Services	\$176,723.32	\$122,173.32	-30.9%
Law Enforcement	\$228,846.03	\$278,860.00	21.9%
Fire Control	\$135,957.50	\$257,957.50	89.7%
Dispatch Services	\$6,000.00	\$6,000.00	0%
Water Utilities	\$876,312.89	\$931,036.15	6.2%
Sewer	\$1,117,448.58	\$1,192,732.10	6.7%
Streets - Maintenance	\$481,967.86	\$308,224.80	-36%
Streets - Planning	\$25,000.00	\$220,402.63	781.6%
Streets Admin & Overhead	\$121,582.50	\$156,296.63	28.6%
Public Works - Centralized Services	\$141,544.23	\$176,272.10	24.5%
Conservation	\$500.00	\$500.00	0%
Planning & Community Development	\$327,540.00	\$325,083.75	-0.7%
Public Health	\$10,000.00	\$10,000.00	0%

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Welfare	\$10,000.00	\$10,000.00	0%
Substance Abuse	\$150.00	\$150.00	0%
Cultural & Community Activities	\$433,128.27	\$462,639.30	6.8%
Park Facilities	\$57,700.00	\$70,392.00	22%
Debt Service	\$143,103.74	\$171,987.35	20.2%
Capital Expenditures	\$15,189,466.77	\$9,623,868.75	-36.6%
Interfund Transfers	\$596,779.00	\$1,378,174.90	130.9%
Ending Balance		\$328,053.57	N/A
<b>Total Expenditures:</b>	<b>\$20,488,562.83</b>	<b>\$16,451,694.60</b>	<b>-19.7%</b>

## Expenditures by Expense Type

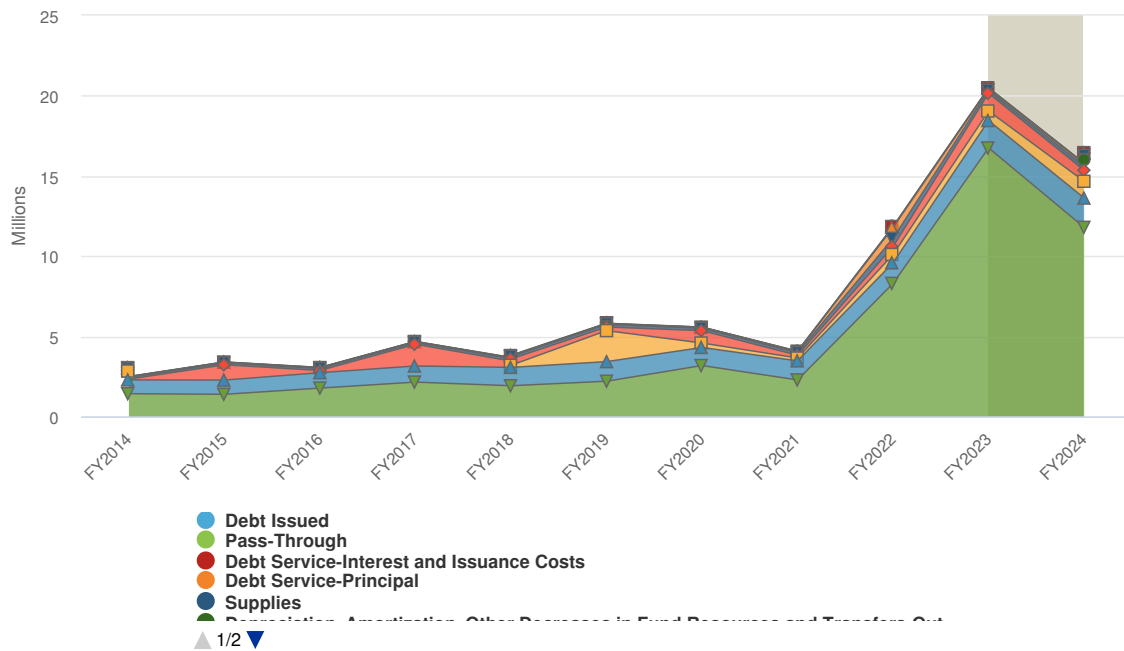
The capital projects are being constructed through service contracts with multiple contractors and consultants.

### Budgeted Expenditures by Expense Type





### Budgeted and Historical Expenditures by Expense Type



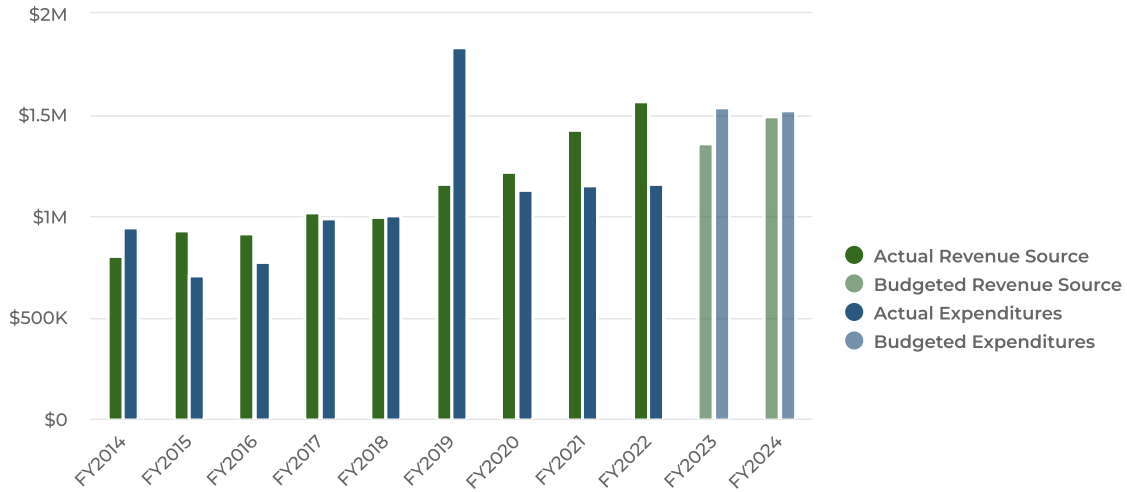
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$0.00	\$660,305.57	N/A
Transfers Out	\$596,779.00	\$1,045,922.90	75.3%
Personnel	\$1,705,786.84	\$1,826,532.36	7.1%
Supplies	\$190,149.50	\$263,788.42	38.7%
Pass-Through	\$150.00	\$150.00	0%
Services	\$16,744,546.75	\$11,793,008.00	-29.6%
Capital Outlays	\$1,108,047.00	\$690,000.00	-37.7%
Debt Service-Principal	\$109,603.93	\$139,169.45	27%
Debt Service-Interest and Issuance Costs	\$33,499.81	\$32,817.90	-2%
<b>Total Expense Objects:</b>	<b>\$20,488,562.83</b>	<b>\$16,451,694.60</b>	<b>-19.7%</b>



### Summary

The City of Stevenson is projecting \$1.49M of revenue in FY2024, which represents a 9.5% increase over the prior year. Budgeted expenditures are projected to decrease by 0.7% or \$10.22K to \$1.53M in FY2024.



The 2023 budget includes a transfer of funds to the Street Budget to pay for capital projects.

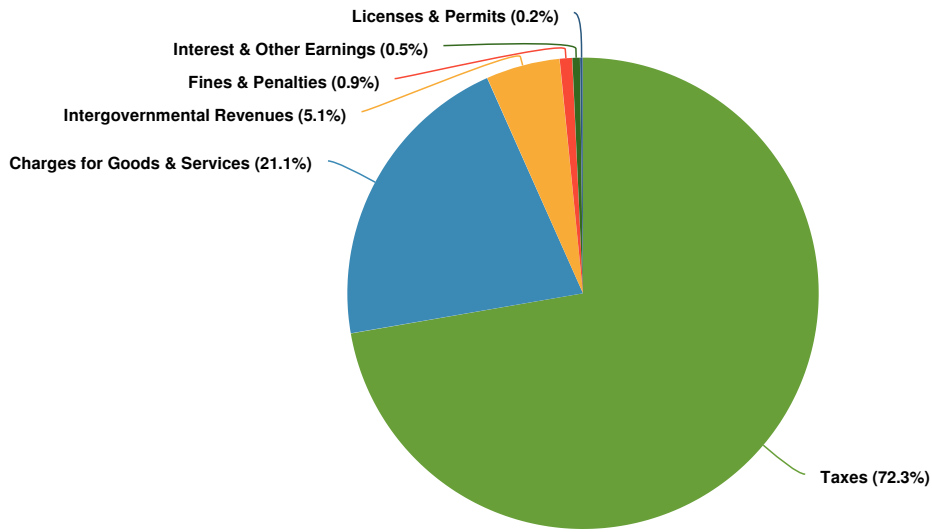
In 2024, the proposed budget includes an increase in costs to the Sheriff's Department for Law Enforcement Services and the cost of a full-time Fire Chief. These additional costs exceed the ongoing revenues for the city and will require a look at city practices going forward to determine where expenses can be reduced, or revenues increased, to continue to provide the same level of service to the residents.

# Revenues by Source

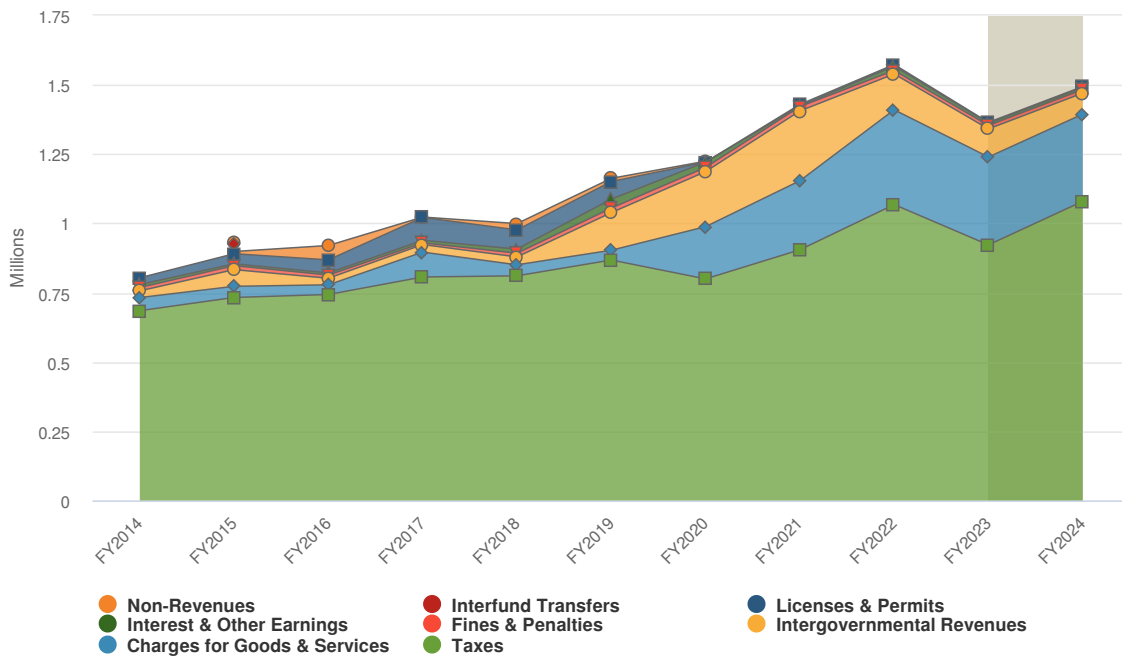
Primary revenue sources for the General Fund are property and sales taxes. Property taxes are levied on 100% of assessed valuation as determined by the Skamania County Assessor's Office and are limited by Washington State law to a 1% annual increase plus the addition of any new construction and annexations. Other sources of revenue include:

- o **Other taxes** – natural gas, electricity, cable, garbage, telephone, etc.
- o **Interest Income** – interest income from city investments
- o **Licenses** – business and vacation rental licenses
- o **Planning fees** – fees for short plats, critical areas permits, shorelines permits, etc.
- o **Grants and other sources** – grants, general administrative cost allocation, printing, and probation fees
- o **Fines and Penalties** – traffic infractions and criminal fines and penalties

## Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$922,401.90	\$1,079,865.92	17.1%
Licenses & Permits	\$2,900.00	\$2,900.00	0%
Intergovernmental Revenues	\$101,453.42	\$75,857.15	-25.2%
Charges for Goods & Services	\$317,214.81	\$314,565.71	-0.8%
Fines & Penalties	\$12,700.00	\$12,700.00	0%
Interest & Other Earnings	\$8,000.00	\$8,000.00	0%
<b>Total Revenue Source:</b>	<b>\$1,364,670.13</b>	<b>\$1,493,888.78</b>	<b>9.5%</b>

# Expenditures by Function

General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The City is self-insured for unemployment and has a current reserve balance of \$33,414, which is enough to cover estimated unemployment claims. The 2024 proposed budget does not include an increase to the unemployment reserve.

The Fire Department budget includes Fire District 2 reimbursable expenses and are listed under Other Sources for revenue.

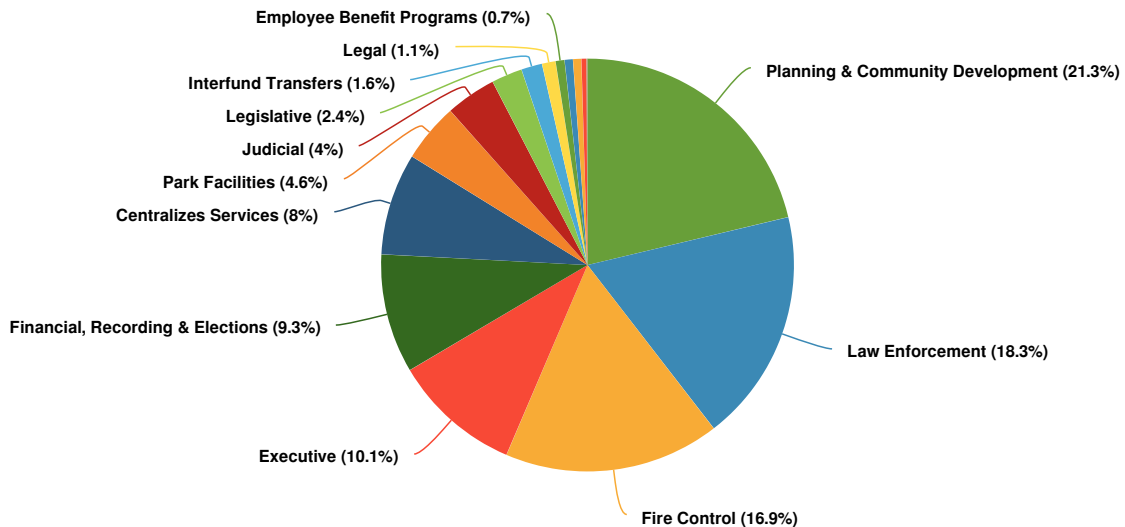
2023 projects include:

- o \$50k for painting City hall
- o \$10k for office cube walls and desks
- o \$10k to remove the Fire Hall siren and repair roof
- o \$52k for the Shoreline Access Grant (100% grant)

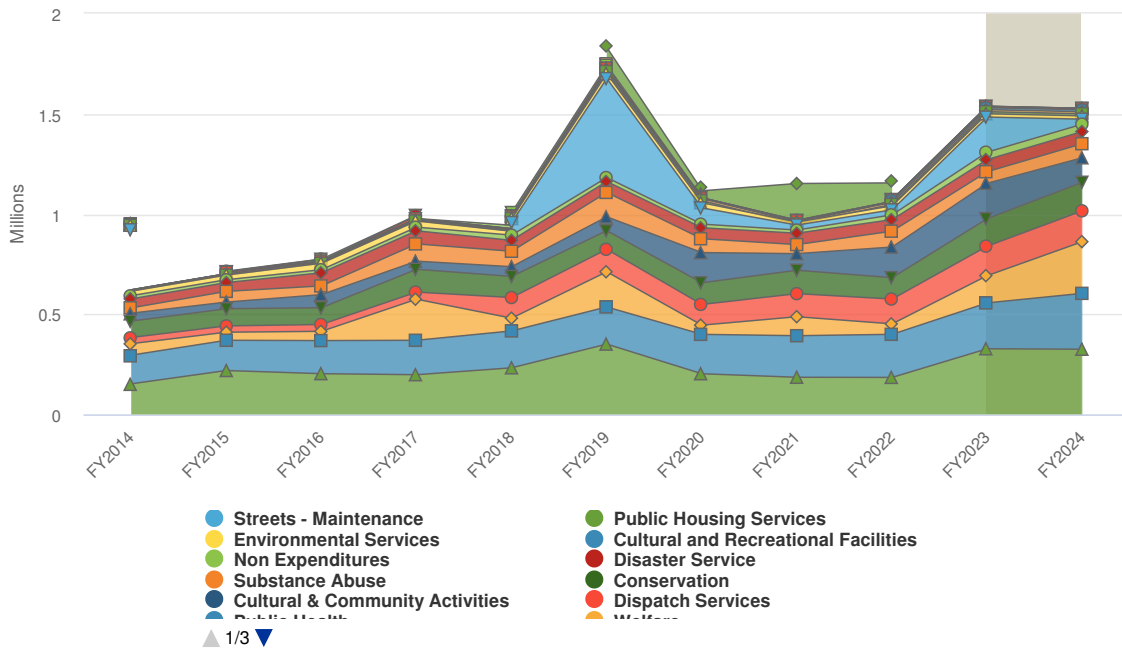
Additional changes in expenses are increased personnel costs for a portion of a new full-time staff member to work with the public works and planning department on records management and permitting.

Transfers in 2023 include \$25k to the Fire Reserve Fund and \$150k to the Street Fund. 2019 transfers included transferring reserve balances from General Fund to the newly created Fire Reserve Fund.

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

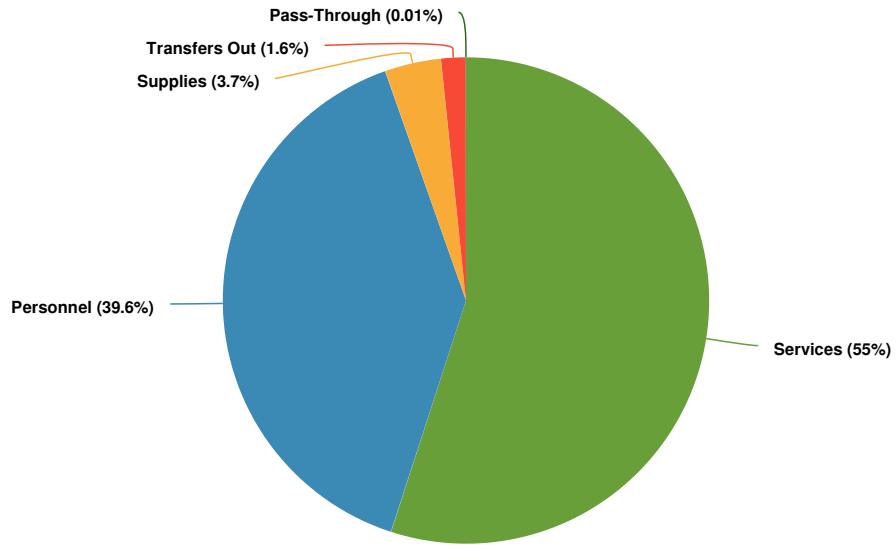
The spike in Interfund Transfers in 2019 was to move balances from the General Fund to the General Reserve and Fire Reserve Funds.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Legislative	\$37,000.00	\$37,000.00	0%
Judicial	\$60,510.00	\$60,510.00	0%
Executive	\$147,076.60	\$153,889.18	4.6%
Financial, Recording & Elections	\$137,200.54	\$142,465.57	3.8%
Legal	\$16,500.00	\$16,500.00	0%
Employee Benefit Programs	\$10,525.00	\$10,525.00	0%
Centralizes Services	\$176,723.32	\$122,173.32	-30.9%
Law Enforcement	\$228,846.03	\$278,860.00	21.9%
Fire Control	\$135,957.50	\$257,957.50	89.7%
Dispatch Services	\$6,000.00	\$6,000.00	0%
Conservation	\$500.00	\$500.00	0%
Planning & Community Development	\$327,540.00	\$325,083.75	-0.7%
Public Health	\$10,000.00	\$10,000.00	0%
Welfare	\$10,000.00	\$10,000.00	0%
Substance Abuse	\$150.00	\$150.00	0%
Cultural & Community Activities	\$500.00	\$500.00	0%
Park Facilities	\$57,700.00	\$70,392.00	22%

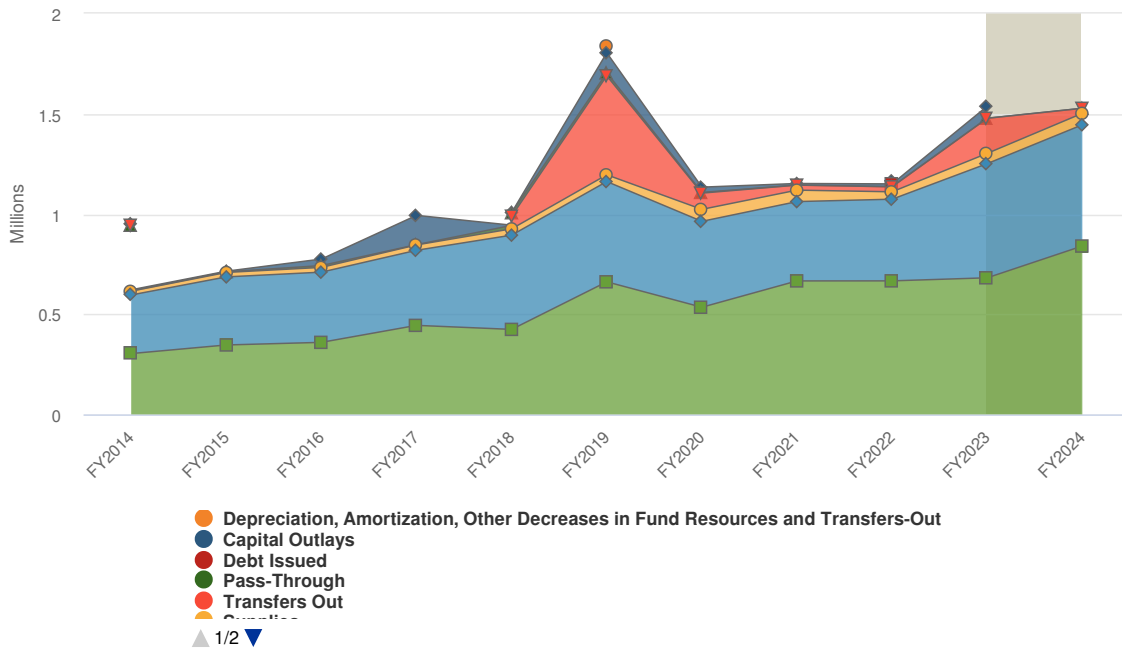
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Interfund Transfers	\$175,000.00	\$25,000.00	-85.7%
<b>Total Expenditures:</b>	<b>\$1,537,728.99</b>	<b>\$1,527,506.32</b>	<b>-0.7%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

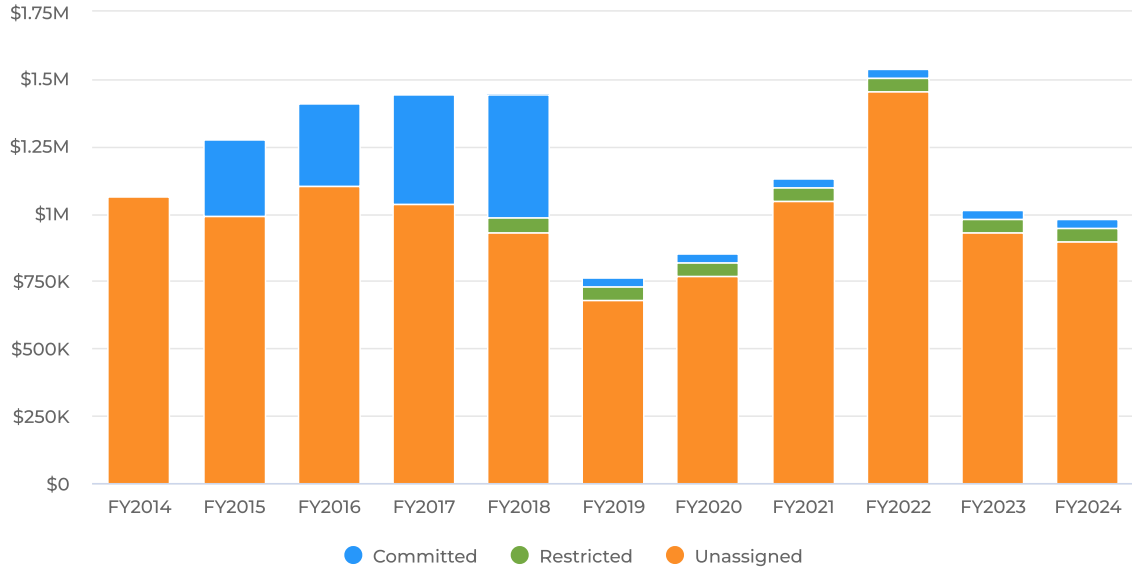
The spike in Interfund Transfers in 2019 was to move balances from the General Fund to the General Reserve and Fire Reserve Funds.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Transfers Out	\$175,000.00	\$25,000.00	-85.7%
Personnel	\$569,832.14	\$604,955.50	6.2%
Supplies	\$51,200.00	\$57,200.00	11.7%
Pass-Through	\$150.00	\$150.00	0%
Services	\$681,546.85	\$840,200.82	23.3%
Capital Outlays	\$60,000.00	\$0.00	-100%
<b>Total Expense Objects:</b>	<b>\$1,537,728.99</b>	<b>\$1,527,506.32</b>	<b>-0.7%</b>



# Fund Balance

## Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$930,756	\$897,139	-3.6%
Committed	\$33,413	\$33,414	0%
Restricted	\$51,135	\$51,135	0%
<b>Total Fund Balance:</b>	<b>\$1,015,304</b>	<b>\$981,688</b>	<b>-3.3%</b>



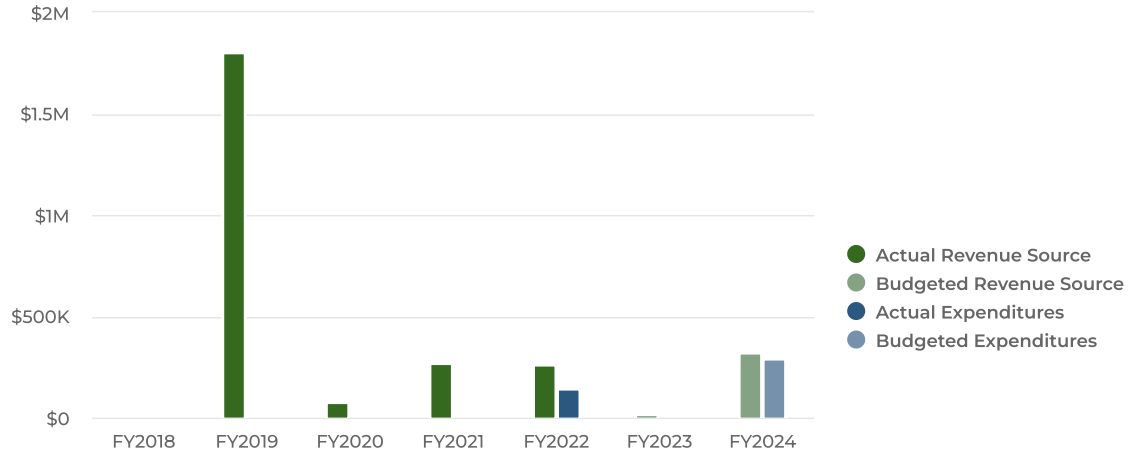


# Other General Funds

## Summary

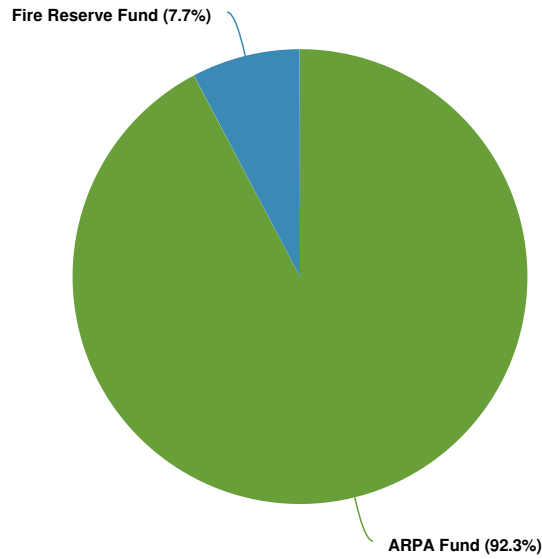
The City of Stevenson is projecting \$323.31K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$298.31K in FY2024.

These Other General Funds include the General Reserve Fund, Fire Reserve Fund, and the American Rescue Plan Act (ARPA) Fund. These have restrictions on when the cash can be used and are mainly reserved for capital projects. Revenues are mostly from transfers from the General Fund, or grants. There are minimal expenditures annually, and none are currently projected for 2024.

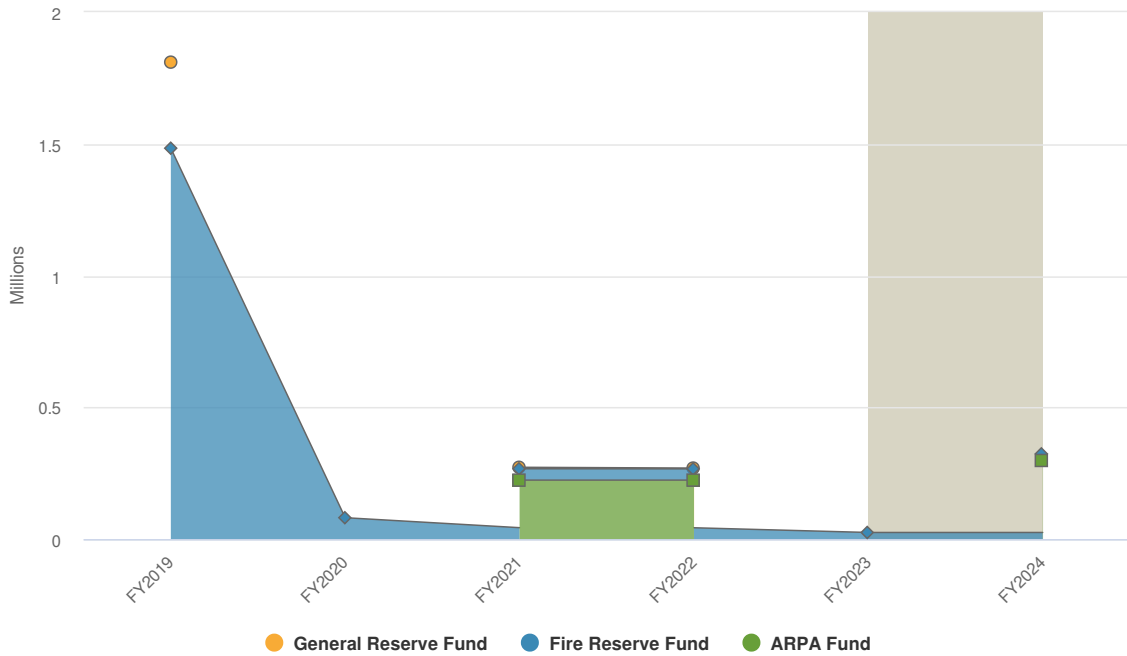


# Revenue by Fund

## 2024 Revenue by Fund



## Budgeted and Historical 2024 Revenue by Fund



Grey background indicates budgeted figures.

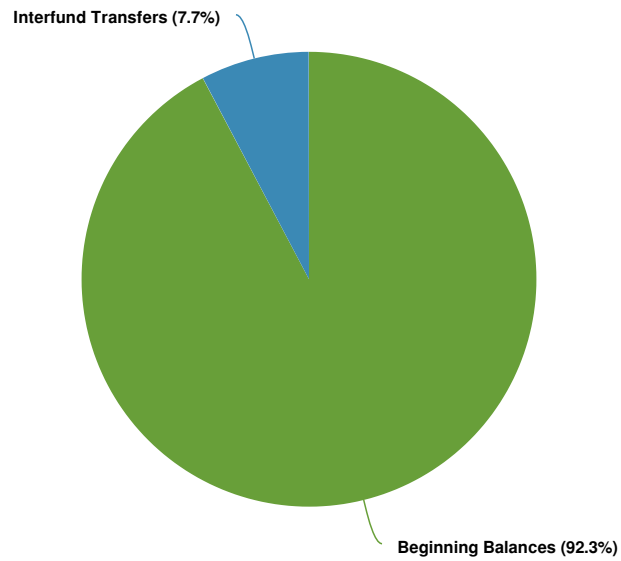
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Fire Reserve Fund	\$25,000.00	\$25,000.00	0%



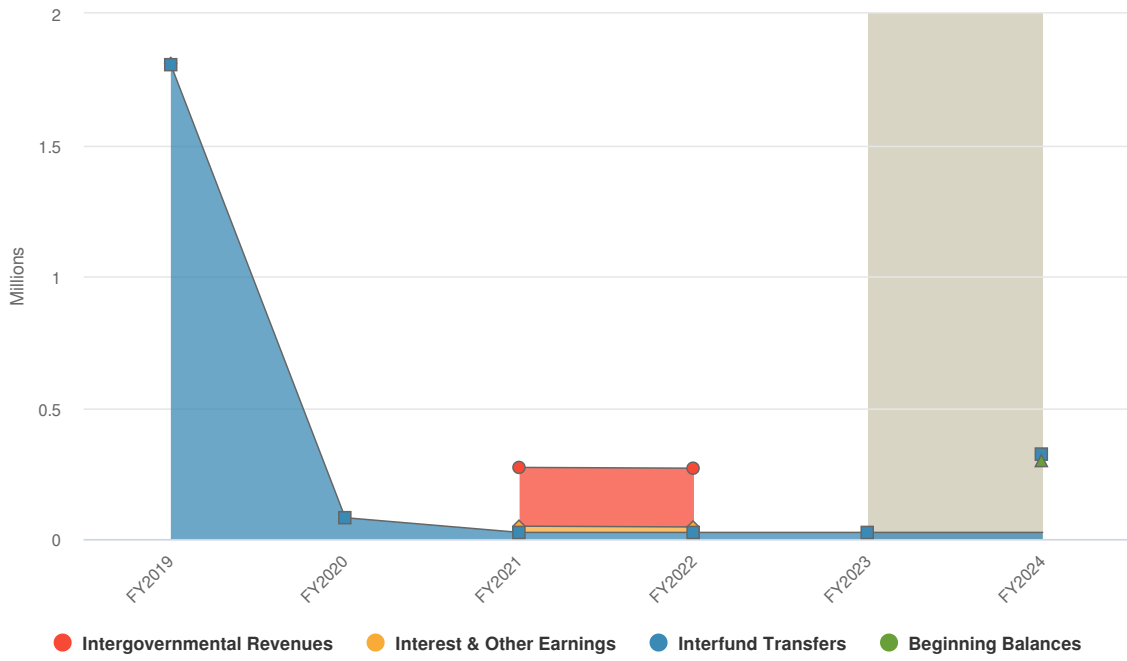
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
ARPA Fund	\$0.00	\$298,313.00	N/A
<b>Total:</b>	<b>\$25,000.00</b>	<b>\$323,313.00</b>	<b>1,193.3%</b>

## Revenues by Source

### Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Beginning Balances		\$298,313.00	N/A
Interfund Transfers	\$25,000.00	\$25,000.00	0%
<b>Total Revenue Source:</b>	<b>\$25,000.00</b>	<b>\$323,313.00</b>	<b>1,193.3%</b>

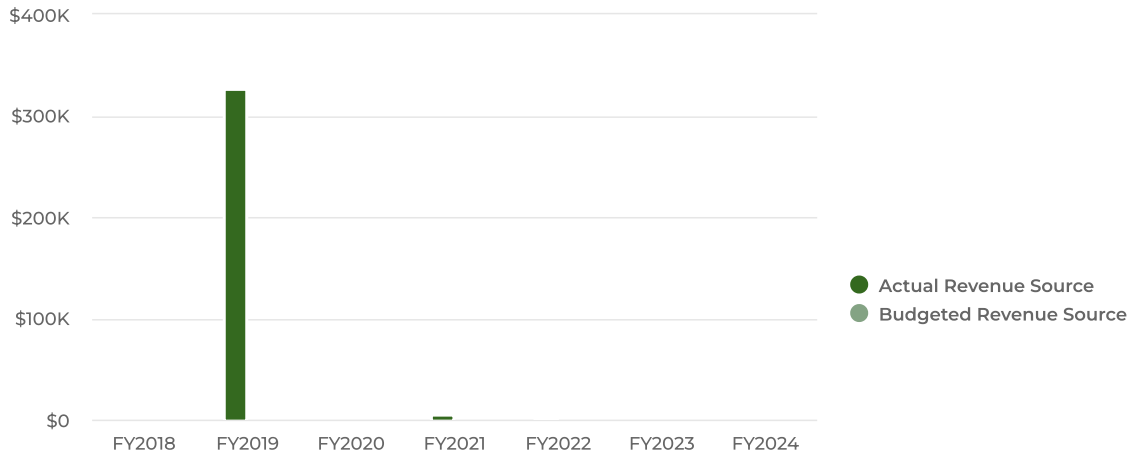


# General Reserve Fund

The money in the fund shall be used for urgent or emergency purposes as determined and approved by the council. It shall not be used for recurring costs, general operating costs or planned capital items. It may be used for interfund load provided that the interest rate is a minimum of two percentage points above the average of the past twelve-months of the local government investment pool earnings rate and the loan must not exceed a payback period of five years, although it is recommended not to exceed thirty-six months.

## Summary

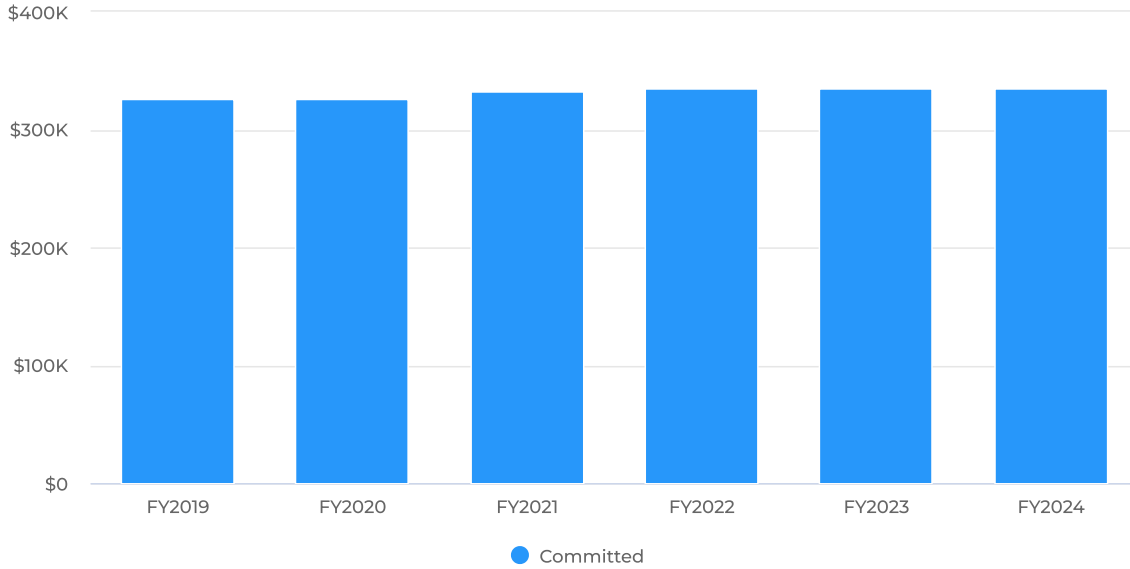
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.



# Fund Balance

The revenue for this fund comes from interest on investments. This is a fund for emergency use and there are rarely any expenses out of the fund, leaving a slowly increasing balance.

## Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Committed	\$335,259	\$335,259	0%
<b>Total Fund Balance:</b>	<b>\$335,259</b>	<b>\$335,259</b>	<b>0%</b>



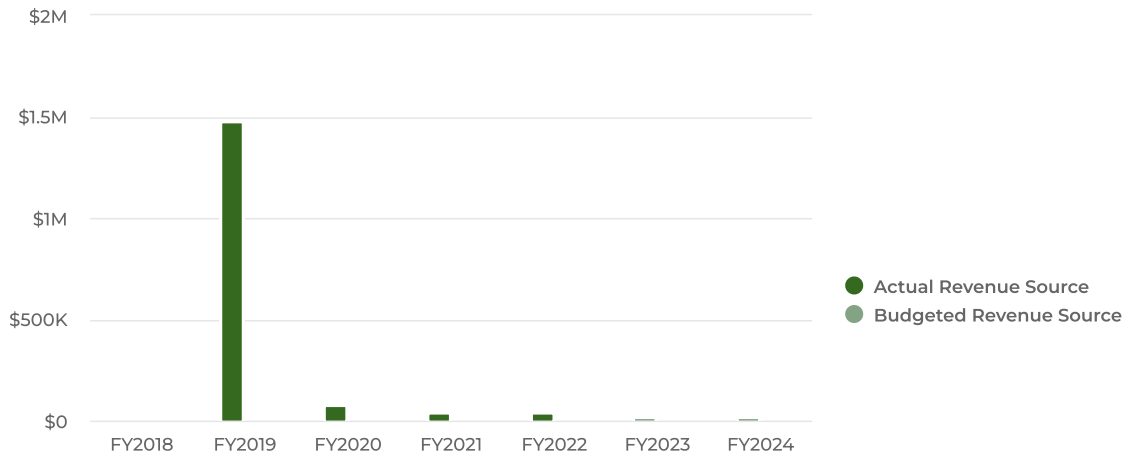
# Fire Reserve Fund

The money in the fund shall be used for buildings, equipment and other capital items associated with and used in the fire department.

## Summary

The City of Stevenson is projecting \$25K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.

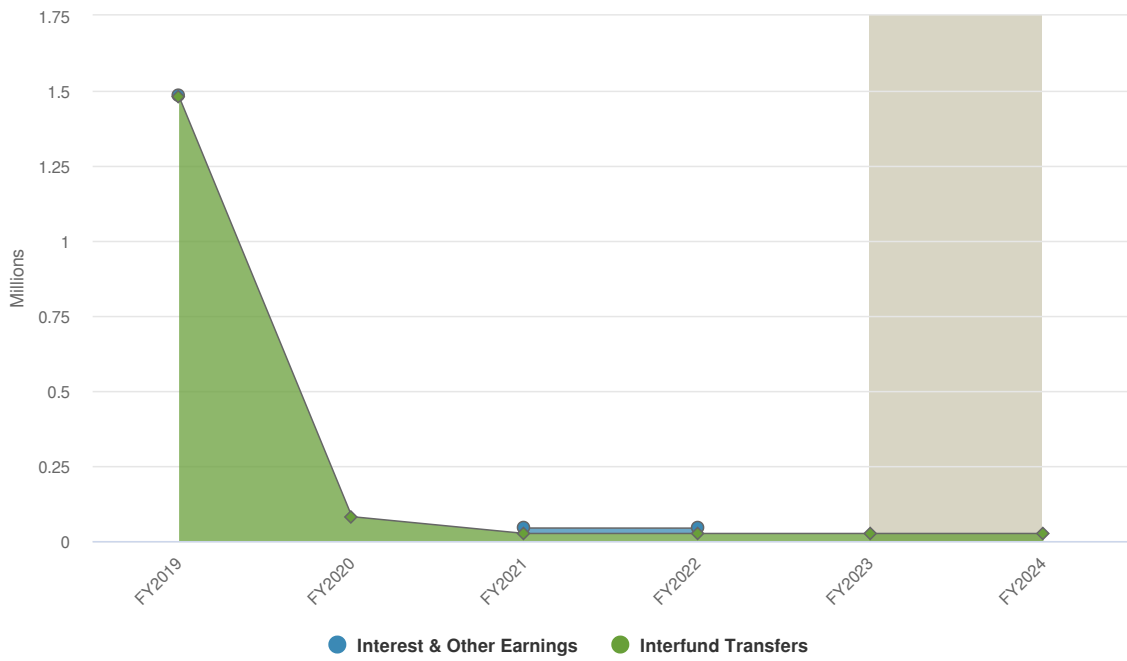
Revenues into this fund are from transfers from the General Fund. There is a fixed \$25,000 transfer annually. Additionally, any remaining balance from the Fire Department's budget unused is also transferred to these reserves.



## Revenues by Source



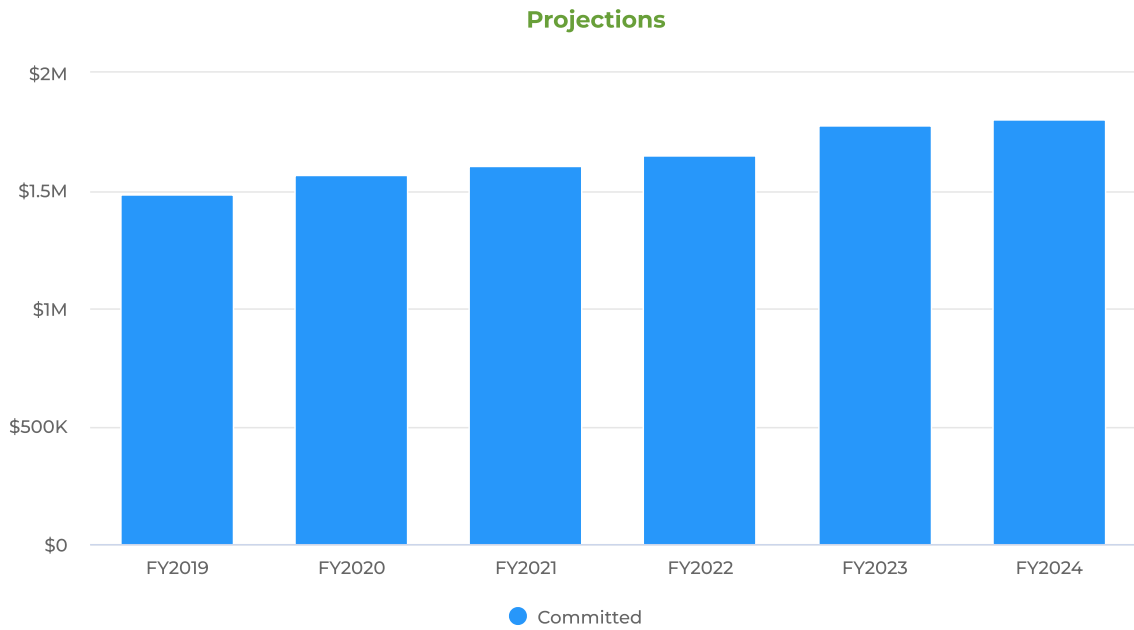
### Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Interfund Transfers	\$25,000.00	\$25,000.00	0%
<b>Total Revenue Source:</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>0%</b>

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Committed	\$1,778,960	\$1,803,960	1.4%
<b>Total Fund Balance:</b>	<b>\$1,778,960</b>	<b>\$1,803,960</b>	<b>1.4%</b>

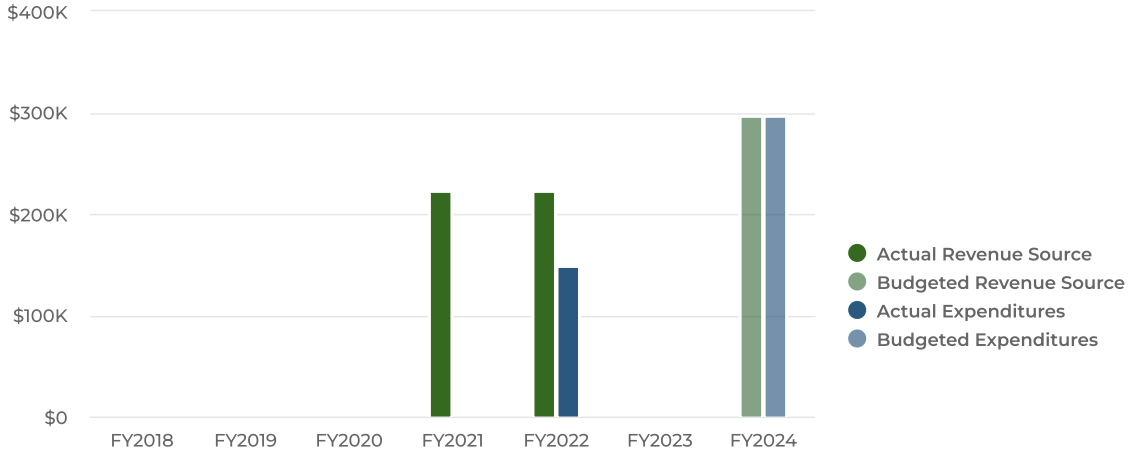


# ARPA Fund

This fund is specific to the use of the American Rescue Plan Act (ARPA) funds allocated from the Federal Government. The City has until the end of 2024 to allocate these funds and until the end of 2025 to spend these funds.

## Summary

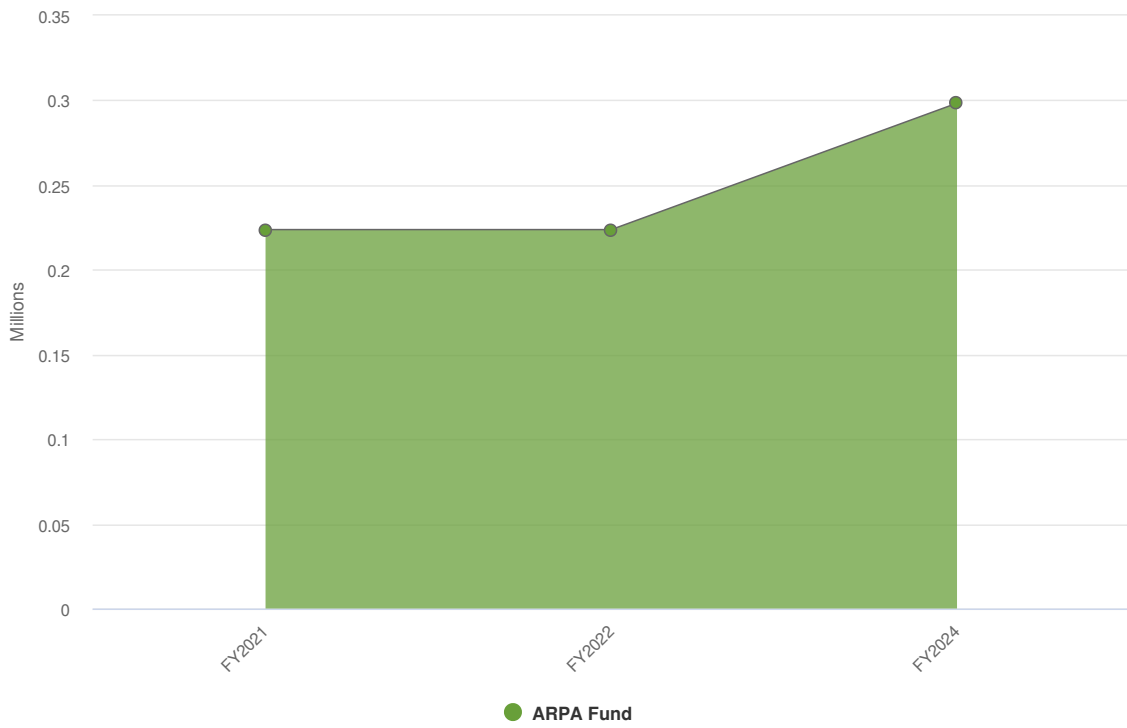
The City of Stevenson is projecting \$298.31K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$298.31K in FY2024.



## Revenue by Fund



### Budgeted and Historical 2024 Revenue by Fund

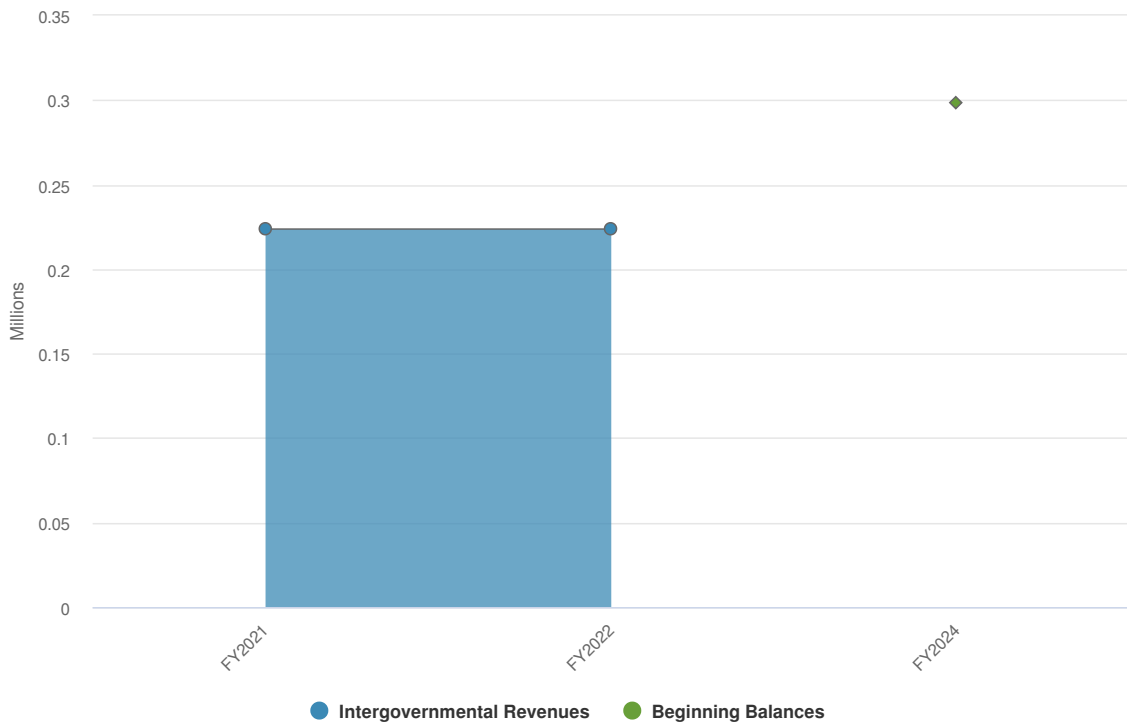


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
ARPA Fund	\$0.00	\$298,313.00	N/A
<b>Total ARPA Fund:</b>	<b>\$0.00</b>	<b>\$298,313.00</b>	<b>N/A</b>

### Revenues by Source



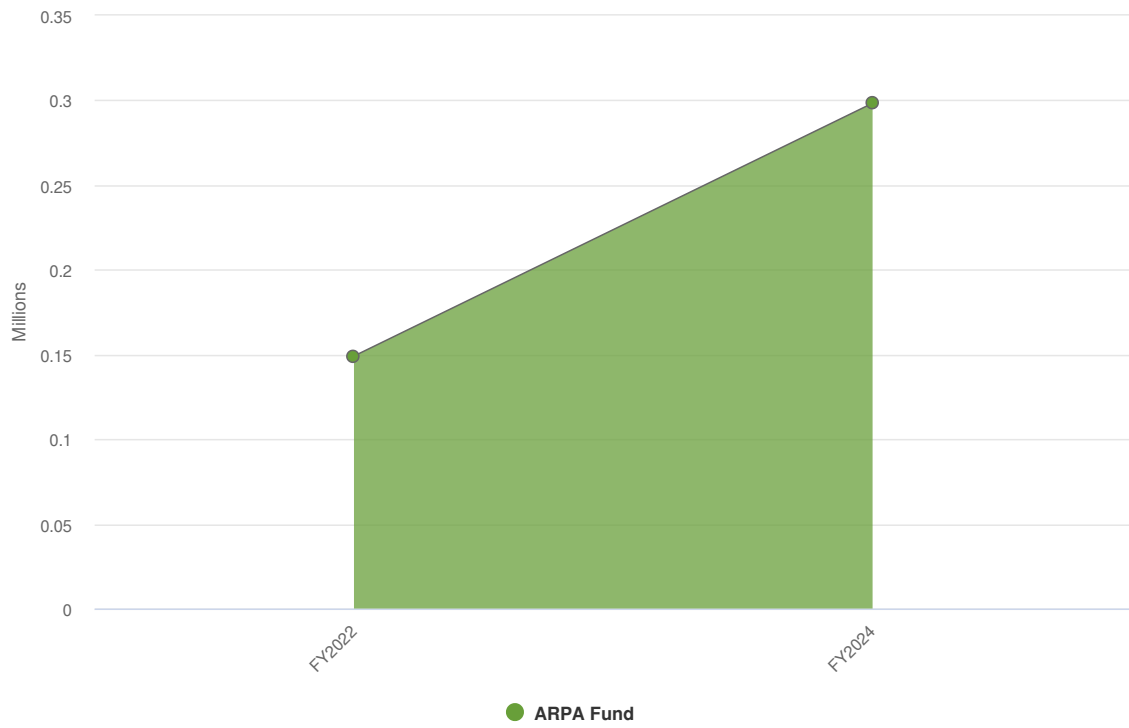
### Budgeted and Historical 2024 Revenues by Source



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Beginning Balances		\$298,313.00	N/A
<b>Total Revenue Source:</b>	<b>\$0.00</b>	<b>\$298,313.00</b>	<b>N/A</b>

### Expenditures by Fund

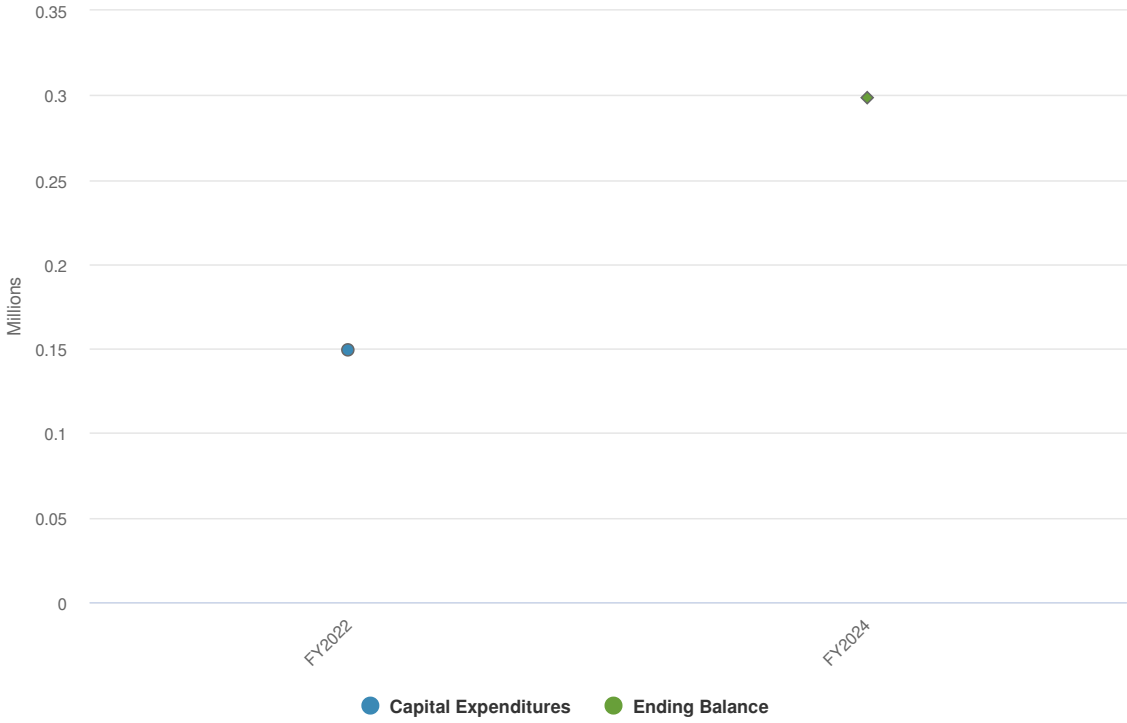
### Budgeted and Historical 2024 Expenditures by Fund



Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
ARPA Fund	\$298,313.00	N/A
<b>Total ARPA Fund:</b>	<b>\$298,313.00</b>	<b>N/A</b>

### Expenditures by Function

### Budgeted and Historical Expenditures by Function

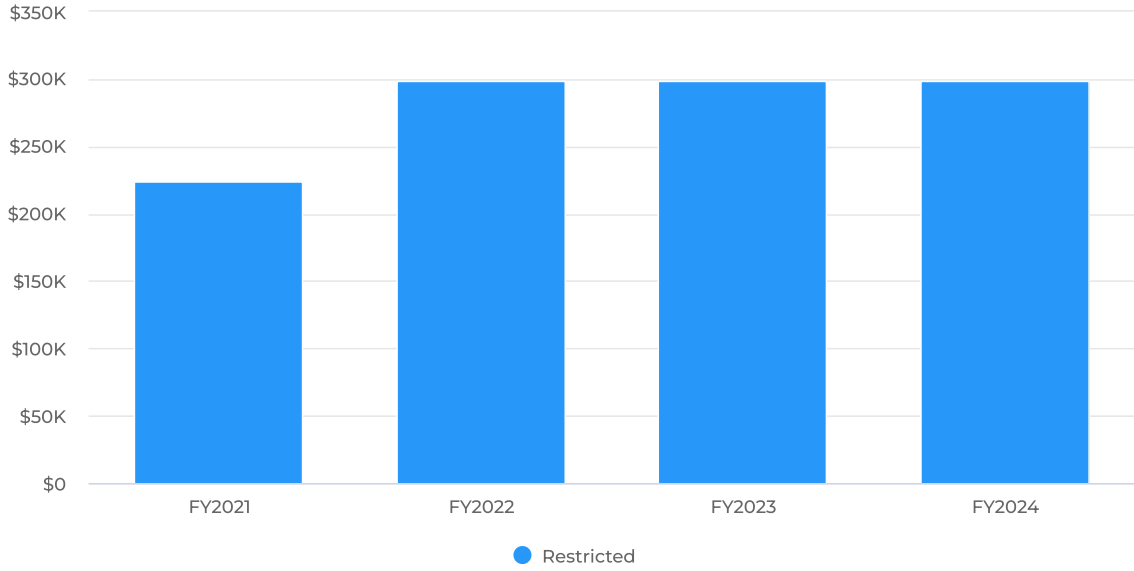


Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expenditures		
Ending Balance	\$298,313.00	N/A
<b>Total Expenditures:</b>	<b>\$298,313.00</b>	<b>N/A</b>



# Fund Balance

## Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Restricted	\$298,313	\$298,313	0%
<b>Total Fund Balance:</b>	<b>\$298,313</b>	<b>\$298,313</b>	<b>0%</b>



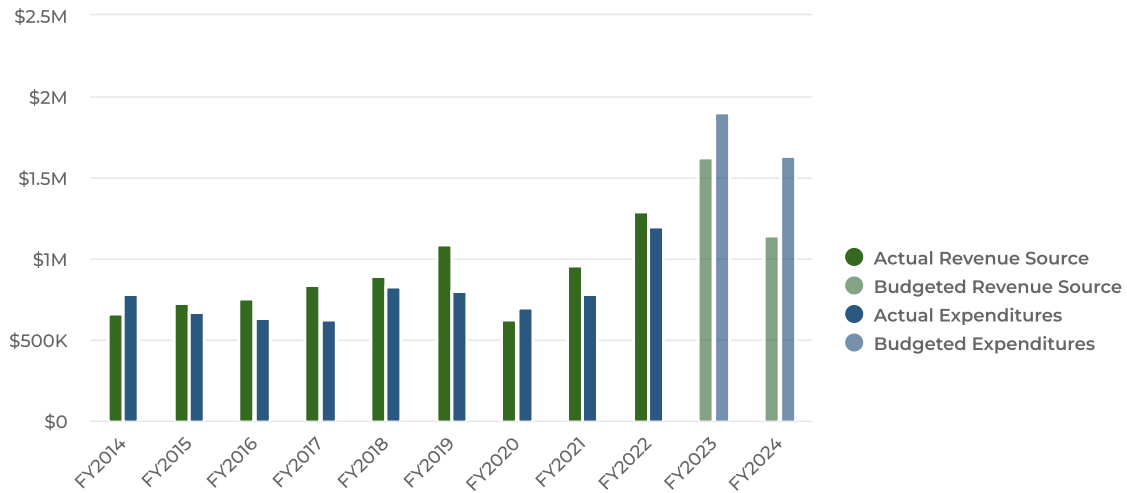


# Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government. The City uses four Special Revenue Funds: A Street Fund, a Tourism Promotion Fund (Lodging tax fund), an Affordable Housing Fund and a HEALing Scars Fund.

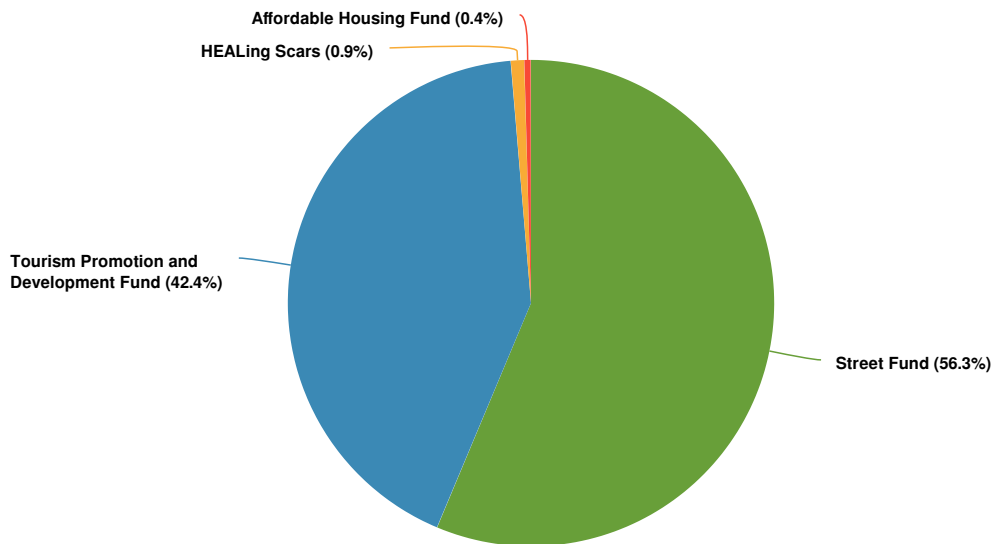
## Summary

The City of Stevenson is projecting \$1.15M of revenue in FY2024, which represents a 29.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 14.4% or \$274.72K to \$1.63M in FY2024.

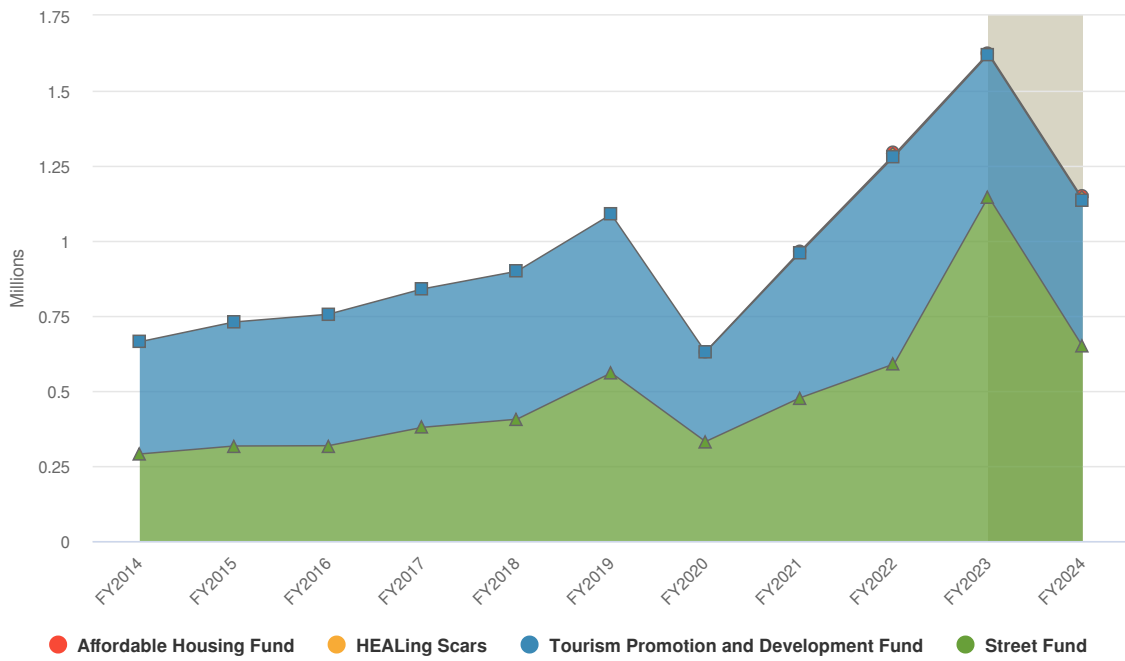


## Revenue by Fund

### 2024 Revenue by Fund



### Budgeted and Historical 2024 Revenue by Fund

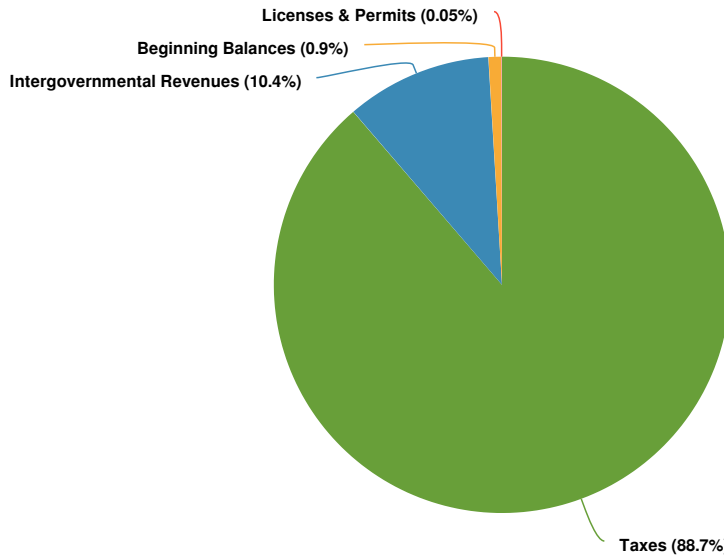


Grey background indicates budgeted figures.

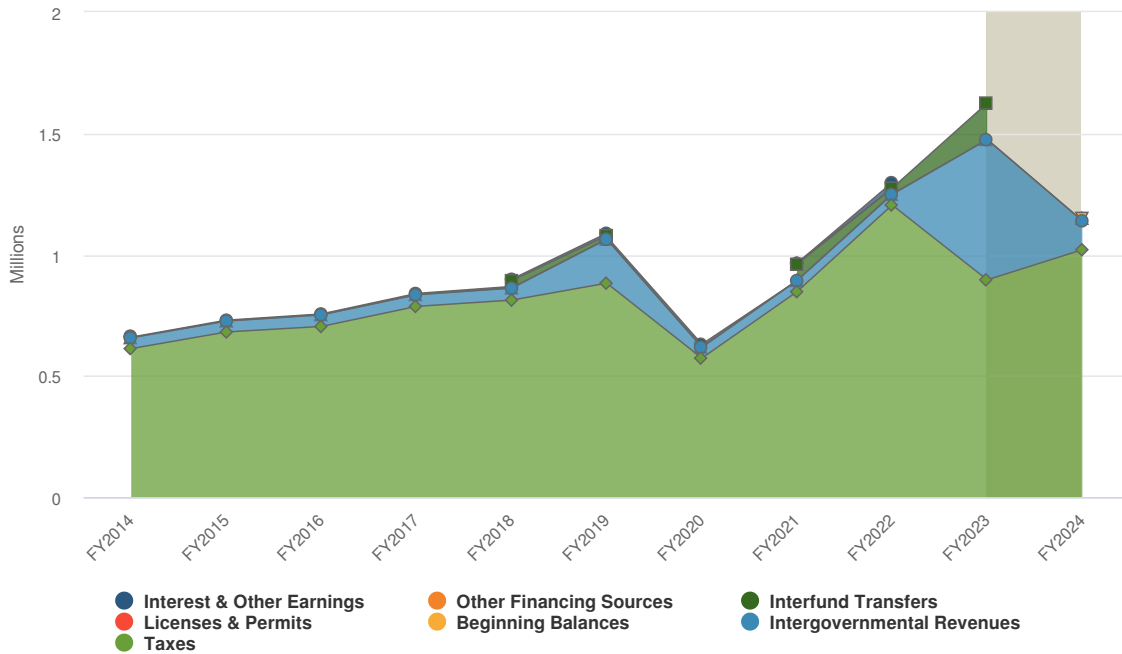
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Street Fund	\$1,147,017.50	\$647,644.35	-43.5%
Tourism Promotion and Development Fund	\$473,000.00	\$487,190.00	3%
Affordable Housing Fund	\$5,000.00	\$5,000.00	0%
HEALing Scars	\$0.00	\$10,190.57	N/A
<b>Total:</b>	<b>\$1,625,017.50</b>	<b>\$1,150,024.92</b>	<b>-29.2%</b>

# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

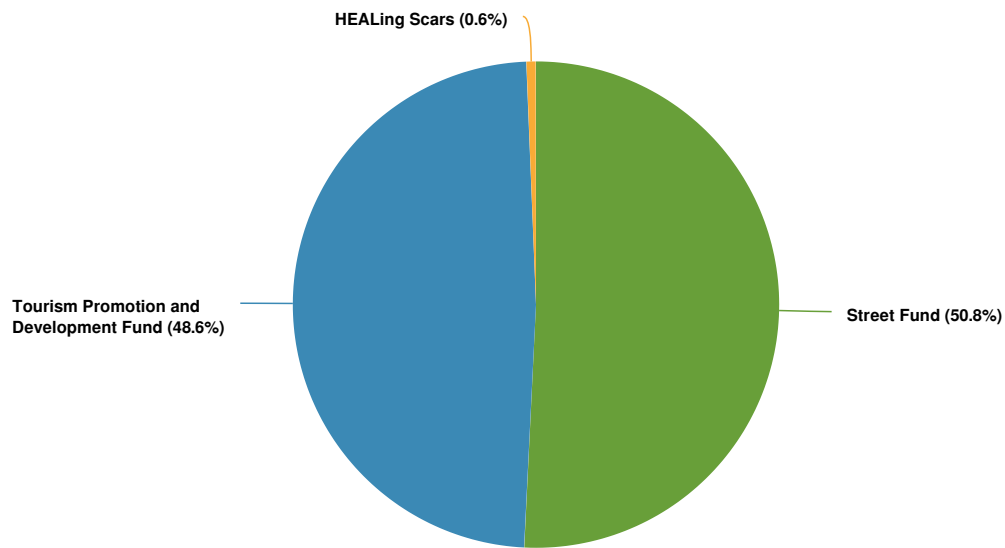
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



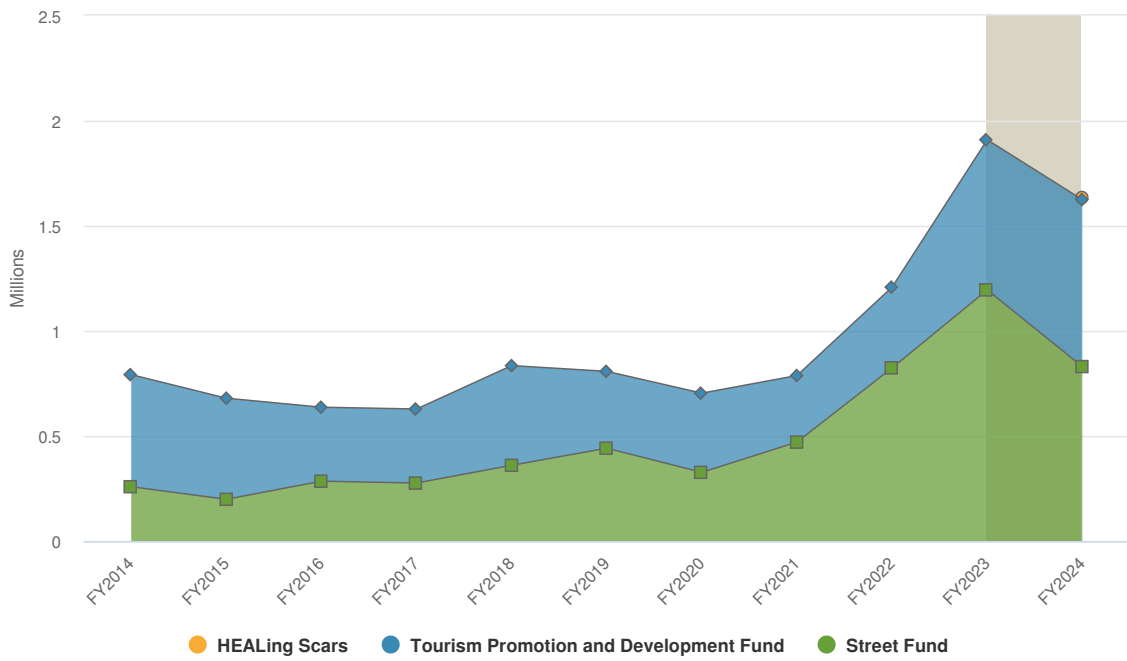
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$10,190.57	N/A
Taxes	\$896,000.00	\$1,020,190.00	13.9%
Licenses & Permits	\$600.00	\$600.00	0%
Intergovernmental Revenues	\$578,417.50	\$119,044.35	-79.4%
Interfund Transfers	\$150,000.00	\$0.00	-100%
<b>Total Revenue Source:</b>	<b>\$1,625,017.50</b>	<b>\$1,150,024.92</b>	<b>-29.2%</b>

## Expenditures by Fund

### 2024 Expenditures by Fund



### Budgeted and Historical 2024 Expenditures by Fund

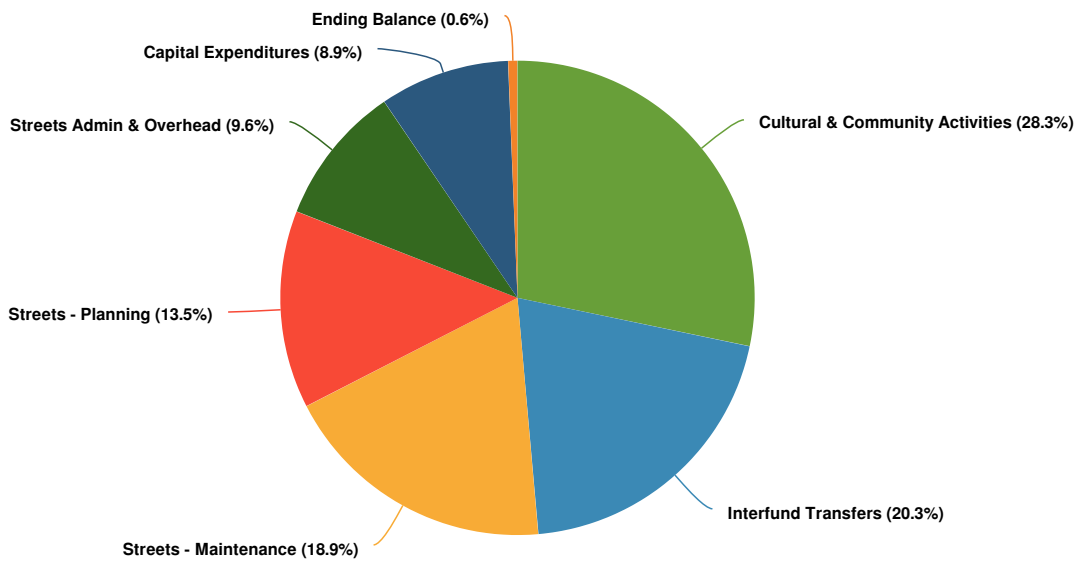


Grey background indicates budgeted figures.

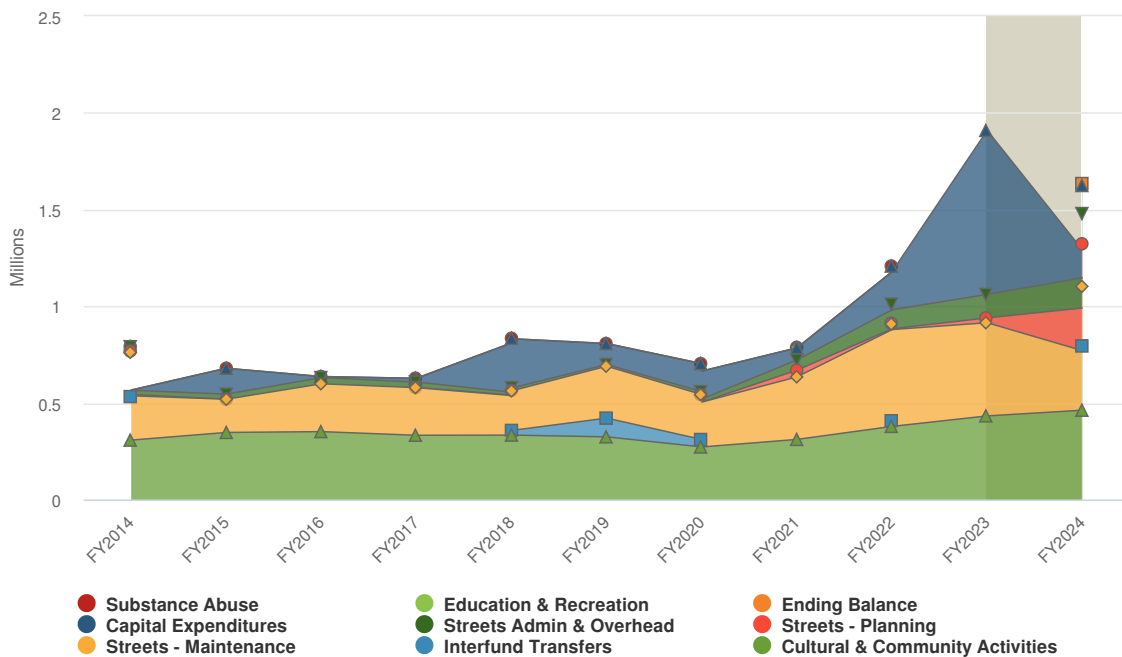
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Street Fund	\$1,194,597.36	\$829,924.06	-30.5%
Tourism Promotion and Development Fund	\$714,628.27	\$794,391.30	11.2%
HEALing Scars		\$10,190.57	N/A
<b>Total:</b>	<b>\$1,909,225.63</b>	<b>\$1,634,505.93</b>	<b>-14.4%</b>

# Expenditures by Function

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function

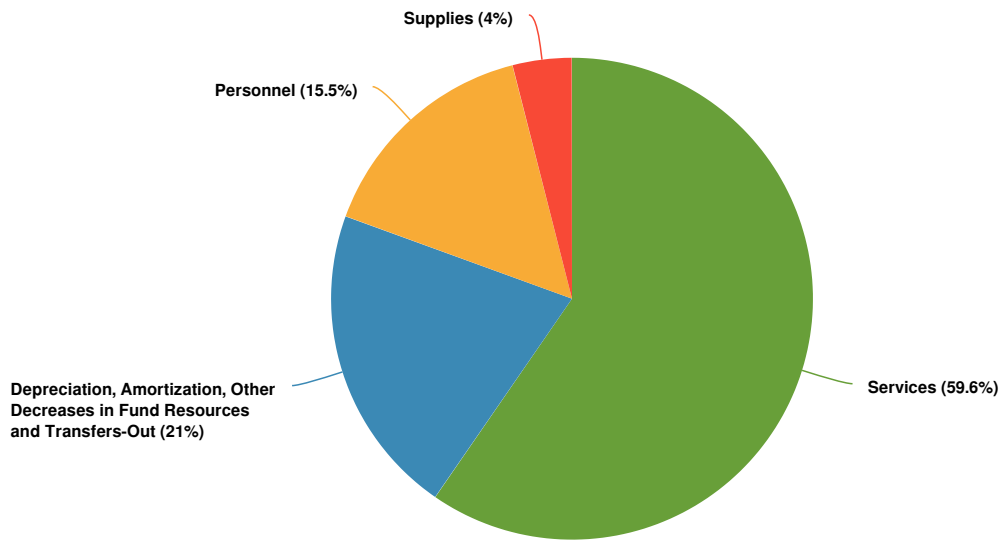


Grey background indicates budgeted figures.

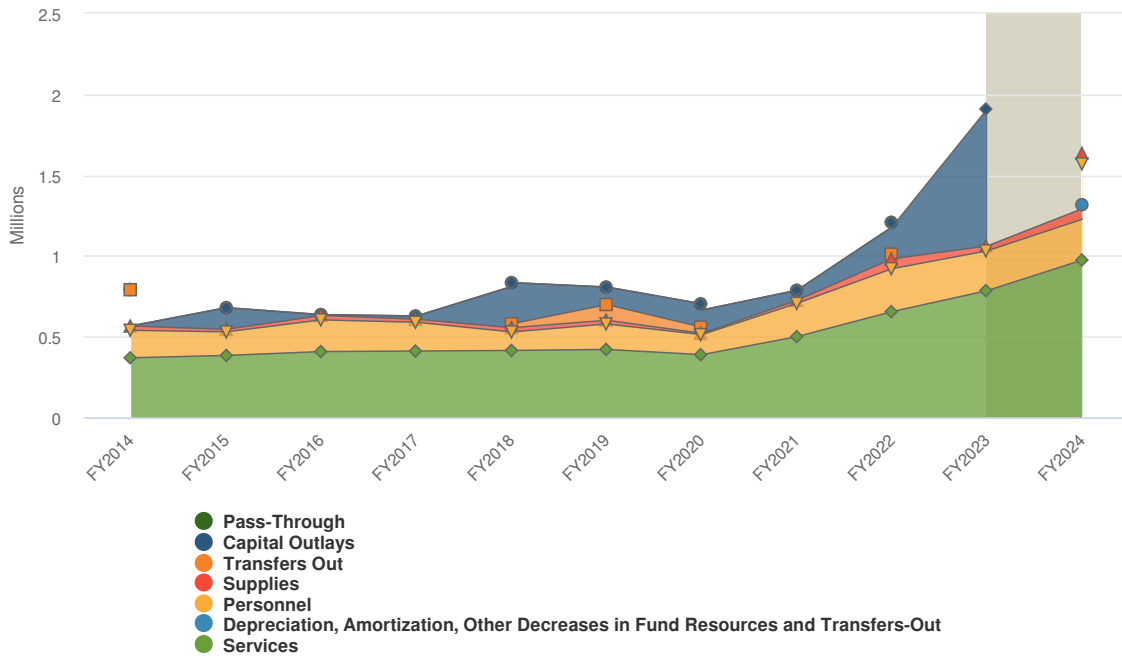
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Streets - Maintenance	\$481,967.86	\$308,224.80	-36%
Streets - Planning	\$25,000.00	\$220,402.63	781.6%
Streets Admin & Overhead	\$121,582.50	\$156,296.63	28.6%
Cultural & Community Activities	\$432,628.27	\$462,139.30	6.8%
Capital Expenditures	\$848,047.00	\$145,000.00	-82.9%
Interfund Transfers	\$0.00	\$332,252.00	N/A
Ending Balance		\$10,190.57	N/A
<b>Total Expenditures:</b>	<b>\$1,909,225.63</b>	<b>\$1,634,505.93</b>	<b>-14.4%</b>

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

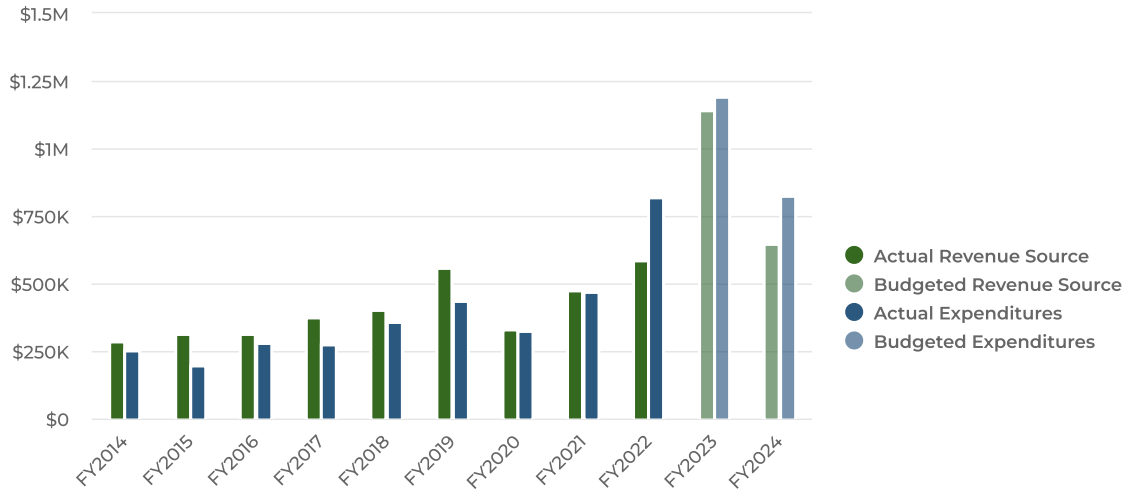
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$0.00	\$342,442.57	N/A
Personnel	\$246,360.30	\$252,731.43	2.6%
Supplies	\$30,000.00	\$65,000.00	116.7%
Services	\$784,818.33	\$974,331.93	24.1%
Capital Outlays	\$848,047.00	\$0.00	-100%
<b>Total Expense Objects:</b>	<b>\$1,909,225.63</b>	<b>\$1,634,505.93</b>	<b>-14.4%</b>





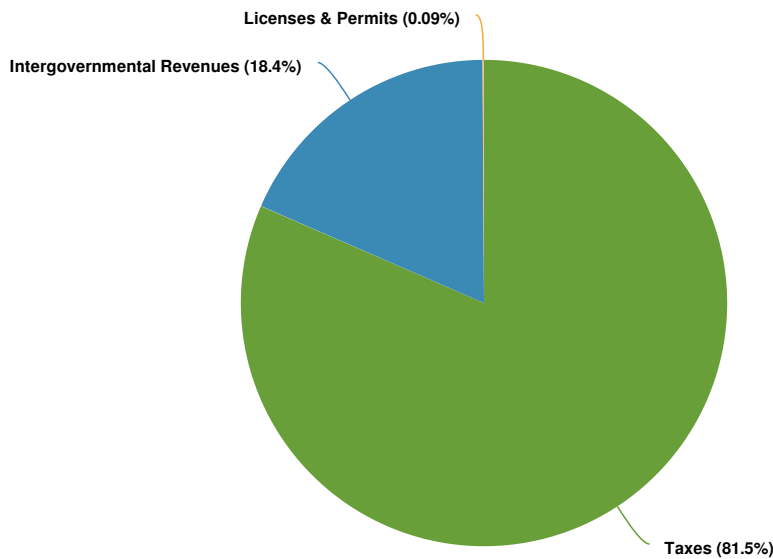
### Summary

The City of Stevenson is projecting \$647.64K of revenue in FY2024, which represents a 43.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 30.5% or \$364.67K to \$829.92K in FY2024.

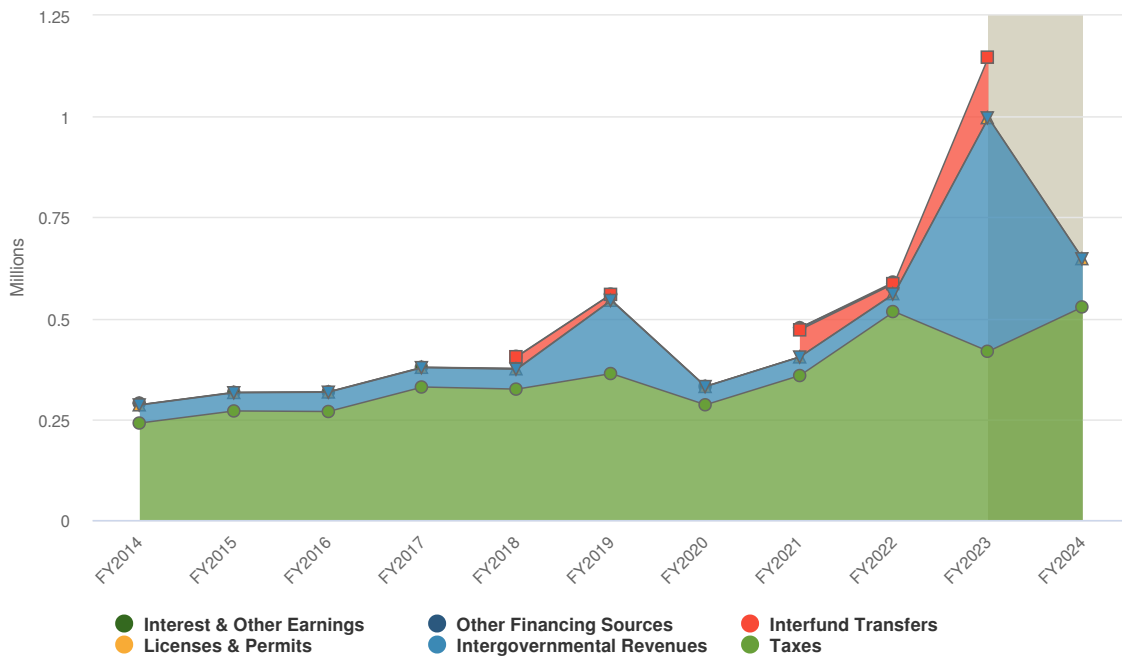


### Revenues by Source

Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source



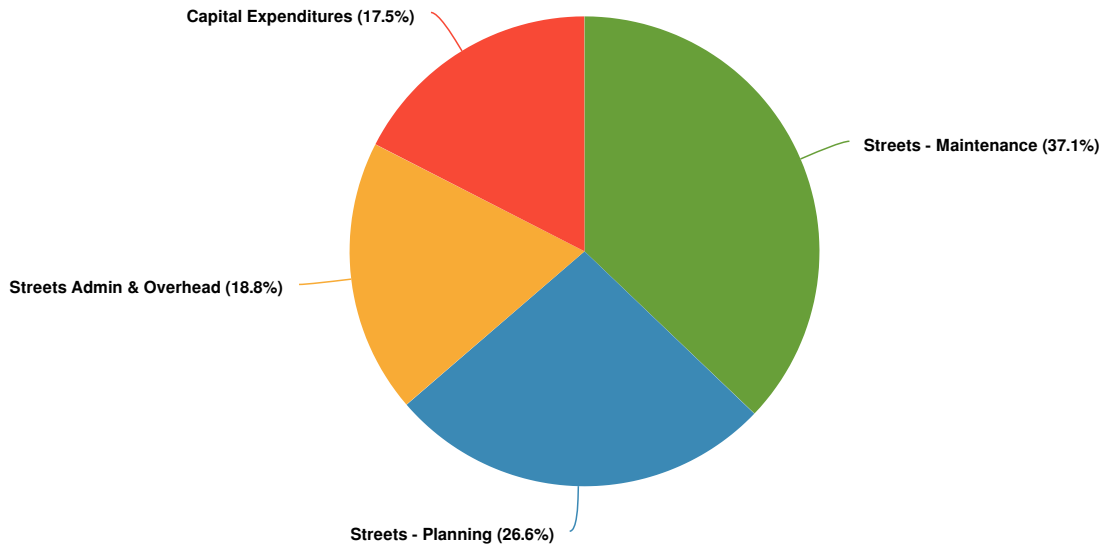
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$418,000.00	\$528,000.00	26.3%
Licenses & Permits	\$600.00	\$600.00	0%
Intergovernmental Revenues	\$578,417.50	\$119,044.35	-79.4%
Interfund Transfers	\$150,000.00	\$0.00	-100%
<b>Total Revenue Source:</b>	<b>\$1,147,017.50</b>	<b>\$647,644.35</b>	<b>-43.5%</b>

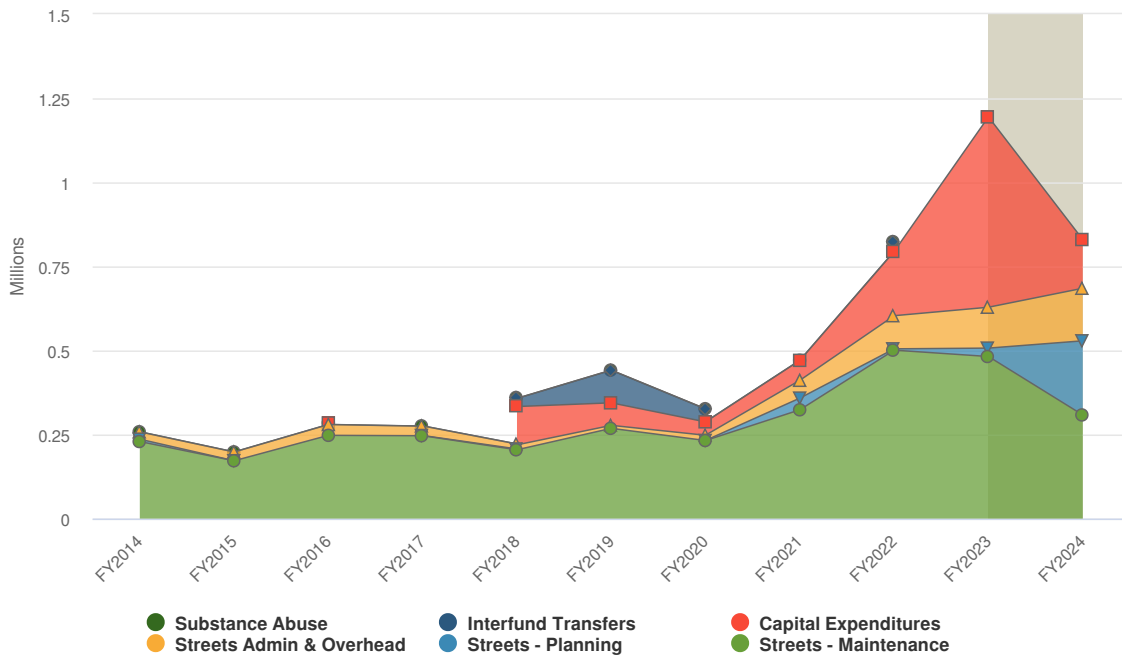


# Expenditures by Function

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



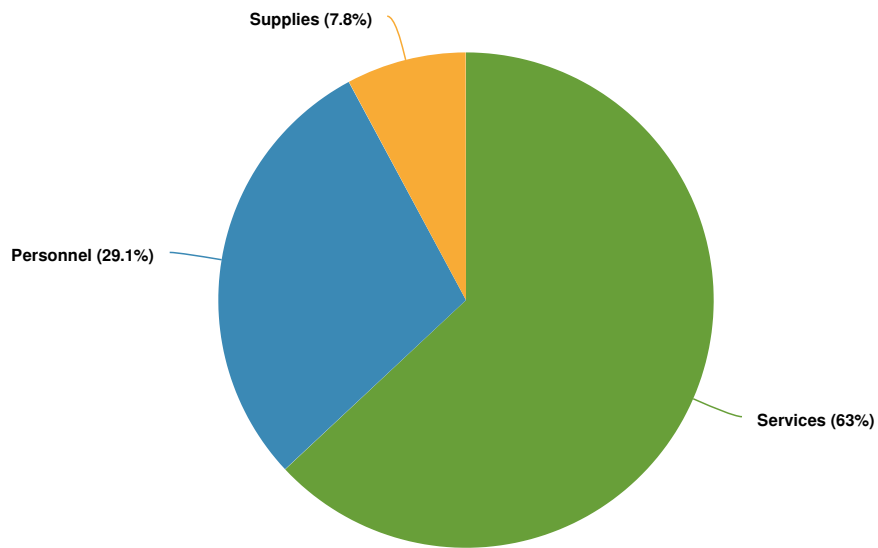
Grey background indicates budgeted figures.



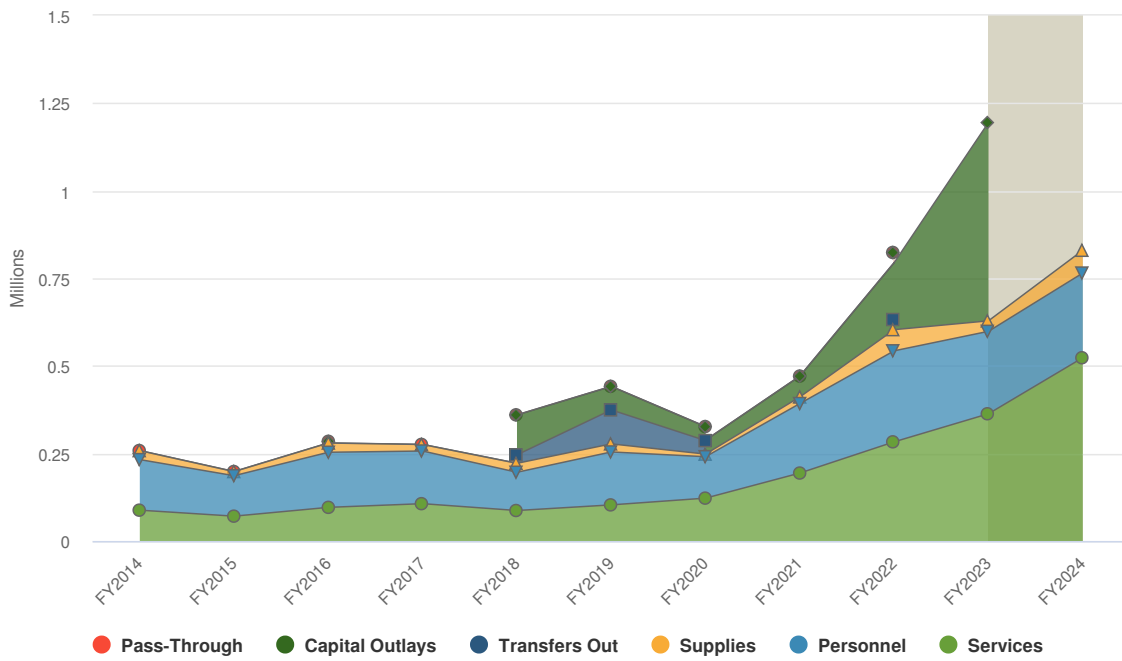
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Streets - Maintenance	\$481,967.86	\$308,224.80	-36%
Streets - Planning	\$25,000.00	\$220,402.63	781.6%
Streets Admin & Overhead	\$121,582.50	\$156,296.63	28.6%
Capital Expenditures	\$566,047.00	\$145,000.00	-74.4%
<b>Total Expenditures:</b>	<b>\$1,194,597.36</b>	<b>\$829,924.06</b>	<b>-30.5%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



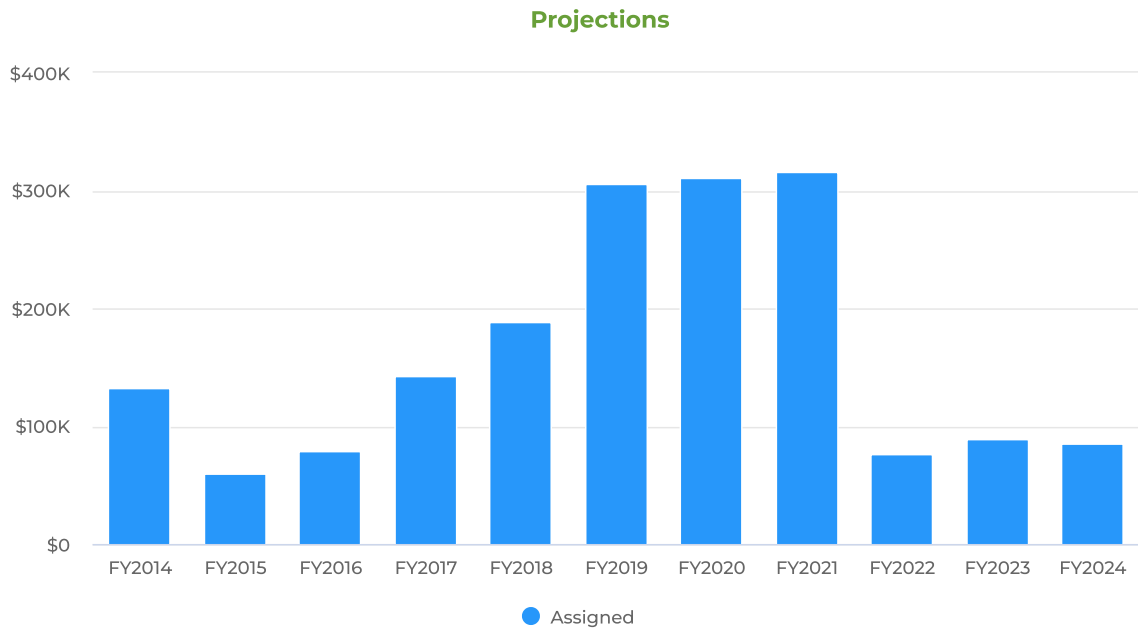
### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Personnel	\$235,360.30	\$241,731.43	2.7%
Supplies	\$30,000.00	\$65,000.00	116.7%
Services	\$363,190.06	\$523,192.63	44.1%
Capital Outlays	\$566,047.00	\$0.00	-100%
<b>Total Expense Objects:</b>	<b>\$1,194,597.36</b>	<b>\$829,924.06</b>	<b>-30.5%</b>

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Assigned	\$89,026	\$85,746	-3.7%
<b>Total Fund Balance:</b>	<b>\$89,026</b>	<b>\$85,746</b>	<b>-3.7%</b>

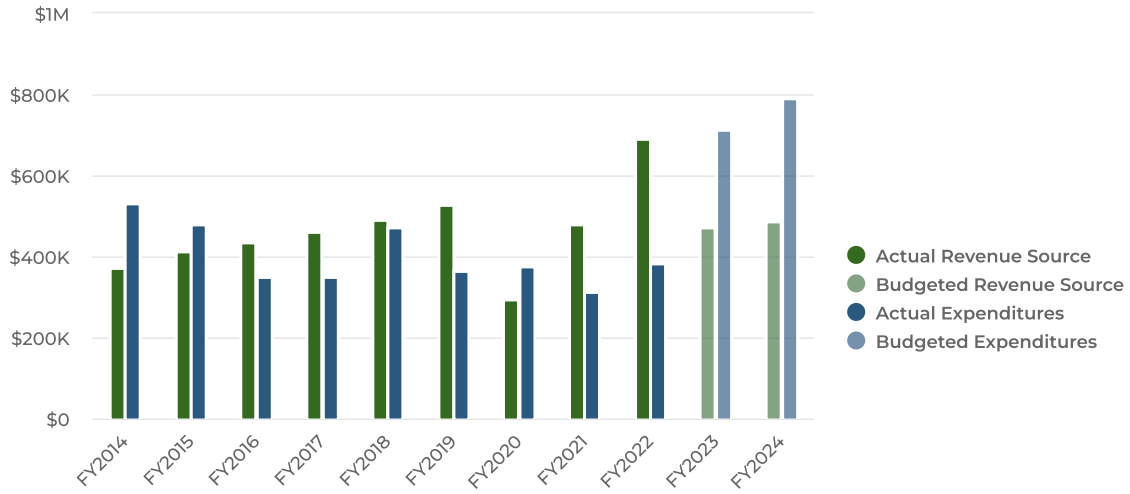




# Tourism Promotion and Development Fund

## Summary

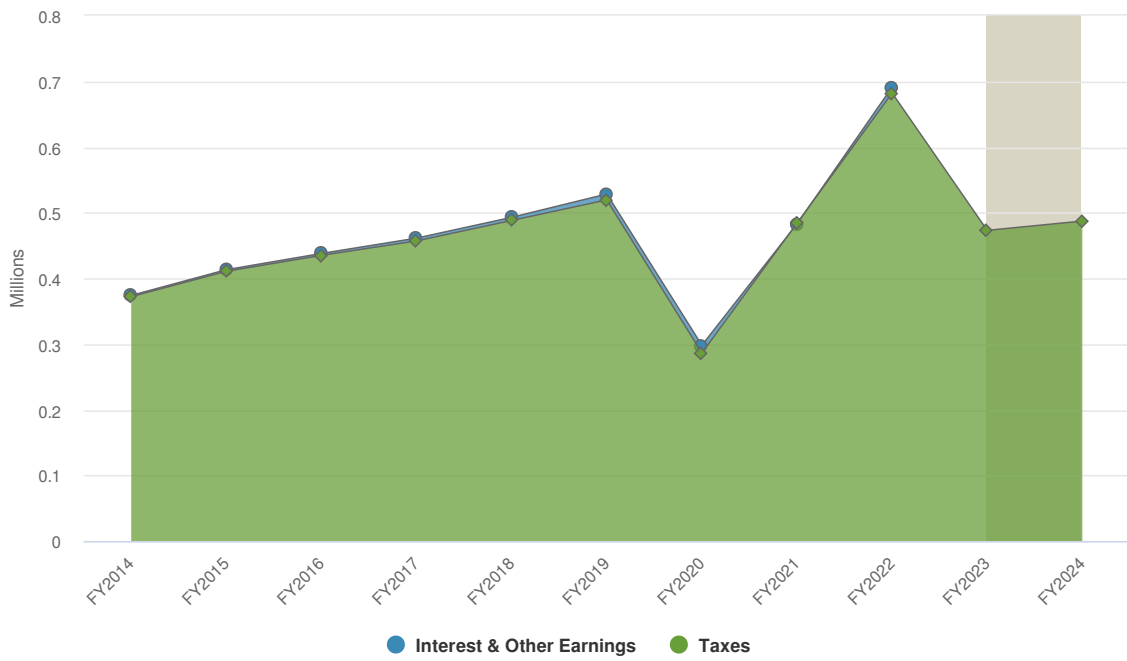
The City of Stevenson is projecting \$487.19K of revenue in FY2024, which represents a 3% increase over the prior year. Budgeted expenditures are projected to increase by 11.2% or \$79.76K to \$794.39K in FY2024.



## Revenues by Source



### Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

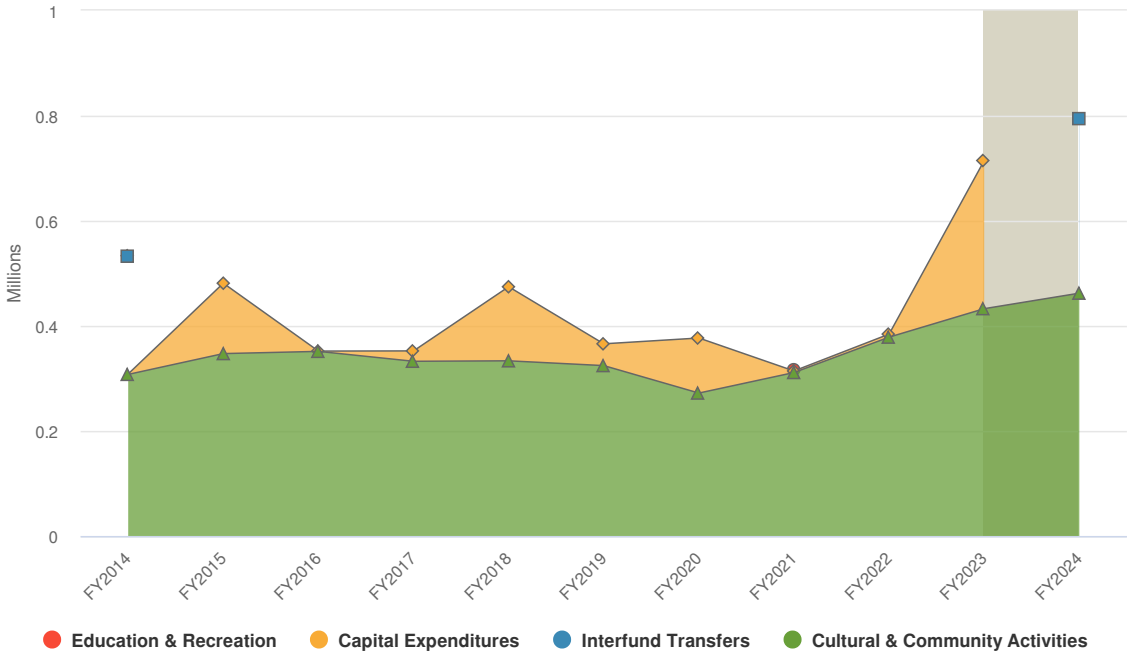
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$473,000.00	\$487,190.00	3%
<b>Total Revenue Source:</b>	<b>\$473,000.00</b>	<b>\$487,190.00</b>	<b>3%</b>

### Expenditures by Function





### Budgeted and Historical Expenditures by Function

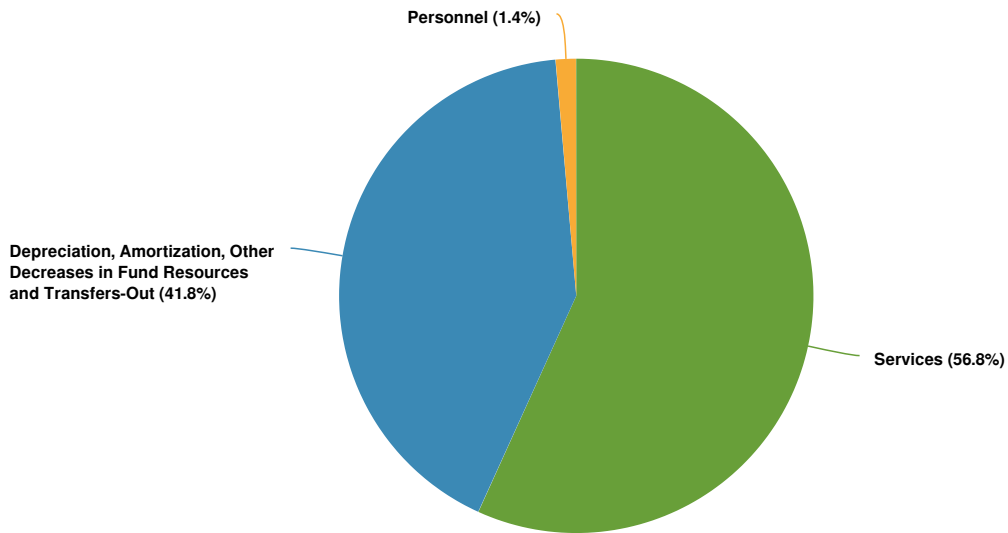


Grey background indicates budgeted figures.

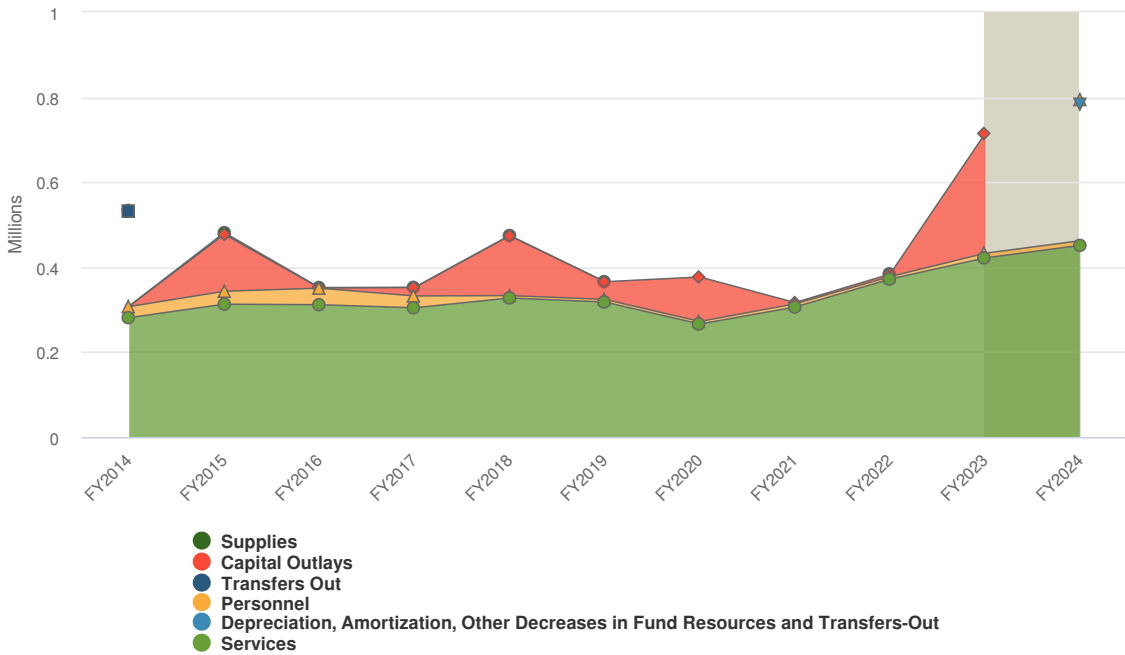
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Cultural & Community Activities	\$432,628.27	\$462,139.30	6.8%
Capital Expenditures	\$282,000.00	\$0.00	-100%
Interfund Transfers		\$332,252.00	N/A
<b>Total Expenditures:</b>	<b>\$714,628.27</b>	<b>\$794,391.30</b>	<b>11.2%</b>

# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



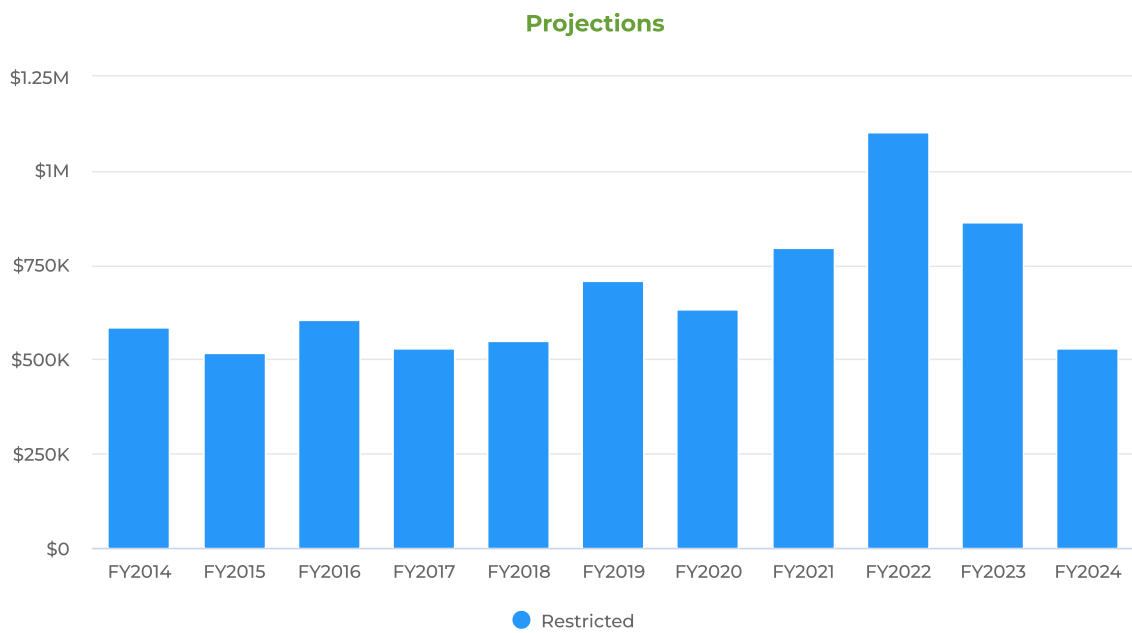
## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out		\$332,252.00	N/A
Personnel	\$11,000.00	\$11,000.00	0%
Services	\$421,628.27	\$451,139.30	7%
Capital Outlays	\$282,000.00	\$0.00	-100%
<b>Total Expense Objects:</b>	<b>\$714,628.27</b>	<b>\$794,391.30</b>	<b>11.2%</b>

## Fund Balance

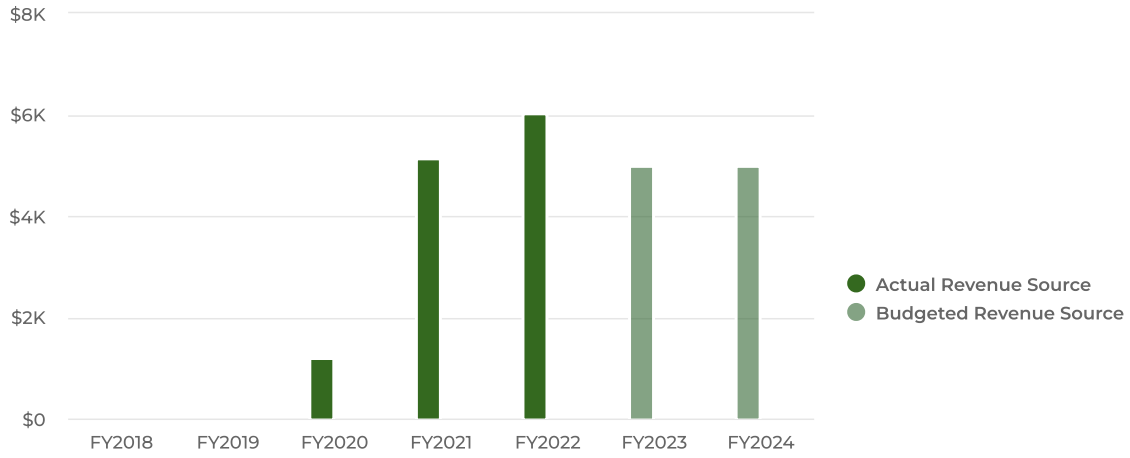


	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Restricted	\$862,979	\$530,777	-38.5%
<b>Total Fund Balance:</b>	<b>\$862,979</b>	<b>\$530,777</b>	<b>-38.5%</b>



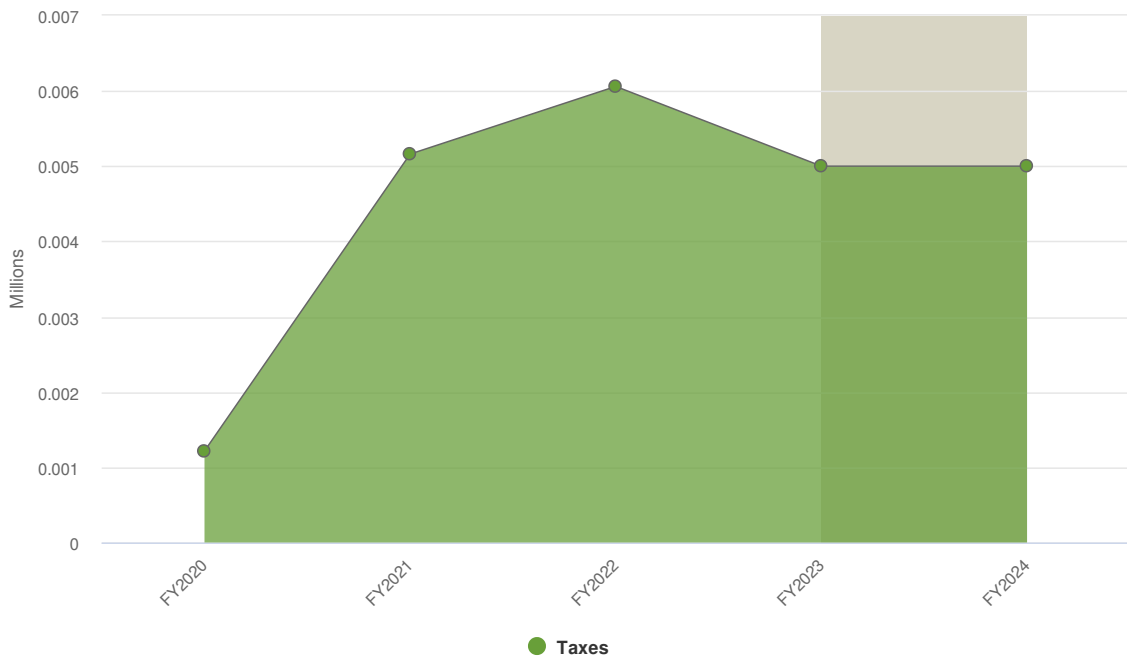
## Summary

The City of Stevenson is projecting \$5K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.



## Revenues by Source

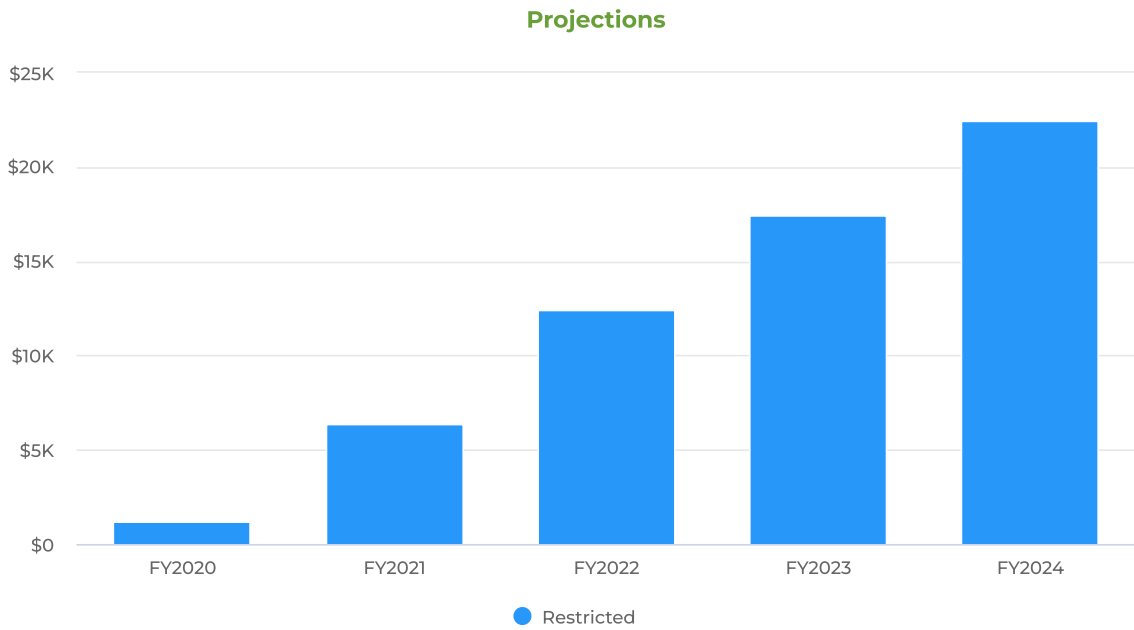
### Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$5,000.00	\$5,000.00	0%
<b>Total Revenue Source:</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>0%</b>

# Fund Balance

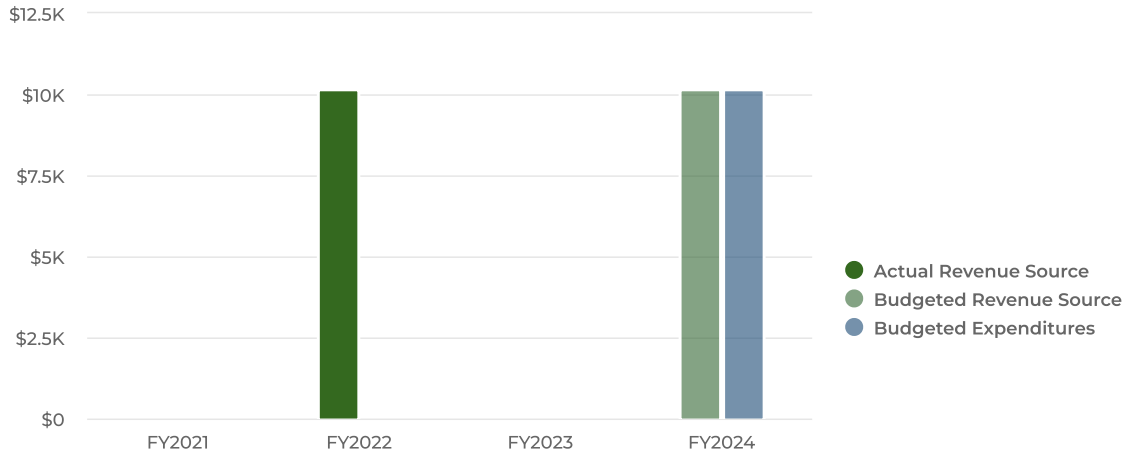


	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Restricted	\$17,435	\$22,435	28.7%
<b>Total Fund Balance:</b>	<b>\$17,435</b>	<b>\$22,435</b>	<b>28.7%</b>



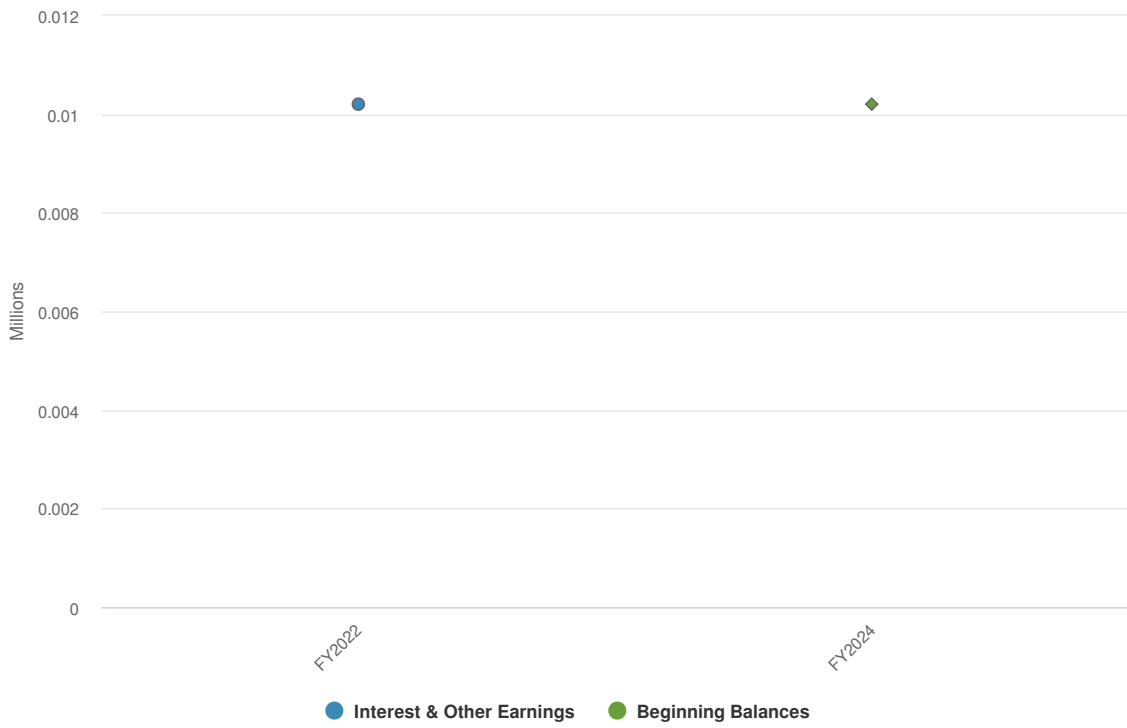
## Summary

The City of Stevenson is projecting \$10.19K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$10.19K in FY2024.



## Revenues by Source

### Budgeted and Historical 2024 Revenues by Source

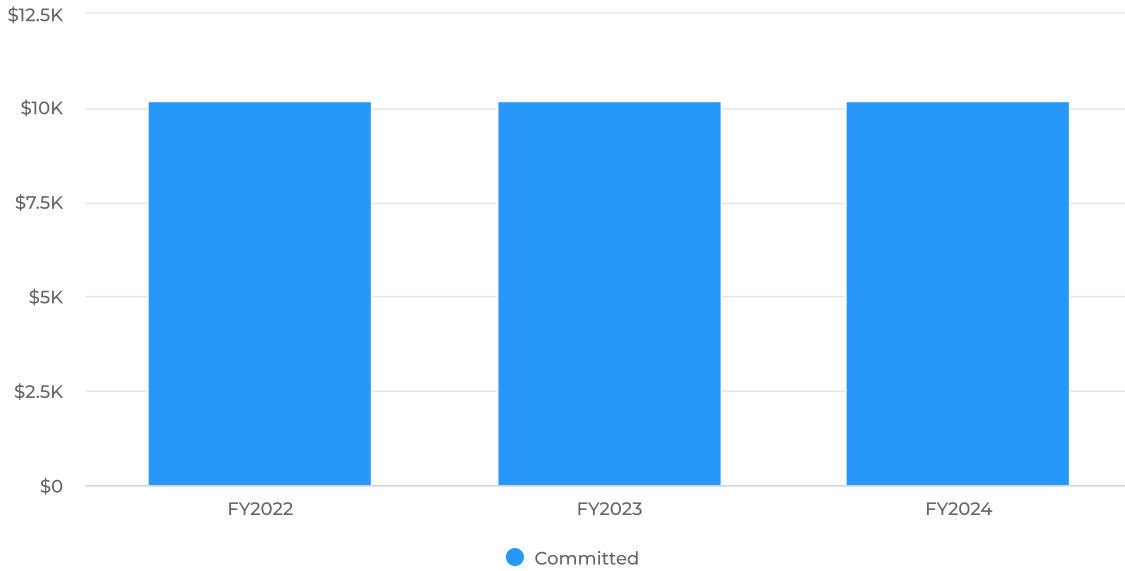


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Beginning Balances		\$10,190.57	N/A
<b>Total Revenue Source:</b>	<b>\$0.00</b>	<b>\$10,190.57</b>	<b>N/A</b>



# Fund Balance

## Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Committed	\$10,191	\$10,191	0%
<b>Total Fund Balance:</b>	<b>\$10,191</b>	<b>\$10,191</b>	<b>0%</b>



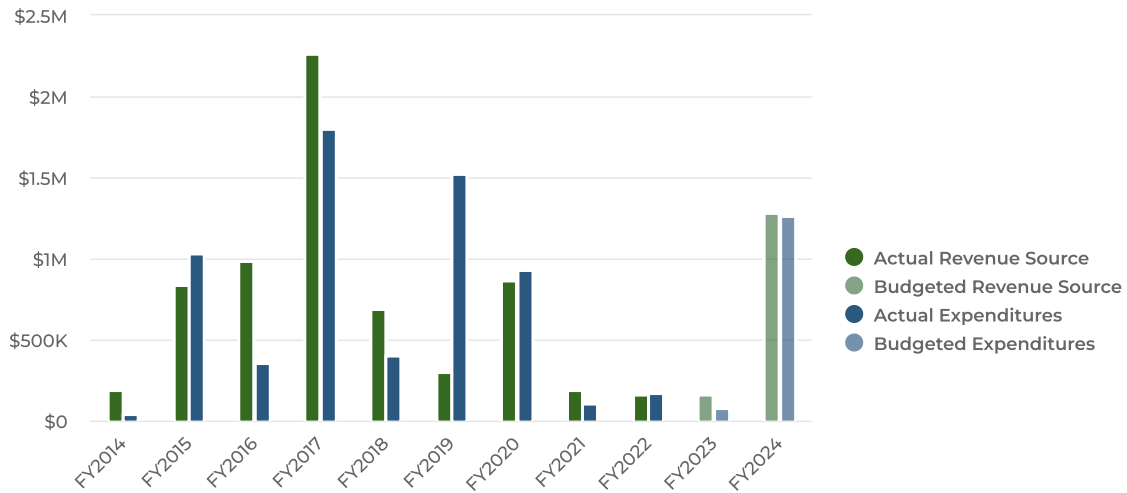


# Capital Project Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The City uses one primary Capital Projects Fund with separate capital projects funds for each major project.

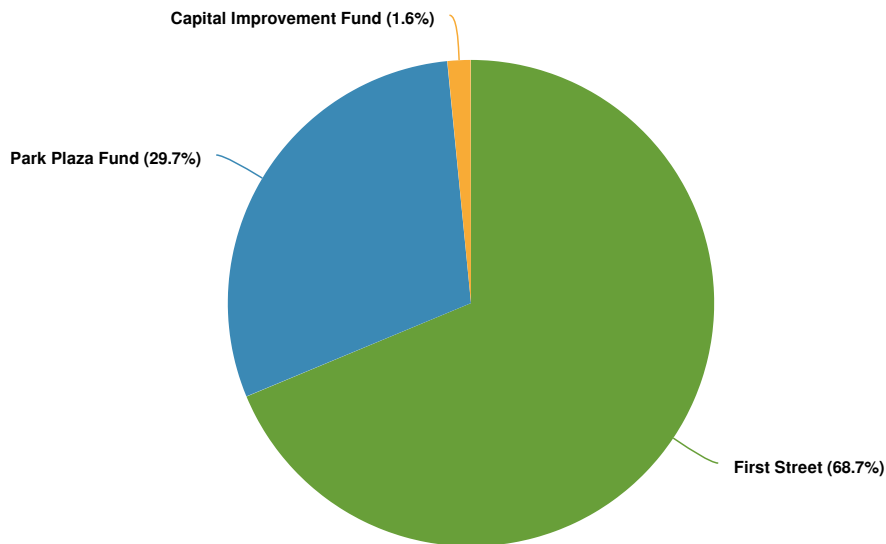
## Summary

The City of Stevenson is projecting \$1.29M of revenue in FY2024, which represents a 676.8% increase over the prior year. Budgeted expenditures are projected to increase by % or \$1.18M to \$1.27M in FY2024.

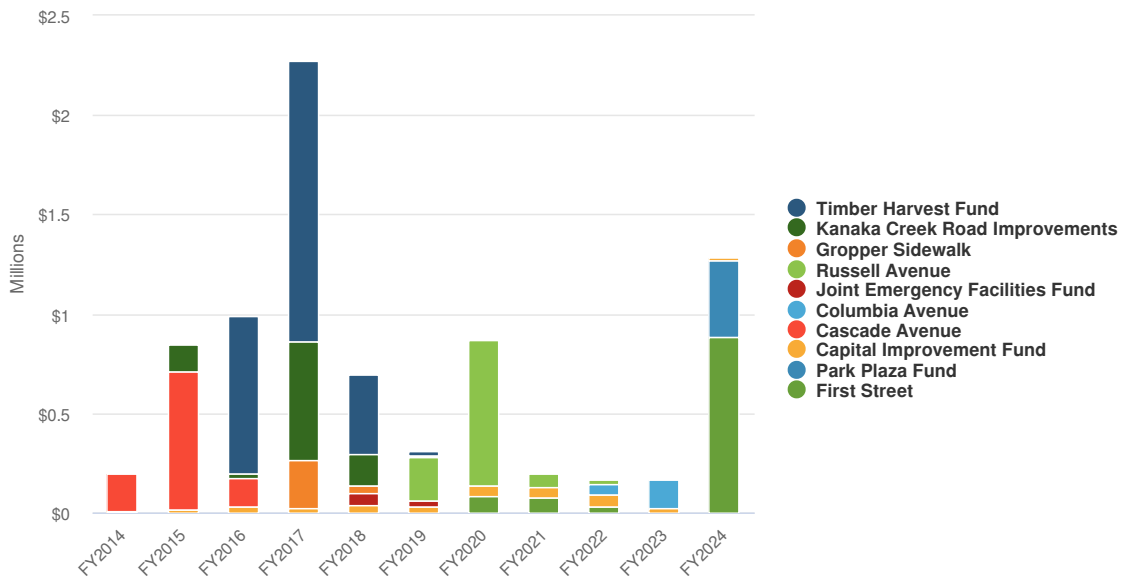


## Revenue by Fund

### 2024 Revenue by Fund



### Budgeted and Historical 2024 Revenue by Fund



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Capital Improvement Fund	\$20,000.00	\$20,000.00	0%
First Street	\$0.00	\$884,186.00	N/A
Columbia Avenue	\$145,617.25	\$0.00	-100%
Park Plaza Fund	\$0.00	\$382,252.00	N/A
<b>Total:</b>	<b>\$165,617.25</b>	<b>\$1,286,438.00</b>	<b>676.8%</b>

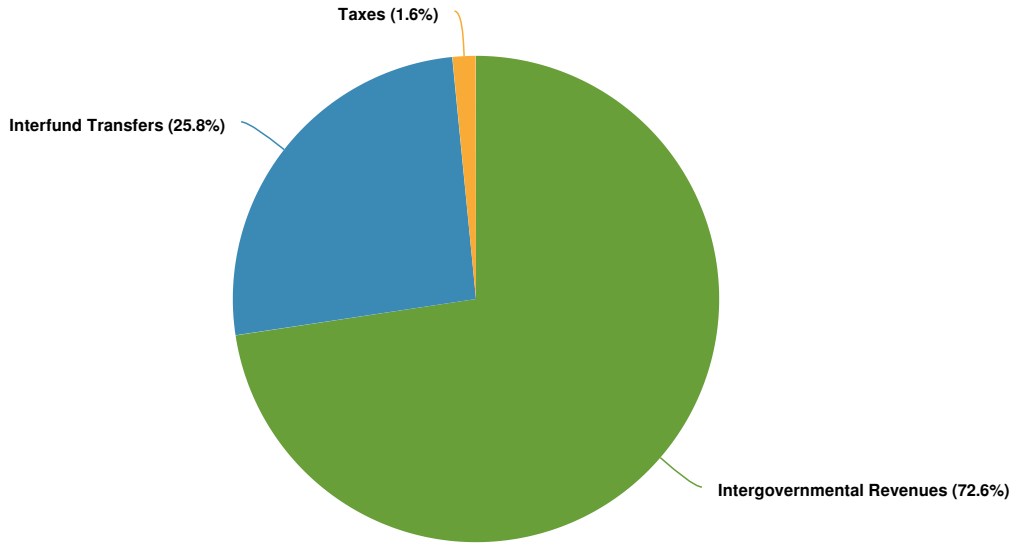


# Revenues by Source

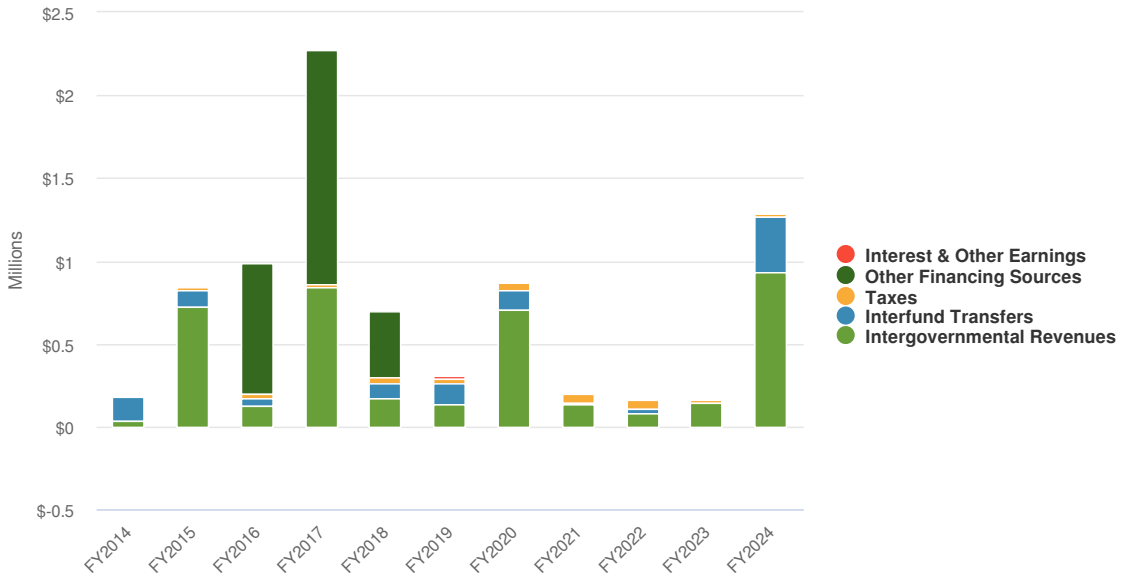
The majority of revenues for capital projects are grants from state or federal agencies. In 2024, there are currently two projects with grants-the First Street Pedestrian Overlook project, and the Park Plaza project. Additionally, the Columbia Avenue and Cascade Avenue Projects may have funds later in 2024 as contracts for grants and loans are secured.

The Interfund Transfer is from the Capital Improvement Fund to the First Street project to bridge the funding gap and meet matching requirements.

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source



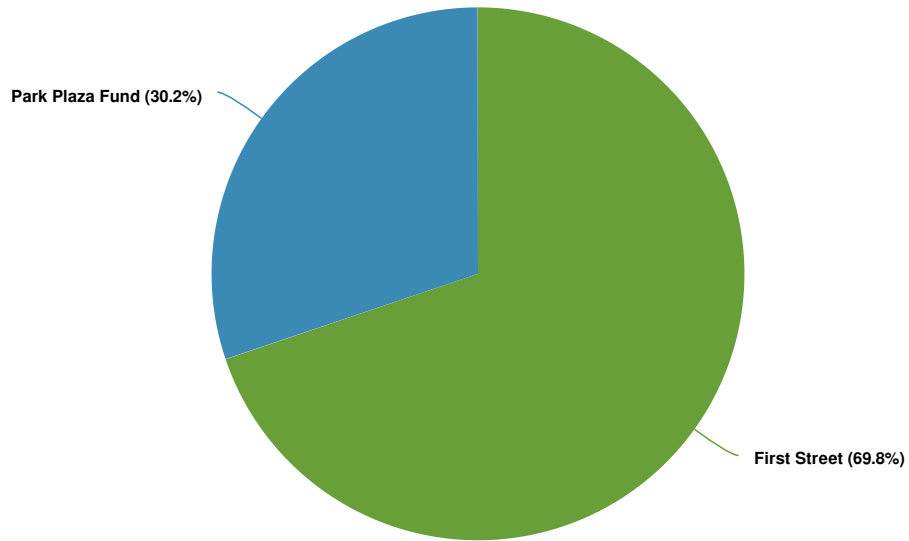
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
------	-----------------	-----------------	------------------------------------------------



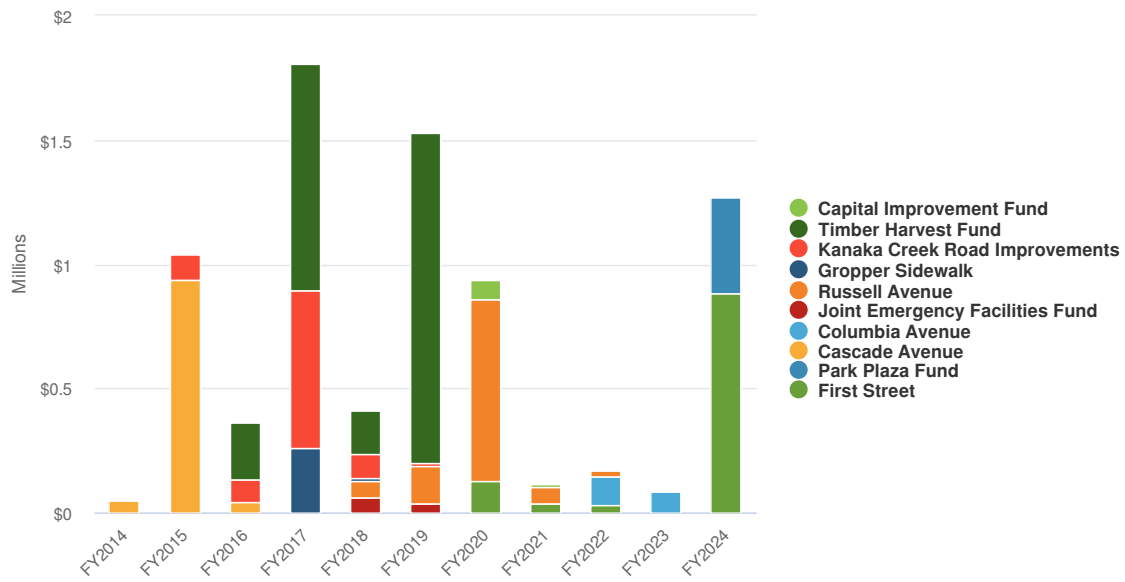
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$20,000.00	\$20,000.00	0%
Intergovernmental Revenues	\$145,617.25	\$934,186.00	541.5%
Interfund Transfers	\$0.00	\$332,252.00	N/A
<b>Total Revenue Source:</b>	<b>\$165,617.25</b>	<b>\$1,286,438.00</b>	<b>676.8%</b>

## Expenditures by Fund

### 2024 Expenditures by Fund



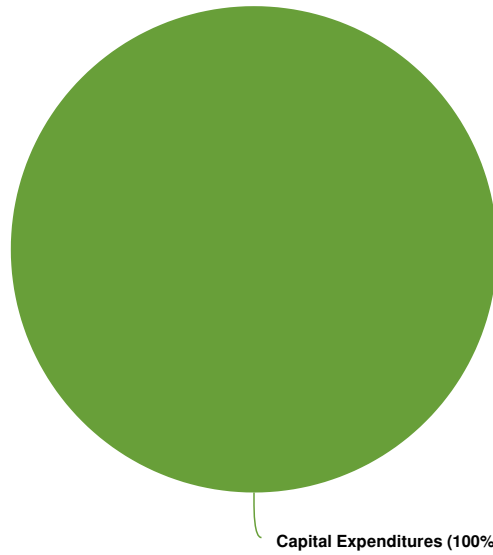
### Budgeted and Historical 2024 Expenditures by Fund



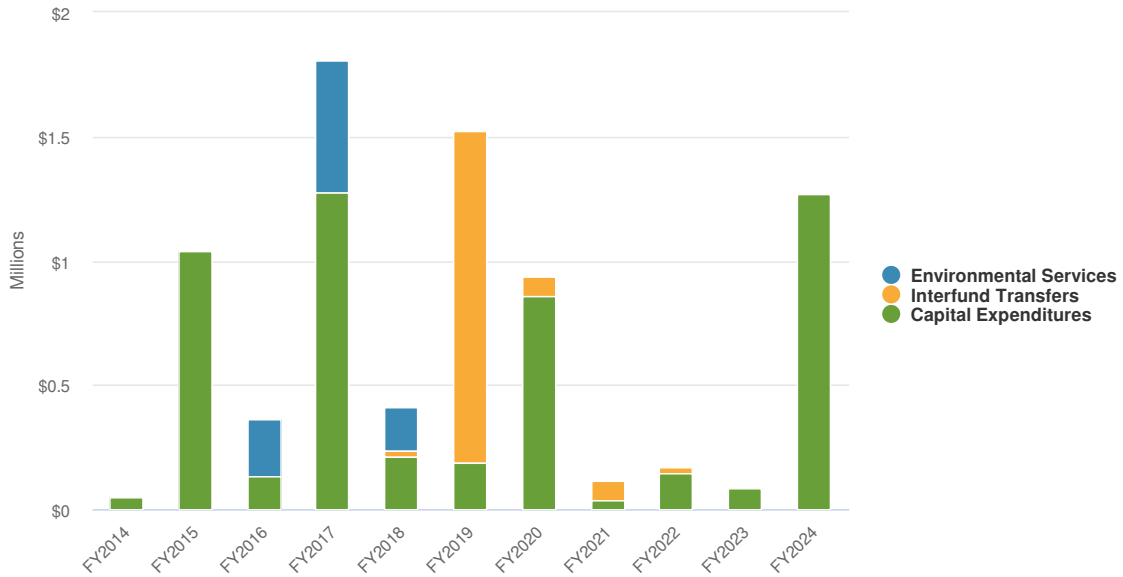
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
First Street	\$0.00	\$884,186.00	N/A
Columbia Avenue	\$82,329.77	\$0.00	-100%
Park Plaza Fund	\$0.00	\$382,252.00	N/A
<b>Total:</b>	<b>\$82,329.77</b>	<b>\$1,266,438.00</b>	<b>1,438.3%</b>

# Expenditures by Function

## Budgeted Expenditures by Function



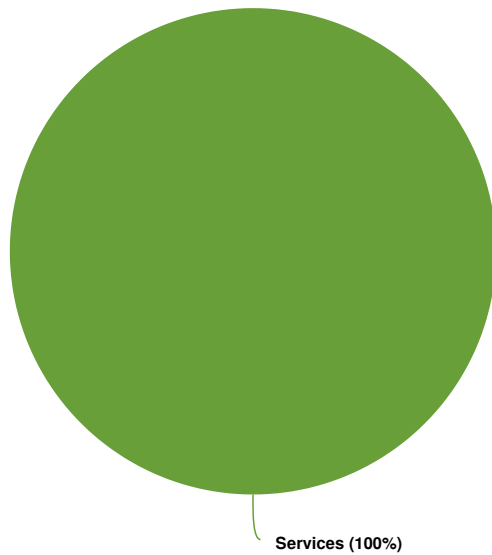
## Budgeted and Historical Expenditures by Function



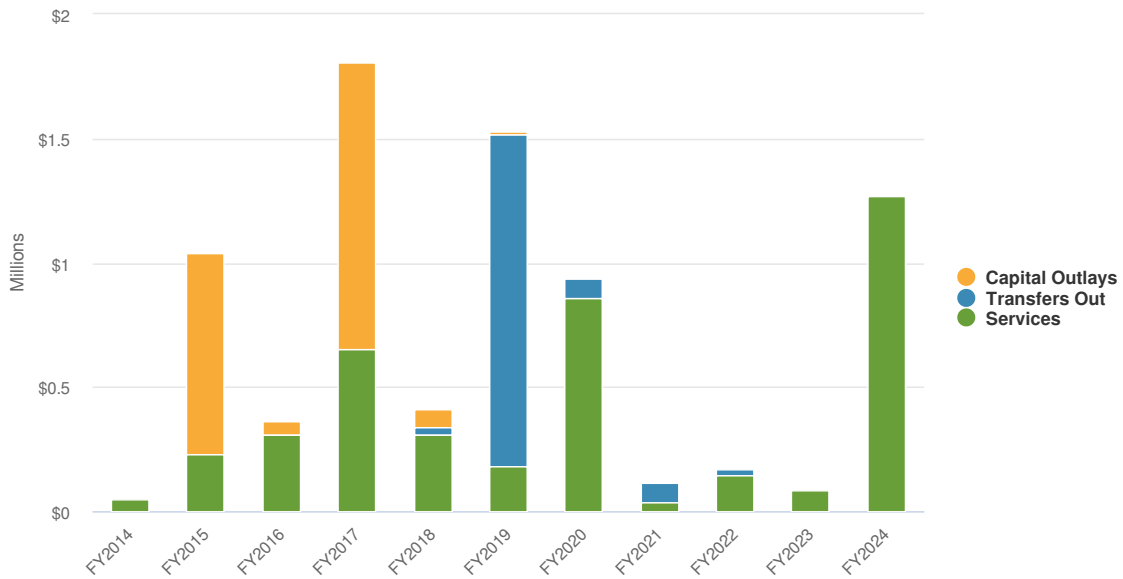
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Capital Expenditures	\$82,329.77	\$1,266,438.00	1,438.3%
<b>Total Expenditures:</b>	<b>\$82,329.77</b>	<b>\$1,266,438.00</b>	<b>1,438.3%</b>

# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Services	\$82,329.77	\$1,266,438.00	1,438.3%
<b>Total Expense Objects:</b>	<b>\$82,329.77</b>	<b>\$1,266,438.00</b>	<b>1,438.3%</b>



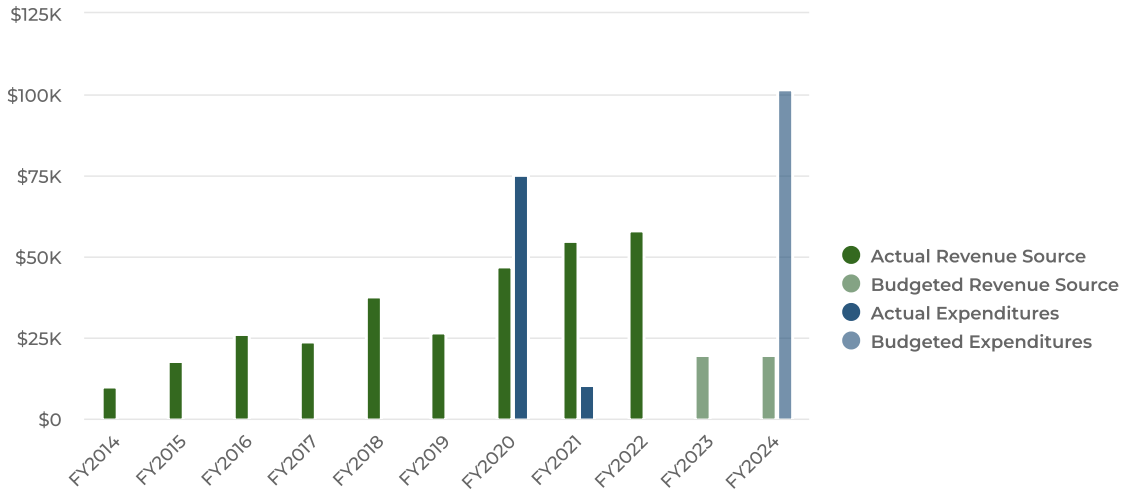




# Capital Improvement Fund

## Summary

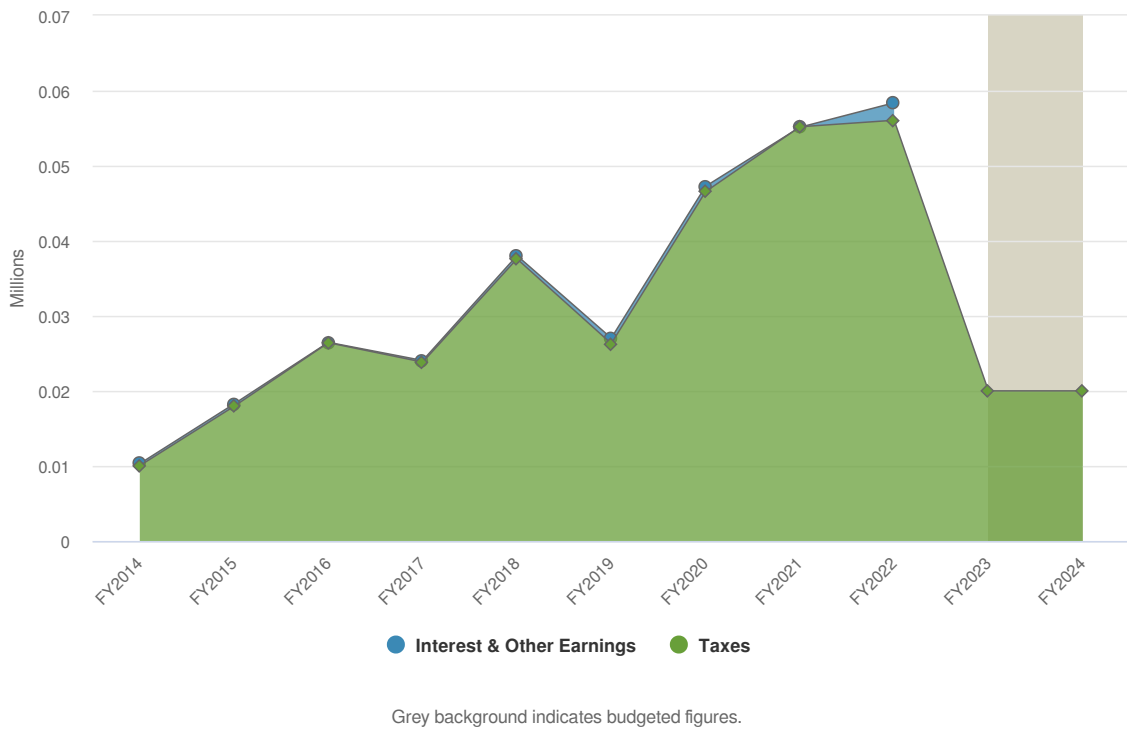
The City of Stevenson is projecting \$20K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by % or \$101.82K to \$101.82K in FY2024.



## Revenues by Source



### Budgeted and Historical 2024 Revenues by Source



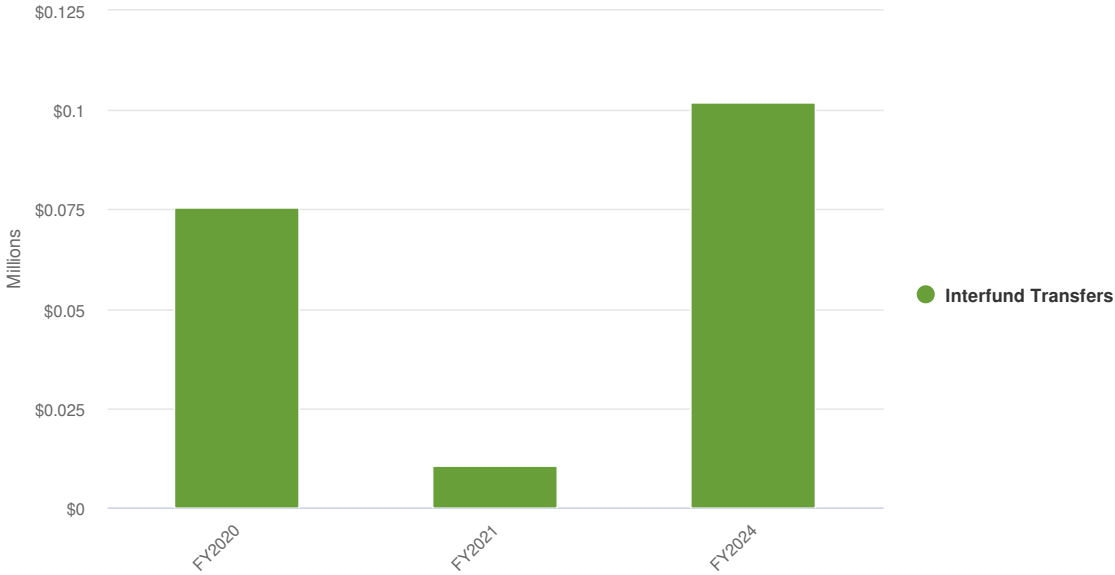
The revenues for the Capital Improvement Fund come from the .25% Real Estate Excise Tax and can only be used for capital projects as outlined in the city's Capital Improvement Program.

These funds are also invested and earn a small amount of interest annually.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$20,000.00	\$20,000.00	0%
<b>Total Revenue Source:</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>0%</b>

### Expenditures by Function

### Budgeted and Historical Expenditures by Function

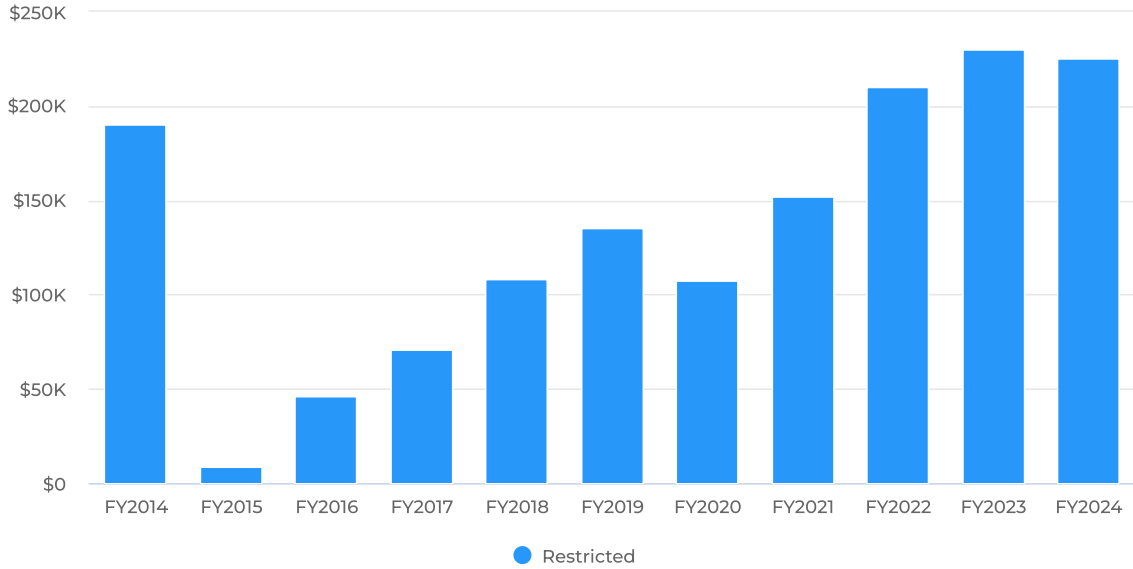


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Interfund Transfers	\$0.00	\$101,822.00	N/A
<b>Total Expenditures:</b>	<b>\$0.00</b>	<b>\$101,822.00</b>	<b>N/A</b>

# Fund Balance

After years of building up the fund, there will be a transfer to the First Street project to cover a gap in funding. Staff continues to mitigate the impact to try to reduce the amount of the transfer.

## Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Restricted	\$230,190	\$225,190	-2.2%
<b>Total Fund Balance:</b>	<b>\$230,190</b>	<b>\$225,190</b>	<b>-2.2%</b>

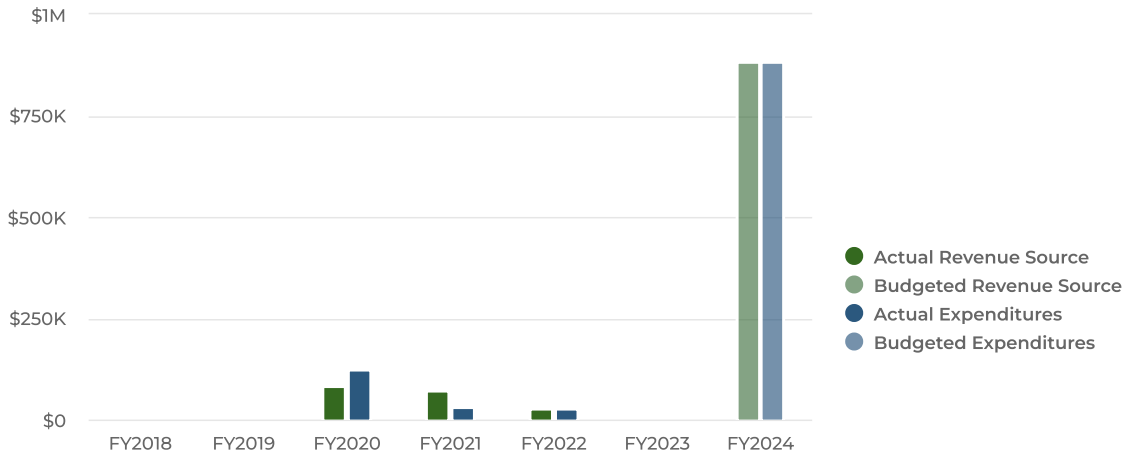


# First Street

This fund is for the 1st Street Pedestrian Overlook project funded by the Transportation Alternatives Program. The project began design in 2020 and ran into a delay when it was discovered WSDOT still owned the First Street Right of Way from the couplet project in the 1990s. The issue has been resolved and construction is set for 2024.

## Summary

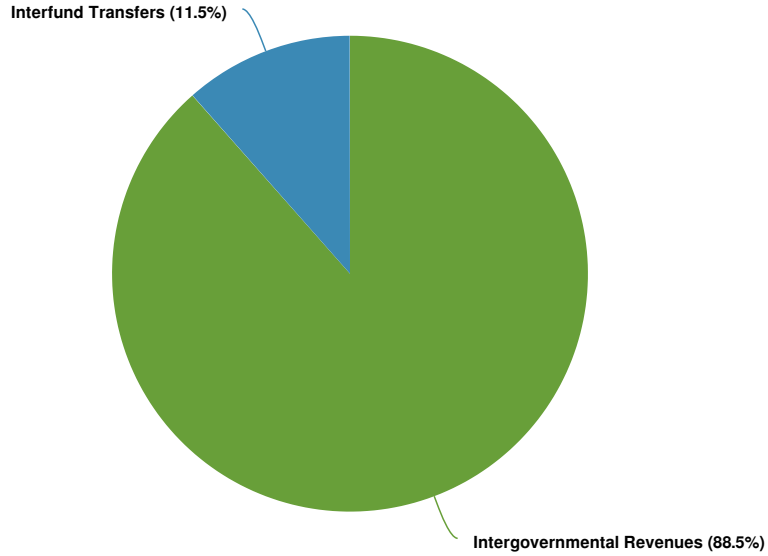
The City of Stevenson is projecting \$884.19K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by % or \$884.19K to \$884.19K in FY2024.



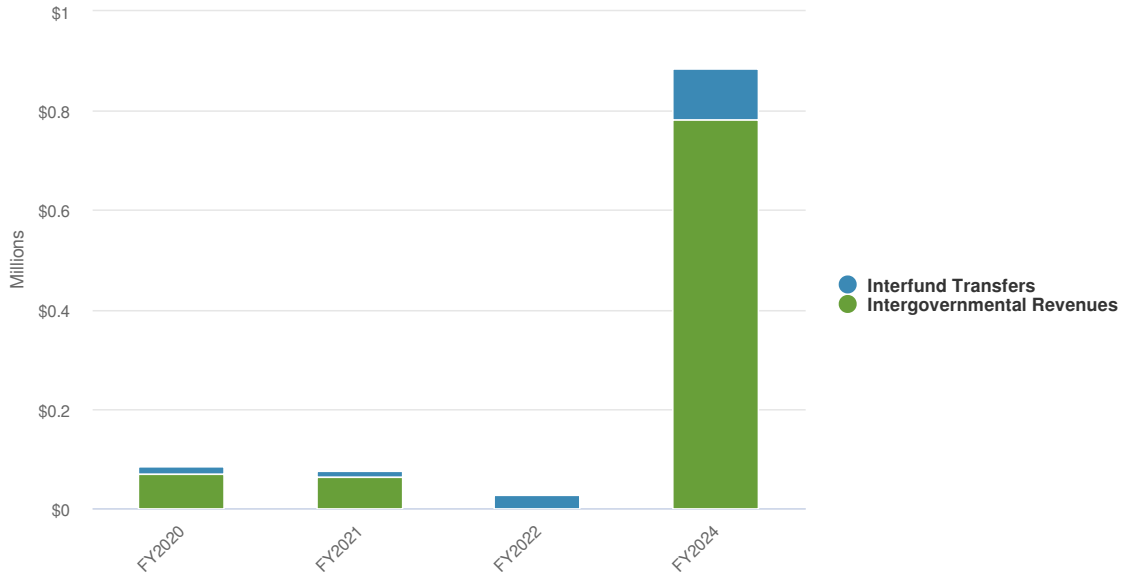
# Revenues by Source

The revenues are from a federal transportation grant, passed through the state, and a partial grant to cover matching fund from the Transportation Improvement Board. Additional revenues to cover fundign gaps are internal transferred from the Street and Capital Improvement funds.

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source



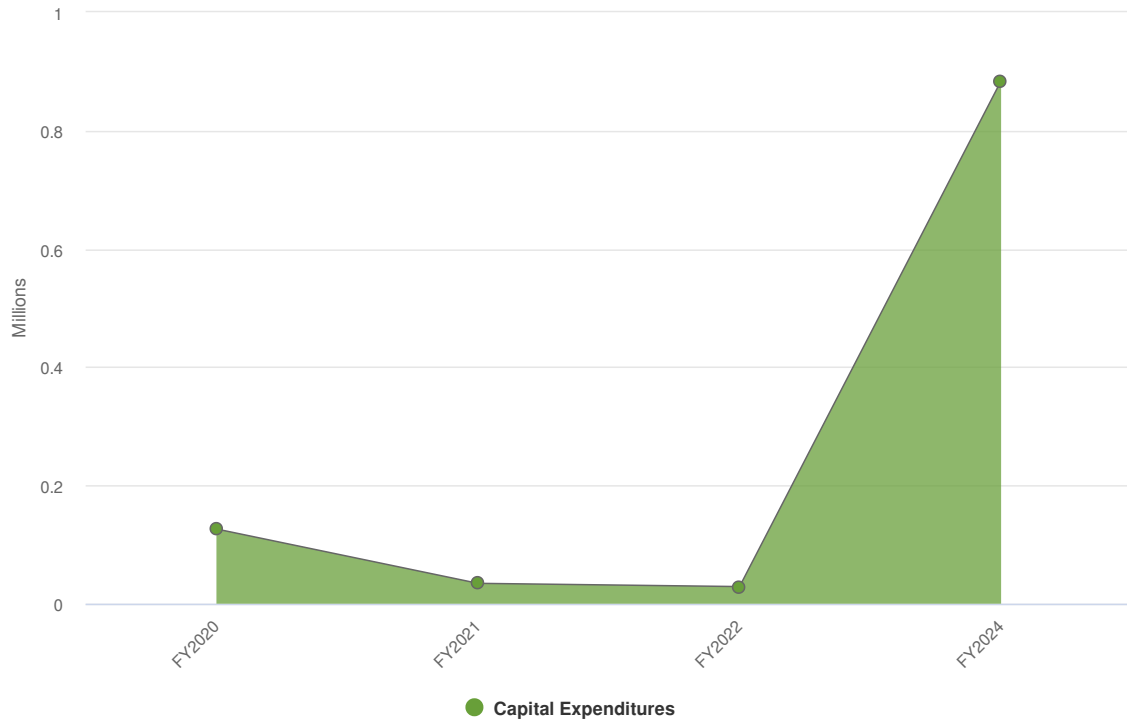
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Intergovernmental Revenues	\$0.00	\$782,364.00	N/A



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Interfund Transfers	\$0.00	\$101,822.00	N/A
<b>Total Revenue Source:</b>	<b>\$0.00</b>	<b>\$884,186.00</b>	<b>N/A</b>

## Expenditures by Function

### Budgeted and Historical Expenditures by Function



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Capital Expenditures	\$0.00	\$884,186.00	N/A
<b>Total Expenditures:</b>	<b>\$0.00</b>	<b>\$884,186.00</b>	<b>N/A</b>

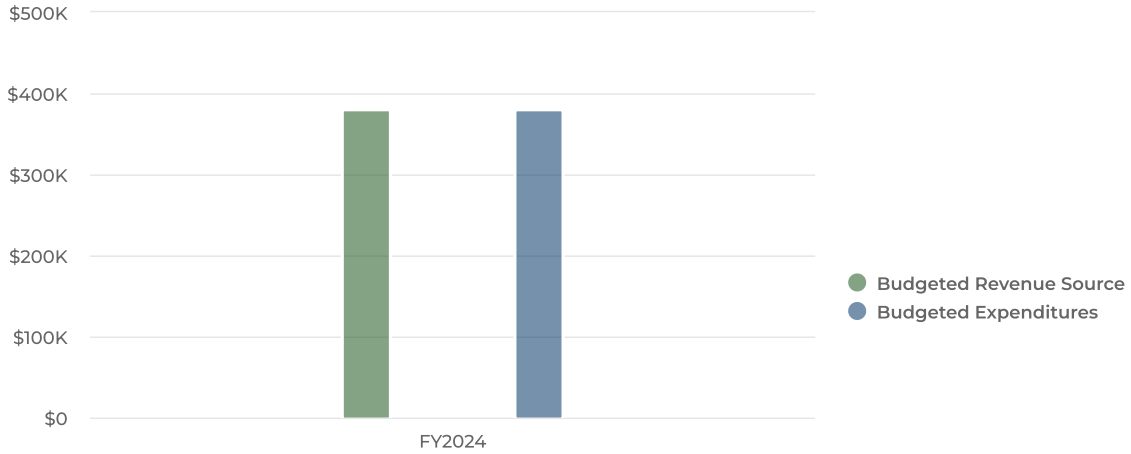


# Park Plaza Fund

This is for the design and construction of the Park Plaza project. In 2024 there are grant funds from the Department of Commerce and a transfer from the Tourism Fund to create a shovel-ready project by the end of the year.

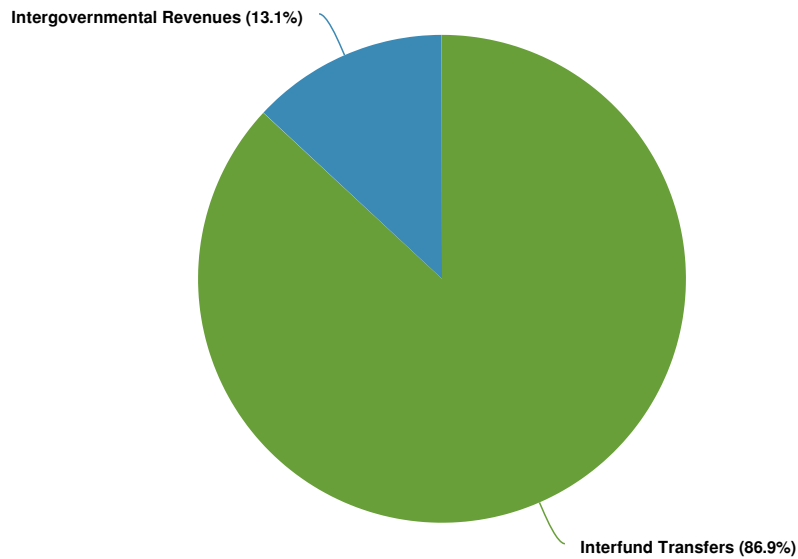
## Summary

The City of Stevenson is projecting \$382.25K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$382.25K in FY2024.



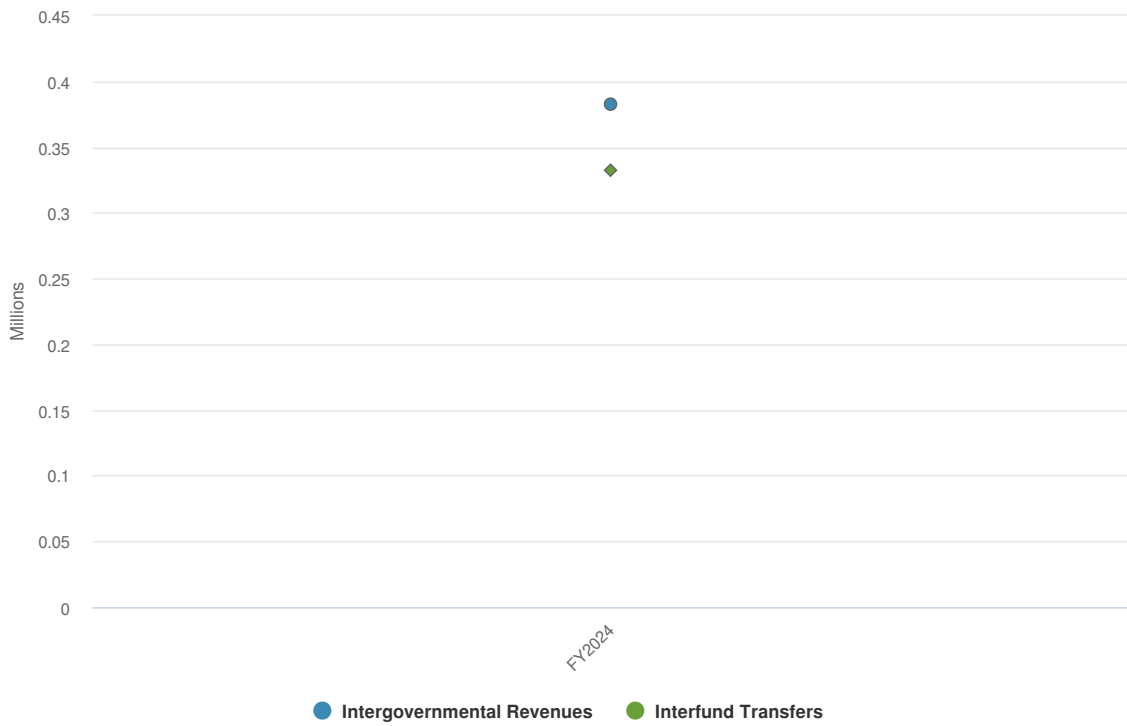
## Revenues by Source

### Projected 2024 Revenues by Source





### Budgeted and Historical 2024 Revenues by Source

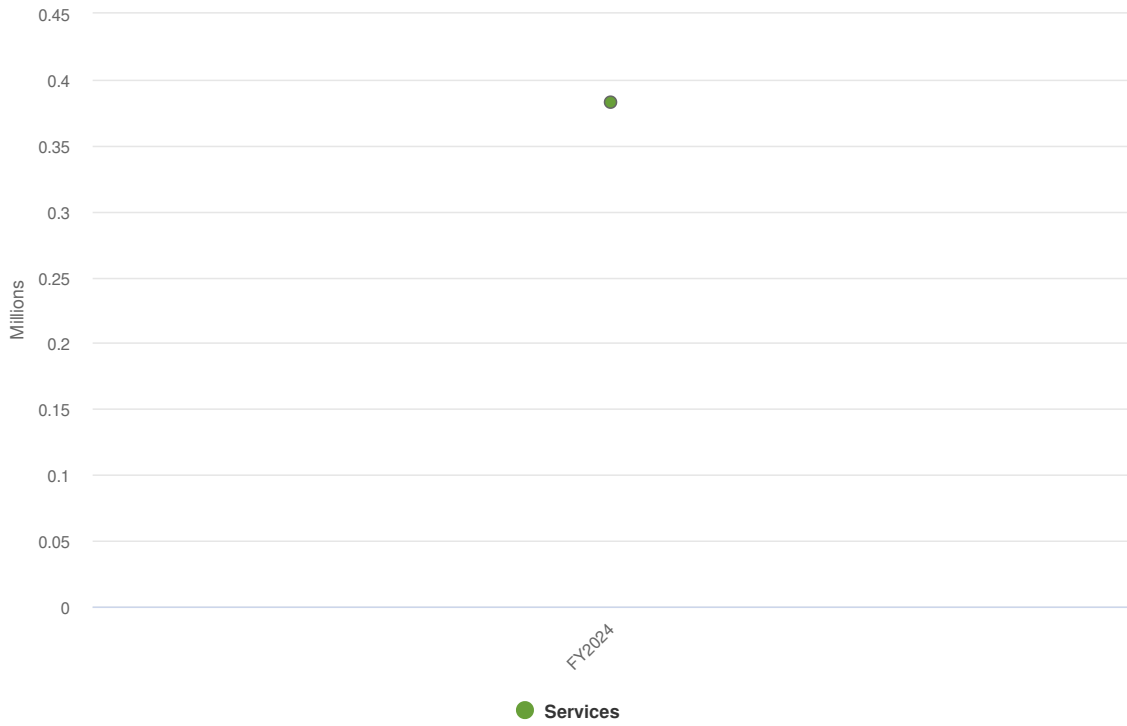


Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Revenue Source		
Intergovernmental Revenues	\$50,000.00	N/A
Interfund Transfers	\$332,252.00	N/A
<b>Total Revenue Source:</b>	<b>\$382,252.00</b>	<b>N/A</b>

### Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expense Objects		
Services	\$382,252.00	N/A
<b>Total Expense Objects:</b>	<b>\$382,252.00</b>	<b>N/A</b>

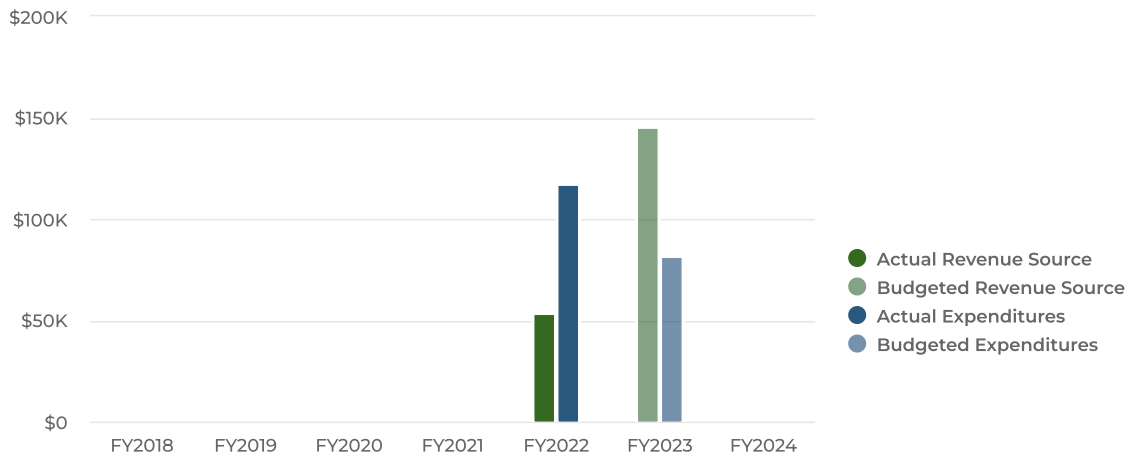


# Columbia Avenue

This project is to look at the feasibility of realigning Columbia Avenue along Second Street. Costs in 2022 and 2023 are part of an Integrated Planning Grant from the Department of Ecology due to the brownfields identified along the property. If the project is deemed feasible, staff will apply for additional funding to move the project forward to construction. There are no project costs anticipated for 2024 at this time.

## Summary

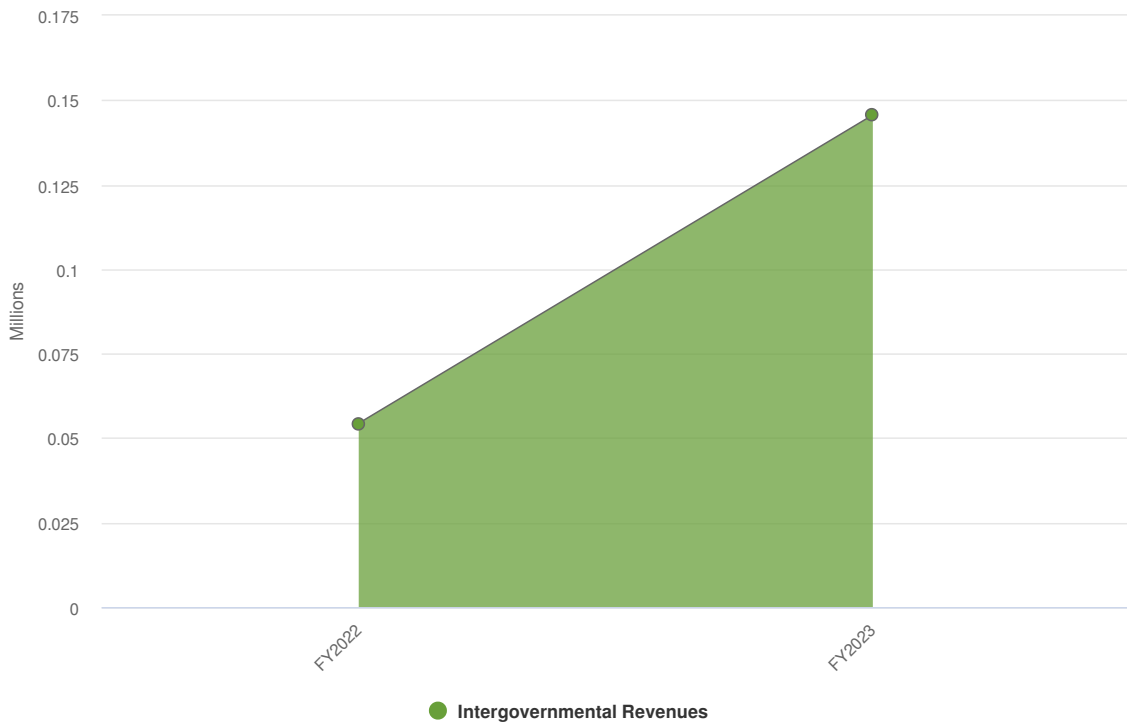
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 100% decrease over the prior year. Budgeted expenditures are projected to decrease by 100% or \$82.33K to N/A in FY2024.



## Revenues by Source



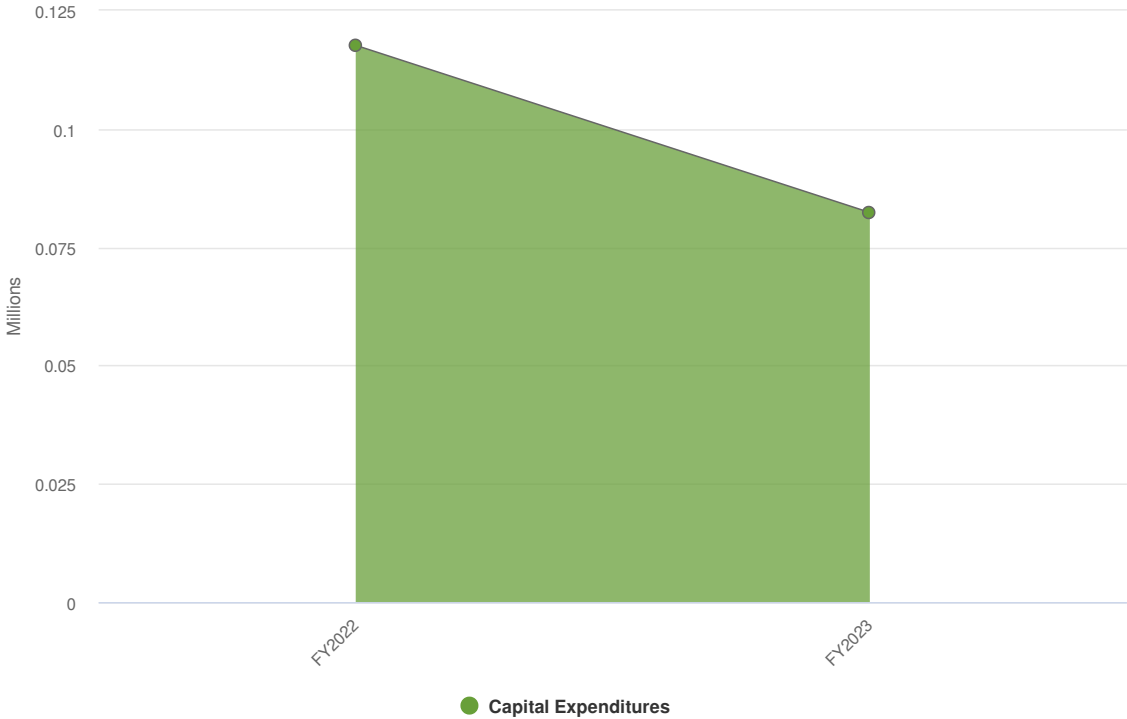
### Budgeted and Historical 2024 Revenues by Source



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Intergovernmental Revenues	\$145,617.25	\$0.00	-100%
<b>Total Revenue Source:</b>	<b>\$145,617.25</b>	<b>\$0.00</b>	<b>-100%</b>

### Expenditures by Function

**Budgeted and Historical Expenditures by Function**

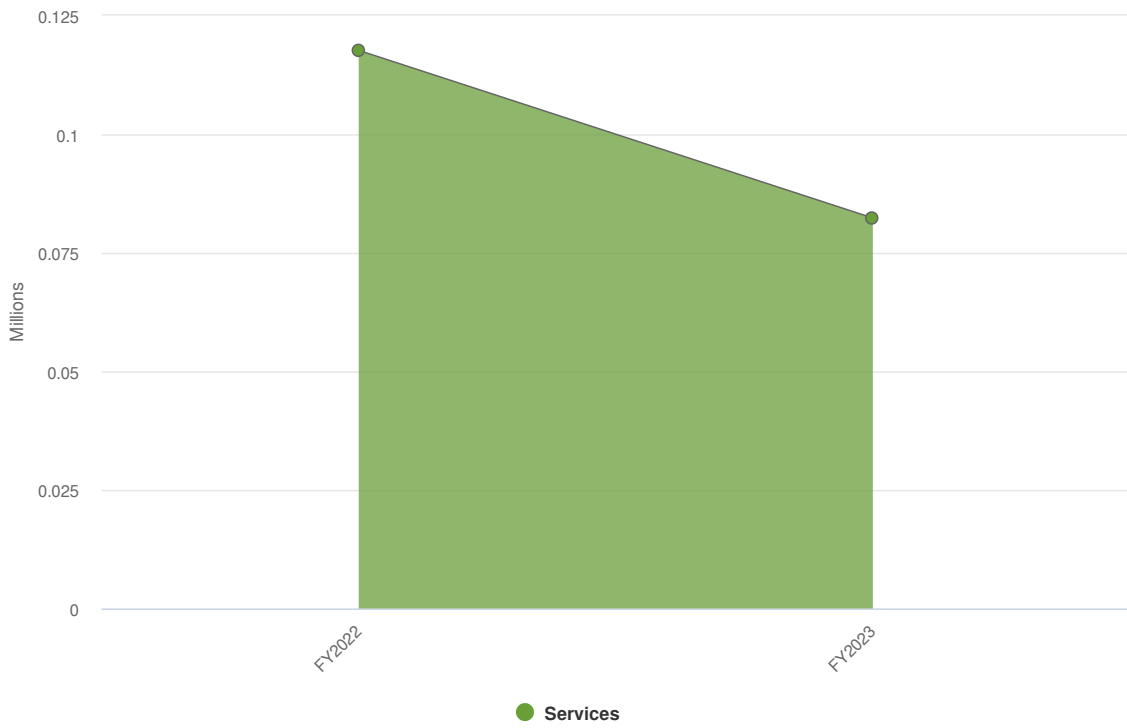


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Capital Expenditures	\$82,329.77	\$0.00	-100%
<b>Total Expenditures:</b>	<b>\$82,329.77</b>	<b>\$0.00</b>	<b>-100%</b>

**Expenditures by Expense Type**



### Budgeted and Historical Expenditures by Expense Type



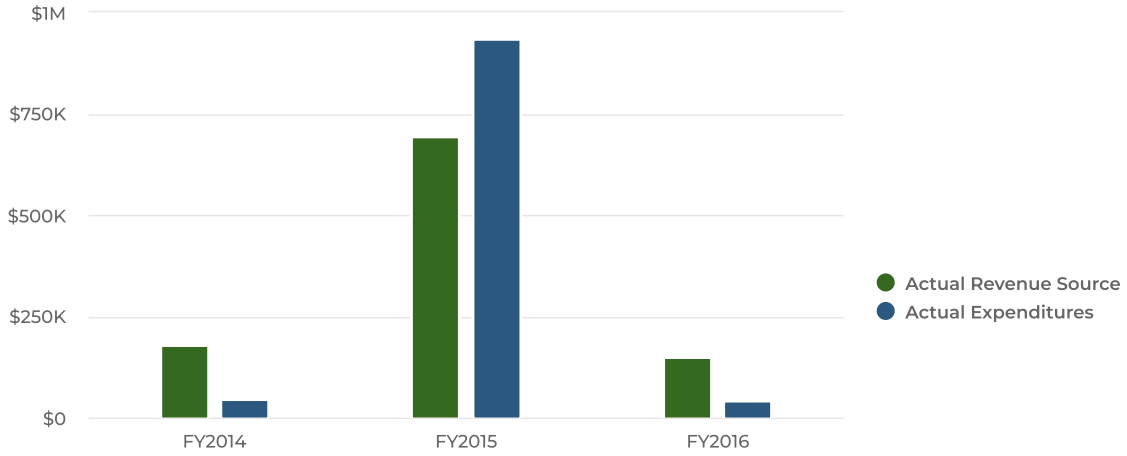
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Services	\$82,329.77	\$0.00	-100%
<b>Total Expense Objects:</b>	<b>\$82,329.77</b>	<b>\$0.00</b>	<b>-100%</b>



This is currently a placeholder for anticipated project funding received by the Public Works Board to construct utility improvements along Cascade Avenue.

## Summary

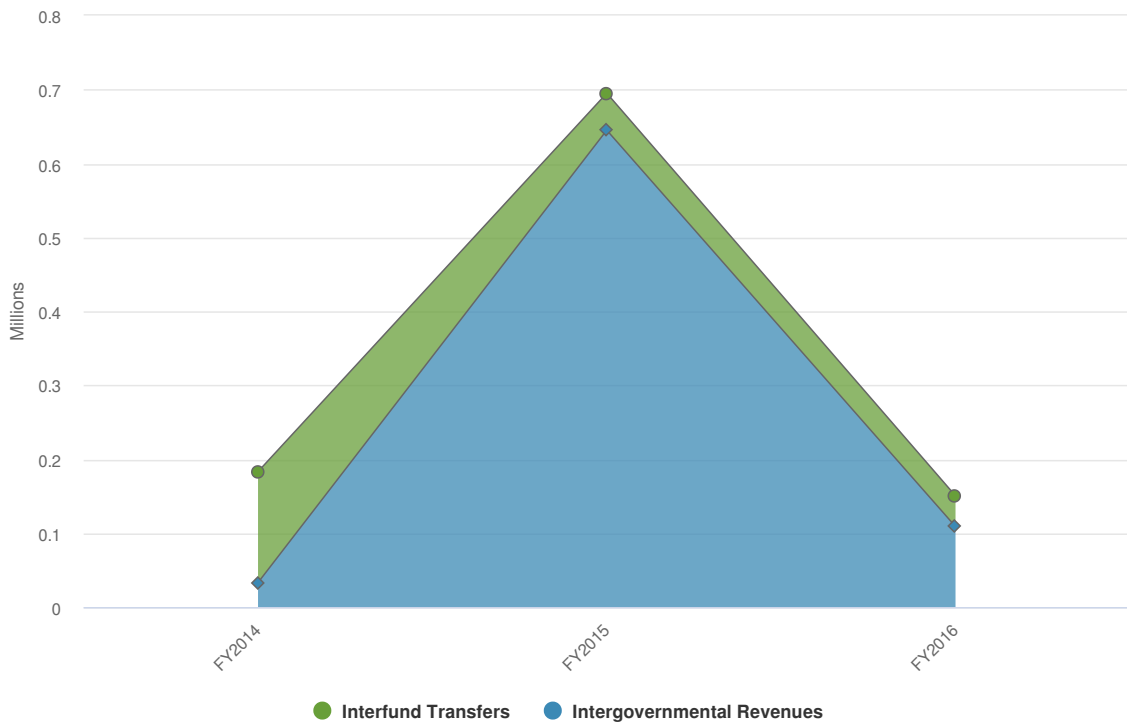
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.



## Revenues by Source

### Projected 2024 Revenues by Source

### Budgeted and Historical 2024 Revenues by Source



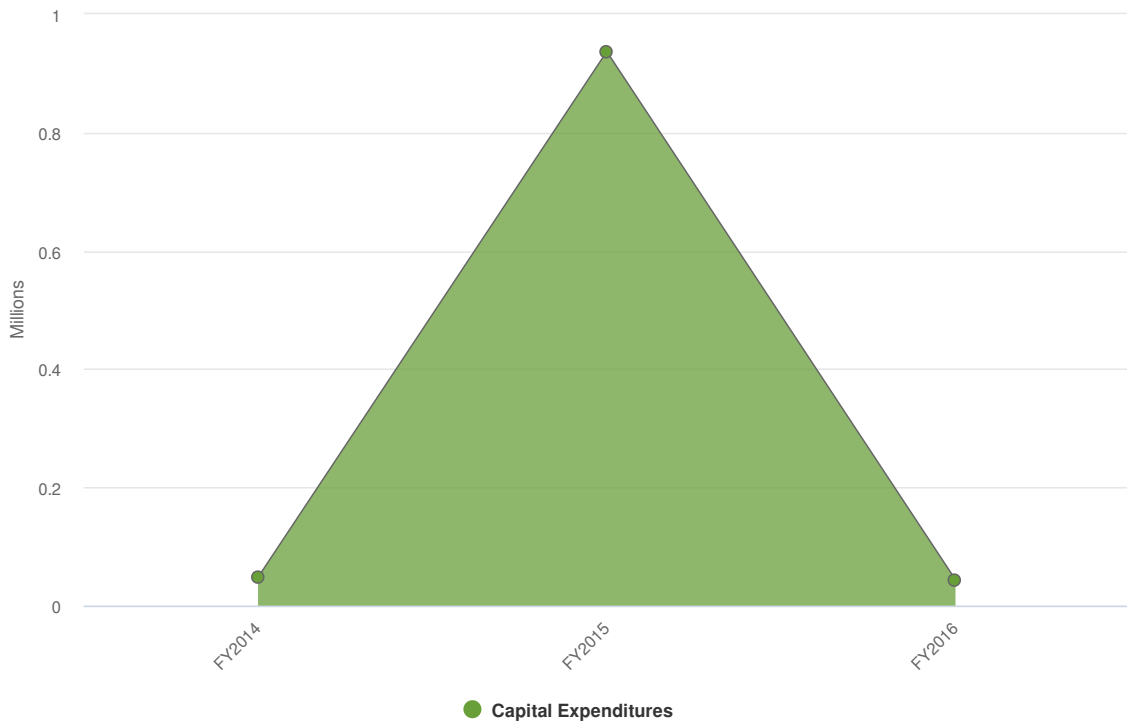
Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	



# Expenditures by Function

## Budgeted Expenditures by Function

### Budgeted and Historical Expenditures by Function



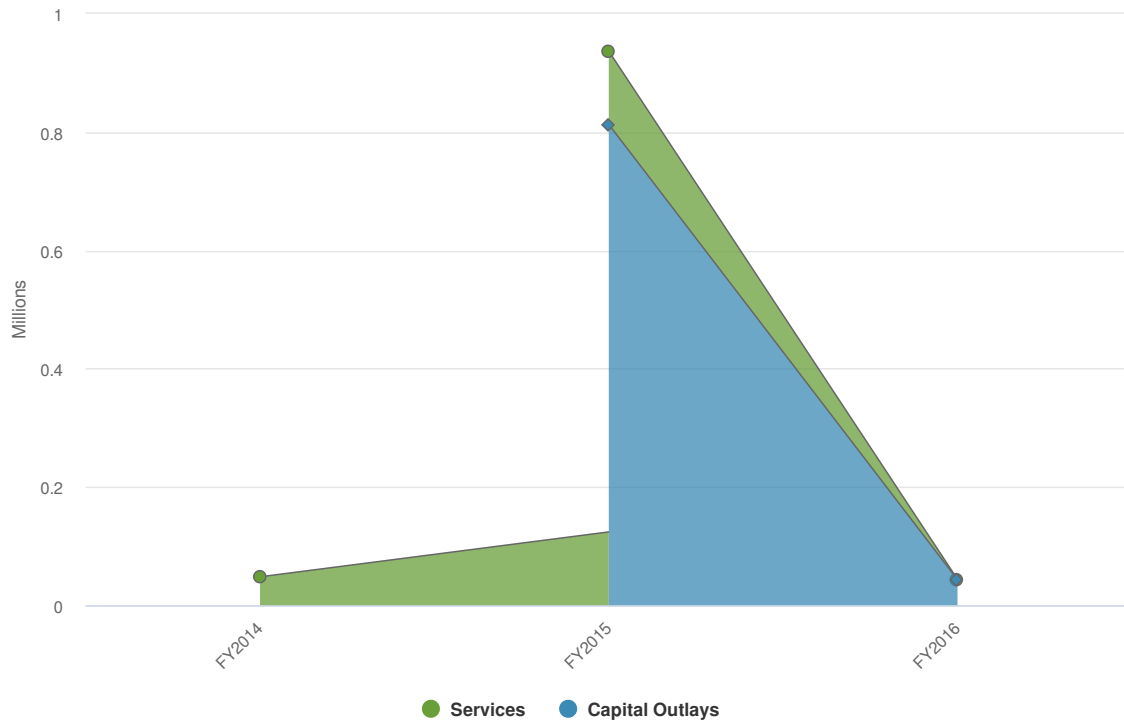
Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
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Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	

## Expenditures by Expense Type

### Budgeted and Historical Expenditures by Expense Type



Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	



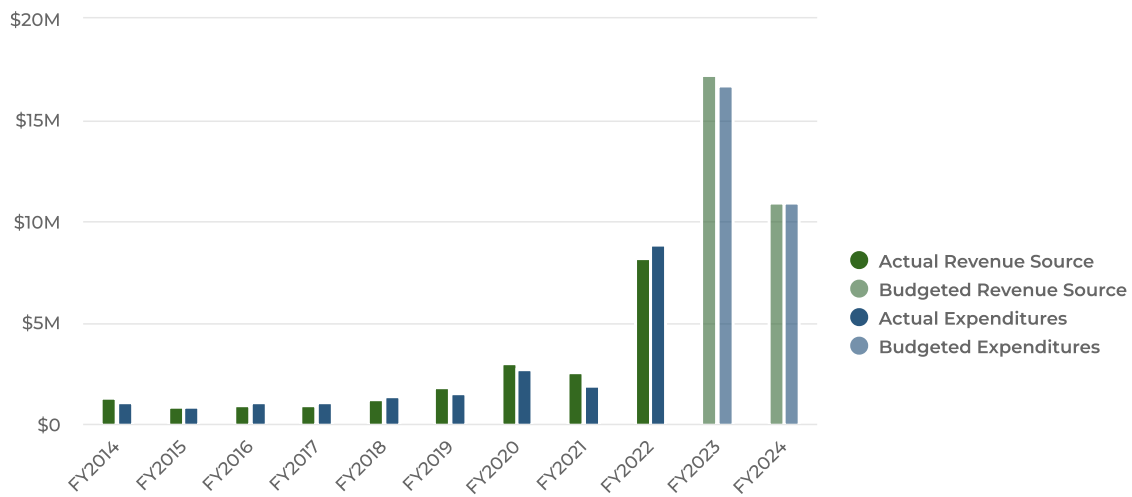
## Proprietary Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges. The City has the combined Water/Sewer Fund to account for the operations, maintenance, and capital expenses to support the water and sewer utilities. Additional funds include the Wastewater Short Lived Asset and Wastewater Debt Reserve funds required as part of a financing package.

The main capital project within the proprietary funds is the Wastewater Ssystem Upgrades Fund. The upgrade of the Wastewater Treatment Plant and Collection System are funded through loans, grants, and interfund transfers to this Fund.

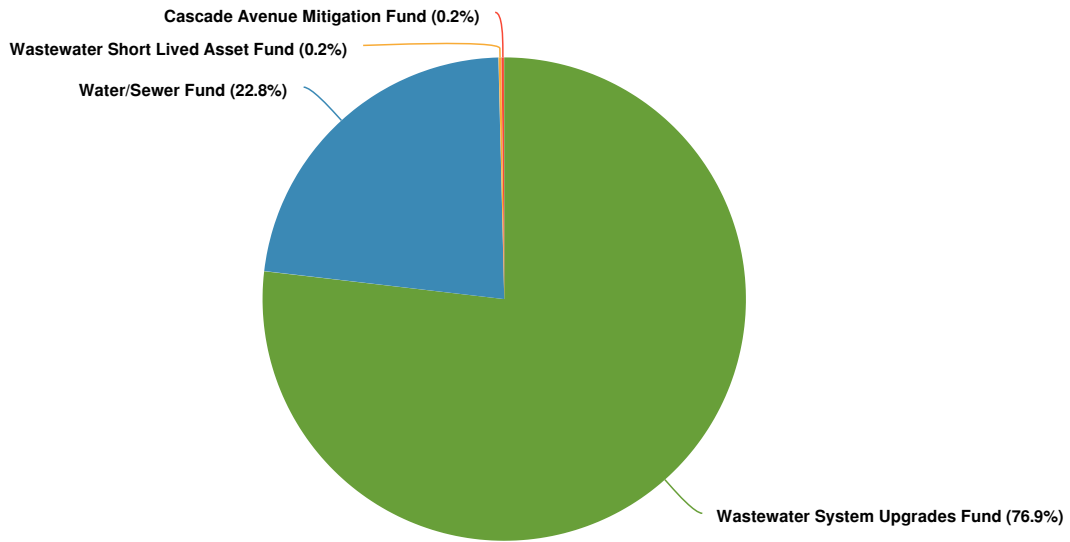
### Summary

The City of Stevenson is projecting \$10.99M of revenue in FY2024, which represents a 36.4% decrease over the prior year. Budgeted expenditures are projected to decrease by 34.3% or \$5.73M to \$10.99M in FY2024.

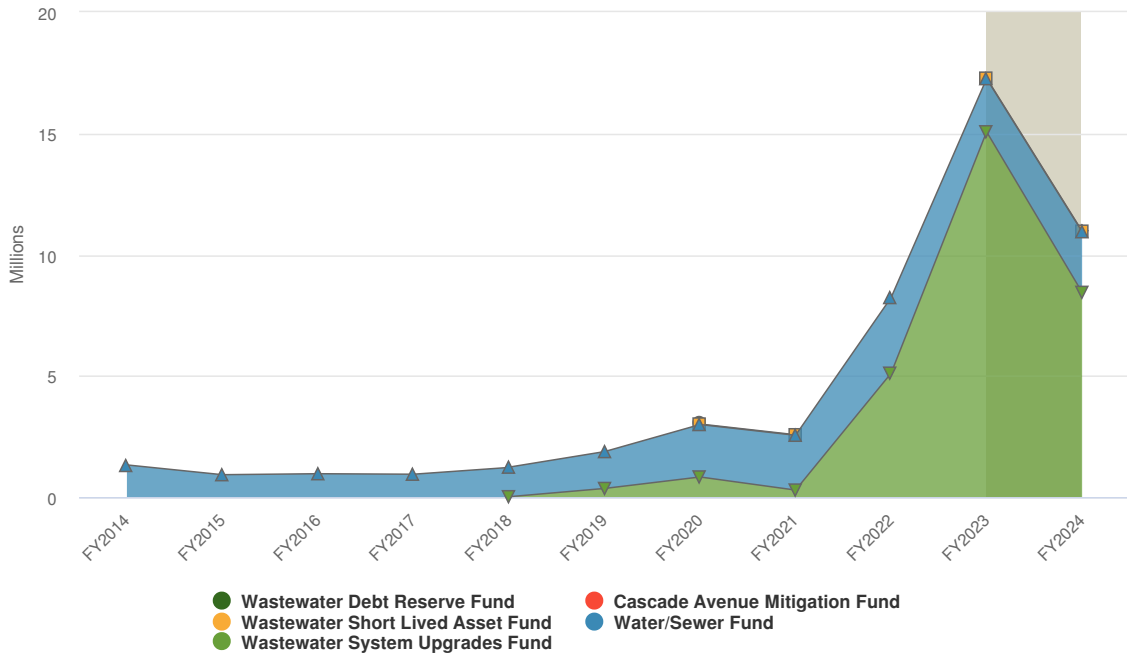


# Revenue by Fund

## 2024 Revenue by Fund



## Budgeted and Historical 2024 Revenue by Fund



Grey background indicates budgeted figures.

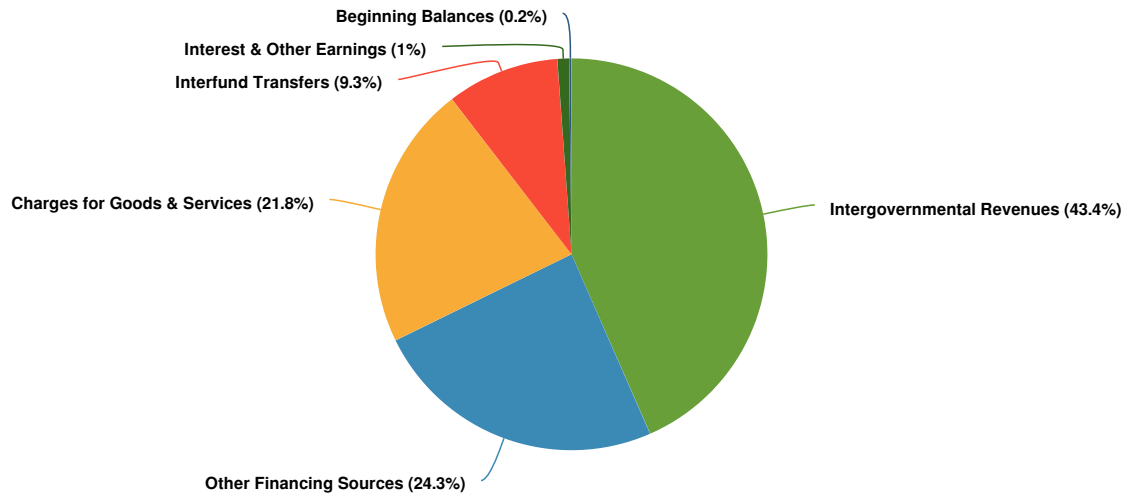
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Water/Sewer Fund	\$2,191,189.13	\$2,501,176.59	14.1%



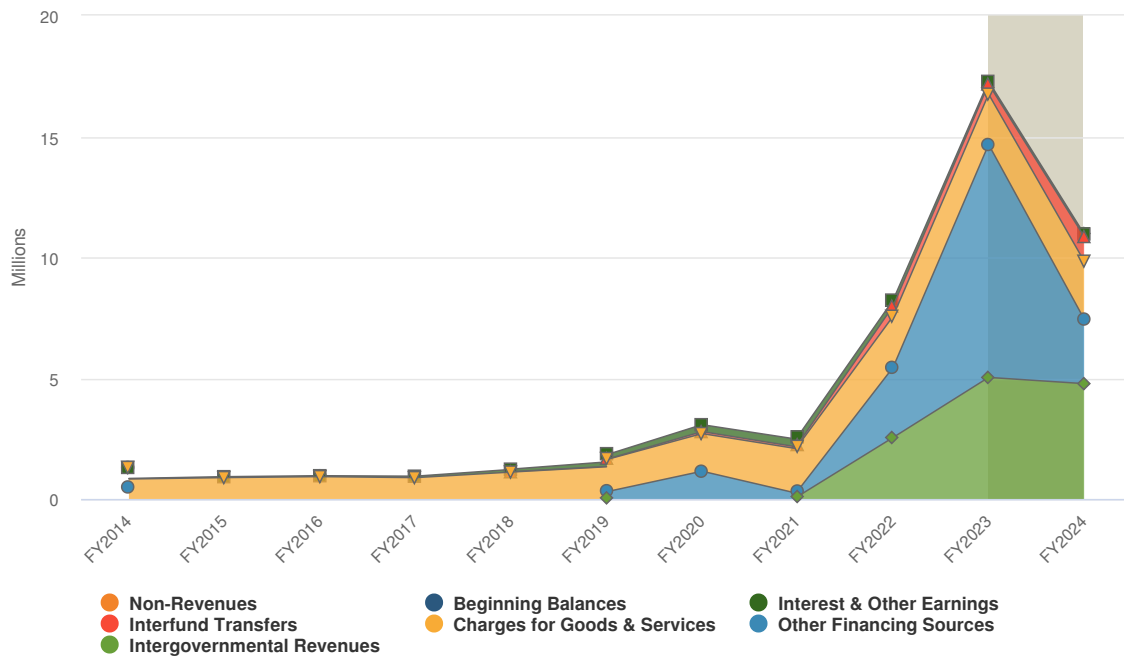
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Wastewater Short Lived Asset Fund	\$21,779.00	\$21,779.00	0%
Wastewater System Upgrades Fund	\$15,066,109.71	\$8,442,566.48	-44%
Cascade Avenue Mitigation Fund	\$0.00	\$19,550.00	N/A
<b>Total:</b>	<b>\$17,279,077.84</b>	<b>\$10,985,072.07</b>	<b>-36.4%</b>

## Revenues by Source

### Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source

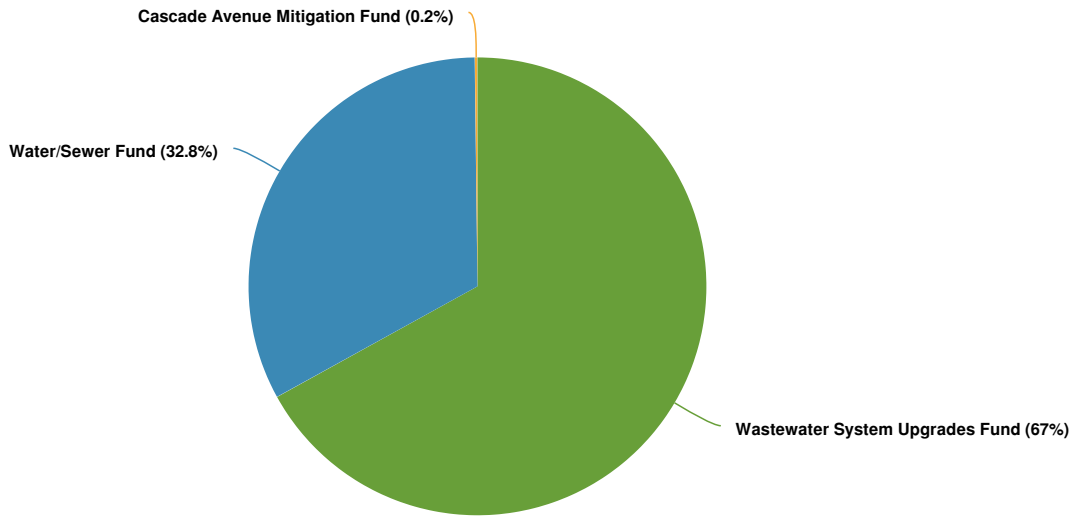


Grey background indicates budgeted figures.

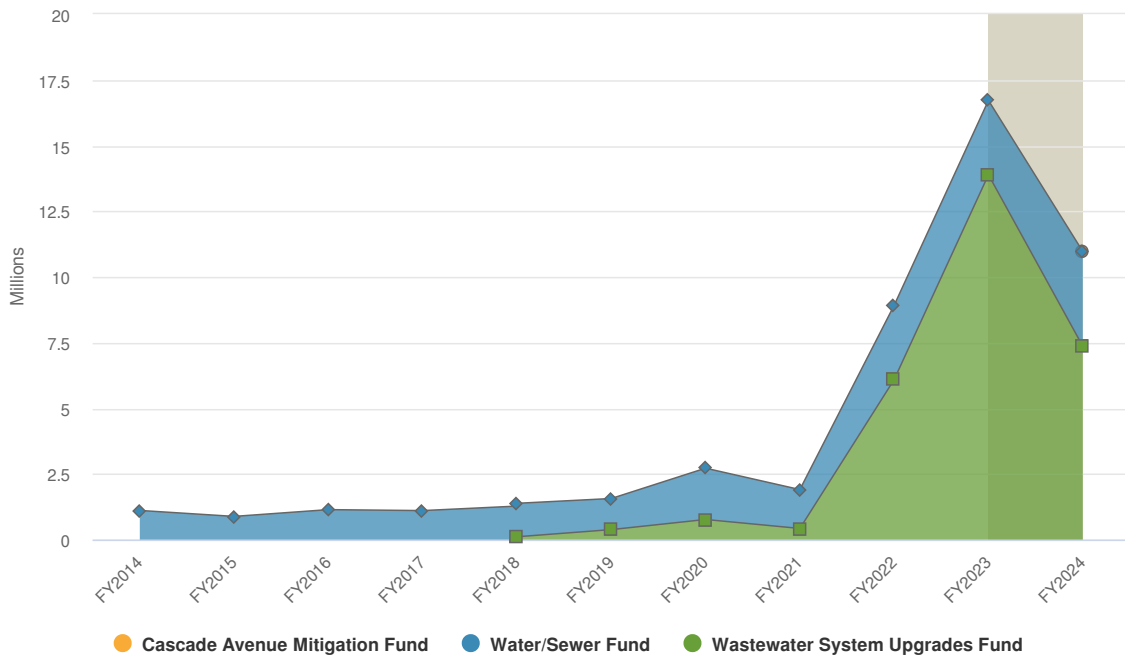
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Beginning Balances		\$19,550.00	N/A
Intergovernmental Revenues	\$5,028,740.07	\$4,771,374.53	-5.1%
Charges for Goods & Services	\$2,083,983.13	\$2,393,970.59	14.9%
Interest & Other Earnings	\$107,206.00	\$107,206.00	0%
Other Financing Sources	\$9,637,369.64	\$2,672,048.05	-72.3%
Interfund Transfers	\$421,779.00	\$1,020,922.90	142.1%
<b>Total Revenue Source:</b>	<b>\$17,279,077.84</b>	<b>\$10,985,072.07</b>	<b>-36.4%</b>

# Expenditures by Fund

## 2024 Expenditures by Fund



## Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

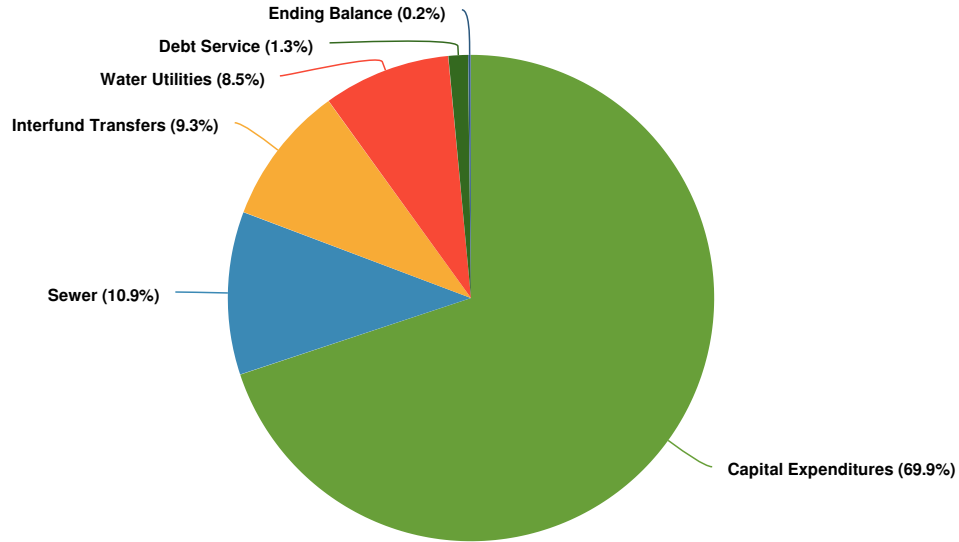
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Water/Sewer Fund	\$2,830,804.21	\$3,608,143.30	27.5%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Wastewater System Upgrades Fund	\$13,886,930.00	\$7,361,965.95	-47%
Cascade Avenue Mitigation Fund		\$19,550.00	N/A
<b>Total:</b>	<b>\$16,717,734.21</b>	<b>\$10,989,659.25</b>	<b>-34.3%</b>

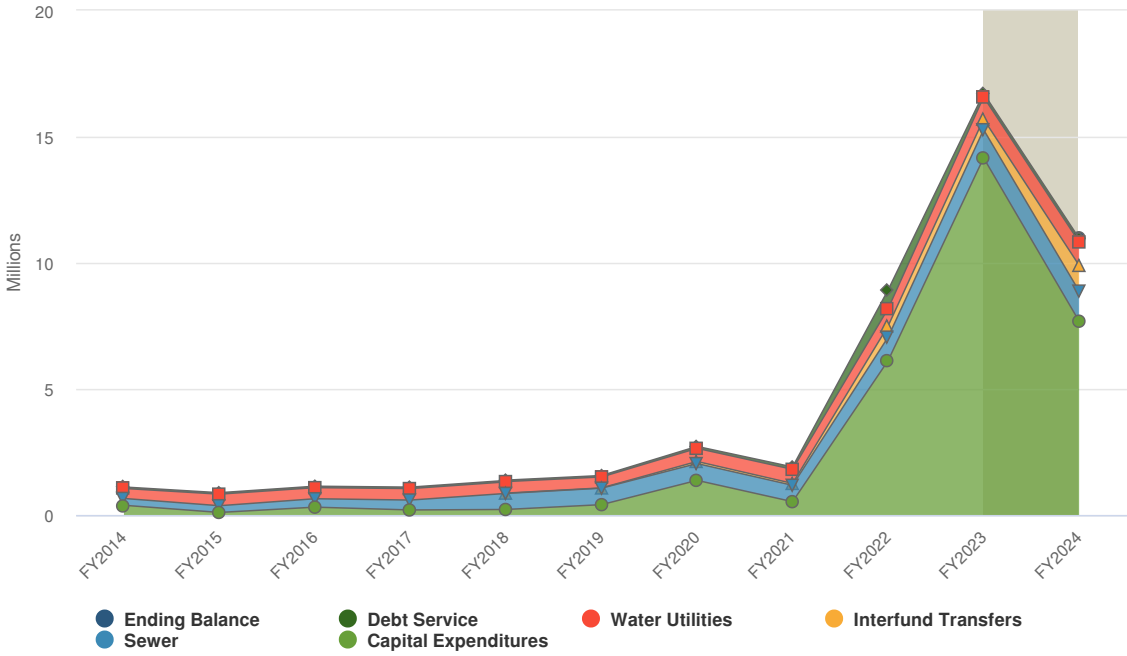
## Expenditures by Function

### Budgeted Expenditures by Function





### Budgeted and Historical Expenditures by Function



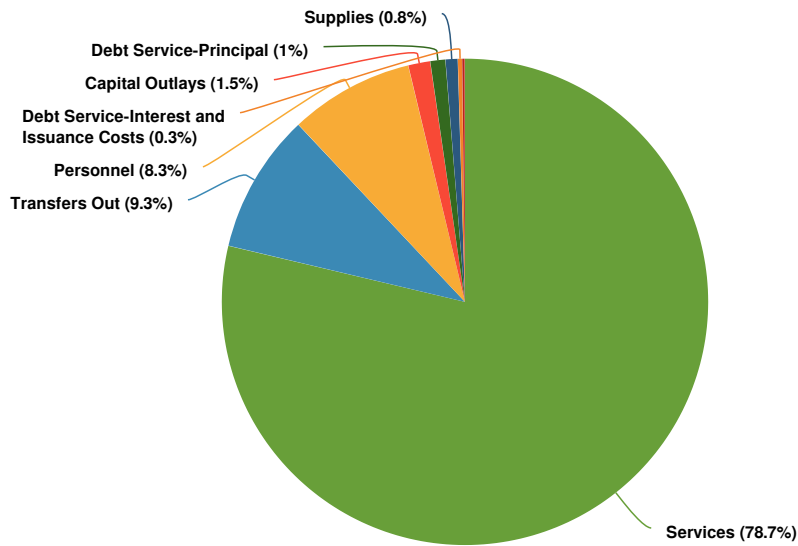
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Water Utilities	\$876,312.89	\$931,036.15	6.2%
Sewer	\$1,117,448.58	\$1,192,732.10	6.7%
Debt Service	\$143,103.74	\$142,987.35	-0.1%
Capital Expenditures	\$14,159,090.00	\$7,682,430.75	-45.7%
Interfund Transfers	\$421,779.00	\$1,020,922.90	142.1%
Ending Balance		\$19,550.00	N/A
<b>Total Expenditures:</b>	<b>\$16,717,734.21</b>	<b>\$10,989,659.25</b>	<b>-34.3%</b>

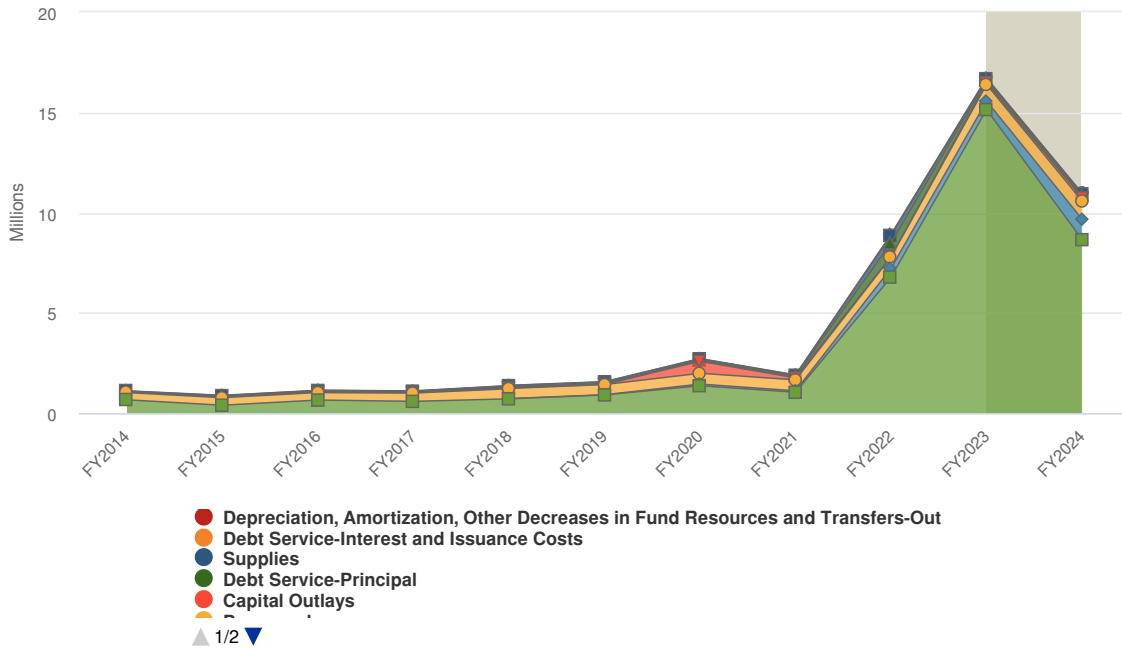


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



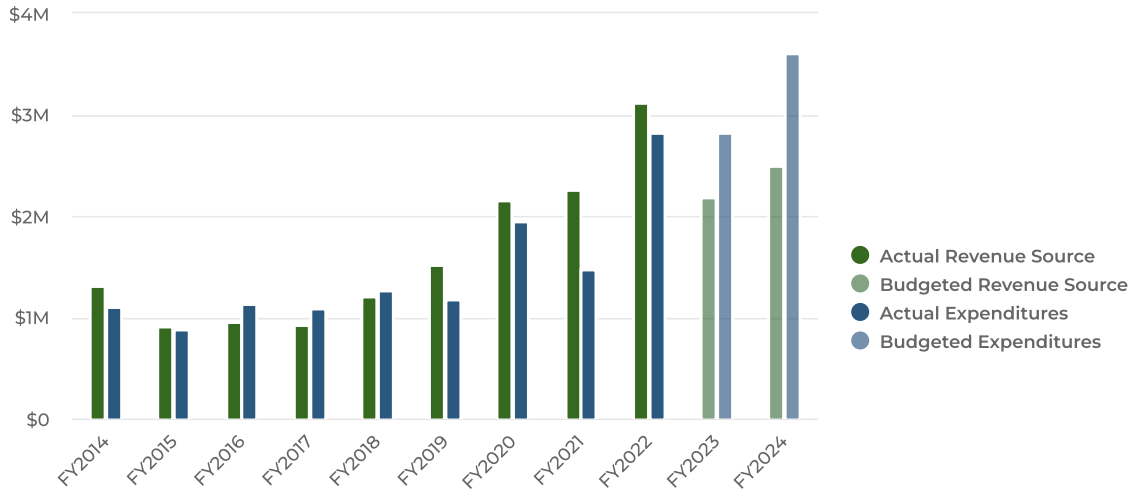
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$0.00	\$19,550.00	N/A
Transfers Out	\$421,779.00	\$1,020,922.90	142.1%
Personnel	\$831,434.40	\$907,877.43	9.2%
Supplies	\$78,949.50	\$88,388.42	12%
Services	\$15,142,467.57	\$8,649,933.15	-42.9%
Capital Outlays	\$100,000.00	\$160,000.00	60%
Debt Service-Principal	\$109,603.93	\$111,169.45	1.4%
Debt Service-Interest and Issuance Costs	\$33,499.81	\$31,817.90	-5%
<b>Total Expense Objects:</b>	<b>\$16,717,734.21</b>	<b>\$10,989,659.25</b>	<b>-34.3%</b>





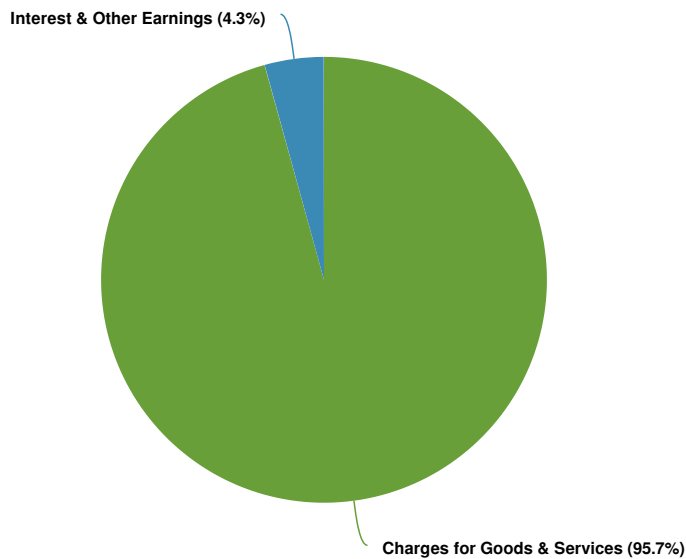
## Summary

The City of Stevenson is projecting \$2.5M of revenue in FY2024, which represents a 14.1% increase over the prior year. Budgeted expenditures are projected to increase by 27.5% or \$777.34K to \$3.61M in FY2024.

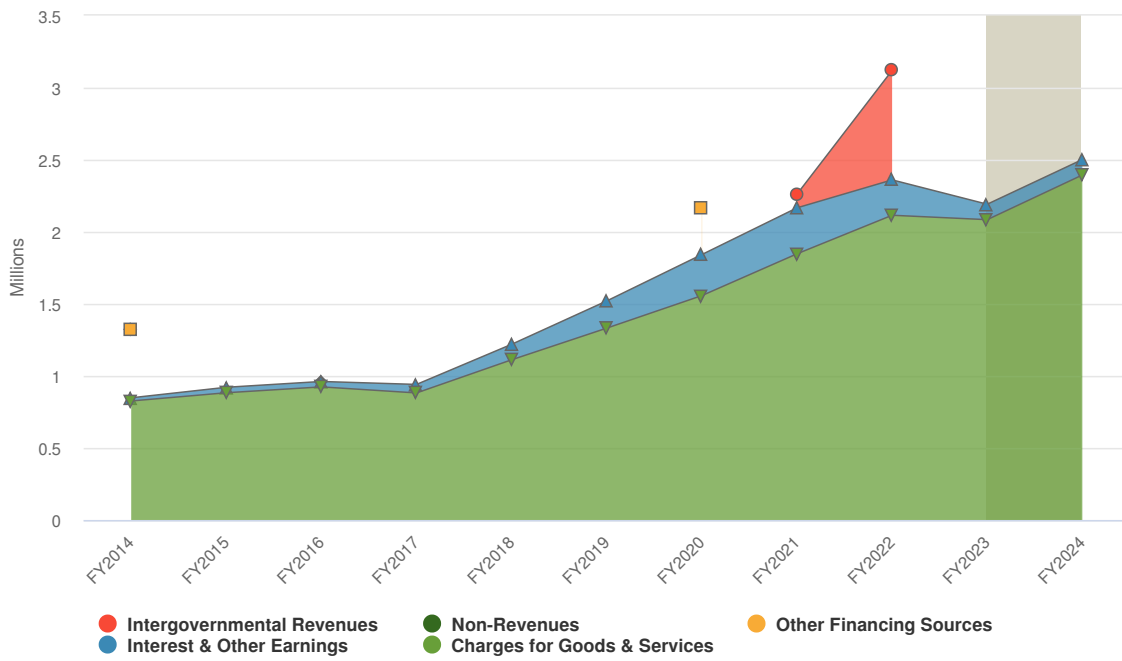


## Revenues by Source

### Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source

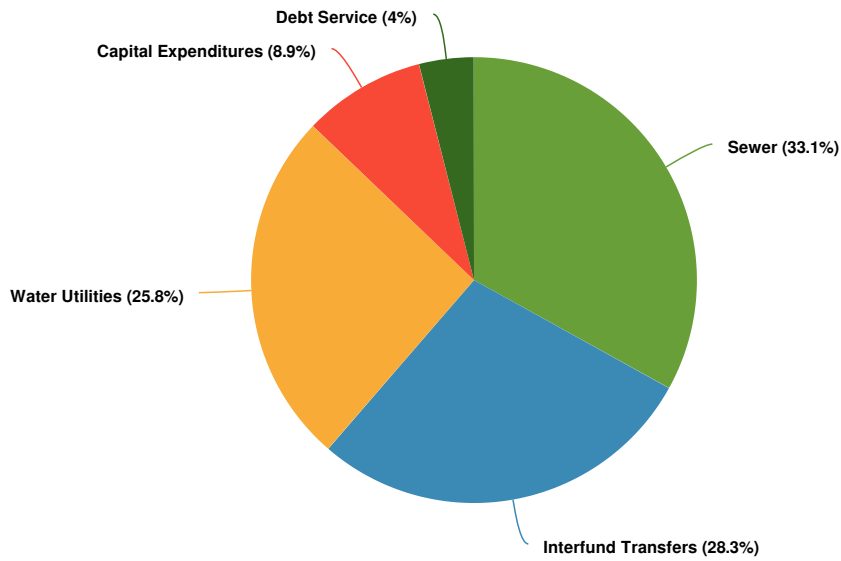


Grey background indicates budgeted figures.

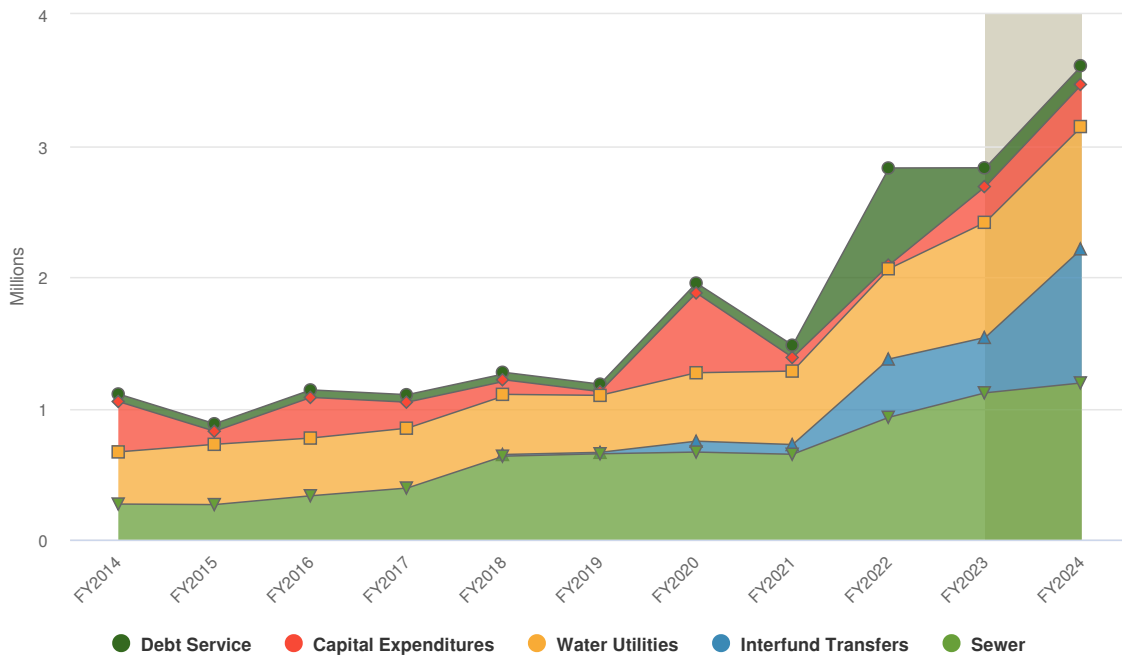
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Charges for Goods & Services	\$2,083,983.13	\$2,393,970.59	14.9%
Interest & Other Earnings	\$107,206.00	\$107,206.00	0%
<b>Total Revenue Source:</b>	<b>\$2,191,189.13</b>	<b>\$2,501,176.59</b>	<b>14.1%</b>

# Expenditures by Function

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function

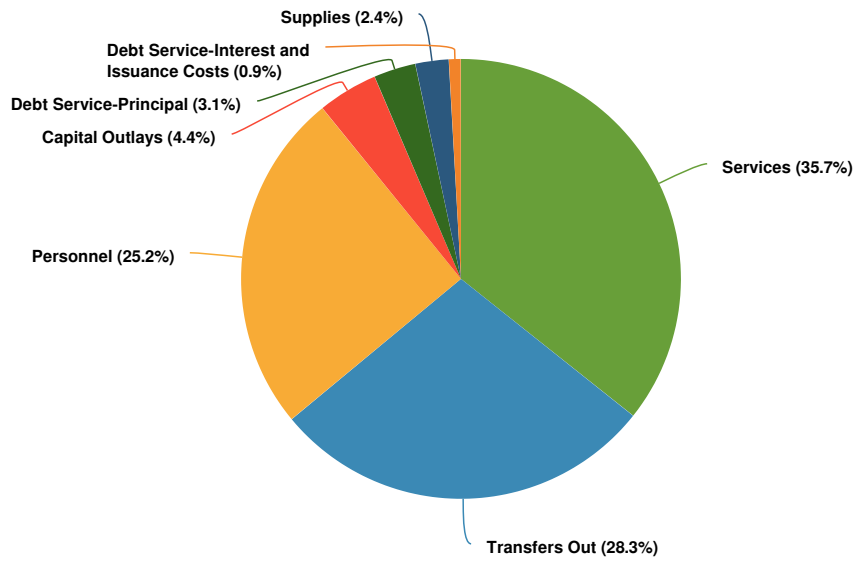


Grey background indicates budgeted figures.

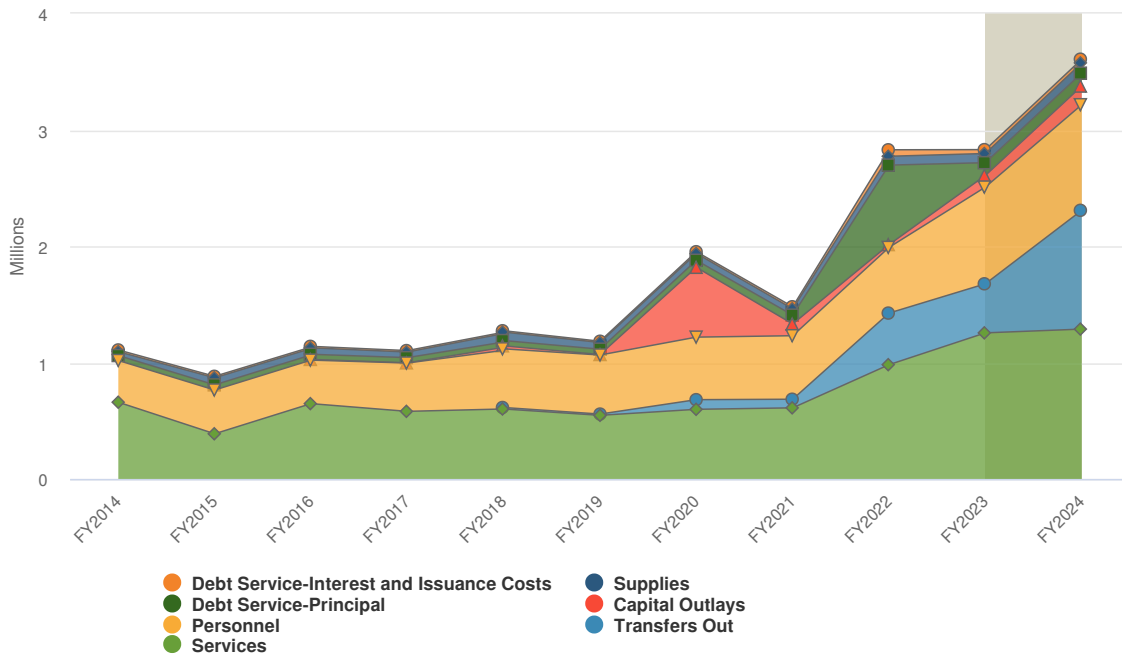
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Water Utilities	\$876,312.89	\$931,036.15	6.2%
Sewer	\$1,117,448.58	\$1,192,732.10	6.7%
Debt Service	\$143,103.74	\$142,987.35	-0.1%
Capital Expenditures	\$272,160.00	\$320,464.80	17.7%
Interfund Transfers	\$421,779.00	\$1,020,922.90	142.1%
<b>Total Expenditures:</b>	<b>\$2,830,804.21</b>	<b>\$3,608,143.30</b>	<b>27.5%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type

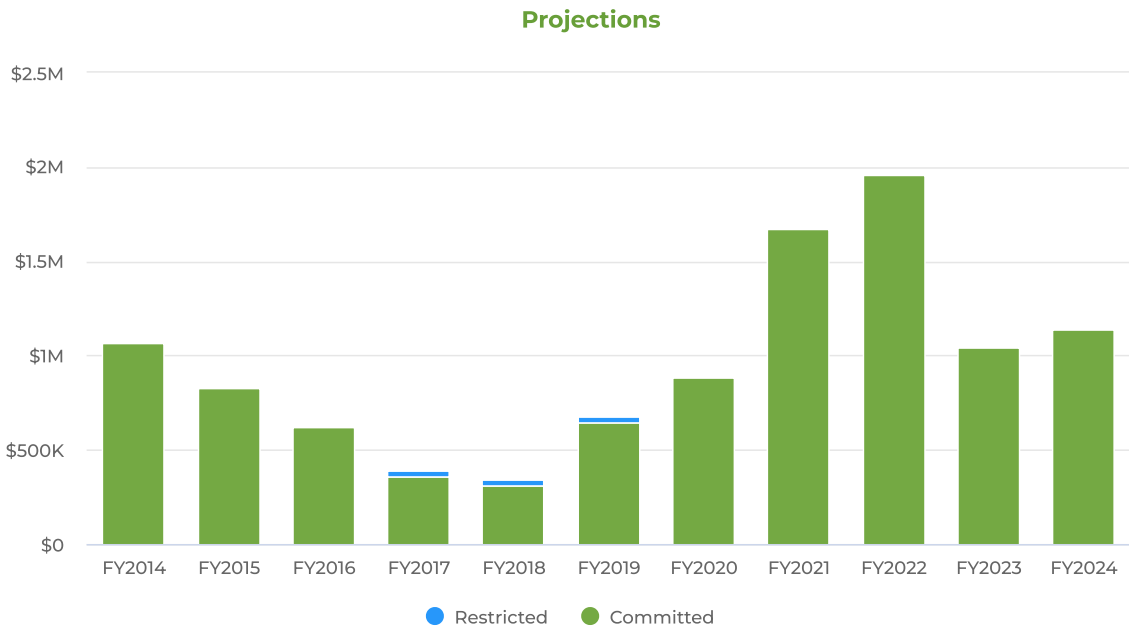


Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Transfers Out	\$421,779.00	\$1,020,922.90	142.1%
Personnel	\$831,434.40	\$907,877.43	9.2%
Supplies	\$78,949.50	\$88,388.42	12%
Services	\$1,255,537.57	\$1,287,967.20	2.6%
Capital Outlays	\$100,000.00	\$160,000.00	60%
Debt Service-Principal	\$109,603.93	\$111,169.45	1.4%
Debt Service-Interest and Issuance Costs	\$33,499.81	\$31,817.90	-5%
<b>Total Expense Objects:</b>	<b>\$2,830,804.21</b>	<b>\$3,608,143.30</b>	<b>27.5%</b>



# Fund Balance



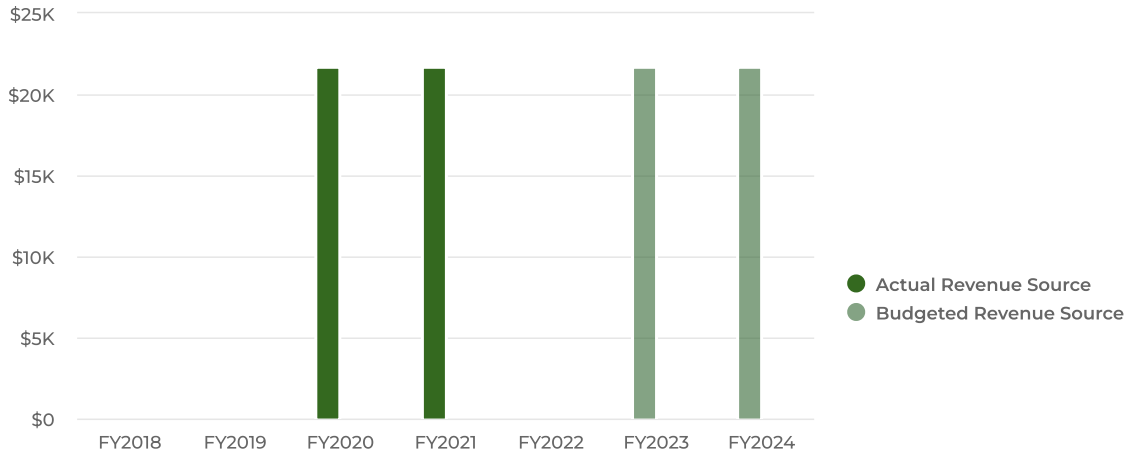
	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Committed	\$1,041,881	\$1,141,035	9.5%
Restricted	\$0	\$0	0%
<b>Total Fund Balance:</b>	<b>\$1,041,881</b>	<b>\$1,141,035</b>	<b>9.5%</b>



# Wastewater Short Lived Asset Fund

## Summary

The City of Stevenson is projecting \$21.78K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.

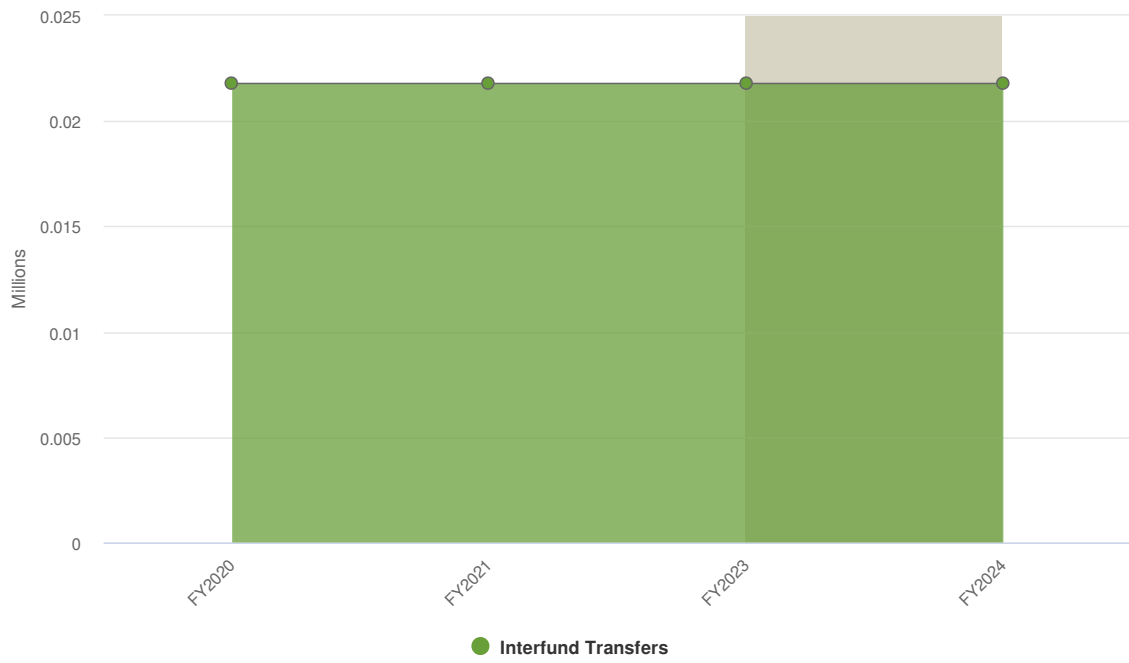


## Revenues by Source

### Projected 2024 Revenues by Source



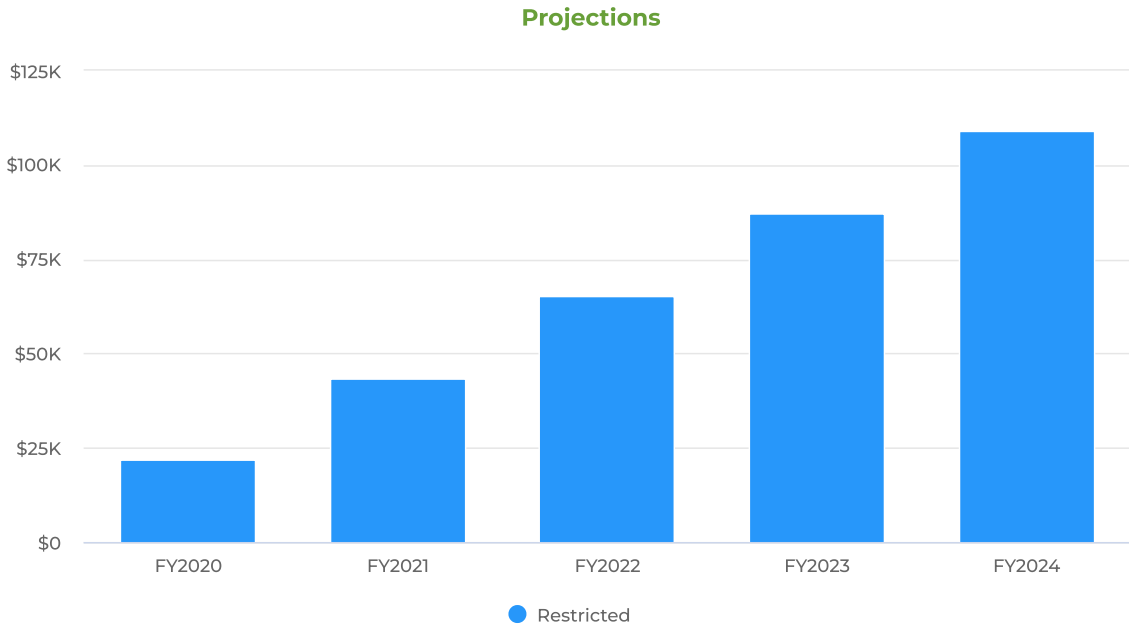
### Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Interfund Transfers	\$21,779.00	\$21,779.00	0%
<b>Total Revenue Source:</b>	<b>\$21,779.00</b>	<b>\$21,779.00</b>	<b>0%</b>

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Restricted	\$87,116	\$108,895	25%
<b>Total Fund Balance:</b>	<b>\$87,116</b>	<b>\$108,895</b>	<b>25%</b>

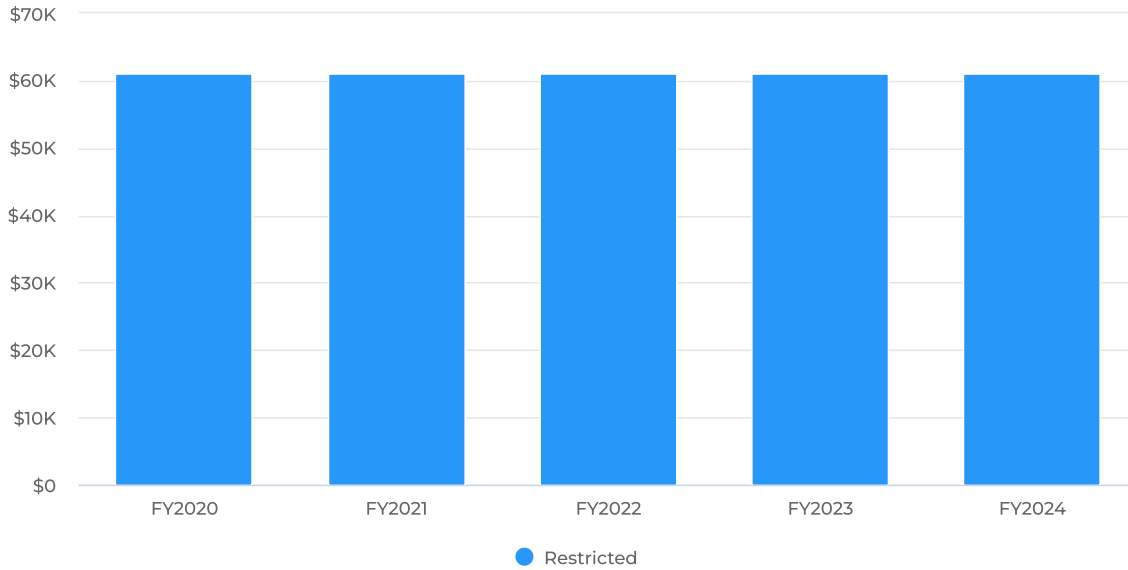


# Wastewater Debt Reserve Fund

This fund is to hold a balance equal to one year's debt service for outstanding loans. When the loans are paid off, the balance can be reduced.

## Fund Balance

### Projections



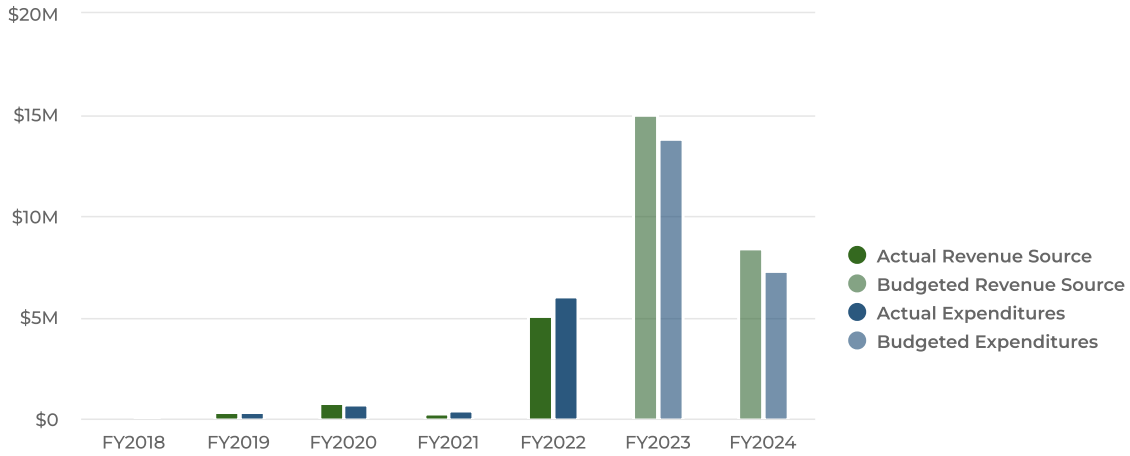
	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Restricted	\$61,191	\$61,191	0%
<b>Total Fund Balance:</b>	<b>\$61,191</b>	<b>\$61,191</b>	<b>0%</b>



# Wastewater System Upgrades Fund

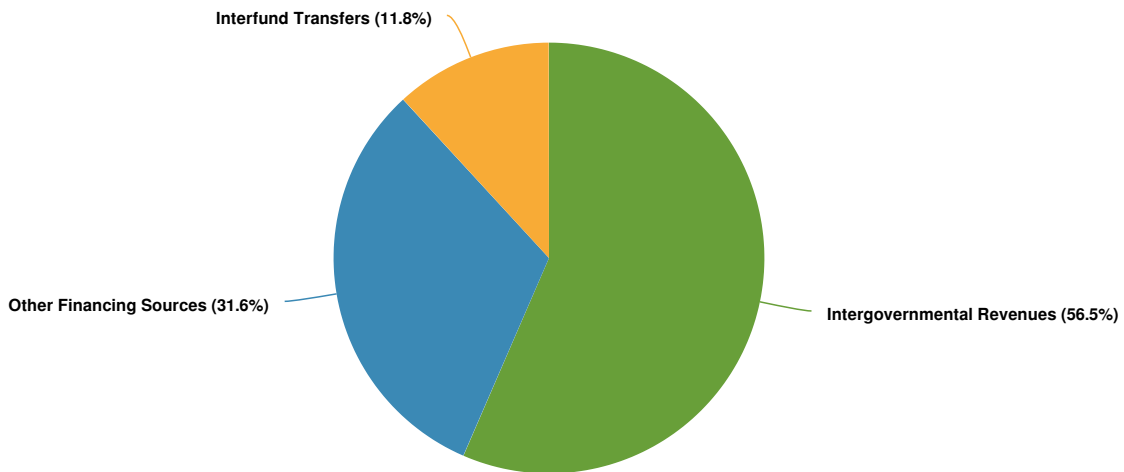
## Summary

The City of Stevenson is projecting \$8.44M of revenue in FY2024, which represents a 44% decrease over the prior year. Budgeted expenditures are projected to decrease by 47% or \$6.52M to \$7.36M in FY2024.

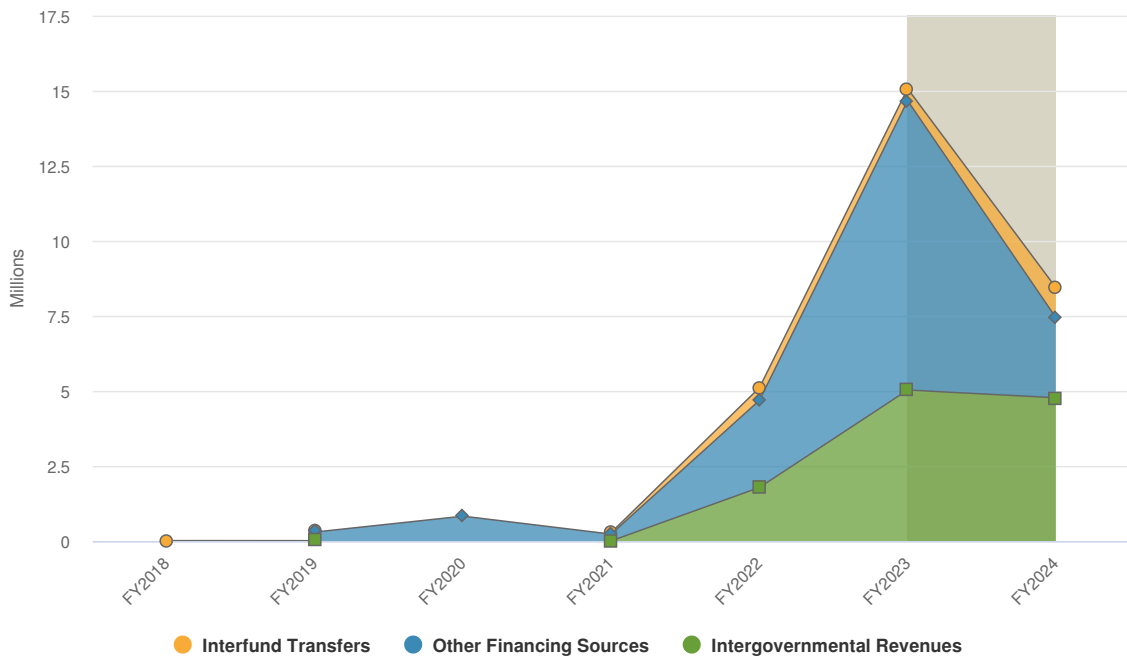


## Revenues by Source

### Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source

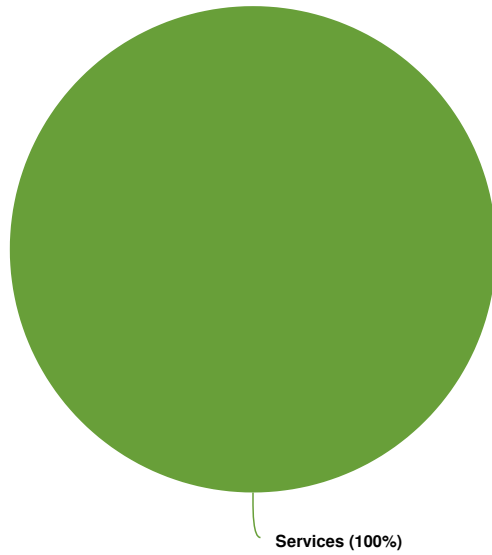


Grey background indicates budgeted figures.

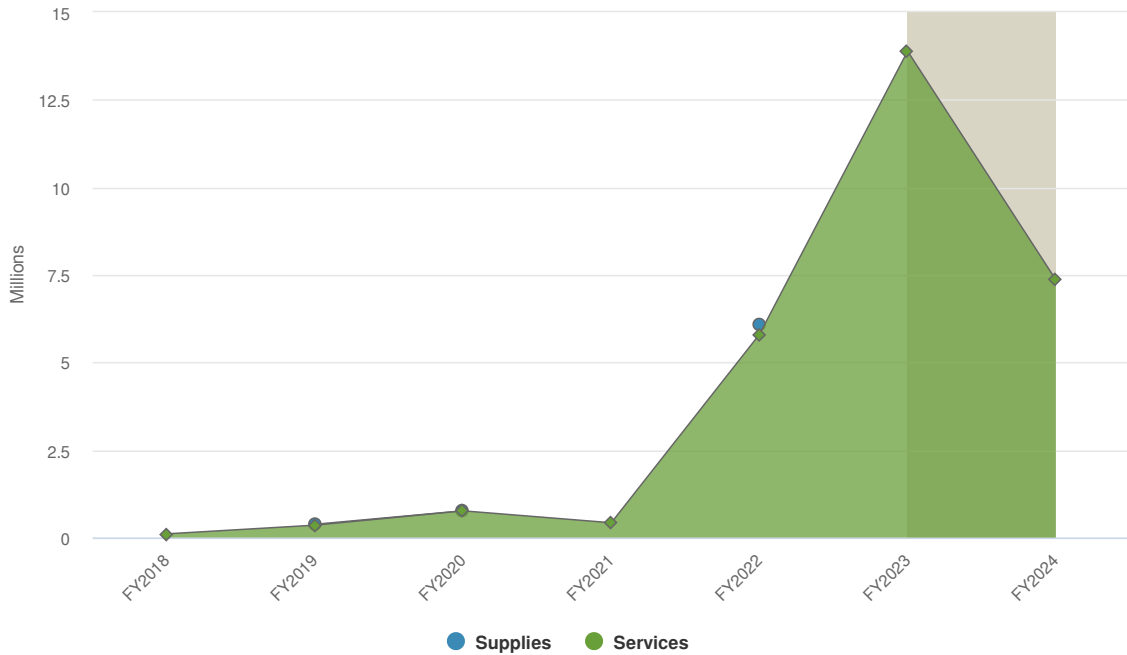
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Intergovernmental Revenues	\$5,028,740.07	\$4,771,374.53	-5.1%
Other Financing Sources	\$9,637,369.64	\$2,672,048.05	-72.3%
Interfund Transfers	\$400,000.00	\$999,143.90	149.8%
<b>Total Revenue Source:</b>	<b>\$15,066,109.71</b>	<b>\$8,442,566.48</b>	<b>-44%</b>

# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Services	\$13,886,930.00	\$7,361,965.95	-47%
<b>Total Expense Objects:</b>	<b>\$13,886,930.00</b>	<b>\$7,361,965.95</b>	<b>-47%</b>



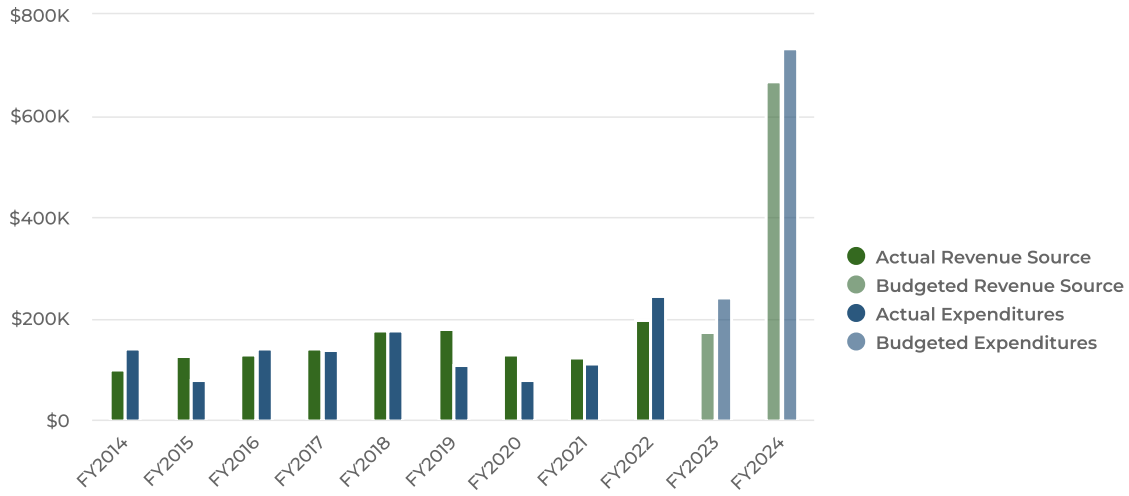


# Equipment Service Fund

The Equipment Service Fund is an internal service fund and accounts for the operations that provides goods and services to other departments or funds on a cost reimbursement basis. There is a fee structure adopted by resolution and reviewed regularly to keep up with changes in the fund.

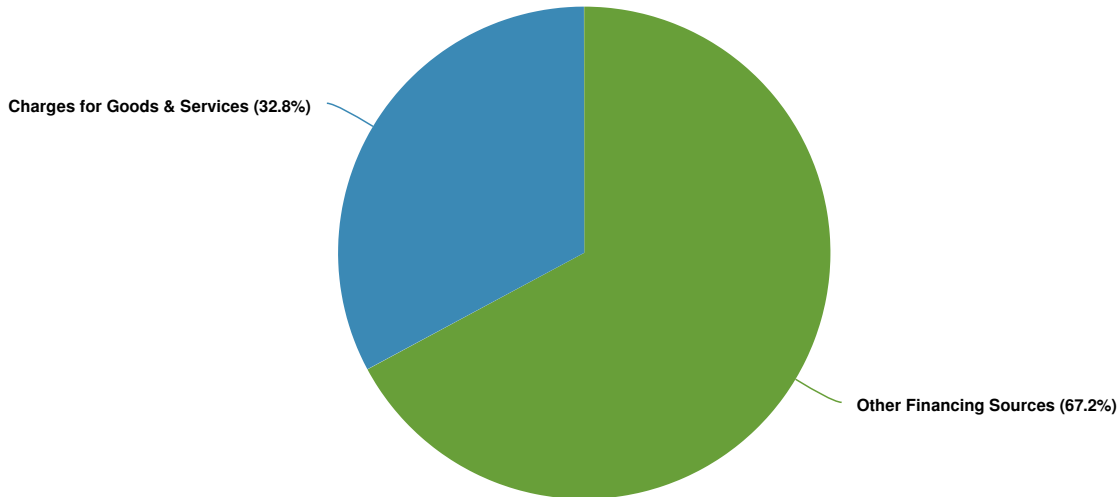
## Summary

The City of Stevenson is projecting \$670K of revenue in FY2024, which represents a 282.9% increase over the prior year. Budgeted expenditures are projected to increase by 204.4% or \$493.73K to \$735.27K in FY2024.

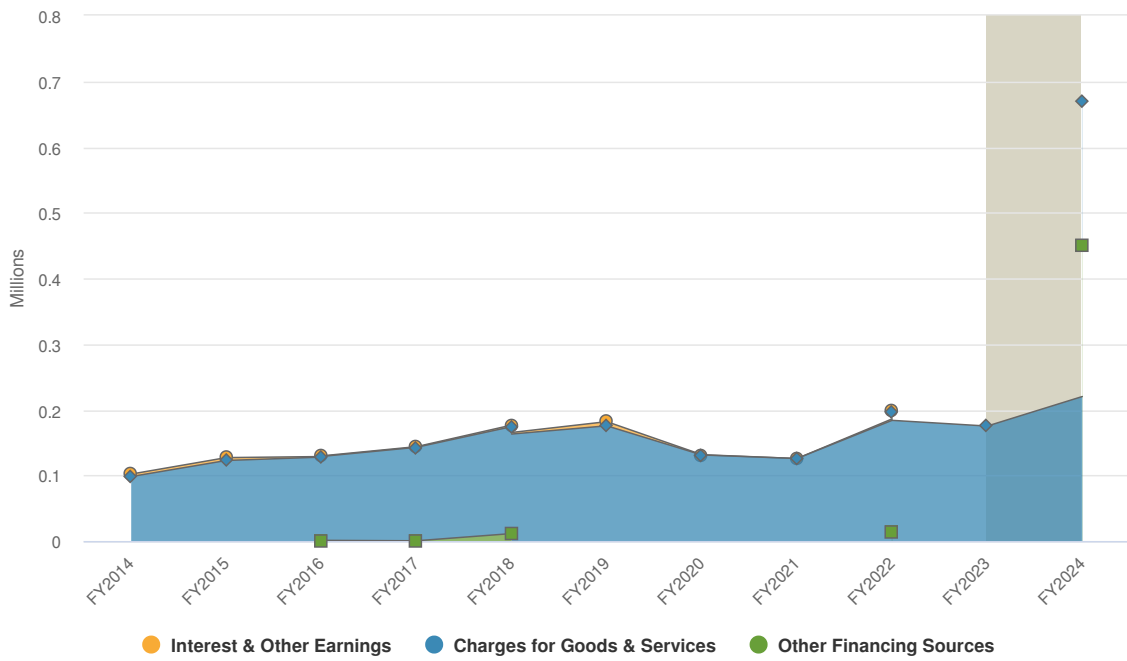


## Revenues by Source

### Projected 2024 Revenues by Source



### Budgeted and Historical 2024 Revenues by Source

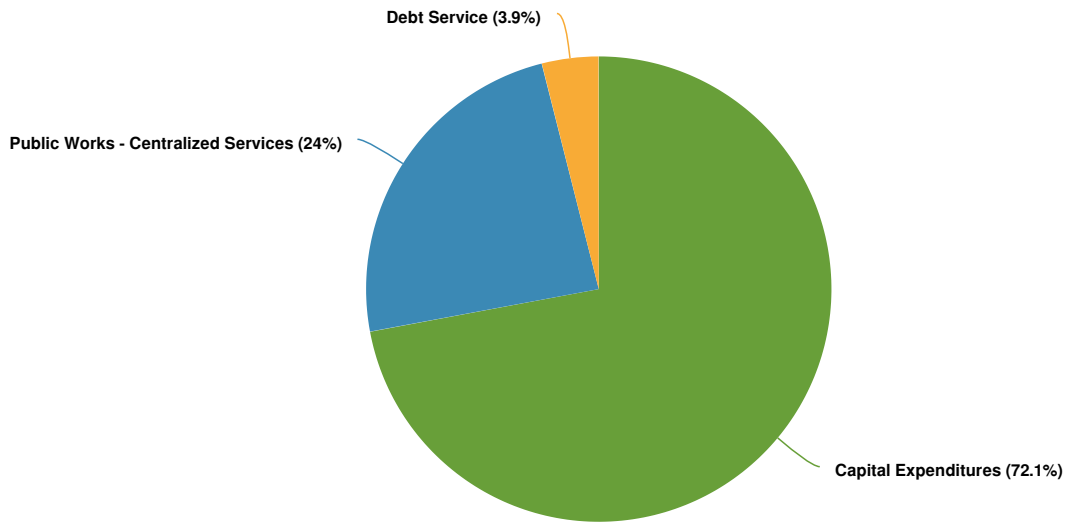


Grey background indicates budgeted figures.

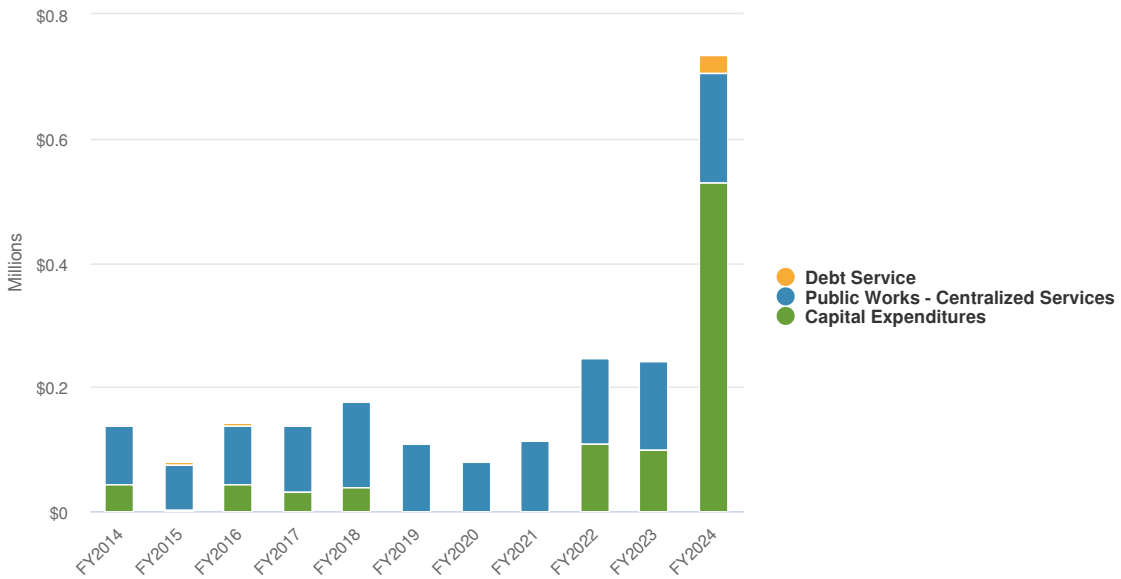
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Charges for Goods & Services	\$175,000.00	\$220,000.00	25.7%
Other Financing Sources	\$0.00	\$450,000.00	N/A
<b>Total Revenue Source:</b>	<b>\$175,000.00</b>	<b>\$670,000.00</b>	<b>282.9%</b>

# Expenditures by Function

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



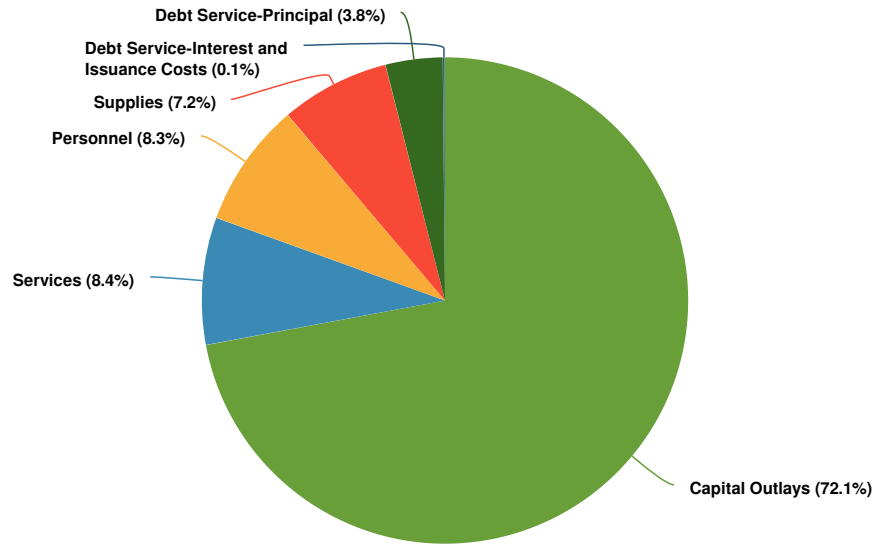
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Public Works - Centralized Services	\$141,544.23	\$176,272.10	24.5%
Debt Service	\$0.00	\$29,000.00	N/A



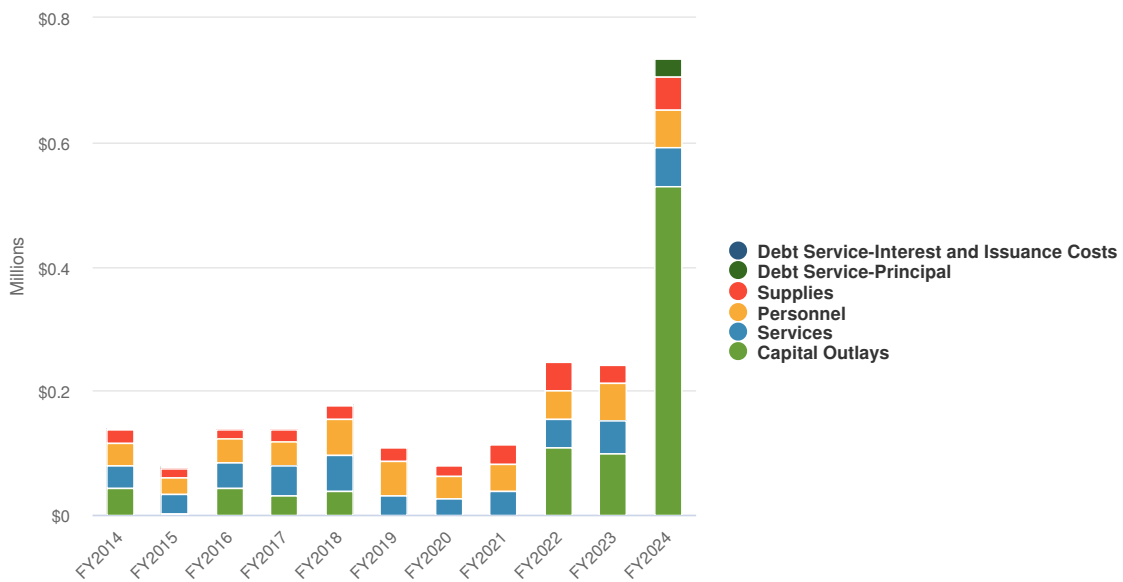
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Capital Expenditures	\$100,000.00	\$530,000.00	430%
<b>Total Expenditures:</b>	<b>\$241,544.23</b>	<b>\$735,272.10</b>	<b>204.4%</b>

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



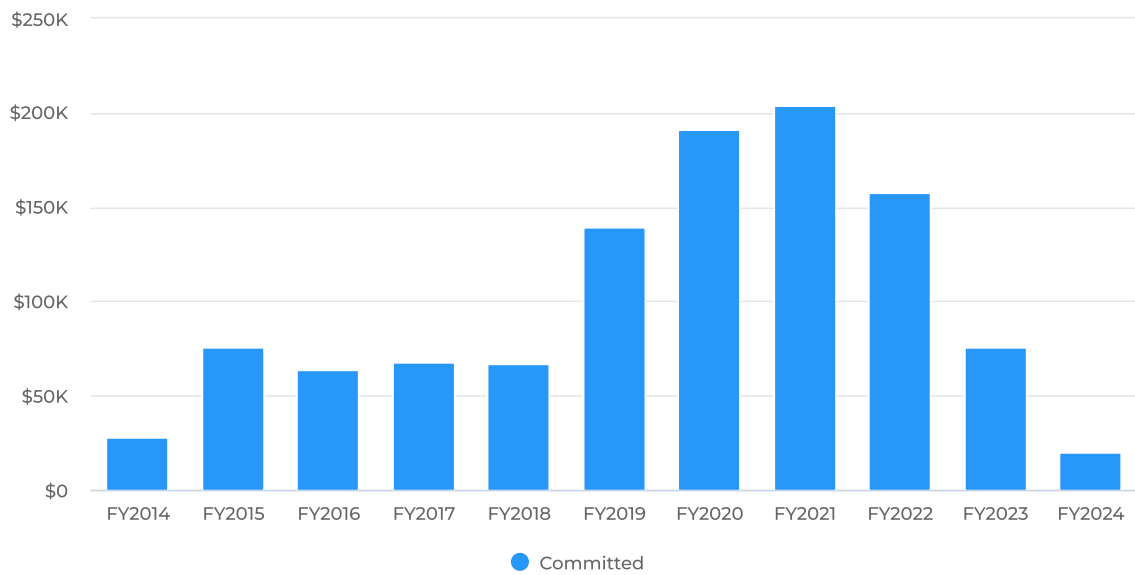
Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Personnel	\$58,160.00	\$60,968.00	4.8%
Supplies	\$30,000.00	\$53,200.00	77.3%
Services	\$53,384.23	\$62,104.10	16.3%
Capital Outlays	\$100,000.00	\$530,000.00	430%
Debt Service-Principal		\$28,000.00	N/A
Debt Service-Interest and Issuance Costs		\$1,000.00	N/A
<b>Total Expense Objects:</b>	<b>\$241,544.23</b>	<b>\$735,272.10</b>	<b>204.4%</b>

## Fund Balance

### Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Committed	\$75,768	\$20,046	-73.5%
<b>Total Fund Balance:</b>	<b>\$75,768</b>	<b>\$20,046</b>	<b>-73.5%</b>

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# DEBT

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## Government-wide Debt Overview

The City's current debt obligations are for Water/Sewer projects. The use of debt is in line with the city's Debt Policy and is not used to pay for current operations.



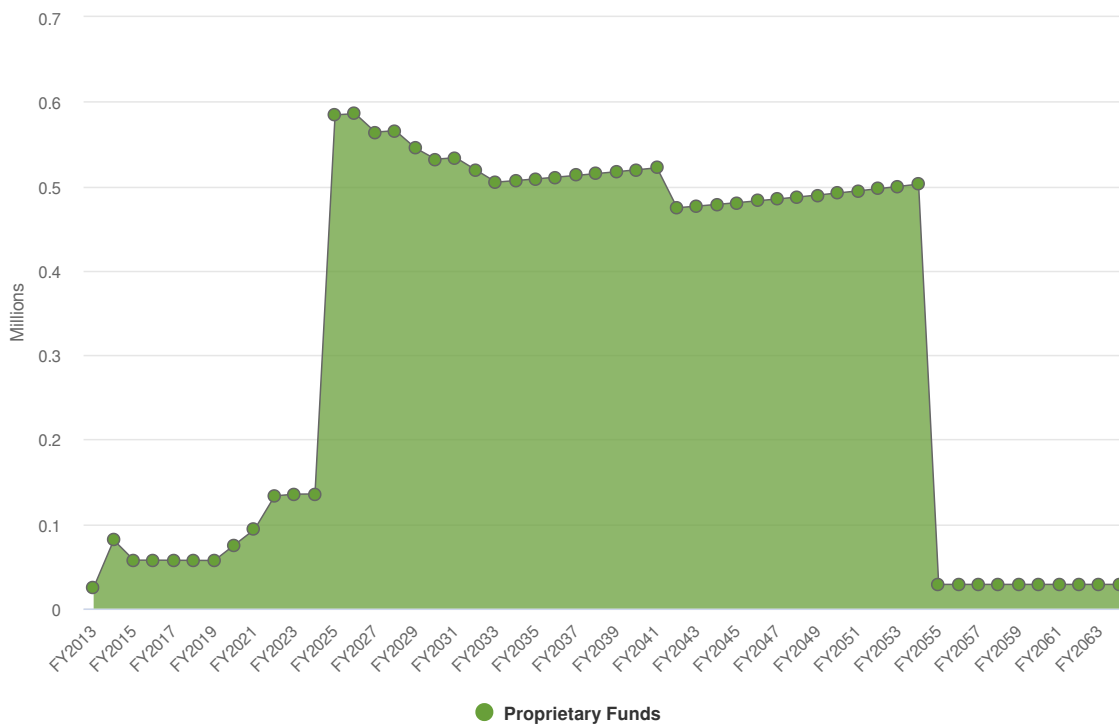
# \$135,585

\$228 (0.17% vs. 2023 year)

Loans prior to 2020 included a USDA loan for a sweeper, which was paid off in 2018, and a Public Works Board loan for the Base Reservoir, which will be paid off in 2026. In 2020, the City replaced all of the mechanical water meters to ultrasonic radio read meters through a partial grant. The matching funds for the grant included a 10-year lease which began being paid back in the latter part of 2020. The first full payment was in 2021, beginning the climb to 2022 where the first payments for the loan to design the wastewater treatment plant and collection system upgrades were due.

The debt payments for 2024 will be the same as for 2023 as the two major construction projects will not be closed out until the end of 2024. The debt repayments are expected to jump significantly in 2025 when repayments for the \$9M loan for the wastewater treatment plant will begin.

### Debt by Fund

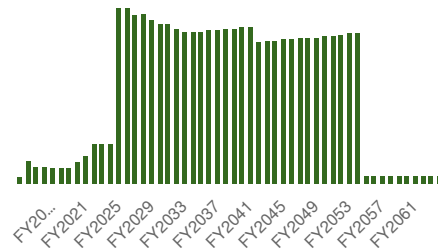


	FY2023	FY2024	% Change
<b>All Funds</b>	—	—	
Proprietary Funds	\$135,357	\$135,585	0.2%
<b>Total All Funds:</b>	<b>\$135,357</b>	<b>\$135,585</b>	<b>0.2%</b>



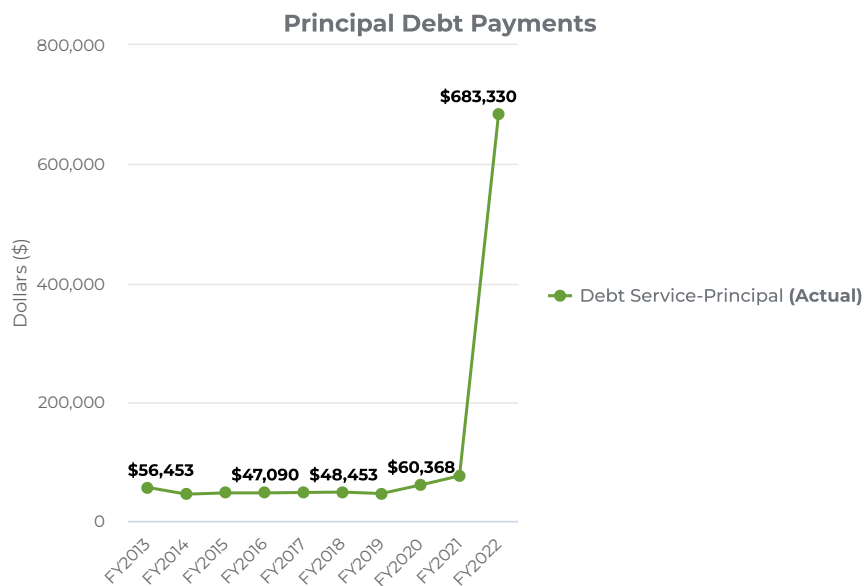
## Proprietary Funds

The debt in proprietary funds are for water/sewer projects, with the recent spike related to the major wastewater system upgrades taking place.



	FY2023	FY2024	% Change
<b>Proprietary Funds</b>	—	—	
Water/Sewer Fund	\$135,357	\$135,585	0.2%
<b>Total Proprietary Funds:</b>	<b>\$135,357</b>	<b>\$135,585</b>	<b>0.2%</b>

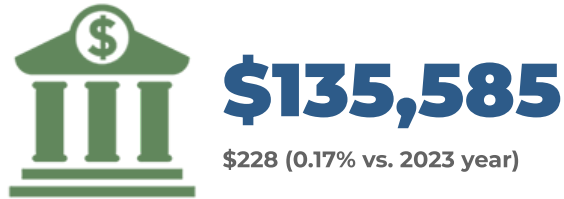
## City Debt trending 2013-2022



The debt repayments prior to 2020 were for the Public Works Board loan and Base Reservoir improvements. In 2020, the city began making lease payments related to the water meter replacement project, which will end in 2030. The spike in principal debt payments in 2022 is due to recording the forgivable principal (\$562,950) as part of the design loan funding package for the wastewater system upgrades.

## Debt Snapshot

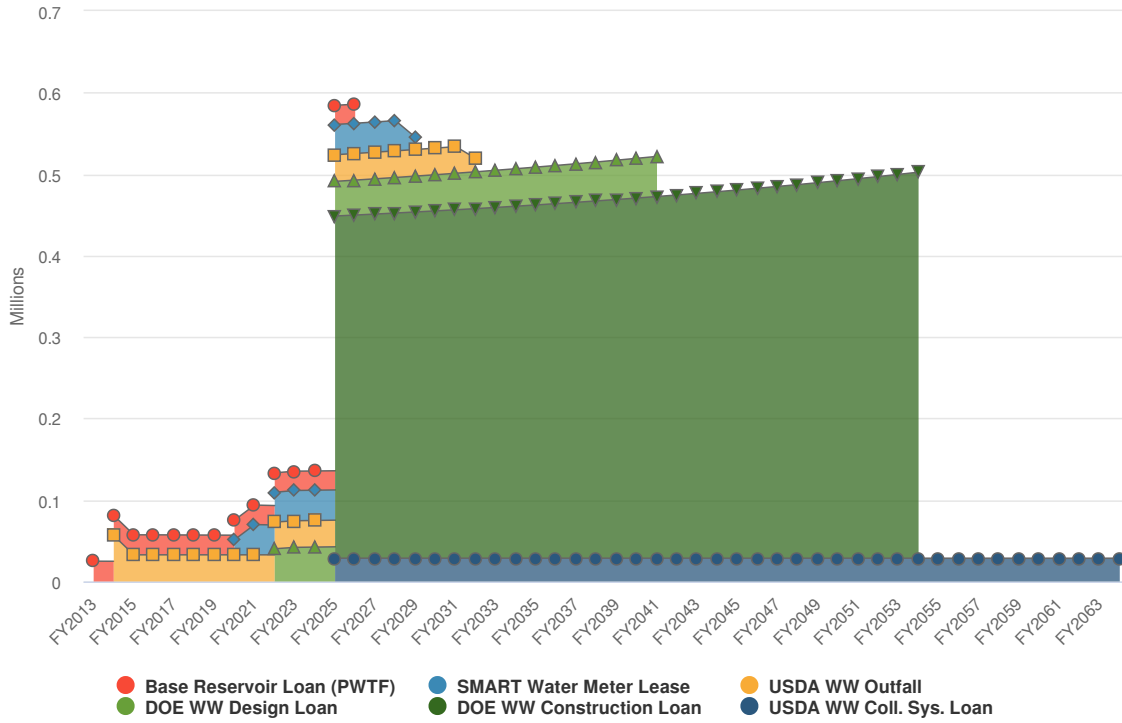
The City's current debt obligations are for Water/Sewer projects. The use of debt is in line with the city's Debt Policy and is not used to pay for current operations.



Loans prior to 2020 included a USDA loan for a sweeper, which was paid off in 2018, and a Public Works Board loan for the Base Reservoir, which will be paid off in 2026. In 2020, the City replaced all of the mechanical water meters to ultrasonic radio read meters through a partial grant. The matching funds for the grant included a 10-year lease which began being paid back in the latter part of 2020. The first full payment was in 2021, beginning the climb to 2022 where the first payments for the loan to design the wastewater treatment plant and collection system upgrades were due.

The debt payments for 2024 will be the same as for 2023 as the two major construction projects will not be closed out until the end of 2024. The debt repayments are expected to jump significantly in 2025 when repayments for the \$9M loan for the wastewater treatment plant will begin.

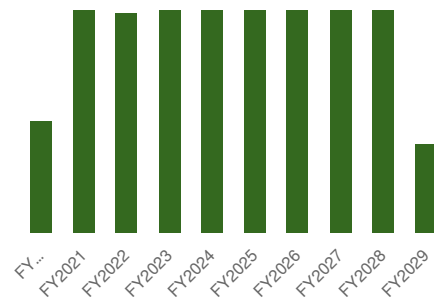
### Debt by Type



	FY2023	FY2024	% Change
<b>Debt</b>	—	—	
SMART Water Meter Lease	\$37,116	\$37,116	0%
Base Reservoir Loan (P WTF)	\$23,739	\$23,622	-0.5%
USDA WW Outfall	\$32,670	\$32,670	0%
DOE WW Design Loan	\$41,833	\$42,177	0.8%
DOE WW Construction Loan	\$0	\$0	0%
USDA WW Coll. Sys. Loan	\$0	\$0	0%
<b>Total Debt:</b>	<b>\$135,357</b>	<b>\$135,585</b>	<b>0.2%</b>

## SMART Water Meter Lease

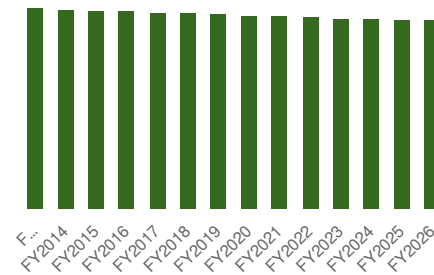
This is a 10-year lease/loan to pay for half the cost of switching out the manual read meters to electronic meters in 2020. The analysis showed the city would recoup the cost of this project over the 10-year lease period through increased efficiencies. It would take all four staff members one week to read meters, and one day for the Utility Clerk to manually enter the reads in the computer system. Now it takes staff about half a day to read and minutes to upload.



	FY2023	FY2024	% Change
<b>SMART Water Meter Lease</b>	—	—	
SMART Water Meter Lease	\$37,116	\$37,116	0%
<b>Total SMART Water Meter Lease:</b>	<b>\$37,116</b>	<b>\$37,116</b>	<b>0%</b>

## Base Reservoir Loan (PWTF)

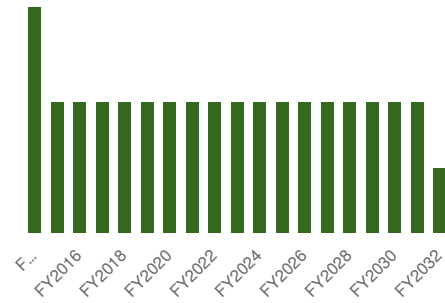
In 2004 there were five "boil water" orders, a transmission line that had failed twelve times over five years, causing extensive damage to homes and landscaping, and fire hydrants that did not meet new city and ICBO standards for fire flow. To address this, the city installed approximately 6,250 feet of 12-inch ductile iron transmission mainline from the Base Reservoir to Gropper Road, Kanaka Creek Road and Simmons Road; and approximately 1,500 feet of 12-inch and 8-inch ductile iron to complete the loop upgrade on the Gale Street line from Kanaka Creek Road to Loop Road. The Base Reservoir pump station was relocated, three new pumps and a permanent back-up diesel generator were installed, and additional reservoir capacity was added. The twenty-year loan covered 44% of the project costs and will be paid off in 2026.



	FY2023	FY2024	% Change
<b>Base Reservoir Loan (PWTF)</b>	—	—	
Base Reservoir Loan (PWTF)	\$23,739	\$23,622	-0.5%
<b>Total Base Reservoir Loan (PWTF):</b>	<b>\$23,739</b>	<b>\$23,622</b>	<b>-0.5%</b>

## USDA WW Outfall

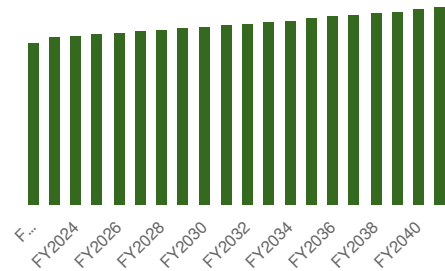
This loan was to pay for the emergency extension of the wastewater outfall further into the Columbia River which was closed off by the Piper landslide.



	FY2023	FY2024	% Change
<b>USDA WW Outfall</b>	—	—	
USDA WW Outfall	\$32,670	\$32,670	0%
<b>Total USDA WW Outfall:</b>	<b>\$32,670</b>	<b>\$32,670</b>	<b>0%</b>

## DOE WW Design Loan

This loan was for the design of the wastewater treatment plant and collection system upgrades identified in the City's General Sewer Plan and Facilities Plan and required as part of Administrative Order #14221.



	FY2023	FY2024	% Change
<b>DOE WW Design Loan</b>	—	—	
DOE WW Design Loan	\$41,833	\$42,177	0.8%
<b>Total DOE WW Design Loan:</b>	<b>\$41,833</b>	<b>\$42,177</b>	<b>0.8%</b>

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# APPENDIX

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# Glossary

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Accounting System:** The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**Amortization:** The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

**Audit Report:** Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

**Capital Assets:** All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful live extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.



**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Consumer Price Index:** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

**Debt Burden:** The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

**Enterprise Funds:** An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Float:** The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.





**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

**GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

**GASB 45:** This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal appropriation process.

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district.

**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Interest:** Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the state or counties to municipalities and school districts.

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Note:** A short-term loan, typically with a maturity date of a year or less.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Official Statement:** A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.



**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Purchased Services:** The cost of services that are provided by a vendor.

**Reserve Fund:** An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

**Revenue Anticipation Note (RAN):** A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.



**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2023-1200**

**AN ORDINANCE OF THE CITY OF STEVENSON, WASHINGTON, AMENDING CHAPTER  
2.24 VOLUNTEER FIRE DEPARTMENT; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the Stevenson Fire Department completed a strategic plan and task 4A3 suggested to “revise current policy to further engage the City in selecting the City Fire Chief”; and

**WHEREAS**, the Stevenson City Council and Skamania County Fire District 2 Commissioners met on October 5th and November 7th, 2023, to discuss changes to the policy; and

**WHEREAS**, the City Council desires to amend SMC 2.24 to involve the Volunteers, Fire District Commissioners and City Council in the selection of the Fire Chief.

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

**Section 1. Chapter 2.24 of the Stevenson Municipal Code Amended.** The chapter of the Stevenson Municipal Code entitled "Volunteer Fire Department," codified as Stevenson Municipal Code (SMC) Chapter 2.24, is hereby amended to read as set forth on Exhibit “A” attached hereto and by this reference incorporated herein:

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

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

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

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

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

APPROVED AS TO FORM:

ATTEST:

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

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

## Exhibit "A"

### Chapter 2.24 VOLUNTEER FIRE DEPARTMENT

#### 2.24.010 Establishment and responsibilities of the fire department.

The city hereby creates a fire department consisting wholly of volunteer firefighters known as the volunteer fire department of the city of Stevenson. The department is authorized by law to protect life or property within its boundaries and to perform fire suppression activities and fire protection services such as performing community fire drills, inspecting structures for fire hazards, and providing community education/fire training services. The fire department shall have full control over all firefighting equipment/apparatus owned by the city and shall have full control over the fighting of fires within city limits. The fire department shall adopt and promulgate such by-laws, rules of operation or regulations as it may deem necessary to protect the safety and welfare of its members.

#### 2.24.020 City support.

On behalf of the fire department the city through its legislative body may contract and be contracted with to purchase, lease, receive, or otherwise acquire real and personal property or enter in to interlocal agreements with other entities. From time to time the city may provide clerical and administrative support to help the fire department carry out its duties. And the city shall adopt by separate resolution as allowed by the Fair Labor Standards Act (FLSA) and the Washington State Minimum Wage Act (553.101—553.106) payment to the volunteer firefighter for expenses, reasonable benefits, a nominal fee, or any combination thereof based on a per call or training participation.

#### 2.24.030 Membership.

The fire department shall consist of no less than fifteen firefighters (RCW 41.24.050). A member is considered a firefighter only if that member has the legal authority and responsibility to direct or perform fire protection activities that are required for, and directly concerned with preventing, controlling, and extinguishing fires. Appointment to and discharge from the department shall be governed and controlled by such rules, by-laws or regulations as may be adopted by the department from time to time to protect the safety and welfare of the members. ~~The city council may by resolution approved by a two-thirds vote of the full legislative body authorize any of its council members to serve as volunteer fire fighters and receive the same compensation, insurance, and other benefits as are applicable to other volunteer firefighters, employed by the code city.~~

#### 2.24.040 Fire chief.

- A. Appointment. ~~The fire chief shall be elected by the fire department members as governed by the rules and by-laws of the department. The department shall notify the council every January who will be serving as fire chief. The Mayor of the city, with the approval of the council, shall appoint a fire chief of the fire department. The appointed fire chief shall be a current Stevenson volunteer firefighter or other qualified individual, shall be recommended by the Stevenson Fire Department volunteer membership and approved by Skamania County Fire District #2 as outlined in existing interlocal agreements.~~
- B. Duties.
1. The fire chief shall be the fire department's primary contact to the council and will be responsible to the council for the conduct and general operation of the department. The fire chief shall ensure that suitable drills and training are made available to the members and shall ensure that the members are trained in the handling of the fire equipment to protect the safety of life and property.
  2. The fire chief shall maintain the department's rules and by-laws for the conduct of the department and shall see that complete records are maintained of all fires, equipment inspections, personnel, and other information as required by law.

3. The fire chief shall submit a preliminary departmental budget to the city no later than the last day of September prior to the new budget year.
4. The fire chief or his designee shall review development plans and building permits for fire protection requirements as requested by the city.

#### **2.24.050 Emergency police powers.**

The fire chief shall also have ordinance enforcement authority as provided by city ordinance, or as delegated by the mayor.

#### **2.24.060 State laws relating to the volunteer firemen's pension and relief fund.**

The Stevenson city council hereby elects to participate in the volunteer firemen's pension and relief fund. RCW 41.24.010 et seq., as amended, in its entirety, is adopted by reference and shall have full force and effect.

#### **2.24.070 Volunteer firefighters board of trustees.**

The city shall create and establish a Stevenson volunteer firefighters board of trustees. That board shall consist of the mayor, city clerk/comptroller, one council member, the fire chief, and one member of the fire department to be elected by the members of the fire department for a term of one year. The Board shall complete the duties as set forth in RCW 41.24.080 with respect to the fire department's responsibilities to the volunteer firefighters' and reserve officers' relief fund.

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2023-1201**

**AN ORDINANCE AMENDING TITLE 8 OF THE STEVENSON MUNICIPAL CODE ADDING  
CHAPTER 8.58 AUTHORIZING THE RESTRICTION OF PERSONAL FIREWORKS  
DISCHARGE DURING TIMES OF RECREATIONAL FIRE BURN BANS**

**Whereas**, Chapter 70.77 RCW, the State Fireworks Law, regulates the purchase, sale and discharge of fireworks; and

**Whereas**, RCW 70.77.250(4) permits cities to adopt ordinances with more strict regulations of fireworks than state law, provided such ordinances may not have an effective date sooner than one year after their adoption; and

**Whereas**, the City Council desires to authorize the Fire Marshall to prohibit personal fireworks discharge during times of recreational fire burn bans; and

**Whereas**, the purpose of this Ordinance is not to place a ban or restriction on the sale of fireworks greater than the restrictions set forth in RCW 70.77, but to protect the real and personal property of the residents of the City when appropriate.

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

**Section 1.** Stevenson Municipal Code Title 8 is amended to add a new section as follows:

**Chapter 8.58 – FIREWORKS**

**8.58.010 – RCW adopted.**

Except as otherwise provided herein, Chapter 70.77 RCW, the State Fireworks Law, is hereby adopted by reference, including all future amendments or additions thereto.

**8.58.020 – Definitions.**

The definitions of Chapter 70.77 RCW as now stated or hereafter amended shall govern the construction of this Chapter, when applicable.

**8.58.020 – Emergencies-Restrictions on use.**

When the Fire Marshall issues a ban on recreational fires, all discharge of private fireworks shall be prohibited until the ban is lifted. It is during this period that wildland fires can be expected, and fire growth will be accelerated. This does not prohibit the use of fireworks by a valid permit issued by the fire official.

**Section 2.** If any section, subsection, sentence, clause, phrase, or other portion of this ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part, by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions thereof.

**THIS ORDINANCE SHALL TAKE EFFECT** and be in force one (1) year after its publication according to law.

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

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

APPROVED AS TO FORM:

ATTEST:





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

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

## SUMMARY: COSTS FOR COPIES UNDER PUBLIC RECORDS ACT – RCW 42.56

### AGENCY OPTIONS PURSUANT TO EHB 1595 (CHAP. 304, LAWS OF 2017)

*Effective July 23, 2017; Summary Only – See Statutes for Details*

CHARGING ACTUAL COSTS	CHARGING STATUTORY DEFAULT FEES	CHARGING ALTERNATIVE FLAT FEE	CHARGING PURSUANT TO ALTERNATIVE FEE ARRANGEMENT	CHARGING FOR CUSTOMIZED ACCESS SERVICE	WAIVING CHARGES (FEES)
					
<p>Agency can charge its <b>actual costs</b> directly incident to copying including:</p> <ul style="list-style-type: none"> <li>Paper and per page cost for use of agency copying equipment</li> <li>Electronic production or file transfer of the record</li> <li>Use of any cloud-based data storage and processing service</li> <li>Costs directly incident to shipping including postage or delivery charges and cost of container or envelope</li> <li>Costs of transmitting the records in electronic format including the cost of any transmission charge and use of any physical media device provided by agency.</li> </ul>	<p>Agency can assess costs per the <b>statutory fee schedule</b>:</p> <ul style="list-style-type: none"> <li>15 cents/page paper</li> <li>10 cents/page scanned into electronic format</li> <li>5 cents/4 files or attachments and provided by electronic delivery</li> <li>10 cents/gigabyte of electronic records transmission</li> <li>Actual costs of storage media, container, envelope; postage/delivery charge</li> <li>Charges can be combined if more than one type of charge applies.</li> </ul>	<p>Agency can charge <b>alternative flat fee</b> of <b>up to \$2</b> for a request (rather than actual costs or default fees).</p>	<p>Agency can do an <b>alternative fee arrangement</b>, or in response to <b>voluminous or frequently occurring requests</b>.</p>	<p>Agency can charge up to <b>actual costs</b> for providing <b>customized access services</b>.</p>	<p>Agency can <b>waive</b> charges (fees).</p>
<p><b>REQUIREMENTS:</b></p> <p>(1) Agency must have a <b>statement</b> of the factors and manner it used to determine actual costs. Per page costs cannot exceed actual costs.</p> <p>(2) Can charge actual costs in the statement only after <b>notice and a public hearing</b>.</p> <p>(3) Use the most reasonable cost-efficient method available at the agency as part of normal operations.</p> <p>(4) Cannot include staff salaries, benefits or other general administrative or overhead unless directly related to actual costs of copying. Can include staff time to copy and send the records.</p> <p>(5) Cannot charge for records routinely posted on website unless requester asks for copies through other means.</p>	<p><b>REQUIREMENTS:</b></p> <p>(1) Agency must have a <b>rule or regulation</b> declaring the reasons calculating actual costs would be unduly burdensome.</p> <p>(2) Use the most reasonable cost-efficient method available at the agency as part of normal operations.</p> <p>(3) Cannot charge for records routinely posted on website unless requester asks for copies through other means.</p>	<p><b>REQUIREMENTS:</b></p> <p>(1) Agency must reasonably <b>estimate and document</b> that the costs are clearly equal to or more than \$2.</p> <p>(2) An additional flat fee or statutory default fee cannot be assessed after first installment (\$2 is the limit for the entire request).</p> <p>(3) Cannot charge for records routinely posted on website unless requester asks for copies through other means.</p>	<p><b>REQUIREMENT:</b></p> <p>Agency is to have a <b>contract, memorandum of understanding or other agreement</b> with the requester.</p>	<p><b>REQUIREMENTS:</b></p> <p>(1) Agency <b>estimates</b> that the request would require use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other purposes.</p> <p>(2) Agency must <b>give requester estimate and other information</b>. See statute.</p>	<p><b>REQUIREMENT:</b></p> <p>Agency may waive charges (fees) pursuant to its <b>rules and regulations</b>.</p>
<p><b>RCW 42.56.070(7)(a) and (b); RCW 42.56.120(1) and (2)(a) and (e)</b></p>	<p><b>RCW 42.56.120(2)(b), (c) and (e)</b></p>	<p><b>RCW 42.56.120(2)(d) and (e)</b></p>	<p><b>RCW 42.56.120(4)</b></p>	<p><b>RCW 42.56.120(3) and (4)</b></p>	<p><b>RCW 42.56.120(4)</b></p>





WASHINGTON STATE  
**PUBLIC WORKS BOARD**  
INFRASTRUCTURE IS FUNDAMENTAL

1011 Plum St SE • Box 42525 • Olympia, WA 98504-2525  
www.pwb.wa.gov

November 16, 2023

Scott Anderson  
City of Stevenson  
PO Box 371; Stevenson, WA 98678-0371  
scott.anderson@ci.stevenson.wa.us

**RE: PUBLIC WORKS BOARD CONSTRUCTION LOAN AWARD LETTER**

Dear Mayor Anderson,

Thank you for submitting a Public Works Board Construction Loan application for consideration by the Public Works Board (Board). Congratulations, your Cascade Ave Utility Upgrades Project has been selected for an award of \$1,902,300 in loan funding and \$335,700 in grant funding. Our office just completed the underwriting for this project, and your loan interest rate is 1.38% with a loan term of 20 years.

The Board approved your construction application at their September 8, 2023 board meeting. The approval date is the loan award date. Any eligible costs incurred from this date forward are reimbursable.

The Governor's Executive Order 21-02 requires projects funded through appropriations in the State's Capital Budget to be reviewed prior to any ground-disturbing activities and the expenditure of any state funds for construction, demolition, or acquisition.

Your contract will be emailed to you for signature using DocuSign once your scope of work and milestones are approved. Applicants must fully execute contracts within six months of receipt.

Once again, thank you for applying to the Public Works Board. Please contact your Project Manager, Tammy Mastro by email at [Tammy.Mastro@commerce.wa.gov](mailto:Tammy.Mastro@commerce.wa.gov) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'SR' with a flourish.

Sheila Richardson  
PWB Programs Director and Tribal Liaison  
(564) 999-1927

# TREASURER'S REPORT

## Fund Totals

City Of Stevenson

Time: 15:53:18 Date: 11/09/2023

10/01/2023 To: 10/31/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,603,934.78	66,253.60	146,571.95	1,523,616.43	693.40	10,705.51	-3,459.24	1,531,556.10
010 General Reserve Fund	342,275.64	607.41		342,883.05	0.00	0.00	0.00	342,883.05
020 Fire Reserve Fund	1,695,555.41	4,723.83		1,700,279.24	0.00	0.00	0.00	1,700,279.24
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	66,262.46	52,945.29	36,537.65	82,670.10	14.13	1,057.84	-5.96	83,736.11
103 Tourism Promo & Develop Fund	1,409,291.34	86,933.01	25,513.42	1,470,710.93	13,000.00	4.64	-0.40	1,483,715.17
105 Affordable Housing Fund	15,274.80	752.31		16,027.11	0.00	0.00	0.00	16,027.11
107 HEALing SCARS Fund	10,243.76	2.63		10,246.39	0.00	0.00	0.00	10,246.39
300 Capital Improvement Fund	245,382.88	960.46		246,343.34	0.00	0.00	0.00	246,343.34
312 Columbia Ave	-14,388.75	0.00	1,695.00	-16,083.75	0.00	0.00	0.00	-16,083.75
313 Park Plaza Fund	0.00	0.00	9,715.04	-9,715.04	0.00	0.00	0.00	-9,715.04
400 Water/Sewer Fund	2,116,209.09	219,262.69	132,134.56	2,203,337.22	71.27	4,847.66	-385.17	2,207,870.98
406 Wastewater Short Lived Asset Res. Fund	65,337.00	0.00		65,337.00	0.00	0.00	0.00	65,337.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-1,186,447.91	0.00	482,956.84	-1,669,404.75	0.00	0.00	0.00	-1,669,404.75
500 Equipment Service Fund	92,917.13	24,627.18	28,348.28	89,196.03	10,145.30	419.14	-2.75	99,757.72
630 Stevenson Municipal Court	0.00	591.96	591.96	0.00	0.00	0.00	0.00	0.00
	6,821,351.63	457,660.37	864,064.70	6,414,947.30	23,924.10	17,034.79	-3,853.52	6,452,052.67

# TREASURER'S REPORT

## Account Totals

City Of Stevenson

10/01/2023 To: 10/31/2023

Time: 15:53:18 Date: 11/09/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	493,197.23	972,363.53	840,210.40	625,350.36	-3,753.52	40,958.89	662,555.73
10	Xpress Bill Pay	85,980.82	45,692.36	100,000.00	31,673.18	-100.00	0.00	31,573.18
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:		579,678.05	1,018,055.89	940,210.40	657,523.54	-3,853.52	40,958.89	694,628.91
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	3,629,337.09	15,750.18	500,000.00	3,145,087.27	0.00	0.00	3,145,087.27
6	US Bank Safekeeping	2,612,336.49	0.00	0.00	2,612,336.49	0.00	0.00	2,612,336.49
Total Investments:		6,241,673.58	15,750.18	500,000.00	5,757,423.76	0.00	0.00	5,757,423.76
		6,821,351.63	1,033,806.07	1,440,210.40	6,414,947.30	-3,853.52	40,958.89	6,452,052.67

TREASURER'S REPORT  
Fund Investments By Account

City Of Stevenson

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10/01/2023 To: 10/31/2023

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	1,037,034.52	50,000.00	4,500.40	54,500.40	150,000.00	941,534.92
010 000 General Reserve Fund	127,228.90		552.13	552.13		127,781.03
020 000 Fire Reserve Fund	1,050,299.29		4,557.97	4,557.97		1,054,857.26
100 000 Street Fund	22,828.60	25,000.00	99.07	25,099.07		47,927.67
103 000 Tourism Promo & Develop Fund	801,643.96	75,000.00	3,478.88	78,478.88		880,122.84
300 000 Capital Improvement Fund	180,757.15		784.43	784.43		181,541.58
400 000 Water/Sewer Fund	366,463.29		1,590.34	1,590.34	500,000.00	-131,946.37
500 000 Equipment Service Fund	43,081.38		186.96	186.96		43,268.34
5 - LGIP	<u>3,629,337.09</u>	<u>150,000.00</u>	<u>15,750.18</u>	<u>165,750.18</u>	<u>650,000.00</u>	<u>3,145,087.27</u>
001 000 General Expense Fund	503,878.09					503,878.09
010 000 General Reserve Fund	213,930.11					213,930.11
020 000 Fire Reserve Fund	641,905.61					641,905.61
103 000 Tourism Promo & Develop Fund	519,655.32					519,655.32
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	56,501.51					56,501.51
400 000 Water/Sewer Fund	618,270.09					618,270.09
500 000 Equipment Service Fund	33,599.79					33,599.79
6 - US Bank Safekeeping	<u>2,612,336.49</u>	<u>0.00</u>	<u>0.00</u>			<u>2,612,336.49</u>
	<u>6,241,673.58</u>	<u>150,000.00</u>	<u>15,750.18</u>	<u>165,750.18</u>	<u>650,000.00</u>	<u>5,757,423.76</u>

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

10/01/2023 To: 10/31/2023

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,540,912.61	50,000.00	4,500.40	54,500.40	150,000.00	1,445,413.01	78,203.42
010 General Reserve Fund	341,159.01		552.13	552.13		341,711.14	1,171.91
020 Fire Reserve Fund	1,692,204.90		4,557.97	4,557.97		1,696,762.87	3,516.37
030 ARPA						0.00	298,313.00
100 Street Fund	22,828.60	25,000.00	99.07	25,099.07		47,927.67	34,742.43
103 Tourism Promo & Develop Fund	1,321,299.28	75,000.00	3,478.88	78,478.88		1,399,778.16	70,932.77
105 Affordable Housing Fund	14,405.40					14,405.40	1,621.71
107 HEALing SCARS Fund	10,190.57					10,190.57	55.82
300 Capital Improvement Fund	237,258.66		784.43	784.43		238,043.09	8,300.25
312 Columbia Ave						0.00	-16,083.75
313 Park Plaza Fund						0.00	-9,715.04
400 Water/Sewer Fund	984,733.38		1,590.34	1,590.34	500,000.00	486,323.72	1,717,013.50
406 Wastewater Short Lived Asset Res. Fund						0.00	65,337.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-1,669,404.75
500 Equipment Service Fund	76,681.17		186.96	186.96		76,868.13	12,327.90
	<u>6,241,673.58</u>	<u>150,000.00</u>	<u>15,750.18</u>	<u>165,750.18</u>	<u>650,000.00</u>	<u>5,757,423.76</u>	<u>657,523.54</u>

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

6,414,947.30

TREASURER'S REPORT

Outstanding Vouchers

10/01/2023 To: 10/31/2023

As Of: 10/31/2023 Date: 11/09/2023

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	2803	10/30/2023	Tr Rec	1		Hydrant Customer	100.00	Wesley Huston Hydrant Meter 365 SW Foster Creek f
2023	2844	10/31/2023	Tr Rec	1		Telephone Tax Vendor	4.61	Seattle SMSA 10.24.2023
2023	2845	10/31/2023	Tr Rec	1		Telephone Tax Vendor	0.37	MCI Communications Services 10.24.2023
2023	2846	10/31/2023	Tr Rec	1		Telephone Tax Vendor	1.49	Alltel Corp 10.24.2023
2023	2847	10/31/2023	Tr Rec	1		Telephone Tax Vendor	0.17	Visible Service 10.24.2023
2023	2848	10/31/2023	Tr Rec	1		Telephone Tax Vendor	1.61	Dish Wireless 10.24.2023
2023	2849	10/31/2023	Tr Rec	1		Telephone Tax Vendor	5.82	AT&T Corp 10.23.2023
2023	2850	10/31/2023	Tr Rec	1		Telephone Tax Vendor	76.04	New Cingular Wireless PCS 10.24.2023
2023	2852	10/31/2023	Tr Rec	1		Telephone Tax Vendor	3,366.84	2023 Q3 Quarterly City Utility Taxes
2023	2853	10/31/2023	Tr Rec	1		City of Stevenson	39.59	Gordy Reimbursement Check 10.31.2023
2023	2854	10/31/2023	Util Pay	1		Xpress Billpay	156.98	Xpress Import - CC - 10-31-2023__daily_batch.csv
Receipts Outstanding:							<u>3,753.52</u>	
2023	2835	10/31/2023	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 10/31/2023 To 10/31/2023 - Disability; Pay Cycle(s) 10/31/2023 To 10/31/2023 - Life Insurance
2023	2840	10/31/2023	Payroll	1	EFT	State of WA Dept of Social & Health Serv	738.43	Pay Cycle(s) 10/31/2023 To 10/31/2023 - WA Child Support
2023	2839	10/31/2023	Payroll	1	EFT	HRA VEBA Trust Contributions	600.00	Pay Cycle(s) 10/31/2023 To 10/31/2023 - HRA VEBA
2023	2836	10/31/2023	Payroll	1	EFT	Department of Retirement Systems	14,656.74	Pay Cycle(s) 10/31/2023 To 10/31/2023 - PERS2; Pay Cycle(s) 10/31/2023 To 10/31/2023 - DCP
2022	3319	12/31/2022	Claims	1	16584	Skamania Lawyer PLLC	635.00	December 2022 Statement
2023	2690	10/19/2023	Claims	1	17260	CAT Columbia Area Transit	10,000.00	Dog Mountain Service 4.29.2023-6.19.2023
2023	2692	10/19/2023	Claims	1	17262	Columbia Gorge Racing Association	3,000.00	2023 Gorge Olympic Cup Expenses
2023	2701	10/19/2023	Claims	1	17271	Enviro-Clean Equipment Inc	10,145.30	Equip for Vac Truck 10.13.2023
2023	2742	10/19/2023	Claims	1	17312	US Bank Safekeeping	32.00	September 2023 US Bank Safekeeping Fees
2023	2748	10/19/2023	Claims	1	17318	Verizon Wireless	111.80	September 2023 Cell Phone Charges
2023	2820	10/31/2023	Payroll	1	17323	Michael D Johnson	410.34	PP 10.01.23-10.31.23
2023	2823	10/31/2023	Payroll	1	17324	Kristy A McCaskell	410.34	PP 10.01.23-10.31.23
2023	2841	10/31/2023	Payroll	1	17325	City of Stevenson	39.59	Pay Cycle(s) 10/31/2023 To 10/31/2023 - City Payback
2023	2842	10/31/2023	Payroll	1	17326	WGAP Washington Gorge Action Program	68.38	Pay Cycle(s) 10/31/2023 To 10/31/2023 - Food Bank
							<u>40,958.89</u>	
2023	2855	10/31/2023	Util Pay	10		Xpress Billpay	100.00	Xpress Import - CheckFree - 10-31-2023__daily_batch
Receipts Outstanding:							<u>100.00</u>	
							<u>40,958.89</u>	

# TREASURER'S REPORT

## Outstanding Vouchers

10/01/2023 To: 10/31/2023

As Of: 10/31/2023 Date: 11/09/2023

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
<b>Fund</b>								
						Claims	Payroll	Total
001			General Expense Fund			693.40	10,705.51	11,398.91
100			Street Fund			14.13	1,057.84	1,071.97
103			Tourism Promo & Develop Fund			13,000.00	4.64	13,004.64
400			Water/Sewer Fund			71.27	4,847.66	4,918.93
500			Equipment Service Fund			10,145.30	419.14	10,564.44
						23,924.10	17,034.79	40,958.89

TREASURER'S REPORT

Signature Page

City Of Stevenson

10/01/2023 To: 10/31/2023

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

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



2023 BUDGET POSITION

City Of Stevenson

Time: 15:52:45 Date: 11/09/2023

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001 General Expense Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	1,457,189.47	1,457,189.47	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,541,738.42</b>	<b>1,541,738.42</b>	<b>0.00</b>	<b>100.0%</b>
311 Property Tax	546,401.90	344,136.82	202,265.08	63.0%
313 Sales Tax	328,000.00	393,208.54	(65,208.54)	119.9%
316 Utility Tax	32,000.00	45,821.23	(13,821.23)	143.2%
317 Other Tax	16,000.00	20,353.77	(4,353.77)	127.2%
<b>310 Taxes</b>	<b>922,401.90</b>	<b>803,520.36</b>	<b>118,881.54</b>	<b>87.1%</b>
321 Licenses	2,900.00	7,050.83	(4,150.83)	243.1%
322 Permits	0.00	596.00	(596.00)	0.0%
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>7,646.83</b>	<b>(4,746.83)</b>	<b>263.7%</b>
330 Grants	142,000.00	86,959.03	55,040.97	61.2%
335 State Shared	11,000.00	16,556.52	(5,556.52)	150.5%
336 State Entitlements, Impact Payments & Taxe	18,653.42	21,440.97	(2,787.55)	114.9%
337 Interlocal Loan Repayments	19,800.00	8,117.69	11,682.31	41.0%
<b>330 Intergovernmental Revenues</b>	<b>191,453.42</b>	<b>133,074.21</b>	<b>58,379.21</b>	<b>69.5%</b>
341 Admin, Printing & Probation Fees	280,014.81	5,602.51	274,412.30	2.0%
342 Fire District 2	32,700.00	19,208.60	13,491.40	58.7%
345 Planning	4,500.00	24,612.48	(20,112.48)	546.9%
376 Parks	0.00	18,557.55	(18,557.55)	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>317,214.81</b>	<b>67,981.14</b>	<b>249,233.67</b>	<b>21.4%</b>
350 Fines & Penalties	12,700.00	5,516.97	7,183.03	43.4%
100 General Interest Income	5,500.00	48,110.22	(42,610.22)	874.7%
376 Parks	2,500.00	2,500.00	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>	<b>8,000.00</b>	<b>50,610.22</b>	<b>(42,610.22)</b>	<b>632.6%</b>
<b>Fund Revenues:</b>	<b>2,996,408.55</b>	<b>2,610,088.15</b>	<b>386,320.40</b>	<b>87.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	21,514.62	15,485.38	58.1%
512 Judicial	60,510.00	56,772.21	3,737.79	93.8%
513 Executive	147,076.60	109,108.73	37,967.87	74.2%
514 Financial, Recording & Elections	137,200.54	127,619.64	9,580.90	93.0%
515 Legal Services	16,500.00	14,996.26	1,503.74	90.9%
517 Employee Benefit Programs	10,525.00	16,352.68	(5,827.68)	155.4%
518 Centralized Services	176,723.32	83,434.49	93,288.83	47.2%
521 Law Enforcement	228,846.03	190,973.93	37,872.10	83.5%
202 Fire Department	155,207.50	61,418.53	93,788.97	39.6%
203 Fire District 2	90,750.00	27,145.91	63,604.09	29.9%
<b>522 Fire Control</b>	<b>245,957.50</b>	<b>88,564.44</b>	<b>157,393.06</b>	<b>36.0%</b>
528 Dispatch Services	6,000.00	3,229.71	2,770.29	53.8%
551 Public Housing Services	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>553 Conservation</b>				
553 Conservation	500.00	438.75	61.25	87.8%
550 Building	0.00	265.00	(265.00)	0.0%
560 Planning	389,855.00	254,560.27	135,294.73	65.3%
570 Economic Development	27,685.00	14,642.50	13,042.50	52.9%
<b>558 Planning &amp; Community Devel</b>	<b>417,540.00</b>	<b>269,467.77</b>	<b>148,072.23</b>	<b>64.5%</b>
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	6,667.00	3,333.00	66.7%
566 Substance Abuse	150.00	166.20	(16.20)	110.8%
573 Cultural & Community Activities	500.00	852.43	(352.43)	170.5%
576 Park Facilities	57,700.00	47,317.62	10,382.38	82.0%
580 Non Expenditures	0.00	(1,004.76)	1,004.76	0.0%
597 Interfund Transfers	418,374.16	50,000.00	368,374.16	12.0%
100 Unreserved	930,756.27	0.00	930,756.27	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
<b>999 Ending Balance</b>	<b>1,015,305.40</b>	<b>0.00</b>	<b>1,015,305.40</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,996,408.55</b>	<b>1,086,471.72</b>	<b>1,909,936.83</b>	<b>36.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,523,616.43</b>		

2023 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	335,258.75	0.00	100.0%
360 Interest & Other Earnings	0.00	7,624.30	(7,624.30)	0.0%
<b>Fund Revenues:</b>	<b>335,258.75</b>	<b>342,883.05</b>	<b>(7,624.30)</b>	<b>102.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%
<b>Fund Expenditures:</b>	<b>335,258.75</b>	<b>0.00</b>	<b>335,258.75</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>342,883.05</b>		

2023 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 10			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,650,586.13	1,650,586.13	0.00	100.0%	
360 Interest & Other Earnings	0.00	49,693.11	(49,693.11)	0.0%	
397 Interfund Transfers	128,374.16	0.00	128,374.16	0.0%	
<b>Fund Revenues:</b>	<b>1,778,960.29</b>	<b>1,700,279.24</b>	<b>78,681.05</b>	<b>95.6%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,778,960.29	0.00	1,778,960.29	0.0%	
<b>Fund Expenditures:</b>	<b>1,778,960.29</b>	<b>0.00</b>	<b>1,778,960.29</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,700,279.24</b>			

2023 BUDGET POSITION

City Of Stevenson

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030 ARPA Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	298,313.00	298,313.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>298,313.00</b>	<b>298,313.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	298,313.00	0.00	298,313.00	0.0%
<b>Fund Expenditures:</b>	<b>298,313.00</b>	<b>0.00</b>	<b>298,313.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>298,313.00</b>		

2023 BUDGET POSITION

City Of Stevenson

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100 Street Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	75,740.56	75,740.56	0.00	100.0%
313 Sales Tax	358,000.00	366,366.10	(8,366.10)	102.3%
316 Utility Tax	60,000.00	53,991.81	6,008.19	90.0%
<b>310 Taxes</b>	<b>418,000.00</b>	<b>420,357.91</b>	<b>(2,357.91)</b>	<b>100.6%</b>
320 Licenses & Permits	600.00	1,760.00	(1,160.00)	293.3%
330 Grants	244,330.00	0.00	244,330.00	0.0%
336 State Entitlements, Impact Payments & Taxe	43,849.50	34,232.42	9,617.08	78.1%
<b>330 Intergovernmental Revenues</b>	<b>288,179.50</b>	<b>34,232.42</b>	<b>253,947.08</b>	<b>11.9%</b>
360 Interest & Other Earnings	0.00	1,454.77	(1,454.77)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
397 Interfund Transfers	290,000.00	50,000.00	240,000.00	17.2%
<b>Fund Revenues:</b>	<b>1,072,520.06</b>	<b>583,545.66</b>	<b>488,974.40</b>	<b>54.4%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	516,603.06	235,252.42	281,350.64	45.5%
543 Stormwater	26,300.00	33,400.41	(7,100.41)	127.0%
545 Lights, Signs, Paths, Landscaping	38,000.00	37,815.37	184.63	99.5%
546 Snow Removal	33,340.00	3,366.24	29,973.76	10.1%
<b>542 Streets - Maintenance</b>	<b>614,243.06</b>	<b>309,834.44</b>	<b>304,408.62</b>	<b>50.4%</b>
543 Streets Admin & Overhead	148,202.50	110,114.46	38,088.04	74.3%
544 Road & Street Operations	25,000.00	47,939.96	(22,939.96)	191.8%
566 Substance Abuse	0.00	177.76	(177.76)	0.0%
594 Capital Expenditures	196,049.00	32,808.94	163,240.06	16.7%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	89,025.50	0.00	89,025.50	0.0%
<b>Fund Expenditures:</b>	<b>1,072,520.06</b>	<b>500,875.56</b>	<b>571,644.50</b>	<b>46.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>82,670.10</b>		

## 2023 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,104,606.79	1,104,606.79	0.00	100.0%
310 Taxes	473,000.00	546,364.44	(73,364.44)	115.5%
360 Interest & Other Earnings	0.00	35,641.25	(35,641.25)	0.0%
<b>Fund Revenues:</b>	<b>1,577,606.79</b>	<b>1,686,612.48</b>	<b>(109,005.69)</b>	<b>106.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	432,628.27	208,562.97	224,065.30	48.2%
594 Capital Expenditures	82,000.00	7,338.58	74,661.42	8.9%
597 Interfund Transfers	200,000.00	0.00	200,000.00	0.0%
999 Ending Balance	862,978.52	0.00	862,978.52	0.0%
<b>Fund Expenditures:</b>	<b>1,577,606.79</b>	<b>215,901.55</b>	<b>1,361,705.24</b>	<b>13.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,470,710.93</b>		

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105 Affordable Housing Fund		Months: 01 To: 10			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	12,435.11	12,435.11	0.00	100.0%	
310 Taxes	5,000.00	3,513.09	1,486.91	70.3%	
360 Interest & Other Earnings	0.00	78.91	(78.91)	0.0%	
<b>Fund Revenues:</b>	<b>17,435.11</b>	<b>16,027.11</b>	<b>1,408.00</b>	<b>91.9%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	17,435.11	0.00	17,435.11	0.0%	
<b>Fund Expenditures:</b>	<b>17,435.11</b>	<b>0.00</b>	<b>17,435.11</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>16,027.11</b>			



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107 HEALing SCARS Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,190.57	10,190.57	0.00	100.0%
360 Interest & Other Earnings	0.00	55.82	(55.82)	0.0%
<b>Fund Revenues:</b>	<b>10,190.57</b>	<b>10,246.39</b>	<b>(55.82)</b>	<b>100.5%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,190.57	0.00	10,190.57	0.0%
<b>Fund Expenditures:</b>	<b>10,190.57</b>	<b>0.00</b>	<b>10,190.57</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>10,246.39</b>		

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300 Capital Improvement Fund		Months: 01 To: 10			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	210,190.20	210,190.20	0.00	100.0%	
310 Taxes	20,000.00	28,549.28	(8,549.28)	142.7%	
360 Interest & Other Earnings	0.00	7,603.86	(7,603.86)	0.0%	
<b>Fund Revenues:</b>	<b>230,190.20</b>	<b>246,343.34</b>	<b>(16,153.14)</b>	<b>107.0%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
999 Ending Balance	205,190.20	0.00	205,190.20	0.0%	
<b>Fund Expenditures:</b>	<b>230,190.20</b>	<b>0.00</b>	<b>230,190.20</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>246,343.34</b>			

2023 BUDGET POSITION

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311 First Street Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
<b>Fund Revenues:</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	25,000.00	0.00	25,000.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

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312 Columbia Ave		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(63,287.48)	(63,287.48)	0.00	100.0%
330 Intergovernmental Revenues	145,617.25	125,994.35	19,622.90	86.5%
<b>Fund Revenues:</b>	<b>82,329.77</b>	<b>62,706.87</b>	<b>19,622.90</b>	<b>76.2%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	82,329.77	78,790.62	3,539.15	95.7%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>82,329.77</b>	<b>78,790.62</b>	<b>3,539.15</b>	<b>95.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(16,083.75)</b>		

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313 Park Plaza Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	100,000.00	0.00	100,000.00	0.0%
397 Interfund Transfers	200,000.00	0.00	200,000.00	0.0%
<b>Fund Revenues:</b>	<b>300,000.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
576 Park Facilities	0.00	0.00	0.00	0.0%
594 Capital Expenditures	100,000.00	9,715.04	90,284.96	9.7%
999 Ending Balance	200,000.00	0.00	200,000.00	0.0%
<b>Fund Expenditures:</b>	<b>300,000.00</b>	<b>9,715.04</b>	<b>290,284.96</b>	<b>3.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(9,715.04)</b>		

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400 Water/Sewer Fund		Months: 01 To: 10			
Revenues	Amt Budgeted	Revenues	Remaining		
400 Water/Sewer	1,151,234.64	1,151,234.64	0.00	100.0%	
401 Water	631,301.09	631,301.09	0.00	100.0%	
402 Sewer	175,778.18	175,778.18	0.00	100.0%	
<b>308 Beginning Balances</b>	<b>1,958,313.91</b>	<b>1,958,313.91</b>	<b>0.00</b>	<b>100.0%</b>	
343 Water	761,675.00	731,229.26	30,445.74	96.0%	
344 Sewer	1,322,308.13	1,170,317.69	151,990.44	88.5%	
<b>340 Charges For Goods &amp; Services</b>	<b>2,083,983.13</b>	<b>1,901,546.95</b>	<b>182,436.18</b>	<b>91.2%</b>	
343 Water	46,674.00	126,460.25	(79,786.25)	270.9%	
344 Sewer	56,532.00	57,858.00	(1,326.00)	102.3%	
400 Water/Sewer	4,000.00	41,149.49	(37,149.49)	1028.7%	
<b>360 Interest &amp; Other Earnings</b>	<b>107,206.00</b>	<b>225,467.74</b>	<b>(118,261.74)</b>	<b>210.3%</b>	
380 Non Revenues	0.00	0.00	0.00	0.0%	
<b>Fund Revenues:</b>	<b>4,149,503.04</b>	<b>4,085,328.60</b>	<b>64,174.44</b>	<b>98.5%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	948,956.89	674,450.84	274,506.05	71.1%	
535 Sewer	1,202,072.58	777,202.19	424,870.39	64.7%	
534 Water	60,854.54	59,932.15	922.39	98.5%	
535 Sewer	82,249.20	41,124.60	41,124.60	50.0%	
<b>591 Debt Service</b>	<b>143,103.74</b>	<b>101,056.75</b>	<b>42,046.99</b>	<b>70.6%</b>	
534 Water	272,160.00	168,026.25	104,133.75	61.7%	
535 Sewer	100,000.00	161,255.35	(61,255.35)	161.3%	
<b>594 Capital Expenditures</b>	<b>372,160.00</b>	<b>329,281.60</b>	<b>42,878.40</b>	<b>88.5%</b>	
597 Interfund Transfers	441,329.00	0.00	441,329.00	0.0%	
400 Water/Sewer	393,595.56	0.00	393,595.56	0.0%	
401 Water	415,975.09	0.00	415,975.09	0.0%	
402 Sewer	232,310.18	0.00	232,310.18	0.0%	
<b>999 Ending Balance</b>	<b>1,041,880.83</b>	<b>0.00</b>	<b>1,041,880.83</b>	<b>0.0%</b>	
<b>Fund Expenditures:</b>	<b>4,149,503.04</b>	<b>1,881,991.38</b>	<b>2,267,511.66</b>	<b>45.4%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>2,203,337.22</b>			

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	65,337.00	65,337.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
<b>Fund Revenues:</b>	<b>87,116.00</b>	<b>65,337.00</b>	<b>21,779.00</b>	<b>75.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	87,116.00	0.00	87,116.00	0.0%
<b>Fund Expenditures:</b>	<b>87,116.00</b>	<b>0.00</b>	<b>87,116.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>65,337.00</b>		

2023 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
<b>Fund Expenditures:</b>	<b>61,191.00</b>	<b>0.00</b>	<b>61,191.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>61,191.00</b>		



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410 Wastewater System Upgrades Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,179,179.71)	(1,179,179.71)	0.00	100.0%
330 Intergovernmental Revenues	5,028,740.07	294,199.50	4,734,540.57	5.9%
390 Other Financing Sources	9,637,369.64	5,585,447.57	4,051,922.07	58.0%
397 Interfund Transfers	400,000.00	0.00	400,000.00	0.0%
<b>Fund Revenues:</b>	<b>13,886,930.00</b>	<b>4,700,467.36</b>	<b>9,186,462.64</b>	<b>33.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	1,382.69	(1,382.69)	0.0%
594 Capital Expenditures	13,886,930.00	6,368,489.42	7,518,440.58	45.9%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>13,886,930.00</b>	<b>6,369,872.11</b>	<b>7,517,057.89</b>	<b>45.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(1,669,404.75)</b>		

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420 Cascade Avenue Mitigation Fund			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
397 Interfund Transfers	19,550.00	0.00	19,550.00	0.0%
<b>Fund Revenues:</b>	<b>19,550.00</b>	<b>0.00</b>	<b>19,550.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	19,550.00	0.00	19,550.00	0.0%
<b>Fund Expenditures:</b>	<b>19,550.00</b>	<b>0.00</b>	<b>19,550.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

2023 BUDGET POSITION

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500 Equipment Service Fund			Months: 01 To: 10	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	157,311.97	157,311.97	0.00	100.0%
340 Charges For Goods & Services	175,000.00	173,717.05	1,282.95	99.3%
360 Interest & Other Earnings	0.00	2,870.58	(2,870.58)	0.0%
390 Other Financing Sources	0.00	5,370.00	(5,370.00)	0.0%
<b>Fund Revenues:</b>	<b>332,311.97</b>	<b>339,269.60</b>	<b>(6,957.63)</b>	<b>102.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	156,544.23	149,782.74	6,761.49	95.7%
594 Capital Expenditures	100,000.00	100,290.83	(290.83)	100.3%
999 Ending Balance	75,767.74	0.00	75,767.74	0.0%
<b>Fund Expenditures:</b>	<b>332,311.97</b>	<b>250,073.57</b>	<b>82,238.40</b>	<b>75.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>89,196.03</b>		

2023 BUDGET POSITION

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630 Stevenson Municipal Court Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	3,584.07	(3,584.07)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>3,584.07</b>	<b>(3,584.07)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	3,584.07	(3,584.07)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>3,584.07</b>	<b>(3,584.07)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2023 BUDGET POSITION TOTALS

City Of Stevenson

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,996,408.55	2,610,088.15	87.1%	2,996,408.55	1,086,471.72	36%
010 General Reserve Fund	335,258.75	342,883.05	102.3%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,778,960.29	1,700,279.24	95.6%	1,778,960.29	0.00	0%
030 ARPA	298,313.00	298,313.00	100.0%	298,313.00	0.00	0%
100 Street Fund	1,072,520.06	583,545.66	54.4%	1,072,520.06	500,875.56	47%
103 Tourism Promo & Develop Fund	1,577,606.79	1,686,612.48	106.9%	1,577,606.79	215,901.55	14%
105 Affordable Housing Fund	17,435.11	16,027.11	91.9%	17,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,246.39	100.5%	10,190.57	0.00	0%
300 Capital Improvement Fund	230,190.20	246,343.34	107.0%	230,190.20	0.00	0%
311 First Street	25,000.00	0.00	0.0%	25,000.00	0.00	0%
312 Columbia Ave	82,329.77	62,706.87	76.2%	82,329.77	78,790.62	96%
313 Park Plaza Fund	300,000.00	0.00	0.0%	300,000.00	9,715.04	3%
400 Water/Sewer Fund	4,149,503.04	4,085,328.60	98.5%	4,149,503.04	1,881,991.38	45%
406 Wastewater Short Lived Asset Res.	87,116.00	65,337.00	75.0%	87,116.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	13,886,930.00	4,700,467.36	33.8%	13,886,930.00	6,369,872.11	46%
420 Cascade Avenue Mitigation Fund	19,550.00	0.00	0.0%	19,550.00	0.00	0%
500 Equipment Service Fund	332,311.97	339,269.60	102.1%	332,311.97	250,073.57	75%
630 Stevenson Municipal Court	0.00	3,584.07	0.0%	0.00	3,584.07	0%
	<u>27,260,815.10</u>	<u>16,812,222.92</u>	<u>61.7%</u>	<u>27,260,815.10</u>	<u>10,397,275.62</u>	<u>38.1%</u>



# Risk MAP Project Quarterly Report for Skamania County, WA

1 message

RSCX <RXProjectUpdates@starr-team.com>

Tue, Oct 24, 2023 at 10:26 AM

To: Leana Kinley - City Administrator - City of Stevenson <leana@ci.stevenson.wa.us>

Greetings,

My name is Jonathan Johnson, and I am part of the Skamania County Risk Mapping, Assessment, and Planning (Risk MAP) Project Team, working with the Strategic Alliance for Risk Reduction (STARR II), a contractor for the Federal Emergency Management Agency (FEMA). This email is being sent to you as a status update for work completed on this project as of October 24, 2023. Detailed status updates like this are sent quarterly and include the overall project status, changes to the scope or schedule of the project, and a detailed overview of the individual technical tasks associated with the project. *To ensure these status updates are sent directly to your inbox, please add the email domain "@starr-team.com" to your approved senders list.*

### Project History

The State of Washington identified Skamania County as a priority for FEMA's Risk MAP program. The State determines its priorities based on population at risk to hazards, recent events, and community interest. FEMA, State, and Local stakeholders participated in a Risk MAP Discovery Meeting and a Scoping Meeting, where community concerns were identified. These concerns were captured in the Risk MAP Discovery Report and delivered to the communities in the watershed. After the Discovery and Scoping Meetings, community concerns were researched and analyzed, in order to develop a scope of work that includes multi-hazard risk assessment products and updates to the communities' regulatory flood maps based on community-identified resilience needs.

### Project Milestones and Deliverables

Meeting/Deliverable	Point of Contact	Actual/Projected Date
Risk MAP Discovery Meeting	Ted Perkins	July 20, 2015
Scoping Meeting	Ted Perkins	August 30, 2017
Flood Study Kick-Off Meeting	Jonathan Johnson	March 5, 2019
Draft Map Release	Jonathan Johnson	May 20, 2020
Flood Risk Review (FRR) Meeting	Jonathan Johnson	July 1, 2020
Preliminary DFIRM/FIS Release	Jonathan Johnson	April 30, 2021
Community Coordination (CCO) Meeting	Ted Perkins	June 17, 2021
Online StoryMap	Kara Jacobacci/ Jerry Franklin	October 18, 2021
Revised Preliminary DFIRM/FIS Release	Jonathan Johnson	October 26, 2021
Skamania County Board of Commissioners Meeting	Ted Perkins	January 25, 2022
Appeal Period Starts	Jonathan Johnson	April 20, 2022
Appeal Period Ends	Jonathan Johnson	July 18, 2022
Revised Preliminary DFIRM/FIS Release	Jonathan Johnson	May 31, 2023
Letter of Final Determination	Jonathan Johnson	November 22, 2023*
Maps and FIS become Effective	Ted Perkins	May 22, 2024*

\*All projected dates are subject to revision as the project progresses.

### Recent Activity

The final mapping products and materials are currently in the final QA/QC process.

### Next Steps

FEMA will issue a Letter of Final Determination (LFD), which is tentatively scheduled for November 22, 2023. An LFD is a letter FEMA sends to the Chief Executive Officer of a community initiating the six-month compliance period, stating that a new or updated Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) will become effective in six months. This compliance period allows time for a participating community to update its local floodplain management ordinance as necessary in order to remain participants in good standing in the National Flood Insurance Program (NFIP).

### Ordinance Updates are Required

Each time FEMA provides a community with new or revised flood hazard data, the community must adopt the new or revised FIS and associated FIRMs (by title and effective date) and assure the community's regulations are compliant with the NFIP and applicable state regulations. In some cases, communities may have to adopt additional floodplain management requirements if a new type of flood hazard data is provided, such as a new flood zone (e.g., going from a Zone A without Base Flood Elevations (BFEs) to a Zone AE with BFEs or adding a Zone VE – the coastal high hazard area), or with the addition of a regulatory floodway designation.

A community must adopt the new FIS report and FIRM and assure their floodplain regulations are compliant and effective with the NFIP and applicable state regulations before the effective date of the FIS report and FIRM, which is identified in the LFD. A community which fails to do so will be suspended from the NFIP. Communities are encouraged to update and adopt the appropriate floodplain management regulations as soon as possible to avoid suspension; and may begin their ordinance update and adoption process before the LFD is issued. The adopted regulations with authorized signatures must be submitted to FEMA or the State and be approved by FEMA before the FIRM/FIS effective date. Communities are encouraged to submit draft regulations for review to the State NFIP Coordinator and/or FEMA for review prior to community adoption to assure compliance. To assist you with ordinance updates, model floodplain development regulatory language has been developed by the Washington Department of Ecology: [Planning & regulation - Washington State Department of Ecology](#).

Note that if a community currently has ordinances that are compliant with the NFIP and associated state regulations and has an auto-adopt clause for new and updated FISs and FIRMs, the revisions from this mapping update will be adopted automatically. In this case, completing ordinance updates may no longer be required to remain compliant. Please confirm with the state and FEMA points of contact listed below.

Contact your State Floodplain Management Specialist Matt Gerlach at [matt.gerlach@ecy.wa.gov](mailto:matt.gerlach@ecy.wa.gov) and your FEMA Regional NFIP Specialist Suzie Sarpong at [suzanne.sarpong@fema.dhs.gov](mailto:suzanne.sarpong@fema.dhs.gov) for assistance on the specific requirements your community will need to adopt.

For additional information on this project, please refer to the following links:

- **FEMA GeoPlatform:**
  - **Flood Study Lifecycle:** The **Flood Study Lifecycle** displaying the project history through preliminary mapping is available here: [Skamania County, Washington - Flood Study Lifecycle - Overview \(arcgis.com\)](#)
  - **Preliminary Viewer:** A **Preliminary Viewer** displaying preliminary mapping is available here: [Skamania County, Washington - Preliminary Flood Hazard Areas Viewer \(as of 2023.05.31\) \(arcgis.com\)](#)
- **Project Deliverables (Risk MAP contacts and project area scope map)\*\*:**  
<https://www.starr-team.com/starr/RegionalWorkspaces/RegionX/skamaniacounty/SitePages/Home.aspx>

*\*\*NOTE: If you have trouble downloading or are prompted for credentials when clicking the file name on the website, cancel the prompt and instead right-click the file name and choose "Save As" or "Save Target As".*

### General Information

If you have questions about this Risk MAP project, please contact the State Risk MAP Coordinator, Jerry Franklin, [jerry.franklin@ecy.wa.gov](mailto:jerry.franklin@ecy.wa.gov), (360) 407-7470.

The STARR II Region 10 Help Desk is another resource available to answer project-related questions. STARR II staff will route and research your question and respond within three business days. Submit your questions via email, the address is [RegionXHelpDesk@starr-team.com](mailto:RegionXHelpDesk@starr-team.com).

If you want to keep up with what's happening around Region 10, get project status updates, or learn about upcoming events and training opportunities, subscribe to the Region 10 monthly newsletter. For more information or to subscribe, email [rxnewsletter@starr-team.com](mailto:rxnewsletter@starr-team.com).

Current and past issues of the newsletter, project status updates, announcements, upcoming events, and training opportunities are also available online at the STARR II website, [www.starr-team.com](http://www.starr-team.com).

I hope you found this status update email helpful. If you would like to be removed from the distribution list, or if you feel there is someone that should be added to the list, please reply to this email. If you have any questions, or if there is information that you would like to see in future updates, please feel free to contact me by phone or email. My contact information is below.

Sincerely,

**Jonathan Johnson, PMP, CFM**

Project Manager

### **STARR II – Strategic Alliance for Risk Reduction**

Direct +1 (720) 475 7132

Email: [jonathan.johnson@atkinsrealis.com](mailto:jonathan.johnson@atkinsrealis.com)

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**This message was sent by RSCX to the following:**

Brian Sabo - Mayor - City of North Bonneville  
Dave Nail - Building Inspector - City of Stevenson  
Leana Kinley - City Administrator - City of Stevenson  
Scott Anderson - Mayor - City of Stevenson  
Rynn Lamb - Risk Analyst GIS - FEMA Region X RAB  
CERC Region 10 - Resilience Action Partners  
John Carlson - Emergency Management Coordinator - Skamania County  
Rick Hollatz - GIS Coordinator - Skamania County  
Region X Service Center - STARR II  
Ray Cakir - Geologist - Washington Department of Natural Resources  
Scott Ladd - Hydrologist, Water Resources Program - Yakama Nation  
Adrienne Grimm - Hydrologist - Yakama Nation Fisheries  
Jeanette Burkhardt - Watershed Planner - Yakama Nation Fisheries  
Tim Cook - State Hazard Mitigation Officer - Washington Emergency Management Division  
Greyson Rudd - GIS - Skamania County  
Michelle McConnell - Shoreline Planner - Washington Department of Ecology  
Miranda Adams - Shoreline Permit Reviewer - Washington Department of Ecology  
Trevor Contreras - Landslide Hazards Geologist - Washington Department of Natural Resources  
Ted Perkins - Regional Engineer - FEMA Region X RAB  
Marshall Rivers - Risk Analyst - FEMA Region X RAB  
Richard Mahar - Commissioner, District 1 - Skamania County  
Tom Lannen - Commissioner, District 2 & Board Chair - Skamania County  
Dale Meck - Regional Engineer - FEMA Region X RAB  
Peter Chaput - Section Chief, River and Hydrologic Engineering Section - USACE, Portland District  
Kara Jacobacci - Risk Analyst - FEMA Region X RAB  
Jerry Franklin - Washington State Risk MAP Coordinator - Washington Department of Ecology  
Matt Gerlach - Floodplain Management Planner, SW Washington - Washington Department of Ecology  
Rick Mraz - Wetland Policy Lead - Washington Department of Ecology  
Tricia Sears - Geologic Planning Liaison, Washington Geological Survey - Washington Department of Natural Resources  
Bobbak Talebi - SEA Coastal Program Planner - Washington Department of Ecology  
Carolyn Sourek - Public Works Director - City of Stevenson  
Corina Allen - Chief Hazards Geologist - Washington Department of Natural Resources  
Sandra Floyd - Floodplain Management Planner, Central Washington - Washington Department of Ecology  
Wendy Shaw - Risk Analysis Branch Chief - FEMA Region X RAB  
Tribal Affairs - FEMA Region X  
Kate Mickelson - Landslide Hazards Program Manager - Washington Department of Natural Resources  
Amelia Petersen - Floodplain Planner - Washington Department of Ecology  
Paul Sclafani - Floodplain Management Program Manager - USACE, Portland District  
Carmen Burducea - Region 10 Task Order Manager - STARR II  
Erin Cooper - Supervisory Community Planner - FEMA Region X RAB



FEMA Region X FMI

Christina Hasting - Risk and Financial Advisory - Deloitte

Sadi' Pettenger - County Engineer - Skamania County

David Waymire - Public Works Director - Skamania County

Danyal Shahroz - Region 10 RPML - Deloitte

Asa Leckie - Commissioner, District 3 - Skamania County

Joseph Green - Community Planner - FEMA Region X RAB

Michelle Blankas - Community Planner - FEMA Region X RAB

Amanda Richardson - Washington State NFIP Coordinator - Washington Department of Ecology

Ashlie Chandler - External Affairs Branch Chief - FEMA Region X

Ferrin Affleck - Deputy Region 10 Director - STARR II

Ben Shumaker - Community Development Director - City of Stevenson

Arnold Bell - Building Official/Fire Marshal - Skamania County

Anil Nampally - Project Engineer - STARR II

Jonathan Johnson - Project Manager - STARR II

Richard Hall - Planning Advisor - City of North Bonneville

Suzie Sarpong - Floodplain Management Specialist - FEMA Region X FMI

Contracts and/or Change Orders awarded above \$10,000  
from September 20th thru November 9th

Date	Contractor	Amount	Total Contract	Description of service
11/2/2023	WSP USA, Inc.	35,263.00	220,569.00	Amendment # 2 to the First Street contract to finalize design annd project plans, specifications and engineer's estimate of cost.
10/9/2023	Moore Creek Builders	26,412.46	26,412.46	2023 Sidewalk Panel Replacement

**DRAFT Minutes**  
**Stevenson Planning Commission Meeting**  
**Monday, October 9, 2023**  
**6:00 PM**

**Planning Commission Chair Breckel** called the meeting to order at 6:07 p.m. A quorum was present.

**MEMBERS PRESENT**

PC Chair Jeff Breckel; Commissioner Anne Keesee, Commissioner Davy Ray.

**STAFF PRESENT**

Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Anderson

**GUESTS PRESENT**

Asa Leckie, County Commissioner; Dean Maldonado; Brad Kilby, Bruce Hahnreiter

**PUBLIC PRESENT**

Lonnie Gates, Kristi ? (noted online audio problems), Mary Repar

**A. Preliminary Matters**

**a. Public Comment Expectations**

Shumaker explained use of tools for remote participants: \*6 to mute/unmute & \*9 to raise hand. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

**b. Public Comment Period**

(For items not located elsewhere on the agenda)

Lonnie Gates spoke in favor of the development near Rock Creek Assisted Living.

**c. September 11th, 2023 Minutes**

The Planning Commission meeting minutes from September 11<sup>th</sup>, 2023 were approved unanimously following a motion by Commissioner Keesee, seconded by Commissioner Ray.

**B. New Business**

**Substantial development request**

**Shoreline Permit Request:**

**(SHOR2023-01 Rock Cove Hospitality)**

The Planning Commission was asked to review a proposal by FDM Development for a water-enjoyment commercial use on the shorelands of Rock Cove.

**a. Appearance of Fairness Disclosures**

**Shumaker** explained and administered the Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair, impartial and unbiased in both appearance and fact. Any conflicts of interest must be disclosed to ensure fairness and impartiality. Disclosures include any financial interest in the final outcome, any outside (ex-parte) communications made with any party of interest or anything else that could be construed as a conflict or affects any decision making. Decision makers can be challenged by applicants regarding any perceived conflicts of interest.

None of the Planning Commissioners disclosed any ex-parte communications concerning the application, and none reported any financial conflicts or other matters that would impede a fair and impartial decision. Planning Commission Chair Breckel disclosed he had participated in a previous proposal regarding the development. There were no challenges by the applicant or the public.

#### **b. Presentation by Staff**

**Shumaker** explained this was the first shoreline substantial development under the new Shoreline Management Plan. There are more upfront requirements on applicants to get narratives and justifications in place. He described the layout of the development, and noted several items under discussion, including addressing the discovery of any cultural resources and public access.

Comments from the Department of Ecology and Department of Fish & Wildlife regarding project analyses and justifications on mitigation responses were received. Staff expects applicant testimony to address these comments and is ready to draft findings and conditions if necessary to assist the Planning Commission with their discussion. **Shumaker** noted the project fits in with the Shoreline Management Program in place under the water enjoyment commercial use definition.

#### **c. Presentation by Applicant**

Information was provided regarding a number of changes to the 2021 proposal. Historical use of the property as a veneer mill was noted. Past usage of rip-rap along the shore, flood plain siting and a habitat conservation area were discussed. It was stated mitigation efforts would be performed off site using direction or input from the Planning Commission.

Design goals now include increasing public access to Rock Cove, protecting the existing fish and wildlife conservation areas located around the shoreline, and providing an event space to be utilized by local and regional tourists. Public access points were highlighted and discussed at length.

One potential connection to a pathway crossed a ravine claimed to be excessively steep and inaccessible, so one revision is to connect to an existing path alongside the road. The easement would remain. In response to Department of Fish & Wildlife concerns about the habitat conservation site the cabin units might be shifted, with one unit possibly removed from the plan.

Regarding inadvertent discovery of any cultural resources or remains it was pointed out the prior use of the site by the mill left construction debris 6-8' deep in places, and gravel fill was located throughout the site. If anything is discovered construction would immediately stop.

**d. Public Hearing: opened at 7:02 p.m.**

**1. Comments in Favor**

It was noted one comment in favor had been received earlier in the meeting.

**2. Comments in Opposition**

Mary Repar commented the amount of information received was hard to process in a short time. She spoke about mitigation projects, location of a plaque, parking during events, cultural resource monitoring and preventing construction run-off into Rock Creek.

**3. Comments Neither in Favor nor Opposition**

**Commissioner Keese** shared there were a number of questions still to be answered.

**4. Close Public Hearing-It was agreed to continue the hearing to the November 13<sup>th</sup>, 2023 Planning Commission meeting.**

**e. Commission Deliberation**

**PC Chair Breckel** commented he would like more time to read through the proposal. He spoke on the revised public access designs and encouraged protection of the habitat conservation areas. Offsite mitigation would need to be discussed further. Commissioners agreed full time cultural resources monitoring was unnecessary as the site was so degraded. **Shumaker** noted the draft condition requires the applicant to develop and submit a cultural monitoring plan. Questions regarding plat changes will be addressed by the City Council. **Shumaker** advised Commissioners that since the public hearing was being continued the Appearance of Fairness was still in effect and to direct any questions or comments about the project to staff.

**f. Decision**

**It was agreed to continue the hearing to the November 13<sup>th</sup>, 2023 Planning Commission meeting.**

## Old Business

### 1. Subcommittee Reports

#### **Downtown Parking**

The numbers are being processed. **Shumaker** shared several graphs. He provided information on comparisons between the usage studies. He advised 85% of spaces being utilized is a good indication that parking needs are in balance with supply. The current usage according to the study is less than 60%. Options to help reduce summertime peak parking issues and possible regulatory changes were discussed.

#### **Annexation Policy**

The Committee is working towards developing a policy that provides information on what to expect for property owners interested in annexing. **PC Chair Breckel** observed the recent sewer workshop highlighted a need to create a process that does not conflict with the City's extensions of services. He noted identifying areas of urban density to make it more cost effective to extend services is being explored. He stated it is important as well to communicate with Skamania County regarding coordination on annexation.

## Discussion

### 6. Staff & Commission Reports

**Shumaker** presented brief updates on the following items:

The Shoreline Public Access Plan was recently approved by the City Council. He will be updating sections of the Shoreline Management Plan to present to the Planning Commission.

Septic and sewers were discussed at a City Council Workshop in September. The City has formed a subcommittee to discuss the issue in relation to rates.

Parks planning is underway. The City is leading a coalition on behalf of the county, port, school district and pool. Having a Parks Plan will make projects eligible for state grants within the Stevenson urban area.

Transition to having applicants submit information online for building permits is taking place. Concurrent reviews between departments will reduce decision times.

### 7. Thought of the Month

Community Submission - Walla Walla Design Standards

<https://www.codepublishing.com/WA/WallaWalla/html>

### 8. Adjournment

**PC Chair Breckel** declared the meeting adjourned at 7:57 p.m.

Minutes recorded by **Johanna Roe**.

**Washington Gorge Action Programs**  
**Skamania County Housing Programs**  
 Nov-2023  
 Submitted by Curt Gray

**Rental Assistance**

**Outputs**

	Oct
Number of households served	13
Number of individuals within those households	28
Total Number of bed nights provided	868

**Housing and Essential Needs**

**Outputs**

	Oct
Number of individuals served with Housing/Utilities	2
Number of individuals served with Essential Needs	8
Total Number of bed nights provided	62

**Permanent Support Housing**

	Oct
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	1
Number of individuals completed Life Skills meeting	1
Number of individuals denied services	0

**Outputs PSH**

	Oct
Number of households served	3
Number of individuals within those households	3

**Shelter**

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

**Outputs**

	Oct
Number of households served	4
Number of individuals within those households	10
Total Number of bed nights provided	296

**Total Outcomes for all Programs**

	Oct
Number of individuals obtained employment	0
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	2
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	24
Number of individuals completed Life Skills meeting	14
Number of individuals denied services	3

**Success Stories**

October 2023:

1. No COVID outbreaks in our shelters
2. Two (2) shelter residents have maintained employment
3. One (1) PSH client has maintained employment for more than 90 days





# CHECK REGISTER

City Of Stevenson

Time: 19:09:01 Date: 11/14/2023

10/20/2023 To: 11/16/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2968	11/16/2023	Claims	1	17351	Department of Ecology-Cashiering Unit	25,329.60	EL 190303/#4 WQC-2019-StevPW-00044; Wastewater Operator Cerification Renewal for 2024 G Rosander; Wastewater Operator Cerification Renewal for 2024 J Dexter; Wastewater Operator Cerification Renewal for;
2969	11/16/2023	Claims	1	17352	Financial Consulting Solutions Group Inc	3,082.50	3671 Stevenson-Water & Sewer Rate & SDC Study (2022)
2970	11/16/2023	Claims	1	17353	Flo Analytics	2,787.50	Professional Services throught 10.31.2023
2971	11/16/2023	Claims	1	17354	Gator Creek Gardens	92.63	Street Trees
2972	11/16/2023	Claims	1	17355	Grayling Engineers	1,866.00	Rock Creek Intake Investigation
2973	11/16/2023	Claims	1	17356	Gregory Scott Cheney	400.00	October 2023 Court Appointed Attorney
2974	11/16/2023	Claims	1	17357	H2Oregon	32.89	October 2023 Water Cooler Rent; October 2023 WW Drinking Water
2975	11/16/2023	Claims	1	17358	Integrity Safety Services Inc	46.00	Respiratory Medical Clearance J Barstow, P Collins
2976	11/16/2023	Claims	1	17359	Jammie's Environmental Inc	4,846.50	Sewer WWTP Sludge transport September 2023
2977	11/16/2023	Claims	1	17360	Jerry D Davies	5,000.00	2023 Gorge Outrigger Races
2978	11/16/2023	Claims	1	17361	Jose Reynoso	460.00	Tacobar for WW Clarifiers Meeting 11.6.2023
2979	11/16/2023	Claims	1	17362	Kilmer, Voorhees & Laurick P.C.	2,325.00	October 2023 Services
2980	11/16/2023	Claims	1	17363	Kimball Midwest	277.07	Equipment Servies-Safety
2981	11/16/2023	Claims	1	17364	Main Street - Singh	2,870.49	October 2023 Statement
2982	11/16/2023	Claims	1	17365	Maul Foster Alongi	657.50	Columbia Realignment (Commerce)
2983	11/16/2023	Claims	1	17366	NAPA Auto Parts	672.77	Statement 10.25.2023
2984	11/16/2023	Claims	1	17367	Office of State Treasurer-Cash Mgmt Di	549.82	November 2023 Remittance
2985	11/16/2023	Claims	1	17368	One Call Concepts Inc	18.19	Statement 10.31.2023
2986	11/16/2023	Claims	1	17369	PUD No 1 of Skamania County	6,363.19	Statement 10.19.2023; Statement 10.18.2023; Statement 10.26.2023; Statement 10.26.2023; Statement 10.26.2023
2987	11/16/2023	Claims	1	17370	Pacific Power Group LLC	4,448.00	Base Res Booster Pump Generator; WTP Portable Generator; Generator WWTP; Kanaka PS Generator
2988	11/16/2023	Claims	1	17371	Petty Cash	256.44	Replenish Petty Cash 11.2023
2989	11/16/2023	Claims	1	17372	RADCOMP Technologies	3,259.41	October 2023 Statement
2990	11/16/2023	Claims	1	17373	Ricoh USA Inc	110.44	October 2023 Statement
2991	11/16/2023	Claims	1	17374	Sea Reach Ltd	23,720.00	Stevenson Wayfinding Sea-4841
2992	11/16/2023	Claims	1	17375	Skamania County Chamber of Commerce	17,637.88	October 2023 Chamber Expenses
2993	11/16/2023	Claims	1	17376	Skamania County Community Health	230.00	Equipment Services Safety
2994	11/16/2023	Claims	1	17377	Skamania County Probation	99.73	October 2023 Probation Costs
2995	11/16/2023	Claims	1	17378	Skamania County Prosecutor	1,500.00	November 2023 Remittance
2996	11/16/2023	Claims	1	17379	Skamania County Sheriff	2,100.00	October 2023 Jail Services
2997	11/16/2023	Claims	1	17380	Skamania County Solid Waste Department	66.05	October 2023 Solid Waste Statement
2998	11/16/2023	Claims	1	17381	Skamania County Treasurer	19,902.02	November 2023 Remittance; November 2023 Remittance

# CHECK REGISTER

City Of Stevenson

Time: 19:09:01 Date: 11/14/2023

10/20/2023 To: 11/16/2023

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2999	11/16/2023	Claims	1	17382	Skamania Lawyer PLLC	635.00	Replacement A/P after first check was lost for AP Yr 2022 Tran 3319 for the December 2022 State
3000	11/16/2023	Claims	1	17383	State Auditor's Office	1,460.34	Accountability. Federal. Financial Audit 10.23.2023
3001	11/16/2023	Claims	1	17384	Stellar J Corporation	463,396.17	Wastewater Treatment Plant 2022WWTP 11.13.2023
3002	11/16/2023	Claims	1	17385	Tanninen Repair Services	3,928.77	Repair 2019 Ford F350; Repairs 1999 International 4900
3003	11/16/2023	Claims	1	17386	Timothy Charles Shell	777.00	Contract Administration; On-Call Engineering and Development Review
3004	11/16/2023	Claims	1	17387	US Bank Safekeeping	32.00	October 2023 US Bank Safekeeping Fees
3005	11/16/2023	Claims	1	17388	US Bank Voyager Fleet Systems	520.17	October 2023 Statement
3006	11/16/2023	Claims	1	17389	US Bank	3,174.91	October 2023 Statement; October 2023 Statement; October 2023 Statement
3007	11/16/2023	Claims	1	17390	USA Bluebook	508.98	Kanaka Creek Pump Station
3008	11/16/2023	Claims	1	17391	Verizon Wireless	111.89	October 2023 Cell Phone Charges
3009	11/16/2023	Claims	1	17392	Wallis Engineering PLLC	74,611.86	Wastewater Collection System (EDA/USDA); Construction Phase Sevices WWTP
3010	11/16/2023	Claims	1	17393	Wave Division Holdings LLC	555.81	Statement 10.19.2023; November 2023 Internet City Hall; Statement 11.1.2023; Statement 11.1.2023

001 General Expense Fund	44,090.51
100 Street Fund	11,811.41
103 Tourism Promo & Develop Fund	46,654.98
312 Columbia Ave	657.50
313 Park Plaza Fund	1,950.78
400 Water/Sewer Fund	79,758.31
410 Wastewater System Upgrades	643,076.22
500 Equipment Service Fund	5,750.42
630 Stevenson Municipal Court	562.15
	Claims: 834,312.28
	834,312.28

**CHECK REGISTER**

City Of Stevenson

Time: 19:09:01 Date: 11/14/2023

10/20/2023 To: 11/16/2023

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Claims Vouchers Reviewed By:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Auditing Committee (Councilmembers or Mayor)