

AGENDA
CITY OF STEVENSON COUNCIL MEETING
September 21, 2023
6:00 PM, City Hall and Remote

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

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. WORKSHOP ON PROPOSED SEWER ORDINANCE:

a) *Proposed Ordinance Changes to SMC 13.08 Sewer and Pretreatment: Staff will provide background and an overview of the changes proposed as modified based on the August 24th council workshop, describe the workshop process and be available for questions. Enclosed is:

- a copy of the flyer distributed to residents
- the state policy regarding the requirement to connect to the public sewer system
- a description of Urban Reserve and a copy of the future land use map
- a map on the sewer system and affected parcels
- a copy of a workflow for moving through how or when a property owner may be impacted by this change
- a copy of the revised ordinance proposal
- a 2008 memo from the City Attorney regarding the connection requirement
- a staff memo on financing options and associated attachment

Staff is working on a map with lines indicating recent and planned sewer main line extensions which may be presented prior to or at the meeting. A summary of the impact and a list of some general questions answered can be found on the city website at <https://www.ci.stevenson.wa.us/publicworks/page/proposed-sewer-ordinance>.

3. RECESS: To reorganize the room for the business meeting.

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

comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]

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

a) *9/20 changes include:

- Revised the workflow, revised the map of affected areas, added a staff memo on financing options and a memo from the city attorney in 2008 regarding the legality of the proposed changes to the Workshop (item 2a)
- Revised Memo regarding Law Enforcement Contract (item 7b)
- Revised the Ordinance to include language for adoption, with no changes to chapter 13.08 and added public comments received (item 9a)
- Added Resolution 2023-418 Findings of Fact to the packet (item 10a)
- Added the Staff Memo and associated Budget documentation (item 11d)
- Added the September Financial Report (item 12b)
- Added the Homeless Housing Council Report (item 12c)
- Added report on contracts over \$10k administratively approved (item 12d)
- Addition of vouchers (item 14a)

b) **9/21 changes include:

-Added additional public comments received (item 9a)

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

a) **Liquor License Renewal** - El Rio Texicantina

b) **Special Occasion Liquor License Application** - Rock Creek Hegewald Center on October 8th from 3pm to 9pm for the Skamania Democratic Central Committee.

c) **Waive Water Utility Charges of \$243.96 for Alice Niedert** - City Administrator Leana Kinley requests council waive water fees of \$243.96 for Alice Niedert (account 14020) that date back to 2016 when the meter was shut off. The charge is outside of our ability to collect.

d) **Water Adjustment** - Kim Bernheisel (meter No. 703250) requests a water adjustment of \$1,000 for a water leak which they have since repaired.

e) Approve Resolution 2023-417 Revising the Personnel Policy - City Administrator Leana Kinley presents the staff memo and resolution 2023-417 revising the personnel policy for council consideration.

f) Approve RCO Parks Plan Grant Agreement 22-2504 in the Amount of \$100,000 - City Administrator Leana Kinley presents the attached contract with the Recreation and Conservation Office (RCO) for the Stevenson Comprehensive Parks and Recreation Plan in the amount of \$100,000 with no match required for council consideration. The city has contracted with DCG Watershed for the services related to this contract.

g) Minutes of August 8 regular meeting and August 14 and August 24 special meetings.

MOTION: To approve consent agenda items a-h.

7. 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) *Discuss Interlocal Agreement for Law Enforcement - City Administrator Leana Kinley presents the revised staff memo and draft Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2024-25 for council discussion.

8. PUBLIC HEARINGS:

a) Approve Chinidere Phase 2-3 Extension - City Administrator Leana Kinley presents the fourth amendment to the Development Agreement for the Chinidere Mountain Estates Subdivision. The property owners for phases 2-3 request a six-month extension of substantial completion of the infrastructure and the follow-up required of the Development Agreement due to the impact of supply chain issues. A copy of the third amendment is attached for comparison.

MOTION: To approve the fourth amendment to the development agreement with Aspen Development, LLC for the Chinidere Mountain Estates Subdivision as presented.

9. COUNCIL BUSINESS:

a) **First Reading SMC 13.08 Sewer Connection Requirements - Staff presents a revised draft of SMC 13.08 Sewer and Pretreatment based on feedback from the August 24th council workshop and will review the feedback from the workshop earlier on the agenda for council discussion. The document has been updated to include ordinance language- no change to proposed chapter 13.08 have been made. Public Comments received on the topic have also been added to the packet.

MOTION: To approve the ordinance amending chapter 13.08 sewer and pretreatment as presented [or with changes as discussed]. OR No motion and the ordinance will move to the October 19th council meeting for a second reading.

10. PUBLIC HEARINGS (cont.):

- a) ***Private Sewer System (Septic) Moratorium** - City Administrator Leana Kinley presents resolution 2023-418 adopting the findings of fact related to the moratorium on the new construction, expansion, or replacement of private sewage disposal systems for public comment and council consideration.

MOTION: To approve resolution 2023-418 adopting the findings of fact related to the moratorium on the new construction, expansion, or replacement of private sewage disposal systems within the Urban Reserve or within 300 feet of the public sewer system.

11. COUNCIL BUSINESS (cont.):

- a) **Shoreline Public Access Plan** - Community Development Director Ben Shumaker presents the Shoreline Access Plan as recommended by the Planning Commission for council consideration.

MOTION: To approve the Stevenson Shoreline Access Plan as presented.

- b) **Discuss Park Plaza Project** - City Administrator requests direction on the Park Plaza project over establishing a construction budget that is either aspirational (build the final design as funding comes over many years/phases regardless of cost) or to a set budget (we have \$x and that is what we will build to in one phase). A kick-off meeting is being scheduled for the week of September 25th and guidance on this question will help determine the design path.
- c) **Discuss Rescheduling November Council Workshop** - The November council workshop on the 2024 budget is currently schedule to take place on Thanksgiving (fourth Thursday of November). Staff proposes to change the meeting to November 9th or some other mutually agreeable date.
- d) ***Preliminary 2024 Budget** - City Administrator Leana Kinley presents a staff memo and preliminary 2024 budget for council review and discussion.

12. INFORMATION ITEMS:

- a) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior months.
- b) ***Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

c) *Housing Programs Report - The report for the prior months on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.

d) *Contracts Awarded Administratively - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.

13. CITY ADMINISTRATOR AND STAFF REPORTS:

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

14. VOUCHER APPROVAL:

a) *August 2023 payroll, and September 2023 AP checks have been audited and are presented for approval. August payroll checks 17169 thru 17173 total \$124,264.15 which includes EFT payments. September 2023 AP checks 17149 thru 17168 and 17174 thru 17243 total \$1,494,158.40, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

15. MAYOR AND COUNCIL REPORTS:

16. 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.]*

17. ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

- Monday, September 28th, 6pm Special City Council Workshop
- Monday, October 9th, 6pm, Planning Commission Meeting
- Thursday, October 19th, 6pm, City Council Meeting
 - First 2024 Budget Public Hearing
- Thursday, October 26th, 6pm Special City Council Workshop on Fireworks



City of Stevenson

SEWER ORDINANCE



PO Box 371
Stevenson WA
98648

EMBRACING OUR DUTY

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
STEVENSON, WA 98648
PERMIT NO. 20



We have a duty to provide a minimum level of service for Stevenson residents as cost effectively as possible. We recognize we are failing at this and the 1972 Sewer Ordinance is why. This is our opportunity to fix it.

QUESTIONS YOU MAY ASK YOURSELF:

- What's in place now?
- What is being proposed?
- How will this affect me?



Stevenson Wastewater Treatment Plant

For more information head to:

www.ci.stevenson.wa.us

Or stop by City Hall

Or email
tiffany@ci.stevenson.wa.us

Or call
509-427-5970

The City Council will discuss August 24th at their Work Shop and on September 21st, at the Regular Council Meeting

What's in Place?

The 1972 Sewer Ordinance. The City code requires connection to public sewer when a proposed building is within 300 ft of public sewer.

What's Proposed?

City code would require connection to public sewer when the property line of a proposed building is within 300 ft of public sewer OR if the property is located within the Urban Reserve (UR), as designated on the City of Stevenson Comprehensive Plan Future Land Use Map. (see map to the right) This code would also be applied when an existing septic system requires replacement or expansion.

How does my property fit into this map?

The 2013 Stevenson Comprehensive Plan outlines where the community anticipates growth:

In the red or purple areas? Expect commercial and industrial activity.

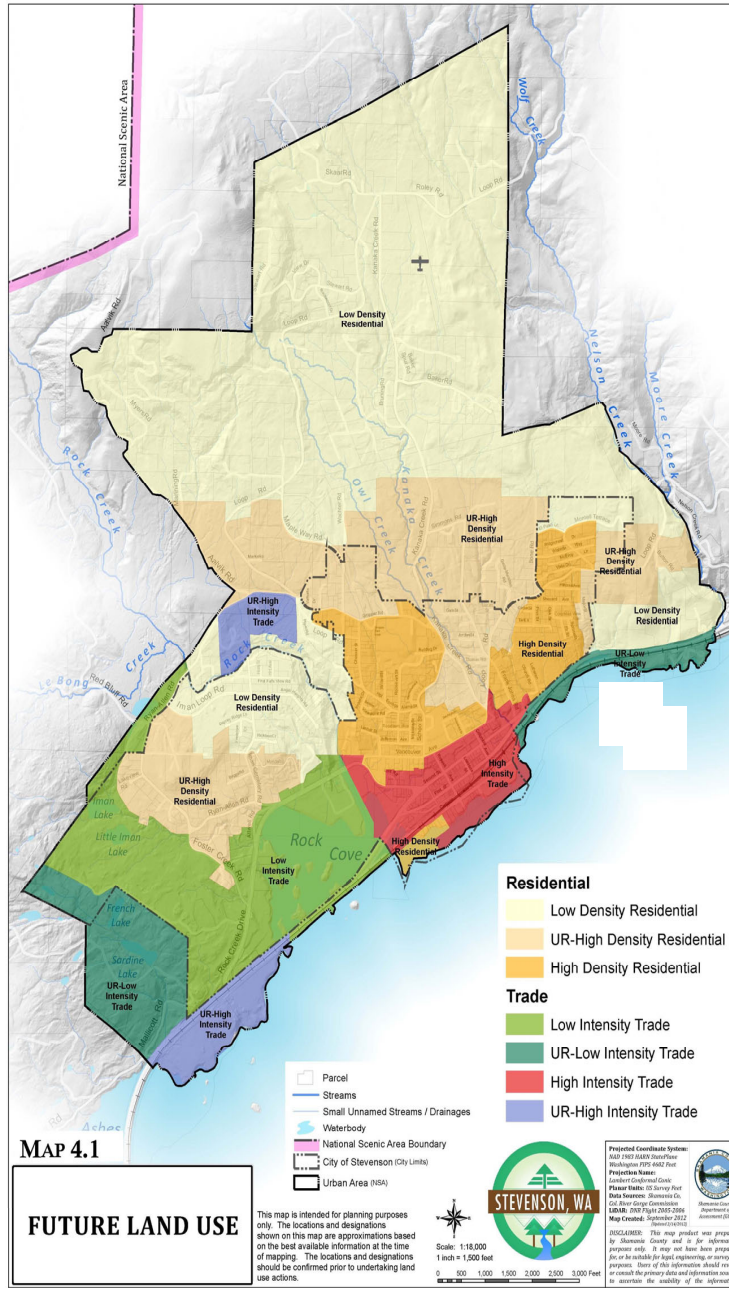
In green areas? Expect recreation and resorts.

In light yellow areas? Expect large lots and rural activities.

In the orange or tan areas close to downtown and SR14? Expect residential neighborhoods.

*The 2017 General Sewer Plan aligns sewer extensions with the Comprehensive Plan.

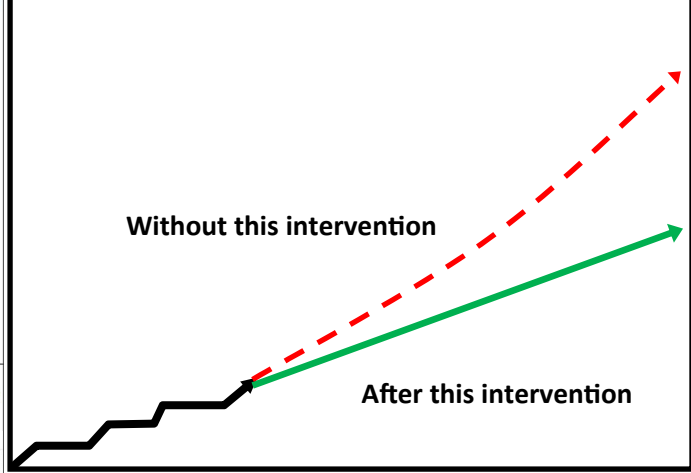
*The 1972 Sewer Ordinance doesn't align and undermines both of these plans.



How does this affect me?

- If you are a **current sewer user**, this code update will positively impact your monthly sewer bills. (We can't promise they will go down, but we can promise they will go up faster if this doesn't happen.)
- If you are **currently on septic**, this code update won't affect you until your system needs to be replaced or expanded.
- If you **own vacant land where the community anticipates growth**, this code update will discourage the type of low density residential that is causing problems for others.
- If you **own vacant land where the community doesn't anticipate growth**, this code update will not affect you.

Utility Rate Projections:



Imagine you are on a road trip. Beforehand you budgeted for gas, but with each stop, your trip funds dwindle because it is just you paying the bill. Now imagine the same trip with a few of your best friends.

Not only are your spirits higher and it's more fun, you are splitting the gas stops between you. Sharing the load. That is the goal of this update: Sharing The Load.



WAC 246-272A-0025 Connection to public sewer system. (1) When adequate public sewer services are available within two hundred feet of the residence or facility, the local health officer, upon the failure of an existing on-site sewage system may:

(a) Require hook-up to a public sewer system; or

(b) Permit the repair or replacement of the on-site sewage system only if a conforming system can be designed and installed.

(2) Except as noted in subsection (1) of this section, the owner of a failure shall abandon the OSS under WAC 246-272A-0300 and connect the residence or other facility to a public sewer system when:

(a) The distance between the residence or other facility and an adequate public sewer is two hundred feet or less as measured along the usual or most feasible route of access; and

(b) The sewer utility allows the sewer connection.

(3) The owner of a residence or other facility served by a system meeting the requirements of Table IX of this chapter shall abandon the OSS according to the requirements specified in WAC 246-272A-0300, and connect the residence or other facility to a public sewer system when:

(a) Connection is deemed necessary to protect public health by the local health officer;

(b) An adequate public sewer becomes available within two hundred feet of the residence or other facility as measured along the usual or most economically feasible route of access; and

(c) The sewer utility allows the sewer connection.

(4) Local boards of health may require a new development to connect to a public sewer system to protect public health.

(5) Local boards of health shall require new development or a development with a failing system to connect to a public sewer system if it is required by the comprehensive land use plan or development regulations.

[Statutory Authority: RCW 43.20.050. WSR 05-15-119, § 246-272A-0025, filed 7/18/05, effective 9/15/05.]



CHAPTER 4-MAPS

Many of the Goals, Objectives and Tactics described in the previous chapter are tied to specific infrastructure, institutions, or areas of Stevenson. The policies called for in the Comprehensive Plan often cannot be accomplished without maps that provide a fuller understanding of how specific areas of the city interrelate and connect with each other.

Future Land Use Map

The Comprehensive Plan's Future Land Use Map is crucial for showing clearly and concisely how the Goals, Objectives, and Tactics contained in Chapter 3 relate to the Population Report in Appendix C. This map designates all areas of the City and Urban Area according to five basic land use designations describing where population and business growth will occur and how the City intends for lands to be used in the future.

The Future Land Use designations are not zoning districts, and the Future Land Use Map is not a zoning map. Whereas the City of Stevenson Zoning Map is an official regulatory document adopted by ordinance through the Zoning Code, the Comprehensive Plan's Future Land Use Map is a guidance document that will be used to shape future decisions about annexations, land development policies, the size and timing of capital facility upgrades, changes to existing zoning designations, and those purposes indicated in RCW 35A.63.080.



Urban Reserve (UR)

An area within which future development and extension of public services are contemplated but not imminent. Existing uses, particularly vacant lands and very low density single-family housing, coexist with uses otherwise characteristic of more rural areas. Further development within an Urban Reserve is discouraged until public services can be provided and urban level densities and intensities of land use can occur. Urban Reserve areas may be subcategorized to anticipate any other land use designation described below and may be changed to such designations without amending the plan when adequate public services are provided.

Low Density Residential (LDR)

An area dominated by single-family homes on lots 15,000 square feet or larger. Development within a Low Density Residential area typically requires extension of public water service and other urban services, though on-site septic systems are often unavoidable and desirable as an alternative to extension of the public sewer collection system. The development pattern encourages connected



street networks where terrain permits. Where terrain does not permit, culs-de-sac are often paired with pedestrian pathways to provide adequate non-automotive connectivity to nearby neighborhoods, schools, parks, and business centers.

High Density Residential (HDR)

An area dominated by multi-family housing or single-family housing on lots smaller than 15,000 square feet. Residential uses in these areas are often mixed with institutions, utilities, schools, and parks and/or located in close proximity to commercial uses more characteristic of urban areas. Development within a High Density Residential area almost exclusively requires extension of, or connection to, public water and sewer systems. Development patterns in these areas encourage connected street networks with pedestrian and bicycle facilities providing connections to abutting neighborhoods, schools, parks, and business centers. High Density Residential areas may be subcategorized by single-family or multi-family designations, and public use designations.

Low Intensity Trade (LIT)

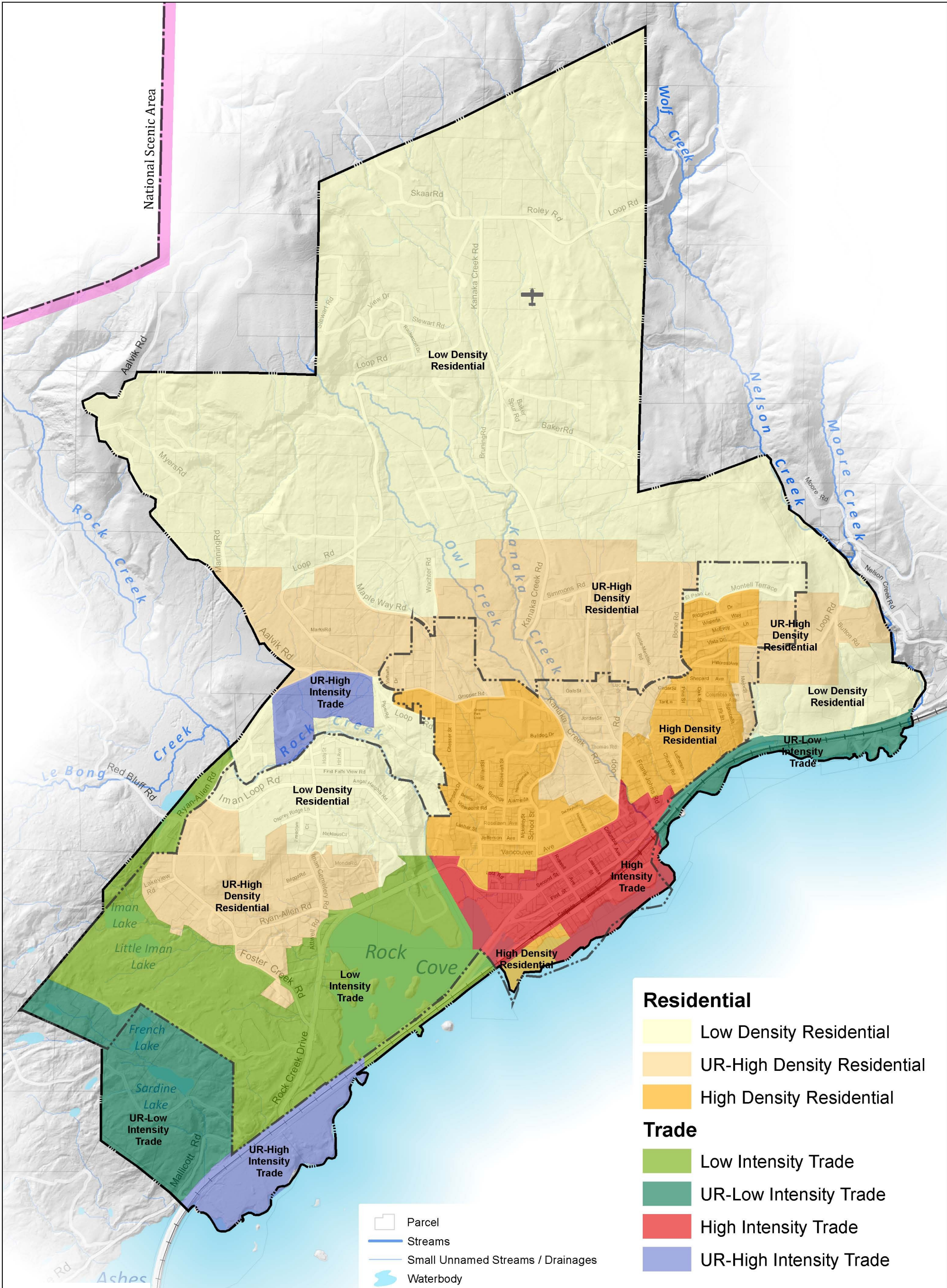
An area where commercial activity is interspersed and coexists with other recreational, and public/institutional uses in the same area. Low Intensity Trade areas typically provide opportunities to capitalize on and expand the regional tourism and service industries. Because of the space typically demanded by Low Intensity Trade activities, the uses allowed in these areas are often inappropriate or cannot exist within Downtown Stevenson or other High Intensity Trade areas; however, Low Intensity Trade areas are not intended to detract from the viability of, or compete with, High Intensity Trade areas. Development of Low Intensity trade areas almost exclusively requires public service extension. Although the parking and access patterns of Low Intensity Trade areas are typically oriented primarily to automotive traffic, adequate accommodations for pedestrian and bicycle users are also included. Low Intensity Trade areas may be subcategorized by general, recreation, and public use designations.



High Intensity Trade (HIT)

An area primarily devoted to commercial, light industrial, public/institutional activities, mixed uses, multi-family, and existing single-family residences. These areas contain a dense, highly intensive land use pattern focusing on an urban style of development and architecture. Availability of urban services adds to the viability of High Intensity Trade areas. High Intensity Trade areas may be subcategorized by downtown, office, and industrial designations. Development in downtown areas typically follows a tight-knit gridiron pattern that emphasizes the importance of pedestrians and bicyclists to

ensure areas are walkable. As compared to downtown areas, office and industrial areas are more dependent on automotive traffic.



MAP 4.1

FUTURE LAND USE

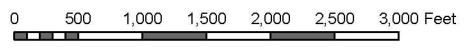
- Parcel
- Streams
- Small Unnamed Streams / Drainages
- Waterbody
- National Scenic Area Boundary
- City of Stevenson (City Limits)
- Urban Area (NSA)

- Residential**
- Low Density Residential
 - UR-High Density Residential
 - High Density Residential
- Trade**
- Low Intensity Trade
 - UR-Low Intensity Trade
 - High Intensity Trade
 - UR-High Intensity Trade

This map is intended for planning purposes only. The locations and designations shown on this map are approximations based on the best available information at the time of mapping. The locations and designations should be confirmed prior to undertaking land use actions.



Scale: 1:18,000
1 inch = 1,500 feet

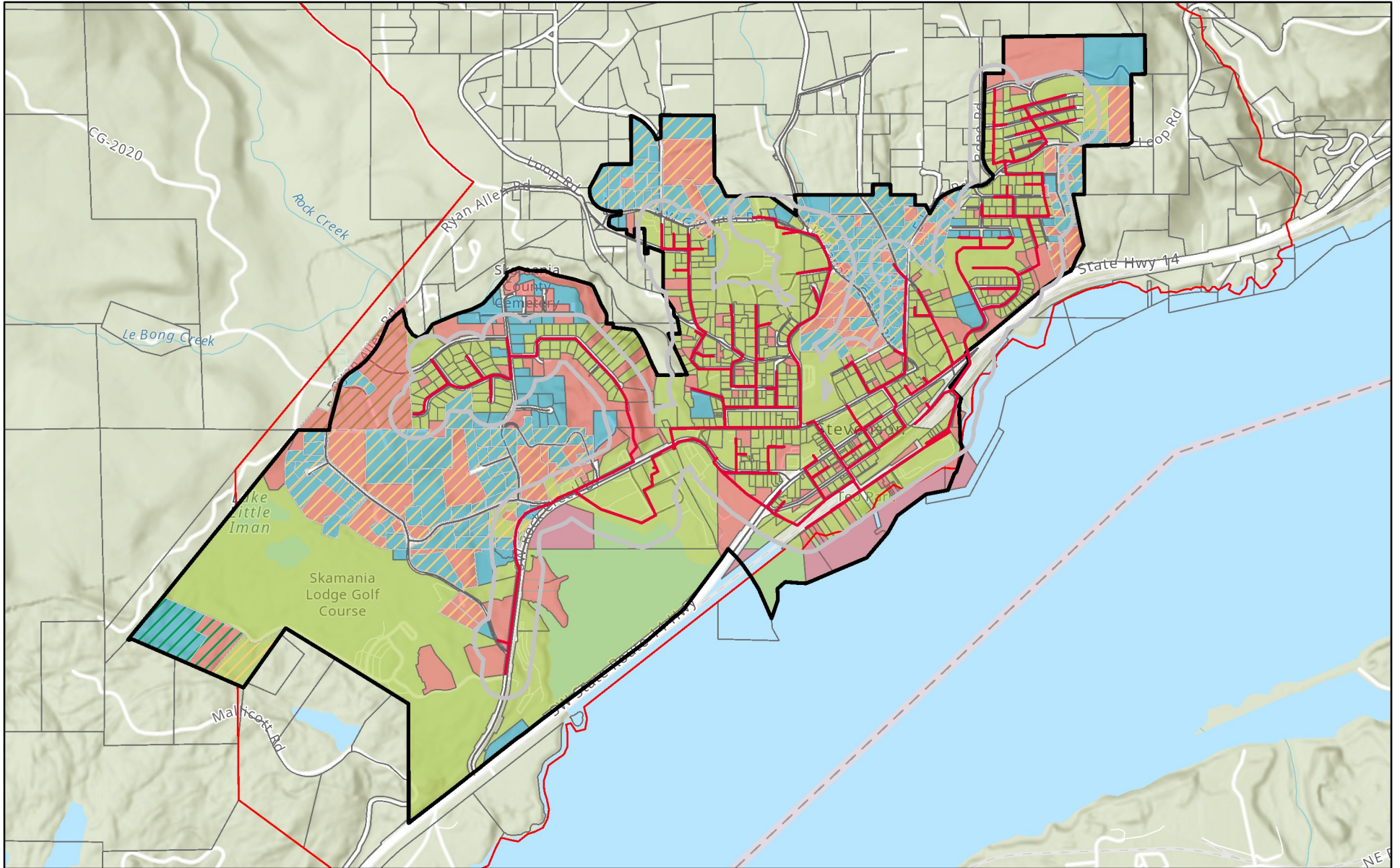


Projected Coordinate System:
NAD 1983 HARN StatePlane
Washington FIPS 4602 Feet
Projection Name:
Lambert Conformal Conic
Planar Units: US Survey Feet
Data Sources: Skamania Co,
Col. River Gorge Commission
LIDAR: DNR Flight 2005-2006
Map Created: September 2012
(Updated 3/14/2013)

Skamania County
Department of
Assessment (GIS)

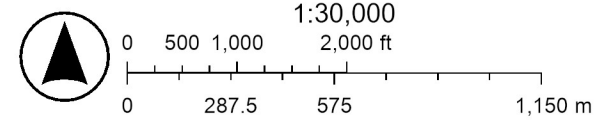
DISCLAIMER: This map product was prepared by Skamania County and is for information purposes only. It may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Sept 2023 Stevenson Sewer Map - Draft 9.19.23



9/19/2023, 11:53:24 AM

- | | | | |
|-------------------------|---------------|------------|----------------------|
| 300ft Sewer Line Offset | Urban Area | UR-LIT | Utilities_Properties |
| Sewer Pipes | Urban Reserve | UR-HDR/LDR | City sewer |
| City Boundary | UR-HDR | Septic | |

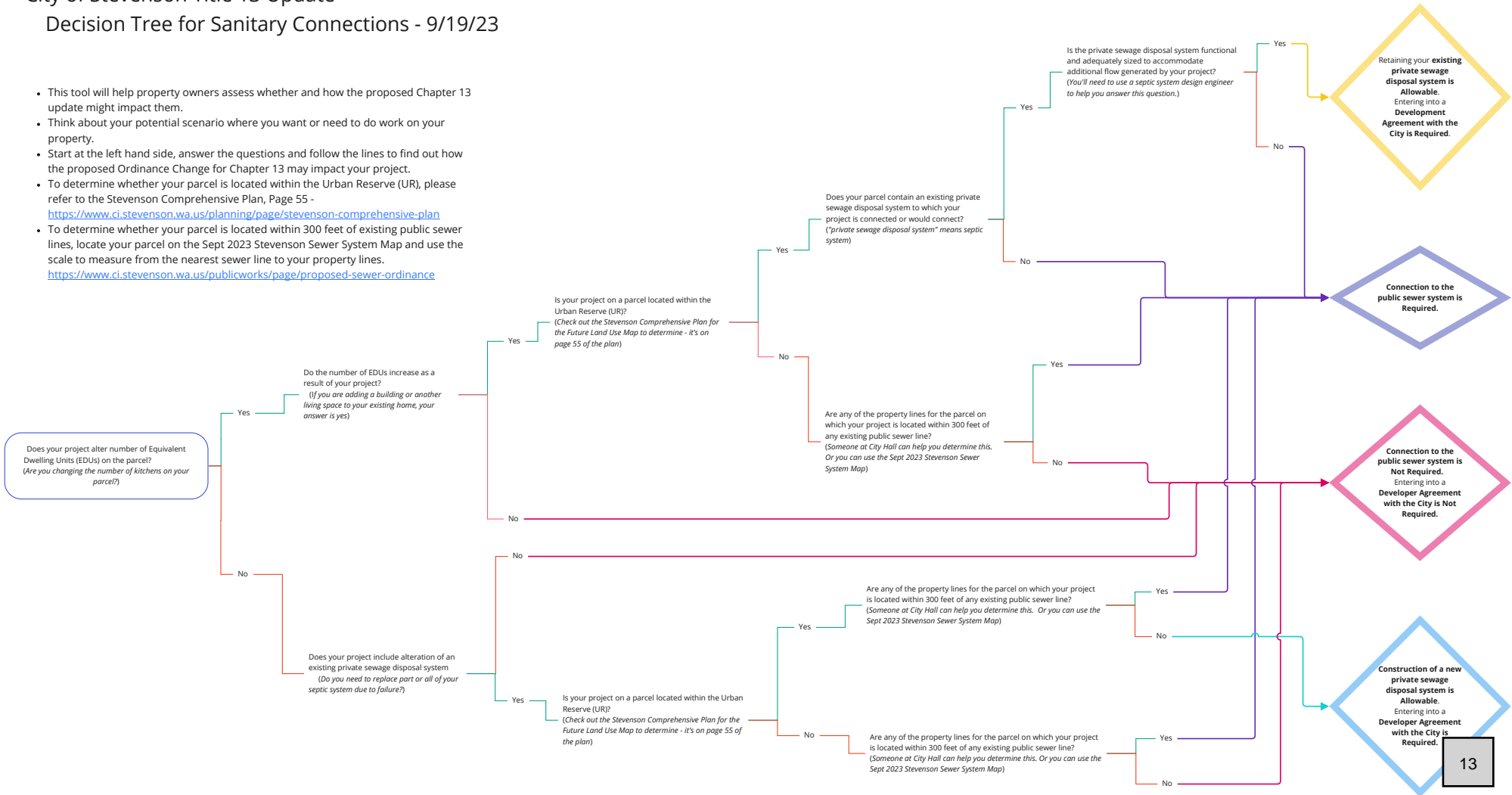


Esri, NASA, NGA, USGS, FEMA, Oregon Metro, Oregon State Parks, State of Oregon GEO, WA State Parks GIS, Esri, HERE, Garmin, SafeGra

City of Stevenson Title 13 Update

Decision Tree for Sanitary Connections - 9/19/23

- This tool will help property owners assess whether and how the proposed Chapter 13 update might impact them.
- Think about your potential scenario where you want or need to do work on your property.
- Start at the left hand side, answer the questions and follow the lines to find out how the proposed Ordinance Change for Chapter 13 may impact your project.
- To determine whether your parcel is located within the Urban Reserve (UR), please refer to the Stevenson Comprehensive Plan, Page 55 - <https://www.ci.stevenson.wa.us/planning/page/stevenson-comprehensive-plan>
- To determine whether your parcel is located within 300 feet of existing public sewer lines, locate your parcel on the Sept 2023 Stevenson Sewer System Map and use the scale to measure from the nearest sewer line to your property lines. <https://www.ci.stevenson.wa.us/publicworks/page/proposed-sewer-ordinance>



Chapter 13.08 SEWER AND PRETREATMENT¹

Sections:

13.08.010 Purpose and policy.

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

- A. Establish standards for the collection of sewage and wastewater in areas served by the city of Stevenson.
- B. Prevent any discharge to the sanitary sewer which could:
 - 1. Damage the transmission or treatment systems;
 - 2. Interfere with the POTW's operation;
 - 3. Be incompatible with the POTW's biological processes.
 - 4. Pass through the treatment plant at levels which may harm the environment;
 - 5. Threaten the health and safety of employees and the public.
- C. Enable the city to support the implementation of a pretreatment program that meets Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.
- D. Promote reuse and recycling of industrial wastewater and sludge from the POTW.
- E. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW.

13.08.020 Applicability.

This chapter shall apply to all persons connected or believed or intended to be connected to the sanitary sewer collection system operated by the city. Such persons shall be known as users as defined herein, and the provisions of this ordinance apply as specified herein to standard users, significant industrial users, and non-significant industrial users. The ordinance compels the production of information; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

¹Editor's note(s)—Ord. No. 1119, §§ I(Exh. A), II, adopted April 19, 2018, repealed former Ch. 13.08, §§ 13.08.010—13.08.410, in its entirety and enacted new provisions as herein set out. Former Ch. 13.08 pertained to sewer service regulations and derived from Ord. No. 613, §§ 1—10, adopted in 1972.

For statutory provisions on town sewerage systems, see RCW Ch. 35.67 and RCW 35.27.370(5).

13.08.030 Administration.

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

13.08.040 Abbreviations.

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

AKART - All known, available, and reasonable treatment

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

mg/l - milligrams per liter

NOEC - No observable detrimental effect

NPDES - National Pollutant Discharge Elimination System

NSCIU - Non-Significant Categorical Industrial User

POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial User

TSS - Total Suspended Solids

U.S.C. - United States Code

13.08.050 Definitions.

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

- A. "ASTM specification." All references to the form ASTM mean the Standard Specifications or Methods of the American Society for Testing Materials of the serial designation indicated by the number and, unless otherwise stated, refer to the latest adopted revision of such specifications or method.
- B. "Act" or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 on.
- C. "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.
- D. "Authorized or duly authorized representative of the user."
 1. If the user is a corporation:
 - a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

- b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - 2. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 - 3. If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
 - 4. The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.
- E. "Biochemical oxygen demand or BOD." The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).
 - F. "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in SMC 13.08.210(A) and (B) [40CFR 403.5(a)(1) and (b)]. BMPs may also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.
 - G. "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.
 - H. "Building sewer" means the extension from the building drain to the property line or right-of-way line for connection with the public sewer service connection.
 - I. "Categorical pretreatment standard" or "categorical standard." Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.
 - J. "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.
 - K. "City." The city of Stevenson or its city council
 - L. "Combined sewer" means a sewer receiving both surface runoff and sewage.
 - M. "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.
 - N. "Daily concentration." The concentration obtained through analysis of a composite sample of all discharges over a day (or 24-hour period) or the average of all discrete samples taken over such period.

- O. "Daily limit (maximum daily limit)." The maximum allowable discharge of a pollutant over a calendar day or equivalent 24-hour period. Where daily limits are expressed in units of mass, compliance is the product of the Daily Concentration and the flow over the same period.
- P. "Director." The city of Stevenson public works director, or designee.
- Q. "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.
- R. "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official.
- S. "Existing source." Any source of discharges subject to categorical standards and discharging prior to the promulgation of those standards or otherwise not meeting the definition of a "new source" in this section.
- T. "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
- U. "Grab sample." A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.
- V. "Indirect discharge" or "discharge." The introduction of pollutants into the POTW from any nondomestic source subject to this chapter or other state or federal regulations.
- W. "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.
- X. "Instantaneous limit." The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. For analytes for which users must take a grab sample for compliance purposes, this standard is the same as the daily maximum standard. For all other pollutants the instantaneous limit shall be twice the daily limit.
- Y. "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.
- Z. "Local limits." Effluent limitation developed for users by the director to specifically protect the potw from the potential of pass through, Interference, and intended biosolids uses. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and reasonable treatment expectations for non-domestic wastewater. See SMC 13.08.240 for a full list of local limits.
- AA. "Medical waste." Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
- BB. "Monthly average." The arithmetic mean of the effluent sample results collected during a calendar month or specified 30-day period. Where the city has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the city are not to be included in a monthly average.
- CC. "Monthly average limit." The limit to be applied to the monthly average to determine compliance with the requirements of this chapter (see SMC 13.08.240 for listing).
- DD. "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.

EE. "New source."

1. A facility whose construction began after categorical pretreatment standards applicable to its operations were proposed and with a real or potential discharge provided the facility is: A) constructed at a site at which no other source is located; B) totally replaces the process or production equipment that generate regulated process waste streams at an existing source; or C) the new processes are substantially independent of an existing source at the same site.
2. Construction at an existing source does not make the source a new source if the construction merely alters, partially replaces, or adds to existing process or production equipment.
3. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

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

- FF. "Non-contact cooling water." Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
- GG. "Pass through." A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.
- HH. "Person." Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.
- II. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.
- JJ. "Pollutant." Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, carbonaceous oxygen demand, toxicity, or odor).
- KK. "Pretreatment." The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. Dilution is not considered pretreatment.
- LL. "Pretreatment requirements." Any substantive or procedural requirement related to pretreatment imposed on a user other than a pretreatment standard such as the proper operation of pretreatment devices, record keeping, and reporting.
- MM. "Pretreatment standards" or "standards." Discharge prohibitions (SMC 13.08.210), categorical pretreatment standards (SMC 13.08.220), state pretreatment standards (SMC 13.08.230), local limits (SMC 13.08.240), and site-specific limits based on potential for vapor toxicity, explosion, sewer corrosion, or other detrimental effects to the POTW.
- NN. "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of foods that have been shredded to such degree that all particles will be carried freely under the flow and conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

- OO. "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.
- PP. "Publicly owned treatment works" or "POTW." A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.
- QQ. "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.
- RR. "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The director may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, and treatment lagoons to be septic tank waste so long as they are absent chemicals which might inhibit biological activity.
- SS. "Service connection" means a public sewer which has been constructed to the property line or right-of-way from a public sewer lateral or main for the sole purpose of providing a connection for the building sewer.
- TT. "Sewage." Human excrement and gray water (From household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).
- UU. "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.
- VV. "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.
- WW. "Sewer" means a pipe or conduit for carrying sewage.
- XX. "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:
1. A user subject to categorical pretreatment standards; or
 2. A user that:
 - a. Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - b. Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - c. Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
 3. The city may determine that a user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:
 - a. The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;
 - b. The user annually submits the certification statement required in SMC 13.08.695(B) [see 40CR 403.12(q)], together with any additional information necessary to support the certification statement; and
 - c. The user never discharges any untreated concentrated wastewater.

4. Upon a finding that a user meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such user should not be considered a significant industrial user.

- YY. "Slug load" or "slug discharge." Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. This includes discharges at a flow rate or concentration which could cause a violation of the prohibited discharge standards of SMC 13.08.210.
- ZZ. "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.
- AAA. "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.
- BBB. "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
- CCC. "Suspended solids." The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.
- DDD. "Urban Reserve." Pulled from the adopted Stevenson Comprehensive Plan - An area within the Stevenson Urban Area within which future development and extension of public services are contemplated but not imminent. Development within an Urban Reserve is discouraged until municipal services can be provided and urban level densities and intensities of land use can occur. Area designations are available on the Future Land Use Map within the adopted Stevenson Comprehensive Plan.
- DDDEEE. "User" or "industrial user." A source of indirect discharge.
- EEEEFF. "Wastewater." Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
- FFFGGG. "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.
- GGGHHH. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

13.08.060 Certain facilities prohibited.

Except as provided in this chapter, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

13.08.070 Connection with public sewer required ~~and~~ Appeal procedure.

- A. The owner of any dwelling used for human occupancy, employment, recreation or other purposes situated on property within the city and abutting on any street, alley or right-of-way in which there is now located or in the future is located a public sanitary sewer of the city, is required at his-their own expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter and the Stevenson Engineering Standards, within 90 days after the date of official notice to do so; provided, that such public sewer is available to or on the property and/or at a property line of such

property and the ~~structures or buildings~~ property line is within 300 feet of the public sewer or the property is located within the Urban Reserve, as defined designated on in the City of Stevenson Comprehensive Plan Future Land Use Map.

~~A-B.~~ In the event that, during such period of 90 days, such owner files ~~his~~ written objections with the city against so being required to install such facilities, the provisions of this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than ~~ten-10~~ days or more than 45 days after the date of the filing of such objections. Not less than ~~seven-7~~ days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.

13.08.080 Connection with public sewer—Permit, bond required.

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the director.
- B. No plumbing contractors shall be allowed to make connections of private sewers to the sewage works of the city on behalf of any owners of property therein without first posting with the city a bond in the sum of one thousand dollars indemnifying the city and the inhabitants thereof against any loss or damage which the city or the inhabitants thereof might suffer by reason of the actions of such contractors in making such connections.

13.08.090 Connection with public sewer—Building sewers.

- A. Where existing buildings are too low to be served by gravity to an available sewer, and when ordered by the city to connect to an available sewer as stipulated under Section 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.
- B. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all requirements of this chapter.
- C. Standards and Specifications:
 - 1. The size and slope of the building sewer shall be subject to the approval of the director, but in no event shall the diameter be less than four inches. The slope of such four-inch pipe shall not be less than one-quarter inch per foot, unless approved by the director. In no case shall the slope of four-inch pipe be less than one-eighth inch per foot. A minimum of 18 inches of cover shall be maintained over the top of the service pipe at all times.
 - 2. The building sewer shall be laid at uniform grade and in straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe no greater than 45-degree bends. All pipe shall be laid on a four-inch granular base of three-fourths-minus rock, pea gravel, sand or combination thereof.
 - 3. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
 - 4. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

5. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the director. No backfilling of the trench shall be done until receipt of written approval from the director.
 6. All joints and connections shall be made gastight and watertight.
- D. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation.

13.08.100 Industrial user surveys.

The city is obligated under federal law to identify all users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such users. To satisfy this requirement, the Director will categorize all users as either “standard user” or “categorical industrial user”. To ensure proper categorization, all sources of non-domestic discharges to the POTW must, upon request of the Director, periodically complete an industrial user survey form. Proper completion of survey requirements is a condition of initial and continued discharge to the public sewer system. Users failing to fully comply with survey requirements within 30 days shall be subject to all enforcement measures authorized under this chapter including termination of service. The director is authorized to prepare several forms for this purpose and require completion of the particular form which the director determines appropriate to provide the information needed to categorize each user. The director shall be authorized to categorize each user, provide written notice of a user's categorization and what it means, and revise this categorization at any time.

13.08.110 Private system—Required when.

Where a public sanitary or combined sewer is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private sewage disposal system.

13.08.120 Private septic system—Construction—Permit required—Application.

- A. New private sewage disposal systems shall not be permitted for parcels which are:
 1. located within the Urban Reserve; or
 2. located within 300 feet of a public sewer system mainline.
- B. Expansion of a private sewage disposal systems shall not be permitted for parcels which are:
 1. located within the Urban Reserve; or
 2. located within 300 feet of a public sewer system mainline.
- C. Upon failure of an existing private sewage disposal system, a replacement private sewage disposal system for parcels located within the Urban Reserve may be permitted if:
 1. the subject parcel is not within 300 feet of a public sewer system mainline; and
 2. the property owner enters into an agreement to participate in the financing of an extension of the public sewer, such as through participation in a Local Improvement District, Latecomers' Agreement or similar tools.

A-D. Before commencement of construction of a private sewage disposal system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.

13.08.130 Private system—Inspection requirements.

A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the director. ~~He~~They shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director. Property owners must comply with WAC 246-272A-0270 regarding the operation, monitoring and maintenance of private systems.

13.08.140 Private system—Compliance with state standards required.

The type, capacities, location and layout of a private sewage disposal system shall comply with all recommendations and requirements of the Washington Department of Ecology and the county sanitarian. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

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

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in SMC 13.08.070, and the septic system is failing or has failed, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools and similar private sewage disposal facilities not utilized in an approved pumping facility shall be abandoned. Septic tanks shall be pumped free of sewage. Septic tanks not constructed of concrete shall be removed or opened and filled with soil or gravel. Cesspools and similar private disposal facilities shall be filled with soil or gravel.

13.08.160 Private system—Maintenance requirements.

The owner shall operate and maintain private sewage disposal or pumping facilities in a sanitary manner at all times, at no expense to the city.

13.08.170 Provisions not to limit additional requirements.

No statement contained in SMC 13.08.110 through 13.08.160 shall be construed to interfere with any additional requirements that may be imposed by county or state health officials.

13.08.210 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
 - 1. Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.

2. Wastewater having a pH less than 5.0 or more than 11.0, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel. Discharges outside this pH range may be authorized by a permit issued by the city pursuant to a finding that the system is specifically designed to accommodate a discharge of that pH.
3. Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than one-quarter inch (0.64 cm) in any dimension be discharged.
4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
5. Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).
6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
8. Trucked or hauled pollutants.
9. The following are prohibited unless approved by the director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
 - a. Non-contact cooling water in significant volumes.
 - b. Stormwater, or other direct inflow sources.
 - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the director.
14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
15. Medical wastes, except as specifically authorized by the director in a wastewater discharge permit;
16. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
17. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;

18. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 300 mg/l, or total petroleum hydrocarbon concentrations of no more than 100 mg/l.
19. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over 20 percent of the lower explosive limit based on an explosivity meter reading.

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

13.08.220 National categorical pretreatment standards.

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

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

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

13.08.230 State pretreatment standards.

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

- A. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submission of plans and reports for construction of wastewater facilities, chapter 173-240 WAC. Sources of non-domestic discharges shall request approval for such plans through the Department of Ecology. To ensure conformance with this requirement, proof of the approval of such plans and one copy of each approved plan shall be provided to the director before commencing any such construction or modification.
- B. Users shall apply to Ecology for a permit at least 60 days prior to the intended discharge of any pollutants other than domestic wastewater or wastewater which the director has determined is similar in character and strength to normal domestic wastewater with no potential to adversely affect the POTW. (173- 216-050(1)). Users shall provide proof of compliance with this requirement together with a duplicate permit application to the director prior to commencing the new or changed discharge.
- C. All significant industrial users must apply for and obtain a permit from ecology prior to discharge.
- D. All users shall apply all known, available, and reasonable methods to prevent and control waste discharges to the waters of the state (AKART). The director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
- E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
- F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.
- G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:
 1. The name and address of the applicant and facility/activity to be permitted.
 2. A brief description of the activities or operations which result in the discharge.
 3. Whether any tentative determination which has been reached with respect to allowing the discharge,
 4. The address and phone number of the office of the Director where persons can obtain additional information.
 5. The dates of the comment period (which shall be at least 30 days),
 6. How and where to submit comments or have any other input into the permitting process, including requesting a public hearing.
- H. Ecology may require the applicant to also mail this notice to persons who have expressed an interest in being notified, to state agencies and local governments with a regulatory interest, and to post the notice on the premises. If the Ecology determines there is sufficient public interest they shall hold a public meeting following the rules of WAC 173-216-100. The director may require users not subject to Ecology permits to provide public notice for a contract, discharge authorization, coverage by local BMPs, food service establishment, or others regulated under authority of this chapter.
- I. Permit terms shall include, wherever applicable, the requirement to apply all known, available, and reasonable methods of prevention, control, and treatment.
- J. All required monitoring data shall be analyzed by a laboratory registered or accredited under the provisions of Chapter 173-50 WAC, except for flow, temperature, settleable solids, conductivity, pH,

turbidity, and internal process control parameters. However, if the laboratory analyzing samples for conductivity, pH, and turbidity must otherwise be accredited, it shall be accredited for these parameters as well.

13.08.240 Local limits.

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

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

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

PROTECTION OF SEWER LINE BLOCKAGE

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

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

PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

Conc.	Parameter:	Threshold Amount:
50 mg/l	hydrocarbon based oil/grease	Any amount
0.5 mg/l	sulfides (H ₂ S vapor toxicity threshold)	.004 lb/d
50.0 mg/l	sulfates	.004 lb/d
1,000 mg/l	total chloride	8 lb/d
5,000 mg/l	total dissolved solids	40 lb/d

1,000 mg/l	total organic solvents (incl. alcohols)	8 lb/d
5.0 su	Minimum pH in Standard Units	
11.0 su	Maximum pH in Standard Units	
10% reduction in effluent UV transmissivity (per cm at 254 nm wavelength)		
10% decrease in the maximum effluent concentration which has no observable detrimental effect (NOEC) in any whole effluent toxicity test.		

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

13.08.250 City's right of revision.

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

13.08.260 Dilution.

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

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

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

- 3. Third violation—\$700.00
 - 4. Fourth and every additional violation—\$1,400.00
- D. In addition to the fines imposed, a business that violates the requirements of the FOG program twice in twelve consecutive months, will be moved to the next highest BOD strength category as defined in the wastewater rate ordinance. The business will stay in that category until they receive two consecutive passing inspections.
 - E. If a business violates three times within twelve consecutive months, they will be moved up two BOD strength categories. The business will stay in that category until they receive three consecutive passing inspections.
 - F. If a business violates four times within twelve consecutive months, they will be moved to the highest BOD strength category. The business will stay in that category until they receive four consecutive passing inspections.

13.08.280 Establishment of the preferred pumper program.

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

13.08.310 Pretreatment facilities.

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

13.08.315 Deadline for compliance with applicable pretreatment requirements.

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

13.08.320 Additional pretreatment measures.

- A. The director may require users to reduce or curtail certain discharges to the sewer, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge,

separate sewage wastestreams from industrial wastestreams, and take all other measures to protect the POTW and determine the user's compliance with the requirements of this chapter. This includes the curtailment of any device used to dispose of what might otherwise be solid waste down the sewer by grinding.

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

13.08.330 Accidental discharge/slug discharge control plans.

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

- A. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal;
- B. A description of all stored chemicals, disclosing all ingredients in formulations which could violate a discharge prohibition if discharged to the sewer;
- C. The procedures for immediately notifying the director of any accidental or slug discharge, as required by SMC 13.08.660; and

-
- D. The procedures that will be taken to prevent the occurrence or adverse impact from any accidental or slug discharge. Such procedures shall address the inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

13.08.340 Public sewer construction—Permit required—Exception.

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

13.08.350 Public sewer construction—Permit application requirements.

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

13.08.360 Public sewer construction—Compliance with standards.

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

13.08.370 Public sewer construction—Bond requirements.

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

13.08.380 Public sewer construction—Reimbursement for certain extensions.

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

13.08.390 Public sewer construction—Special reimbursement agreements.

Where special conditions exist in the opinion of the city relating to any reimbursement agreement pursuant to the provisions of this chapter, the city may, either in addition to or in lieu of any of the provisions of this

chapter, authorize a special reimbursement contract between the city and the person or persons constructing public sewerage facilities. Such special reimbursement agreement shall be made and entered into prior to the issuance of a permit for the work by the city.

13.08.400 Damaging sewer works prohibited.

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

13.08.410 Wastewater discharge permit requirement.

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

13.08.420 Wastewater discharge permitting—Existing connections.

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

13.08.430 Wastewater discharge permitting—New connections.

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

13.08.440 Wastewater discharge permit application contents.

- A. All users required to obtain a wastewater discharge permit must apply using the form provided by Ecology. Users eligible for coverage under a general permit may request such coverage using an industry specific form

if one has been developed (see SMC 13.08.450). Users for which Ecology has declined to issue a permit, but for which the director believed need pretreatment controls, must supply the director the following information that is relevant to the users operation.

1. Identifying information.
 - a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
 - b. A description of activities, facilities, and plant production processes on the premises;
2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
3. A description of operations and facilities including:
 - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
 - b. The number and type of employees and proposed or actual hours of operation.
 - c. The type, amount, rate of production, and process used for each product produced.
 - d. The type and amount of raw materials used (average and maximum rates).
 - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
 - f. The types of wastes generated on a routine and periodic basis.
 - g. The times and durations when wastes will be discharged.
 - h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
 - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
 - j. The sampling locations and provisions for monitoring discharges.
 - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
5. Pollutant data.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the Director), of regulated pollutants in the discharge from each regulated process.
 - c. The estimated peak instantaneous, daily maximum, and long-term average discharge concentrations (and mass) based on the sampling results.
6. Sampling data to show samples are:
 - a. Representative of daily operations.

- b. Taken just downstream from pretreatment facilities if such exist, or just downstream of the regulated process(es) if no pretreatment exists.
 - c. Collected as required by SMC 13.08.691.
 - d. Analyzed according to SMC 13.08.691.
 - 7. Information confirming BMPs. Where standards specify a BMP or pollution prevention alternative, the user must include the information needed by the director or the applicable standard to determine whether BMPs are (or will be) implemented.
 - 8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge must include new sampling showing (continued) absence of the pollutant in the raw wastewater and satisfying SMC 13.08.640(B).
 - 9. Any request to be covered by a general permit shall satisfy SMC 13.08.450 (below).
 - 10. Any other information deemed necessary by the Director to evaluate the situation and prepare a discharge permit.
- B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The director shall be held harmless for delays caused by returned applications.

13.08.450 General permits.

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

13.08.460 Application signatories and certifications.

- A. All survey forms, wastewater discharge permit applications, and user reports must be signed by an authorized representative of the user and contain the certification statement in SMC 13.08.695(A).
- B. Users shall submit a new authorization if the designation of an authorized representative is no longer accurate. This includes when a different individual or position has responsibility for the overall operation of

the facility, or overall responsibility for environmental matters for the company. The user must submit the new authorization prior to or with any reports to be signed by the new authorized representative.

- C. A facility determined to be a non-significant categorical industrial user by Ecology pursuant to SMC 13.08.140 (FF)(3) must annually submit the signed certification statement found at SMC 13.08.695(B).

13.08.470 Wastewater discharge permit decisions.

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

13.08.510 Wastewater discharge permit duration.

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

13.08.520 Wastewater discharge contract contents.

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

- A. Wastewater discharge contracts may contain:
1. The permit issuance date, expiration date, and effective date.
 2. A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with SMC 13.08.550, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.
 3. Effluent limits, including best management practices, based on applicable pretreatment standards and requirements to apply AKART (see SMC 13.08.230(I)).
 4. The pollutants to be monitored, and specific monitoring requirements. This includes the sampling location(s), sampling frequencies, and sample types consistent with federal, state, and local law. (See SMC 13.08.230(J)).
 5. Requirements to submit certain reports (as reflected in SMC 13.08.610 through 13.08.695), provide various notifications, keep records, and implement best management practices,
 6. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.

7. Requirements to control slug discharges, including to develop, update, and implement slug discharge control plans (find required content in SMC 13.08.330) where the director determines such plans are important to preventing accidental, unanticipated, or non-routine discharges.
 8. Any monitoring which has been conditionally waived by the director according to SMC 13.08.640(B) but which automatically applies at any time the requirements of the conditional waiver are not met.
 9. Reapplication or renewal requirements.
- B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:
1. Pretreatment facilities and measures required by SMC 13.08.310, 13.08.320 and 13.08.926.
 2. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
 3. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the treatment works, ground, or stormwater.
 4. Requirements to develop and implement of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
 5. Requirements to pay charges or fees for discharge to the POTW including high strength, impact and capacity charges.
 6. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices.
 7. Notice that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the wastewater discharge permit. And
 8. Other conditions as deemed appropriate by the director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

13.08.530 Contract issuance process.

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

from the date of the later of Ecology or the director's decision or Ecology or the director's response to a request for reconsideration.

13.08.540 Wastewater discharge permit modification.

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

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

13.08.550 Wastewater discharge permit transfer.

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

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

13.08.560 Wastewater discharge permit revocation.

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

- A. Failed to notify the director of significant changes to the wastewater prior to the changed discharge.

- B. Failed to provide prior notification to the director of changed conditions pursuant to SMC 13.08.650.
- C. Misrepresented or failed to fully disclose all relevant facts in the wastewater discharge permit application.
- D. Falsified self-monitoring reports or tampered with monitoring equipment.
- E. Refused to allow the Director timely access to the facility premises and records.
- F. Failed to meet effluent limitations or permit conditions.
- G. Failed to pay applicable fines or sewer charges.
- H. Failed to meet compliance schedule deadline dates.
- I. Failed to complete a wastewater survey or wastewater discharge permit application.
- J. Failed to provide advance notice of the transfer of business ownership.
- K. Violated any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.
- L. Ceased operations; or
- M. Transferred business ownership.

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

13.08.570 Wastewater discharge contract extension or reissuance.

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

13.08.610 Baseline monitoring reports.

- A. Users subject to categorical standards who must submit a "baseline monitoring report" to Ecology must submit a duplicate copy at the same time to the director. This report must contain the information listed in paragraph B, below. Failure to provide this report to the director, or to include the requisite content, shall be a violation of this chapter.
- B. The baseline monitoring report shall include the following information:
 - 1. All information required in SMC 13.08.450(A)(1) through 13.08.450 (A)(7).
 - 2. Additional conditions for existing sources measuring pollutants.
 - a. Users shall take a minimum of one representative sample to compile the data for the baseline monitoring report.
 - b. Users shall take samples immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If the user mixes other wastewaters with the regulated wastewater prior to pretreatment, the user must provide the flows and concentrations necessary to apply the combined wastestream formula of SMC 13.08.220(C) and 40 CFR § 403.6(e). Where the user wants an alternate concentration or mass limit, and it is allowed by federal rules at § 403.6(e), the user shall propose the adjusted limit and provide supporting data to the control authority (Ecology or city).
 - c. Sampling and analysis shall be performed in accordance with SMC 13.08.691.

- d. The director may allow the report to use only historical data if the data is good enough to allow the evaluation of whether (and which) industrial pretreatment measures are needed;
 - e. The baseline report shall indicate the time, date, and place of sampling, methods of analysis. The user shall certify that the sampling and analysis presented is representative of normal work cycles and expected pollutant discharges to the POTW.
3. Compliance Certification. A statement, reviewed by the user's authorized representative as defined in SMC 13.08.140(C) and certified by a qualified professional, such as a professional engineer indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment steps are required to meet the pretreatment standards and requirements.
 4. Compliance Schedule. While new sources must install the treatment required to meet the pretreatment standards prior to operation, Existing sources may be granted a compliance schedule where they must provide additional pretreatment and/or O&M to meet the pretreatment standards. In such cases, the user shall propose the shortest schedule by which they can provide the additional pretreatment and/or O&M. The completion date which the user proposes in this schedule may not be later than the compliance date established for the applicable pretreatment standard. Any compliance schedule authorized pursuant to this section must also meet the requirements set out in SMC 13.08.620.
 5. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with SMC 13.08.695(A) and signed by an authorized representative as defined by SMC 13.08.140(C).

13.08.620 Compliance schedule progress reports.

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

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

13.08.630 Reports on compliance with categorical pretreatment standard deadline.

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

In both cases, the report must contain the information described in SMC 13.08.450(A)(3) through 13.08.450(A)(6). For existing sources, it must also contain the compliance certification of 13.08.610(C)(3) and, if needed, the compliance schedule described in 13.08.610(C)(4). Users subject to equivalent mass or concentration limits, as allowed by SMC 13.08.220, must include a reasonable measure of their long-term production rate. Other

users subject to standards based on a unit of production (or other measure of operation) must include their actual production during the sampling period. All compliance reports must be signed and certified in accordance with SMC 13.08.695(A).

13.08.640 Periodic compliance reports.

- A. The director may require any user to provide duplicate reports as required by Ecology. Where the director develops BMPs for an industry sector, or issues a contract to regulate pollutants not covered by a state waste discharge permit, the director may specify the necessary minimum sampling and reporting frequencies and include applicable requirements in contracts or BMPs. Significant industrial users (SIUs), except those recognized as "middle tier" users under SMC 13.08.640(C), must:
 - 1. Report at least twice a year, in June and December unless otherwise specified.
 - 2. Report the flows and concentrations of regulated pollutants in all discharges subject to pretreatment standards.
 - 3. Report average and maximum daily flows for the reporting period and identify where flow estimates are used.
 - 4. Include the documentation needed to show compliance with applicable BMPs, pollution prevention alternatives, maintenance, treatment, or record keeping requirements.
- B. Users must sign and certify all periodic compliance reports in accordance with SMC 13.08.695(A).
- C. Users must take wastewater samples which are representative of their range of discharge conditions and of any discharge not disclosed in their permit application. Users must properly operate, clean, and maintain sampling and flow metering facilities and devices and ensure they function properly. The director may not allow user claims that sampling results are unrepresentative due to a user's failure to meet this requirement.
- D. Users subject to the reporting requirements in this section must report any additional monitoring which might determine compliance with permit requirements. This includes any additional monitoring of regulated pollutant at their respective effluent monitoring locations using procedures prescribed in SMC 13.08.691. In such cases, the results of this monitoring shall be included in periodic monitoring reports.
- E. Users that send electronic (digital) documents to the city to satisfy the requirements of this section must meet all state and federal electronic signature requirements: Electronic data shall be in the format required by the director. The director may also require reporting in both digital and traditional format.

13.08.650 Reports of changed conditions.

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

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

13.08.660 Reports of potential problems.

- A. Any user which has any unusual discharge that could cause problems to the POTW must immediately notify the director by telephone of the discharge. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user to control and curtail the discharge. Such notification does not authorize the discharge, and all reasonable steps to halt or prevent the discharge must be made. However, failure to make such notification is a separate and distinct violation of this chapter from the discharge itself. Such discharges may include spills, slug loads, accidental discharges, or other discharges of a non-routine, episodic nature. Problems to the POTW which require reporting under this section include violating pretreatment prohibitions, treatment standards, or other requirements of SMC 13.08.210 through 13.08.260 such as vapor toxicity and explosivity limits, or cause interference with the collection system or treatment works, or pass through the POTW.
- B. Within five days following such discharge, the user shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.
- C. Regardless of whether the user has been required to submit a slug discharge control plan (per SMC 13.08.330), all users required to have a contract or permit shall post notice in a prominent location advising employees who to call at City Hall to inform the director of a potential problem discharge (13.08.660(A)). Users shall ensure that all employees who may cause or witness such a discharge are advised of the emergency notification procedures.
- D. All users must immediately notify the Director of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site which, if discharged to the POTW, would cause problems. Users required to prepare a slug discharge control plan under SMC 13.08.330 shall also modify their plans to include the new conditions prior to, or within two days after making such changes.
- E. These requirements apply in addition to any requirements of an Ecology permit.

13.08.670 Reports from unpermitted users.

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

13.08.680 Notice of violation/repeat sampling and reporting.

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

13.08.690 Notification of the discharge of hazardous waste.

- A. Any user who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261, or Chapter 173-303 WAC must also comply with the following requirements:

1. Notify the director, Ecology's permit contact, the EPA regional waste management division director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit application or re-applications under this chapter.
 2. Include the following information in the notification:
 - a. The name of the hazardous waste as found in 40 CFR Part 261,
 - b. The EPA hazardous waste number,
 - c. The type of discharge (continuous, batch, or other).
 3. If the discharge totals more than 220 pounds in any month, also provide:
 - a. The hazardous constituents contained in the wastes;
 - b. An estimate of the mass and concentration of hazardous constituents in the wastestream discharged during that calendar month; and
 - c. An estimate of the mass of constituents in the wastestream expected to be discharged during the following 12 months.
 4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
 5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
 6. Users must provide notifications under this paragraph only once to EPA and the State for each hazardous waste discharged. However, all of the information of these notices shall be repeated in each new permit application submitted under this chapter.
 7. This requirement does not relieve the user from requirements to provide other notifications, such as of changed conditions under SMC 13.08.650, or applicable permit conditions, permit application requirements, and prohibitions.
 8. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required in a permit under this chapter.
- B. Users must report all discharges of more than 33 pounds per month of substances which, if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Subsequent months during which the user discharges more of a hazardous waste for which notice has already been provided do not require another notification to EPA or the state, but must be reported to the director.
 - C. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under paragraphs A, if required by paragraph B within 90 days of the effective date of such regulations.
 - D. For any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical and shall describe that program and reductions obtained through its implementation.
 - E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a contract issued thereunder, an Ecology issued permit, or any applicable federal or state law.

13.08.691 Sampling—Analytical requirements and collection protocols.

- A. All pollutant sampling and analyses required under this ordinance shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the director determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the Director may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by EPA.
- B. Sampling and analysis reports performed by the director will be supplied to the user. The user may dispute the accuracy of the sample and provide an alternative sampling report within 21 days of receipt of the city's findings. If no alternative sample is provided within the 21-day period, it shall constitute an acknowledgement by the user that the sampling and analysis performed by the director is a valid representation of the pollutants in their wastewater.
- C. Users must ensure all samples they collect to satisfy sampling requirements under this chapter are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specific period.
 - 1. Users must use properly cleaned sample containers appropriate for the sample analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate EPA guidance.
 - 2. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds using grab collection techniques.
 - 3. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, and sulfides either in the laboratory or in the field, and may composite grab samples for volatile organics and oil & grease in the laboratory prior to analysis.
 - 4. For all other pollutants, users must employ 24-hour time-proportional composite samplers unless the director authorizes or requires an alternative sample collection method.
 - 5. The director may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
 - 6. The director may require grab samples either in lieu of or in addition to composite sampling to show compliance with instantaneous discharge limits.
 - 7. In all cases, users must take care to ensure the samples are representative of their wastewater discharges.
 - 8. Users sampling to complete baseline monitoring and 90-day compliance reports required by SMC 13.08.610 and 13.08.630, must satisfy some specific requirements. These reports require at least four grab samples for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds. Users may composite samples prior to analysis if allowed in 13.08.691(C)(3). Where historical sampling data exists; the Director may also authorize fewer samples.
 - 9. For periodic monitoring reports, (SMC 13.08.640), the director may specify the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
 - 10. The user shall record instantaneous and 24-hour flow (from totalizer) at the time each sample is collected, and provide said flow information to the director. If a flowmeter is not available, the city will use water flow information from their records to determine corresponding load (in pounds per day).

13.08.693 Date of receipt of reports.

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

13.08.694 Record keeping.

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

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

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

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

13.08.695 Certification statements.

- A. The following certification statement must be signed by an authorized representative as defined by SMC 13.08.140(C) and included when submitting:
 - 1. An industrial user survey or update to a survey to reflect changed conditions.
 - 2. A permit (re-)application in accordance with SMC 13.08.460;
 - 3. A dispute of any city-provided sample performed under SMC 13.08.691,
 - 4. A baseline monitoring report under SMC 13.08.610(B)(5),
 - 5. A report on compliance with the categorical pretreatment standard deadlines under SMC 13.08.630;
 - 6. A periodic compliance report required by SMC 13.08.640 (A)—(D), or
 - 7. An initial request to forego sampling of a pollutant based on SMC 13.08.640(B)(4)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best

of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

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

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

13.08.710 Right of entry—Inspection and sampling.

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

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The director shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- C. Users shall provide full access to the director to use any monitoring facilities and utilities available or required in accordance with SMC 13.08.310 and 13.08.320 (B) and (C) to confirm that the standards or treatment required for discharge to the sewer are being met.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the director and shall not be replaced. The costs of clearing such access shall be borne by the user.
- E. Any unreasonable delay in allowing the director full access to the user's premises and wastewater operations shall be a violation of this chapter.

13.08.720 Search warrants.

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

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

13.08.810 Confidential information.

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

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

13.08.910 Publication of users in significant noncompliance.

- A. Publishing: The director must annually publish a list of the users which, at any time during the previous 12 months, were in significant noncompliance with applicable pretreatment standards and requirements. The list will be published in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW.
- B. Definition: The term significant noncompliance means:
 1. Any violation of a pretreatment standard or requirement including numerical limits, narrative standards, and prohibitions, that the director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public.
 2. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, including risk of noncompliance with city's NPDES permit, or has resulted in the director's exercise of its emergency authority to halt or prevent such a discharge.
 3. Any violation(s), including of best management practices, which the director determines will adversely affect the operation or implementation of the local pretreatment program.
 4. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter taken during a rolling six-month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of SMC 13.08.210 through 13.08.260.
 5. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of wastewater measurements taken for each pollutant parameter during a rolling six-month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous

limits, as defined by SMC 13.08.210 through 13.08.260), multiplied by the applicable criteria. Applicable criteria are 1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH.

6. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
 7. Failure to provide any required report within 45 calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
 8. Failure to accurately report noncompliance.
- C. Applicability: The criteria in paragraphs 1—3 above are applicable to all users, whereas the criteria in paragraphs 4—8 are only applicable to SIUs.

13.08.920 Administrative enforcement remedies.

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

13.08.921 Notification of violation.

The director may serve a written notice of violation on any user that the director finds has violated any provision of this chapter, including terms or requirements of a permit, order, or a pretreatment standard or requirement. In all cases in this chapter, a continuation of a violation of a provision of this chapter is a "violation." Users shall, in response to a notice of violation, provide the director a written explanation of the violation, its cause, and a corrective action plan within thirty (30) days of the receiving this notice. Users submitting plans to correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the soonest practicable date. The director's acceptance of a plan does not relieve a user of liability for any violations. The director may also take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

13.08.922 Show cause hearing.

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

13.08.923 Administrative orders.

- A. Consent Orders. The director may enter into a consent order or other voluntary agreement to memorialize agreements with users violating any requirement of this chapter. Such agreements must include the specific action(s) required and date(s) they are to be completed to correct the noncompliance. Such documents must

be constructed in a judicially enforceable manner, and have the same force and effect as administrative orders issued pursuant to this section.

- B. Compliance Orders. The director may issue a compliance order to any user which has violated any provision of this chapter including a requirement of a permit, order, or a pretreatment standard or requirement. The compliance order may direct that the user come into compliance within a specified time, install and properly operate adequate treatment facilities or devices, or take such measures as the Director finds are reasonably necessary. These measures may include additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, or relieve a user of liability for any violation, including a continuing violation. If the user does not come into compliance within the time provided, sewer service may be discontinued. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.
- C. Cease and Desist Orders. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the Director may issue an order to the user directing it to cease and desist all such violations and directing the user to:
 - 1. Immediately comply with all requirements; and
 - 2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

13.08.925 Administrative fines.

- A. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director may fine such user in an amount not to exceed ten thousand dollars. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. The director may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to the noncompliance and the director's response to the situation to the amount of the fine.
- C. The director will consider the economic benefit enjoyed by a user as a result of the noncompliance in cases where there appears to have been a monetary benefit from not complying. In such cases, the director shall ensure that fines, to the maximum amounts allowable, exceed the benefit to the user from the noncompliance.
- D. Unpaid charges, fines, and penalties shall, at 30 calendar days past the due date, be assessed an additional penalty of one percent of the unpaid balance, and interest shall accrue thereafter at a rate of one percent per month. After 30 days the city shall be authorized to file a lien against the user's property for unpaid charges, fines, and penalties.
- E. Users desiring to dispute such fines must file a written request for the Director to reconsider the fine along with full payment of the fine amount within 15 working days of being notified of the fine. Where a request has merit, the director may convene a hearing on the matter. In the event the user's appeal is successful, the director shall rebate the difference between the initial and final penalty amounts to the user.
- F. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

13.08.926 Emergency discontinuance of service.

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

13.08.927 Emergency suspensions.

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

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. If a user fails to immediately comply voluntarily with the suspension order, the director may take such steps as deemed necessary to protect the public and its interest in the sewer system. Remedies available to the director include immediately severing the sewer connection, at the users expense, turning off pump stations downstream of the user, and partnering with law enforcement. The director may not allow the user to recommence its discharge until the user has demonstrated to the satisfaction of the director that the situation warranting the suspension has been properly addressed and any proposed Termination proceeding has been resolved.
- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report to the director prior to the date of any show cause or termination hearing under SMC 13.08.923 and 13.08.928.

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

13.08.928 Termination of discharge.

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

- A. Discharge of non-domestic wastewater without a permit, including:
 - 1. Where the appropriate permit has not been requested;
 - 2. Where the appropriate permit has not yet been issued; or
 - 3. Where the permit has been denied or revoked based on the provisions of SMC 13.08.560 (Permit Revocation).

- B. Violation of permit terms and conditions including:
 - a. Exceeding any permit limit;
 - b. Failing to meet other pretreatment standards or requirements;
 - c. Violating any prohibition; or
 - d. Failing to properly monitor and report discharges or changed conditions.
- C. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; (whether subject to a permit or not); or
- D. Violation of the pretreatment standards and requirements in SMC 13.08.210 through 13.08.260, including failure to satisfy industrial user survey requirements.

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

13.08.931 Injunctive relief.

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

13.08.932 Civil penalties.

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

13.08.933 Criminal prosecution.

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

13.08.934 Remedies nonexclusive.

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

13.08.941 Penalties for late reports.

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

13.08.942 Performance bonds.

The director may require a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the director as necessary to assure the User will achieve consistent compliance with this chapter. The Director may require this bond as an enforcement response or as a prerequisite to issue or reissue a wastewater discharge permit. Any user who has failed to comply with any provision of this chapter, a previous permit or order issued hereunder, or any other pretreatment standard or requirement may be subject to this requirement. This bond may also be required of any category of user which has led to public burdens in the past regardless of the compliance history of the particular user. The city may use this bond to pay any fees, costs, or penalties assessed to the User whenever the Users account is in arrears for over 30 days. This includes the costs of cleanup of the site if the user goes out of business, sells the business to a person that does not first assume the bond, or goes bankrupt. Users may petition the director to convert their performance bond to a requirement to provide liability insurance, or to

forego any such safeguard based on their performance. User may petition no more frequently than once in any twelve-month period.

13.08.943 Liability insurance.

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

13.08.944 Payment of outstanding fees and penalties.

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

13.08.945 Water supply severance.

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

13.08.946 Public nuisances.

A violation of any provision of this chapter or a permit or order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the director. Any person(s) creating a public nuisance shall be subject to the provisions of SMC 8.60 governing such nuisances, including reimbursing the city for any costs incurred in removing, abating, or remedying said nuisance.

13.08.951 Upset.

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to punitive actions in response to noncompliance with categorical pretreatment standards (SMC 13.08.220 and SMC 13.08.230), but not local limits (SMC 13.08.240) when the requirements of paragraph (C), below, must be met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - 1. An upset occurred and the user can identify the cause(s) of the upset.
 - 2. The facility was at the time being operated in a prudent and workman-like manner and was in compliance with applicable operation and maintenance procedures.

3. Where the upset involved reduction, loss, or failure of its treatment facility (e.g. a power failure), the User controlled production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards until the facility was restored or an alternative method of treatment was provided.
 4. The user submitted the following information to the director within 24 hours of becoming aware of the upset. When initially provided orally, the User must have provided a written report within five days:
 - a. A description of the indirect discharge and cause of noncompliance;
 - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - c. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.

13.08.952 Prohibited discharge standards.

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

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

13.08.953 Bypass.

- A. For the purposes of this section,
 1. Bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.
 2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to assure efficient operation.
- C. Any other bypass must meet the following requirements:
 1. Users knowing in advance of the need for a bypass must submit prior notice to the director, at least ten days before the bypass wherever possible.
 2. Users must tell the director of any unanticipated bypass that exceeds applicable pretreatment standards within 24 hours of becoming aware of the bypass. Users must provide a written follow-up report within five days. The Director may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:

- a. A description of the bypass (volume, pollutants, etc.).
 - b. What caused the bypass.
 - c. When, specifically, the bypass started and ended.
 - d. When the bypass is expected to stop (if ongoing).
 - e. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.
- D. Bypass.
1. Bypass is prohibited, and the director may take an enforcement action against a user for a bypass, unless:
 - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - c. The user submitted notices as required under paragraph (C) of this section.
 2. The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

13.08.961 Pretreatment charges and fees.

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

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

Memo

To: Ben Schumaker
From: Ken
CC: Mary Ann Duncan-Cole
Date: August 1, 2008
Re: Sewer connection standards

Question Presented: Can the City require a resident to connect to sewer under SMC 13.08.050 where the distance to connect is less than three hundred feet, as provided by City ordinance, but more than two hundred feet as set forth as the standard in WAC 246-272A-0025?

Brief Answer: Yes

Discussion:

The City is processing an application for a rezone from single-family residential to multi-family residential of several parcels located near the High School. At least two of these parcels have on site sewage systems (OSS), septic tanks, serving preexisting multi-family residences. One parcel intends to rebuild a burned-down multi-family structure. There is evidence of previous failure of the Johnston's OSS in the recent past.

SMC 13.08.050 requires a resident to connect to City sewer, provided the City sewer system is at or near the property line and within three hundred feet of the building or proposed building. For the Johnston property (the one being rebuilt), both of those conditions appear to be met.

However, this three hundred foot limit appears, at first blush, to conflict with Washington Administrative Code (WAC) 246-272A-0025, adopted by the State Board of Health pursuant to RCW 43.20.050¹. This section allows the local health officer to require a property owner to hook up to public sewer under certain

¹ That statute mandates the Board of Health to adopt rules regarding disposal of sewage. RCW 43.20.050(1)(b).

conditions, including when the public system is not more than two hundred feet away and when the system is failing.

It is also worth noting that a local board of health may require a “new development” to connect to a public sewer system (without any distance set forth) “to protect public health”. WAC 246-272A-0025(4)². Similarly, subsection (5) to this section requires the local board of health to have a “new development or a development with a failing system” “to connect to a public sewer system if it is required by the comprehensive land use plan or development regulations.”³

The section defines “Development” as “the creation of a residence, structure, facility, subdivision, site, area, or similar activity resulting in the production of sewage.” The new structure proposed by the Johnstons would clearly fall within the definition of “new development” and the local health officer could mandate a connection to public sewer regardless of the distance under section 4, and presumably “must” require a connection because of the City’s “development regulation” contained in SMC 13.08.050, since the building will be within 300 feet of the City sewer. Note this provision only applies to a “development” within the definition, and a rezone (although arguably a “site or “area”) doesn’t directly result in the production of sewage, so it may not apply to this application.

Even assuming the local health officer declined to require a connection at this stage, the City may do so independently, according to an RCW that controls this issue. RCW 35.67.190 provides, in relevant part, as follows:

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

In this case, the City has in 13.08.050 defined the “area served by such sewerage system” as any residence within 300 feet of a sewer line. Thus, the City may (and shall) compel the property owners to connect.

Our City’s ordinance is the prevailing law, superseding the WAC’s. The Washington State Constitution, Article XI, Section 11, authorizes City’s to adopt legislation under its police powers “not in conflict with general laws”. Washington Administrative Code

² (4) Local boards of health may require a new development to connect to a public sewer system to protect public health.

³ (5) Local boards of health shall require new development or a development with a failing system to connect to a public sewer system if it is required by the comprehensive land use plan or development regulations.

sections are not law – they are rules adopted pursuant to laws⁴. Thus, even if the WAC was read to conflict with the ordinance -- and the above discussion of subsections 4 and 5 suggests it does not -- the ordinance should control. Moreover, the RCW's specifically require us to compel citizen's to connect when they are within our service area, and the Johnstons meet this standard.

Pam James of Municipal Research also noted that many cities have a similar 300 foot connection requirement, and they have stood for a considerable time.

Note our ordinance requires a 90-day notice period to the property owners to connect, and provides an appeal procedure. If you find include connection to sewer should be part of your MDNS, you should condition this requirement with compliance with the notice and appeal procedures set forth in SMC 13.08.050.

Let me know if you have any further questions.

⁴ MRSC will provide a cite for this proposition.



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Sewer Financing Options
Meeting Date: September 21, 2023

Executive Summary:

The City of Stevenson is reviewing changes to the city municipal code requiring connection to the public sewer system. This may increase costs for some developments which may be burdensome for smaller developers. This memo is a list of financing options, with the possibility of recouping funds over time, for installing sewer line extensions.

Overview of Items:

Individual Led Programs:

These financing options are coordinated and managed by individual property owners.

Latecomers' Agreements:

This process requires the property owner/developer to have cash on hand and provides an avenue for the possibility of recouping some of the cost of the extension. The property owner/developer can request a Latecomers' agreement which will assess a calculated amount to properties connecting to the extension within the next 20 years. The amount is based on a calculation which is as fair as possible in relation to the benefits received.

More on the topic from MRSC can be found online here: <https://mrsc.org/explore-topics/public-works/finance/latecomer-agreements>

USDA Rural Development Single Family Housing Repair Loans and Grants:

This program provides very low-income homeowners with loans up to \$40,000 and possible grants up to \$10,000. The term is for 20 years, and the interest rate is fixed at 1%. To qualify you must own and occupy the house, be unable to obtain affordable credit elsewhere, have a household income that does not exceed the very low limit for the county (2023 income for 1–4-person household is \$56,400 for the Portland Metro MSA), and for grants, be 62 years or older.

More information on this loan and how to apply can be found on the USDA website at <https://www.rd.usda.gov/programs-services/single-family-housing-programs/single-family-housing-repair-loans-grants/wa>

Home Equity Loan:

This would be individually secured through a financial institution.

City of Stevenson HEALing SCARS Septic to Sewer Program:

This program was initiated in early 2023 and is currently funded through environmental mitigation offsets. As it is a newly established fund, it has only a \$10,190.57 balance. It provides financial incentive up to \$25,000 of a grant or a loan depending on the applicants need, as defined in the program, for property owners within 300' of a fish bearing stream or shoreline of the state and adjacent to an existing sewer main to connect to the system.

A copy of the program can be found on the city website at

<https://www.ci.stevenson.wa.us/publicworks/page/proposed-sewer-ordinance>

City Led Programs:

These financing options are managed by the city and may be coordinated initially by a group of community members. Projects are generally more expensive as they are subject to additional requirements, such as prevailing wages, which do not apply to the private sector.

Reminder: When City resources are used it is paid for by the existing sewer rate payers. Property taxes are not used for financing sewer utilities.

Community Development Block Grant:

This program would be financing to assist with a sewer line extension and can include the connection of the property owner to the mainline for property owners whose income is defined as low (at or below 50% of the area median income (AMI)) to moderate (at or below 80% of AMI). The 2023 income limits chart is attached. The grant portion would only be eligible to qualifying households and the remaining project would need to be financed through other means.

More information on this program can be found online at: <https://www.commerce.wa.gov/serving-communities/community-development-block-grants/>

Local Improvement Districts:

A Local Improvement District (LID) is a way to finance capital projects through the formation of a special assessment district. Property owners have the power to decide whether they will pay these assessments as owners representing at least 40% of the total cost of the improvements need to approve the LID. The construction and financing are managed by the city. The property owners will be invoice either on a regular basis, within their monthly utility bill, or have the option to pay it all at once. The amount assessed cannot exceed the amount of benefit the property will receive from the improvement.

More on the topic from MRSC can be found online here: <https://mrsc.org/explore-topics/public-works/finance/local-improvement-districts>

Legislative or Congressional Direct Spending Request (Grant):

This is a direct request from the state or federal legislatures for capital budget or other program funding for a portion of the project cost. The timing of federal requests is lengthy, and both are at the whims of the politics of the time.

Revenue Bonds:

This is facilitated in multiple ways, mostly through agency loans (USDA, Department of Ecology, etc.). The city leverages the utility rates to pay back a loan of a 20–40-year period. If done through a state or

federal agency, the interest may be lower than market rates and can include a grant portion. projects through a private firm, the interest rates may be higher yet there is no competitive process, and the project may only be subject to state procurement requirements with less paperwork than agency funded projects.

City Reserves:

These would come from a portion of existing system development charges set aside as reserves for system expansion. These funds may also be used as matching funds for a loan or grant.

Action Needed:

None, information only.

2023 Income Limits

(effective 06/15/2023)

CDBG Non-Entitlement Areas by County									
County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Adams	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Asotin	Very Low 30%	17,800	20,350	22,900	25,400	27,450	29,500	31,500	33,550
	Low 50%	29,650	33,900	38,150	42,350	45,750	49,150	52,550	55,950
	Moderate 80%	47,450	54,200	61,000	67,750	73,200	78,600	84,050	89,450
Benton	Very Low 30%	19,400	22,200	24,950	27,700	29,950	32,150	34,350	36,600
	Low 50%	32,350	37,000	41,600	46,200	49,900	53,600	57,300	61,000
	Moderate 80%	51,750	59,150	66,550	73,900	79,850	85,750	91,650	97,550
Chelan	Very Low 30%	17,750	20,250	22,800	25,300	27,350	29,350	31,400	33,400
	Low 50%	29,550	33,750	37,950	42,150	45,550	48,900	52,300	55,650
	Moderate 80%	47,250	54,000	60,750	67,450	72,850	78,250	83,650	89,050
Clallam	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Columbia	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Cowlitz	Very Low 30%	17,750	20,250	22,800	25,300	27,350	29,350	31,400	33,400
	Low 50%	29,550	33,750	37,950	42,150	45,550	48,900	52,300	55,650
	Moderate 80%	47,250	54,000	60,750	67,450	72,850	78,250	83,650	89,050
Douglas	Very Low 30%	17,750	20,250	22,800	25,300	27,350	29,350	31,400	33,400
	Low 50%	29,550	33,750	37,950	42,150	45,550	48,900	52,300	55,650
	Moderate 80%	47,250	54,000	60,750	67,450	72,850	78,250	83,650	89,050

2023 Income Limits
(effective 06/15/2023)

CDBG Non-Entitlement Areas by County									
County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Ferry	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Franklin	Very Low 30%	19,400	22,200	24,950	27,700	29,950	32,150	34,350	36,600
	Low 50%	32,350	37,000	41,600	46,200	49,900	53,600	57,300	61,000
	Moderate 80%	51,750	59,150	66,550	73,900	79,850	85,750	91,650	97,550
Garfield	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Grant	Very Low 30%	17,750	20,250	22,800	25,300	27,350	29,350	31,400	33,400
	Low 50%	29,550	33,750	37,950	42,150	45,550	48,900	52,300	55,650
	Moderate 80%	47,250	54,000	60,750	67,450	72,850	78,250	83,650	89,050
Grays Harbor	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Island	Very Low 30%	19,850	22,650	25,500	28,300	30,600	32,850	35,100	37,400
	Low 50%	33,050	37,800	42,500	47,200	51,000	54,800	58,550	62,350
	Moderate 80%	52,850	60,400	67,950	75,500	81,550	87,600	93,650	99,700
Jefferson	Very Low 30%	17,750	20,250	22,800	25,300	27,350	29,350	31,400	33,400
	Low 50%	29,550	33,750	37,950	42,150	45,550	48,900	52,300	55,650
	Moderate 80%	47,250	54,000	60,750	67,450	72,850	78,250	83,650	89,050
Kittitas	Very Low 30%	18,900	21,600	24,300	27,000	29,200	31,350	33,500	35,650
	Low 50%	31,500	36,000	40,500	45,000	48,600	52,200	55,800	59,400
	Moderate 80%	50,400	57,600	64,800	72,000	77,800	83,550	89,300	95,050

2023 Income Limits
(effective 06/15/2023)

CDBG Non-Entitlement Areas by County									
County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Klickitat	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Lewis	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Lincoln	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Mason	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Okanogan	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Pacific	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Pend Oreille	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
San Juan	Very Low 30%	19,400	22,200	24,950	27,700	29,950	32,150	34,350	36,600
	Low 50%	32,350	36,950	41,550	46,150	49,850	53,550	57,250	60,950
	Moderate 80%	51,700	59,100	66,500	73,850	79,800	85,700	91,600	97,500

2023 Income Limits

(effective 06/15/2023)

CDBG Non-Entitlement Areas by County									
County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Skagit	Very Low 30%	19,150	21,900	24,650	27,350	29,550	31,750	33,950	36,150
	Low 50%	31,900	36,450	41,000	45,550	49,200	52,850	56,500	60,150
	Moderate 80%	51,050	58,350	65,650	72,900	78,750	84,600	90,400	96,250
Skamania	Very Low 30%	23,700	27,100	30,500	33,850	36,600	39,300	42,000	44,700
	Low 50%	39,500	45,150	50,800	56,400	60,950	65,450	69,950	74,450
	Moderate 80%	63,150	72,200	81,200	90,200	97,450	104,650	111,850	119,100
Stevens	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Wahkiakum	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Walla Walla	Very Low 30%	17,950	20,500	23,050	25,600	27,650	29,700	31,750	33,800
	Low 50%	29,900	34,150	38,400	42,650	46,100	49,500	52,900	56,300
	Moderate 80%	47,800	54,600	61,450	68,250	73,750	79,200	84,650	90,100
Whatcom	Very Low 30%	20,200	23,050	25,950	28,800	31,150	33,450	35,750	38,050
	Low 50%	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
	Moderate 80%	53,800	61,450	69,150	76,800	82,950	89,100	95,250	101,400
Whitman	Very Low 30%	17,750	20,300	22,850	25,350	27,400	29,450	31,450	33,500
	Low 50%	29,600	33,800	38,050	42,250	45,650	49,050	52,400	55,800
	Moderate 80%	47,350	54,100	60,850	67,600	73,050	78,450	83,850	89,250
Yakima	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200

2023 Income Limits
(effective 06/15/2023)

CDBG-CV Entitlement Areas by County									
County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Clark	Very Low 30%	23,700	27,100	30,500	33,850	36,600	39,300	42,000	44,700
	Low 50%	39,500	45,150	50,800	56,400	60,950	65,450	69,950	74,450
	Moderate 80%	63,150	72,200	81,200	90,200	97,450	104,650	111,850	119,100
King	Very Low 30%	28,800	32,900	37,000	41,100	44,400	47,700	51,000	54,300
	Low 50%	47,950	54,800	61,650	68,500	74,000	79,500	84,950	90,450
	Moderate 80%	70,650	80,750	90,850	100,900	109,000	117,050	125,150	133,200
Kitsap	Very Low 30%	22,900	26,150	29,400	32,650	35,300	37,900	40,500	43,100
	Low 50%	38,150	43,600	49,050	54,450	58,850	63,200	67,550	71,900
	Moderate 80%	61,000	69,700	78,400	87,100	94,100	101,050	108,050	115,000
Pierce	Very Low 30%	22,600	25,800	29,050	32,250	34,850	37,450	40,000	42,600
	Low 50%	37,650	43,000	48,400	53,750	58,050	62,350	66,650	70,950
	Moderate 80%	60,200	68,800	77,400	86,000	92,900	99,800	106,650	113,550
Snohomish	Very Low 30%	28,800	32,900	37,000	41,100	44,400	47,700	51,000	54,300
	Low 50%	47,950	54,800	61,650	68,500	74,000	79,500	84,950	90,450
	Moderate 80%	70,650	80,750	90,850	100,900	109,000	117,050	125,150	133,200
Spokane	Very Low 30%	18,700	21,400	24,050	26,700	28,850	31,000	33,150	35,250
	Low 50%	31,150	35,600	40,050	44,500	48,100	51,650	55,200	58,750
	Moderate 80%	49,850	57,000	64,100	71,200	76,900	82,600	88,300	94,000
Thurston	Very Low 30%	21,550	24,600	27,700	30,750	33,250	35,700	38,150	40,600
	Low 50%	35,900	41,000	46,150	51,250	55,350	59,450	63,550	67,650
	Moderate 80%	57,400	65,600	73,800	82,000	88,600	95,150	101,700	108,250



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Personnel Policy Updates
Meeting Date: September 21, 2023

Executive Summary:

Changes with the personnel policy have been identified throughout the past couple of months to reflect current practices and to address rising costs. Details regarding those changes are further outlined below.

Overview of Items:

The appendices referenced throughout the policy have been updated in addition to the specific changes identified below.

- *5.2 Employee Pay Rates:* Updated to clarify that each year an employee will receive a step increase, provided they are outside their probation and have a satisfactory performance review. This has been the city's standard practice and wasn't made clear in the policy.
- *7.7 Boot Allowance:* The cost of a quality pair of work boots which can last through the years is around \$400. The benefit has been revised to a bi-annual benefit of \$400, which is the same cost over the two years. Or the employee can use the benefit annually at \$200 each year.
- *8.10 Holidays:* Clarification was added to state that approval of Personal Days follows the same process as Vacation Leave. They are meant to be pre-planned leave days as holidays are generally pre-planned.
- *8.11 Religious Holidays:* Language updated to reflect the language in the policy. The term Personal Day is used in place of Floating Holiday as included in the paid holiday list under section 8.10 Holidays.

Action Needed: Approve resolution 2023-417 revising the policy as presented or with changes.

**CITY OF STEVENSON
RESOLUTION NO. 2023-417
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 the rising cost of quality safety boots; 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 21st day of September, 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 ~~June 15~~September 21, 2023



City of Stevenson Personnel Policy

Contents

RECEIPT OF PERSONNEL POLICIES	6
CHAPTER 1: PURPOSE AND SCOPE.....	7
1.1 INTRODUCTION	7
1.2 INTENT OF POLICIES	7
1.3 SCOPE OF POLICIES	7
1.4 CHANGING OF POLICIES.....	8
1.5 DEFINITIONS.....	8
CHAPTER 2: GENERAL POLICIES & PRACTICES	11
2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY	11
2.2 DISABILITY DISCRIMINATION PROHIBITED.....	11
2.3 LIFE THREATENING/COMMUNICABLE DISEASES	11
2.4 ANTI-HARASSMENT POLICY	11
2.5 SEXUAL HARASSMENT PROHIBITED.....	12
2.6 DISCRIMINATION COMPLAINT PROCEDURE	12
2.7 EMPLOYEE RECORDS.....	13
2.8 EMPLOYMENT REFERENCES.....	13
CHAPTER 3: RECRUITING & HIRING.....	14
3.1 RECRUITING	14
3.2 HIRING.....	14
3.3 TEMPORARY EMPLOYEES	15
3.4 TRIAL PERIOD	15
3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)	16
3.6 PROMOTIONS.....	16
CHAPTER 4: HOURS & ATTENDANCE.....	17
4.1 WORKING HOURS.....	17
4.2 HOURS OF WORK AND OVERTIME	17
4.3 COMPENSATORY TIME	18
4.4 ATTENDANCE.....	18
4.5 UNUSUAL CONDITIONS	18
4.6 BREAKS AND MEAL PERIODS	19
4.7 CALL BACK.....	19
4.8 PAYROLL RECORDS.....	19



City of Stevenson Personnel Policy

CHAPTER 5: COMPENSATION.....	20
5.1 SALARY CLASSIFICATION AND GRADES	20
5.2 EMPLOYEE PAY RATES.....	20
5.3 CERTIFICATION PAY	21
5.4 OUT OF CLASS PAY	21
5.5 ON CALL PAY	22
5.4 PAYDAYS AND PAY PERIODS	22
5.5 DEDUCTIONS.....	22
5.6 TRAVEL AND TRANSPORTATION REGULATIONS	22
5.7 COMPENSATION UPON TERMINATION.....	24
CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS	25
6.1 TRAINING	25
6.2 PERFORMANCE EVALUATIONS.....	25
CHAPTER 7: BENEFITS POLICY	26
7.1 RETIREMENT BENEFITS.....	26
7.2 DISABILITY BENEFITS (WORKERS COMPENSATION).....	26
7.3 HEALTH INSURANCE BENEFITS	26
7.4 CONTINUATION OF INSURANCE COVERAGE	27
7.5 UNEMPLOYMENT COMPENSATION.....	28
7.6 FIRE/EMERGENCY CALLS	28
7.7 BOOT ALLOWANCE	28
CHAPTER 8: LEAVES.....	29
8.1 VACATION LEAVE.....	29
8.2 SICK LEAVE	29
8.3 LEAVE WITHOUT PAY.....	30
8.4 JURY AND WITNESS LEAVE	31
8.5 ADMINISTRATIVE LEAVE	31
8.6 MILITARY LEAVE.....	31
8.7 FAMILY LEAVE	31
8.8 BEREAVEMENT LEAVE.....	34
8.9 SHARED LEAVE PROGRAM.....	34
8.10 HOLIDAYS	35
8.11 RELIGIOUS HOLIDAYS	35
8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES.....	35



City of Stevenson Personnel Policy

CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT 37

9.1 GENERAL CODE OF CONDUCT..... 37

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST 37

9.3 CODE OF CONDUCT 37

9.4 REPORTING IMPROPER GOVERNMENTAL ACTION..... 38

9.5 POLITICAL ACTIVITIES..... 38

9.6 NO SMOKING POLICY..... 38

9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS
38

9.8 USE OF CITY VEHICLES AND EQUIPMENT 39

9.9 USE OF CITY CREDIT CARDS (Ref. Resolution No. 132) 39

9.10 CONTACT WITH THE NEWS MEDIA 40

9.11 DRIVER’S LICENSE REQUIREMENTS..... 40

9.12 SOLICITATIONS..... 40

9.13 SAFETY 41

9.14 DRUG-FREE WORKPLACE 41

9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES..... 42

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION 53

10.2 POSSIBLE DISCIPLINARY ACTIONS 54

10.3 PRE-TERMINATION HEARING 54

10.4 LAYOFF 55

10.5 RESIGNATION OR RETIREMENT..... 55

CHAPTER 11: COMPLAINT PROCEDURES..... 56

11.1 COMPLAINT PROCEDURES 56

Appendix # A-1..... 57

MEMORANDUM OF AGREEMENT 57

Appendix # A-2..... 58

SUPERVISOR GUIDES 58

Appendix # A-3..... 59

SEPARATION AGREEMENT (a)..... 59

SEPARATION AGREEMENT (b) 60

Appendix # A-4: 62

CELL PHONE POLICY..... 62

Appendix # A-5..... 67

Ordinance No. 879 67



City of Stevenson Personnel Policy

Appendix # A-6.....	70
LIST OF AGENCIES	70
LOCAL 70	
STATE OR REGIONAL AGENCIES	70
FEDERAL AGENCIES.....	71
Appendix # A-7.....	74
TRAVEL REIMBURSEMENT REQUEST.....	74
Appendix # A-8.....	75
CITY ADMINISTRATOR.....	75
PUBLIC WORKS DIRECTOR.....	78
COMMUNITY DEVELOPMENT DIRECTOR.....	82
DEPUTY CLERK/TREASURER II.....	85
DEPUTY CLERK/TREASURER I.....	Error! Bookmark not defined.
PUBLIC WORKS FIELD SUPERVISOR.....	94
UTILITIES/MAINTENANCE WORKER.....	98
FACILITIES MAINTENANCE WORKER.....	101
WASTEWATER TREATMENT PLANT OPERATOR I.....	103
WASTEWATER TREATMENT PLANT OPERATOR II.....	106
WASTEWATER TREATMENT PLANT OPERATOR III	110
MINUTE TAKER.....	114
Appendix # A-9.....	116
CITY OF STEVENSON INTERNET/INTRANET, PERSONAL COMPUTER, VOICE MAIL AND E-MAIL USE POLICY	116
Appendix # A-10.....	124
CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS.....	124
Appendix # A-11.....	126
Reasonable Suspicion Documentation Form.....	126
Appendix # A-12.....	127
Post-Accident Checklist.....	127
Appendix # A-13.....	128
Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse....	128
Appendix # A-14.....	129
Driver Evaluation Matrix.....	129



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

Return one signed copy of this form to payroll.



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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



City of Stevenson Personnel Policy

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 1st.

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.



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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. To meet the needs of the City’s utilities, employees with 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 directly work related, *obtained within the state rate*, and are both critical and necessary



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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



City of Stevenson Personnel Policy

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 ~~an~~ a bi-annual \$~~200-400~~ 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.



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 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran’s Day	November 11
Thanksgiving	4 th 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 1st will receive 2 Personal Days, while those with a start date of July 1st 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, floating holiday 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



City of Stevenson Personnel Policy

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



City of Stevenson Personnel Policy

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**



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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 18th 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
9th & Columbia
MSGH-51
Olympia, WA 98504
360-725-2800

Southwest Washington Air Pollution
Control Authority
1308 NE 134th, 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 23rd 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 107th NE
Bellevue, WA

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

Mine Safety & Health Administration
117 107th 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 – 228th 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 1st 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: _____

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

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

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.



City of Stevenson Personnel Policy

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.



City of Stevenson Personnel Policy

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

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

Signature

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

POSITION:	Wastewater Treatment Plant Operator I
REPORTS TO:	Wastewater Treatment Plant Operator II (or III if the position is filled)
EFFECTIVE DATE:	June 15, 2023
FLSA STATUS:	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.



City of Stevenson Personnel Policy

- 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

POSITION:	Wastewater Treatment Plant Operator III
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 (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

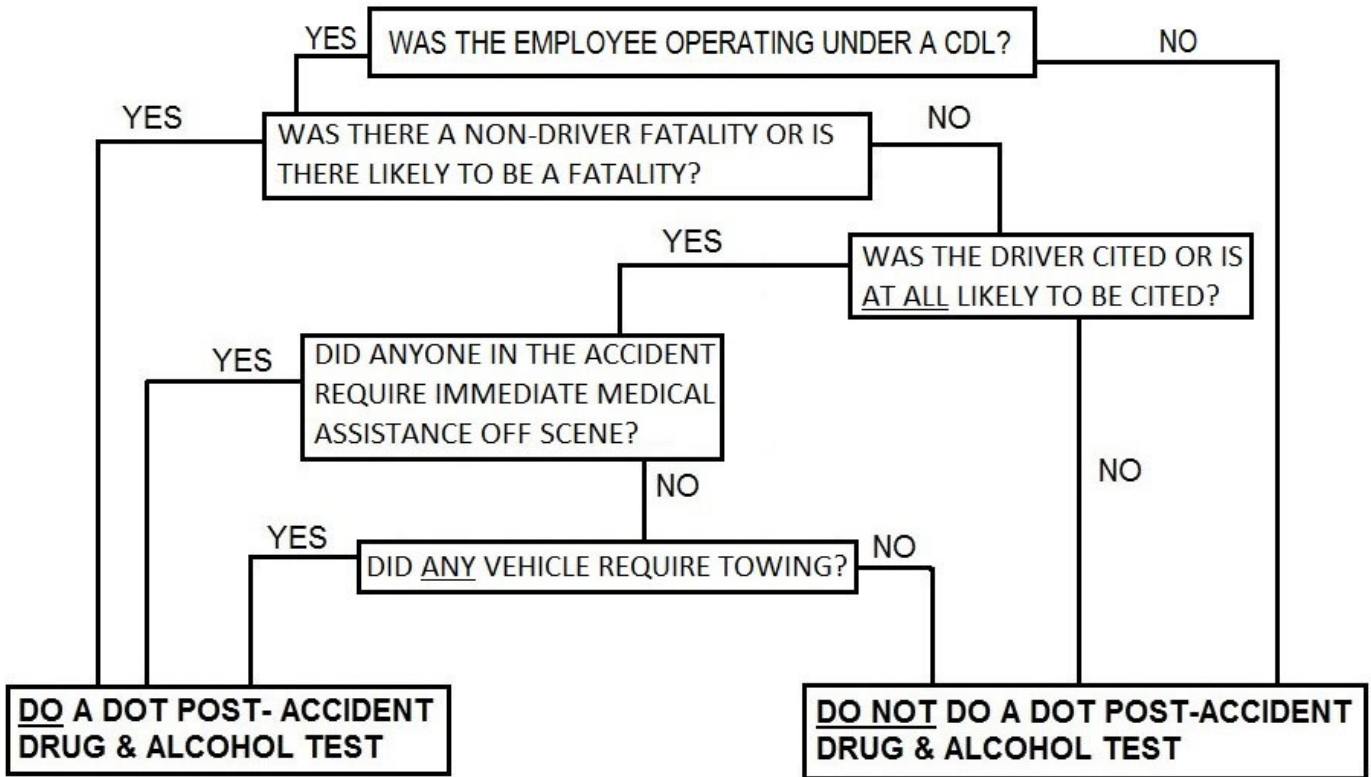
Employee Name: _____

Date/Time Accident Occurred: _____

Documenting Personnel: _____

Is the employee required to test under DOT?

➤ Circle YES or NO and follow the chart...



Additional Comments:

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.



RCO Planning for Recreation Access Grant Agreement

Project Sponsor: City of Stevenson

Project Number: 22-2504P

Project Title: Stevenson Comprehensive Parks and Recreation Plan

Approval Date: 07/01/2023

PARTIES OF THE AGREEMENT

This Recreation and Conservation Office Agreement (Agreement) is entered into between the State of Washington Recreation and Conservation Office (RCO), P.O. Box 40917, Olympia, Washington 98504-0917, and City of Stevenson (Sponsor, and primary Sponsor), PO Box 371, Stevenson, WA 98648, and shall be binding on the agents and all persons acting by or through the parties.

All Sponsors are equally and independently subject to all the conditions of this Agreement except those conditions that expressly apply only to the primary Sponsor.

Prior to and during the Period of Performance, the identified Authorized Representative(s)/Agent(s) (Sponsor's signatory to this Agreement) have full authority to legally bind Sponsor(s) regarding all matters related to the project identified above, including but not limited to, full authority to: (1) sign a grant application for grant assistance, (2) enter into this Agreement on behalf of Sponsor(s), including indemnification, as provided therein, (3) enter any amendments thereto on behalf of Sponsor(s), and (4) make any decisions and submissions required with respect to the project. Agreements and amendments must be signed by the Authorized Representative/Agent(s) of all Sponsors, unless otherwise allowed in the AMENDMENTS TO AGREEMENT Section.

- A. During the Period of Performance, in order for a Sponsor to change its Authorized Representative/Agent (Sponsor signatory to this Agreement) Sponsor's governing body must provide RCO a written delegation of authority to sign in lieu of originally authorized Representative/Agency(s).
- B. Amendments After the Period of Performance. RCO reserves the right to request, and Sponsor has the obligation to provide, authorizations and documents that demonstrate any signatory to an amendment has the authority to legally bind Sponsor as described in the above Sections.

For the purposes of this Agreement, as well as for grant management purposes with RCO, only the primary Sponsor may act as a fiscal agent to obtain reimbursements (See PROJECT REIMBURSEMENTS Section).

PURPOSE OF AGREEMENT

This Agreement sets out the terms and conditions by which a grant is made from the Recreation and Conservation Office (RCO) of the State of Washington. The grant is administered by RCO.

RCO seeks to fund, through this Agreement, construction predesign, general jurisdictional or regional comprehensive planning, and feasibility studies and processes in furtherance of the Planning for Recreation Access (PRA) grant program.

PUBLIC USE

Upon completion of any construction/renovation or land acquisition (the purchase of real property or the purchase of term limited property rights) the planned facilities (per this agreement) must be open to the general public.

DESCRIPTION OF PROJECT

The Town of Stevenson will use this grant to develop a comprehensive parks and recreation plan. The grant will fund completion of all major components essential to create a plan which will guide recreational acquisition and or development into the future. The necessary components include capital improvements, inventory, and a substantive public engagement which will guide the process. This grant will provide both passive and active recreation opportunities.

PERIOD OF PERFORMANCE

The period of performance begins on August 1, 2023 (PROJECT START DATE) and ends on December 31, 2024 (PROJECT END DATE). No allowable cost incurred before or after this period is eligible for reimbursement unless specifically provided for by written amendment or addendum to this Agreement, or specifically provided for by applicable RCWs, WACs, and any applicable RCO manuals as of the effective date of this Agreement.

RCO reserves the right to summarily dismiss any request to amend this Agreement if not made at least 60 days before the project end date.

STANDARD TERMS AND CONDITIONS INCORPORATED

The Standard Terms and Conditions of the Recreation and Conservation Office are attached hereto and incorporated by reference as part of this Agreement.

PROJECT FUNDING

The total grant award provided for this project shall not exceed \$100,000.00. The RCO shall not pay any amount beyond that approved for grant funding of the project and within the percentage as identified below. The Sponsor shall be responsible for all total project costs that exceed this amount. The minimum matching share provided by the Sponsor shall be as indicated below:

	<u>Percentage</u>	<u>Dollar Amount</u>	<u>Source of Funding</u>
Office - Planning for Recreation Access	100.00%	\$100,000.00	State
Total Project Cost	100.00%	\$100,000.00	

RIGHTS AND OBLIGATIONS INTERPRETED IN LIGHT OF RELATED DOCUMENTS

All rights and obligations of the parties under this Agreement are further specified in and shall be interpreted in light of Sponsor's application and the project summary and eligible scope activities under which the Agreement has been approved and/or amended as well as documents produced in the course of administering the Agreement, including the eligible scope activities, the milestones report, progress reports, and the final report. Provided, to the extent that information contained in such documents is irreconcilably in conflict with the Agreement, such information shall not be used to vary the terms of the Agreement, unless the terms in the Agreement are shown to be subject to an unintended error or omission. "Agreement" as used here and elsewhere in this document, unless otherwise specifically stated, has the meaning set forth in the definitions of the Standard Terms and Conditions.

AMENDMENTS TO AGREEMENT

Except as provided herein, no amendment (including without limitation, deletions) of this Agreement will be effective unless set forth in writing signed by all parties. Exception: extensions of the Period of Performance and minor scope adjustments need only be signed by RCO's director or designee and consented to in writing (including email) by Sponsor's Authorized Representative/Agent or Sponsor's designated point of contact for the implementation of the Agreement (who may be a person other than the Authorized Agent/Representative), unless otherwise provided for in an amendment. This exception does not apply to a federal government Sponsor or a Sponsor that requests and enters into a formal amendment for extensions or minor scope adjustments.

It is the responsibility of a Sponsor to ensure that any person who signs an amendment on its behalf is duly authorized to do so.

Unless otherwise expressly stated in an amendment, any amendment to this Agreement shall be deemed to include all current federal, state, and local government laws and rules, and policies applicable and active and published in the applicable RCO manuals or on RCO website in effect as of the effective date of the amendment, without limitation to the subject matter of the amendment. Provided, any update in law, rule, policy or a manual that is incorporated as a result of an amendment shall apply only prospectively and shall not require that an act previously done in compliance with existing requirements be redone. However, any such amendment, unless expressly stated, shall not extend or reduce the long-term obligation term.

COMPLIANCE WITH APPLICABLE STATUTES, RULES, AND POLICIES

This Agreement is governed by, and Sponsor shall comply with, all applicable state and federal laws and regulations, applicable RCO manuals as identified below, Exhibits, and any applicable federal program and accounting rules effective as of the date of this Agreement or as of the effective date of an amendment, unless otherwise provided in the amendment. Provided, any update in law, rule, policy or a manual that is incorporated as a result of an amendment shall apply only prospectively and shall not require that an act previously done in compliance with existing requirements be redone unless otherwise expressly stated in the amendment.

For the purpose of this Agreement, the following RCO manuals are deemed applicable and shall apply as terms of this Agreement:

- Development Projects - Manual 4
- Planning for Recreation Access Grant Guidelines
- Planning Guidelines - Manual 2
- Reimbursements - Manual 8

SPECIAL CONDITIONS

CULTURAL RESOURCES SPECIAL CONDITION

If no ground disturbance, site-specific planning, or construction related activities are associated with this project, RCO recommends it proceed as planned without further Cultural Resources work needed. If this is not the case or changes during the course of the project, the OGM will be notified as soon as possible as the changes will need to be reviewed and additional Cultural Resources work may be required.

AGREEMENT CONTACTS

The parties will provide all written communications and notices under this Agreement to either or both the mail address and/or the email address listed below:

Sponsor Project Contact

Leana Kinley
City Administrator
7121 E. Loop Rd., Po Box 371
Stevenson, WA 98648
leana@ci.stevenson.wa.us

RCO Contact

Ashly Arambul
Outdoor Grants Manager
PO Box 40917
Olympia, WA 98504-0917
Ashly.Arambul@rco.wa.gov

These addresses and contacts shall be effective until receipt by one party from the other of a written notice of any change. Unless otherwise provided for in this Agreement, decisions relating to the Agreement must be made by the Authorized Representative/Agent, who may or may not be the Project Contact for purposes of notices and communications.

ENTIRE AGREEMENT

This Agreement, with all amendments and attachments, constitutes the entire Agreement of the parties. No other understandings, oral or otherwise, regarding this Agreement shall exist or bind any of the parties.

EFFECTIVE DATE

Unless otherwise provided for in this Agreement, this Agreement, for Project 22-2504, shall become effective and binding on the date signed by both Sponsor and RCO's authorized representative, whichever is later (Effective Date). Reimbursements for eligible and allowable costs incurred within the period of performance identified in the PERIOD OF PERFORMANCE Section are allowed only when this Agreement is fully executed and an original is received by RCO.

Sponsor has read, fully understands, and agrees to be bound by all terms and conditions as set forth in this Agreement and the STANDARD TERMS AND CONDITIONS OF THE RECREATION AND CONSERVATION OFFICE. The signatories listed below represent and warrant their authority to bind the parties to this Agreement.

City of Stevenson

By: _____

Date: _____

Name (printed): _____

Title: _____

State of Washington Recreation and Conservation Office

By: _____

Date: _____

FOR Megan Duffy
Director
Recreation and Conservation Office

Pre-approved as to form:

By: David B. Merchant
Assistant Attorney General

Date: 05/01/2023



Project Sponsor: City of Stevenson

Project Number: 22-2504P

Project Title: Stevenson Comprehensive Parks and Recreation Plan

Approval Date: 07/01/2023

Eligible Scope Activities

ELIGIBLE SCOPE ACTIVITIES

Planning Metrics

Worksite #1, City of Stevenson

Recreation Facility Planning

Comprehensive plan development

Project Sponsor: City of Stevenson

Project Number: 22-2504P

Project Title: Stevenson Comprehensive Parks and Recreation Plan

Approval Date: 07/01/2023

Project Milestones

PROJECT MILESTONE REPORT

Complete	Milestone	Target Date	Comments/Description
X	Project Start	08/01/2023	
	Data Gathering Started	08/18/2023	
	Scoping Meeting with RCO	08/31/2023	
	RFP Complete/Consultant Hired	09/08/2023	
	Annual Project Billing Due	10/31/2023	
	Progress Report Due	12/31/2023	
	Progress Report Due	04/30/2024	
	Draft Plan to RCO	06/30/2024	
	Progress Report Due	08/31/2024	
	Final Billing Due	12/15/2024	
	Final Plan to RCO	12/15/2024	
	Final Report Due	12/20/2024	
	Agreement End Date	12/31/2024	



Project Sponsor: City of Stevenson

Project Number: 22-2504P

Project Title: Stevenson Comprehensive Parks and Recreation Plan

Approval Date: 07/01/2023

Standard Terms and Conditions of the Recreation and Conservation Office

Table of Contents

STANDARD TERMS AND CONDITIONS EFFECTIVE DATE.....8

CITATIONS, HEADINGS AND DEFINITIONS8

PERFORMANCE BY SPONSOR10

ASSIGNMENT10

RESPONSIBILITY FOR PROJECT10

INDEMNIFICATION11

INDEPENDENT STATUS OF SPONSOR11

CONFLICT OF INTEREST11

COMPLIANCE WITH APPLICABLE LAW12

ARCHAEOLOGICAL AND CULTURAL RESOURCES12

RECORDS13

PROJECT FUNDING14

PROJECT REIMBURSEMENTS14

RECOVERY OF PAYMENTS15

COVENANT AGAINST CONTINGENT FEES15

PROCUREMENT REQUIREMENTS15

RIGHT OF INSPECTION15

STEWARDSHIP AND MONITORING15

PREFERENCES FOR RESIDENTS16

ORDER OF PRECEDENCE16

LIMITATION OF AUTHORITY16

WAIVER OF DEFAULT16

APPLICATION REPRESENTATIONS – MISREPRESENTATIONS OR INACCURACY OR BREACH16

SPECIFIC PERFORMANCE16

TERMINATION AND SUSPENSION16

DISPUTE HEARING17

ATTORNEYS’ FEES18

GOVERNING LAW/VENUE18

SEVERABILITY18

END OF STANDARD TERMS AND CONDITIONS18

STANDARD TERMS AND CONDITIONS EFFECTIVE DATE

This document sets forth the Standard Terms and Conditions of the Recreation and Conservation Office as of 08/21/2023.

CITATIONS, HEADINGS AND DEFINITIONS

- A. Any citations referencing specific documents refer to the version current as of the effective date of this Agreement or the effective date of any amendment thereto.
- B. Headings used in this Agreement are for reference purposes only and shall not be considered a substantive part of this Agreement.
- C. Definitions. As used throughout this Agreement, the following terms shall have the meaning set forth below:

Agreement, terms of the Agreement, or project Agreement – This document accepted by all parties to the present project and transaction, including without limitation the Standard Terms and Conditions of this agreement, all exhibits, attachments, addendums, amendments, and applicable manuals, and any intergovernmental Agreements, and/or other documents that are incorporated into the Agreement subject to any limitations on their effect under this Agreement.

applicable manual(s), manual – A manual designated in this Agreement to apply as terms of this Agreement, subject (if applicable) to substitution of the "RCO director" for the term "board" in those manuals where the project is not approved by or funded by the referenced board, or a predecessor to the board.

applicable WAC(s) – Designated chapters or provisions of the Washington Administrative Code that apply by their terms to the type of grant in question or are deemed under this Agreement to apply as terms of the Agreement, subject to substitution of the "RCO director" for the term "board" or "agency" in those cases where RCO has contracted to or been delegated to administer the grant program in question.

applicant – Sponsor that applied for the grant(s) funding this Agreement.

application – The documents and other materials that an applicant submits to RCO to support the applicant's request for grant funds; this includes materials required for the "Application" in RCO's automated project information system, and other documents as noted on the application checklist including but not limited to legal opinions, maps, plans, evaluation presentations and scripts.

Authorized Representative/Agent – A Sponsor's agent (employee, political appointee, elected person, etc.) authorized to be the signatory of this Agreement and any amendments requiring a Sponsor's signature. This person has the signature authority to bind Sponsor to this Agreement, grant, and project.

C.F.R. – Code of Federal Regulations

completed project or project completion – The status of a project when all of the following have occurred:

- The grant funded project has been inspected by RCO and determined that all scopes of work to implement the project have been completed satisfactorily.
- A final project report is submitted to and accepted by RCO.
- Any needed amendments to the Agreement have been entered by Sponsor and RCO and have been delivered to RCO.
- A final reimbursement request has been delivered to and paid by RCO.
- Documents affecting property rights (including RCO's as may apply) and any applicable notice of grant, have been recorded (as may apply).

contractor – An entity that receives a contract from a Sponsor related to performance of work or another obligation under this Agreement.

cultural resources – Archaeological or historic archaeological sites, historic buildings/structures, and cultural or sacred places.

director – The chief executive officer of the Recreation and Conservation Office or that person's designee.

effective date – The date when the signatures of all parties to this Agreement are present in the Agreement.

equipment – Tangible personal property (including information technology systems) having a useful service life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by Sponsor or \$5,000 (2 C.F.R. Part 200 (as updated)).

funding board or board – The Washington State Recreation and Conservation Funding Board, or the Washington State Salmon Recovery Funding Board or both if required by context.

Funding Entity – the entity that approves the project that is the subject to this Agreement.

grant program – The source of the grant funds received. May be an account in the state treasury, or a grant category within a larger grant program, or a federal source, or a mixture of the listed sources.

long-term obligations – Sponsor's obligations after the project end date, as specified in the Agreement and manuals and other exhibits as may apply.

landowner Agreement – An Agreement that is required between a Sponsor and landowner for projects located on land not owned, or otherwise controlled, by Sponsor.

match or matching share – The portion of the total project cost provided by Sponsor.

milestone – An important event with a defined date to track an activity related to implementation of a funded project and monitor significant stages of project accomplishment.

Office – Means the Recreation and Conservation Office or RCO.

pass-through entity – A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (2 CFR 200 (as updated)). If this Agreement is a federal subaward, RCO is the pass-through entity.

period of performance – The period beginning on the project start date and ending on the project end date.

planning project - A project that results in one or more of the following: 1) a study, a plan, assessment, project design, inventory, construction plans and specifications, and permits; or 2) a project that provides money to facilitate the work of an organization engaged in planning and coordination, or resource stewardship.

pre-Agreement cost – A project cost incurred before the period of performance.

primary Sponsor – Sponsor that is not a secondary Sponsor and who is specifically identified in the Agreement as the entity to which RCO grants funds to and authorizes and requires to administer the grant. Administration includes but is not limited to acting as the fiscal agent for the grant (e.g. requesting and accepting reimbursements, submitting reports). Primary Sponsor includes its officers, employees, agents and successors.

project – The undertaking that is funded by this Agreement either in whole or in part with funds administered by RCO.

project area - A geographic area that delineates a grant assisted site which is subject to project Agreement requirements.

project completion or completed project – The status of a project when all of the following have occurred:

- The grant funded project has been inspected by RCO and RCO has determined that all scopes of work to implement the project have been completed satisfactorily.
- A final project report is submitted to and accepted by RCO.
- Any needed amendments to the Agreement have been entered by Sponsor and RCO and have been delivered to RCO.
- A final reimbursement request has been delivered to and paid by RCO.
- Documents affecting property rights (including RCO's as may apply) and any applicable notice of grant, have been recorded (as may apply).

project cost – The total allowable costs incurred under this Agreement and all required match share and voluntary committed matching share, including third-party contributions (see also 2 C.F.R. Part 200 (as updated)) for federally funded projects).

project end date – The specific date identified in the Agreement on which the period of performance ends, as may be changed by amendment. This date is not the end date for any long-term obligations.

project start date – The specific date identified in the Agreement on which the period of performance starts.

RCFB – Recreation and Conservation Funding Board

RCO – Recreation and Conservation Office – The state agency that administers the grant that is the subject of this Agreement. RCO includes the director and staff.

RCW – Revised Code of Washington

reimbursement – RCO's payment of funds from eligible and allowable costs that have already been paid by Sponsor per the terms of the Agreement.

renovation project – A project intended to improve an existing site or structure in order to increase its useful service life beyond current expectations or functions. This does not include maintenance activities to maintain the facility for its originally expected useful service life.

secondary Sponsor – One of two or more Sponsors who is not a primary Sponsor. Only the primary Sponsor may be the fiscal agent for the project.

Sponsor – Any signatory to this Agreement other than RCO by doing so agrees to all obligations of a Sponsor as described in this Agreement.

Sponsor Authorized Representative/Agent – A Sponsor's agent (employee, political appointee, elected person, etc.) authorized to be the signatory of this Agreement and any amendments requiring a Sponsor signature. This person has the signature authority to bind Sponsor to this Agreement, grant, and project.

subaward – Funds allocated to RCO from another organization, which RCO makes available to or assigns to another organization via this Agreement. Also, a subaward may be an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of any award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal or other program. A subaward may be provided through any form of legal Agreement, including an Agreement that the pass-through entity considers a contract. Also see 2 C.F.R. Part 200 (as updated). For federal subawards, a subaward is for the purpose of carrying out a portion of a Federal award and creates a federal assistance relationship with the subrecipient (2 C.F.R. Part 200 (as updated)). If this Agreement is a federal subaward, the subaward amount is the grant program amount in the Project Funding Section.

subrecipient – Subrecipient means an entity that receives a subaward. For non-federal entities receiving federal funds, a subrecipient is an entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency (2 C.F.R. Part 200 (as updated)). If this Agreement is a federal subaward, Sponsor is the subrecipient.

tribal consultation – Outreach, and consultation with one or more federally recognized tribes (or a partnership or coalition or consortium of such tribes, or a private tribal enterprise) whose rights will or may be significantly affected by the proposed project. This includes sharing with potentially affected tribes the scope of work in the grant and potential impacts to natural areas, natural resources, and the built environment by the project. It also includes responding to any request from such tribes and considering recommendations from such tribes for project implementation, which may include not proceeding with parts of the project, altering the project concept and design, or relocating the project or not implementing the project, provided that RCO shall retain final approval authority.

useful service life – Period during which a built asset, equipment, or fixture is expected to be useable for the purpose it was acquired, installed, developed, and/or renovated, or restored per this Agreement.

WAC – Washington Administrative Code.

PERFORMANCE BY SPONSOR

Sponsor shall undertake the project as described in this Agreement.

Sponsor's timely completion of the project and submission of required documents, including progress and final reports, is important. Sponsor's failure to meet critical milestones or complete the project, as set out in this Agreement, is a material breach of the Agreement.

ASSIGNMENT

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred, or assigned by Sponsor without prior written approval of RCO.

RESPONSIBILITY FOR PROJECT

Although RCO administers the grant that is the subject of this Agreement, the project itself remains the sole responsibility of Sponsor. RCO and Funding Entity (if different from RCO) undertakes no responsibilities to Sponsor, or to any third party, other than as is expressly set out in this Agreement.

Sponsor is solely responsible for implementing the project and is solely responsible for any claim or suit of any nature by any third party related in any way to the project. When a project has more than one Sponsor, any and all Sponsors are equally responsible for the project and all post-completion stewardship responsibilities and long-term obligations unless otherwise

stated in this Agreement.

RCO, its employees, assigns, consultants and contractors, and members of any funding board or advisory committee or other RCO grant review individual or body, have no responsibility for reviewing, approving, overseeing or supervising design, construction, or safety of the project and leaves such review, approval, oversight and supervision exclusively to Sponsor and others with expertise or authority. In this respect, RCO, its employees, assigns, consultants and contractors, and any funding board or advisory committee or other RCO grant review individual or body will act only to confirm at a general, lay person, and nontechnical level, solely for the purpose of project eligibility and payment and not for safety or suitability, that the project apparently is proceeding or has been completed as per the Agreement.

INDEMNIFICATION

Sponsor shall defend, indemnify, and hold the State and its officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the actual or alleged acts, errors, omissions or negligence in connection with this Agreement (including without limitation all work or activities thereunder), or the breach of any obligation under this Agreement by Sponsor or Sponsor's agents, employees, contractors, subcontractors, or vendors, of any tier, or any other persons for whom Sponsor may be legally liable.

Provided that nothing herein shall require a Sponsor to defend or indemnify the State against and hold harmless the State from claims, demands or suits based solely upon the negligence of the State, its employees and/or agents acting within the scope of their employment or agency for whom the State is vicariously liable.

Provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) Sponsor or Sponsor's agents or employees, and (b) the State, or its employees or agents the indemnity obligation shall be valid and enforceable only to the extent of Sponsor's fault or the fault of its agents, or employees.

As part of its obligations provided above, Sponsor specifically assumes potential liability for actions brought by Sponsor's own employees or its agents against the State and, solely for the purpose of this indemnification and defense, Sponsor specifically waives any immunity under the state industrial insurance law, RCW Title 51. Sponsor's waiver of immunity under this provision extends only to claims against Sponsor by Indemnitee RCO, and does not include, or extend to, any claims by Sponsor's employees directly against Sponsor.

Sponsor shall ensure that any Agreement relating to this project involving any contractors, subcontractors and/or vendors of any tier shall require that the contracting entity indemnify, defend, waive RCW 51 immunity, and otherwise protect the State as provided herein as if it were Sponsor. This shall not apply to a contractor or subcontractor donating its services to the project without compensation or other substantial consideration.

Sponsor shall also defend, indemnify, and hold the State and its officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by Sponsor or Sponsor's agents, employees, contractors, subcontractors or vendors, of any tier, or any other persons for whom Sponsor may be legally liable, in performance of the work under this Agreement or arising out of any use in connection with the Agreement of methods, processes, designs, information or other items furnished or communicated to the State, its agents, officers and employees pursuant to the Agreement. Provided, this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from the State's, its agents', officers' and employees' failure to comply with specific written instructions regarding use provided to the State, its agents, officers and employees by Sponsor, its agents, employees, contractors, subcontractors or vendors, of any tier, or any other persons for whom Sponsor may be legally liable.

The funding board and RCO are included within the term State, as are all other agencies, departments, boards, councils, committees, divisions, bureaus, offices, societies, or other entities of state government.

INDEPENDENT STATUS OF SPONSOR

Sponsor and its employees or agents performing under this Agreement are not officers, employees or agents of RCO or Funding Entity and are not authorized to obligate or speak on behalf of RCO or Funding Entity. Sponsor will not hold itself out as nor claim to be an officer, employee or agent of RCO or the Funding Entity, or of the state of Washington, nor will Sponsor make any claim of right, privilege or benefit which would accrue to an employee under RCW 41.06.

Sponsor is responsible for withholding and/or paying employment taxes, insurance, or deductions of any kind required by federal, state, and/or local laws.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, RCO may, in its sole discretion, by written notice to Sponsor terminate this Agreement if it is found after due notice and examination by RCO that there is a violation of the Ethics in Public Service Act, RCW 42.52; or any similar statute involving Sponsor in the procurement of, or performance under, this Agreement.

In the event this Agreement is terminated pursuant to this section, RCO shall be entitled to pursue the same remedies against Sponsor as it could pursue in the event of a breach of the Agreement by Sponsor. The rights and remedies of RCO provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

COMPLIANCE WITH APPLICABLE LAW

In implementing the Agreement, Sponsor shall comply with all applicable federal, state, and local laws (including without limitation all applicable ordinances, codes, rules, and regulations). Such compliance includes, without any limitation as to other applicable laws, the following laws:

- A. **Nondiscrimination Laws.** Sponsor shall comply with all applicable federal, state, and local nondiscrimination laws and/or policies, including but not limited to: the Americans with Disabilities Act; Civil Rights Act; and the Age Discrimination Employment Act (if applicable). In the event of Sponsor's noncompliance or refusal to comply with any nondiscrimination law or policy, the Agreement may be rescinded, cancelled, or terminated in whole or in part, and Sponsor may be declared ineligible for further grant awards from RCO or Funding Entity. Sponsor is responsible for any and all costs or liability arising from Sponsor's failure to so comply with applicable law. Except where a nondiscrimination clause required by a federal funding agency is used, Sponsor shall insert the following nondiscrimination clause in each contract for construction of this project: "During the performance of this contract, the contractor agrees to comply with all federal and state nondiscrimination laws, regulations and policies."
- B. **Secular Use of Funds.** No funds awarded under this grant may be used to pay for any religious activities, worship, or instruction, or for lands and facilities for religious activities, worship, or instruction. Religious activities, worship, or instruction may be a minor use of the grant supported recreation and conservation land or facility.
- C. **Wages and Job Safety.** Sponsor agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington or other jurisdiction which affect wages and job safety. Sponsor agrees when state prevailing wage laws (RCW 39.12) are applicable, to comply with such laws, to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this contract, and to file a statement of intent to pay prevailing wage with the Washington State Department of Labor and Industries as required by RCW 39.12.40. Sponsor also agrees to comply with the provisions of the rules and regulations of the Washington State Department of Labor and Industries.
 - 1) Pursuant to RCW 39.12.040(1)(a), all contractors and subcontractors shall submit to Sponsor a statement of intent to pay prevailing wages if the need to pay prevailing wages is required by law. If a contractor or subcontractor intends to pay other than prevailing wages, it must provide Sponsor with an affirmative statement of the contractor's or subcontractor's intent. Unless required by law, Sponsor is not required to investigate a statement regarding prevailing wage provided by a contractor or subcontractor.
- D. **Restrictions on Grant Use.** No part of any funds provided under this grant shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, or for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the U.S. Congress or any state legislature. No part of any funds provided under this grant shall be used to pay the salary or expenses of any Sponsor, or agent acting for such Sponsor, related to any activity designed to influence legislation or appropriations pending before the U.S. Congress or any state legislature.
- E. **Debarment and Certification.** By signing the Agreement with RCO, Sponsor certifies that neither it nor its principals nor any other lower tier participant are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by Washington State Labor and Industries. Further, Sponsor agrees not to enter into any arrangements or contracts related to this Agreement with any party that is on Washington State Department of Labor and Industries' "Debarred Contractor List."

ARCHAEOLOGICAL AND CULTURAL RESOURCES

- A. **Project Review.** RCO facilitates the review of projects for potential impacts to archaeology and cultural resources, except as those listed below. Sponsor shall follow RCO guidance and directives to assist it with such review as may apply.
 - 1) **Projects occurring on State/Federal Lands:** Archaeological and cultural resources compliance for projects occurring on State or Federal Agency owned or managed lands, will be the responsibility of the respective owning or managing agency, regardless of sponsoring entity type. Prior to ground disturbing work or alteration of a potentially historic or culturally significant structure, or release of final payments on an acquisition, Sponsor must provide RCO all documentation acknowledging and demonstrating that applicable archaeological and cultural resources responsibilities of such state or federal landowner or manager has been conducted.

- B. Termination. RCO retains the right to terminate a project due to anticipated or actual impacts to archaeological and/or cultural resources.
- C. Notice To Proceed. No work shall commence in the project area until RCO has provided a notice of cultural resources completion. RCO may require on-site monitoring for impacts to archaeology and cultural resources during any demolition, construction, land clearing, restoration, repair work, or any other ground-disturbing activity, and may direct that work stop to minimize, mitigate, or avoid impacts to archaeology and cultural resource impacts or concerns. All cultural resources requirements for non-ground disturbing projects (such as acquisition or planning projects) must be met prior to final reimbursement.
- D. Compliance and Indemnification. At all times, Sponsor shall take reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic resources in the project area, and comply with any RCO direction for such minimization and mitigation. All federal or state cultural resources requirements under Governor's Executive Order 21-02 and the National Historic Preservation Act, and the State Environmental Policy Act and the National Environmental Policy Act, and any local laws that may apply, must be completed prior to the start of any work on the project site. Sponsor shall indemnify and hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the project funded under this Agreement. Sponsor shall comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.
- E. Costs associated with project review and evaluation of archeology and cultural resources are eligible for reimbursement under this Agreement. Costs that exceed the grant amount shall be the responsibility of Sponsor as set forth in RCO's Inadvertent Discovery Plan (IDP). Sponsor shall request, review, and is bound by RCORCOIDP, and shall:
 - 1) Keep the IDP at the project site.
 - 2) Make the IDP readily available to anyone working at the project site.
 - 3) Discuss the IDP with staff and contractors working at the project site.
 - 4) Implement the IDP when cultural resources or human remains are found at the project site.
- F. Discovery
 - 1) If any archaeological or historic resources are found while conducting work under this Agreement, Sponsor shall immediately stop work and notify RCO, the Department of Archaeology and Historic Preservation at (360) 586-3064, and any affected Tribe, and stop any activity that may cause further disturbance to the archeological or historic resources.
 - 2) If any human remains are found while conducting work under this Agreement, Sponsor shall immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then RCO, all in the most expeditious manner, and stop any activity that may cause disturbance to the remains. Sponsor shall secure the area of the find will and protect the remains from further disturbance until the State provides a new notice to proceed.
 - a) Any human remains discovered shall not be touched, moved, or further disturbed unless directed by the Department of Archaeology and Historic Preservation (DAHP).
 - b) The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

RECORDS

- A. **Digital Records.** If requested by RCO, Sponsor must provide a digital file(s) of the project property and funded project site in a format specified by RCO.
- B. **Maintenance and Retention.** Sponsor shall maintain books, records, documents, data and other records relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Sponsor shall retain such records for a period of nine years from the date RCO deems the project complete, as defined in the PROJECT REIMBURSEMENTS Section. If any litigation, claim or audit

is started before the expiration of the nine (9) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

- C. **Access to Records and Data.** At no additional cost, the records relating to the Agreement, including materials generated under the Agreement, shall be subject at all reasonable times to inspection, review or audit by RCO, personnel duly authorized by RCO, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or Agreement. This includes access to all information that supports the costs submitted for payment under the grant and all findings, conclusions, and recommendations of Sponsor's reports, including computer models and methodology for those models.
- D. **Public Records.** Sponsor acknowledges that RCO is subject to RCW 42.56 and that this Agreement and records associated with this project may be public records as defined in RCW 42.56, including records submitted to, reviewed by, or used by RCO. RCO administers public records requests per WAC 286-06 and 420-04 (which ever applies). Additionally, Sponsor agrees to disclose any information in regards to the expenditure of that funding as if the project sponsor were subject to the requirements of chapter 42.56 RCW. Sponsor understands that under the state public records law, currently codified at RCW 42.56, the State may be requested to disclose or copy records associated with this Project, to include in certain circumstances records retained by Sponsor. Sponsor agrees to cooperate with RCO in responding to public records requests, and acknowledges that it may be responsible for objecting or responding to such requests. Sponsor warrants that it possesses such legal rights as are necessary to permit the State to comply with state public records laws. Sponsor hereby agrees to release the State from any claims arising out of a public records act request related to project-related records in Sponsor's possession or control, and to indemnify the State against any claims arising from such request and pay the reasonable cost of state's defense of such claims.

PROJECT FUNDING

- A. **Authority.** This Agreement and funding is made available to Sponsor through RCO.
- B. **Additional Amounts.** RCO or Funding Entity shall not be obligated to pay any amount beyond the dollar amount as identified in this Agreement, unless an additional amount has been approved in advance by the RCO director and incorporated by written amendment into this Agreement.
- C. **Before the Agreement.** No expenditure made, or obligation incurred, by Sponsor before the project start date shall be eligible for grant funds, in whole or in part, unless specifically provided for by the RCO director, such as a waiver of retroactivity or program specific eligible pre-Agreement costs. For reimbursements of such costs, this Agreement must be fully executed and an original received by RCO. The dollar amounts identified in this Agreement may be reduced as necessary to exclude any such expenditure from reimbursement.
- D. **After the Period of Performance.** No expenditure made, or obligation incurred, following the period of performance shall be eligible, in whole or in part, for grant funds hereunder. In addition to any remedy RCO or Funding Entity may have under this Agreement, the grant amounts identified in this Agreement shall be reduced to exclude any such expenditure from participation.

PROJECT REIMBURSEMENTS

- A. **Reimbursement Basis.** This Agreement is administered on a reimbursement basis per WAC 286-13 and/or 420-12, whichever has been designated to apply. Only the primary Sponsor may request reimbursement for eligible and allowable costs incurred during the period of performance. The primary Sponsor may request reimbursement only after (1) this Agreement has been fully executed and (2) Sponsor has remitted payment to its vendors. RCO will authorize disbursement of project funds only on a reimbursable basis at the percentage as defined in the PROJECT FUNDING Section. Reimbursement shall not be approved for any expenditure not incurred by Sponsor, or for a donation used as part of its matching share. RCO does not reimburse for donations. All reimbursement requests must include proper documentation of expenditures as required by RCO.
- B. **Reimbursement Request Frequency.** The primary Sponsor is required to submit a reimbursement request to RCO, at a minimum for each project at least once a year for reimbursable activities occurring between July 1 and June 30 or as identified in the milestones. Sponsors must refer to the most recent applicable RCO manuals and this Agreement regarding reimbursement requirements.
- C. **Compliance and Payment.** The obligation of RCO to pay any amount(s) under this Agreement is expressly conditioned on strict compliance with the terms of this Agreement and other Agreements between RCO and the Sponsor.
- D. **Conditions for Payment of Retainage.** RCO reserves the right to withhold disbursement of the total amount of the grant to Sponsor until the following has occurred:
 - 1) RCO has accepted the project as a completed project, which acceptance shall not be unreasonably withheld.

- 2) On-site signs are in place (if applicable); Any other required documents and media are complete and submitted to RCO; Grant related fiscal transactions are complete.

RECOVERY OF PAYMENTS

- A. **Recovery for Noncompliance.** If Sponsor fails to expend funds under this Agreement in accordance with state and federal laws, and/or the provisions of the Agreement, fails to meet its percentage of the project total, and/or fails to comply with any of the terms and conditions of the Agreement, RCO has the right to recover grant award funds in the amount equivalent to the extent of noncompliance, in addition to any other remedies available at law or in equity.
- B. **Return of Overpayments.** Sponsor shall reimburse RCO for any overpayment or erroneous payments made under the Agreement. Repayment by Sponsor of such funds under this recovery provision shall occur within 30 days of demand by RCO. Interest shall accrue at the rate of twelve percent (12%) per annum from the time Sponsor received such overpayment. Unless the overpayment is due to an error of RCO, the payment shall be due and owing on the date that Sponsor receives the overpayment from RCO. If the payment is due to an error of RCO, it shall be due and owing 30 days after demand by RCO for refund.

COVENANT AGAINST CONTINGENT FEES

Sponsor warrants that no person or selling agent has been employed or retained to solicit or secure this Agreement on an Agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by Sponsor for the purpose of securing business. RCO shall have the right, in the event of breach of this clause by Sponsor, to terminate this Agreement and to be reimbursed by Sponsor for any grant funds paid to Sponsor (even if such funds have been subsequently paid to an agent), without liability to RCO or, in RCO's discretion, to deduct from the Agreement grant amount or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

PROCUREMENT REQUIREMENTS

- A. **Procurement Requirements.** If Sponsor has, or is required to have, a procurement process that follows applicable state and/or federal law or procurement rules and principles, it must be followed, documented, and retained. If no such process exists, Sponsor must follow these minimum procedures:
 - 1) Publish a notice to the public requesting bids/proposals for the project;
 - 2) Specify in the notice the date for submittal of bids/proposals;
 - 3) Specify in the notice the general procedure and criteria for selection;
 - 4) Contract or hire from within its bid pool. If bids are unacceptable the process needs to be repeated until a suitable bid is selected; and
 - 5) Comply with the same legal standards regarding unlawful discrimination based upon race, gender, ethnicity, sex, or sex-orientation that are applicable to state agencies in selecting a bidder or proposer.

Alternatively, Sponsor may choose a bid from a bidding cooperative if authorized to do so.

This procedure creates no rights for the benefit of third parties, including any proposers, and may not be enforced or subject to review of any kind or manner by any entity other than RCO. Sponsors may be required to certify to RCO that they have followed any applicable state and/or federal procedures or the above minimum procedure where state or federal procedures do not apply.

RIGHT OF INSPECTION

Sponsor shall provide all RCO requested materials, plans, and documents produced in furtherance of the project, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement.

STEWARDSHIP AND MONITORING

Sponsor agrees to perform monitoring and stewardship functions as stated in the applicable WACs and manuals, this Agreement, or as otherwise directed by RCO, to properties where ground disturbing or land clearing activities occur in furtherance of the project. However, RCO does not represent that any monitoring it may recommend will be adequate to reasonably assure project performance or safety. It is the sole responsibility of Sponsor to perform any such stewardship and monitoring as may be adequate for such purposes.

PREFERENCES FOR RESIDENTS

Sponsors shall not express a preference for users of the grant assisted project on the basis of residence (including preferential reservation, membership, and/or permit systems) except that reasonable differences in admission and other fees may be maintained on the basis of residence. Fees for nonresidents must not exceed twice the fee imposed on residents. Where there is no fee for residents but a fee is charged to nonresidents, the nonresident fee shall not exceed the amount that would be imposed on residents at comparable state or local public facilities. The foregoing shall only apply to projects constructed, or properties purchased including term-limited property rights, under the planning project funded in this Agreement.

ORDER OF PRECEDENCE

This Agreement is entered into, pursuant to, and under the authority granted by applicable federal and state laws. The provisions of the Agreement shall be construed to conform to those laws. In the event of a direct and irreconcilable conflict between the terms of this Agreement and any applicable statute, rule, or policy or procedure, the conflict shall be resolved by giving precedence in the following order:

- A. Federal law and binding executive orders;
- B. Code of federal regulations;
- C. Terms and conditions of a grant award to the state from the federal government;
- D. Federal grant program policies and procedures adopted by a federal agency that are required to be applied by federal law;
- E. State Constitution, RCW, and WAC;
- F. Agreement Terms and Conditions and Applicable Manuals;
- G. Applicable deed restrictions, and/or governing documents.

LIMITATION OF AUTHORITY

Only RCO's Director or RCO's delegate authorized in writing (delegation to be made prior to action) shall have the authority to alter, amend, modify, or waive any clause or condition of this Agreement; provided that any such alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made as a written amendment to this Agreement and signed by the RCO Director or delegate.

WAIVER OF DEFAULT

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by the director, or the director's designee, and attached as an amendment to the original Agreement.

APPLICATION REPRESENTATIONS – MISREPRESENTATIONS OR INACCURACY OR BREACH

The Funding Entity (if different from RCO) and RCO rely on Sponsor's application in making its determinations as to eligibility for, selection for, and scope of, funding grants. Any misrepresentation, error or inaccuracy in any part of the application may, at RCO's discretion, be deemed a breach of this Agreement.

SPECIFIC PERFORMANCE

RCO may, at its discretion, enforce this Agreement by the remedy of specific performance, defined as Sponsor's completion of the project and/or Sponsor's completion of long-term obligations as described in this Agreement. However, the remedy of specific performance is not the sole or exclusive remedy available to RCO. No remedy available to RCO is exclusive, and RCO may elect to exercise any, a combination of, or all of the remedies available to it under this Agreement, or under any provision of law, common law, or equity, including but not limited to seeking full or partial repayment of the grant amount paid and damages.

TERMINATION AND SUSPENSION

RCO requires strict compliance by Sponsor with all the terms of this Agreement including, but not limited to, the requirements of the applicable statutes, rules, and RCO policies, and with the representations of Sponsor in its application for a grant as finally approved by RCO. If Sponsor fails to comply as required, RCO may terminate the Agreement in accordance with this section. For federal awards, notification of termination will comply with 2 C.F.R. § 200 (as updated).

A. For Cause.

- 1) The RCO director may suspend or terminate the obligation to provide funding to Sponsor under this Agreement:
 - a) If Sponsor breaches any of Sponsor's obligations under this Agreement;
 - b) If Sponsor fails to make progress satisfactory to the RCO director toward completion of the project by the completion date set out in this Agreement. Included in progress is adherence to milestones and other defined deadlines; or
 - c) If the primary and secondary Sponsor(s) cannot mutually agree on the process and actions needed to implement the project;
- 2) Prior to termination, RCO shall notify Sponsor in writing of the opportunity to cure. If corrective action is not taken within 30 days or such other time period that the director approves in writing, the Agreement may be terminated. In the event of termination, Sponsor shall be liable for damages or other relief as authorized by law and/or this Agreement.
- 3) RCO reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit Sponsor from incurring additional obligations of funds during the investigation of any alleged breach and pending corrective action by Sponsor, or a decision by RCO to terminate the Contract.

B. For Convenience. Except as otherwise provided in this Agreement, RCO may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Agreement, in whole or in part when RCO determines such termination is in the best interest of the state. If this Agreement is so terminated, RCO shall be liable only for payment required under the terms of this Agreement prior to the effective date of termination. A claimed termination for cause shall be deemed to be a "Termination for Convenience" if it is determined that:

- 1) Sponsor was not in default; or
- 2) Failure to perform was outside Sponsor's control, fault or negligence.

C. Rights and Remedies of the RCO

- 1) The rights and remedies of RCO provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.
- 2) If, after any portion of the grant amount has been paid to Sponsor under this Agreement, the Agreement is terminated by the director due to Sponsor's breach of the Agreement or other violation of law, the director may require that any amount paid be repaid to RCO for redeposit into the account from which the funds were derived. However, any repayment shall be limited to the extent repayment would be inequitable and represent a manifest injustice in circumstances where the project will fulfill its fundamental purpose for substantially the entire period of performance and of long-term obligation.

D. Non-Availability of Funds. The obligation of RCO to make payments is contingent on the availability of state and federal funds through legislative appropriation and state allotment. If amounts sufficient to fund the grant made under this Agreement are not appropriated to RCO for expenditure for this Agreement in any biennial fiscal period, RCO shall not be obligated to pay any remaining unpaid portion of this grant unless and until the necessary action by the Legislature or the Office of Financial Management occurs. If RCO participation is suspended under this section for a continuous period of one year, RCO's obligation to provide any future funding under this Agreement shall terminate. Termination of the Agreement under this section is not subject to appeal by Sponsor.

- 1) **Suspension:** The obligation of RCO to manage contract terms and make payments is contingent upon the state appropriating state and federal funding each biennium. In the event the state is unable to appropriate such funds by the first day of each new biennium RCO reserves the right to suspend the Agreement, with ten (10) days written notice, until such time funds are appropriated. Suspension will mean all work related to the contract must cease until such time funds are obligated to RCO and RCO provides notice to continue work.
- 2) **No Waiver.** The failure or neglect of RCO to require strict compliance with any term of this Agreement or to pursue a remedy provided by this Agreement or by law shall not act as or be construed as a waiver of any right to fully enforce all rights and obligations set forth in this Agreement and in applicable state or federal law and regulations.

DISPUTE HEARING

Except as may otherwise be provided in this Agreement, when a dispute arises between Sponsor and RCO, which cannot be resolved, either party may request a dispute hearing according to the process set out in this section. Either party's request for

a dispute hearing must be in writing and clearly state:

- A. The disputed issues;
- B. The relative positions of the parties;
- C. Sponsor's name, address, project title, and the assigned project number.

In order for this section to apply to the resolution of any specific dispute or disputes, the other party must agree in writing that the procedure under this section shall be used to resolve those specific issues. The dispute shall be heard by a panel of three persons consisting of one person chosen by Sponsor, one person chosen by the director, and a third person chosen by the two persons initially appointed. If a third person cannot be agreed on, the persons chosen by Sponsor and director shall be dismissed and one alternate person chosen by Sponsor, and one alternate person chosen by the director shall be appointed and they shall agree on a third person. This process shall be repeated until a three-person panel is established.

Any hearing under this section shall be informal, with the specific processes to be determined by the dispute panel according to the nature and complexity of the issues involved. The process may be solely based on written material if the parties so agree. The disputes panel shall be governed by the provisions of this Agreement in deciding the disputes.

The parties shall be bound by the majority decision of the dispute panelists, unless the remedy directed by that panel is beyond the authority of either or both parties to perform, as necessary, or is otherwise unlawful.

Request for a dispute hearing under this section by either party shall be delivered or mailed to the other party. The request shall be delivered or mailed within thirty (30) days of the date the requesting party has received notice of the action or position of the other party which it wishes to dispute. The written Agreement to use the process under this section for resolution of those issues shall be delivered or mailed by the receiving party to the requesting party within thirty (30) days of receipt by the receiving party of the request.

All costs associated with the implementation of this process shall be shared equally by the parties.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own costs and attorneys' fees.

GOVERNING LAW/VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event of a lawsuit involving this Agreement, venue shall be exclusively in Thurston County Superior Court if legally proper; otherwise venue shall be in the Superior Court of a county where the project is situated, if venue there is legally proper, and if not, in a county where venue is legally proper. Sponsor, by execution of this Agreement acknowledges the jurisdiction of the courts of the State of Washington and agrees to venue as set forth above.

SEVERABILITY

The provisions of this Agreement are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

END OF STANDARD TERMS AND CONDITIONS

This is the end of the Standard Terms and Conditions of the Agreement.

MINUTES
CITY OF STEVENSON COUNCIL MEETING
August 08, 2023
6:00 PM, City Hall and Remote

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

PRESENT

Councilmembers Paul Hendricks, Dave Cox, Kristy McCaskell, and Michael D. Johnson. City Attorney Robert Muth, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, Fire Chief Rob Farris and City Administrator Leana Kinley

ABSENT-Excused

Councilmember David Wyatt

2. PUBLIC COMMENTS: None.

3. CHANGES TO THE AGENDA:

- a) *8/7 changes include:
 - Added Stevenson Downtown Lease Agreement Revision (item 6b)
 - Added Fire Department Strategic Plan Update (item 8e)
 - Addition of vouchers (item 10a)

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

- a) **Approve Excusing Councilmember David Wyatt from the August 8, 2023 Council Meeting for a pre-arranged absence.**
- b) **Minutes** of the July 20, 2023 regular council meeting and July 27, 2023 special council workshop.

MOTION: To approve consent agenda items a-b.

Motion made by **Councilmember Hendricks**, Seconded by **Councilmember McCaskell**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

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.

6. UNFINISHED BUSINESS:

- a) **Approve Proposed 2023 Budget Amendments-Second Reading - City Administrator Leana Kinley** presented proposed changes to the 2023 budget based on revised estimates due to changes in project scopes, funding received, revised estimates, and staffing changes for council consideration. Two minor changes from the public hearing include \$25,000 in the First Street fund to get bid-ready documents and moving project costs for the Park Plaza to its own fund.

MOTION: To approve ordinance 2023-1195 amending the 2023 budget as presented.

Motion made by **Councilmember Johnson**, Seconded by **Councilmember McCaskell**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

- b) ***Approve Revised Lease Agreement for Stevenson Downtown Association - City Administrator Leana Kinley** presented the agreement between the City and the Stevenson Downtown Association to lease 600 square feet of the back of the Stevenson Fire Hall for storage for a nominal fee of \$10 per year. This has been revised to reflect the use of the backlot instead of the interior of the building.

MOTION: To approve the revised lease agreement with the Stevenson Downtown Association as presented.

Motion made by **Councilmember Johnson**, Seconded by **Councilmember Cox**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

7. COUNCIL BUSINESS:

- a) **Approve Interlocal Agreement for Dispatch Services - City Administrator Leana Kinley** presented the interlocal agreement for dispatch services on behalf of Fire Chief Rob Farris. This is a continuation of the previous agreement which expired in 2022.

MOTION: To approve the interlocal agreement for dispatch services as presented.

Motion made by **Councilmember McCaskell**, Seconded by **Councilmember Hendricks**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

- b) **Approve Ordinance 2023-1196 Amending Construction Code - First Reading - City Administrator Leana Kinley** presented ordinance 2023-1196 amending chapter 15.01 Construction Codes, section 15.01.030 General Requirements-All codes for council consideration. The wind speed requirement of 110 mph at 3 second gusts is not in line with the current building codes. The update to 135 mph will match Skamania County, North Bonneville and current building codes.

MOTION: To approve ordinance 2023-1196 amending chapter 15.01 Construction Codes, section 15.01.030 General Requirements-All codes as presented.

Motion made by **Councilmember Hendricks**, Seconded by **Councilmember Johnson**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

- c) **Approve Amending Noise Ordinance - First Reading - City Administrator Leana Kinley** presented an ordinance amending chapter 8.08 noise control, limiting the times construction vehicles can be used to the hours of 7am - 7pm Monday-Saturday and not on holidays, for council discussion.

MOTION: To approve ordinance amending chapter 8.08 noise control as presented.

Motion made by **Councilmember Johnson**, Seconded by **Councilmember Cox**.
Voting Yea: **Councilmembers Hendricks, Cox, McCaskell, Johnson**

8. INFORMATION ITEMS:

- a) **Financial Report** - The Preliminary Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- b) **Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- c) **Risk MAP Project Update** - An update on the Skamania County Risk Mapping, Assessment and Planning (Risk MAP) project was included for information. This project includes updating the current paper only flood maps last approved in 1986 to an interactive GIS map to better determine exact risk locations. Outreach has taken place with property owners whose parcel impact has changed (either now included or removed from the flood risk area).
- d) **Washington State Tax Structure Work Group Update** - The Final Report for the Washington State Tax Structure Work Group was enclosed for information.
- e) ***Fire Department Strategic Plan Update** - An update on the activities for the Fire Department Strategic Plan was attached, as a printed copy of a report out of Clear Plans. A dynamic version will be live on the website soon.

Councilmember Cox asked about the status of the Labor and Industries audit of the fire hall to make sure the safety issues are addressed.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- The Shoreline Public Access Planning process is still underway. The SEPA comment period closes August 9th, 2023. The Planning Commission will review the project at their August 14th, 2023 meeting and provide recommendations to the City Council.

- No change has occurred with the Broadband project. The intent is to bring fiber connections to area homes, with the work incumbent upon broadband providers to apply for the funding.
- The Annexation Policy Subcommittee is up and running. The next meeting will take place August 9th, 2023 to review what the City Council has requested be addressed.
- The parking study will take place the last weekend of August 2023. The intent is to perform a usage analysis, and add to the data from 2 years ago. A team of community volunteers will do hourly checks on routes within Stevenson. Adding additional ADA parking sites will be one area under review.
- A Parks Planning process has just begun. The Stevenson Planning Department is leading a coalition to provide consultant services to Skamania County, the City of Stevenson, the pool district and the Stevenson-Carson school district. The intent is to help these groups develop projects in order to become eligible for state Recreation and Conservation Office grant funds.

b) Carolyn Sourek, Public Works Director

- The pump is out at the Rock Creek intake. Public Works is devising strategies to find additional sources for that site. There is still ample water available at the well.
- The WWTP project is moving ahead. Pump station bids came through. A company called Ajax is the apparent winner. They are working at finalizing paperwork for project. **City Administrator Kinley** advised the Council would need to hold a special meeting next week to approve the awarding of the contract.
- The sidewalk replacement RFP is set to go out this week.
- Hiring is in process for a WWTP I Operator and a Utility Maintenance Worker.
- A second meeting for Public Works Strategic Planning will take place next week.
- Devon and Carson have obtained their Water Treatment Plant Operator certifications.
- Training on the City Works asset management system has been taking place.

c) Leana Kinley, City Administrator

- The audit is taking place.
- The 2024 budget is being prepared.
- She has reviewed the Scope of Work for Park Plaza project. Approval of the project will be on the Council's August 24th, 2023 meeting agenda.
- The contract with the Skamania County Sheriff's Office will be up for review. A September 2023 meeting date will be arranged with **Councilmembers Hendricks and Cox**.

10. VOUCHER APPROVAL:

- a) *July 2023 payroll, and August 2023 AP checks have been audited and are presented for approval. July payroll checks 17098 thru 17101 total \$123,320.92 which includes EFT payments. August 2023 AP checks 17097 and 17102 thru 17148 total \$327,194.65, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

Motion made by Councilmember Hendricks, Seconded by Councilmember McCaskell.
Voting Yea: Councilmembers Hendricks, Cox, McCaskell, Johnson

11. MAYOR AND COUNCIL REPORTS:

Councilmember Hendricks mentioned complaints he received regarding the quality of work and excess gravel on the Frank Johns chipseal project. Public Works Director Sourek responded noting the county did the work and has posted information regarding chipsealing to their website.

Councilmember Johnson shared that he was serving on the Annexation subcommittee, and wanted to ensure the City Council obtained the results it wanted regarding annexation policies. Mayor Anderson recalled several issues from past meetings-what services would a property owner be compelled to use, and what services would the city be compelled to provide. Timelines for connections were briefly discussed, as was what advantages the city would gain by having individual properties annexed in. Councilmember Hendricks suggested reviewing guidelines from other communities. Councilmember Johnson asked for ideas to be sent to him. City Attorney Muth reminded the Council that communications were to be sent via the city email accounts.

12. ISSUES FOR THE NEXT MEETING: None.

13. ADJOURNMENT -Mayor Anderson adjourned the meeting at 6:30 pm.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
August 14, 2023
5:30 PM, City Hall and Remote

1. CALL TO ORDER: Mayor Scott Anderson called the meeting to order at 5:30 pm.

PRESENT

Councilmembers Paul Hendricks, Dave Cox, Kristy McCaskell, Michael D. Johnson, and David Wyatt. City Administrator Leana Kinley was also present.

2. PUBLIC COMMENTS: None.

3. COUNCIL BUSINESS:

- a) **Accept Loop Road Waterline Project** - City Administrator Kinley requested council accept the completion of the Loop Road Waterline Project and release the retainage bond for Odyssey Contracting, LLC.

MOTION: To accept the completion of the Loop Road Waterline Project and release the retainage bond for Odyssey Contracting, LLC.

Motion made by Councilmember Hendricks, Seconded by Councilmember Johnson.
Voting Yea: Councilmember Hendricks, Councilmember Cox, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt

- b) **Award 2021 Collection System Improvements Phase II** - City Administrator Leana Kinley presented the recommendation of award of the 2021 Collection System Improvements Phase II contract to Ajax NW in the amount of \$2,849,363.97.

MOTION: To award the 2021 Collection System Improvements Phase II contract to Ajax NW in the amount of \$2,849,363.97.

Motion made by Councilmember Hendricks, Seconded by Councilmember Johnson.
Voting Yea: Councilmember Hendricks, Councilmember Cox, Councilmember McCaskell, Councilmember Johnson, Councilmember Wyatt

4. ADJOURNMENT - Mayor Anderson adjourned the meeting at 5:33pm.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
August 24, 2023
6:00 PM, City Hall and Remote

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

PRESENT

Councilmembers Paul Hendricks, Dave Cox, Michael D. Johnson, and David Wyatt. Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker and City Administrator Leana Kinley

ABSENT

Councilmember Kristy McCaskell

2. PUBLIC COMMENTS: None.

3. COUNCIL BUSINESS:

- a) **Accept 2021 Collection System Improvements Phase I Project** - City Administrator Kinley requested council accept the completion of the 2021 Collection System Improvements Phase I Project and release the retainage for Crestline Construction Company, LLC. The delay between substantial completion and final acceptance was in part due to needing a final walk-through with USDA after everything was completed for their acceptance. That walkthrough took place on August 17th.

MOTION: To accept the completion of the 2021 Collection System Improvements Phase I Project and release the retainage for Crestline Construction Company, LLC.

Motion made by Councilmember Johnson, Seconded by Councilmember Wyatt.

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

- b) **Approve Contract with Understory Landscape Architecture, LLC for Park Plaza Design Services** - City Administrator Leana Kinley presented a staff report and contract with Understory Landscape Architecture, LLC for Phase I design services of the Skamania Courthouse Plaza and Upper Russell Street in the amount of \$215,752.

MOTION: To approve the contract with Understory Landscape Architecture, LLC for Phase I design services of the Skamania Courthouse Plaza and Upper Russell Street in the amount of \$215,752.

Motion made by Councilmember Johnson, Seconded by Councilmember Hendricks.

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

- c) **Discuss Sewer Connection Requirements** - Public Works Director Carolyn Sourek presented information regarding changing the sewer connection requirement under SMC 13.08.070 and 13.08.120 to increase sewer connections to the public system for council discussion. PWD Sourek provided a revised map with unknown parcels cleared and the Urban Reserve area outlined within the map. Council and staff discussed the topic, and the impact on existing private systems. The council reached consensus on continuing to move forward with the proposed amendments and provided staff direction on what information they would like to see at the next meeting.
- d) **Approve Private Sewer System (Septic) Moratorium Ordinance** - City Administrator Leana Kinley presented an ordinance related to new construction, expansion, or replacement of private sewage disposals systems in the urban reserve on the City of Stevenson comprehensive plan future land use map and on property lines within 300 feet of public sewer and pursuant to RCW 35A.63.220 and other appropriate authority authorizing a moratorium on further new construction, expansion, or replacement of private sewage disposals systems in the urban reserve on the City of Stevenson comprehensive plan future land use map and on property lines within 300 feet of public sewer for council consideration.

MOTION: To approve ordinance 2023-1198 related to new construction, expansion, or replacement of private sewage disposals systems in the urban reserve on the City of Stevenson comprehensive plan future land use map and on property lines within 300 feet of public sewer and pursuant to RCW 35A.63.220 and other appropriate authority authorizing a moratorium on further new construction, expansion, or replacement of private sewage disposals systems in the urban reserve on the City of Stevenson comprehensive plan future land use map and on property lines within 300 feet of public sewer as presented.

Motion made by Councilmember Johnson, Seconded by Councilmember Hendricks.

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

4. ADJOURNMENT - Mayor Anderson adjourned the meeting at 6:52pm.

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

August 2023

City of Stevenson

Service Hours

Calls/Patrol

47

439.75Hrs.

26 Court Hrs.

Milage

1,967

09/01/23
08:09

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
23-05345	Trespassing	MENT	21	Ambulance Service Prov
23-05375	Wanted Person	WANT	21	INFORMATION
23-05399	Dog Call	INFO	21	Settled By Contact
23-05404	Disorderly	DOMV	21	Cleared Adlt Exception
23-05417	Traffic Stop	TOFF	21	Investigation Complete
23-05430	Unsecure Premis	UNSP	21	Investigation Complete
23-05458	Vandalism	VAND	21	Investigation Complete
23-05486	Req Traff Enf	RTEN	21	Transferred to Other A
23-05568	Theft Prop Oth	TPSH	21	Cleared Juve Exception
23-05571	Information	INFO	21	Inactive
23-05573	Missing Person	MPER	21	Investigation Complete
23-05578	Trespassing	TRES	21	Unfounded
23-05583	Missing Person	MPER	21	Unfounded
23-05611	Suspicious	PSC	21	Unfounded
23-05613	Suspicious	SUSP	21	UNABLE TO LOCATE
23-05630	Domestic Viol	DOMV	21	Cleared Adlt Exception
23-05631	Medical	AMAS	21	Ambulance Service Prov
23-05650	Citizen Assist	CITA	21	Active
23-05676	Theft Prop Oth	TPOT	21	Active
23-05698	Disorderly	DCON	21	Investigation Complete
23-05732	Missing Person	MPER	21	Active
23-05751	Trespassing	TRES	21	Cleared Adlt Exception
23-05775	Theft Prop Oth	TPSH	21	Cleared Adlt Exception
23-05836	Business Alarm	ABLA	21	Active
23-05838	Missing Person	MPER	21	Investigation Complete
23-05909	Domestic Viol	CDIS	21	Cleared Adlt Exception
23-05957	Trespassing	TRES	21	Unfounded
23-05962	Public Nuisance	PNUI	21	Settled By Contact
23-05963	Theft Prop Oth	TPOT	21	Cleared Adlt Exception
23-05964	Smoke, other	FIRE	21	Investigation Complete
23-05989	Patrol Request	PATR	21	Cleared Adlt Exception
23-05990	Dog Call	ANDC	21	Cleared Adlt Exception
23-06003	PD Collision	TAPD	21	Inactive
23-06021	Traffic Stop	TOFF	21	Inactive
23-06045	Suspicious	PSC	21	INFORMATION
23-06073	Medical	INFO	21	Transferred to Other A
23-06089	Trespassing	TRES	21	Cleared Adlt Exception
23-06100	Medical	ASST	21	INFORMATION
23-06101	Medical	AMAS	21	INFORMATION
23-06107	Suspicious	SUSP	21	INFORMATION
23-06129	Suspicious	WANT	21	Cleared Adult Arrest
23-06138	Suspicious	PSC	21	Unfounded
23-06170	Information	INFO	21	INFORMATION
23-06171	Intoxication	INTP	21	Cleared Adult Arrest
23-06175	Medical	CITA	21	INFORMATION
23-06182	Fraud	FRAU	21	INFORMATION
23-06203	Traffic Stop	TOFF	21	Investigation Complete

Total Incidents: 47

Report includes:

All dates reported between `00:00:00 07/31/23` and `00:00:00 09/01/23`
All agencies matching `SCSO`
All nature of incidents
All offenses observed

09/01/23
08:09

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 2

All offenses reported
All offense codes
All dispositions
All responsible officers
All locations matching `21`

*** End of Report /tmp/rptL9fuvZ-rplwiar.r1_1 ***



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Law Enforcement Contract with Sheriff's Department
Meeting Date: September 21, 2023

Executive Summary:

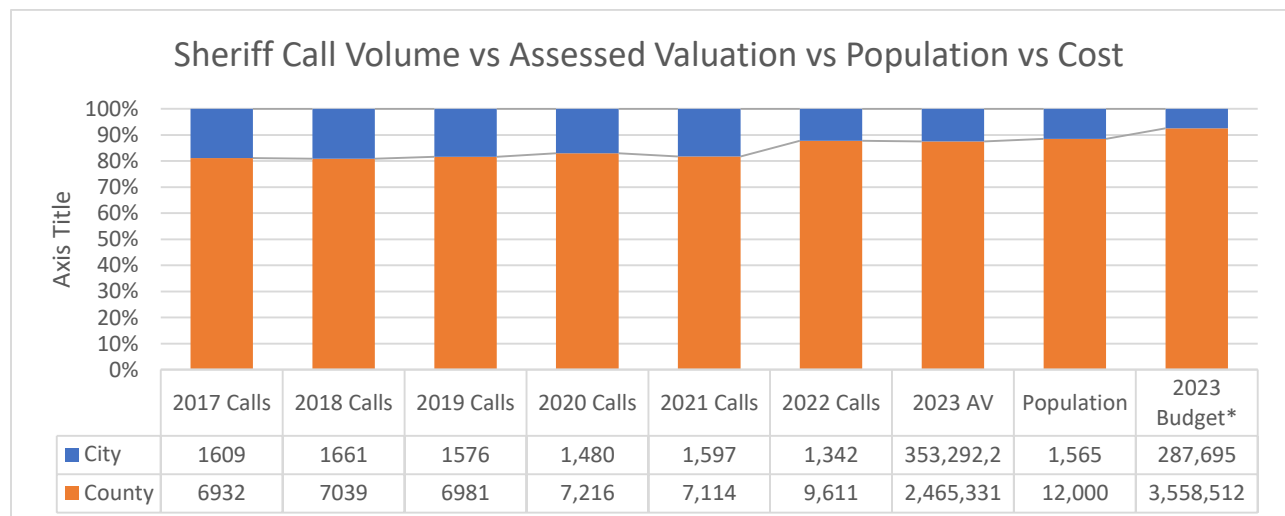
The law enforcement contract with Skamania County expires on December 31, 2023. A new two-year contract is presented for discussion. Council established a subcommittee with councilmembers Paul Hendricks and Dave Cox to negotiate the contract. The Sheriff's Office presented a proposed cost increase of \$100,000 for 2024 and \$50,000 for 2025 to bring it to a level that matches other comparable agencies, with no additional changes to the contract.

Overview:

Here is some data regarding the impact Stevenson has on the County overall through number of calls, population, and what the residents currently pay for through their property taxes.

In 2022:

- 14% of calls for service were in the city limits.
- 21% is the average number of calls over the past five years.
- 13% is Stevenson's portion of the county population.
- 14% is Stevenson's portion of the county's assessed valuation (used for determining property taxes paid).
- 8% is Stevenson's portion of the Sheriff's department budget in 2023 (*contract amount of \$201,546 plus property taxes paid of \$86,149). The city has paid between 8-10% of the Sheriff's Office budget over the past 6 years.



[**The original calculation of \$509,950 for property taxes paid by city residents was calculated based on a percentage of assessed valuation between the city and county (14% times total Sheriff's Office budget of \$3,558,512) rather than taking the city's assessed value and calculating the amount of taxes based on the county rate times the percentage of the budget which is allocated to the Sheriff's Office (\$353,292,275/1,000 * 0.98980121 * 25%). The revised calculation is \$86,149.]

Using the 2023 budgeted amount for the Sheriff's Office, if the city wanted to pay an amount equal to the average percentage of calls over the past 5 years it would be \$662,951. This would equate to paying for the increased cost of service above and beyond what the residents currently pay for through their property taxes.

\$749,101	Adjusted portion based off average number of calls (21% of SO budget)
- 86,149	City's portion of property taxes to Sheriff's Office (14% of SO budget)
<hr/>	
\$662,951	Difference

Information provided by Sheriff Scheyer on the cost of service for other agencies is below:

	Contract Amount	Type of Service
Pacificorp Contract	\$69,144	One Deputy-six months
US Forest Service	80,810	One Deputy-Part-time
City of Davenport	315,000	County Provided
City of Bingen	359,310	Joint services w/WS
City of Okanogan	350,276	County Provided
City of Tonasket	324,792	County Provided
City of Benton City	357,095	County Provided
	\$ 341,295	Average City contract
	\$299,908	Average cost for 2 Deputies

Once concern brought up by Sheriff Scheyer is the cost of providing services for special events, such as parades. The is the ability to require the organizer of such events to pay the cost of services for the event. Most of these are for parades related to events funded through the Tourism Fund and are then able to be included within those contracts. This means the Tourism Fund would then pay for the cost of the parade rather than the General Fund, and the organization will not feel the impact of the additional cost. The only other agency that regularly requests road closures with additional deputy needs is the School District for the annual Band Concert on Second Street. There may be the ability to provide an exemption for special districts to address the potential impact.

Related to street closures and the impact on services is the impact increased tourism has on the calls for services such as domestic violence, vehicle prowls, thefts, motor vehicle collisions, and traffic complaints.

Another concern raised was the houseless population and the impact a lack of restrictive camping ordinance creates for increased calls for service.

Action Needed:

Direction on contract changes for further negotiations. A revised contract can then be presented for further discussion at the October 19th council meeting.

**INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES
FOR THE CITY OF STEVENSON**

THIS CONTRACT, made and entered into this ____ day of _____, 202~~30~~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~~301,560 for calendar year 202~~14~~¹⁴, paid in 12 equal installments of ~~\$14,742.~~1725,130.00 per month.

.1.2 ~~An amount to be determined for calendar year 2022 equal to the 2021 scheduled amount increased by the West B/C CPI-U 12-month change for June of the current year as reported by the US Bureau of Labor Statistics.~~ \$351,600 for calendar year 2025, paid in 12 equal installments of \$29,300 per month.

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~~⁴ and ending on December 31, 202~~5~~². 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~~⁴ 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~~² or sooner as provided in paragraph 3.0, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for law enforcement services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 3.0, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

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

CITY OF STEVENSON,
A Municipal Corporation,

COUNTY OF SKAMANIA,
Board of Commissioners

By: _____
Mayor

Attest:

By: _____
City Clerk

Approved as to form only:

Adam Kick, Skamania County
Prosecuting Attorney

Robert C. Muth, PC
City Attorney,
City of Stevenson

By: _____
Chairman

Commissioner

Commissioner

Attest:

Clerk of the Board

Approved:

Summer Scheyer, Sheriff
Skamania County, WA

DRAFT

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.

MAIL TAX STATEMENTS TO:

AFTER RECORDING RETURN TO:
Jordan Ramis PC
Attn: James D. Howsley
1499 S.E. Tech Center Place, Suite 380
Vancouver, WA 98683

This space provided for recorder's use.

INSTRUMENT TITLE: THIRD AMENDMENT TO DEVELOPMENT AGREEMENT

GRANTOR(S): ASPEN DEVELOPMENT LLC, a Washington limited liability company (Phases 1 through 3); and

GRANTEE: CITY OF STEVENSON, a Washington municipal corporation

ABBREVIATED LEGAL DESC:

FULL LEGAL DESC: Lot 1 of the Feliz Short Plat as recorded with the Skamania County Auditor as AFN 2008170088

ASSESSOR'S PROPERTY TAX PARCEL ACCOUNT NUMBER(S): 03-75-36-3-0-1200 -00

REFERENCE NUMBER OF RELATED DOCUMENTS: AFN 2008170088

THIRD AMENDMENT TO DEVELOPMENT AGREEMENT

This THIRD AMENDMENT TO DEVELOPMENT AGREEMENT (the "Amendment") is entered into this 15th day of September, 2022, by and between Aspen Development, LLC ("Aspen"), a Washington limited liability company ("Developer"), and the City of Stevenson, a Washington municipal corporation (the "City") (collectively, all parties are referred to as the "Parties").

RECITALS

WHEREAS, Aspen is the owner of APN 03-75-36-3-0-1200, legally described as Lot 1 of the Feliz Short Plat as recorded with the Skamania County Auditor as AFN 2008170088; and

WHEREAS, on February 24, 2006, the City issued preliminary plat approval for that certain development known as Chinidere Mountain Estates (the "Development"), which was later amended and varied on July 11, 2016; and

WHEREAS, the Development was contemplated to be constructed in four phases; and

WHEREAS, in 2016, the Parties entered into the Development Agreement recorded August 16, 2016 under AFN 2016001639 and 2016001640 (the "Development Agreement"), which extended preliminary plat approval for all phases of the Development; and

WHEREAS, the Development Agreement authorized the amendment of the same by mutual written agreement between the Parties; and

WHEREAS, no extension is contemplated for Phase 1, which has satisfied all necessary aspects of the Development Agreement and was recorded at AFN 2017-000886 or Phase 4, the development approval for which was terminated as recorded at AFN 2022-000696.

WHEREAS, due to the unexpected worldwide pandemic caused by the COVID-19 virus which began in late 2019 and continues to the present the Development experienced delays. Specifically, in March 2020, Washington Governor Jay Inslee issued an Order declaring which industries were essential and residential construction did not qualify. Furthermore, supply chain disruptions in residential construction have made it harder to get the necessary materials.

WHEREAS, the Development has recently begun to move forward again despite the delays from COVID-19 as evidenced by grading and implementation of erosion control measures for Phases 2/3.

WHEREAS, the Parties agree that there is good cause for the extension of the timeline set forth in the Development Agreement and that it is in the best interest of the City and the Developer to reasonably extend the timeline for all phases of the Development in accordance with the revised timeline set forth herein.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. **Recitals.** The Recitals set forth above are true and correct and incorporated herein by this reference.
2. **Extension and Revised Timeline.** The timeline for the remaining phases of the Development, as provided for within the Development Agreement, is hereby revised as follows:
 - a. **Phase 2/3.** Preliminary plat approval for Phase 2/3 shall be extended one (1) year to **September 21, 2024**.
 - i. Initial grading work and infrastructure development and associated shall also be extended one (1) year, with a revised deadline for completion of the initial grading work by **September 21, 2023**.
 - ii. Substantial completion of the infrastructure development and associated shall be completed by **September 21, 2023**.
 - iii. Associated follow-up development shall be completed by January 1, 2024.
 - iv. The Final Plat shall be recorded by September 21, 2024.

MISCELLANEOUS PROVISIONS

Counterparts. This Amendment may be executed in counterparts; however all signature pages will be recorded together, and the complete recorded Amendment will constitute the final instrument.

Effective Date. This Amendment is effective upon recording, which shall occur within thirty (30) days of City Council approval by resolution, or the terms herein shall be null and void.

Termination. This Amendment will terminate upon the mutual agreement of the Parties in writing, which will be recorded.

City's Reserved Authority. Notwithstanding anything in this Amendment to the contrary, the City will have the authority to impose new or different regulations to the extent required by a serious threat to public health and safety as required by RCW 36.70B; provided, however that traffic congestion is generally not a serious threat to public health and safety but the impact of congestion at any particular location may degrade to a level that constitutes a safety hazard, and that such action will only be taken by legislative act of the Stevenson City Council after appropriate public process. The City further retains all police power regulation and all authority not subject to vested rights limitations under RCW 58.17.033.

Authorization. The persons executing this Amendment on behalf of City and Developer are authorized to do so and, upon execution by such parties, this Amendment will be a valid and binding obligation of such parties in accordance with its terms. The Parties have each obtained any and all consents required to enter into this Amendment and to consummate or cause to be consummated the transactions contemplated hereby.

Run with the Land. This Amendment will run with the land and be binding on the Parties' successors and assigns, and will be recorded with the Clark County Auditor.

Public Hearing. The Stevenson City Council has approved execution of this Amendment by resolution after a public hearing on the original Development Agreement.

Dispute Resolution. Should a disagreement arise between the Parties, the Parties agree to attempt to resolve the disagreement by first meeting and conferring. If such meeting proves unsuccessful to resolve the dispute, the disagreement may be resolved by a civil action.

Venue. This Amendment will be construed in accordance with the laws of the State of Washington, and venue is in the Clark County Superior Court.

Attorneys' Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U. S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Amendment or to interpret or enforce any rights or obligations hereunder, the prevailing party will be entitled to recover its attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary, as determined by the court at trial or on any appeal or review, in addition to all other amounts provided by law.

Performance. Failure by any Party at any time to require performance by the other Parties of any of the provisions hereof will not affect the Parties' rights hereunder to enforce the same, nor will any waiver by a Party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this clause.

Severability. If any portion of this Amendment will be invalid or unenforceable to any extent, the validity of the remaining provisions will not be affected thereby. If a material provision of this Amendment is held invalid or unenforceable such that a Party does not receive the benefit of its bargain, then the other Parties will renegotiate in good faith terms and provisions that will effectuate the spirit and intent of the Parties' agreement herein.

Inconsistencies. If any provisions of the Stevenson Municipal Code and land use regulations are deemed inconsistent with this Amendment, the provisions of this Amendment will prevail, excepting the County's reserved authority described above.

Amendments. This Amendment may only be amended by mutual written agreement of the Parties, and all amendments will be recorded in the Clark County deed records.

Survival. Any covenant or condition set forth in this Amendment, the full performance of which is not specifically required prior to the expiration or earlier termination but which by its terms is to survive the termination of this Amendment, will survive the expiration or earlier termination of this Amendment and will remain fully enforceable thereafter.

No Benefit to Third Parties. The Parties are the only parties to this Amendment and are the only parties entitled to enforce its terms, except as otherwise specifically provided in this Amendment. There are no third-party beneficiaries.

Entire Agreement. This Amendment and Development Agreement constitute the entire agreement between the Parties as to the subject matter.

Notices. All notices will be in writing and may be delivered by personal delivery, by overnight courier service, or by deposit in the United States Mail, postage prepaid, as certified mail, return receipt requested, and addressed as follows:

City	City of Stevenson 7121 East Loop Road, PO Box 371 Stevenson, WA 98648
With a copy to:	Kenneth B. Woodrich, City Attorney 110 Columbia St., Suite 109 Vancouver, WA 98660-3515
Aspen	Aspen Development, LLC
With a copy to:	Jordan Ramis, PC Attn: James D. Howsley 1499 SE Tech Center Place, Suite 380 Vancouver, WA 98683

Notices will be deemed received by the addressee upon the earlier of actual delivery or refusal of a party to accept delivery thereof. The addresses to which notices are to be delivered may be changed by giving notice of such change in address in accordance with this notice provision.

Non-waiver. Waiver by any Party of strict performance of any provision of this Amendment will not be deemed a waiver of or prejudice a Party's right to require strict performance of the same or any other provision in the future. A claimed waiver must be in writing and signed by the Party granting a waiver. A waiver of one provision of this Amendment will be a waiver of only that provision. A waiver of a provision in one instance will be a waiver only for that instance, unless the waiver explicitly waives that provision for all instances.

Interpretation of Agreement; Status of Parties. This Amendment is the result of arm's-length negotiations between the Parties and will not be construed against any Party by reason of its preparation of this Amendment. Nothing contained in this Amendment will be construed as creating the relationship of principal and agent, partners, joint venturers, or any other similar relationship between the Parties.

Future Assurances. Each of the Parties will promptly execute and deliver such additional documents and will do such acts that are reasonably necessary, in connection with the performance of their respective obligations under this Amendment.

Signatures appear on the following pages.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Marin)

On 09/16/2022 before me, Dipu Nepali, Notary Public
(insert name and title of the officer)

personally appeared Ren Orville Grendahl,
who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~
subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in
his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature~~(s)~~ on the instrument the
person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



City of Stevenson



By: Scott Anderson
Its: Mayor

9/15/22
Date

STATE OF Washington _____)
) ss.
City of Stevenson _____)

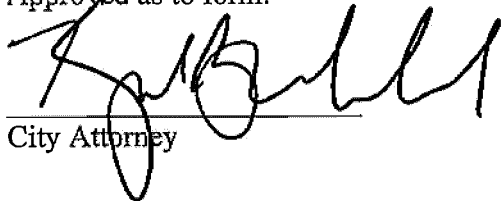
I certify that I know or have satisfactory evidence that Scott Anderson is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the Mayor (title) of the City of Stevenson (company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: Sept. 15, 2018-2022

Mary E. Corey
NOTARY PUBLIC FOR City of Stevenson
My Appointment Expires: 9-19-22



Approved as to form:


City Attorney

FOURTH AMENDMENT TO DEVELOPMENT AGREEMENT

This FOURTH AMENDMENT TO DEVELOPMENT AGREEMENT (the “Amendment”) is entered into this ____ day of _____, 2023, by and between Aspen Development, LLC (“Aspen”), a Washington limited liability company (“Developer”), and the City of Stevenson, a Washington municipal corporation (the “City”) (collectively, all parties are referred to as the “Parties”).

RECITALS

WHEREAS, Aspen is the owner of APN 03-75-36-3-0-1200, legally described as Lot 1 of the Feliz Short Plat ~~as recorded in with the Skamania County Auditor’s File No. as AFN 2008170088, Skamania County Records, excepting therefrom those portions lying within Chinidere Phase 1, according to the recorded Plat thereof, recorded in Auditor’s File No. 201700086, Skamania County Records;~~ and

WHEREAS, on February 24, 2006, the City issued preliminary plat approval for that certain development known as Chinidere Mountain Estates (the “Development”), which was later amended and varied on July 11, 2016; and

WHEREAS, the Development was contemplated to be constructed in four phases; and

WHEREAS, in 2016, the Parties entered into the Development Agreement recorded August 16, 2016 under ~~AFN 2016001639 and 2016001640~~ (the “Development Agreement”), which extended preliminary plat approval for all phases of the Development; and

WHEREAS, the Development Agreement authorized the amendment of the same by mutual written agreement between the Parties;

WHEREAS, due to the unexpected worldwide pandemic caused by the COVID-19 virus which began in late 2019 and continues to the present the Development experienced delays;

WHEREAS, the Developer is finishing completion of land development despite the delays from COVID-19 as evidenced by grading and substantial development work on Phases 2/3;

~~WHEREAS, the Developer plans to submit a performance bond to cover some of the remaining development work for Phases 2/3 and the City plans to accept that performance bond as satisfying said work and meeting the standard of substantial completion of the Development; and~~

WHEREAS, the Parties agree that there is good cause for the extension of the timeline set forth in the Development Agreement and that it is in the best interest of the City and the Developer to reasonably extend the timeline for all phases of the Development in accordance with the revised timeline set forth herein.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. Recitals. The Recitals set forth above are true and correct and incorporated herein by this reference.

2. Extension and Revised Timeline. The timeline for the remaining phases of the Development, as provided for within the Development Agreement, is hereby revised as follows:

- a. **Phase 2/3.** Preliminary plat approval for Phase 2/3 shall be extended one (1) year to **September 21, 2024**.
 - i. Initial grading work and infrastructure development shall be completed by **September 21, 2023**.
 - ii. Substantial completion of the infrastructure development shall be completed by **March 21, 2024**.
 - iii. Associated- follow-up development shall be completed by **July 1, 2024**.
 - iv. The Final Plat shall be recorded by **September 21, 2024**.

MISCELLANEOUS PROVISIONS

Counterparts. This Amendment may be executed in counterparts; however all signature pages will be recorded together, and the complete recorded Amendment will constitute the final instrument.

Effective Date. This Amendment is effective upon recording, which shall occur within thirty (30) days of City Council approval by resolution, or the terms herein shall be null and void.

Termination. This Amendment will terminate upon the mutual agreement of the Parties in writing, which will be recorded.

City's Reserved Authority. Notwithstanding anything in this Amendment to the contrary, the City will have the authority to impose new or different regulations to the extent required by a serious threat to public health and safety as required by RCW 36.70B; provided, however that traffic congestion is generally not a serious threat to public health and safety but the impact of congestion at any particular location may degrade to a level that constitutes a safety hazard, and that such action will only be taken by legislative act of the Stevenson City Council after appropriate public process. The City further retains all police power regulation and all authority not subject to vested rights limitations under RCW 58.17.033.

Authorization. The persons executing this Amendment on behalf of City and Developer are authorized to do so and, upon execution by such parties, this Amendment will be a valid and binding obligation of such parties in accordance with its terms. The Parties have each obtained any and all consents required to enter into this Amendment and to consummate or cause to be consummated the transactions contemplated hereby.

Run with the Land. This Amendment will run with the land and be binding on the Parties' successors and assigns, and will be recorded with the Clark County Auditor.

Public Hearing. The Stevenson City Council has approved execution of this Amendment by resolution after a public hearing.

Dispute Resolution. Should a disagreement arise between the Parties, the Parties agree to attempt to resolve the disagreement by first meeting and conferring. If such meeting proves unsuccessful to resolve the dispute, the disagreement may be resolved by a civil action.

Venue. This Amendment will be construed in accordance with the laws of the State of Washington, and venue is in the Clark County Superior Court.

Attorneys' Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U. S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Amendment or to interpret or enforce any rights or obligations hereunder, the prevailing party will be entitled to recover its attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary, as determined by the court at trial or on any appeal or review, in addition to all other amounts provided by law.

Performance. Failure by any Party at any time to require performance by the other Parties of any of the provisions hereof will not affect the Parties' rights hereunder to enforce the same, nor will any waiver by a Party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this clause.

Severability. If any portion of this Amendment will be invalid or unenforceable to any extent, the validity of the remaining provisions will not be affected thereby. If a material provision of this Amendment is held invalid or unenforceable such that a Party does not receive the benefit of its bargain, then the other Parties will renegotiate in good faith terms and provisions that will effectuate the spirit and intent of the Parties' agreement herein.

Inconsistencies. If any provisions of the Stevenson Municipal Code and land use regulations are deemed inconsistent with this Amendment, the provisions of this Amendment will prevail, excepting the County's reserved authority described above.

Amendments. This Amendment may only be amended by mutual written agreement of the Parties, and all amendments will be recorded in the Clark County deed records.

Survival. Any covenant or condition set forth in this Amendment, the full performance of which is not specifically required prior to the expiration or earlier termination but which by its terms is to survive the termination of this Amendment, will survive the expiration or earlier termination of this Amendment and will remain fully enforceable thereafter.

No Benefit to Third Parties. The Parties are the only parties to this Amendment and are the only parties entitled to enforce its terms, except as otherwise specifically provided in this Amendment. There are no third-party beneficiaries.

Entire Agreement. This Amendment and Development Agreement constitute the entire agreement between the Parties as to the subject matter.

Notices. All notices will be in writing and may be delivered by personal delivery, by overnight courier service, or by deposit in the United States Mail, postage prepaid, as certified mail, return receipt requested, and addressed as follows:

City City of Stevenson
7121 East Loop Road, PO Box 371
Stevenson, WA 98648

With a copy to: Kilmer, Voorhees & Laurick, PC
Attn: Robert Muth
2701 NE Vaughn Street, Suite 780
Portland, OR 97210

Aspen Aspen Development, LLC
PO BOX 1368
Stevenson, WA 98648

With a copy to: Jordan Ramis, PC
Attn: James D. Howsley
1211 SW 5th Avenue
27th Floor
Portland, OR 97204

Notices will be deemed received by the addressee upon the earlier of actual delivery or refusal of a party to accept delivery thereof. The addresses to which notices are to be delivered may be changed by giving notice of such change in address in accordance with this notice provision.

Non-waiver. Waiver by any Party of strict performance of any provision of this Amendment will not be deemed a waiver of or prejudice a Party's right to require strict performance of the same or any other provision in the future. A claimed waiver must be in writing and signed by the Party granting a waiver. A waiver of one provision of this Amendment will be a waiver of only that provision. A waiver of a provision in one instance will be a waiver only for that instance, unless the waiver explicitly waives that provision for all instances.

Interpretation of Agreement; Status of Parties. This Amendment is the result of arm's-length negotiations between the Parties and will not be construed against any Party by reason of its preparation of this Amendment. Nothing contained in this Amendment will be construed as creating the relationship of principal and agent, partners, joint venturers, or any other similar relationship between the Parties.

Future Assurances. Each of the Parties will promptly execute and deliver such additional documents and will do such acts that are reasonably necessary, in connection with the performance of their respective obligations under this Amendment.

Signatures appear on the following pages.

**CITY OF STEVENSON, WASHINGTON
ORDINANCE 2023-XXXX**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA AMENDING CHAPTER 13.08
SEWER AND PRETREATMENT; PROVIDING FOR SEVERABILITY;
ESTABLISHING AN EFFECTIVE DATE; AND REPEALING ORDINANCE 2023-1198
REGARDING A MORATORIUM ON PRIVATE SEWAGE DISPOSAL SYSTEMS**

WHEREAS, in response to the Clean Water Act pending legislation (ultimately adopted in 1972), the City of Stevenson constructed a Wastewater treatment plant to stop the discharge of untreated sewer into the Columbia; and

WHEREAS, as part of that project, the collection system was expanded and residents previously on septic were forced to connect to the new system as septic drainage occasionally reached the surface and flowed overland into the Columbia River; and

WHEREAS, in the March 1967 Engineering Report on a Preliminary Study of Sewage Collection and Treatment Facilities for the Town of Stevenson, it was stated, “so that the community may continue to grow and maintain a healthy environment, sewage collection and treatment is a necessity.”; and

WHEREAS, the State of Washington, through RCW 35A.63.061, requires the City to adopt a comprehensive plan with “a land-use element that designates the proposed general distribution, general location, and extent of the uses of land...The land-use element shall also include estimates of future population growth in, and statements of recommended standards of population density and building intensity for, the area covered by the comprehensive plan. The land use element shall also provide for protection of the quality and quantity of groundwater used for public water supplies...”; and

WHEREAS, in April 2013 the City adopted a Comprehensive Plan (Plan) after a robust community engagement process where more than 1% of the community’s population was directly involved through participation on the Steering Committee; and

WHEREAS, within the Plan the Future Land Use Map satisfies the statutory requirement for a land-use element. The map designates high- and low-density residential areas, high- and low-intensity trade areas and includes areas designated as Urban Reserve-An area within the Stevenson Urban Area within which future development and extension of municipal services are contemplated but not imminent. Development within an Urban Reserve is discouraged until municipal services can be provided and urban level densities and intensities of land use can occur; and

WHEREAS, the City is constructing upgrades to its wastewater treatment plant. The upgrades were sized in part, based on close coordination with significant industrial users. The size of the upgrades were based on these users’ continued growth and commitment to remain in the community. Such growth and commitment has not been realized. As a result, the residential users will bear a greater share of the cost of the plant’s construction, operation, and maintenance,

and the plant has the greater capacity to handle increased connections. And in part, based on the anticipated land uses, densities and intensities of the Comprehensive Plan's land-use element. Such uses, densities and intensities have not been realized, in part because of continued development utilizing on-site septic systems. As a result, all existing sewer users bear an even greater share of the cost of the plant's construction, operation, and maintenance. Additionally, the cost of system expansion becomes more expensive for individual community members who cannot rely on partnerships with their neighbors to bear the cost of the extension or share the costs at a lower connection per linear foot of line; and

WHEREAS, in July 2022, July 2023 and August 2023 and responding to these trends, the City's sewer users extended the system by 1,633 linear feet to defray the cost of future extensions by unserved individuals/neighborhoods; and

WHEREAS, on June 15, 2023, staff presented information to the council related to the septic system usage and consideration of changes to the sewer connection requirement, after which the city council decided to move forward to better understand the issues and further consider the policy changes; and

WHEREAS, on August 24, 2023, council again discussed the issue and decided to continue to move forward with the process of changes to the code and enacted a moratorium as they did not want further installations of private sewer systems to exacerbate the issue while the City deliberates, engages the public and evaluates proposed changes to where and under what circumstances private sewer systems are allowed in the community; and

WHEREAS, on September 21, 2023 council held a workshop to collect feedback from the community on proposed changes to the SMC 13.08 Sewer and Pretreatment; and

WHEREAS, the City Council desires to amend SMC 13.08 to follow through on the recommendations of the Plan.

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

Section 1. Chapter 13.08 of the Stevenson Municipal Code Amended. The chapter of the Stevenson Municipal Code entitled "Sewer and Pretreatment," codified as Stevenson Municipal Code (SMC) Chapter 13.08, 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. Repealer. Ordinance 2023-1198 related to a moratorium on private sewage disposal systems is hereby repealed.

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

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

PASSED by the City Council of the City of Stevenson and approved by the Mayor this ____ day of _____, 2023.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Chapter 13.08 SEWER AND PRETREATMENT¹

Sections:

13.08.010 Purpose and policy.

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

- A. Establish standards for the collection of sewage and wastewater in areas served by the city of Stevenson.
- B. Prevent any discharge to the sanitary sewer which could:
 - 1. Damage the transmission or treatment systems;
 - 2. Interfere with the POTW's operation;
 - 3. Be incompatible with the POTW's biological processes.
 - 4. Pass through the treatment plant at levels which may harm the environment;
 - 5. Threaten the health and safety of employees and the public.
- C. Enable the city to support the implementation of a pretreatment program that meets Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.
- D. Promote reuse and recycling of industrial wastewater and sludge from the POTW.
- E. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW.

13.08.020 Applicability.

This chapter shall apply to all persons connected or believed or intended to be connected to the sanitary sewer collection system operated by the city. Such persons shall be known as users as defined herein, and the provisions of this ordinance apply as specified herein to standard users, significant industrial users, and non-significant industrial users. The ordinance compels the production of information; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

¹Editor's note(s)—Ord. No. 1119, §§ I(Exh. A), II, adopted April 19, 2018, repealed former Ch. 13.08, §§ 13.08.010—13.08.410, in its entirety and enacted new provisions as herein set out. Former Ch. 13.08 pertained to sewer service regulations and derived from Ord. No. 613, §§ 1—10, adopted in 1972.

For statutory provisions on town sewerage systems, see RCW Ch. 35.67 and RCW 35.27.370(5).

13.08.030 Administration.

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

13.08.040 Abbreviations.

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

AKART - All known, available, and reasonable treatment

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

mg/l - milligrams per liter

NOEC - No observable detrimental effect

NPDES - National Pollutant Discharge Elimination System

NSCIU - Non-Significant Categorical Industrial User

POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial User

TSS - Total Suspended Solids

U.S.C. - United States Code

13.08.050 Definitions.

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

- A. "ASTM specification." All references to the form ASTM mean the Standard Specifications or Methods of the American Society for Testing Materials of the serial designation indicated by the number and, unless otherwise stated, refer to the latest adopted revision of such specifications or method.
- B. "Act" or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 on.
- C. "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.
- D. "Authorized or duly authorized representative of the user."
 1. If the user is a corporation:
 - a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

- b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - 2. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 - 3. If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
 - 4. The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.
- E. "Biochemical oxygen demand or BOD." The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).
 - F. "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in SMC 13.08.210(A) and (B) [40CFR 403.5(a)(1) and (b)]. BMPs may also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.
 - G. "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.
 - H. "Building sewer" means the extension from the building drain to the property line or right-of-way line for connection with the public sewer service connection.
 - I. "Categorical pretreatment standard" or "categorical standard." Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.
 - J. "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.
 - K. "City." The city of Stevenson or its city council
 - L. "Combined sewer" means a sewer receiving both surface runoff and sewage.
 - M. "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.
 - N. "Daily concentration." The concentration obtained through analysis of a composite sample of all discharges over a day (or 24-hour period) or the average of all discrete samples taken over such period.

- O. "Daily limit (maximum daily limit)." The maximum allowable discharge of a pollutant over a calendar day or equivalent 24-hour period. Where daily limits are expressed in units of mass, compliance is the product of the Daily Concentration and the flow over the same period.
- P. "Director." The city of Stevenson public works director, or designee.
- Q. "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.
- R. "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official.
- S. "Existing source." Any source of discharges subject to categorical standards and discharging prior to the promulgation of those standards or otherwise not meeting the definition of a "new source" in this section.
- T. "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
- U. "Grab sample." A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.
- V. "Indirect discharge" or "discharge." The introduction of pollutants into the POTW from any nondomestic source subject to this chapter or other state or federal regulations.
- W. "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.
- X. "Instantaneous limit." The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. For analytes for which users must take a grab sample for compliance purposes, this standard is the same as the daily maximum standard. For all other pollutants the instantaneous limit shall be twice the daily limit.
- Y. "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.
- Z. "Local limits." Effluent limitation developed for users by the director to specifically protect the potw from the potential of pass through, Interference, and intended biosolids uses. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and reasonable treatment expectations for non-domestic wastewater. See SMC 13.08.240 for a full list of local limits.
- AA. "Medical waste." Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
- BB. "Monthly average." The arithmetic mean of the effluent sample results collected during a calendar month or specified 30-day period. Where the city has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the city are not to be included in a monthly average.
- CC. "Monthly average limit." The limit to be applied to the monthly average to determine compliance with the requirements of this chapter (see SMC 13.08.240 for listing).
- DD. "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.

EE. "New source."

1. A facility whose construction began after categorical pretreatment standards applicable to its operations were proposed and with a real or potential discharge provided the facility is: A) constructed at a site at which no other source is located; B) totally replaces the process or production equipment that generate regulated process waste streams at an existing source; or C) the new processes are substantially independent of an existing source at the same site.
2. Construction at an existing source does not make the source a new source if the construction merely alters, partially replaces, or adds to existing process or production equipment.
3. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

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

- FF. "Non-contact cooling water." Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
- GG. "Pass through." A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.
- HH. "Person." Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.
- II. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.
- JJ. "Pollutant." Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, carbonaceous oxygen demand, toxicity, or odor).
- KK. "Pretreatment." The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. Dilution is not considered pretreatment.
- LL. "Pretreatment requirements." Any substantive or procedural requirement related to pretreatment imposed on a user other than a pretreatment standard such as the proper operation of pretreatment devices, record keeping, and reporting.
- MM. "Pretreatment standards" or "standards." Discharge prohibitions (SMC 13.08.210), categorical pretreatment standards (SMC 13.08.220), state pretreatment standards (SMC 13.08.230), local limits (SMC 13.08.240), and site-specific limits based on potential for vapor toxicity, explosion, sewer corrosion, or other detrimental effects to the POTW.
- NN. "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of foods that have been shredded to such degree that all particles will be carried freely under the flow and conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

- OO. "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.
- PP. "Publicly owned treatment works" or "POTW." A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.
- QQ. "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.
- RR. "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The director may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, and treatment lagoons to be septic tank waste so long as they are absent chemicals which might inhibit biological activity.
- SS. "Service connection" means a public sewer which has been constructed to the property line or right-of-way from a public sewer lateral or main for the sole purpose of providing a connection for the building sewer.
- TT. "Sewage." Human excrement and gray water (From household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).
- UU. "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.
- VV. "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.
- WW. "Sewer" means a pipe or conduit for carrying sewage.
- XX. "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:
1. A user subject to categorical pretreatment standards; or
 2. A user that:
 - a. Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - b. Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - c. Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
 3. The city may determine that a user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:
 - a. The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;
 - b. The user annually submits the certification statement required in SMC 13.08.695(B) [see 40CR 403.12(q)], together with any additional information necessary to support the certification statement; and
 - c. The user never discharges any untreated concentrated wastewater.

4. Upon a finding that a user meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such user should not be considered a significant industrial user.

- YY. "Slug load" or "slug discharge." Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. This includes discharges at a flow rate or concentration which could cause a violation of the prohibited discharge standards of SMC 13.08.210.
- ZZ. "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.
- AAA. "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.
- BBB. "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
- CCC. "Suspended solids." The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.
- DDD. "Urban Reserve." Pulled from the adopted Stevenson Comprehensive Plan - An area within the Stevenson Urban Area within which future development and extension of public services are contemplated but not imminent. Development within an Urban Reserve is discouraged until municipal services can be provided and urban level densities and intensities of land use can occur. Area designations are available on the Future Land Use Map within the adopted Stevenson Comprehensive Plan.
- ~~DDDEEE.~~ "User" or "industrial user." A source of indirect discharge.
- ~~EEEEFF.~~ "Wastewater." Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
- ~~FFFFGG.~~ "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.
- ~~GGGHHH.~~ "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

13.08.060 Certain facilities prohibited.

Except as provided in this chapter, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

13.08.070 Connection with public sewer required ~~and~~ Appeal procedure.

- A. The owner of any dwelling used for human occupancy, employment, recreation or other purposes situated on property within the city and abutting on any street, alley or right-of-way in which there is now located or in the future is located a public sanitary sewer of the city, is required at his-their own expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter and the Stevenson Engineering Standards, within 90 days after the date of official notice to do so; provided, that such public sewer is available to or on the property and/or at a property line of such

property and the ~~structures or buildings~~ property line is within 300 feet of the public sewer or the property is located within the Urban Reserve, as defined designated on in the City of Stevenson Comprehensive Plan Future Land Use Map.

~~A-B.~~ In the event that, during such period of 90 days, such owner files ~~his~~ written objections with the city against so being required to install such facilities, the provisions of this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than ~~ten-10~~ days or more than 45 days after the date of the filing of such objections. Not less than ~~seven-7~~ days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.

13.08.080 Connection with public sewer—Permit, bond required.

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the director.
- B. No plumbing contractors shall be allowed to make connections of private sewers to the sewage works of the city on behalf of any owners of property therein without first posting with the city a bond in the sum of one thousand dollars indemnifying the city and the inhabitants thereof against any loss or damage which the city or the inhabitants thereof might suffer by reason of the actions of such contractors in making such connections.

13.08.090 Connection with public sewer—Building sewers.

- A. Where existing buildings are too low to be served by gravity to an available sewer, and when ordered by the city to connect to an available sewer as stipulated under Section 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.
- B. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all requirements of this chapter.
- C. Standards and Specifications:
 - 1. The size and slope of the building sewer shall be subject to the approval of the director, but in no event shall the diameter be less than four inches. The slope of such four-inch pipe shall not be less than one-quarter inch per foot, unless approved by the director. In no case shall the slope of four-inch pipe be less than one-eighth inch per foot. A minimum of 18 inches of cover shall be maintained over the top of the service pipe at all times.
 - 2. The building sewer shall be laid at uniform grade and in straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe no greater than 45-degree bends. All pipe shall be laid on a four-inch granular base of three-fourths-minus rock, pea gravel, sand or combination thereof.
 - 3. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
 - 4. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

5. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the director. No backfilling of the trench shall be done until receipt of written approval from the director.
 6. All joints and connections shall be made gastight and watertight.
- D. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation.

13.08.100 Industrial user surveys.

The city is obligated under federal law to identify all users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such users. To satisfy this requirement, the Director will categorize all users as either “standard user” or “categorical industrial user”. To ensure proper categorization, all sources of non-domestic discharges to the POTW must, upon request of the Director, periodically complete an industrial user survey form. Proper completion of survey requirements is a condition of initial and continued discharge to the public sewer system. Users failing to fully comply with survey requirements within 30 days shall be subject to all enforcement measures authorized under this chapter including termination of service. The director is authorized to prepare several forms for this purpose and require completion of the particular form which the director determines appropriate to provide the information needed to categorize each user. The director shall be authorized to categorize each user, provide written notice of a user's categorization and what it means, and revise this categorization at any time.

13.08.110 Private system—Required when.

Where a public sanitary or combined sewer is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private sewage disposal system.

13.08.120 Private septic system—Construction—Permit required—Application.

- A. New private sewage disposal systems shall not be permitted for parcels which are:
 1. located within the Urban Reserve; or
 2. located within 300 feet of a public sewer system mainline.
- B. Expansion of a private sewage disposal systems shall not be permitted for parcels which are:
 1. located within the Urban Reserve; or
 2. located within 300 feet of a public sewer system mainline.
- C. Upon failure of an existing private sewage disposal system, a replacement private sewage disposal system for parcels located within the Urban Reserve may be permitted if:
 1. the subject parcel is not within 300 feet of a public sewer system mainline; and
 2. the property owner enters into an agreement to participate in the financing of an extension of the public sewer, such as through participation in a Local Improvement District, Latecomers' Agreement or similar tools.

A-D. Before commencement of construction of a private sewage disposal system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.

13.08.130 Private system—Inspection requirements.

A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the director. ~~He~~They shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director. Property owners must comply with WAC 246-272A-0270 regarding the operation, monitoring and maintenance of private systems.

13.08.140 Private system—Compliance with state standards required.

The type, capacities, location and layout of a private sewage disposal system shall comply with all recommendations and requirements of the Washington Department of Ecology and the county sanitarian. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

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

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in SMC 13.08.070, and the septic system is failing or has failed, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools and similar private sewage disposal facilities not utilized in an approved pumping facility shall be abandoned. Septic tanks shall be pumped free of sewage. Septic tanks not constructed of concrete shall be removed or opened and filled with soil or gravel. Cesspools and similar private disposal facilities shall be filled with soil or gravel.

13.08.160 Private system—Maintenance requirements.

The owner shall operate and maintain private sewage disposal or pumping facilities in a sanitary manner at all times, at no expense to the city.

13.08.170 Provisions not to limit additional requirements.

No statement contained in SMC 13.08.110 through 13.08.160 shall be construed to interfere with any additional requirements that may be imposed by county or state health officials.

13.08.210 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
 - 1. Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.
 - 2. Wastewater having a pH less than 5.0 or more than 11.0, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel. Discharges

- outside this pH range may be authorized by a permit issued by the city pursuant to a finding that the system is specifically designed to accommodate a discharge of that pH.
3. Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than one-quarter inch (0.64 cm) in any dimension be discharged.
 4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
 5. Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).
 6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
 7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
 8. Trucked or hauled pollutants.
 9. The following are prohibited unless approved by the director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
 - a. Non-contact cooling water in significant volumes.
 - b. Stormwater, or other direct inflow sources.
 - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
 10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
 11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
 12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
 13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the director.
 14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
 15. Medical wastes, except as specifically authorized by the director in a wastewater discharge permit;
 16. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
 17. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
 18. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 300 mg/l, or total petroleum hydrocarbon concentrations of no more than 100 mg/l.

19. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over 20 percent of the lower explosive limit based on an explosivity meter reading.

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

13.08.220 National categorical pretreatment standards.

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

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

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

13.08.230 State pretreatment standards.

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

- A. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submission of plans and reports for construction of wastewater facilities, chapter 173-240 WAC. Sources of non-domestic discharges shall request approval for such plans through the Department of Ecology. To ensure conformance with this requirement, proof of the approval of such plans and one copy of each approved plan shall be provided to the director before commencing any such construction or modification.
- B. Users shall apply to Ecology for a permit at least 60 days prior to the intended discharge of any pollutants other than domestic wastewater or wastewater which the director has determined is similar in character and strength to normal domestic wastewater with no potential to adversely affect the POTW. (173- 216-050(1)). Users shall provide proof of compliance with this requirement together with a duplicate permit application to the director prior to commencing the new or changed discharge.
- C. All significant industrial users must apply for and obtain a permit from ecology prior to discharge.
- D. All users shall apply all known, available, and reasonable methods to prevent and control waste discharges to the waters of the state (AKART). The director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
- E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
- F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.
- G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:
 1. The name and address of the applicant and facility/activity to be permitted.
 2. A brief description of the activities or operations which result in the discharge.
 3. Whether any tentative determination which has been reached with respect to allowing the discharge,
 4. The address and phone number of the office of the Director where persons can obtain additional information.
 5. The dates of the comment period (which shall be at least 30 days),
 6. How and where to submit comments or have any other input into the permitting process, including requesting a public hearing.
- H. Ecology may require the applicant to also mail this notice to persons who have expressed an interest in being notified, to state agencies and local governments with a regulatory interest, and to post the notice on the premises. If the Ecology determines there is sufficient public interest they shall hold a public meeting following the rules of WAC 173-216-100. The director may require users not subject to Ecology permits to provide public notice for a contract, discharge authorization, coverage by local BMPs, food service establishment, or others regulated under authority of this chapter.
- I. Permit terms shall include, wherever applicable, the requirement to apply all known, available, and reasonable methods of prevention, control, and treatment.
- J. All required monitoring data shall be analyzed by a laboratory registered or accredited under the provisions of Chapter 173-50 WAC, except for flow, temperature, settleable solids, conductivity, pH,

turbidity, and internal process control parameters. However, if the laboratory analyzing samples for conductivity, pH, and turbidity must otherwise be accredited, it shall be accredited for these parameters as well.

13.08.240 Local limits.

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

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

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

PROTECTION OF SEWER LINE BLOCKAGE

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

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

PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

Conc.	Parameter:	Threshold Amount:
50 mg/l	hydrocarbon based oil/grease	Any amount
0.5 mg/l	sulfides (H ₂ S vapor toxicity threshold)	.004 lb/d
50.0 mg/l	sulfates	.004 lb/d
1,000 mg/l	total chloride	8 lb/d
5,000 mg/l	total dissolved solids	40 lb/d

1,000 mg/l	total organic solvents (incl. alcohols)	8 lb/d
5.0 su	Minimum pH in Standard Units	
11.0 su	Maximum pH in Standard Units	
10% reduction in effluent UV transmissivity (per cm at 254 nm wavelength)		
10% decrease in the maximum effluent concentration which has no observable detrimental effect (NOEC) in any whole effluent toxicity test.		

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

13.08.250 City's right of revision.

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

13.08.260 Dilution.

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

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

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

- 3. Third violation—\$700.00
 - 4. Fourth and every additional violation—\$1,400.00
- D. In addition to the fines imposed, a business that violates the requirements of the FOG program twice in twelve consecutive months, will be moved to the next highest BOD strength category as defined in the wastewater rate ordinance. The business will stay in that category until they receive two consecutive passing inspections.
 - E. If a business violates three times within twelve consecutive months, they will be moved up two BOD strength categories. The business will stay in that category until they receive three consecutive passing inspections.
 - F. If a business violates four times within twelve consecutive months, they will be moved to the highest BOD strength category. The business will stay in that category until they receive four consecutive passing inspections.

13.08.280 Establishment of the preferred pumper program.

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

13.08.310 Pretreatment facilities.

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

13.08.315 Deadline for compliance with applicable pretreatment requirements.

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

13.08.320 Additional pretreatment measures.

- A. The director may require users to reduce or curtail certain discharges to the sewer, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge,

separate sewage wastestreams from industrial wastestreams, and take all other measures to protect the POTW and determine the user's compliance with the requirements of this chapter. This includes the curtailment of any device used to dispose of what might otherwise be solid waste down the sewer by grinding.

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

13.08.330 Accidental discharge/slug discharge control plans.

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

- A. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal;
- B. A description of all stored chemicals, disclosing all ingredients in formulations which could violate a discharge prohibition if discharged to the sewer;
- C. The procedures for immediately notifying the director of any accidental or slug discharge, as required by SMC 13.08.660; and

- D. The procedures that will be taken to prevent the occurrence or adverse impact from any accidental or slug discharge. Such procedures shall address the inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

13.08.340 Public sewer construction—Permit required—Exception.

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

13.08.350 Public sewer construction—Permit application requirements.

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

13.08.360 Public sewer construction—Compliance with standards.

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

13.08.370 Public sewer construction—Bond requirements.

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

13.08.380 Public sewer construction—Reimbursement for certain extensions.

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

13.08.390 Public sewer construction—Special reimbursement agreements.

Where special conditions exist in the opinion of the city relating to any reimbursement agreement pursuant to the provisions of this chapter, the city may, either in addition to or in lieu of any of the provisions of this chapter, authorize a special reimbursement contract between the city and the person or persons constructing

public sewerage facilities. Such special reimbursement agreement shall be made and entered into prior to the issuance of a permit for the work by the city.

13.08.400 Damaging sewer works prohibited.

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

13.08.410 Wastewater discharge permit requirement.

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

13.08.420 Wastewater discharge permitting—Existing connections.

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

13.08.430 Wastewater discharge permitting—New connections.

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

13.08.440 Wastewater discharge permit application contents.

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

1. Identifying information.
 - a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
 - b. A description of activities, facilities, and plant production processes on the premises;
2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
3. A description of operations and facilities including:
 - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
 - b. The number and type of employees and proposed or actual hours of operation.
 - c. The type, amount, rate of production, and process used for each product produced.
 - d. The type and amount of raw materials used (average and maximum rates).
 - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
 - f. The types of wastes generated on a routine and periodic basis.
 - g. The times and durations when wastes will be discharged.
 - h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
 - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
 - j. The sampling locations and provisions for monitoring discharges.
 - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
5. Pollutant data.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the Director), of regulated pollutants in the discharge from each regulated process.
 - c. The estimated peak instantaneous, daily maximum, and long-term average discharge concentrations (and mass) based on the sampling results.
6. Sampling data to show samples are:
 - a. Representative of daily operations.
 - b. Taken just downstream from pretreatment facilities if such exist, or just downstream of the regulated process(es) if no pretreatment exists.
 - c. Collected as required by SMC 13.08.691.

- d. Analyzed according to SMC 13.08.691.
 - 7. Information confirming BMPs. Where standards specify a BMP or pollution prevention alternative, the user must include the information needed by the director or the applicable standard to determine whether BMPs are (or will be) implemented.
 - 8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge must include new sampling showing (continued) absence of the pollutant in the raw wastewater and satisfying SMC 13.08.640(B).
 - 9. Any request to be covered by a general permit shall satisfy SMC 13.08.450 (below).
 - 10. Any other information deemed necessary by the Director to evaluate the situation and prepare a discharge permit.
- B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The director shall be held harmless for delays caused by returned applications.

13.08.450 General permits.

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

13.08.460 Application signatories and certifications.

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

13.08.470 Wastewater discharge permit decisions.

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

13.08.510 Wastewater discharge permit duration.

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

13.08.520 Wastewater discharge contract contents.

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

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

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

13.08.530 Contract issuance process.

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

13.08.540 Wastewater discharge permit modification.

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

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

13.08.550 Wastewater discharge permit transfer.

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

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

13.08.560 Wastewater discharge permit revocation.

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

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

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

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

13.08.570 Wastewater discharge contract extension or reissuance.

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

13.08.610 Baseline monitoring reports.

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

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

13.08.620 Compliance schedule progress reports.

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

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

13.08.630 Reports on compliance with categorical pretreatment standard deadline.

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

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

13.08.640 Periodic compliance reports.

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

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

13.08.650 Reports of changed conditions.

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

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

13.08.660 Reports of potential problems.

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

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

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

13.08.670 Reports from unpermitted users.

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

13.08.680 Notice of violation/repeat sampling and reporting.

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

13.08.690 Notification of the discharge of hazardous waste.

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

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

13.08.691 Sampling—Analytical requirements and collection protocols.

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

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

13.08.693 Date of receipt of reports.

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

13.08.694 Record keeping.

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

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

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

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

13.08.695 Certification statements.

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

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

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

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

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

13.08.710 Right of entry—Inspection and sampling.

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

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

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

13.08.720 Search warrants.

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

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

13.08.810 Confidential information.

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

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

13.08.910 Publication of users in significant noncompliance.

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

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

B. Definition: The term significant noncompliance means:

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

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

13.08.920 Administrative enforcement remedies.

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

13.08.921 Notification of violation.

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

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

13.08.922 Show cause hearing.

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

13.08.923 Administrative orders.

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

13.08.925 Administrative fines.

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

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

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

13.08.926 Emergency discontinuance of service.

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

13.08.927 Emergency suspensions.

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

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

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

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

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

13.08.928 Termination of discharge.

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

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

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

13.08.931 Injunctive relief.

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

13.08.932 Civil penalties.

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

13.08.933 Criminal prosecution.

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

13.08.934 Remedies nonexclusive.

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

13.08.941 Penalties for late reports.

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

13.08.942 Performance bonds.

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

13.08.943 Liability insurance.

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

13.08.944 Payment of outstanding fees and penalties.

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

13.08.945 Water supply severance.

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

13.08.946 Public nuisances.

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

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

13.08.951 Upset.

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

13.08.952 Prohibited discharge standards.

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

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

13.08.953 Bypass.

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

13.08.961 Pretreatment charges and fees.

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

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;

- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals;
- E. Fees to recover administrative and legal costs associated with the enforcement activity taken by the director to address IU noncompliance; and
- F. Other fees as the city may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by the city.



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

Re: City Sewer Ordinance

Dave Cox <dave.cox@ci.stevenson.wa.us>

Wed, Sep 13, 2023 at 10:55 AM

To: John Prescott <jpprescott@yahoo.com>, Leana Kinley <leana@ci.stevenson.wa.us>

Leana,
Would you include this email from John Prescott in the public comments for the upcoming Council meeting?
Thanks
Dave

Dave Cox

On Wed, Aug 30, 2023 at 14:44 John Prescott <jpprescott@yahoo.com> wrote:

August 30, 2023

Dear Council Member Cox,

As a resident of the City of Stevenson, I have significant concerns regarding the proposed modification to the City Sewer Ordinance. The proposed changes were highlighted in a recent mailer from the City and the City Council August 24, 2023 agenda materials.

As a property owner who has invested in and utilizes a private septic system I believe that any change to the Sewer Ordinance should impact sewer connection requirements for future users and not change the rules for existing systems. The proposed changes could have huge financial impacts to some citizens.

I would appreciate the Council considering a modified "grandfather" clause for property owners who currently utilize a private septic system which complies with all applicable laws and codes. The clause would allow the continued use of compliant septic systems but also create a path for future connection to the City sewer system. I used the term "modified" since there should be a reasonable path for a private septic system owner to eventually connect to the City sewer system in a cost-effective manner as the City builds-out its system.

Also, any modification to the City Sewer Ordinance must comply with Section 35.21.940 of the RCW which refers to "cost-prohibitive" considerations.

Below is some suggested language for the Council to consider which may be an acceptable compromise.

Please contact me if you have any questions. Let me know if you want to come to our property to see how the proposed modification could have huge financial impacts to us and similarly situated property owners. Thank you for listening.

Respectfully,

John Prescott

Suggested language...

13.08.070 Connection with public sewer required— and Appeal procedure.

A. Subject to the provisions stated in this section 13.08, the owner of any dwelling used for human occupancy, employment, recreation or other purposes situated on property within the city and abutting on any street, alley or right-of-way in which there is located a public sanitary sewer of the city, is required at their own expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter and the Stevenson Engineering Standards, within 90 days after the date of official notice to do so; provided, that such public sewer is available at the property or within 100 feet of the property and an easement to the public sewer exists, or the property is located within the Urban Reserve, as designated on in the City of Stevenson Comprehensive Plan Future Land Use Map.

B. If an owner has an existing private sewage system on their property and such system was operational prior to (moratorium date??) and that system is in compliance with applicable laws and codes, that owner shall not be required to connect to the public sanitary sewer but shall have an owner option to connect to the public sewer at the owner's expense or continue to utilize their private sewer system.

13.08.120 Private system—Construction—Permit required—Application.

A. Before commencement of construction, expansion, or replacement of a private sewage disposal system the owner shall first obtain a written permit signed by the director. This section does not apply to any repair of an existing system. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.

B. No permit to construct, expand, or replace a private sewage disposal system shall be issued where:

1. Public sewer is available at or on the property and the cost to connect to the public sewer is not prohibitive defined as more than 50% of the cost to replace or expand a private sewage system that was operational prior to (moratorium date??), or
2. Public sewer is located within 100 feet of the property and an easement to the public sewer exists and the cost to connect to the public sewer is not prohibitive defined as more than 50% of the cost to replace or expand a private sewage system that was operational prior to (moratorium date??) ,or
3. The property lies within an area designated as Urban Reserve on the City of Stevenson Comprehensive Plan Future Land Use Map the cost to connect to the public sanitary sewer system is not prohibitive defined as more than 50% of the cost to replace or expand a private sewage system that was operational prior to (moratorium date??).



Repar--Comments for 9/21 meeting on sewer

1 message

repar@saw.net <repar@saw.net>

Wed, Sep 20, 2023 at 5:41 PM

To: leana <leana@ci.stevenson.wa.us>, Stevenson <citycouncil@ci.stevenson.wa.us>

Cc: Ben Shumaker <ben@ci.stevenson.wa.us>, carolyn <carolyn@ci.stevenson.wa.us>

Dear City Council and City Administration,

I really think there should be a moratorium on new connections to the sewer system outside City limits. We need to build out the sewer system within the City limits before extending it outside. Infrastructure needs maintenance and in a small City, with a small number of City staff, maintenance is, and should be, an ongoing process. We probably need a spreadsheet of all our infrastructure so we can clearly see what infrastructure we have in the City, how it is being maintained and on what schedule, and any updating that is and will be required and a schedule and cost for the updates. I applaud the staff for putting maps together for this meeting. We have a hodge podge of sewer and non-sewer areas and our City needs to get sewer into the non-sewer areas within City limits.

We probably got into a hole because development costs many years ago were not high enough to anticipate maintenance costs for 30 to 40 years for development and the infrastructure needed to support this development. Live and learn. Maintenance costs increase every year so why not development costs?

We are building a \$12,000,000 sewer plant thanks to the taxpayers of America and the State of WA. Thank you! Residents are being charged \$153.50/month and the city seems to think that they can keep increasing this amount on the 1400 residents, every few months. This 153.50 (116/month is for sewer, I believe) is one of the highest costs for sewer and water in WA State. It cannot continue to increase without causing hardship in our small rural community. Increasing utility costs to heights where they cannot be paid stresses community and its members. There has to be an end in increases. Raising the costs of Water and Sewer so that our municipality looks like it's trying to raise enough money for the next upgrade in 25 - 35 years to the Sewer plant is not sustainable in such a small community. It just really frustrates people.

And, all these increases don't even begin to address the issue of upgrading the Water Treatment Plant. An issue for another day.

Also, the City should stop giving waivers to people who live within City limits and who want to put in septic instead of connecting to sewer. Everybody within City limits should be on sewer. Septic fields get old and they fail and as far as I know

septic is not inspected yearly or thoroughly (that means lab tests and physical tests to determine whether the tank and field are still viable) in WA state. People use so many chemicals these days that I suspect septic fields fail more often than we know. And as far as I know septic fields aren't inspected for failure (leaking tank!).

There are methods that we can come up to help people connect to sewer. We don't want to bankrupt anyone. The cost can be a doable monthly fee and the total amount owed added to the deed so that the cost is passed on to future owners, or a very low percentage loan that can be repaid every month and the total, once again, being added to the deed so it is carried forward to future owners. There are ways we can do this, we just have to work together to come up with a plan that is equitable to everyone, City and residents.

Let's take care of the infrastructure we already have and plan for the infrastructure we need within City limits before we go looking to expand outside City limits.

Thank you.

Mary Repar
P.O. Box 103
Stevenson, WA 98648

Cell: (360) 726-7052



Questions regarding mailer graph of "Utility Rate Projections" for upcoming meeting with City Council

2 messages

Julie Fitz <julie@badbuddhagoods.com>

Wed, Sep 20, 2023 at 7:38 PM

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

Cc: Julie Fitz <julie@badbuddhagoods.com>, planning@ci.stevenson.wa.us, City Council <citycouncil@ci.stevenson.wa.us>, Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Hello Leana and team as well as City Council Members~

I hope this finds you all very well.

I have a few clarifying questions to go over in regards to the packet for zoning changes and hope to find all this information given out at Thursday's meeting with the public and City Council members.

If you are not able to answer or add to the packet/information, I think we all are not fully prepared for going over this important data in a Public Meeting yet.

~I am hopeful this is part of your discussion and the data given to all the public on this very important subject.

In your flyer, you note a graph for "**Utility Rate Projections**" for rate payers "with" and "without" your proposed "intervention." (See PDF section attached to this email)

Please submit the spreadsheet of data for this graph, the assumptions, the knowns and the unknowns. I (we) will not be able to assess this without this specific and crucial data.

Please include the sources, the ability for the City to state for certain this is the graph of rate increases and who is involved in this data gathering/projections/assumptions-

- A) At what rate of inclusion/assumptions do you have current septic system owners coming on line to connect to sewer on this graph?
- B) At what rate of inclusion/assumptions do you have land in UR zoning doing sewer extensions and coming on-line as "rate payers" & how many homes/tax payers are these?
- C) At what rate have you included a slowing of "development" because of these new restrictions? (Negative to all)
- D) At what rate are you including a slowing/halt of development as an extra burden on current rate payers because of these zoning "limitations" presented here? (Negative to all)
- E) Who was hired or compiled the data to create this graph?
- F) Are you prepared to fill in all the missing information of the X & Y axis points (rate & time) not delineated here in your graphic but has a value we can not see?
- G) Is this graph quantifiable and to be held to as a "promise" of rate reduction by the City?
- H) Are you prepared to explain the relative costs now, and in the future, associated with "failed" septic systems having to "extend" the sewer lines (by a per foot extension cost basis) for forced hook-ups to the City Sewer lines? And how do property owners figure this out given they have different situations for set backs from property lines, distance to point of actual connection = could be front/side/back of homesites? (I see that this is the only way for current home owners with septic systems to know the impact this is by this change. Even if folks with newer septic systems, this is to be seen as a future expense.)

~I will section further questions off into separate emails for better tracking in case some are easy and some not available at this time...

Please include this email set of questions in the Public Dialogue and your answers in the packet for this item.

~If the timeline to include has passed, please include reading these questions off at the “workshop” as this is Public Input & information to include.

Thank you!
Submitted respectfully for all’s time and energy into this~
~Julie

Owner of Lot 402/410 (developable land that fronts Kanaka Creek Road, formerly known as [329 NW Kanaka Creek Rd, Stevenson WA](#))

 Julie Fitz 
Julie's cell: 503-201-9460

 **Utility Rate Projections graph from Public Flyer from City.pdf**
568K

Leana Kinley <leana@ci.stevenson.wa.us> Thu, Sep 21, 2023 at 11:17 AM
To: Julie Fitz <julie@badbuddhagoods.com>
Cc: Julie Fitz  <julie@badbuddhagoods.com>, planning@ci.stevenson.wa.us, City Council <citycouncil@ci.stevenson.wa.us>, Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Julie,

The chart was a visual representation of what could happen as additional users are added to the system, not an actual depiction of current or future rate projections. A copy of the most recent graph of the last analysis was presented to council last December as part of the public hearing on sewer rates and can be found online [here](#). No analysis has been done on the information you are requesting in questions A-G.

In response to question H, included in the HEALing SCARS Septic to Sewer program, there is an estimated cost for a property owner to connect their dwelling to the public system (Appendix A) found online [here](#). The recent city project extending 1,005 feet of the sewer main line along Loop Road from Kanaka Creek and north along Frank Johns Road cost \$454,278 and included some stormwater infrastructure due to failing lines and the wet weather. Generally the city will pay more than the private sector to complete a project due to prevailing wages and other contractor requirements.

This response and your original email will be included in the last update of the council packet.

Thanks,

Leana Kinley, EMPA, CMC

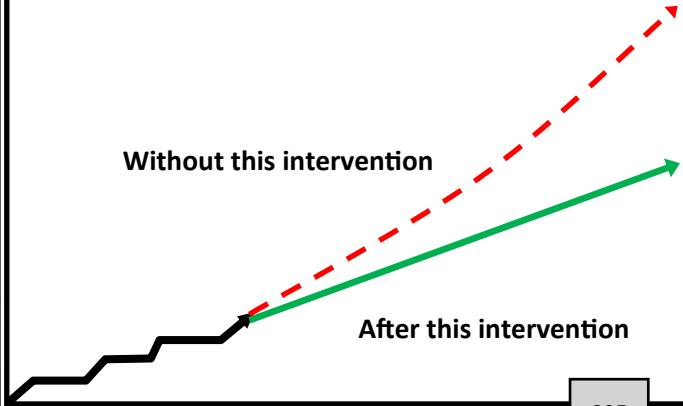
City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970 x204

[Quoted text hidden]

Utility Rate Projections:

Without this intervention

After this intervention



Residential

Commercial Residential

Industrial Residential

Grade

Utility Trade

Grade

Utility Trade

Estimate System:
W StatePlane
NAD 83
Zone 12
Datum: NAD 83
Units: Feet
Scale: 1:1
Projection: UTM
Datum: NAD 83
Units: Feet
Scale: 1:1
Projection: UTM



Florida Department of
Transportation

This map product was prepared
for informational purposes only.
It may not have been prepared
for legal engineering, or surveying
purposes. Users of this information should review
the primary data and information sources
for the accuracy of the information.

305

because it is just you

ROAD TRIP

Dear Friends,

Does Stevenson have an elected water-sewer district with three commissioners who have the powers (**RCW 47.08.005**) given to districts such as “(9) to compel all property owners within the district to connect their private drain and septic systems to the districts sewer system”?

RCW 57.12.030 mandates that a water-sewer district have an election as to whether a district shall be formed. Three commissioners will be elected at the same election with six-year terms.

RCW 35A.63.220 cited in the **Findings of Fact** is a zoning law. **RCW 35A.63.100 Municipal authority**-gives the City of Stevenson authority regulating the use of land such private and public land, buildings, and structures as well as parks and yards. **RCW 35A.63.061 in the Finding of Fact** cited as “The land use element shall also provide for protection of the quality and quantity of groundwater used for public water supplies...” **RCW 35A.63.061** continues to say, “and shall review drainage, flooding, and storm water runoff in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute Puget Sound or waters entering Puget Sound.” This groundwater citation is specific to Puget Sound not the rest of Washington State. Again, **RCW 47.08.005 (7) (a) (b) (c)** give the water sewer district the power to “construct, condemn and purchase...to...operate systems of drainage...”...for storm or surface water...for the treatment and disposal of storm and surface and underground waters”...There is absolutely no zoning law authority or legal basis to regulate water-sewer issues as other RCWs and WAC’s have jurisdiction over water-sewer issues.

I will review the RCWs and WACs:

RCW 70.05.160 Moratorium on water, sewer hookups or septic systems...”A local board of health that adopts a moratorium affecting water hookups, sewer hookups, or septic systems...shall hold a public hearing...a moratorium adopted under this section may be effective for not longer than six months.

The Skamania Board of Health is not involved in the City moratorium and it’s the Board of Health that makes the determination for the moratorium.

RCW 43.20.065 Onsite sewage system failures and inspections – Rule making.

(1) Rules adopted by the state board under RCW 43.20.050 (3) regarding failures of on-site sewage systems must:

- (a) Give first priority to allowing repair and second priority to allowing replacement of an existing conventional on-site sewage system, consisting of a septic tank and drain field, with a similar conventional system.
- (b) Not impose or allow the imposition of more stringent performance requirements of equivalent on-site sewage systems on private entities than public entities; and
- (c) Allow a system to be repaired using the least expensive alternative that meets standards and is likely to provide comparable or better long-term sewage treatment and effluent dispersal outcomes.

Finding—Intent—2019 c 21: “The legislature finds that properly functioning on-site sewage systems are an important component of the state’s wastewater treatment infrastructure. In order to ensure that on-site sewage systems remain a wastewater treatment option that is economically accessible to a wide sector of the state’s population, it is the intent of the legislature to ensure that only requirements that

are reasonable, appropriately tailored, and necessary are imposed on the installation, operation, maintenance, or repair of on-site sewage systems.” [2019 c 21 1.1]

WAC 246-272A-0025 Connection to public sewer system.

- (1) When adequate public sewer services are available within two hundred feet of the residence or facility, the local health officer, upon the failure of an existing on-site sewage system may:
 - (a) Require hook-up to a public sewer system; or only if a conforming system can be designed and installed.
 - (b) Permit the repair or replacement of the on-site sewage system only if a conforming system can be designed and installed.
- (2) Except as noted in subsection (1) of this section, the owner of a failure shall abandon the OSS under WAC 246-272A-0399 and connect the residence or other facility to a public sewer system when:
 - (a) The distance between the residence or other facility and an adequate public sewer is two hundred feet or less as measured along the usual or most feasible route of access:
and
 - (b) The sewer utility allows the sewer connection.
- (3) The owner of a residence or other facility...(shall) connect the residence or other facility to a public sewer system when:
 - (a) Connection is deemed necessary to protect public health by the local health officer;
 - (b) An adequate public sewer becomes available within two hundred feet of the residence or other facility as measured along the usual or most economically feasible route of access; and
 - (c) The sewer utility allows the sewer connection...

This Washington Administrative Code rule making requires the local health officer to determine sewer connection is necessary to protect public health.

Also, it is clear that two hundred feet is the limit on the sewer connection mandate. Stevenson Municipal Code 13.08.070 stated “that such public sewer is available to or on the property and/or at a property line of such property and the structures or buildings are within 300 feet of the public sewer.”

This statement requires “the public sewer is available to or on the property and /or at a property line of such property” meaning the sewer is on the city street where the property is located.

It adds “and the structures or buildings are withing 300 feet of the public sewer” meaning a large acreage property which has a house away from the street has to be connected if within 300 feet of the sewer on the street at the popery line. Code 13.08.070 has never been applied to a Stevenson property owner to my knowledge in my 48 years living in Stevenson.

RCW 70.05.060 Powers and duties of local board of health Each local board of health shall have supervision over all matters pertaining to the preservation of the life and health of the people withing it’s jurisdiction and shall; ...

- (2) Supervise the maintenance of all health and sanitary measures for the protection of the public health within its jurisdiction.

The Skamania County Board of Health has not been involved in the moratorium or the required sewer connection.

You are shifting the financial responsibility for providing a city utility onto private property owners who are not public works contractors.

Tearing up city streets, putting in 8-inch utility grade sewer lines and repaving city streets for the benefit of the city to charge \$116 a month to homeowners along the 300 foot or much more of city streets puts private property owners in the public utility business.

We are not public utility contractors and cannot be expected to pay for a city responsibility.

Property values in the "Urban Reserve and Low-Density Residential Area" will be destroyed because no prospective buyer wants to pay potentially \$500 or more a running foot plus hookup fees in the event a septic system fails or \$150,000 for 300 feet plus \$8000 hookup fee.

Private property owners who do not have an existing septic system and want to build would have to pay much more depending on how far they are from the sewer line.

I believe there is a better solution to the City of Stevenson's financial sewer problem than a primarily negative approach.

I would like to be part of the solution using creative financial instruments, new sewerage technologies for homeowners, community suggestions or any other means to solve the City's sewerage financial problem. Please let me know if I can be of help in any way,

Thank you for your consideration,
Rick Jessel



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

SMC 13-08

Rick May <rick@mayandassociates.net>

Thu, Sep 21, 2023 at 11:53 AM

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

Cc: City Council <citycouncil@ci.stevenson.wa.us>, Carolyn Sourek <carolyn@ci.stevenson.wa.us>, Rick May <rick@mayandassociates.net>

Good question Leana. Probably best to include if we want the council to consider the comments. Thank you.

Rick

On Thu, Sep 21, 2023 at 11:36 AM Leana Kinley <leana@ci.stevenson.wa.us> wrote:

Rick,

Do you want these comments to be included in the council packet?

Thanks,
Leana

[Get Outlook for iOS](#)

From: Rick May <rick@mayandassociates.net>

Sent: Thursday, September 21, 2023 11:21:14 AM

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

Cc: planner@ci.white.salmon.wa.us <planner@ci.white.salmon.wa.us>; City Council <citycouncil@ci.stevenson.wa.us>; Carolyn Sourek <carolyn@ci.stevenson.wa.us>; Rick May <rick@mayandassociates.net>

Subject: SMC 13-08

Hello Leana,

There are a few items connected with the proposed sewer change that may be worth discussing before public comment in tonight's Council meeting.

(1) There are substantial areas in the urban reserve zone that are a significant distance from existing sewer lines. For individual property owners, the cost of bringing up sewer in many cases may exceed the value of the land the sewer is to serve. For these properties, the effect of not allowing septic is to make their property currently economically undevelopable. Washington Courts have often in the past considered actions such as this as a taking of property rights, without just compensation. I suggest the City's legal counsel weigh in on this.

(2) If a substantial number of properties become economically undevelopable under the proposed change, it could have a significant adverse effect on revenue. The properties that would become undevelopable would have a substantial decrease in value, which in turn would be reflected in lower tax values and less property taxes for the property. To make up for this loss of revenue, it may be necessary for the Assessor to increase the overall millage rate for all properties in the county. (Ie- everyone else's taxes go up to cover the losses). If not, the amount of taxes collected and the funds available for the county and city budgets may decrease. I believe it would make sense to investigate the effects on revenue and taxes from the proposal.

I understand the want to have the developer pay for the sewer extension costs. On the surface, it makes sense. I request that the City makes sure the proposed changes are legal and will not harm the city or its citizens, and in addition not adversely affect revenue and tax rates. Thank you.

Rick May
Rick@mayandassociates.net
503-341-2932

**CITY OF STEVENSON
RESOLUTION 2023-418**

**ADOPTING FINDINGS OF FACTS SUPPORTING THE MORATORIUM ON THE
NEW CONSTRUCTION, EXPANSION, OR REPLACEMENT OF PRIVATE
SEWER SYSTEMS ORDINANCE 2023-1198**

WHEREAS, the City Council for Stevenson, Washington approved Septic Construction in Urban Reserve Moratorium Ordinance No. 2023-1198 on August 24, 2023; and

WHEREAS, RCW 35A.63.220 requires a City to conduct a public hearing and adopt Findings of Fact supporting the moratorium within 60 days; and

WHEREAS, Septic Construction in Urban Reserve Moratorium Ordinance No. 2023-1198 sets forth that a public hearing shall be conducted on September 21, 2023, at a regular public meeting and the public and staff gave testimony concerning the moratorium.

NOW THEREFORE, the City Council of the City of Stevenson, Washington, does hereby resolve as follows:

The City Council of the City of Stevenson adopts the following findings of fact in support of Ordinance No. 2023-1198:

1. In response to the Clean Water Act pending legislation (ultimately adopted in 1972), the City of Stevenson constructed a Wastewater treatment plant to stop the discharge of untreated sewer into the Columbia.
2. As part of that project, the collection system was expanded and residents previously on septic were forced to connect to the new system as septic drainage occasionally reached the surface and flowed overland into the Columbia River.
3. In the March 1967 Engineering Report on a Preliminary Study of Sewage Collection and Treatment Facilities for the Town of Stevenson, it was stated, “so that the community may continue to grow and maintain a healthy environment, sewage collection and treatment is a necessity.”
4. The State of Washington, through RCW 35A.63.061, requires the City to adopt a comprehensive plan with “a land-use element that designates the proposed general distribution, general location, and extent of the uses of land...The land-use element shall also include estimates of future population growth in, and statements of recommended standards of population density and building intensity for, the area covered by the comprehensive plan. The land use element shall also provide for protection of the quality and quantity of groundwater used for public water supplies...”
5. In April 2013 the City adopted a Comprehensive Plan (Plan) after a robust community engagement process where more than 1% of the community’s population was directly involved through participation on the Steering Committee.
6. Within the Plan the Future Land Use Map satisfies the statutory requirement for a land-use element. The map designates high- and low-density residential areas, high- and low-intensity trade areas and includes areas designated as Urban Reserve-An area within the

Stevenson Urban Area within which future development and extension of municipal services are contemplated but not imminent. Development within an Urban Reserve is discouraged until municipal services can be provided and urban level densities and intensities of land use can occur.

7. The City is constructing upgrades to its wastewater treatment plant. The upgrades were sized:
 - a. In part, based on close coordination with significant industrial users. The size of the upgrades were based on these users' continued growth and commitment to remain in the community. Such growth and commitment has not been realized. As a result, the residential users will bear a greater share of the cost of the plant's construction, operation, and maintenance, and the plant has the greater capacity to handle increased connections.
 - b. In part, based on the anticipated land uses, densities and intensities of the Comprehensive Plan's land-use element. Such uses, densities and intensities have not been realized, in part because of continued development utilizing on-site septic systems. As a result, all existing sewer users bear an even greater share of the cost of the plant's construction, operation, and maintenance. Additionally, the cost of system expansion becomes more expensive for individual community members who cannot rely on partnerships with their neighbors to bear the cost of the extension or share the costs at a lower connection per linear foot of line.
8. In July 2022, July 2023 and August 2023 and responding to these trends, the City's sewer users extended the system by 1,633 linear feet to defray the cost of future extensions by unserved individuals/neighborhoods.
9. On June 15, 2023, staff presented information to the council related to the septic system usage and consideration of changes to the sewer connection requirement, after which the city council decided to move forward to better understand the issues and further consider the policy changes.
10. On August 24, 2023, council again discussed the issue and decided to continue to move forward with the process of changes to the code and did not want further installations of private sewer systems to exacerbate the issue while the City deliberates, engages the public and evaluates proposed changes to where and under what circumstances private sewer systems are allowed in the community.

Passed by a vote of _____ at the regular city council meeting of September 21, 2023.

Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk Treasurer

APPROVED AS TO FORM:

Robert C. Muth
City Attorney

CITY OF STEVENSON
**Integrated Shoreline Public
Access and Trail Plan
2023**



Prepared by:



dcgwatershed.com

Project No. 220123

© 2023 DCG/Watershed

TABLE OF CONTENTS

Purpose and Intent	1
Introduction to the Planning Process.....	1
Background	5
Regional Context & Connectivity	5
Shoreline Management Act	5
History of the Shoreline	6
Public Partners	7
Design Alternatives Evaluation	9
Inventory and Site Assessment, Development of a Design Program	9
Public Involvement Summary	10
Schematic Design and Implementation Program	13
Master Plan Implementation	15
Design Alternatives, Recommendations & Preliminary Cost Estimates .	15
Introduction to Recommended Projects	16
Master Plan Design	79
Permit Path	79
SMP Amendment Considerations.....	84
Funding Strategy	85
Conclusions	87
Summary	87
Appendices	
A. Cost Table	
B. Appraisal Reports	
C. Public Engagement Plan	
D. Project Scoring Methodology	
E. GIS Scoring Methodology	
F. GIS Mapfolio	
G. Recommended SMP Amendment	
H. Bibliography	





Pacific Crest Trail sign in Washington state by Olivier M.

CHAPTER 1

Purpose and Intent

Introduction to the Planning Process

In 2022, the city comprehensively updated its Shoreline Master Program (SMP). This suite of documents is largely regulatory and controls land use, development, and changes within and adjacent to Rock Cove, Rock Creek and the Columbia River, (shorelines of the state). The regulatory focus of the program is based on the State of Washington’s Shorelines Management Act and the Department of Ecology’s guidelines for locally developed programs. In fast-growing communities, shoreline proposals occur frequently, and regulations allow communities to react appropriately and ensure the public benefits as shoreline areas change. In small, slow-growing communities like Stevenson, though, shoreline proposals are rare and proaction is necessary to bring about public benefits in their absence. The 2022 SMP anticipates this need in Public Access Policy SMP 4.6.2(6):

The City should develop a comprehensive and integrated public access and trail plan (consistent with WAC 173-26-221(4)) that identifies specific public access needs and opportunities to replace these site-by-site requirements. Such a plan should identify a preference for pervious over impervious surfaces, where feasible.

This document represents that plan and serves two purposes:

- Advance public shoreline access projects. These projects connect specific public needs with opportunities to provide public access. The City can budget for and incorporate these project into its Capital Improvement and maintenance programs for implementation at any time.
- Inspire private shoreline access projects. These projects take a wider view of public needs and await more specific opportunities for implementation. Shoreline landowners can incorporate them into their proposals or

advance them as an alternative to providing on-site shoreline public access.

This plan and its projects integrate objectives and tactics from each of the Stevenson Comprehensive Plan's 9 goals, with a particular focus on Goal 2 – Urban Development, Goal 4 – Downtown & Waterfront, Goal 6 – Tourism, Goal 7 – Transportation & Circulation and Goal 9 – Parks & Recreation.

Further, The City's Shoreline Master Program includes the following Shoreline Public Access Goals and Policies provided under SMP 4.6, including the provision that the City work towards continuous public access along shoreline areas (SMP 4.6.2).

Chapter 2 summarizes background information for Stevenson's Shorelines to ensure this plan is based on an in-depth understanding of public

access in and around Rock Cove, Rock Creek and the Columbia River. Analysis of the surrounding landscape and context and community of Stevenson identified 6 needs for shoreline public access:

Needs

1. Continuous pedestrian experiences.
2. Connections between districts.
3. Neighborhood amenities.
4. Visitor trailheads.
5. Non-motorized water access.
6. Reconnections to the Columbia River.

Amenities for wind sports are notably absent from this plan. These sports are and will remain fundamental to how the public enjoys Stevenson's Columbia River shoreline. The absence of projects related to them reflects the satisfactory status of wind sport amenities generally, and particularly the Port of Skamania's provision of the existing amenities. The system of public access for wind sports is functioning as is, and this plan does not intend to change it.

To address shoreline public needs, the planning process was broken down into three phases: Inventory and Site Assessment, Public Involvement, and Schematic Design and Implementation. These phases are discussed in greater detail in Chapter 3.

Chapter 4 provides the master plan for shoreline access and specific, detailed information on different shoreline access projects. The projects were identified based on the following goals and objectives.

Goals & Objectives

1. Provide accessible parks and trails drawing the community toward shoreline resources and amenities.
 - 1a. Strive to provide access to existing trails, physical and visual amenities through expanded pedestrian routes.
 - 1b. Ensure safe and visually appealing pedestrian routes that emphasize pedestrians and cyclists over cars.



A native oak characteristic of the local natural character.



Stevenson's character and identity is inspired by its proximity to natural areas and its relationship to the waterfront.

2. Enhance shoreline environmental resources in-tandem with public access.
 - 2a. Restore natural areas in current and potential parkland areas.
 - 2b. Enhance opportunities to view and experience nature.
3. Ensure continuous visual and physical shoreline public access is achieved, where possible,
 - 3a. Preserve views by view corridor establishment, where appropriate.
 - 3b. Establish resources to inform the community where public parks are located.
 - 3c. Connect residents to the existing Mill Pond Trail and Waterfront.



CHAPTER 2 Background

Regional Context & Connectivity

According to the 2018-2022 Washington State Comprehensive Outdoor Recreation Plan, or SCORP, walking and nature activities continue to be among the most popular recreation activities statewide. Stevenson is surrounded by large swaths of public forestry land including the Pacific Crest Trail; a multi-state recreational network drawing tourists from around the world. Further, kiteboarders and windsurfers flock to this area as an ideal location for this form of recreation.

Shoreline Management Act

Washington's Shoreline Management Act establishes public access as one of its three top policies and the City's planning under this Act must ensure:

"Alterations of the natural condition of the shorelines of the state, in those limited instances when authorized, shall be given priority for..."

shoreline recreational uses including but not limited to parks, marinas, piers, and other improvements facilitating public access to shorelines of the state... the shorelines of the state and other development that will provide an opportunity for substantial numbers of the people to enjoy the shorelines of the state." [WAC 173-26-176(3)(a)]

To further this, the City must also ensure:

"Alterations of the natural conditions of the shorelines of the state, in those limited instances when authorized, shall be given priority for... development that will provide an opportunity for substantial numbers of people to enjoy the shorelines of the state." [WAC 173-26-176(3)(b)]

These policies are particularly important when it comes to the Columbia River, a shoreline of statewide significance.

History of the Shoreline

Public Access

The shorelines of the Columbia River have been important for settlements, trading, and fishing for thousands of years. European settlers began to change that landscape in the 1800's. Over the next 200 years the shoreline of Stevenson became dominated with mills, flumes, and skid roads for timber, followed by the construction of the railroad, highway, and finally the Bonneville Dam. Today, the shorelines of Stevenson have continued to change, with a focus now on recreation and restoration. Stevenson is internationally renowned for wind sports, including such popular spots as Bob's Beach along the Columbia River waterfront. The Port of Skamania has restored large sections of riverfront with new trails as well as native vegetation. Further, Stevenson is also known regionally for summertime events including the Fair and Timber Carnival, and Gorge Blues and Brews festival at the Skamania County Fairgrounds.

Natural Resources

The Columbia River waterfront and Rock Cove are modified shorelines, highly impacted by the construction of the Bonneville dam, dredging for industry, and regular use by recreational watercraft. The shorelines are often armored or devoid of natural vegetation. Rock Creek on the other hand has limited human disturbance along its banks and has retained significant native vegetation. Impacts to the middle and lower portion of the creek were caused by a landslide. The lower creek portion entering Rock Cove becomes more modified with armoring due to bridge crossings, and vegetation is more highly modified to retain views. Opportunities exist to improve shoreline vegetation along targeted shoreline areas and should be prioritized with any public access project.

Cultural and Historical Resources

Historically, several native tribes—including the Cowlitz, Yakama Nation, and Confederated Tribes of Warm Springs— inhabited the Stevenson area and relied upon its fish, animal, and plant resources, particularly along the region's waterways. Post European settlement, these tribes were resettled



Local residents walk along the Mill Pond Trail year-round.

onto reservations, including the Yakama Reservation and Confederated Tribes of Warm Springs Reservation. This Plan acknowledges the traditional rights tribal representatives have to this area from a cultural resources and traditional perspective. At the planning-level, city officials consulted with tribal officials to ensure projects herein avoided known sensitive cultural resource sites. At the project-level, further consultation will occur with tribal cultural resources representatives.



Stone petroglyph relocated from Hamilton Island.

Scenic and Aesthetic Resources

Views are paramount within Stevenson. The downtown waterfront and Mill Pond Trail views of the Columbia River Gorge highlight this amenity. Further, Rock Creek Falls provides a breathtaking experience that is only readily accessible at certain times of year via the publicly accessible riverbed when dry during summertime. This plan intends to draw the community to these resources in an appropriate manner while respecting private property rights.

Public Partners

The Port of Skamania and Skamania County are key landowners along Stevenson’s shorelines. The Port embraces its shoreline stewardship through Goal 3 of its 2018 Comprehensive Scheme of Harbor Improvements. This text-based plan states the Port’s intent to “develop the Stevenson Waterfront as a pivotal Port and community asset” and establishes 5 objectives to do so. Skamania County is steward of much of the Rock Creek shoreline. The Skamania County Fairgrounds and Hegewald Center are the prominent land use along the Rock Cove shoreline. This plan anticipates partnering with these public agencies to design their public access systems and advance public enjoyment of shoreline areas more fully.



CHAPTER 3

Design Alternatives Evaluation

Inventory and Site Assessment, Development of a Design Program

The objective of Phase 1 was to establish a basis of information to support the master plan design and frame the design vetting process. A categorization of inventory layers became the first step, grouping compiled data into three themes, 1) physical 2) existing network/public or quasi-public lands and 3) shoreline experience. The physical theme identifies barriers and obstacles to public access, including buildings, steep slopes and geohazards, wetlands, and FEMA floodways and floodplain. The existing network theme identifies linear facilities in multi-use trails, more rural trails, sidewalks, bikeways, scenic byways, parks, public rights-of-way, greenspaces, and water paddling trails. Finally, the shoreline experience theme builds off community input generated within the first public open house to identify qualities connecting citizens and visitors to the shoreline, including attractions and destinations; nodes and facilities (boat ramps, kiosks, trailheads); recreational, tourism, visual and

economic opportunities, and waterfront access. (See Appendix D).

Geospatial Methodology

Specific to the GIS methodology derived from the project's thematic maps, we assigned scores of favorability to different physical, network, and land use/ownership areas from a presence/absence standpoint. For example, Lidar-based digital elevation models (DEMs) were used to derive level of steep slope (and resulting trail suitability) where the following scores were assigned:

- 0 to 10 degree slope: score of 4 (most favorable)
- 10 to 25 degree slope: 3
- 25 to 50 degree slope: 1
- 50+ degree slope (cliff): 0 (least favorable)

In looking at ownership, City-owned parcels are assigned the highest score (12) versus other public or quasi-public property (County or Columbia Gorge Interpretive Center Museum-owned property, respectively), containing a score of 4. As a result,



Map section displaying the existing shoreline experience.

areas with the highest scores are most suitable for a trail, whereas lowest scores have the most constraints and difficulties constructing trail or public access facilities.

Network analysis looked at the County and City walkability layer from two perspectives, both looking at good and poor walkability area within and adjacent to shoreline jurisdiction. Here, candidate projects look at enhancements to existing pedestrian amenities, as well as candidates for improving gaps in walkable areas approaching and within shoreline jurisdiction, with these network connection types and possibilities scoring higher.

Public Involvement Summary

Following the Public Engagement Plan, in-person public involvement begins with an open house to bring the public into the conversation about where public access where be most beneficial for the community. The public was notified of this Open House via its Facebook page, a notification article published within the Skamania County Pioneer, a project webpage (<https://www.ci.stevenson.wa.us/planning/project/shoreline-public-access-trail-plan>) and posting at all low income housing multi-family complexes within City limits.

Open House

The February 22nd, 2023, Open House (held at the Stevenson Community Library) was well attended, with about 30 total attendees present and 133 comments received on an array of thematic maps and shoreline oblique map, as photographed by Department of Ecology.



February 2023 Open House.

These maps displayed physical and environmental constraints, existing networks and land ownership, and shoreline experiences (visual, land and water-based).



Emergent themes and topics from the February 2023 Open House and public comments.

During and following this open house, several topics emerged from public comment that responded to three main themes: Rock Cove, Rock Creek, and Waterfront.

Public desires derived from the Open House include neighborhood connections to each shoreline, enhancement of shoreline vegetation, preserving the rural character of the shoreline, and educating the public on where formalized public access is, or could be with future projects.

Charrette

With findings from the Open House, the 2nd public meeting (held April 19th at the Stevenson Community Library) presented nine possible projects to help guide preferred development within and connecting areas to shoreline jurisdiction in a charrette form. The Charrette had approximately 20 attendees participating in this event.

For reference, a charrette is a collaborative effort to solve specific design and/or planning topics in an efficient manner. The charrette presented a series of three stations displaying project types, photo examples from other communities and design mock-ups to visualize possible design alternatives. This meeting format allows the public to weigh in on project preferences in an interactive and meaningful way.

These nine projects were identified via public feedback from the February open house, a follow-up stakeholder meeting between the City and upper Rock Creek property owners, community survey, existing City master plan documentation, and via a Geographic Information Systems (GIS) analysis, as outlined within the GIS methodology section. (Project names and numbers later changed.)

Projects (1-9) are summarized below:

1. Invest in online presence to make shoreline recreational opportunities more accessible.



April 2023 Proposed Project Charrette Public meeting.

2. SW Rock Creek Drive pedestrian improvements to enhance connection between waterfront and Rock Cove shorelines
3. Enhance pedestrian connections to waterfront west end between Rock Cove and waterfront
4. Enhance pedestrian connections to waterfront east end (adjacent to Kanaka Creek)
5. Create public access to lower Rock Creek
6. Create public pedestrian access to Rock Creek lower falls
7. Create public pedestrian access to Rock Creek upper falls
8. Rock Cove shoreline trail easement and stream enhancement (abutting mouth of Foster Creek)
9. Explore partnership with Columbia Gorge Interpretive Center for shoreline access

Further, a 2nd stakeholder meeting took place at the County Fairgrounds with County staff just before the charrette to better understand County future potential fairground projects in shoreline jurisdiction, and how this planning process can help facilitate and align with that effort. Shoreline restoration - including invasive species, non-native tree removal and native white oak and shoreline plantings were discussed, in-tandem with a formalized non-motorized boat launch near the Hegewald Center as near-term County projects discussed during this stakeholder meeting.

Charrette Results

For the charrette itself, respondents had the opportunity to impact the nine initial identified projects in two meaningful ways:

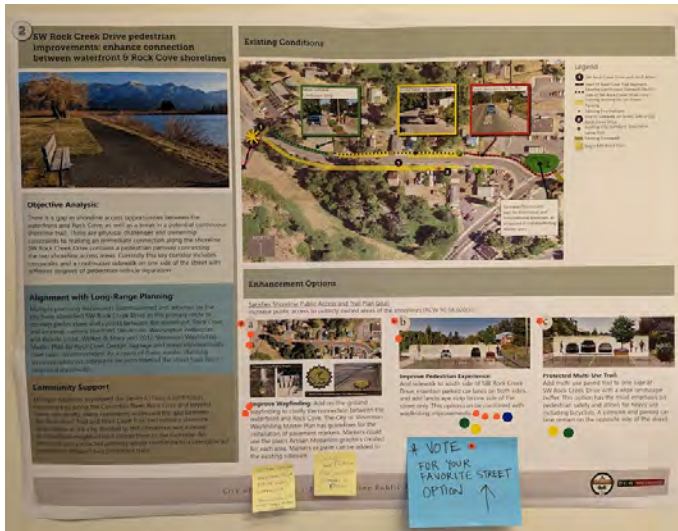
1. **Cost priorities exercise.** Each attendee was given five \$1,000 bills to allocate to one, five or several projects between the nine. One participant also dedicated their \$5K to a separate restoration project not included amongst the nine. Results are summarized below:
 - Project 7 (Rock Creek path via County land to Rock Creek Falls): \$21K
 - Project 2 (SW Rock Creek Dr pedestrian improvements: enhancing connection between waterfront and Rock Cove shorelines): \$19K
 - Project 3 (Enhance pedestrian connections to waterfront west end): \$12K
 - Project 4 (Enhance pedestrian connections to waterfront east end): \$11K
 - Project 9 (Explore partnership with Columbia Gorge Interpretive Center for shoreline access): \$10K

Other projects were also “funded” as part of this exercise and will be included in the report, but may have less of a focus regarding refined cost estimates and design analysis. These include project #6 (\$8K, pedestrian access to lower Rock Creek Falls), participant-offered project to fund aquatic invasive species management (\$5K), project #8 (\$4K, Rock Cove shoreline trail easement and stream enhancement), project #5 (\$4K, create public access to lower Rock Creek and creek bank enhancement), and project #1 (invest in online presence for shoreline public access amenities).

2. **Community preference exercise.** All participants were able to help influence a particular alternative and show favored alternatives within several different projects. For example, Project #2 contained three different alternatives the City can consider when pursuing grant funding (see Figure 4).

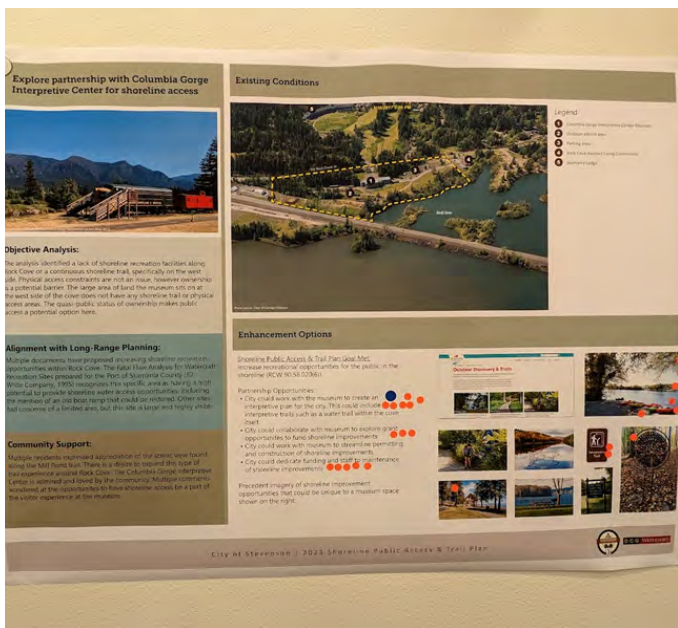
Here, participants prefer options #1 (enacting City Wayfinding Plan between City park property at intersection of SW Rock Creek Dr and Highway 14 to the Mill Pond Trail entrance) and #2 (placing

sidewalk on north end of street between each destination).



April 2023 Proposed Project Charrette Project #2 dot exercise.

Project #9 also gained significant interest with this dot exercise (see Figure 5).



April 2023 Proposed Project Charrette Public #9 dot exercise.

Here, participants placed a heavy emphasis on providing an interpretive trail as a collaborative effort between City and Museum, exploring grant opportunities for non-motorized water access improvements.

Public engagement continues with two Planning Commission meeting presentations on April

10th and May 8th, 2023, discussing the project methodology, design and public input to-date. Finally, all attendees for either of the two in-person public engagement meetings will also be notified as the project final draft is presented to Planning Commission on June 12th and City Council on June 15th, 2023.

Schematic Design and Implementation Program

Building on the public involvement work completed, and operating within the feasibility and design framework established in Phases 1 and 2 of the shoreline public access and trails plan process, the project team continued with development and evaluation of design alternatives. Incorporating public and City review, the design alternatives were scored based upon physical, network, public (and quasi-public) property, and shoreline experience criteria to establish preferred alternatives as a basis of into design. While the shoreline experience maps and public involvement exercises were not quantified, the focused comments received during the February 2022 Open House helped identify geographic interest in certain areas. The resulting schematic design was then expanded with supporting documentation to guide its implementation through funding, permitting, and eventually construction.



View of geese and Rock Cove from the fairgrounds.



CHAPTER 4

Master Plan Implementation

Design Alternatives, Recommendations & Preliminary Cost Estimates

Through the synthesis of background research, objective analysis, public outreach, on site analysis, and a design ideation process, the integrated shoreline access and trails plan took form. The following pages describe the resulting proposed projects, which range in size and location within the city or urban area. They also vary in how soon they could be ready for implementation. Some projects will require more extensive feasibility analysis, coordination, and negotiation among multiple parties, while others may be fully in the control of the city decision makers. Projects fall into three broad categories:

- **Actionable.** This plan focuses on these nearer-term, more attainable projects. Many include either multiple options for implementation or have options in how the project can be broken into pieces and implemented in phases over

time. A project scorecard is presented for each project with a summary of its analysis score, public input rating, as well as descriptions of amenities, costs, and timeline. Specific recommendations are provided to quickly advance each project.

- **Management.** These projects improve the community's experience when they use existing shoreline public access and trail sites. Public involvement was instrumental in identifying the need for information and maintenance addressed by projects in this category.
- **Forward-Looking Visions.** While less likely to be implemented in the near term, these projects were identified prior to and during the planning process. Additional design, community acceptance and project refinement are necessary before costs can be generated.

Actionable projects are listed based on their collective scores. The methodologies behind the concept-level cost estimates, site analyses, and project rankings are included in the appendices.

Table 1: Actionable Projects Matrix

Actionable Projects	Cost	Time Frame	Collective Score
SA.1 SW Rock Creek Drive Improvements	\$1,921,000	Short-term	44.9
SA.2 Upper Rock Creek Falls	\$1,104,000	Long-term	35.1
SA.3 Interpretive Center Shoreline Improvements	\$818,000	Long-term	26.1
SA.4 West Waterfront and Rock Creek	\$3,673,000	Short-term	26.0
SA.5 Vancouver Avenue	\$884,000	Short-term	25.5
SA.6 East Waterfront by Kanaka Creek	\$1,125,000	Varies	25.1
SA.7 Piper Road Landslide Area	\$540,000	Short-term	22.2
SA.8 West Rock Cove Development	\$549,000	Short-term	20.3
SA.9 County Fairgrounds Kayak Launch	\$107,000	Short-term	Unavailable
Maintenance	Cost	Time Frame	Collective Score
SM.1 Interactive Website	\$19,000	Short-term	14.0
SM.2 Recreational Immunity Flyer	\$6,000	Short-term	Unavailable
SM.3 Iman Cemetery Area No Parking	\$10,000	Short-term	Unavailable
SM.4 Invasive Aquatic Vegetation Management	\$150,000	Varies	Unavailable
Forward-looking Visions	Cost	Time Frame	Collective Score
SV.1 Columbia Street Railroad Bridge	N/A	Unknown	Unavailable
SV.2 Iman Cemetery Road Street-End Park	N/A	Unknown	Unavailable
SV.3 Upper Rock Creek Bridge	N/A	Unknown	Unavailable
SV.4 SR-14 and RxR Tunnels	N/A	Unknown	Unavailable

Each of these plans are conceptual-level in nature, including cost estimates for implementation. Once a project moves forward with design, cost estimates to provide maintenance for these amenities will be established.

Introduction to Recommended Projects

The projects described in the following pages are acceptable for Stevenson’s shoreline areas. The projects presented address six community needs: continuous pedestrian experiences, connections between districts, amenities for neighborhoods, trailheads for visitors, non-motorized water access, and reconnection to the Columbia River.

Shoreline Access and Trail Projects Acceptance

Technical Analysis:

A digital geospatial analysis was conducted to examine connectivity and natural, physical, and

experiential factors within the shoreline jurisdiction. Factors were scored according to different criteria indicating suitability for incorporation into the city’s trails network. Features representing obstacles or barriers to trail use or construction, such as steep slopes or major roadways, were scored as low suitability. And features representing benefits or value to trail use or construction, such as scenic or experiential character or close connectivity to existing trails, were scored highly. The result is an objective scoring identifying priority links and nodes for trail development.

Community Support:

Community support is demonstrated by data collected through the public outreach and engagement process. Specific activities conducted to support the shoreline recreational planning effort included a promotional campaign and direct outreach to stakeholders representing a wide array of interest. Visitors, residents, property and business owners, as well as interested agencies and organizations were invited to participate in

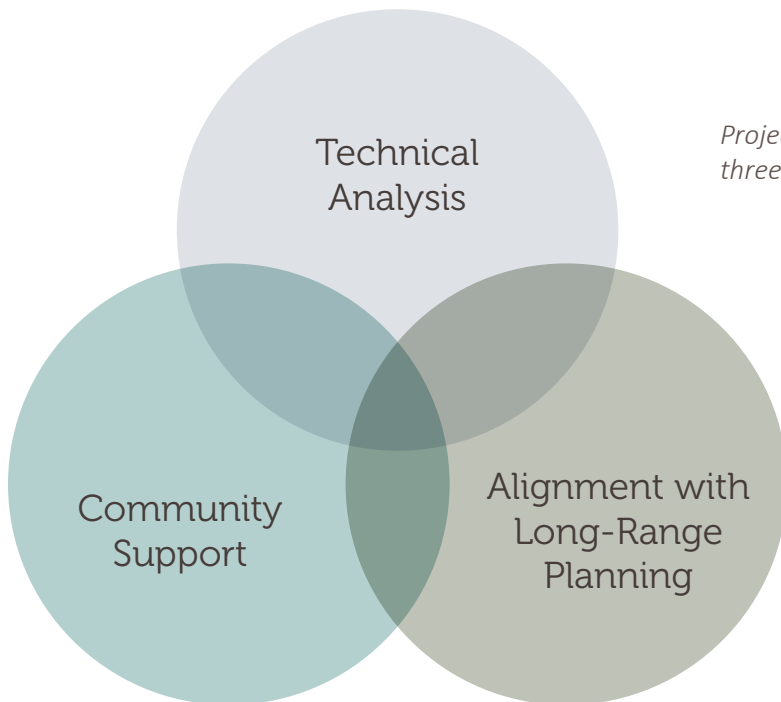


informational sessions about the planning effort and feedback exercises, such as surveys and workshops. Feedback was compiled and analyzed to identify key recommendations yielded from community input.

Alignment with Long-Range Planning: The City of Stevenson has many long-range planning documents that guide the city's growth, development, and management of critical resources. Several plans, such as the SMP and downtown plan, are authored by the city;

Swimming, paddling, and relaxing on the shore are popular activities for beachgoers in Stevenson.

while other documents are contributed by key stakeholders, such as the Port. Together, these documents represent substantial investment and long-term study into the community's specific needs and issues. As part of the trail plan, a review of applicable planning documents was performed to identify past and present recommendations relevant to shoreline trail and recreation planning.

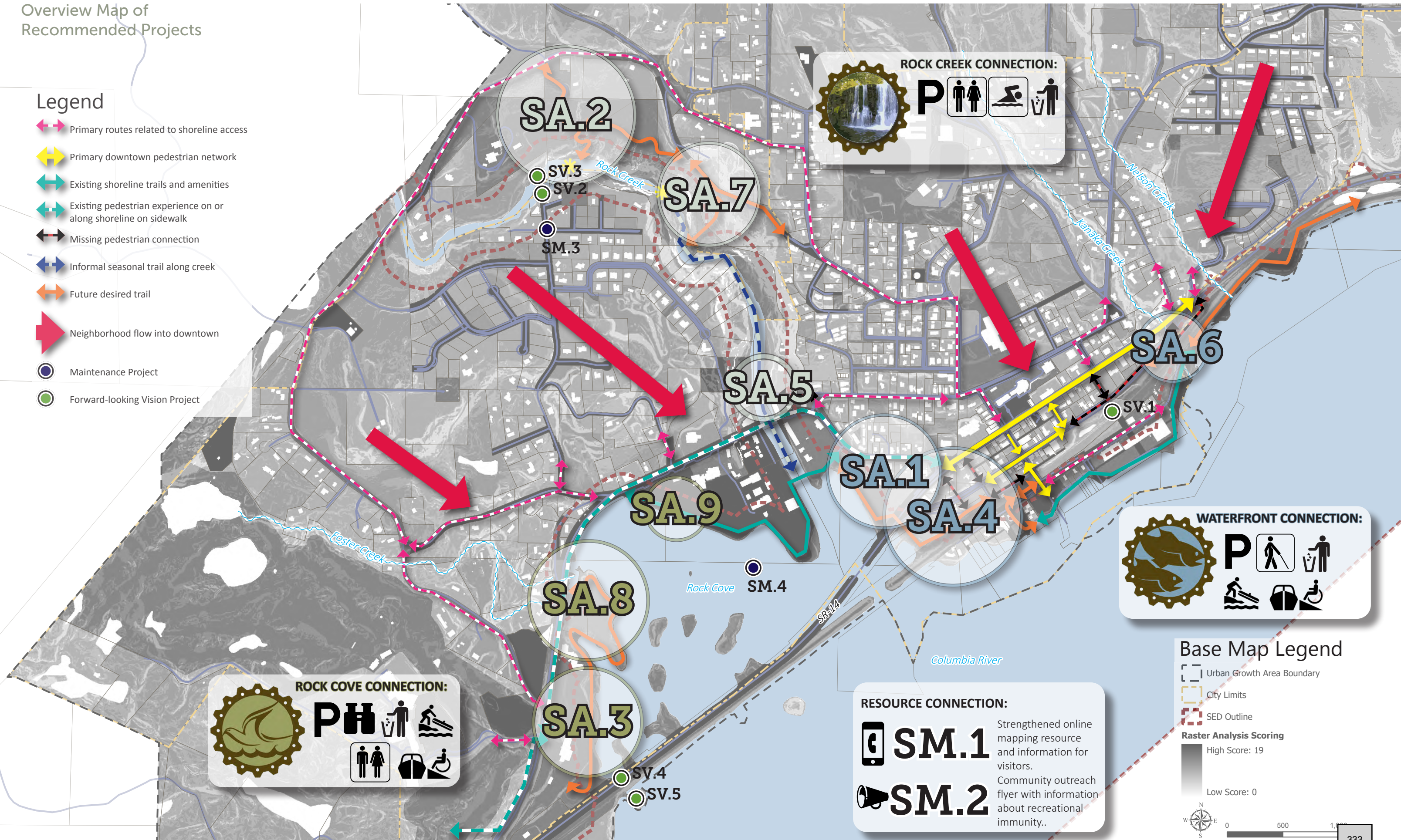


Project recommendations represent the alignment of three dimensions of project evaluation.

Overview Map of Recommended Projects

Legend

- Primary routes related to shoreline access
- Primary downtown pedestrian network
- Existing shoreline trails and amenities
- Existing pedestrian experience on or along shoreline on sidewalk
- Missing pedestrian connection
- Informal seasonal trail along creek
- Future desired trail
- Neighborhood flow into downtown
- Maintenance Project
- Forward-looking Vision Project



ROCK CREEK CONNECTION:

WATERFRONT CONNECTION:

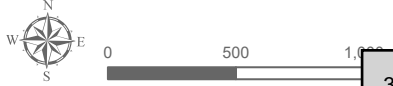
ROCK COVE CONNECTION:

RESOURCE CONNECTION:

- SM.1** Strengthened online mapping resource and information for visitors.
- SM.2** Community outreach flyer with information about recreational immunity..

Base Map Legend

- Urban Growth Area Boundary
- City Limits
- SED Outline
- Raster Analysis Scoring**
- High Score: 19
- Low Score: 0





SW Rock Creek Drive Pedestrian Improvements: Enhance Connection between Waterfront & Rock Cove shorelines

Technical Analysis:

There is a gap in shoreline access opportunities between the waterfront and Rock Cove, as well as a break in a potential continuous shoreline trail. There are physical challenges and ownership constraints to making an immediate connection along the shoreline. SW Rock Creek Drive contains a pedestrian pathway connecting the two shoreline access areas. Currently this key corridor includes crosswalks and a continuous sidewalk on one side of the street with different degrees of pedestrian-vehicle separation.

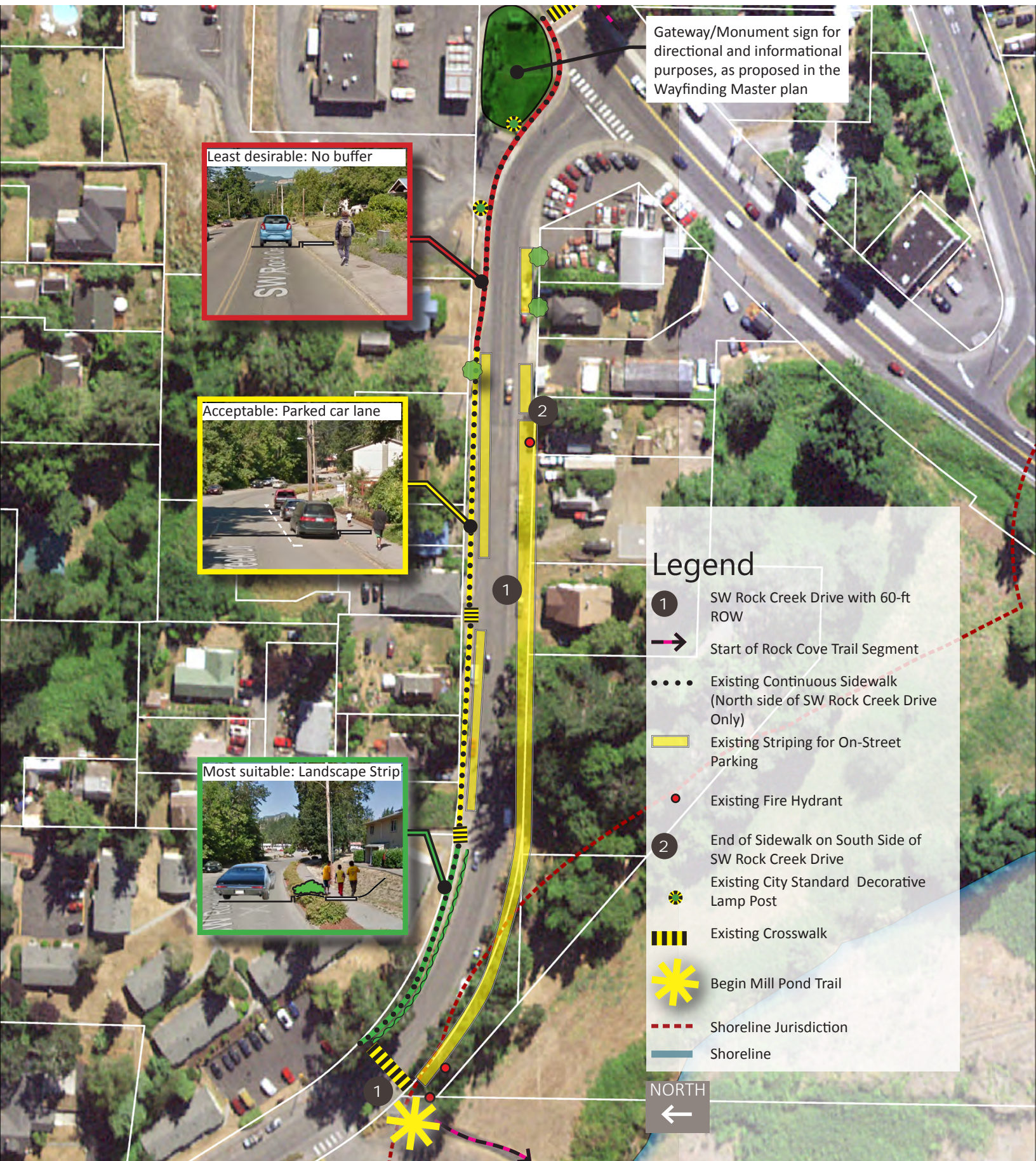
Community Support:

Multiple residents expressed the desire to have a continuous shoreline trail along the Columbia River, Rock Cove and beyond. More specifically, many comments addressed the gap between the Waterfront Trail and Rock Cove Trail, two primary shoreline destinations in the

city. Related to this consensus was a desire to strengthen neighborhood connections to the shoreline. An enhanced and protected pathway would contribute to a strengthened connection between two prominent trails.

Alignment with Long-Range Planning:

Multiple planning documents commissioned and adopted by the city have identified SW Rock Creek Drive as the primary route to connect pedestrians and cyclists between the waterfront, Rock Cove, and beyond. The 1991 Stevenson, Washington Pedestrian and Bicycle Links, Walker & Macy, 2012 Stevenson Wayfinding Master Plan by Rock Cove Design, and 2022 Downtown Plan for SUCCESS! by Crandall Arambula all recommend signage and street improvements. As a result of these master planning recommendations, sidewalks on both sides of the street have been proposed previously.



EXISTING CONDITIONS

Shoreline Public Access & Trail Plan Goal Met:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))



a

Improve Wayfinding: Add on-the-ground wayfinding to clarify the connection between the waterfront and Rock Cove. The City of Stevenson Wayfinding Master Plan has guidelines for the installation of pavement markers. Markers could use the plan’s Artisan Medallion graphics created for each area. Markers or paint can be added to the existing sidewalk.



b

Improve Pedestrian Experience: Add sidewalk to south side of SW Rock Creek Drive, maintain parked car lanes on both sides, and add landscape strip to one side of the street only. This option can be combined with wayfinding improvements.



c

Protected Multi-Use Trail: Add multi-use paved trail to one side of SW Rock Creek Drive with a wide landscape buffer. This option has the most emphasis on pedestrian safety and allows for heavy use including bicyclists. A sidewalk and parked car lane remain on the opposite side of the street. This option can be combined with wayfinding improvements.

SA.1 SW Rock Creek Drive Pedestrian Improvements				
Description/Proposed Feature and Amenity	Contract with Chamber of Commerce to host, create, publicize and maintain an “Explore the Shore” map portal compiling available public access information and amenities. Proposed features include: <ul style="list-style-type: none"> • Opt B: 560 LF of 6ft sidewalk with curb, gutter, planting strip, street trees on north side. • Opt B: 640 LF of 6ft sidewalk with curb and gutter on south side. • Opt C: 940 LF of 12ft sidewalk with curb, gutter, planting strip, street trees • Opt B & C: 940 LF of re-paving/re-striping • Opt A: 10 EA in-ground pavement markers (medallions) • Landscape to be irrigated: Approx. 7,000 SF 		Category	Score
			GIS Score	15.9
			Alignment with Existing Long Range Planning	Yes (1)
			Community Support	19
			Score Summary	45
		Project Readiness Score	10	
Cost	Option B: \$1,921,000. Option C: \$1,682,000.			
Project Readiness	<input checked="" type="checkbox"/> Can be executed immediately <input checked="" type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond.			
Public Access Type	<input type="checkbox"/> Physical Access (Beach/Boat Launch) <input type="checkbox"/> Visual (Trail/View Point) <input checked="" type="checkbox"/> Other (Trailhead, Non-Physical, etc.)			
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input checked="" type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New Infrastructure <input type="checkbox"/> Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource			
Summary of Public Comments	This would address frustration over the lack of a central trusted source. There appears to be general support for this idea.			
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River			
Proposed Next Steps	Hire a consultant to create webpage and compile existing information currently found on various website platforms. An online interactive map (ArcGIS StoryMap or similar) is one option for spatially referenced parks and trails, with hyperlinks for each park property. Review by County Parks prior to publishing.			
Permits Required	None.			
Mitigation Sequence & Environmental Impact	These recommended projects were narrowed down to avoid direct impacts to existing vegetation through construction located within an existing paved roadway shoulder. Further, the project mitigates for replaced impervious surface through creation of a planter strip and trees where none are currently in alternatives b (preferred option via charrette) and c. Indirectly anticipated to benefit multiple areas by reducing trampling and trailblazing.			
Potential Issues/ Additional Information	None known.			
Ongoing Maintenance & Estimated Annual Cost	To be determined.			
SMP Amendment	Consider provision for payment-in-lieu of on-site continuous pedestrian experiences for projects that are less desirable/feasible to establish a public/private partnership.			
Comprehensive Plan Objectives Met	1.17, 4.2, 4.7, 4.9, 6.6, 7.1, 7.2, 7.3, 7.4, 7.7, 7.11, 7.13, 9.6, 9.10	Downtown Plan for SUCCESS!	Vision: Foster Catalyst Projects, Connect the Neighborhood Priority Projects: West End Redevelopment	
Recommended Option	Option B. Add sidewalk to south side of Rock Creek Drive, maintain parked car lanes on both sides, and add landscape strip to one side of the street only. This option can be combined with wayfinding improvements.			



Create Public Pedestrian Access to Upper Rock Creek Falls

Technical Analysis:

The upper reaches of Rock Creek are difficult to access both physically as well as publicly. A substantial portion of the creek is bordered by private property, however county-owned land is located north of the popular falls. In general the creek is bordered by steep banks, however sections of accessible slopes are present. There is overlap in these accessible areas with county-owned land within the City's Urban Area (UA).

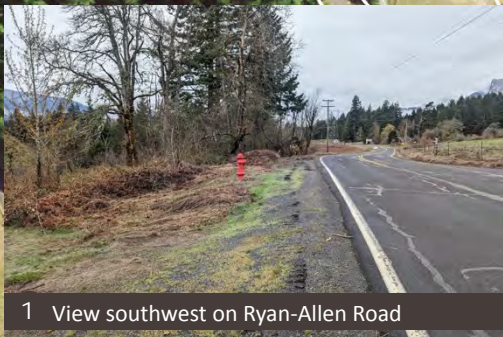
Community Support:

Multiple residents expressed the desire to have both physical and visual access to upper Rock Creek and the waterfalls. Clearly depicted, safe,

and public access is desired in order to prevent private trespassing, and protect this treasured amenity for future generations. Formal access could prevent trampling, concentrate impacts, and allow for trash pick-up.

Alignment with Long-Range Planning:

The SMP adopted by the City discusses the need to access Rock Creek with SMP Policy 4.6.2(1) that describes the objective to have continuous public pedestrian access along the shoreline (including the creek). It also addresses the need to consider private property rights, public safety, and navigational rights when providing public access (SMP Policy 4.6.2(4)).



Legend

- Existing county-owned parcel boundary
- Informal road shoulder parking
- 1 Photo view of informal trail start
- Shoreline Jurisdiction
- Shoreline



EXISTING CONDITIONS

SA.2

CREATE PUBLIC PEDESTRIAN ACCESS TO UPPER ROCK CREEK FALLS

Working with the county, a trail could be formalized to bring the public to the waterfalls. The more gently sloping upper portion of the path could be stabilized with a material like crushed rock. The destination of this accessible portion would be a view of the upper falls with amenities like seating and signage.

To continue the formalized path all the way to the creek edge would be more challenging due to the grade change. This portion would likely require stairs or ladders, but would work to prevent trampling, erosion, or other issues that arise without formal access.



BEFORE

A view of the falls is framed by native vegetation.



AFTER

An accessible overlook with a view of the falls could offer visitors visual access to Rock Creek.

Shoreline Public Access & Trail Plan Goal Met: *Sequence of opportunities:*

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))
 - Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))
 - Alleviate trailhead congestion, trash accumulation, trespass, and other neighborhood impacts at informal and/or poorly planned shoreline access areas.
- City coordinates with County to understand opportunities for ownership or collaboration on shared use, including pursuing grants to evaluate site development feasibility and programming.
 - City works with County to pursue grants for construction of shoreline access trail and signage through a developers agreement or other tool.
 - City Collaborates with County to maintain trail and access area (trash removal, trail maintenance, disturbance calls).



SA.2 Create Public Pedestrian Access to Upper Rock Creek Falls			
Description/Proposed Feature and Amenity	Proposed easement would allow for public access to Rock Creek Upper Falls. Proposed features include: <ul style="list-style-type: none"> • QTY: 1 gravel parking lot for 15 cars • QTY: 1 trail easement (approx. 20 ft width) • 1,000 LF of accessible trail from parking lot to overlook • QTY: 1 overlook pad (approx. 12 ft wide diameter) • QTY: 1 special section of steep slope construction trail and features • 1,350 LF of multi-use trail from overlook to Project #6 	Category	Score
		GIS Score	7.1
		Alignment with Existing Long Range Planning	Yes (1)
		Community Support	21
		Score Summary	35
		Project Readiness Score	7
Cost	\$1,104,000 (includes easement estimate)		
Project Readiness	<input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input checked="" type="checkbox"/> Enact by 2040 and beyond. <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Public Access Type	<input checked="" type="checkbox"/> Physical Access (Beach/Boat Launch) <input type="checkbox"/> Visual (Trail/View Point) <input type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input checked="" type="checkbox"/> Infrastructure Improvement <input checked="" type="checkbox"/> New Infrastructure <input checked="" type="checkbox"/> Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	The public comments supported a project that provided a public access option for the falls. Particularly the community south of the falls where there are currently many issues with trespassing through private property to reach the falls.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	Work is within county right-of-way and county property. The city would work with the county to provide an interlocal agreement for public pedestrian access down to the waterfall, as well as parking areas. Work requires moderate level of coordination between city and county.		
Permits Required	Critical Areas Application Form and Shoreline Application Packet (county forms). If annexed by city via Notice of Intent to Annex, Critical Areas Checklist and Site Plan application. A moderate level of permit coordination is anticipated, based upon critical areas in and around trail.		
Mitigation Sequence & Environmental Impact	The recommended trail option would help reduce the impacts of visitors over time through focusing them on authorized trails and viewpoints, thereby minimizing erosion and shoreline vegetation impacts through proper maintenance and signage directing visitors to stay on the trail. There is an existing goat path and trail section that could be formalized and improved to minimize environmental impacts. Closer to the creek the vegetation is denser and the slopes steeper. Any proposed access directly to the water edge could need to include ladders and be considered a difficulty level of ‘advanced’ or ‘very strenuous.’		
Potential Issues/ Additional Information	The county is currently considering other options for use of this area. This plan assumes the county does not currently have incentives or resources to move forward with a project like this. The city would likely need to take the lead in pursuing collaboration, funding, and design for this effort. The site itself has utility and steep slope constraints that will make access challenging. Any proposed trail to the water is extremely unlikely to be universally accessible and may need to remain in a less developed trail class, however, a trail to a viewpoint of the falls could be possible and should be considered and could be highly developed. Water and sewer are not currently available to this property.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Not applicable.		
Comprehensive Plan Objectives Met	1.4, 1.5, 2.2, 2.5, 2.6, 2.7, 2.9, 2.10, 2.11, 2.15, 3.8, 5.5, 5.6, 5.8, 6.1, 6.3, 6.6, 6.7, 7.2, 7.4, 7.13, 8.7, 8.9, 8.21, 9.2, 9.3, 9.6, 9.7, 9.10	Downtown Plan for SUCCESS!	Not applicable.
Recommended Option	Coordinate with county to understand opportunities for ownership or easement or collaboration on shared use, including pursuing grants to evaluate site development feasibility and programming. Work with County to pursue grants construction of shoreline access trail and signage through a developers agreement or other tool.		



Explore partnership with Columbia Gorge Interpretive Center for shoreline access

Technical Analysis:

The analysis identified a lack of shoreline recreation facilities along Rock Cove or a continuous shoreline trail, specifically on the west side. Physical access constraints are not an issue, however ownership is a potential barrier. The large area of land the museum sits on at the west side of the cove does not have any shoreline trail or physical access areas. The quasi-public status of ownership makes public access a potential option here.

Community Support:

Multiple residents expressed appreciation of the scenic view found along the Mill Pond trail. There is a desire to expand this type of trail experience around Rock Cove. The Columbia Gorge

Interpretive Center is admired and loved by the community. Multiple comments wondered at the opportunities to have shoreline access be a part of the visitor experience at the museum.

Alignment with Long-Range Planning:

Multiple documents have proposed increasing shoreline recreation opportunities within Rock Cove. The Fatal Flaw Analysis for Watercraft Recreation Sites prepared for the Port of Skamania County (JD White Company, 1995) recognizes this specific area as having a high potential to provide shoreline water access opportunities, including the mention of an old boat ramp that could be restored. Other sites had concerns of a limited area, but this site is large and highly visible.

5/10/2017 2:39 PM

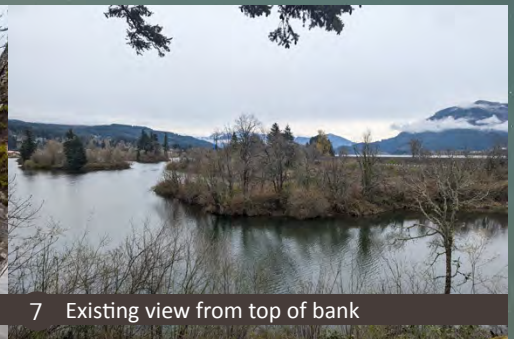


Legend

- 1 Columbia Gorge Interpretive Center Museum
- 2 Outdoor exhibit area
- 3 Parking area
- 4 Rock Cove Assisted Living Community
- 5 Skamania Lodge
- 6 Existing small shoreline picnic area
- 7 Existing view of cove



6 Existing shoreline access



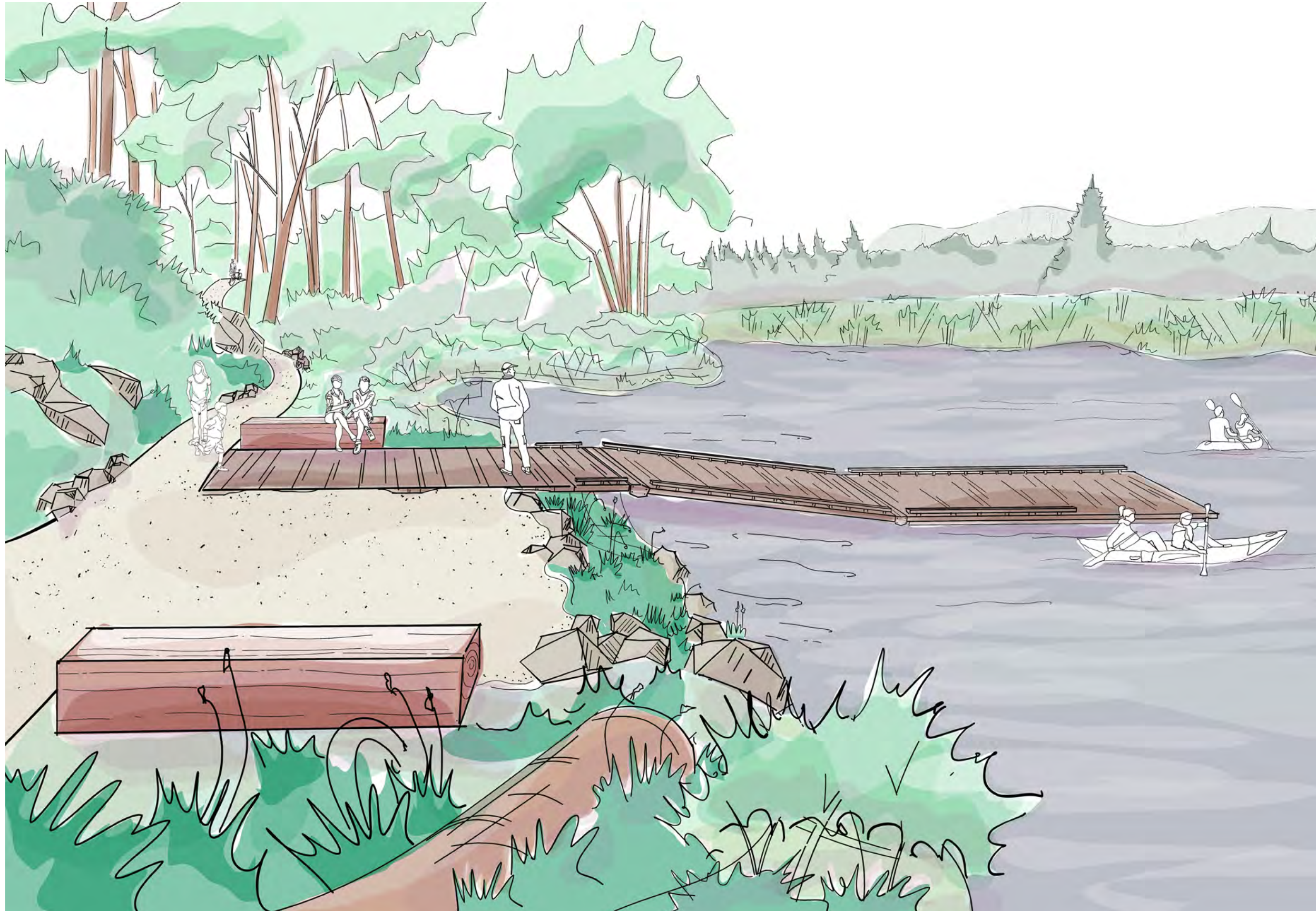
7 Existing view from top of bank

EXISTING CONDITIONS

SA.3

EXPLORE PARTNERSHIP WITH COLUMBIA GORGE INTERPRETIVE CENTER FOR SHORELINE ACCESS

In collaboration with the interpretive center there are many opportunities for shoreline amenities the public could enjoy. A shoreline trail, an interpretive nature walk, and a floating dock and seating area could allow hand carry boats in Rock Cove to park on the shoreline and visit.



BEFORE

A path leads to a secluded seating area.

AFTER

Visitors can paddle to the shore of the interpretive center floating dock and enjoy a picnic, take a nature walk, or visit the museum.

Shoreline Public Access & Trail Plan Goal Met:

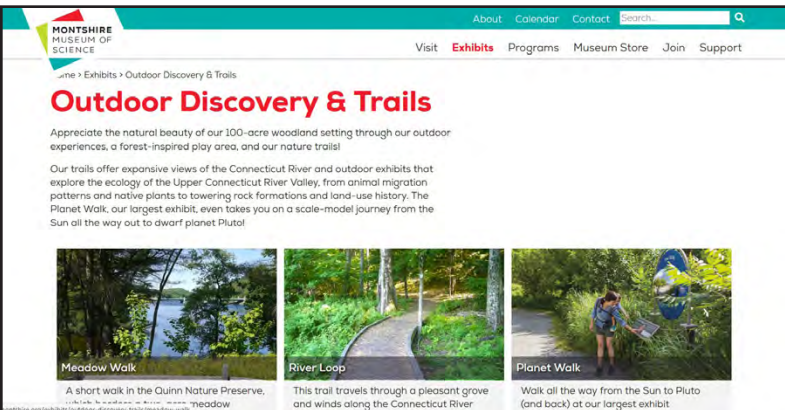
Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))

Partnership Opportunities:

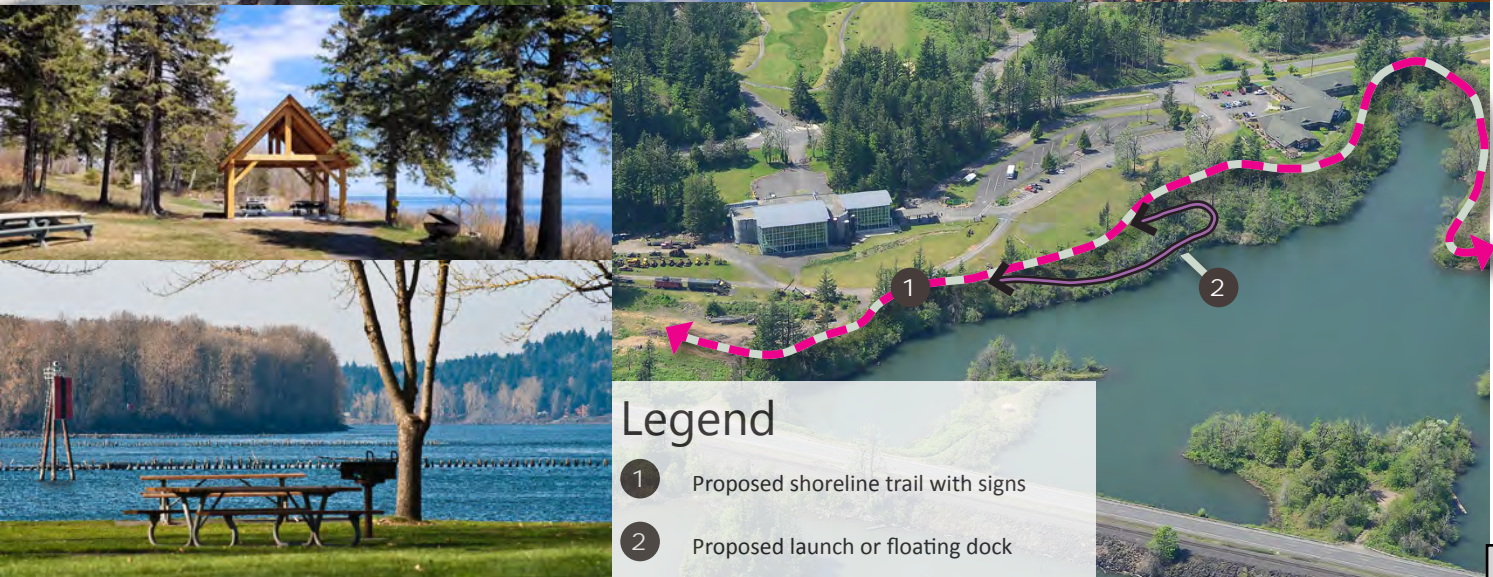
- City could work with the museum to create an interpretive plan for the city. This could include interpretive trails such as a water trail within the cove itself.

- City could collaborate with museum to explore grant opportunities to fund shoreline improvements
- City could work with museum to streamline permitting and construction of shoreline improvements
- City could dedicate funding and staff to maintenance of shoreline improvements

Precedent imagery of shoreline improvement opportunities that could be unique to a museum space:



Precedent sketch of Cape Horn Trail by GreenWorks



Legend

- 1 Proposed shoreline trail with signs
- 2 Proposed launch or floating dock

SA.3 Explore partnership with Columbia Gorge Interpretive Center for shoreline access			
Description/Proposed Feature and Amenity	Proposed collaboration to allow for trail or other shoreline access for public use on the museum property and a hand carry boat launch on the west side of the cove. Collaboration could lead to visionary addition of a pedestrian tunnel connecting Rock Cove to the Columbia River. Proposed features include: <ul style="list-style-type: none"> • QTY: up to four new interpretive signs • 1,350 LF of trail • QTY: 1 new hand carry boat launch or community dock • 2,000 SF landscape restoration • QTY: 1 pedestrian tunnel 	Category	Score
		GIS Score	7.1
		Alignment with Existing Long Range Planning	Yes (1)
		Community Support	10
		Score Summary	26
		Project Readiness Score	9
Cost	\$818,000		
Project Readiness	Coordination with multiple parties prior to design implementation X Can be executed immediately X Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Public Access Type	X Physical Access (Beach/Boat Launch) X Visual (Trail/View Point) <input type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input type="checkbox"/> Infrastructure Improvement X New Infrastructure X Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	The public comments were largely supportive of improvements to this space with an interpretive element.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	Work is not on city-owned property. Collaboration with museum to construct a shoreline trail for public use and other improvements and encourage establishment of nonmotorized watercraft rental space. The trail could be an extension of the museum experience as an interpretive trail with educational signage. This collaboration could yield funding opportunities and expedite permitting. Work requires moderate level of coordination between city and museum.		
Permits Required	Shoreline Substantial Development Permit, building permit, US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification and WDFW HPA permit. A moderate level of permitting complexity is expected in dealing with state and federal agencies.		
Mitigation Sequence & Environmental Impact	Recommended option proposes utilizing existing trail for dock access, thereby avoiding new impacts to shoreline vegetation for this use. New impacts for future trail extension will be minimized through preservation of existing mature trees. Impacts to low-lying vegetation will be compensated for through enhancement of shoreline vegetation, at the expense of shoreline view lost. Existing shoreline areas and steep slopes have native vegetation. Improvements could likely avoid mature trees, but the introduction of a trail could be an impact that will need to be offset by restoration. Due to the presence of invasive plant areas, there are opportunities for restoration that would also benefit the proposed trail experience.		
Potential Issues/ Additional Information	The shoreline is very steep. The trail could follow the top of slope to give public visual access to Rock Cove. An existing trail to the water exists, but the path is not ADA compliant. The area for a potential hand carry launch is limited. A floating dock could allow visitors to ‘park’ and visit. Further in support of this water-dependent use, the museum parking lot is rarely at capacity. Significant regrading of SR14 would be required for tunnel and would provide motorists with visual access to the Columbia River. Routing of proposed Cascade Renewable Transmission line could conflict with tunnel.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Not applicable.		
Comprehensive Plan Objectives Met	1.12, 2.2, 2.5, 6.1, 6.3, 6.5, 6.6, 7.2, 7.4, 9.6, 9.7, 9.10	Downtown Plan for SUCCESS!	Not applicable.
Recommended Option	Collaborate with museum to explore grant opportunities to fund shoreline improvements.		



Current shoreline amenities and access on the west side of the waterfront, near the terminus of Russell Ave.

Enhance Pedestrian Connections to West Waterfront and Rock Creek

Technical Analysis:

Private ownership and a lack of right-of-way parcels limits public shoreline access near the terminus of Russell Ave. Physical challenges of the site could be mitigated during design. The railroad and State Route 14 are significant barriers to a safe pedestrian crossing experience.

Community Support:

A continuous shoreline trail between the waterfront and Rock Cove is highly desired by the public. The current connection is through downtown, however many comments expressed support for a multi-modal trail and additional

shoreline access opportunities in the area between the two existing trails.

Alignment with Long-Range Planning:

Recent planning documents, including a vision for downtown, have focused on linking Rock Creek shorelines through downtown to the Columbia River waterfront. One concept included an extension of Rock Creek Drive south towards the waterfront. This connection would meet Comprehensive Plan Transportation & Circulation Goal 7.4 to “develop a plan for safe and convenient alternative forms of transportation, such as bikeways, walkways, and pathways.”

Legend

- ① Western end of waterfront public pedestrian access area
- Existing pedestrian connections to Rock Cove shoreline trail and amenities
- Gateway to Waterfront public shoreline access area
- Private/BNSF land and gap in public shoreline access and amenities, and connection to Rock Cove shoreline trail
- Shoreline Jurisdiction
- Shoreline



EXISTING CONDITIONS

SA.4

ENHANCE PEDESTRIAN CONNECTIONS TO WEST WATERFRONT AND ROCK CREEK

To provide a more continuous shoreline experience, the purchase of multiple easements is proposed. These easements would allow public trails to be built, and would bring the public along the shoreline and down to the shoreline edge. A future crossing of SR-14 could continue the experience into Rock Cove by following the mouth of Rock Creek.



BEFORE

The west end of the waterfront is currently privately owned and inaccessible to the public.

AFTER

New shoreline trails give the public access to the mouth of Rock Creek, Rock Cove, and the Columbia River.

Shoreline Public Access & Trail Plan Goal Met:

Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))

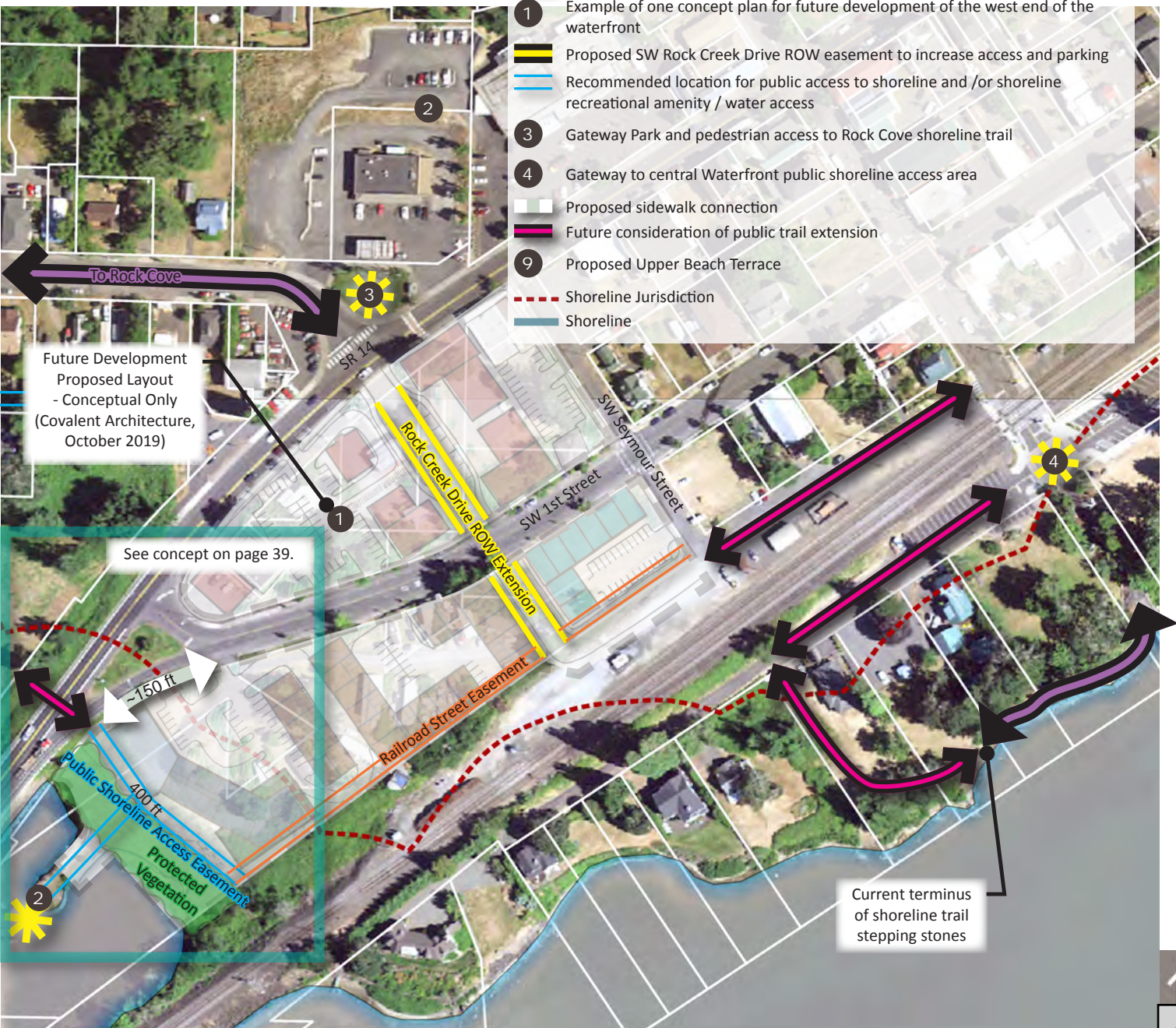
Sequence of Opportunities:

- City coordinates with developers to understand opportunities for easement for public shoreline access

- City works with developers to streamline permitting and construction of shoreline improvements
- City dedicates funding and staff to maintenance of shoreline improvements

Legend

- Proposed Railroad Street Public Access trail easement to connect to shoreline
- Example of one concept plan for future development of the west end of the waterfront
- Proposed SW Rock Creek Drive ROW easement to increase access and parking
- Recommended location for public access to shoreline and /or shoreline recreational amenity / water access
- Gateway Park and pedestrian access to Rock Cove shoreline trail
- Gateway to central Waterfront public shoreline access area
- Proposed sidewalk connection
- Future consideration of public trail extension
- Proposed Upper Beach Terrace
- Shoreline Jurisdiction
- Shoreline



SA.4 Enhance Pedestrian Connections to West Waterfront and Rock Creek			
Description/Proposed Feature and Amenity	Proposed pedestrian improvements to connect Waterfront and Downtown to Rock Cove. Proposed features include: <ul style="list-style-type: none"> • 150 LF of new sidewalk • 400 LF of trail between RxR and SR14 • QTY 1: ROW Rock Creek Dr extension • QTY 1: 20 foot wide trail easement Railroad Street • QTY 1: 20 foot wide trail easement along shoreline 	Category	Score
		GIS Score	6
		Alignment with Existing Long Range Planning	Yes (1)
		Community Support	12
		Score Summary	26
		Project Readiness Score	8
Cost	Appraisal: \$185K for waterfront trail, \$400K for railroad trail (on-site) and \$545K for Rock Creek Drive Right-of-Way Extension. Total cost including improvements: \$3,673,000.00.		
Project Readiness	X Can be executed immediately <input type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond.		
Public Access Type	X Physical Access (Beach/Boat Launch) X Visual (Trail/View Point) <input type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	X Maintenance/Rehabilitation X Infrastructure Improvement X New Infrastructure X Restoration of Ecological Functions X Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	In general, the public supported public access, both in connecting the waterfront/downtown area to Rock Cove, as well as direct water access to Rock Cove. The public did bring up concerns about historic structure preservation (unregistered farm equipment shop building) as well as existing low income rental housing with the existing mobile home park. However, it was noted that the concept was brought by the owner/applicant in 2019 based on the existing zoning for this site and is also recognized as a catalyst site per the City's Downtown Plan.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	Majority of work requires easements to be in place prior to proceeding. Hire consultant to design trail and streetscape improvements, evaluate separate pedestrian/bike, emergency access, and angled parking ROW extension or easement feasibility, as well as stormwater options. Coordinate with adjacent and nearby landowners, including BNSF if ROW containing railway is considered for multi-use trail. A moderate level of coordination is expected with both the subject site property owner and BNSF. Engage windsurfer community to ensure suitability of connections between the Columbia River to West Cascade Avenue and Russell Street.		
Permits Required	Shoreline Substantial Development permit (SSDP), Site Plan application, Critical Areas Checklist. Any updates to the existing pier would also trigger an SSDP, building permit, US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification, and WDFW HPA permit. A moderate level of permit coordination is expected.		
Mitigation Sequence & Environmental Impact	Recommended trail alignment along Rock Cove avoids direct shoreline vegetation impacts. Further, through creation of this trail, pedestrian traffic will be directed away from this shoreline vegetation, minimizing the impact over time. Existing mature trees will need to be surveyed. Construction may require some tree removal. Proposed paving closer to the shoreline, to be offset by overall decrease in impervious surface in and near shoreline jurisdiction. Indirectly anticipated to benefit multiple areas by reducing trampling and trailblazing.		
Potential Issues/ Additional Information	Align with long-term stormwater and utility improvements from a timing perspective. Trees need to be compatible with overhead powerlines.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Consider provision for payment-in-lieu of on-site continuous pedestrian experiences for projects that are less desirable/feasible to establish a public/private partnership.		
Comprehensive Plan Objectives Met	1.4, 1.5, 2.2, 2.5, 3.5, 3.7, 3.8, 4.2, 4.7, 4.10, 4A.3, 4A.4, 6.1, 6.3, 6.6, 7.2, 7.3, 7.4, 7.8, 8.7, 8.21, 9.2, 9.6, 9.7	Downtown Plan for SUCCESS!	Vision: Reconnect to the River, Foster Catalyst Projects, Build Places to Live, Create 5-Minute Loops Priority Projects: West End Redevelopment
Recommended Option	To be determined.		



Create Public Access to Lower Rock Creek at Vancouver Avenue

Technical Analysis:

The analysis of shoreline jurisdiction within this reach found that the banks of the lower reach were physically less steep than the upper reach. An inventory of known recreational use found a gap in public areas to access lower Rock Creek and found recreational features to be lacking. In addition, the analysis identified an opportunity to provide public access on the small city-owned parcel adjacent to Rock Creek in the lower reach.

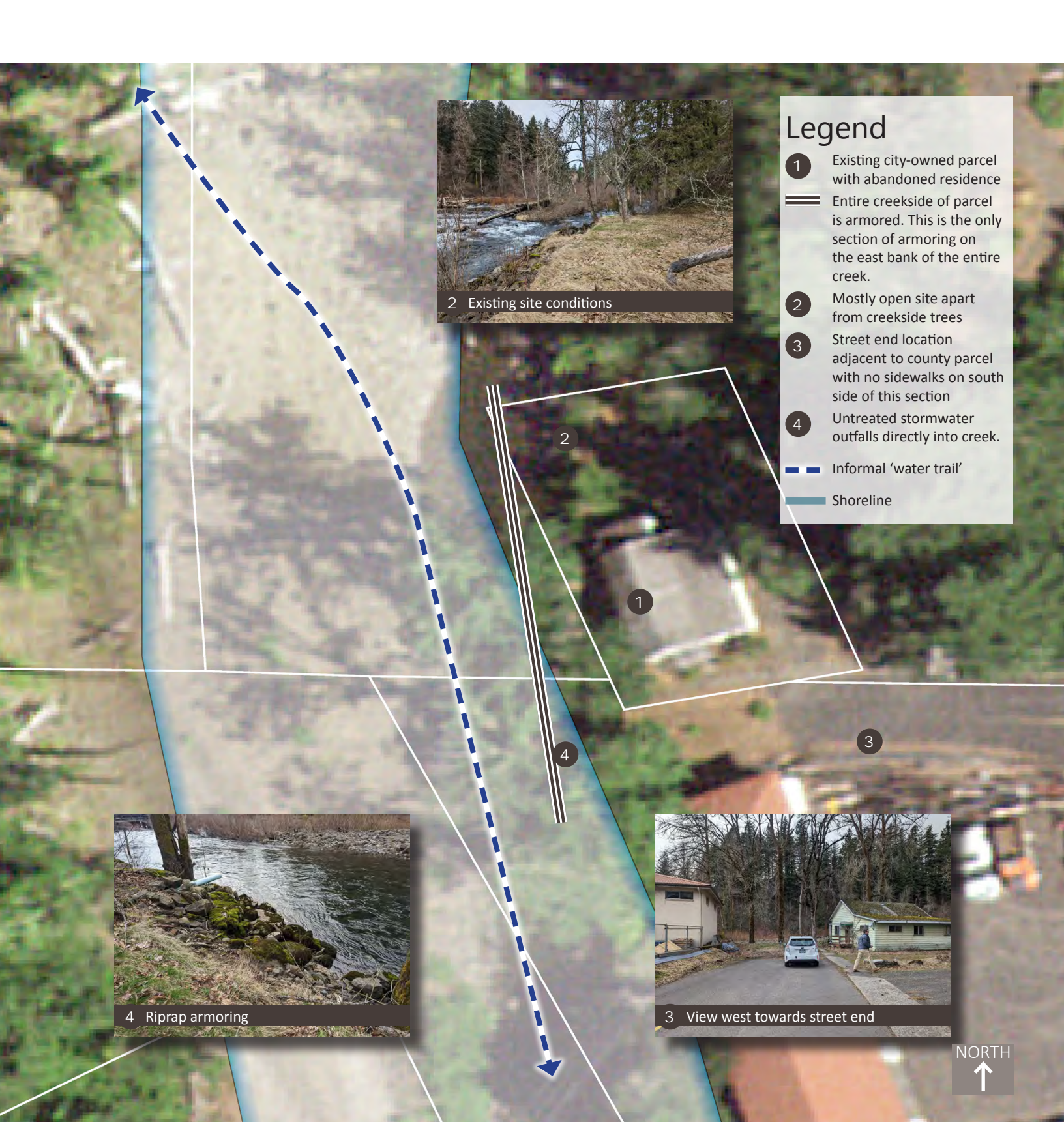
Community Support:

Multiple residents expressed the desire for access to Rock Creek to see the waterfalls. When asked how they get to the falls now, many described walking up the creek channel in the summer time at low water levels. The creek can be accessed at the mouth then sightseers continue walking along the west bank toward

the first falls.. Residents stressed that the current situation fails to combat misleading information found online that promotes trespassing through private property. They want a formal public access point.

Alignment with Long-Range Planning:

Multiple planning documents commissioned and adopted by the city have discussed the need to access rock creek as well as the lack of safe public access and trespass concerns. The 2018 shoreline restoration plan identifies two separate projects in this parcel. The first is 'r.8 Vancouver avenue house removal' and the second is 'r.13 Vancouver avenue stormwater outfall replacement project'. The untreated stormwater outfall drains a large portion of the city's residential core. Further, the city may consider a future bridge project at this location (SMP Restoration Plan Project R.8).



Legend

- ① Existing city-owned parcel with abandoned residence
- ≡≡≡ Entire creekside of parcel is armored. This is the only section of armoring on the east bank of the entire creek.
- ② Mostly open site apart from creekside trees
- ③ Street end location adjacent to county parcel with no sidewalks on south side of this section
- ④ Untreated stormwater outfalls directly into creek.
- — Informal 'water trail'
- Shoreline



EXISTING CONDITIONS

SA.5

CREATE PUBLIC ACCESS TO LOWER ROCK CREEK AT VANCOUVER AVENUE

This city-owned property can be transformed into a neighborhood pocket park that provides direct access to Rock Creek. With armoring removed, a sloped shore would give residents easy access to the water, allowing them to walk up the creek in the summertime. Features could also include a small parking area, picnic space, and native planting.



BEFORE

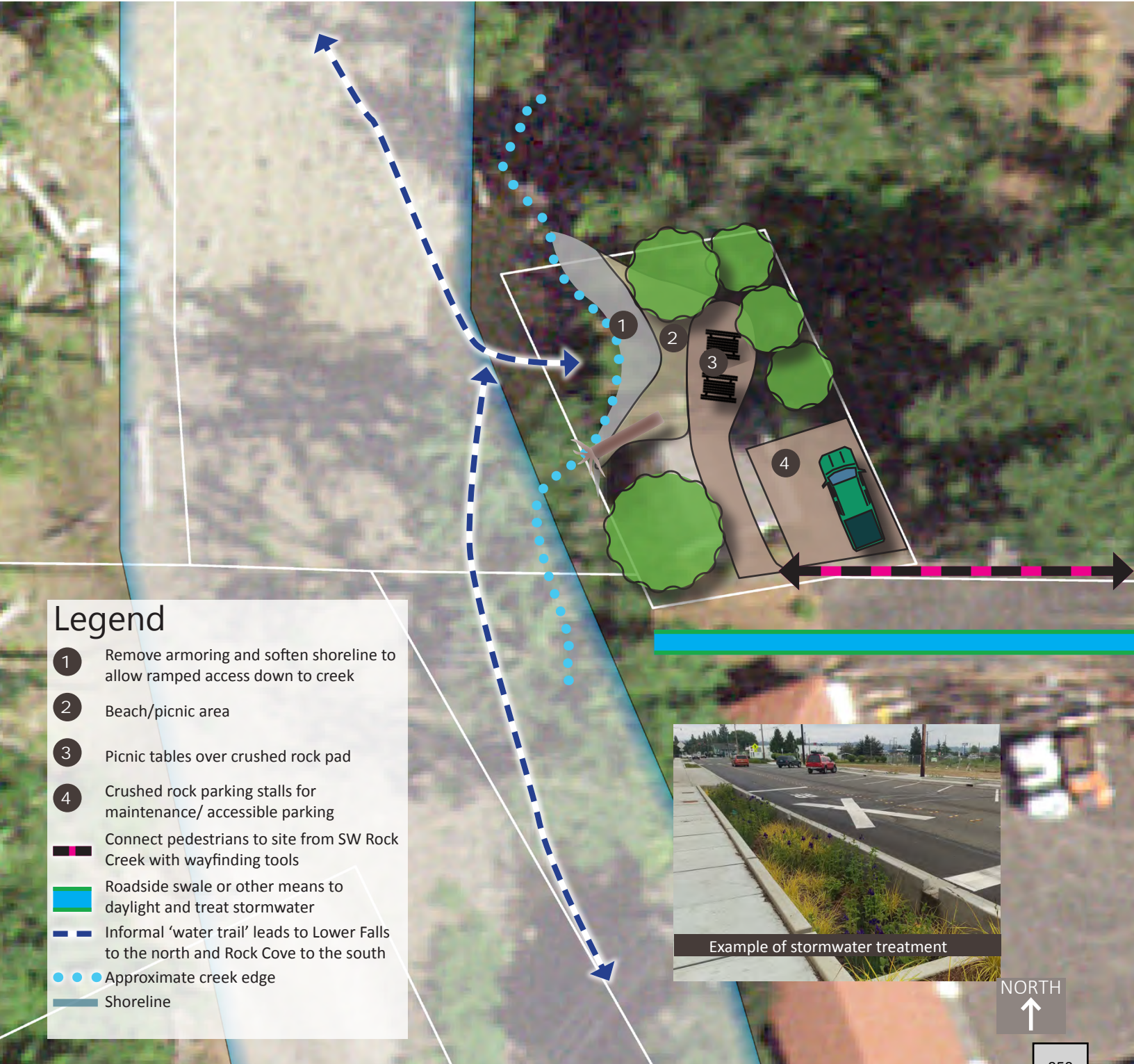
A former residential property with lawn and armoring along the creek.

AFTER

Sloped access to Rock Creek.

Shoreline Public Access & Trail Plan Goal Met:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))
- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))
- Alleviate trailhead congestion, trash accumulation, trespass, and other neighborhood impacts at informal and/or poorly planned shoreline access areas.



Legend

- 1 Remove armoring and soften shoreline to allow ramped access down to creek
- 2 Beach/picnic area
- 3 Picnic tables over crushed rock pad
- 4 Crushed rock parking stalls for maintenance/ accessible parking
- Connect pedestrians to site from SW Rock Creek with wayfinding tools
- Roadside swale or other means to daylight and treat stormwater
- Informal 'water trail' leads to Lower Falls to the north and Rock Cove to the south
- Approximate creek edge
- Shoreline



Example of stormwater treatment



SA.5 Create Public Access to Lower Rock Creek at Vancouver Avenue			
Description/Proposed Feature and Amenity	Convert city owned parcel to public shoreline amenity and access point for creek. Opportunities for armoring removal and address untreated storm water outfall. Proposed features include: <ul style="list-style-type: none"> • QTY: 1 gravel parking for two cars • QTY: 1 demolition of existing structure • QTY: 1 section of armoring removal • 2,000 SF of landscape restoration • QTY: 1 picnic area on gravel pad with path • QTY: 1 storm water improvement project • QTY: 5 in-ground pavement markers 	Category	Score
		GIS Score	12.5
		Alignment with Existing Long Range Planning	Yes (1)
		Community Support	4
		Score Summary	26
		Project Readiness Score	9
Cost	\$884,000.		
Project Readiness	<input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond. <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Public Access Type	<input checked="" type="checkbox"/> Physical Access (Beach/Boat Launch) <input type="checkbox"/> Visual (Trail/View Point) <input type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input checked="" type="checkbox"/> Infrastructure Improvement <input checked="" type="checkbox"/> New Infrastructure <input checked="" type="checkbox"/> Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	The public comments generally supported this project for providing public access to the creek, and summer access option to walk to falls. During our outreach multiple persons described the presence of seasonal/intermittent encampment on the property. Parking concerns also arose.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	Dedicate/acquire funding for consultant to analyze storm water treatment needs for system discharging at this location. The city would then work with adjacent landowners, including county to reach consensus on proposed improvements. Afterward, dedicate/acquire funding for consultant to design site improvements. All parties should consider the opportunity to offset future bridge replacement or improvement impacts through the restoration of this parcel (advance mitigation). Work requires a moderate level of coordination between city and neighboring property owners (including county), to assess partial or total rip rap removal for shoreline softening.		
Permits Required	SSDP, Critical Areas Checklist, a US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification and WDFW HPA permit. A moderate level of permitting is expected with state and federal agencies involved with changes to Rock Creek shoreline environment.		
Mitigation Sequence & Environmental Impact	Recommended option was narrowed down to rectify existing conditions with a shoreline softening option, as well as rectify water quality issues and pollutants through a re-design of the current stormwater outfall structure. Also, this project intends to help compensate for future temporary impacts caused by the SW Rock Creek Drive bridge replacement.		
Potential Issues/ Additional Information	While the city owns this parcel, all adjacent properties are either privately owned, or owned by the county. If the city wants to propose public access beyond parcel boundary, an easement or other agreement will need to be in place.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Consider provision for payment-in-lieu of on-site continuous pedestrian experiences are less desirable/feasible.		
Comprehensive Plan Objectives Met	1.4, 1.5, 2.2, 3.5, 3.8, 4A.1, 6.3, 8.21, 8A.1, 9.6, 9.7, 9.10	Downtown Plan for SUCCESS!	Not applicable.
Recommended Option	Hire consultant to analyze storm water treatment needs for system discharging at this location. Work with adjacent landowners, including county, to reach consensus on proposed improvements. Consider the opportunity to offset future bridge replacement or improvement impacts through the restoration of this parcel (advance mitigation).		



Enhance Pedestrian Connections to East Waterfront by Kanaka Creek

Technical Analysis:

The analysis identified gap between public trails and amenities along the waterfront and the east end of the city. An existing railroad underpass provides an opportunity for connection across the railroad right-of-way, but it lacks pedestrian safety measures. Currently, the underpass consists of a gravel and asphalt road that is informally shared by both vehicles and pedestrians. The road ends at SR-14 where there are no sidewalks or crosswalks. Further, the culvert at 1st Street and Kanaka Creek is a known fish barrier.

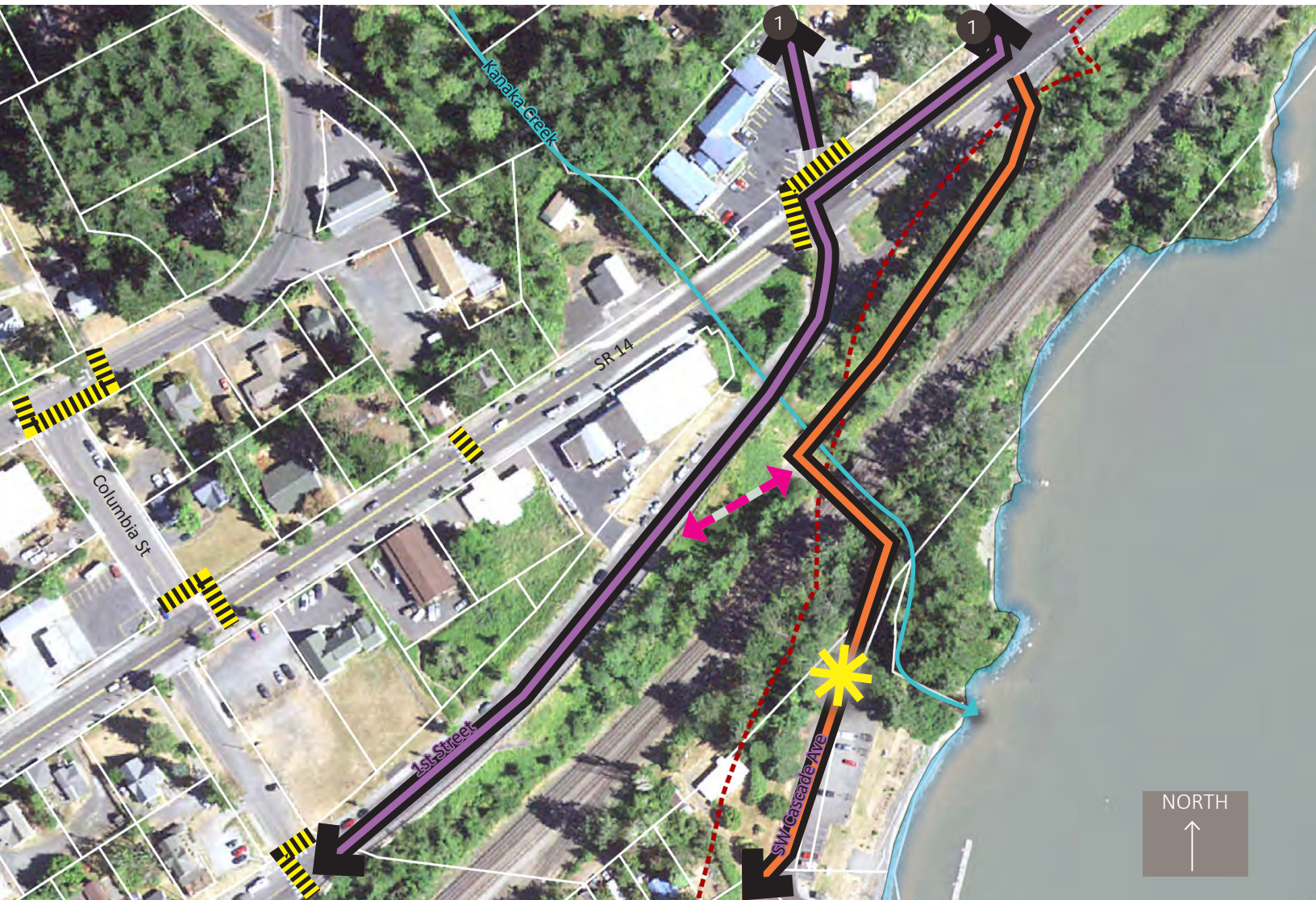
Community Support:

Multiple residents expressed the desire to have safer and improved access to the waterfront and waterfront trail from the east side of the









city. Residents admitted they often crossed SR 14 outside of the crosswalk, climbing over guard rails to get to the shoreline. Beyond the large area of new housing already under development, demand for new homes and redevelopment of existing homes is expected to increase over time.

Alignment with Long-Range Planning:

In the past 30 years, many public planning documents have proposed improvement to connect downtown to the waterfront. Multiple projects offer to enhance pedestrian safety and increase connectivity. A 75% design construction document set for 1st Street acknowledges an existing informal path connection to the underpass and shoreline. A round-about at the couplet of 1st Street and SR 14 is suggested to accommodate anticipated traffic flows in 2040.



Legend

-  Eastern end of waterfront public pedestrian access area and Cascade Boat Launch
-  Existing informal pedestrian connection via railroad underpass
-  Informal dirt trail between asphalt road and 1st street guardrail
-  Section of 1st St has sidewalk on north side only
-  Existing crosswalks
-  Two main roads connecting eastside neighborhoods to the shoreline
-  Shoreline Jurisdiction
-  Shoreline

EXISTING CONDITIONS

SA.6

ENHANCE PEDESTRIAN CONNECTIONS TO EAST WATERFRONT BY KANAKA CREEK

The east end of the waterfront is an important access point to the shoreline for the community of Stevenson. The ideas brought forward to make this area more pedestrian friendly included both improving the existing connections as well as providing new, safer connections. The existing road that crosses under the railroad right of way (SW Cascade Ave) could be improved. A new connection between that road and 1st Street could be made by improving an existing informal trail. Construction documents for pedestrian improvements on 1st Street could be moved forward and implemented. Finally, a larger project to look at options for a roundabout and pedestrian improvements at the east end of SR-14 could transform the public experience at the east end of town.



BEFORE

There are no pedestrian crossings on SR-14 east of 1st Street and NE Frank Johns Road.

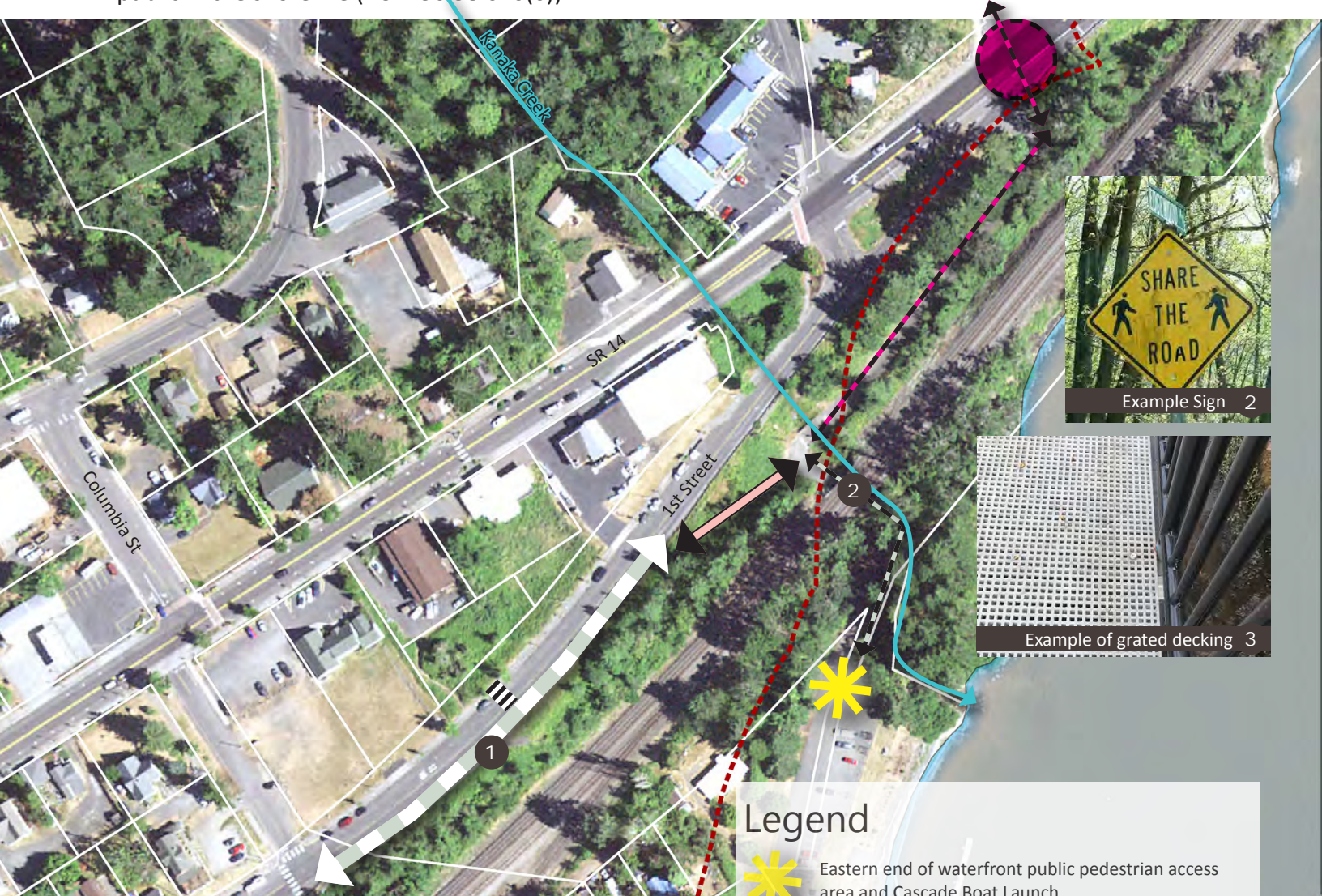


AFTER

A roundabout and pedestrian improvements would improve connections between east side neighborhood and the waterfront.

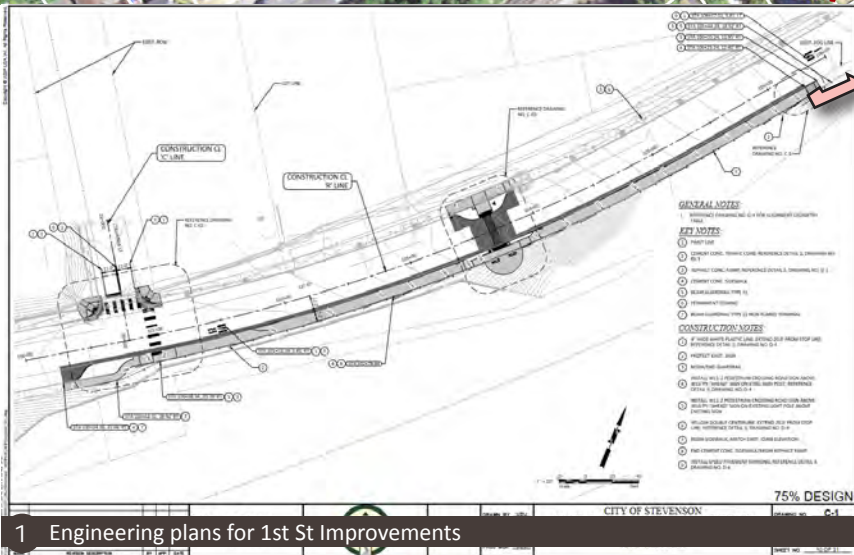
Shoreline Public Access & Trail Plan Goal Met:

- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))



Legend

- Eastern end of waterfront public pedestrian access area and Cascade Boat Launch
- Pedestrian improvements to Kanaka Creek Underpass. Add signage to warn drivers to 'share the road' with pedestrians
- Formalize dirt path into paved pedestrian connection to 1st street once sidewalks are constructed on the south side
- Continue and implement existing 1st street improvements project, expanding scope to include trail connection, including grated decking trail adjacent to existing gravel roadway over Kanaka Creek.
- Commission study to create safe pedestrian crossing between SW Cascade Ave and Lutheran Church Rd across SR14
- Shoreline Jurisdiction
- Shoreline



1 Engineering plans for 1st St Improvements

SA.6 Enhance Pedestrian Connections to East Waterfront by Kanaka Creek			
Description/Proposed Feature and Amenity	Enhance pedestrian connections to the waterfront east end. Improve cross section of Cascade Avenue south of underpass. Improve gravel surfacing. Explore low-cost alternatives to improve safety of shared roadway. Consider more visionary improvements such as fish barrier removal and grated decking for pedestrians at the underpass. Proposed features include: <ul style="list-style-type: none"> • New Signs (2) “Share the Road” • 1 convex mirror • 200 LF of new asphalt trail • 800 LF of resurfaced section of SW Cascade Ave • 600 LF 6ft wide sidewalk with curb, gutter, planting strip & street trees 	Category	Score
		GIS Score	7.1
		Alignment with Existing Long Range Planning	Yes (1)
		Community Support	11
		Score Summary	25
		Project Readiness Score	7
Cost	\$1,125,000. (Includes design study phase only for SR-14 roundabout)		
Project Readiness	<input checked="" type="checkbox"/> Can be executed immediately <input checked="" type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond. <i>Collaboration can begin immediately. Design and construction could be possible by 2030</i>		
Public Access Type	<input type="checkbox"/> Physical Access (Beach/Boat Launch) <input checked="" type="checkbox"/> Visual (Trail/View Point) <input checked="" type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input checked="" type="checkbox"/> Infrastructure Improvement <input checked="" type="checkbox"/> New Infrastructure <input checked="" type="checkbox"/> Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	In general, the public supported public access improvements as well as circulation and connectivity from upland residential areas toward the Columbia River and existing pedestrian amenities. This circulation extension would capture both residential and tourism foot traffic coming from downtown, connecting the waterfront/downtown area to Rock Cove, and direct water access to Rock Cove.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	SR 14 pedestrian crossing/traffic study – hire consultant for evaluating crossing and traffic calming options, in coordination with all relevant parties. Include fish barrier removal study (Kanaka Creek) as part of this project. Dedicate/acquire funding for consultant to better scope improvements improvement of the trail to the Overlook and the underpass (“Share the Road” signs as an initial step) bringing plans to 10% to seek funding for final design and construction. This could be phased based upon input from state and federal agencies and BNSF. Work requires a high level of coordination if fully implemented between city, WSDOT, BNSF and state and federal agencies.		
Permits Required	Right-of-Way Permit, Critical Areas Checklist, and building permit. Shoreline Conditional Use Permit if grated deck is selected and avoids direct impacts to Kanaka Creek OHWM, WDFW HPA permit., If the culvert replacement is conducted, a US Army Corps of Engineers Section 404 permit and Ecology 401 Water Quality Certification would also be required. A complex level of permit coordination with state and federal agencies is expected with the grated walkway and Kanaka Creek culvert upsizing.		
Mitigation Sequence & Environmental Impact	Project recommendations avoid direct impacts to Kanaka Creek. Further, the fish barrier removal study and recommended action would likely rectify the existing culvert impact. Invasive species removal and native species enhancement within the creek buffer would compensate for the trail connection improvement from 1st street to the underpass and improving the surface conditions of the underpass itself. Impacts to the Kanaka Creek buffer will need to be mitigated for, though opportunities exist nearby for invasive removal.		
Potential Issues/ Additional Information	Grated decking permitting will be complex from both a design and permitting standpoint.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Not applicable.		
Comprehensive Plan Objectives Met	1.4, 2.2, 2.3, 2.5, 4.4, 4.10, 4A.3, 6.6, 7.2, 7.4, 7.8, 8.7, 9.6, 9.7	Downtown Plan for SUCCESS!	Vision: Create a Riverfront Destination, Connect the Neighborhood Priority Projects: First Street Overlook
Recommended Option	Complete 1st Street Overlook project. Add “shared road” and convex mirrors at underpass. Begin initial design of resurfacing. Incorporate pedestrian access, fish passage, and shoreline restoration into roundabout analysis and design.		



Create Public Pedestrian Access to Lower Rock Creek Falls in Piper Road Landslide Area

Technical Analysis:

Public access to the upper reaches of Rock Creek is complicated by both significant physical barriers and lack of public land. The area is heavily encumbered with geohazards such as landslides and steep slopes. An inventory of use found a gap in public areas to access Rock Creek and found it lacking in recreational features. In addition, the Piper Landslide in 2006 dramatically changed the landscape adjacent to the falls making it undesirable for structures. The future development potential of this area is unclear.

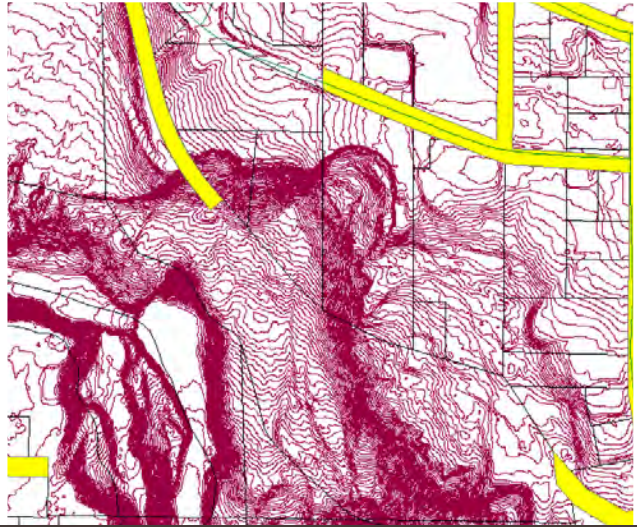
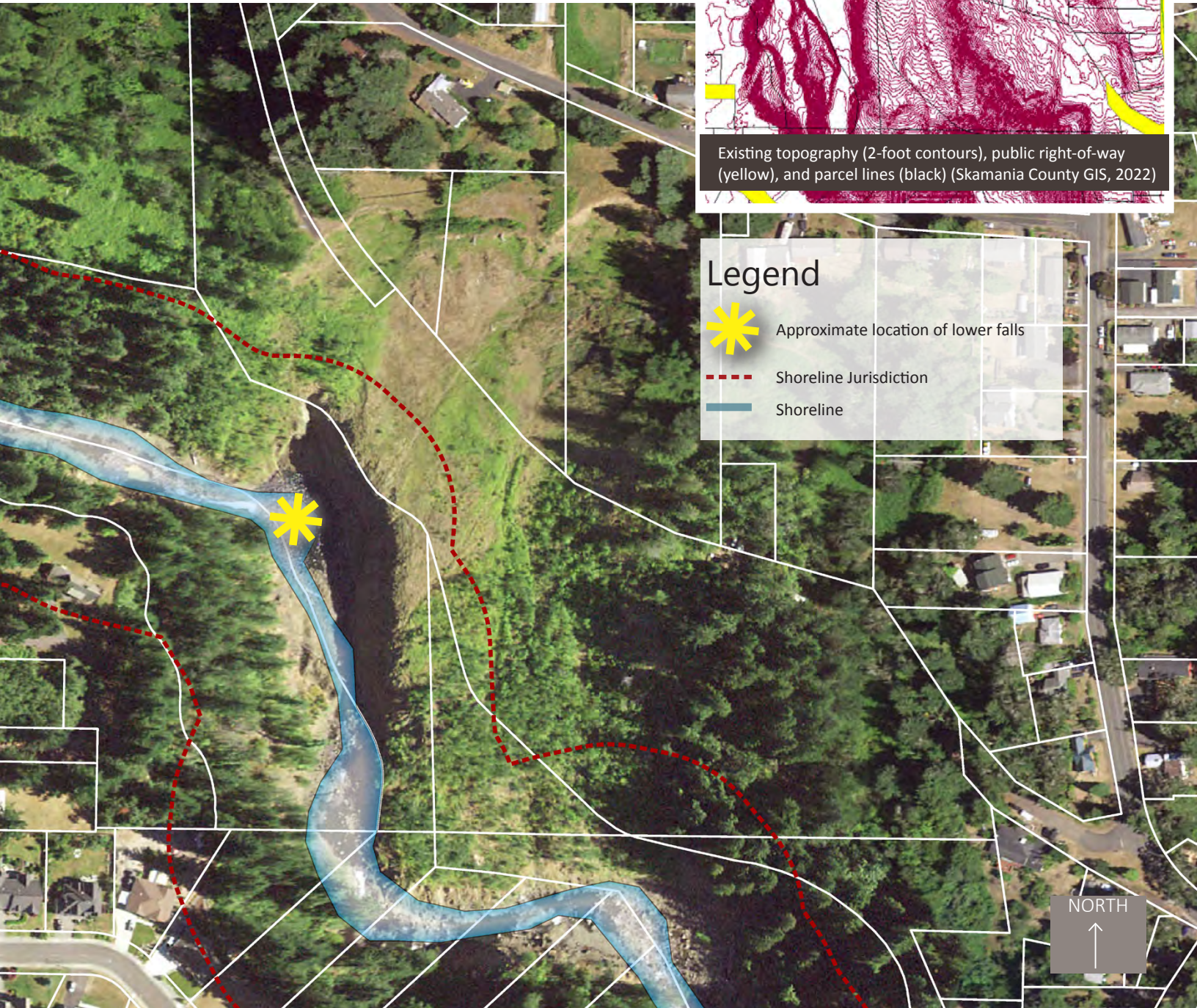
Community Support:

Multiple residents expressed the desire to have access to Rock Creek to see the waterfalls. When asked how the falls are accessed now, many

described walking up the creek channel in the summertime or witnessing trespass through privately-owned land to the north. Residents also describe abundant online information about the “Money Drop” falls negatively affects the neighborhood and emergency service needs.




Alignment with Long-Range Planning:

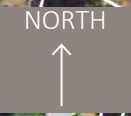
Multiple planning documents have discussed the need to access Rock Creek. The majority of the remediation proposed and implemented by WDNR and the Port of Skamania County in response to the landslide in this area focused on dredging, protecting existing bridges, and restoring shoreline along the Columbia River. No restoration has been proposed within the privately owned parcels of the slide area itself.



Existing topography (2-foot contours), public right-of-way (yellow), and parcel lines (black) (Skamania County GIS, 2022)

Legend

-  Approximate location of lower falls
-  Shoreline Jurisdiction
-  Shoreline



EXISTING CONDITIONS

SA.7

CREATE PUBLIC PEDESTRIAN ACCESS TO LOWER ROCK CREEK FALLS IN PIPER ROAD LANDSLIDE AREA

Working with willing landowners, the City could take early steps to restore access and make improvements to the Piper Landslide area through the purchase of easements and the creation of trails that could visually and physically access Rock Creek and the Lower Falls. With trail access the community could also have the opportunity to restore vegetation.



BEFORE

Former residential area destroyed by the Piper Landslide..



AFTER

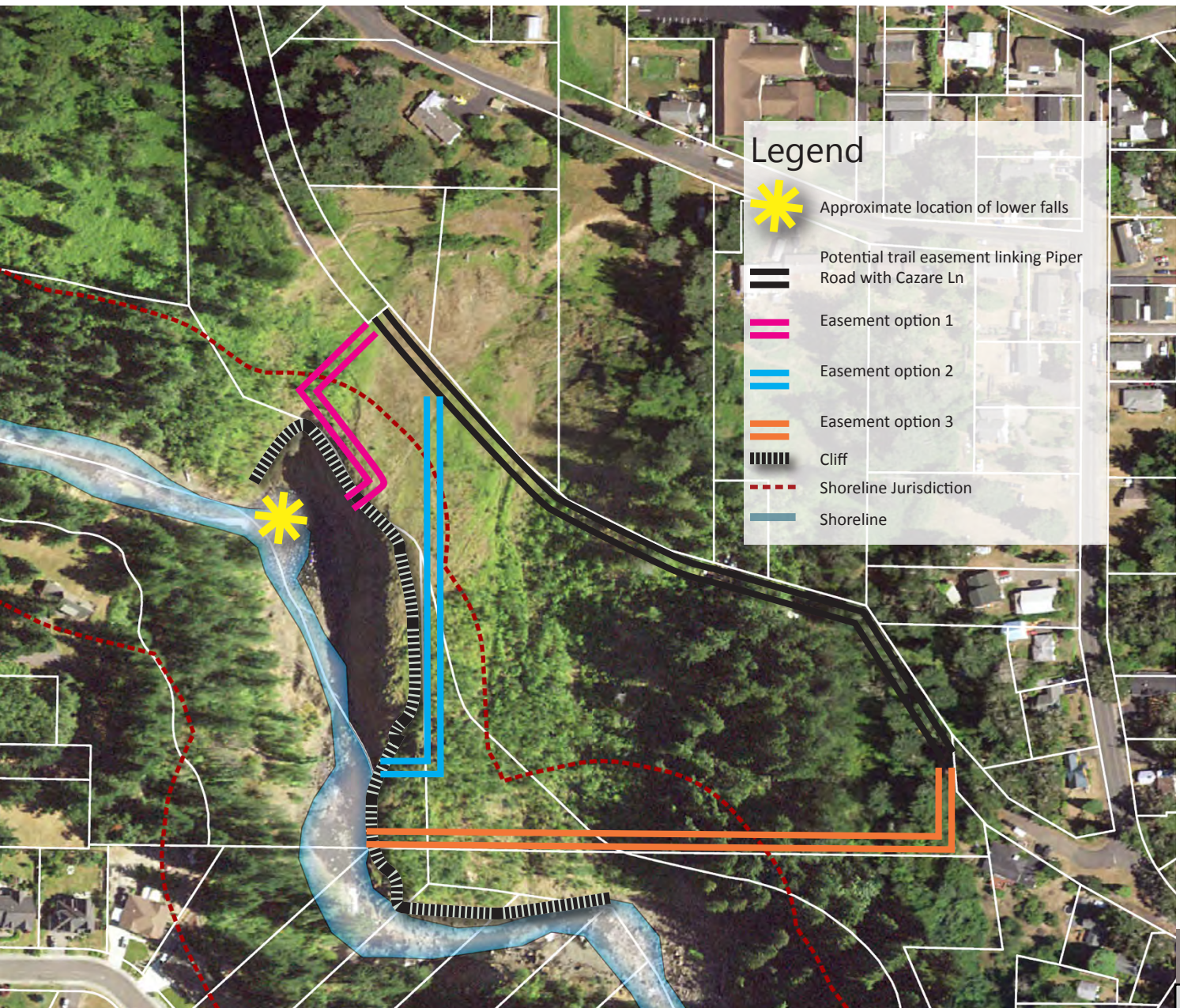
Easements could allow public trail access to view and reach Rock Creek and the Lower Falls.

Shoreline Public Access & Trail Plan Goal Met:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))
- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))
- Alleviate trailhead congestion, trash accumulation, trespass, and other neighborhood impacts at informal and/or poorly planned shoreline access areas.
- Provide continuous public access (SMP 4.6)

Sequence of Opportunities:

- City coordinates with private landowners to understand opportunities for easement purchase
- City pursues grants to fund studies and design plans to construct shoreline access trail and signage in addition to vegetation restoration within easement
- City maintains trail and access area (trash removal, trail maintenance, disturbance calls).



SA.7 Create Public Pedestrian Access to Lower Rock Creek Falls in Piper Road Landslide Area			
Description/Proposed Feature and Amenity	Proposed easement would allow for public access to Rock Creek Lower Falls and continuous pedestrian experiences. Proposed features include: <ul style="list-style-type: none"> • QTY: 1 trail easement (approx. 20 ft width) • Cedar chip path 	Category	Score
		GIS Score	Opt 1: 5.4 Opt 2: 6.2 Opt 3: 4.7
		Alignment with Existing Long Range Planning	Yes (1)
		Community Support	8
		Score Summary	Opt 1: 21 Opt 2: 22 Opt 3: 21
		Project Readiness Score	Opt 1: 8 Opt 2: 8 Opt 3: 8
Cost	\$540,000. (Cazare Ln connection: \$360,000, Option 1: \$1,650, Option 2: \$1,500, Option 3: \$3,300.)		
Project Readiness	<input checked="" type="checkbox"/> Can be executed immediately <input checked="" type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond. <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Public Access Type	<input type="checkbox"/> Physical Access (Beach/Boat Launch) <input checked="" type="checkbox"/> Visual (Trail/View Point) <input type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input checked="" type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New Infrastructure <input checked="" type="checkbox"/> Restoration of Ecological Functions <input checked="" type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	The public comments supported a project that provided a public access option for the falls. Currently there are many issues with trespassing through private property to reach the falls.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	The city would work with the landowner to provide financial appraisal for trail easement(s) for public access to Rock Creek, including a possible connection to project 7 (Rock Creek Upper Falls). Geotechnical studies would need to take place before any invasive trail work/excavations could occur. No geotechnical analysis is anticipated for periodic addition of cedar chip or gravel as surfacing. Work requires minimal coordination between city and property owner, given initial property owner interest in engaging with the city.		
Permits Required	Critical Areas Application Form and Shoreline Application Packet (county forms). If annexed by City via Notice of Intent to Annex, SSDP, Critical Areas Checklist and Site Plan application. Work requires a moderate level of permit coordination.		
Mitigation Sequence & Environmental Impact	This recommended series of trail options would help reduce the impacts of visitors over time through focusing them on authorized trails and viewpoints, thereby minimizing erosion through proper maintenance and signage directing visitors to stay on the trail.		
Potential Issues/ Additional Information	The site is the former Piper landslide. Studies might be necessary to ensure any proposed trail is suitable to the site conditions. The site is very steep, and any access will require switchbacks or other means to bring pedestrians down to the creek. A trail confined to a 20 ft wide easement will not likely be universally accessible.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Not applicable.		
Comprehensive Plan Objectives Met	2.3, 2.5, 2.6, 2.8, 2.9, 2.10, 2.11, 3.7, 3.8, 6.1, 6.6, 6.7, 7.2, 8.7, 9.2, 9.6, 9.10	Downtown Plan for SUCCESS!	Not applicable
Recommended Option	Coordinate with private landowners to understand opportunities for easement purchase.		



West Rock Cove shoreline trail easement enhancement

Technical Analysis:

Around Rock Cove there is a trail and informal shoreline access on the eastern half of the cove only. The county owned fairgrounds have a shoreline trail that transitions onto the SW Rock Creek Drive sidewalk. This sidewalk serves as an extension of the Mill Pond Trail and runs adjacent to suitable vacant and under-utilized land on the shoreline, including the Columbia Gorge Interpretive Center. It also passes Foster Creek which empties into Rock Cove via an outfall. Easements for pedestrian access already exist on the vacant and under-utilized land but are undeveloped.

Community Support:

Multiple residents expressed appreciation of the Mill Pond trail. There is a desire to expand this type of trail experience further around Rock Cove, as well as provide amenities similar to the










Columbia River waterfront. More specifically, many comments discuss bird watching and the unique experience of kayaking or other non-motorized boating within the quiet of the cove as compared to the larger Columbia River. Recent development proposals in this area incorporate public pedestrian pathways.

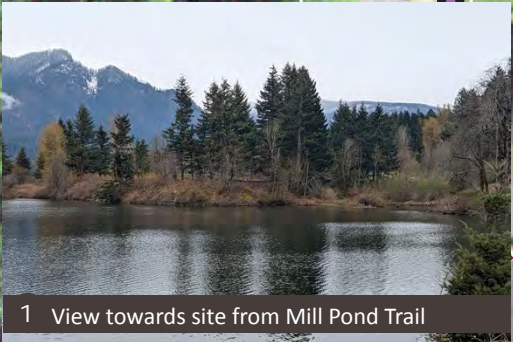
Alignment with Long-Range Planning:

Multiple planning documents have proposed increasing shoreline recreation opportunities within Rock Cove. The Fatal Flaw Analysis for Watercraft Recreation Sites prepared for the Port of Skamania County (JD White Company, 1995) recognizes this specific area as having a high potential to provide shoreline water access opportunities, including the old Mill Site on the west side. Since this area was heavily impacted previously, less mature native vegetation is present.

Approximate location of point where trail users commonly turn around and head back east.

Legend

-  Existing sidewalk
-  Existing informal boat launch
-  Approximate location of undeveloped, existing proposed easement
-  Interior easements
-  Proposed easement crosses existing steep area with stormwater outfall pipe to meet easement on Rock Cove Assisted Living Community parcel
-  Viewing area
-  Easement with no developed trail around Rock Cove Assisted Living Community parcel.
-  Shoreline Jurisdiction
-  Shoreline



1 View towards site from Mill Pond Trail

Above: Privately owned old Mill Pond site.

EXISTING CONDITIONS



SA.8

WEST ROCK COVE SHORELINE TRAIL EASEMENT ENHANCEMENT

There is an existing network of easements already in place on the private parcel of the old Mill Site, as well as the assisted living center. The outer perimeter alignment could be prioritized for installing a trail that provides a continuous shoreline trail experience around Rock Cove, including an overlook area.



BEFORE

The Mill Pond trail follows the sidewalk behind the Old Mill Site and other properties on the west side of Rock Cove.

AFTER

A new shoreline trail brings pedestrians away from SW Rock Creek Drive and closer to the water using existing easements.

Shoreline Public Access & Trail Plan Goal Met:

Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))

Sequence of Opportunities:

- City coordinates with private landowner and assisted living facility to understand opportunities and constraints for development of the existing pedestrian easements.

- City determines budget for shoreline enhancement options in coordination with the landowner
- City conducts public outreach to determine which enhancement options to prioritize
- City constructs and maintains shoreline recreation facilities



SA.8 West Rock Cove shoreline trail easement enhancement			
Description/Proposed Feature and Amenity	Proposed easement would allow for the extension of the pedestrian trail along the shoreline, and a hand carry boat launch on the west side of the cove. Proposed features include: <ul style="list-style-type: none"> • 1,000 LF of trail • QTY: 1 new hand carry boat launch and boat wash station • Remove boat launch 	Category	Score
		GIS Score	5.3
		Alignment with Existing Long Range Planning	Yes (1)
		Community Support	4
		Score Summary	20
		Project Readiness Score	11
Cost	\$549,000.		
Project Readiness	Coordination with multiple parties prior to design implementation X Can be executed immediately X Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond. <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Public Access Type	X Physical Access (Beach/Boat Launch) X Visual (Trail/View Point) <input type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New Infrastructure X Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	The public comments were neutral to skeptical about the feasibility of this project; however, they also agreed it would be a popular and highly used public amenity if it were able to be constructed.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	Work is partially on established public easements, city and WSDOT rights-of-way. The city would work with the landowner to provide shoreline trail easement adjustment to less environmentally complex locations for future public use, as well as a boat launch consideration. Include fish barrier removal study (Foster Creek) as part of this project. Work requires a moderate level of coordination between city, private property owner, and WSDOT.		
Permits Required	Shoreline Substantial Development Permit, Site Plan Application, and Critical Areas Checklist. Moderate permitting complexity is expected for this task. If launch and Foster Creek culvert replacement are considered, a US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification and WDFW HPA permit will be required, making this a more complex effort.		
Mitigation Sequence & Environmental Impact	The recommended trail option was narrowed down to establish a set route around the shoreline in addition to signage and fencing, thereby minimizing impacts otherwise caused by having multiple routes in and around the shoreline. Shoreline vegetation impacted by this option will be mitigated for via enhancements in and around the shoreline. Further, the Foster Creek culvert evaluation can also be used to rectify the undersized culvert issue. No change to impact section.		
Potential Issues/ Additional Information	The shoreline is steep in parts. The trail could follow the top of slope to give public visual access to Rock Cove. Operations of Assisted living facility tend to discourage easier access to water. There are community concerns regarding the aesthetic quality (iron oxidizing bacteria) of the stormwater flowing at this location. Many large trees on the perimeter and shoreline areas of the site.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Not applicable.		
Comprehensive Plan Objectives Met	1.12, 2.2, 2.5, 6.1, 6.3, 6.5, 6.6, 7.2, 7.4, 9.6, 9.7, 9.10	Downtown Plan for SUCCESS!	Not applicable.
Recommended Option	Coordinate with private landowner and assisted living facility to understand opportunities and constraints for development of the existing pedestrian easements.		



Collaborate with the county on shoreline improvements to the county fairgrounds site

Technical Analysis:

This project considers collaboration with the county on shoreline improvements to the county fairgrounds site, including a hand carry boat launch. Opportunities included:

- Hand-carry boat launch (this idea received charrette dollars at the public outreach event)
- Shoreline restoration with native plants, including oak trees
- Improvements to the Timber Carnival Viewing Area adjacent to the shoreline
- Parking area improvements including potential expansion areas for public shoreline use

GIS analysis of this area scored very high due to level ground, open areas, proximity to Rock Cove, and it being on publicly owned land.

Community Support:

During a stakeholder meeting with staff from the county, the consultant team and city staff walked around the fairgrounds and discussed project ideas. There was a high degree of overlap between the city and the county interest. During public engagement exercises the idea was received very positively by community members.

Alignment with Long-Range Planning:

Multiple planning documents have proposed increasing shoreline recreation opportunities within Rock Cove.



EXISTING CONDITIONS

COLLABORATE WITH THE COUNTY ON SHORELINE IMPROVEMENTS TO THE COUNTY FAIRGROUNDS SITE

The existing county fairground shorelines are well used and well loved. By providing a formal launch area in one location, other areas of the shoreline can be more successfully revegetated and protected against erosion and trampling. The revegetated areas also promote higher water quality and attract the birds that residents love to see. The launch area could also host a boat wash station that would help prevent the spread of invasive aquatic vegetation.



BEFORE

No formal launch area exists and visitors informally launch all along the shoreline.

AFTER

A new hand-carry boat launch and beach area with a boat wash station.



1 Water trail head with boat wash station

Shoreline Public Access & Trail Plan Goal Met:

Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))

1. Provides accessible parks and trails drawing the community toward shoreline resources and amenities.
2. Enhances shoreline environmental resources in-tandem with public access.

Comp Plan 9.7 - Develop a balanced system of recreation facilities, lands and programs that meets the recreation needs of residents and visitors alike.

Sequence of Opportunities

- County and city collaborate on near and longer term site improvements and advance mitigation to phase these improvements under shoreline permit authorization.
- County to submit narrative addressing SMP compliance, as well as construction documentation to city and various agencies for approval of launch.
- County to construct and maintain non-motorized launch and other fairground amenities.

SA.9 Collaborate with the county on shoreline improvements to the county fairgrounds site			
Description/Proposed Feature and Amenity	A number of site improvements were introduced by the county, including shoreline vegetation improvements (Himalayan blackberry removal in-tandem with native shoreline vegetation), hand carry boat launch, and fairground improvements, including irrigation of RV site and seating improvements for summer events.	Category	
		GIS Score	
		Alignment with Existing Long Range Planning	
		Community Support	
		Score Summary	
		Project Readiness Score	
Score	7.1		
Cost	\$107,000.		
Project Readiness	Near-term		
Public Access Type	<input checked="" type="checkbox"/> Physical Access (Beach/Boat Launch) <input checked="" type="checkbox"/> Visual (Trail/View Point) <input type="checkbox"/> Other (Trailhead, Non-Physical, etc.)		
Project Type	<input checked="" type="checkbox"/> Maintenance/Rehabilitation <input checked="" type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New Infrastructure <input checked="" type="checkbox"/> Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Other – Educational resource		
Summary of Public Comments	Public generally interested in enhancements to shoreline vegetation, as well as formalized access to reduce erosion along the beach at multiple points where informal access occurs currently.		
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input checked="" type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input checked="" type="checkbox"/> Non-motorized water access <input checked="" type="checkbox"/> Reconnection to the Columbia River		
Proposed Next Steps	Work is not on city-owned property. Collaboration with county to encourage establishment of nonmotorized watercraft launch and other fairgrounds improvements as one permit may ease permit processing times on the city level. Work requires minimal level of coordination between city and county.		
Permits Required	SSDP, Critical Areas Checklist, a US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification and WDFW HPA permit. A moderate level of permitting is expected with state and federal agencies involved with changes to Rock Cove shoreline environment.		
Mitigation Sequence & Environmental Impact	Recommended option utilizing existing Mill Pond trail as entry for boat launch access (with no new vegetation cleared through shoreline) avoids new impacts to shoreline vegetation for this use. New permanent non-motorized boat launch will be mitigated for in replacing invasive species along the shoreline with native plantings.		
Potential Issues/ Additional Information	The fairgrounds are an active waterfront site and popular walking route for residents and visitors. Formal establishment of a water-dependent use will encourage users to interact with the site, possibly visiting or coming from other areas of the city via kayak or canoe. The county, city, museum and port may consider establishing a future water trail connecting three launch areas, as a result of this non-motorized launch.		
Ongoing Maintenance & Estimated Annual Cost	To be determined.		
SMP Amendment	Not applicable.		
Comprehensive Plan Objectives Met	2.16, 6.3, 7.3, 7.4, 9.7, 9.10	Downtown Plan for SUCCESS!	Connect the Neighborhood
Recommended Option	To be determined.		

SM.1

Maintenance Projects: These projects improve the community’s experience when they use existing shoreline public access and trail sites. Public involvement was instrumental in identifying the need for information and maintenance addressed by projects in this category.



Invest in Online Presence to make shoreline recreational opportunities more accessible

Technical Analysis:

The recreational opportunities analysis revealed a gap that can limit public shoreline access or create trespass that could be avoided. Specifically, it revealed the lack of a single resource for verified and up-to-date information on recreational opportunities and amenities. While information is published separately across many sources, including recreational opportunity providers and informal user forums, information was found to be incomplete, conflicting, or incorrect.

Community Support:

Members of the community have expressed frustration over visitors acting on incorrect information they found online. Public trespass through private property to access Rock creek is an example. Regardless of signage on site, visitors

are led on by online descriptions. Neighbors would like to redirect trespassers, but currently have no resource to direct them to. Other public comments included support of a webpage that included amenities, as well as rules and regulations.

Alignment with Long-Range Planning:

A review of planning documents yielded many project ideas and recommendations as well as planning tools for processes or incentives to move plans forward. Many of the projects included outreach and utilized online surveys and communication. No previous plan however has addressed the opportunity to make information about existing opportunities more accessible online. The current city parks website includes only city-owned and maintained parks.

Residents and visitors increasingly rely on internet resources for information about recreational amenities and opportunities. Land managers, like agencies and municipalities, often provide reliable and current information. The city has the opportunity to provide an official source of information so that informal sources, like message boards and recreational user forums, are not relied upon.

The city’s current website provides visitor information under the ‘Visit Stevenson’ tab; however, there is an opportunity to add a tab specifically with information about shoreline recreational use and amenities on the Columbia River, Rock Cove, and Rock Creek.



Visit Stevenson

On the banks of the scenic Columbia River, the city of Stevenson is your launch pad to the Washington side of the Gorge. Just 45 minutes from Portland or Vancouver, and three and a half hours from Seattle, Stevenson is perfect to visit for the day, the weekend or an extended vacation.

A stroll along the Rock Cove pathway or the Columbia River waterfront is a great way to take in our surroundings. Downtown Stevenson is home to unique shops, art galleries, and restaurants. Not to mention our award-winning local brewpub.

Just up the hill from downtown is the Columbia Gorge Interpretive Center Museum. Venture back in time. View the cataclysmic formation of the Gorge and artifacts from Native American tribes and early settlers in the area.

Stevenson is in the heart of the Columbia River Gorge National Scenic Area. And there’s even more to discover in the Gifford Pinchot National Forest to the north. Explore the eastern entrance to Mount St. Helens or the spectacular Lewis River Valley.

In Stevenson, there’s something for everyone. Head off on your favorite outdoor activity, or try something new. Perhaps just sit at Bob’s Beach and watch the colorful sails of windsurfers and kiteboarders as they harness the powerful winds of the Columbia Gorge. Heck, while you’re at it, break out the laptop and harness the power of Stevenson’s free Wi-Fi.

Community

- Jobs in the City
- Library
- Schools
- Start a Business
- Utilities
- Visit Stevenson**
- Driving Directions
- History
- Interpretive Center Museum
- Local Weather
- Public Art
- Public Transportation

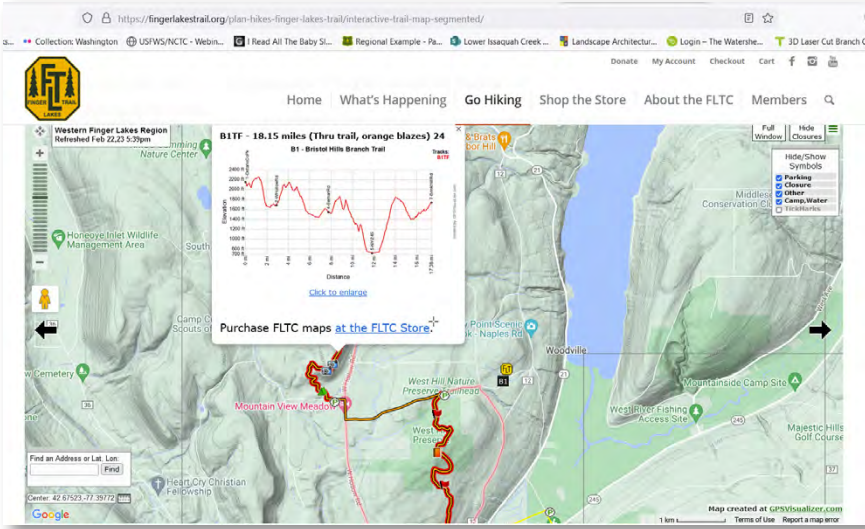
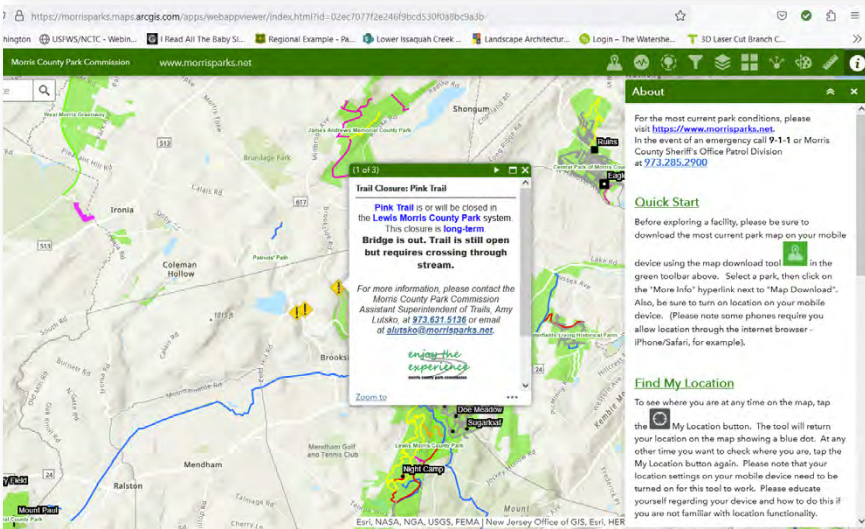
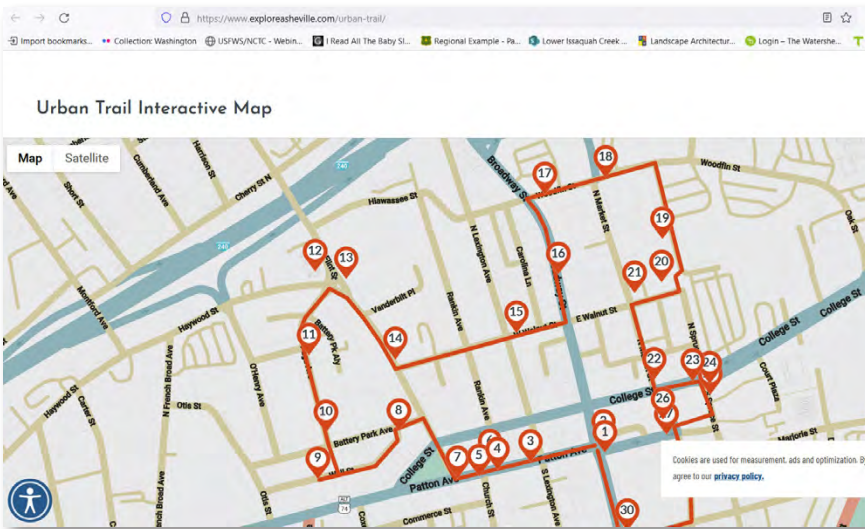
EXISTING CONDITIONS

Website enhancement opportunities:

The city could enhance its existing website by adding a button to 'Explore the shore' that leads users to shoreline recreation opportunities, events and activities, including non-city-owned public access options.

The website could provide information to direct and guide recreational visitors, such as by providing directions to public shoreline access points and parking, while directing visitors away from private, inaccessible, or sensitive areas. Content could be updated easily to feature seasonal or timely content, such as wildlife migration or invasive species alerts. Rules and regulations related to shoreline recreation could also be described.

Images on the left show various examples of interactive maps hosted by cities and non-profit organizations. These maps allow users to see not only the overall extent of and connections between recreation opportunities, but also to find out more detail about individual trails or amenities.



SM.1 Interactive Website				
Description/Proposed Feature and Amenity	Contract with Chamber of Commerce to host, create, publicize and maintain an “Explore the Shore” map portal compiling available public access information and amenities. Amend or add to existing website. Features could include an ArcGIS StoryMap, Access Points, parking, sensitive areas, wildlife migration alerts, amenities, rules & regulations, trail information and distances, and other relevant resource website links		Category	Score
			GIS Score	N/A
			Alignment with Existing Long Range Planning	No (0)
			Community Support	2
			Score Summary	14
Cost	\$19,000.			
Project Readiness	<input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond. <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>			
Public Access Type	<input type="checkbox"/> Physical Access (Beach/Boat Launch) <input type="checkbox"/> Visual (Trail/View Point) <input checked="" type="checkbox"/> Other (Trailhead, Non-Physical, etc.)			
Project Type	<input type="checkbox"/> Maintenance/Rehabilitation <input type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New Infrastructure <input type="checkbox"/> Restoration of Ecological Functions <input type="checkbox"/> Acquisition/Easement <input checked="" type="checkbox"/> Other – Educational resource			
Summary of Public Comments	This would address frustration over the lack of a central trusted source. There appears to be general support for this idea.			
Need Addressed	<input type="checkbox"/> Continuous pedestrian experience <input type="checkbox"/> Connection between districts <input type="checkbox"/> Neighborhood Amenity <input type="checkbox"/> Visitor Trailhead <input type="checkbox"/> Non-motorized water access <input type="checkbox"/> Reconnection to the Columbia River			
Proposed Next Steps	Hire a consultant to create webpage and compile existing information currently found on various website platforms. An online interactive map (ArcGIS StoryMap or similar) is one option for spatially referenced parks and trails, with hyperlinks for each park property. Review by County Parks prior to publishing.			
Permits Required	None.			
Mitigation Sequence & Environmental Impact	None direct. Indirectly anticipated to benefit multiple areas by reducing trampling and trailblazing.			
Potential Issues/ Additional Information	None known.			
Ongoing Maintenance & Estimated Annual Cost	To be determined.			
SMP Amendment	None anticipated.			
Comprehensive Plan Objectives Met	1.1, 1.14, 2.2, 2.5, 2.11, 2.15, 2.16, 4A.3, 4A.4, 5.7, 6.1, 6.2, 6.3, 7.2, 7.13	Downtown Plan for SUCCESS!	Not applicable.	
Recommended Option	Contract with Chamber of Commerce to create, publicize and maintain an “Explore the Shore” map portal.			

SM.2

MAINTENANCE PROJECTS



Outreach Campaign

SM.2 Recreational Immunity Flyer	
Description/ Proposed Feature and Amenity	Establish flyer describing state liability coverage to private property owners for consideration of a public trail at their choosing, so long as they do not charge for access, per RCW 4.24.210. This would be via an access or conservation easement through private property, if initiated.
Cost	\$6,000.
Timeframe	Short-term (Can be executed immediately)
Public Access Type	- Physical Access (Beach/Launch) - Visual (Trail/View Point) X Other (Trailhead, Non-Physical, etc.)
Project Type	- Maintenance/Rehabilitation - Infrastructure Improvement - New Infrastructure - Restoration of Ecological Functions X Acquisition/Easement - Other
Summary of Public Comments	This project resource was identified in early discussions with upper Rock Creek community stakeholders as an option for consideration to focus access to specified areas.
Need Addressed	X Continuous pedestrian experience - Connection between districts X Neighborhood Amenity X Visitor Trailhead - Non-motorized water access - Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	Develop flyer to engage with single family property owners adjacent to and within shoreline jurisdiction.

SM.3



Create Restricted Parking Zone

SM.3 Iman Cemetery Area No Parking	
Description/ Proposed Feature and Amenity	Neighbors in Iman Cemetery area are generally opposed to increased activity and traffic on their side of the stream. Placement of "No Parking" signs along and around 1st Falls View Rd would help address neighborhood trespassing concerns by limiting parking to the cemetery itself for events.
Cost	\$10,000, plus additional patrol costs, as necessary, yet to be determined
Timeframe	Short-term (Can be executed immediately)
Public Access Type	- Physical Access (Beach/Launch) - Visual (Trail/View Point) X Other (Trailhead, Non-Physical, etc.)
Project Type	X Maintenance/Rehabilitation - Infrastructure Improvement - New Infrastructure - Restoration of Ecological Functions - Acquisition/Easement - Other
Summary of Public Comments	This project resource was identified in early discussions with upper Rock Creek community stakeholders who oppose increased traffic and potential for trespassing.
Need Addressed	- Continuous pedestrian experience - Connection between districts X Neighborhood Amenity - Visitor Trailhead - Non-motorized water access - Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	Notify adjacent property owners of intent to no parking areas established in and around 1st Falls View Rd.

SM.4



Aquatic Weed Control

SM.4 Invasive Aquatic Vegetation Management	
Description/ Proposed Feature and Amenity	Development of an aquatic management for Rock Cove and the Columbia River waterfront to treat aquatic invasive species, such as milfoil.
Cost	\$150,000.
Timeframe	Short-term (Can be executed immediately)
Public Access Type	- Physical Access (Beach/Launch) - Visual (Trail/View Point) X Other (Trailhead, Non-Physical, etc.)
Project Type	X Maintenance/Rehabilitation - Infrastructure Improvement - New Infrastructure - Restoration of Ecological Functions - Acquisition/Easement - Other
Summary of Public Comments	This project resource was identified during the 2nd public meeting (Charrette) as a key option to improving the recreational capabilities of shoreline waterbodies.
Need Addressed	- Continuous pedestrian experience - Connection between districts X Neighborhood Amenity - Visitor Trailhead X Non-motorized water access - Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	The city or port may apply for funding to establish a management plan for aquatic invasive species treatment, starting with an application for funding from Department of Ecology. With the plan in place, herbicide treatment could then begin on aquatic invasives.

FORWARD-LOOKING VISIONS



Objective Analysis:

Unlike the other projects identified in this plan, these forward-looking projects are not ready for implementation. The projects address needs, often in extensive ways. In many cases, the projects must receive greater vetting by the public before they can be fully scoped and prioritized. The projects are included here to capture ideas that came up during the planning process, so they are not lost over time. Some of these ideas have come up in previous conversations between the city and various stakeholders. Others have been discussed during prior public outreach but were not documented. Some projects may never be feasible. Some may only be feasible under very specific conditions. Some may be ready for implementation in the short term.

Community Support:

Much of the Stevenson public believes resources are too scarce for big projects or sees the projects as without justification based on current demand. Broad outreach is necessary before moving forward with any forward-looking visions. Likewise, specific neighborhood engagement will be key to project success.

Alignment with Long-Range Planning:

The forward-looking vision projects are themselves long-range plans. If they are to be implemented, it will be because of how well they align with other long-range plans.

Recommended Option: Await opportunities to consider the feasibility and benefits of implementing any of these projects.

<p>Comprehensive Plan</p> <p>Objectives: 1.1, 1.2, 1.11, 1.12, 2.2, 2.5, 2.6, 2.9, 2.10, 2.11, 4.10, 4A.1, 4A.4, 5.5, 5.6, 5.8, 6.1, 6.3, 6.6, 6.7, 7.2, 7.6, 7.8, 8.7, 8.19, 8.21, 9.6, 9.7, 9.10</p>	<p>Downtown Plan for SUCCESS!</p> <p>Vision: Reconnect to the River, Establish 5-Minute Loops</p>
---	--

SV.1



SV.1 Columbia Street Railroad Bridge	
Description/ Proposed Feature and Amenity	Construct bridge over BNSF Railroad at Columbia Street. Ensure access by emergency service vehicles.
Cost	Unknown
Timeframe	Enact by 2040 and beyond
Public Access Type	- Physical Access (Beach/Launch) X Visual (Trail/View Point) - Other (Trailhead, Non-Physical, etc.)
Project Type	- Maintenance/Rehabilitation X Infrastructure Improvement X New Infrastructure - Restoration of Ecological Functions X Acquisition/Easement - Other
Summary of Public Comments	This project is identified in the downtown plan and well-supported by property owners adjacent to Columbia Street.
Need Addressed	- Continuous pedestrian experience X Connection between districts X Neighborhood Amenity X Visitor Trailhead - Non-motorized water access X Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	Develop conceptual plans to engage BNSF about necessary approvals.

SV.2



SV.2 Iman Cemetery Road Street-End Park	
Description/ Proposed Feature and Amenity	Differentiate publicly accessible areas from danger areas and adjacent private property. Install doggy pot.
Cost	Unknown
Timeframe	Enact by 2040 and beyond
Public Access Type	- Physical Access (Beach/Launch) X Visual (Trail/View Point) - Other (Trailhead, Non-Physical, etc.)
Project Type	- Maintenance/Rehabilitation X Infrastructure Improvement - New Infrastructure - Restoration of Ecological Functions - Acquisition/Easement - Other
Summary of Public Comments	Neighbors in Iman Cemetery area are generally opposed to increased activity and traffic on their side of the stream. This project would need to be associated with no parking areas to ensure it remains a neighborhood—not visitor—amenity.
Need Addressed	- Continuous pedestrian experience - Connection between districts X Neighborhood Amenity - Visitor Trailhead - Non-motorized water access -Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	Develop conceptual plans to engage adjacent landowners and potential neighborhood users.

SV.3



SV.3 Upper Rock Creek Bridge	
Description/ Proposed Feature and Amenity	Consider whether water/sewer services are needed for development of the County- owned properties north of the creek. Collocate utilities and build pedestrian-only bridge connecting the Iman Cemetery area to the new park/trailhead on the north side of Rock Creek.
Cost	Unknown
Timeframe	Enact by 2040 and beyond
Public Access Type	- Physical Access (Beach/Launch) X Visual (Trail/View Point) - Other (Trailhead, Non-Physical, etc.)
Project Type	- Maintenance/Rehabilitation - Infrastructure Improvement X New Infrastructure - Restoration of Ecological Functions X Acquisition/Easement - Other
Summary of Public Comments	Neighbors in Iman Cemetery area are generally opposed to increased activity and traffic on their side of the stream. Proposals to vacate Iman Cemetery Road have been submitted multiple times.
Need Addressed	X Continuous pedestrian experience X Connection between districts - Neighborhood Amenity - Visitor Trailhead - Non-motorized water access -Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	Hire a consultant to develop a water/sewer service plan for County-owned property on the northside of the creek.

SV.4

FORWARD-LOOKING VISIONS



SV.4 SR14 and RxR Tunnels	
Description/ Proposed Feature and Amenity	Install pedestrian tunnels under SR14 and/or the BNSF railroad near the Columbia Gorge Interpretive Center/Co-Poly site and the Rock Creek confluence with the Columbia River.
Cost	Unknown
Timeframe	Enact by 2040 and beyond
Public Access Type	- Physical Access (Beach/Launch) X Visual (Trail/View Point) - Other (Trailhead, Non-Physical, etc.)
Project Type	- Maintenance/Rehabilitation - Infrastructure Improvement X New Infrastructure - Restoration of Ecological Functions X Acquisition/Easement - Other
Summary of Public Comments	Visual as well as physical access to the Columbia River for motorists and pedestrians is blocked by transportation corridors. Stevenson is unique in the Gorge because there are riverfront lands riverward of the highway and railroad. Reconnecting to the river is important but overwhelming.
Need Addressed	X Continuous pedestrian experience X Connection between districts - Neighborhood Amenity - Visitor Trailhead - Non-motorized water access X Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	Consult with WSDOT on replacement plans for their Rock Creek bridge. Hire consultant to generate conceptual design for tunnel(s) connecting Rock Cove and Ash Lake to Columbia River.

SV.5



SV.5 Fire Training/Rock Cove Viewing Tower	
Description/ Proposed Feature and Amenity	Construct a training tower along with the new fire station. Jointly use the tower as a visitor amenity for views over Rock Cove to the Columbia River beyond.
Cost	Unknown
Timeframe	Enact by 2040 and beyond
Public Access Type	- Physical Access (Beach/Launch) X Visual (Trail/View Point) X Other (Trailhead, Non-Physical, etc.)
Project Type	- Maintenance/Rehabilitation - Infrastructure Improvement X New Infrastructure - Restoration of Ecological Functions - Acquisition/Easement - Other
Summary of Public Comments	Some support from Fire District commission, however broader engagement with fire fighters is necessary.
Need Addressed	- Continuous pedestrian experience - Connection between districts - Neighborhood Amenity X Visitor Trailhead - Non-motorized water access X Reconnection to the Columbia River.
Proposed Outreach and/or Coordination	Generate conceptual design for tower showing dual purpose.



CHAPTER 5

Master Plan Design

Permit Path

Specific permitting pathways for each alternative will depend on the existing conditions at each site as well as the specific scope of work included in the design. These factors may change as the project design continues to advance, and as site specific studies are conducted. The following sections provide a general overview of local, state and federal permitting requirements followed by project specific discussions, based on a review of available mapping sources and conceptual level project details.

Local Permitting

Shoreline Master Program (SMP)

Rock Creek and the Columbia River are designated as Shorelines of the State. The Columbia River has the additional designation of a Shoreline of Statewide Significance. Lands in the City within 200 feet of the ordinary high water mark of these shoreline waterbodies are within shoreline

jurisdiction and are subject to the regulations of the Stevenson Shoreline Master Program (SMP). Projects subject to the SMP may require one or more of the following types of permits/reviews: shoreline exemption, shoreline substantial development permit, shoreline conditional use permit, shoreline variance. Shorelines within the City are assigned a Shoreline Environment Designation (SED), similar to a zoning overlay. Each SED has management policies and regulations specific to the environment they cover. Uses, developments, and modifications in shoreline jurisdiction must be designed and implemented in a manner that achieves no net loss of shoreline ecological functions. Mitigation must generally be provided for any unavoidable adverse impact.

In general, the SMP permits water-related and water enjoyment recreational development, including trails, through a shoreline substantial development permit (SSDP). A minimum shoreline setback of 25-50 feet, depending on the SED is required where development cannot occur. The SMP specifies that

dirt or gravel public access trails to the water do not require any setback. However, it is not clear if paved trails would be allowed. The Columbia River, Rock Creek and Rock Cove also require a 150 foot fish and wildlife habitat conservation area buffer, per 18.13.095.D, incorporated by reference into the SMP (see CAO section below). The CAO does not appear to clearly establish any allowed uses in buffers but it is presumed that a shoreline access trail would be allowed, with mitigation for vegetation removal impacts. To better encourage and facilitate the approval of shoreline public access projects, the city could consider revising the SMP and/or CAO to include more clear trail standards. The city could also consider eliminating fixed width buffer widths for water oriented public access and recreation facilities adjacent to shorelines and rely instead on design and management standards to regulate the type of vegetation removal allowed and required mitigation actions.

Critical Areas Ordinance (CAO)

Critical areas in shoreline jurisdiction are regulated by the SMP. The SMP adopts by reference the City’s Critical Areas and Natural Resource Lands code, Chapter 18.13, with some exceptions, which provides an additional layer of regulation for critical areas (wetlands, geologic hazard areas, flood hazards, critical aquifer recharge areas, and fish and wildlife habitat conservation areas). Shoreline waterbodies are also designated Fish and Wildlife Habitat Conservation Areas (FWHCA) and are prescribed protective buffers as discussed above. There are also non-shoreline FWHCAs (streams) mapped within the vicinity of some project proposals, as well as geologic hazard areas. While it appears that existing mapping does not indicate wetlands in the vicinity of any project proposals, it is possible that unnamed features could be present, particularly near Rock Cove in the vicinity of Proposal SA.4. The presence or absence of wetland features would need to be confirmed by a site specific delineation.



Gateway to community garden at fairgrounds site.

State Environmental Policy Act (SEPA)

SEPA is triggered by application for a permit, license, certificate, or other approval not specifically exempted. The City adopts by reference the SEPA categorical exemptions identified in Washington Administrative Code (WAC) 197-11-800. SEPA could be triggered by multiple potential project activities, including fill or excavation exceeding 100 cubic yards or development on lands covered by water.

SEPA can be processed with an Environmental Checklist or an Environmental Impact Statement (EIS). An EIS is typically necessary if one or more significant adverse impacts are identified. As currently envisioned, we do not foresee impacts rising to a level necessary for an EIS.

Construction & Other Permits

The focus of this chapter is on environmental permitting requirements related to the shoreline environment the proposals are associated with. However, it should be noted that the City will likely also require construction-related permits after shoreline and/or critical area permits are obtained. Such permits could include clear and grade, building permits and ROW use permits.



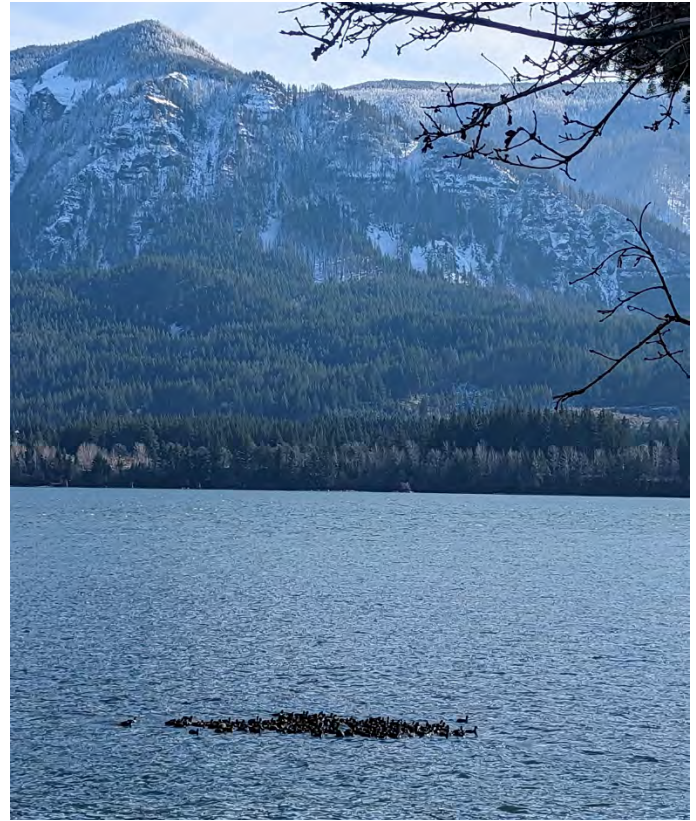
Restoration planting along the Columbia River waterfront.

State & Federal Regulations

Federal Agencies

Waters of the United States are regulated by the U.S. Army Corps of Engineers (Corps) under Section 404 of the Clean Water Act. Any proposed filling or other direct impacts to shoreline waterbodies, tributaries to shorelines, and in some cases wetlands and other non-shoreline streams, would require pre-construction notification and permit authorization from the Corps. If activities requiring Corps permits are proposed, a Joint Aquatic Resource Permit Application (JARPA) could be submitted to obtain authorization.

Federally permitted actions that could affect endangered species may also require a biological assessment study and consultation with the U.S. Fish and Wildlife Service and/or the National Marine Fisheries Service. Compliance with the Endangered Species Act must be demonstrated for activities within jurisdictional waters and the 100-year floodplain. Application for Corps permits may also require an individual 401 Water Quality Certification and Coastal Zone Management Consistency determination from Ecology and a cultural resource study in accordance with Section 106 of the National Historic Preservation Act.



The shoreline attracts flocks of diverse waterfowl to the city.

Washington State Department of Ecology (Ecology)

Ecology is charged with reviewing, conditioning, and approving or denying certain federally permitted actions that result in discharges to state waters under Section 401 of the Clean Water Act. However, Ecology review under the Clean Water Act would only become necessary if a Section 404 permit from the Corps was issued (see below). Ecology also regulates wetlands and streams under the Washington Water Pollution Control Act, but only if direct impacts are proposed. Therefore, authorization from Ecology would not be needed if filling activities are avoided.

A JARPA may also be submitted to Ecology to obtain a Section 401 Water Quality Certification and Coastal Zone Management Consistency Determination if filling is proposed. Ecology approvals are either issued concurrently with the Corps approval or within 90 days following the Corps permit.

In general, neither the Corps nor Ecology regulates buffers, unless direct impacts are proposed. When

direct impacts are proposed, buffers are applied based on Corps and Ecology joint regulatory guidance.

Washington State Department of Fish and Wildlife (WDFW)

Chapter 77.55 of the RCW (the Hydraulic Code) gives WDFW the authority to review, condition, and approve or deny “any construction activity that will use, divert, obstruct, or change the bed or flow of state waters.” This provision includes any in-water work, the crossing or bridging of any state waters and can sometimes include stormwater discharge to state waters. WDFW will issue a Hydraulic Project Approval (HPA) if a project meets regulatory requirements.

WDFW can also restrict activities to a particular timeframe through the conditions of approval on an HPA. Work is typically restricted to late summer and early fall, however, WDFW has in the past allowed crossings that don’t involve in-stream work to occur at any time during the year.

Proposal Specific Considerations

The following sections describe more specific permitting considerations, opportunities and constraints for the five most preferred proposals



View towards Rock Creek from top of Piper landslide.

as identified by the public within the April 19th charrette.

Proposal SA.2: Create public pedestrian access to Rock Creek upper falls

Proposal SA.2 is located outside of the Stevenson city limits, within unincorporated Skamania County, and would therefore be subject to County permitting requirements. Steep slopes, landslides, and stream critical areas are mapped within the project vicinity. A site specific delineation would be necessary to confirm the presence and extent of these areas. Portions of the trail within 200 feet of the falls would be subject to the Skamania County (County) Shoreline Master Program (SMP). The County SMP directly includes specific regulations for activities within critical areas within shoreline jurisdiction. The County does not have specific Fish and Wildlife Habitat Conservation Area (FWHCA) buffer width requirements for Type S waters, rather the SMP relies on the Vegetation Conservation section to regulate the type of vegetation removal allowed and required mitigation actions, based on the location of the vegetation removal relative to the shoreline waterbody. Additionally, there are separate shoreline setbacks listed in SMP Table 5-1. Proposal SA.2 lies within the Shoreline Residential (SR) environment designation. Recreational water related and water enjoyment development including public access trails and viewing platforms are allowed in the SR designation with a Shoreline Substantial Development (SSDP) permit. Recreational public access approach trails perpendicular to the water, as most of a pedestrian access trail to the upper falls would likely be, do not require any setback. However, viewing platforms and any trails parallel to the shoreline require a 50-foot setback. Public access viewing platforms and trails must be the minimum size necessary, follow mitigation sequencing, and ensure no net loss of ecological functions. In the case of a new, formal trail to the upper falls this would likely mean providing mitigation for any vegetation removal that occurs.

Proposal SA.2 would likely avoid any in or over-water work so state and federal permitting would likely be unnecessary.



Existing crosswalk improvements for pedestrians.

Proposal SA.1: SW Rock Creek Drive pedestrian improvements: enhance connection between waterfront & Rock Cove shorelines

Proposal SA.1 lies mostly outside of shoreline jurisdiction and outside of any mapped critical areas. Proposed actions would occur entirely within the existing built environment, therefore environmental permitting requirements are anticipated to be minimal. However, it appears that the very western end of the project area may occur within the outer portion of the shoreline jurisdiction of Rock Creek. If a site assessment confirms that actions are proposed within 200 feet of Rock Creek, shoreline permitting would likely be required. Construction permits and a ROW permit may also be required.

Proposal SA.4: Enhance pedestrian connections to waterfront west end

Proposal SA.4 lies within the Active Waterfront SED. Access and collector roads are permitted in this SED with a 50 foot setback required. This proposal could be complicated by the presence of wetland adjacent to the cove. To bring the existing dock into operation would likely involve in-water work

requiring state and federal permitting with Ecology, WDFW and the Corps. Public boating facilities and overwater structures are permitted in the Active Waterfront SED with no setback required. Water-oriented recreational development, such as a new park, is also allowed with a 50 foot setback. However, non-water oriented park elements (ex/ sports fields) would not be allowed without a Conditional Use Permit, and would require a 100 foot setback.

Proposal SA.6: Enhance pedestrian connections to waterfront east end

Proposal SA.6 lies in the Active Waterfront SED. Project elements would likely include work adjacent to and within a Type F shoreline tributary, Kanaka Creek, which requires a 100 foot buffer (SMC 18.13.095.D). A new creek crossing would require an HPA from WDFW in addition to shoreline and critical area permitting. Bridges are permitted in the Active Waterfront SED. If the crossing spanned the OHWM of the creek and in-water work was avoided Corps permitting would not be required. However, any in-water work including culvert replacement would trigger a Corps permit as well as WDFW and Ecology review.

Formalizing the existing dirt path into a paved trail would likely require mitigation to ensure no net loss of ecological function. Invasive blackberry dominates much of the project area and provides good opportunity for restoration and re-vegetation with native plants in this area.



Existing trail down to a picnic table by the museum.



Columbia Gorge Interpretive Center

It should also be noted that the BNSF may need to be a partner in the implementation of this proposal due to the proximity of the work to the railroad crossing. The timing and involvement of such a partnership are unknown and should be coordinated early on in the project scoping process.

Proposal SA.3: Explore partnership with Columbia Gorge Interpretive Center for shoreline access

Proposal SA.3 lies within both the Active Waterfront and Urban Conservancy SEDs. No immediate permitting would be needed to create the partnership. Future environmental permitting needs would depend on scope of activities proposed and would likely be similar to the pathways discussed above for new shoreline trails, recreation areas and shoreline modifications. State and federal permitting would be required for any work below the OHWM.

SMP Amendment Considerations

The SMP addresses public access in several locations, including Chapters 4.6 (Public Access), 5.2-5.3 (Shoreline Use Table) and 5.4 (Specific Shoreline Use Policies & Provisions). Below are several options for SMP amendments that may help

reduce barriers towards this from a development perspective within the city.

For an applicant, public access provisions may come up in different locations, given the development proposal type. To remedy searching throughout the SMP outside the use table, references to public access may best be addressed through consolidating these regulations to within Chapter 4.6 (Public Access) with references to this chapter within each development type listed within Chapter 5.4. References to the Shoreline Use Table may remain.

Further, with several of the listed projects having potential for a public/private partnership, there are opportunities to encourage private buy-in with a provision for paying for the construction cost of the required improvements in lieu of developing the improvements at the time of development. The option would allow greater flexibility and efficiency if there are elements to be constructed at the same time on public property (see City of Everett SMP). The city may even consider a menu of options instead of a bright-line standard for all projects, depending on the timing when a public access easement is provided to encourage this practice potentially ahead of development.

Finally, in-dealing with public access conflicts, when shoreline views with physical public access both

conflict with one another, the water-dependent use and physical access has priority, unless there is a compelling reason to the contrary.

Funding Strategy

The below list includes a few funding streams the city may consider when applying for public access and associated restoration implementation funding.

The Recreation and Conservation Funding Board (RCO) has a bi-annual grant program dedicated to land conservation, recreational planning and implementation. The RCO board evaluates all projects who first plan for parks and restoration projects through establishment of a plan containing goals and objectives, inventory, public involvement, and capital improvement program.

The Lower Columbia Fish Recovery Board is a lead entity for administering salmon recovery grants used to restore degraded salmon habitat in southwest Washington, as well as for watershed planning. Funding can be used for culvert projects, restoring shoreline modifications to a more natural state and shoreline enhancement opportunities.

The Department of Ecology and U.S. Environmental Protection Agency (EPA) provides a federal and

a 40% state match in grants under Section 319 of the federal Clean Water Act. The program funds eligible water quality infrastructure improvements and stormwater financial assistance program grants. Ecology also funds aquatic invasive species management grants to plan for and implement aquatic invasive management actions.



Attendees of the charrette used play money to vote on which projects deserved funding.



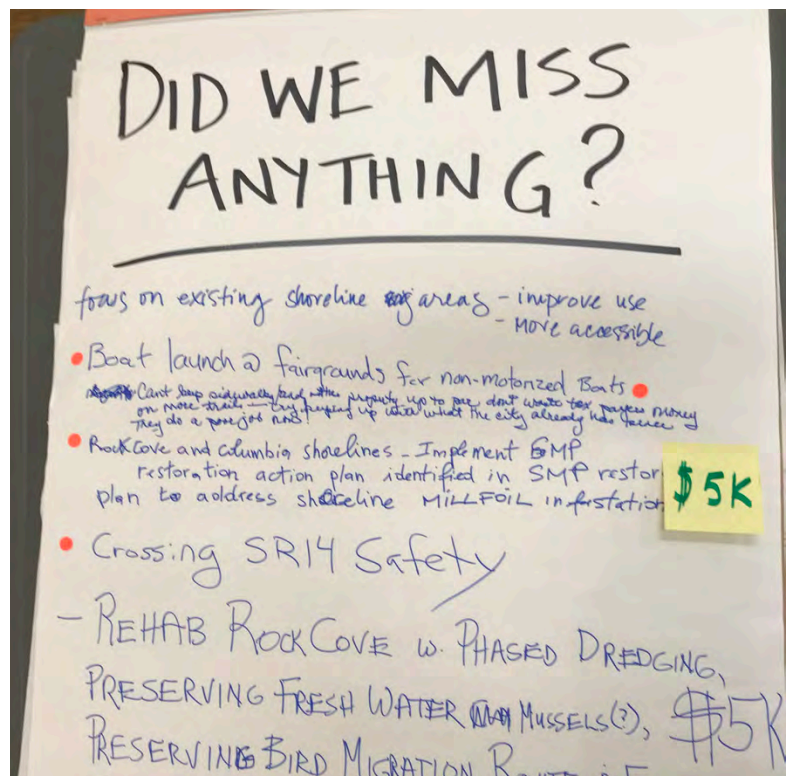
CHAPTER 6

Conclusions

Summary

Instead of being reactive to development, this plan offers a proactive, community and analysis-driven approach to envision where public access alignments are most desired. Here, the public led an outsized role in prioritizing projects within the shoreline. Even so, all listed projects will be considered.

As a roadmap to implementation, each project example looks at steps and funding needed to make a given project a reality. Moving forward, the City now has the opportunity move on one or more these prioritized or listed projects in the near-term, or point to the vision for public access when a development inquiry occurs.



Public Charrette comment board, April 2023.



City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council
From: Leana Johnson, City Administrator
RE: 2024 Proposed Budget
Meeting Date: September 21, 2023

Executive Summary:

Here is the 2024 proposed budget for your review. A summary of the budget by fund is included along with the detail. The main highlights are listed below.

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

- Property Tax includes 1% increase
- Slight increase to Sales Tax and other tax revenue based on past years' receipts
- Increase of Police Contract to \$301,560
- Addition of full-time Fire Chief equal to similar Supervisor Pay (\$130k salary and benefits)-no cost share with FD2 is included with this estimate
- Maintains \$60k each for Fire Department and Fire District 2 for Fire Hall Repair
- Overall expenses exceed revenues by about \$190k, which can be absorbed in 2024 and if the trend continues the fund may not meet financial policy requirements for cash carryover by 2026.

Street Fund

- One Full-time Facilities Maintenance Worker to focus on downtown and Rock Creek Drive landscaping maintenance
- Lakeview Road Paving (\$145k) rolled over from 2023
- Ending cash balance in the fund is \$113k short from meeting city policy for cash balance carry-over requirements.

Capital Improvement Fund

- Transfer of \$186,186 to First Street Project, leaves ending cash balance of \$28k for future needs

First Street Fund

- Secured and anticipated grant costs included in budget
- Transfer of \$186,186 from Capital Improvement Reserve Fund to bridge funding gap

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

- Proposed rate increases of 15% for both water and sewer used as a placeholder for revenue projections
- Water Treatment Plant (painting and graveling yard), Water Intake Road, and Rock Creek Intake Stairwell improvements (\$160k est)
- Long-Term Water Supply Improvements (Rock Creek Intake or Well) (\$400k) (costs for 2025 estimate at \$375k for a total project estimate of \$775k)
- Sewerline Extension-Contracted/Developer Led (\$150k)
- Transfer out to cover existing funding deficit for wastewater upgrades (\$1.326M)
- Ending cash balance in the fund is \$207k short from meeting city policy for cash balance carry-over requirements.

Wastewater Upgrades

- Wastewater Treatment Plant Upgrades Construction (\$4.6M remaining)
- Fairgrounds, Kanaka Creek and Cascade Lift Stations Construction (\$3.1M)

Equipment Services

- Increase in internal service fees of 10% per adopted resolution
- Shovel-ready designs for a new Public Works shop (\$80k)
- Purchase one new truck (\$100k)
- Ending cash balance in the fund is \$98k short from meeting city policy for cash balance carry-over requirements.

Direction Needed

- Determine staff changes/additions:
 - Full Time Fire Chief
 - Full Time Street/Facilities Maintenance Worker
- Items not included:
 - Undergrounding Plan (\$100k from Street Fund)
 - Design of additional gravel road development (Ash Alley-Street Fund)
 - Cascade Avenue Utility Upgrades and Public Works Board Loan (allocated as non-distressed county, full rates, no grant)
- Discussion on options to bridge the fund deficits.
 - General Fund \$190k in revenue loss, meets policy requirements until 2026
 - Street Fund \$113k
 - Water/Sewer Fund \$207k
 - Equipment Services Fund \$98k
- Consensus on any changes.



City of Stevenson Preliminary 2024 Budget Book



Preliminary Version - 9/21/2023

Last updated 09/20/23





TABLE OF CONTENTS

Fund Summaries	3
All Funds	4
General Fund	13
Other General Funds	19
General Reserve Fund	27
Fire Reserve Fund	31
ARPA Fund	35
Special Revenue Funds	44
Street Fund	52
Tourism Promotion and Development Fund	58
Affordable Housing Fund	67
HEALing Scars	71
Capital Project Funds	80
Capital Improvement Fund	88
First Street	97
Columbia Avenue	105
Cascade Avenue	114
Water/Sewer Funds	121
Water/Sewer Fund	129
Wastewater Short Lived Asset Fund	138
Wastewater Debt Reserve Fund	142
Wastewater System Upgrades Fund	146
Equipment Service Fund	155
Departments	164
Public Works	165
Community Development	202
Fire Control	214
Administration	228
Debt	246
Government-wide Debt	247
Debt by Type Overview	249



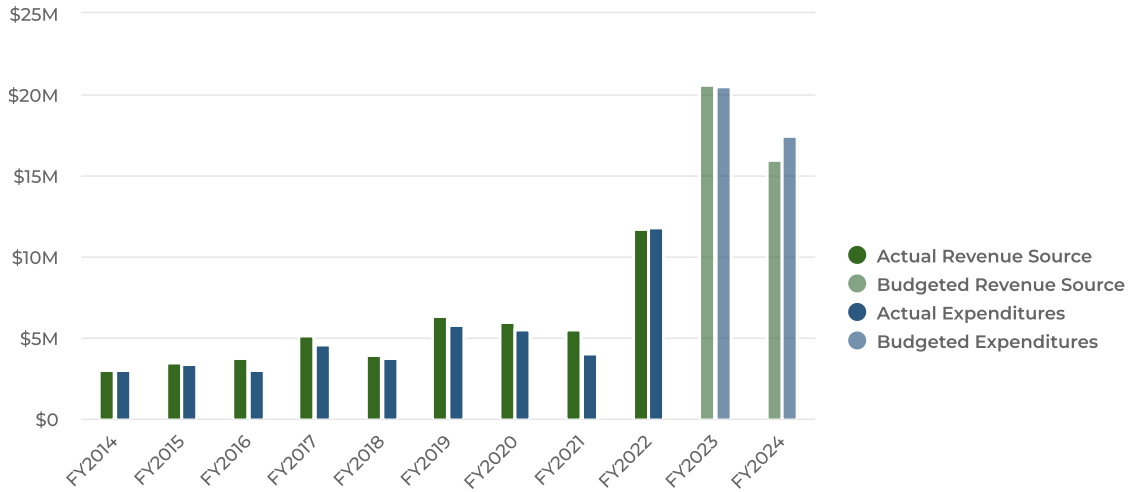
FUND SUMMARIES





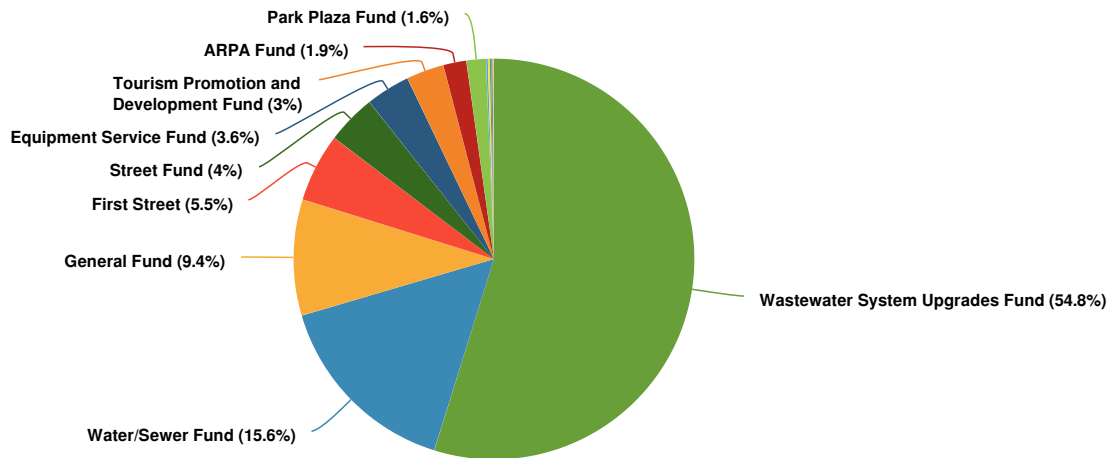
Summary

The City of Stevenson is projecting \$16M of revenue in FY2024, which represents a 22.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 15.1% or \$3.11M to \$17.47M in FY2024.

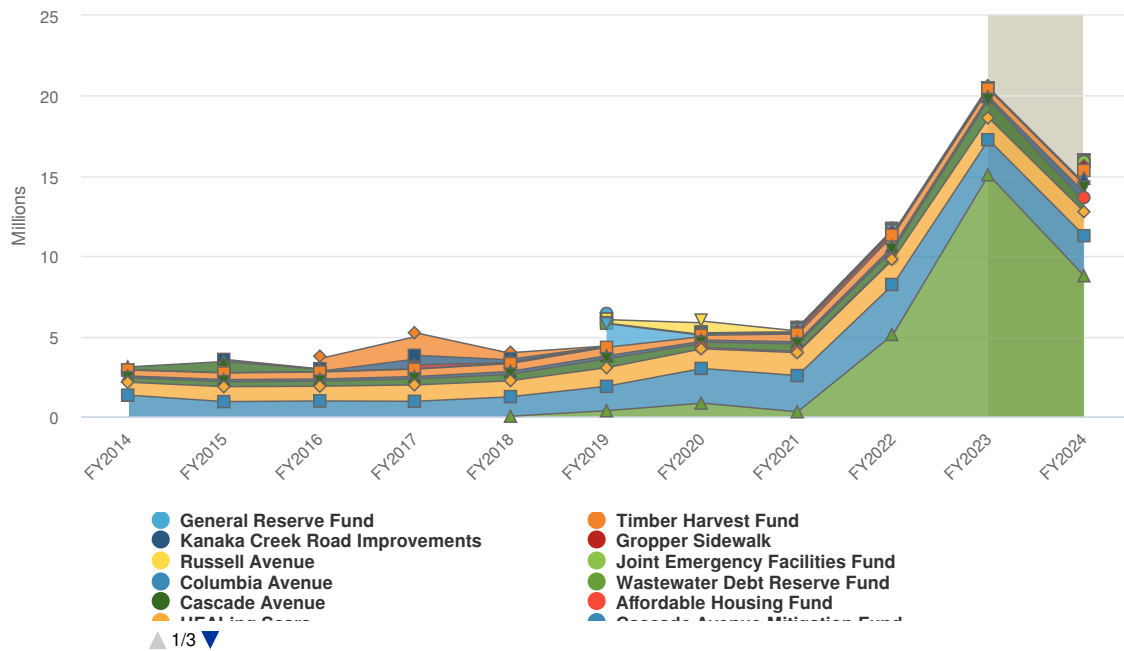


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

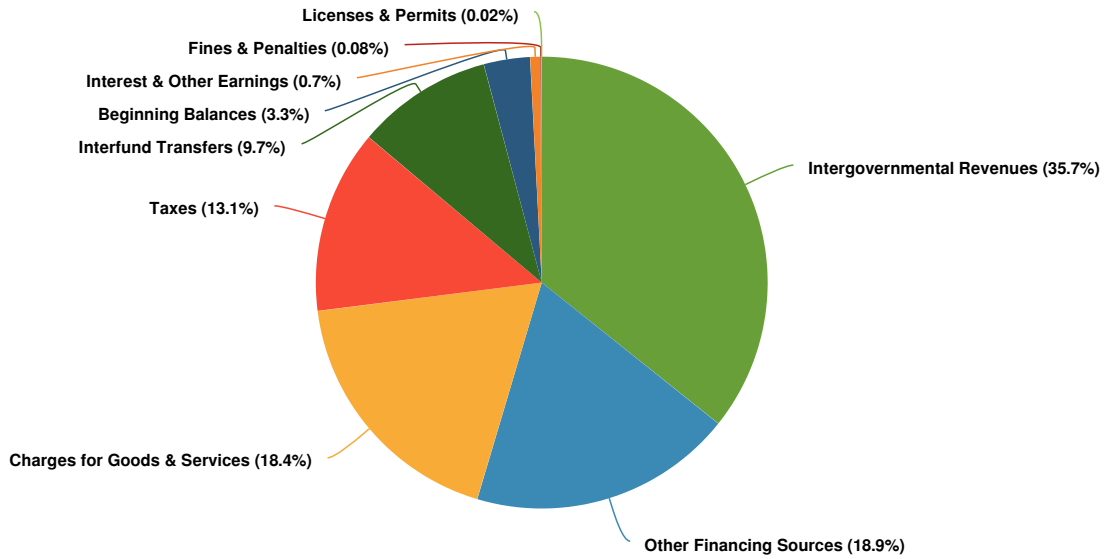


Grey background indicates budgeted figures.

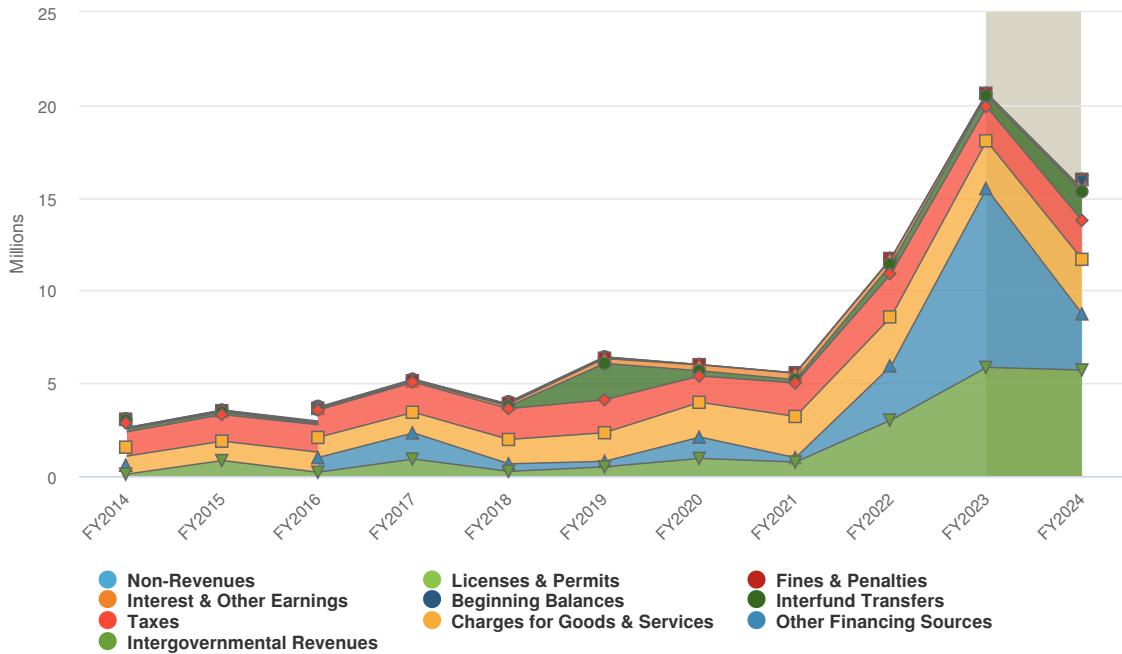
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General Fund	\$1,364,670.13	\$1,496,968.78	9.7%
Fire Reserve Fund	\$25,000.00	\$25,000.00	0%
ARPA Fund	\$0.00	\$298,313.00	N/A
Street Fund	\$1,147,017.50	\$638,458.50	-44.3%
Tourism Promotion and Development Fund	\$473,000.00	\$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	\$250,000.00	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	\$8,769,250.98	-41.8%
Cascade Avenue Mitigation Fund	\$0.00	\$19,550.00	N/A
Equipment Service Fund	\$175,000.00	\$570,000.00	225.7%
Total:	\$20,634,382.72	\$15,997,063.42	-22.5%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

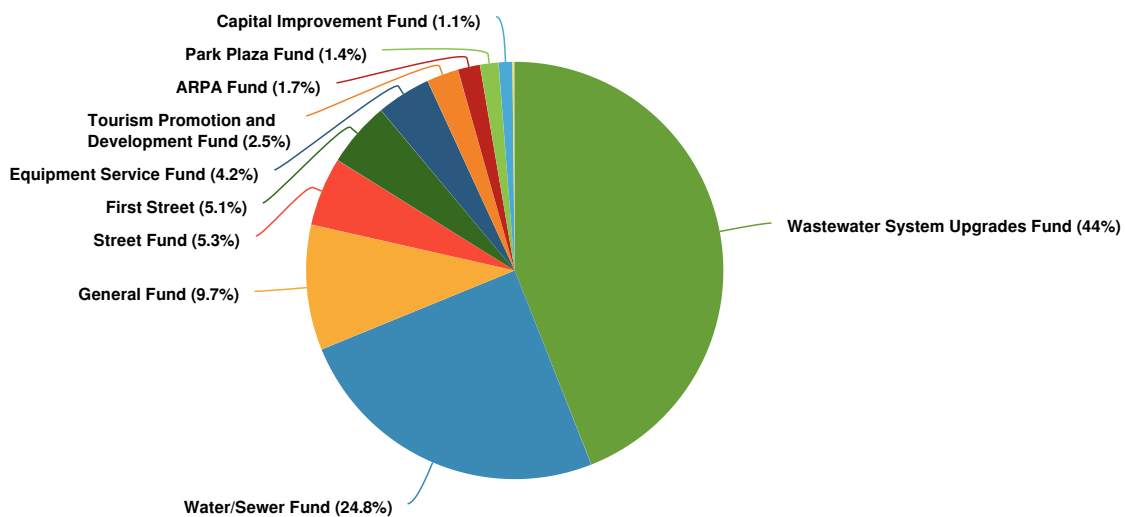
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



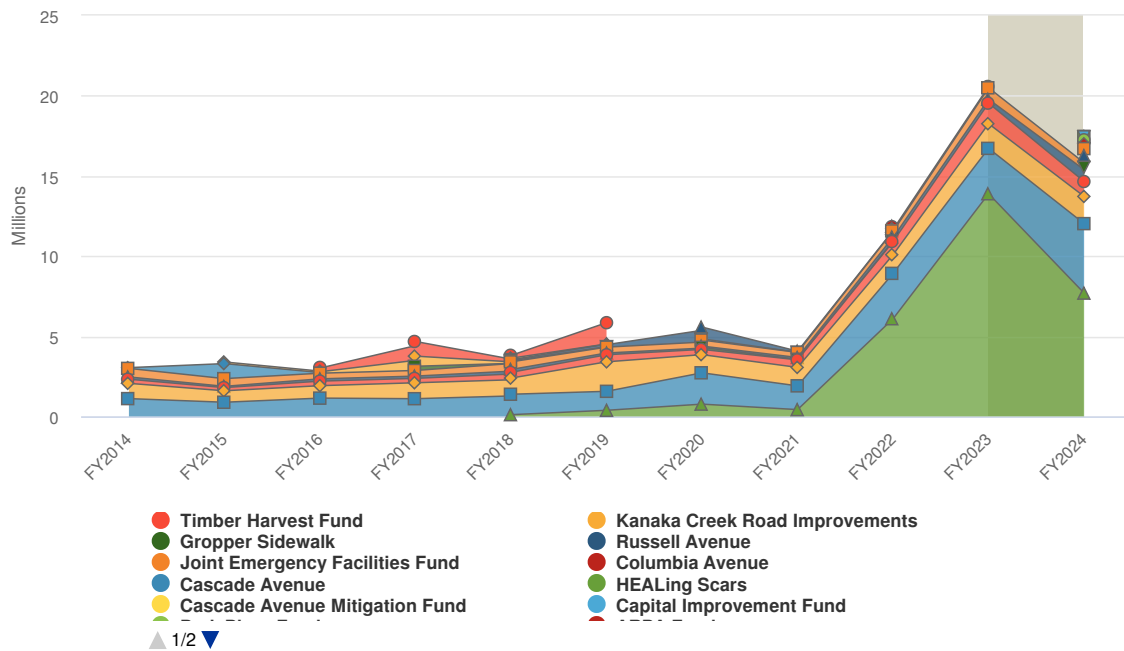
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$528,053.57	N/A
Taxes	\$1,838,401.90	\$2,100,055.92	14.2%
Licenses & Permits	\$3,500.00	\$3,500.00	0%
Intergovernmental Revenues	\$5,854,228.24	\$5,715,090.18	-2.4%
Charges for Goods & Services	\$2,576,197.94	\$2,941,616.30	14.2%
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	\$3,022,048.05	-68.6%
Interfund Transfers	\$596,779.00	\$1,558,793.40	161.2%
Total Revenue Source:	\$20,634,382.72	\$15,997,063.42	-22.5%

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

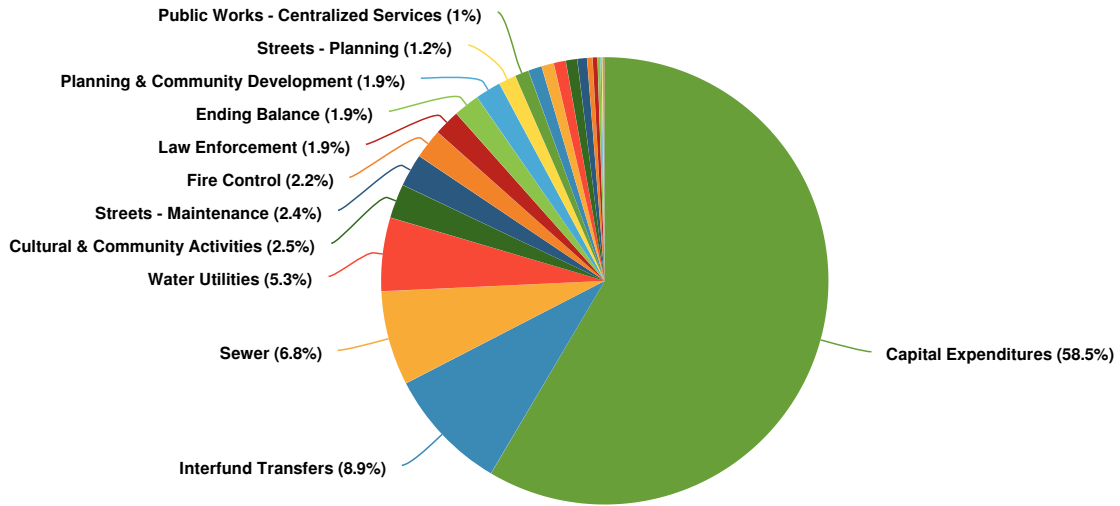


Grey background indicates budgeted figures.

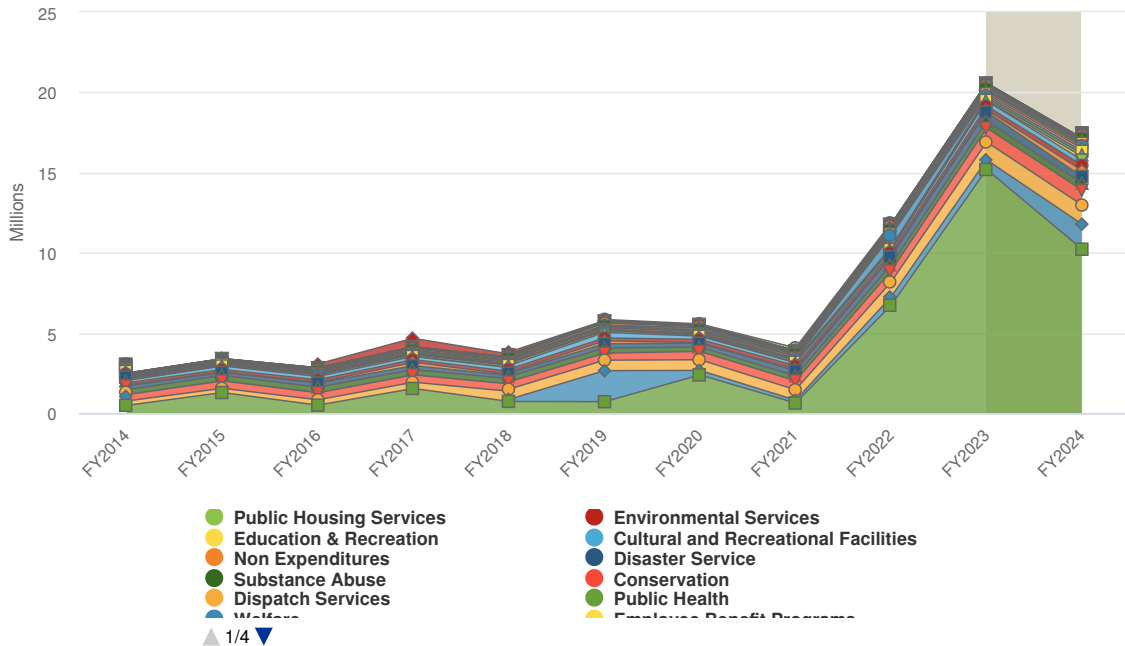
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General Fund	\$1,537,728.99	\$1,696,506.32	10.3%
ARPA Fund		\$298,313.00	N/A
Street Fund	\$1,284,695.56	\$930,781.06	-27.5%
Tourism Promotion and Development Fund	\$714,628.27	\$432,879.30	-39.4%
HEALing Scars		\$10,190.57	N/A
Capital Improvement Fund	\$0.00	\$186,186.00	N/A
First Street	\$0.00	\$884,186.00	N/A
Columbia Avenue	\$82,329.77	\$0.00	-100%
Park Plaza Fund	\$0.00	\$250,000.00	N/A
Water/Sewer Fund	\$2,830,804.21	\$4,334,827.80	53.1%
Wastewater System Upgrades Fund	\$13,886,930.00	\$7,688,650.45	-44.6%
Cascade Avenue Mitigation Fund		\$19,550.00	N/A
Equipment Service Fund	\$241,544.23	\$735,272.10	204.4%
Total:	\$20,578,661.03	\$17,467,342.60	-15.1%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

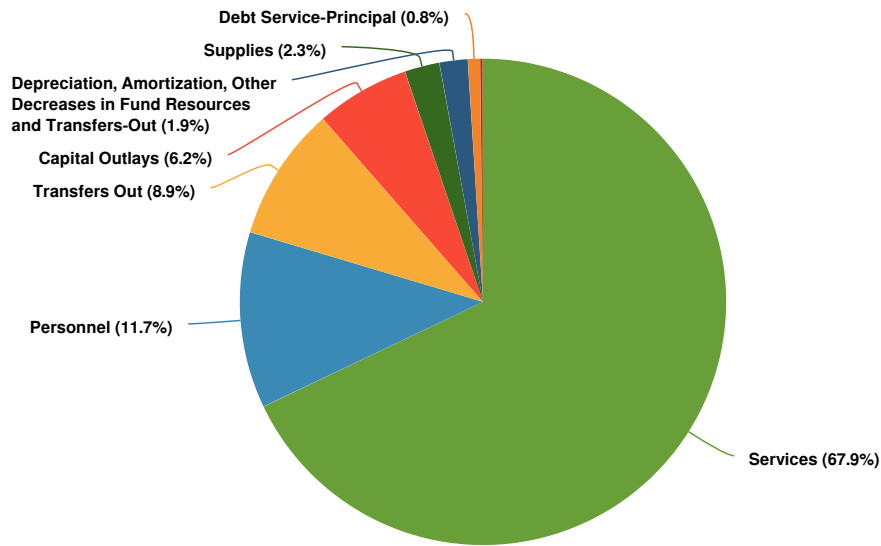


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Legislative	\$37,000.00	\$37,000.00	0%
Judicial	\$60,510.00	\$60,510.00	0%
Executive	\$147,076.60	\$153,889.18	4.6%
Financial, Recording & Elections	\$137,200.54	\$142,465.57	3.8%
Legal	\$16,500.00	\$16,500.00	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	\$328,860.00	43.7%
Fire Control	\$135,957.50	\$376,957.50	177.3%
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	\$572,066.06	\$412,024.80	-28%
Streets - Planning	\$25,000.00	\$217,459.63	769.8%
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%
Welfare	\$10,000.00	\$10,000.00	0%
Substance Abuse	\$150.00	\$150.00	0%
Cultural & Community Activities	\$433,128.27	\$433,379.30	0.1%
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	\$10,218,301.25	-32.7%
Interfund Transfers	\$596,779.00	\$1,558,793.40	161.2%
Ending Balance		\$328,053.57	N/A
Total Expenditures:	\$20,578,661.03	\$17,467,342.60	-15.1%

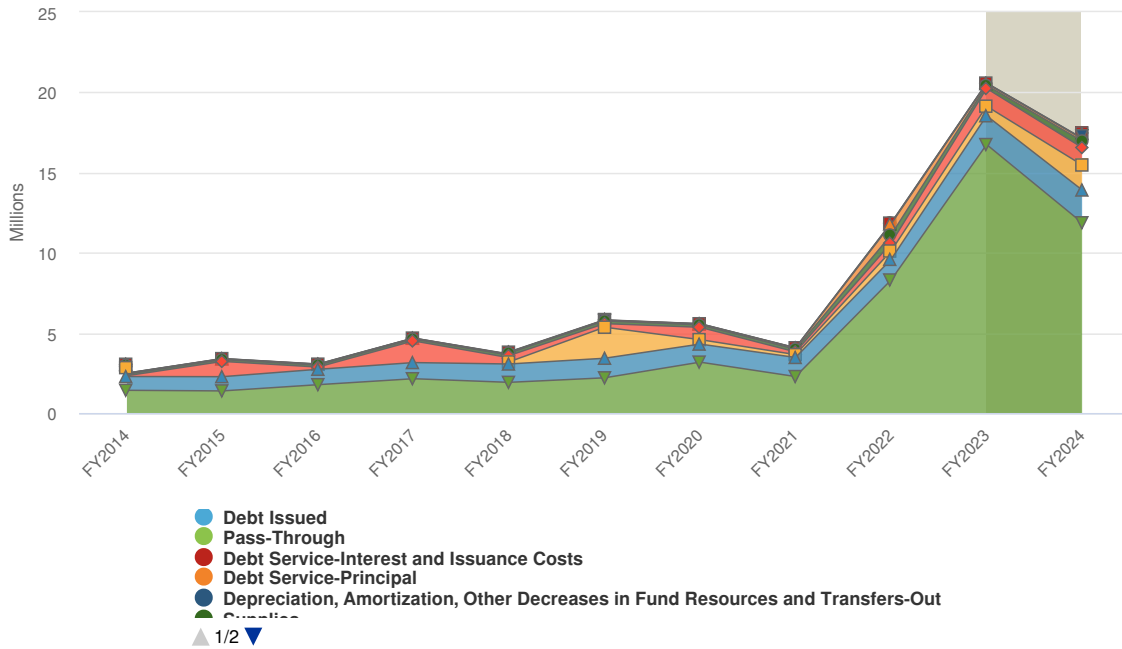


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



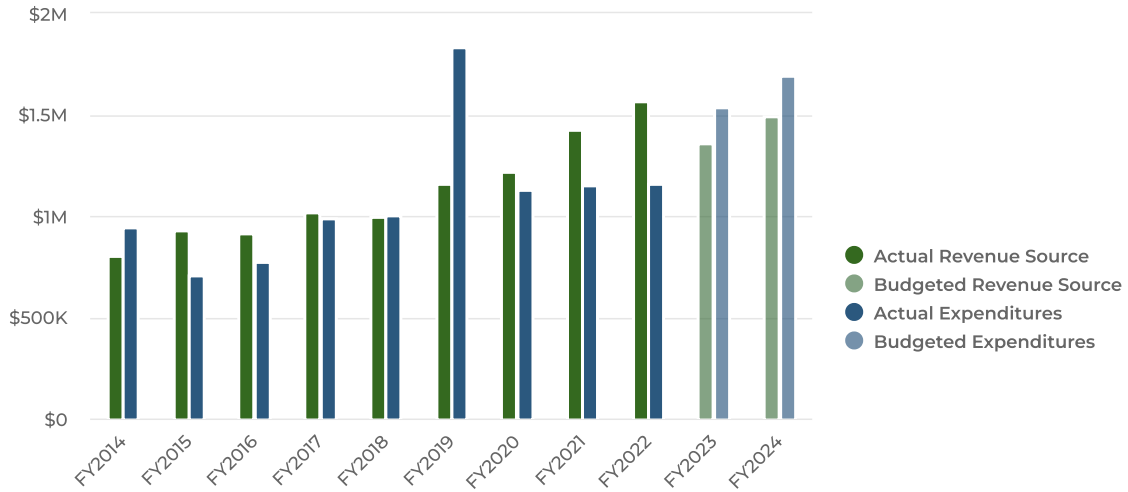
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$0.00	\$328,053.57	N/A
Transfers Out	\$596,779.00	\$1,558,793.40	161.2%
Personnel	\$1,795,885.04	\$2,045,532.36	13.9%
Supplies	\$190,149.50	\$407,972.92	114.6%
Pass-Through	\$150.00	\$150.00	0%
Services	\$16,744,546.75	\$11,864,853.00	-29.1%
Capital Outlays	\$1,108,047.00	\$1,090,000.00	-1.6%
Debt Service-Principal	\$109,603.93	\$139,169.45	27%
Debt Service-Interest and Issuance Costs	\$33,499.81	\$32,817.90	-2%
Total Expense Objects:	\$20,578,661.03	\$17,467,342.60	-15.1%





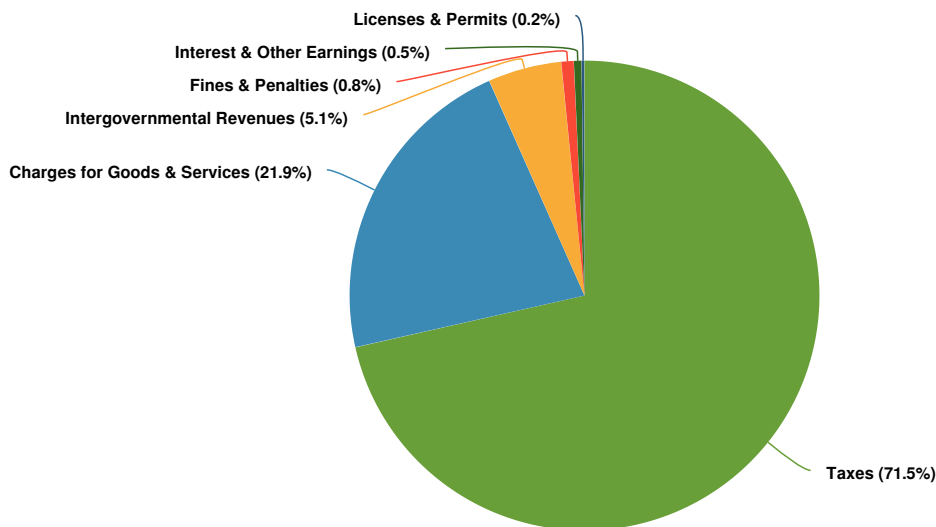
Summary

The City of Stevenson is projecting \$1.5M of revenue in FY2024, which represents a 9.7% increase over the prior year. Budgeted expenditures are projected to increase by 10.3% or \$158.78K to \$1.7M in FY2024.

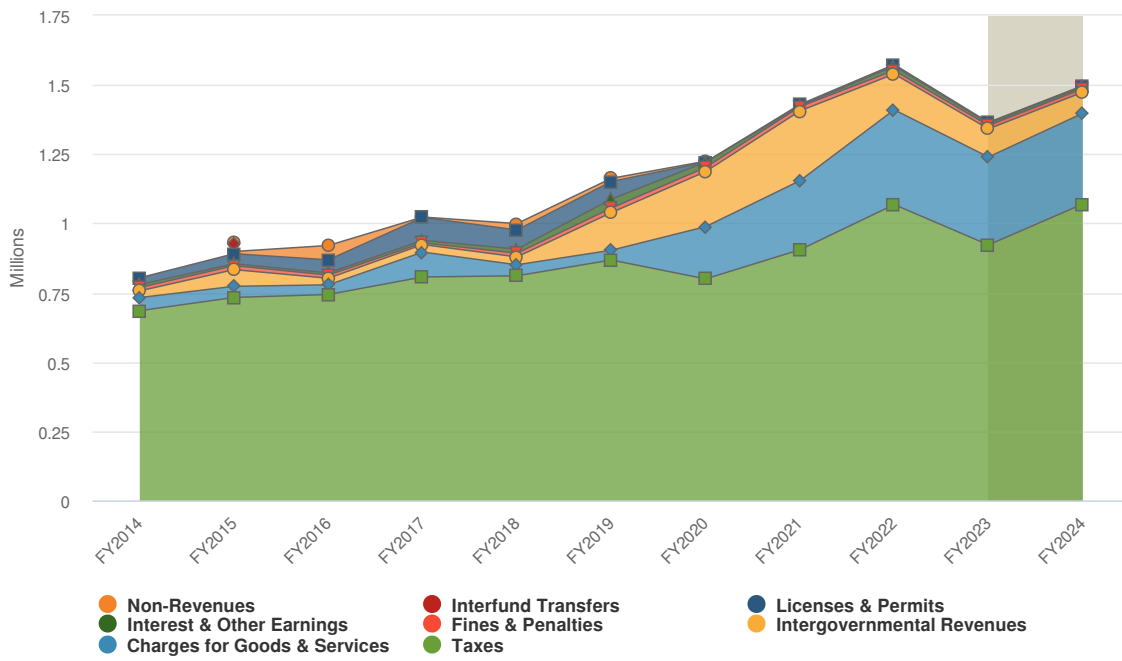


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



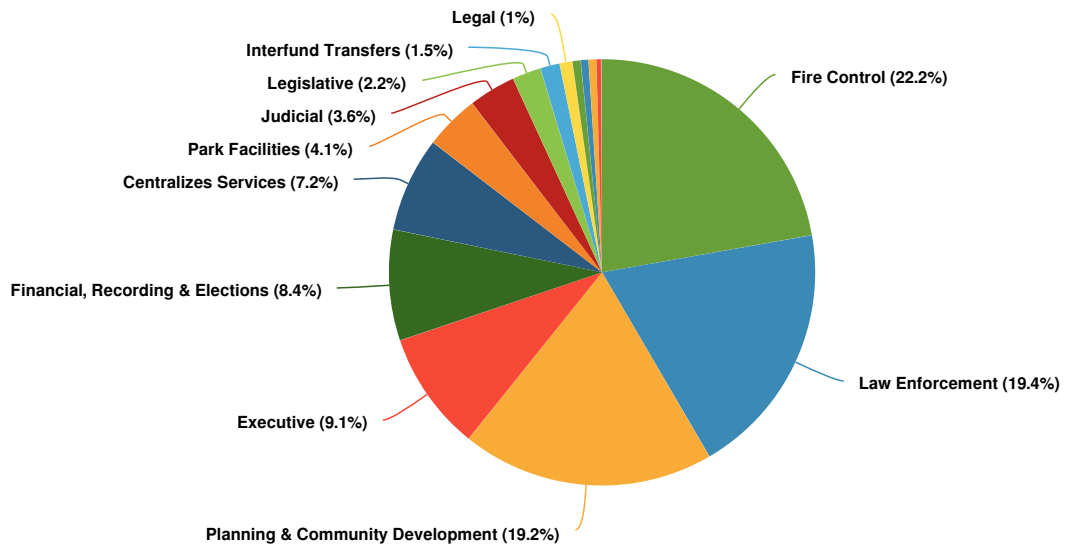
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$922,401.90	\$1,069,865.92	16%
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	\$327,645.71	3.3%
Fines & Penalties	\$12,700.00	\$12,700.00	0%
Interest & Other Earnings	\$8,000.00	\$8,000.00	0%
Total Revenue Source:	\$1,364,670.13	\$1,496,968.78	9.7%

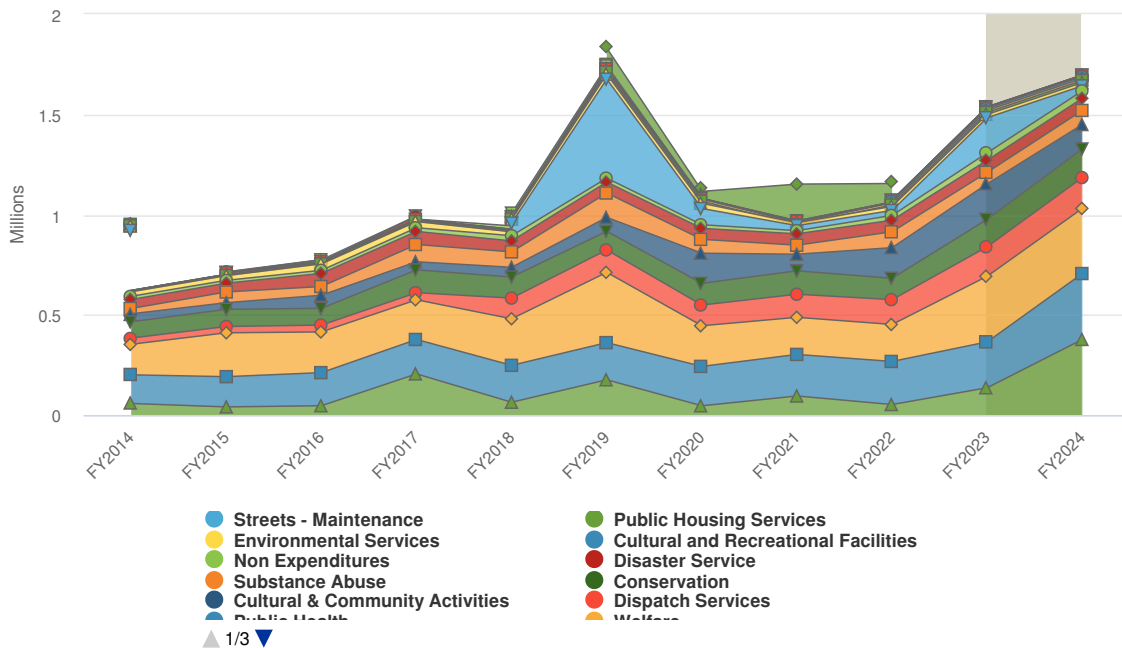


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.



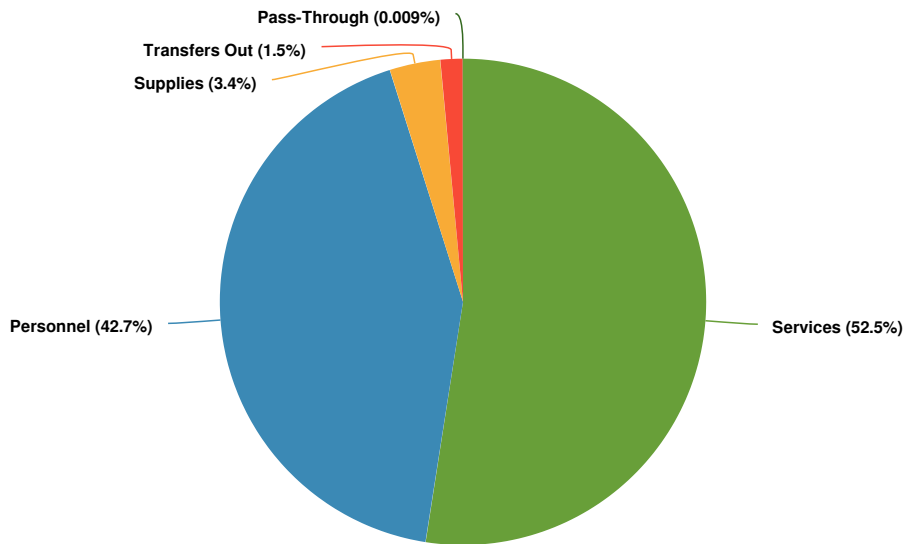
The spike in Interfund Transfers in 2019 was to move balances from the General Fund to the General Reserve and Fire Reserve Funds.

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	\$328,860.00	43.7%
Fire Control	\$135,957.50	\$376,957.50	177.3%
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%
Interfund Transfers	\$175,000.00	\$25,000.00	-85.7%
Total Expenditures:	\$1,537,728.99	\$1,696,506.32	10.3%

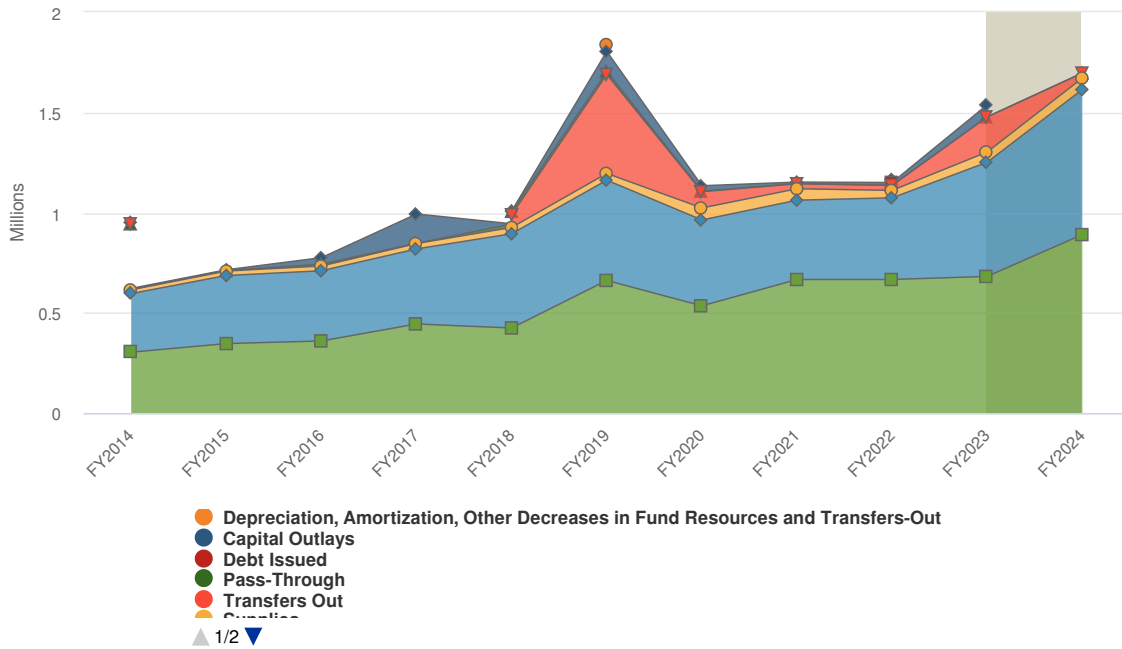


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type

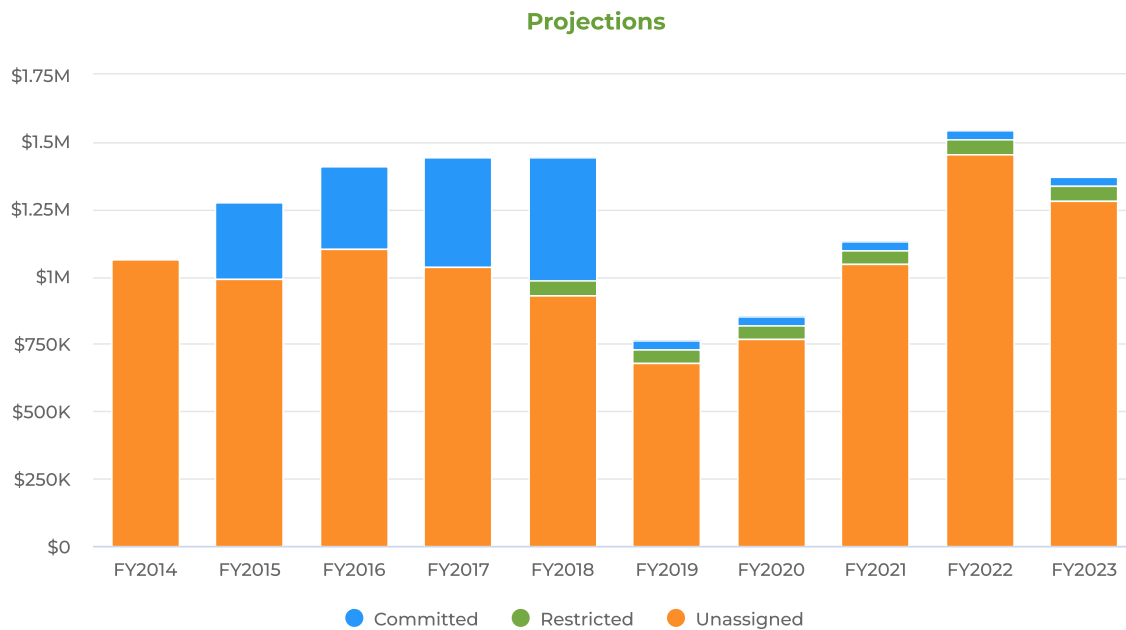


Grey background indicates budgeted figures.

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	\$723,955.50	27%
Supplies	\$51,200.00	\$57,200.00	11.7%
Pass-Through	\$150.00	\$150.00	0%
Services	\$681,546.85	\$890,200.82	30.6%
Capital Outlays	\$60,000.00	\$0.00	-100%
Total Expense Objects:	\$1,537,728.99	\$1,696,506.32	10.3%

Fund Balance



	FY2023
Fund Balance	—
Unassigned	\$1,284,131
Committed	\$33,413
Restricted	\$51,135
Total Fund Balance:	\$1,368,679

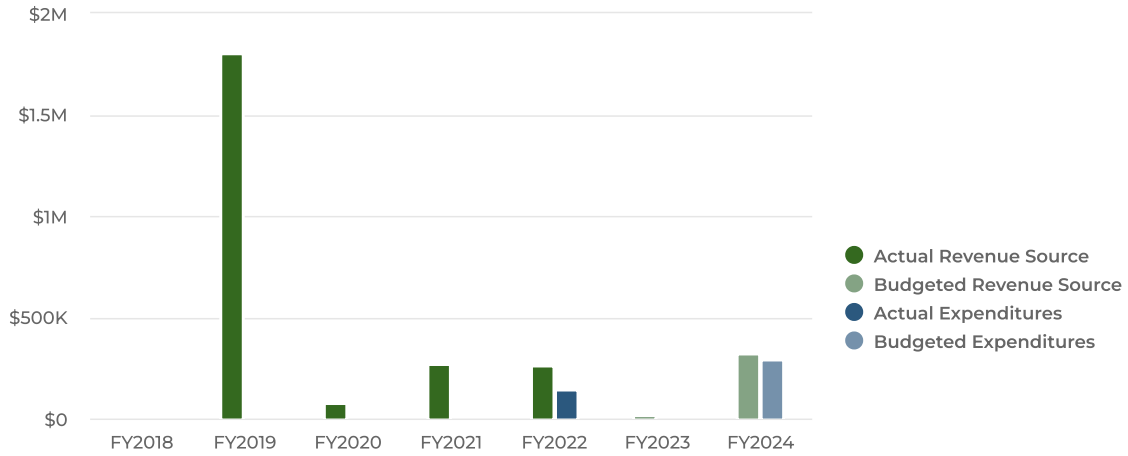




Other General Funds

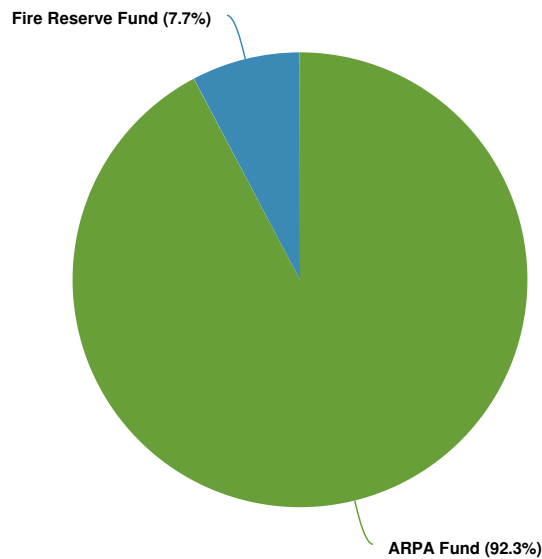
Summary

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.

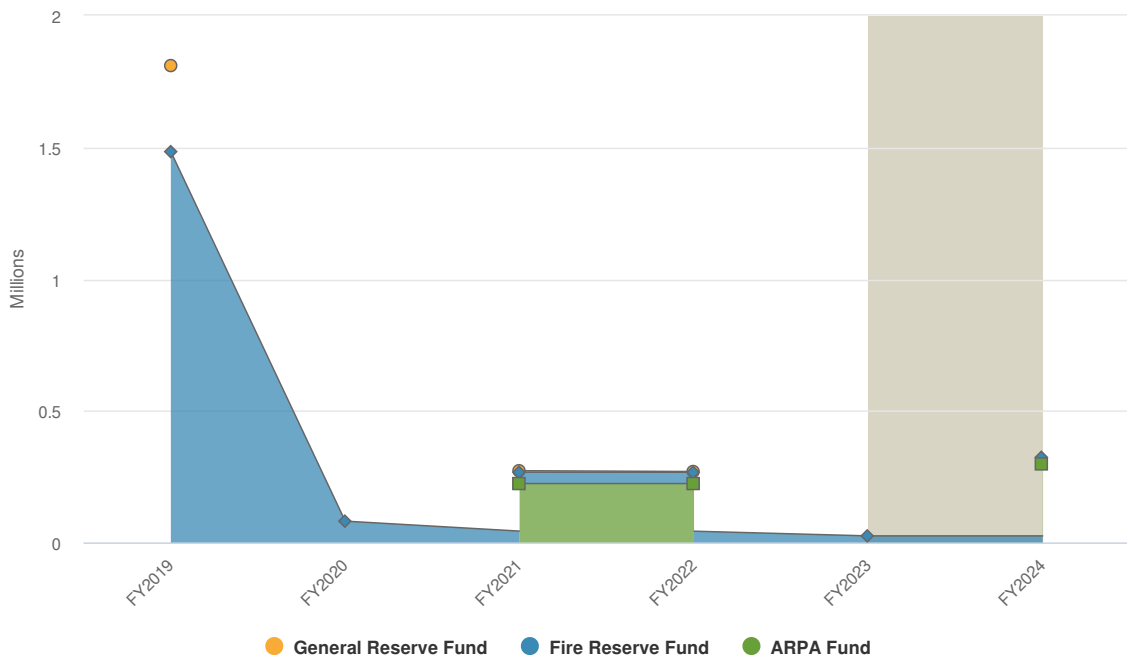


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

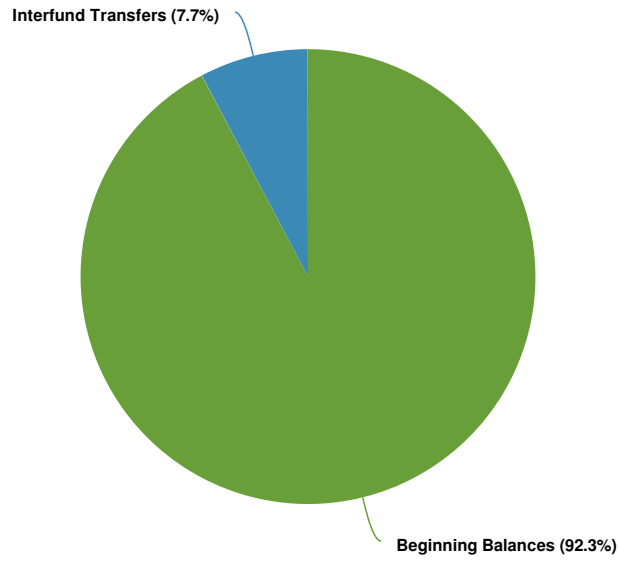


Grey background indicates budgeted figures.

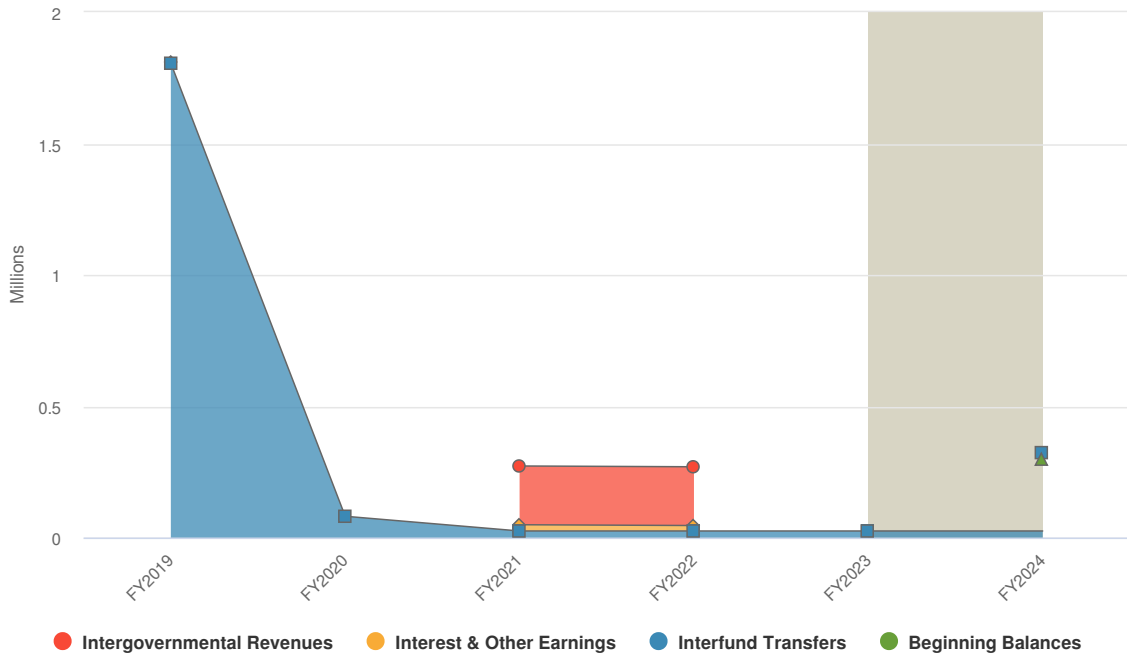
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Fire Reserve Fund	\$25,000.00	\$25,000.00	0%
ARPA Fund	\$0.00	\$298,313.00	N/A
Total:	\$25,000.00	\$323,313.00	1,193.3%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

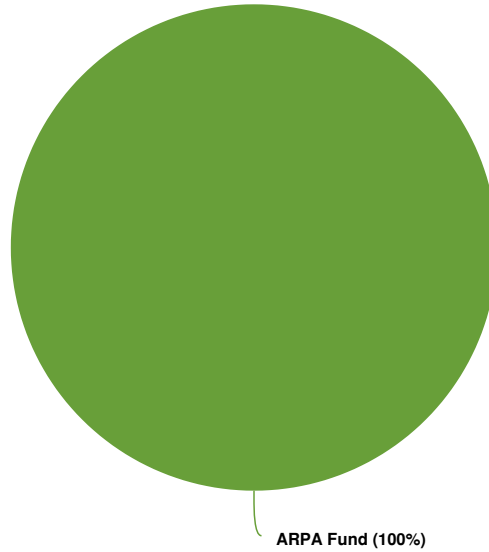
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



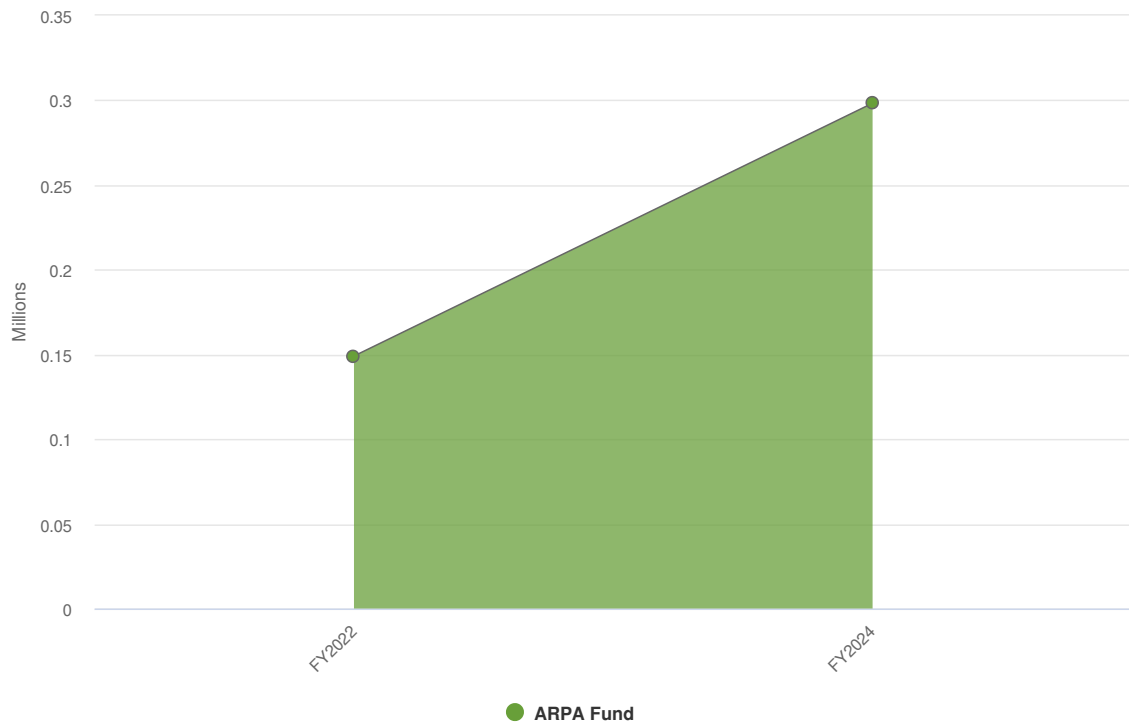
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$298,313.00	N/A
Interfund Transfers	\$25,000.00	\$25,000.00	0%
Total Revenue Source:	\$25,000.00	\$323,313.00	1,193.3%

Expenditures by Fund

2024 Expenditures by Fund



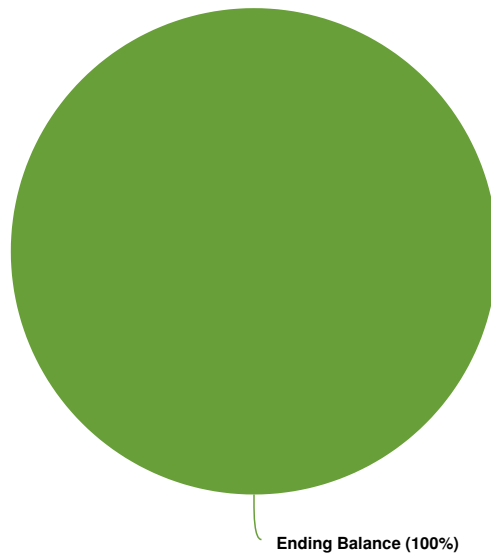
Budgeted and Historical 2024 Expenditures by Fund



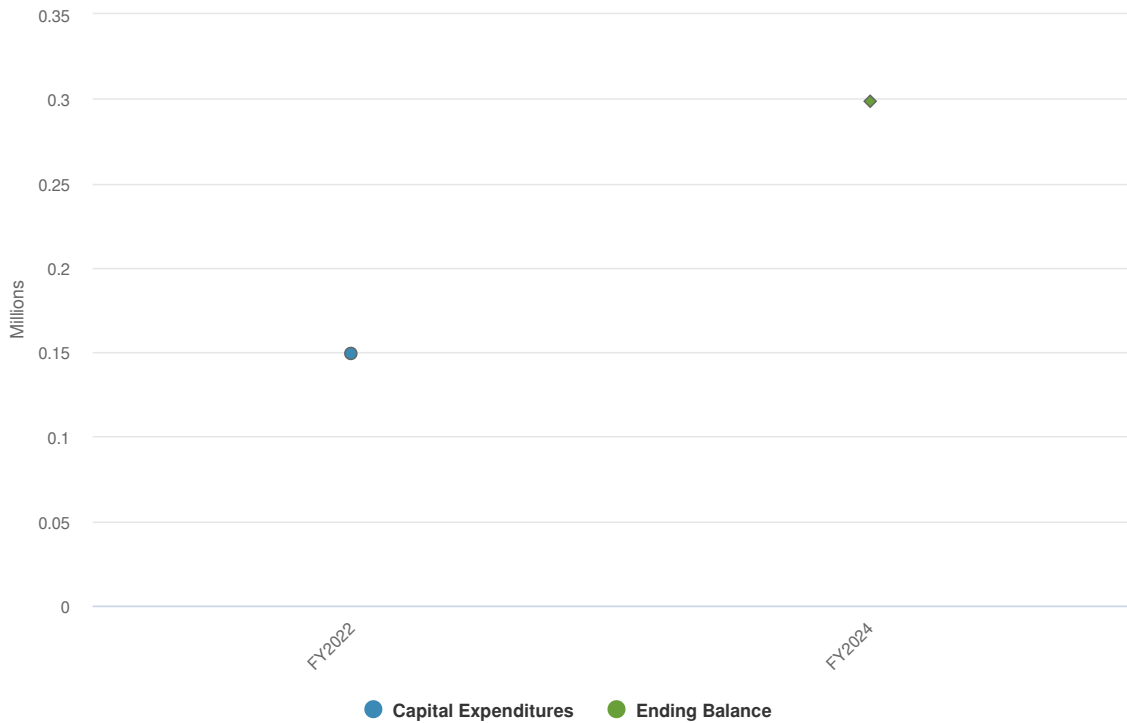
Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
ARPA Fund	\$298,313.00	N/A
Total ARPA Fund:	\$298,313.00	N/A

Expenditures by Function

Budgeted Expenditures by Function



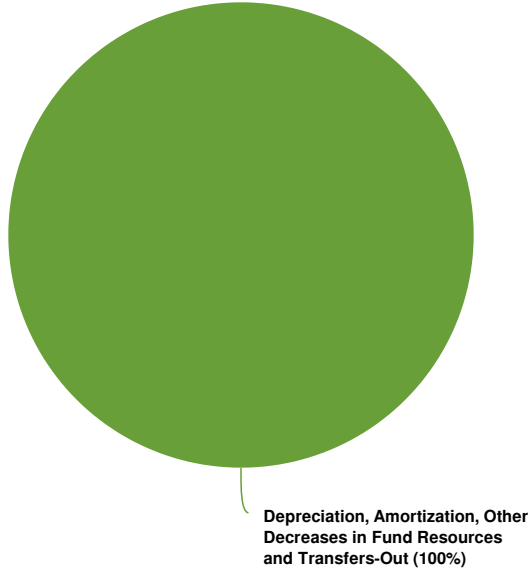
Budgeted and Historical Expenditures by Function



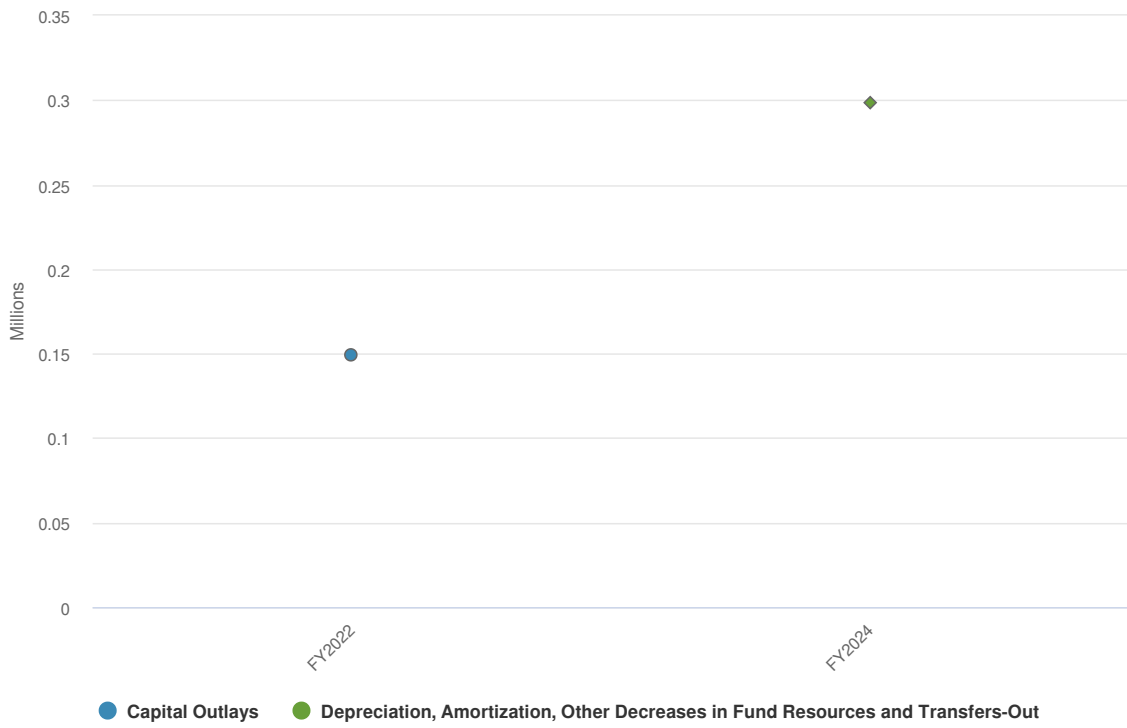
Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expenditures		
Ending Balance	\$298,313.00	N/A
Total Expenditures:	\$298,313.00	N/A

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type

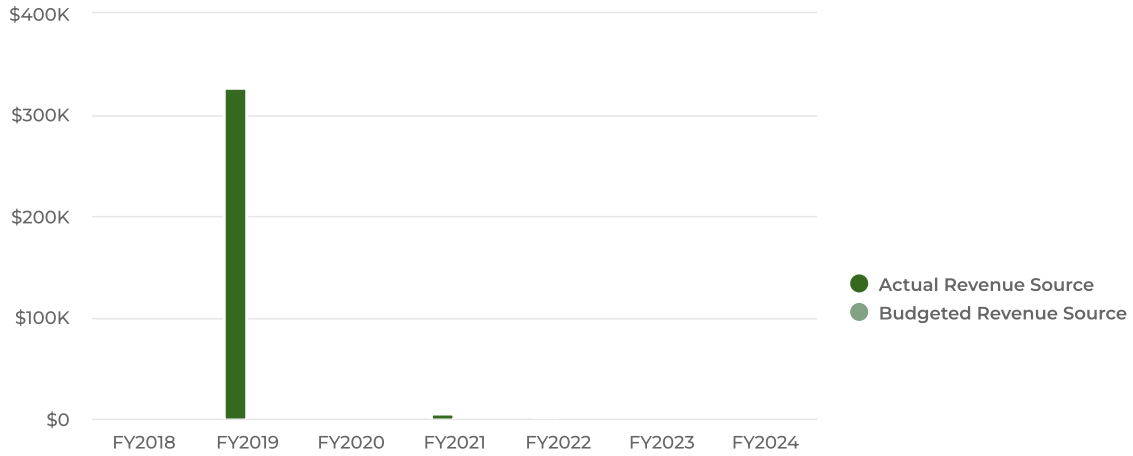


Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expense Objects		
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$298,313.00	N/A
Total Expense Objects:	\$298,313.00	N/A



Summary

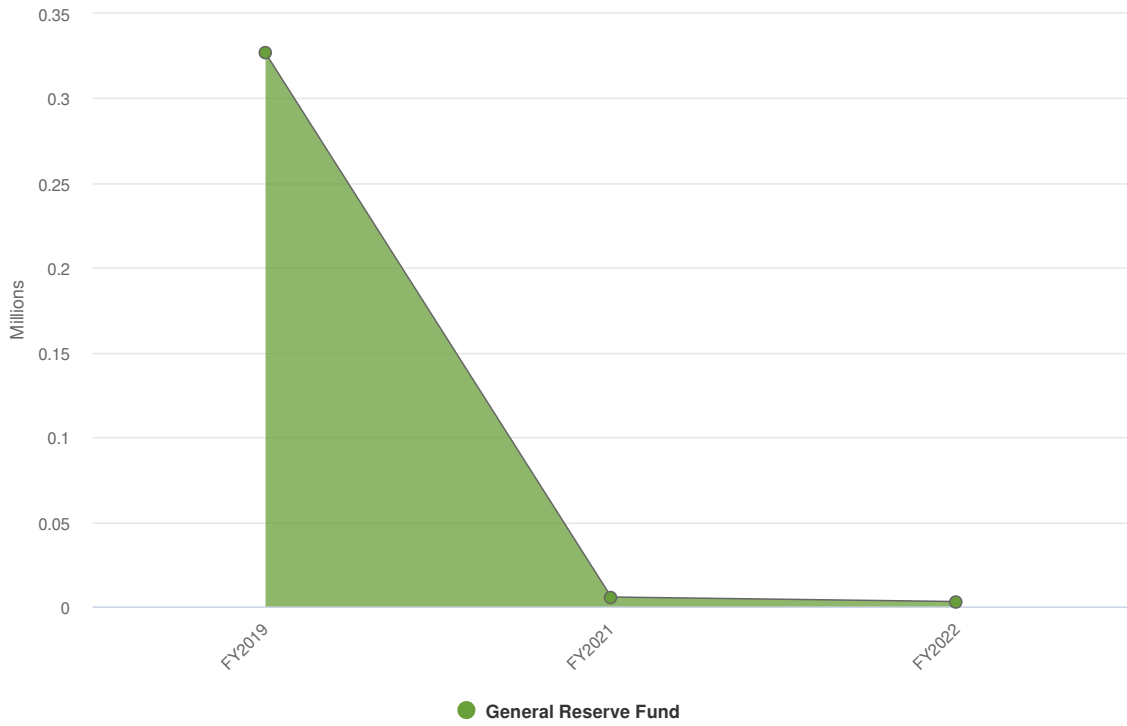
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.



Revenue by Fund

2024 Revenue by Fund

Budgeted and Historical 2024 Revenue by Fund

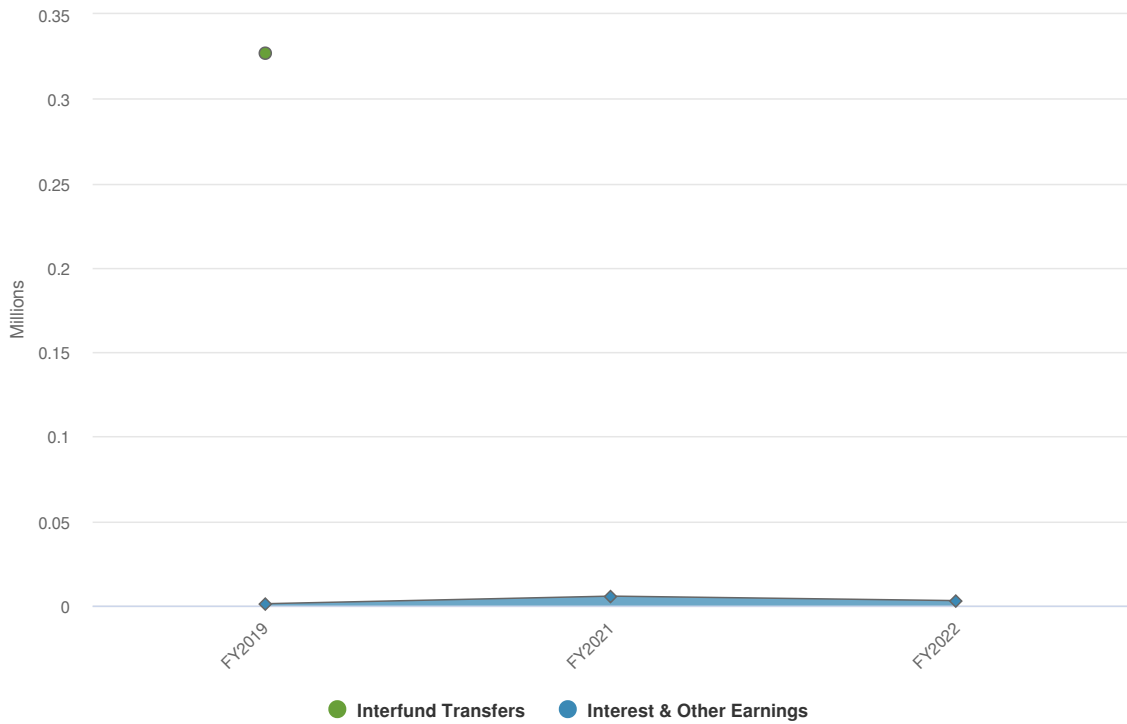


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
No Data To Display			

Revenues by Source

Projected 2024 Revenues by Source

Budgeted and Historical 2024 Revenues by Source

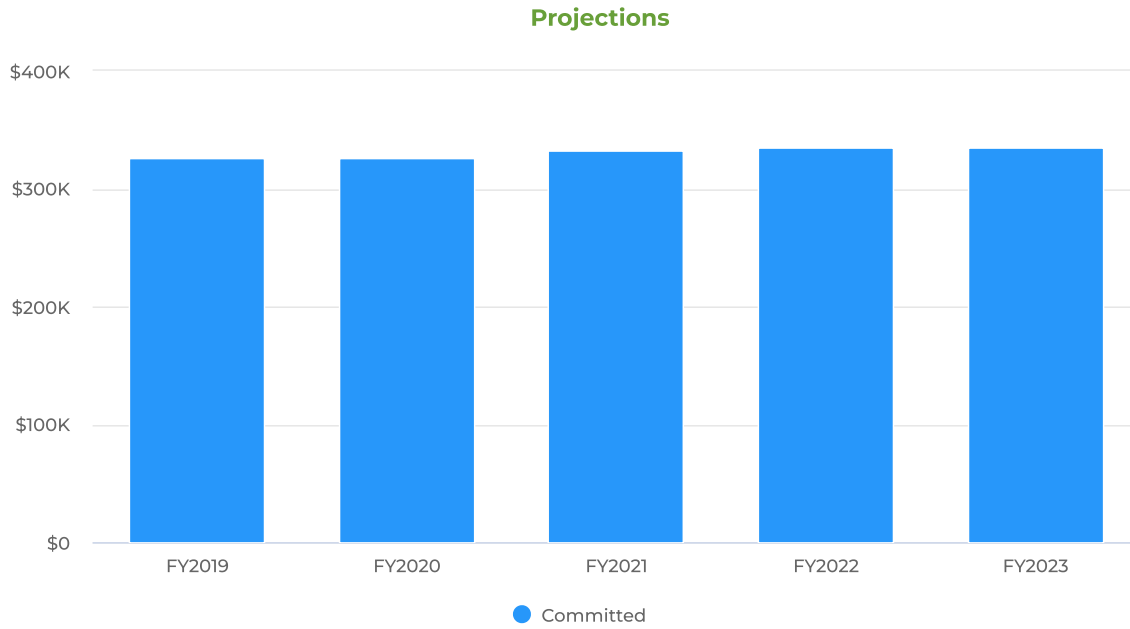


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
------	-----------------	-----------------	--



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
No Data To Display			

Fund Balance



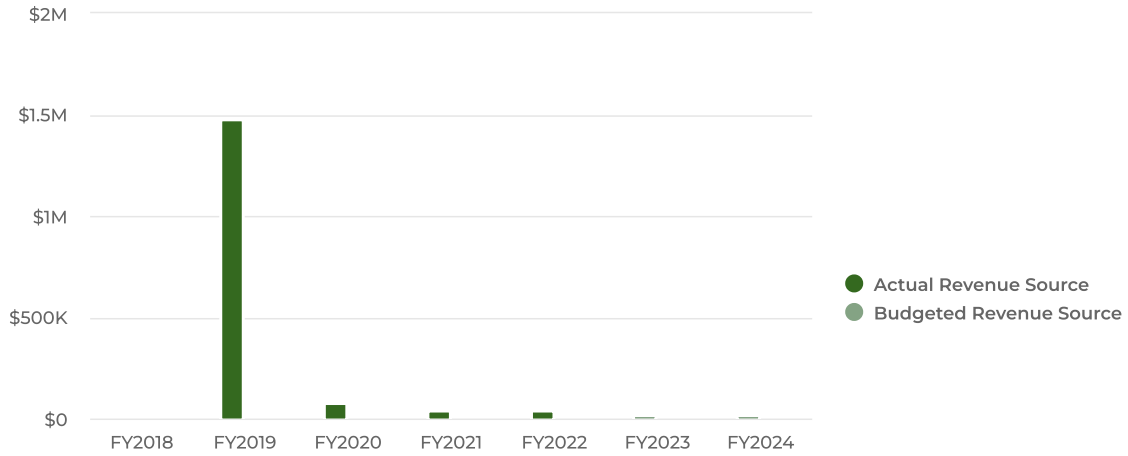
	FY2023
Fund Balance	—
Committed	\$335,259
Total Fund Balance:	\$335,259





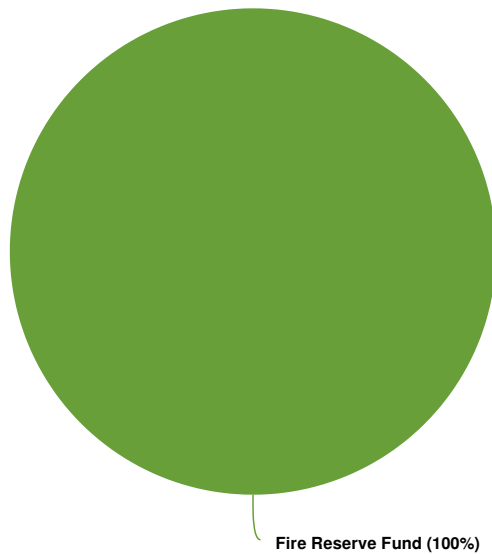
Summary

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.

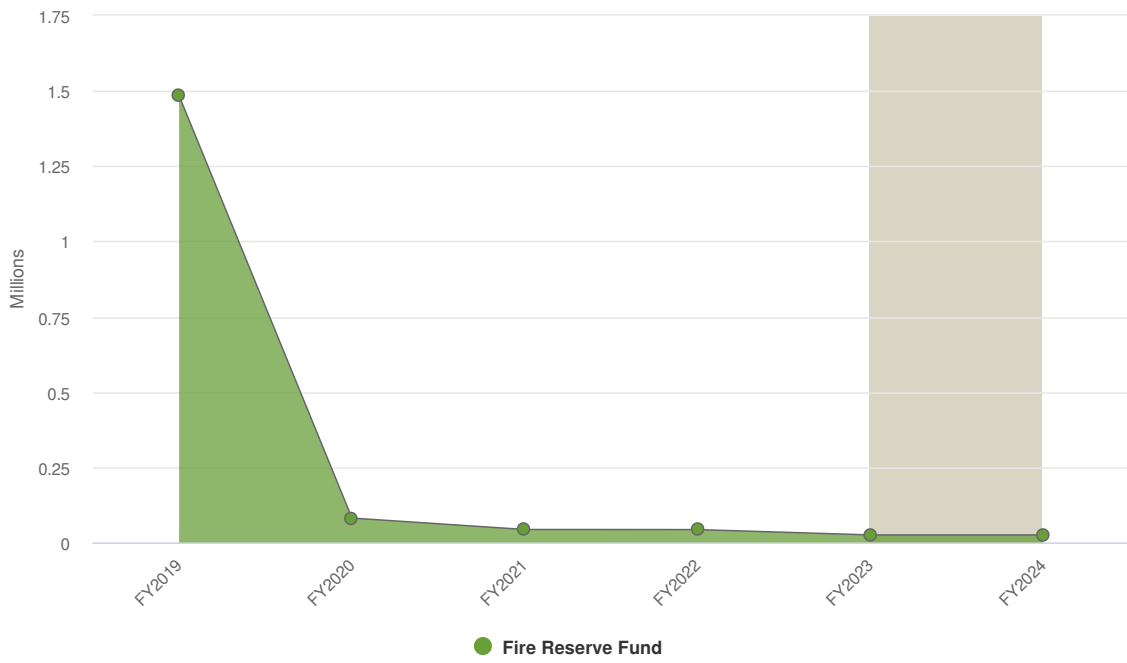


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

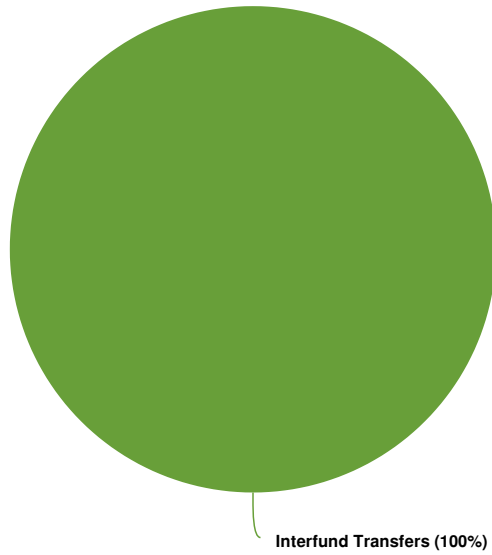


Grey background indicates budgeted figures.

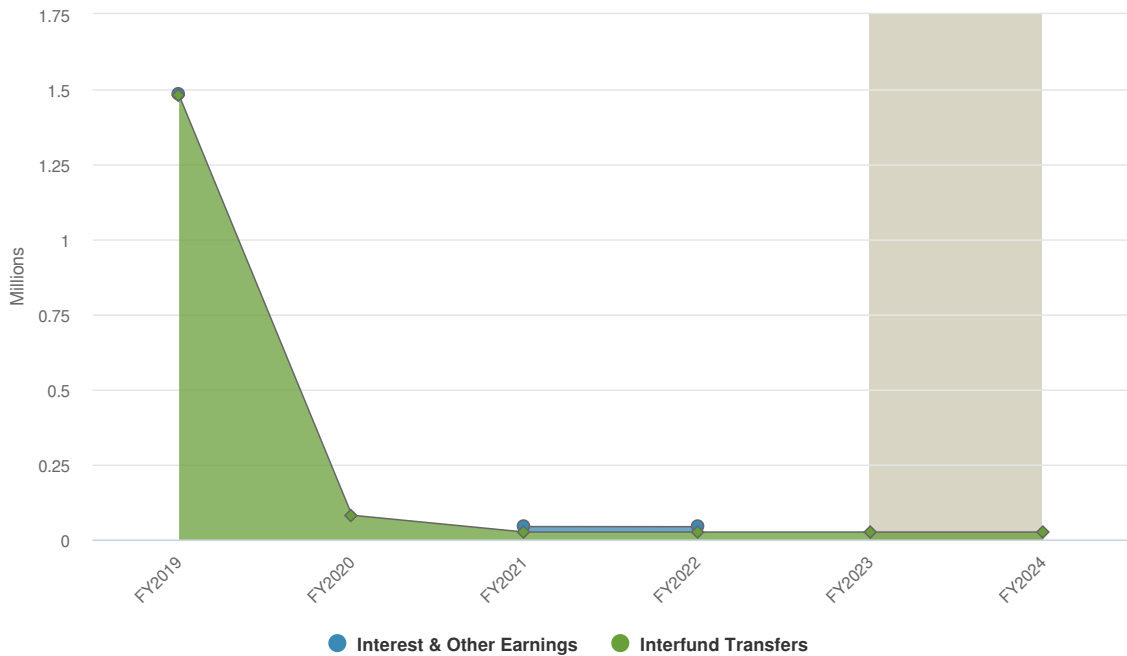
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Fire Reserve Fund	\$25,000.00	\$25,000.00	0%
Total Fire Reserve Fund:	\$25,000.00	\$25,000.00	0%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



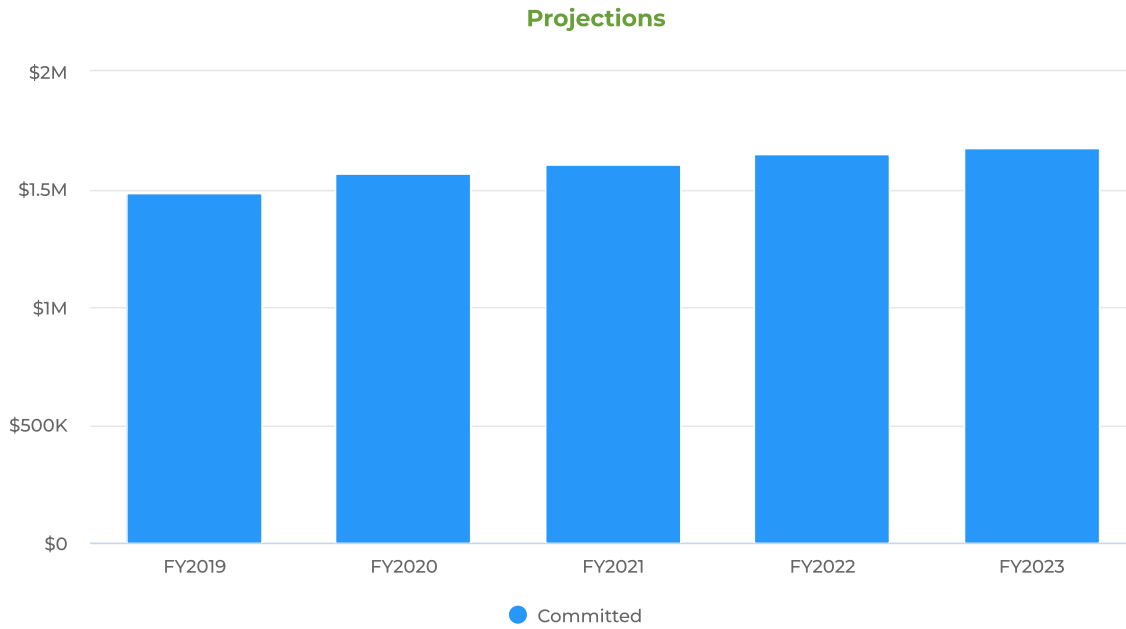
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Interfund Transfers	\$25,000.00	\$25,000.00	0%
Total Revenue Source:	\$25,000.00	\$25,000.00	0%

Fund Balance

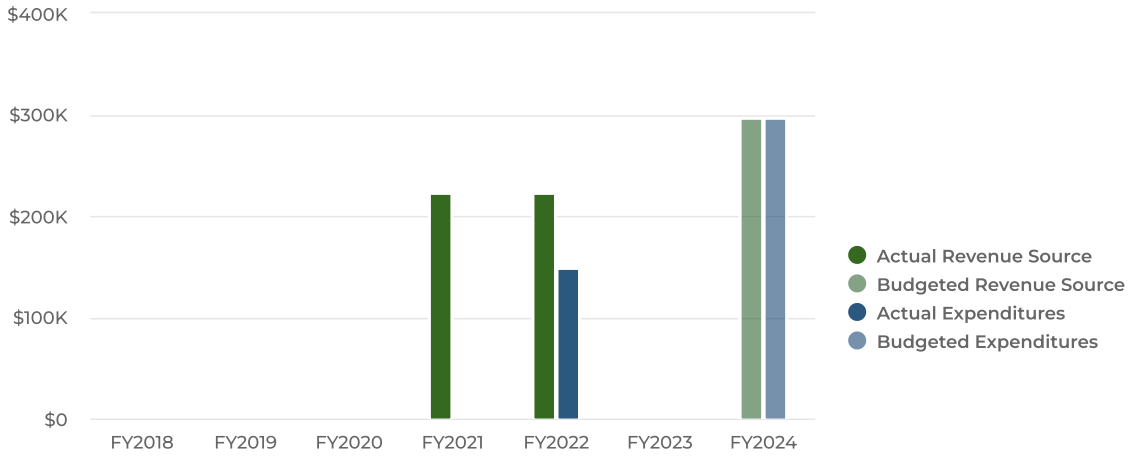


	FY2023
Fund Balance	—
Committed	\$1,675,586
Total Fund Balance:	\$1,675,586



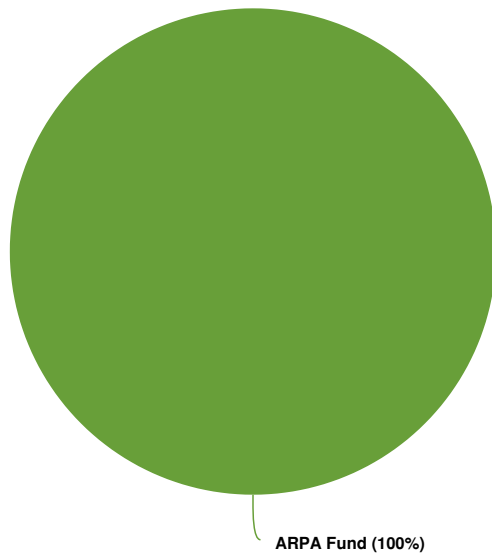
Summary

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.

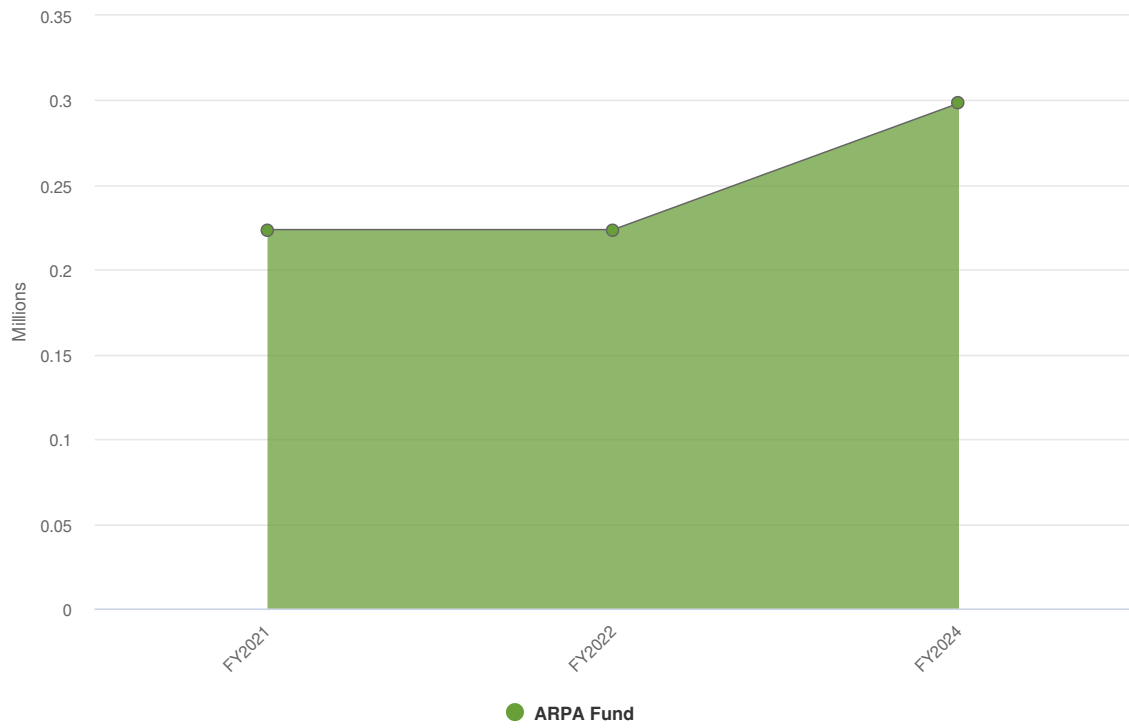


Revenue by Fund

2024 Revenue by Fund



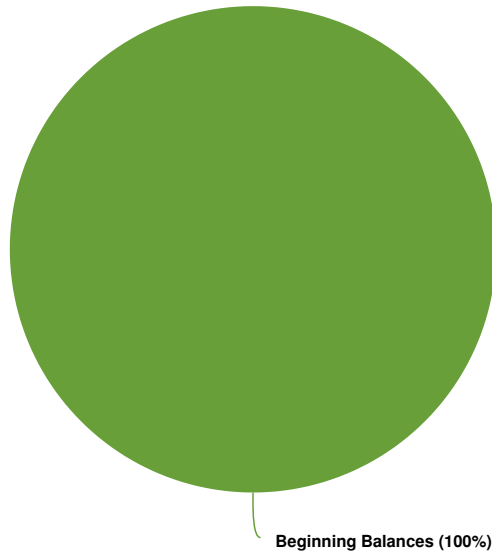
Budgeted and Historical 2024 Revenue by Fund



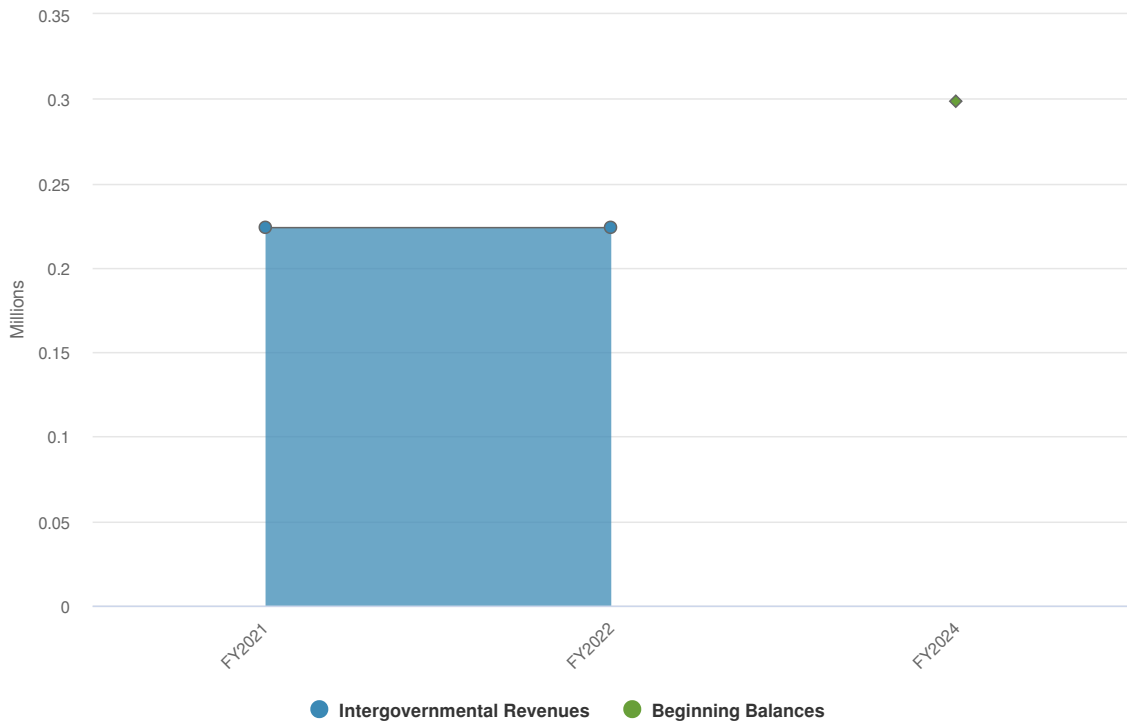
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
ARPA Fund	\$0.00	\$298,313.00	N/A
Total ARPA Fund:	\$0.00	\$298,313.00	N/A

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



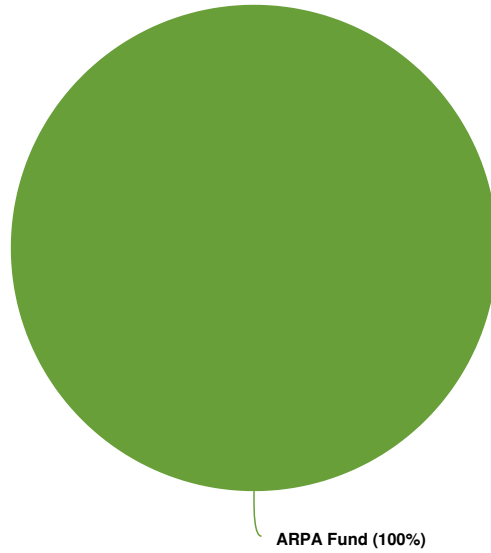
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



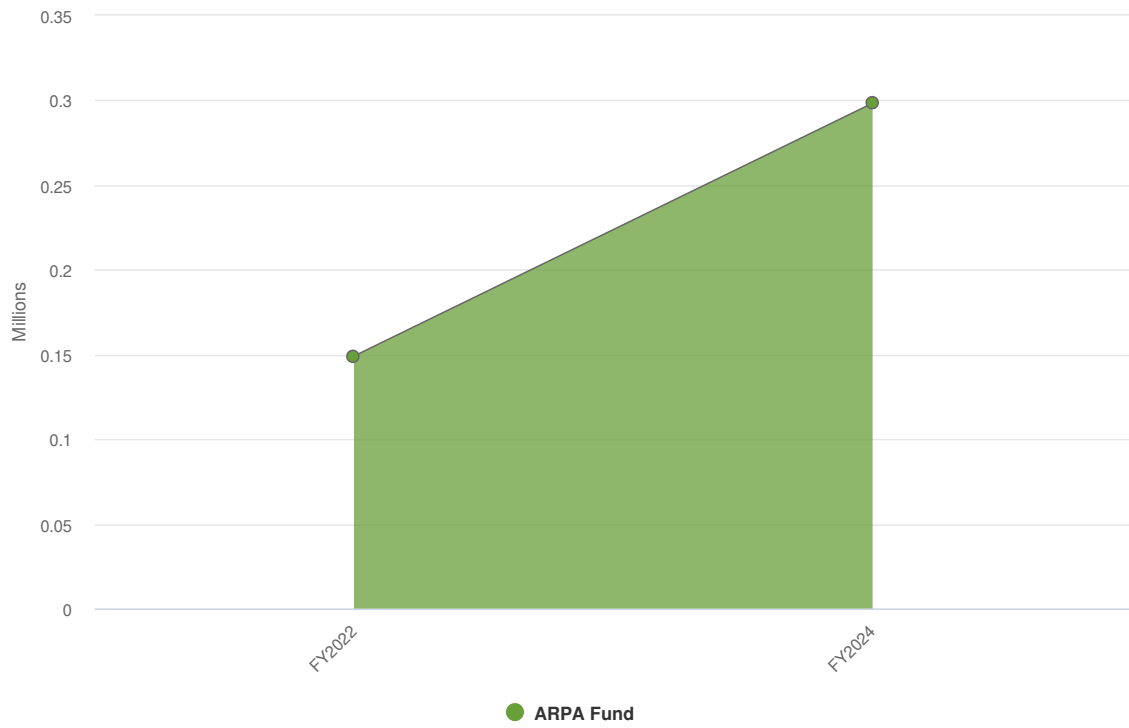
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$298,313.00	N/A
Total Revenue Source:	\$0.00	\$298,313.00	N/A

Expenditures by Fund

2024 Expenditures by Fund



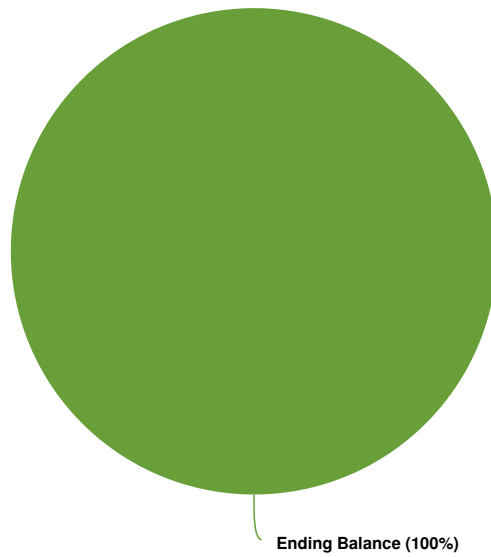
Budgeted and Historical 2024 Expenditures by Fund



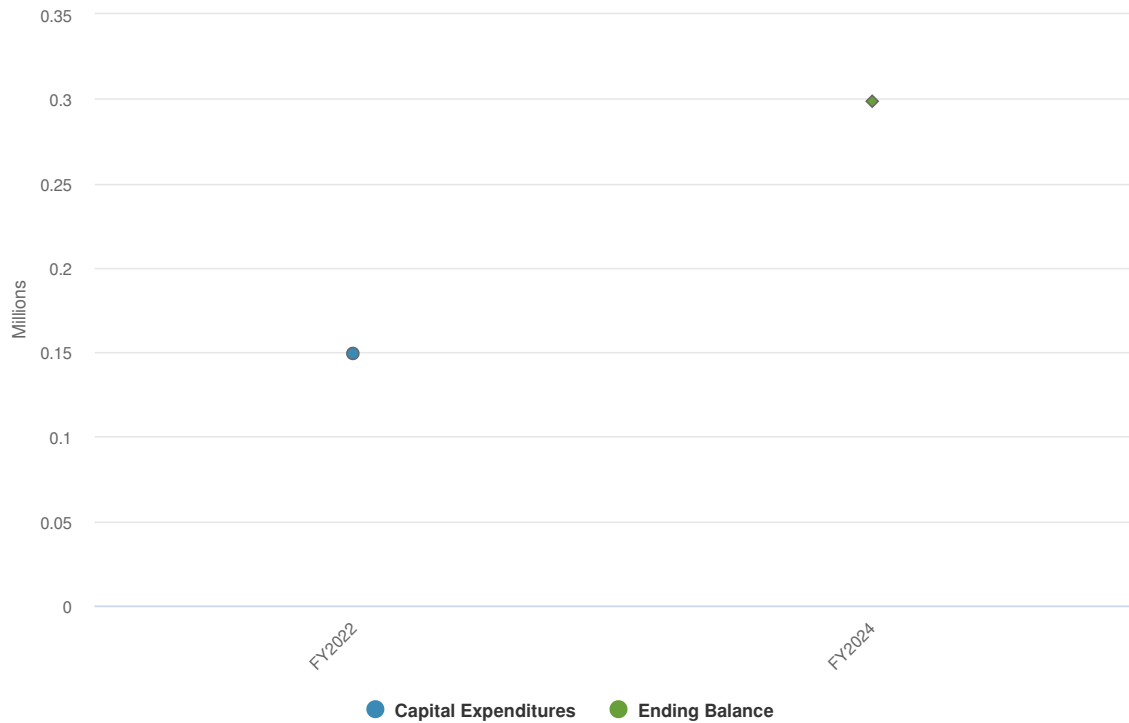
Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
ARPA Fund	\$298,313.00	N/A
Total ARPA Fund:	\$298,313.00	N/A

Expenditures by Function

Budgeted Expenditures by Function



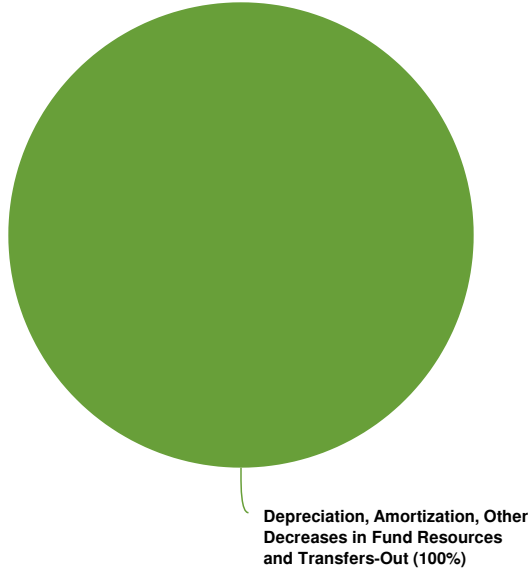
Budgeted and Historical Expenditures by Function



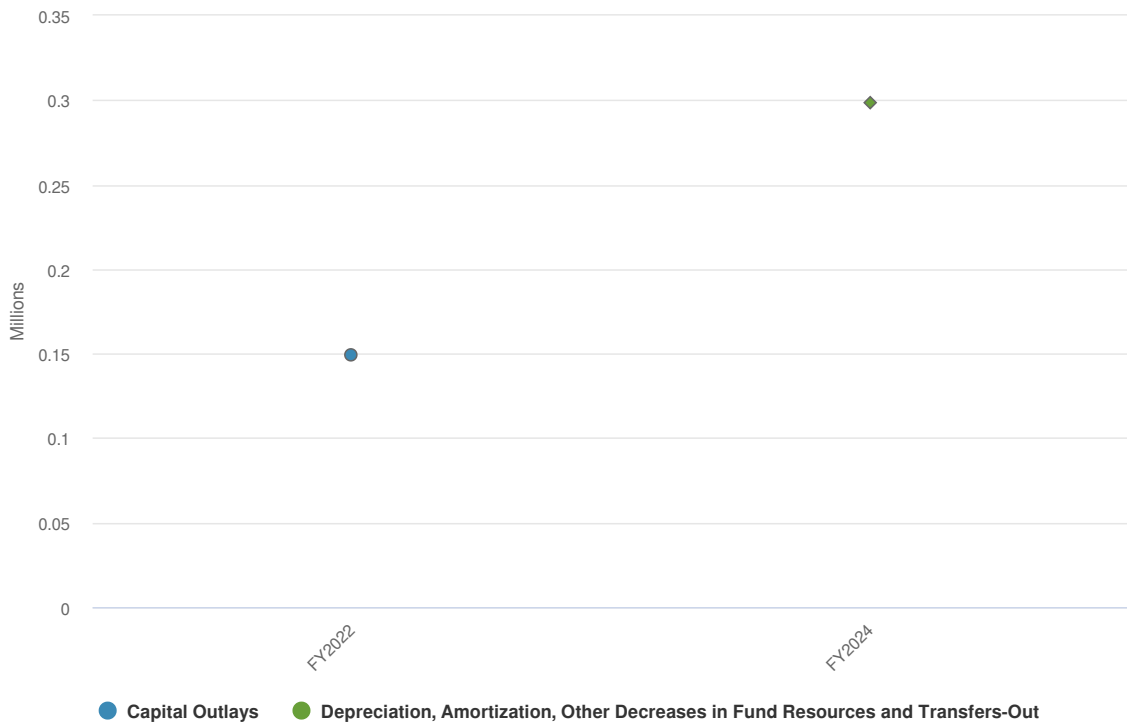
Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expenditures		
Ending Balance	\$298,313.00	N/A
Total Expenditures:	\$298,313.00	N/A

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



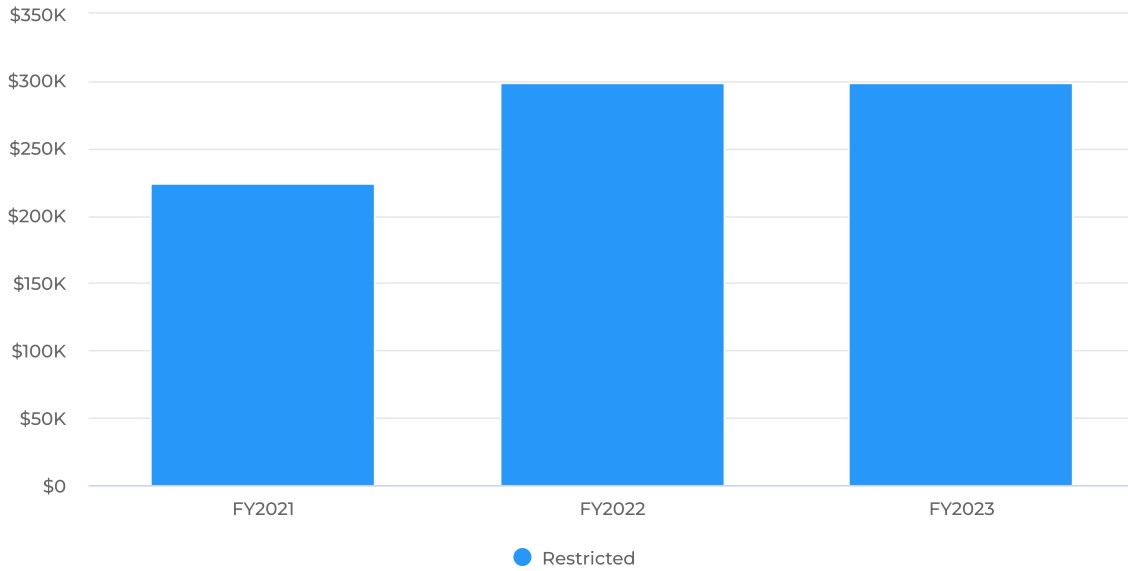
Budgeted and Historical Expenditures by Expense Type



Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expense Objects		
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$298,313.00	N/A
Total Expense Objects:	\$298,313.00	N/A

Fund Balance

Projections



	FY2023
Fund Balance	—
Restricted	\$298,313
Total Fund Balance:	\$298,313

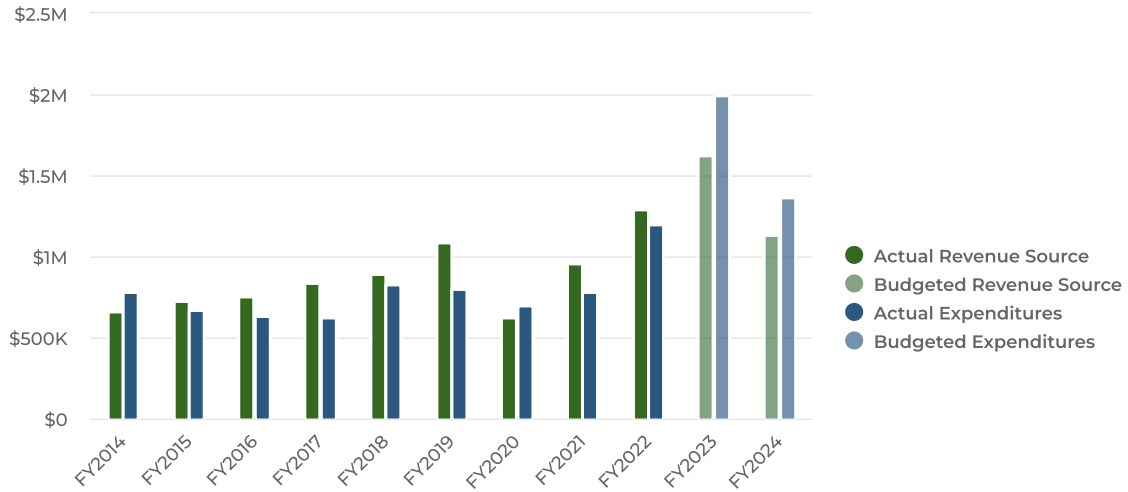




Special Revenue Funds

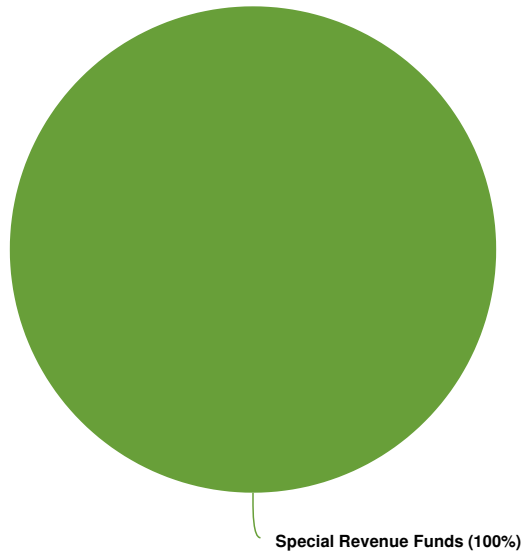
Summary

The City of Stevenson is projecting \$1.14M of revenue in FY2024, which represents a 29.8% decrease over the prior year. Budgeted expenditures are projected to decrease by 31.3% or \$625.47K to \$1.37M in FY2024.



Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

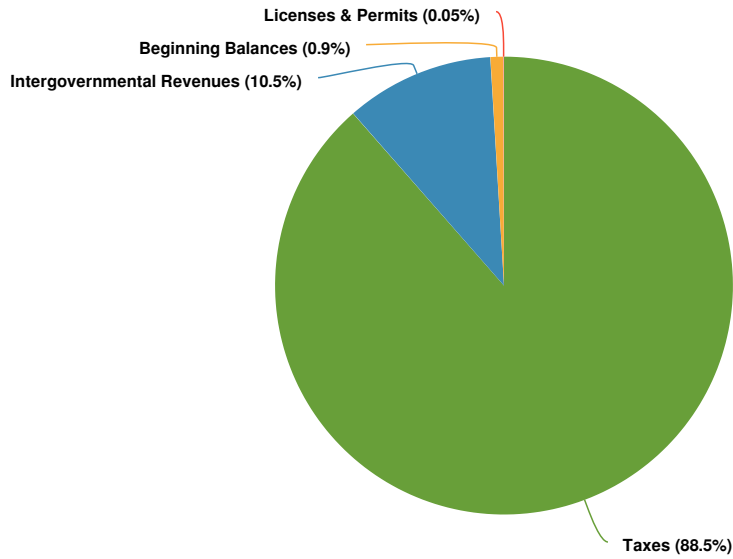


Grey background indicates budgeted figures.

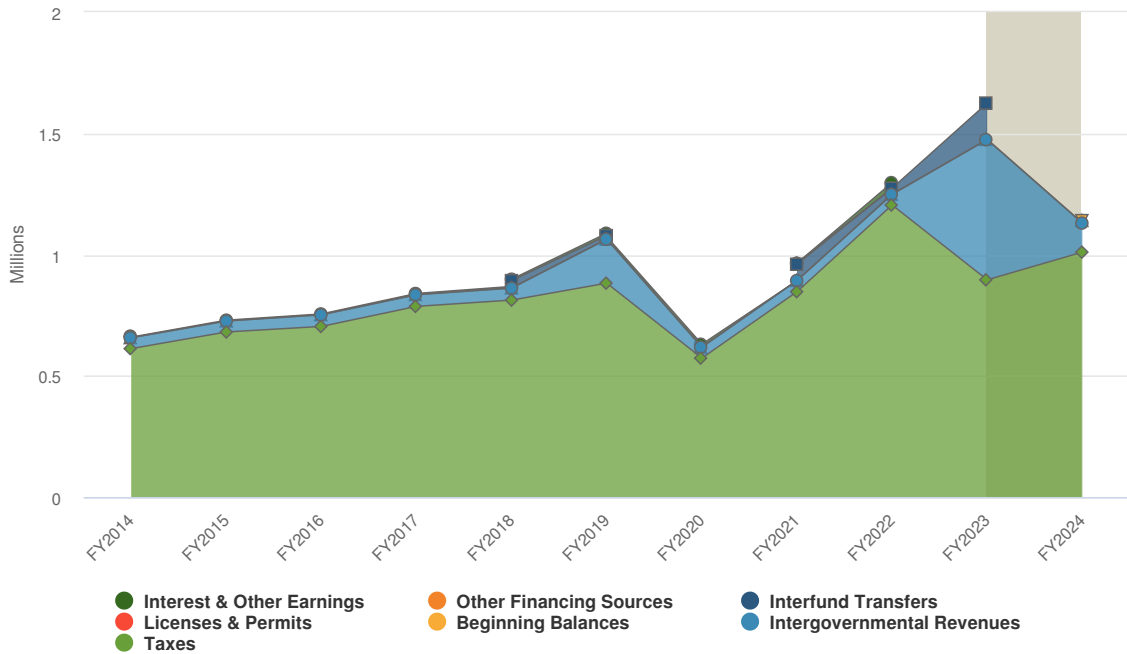
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Special Revenue Funds			
Street Fund	\$1,147,017.50	\$638,458.50	-44.3%
Tourism Promotion and Development Fund	\$473,000.00	\$487,190.00	3%
Affordable Housing Fund	\$5,000.00	\$5,000.00	0%
HEALing Scars	\$0.00	\$10,190.57	N/A
Total Special Revenue Funds:	\$1,625,017.50	\$1,140,839.07	-29.8%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

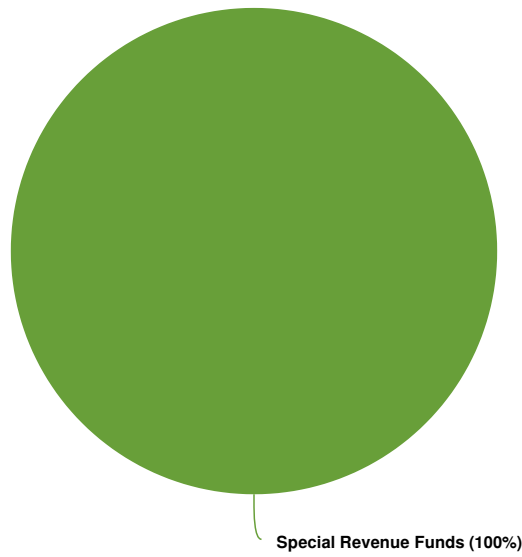
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$10,190.57	N/A
Taxes	\$896,000.00	\$1,010,190.00	12.7%
Licenses & Permits	\$600.00	\$600.00	0%
Intergovernmental Revenues	\$578,417.50	\$119,858.50	-79.3%
Interfund Transfers	\$150,000.00	\$0.00	-100%
Total Revenue Source:	\$1,625,017.50	\$1,140,839.07	-29.8%

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

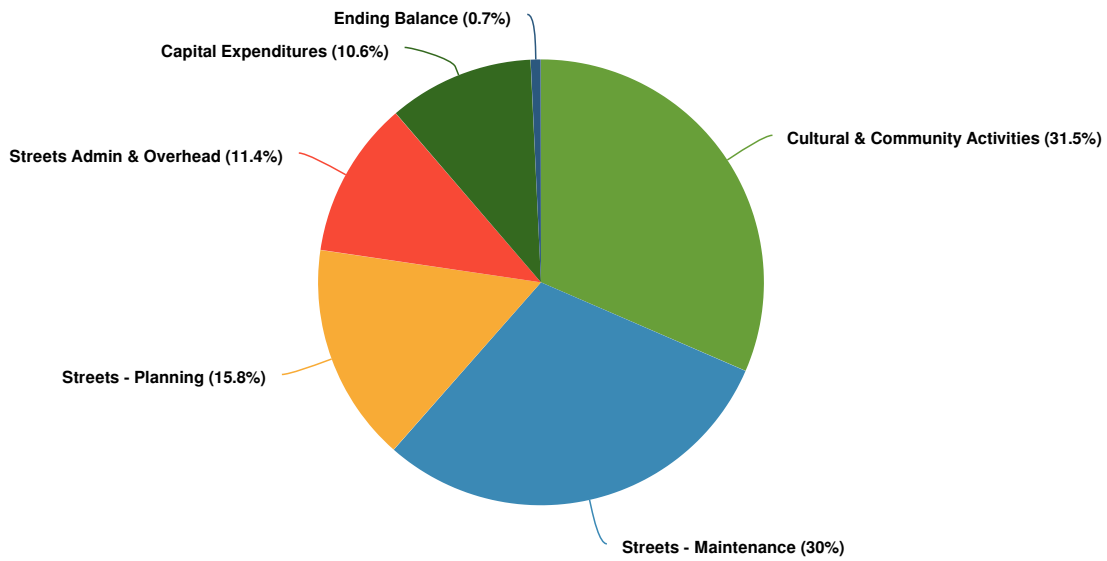


Grey background indicates budgeted figures.

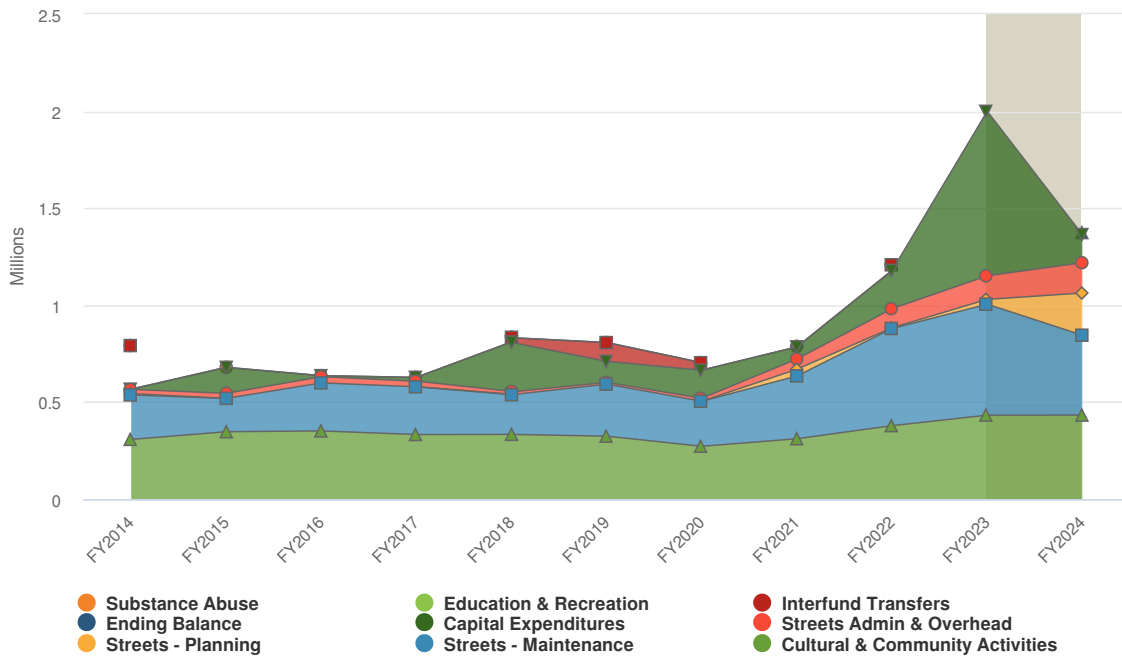
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Special Revenue Funds			
Street Fund	\$1,284,695.56	\$930,781.06	-27.5%
Tourism Promotion and Development Fund	\$714,628.27	\$432,879.30	-39.4%
HEALing Scars		\$10,190.57	N/A
Total Special Revenue Funds:	\$1,999,323.83	\$1,373,850.93	-31.3%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

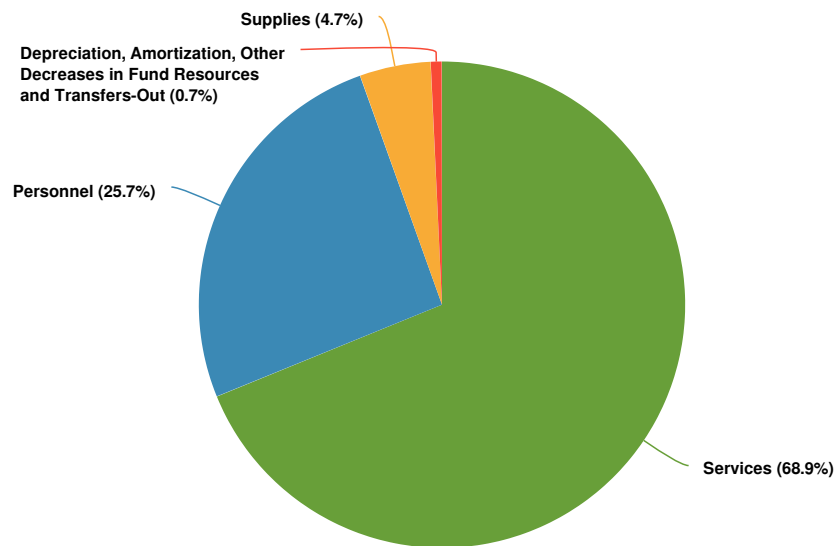


Grey background indicates budgeted figures.

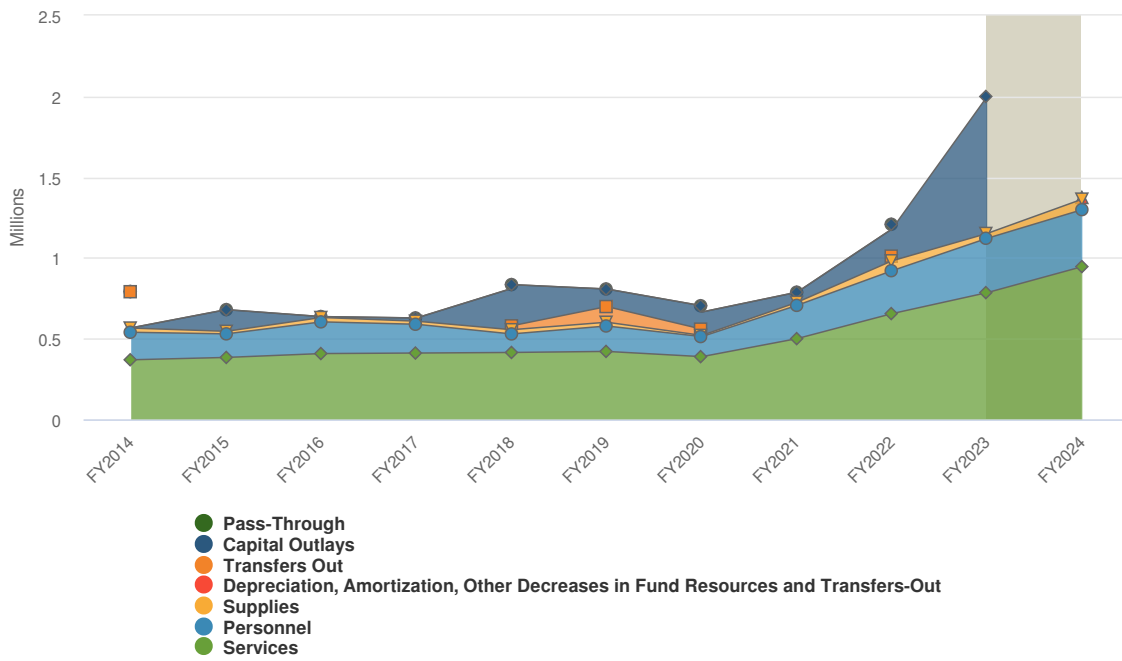
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Streets - Maintenance	\$572,066.06	\$412,024.80	-28%
Streets - Planning	\$25,000.00	\$217,459.63	769.8%
Streets Admin & Overhead	\$121,582.50	\$156,296.63	28.6%
Cultural & Community Activities	\$432,628.27	\$432,879.30	0.1%
Capital Expenditures	\$848,047.00	\$145,000.00	-82.9%
Ending Balance		\$10,190.57	N/A
Total Expenditures:	\$1,999,323.83	\$1,373,850.93	-31.3%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type

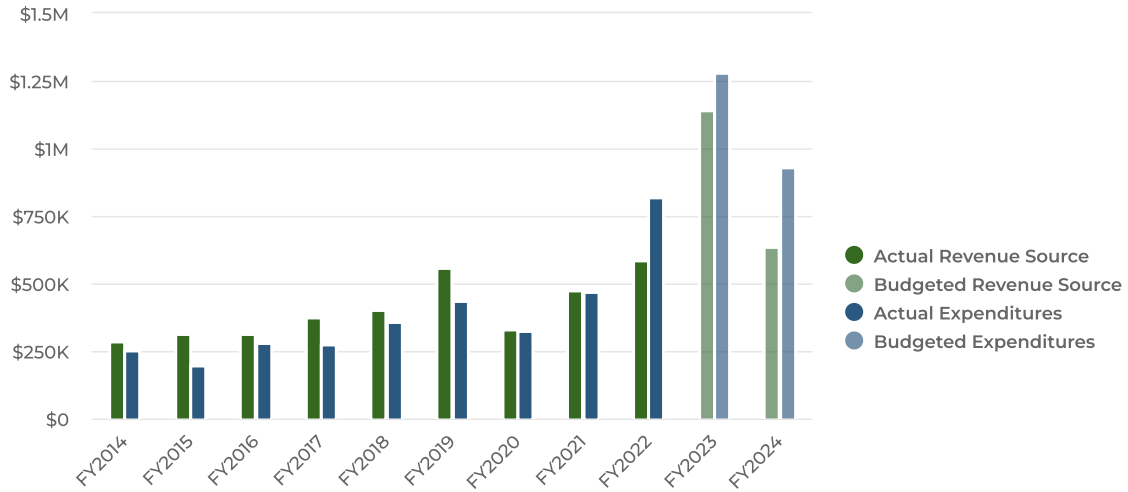


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$0.00	\$10,190.57	N/A
Personnel	\$336,458.50	\$352,731.43	4.8%
Supplies	\$30,000.00	\$65,000.00	116.7%
Services	\$784,818.33	\$945,928.93	20.5%
Capital Outlays	\$848,047.00	\$0.00	-100%
Total Expense Objects:	\$1,999,323.83	\$1,373,850.93	-31.3%



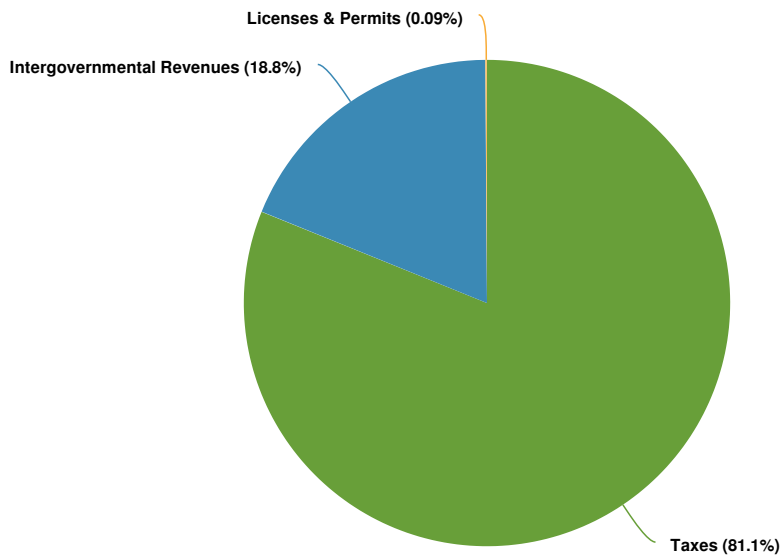
Summary

The City of Stevenson is projecting \$638.46K of revenue in FY2024, which represents a 44.3% decrease over the prior year. Budgeted expenditures are projected to decrease by 27.5% or \$353.91K to \$930.78K in FY2024.

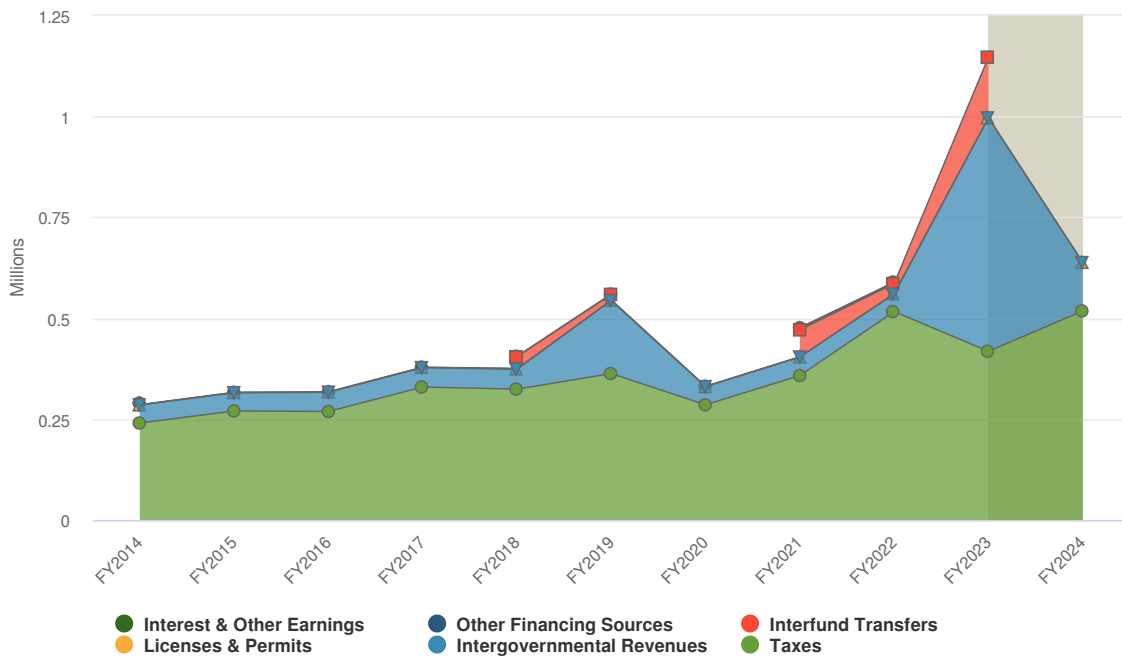


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



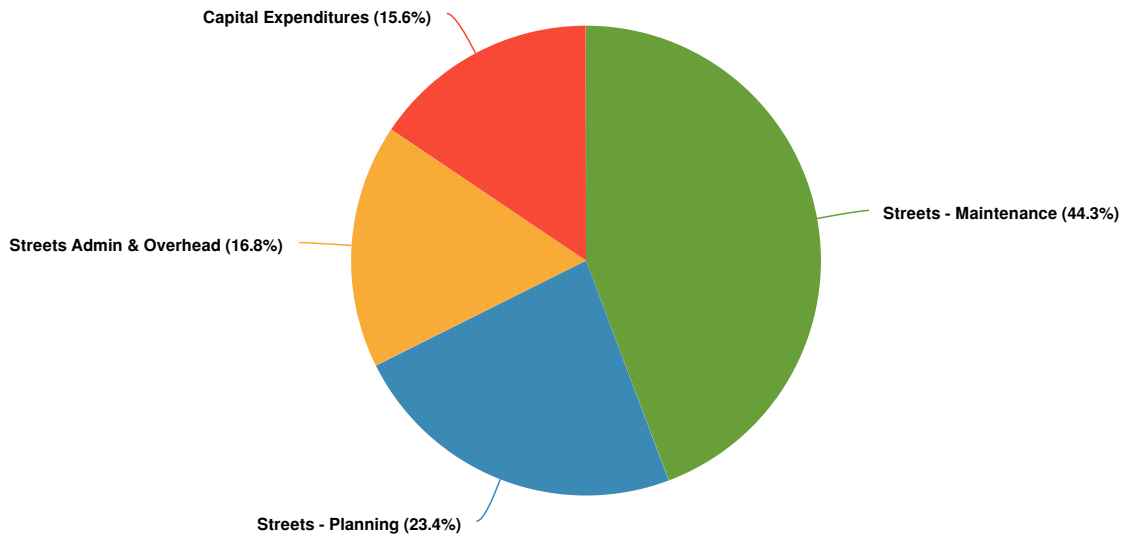
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			
Taxes	\$418,000.00	\$518,000.00	23.9%
Licenses & Permits	\$600.00	\$600.00	0%
Intergovernmental Revenues	\$578,417.50	\$119,858.50	-79.3%
Interfund Transfers	\$150,000.00	\$0.00	-100%
Total Revenue Source:	\$1,147,017.50	\$638,458.50	-44.3%

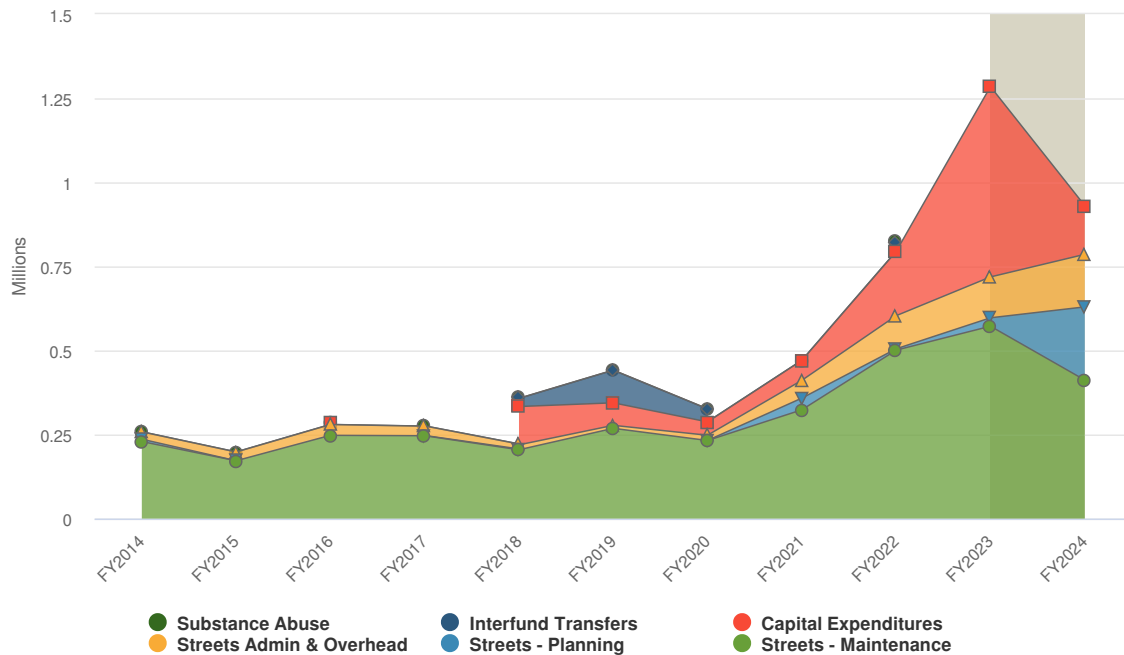


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

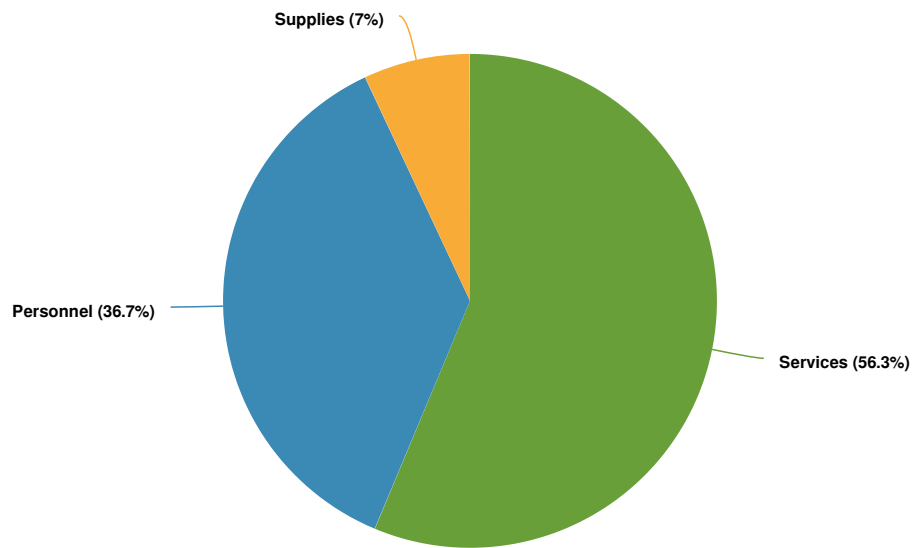


Grey background indicates budgeted figures.

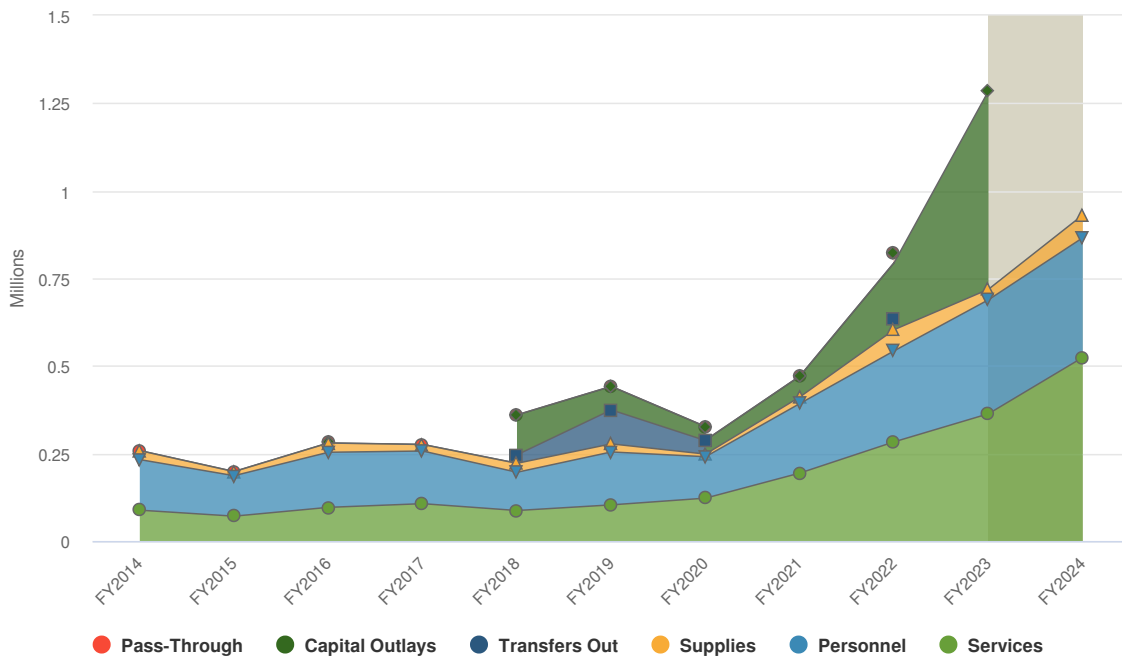
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Streets - Maintenance	\$572,066.06	\$412,024.80	-28%
Streets - Planning	\$25,000.00	\$217,459.63	769.8%
Streets Admin & Overhead	\$121,582.50	\$156,296.63	28.6%
Capital Expenditures	\$566,047.00	\$145,000.00	-74.4%
Total Expenditures:	\$1,284,695.56	\$930,781.06	-27.5%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



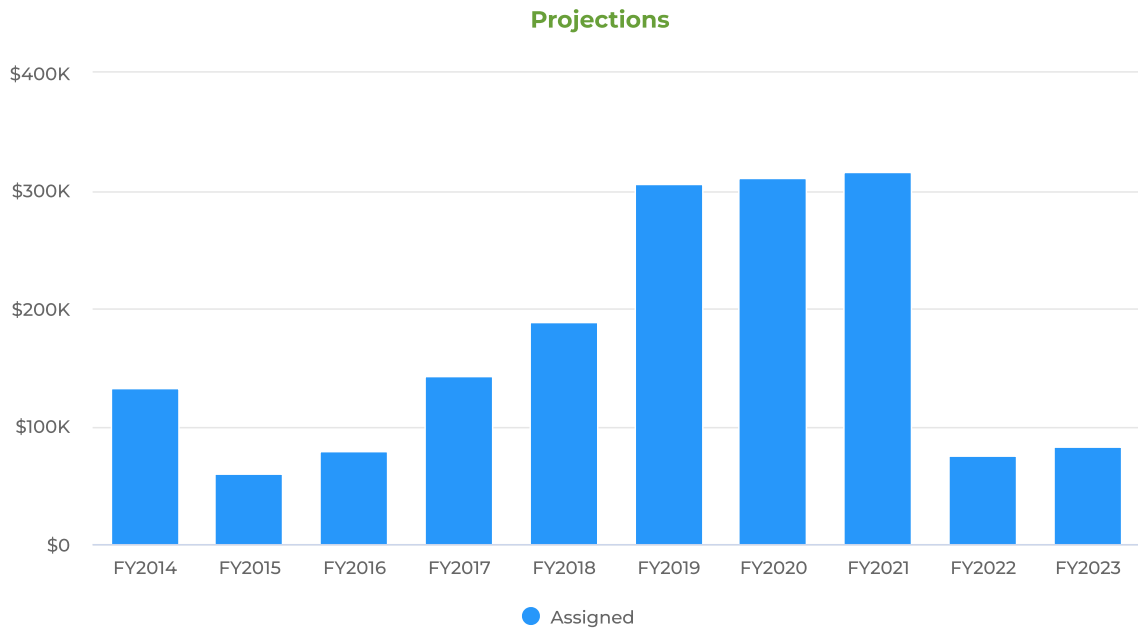
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Personnel	\$325,458.50	\$341,731.43	5%
Supplies	\$30,000.00	\$65,000.00	116.7%
Services	\$363,190.06	\$524,049.63	44.3%
Capital Outlays	\$566,047.00	\$0.00	-100%
Total Expense Objects:	\$1,284,695.56	\$930,781.06	-27.5%

Fund Balance



	FY2023
Fund Balance	—
Assigned	\$82,970
Total Fund Balance:	\$82,970

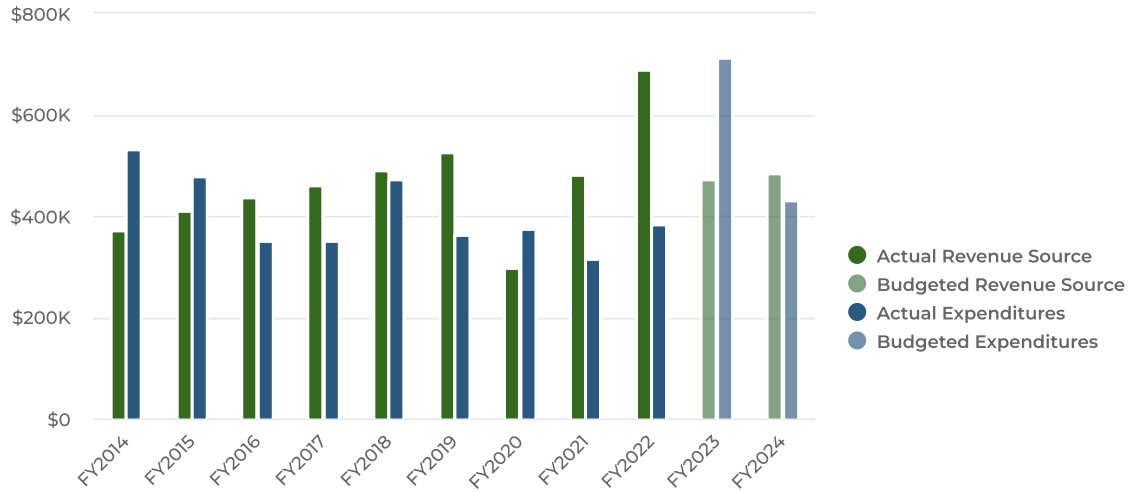




Tourism Promotion and Development Fund

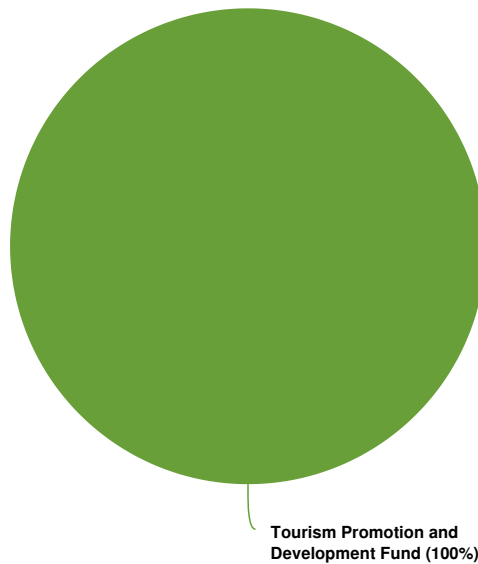
Summary

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 decrease by 39.4% or \$281.75K to \$432.88K in FY2024.

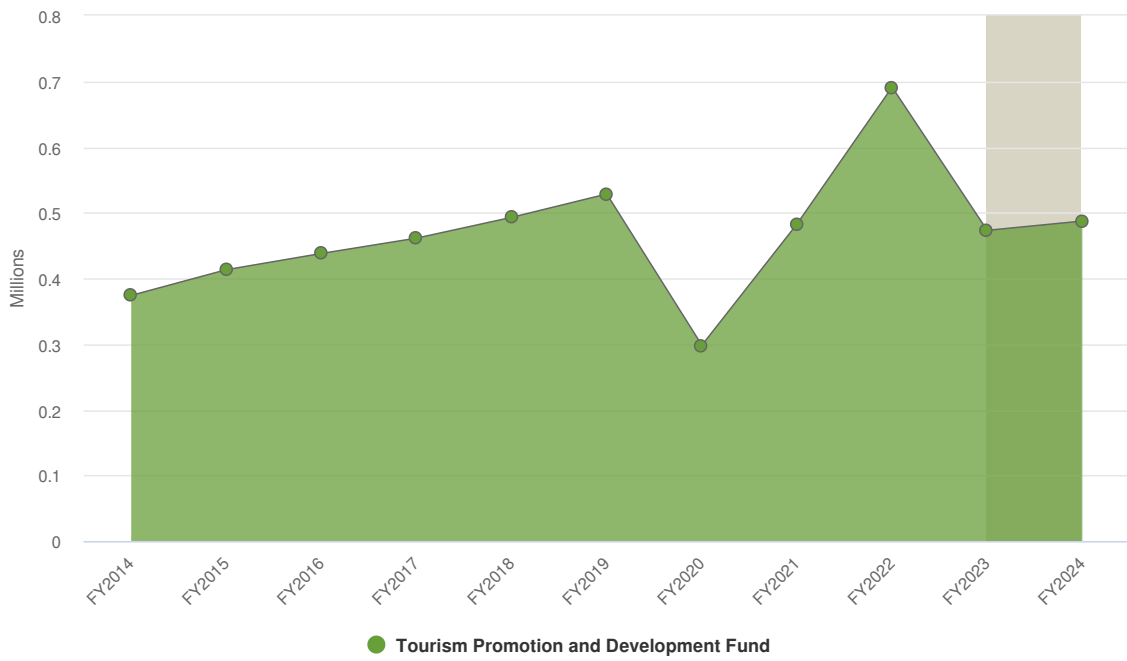


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

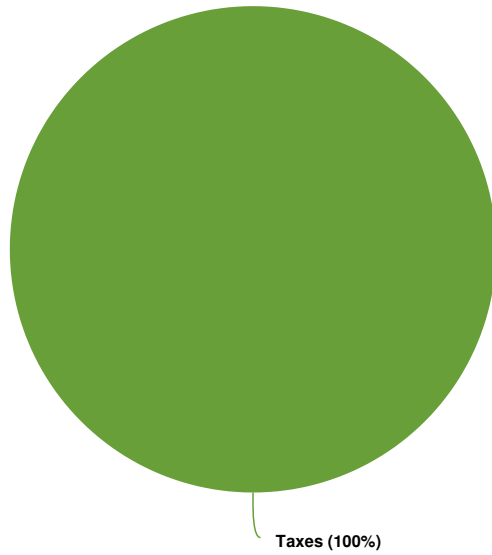


Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Tourism Promotion and Development Fund	\$473,000.00	\$487,190.00	3%
Total Tourism Promotion and Development Fund:	\$473,000.00	\$487,190.00	3%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

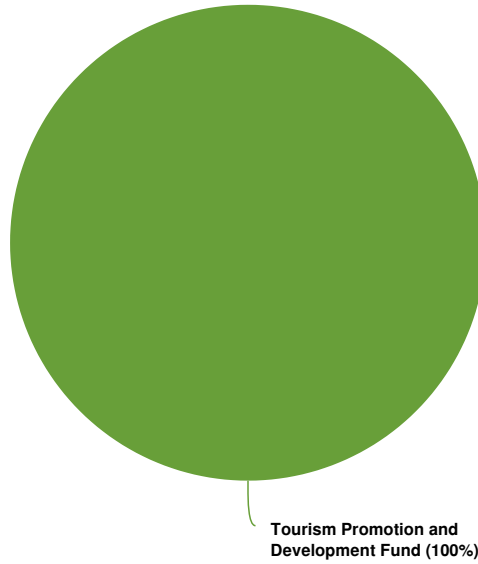
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Taxes	\$473,000.00	\$487,190.00	3%
Total Revenue Source:	\$473,000.00	\$487,190.00	3%

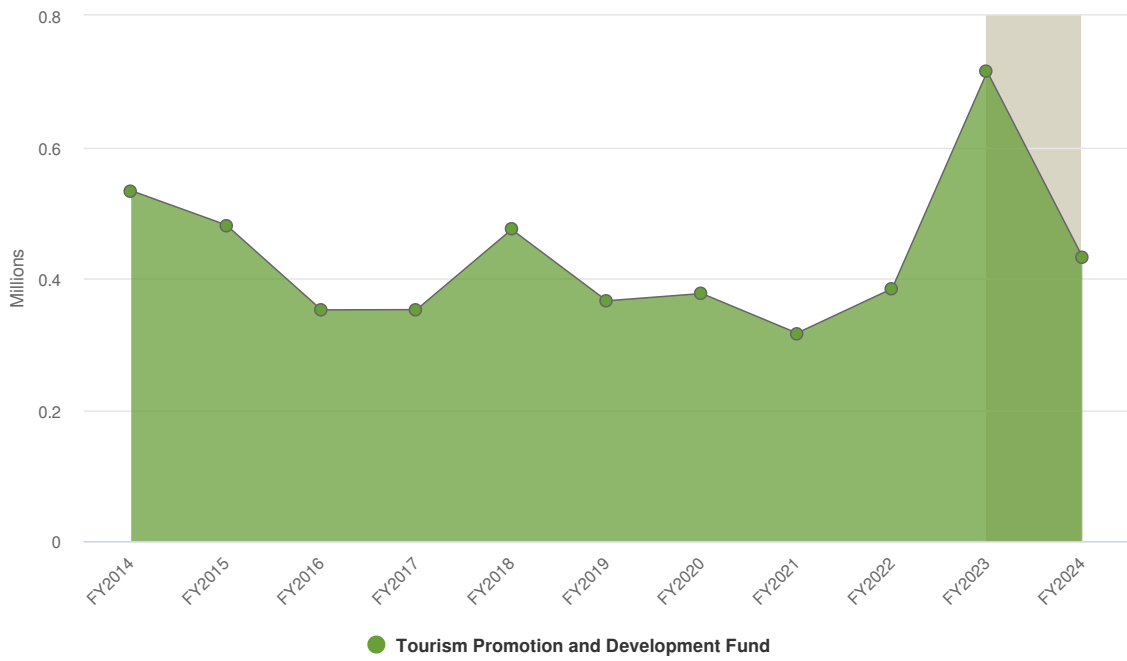
Expenditures by Fund

2024 Expenditures by Fund



Tourism Promotion and Development Fund (100%)

Budgeted and Historical 2024 Expenditures by Fund

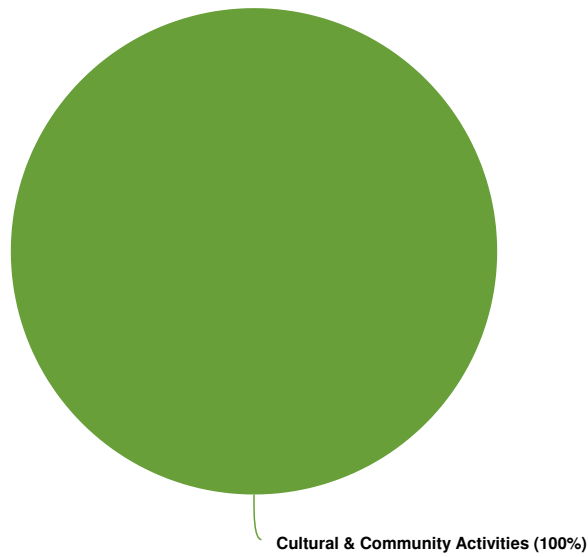


Grey background indicates budgeted figures.

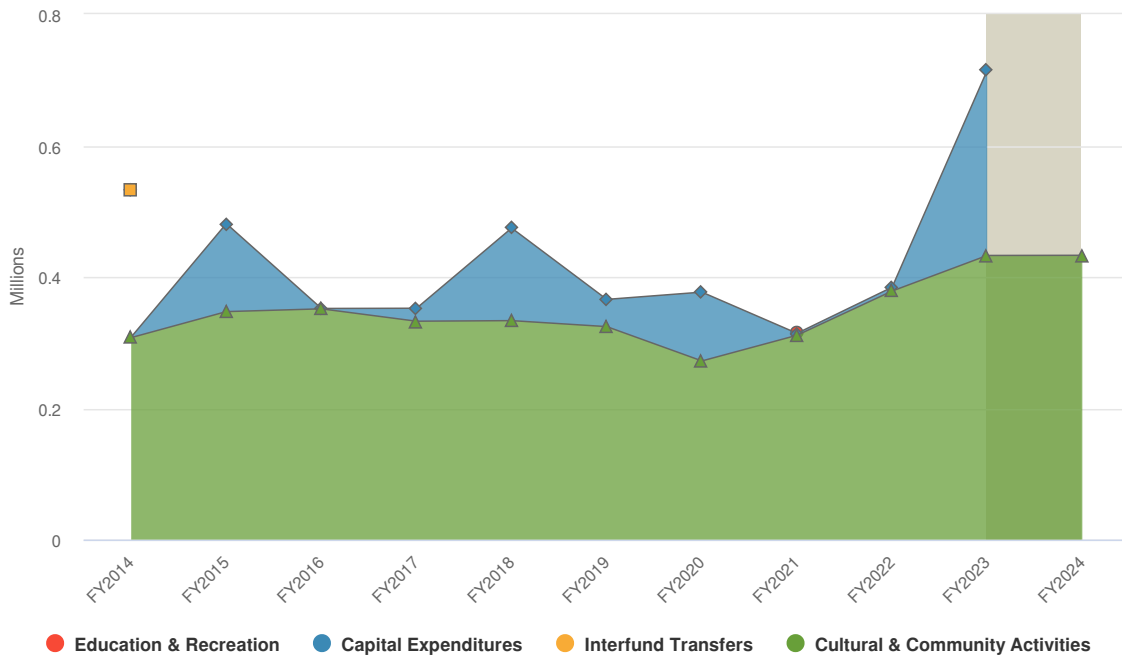
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Tourism Promotion and Development Fund	\$714,628.27	\$432,879.30	-39.4%
Total Tourism Promotion and Development Fund:	\$714,628.27	\$432,879.30	-39.4%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

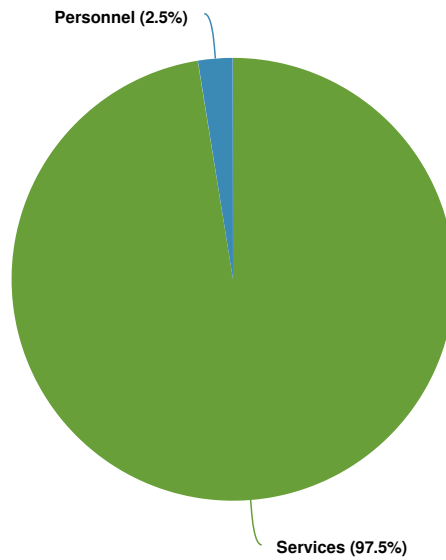


Grey background indicates budgeted figures.

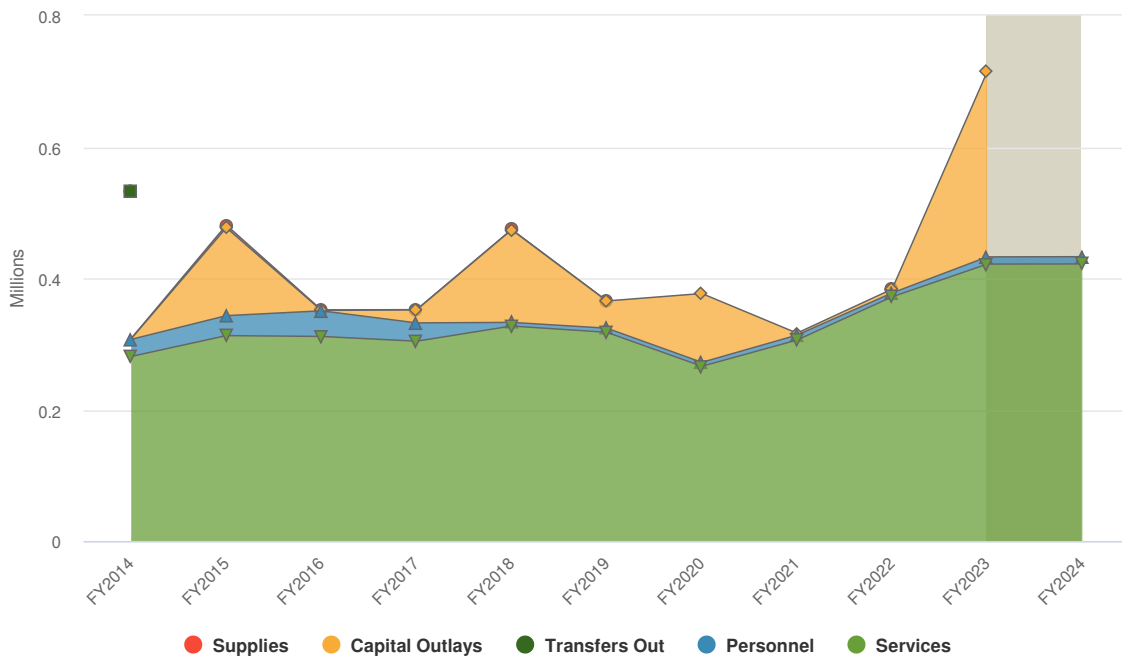
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Cultural & Community Activities	\$432,628.27	\$432,879.30	0.1%
Capital Expenditures	\$282,000.00	\$0.00	-100%
Total Expenditures:	\$714,628.27	\$432,879.30	-39.4%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



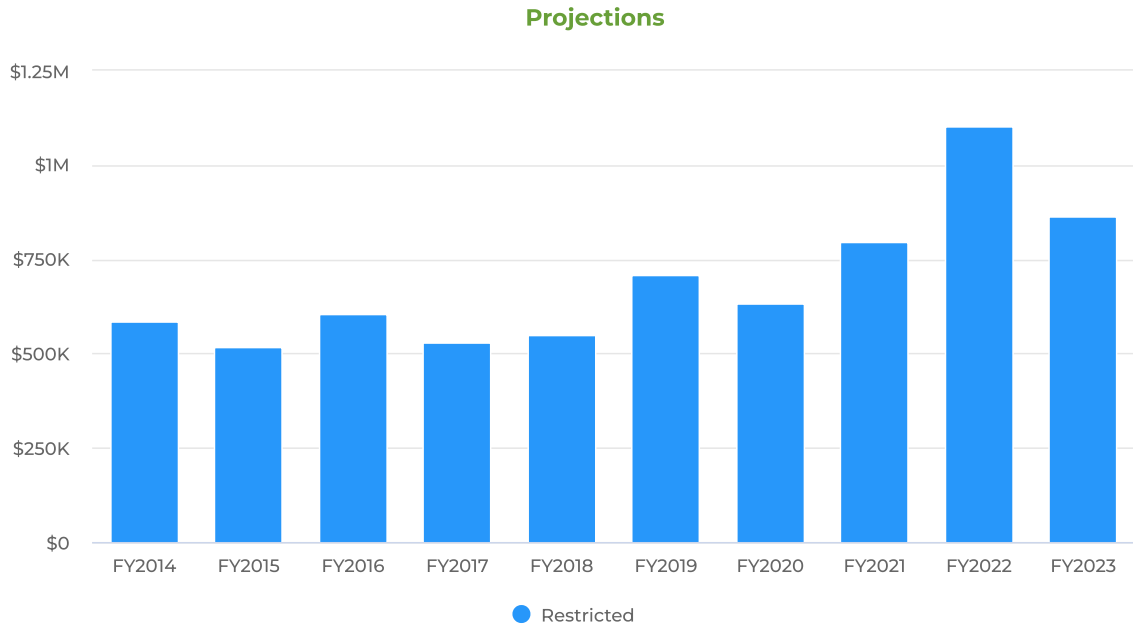
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Personnel	\$11,000.00	\$11,000.00	0%
Services	\$421,628.27	\$421,879.30	0.1%
Capital Outlays	\$282,000.00	\$0.00	-100%
Total Expense Objects:	\$714,628.27	\$432,879.30	-39.4%

Fund Balance

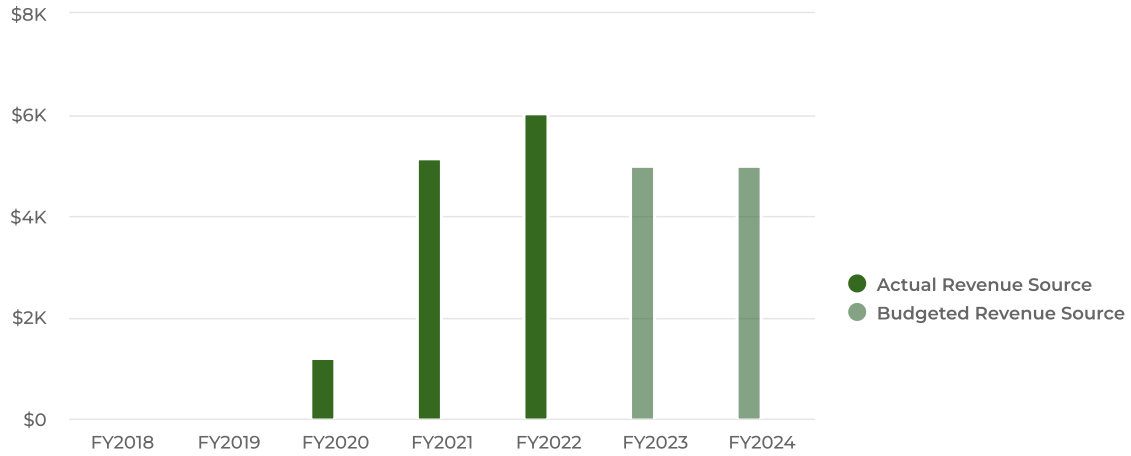


	FY2023
Fund Balance	—
Restricted	\$862,979
Total Fund Balance:	\$862,979



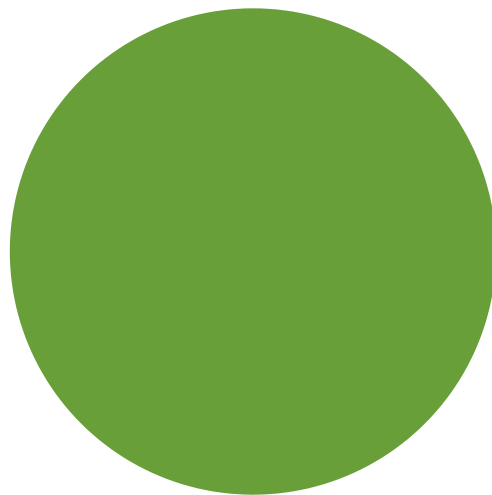
Summary

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.



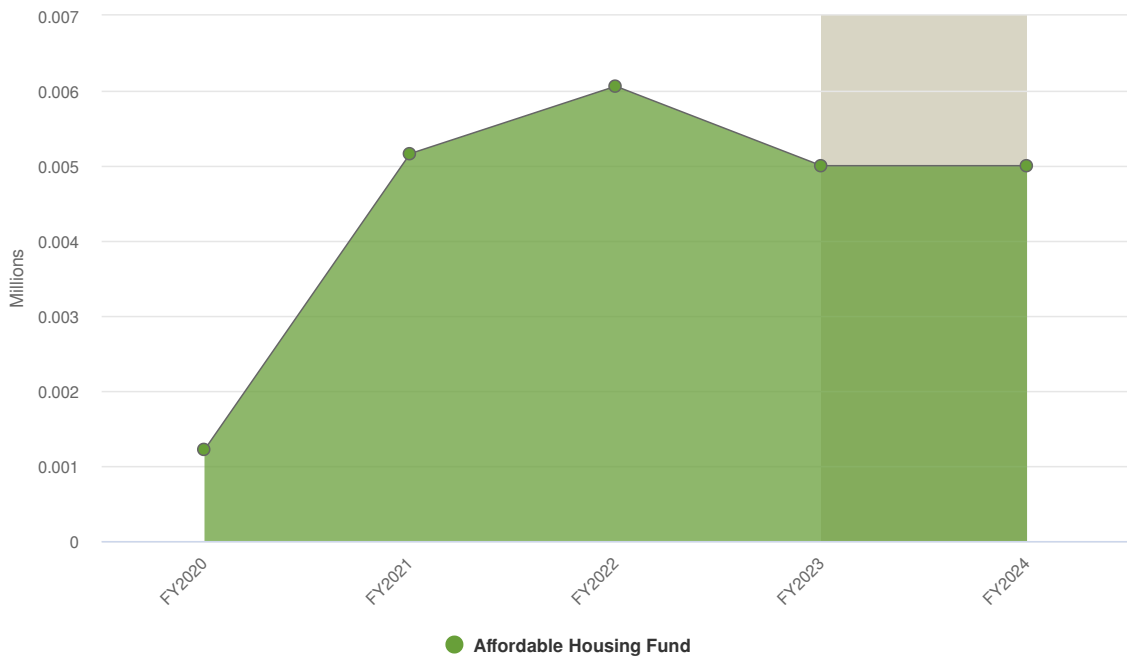
Revenue by Fund

2024 Revenue by Fund



Affordable Housing Fund (100%)

Budgeted and Historical 2024 Revenue by Fund

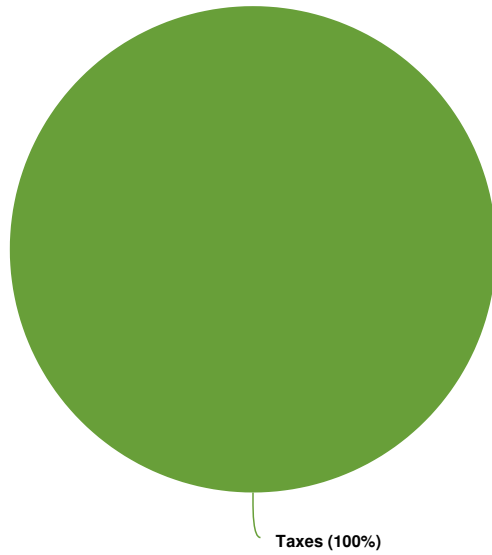


Grey background indicates budgeted figures.

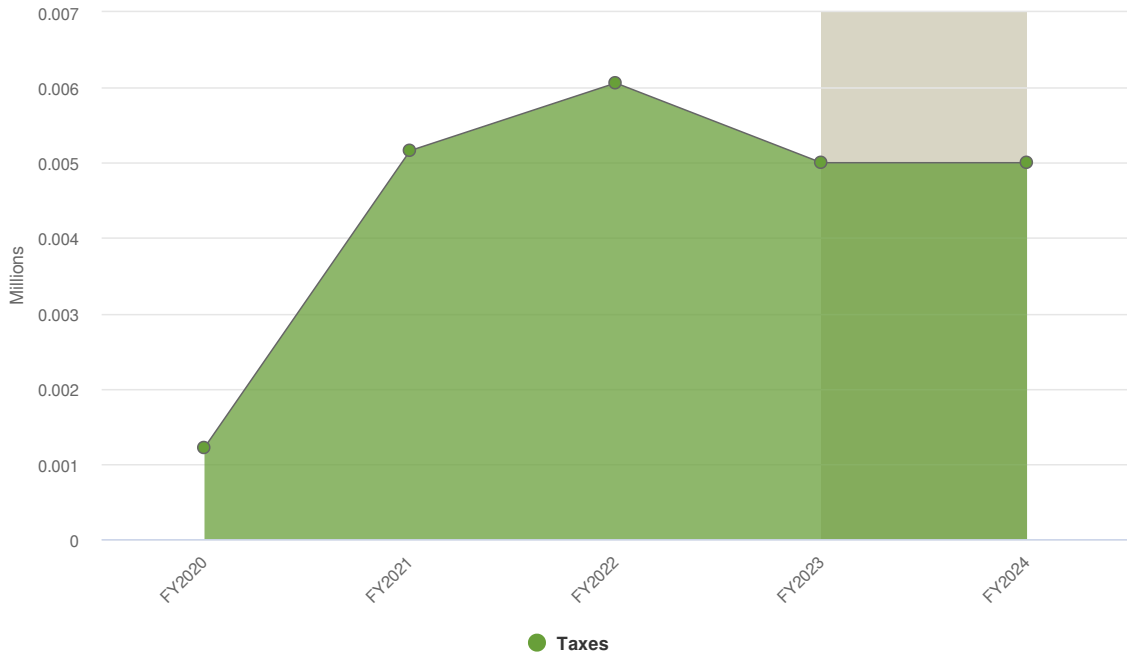
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Affordable Housing Fund	\$5,000.00	\$5,000.00	0%
Total Affordable Housing Fund:	\$5,000.00	\$5,000.00	0%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



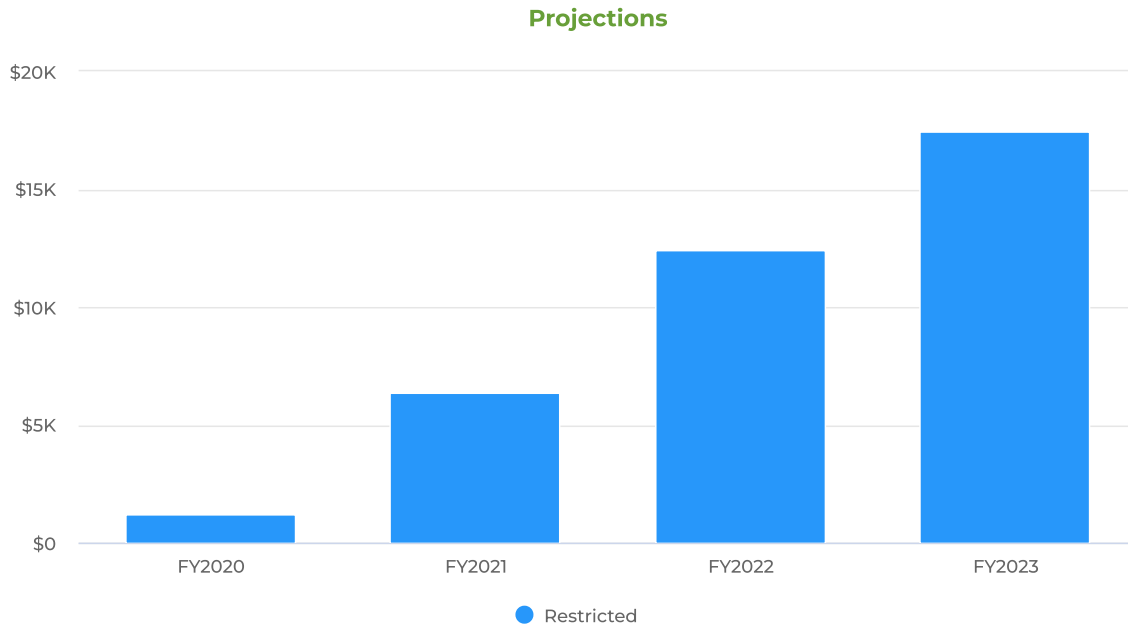
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Taxes	\$5,000.00	\$5,000.00	0%
Total Revenue Source:	\$5,000.00	\$5,000.00	0%

Fund Balance

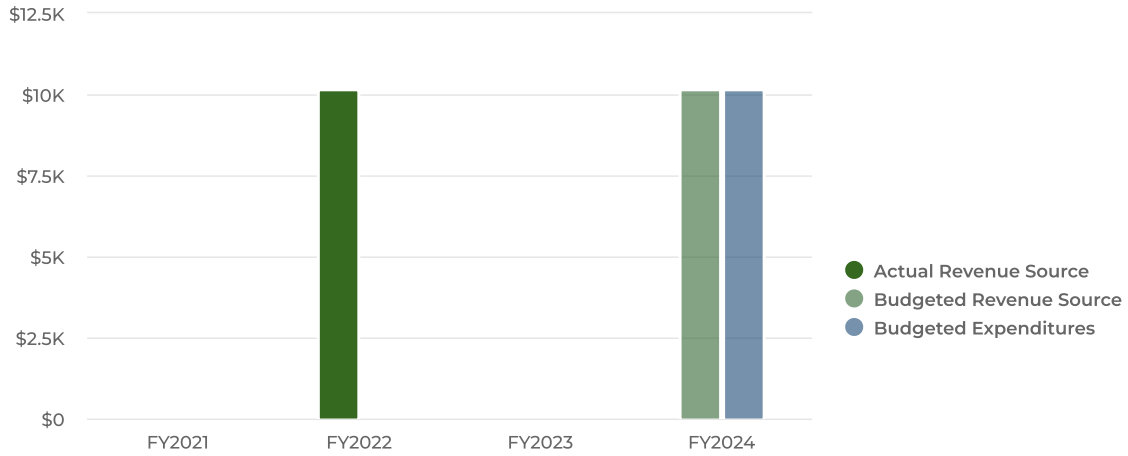


	FY2023
Fund Balance	—
Restricted	\$17,435
Total Fund Balance:	\$17,435



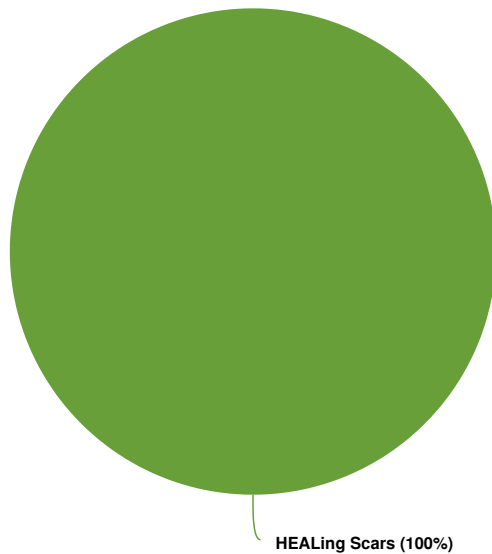
Summary

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.

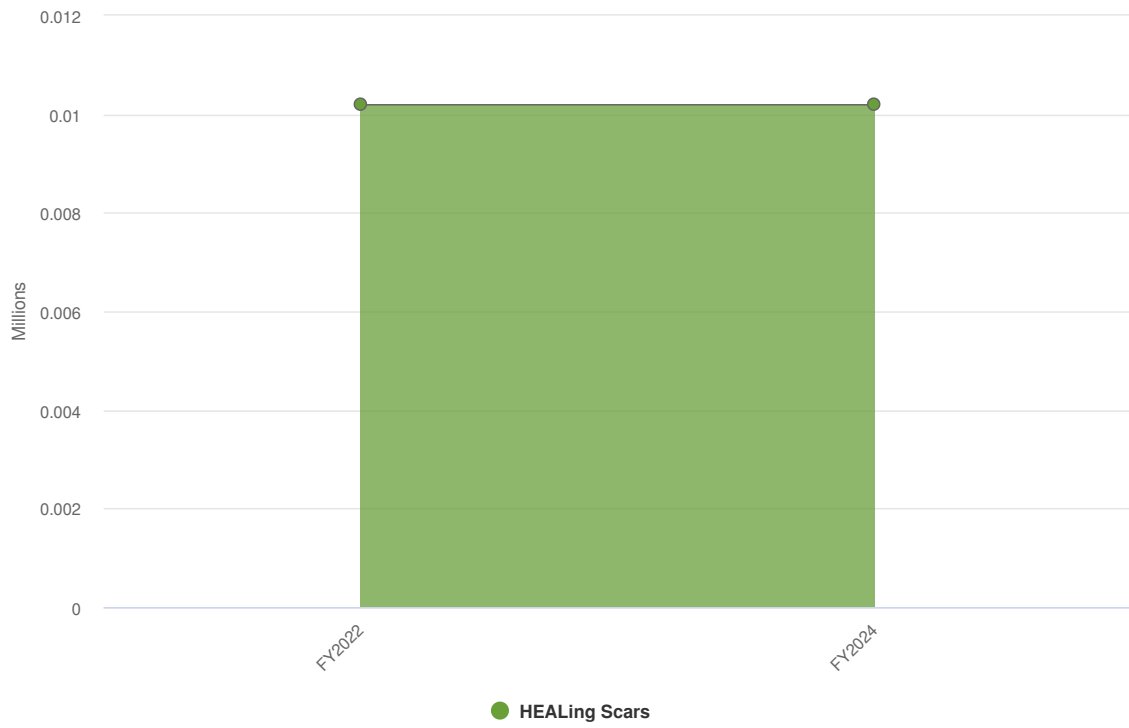


Revenue by Fund

2024 Revenue by Fund



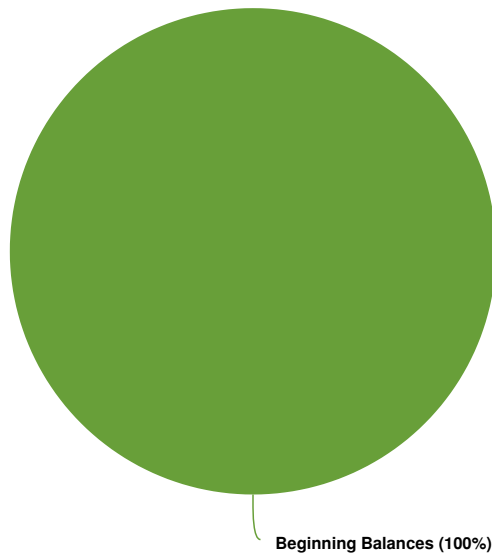
Budgeted and Historical 2024 Revenue by Fund



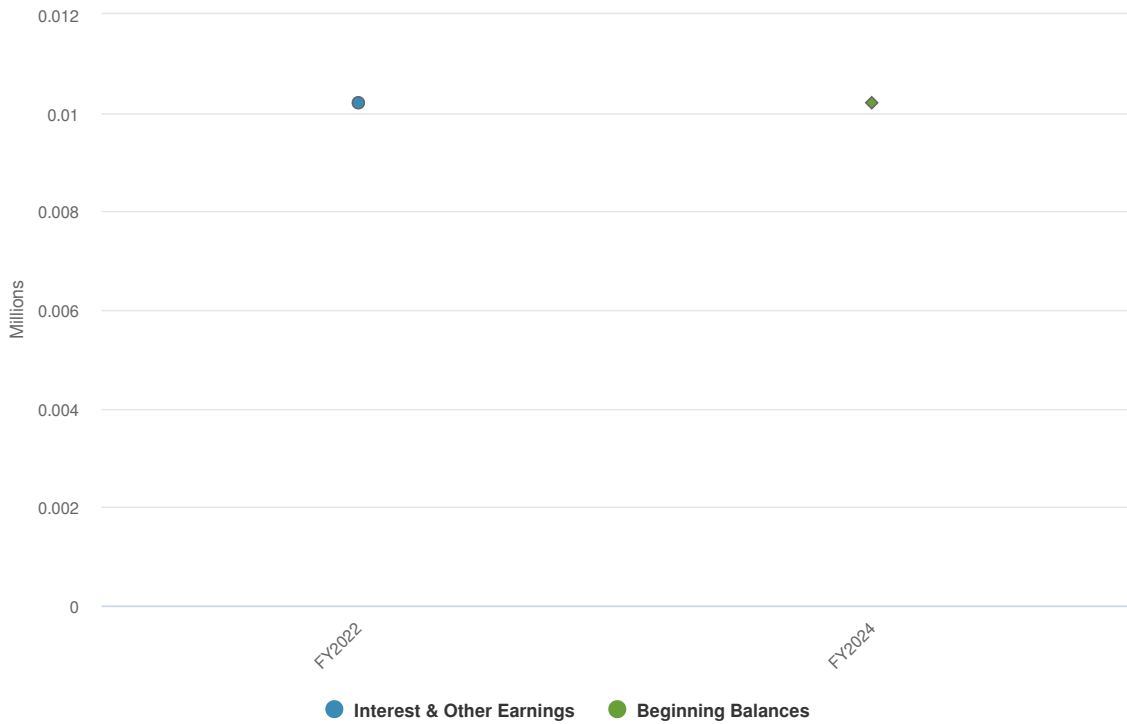
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
HEALing Scars	\$0.00	\$10,190.57	N/A
Total HEALing Scars:	\$0.00	\$10,190.57	N/A

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



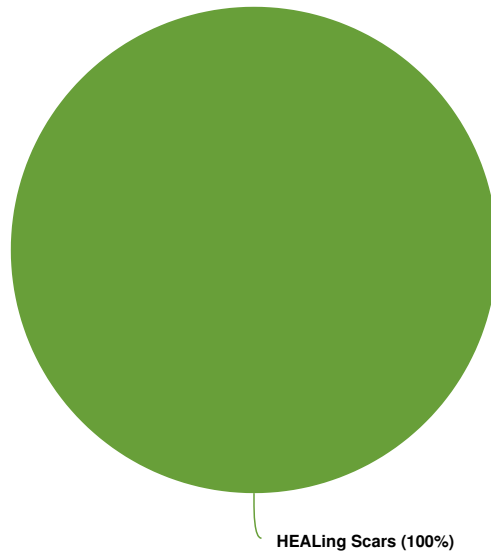
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$10,190.57	N/A
Total Revenue Source:	\$0.00	\$10,190.57	N/A

Expenditures by Fund

2024 Expenditures by Fund



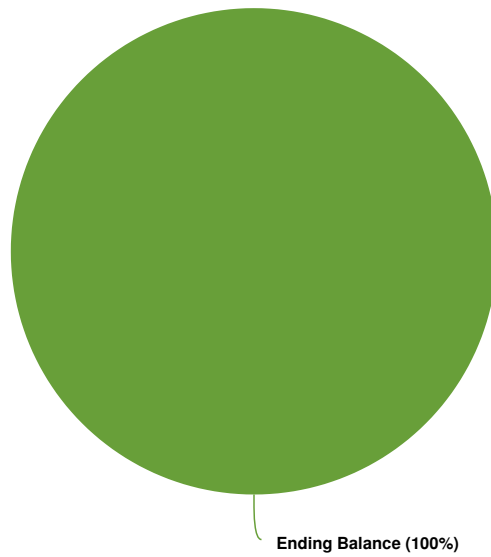
Budgeted and Historical 2024 Expenditures by Fund



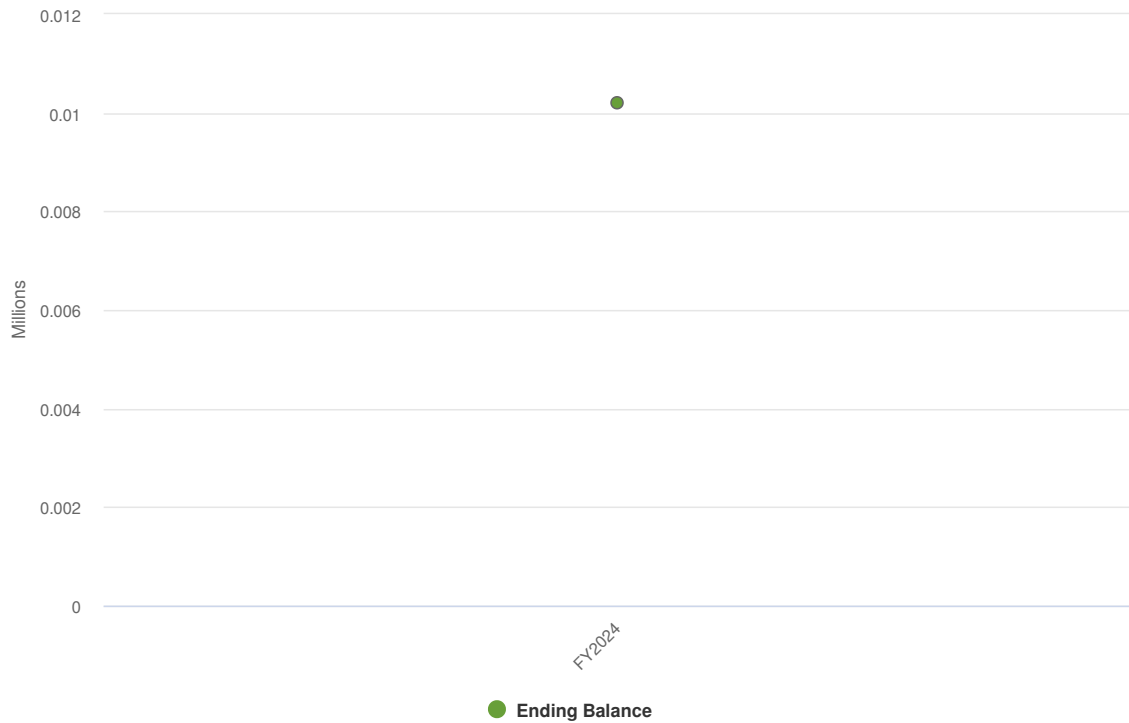
Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
HEALing Scars	\$10,190.57	N/A
Total HEALing Scars:	\$10,190.57	N/A

Expenditures by Function

Budgeted Expenditures by Function



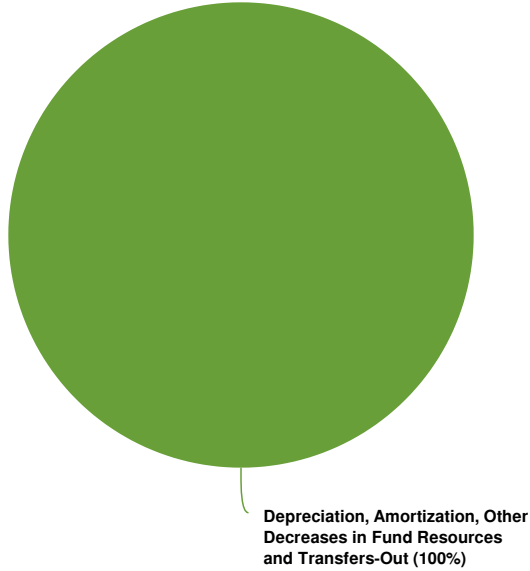
Budgeted and Historical Expenditures by Function



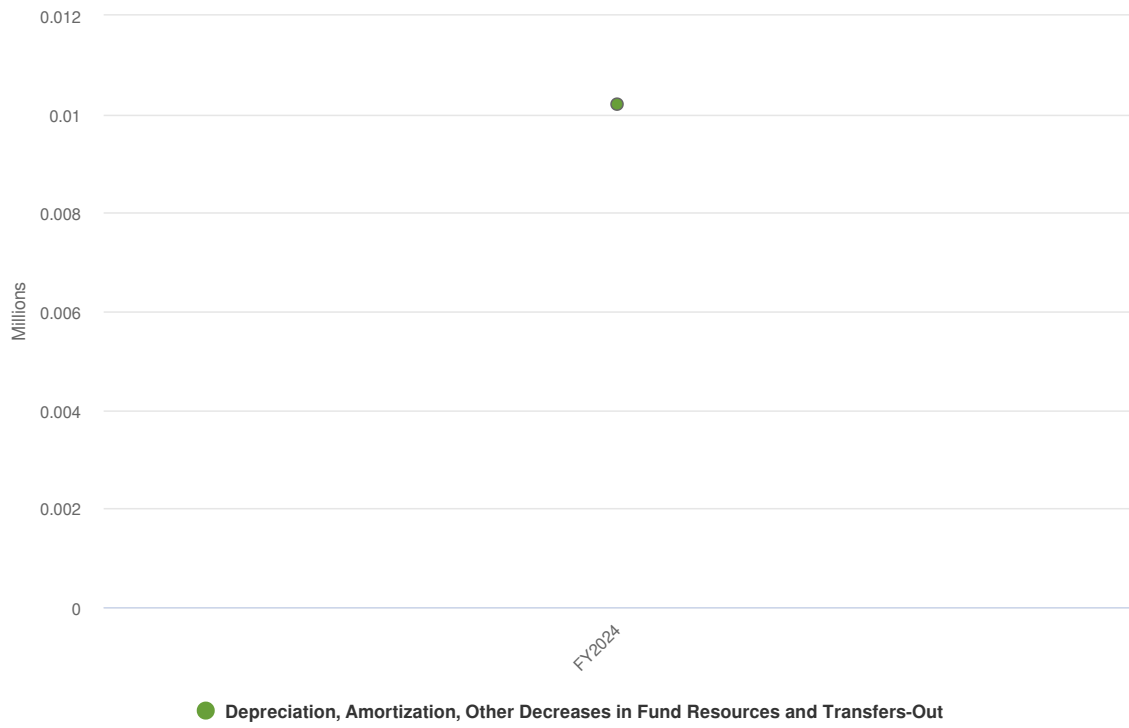
Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expenditures		
Ending Balance	\$10,190.57	N/A
Total Expenditures:	\$10,190.57	N/A

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



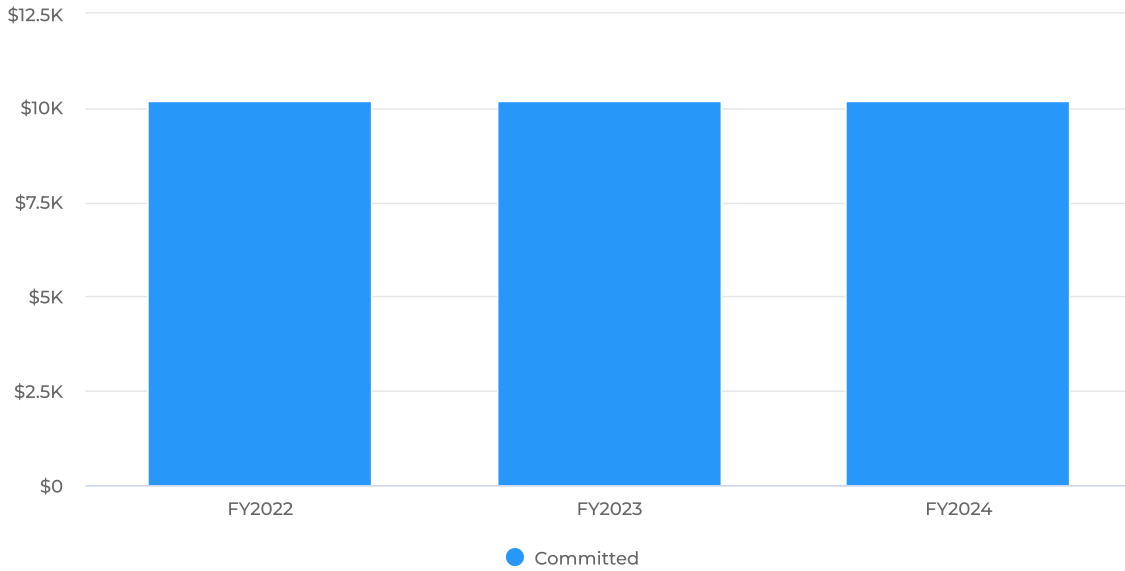
Budgeted and Historical Expenditures by Expense Type



Name	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
Expense Objects		
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$10,190.57	N/A
Total Expense Objects:	\$10,190.57	N/A

Fund Balance

Projections



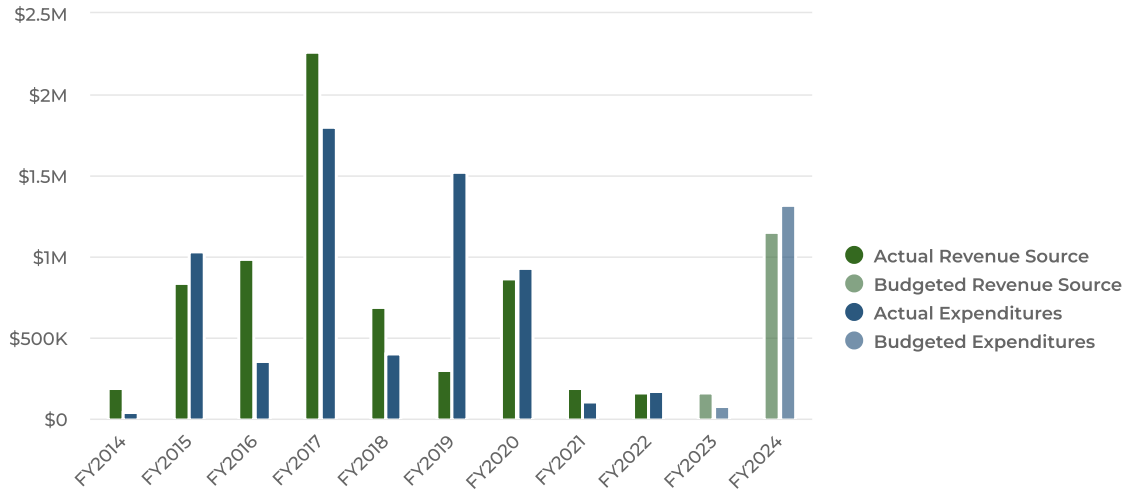
	FY2023	FY2024	% Change
Fund Balance	—	—	
Committed	\$10,191	\$10,191	0%
Total Fund Balance:	\$10,191	\$10,191	0%



Capital Project Funds

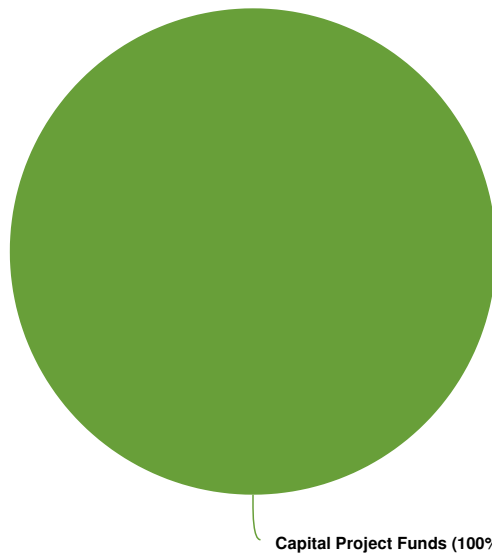
Summary

The City of Stevenson is projecting \$1.15M of revenue in FY2024, which represents a 596.9% increase over the prior year. Budgeted expenditures are projected to increase by % or \$1.24M to \$1.32M in FY2024.

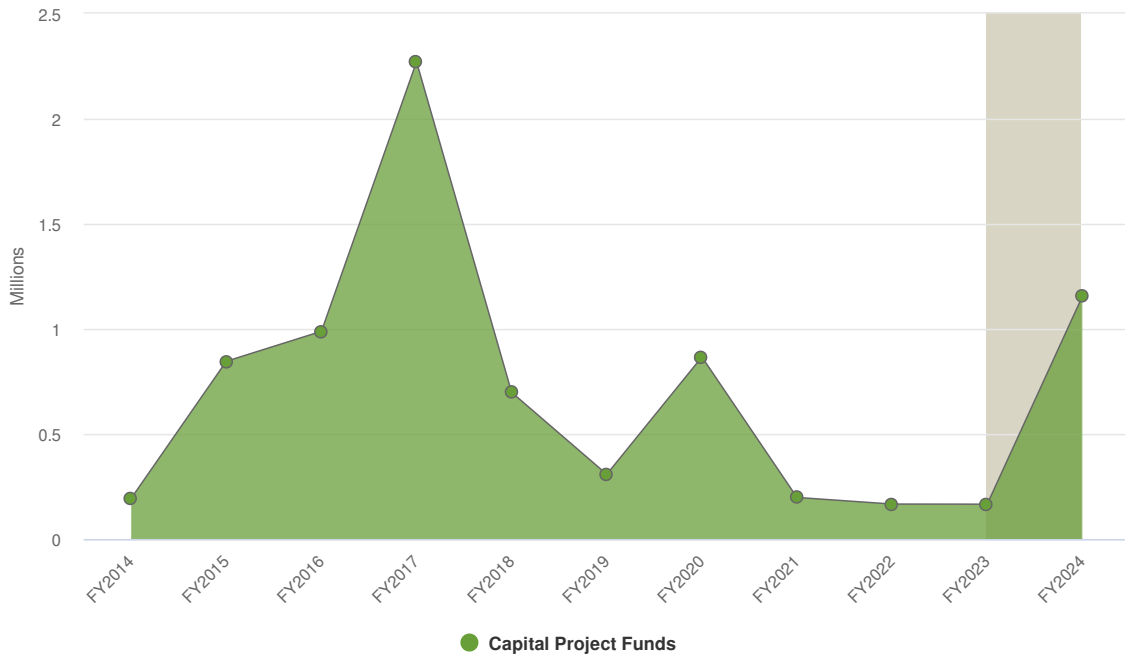


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

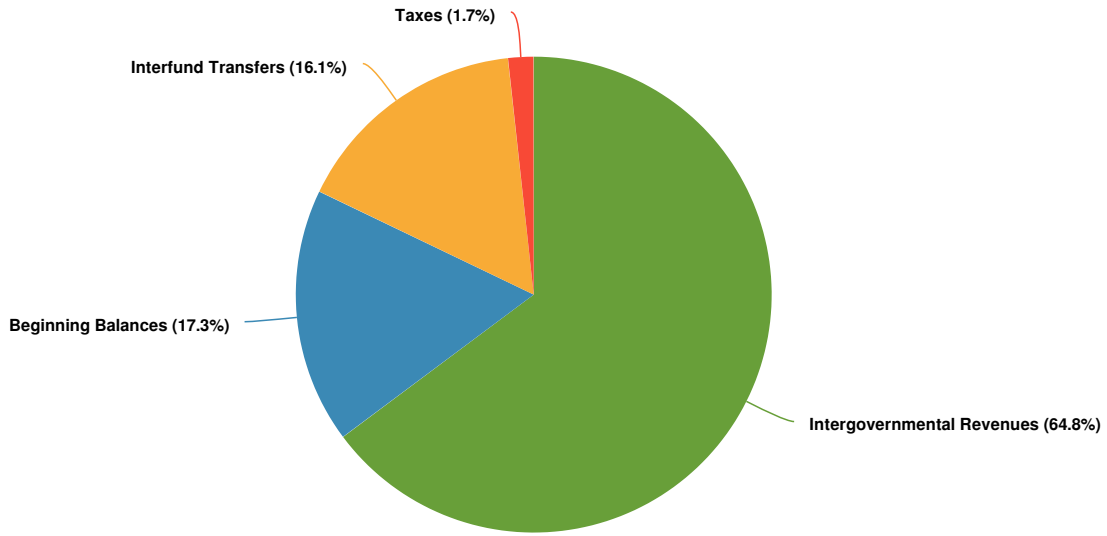


Grey background indicates budgeted figures.

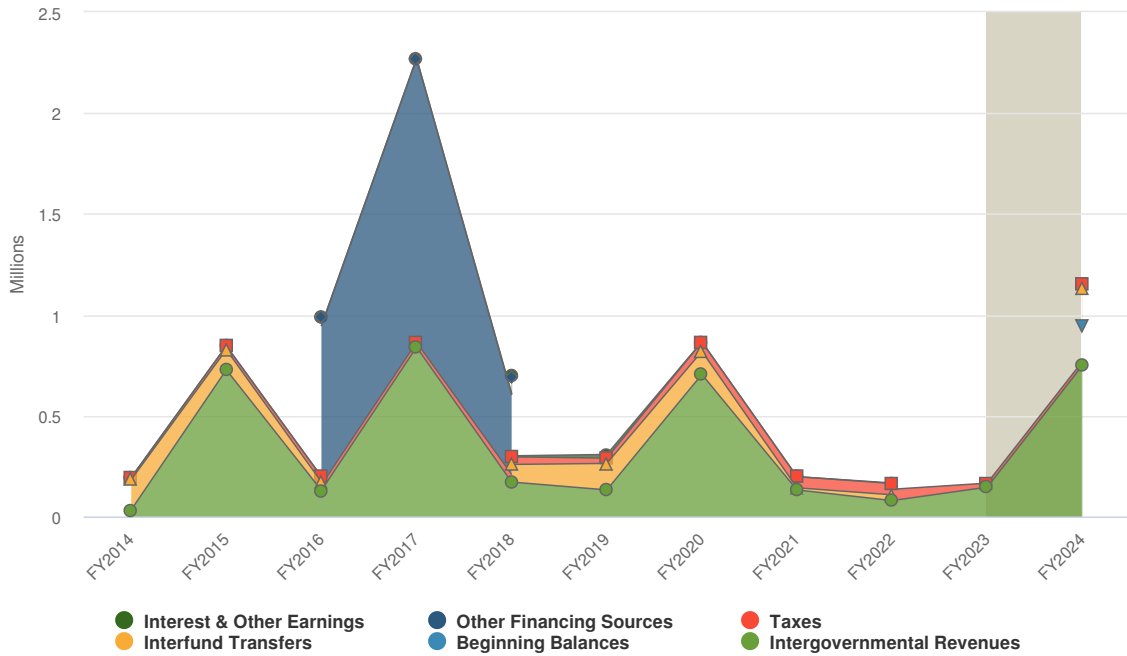
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Capital Project Funds			
Capital Improvement Fund	\$20,000.00	\$20,000.00	0%
First Street	\$0.00	\$884,186.00	N/A
Columbia Avenue	\$145,617.25	\$0.00	-100%
Park Plaza Fund	\$0.00	\$250,000.00	N/A
Total Capital Project Funds:	\$165,617.25	\$1,154,186.00	596.9%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

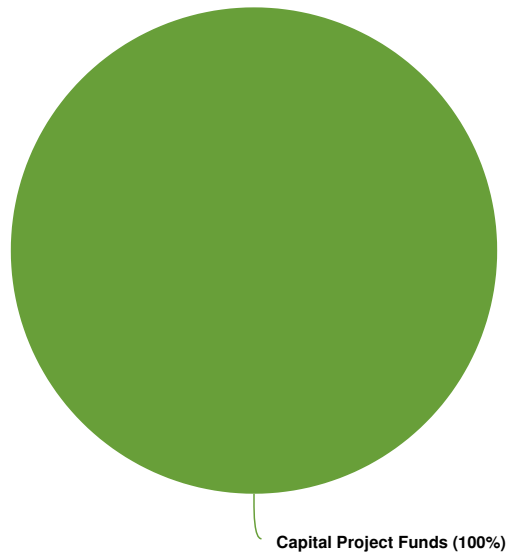
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



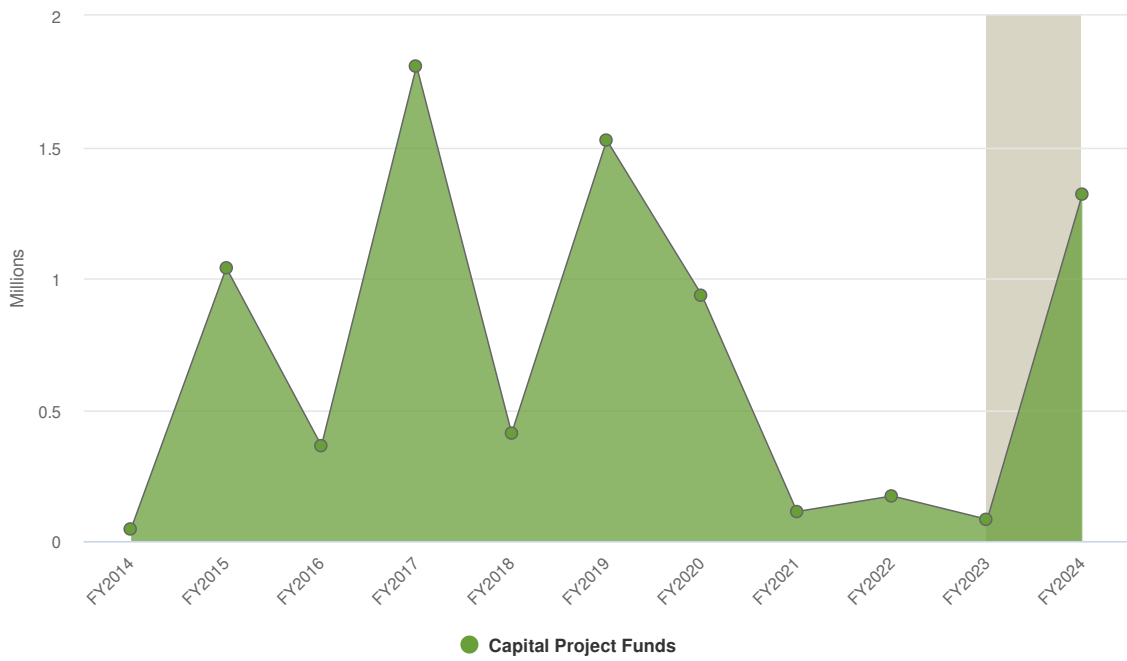
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$200,000.00	N/A
Taxes	\$20,000.00	\$20,000.00	0%
Intergovernmental Revenues	\$145,617.25	\$748,000.00	413.7%
Interfund Transfers	\$0.00	\$186,186.00	N/A
Total Revenue Source:	\$165,617.25	\$1,154,186.00	596.9%

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

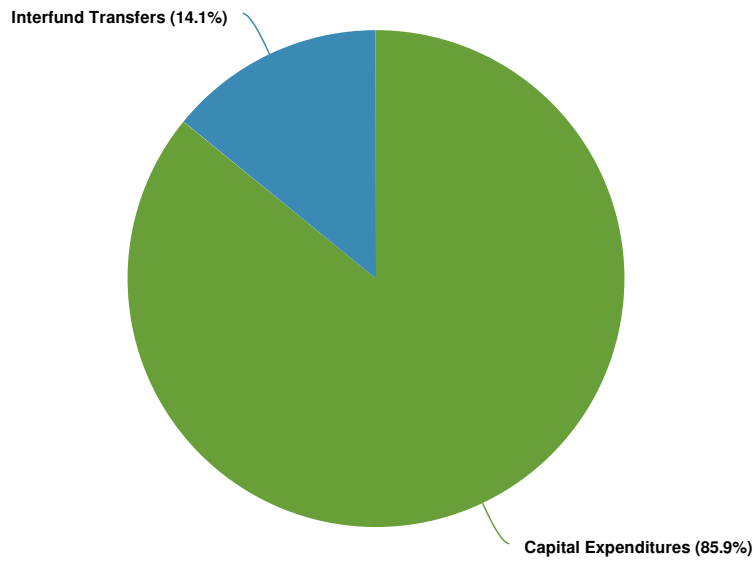


Grey background indicates budgeted figures.

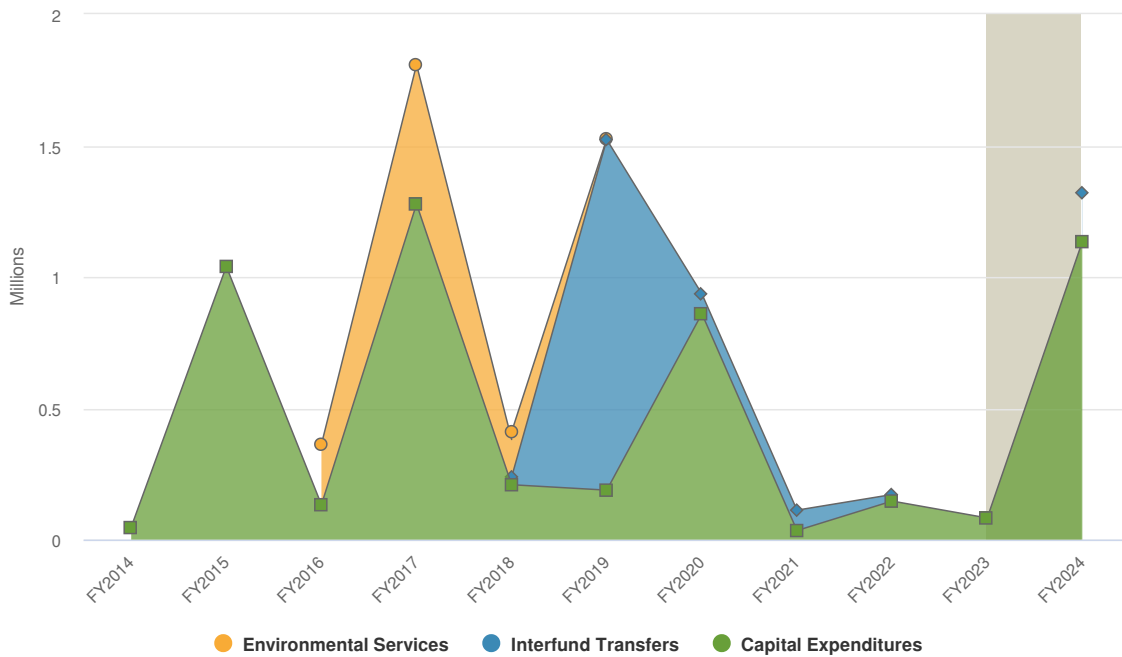
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Capital Project Funds			
Capital Improvement Fund	\$0.00	\$186,186.00	N/A
First Street	\$0.00	\$884,186.00	N/A
Columbia Avenue	\$82,329.77	\$0.00	-100%
Park Plaza Fund	\$0.00	\$250,000.00	N/A
Total Capital Project Funds:	\$82,329.77	\$1,320,372.00	1,503.8%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

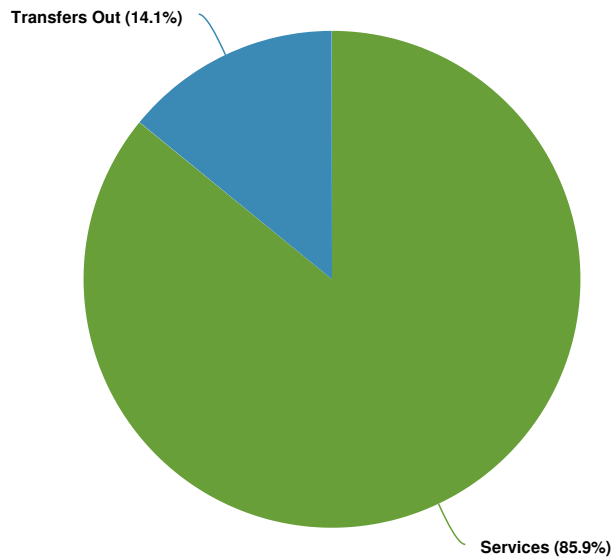


Grey background indicates budgeted figures.

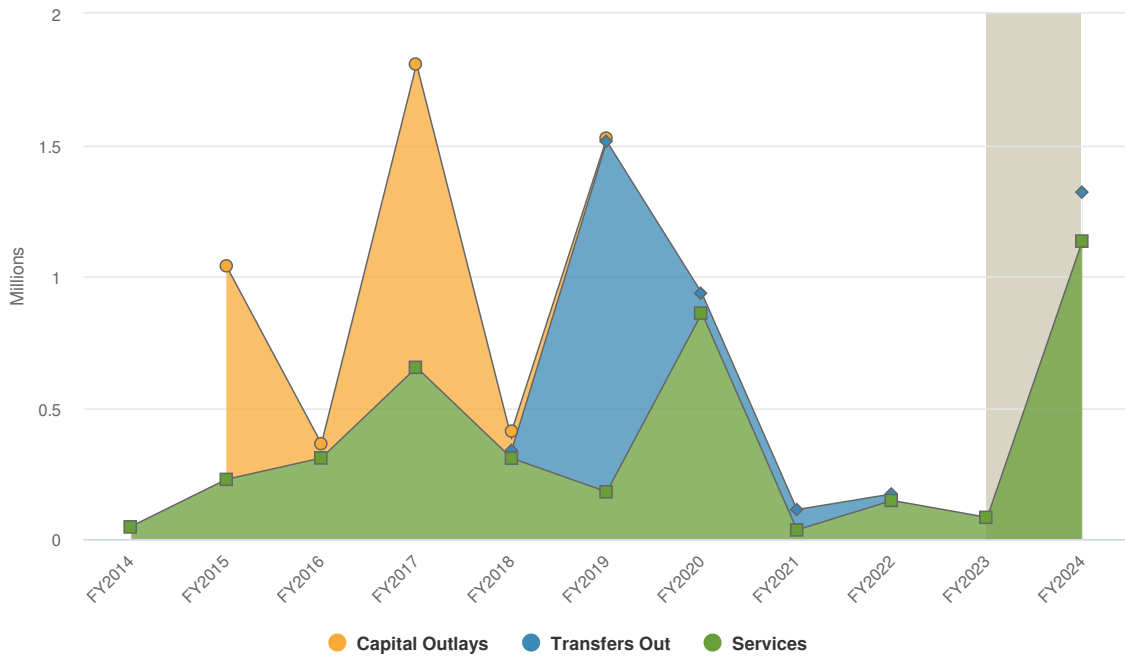
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Capital Expenditures	\$82,329.77	\$1,134,186.00	1,277.6%
Interfund Transfers	\$0.00	\$186,186.00	N/A
Total Expenditures:	\$82,329.77	\$1,320,372.00	1,503.8%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

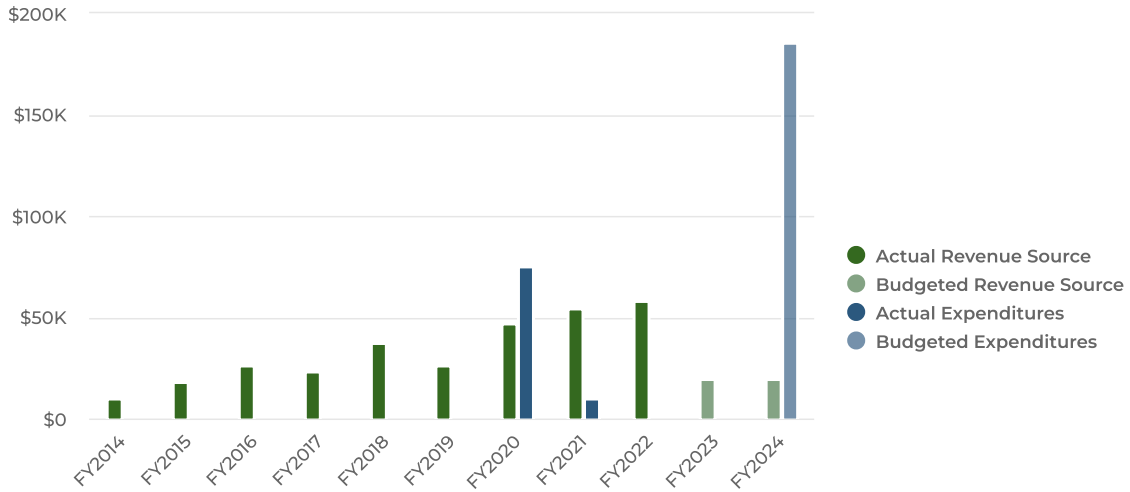
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Transfers Out	\$0.00	\$186,186.00	N/A
Services	\$82,329.77	\$1,134,186.00	1,277.6%
Total Expense Objects:	\$82,329.77	\$1,320,372.00	1,503.8%



Capital Improvement Fund

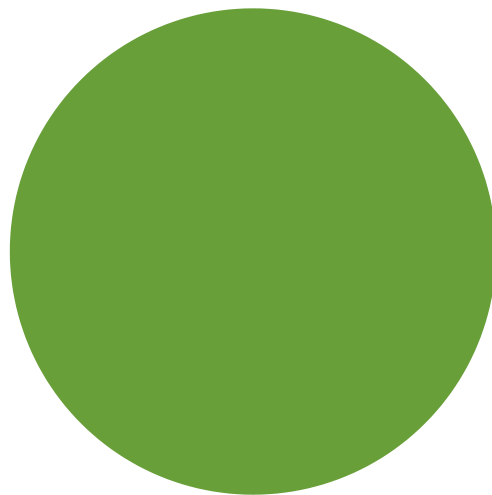
Summary

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 \$186.19K to \$186.19K in FY2024.



Revenue by Fund

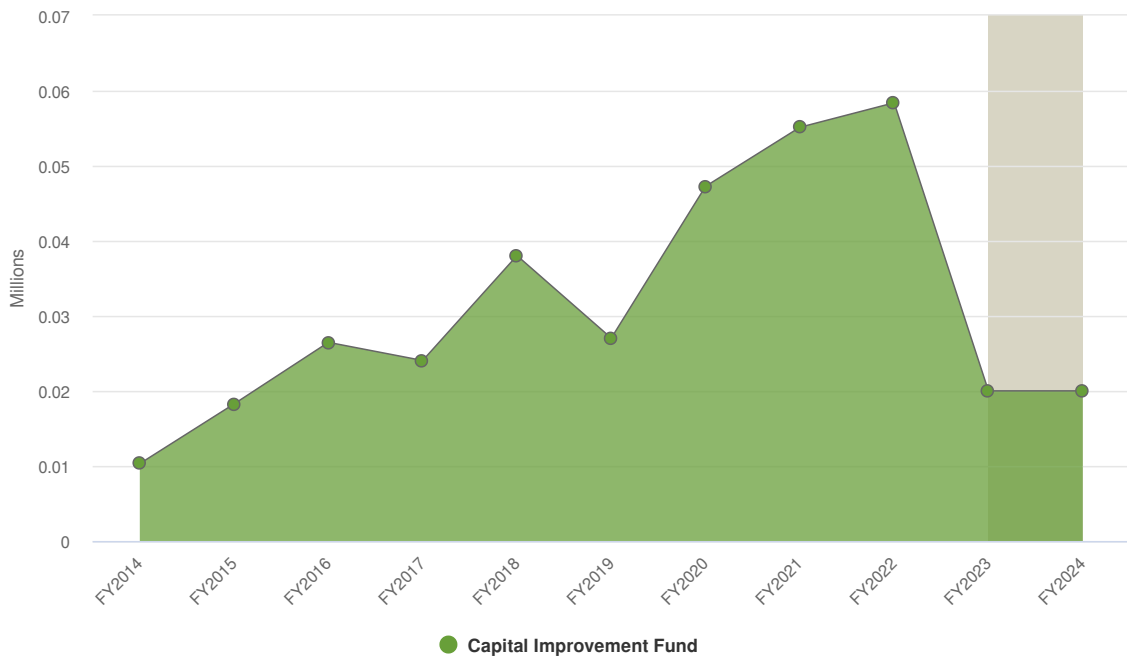
2024 Revenue by Fund



Capital Improvement Fund (100%)



Budgeted and Historical 2024 Revenue by Fund

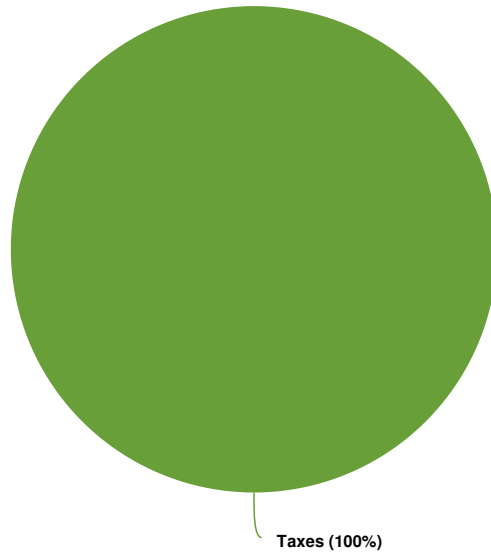


Grey background indicates budgeted figures.

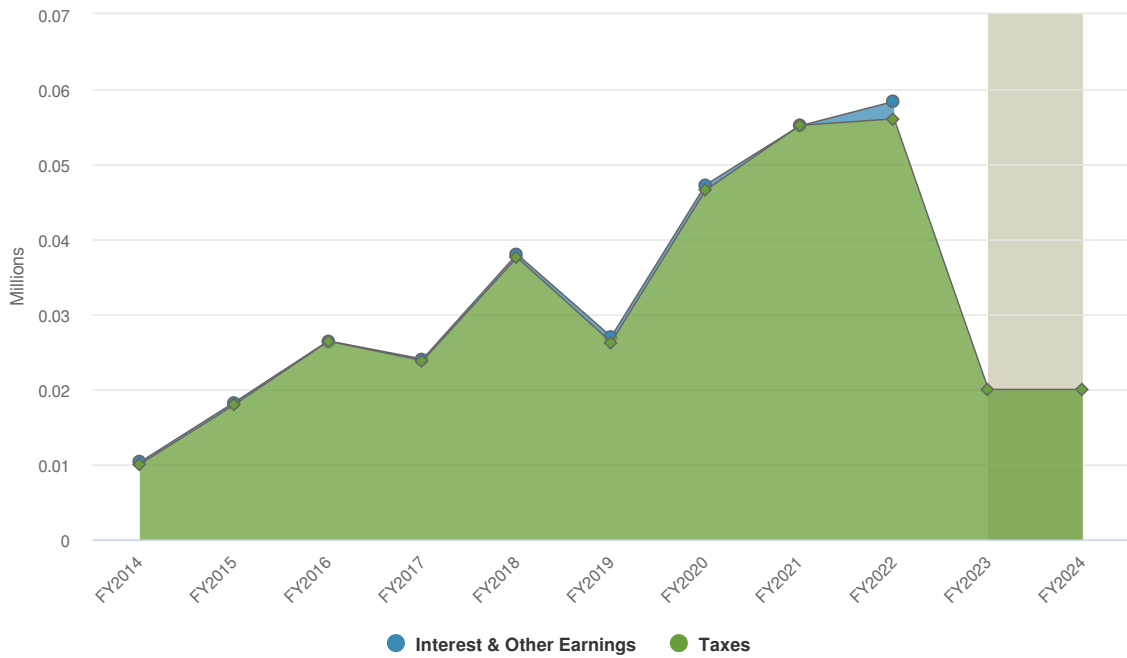
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Capital Improvement Fund	\$20,000.00	\$20,000.00	0%
Total Capital Improvement Fund:	\$20,000.00	\$20,000.00	0%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

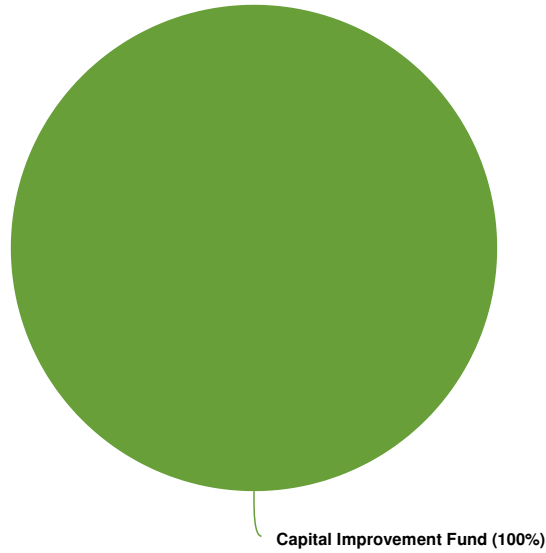
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



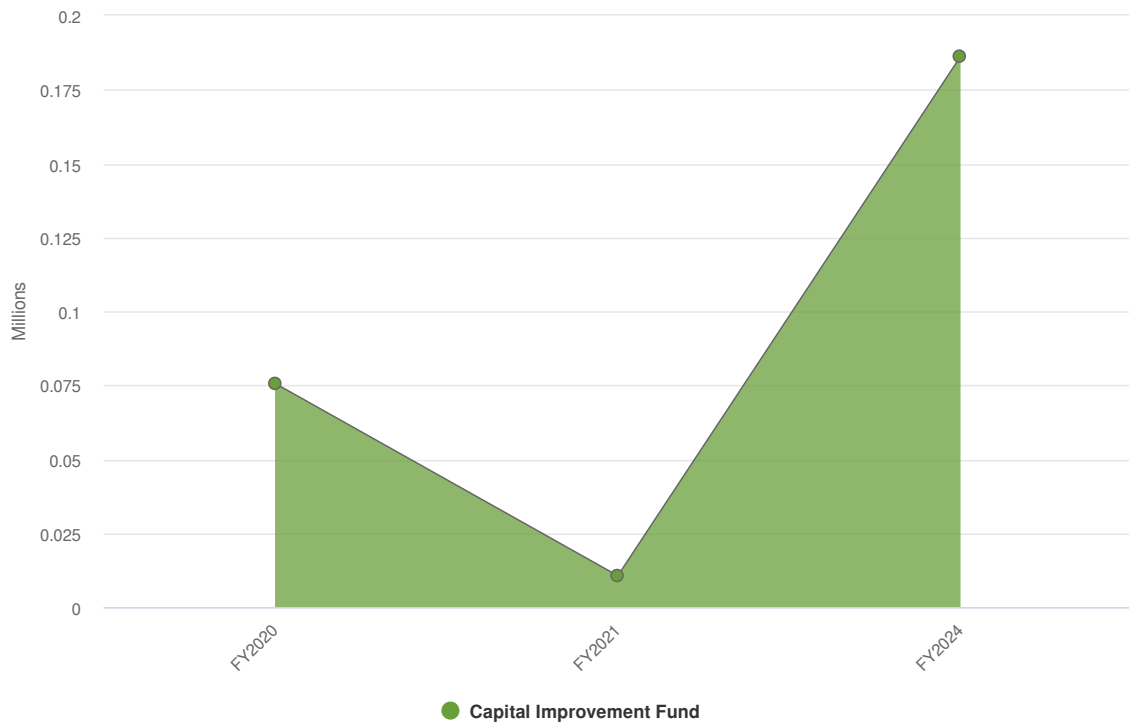
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Taxes	\$20,000.00	\$20,000.00	0%
Total Revenue Source:	\$20,000.00	\$20,000.00	0%

Expenditures by Fund

2024 Expenditures by Fund



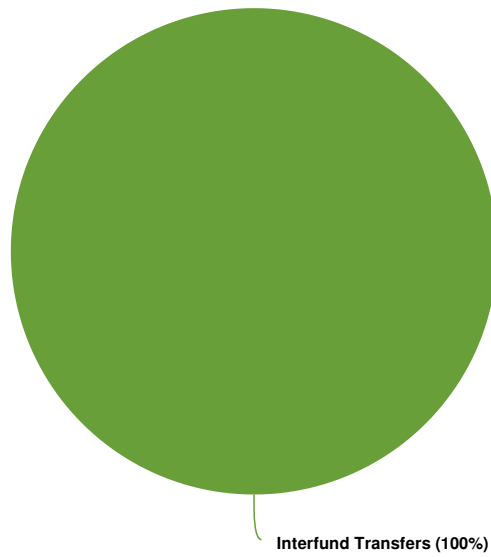
Budgeted and Historical 2024 Expenditures by Fund



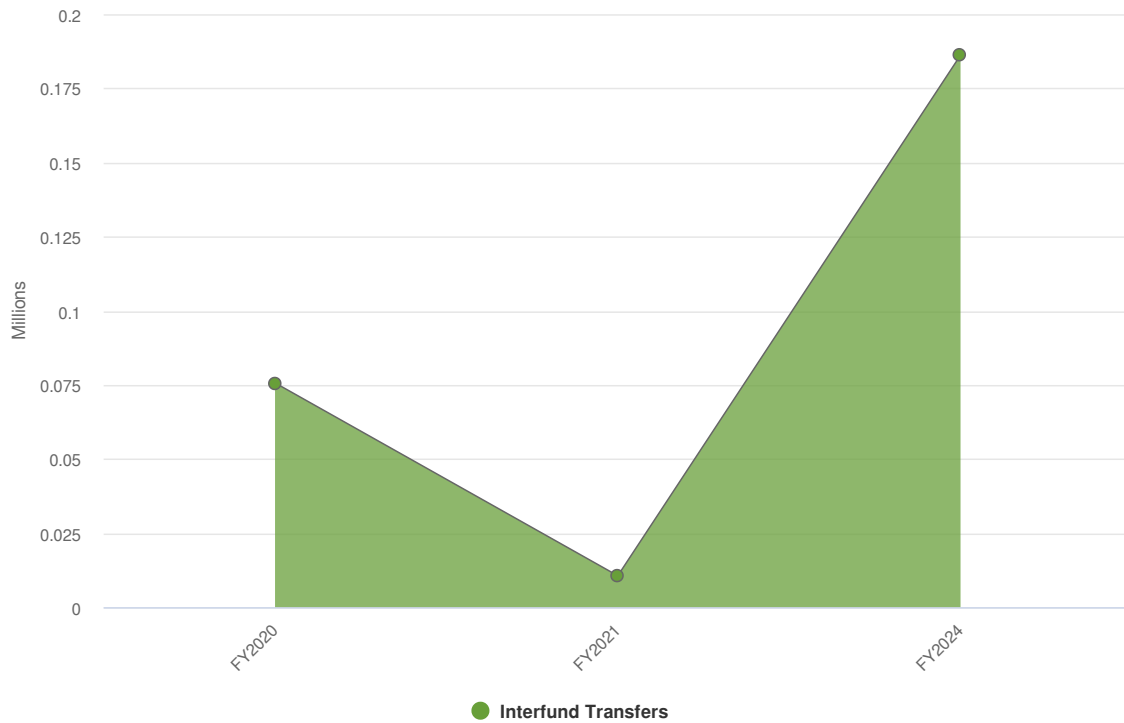
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Capital Improvement Fund	\$0.00	\$186,186.00	N/A
Total Capital Improvement Fund:	\$0.00	\$186,186.00	N/A

Expenditures by Function

Budgeted Expenditures by Function



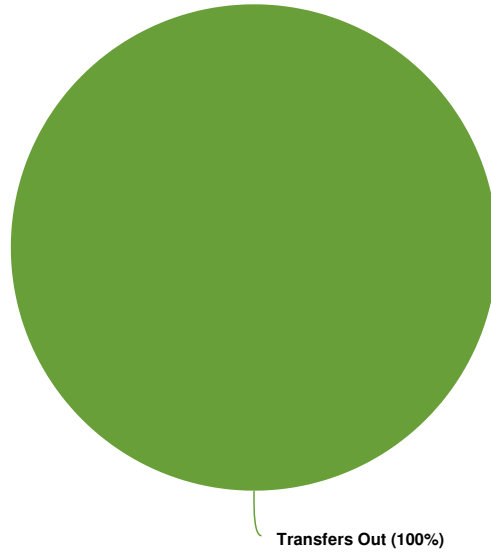
Budgeted and Historical Expenditures by Function



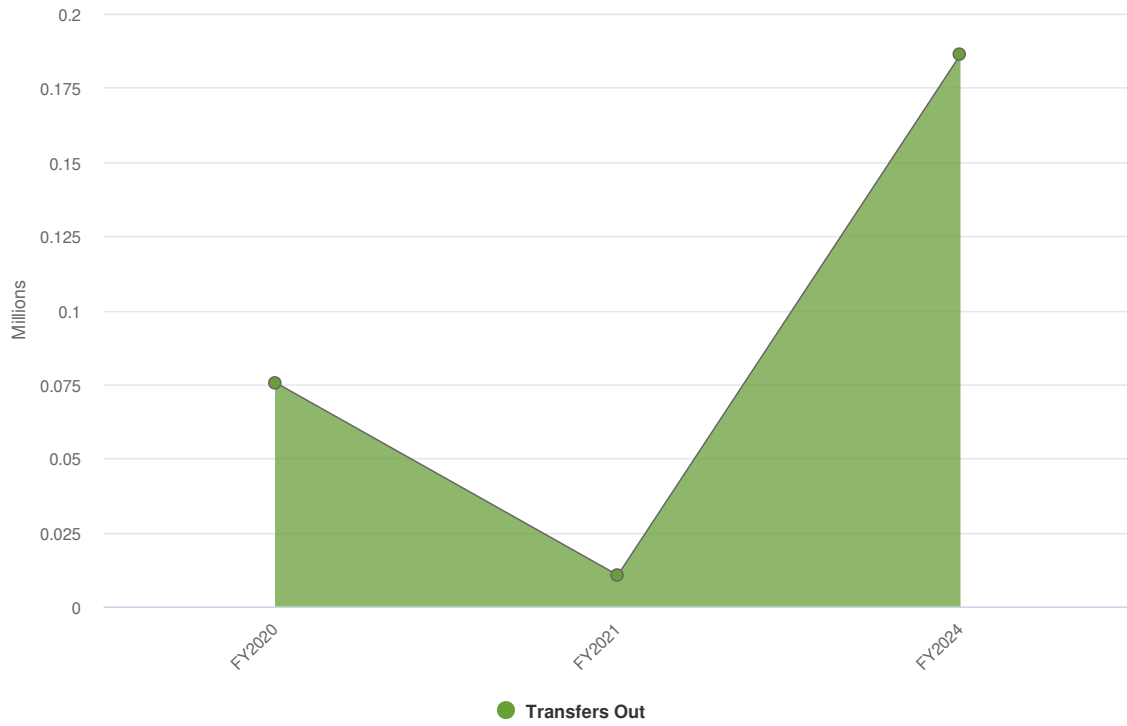
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Interfund Transfers	\$0.00	\$186,186.00	N/A
Total Expenditures:	\$0.00	\$186,186.00	N/A

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



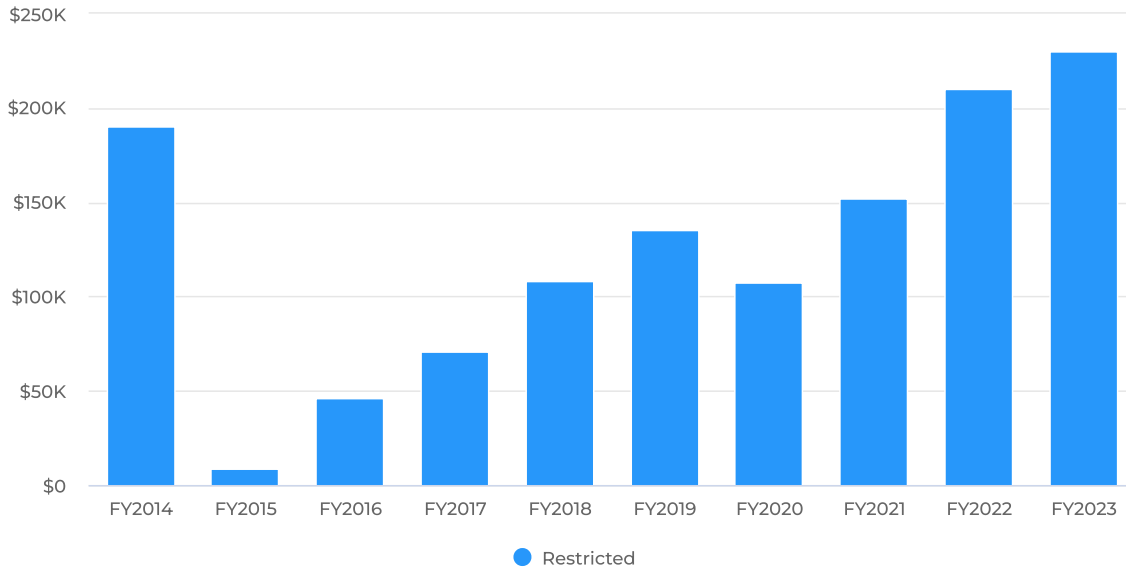
Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Transfers Out	\$0.00	\$186,186.00	N/A
Total Expense Objects:	\$0.00	\$186,186.00	N/A

Fund Balance

Projections



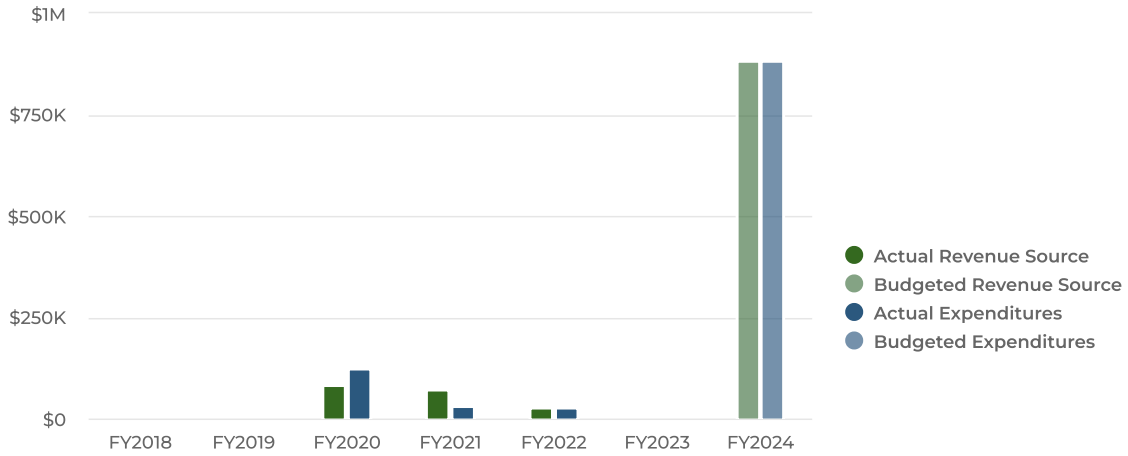
	FY2023
Fund Balance	—
Restricted	\$230,190
Total Fund Balance:	\$230,190





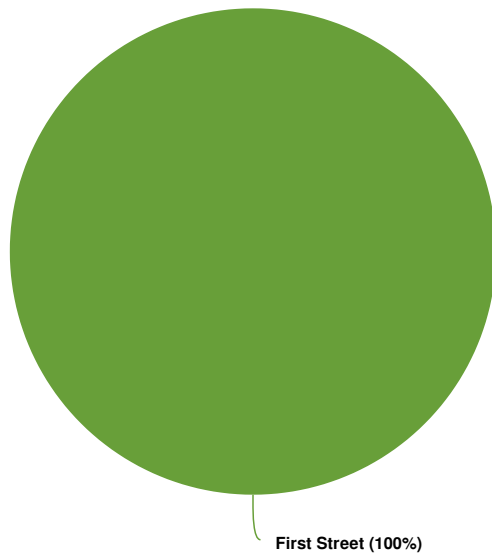
Summary

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.

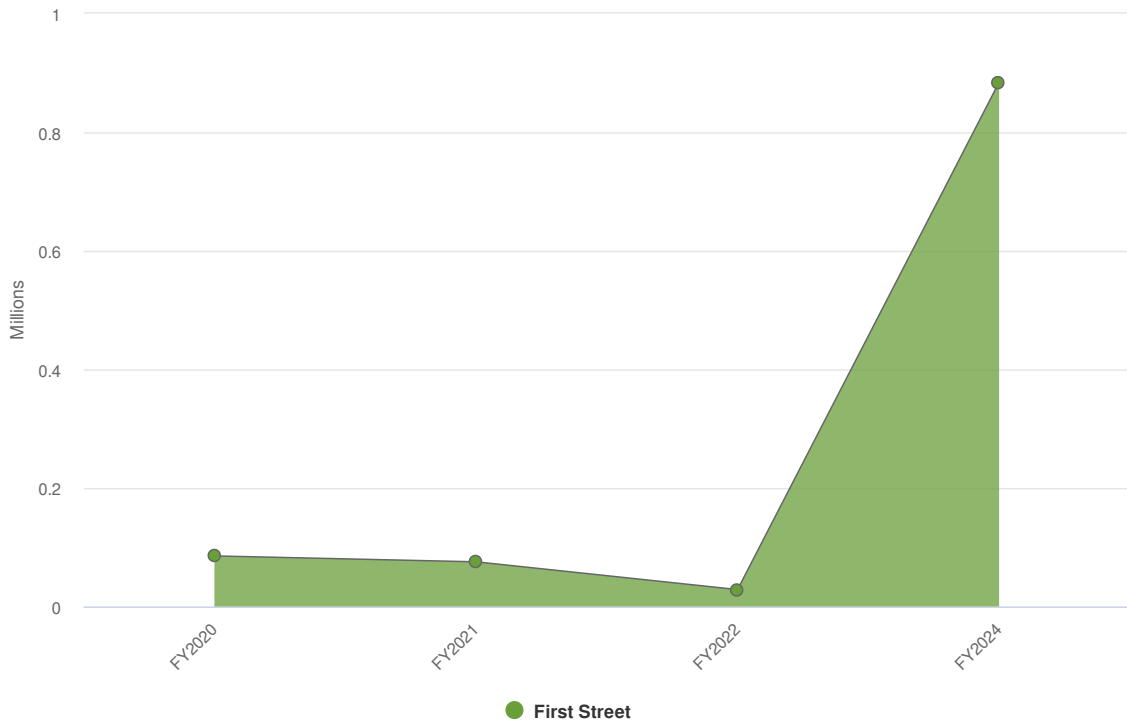


Revenue by Fund

2024 Revenue by Fund



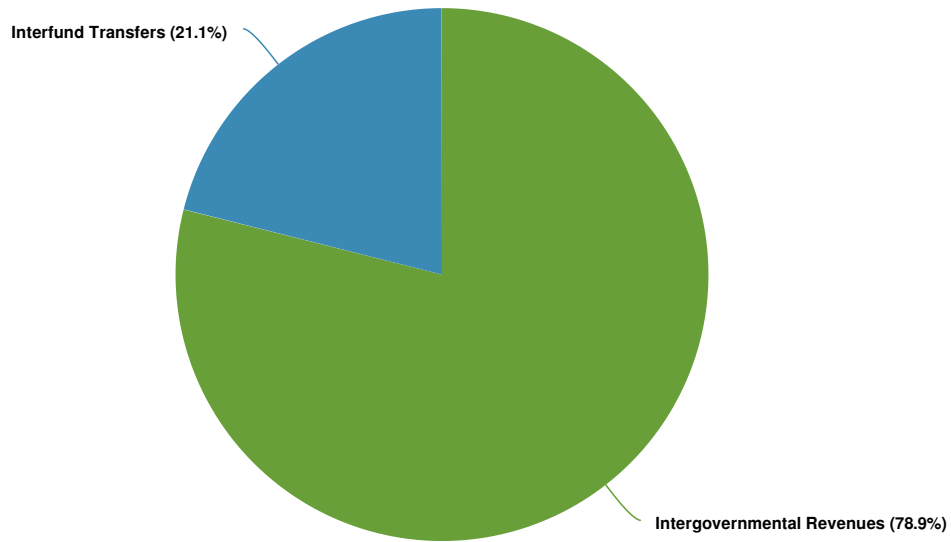
Budgeted and Historical 2024 Revenue by Fund



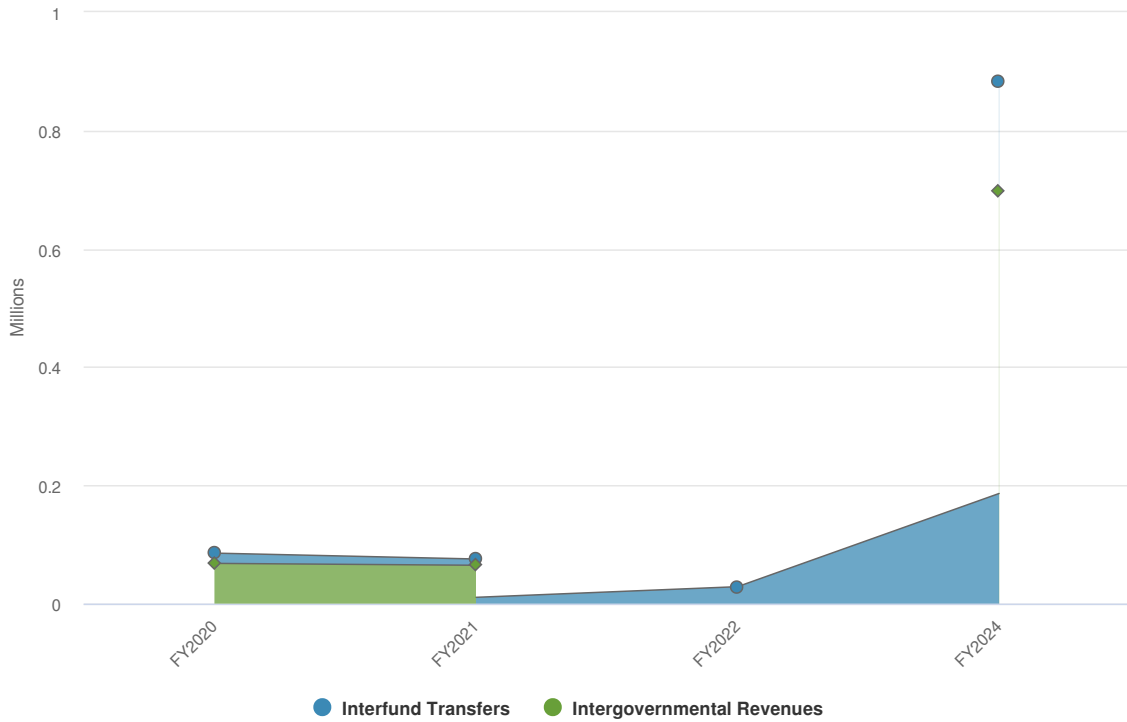
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
First Street	\$0.00	\$884,186.00	N/A
Total First Street:	\$0.00	\$884,186.00	N/A

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



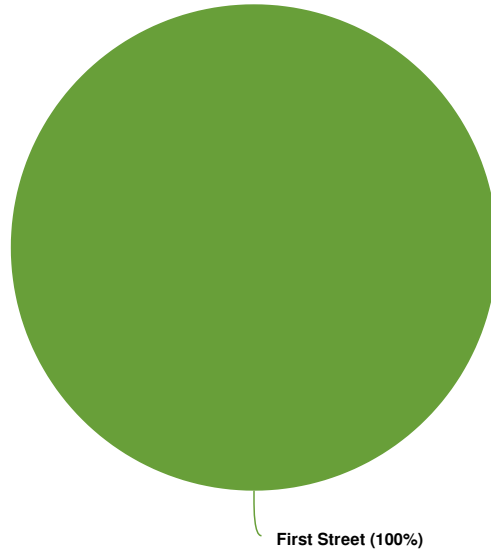
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



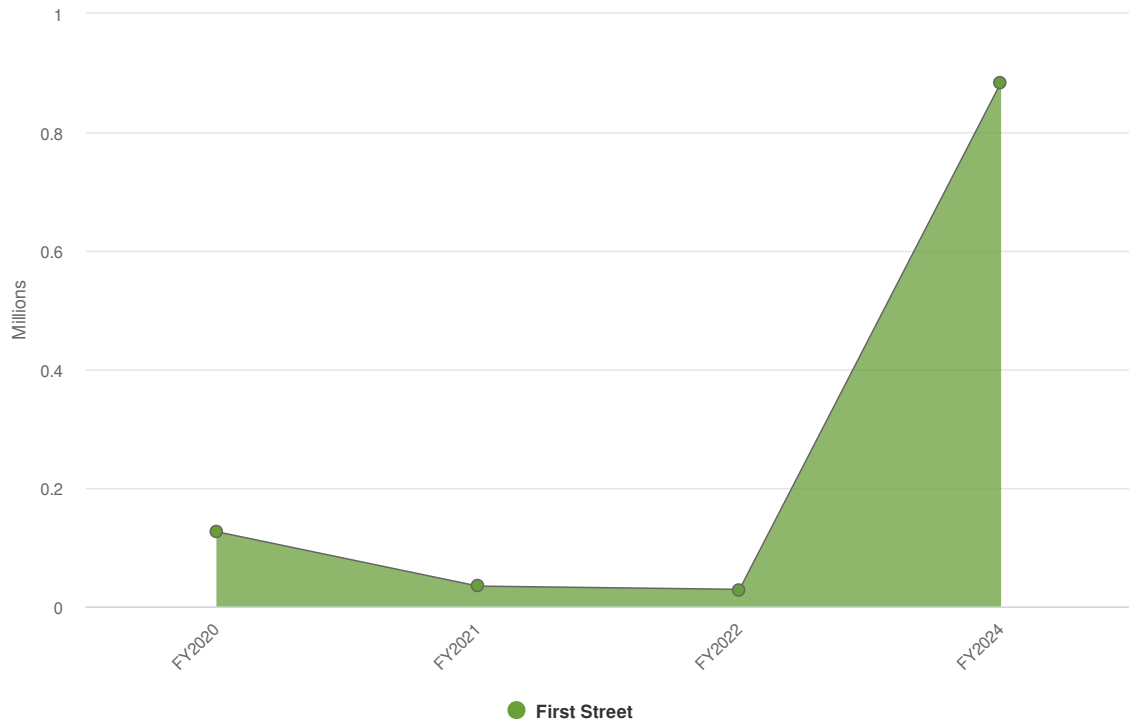
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Intergovernmental Revenues	\$0.00	\$698,000.00	N/A
Interfund Transfers	\$0.00	\$186,186.00	N/A
Total Revenue Source:	\$0.00	\$884,186.00	N/A

Expenditures by Fund

2024 Expenditures by Fund



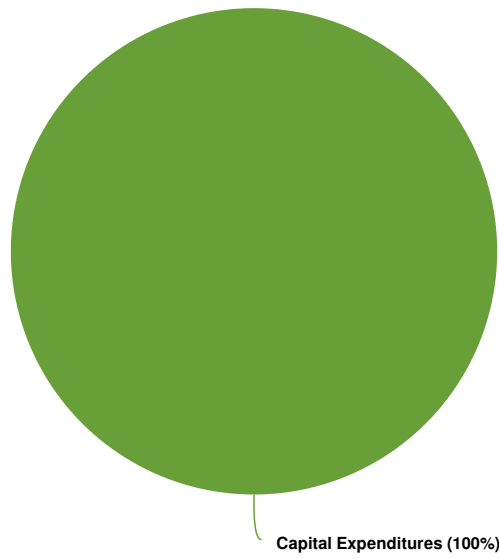
Budgeted and Historical 2024 Expenditures by Fund



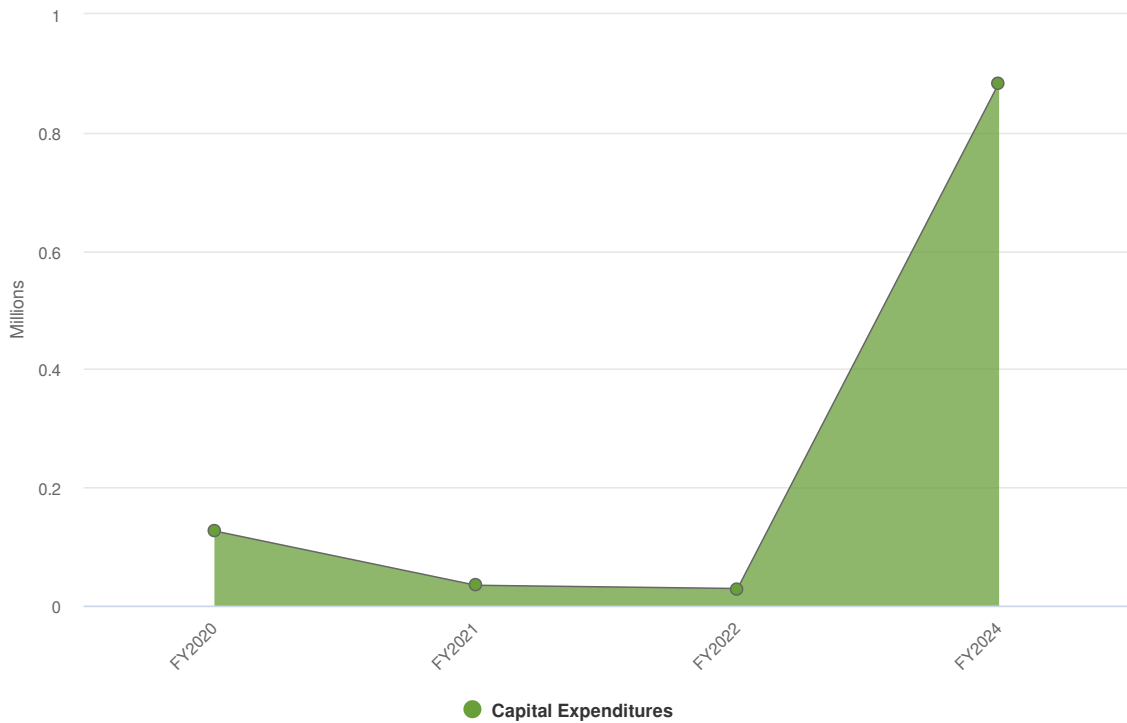
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
First Street	\$0.00	\$884,186.00	N/A
Total First Street:	\$0.00	\$884,186.00	N/A

Expenditures by Function

Budgeted Expenditures by Function



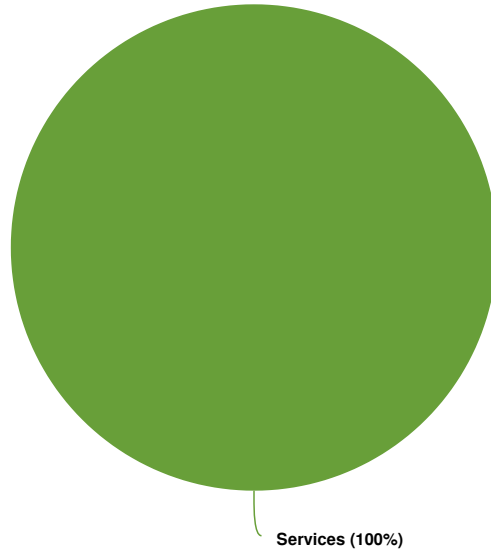
Budgeted and Historical Expenditures by Function



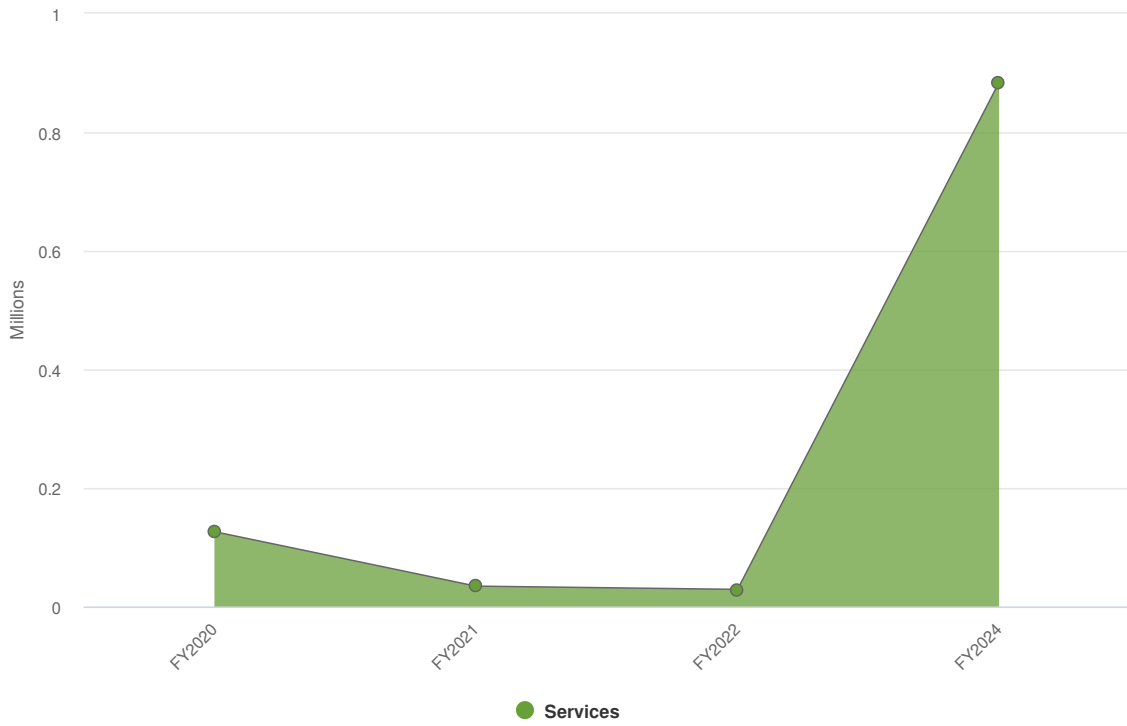
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Capital Expenditures	\$0.00	\$884,186.00	N/A
Total Expenditures:	\$0.00	\$884,186.00	N/A

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type

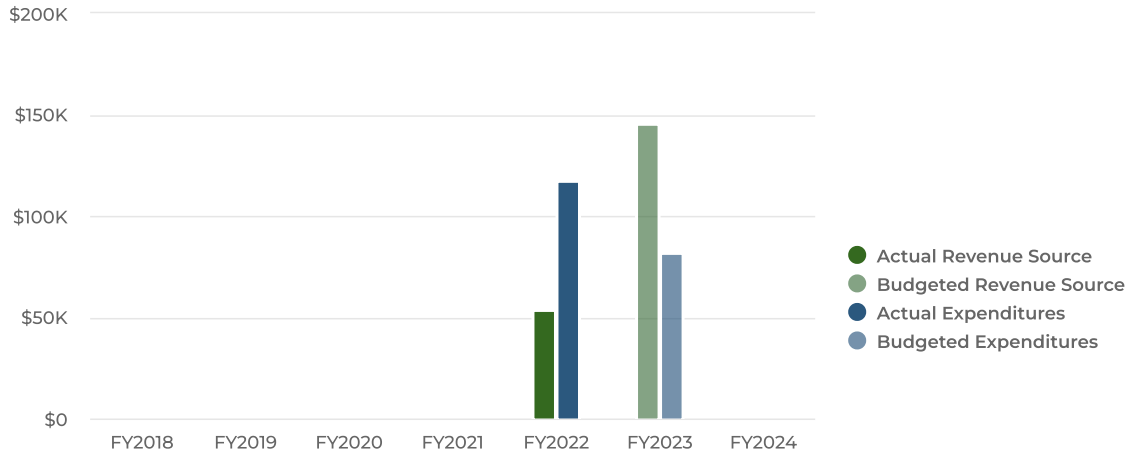


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Services	\$0.00	\$884,186.00	N/A
Total Expense Objects:	\$0.00	\$884,186.00	N/A



Summary

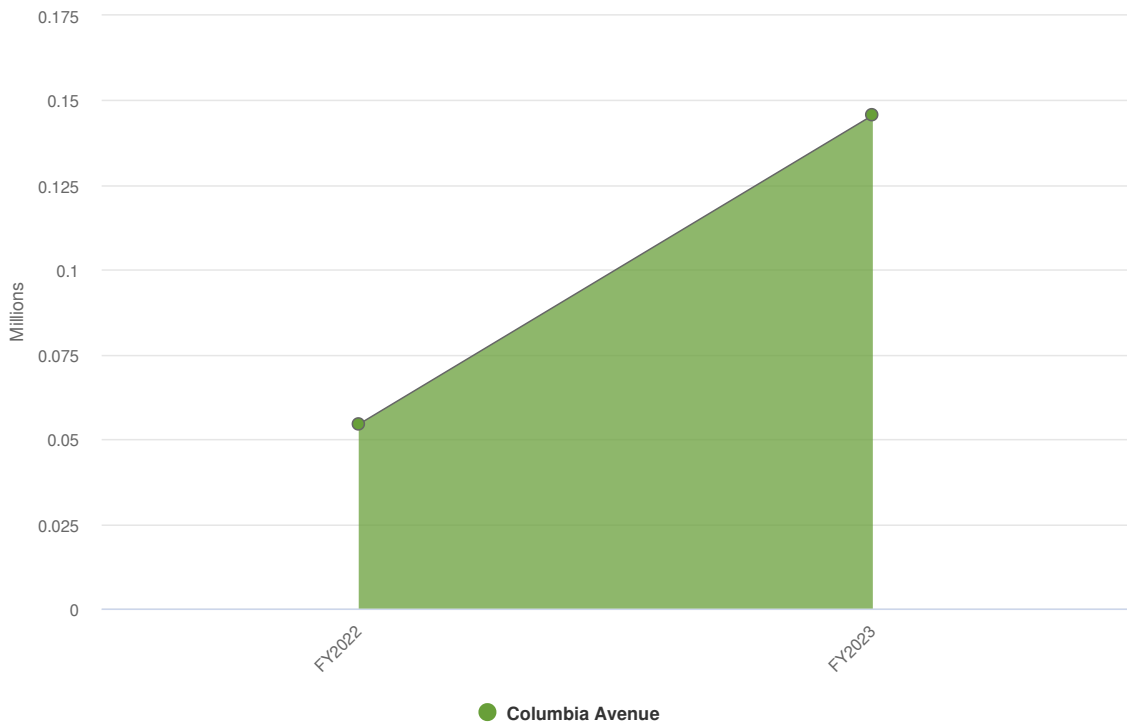
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 100% decrease over the prior year. Budgeted expenditures are projected to decrease by 100% or \$82.33K to N/A in FY2024.



Revenue by Fund

2024 Revenue by Fund

Budgeted and Historical 2024 Revenue by Fund

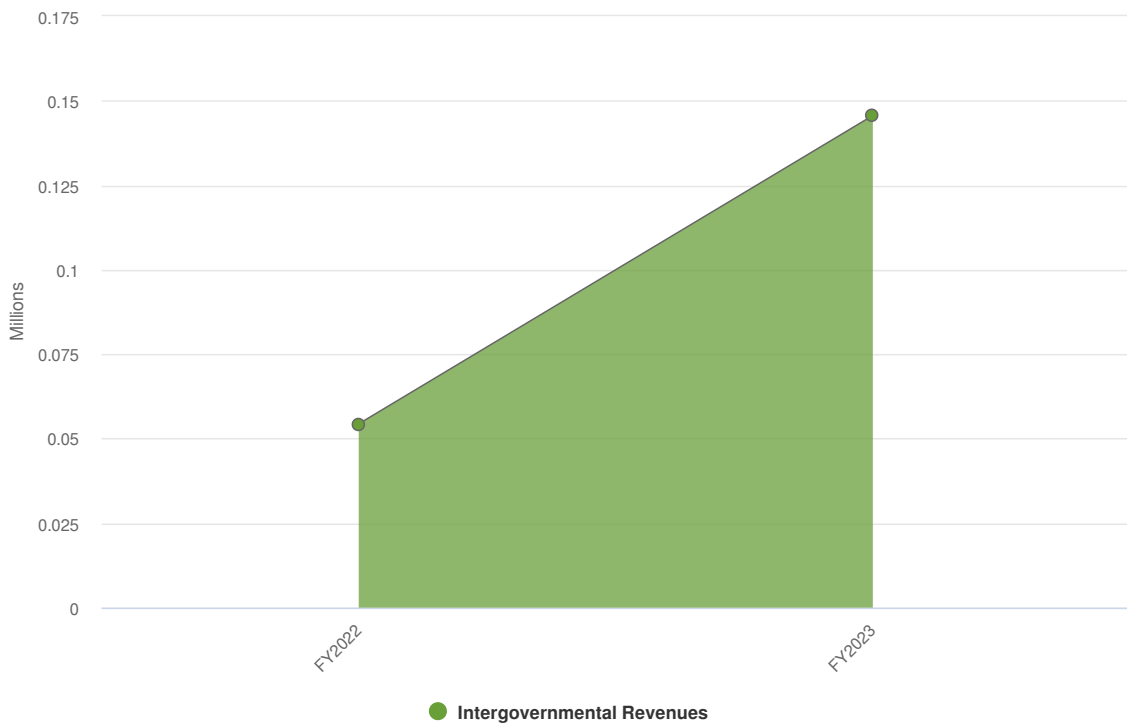


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Columbia Avenue	\$145,617.25	\$0.00	-100%
Total Columbia Avenue:	\$145,617.25	\$0.00	-100%

Revenues by Source

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			



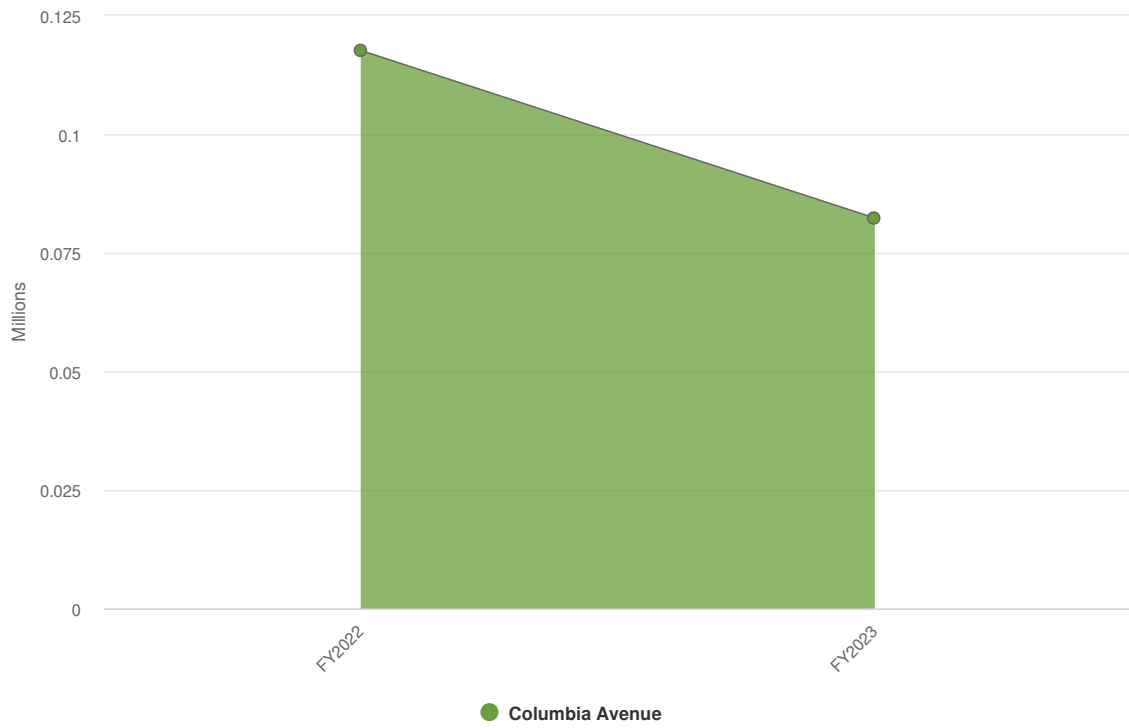
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Intergovernmental Revenues	\$145,617.25	\$0.00	-100%
Total Revenue Source:	\$145,617.25	\$0.00	-100%

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

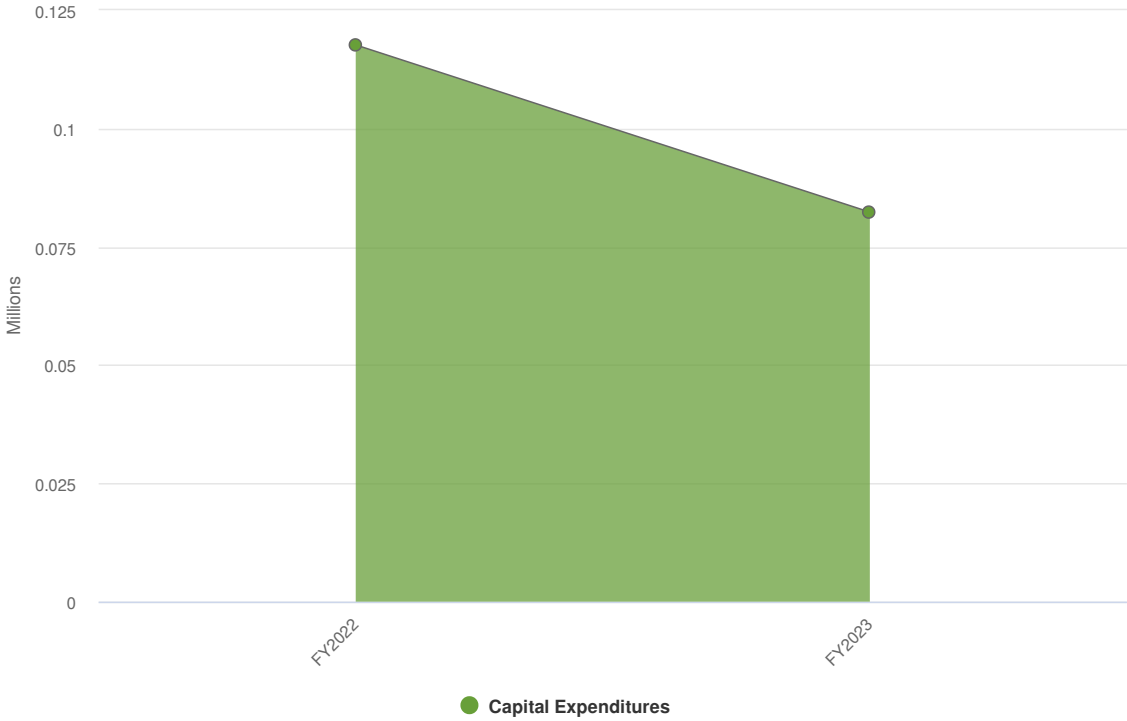


Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Columbia Avenue	\$82,329.77	\$0.00	-100%
Total Columbia Avenue:	\$82,329.77	\$0.00	-100%

Expenditures by Function

Budgeted Expenditures by Function

Budgeted and Historical Expenditures by Function



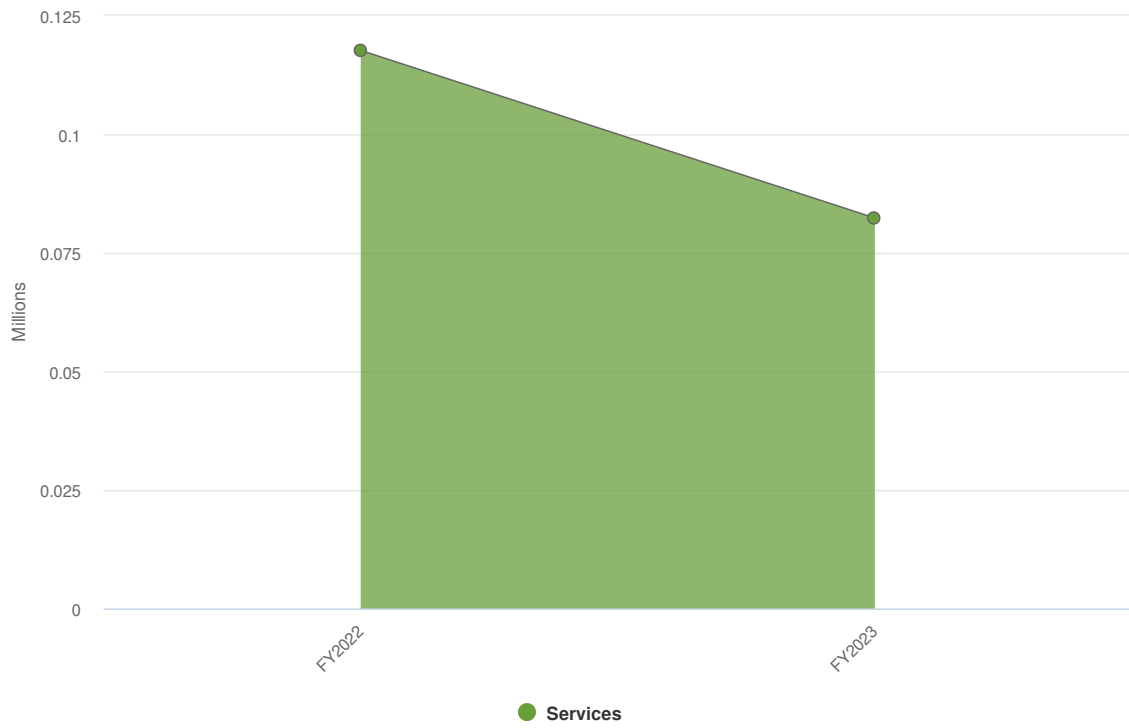
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Capital Expenditures	\$82,329.77	\$0.00	-100%
Total Expenditures:	\$82,329.77	\$0.00	-100%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type

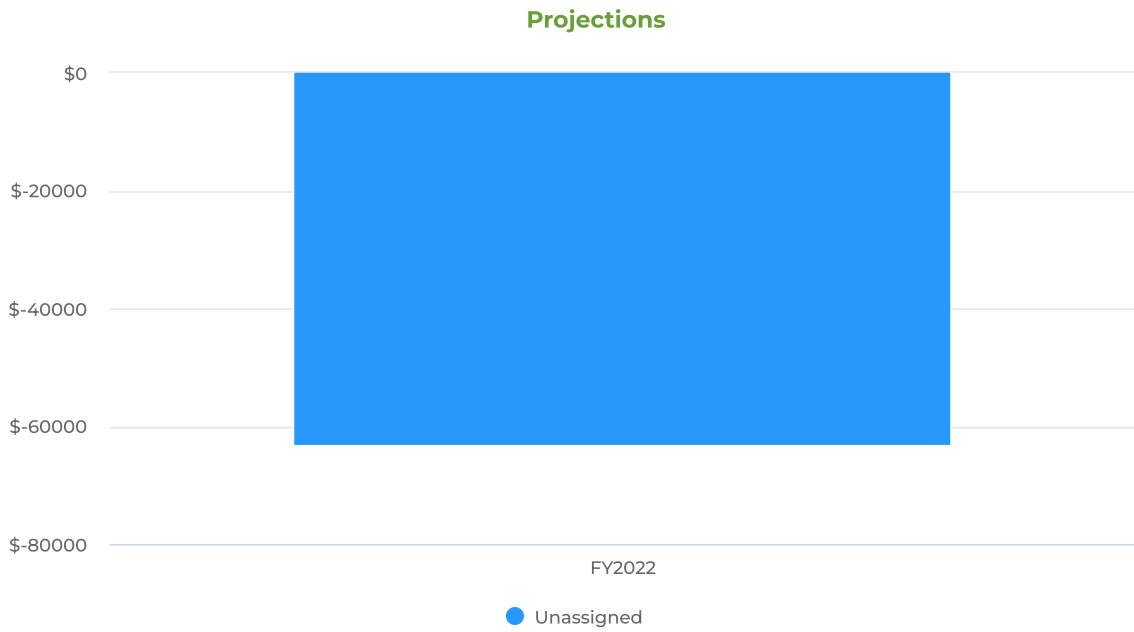


Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Services	\$82,329.77	\$0.00	-100%
Total Expense Objects:	\$82,329.77	\$0.00	-100%

Fund Balance



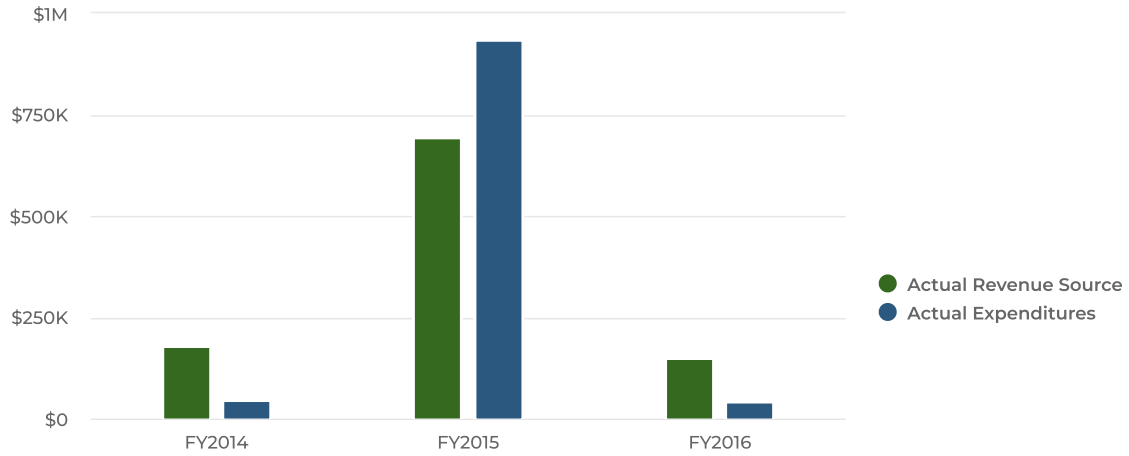
	FY2022
Fund Balance	—
Unassigned	\$-63,287
Total Fund Balance:	\$-63,287





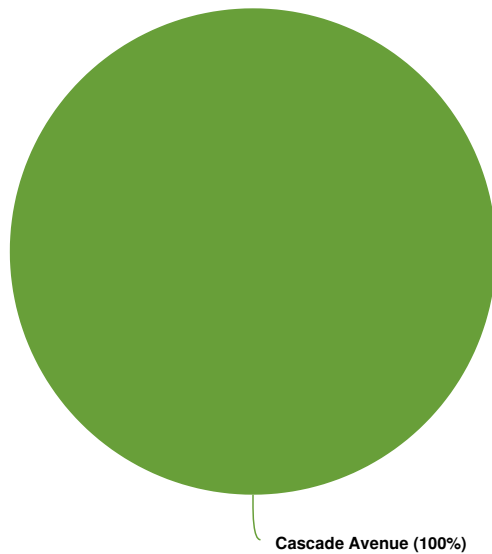
Summary

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.

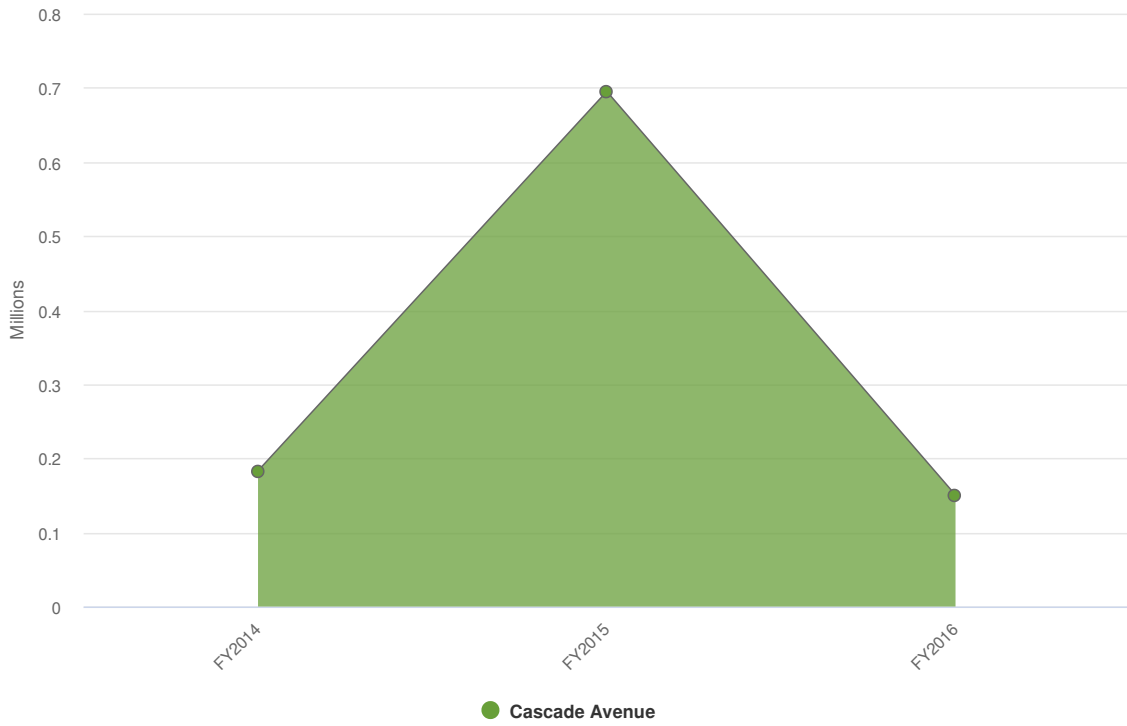


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

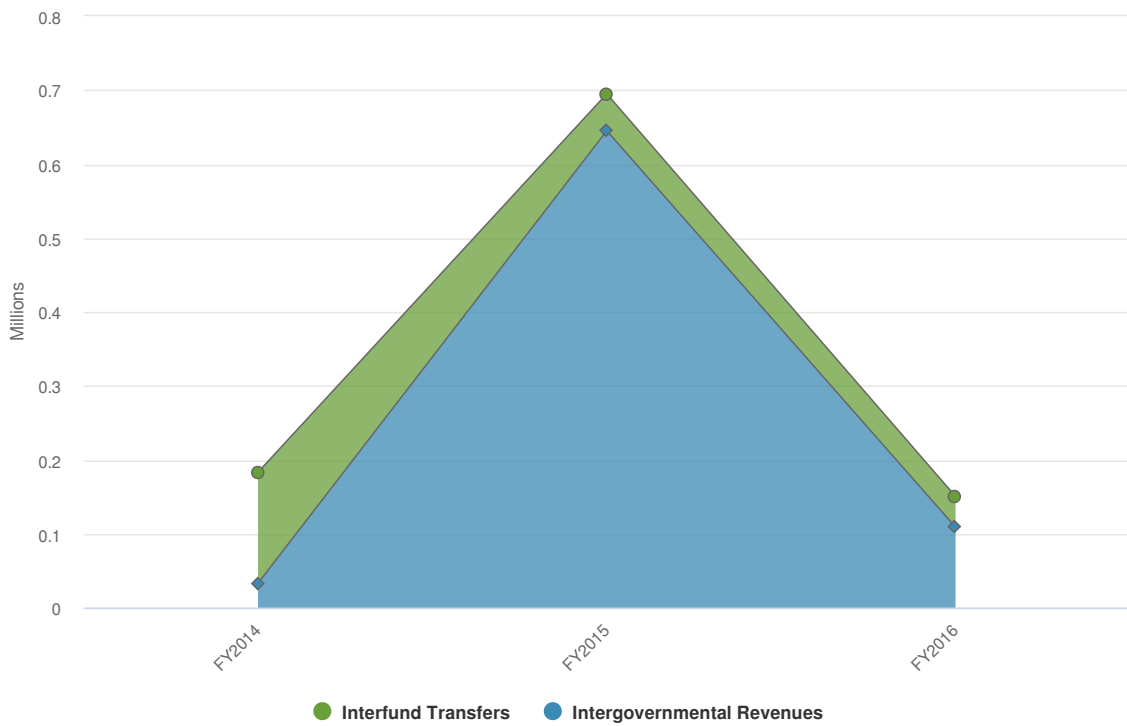


Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	

Revenues by Source

Projected 2024 Revenues by Source

Budgeted and Historical 2024 Revenues by Source

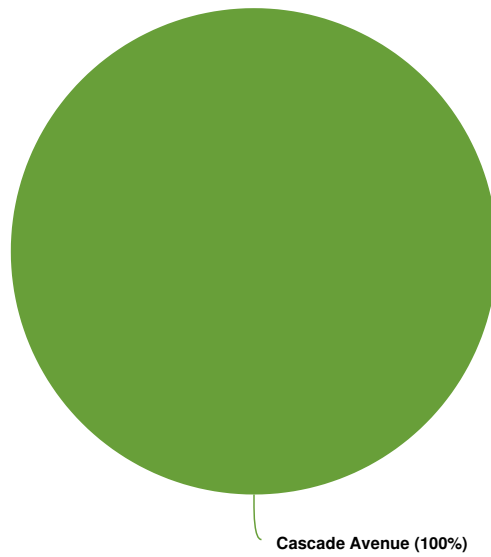


Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	

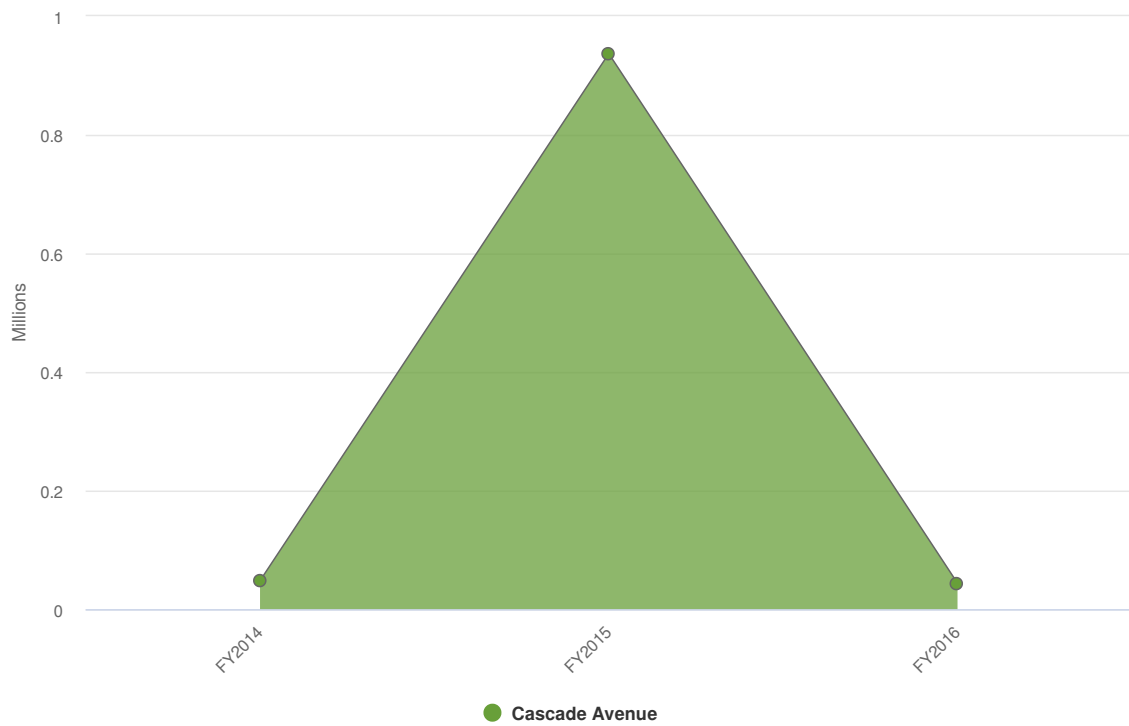


Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



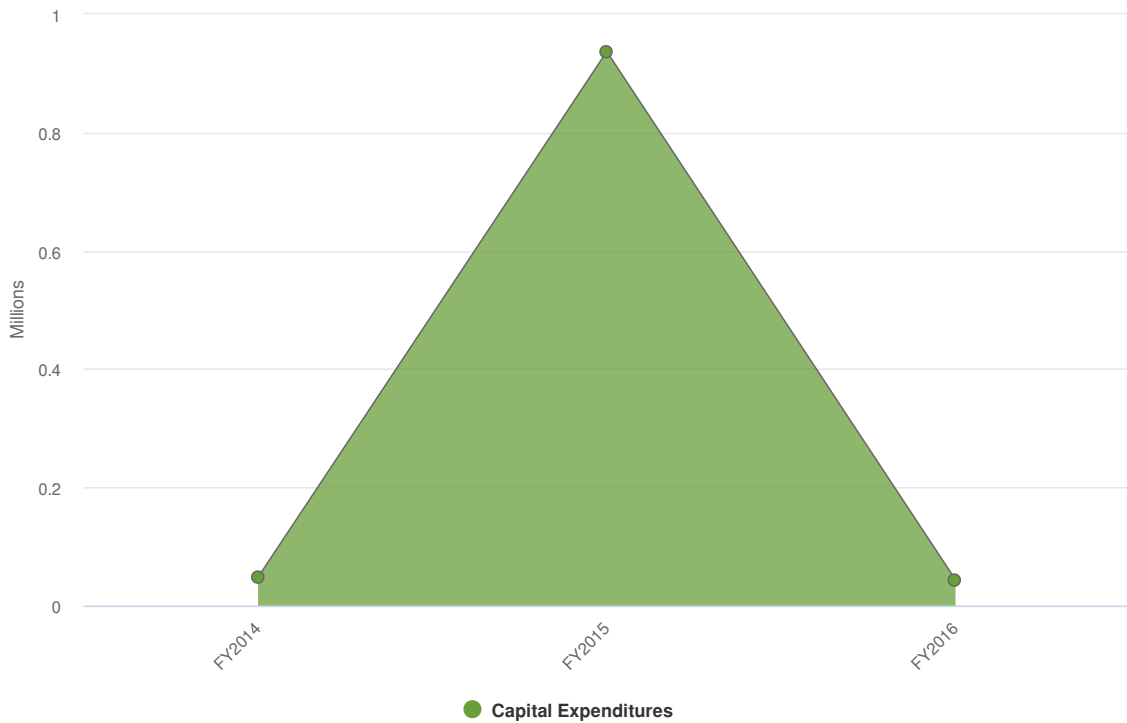
Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	



Expenditures by Function

Budgeted Expenditures by Function

Budgeted and Historical Expenditures by Function



Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
------	---



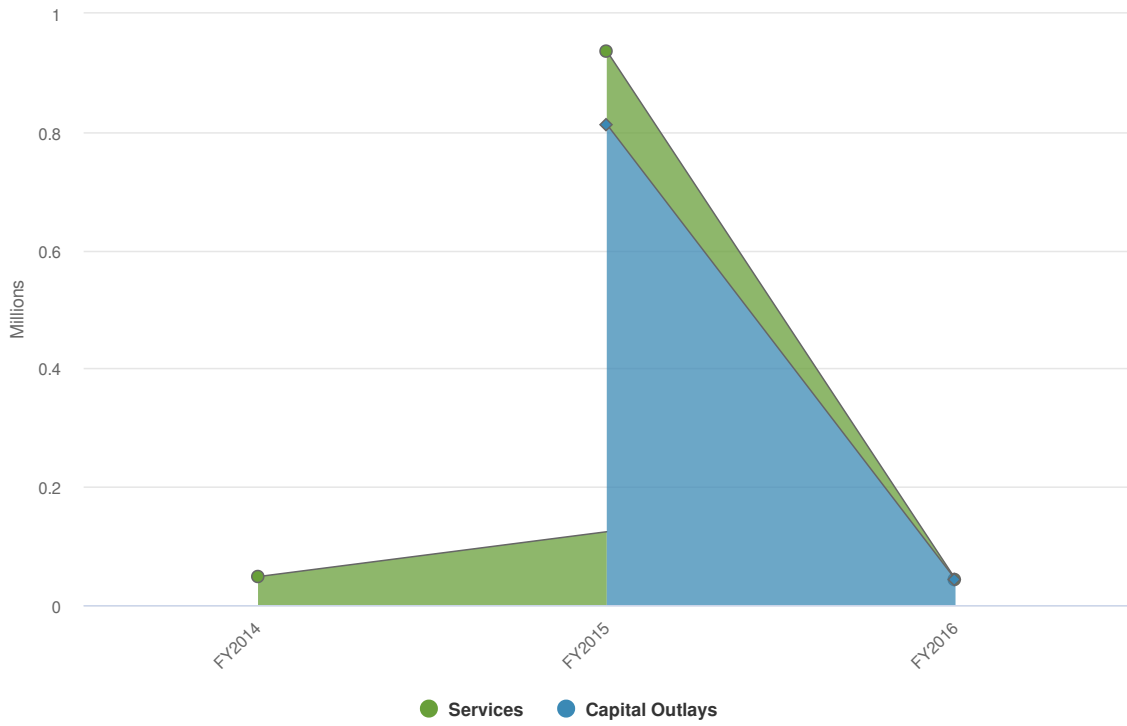
Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



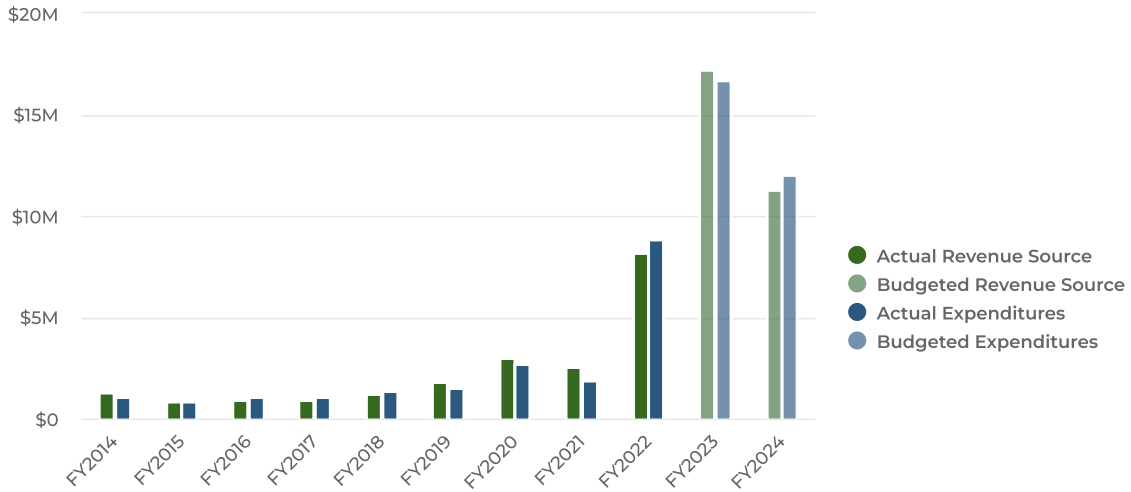
Name	FY2023 undefined vs. FY2024 Budgeted (% Change)
No Data To Display	



Water/Sewer Funds

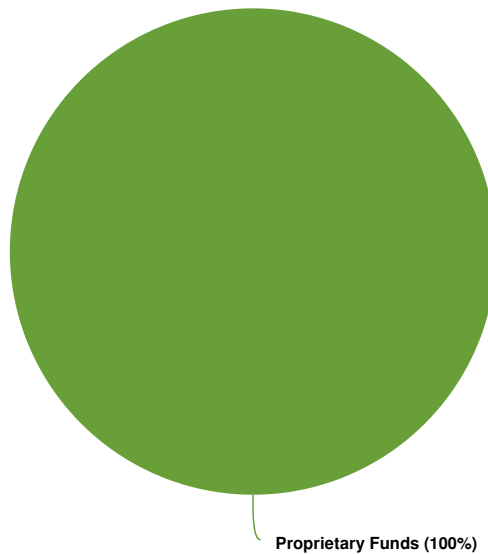
Summary

The City of Stevenson is projecting \$11.31M of revenue in FY2024, which represents a 34.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 28% or \$4.67M to \$12.04M in FY2024.

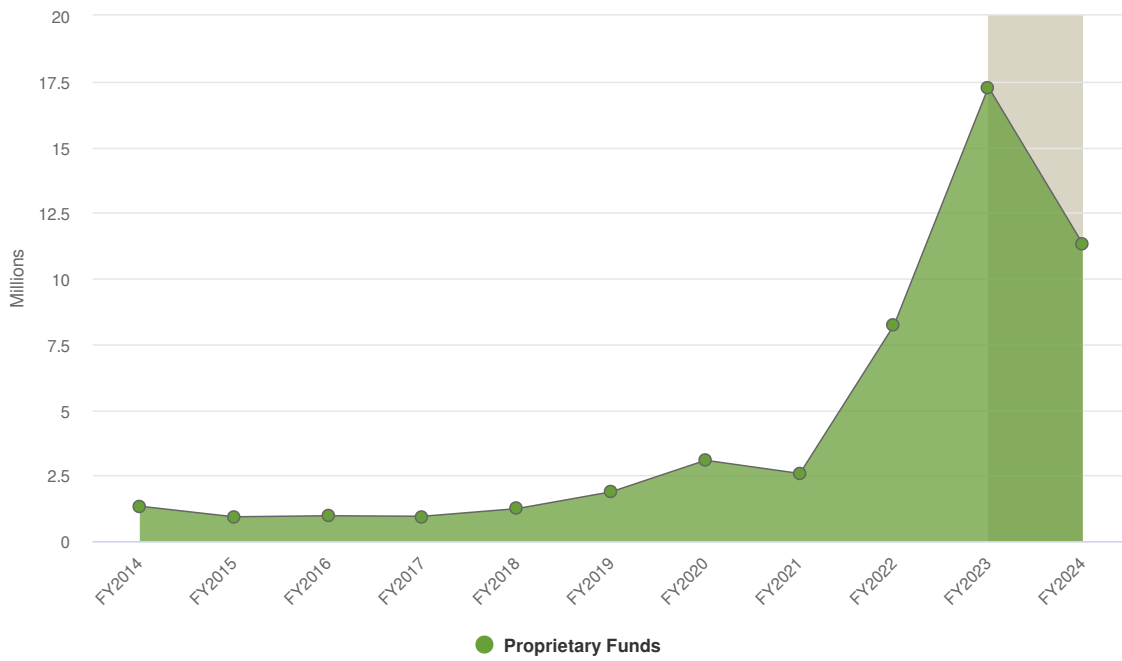


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



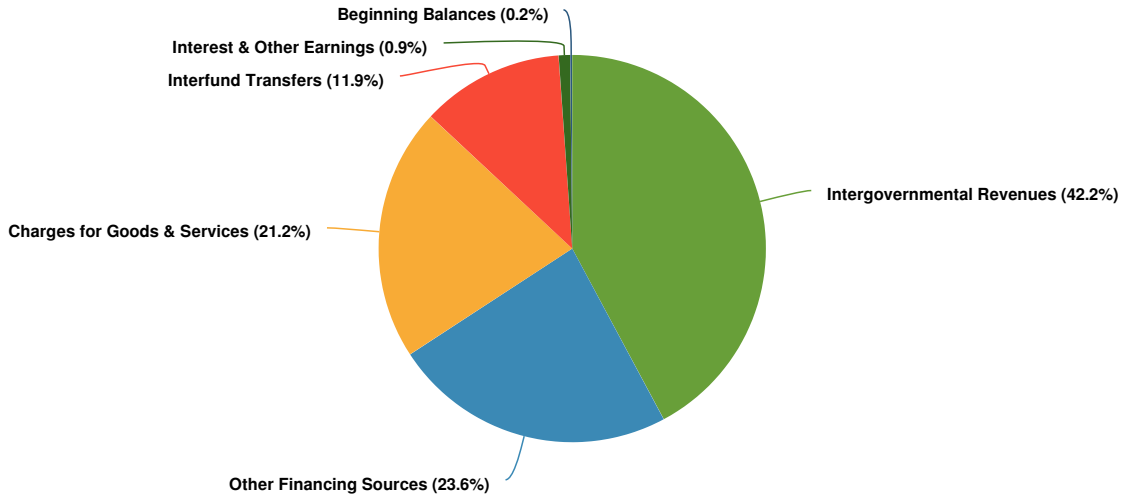
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Proprietary Funds			
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	\$8,769,250.98	-41.8%
Cascade Avenue Mitigation Fund	\$0.00	\$19,550.00	N/A
Total Proprietary Funds:	\$17,279,077.84	\$11,311,756.57	-34.5%

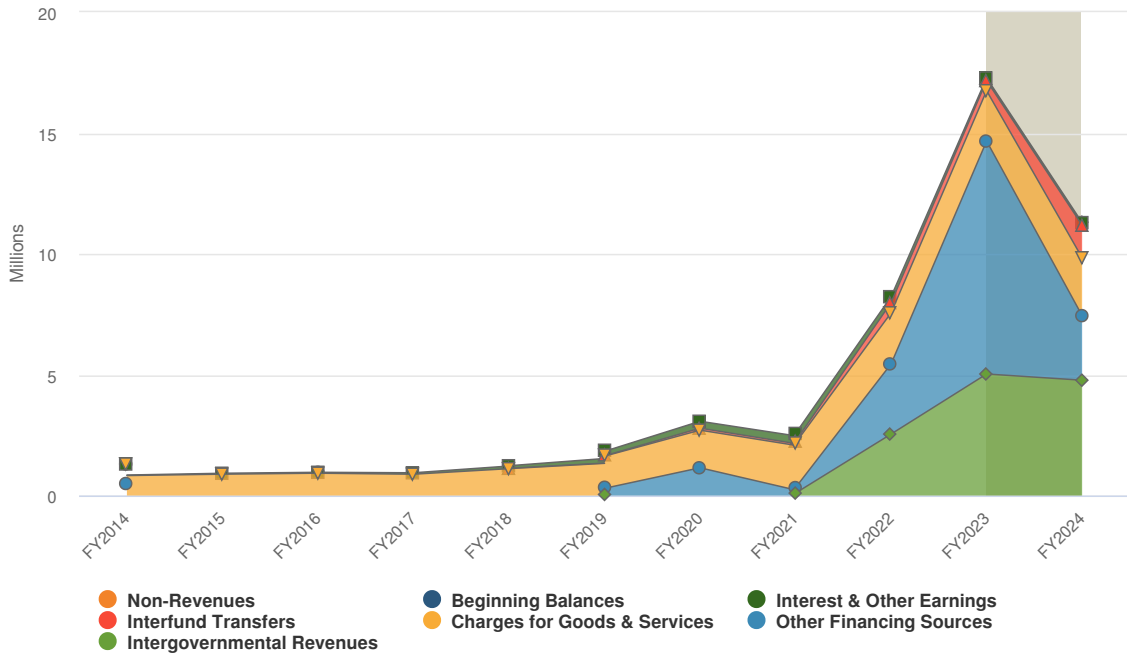


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

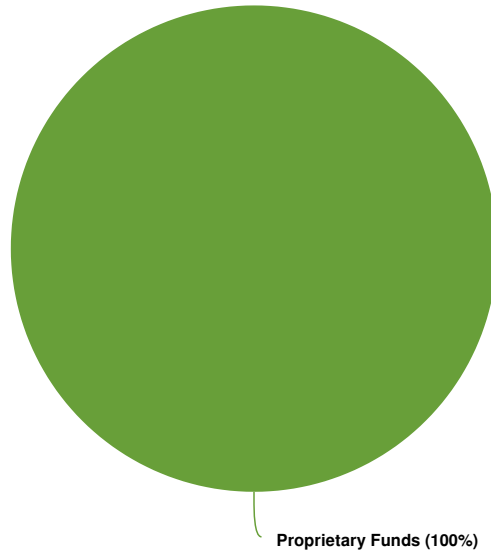
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



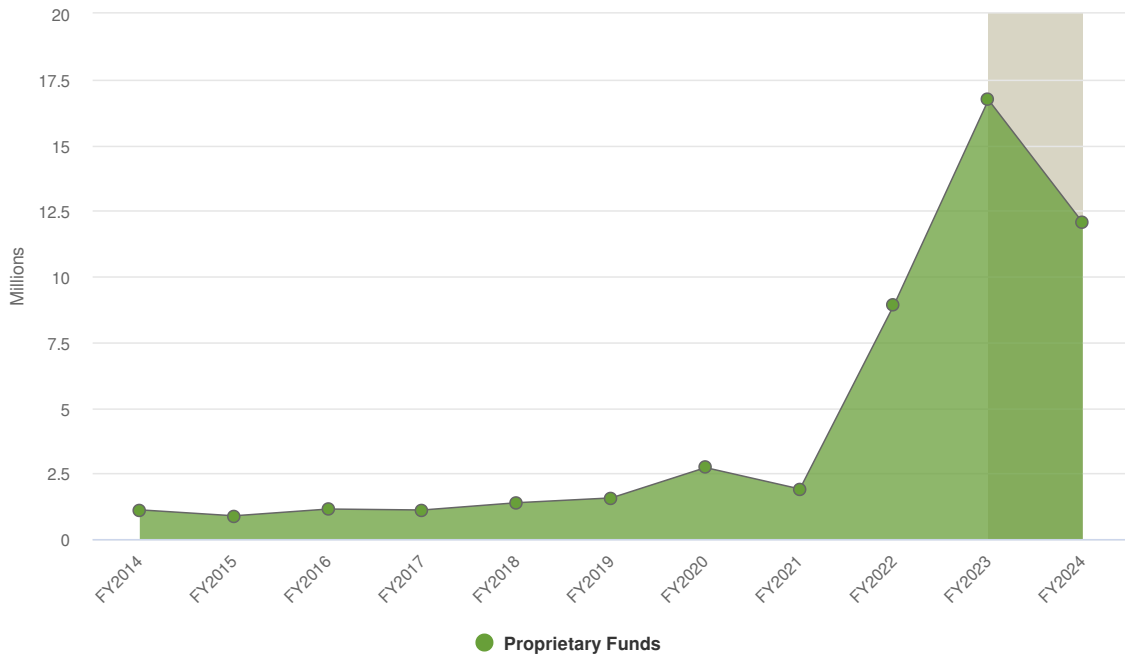
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Beginning Balances		\$19,550.00	N/A
Intergovernmental Revenues	\$5,028,740.07	\$4,771,374.53	-5.1%
Charges for Goods & Services	\$2,083,983.13	\$2,393,970.59	14.9%
Interest & Other Earnings	\$107,206.00	\$107,206.00	0%
Other Financing Sources	\$9,637,369.64	\$2,672,048.05	-72.3%
Interfund Transfers	\$421,779.00	\$1,347,607.40	219.5%
Total Revenue Source:	\$17,279,077.84	\$11,311,756.57	-34.5%

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

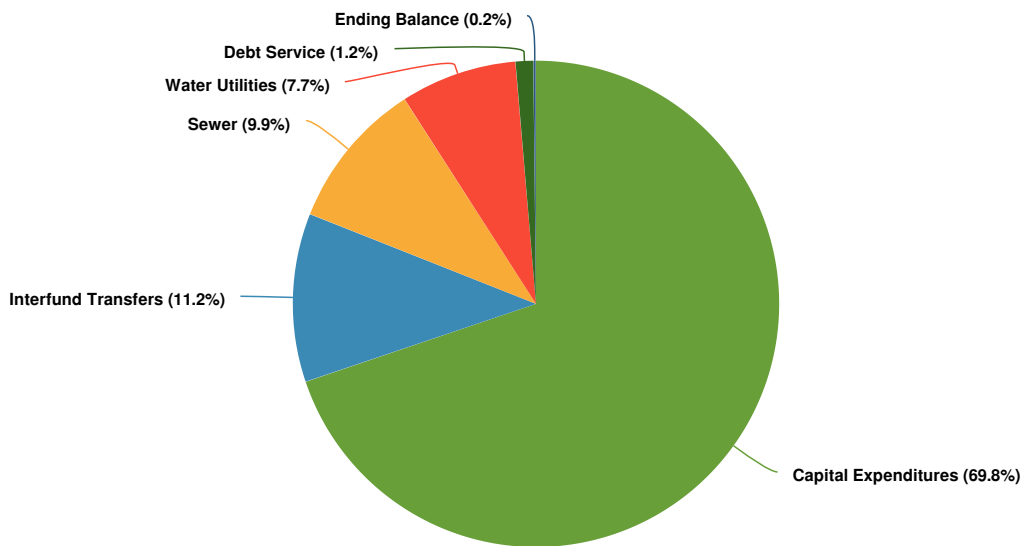


Grey background indicates budgeted figures.

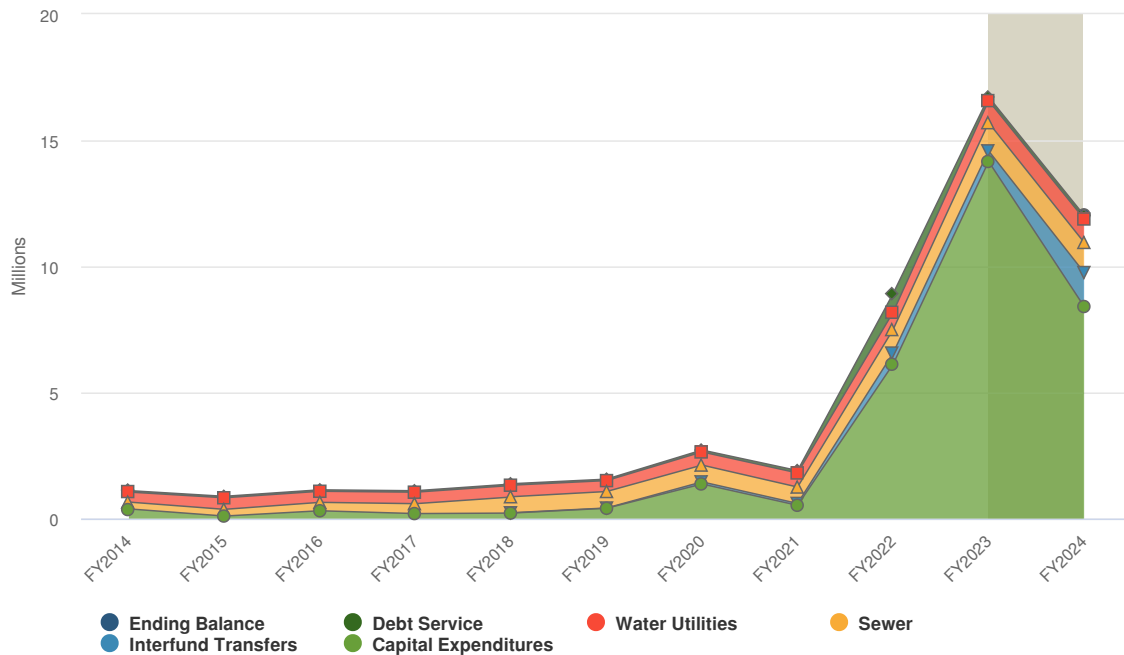
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Proprietary Funds			
Water/Sewer Fund	\$2,830,804.21	\$4,334,827.80	53.1%
Wastewater System Upgrades Fund	\$13,886,930.00	\$7,688,650.45	-44.6%
Cascade Avenue Mitigation Fund		\$19,550.00	N/A
Total Proprietary Funds:	\$16,717,734.21	\$12,043,028.25	-28%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



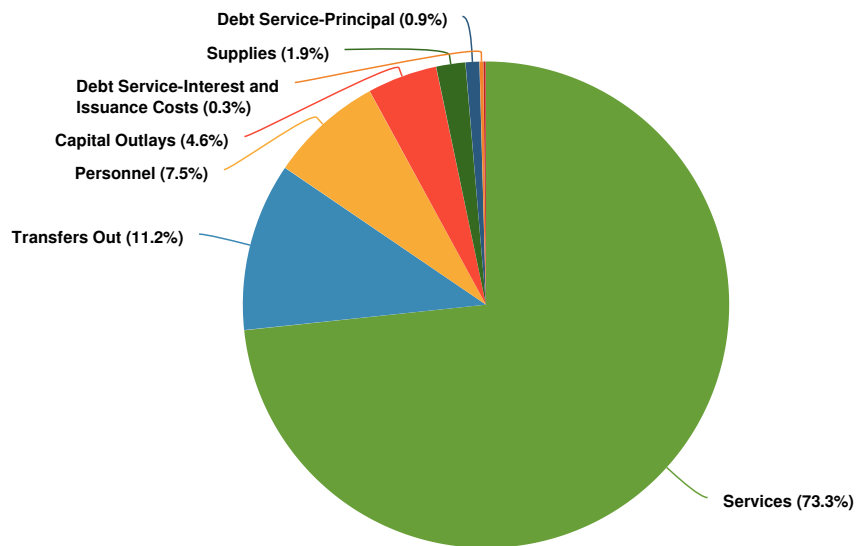
Grey background indicates budgeted figures.



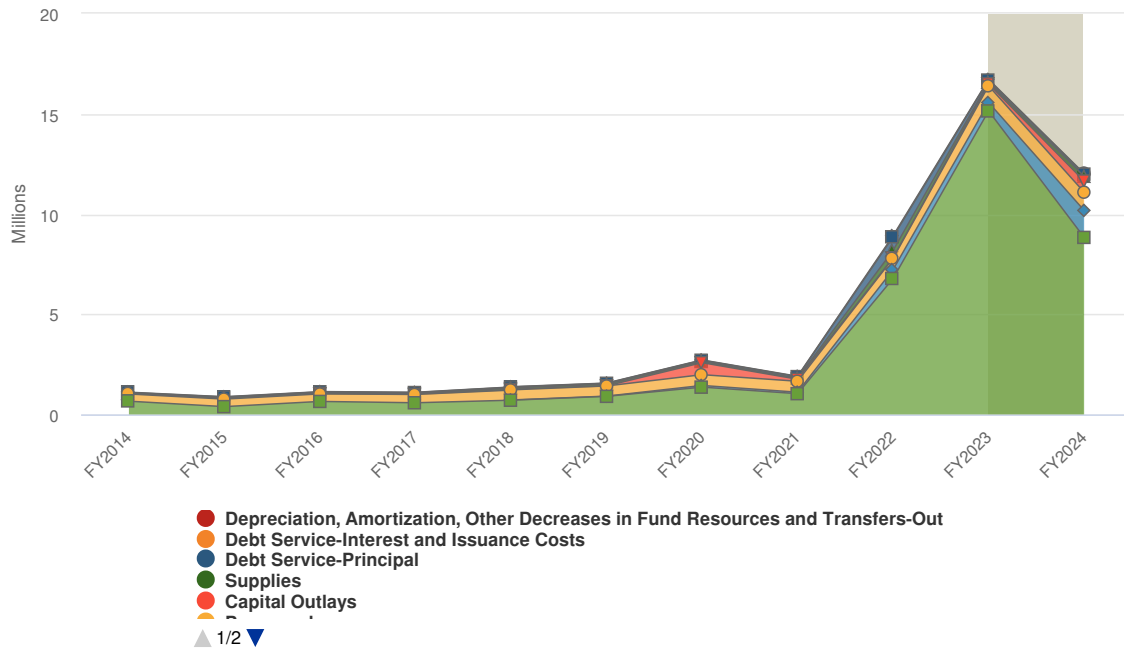
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Water Utilities	\$876,312.89	\$931,036.15	6.2%
Sewer	\$1,117,448.58	\$1,192,732.10	6.7%
Debt Service	\$143,103.74	\$142,987.35	-0.1%
Capital Expenditures	\$14,159,090.00	\$8,409,115.25	-40.6%
Interfund Transfers	\$421,779.00	\$1,347,607.40	219.5%
Ending Balance		\$19,550.00	N/A
Total Expenditures:	\$16,717,734.21	\$12,043,028.25	-28%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

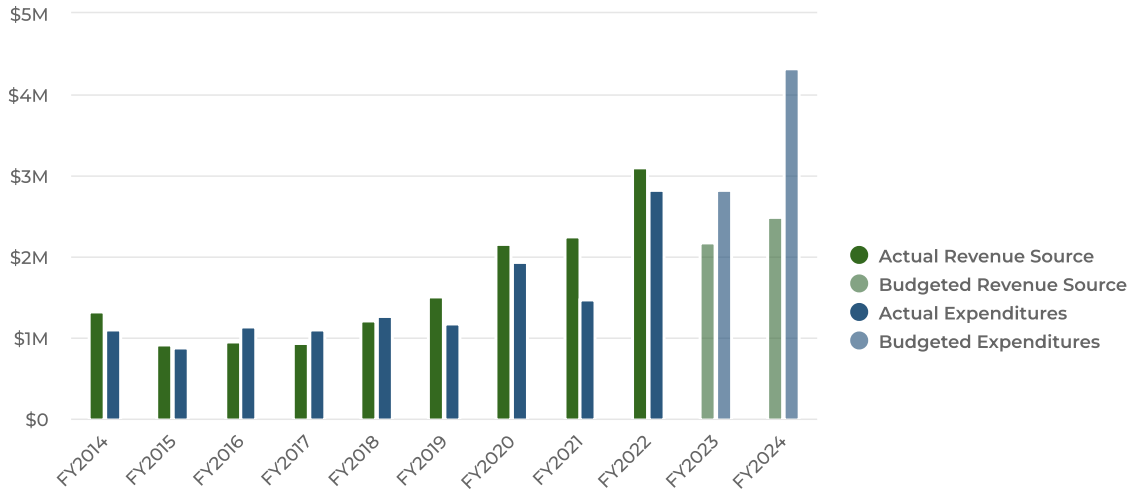
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	\$0.00	\$19,550.00	N/A
Transfers Out	\$421,779.00	\$1,347,607.40	219.5%
Personnel	\$831,434.40	\$907,877.43	9.2%
Supplies	\$78,949.50	\$232,572.92	194.6%
Services	\$15,142,467.57	\$8,832,433.15	-41.7%
Capital Outlays	\$100,000.00	\$560,000.00	460%
Debt Service-Principal	\$109,603.93	\$111,169.45	1.4%
Debt Service-Interest and Issuance Costs	\$33,499.81	\$31,817.90	-5%
Total Expense Objects:	\$16,717,734.21	\$12,043,028.25	-28%





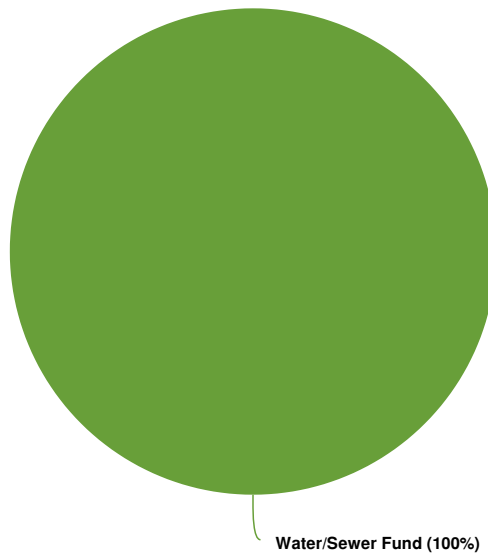
Summary

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 53.1% or \$1.5M to \$4.33M in FY2024.

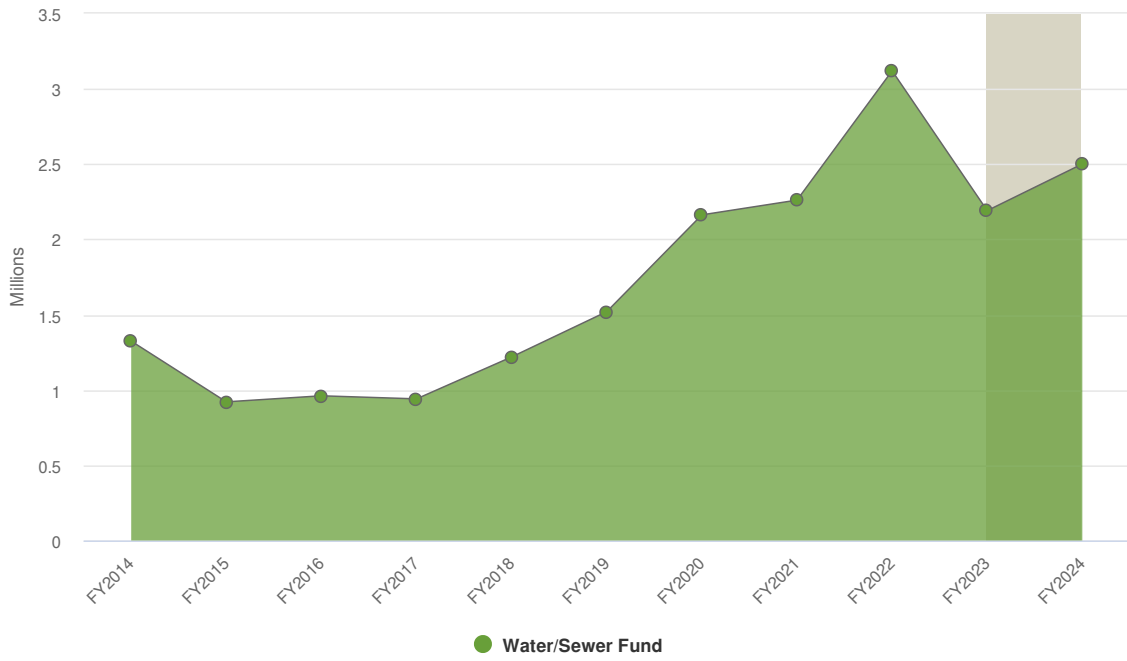


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

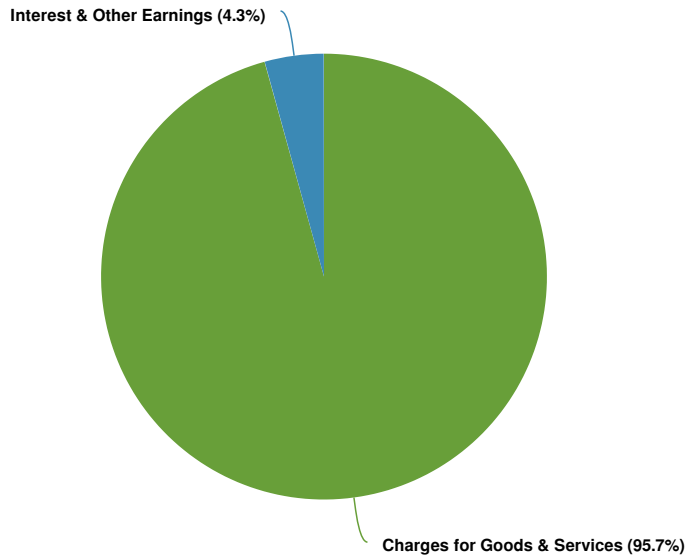


Grey background indicates budgeted figures.

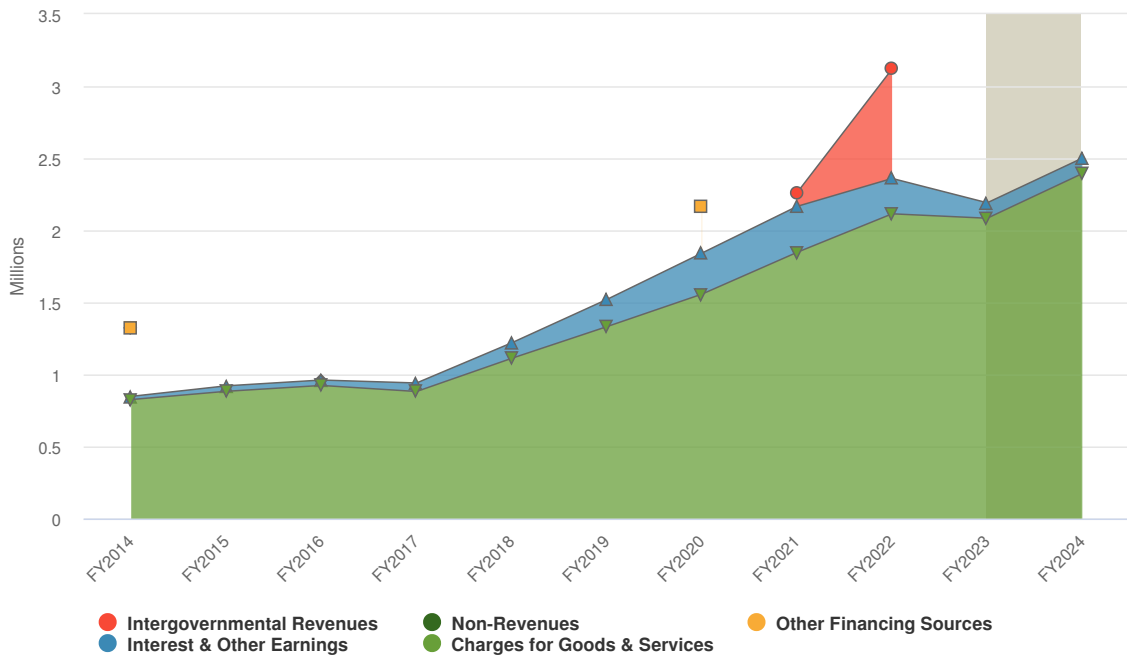
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Water/Sewer Fund	\$2,191,189.13	\$2,501,176.59	14.1%
Total Water/Sewer Fund:	\$2,191,189.13	\$2,501,176.59	14.1%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

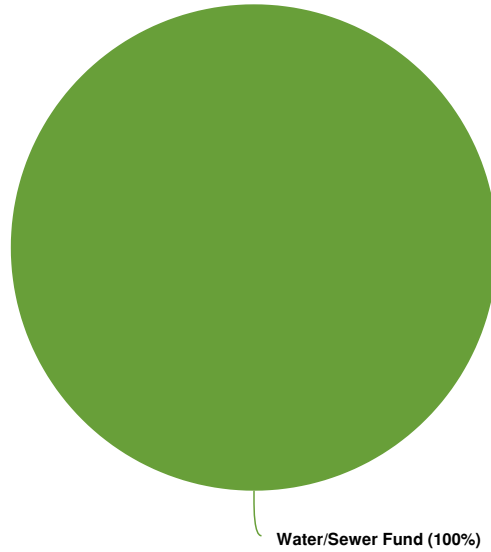
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



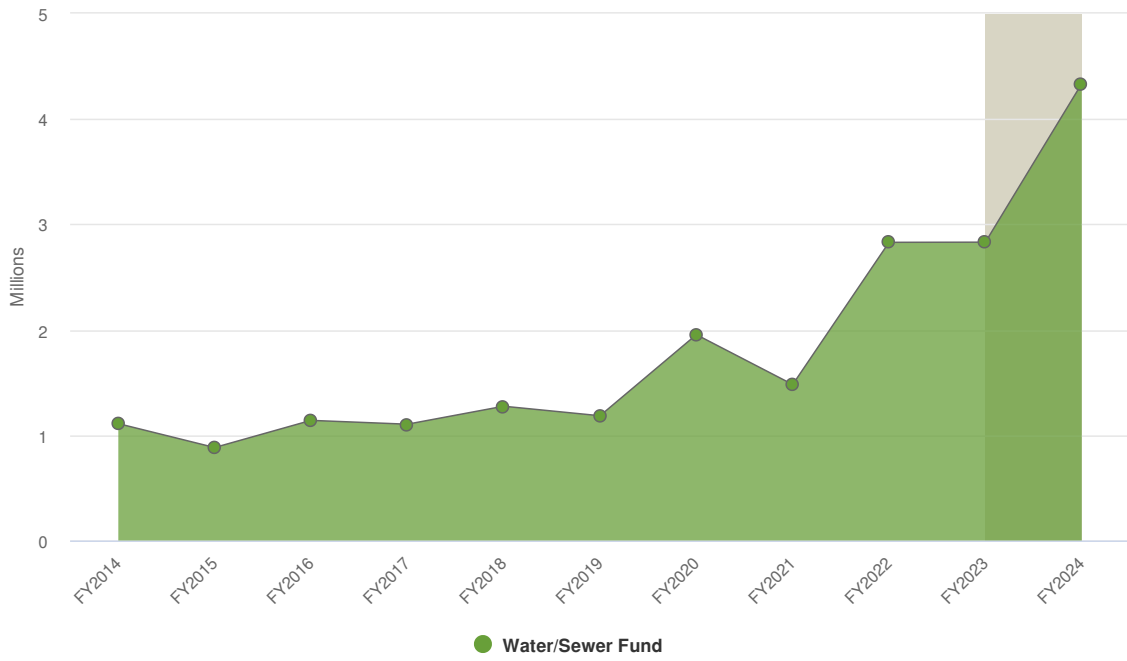
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Charges for Goods & Services	\$2,083,983.13	\$2,393,970.59	14.9%
Interest & Other Earnings	\$107,206.00	\$107,206.00	0%
Total Revenue Source:	\$2,191,189.13	\$2,501,176.59	14.1%

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

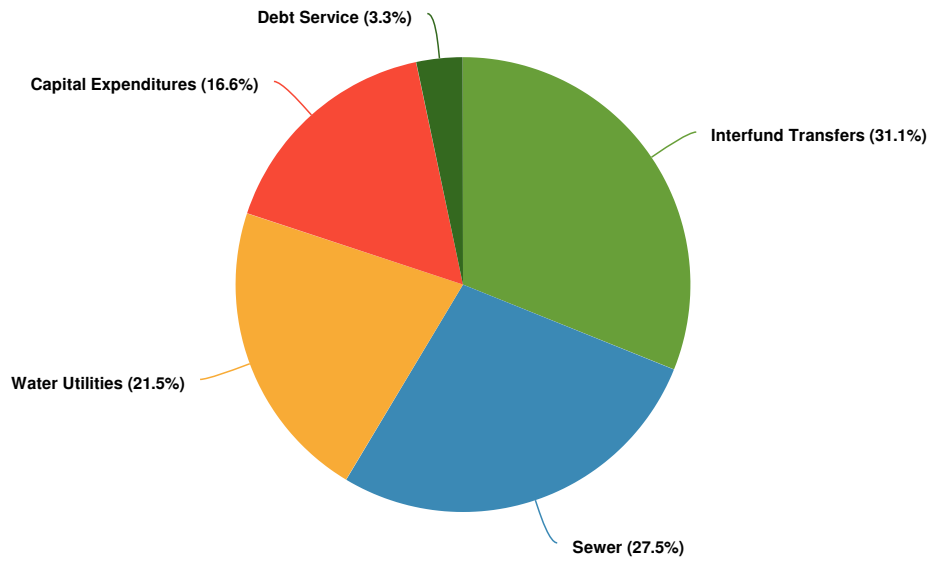


Grey background indicates budgeted figures.

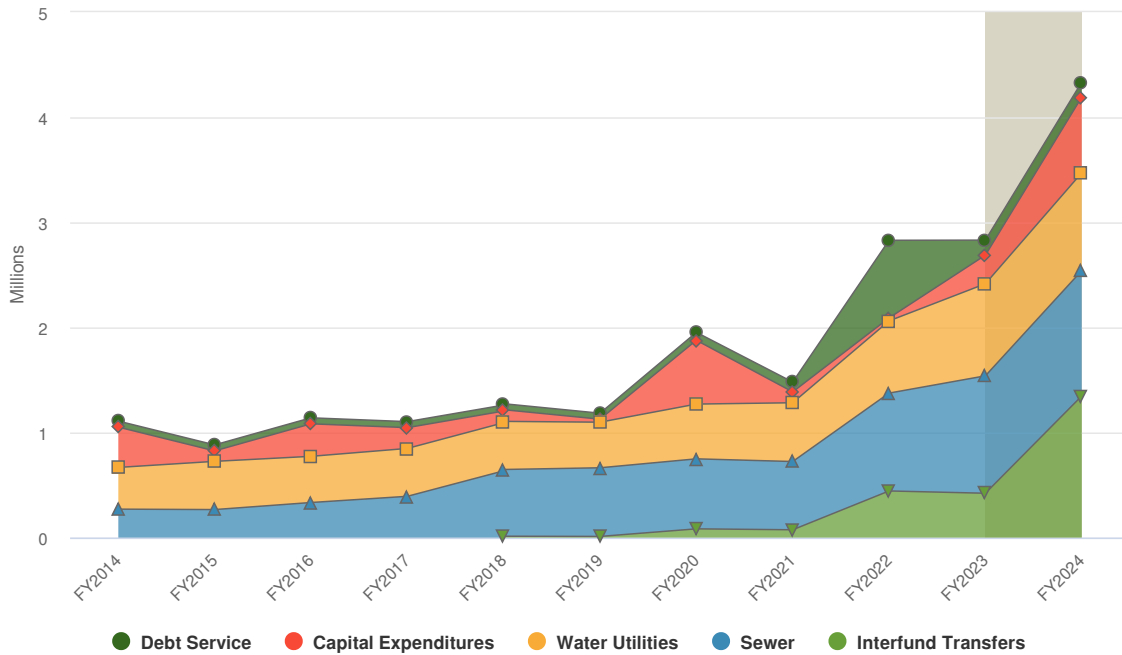
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Water/Sewer Fund	\$2,830,804.21	\$4,334,827.80	53.1%
Total Water/Sewer Fund:	\$2,830,804.21	\$4,334,827.80	53.1%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

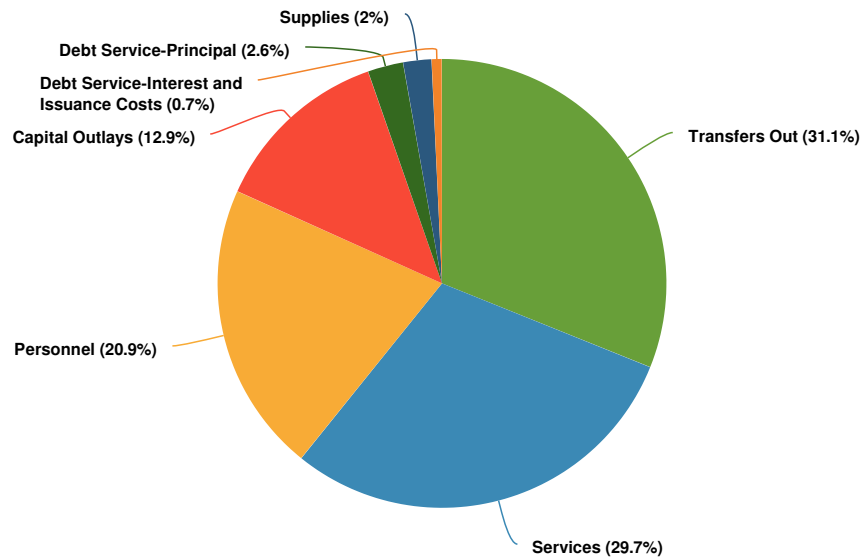


Grey background indicates budgeted figures.

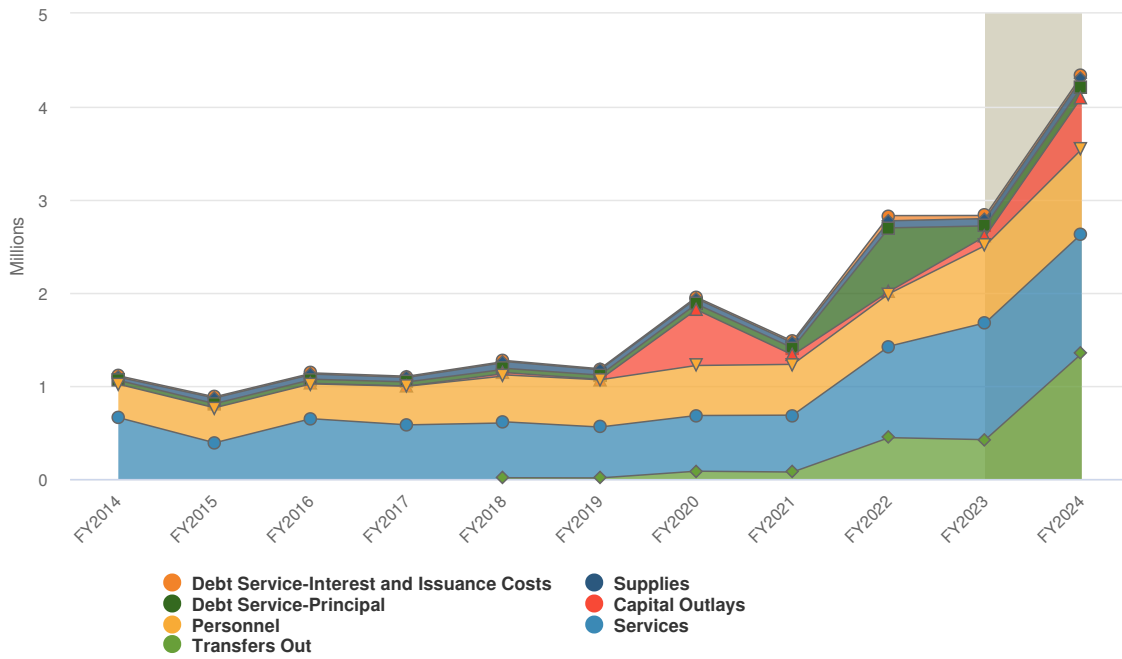
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Water Utilities	\$876,312.89	\$931,036.15	6.2%
Sewer	\$1,117,448.58	\$1,192,732.10	6.7%
Debt Service	\$143,103.74	\$142,987.35	-0.1%
Capital Expenditures	\$272,160.00	\$720,464.80	164.7%
Interfund Transfers	\$421,779.00	\$1,347,607.40	219.5%
Total Expenditures:	\$2,830,804.21	\$4,334,827.80	53.1%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



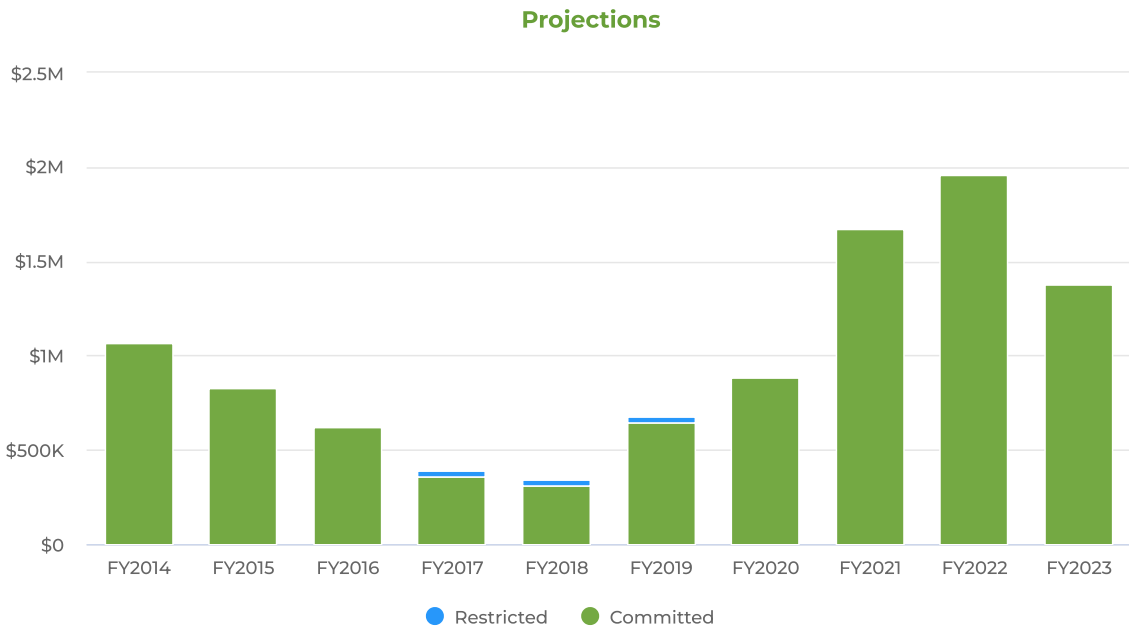
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Transfers Out	\$421,779.00	\$1,347,607.40	219.5%
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	\$560,000.00	460%
Debt Service-Principal	\$109,603.93	\$111,169.45	1.4%
Debt Service-Interest and Issuance Costs	\$33,499.81	\$31,817.90	-5%
Total Expense Objects:	\$2,830,804.21	\$4,334,827.80	53.1%

Fund Balance



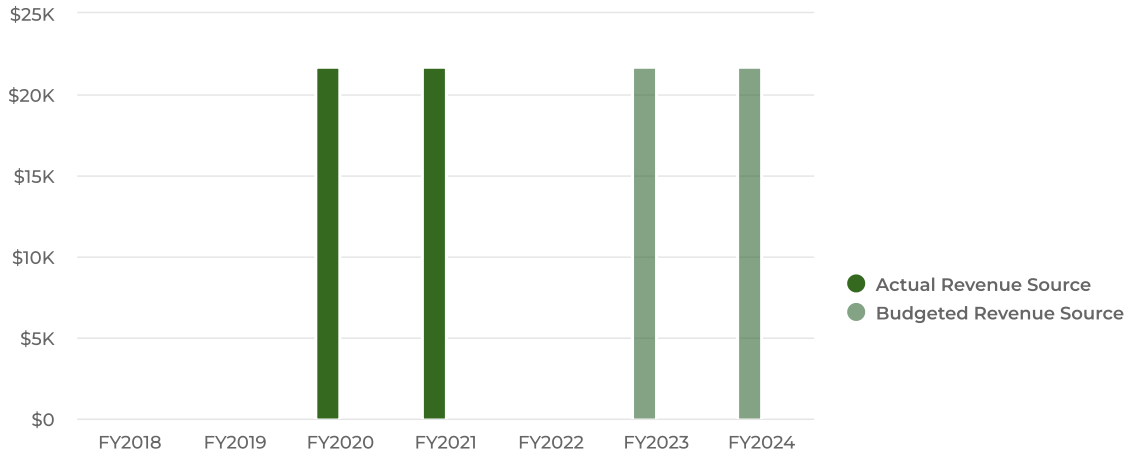
	FY2023
Fund Balance	—
Committed	\$1,376,685
Restricted	\$0
Total Fund Balance:	\$1,376,685



Wastewater Short Lived Asset Fund

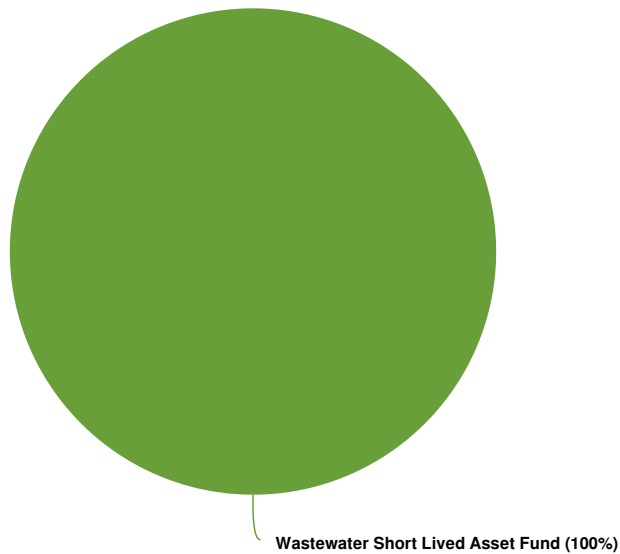
Summary

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.



Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

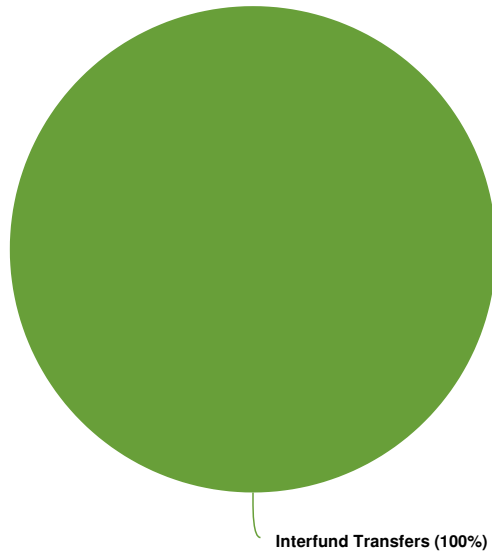


Grey background indicates budgeted figures.

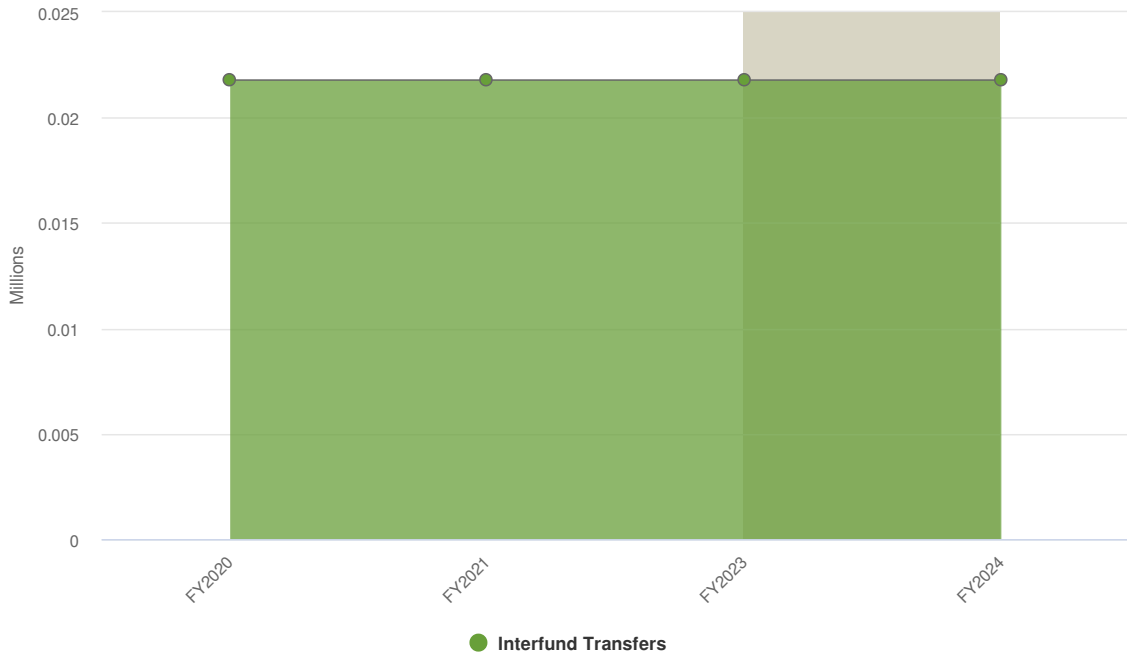
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Wastewater Short Lived Asset Fund	\$21,779.00	\$21,779.00	0%
Total Wastewater Short Lived Asset Fund:	\$21,779.00	\$21,779.00	0%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



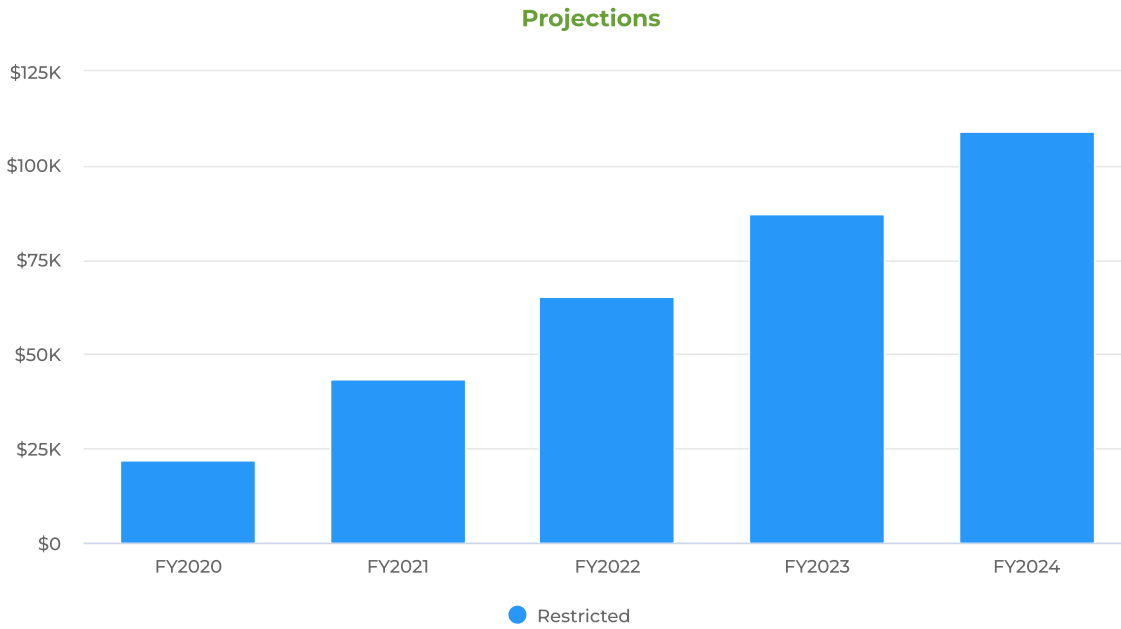
Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Interfund Transfers	\$21,779.00	\$21,779.00	0%
Total Revenue Source:	\$21,779.00	\$21,779.00	0%

Fund Balance



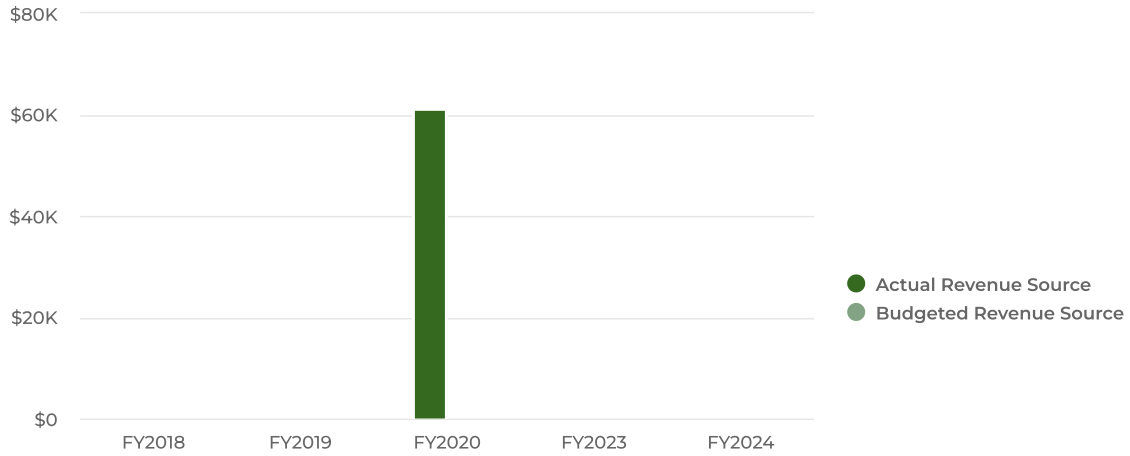
	FY2023	FY2024	% Change
Fund Balance	—	—	
Restricted	\$87,116	\$108,895	25%
Total Fund Balance:	\$87,116	\$108,895	25%



Wastewater Debt Reserve Fund

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.

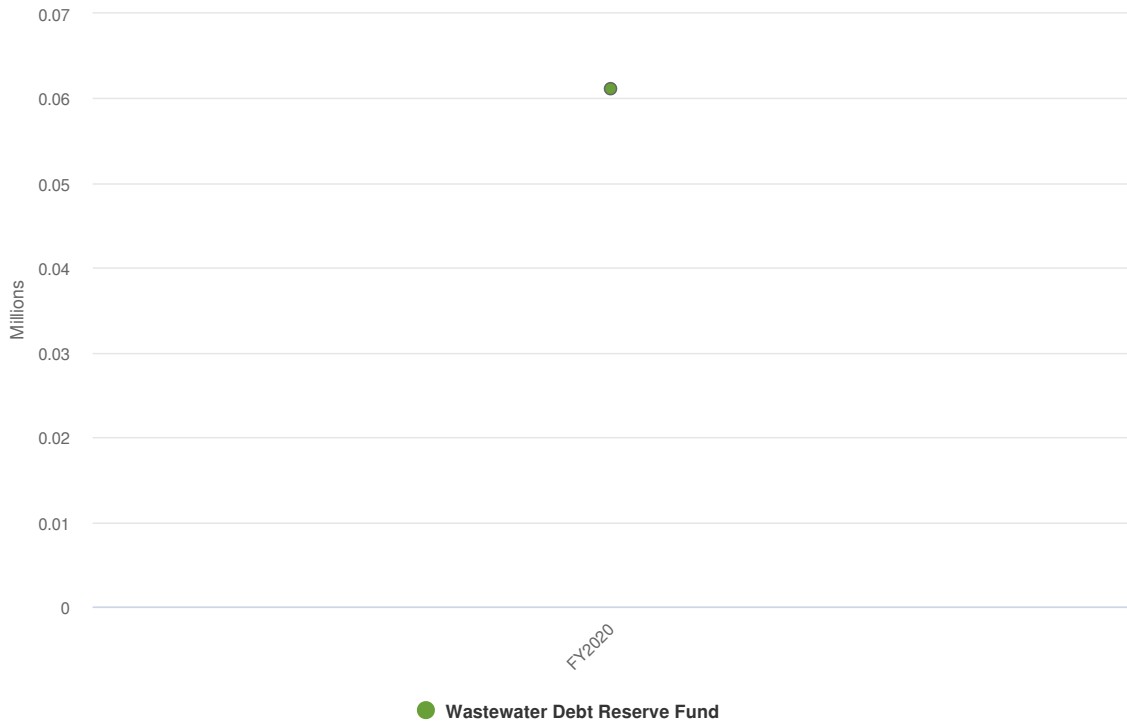


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
No Data To Display			



Revenues by Source

Projected 2024 Revenues by Source

Budgeted and Historical 2024 Revenues by Source



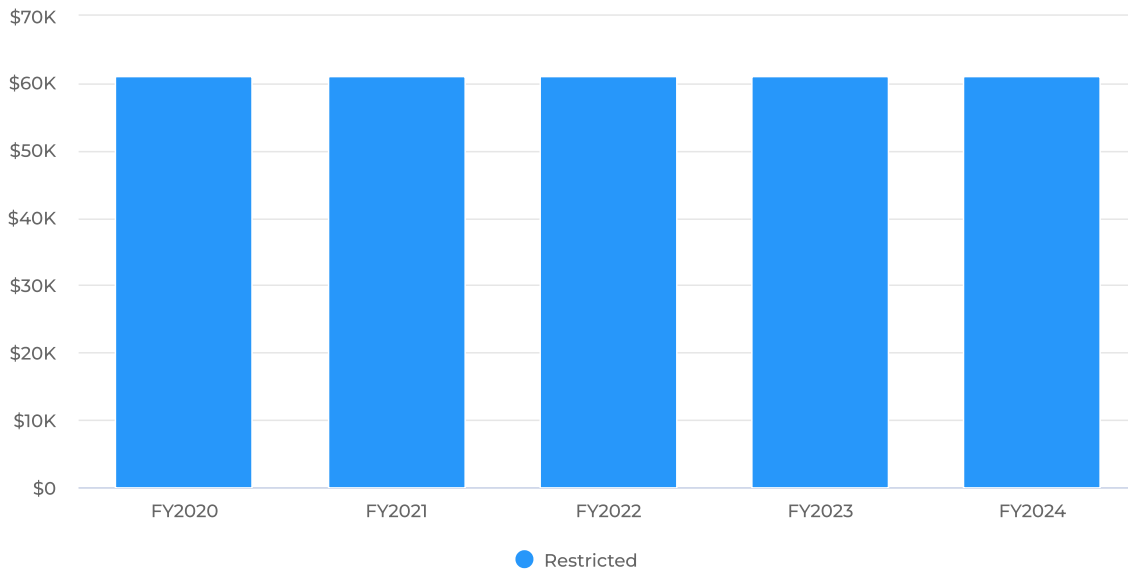
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
------	-----------------	-----------------	--



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
No Data To Display			

Fund Balance

Projections



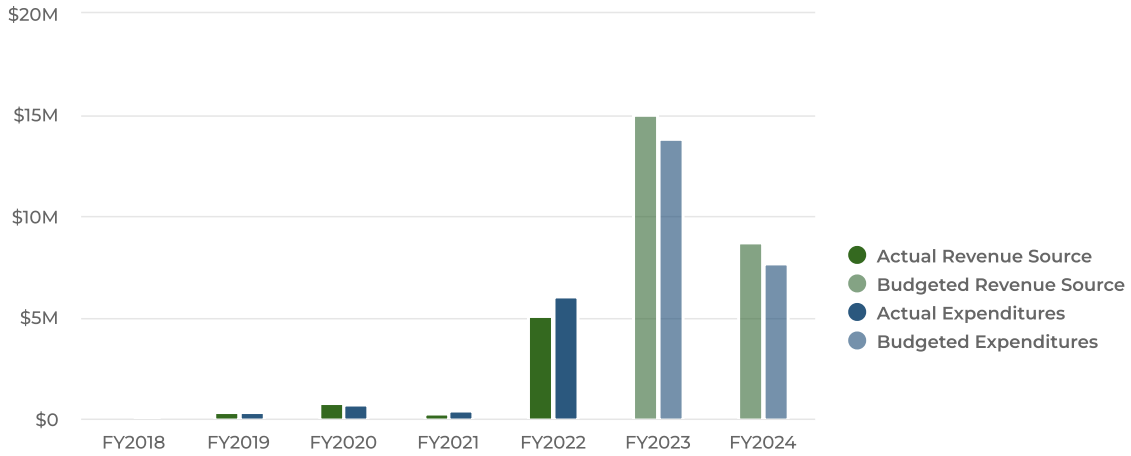
	FY2023	FY2024	% Change
Fund Balance	—	—	
Restricted	\$61,191	\$61,191	0%
Total Fund Balance:	\$61,191	\$61,191	0%



Wastewater System Upgrades Fund

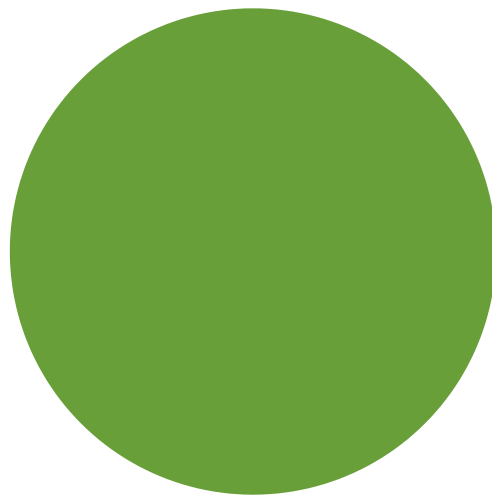
Summary

The City of Stevenson is projecting \$8.77M of revenue in FY2024, which represents a 41.8% decrease over the prior year. Budgeted expenditures are projected to decrease by 44.6% or \$6.2M to \$7.69M in FY2024.



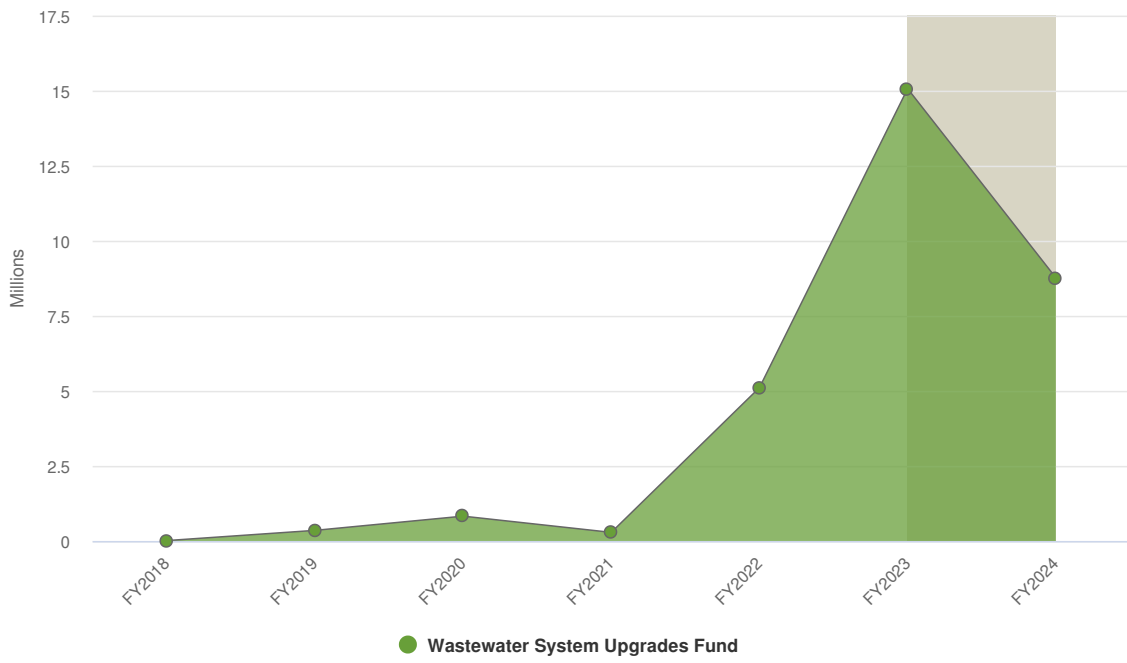
Revenue by Fund

2024 Revenue by Fund



Wastewater System Upgrades Fund (100%)

Budgeted and Historical 2024 Revenue by Fund

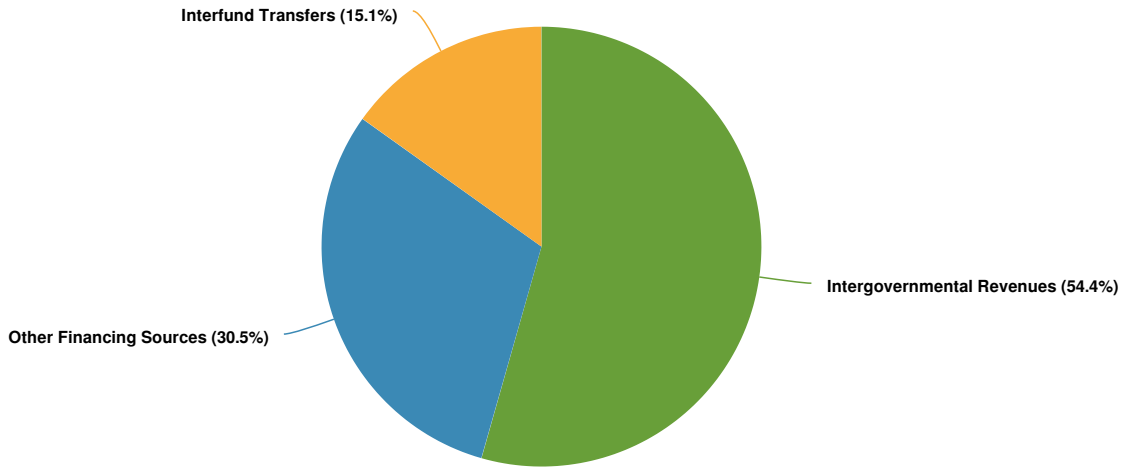


Grey background indicates budgeted figures.

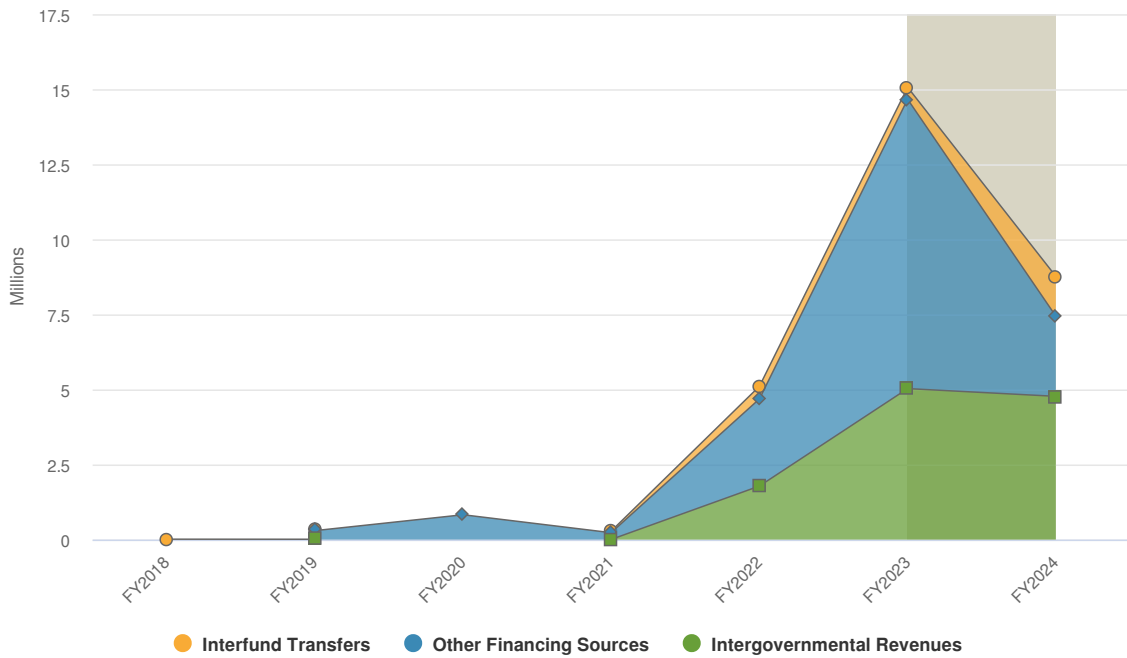
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Wastewater System Upgrades Fund	\$15,066,109.71	\$8,769,250.98	-41.8%
Total Wastewater System Upgrades Fund:	\$15,066,109.71	\$8,769,250.98	-41.8%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

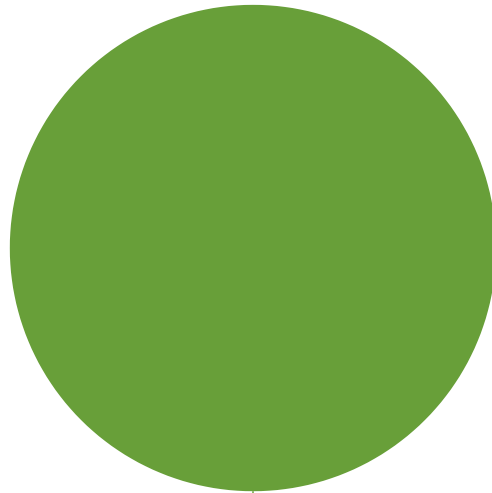
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
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	\$1,325,828.40	231.5%
Total Revenue Source:	\$15,066,109.71	\$8,769,250.98	-41.8%

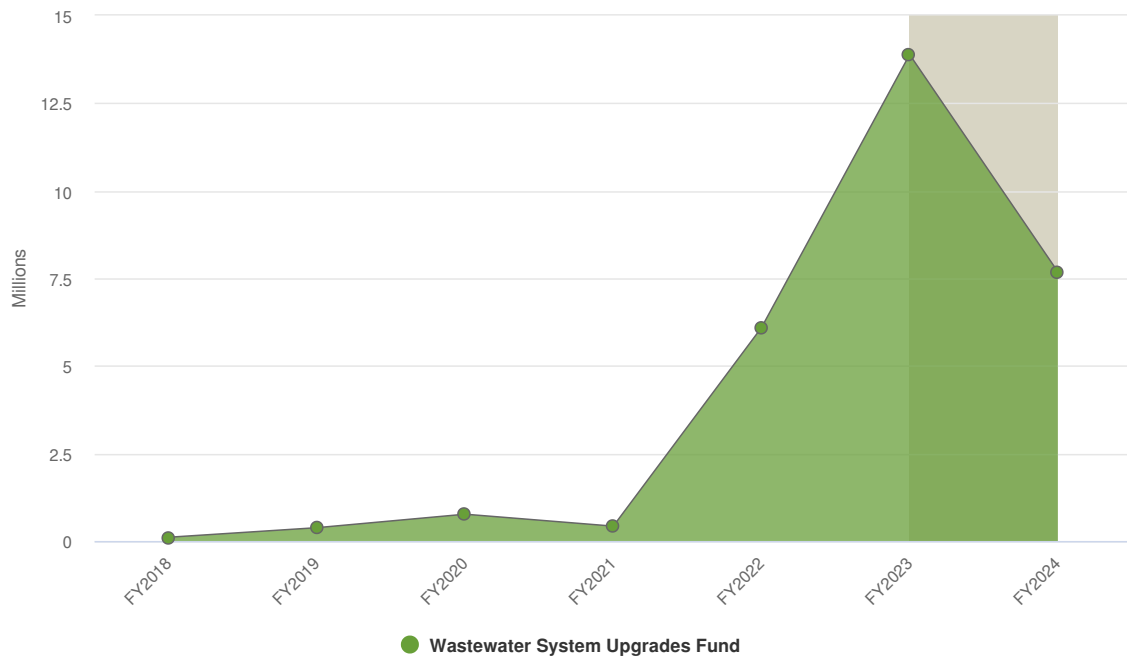
Expenditures by Fund

2024 Expenditures by Fund



Wastewater System Upgrades Fund (100%)

Budgeted and Historical 2024 Expenditures by Fund

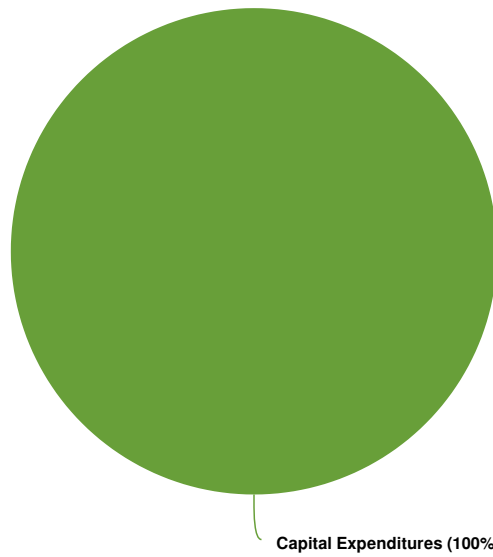


Grey background indicates budgeted figures.

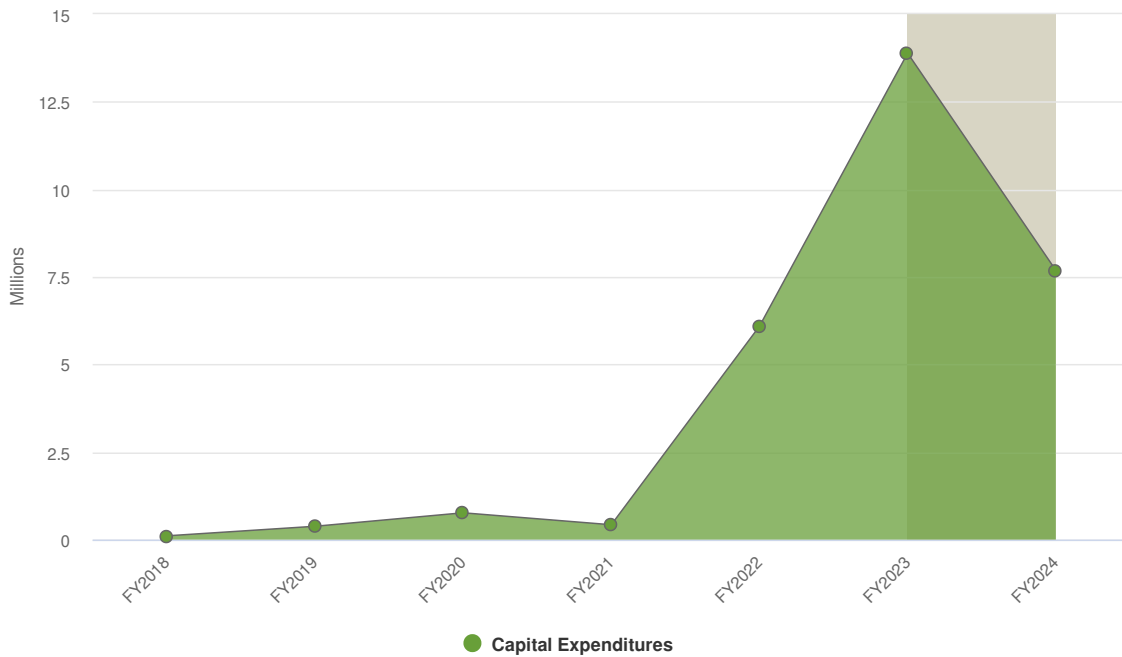
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Wastewater System Upgrades Fund	\$13,886,930.00	\$7,688,650.45	-44.6%
Total Wastewater System Upgrades Fund:	\$13,886,930.00	\$7,688,650.45	-44.6%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

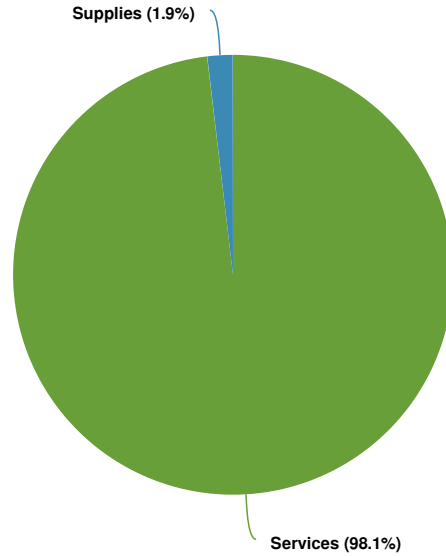


Grey background indicates budgeted figures.

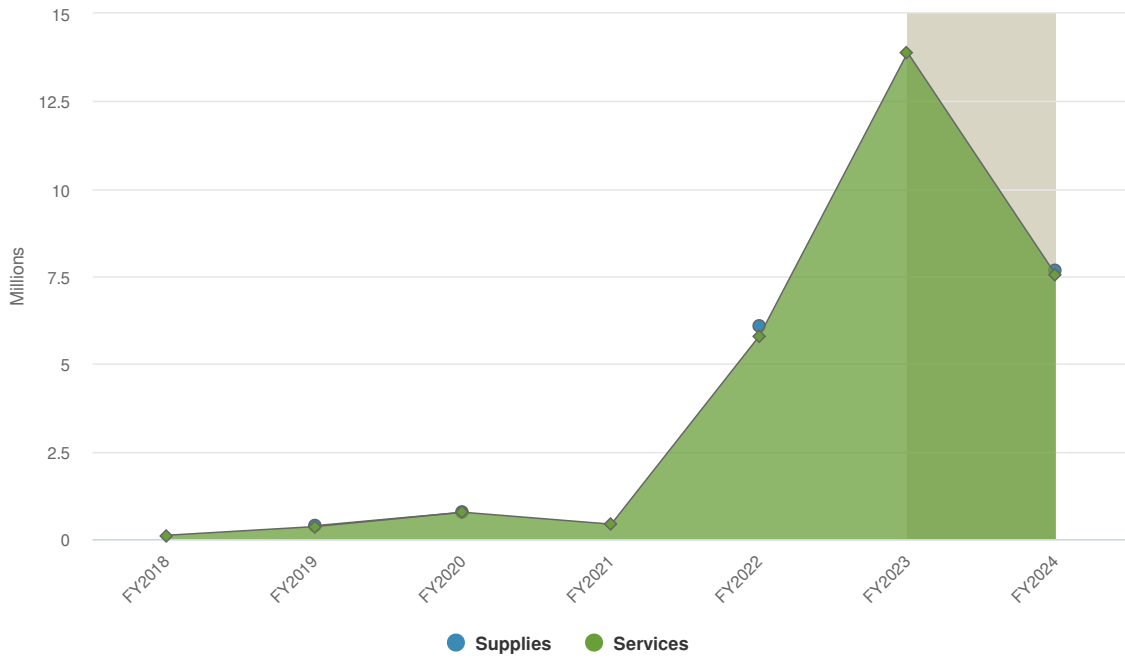
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Capital Expenditures	\$13,886,930.00	\$7,688,650.45	-44.6%
Total Expenditures:	\$13,886,930.00	\$7,688,650.45	-44.6%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



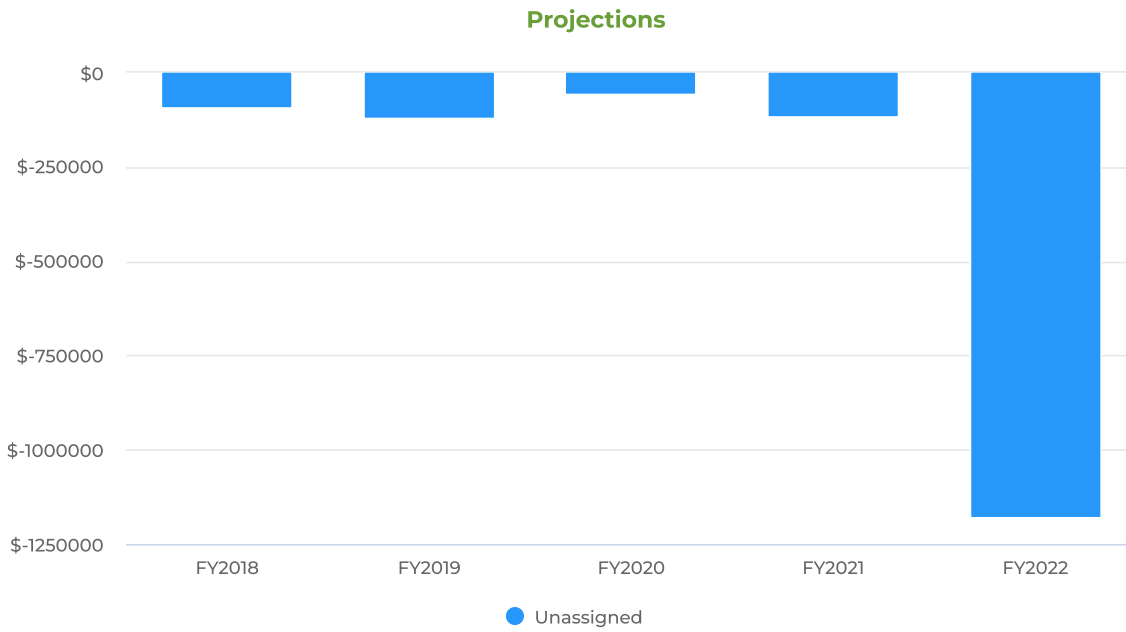
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Supplies	\$0.00	\$144,184.50	N/A
Services	\$13,886,930.00	\$7,544,465.95	-45.7%
Total Expense Objects:	\$13,886,930.00	\$7,688,650.45	-44.6%

Fund Balance



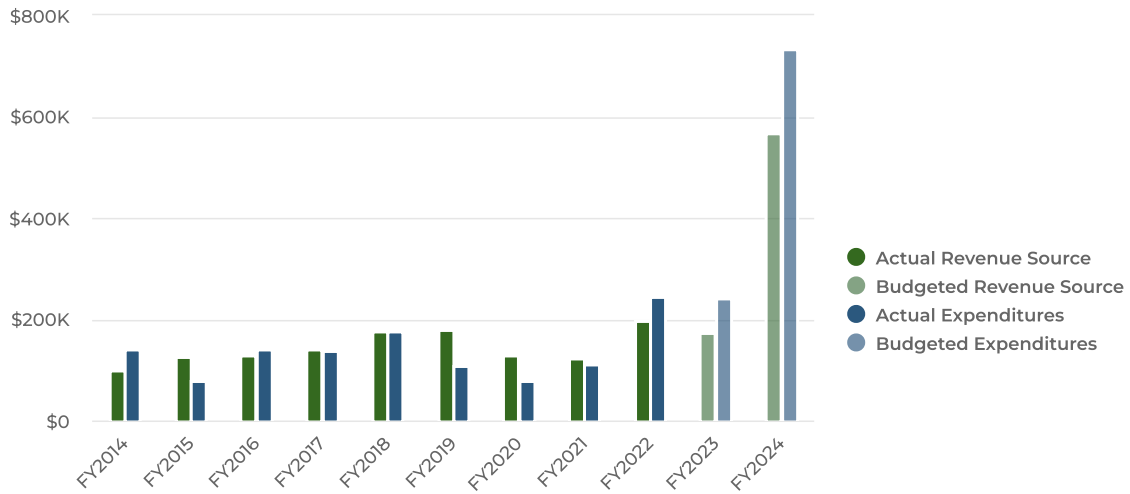
	FY2022
Fund Balance	—
Unassigned	\$-1,179,180
Total Fund Balance:	\$-1,179,180



Equipment Service Fund

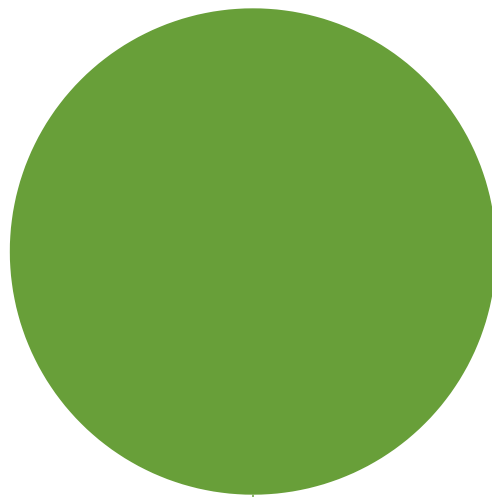
Summary

The City of Stevenson is projecting \$570K of revenue in FY2024, which represents a 225.7% increase over the prior year. Budgeted expenditures are projected to increase by 204.4% or \$493.73K to \$735.27K in FY2024.



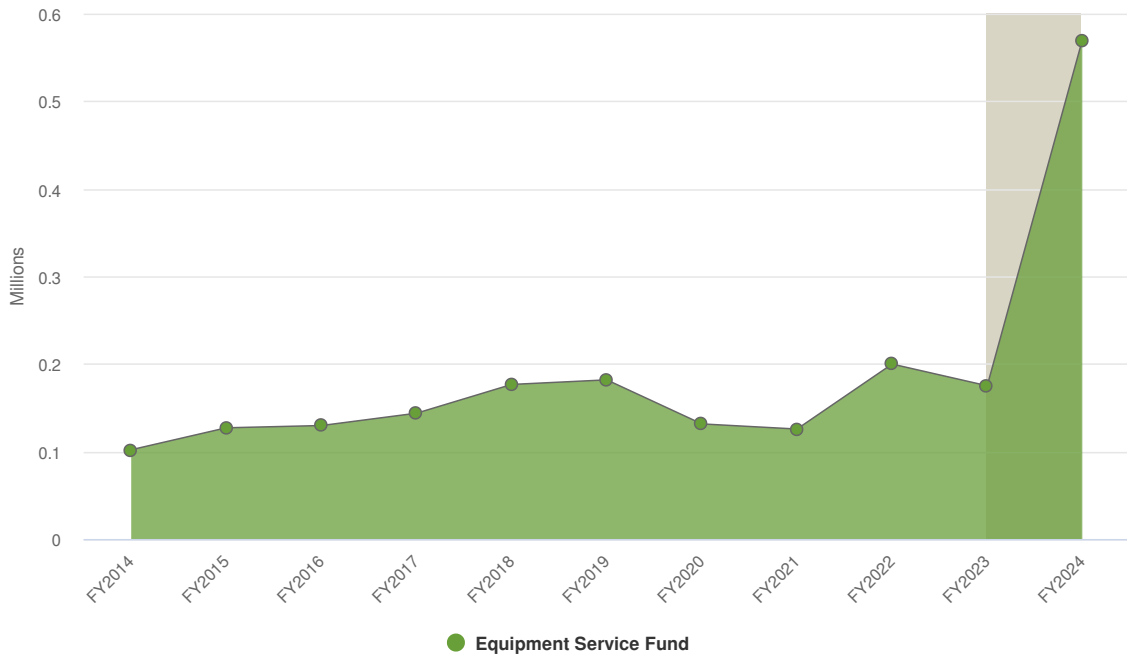
Revenue by Fund

2024 Revenue by Fund



Equipment Service Fund (100%)

Budgeted and Historical 2024 Revenue by Fund

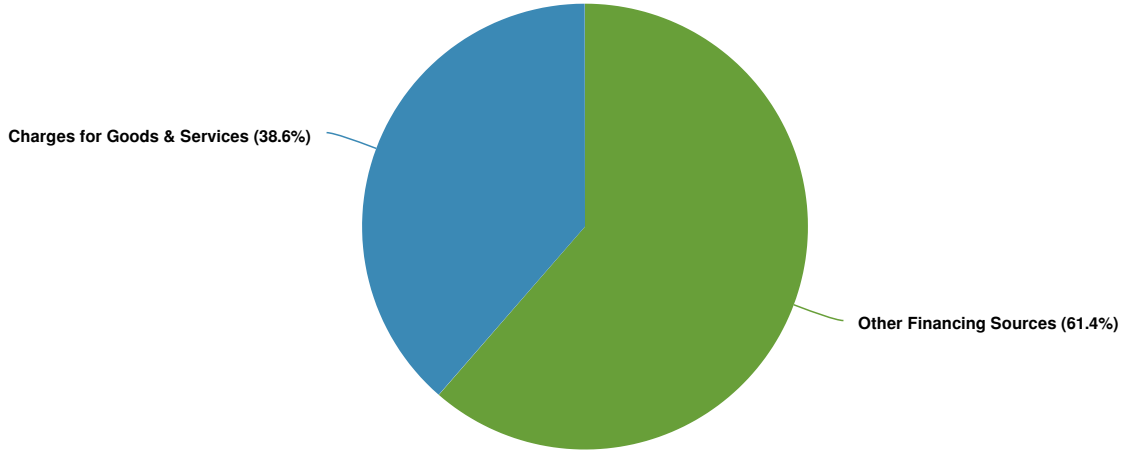


Grey background indicates budgeted figures.

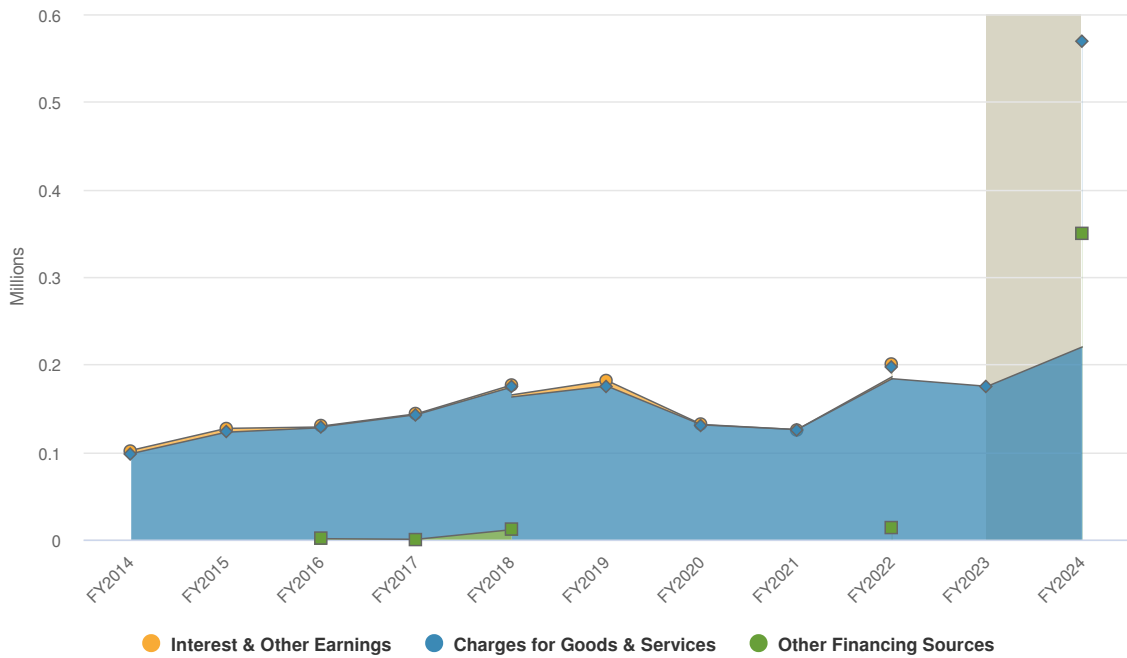
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Equipment Service Fund	\$175,000.00	\$570,000.00	225.7%
Total Equipment Service Fund:	\$175,000.00	\$570,000.00	225.7%

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

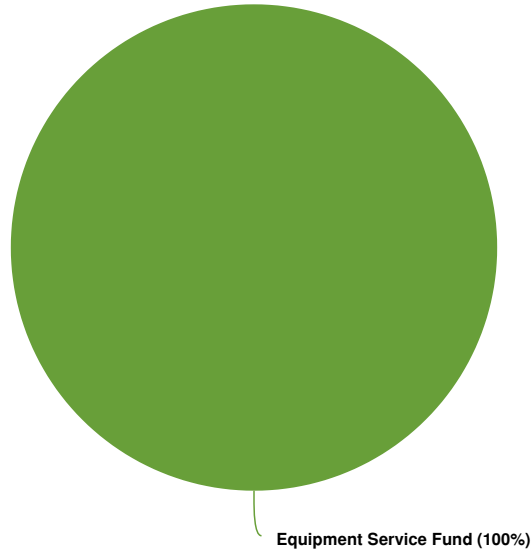
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source			



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Charges for Goods & Services	\$175,000.00	\$220,000.00	25.7%
Other Financing Sources	\$0.00	\$350,000.00	N/A
Total Revenue Source:	\$175,000.00	\$570,000.00	225.7%

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

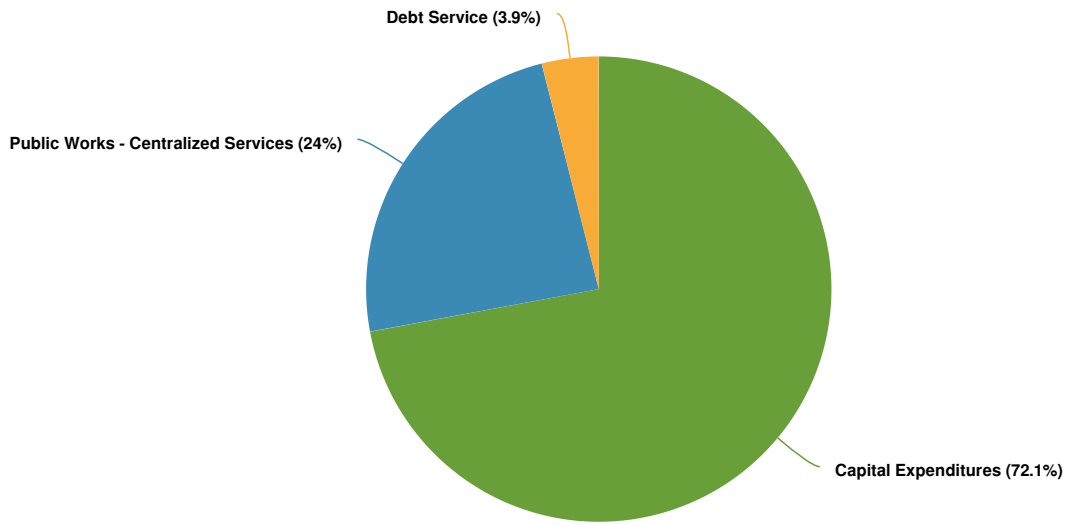


Grey background indicates budgeted figures.

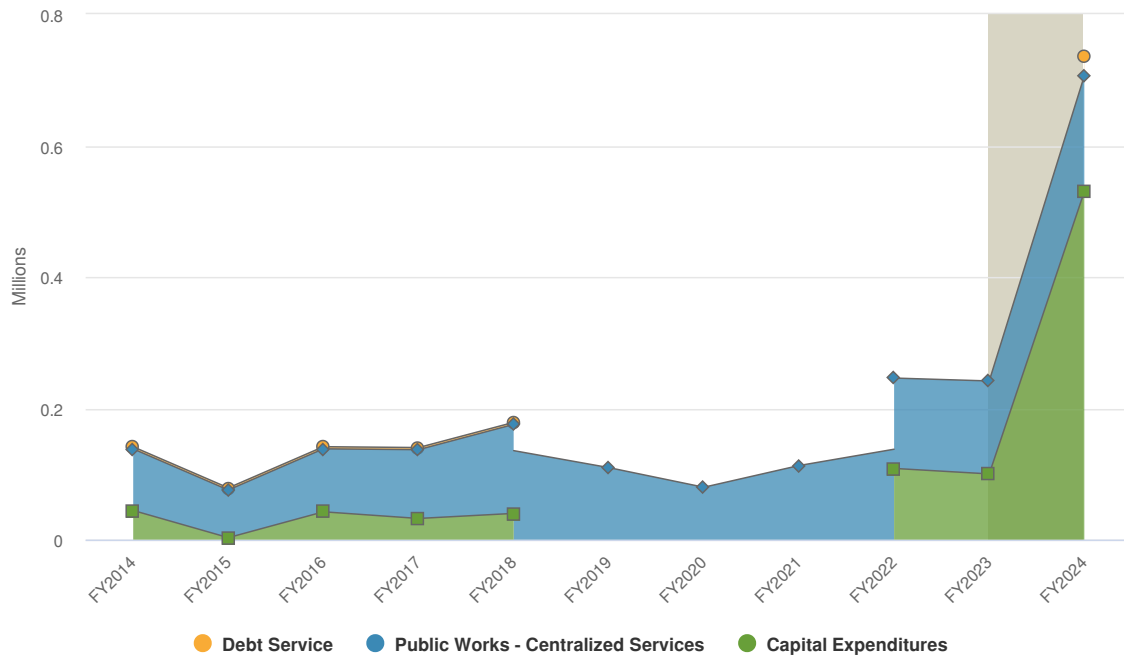
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Equipment Service Fund	\$241,544.23	\$735,272.10	204.4%
Total Equipment Service Fund:	\$241,544.23	\$735,272.10	204.4%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

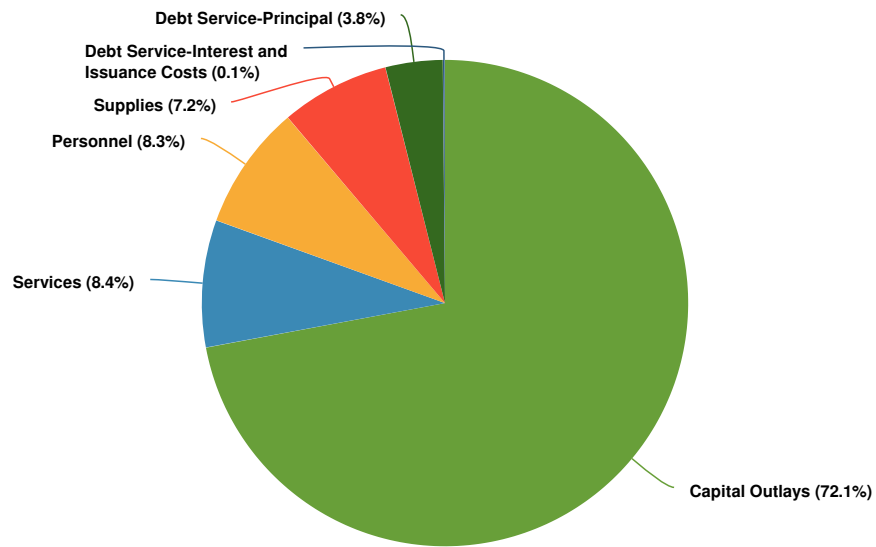


Grey background indicates budgeted figures.

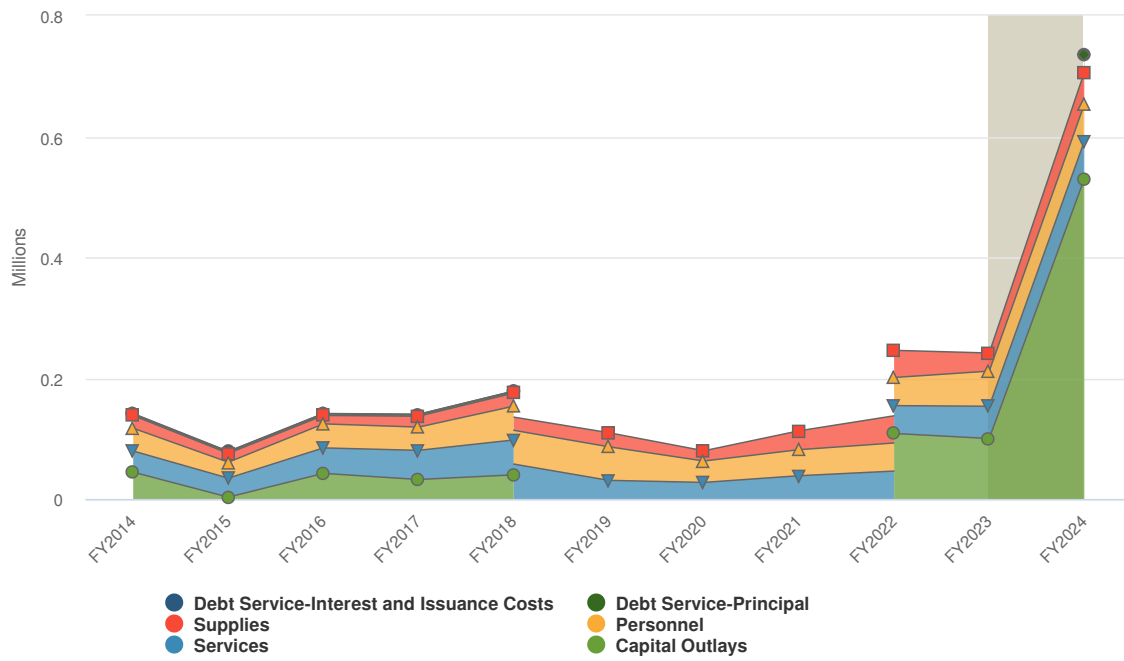
Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures			
Public Works - Centralized Services	\$141,544.23	\$176,272.10	24.5%
Debt Service	\$0.00	\$29,000.00	N/A
Capital Expenditures	\$100,000.00	\$530,000.00	430%
Total Expenditures:	\$241,544.23	\$735,272.10	204.4%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



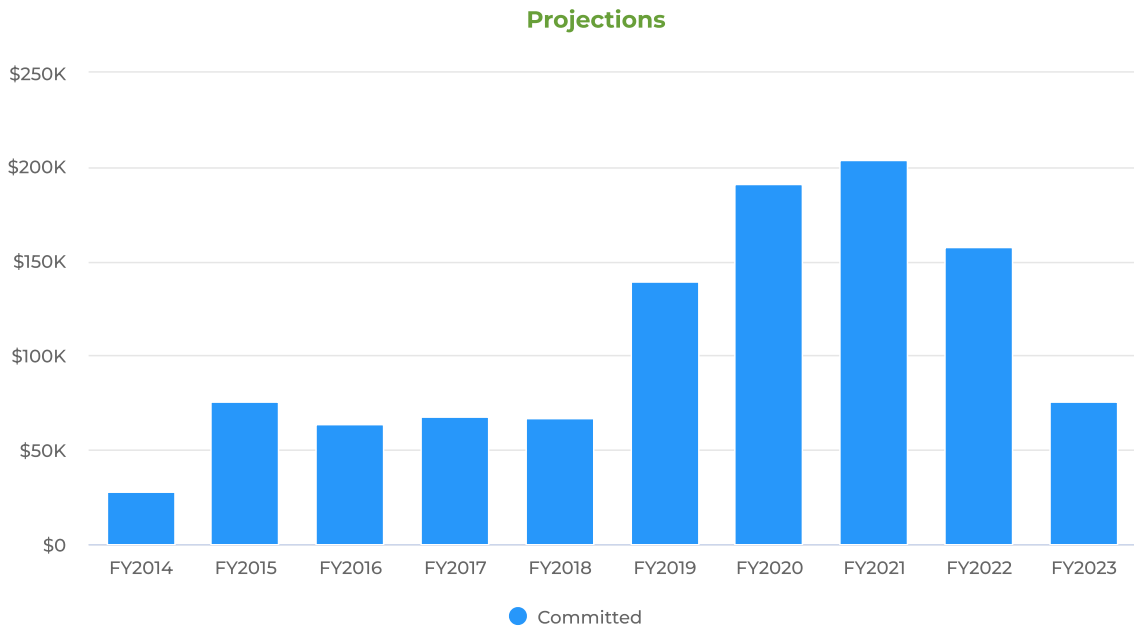
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Personnel	\$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
Total Expense Objects:	\$241,544.23	\$735,272.10	204.4%

Fund Balance



	FY2023
Fund Balance	—
Committed	\$75,768
Total Fund Balance:	\$75,768

DEPARTMENTS



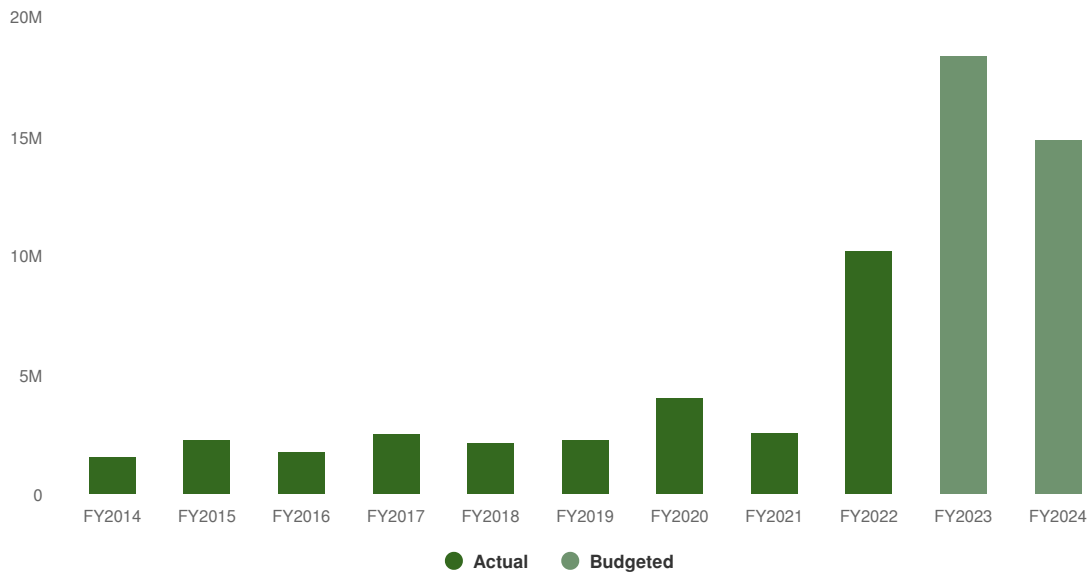
Public Works

The Stevenson Public Works Department is responsible for five separate utilities within the City - Water, Sewer, Streets, Stormwater, and Parks. Additionally, the Department is responsible for Facilities maintenance at City-owned and operated buildings - City Hall, Public Works Shop, and Fire Hall - as well as grounds at major facilities - Wastewater Treatment Plant, Water Treatment Plant, Hegawald Well, Rock Creek and LaBong Creek Intakes, (3) Water Reservoirs, and (4) Pump Stations.

Expenditures Summary

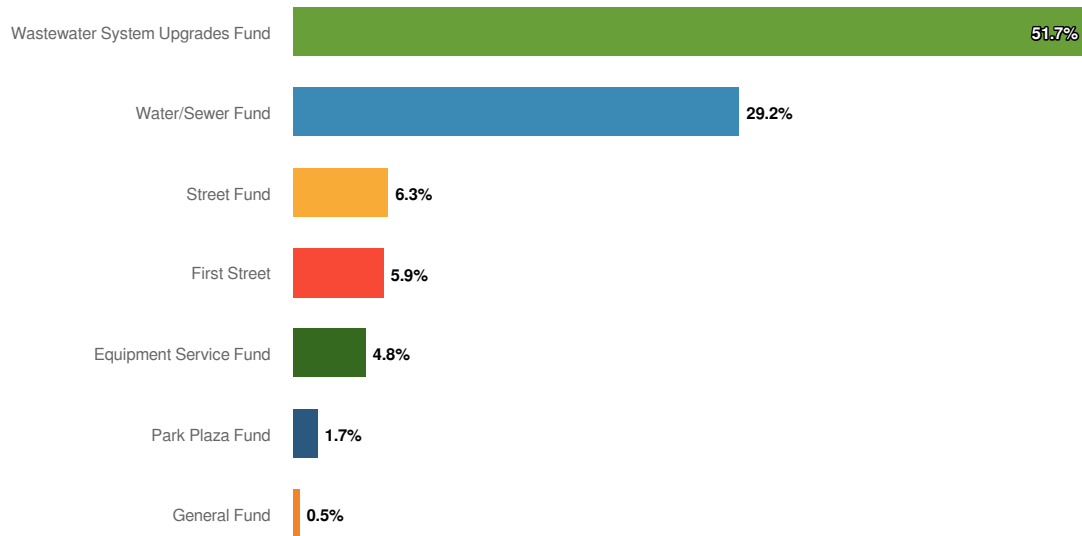
\$14,865,109 **-\$3,518,894**
(-19.14% vs. prior year)

Public Works Proposed and Historical Budget vs. Actual

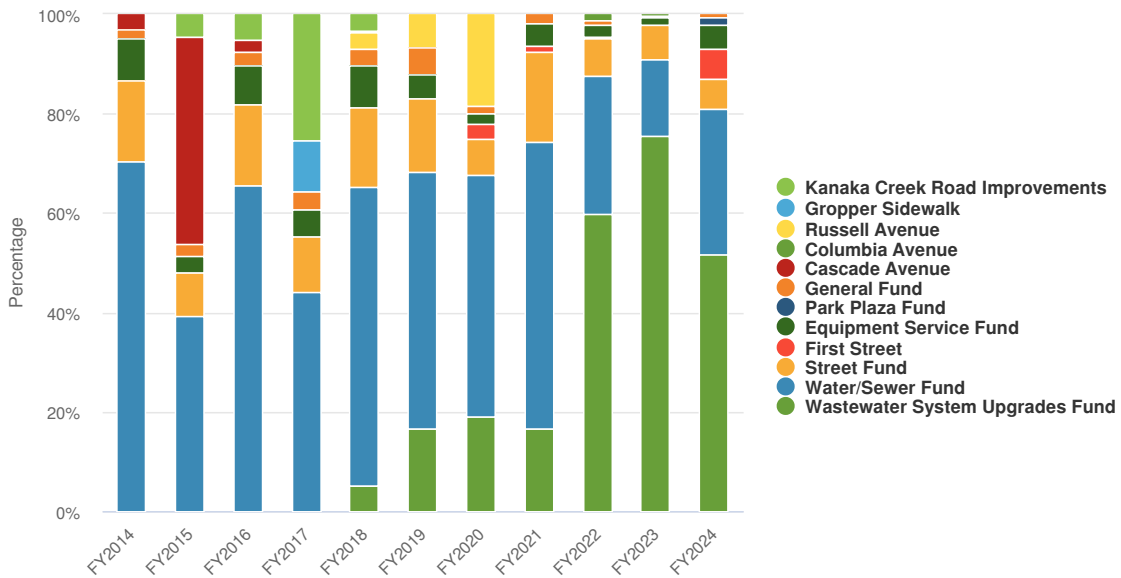


Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
General Fund					
Park Maintenance Salary	001-0-576-000-576-80-10-0000	\$27,000.00	\$28,350.00	5%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Park Maintenance Benefits	001-0-576-000-576-80-20-0000	\$14,040.00	\$14,742.00	5%	
Parks Supplies	001-0-576-000-576-80-31-0000	\$2,000.00	\$5,000.00	150%	
Eq Rental - Parks	001-0-576-000-576-80-45-0099	\$12,360.00	\$20,000.00	61.8%	
Parks Electricity	001-0-576-000-576-80-47-0000	\$500.00	\$500.00	0%	
Parks Water	001-0-576-000-576-80-47-0001	\$1,800.00	\$1,800.00	0%	
Total General Fund:		\$57,700.00	\$70,392.00	22%	
Street Fund					
Road Maintenance - Salaries	100-0-542-542-542-39-10-0000	\$133,441.00	\$140,113.05	5%	
Road Maintenance - Benefits	100-0-542-542-542-39-20-0000	\$64,595.00	\$67,824.75	5%	
Storm Drain Maint - Salaries	100-0-542-543-542-40-10-0000	\$12,000.00	\$12,600.00	5%	
Storm Drain Maint - Benefits	100-0-542-543-542-40-20-0000	\$7,000.00	\$7,350.00	5%	
Snow Removal - Salary	100-0-542-546-542-66-10-0000	\$19,620.00	\$20,601.00	5%	
Snow Removal - Benefits	100-0-542-546-542-66-20-0000	\$8,720.00	\$9,156.00	5%	
General Administration Salaries	100-0-543-000-543-10-10-0000	\$52,180.00	\$54,789.00	5%	
General Administration Benefits	100-0-543-000-543-10-20-0000	\$20,817.50	\$21,858.38	5%	
General Services Salaries	100-0-543-000-543-31-10-0000	\$5,450.00	\$5,722.50	5%	
General Services Benefits	100-0-543-000-543-31-20-0000	\$1,635.00	\$1,716.75	5%	
Supplies	100-0-542-542-542-39-31-0000	\$15,000.00	\$15,000.00	0%	
Chip Sealing and Overlay Supplies	100-0-542-542-542-39-31-0001		\$35,000.00	N/A	
Storm Drain Maint - Supplies	100-0-542-543-542-40-31-0000	\$2,000.00	\$2,000.00	0%	
Traffic Devices	100-0-542-545-542-64-31-0000	\$12,000.00	\$12,000.00	0%	
Snow Removal - Supplies	100-0-542-546-542-66-31-0000	\$1,000.00	\$1,000.00	0%	
General Admin Fees	100-0-542-000-542-39-41-0000	\$54,056.06		N/A	
Street Services	100-0-542-000-542-39-41-0001	\$4,400.00		N/A	
Street Water	100-0-542-000-542-63-47-0001	\$3,000.00		N/A	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
General Admin Fees- Internal	100-0-542-542-542-39-41-0000		\$56,109.63	N/A	
Street Services- Roadway	100-0-542-542-542-39-41-0001		\$16,200.00	N/A	
Telephone	100-0-542-542-542-39-42-0000	\$200.00	\$200.00	0%	
Eq Rental - Road Maintenance	100-0-542-542-542-39-45-0099	\$25,000.00	\$51,700.00	106.8%	
Contracted Labor	100-0-542-542-542-39-48-0000	\$172,534.00	\$20,000.00	-88.4%	
Chip Sealing and Overlay Services	100-0-542-542-542-39-48-0001		\$82,000.00	N/A	
Road Striping	100-0-542-542-542-64-48-0000	\$6,000.00	\$8,400.00	40%	
Litter Clean-Up	100-0-542-542-542-67-47-0000	\$3,500.00	\$3,500.00	0%	
Eq Rental - Storm Drain Maint	100-0-542-543-542-40-45-0099	\$3,000.00	\$10,000.00	233.3%	
Dewatering Electricity Chesser	100-0-542-543-542-40-47-0000	\$1,300.00	\$1,680.00	29.2%	
Storm Drain Maint - Contrlabor	100-0-542-543-542-40-48-0000	\$700.00	\$700.00	0%	
#14 ST Planning Professional Services	100-0-542-544-544-20-41-0100	\$25,000.00	\$25,000.00	0%	
Electricity - Street Lights	100-0-542-545-542-63-47-0000	\$16,000.00	\$21,000.00	31.3%	
Street Landscaping Water	100-0-542-545-542-63-47-0001		\$3,150.00	N/A	
Repair/maintenance - ST Lights	100-0-542-545-542-63-48-0000	\$3,000.00	\$3,000.00	0%	
Eq Rental - Snow Removal	100-0-542-546-542-66-45-0099	\$4,000.00	\$4,200.00	5%	
Computer Services	100-0-543-000-543-31-41-0000	\$600.00	\$2,220.00	270%	
Contracted Servcies	100-0-543-000-543-31-41-0001	\$25,000.00	\$50,000.00	100%	
Audit Fee	100-0-543-000-543-31-41-0022	\$3,000.00	\$3,000.00	0%	
Travel - Streets	100-0-543-000-543-31-43-0000	\$500.00	\$500.00	0%	
Insurance	100-0-543-000-543-31-46-0000	\$10,900.00	\$14,990.00	37.5%	
Training - Streets	100-0-543-000-543-31-49-0000	\$500.00	\$500.00	0%	
Misc/Recording Fees/Dues	100-0-543-000-543-31-49-0001	\$1,000.00	\$1,000.00	0%	
Lakeview Road Paving	100-0-594-000-595-30-41-0002		\$145,000.00	N/A	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
McEvoy Overlay	100-0-594-000-595-30-41-0000	\$78,049.00		N/A	
Loop Road Rebuild	100-0-594-000-595-30-41-0001	\$287,998.00		N/A	
Loop Rd. Sidewalk	100-0-594-000-595-61-41-0001	\$200,000.00		N/A	
Total Street Fund:		\$1,284,695.56	\$930,781.06	-27.5%	
First Street					
First St-Construction	311-0-594-000-595-10-41-0001		\$884,186.00	N/A	
Total First Street:		\$0.00	\$884,186.00	N/A	
Columbia Avenue					
Columbia Ave-Consultant Services	312-0-594-000-594-54-41-0312	\$82,329.77	\$0.00	-100%	
Total Columbia Avenue:		\$82,329.77	\$0.00	-100%	
Park Plaza Fund					
Park Plaza-Design Consultant	313-0-594-000-594-54-41-0313		\$250,000.00	N/A	
Total Park Plaza Fund:			\$250,000.00	N/A	
Water/Sewer Fund					
Transfer Out to 410 WW Sys. Upgrades	400-0-597-535-597-10-00-0000	\$400,000.00	\$1,325,828.40	231.5%	
Transfer Out To 406 WW Short Lived Assets	400-0-597-535-597-10-00-0406	\$21,779.00	\$21,779.00	0%	
WA-Administrative Salary	400-0-534-000-534-10-10-0000	\$52,943.00	\$54,531.29	3%	
WA-Administrative Benefits	400-0-534-000-534-10-20-0000	\$21,177.20	\$21,812.52	3%	
WA-Customer Services Salary	400-0-534-000-534-70-10-0000	\$54,020.40	\$55,641.01	3%	
WA-Customer Services Benefits	400-0-534-000-534-70-20-0000	\$17,363.70	\$17,884.61	3%	
WA-Operations Plant Salary	400-0-534-000-534-84-10-0000	\$82,404.00	\$84,876.12	3%	
WA-Operations Plant Benefits	400-0-534-000-534-84-20-0000	\$41,202.00	\$42,438.06	3%	
WA-Operations T & D Salary	400-0-534-000-534-85-10-0000	\$70,632.00	\$72,750.96	3%	
WA-Operations T & D Benefits	400-0-534-000-534-85-20-0000	\$35,316.00	\$36,375.48	3%	
WW-Administrative Salary	400-0-535-000-535-10-10-0000	\$78,252.80	\$80,600.38	3%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WW-Administrative Benefits	400-0-535-000-535-10-20-0000	\$32,949.20	\$33,937.68	3%	
WW-Customer Service Salary	400-0-535-000-535-70-10-0000	\$54,020.40	\$55,641.01	3%	
WW-Customer Service Benefits	400-0-535-000-535-70-20-0000	\$17,363.70	\$17,884.61	3%	
WW-Operations Coll. Salary	400-0-535-000-535-81-10-0000	\$42,324.00	\$43,593.72	3%	
WW-Operations Coll. Benefits	400-0-535-000-535-81-20-0000	\$15,662.00	\$16,131.86	3%	
WW-Operations Plant Salary	400-0-535-000-535-84-10-0000	\$124,200.00	\$169,126.00	36.2%	
WW-Operations Plant Benefits	400-0-535-000-535-84-20-0000	\$77,004.00	\$89,614.12	16.4%	
WW Sampling Salary	400-0-535-000-535-85-10-0000	\$4,000.00	\$4,120.00	3%	
WW Sampling Benefits	400-0-535-000-535-85-20-0000	\$2,500.00	\$2,575.00	3%	
Water Connections - Salary	400-0-594-534-594-34-10-4006	\$5,400.00	\$5,562.00	3%	
Water Connections - Benefits	400-0-594-534-594-34-20-4006	\$2,700.00	\$2,781.00	3%	
WA-Small Tools/Minor Equipment	400-0-534-000-534-50-35-0000	\$2,575.00	\$10,000.00	288.3%	
WA-Office Supplies And Postage	400-0-534-000-534-70-31-0000	\$4,171.50	\$4,296.65	3%	
WA-Operating Supplies	400-0-534-000-534-80-31-0000	\$36,050.00	\$37,131.50	3%	
WA-Chemicals Plant	400-0-534-000-534-84-31-0000	\$10,609.00	\$10,927.27	3%	
WW-Maintenance Supplies	400-0-535-000-535-51-31-0000	\$10,300.00	\$10,609.00	3%	
WW-Office Supplies & Postage	400-0-535-000-535-70-31-0000	\$4,429.00	\$4,300.00	-2.9%	
WW-Operating Supplies	400-0-535-000-535-80-31-0000	\$10,300.00	\$10,609.00	3%	
WW Sampling Supplies	400-0-535-000-535-85-31-0000	\$515.00	\$515.00	0%	
General Admin Fee	400-0-534-000-534-10-41-0001	\$93,675.52	\$97,264.00	3.8%	
WA-Audit Fee	400-0-534-000-534-10-41-0022	\$6,180.00	\$6,365.40	3%	
WA-Op. Permit(DOH)/Other Fees	400-0-534-000-534-10-42-0000	\$5,304.50	\$5,463.64	3%	
WA-Dues & Membership/Filing Fees	400-0-534-000-534-10-49-0001	\$2,060.00	\$2,121.80	3%	
WA-Admin Planning Water - Consulting	400-0-534-000-534-20-41-0000	\$52,000.00	\$79,310.00	52.5%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WA-Travel	400-0-534-000-534-40-43-0000	\$2,060.00	\$3,151.80	53%	
WA-Training	400-0-534-000-534-40-49-0001	\$2,060.00	\$10,000.00	385.4%	
WA-Repair-Contracted Labor	400-0-534-000-534-50-48-0000	\$20,600.00	\$31,518.00	53%	
WA-Computer Services/Repair	400-0-534-000-534-70-41-0000	\$6,180.00	\$20,394.00	230%	
WA-EBPP Fees	400-0-534-000-534-70-41-0001	\$3,090.00	\$3,182.70	3%	
WA-Testing	400-0-534-000-534-80-41-0000	\$5,150.00	\$5,304.50	3%	
Water-Services	400-0-534-000-534-80-41-0001	\$4,900.00	\$17,824.00	263.8%	
WA-Telephone	400-0-534-000-534-80-42-0000	\$2,060.00	\$2,121.80	3%	
WA-Telemetry/Meter Services	400-0-534-000-534-80-45-0001	\$4,120.00	\$6,000.00	45.6%	
WA-Eq Rental - Water	400-0-534-000-534-80-45-0099	\$54,590.00	\$56,227.70	3%	
WA-Insurance	400-0-534-000-534-80-46-0000	\$32,630.00	\$45,668.90	40%	
WA-Electricity	400-0-534-000-534-80-47-0000	\$24,720.00	\$28,000.00	13.3%	
WA-Prof Services - General	400-0-534-000-534-81-41-0000	\$85,253.10	\$20,000.00	-76.5%	
WA-Taxes	400-0-534-000-534-90-44-0000	\$41,215.97	\$42,452.44	3%	
WW-General Admin Fee	400-0-535-000-535-10-41-0001	\$105,720.73	\$109,738.68	3.8%	
WW-Audit Fee	400-0-535-000-535-10-41-0022	\$8,240.00	\$8,487.20	3%	
WW-Permit Fees/DOE	400-0-535-000-535-10-42-0000	\$2,575.00	\$2,652.25	3%	
WW-Dues & Membership/filing Fees	400-0-535-000-535-10-49-0001	\$1,030.00	\$1,060.90	3%	
WW-Admin Planning Sewer - Consulting	400-0-535-000-535-20-41-0000	\$55,900.00	\$80,000.00	43.1%	
WW-Travel	400-0-535-000-535-40-43-0000	\$1,545.00	\$2,000.00	29.4%	
WW-Training	400-0-535-000-535-40-49-0001	\$3,090.00	\$8,000.00	158.9%	
WW-Repair (Contract Serv) T&D	400-0-535-000-535-51-48-0000	\$123,600.00	\$80,000.00	-35.3%	
WW-Solids Hauling & Disposal	400-0-535-000-535-51-48-0001	\$123,600.00	\$127,308.00	3%	
WW-Computer Services/Repair	400-0-535-000-535-70-41-0000	\$5,150.00	\$10,454.50	103%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WW-EBPP Fees Sewer	400-0-535-000-535-70-41-0001	\$3,090.00	\$3,182.70	3%	
Sewer Operations Testing	400-0-535-000-535-80-41-0000	\$21,630.00	\$22,278.90	3%	
Sewer Operations-Services	400-0-535-000-535-80-41-0001	\$4,800.00	\$11,724.00	144.3%	
Sewer Telephone	400-0-535-000-535-80-42-0000	\$4,738.00	\$4,880.14	3%	
Eq Rental - Sewer	400-0-535-000-535-80-45-0099	\$46,350.00	\$47,740.50	3%	
Sewer Insurance	400-0-535-000-535-80-46-0000	\$25,758.75	\$35,621.51	38.3%	
WW-Coll Electricity	400-0-535-000-535-81-47-0000	\$5,150.00	\$5,304.50	3%	
WW-Coll. Water	400-0-535-000-535-81-47-0001	\$463.50	\$477.41	3%	
WW-Electricity	400-0-535-000-535-84-47-0000	\$26,780.00	\$27,583.40	3%	
WW-Plant Water	400-0-535-000-535-84-47-0001	\$21,630.00	\$22,278.90	3%	
WW Sampling Professional Services	400-0-535-000-535-85-41-0000	\$7,210.00	\$0.00	-100%	
WW Industrial Pretreatment Services	400-0-535-000-535-85-41-0002	\$4,120.00	\$0.00	-100%	
Sewer Taxes	400-0-535-000-535-90-44-0000	\$41,457.50	\$42,701.23	3%	
Eq Rental - Water Connections	400-0-594-534-594-34-45-0400	\$2,060.00	\$2,121.80	3%	
#42 Loop Rd Waterline ContrLbr	400-0-594-534-594-34-48-0000	\$162,000.00		N/A	
WW-Line Extensions Contracted	400-0-594-535-594-35-41-0100		\$150,000.00	N/A	
Water Plant Improvements-Contracted	400-0-594-534-594-34-62-4009	\$100,000.00	\$160,000.00	60%	
Fixed Assets to Capitalize	400-0-594-534-594-34-64-0000	\$0.00	\$400,000.00	N/A	
WA-SMART Meter Lease-Principial	400-0-591-534-591-34-70-0000	\$30,275.15	\$31,138.00	2.9%	
Base Res PWTF Loan Principial	400-0-591-534-591-34-78-0000	\$23,273.39	\$23,273.39	0%	
Sewer Outfall - USDA RDA Principial	400-0-591-535-591-35-72-0000	\$25,377.34	\$26,080.01	2.8%	
WWTP Design-DOE Principial	400-0-591-535-591-35-72-0001	\$30,678.05	\$30,678.05	0%	
WA-SMART Meter Lease-Interest	400-0-591-534-592-34-80-0000	\$6,840.53	\$5,977.68	-12.6%	
Base Reservoir PWTF Loan Interest	400-0-591-534-592-34-83-0000	\$465.47	\$349.10	-25%	



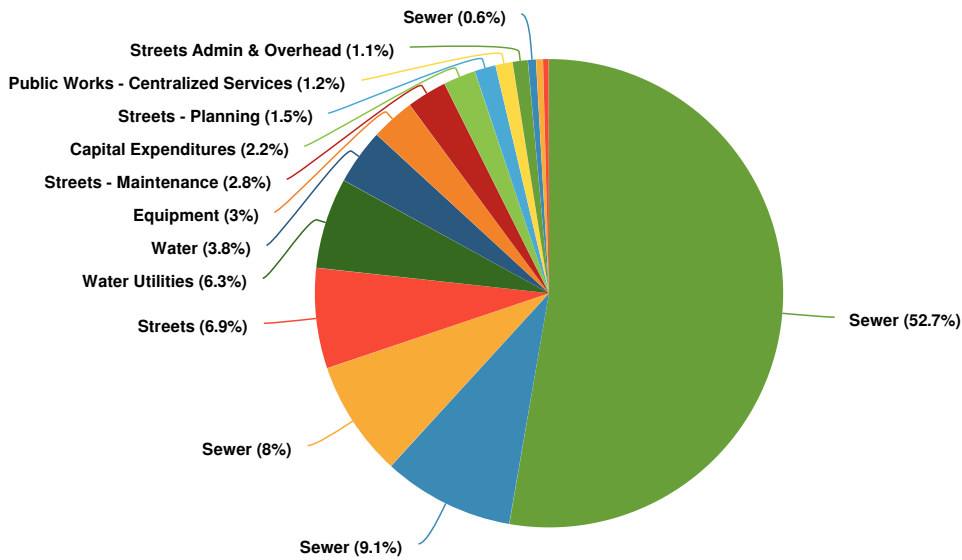
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Sewer Outfall - USDA RDA Interest	400-0-591-535-592-35-83-0000	\$7,292.66	\$6,589.99	-9.6%	
WWTP Design-DOE Interest	400-0-591-535-592-35-83-0001	\$18,901.15	\$18,901.13	0%	
Total Water/Sewer Fund:		\$2,830,804.21	\$4,334,827.80	53.1%	
Wastewater System Upgrades Fund					
WWTP-Equipment	410-0-594-000-594-35-31-4113	\$0.00	\$144,184.50	N/A	
Coll. Sys. Upgrades Consultant Svs	410-0-594-000-594-35-41-4104	\$155,016.00	\$190,000.00	22.6%	
Coll. Sys. Upgrades Construction Svs	410-0-594-000-594-35-41-4105	\$2,731,914.00	\$2,849,363.97	4.3%	
Collection Sys. Upgrades-PUD	410-0-594-000-594-35-41-4106	\$0.00	\$40,000.00	N/A	
Collection Sys. Upgrades-Add-Ons	410-0-594-000-594-35-41-4107		\$40,000.00	N/A	
WWTP-Consultant Services	410-0-594-000-594-35-41-4110	\$0.00	\$632,370.00	N/A	
WWTP-Construction Services	410-0-594-000-594-35-41-4111	\$11,000,000.00	\$3,600,000.00	-67.3%	
WWTP-Deferred Maintenance	410-0-594-000-594-35-41-4114		\$192,731.98	N/A	
Total Wastewater System Upgrades Fund:		\$13,886,930.00	\$7,688,650.45	-44.6%	
Equipment Service Fund					
Maintenance Salary	500-0-548-000-548-65-10-0000	\$37,800.00	\$39,690.00	5%	
Maintenance Benefits	500-0-548-000-548-65-20-0000	\$18,360.00	\$19,278.00	5%	
Medical Physicals-Required	500-0-548-000-548-65-25-0000	\$2,000.00	\$2,000.00	0%	
Tires	500-0-548-000-548-65-31-0000	\$2,000.00	\$5,200.00	160%	
Gas and Oil	500-0-548-000-548-65-32-0000	\$25,000.00	\$35,000.00	40%	
Supplies	500-0-548-000-548-65-33-0000	\$3,000.00	\$13,000.00	333.3%	
General Gov. Admin	500-0-548-000-548-65-41-0001	\$13,134.23	\$13,654.10	4%	
Insurance	500-0-548-000-548-65-46-0000	\$10,000.00	\$12,500.00	25%	
Heat & Lights	500-0-548-000-548-65-47-0000	\$3,000.00	\$5,700.00	90%	
Repairs/Supplies Contracted	500-0-548-000-548-65-48-0000	\$20,000.00	\$25,000.00	25%	



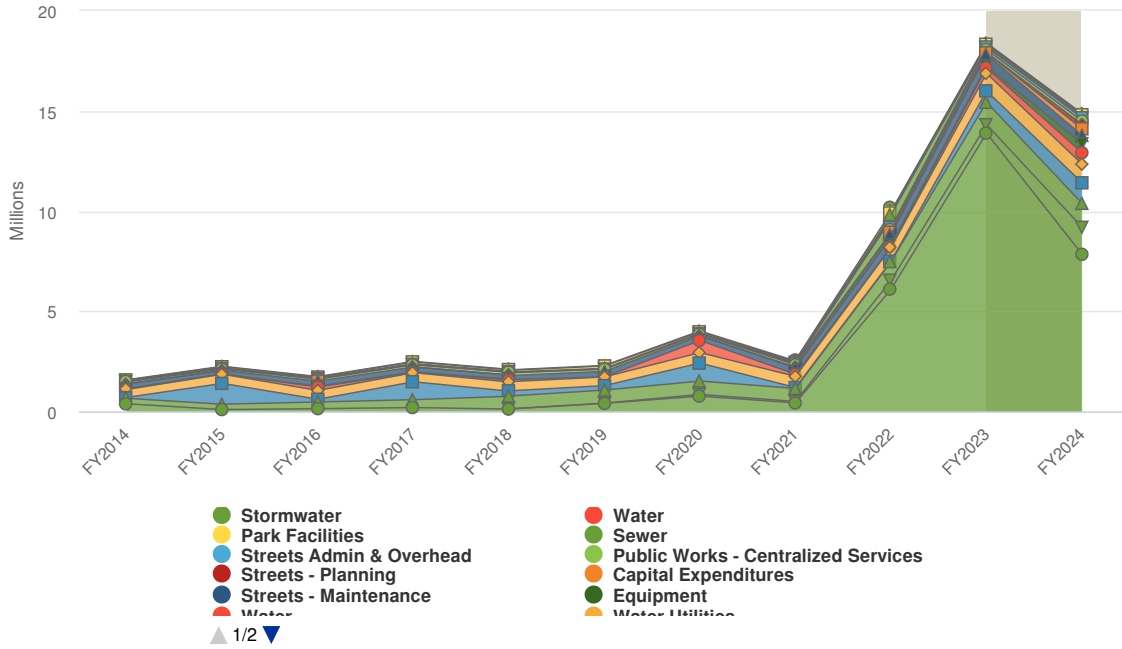
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Training	500-0-548-000-548-65-49-0000	\$7,250.00	\$5,250.00	-27.6%	
Public Works Shop	500-0-594-000-594-38-62-0001		\$80,000.00	N/A	
Equipment Purchase	500-0-594-000-594-48-64-0000	\$100,000.00	\$450,000.00	350%	Updated to include cost of fully outfitted vehicle, taxes, licenses and fees.
Total Equipment Service Fund:		\$241,544.23	\$706,272.10	192.4%	
Total:		\$18,384,003.77	\$14,865,109.41	-19.1%	

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expenditures					
Water Utilities					
Admin & Operations					
WA-Administrative Salary	400-0-534-000-534-10-10-0000	\$52,943.00	\$54,531.29	3%	
WA-Administrative Benefits	400-0-534-000-534-10-20-0000	\$21,177.20	\$21,812.52	3%	
WA-Customer Services Salary	400-0-534-000-534-70-10-0000	\$54,020.40	\$55,641.01	3%	
WA-Customer Services Benefits	400-0-534-000-534-70-20-0000	\$17,363.70	\$17,884.61	3%	
WA-Office Supplies And Postage	400-0-534-000-534-70-31-0000	\$4,171.50	\$4,296.65	3%	
WA-Operating Supplies	400-0-534-000-534-80-31-0000	\$36,050.00	\$37,131.50	3%	
General Admin Fee	400-0-534-000-534-10-41-0001	\$93,675.52	\$97,264.00	3.8%	
WA-Audit Fee	400-0-534-000-534-10-41-0022	\$6,180.00	\$6,365.40	3%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WA-Op. Permit(DOH)/Other Fees	400-0-534-000-534-10-42-0000	\$5,304.50	\$5,463.64	3%	
WA-Dues & Membership/Filing Fees	400-0-534-000-534-10-49-0001	\$2,060.00	\$2,121.80	3%	
WA-Admin Planning Water - Consulting	400-0-534-000-534-20-41-0000	\$52,000.00	\$79,310.00	52.5%	
WA-Travel	400-0-534-000-534-40-43-0000	\$2,060.00	\$3,151.80	53%	
WA-Training	400-0-534-000-534-40-49-0001	\$2,060.00	\$10,000.00	385.4%	
WA-Computer Services/Repair	400-0-534-000-534-70-41-0000	\$6,180.00	\$20,394.00	230%	
WA-EBPP Fees	400-0-534-000-534-70-41-0001	\$3,090.00	\$3,182.70	3%	
Water-Services	400-0-534-000-534-80-41-0001	\$4,900.00	\$17,824.00	263.8%	
WA-Telephone	400-0-534-000-534-80-42-0000	\$2,060.00	\$2,121.80	3%	
WA-Telemetry/Meter Services	400-0-534-000-534-80-45-0001	\$4,120.00	\$6,000.00	45.6%	
WA-Insurance	400-0-534-000-534-80-46-0000	\$32,630.00	\$45,668.90	40%	
WA-Electricity	400-0-534-000-534-80-47-0000	\$24,720.00	\$28,000.00	13.3%	
WA-Prof Services - General	400-0-534-000-534-81-41-0000	\$85,253.10	\$20,000.00	-76.5%	
WA-Taxes	400-0-534-000-534-90-44-0000	\$41,215.97	\$42,452.44	3%	
Total Admin & Operations:		\$553,234.89	\$580,618.06	4.9%	
Plant					
WA-Operations Plant Salary	400-0-534-000-534-84-10-0000	\$82,404.00	\$84,876.12	3%	
WA-Operations Plant Benefits	400-0-534-000-534-84-20-0000	\$41,202.00	\$42,438.06	3%	
WA-Chemicals Plant	400-0-534-000-534-84-31-0000	\$10,609.00	\$10,927.27	3%	
Total Plant:		\$134,215.00	\$138,241.45	3%	
Transmission & Distribution					
WA-Operations T & D Salary	400-0-534-000-534-85-10-0000	\$70,632.00	\$72,750.96	3%	
WA-Operations T & D Benefits	400-0-534-000-534-85-20-0000	\$35,316.00	\$36,375.48	3%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WA-Small Tools/Minor Equipment	400-0-534-000-534-50-35-0000	\$2,575.00	\$10,000.00	288.3%	
WA-Repair-Contracted Labor	400-0-534-000-534-50-48-0000	\$20,600.00	\$31,518.00	53%	
WA-Testing	400-0-534-000-534-80-41-0000	\$5,150.00	\$5,304.50	3%	
WA-Eq Rental - Water	400-0-534-000-534-80-45-0099	\$54,590.00	\$56,227.70	3%	
Total Transmission & Distribution:		\$188,863.00	\$212,176.64	12.3%	
Total Water Utilities:		\$876,312.89	\$931,036.15	6.2%	
Sewer					
Admin & Operations					
WW-Administrative Salary	400-0-535-000-535-10-10-0000	\$78,252.80	\$80,600.38	3%	
WW-Administrative Benefits	400-0-535-000-535-10-20-0000	\$32,949.20	\$33,937.68	3%	
WW-Customer Service Salary	400-0-535-000-535-70-10-0000	\$54,020.40	\$55,641.01	3%	
WW-Customer Service Benefits	400-0-535-000-535-70-20-0000	\$17,363.70	\$17,884.61	3%	
WW-Office Supplies & Postage	400-0-535-000-535-70-31-0000	\$4,429.00	\$4,300.00	-2.9%	
WW-General Admin Fee	400-0-535-000-535-10-41-0001	\$105,720.73	\$109,738.68	3.8%	
WW-Audit Fee	400-0-535-000-535-10-41-0022	\$8,240.00	\$8,487.20	3%	
WW-Permit Fees/DOE	400-0-535-000-535-10-42-0000	\$2,575.00	\$2,652.25	3%	
WW-Dues & Membership/filing Fees	400-0-535-000-535-10-49-0001	\$1,030.00	\$1,060.90	3%	
WW-Admin Planning Sewer - Consulting	400-0-535-000-535-20-41-0000	\$55,900.00	\$80,000.00	43.1%	
WW-Travel	400-0-535-000-535-40-43-0000	\$1,545.00	\$2,000.00	29.4%	
WW-Training	400-0-535-000-535-40-49-0001	\$3,090.00	\$8,000.00	158.9%	
WW-Computer Services/Repair	400-0-535-000-535-70-41-0000	\$5,150.00	\$10,454.50	103%	
WW-EBPP Fees Sewer	400-0-535-000-535-70-41-0001	\$3,090.00	\$3,182.70	3%	
Sewer Operations-Services	400-0-535-000-535-80-41-0001	\$4,800.00	\$11,724.00	144.3%	
Sewer Telephone	400-0-535-000-535-80-42-0000	\$4,738.00	\$4,880.14	3%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Sewer Insurance	400-0-535-000-535-80-46-0000	\$25,758.75	\$35,621.51	38.3%	
Sewer Taxes	400-0-535-000-535-90-44-0000	\$41,457.50	\$42,701.23	3%	
Total Admin & Operations:		\$450,110.08	\$512,866.79	13.9%	
Industrial Pretreatment Program					
WW Sampling Salary	400-0-535-000-535-85-10-0000	\$4,000.00	\$4,120.00	3%	
WW Sampling Benefits	400-0-535-000-535-85-20-0000	\$2,500.00	\$2,575.00	3%	
WW Sampling Supplies	400-0-535-000-535-85-31-0000	\$515.00	\$515.00	0%	
WW Sampling Professional Services	400-0-535-000-535-85-41-0000	\$7,210.00	\$0.00	-100%	
WW Industrial Pretreatment Services	400-0-535-000-535-85-41-0002	\$4,120.00	\$0.00	-100%	
Total Industrial Pretreatment Program:		\$18,345.00	\$7,210.00	-60.7%	
Plant					
WW-Operations Plant Salary	400-0-535-000-535-84-10-0000	\$124,200.00	\$169,126.00	36.2%	
WW-Operations Plant Benefits	400-0-535-000-535-84-20-0000	\$77,004.00	\$89,614.12	16.4%	
WW-Operating Supplies	400-0-535-000-535-80-31-0000	\$10,300.00	\$10,609.00	3%	
WW-Solids Hauling & Disposal	400-0-535-000-535-51-48-0001	\$123,600.00	\$127,308.00	3%	
Sewer Operations Testing	400-0-535-000-535-80-41-0000	\$21,630.00	\$22,278.90	3%	
WW-Electricity	400-0-535-000-535-84-47-0000	\$26,780.00	\$27,583.40	3%	
WW-Plant Water	400-0-535-000-535-84-47-0001	\$21,630.00	\$22,278.90	3%	
Total Plant:		\$405,144.00	\$468,798.32	15.7%	
Collections					
WW-Operations Coll. Salary	400-0-535-000-535-81-10-0000	\$42,324.00	\$43,593.72	3%	
WW-Operations Coll. Benefits	400-0-535-000-535-81-20-0000	\$15,662.00	\$16,131.86	3%	
WW-Maintenance Supplies	400-0-535-000-535-51-31-0000	\$10,300.00	\$10,609.00	3%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WW-Repair (Contract Serv) T&D	400-0-535-000-535-51-48-0000	\$123,600.00	\$80,000.00	-35.3%	
Eq Rental - Sewer	400-0-535-000-535-80-45-0099	\$46,350.00	\$47,740.50	3%	
WW-Coll Electricity	400-0-535-000-535-81-47-0000	\$5,150.00	\$5,304.50	3%	
WW-Coll. Water	400-0-535-000-535-81-47-0001	\$463.50	\$477.41	3%	
Total Collections:		\$243,849.50	\$203,856.99	-16.4%	
Total Sewer:		\$1,117,448.58	\$1,192,732.10	6.7%	
Streets - Maintenance					
Snow Removal					
Snow Removal - Salary	100-0-542-546-542-66-10-0000	\$19,620.00	\$20,601.00	5%	
Snow Removal - Benefits	100-0-542-546-542-66-20-0000	\$8,720.00	\$9,156.00	5%	
Snow Removal - Supplies	100-0-542-546-542-66-31-0000	\$1,000.00	\$1,000.00	0%	
Eq Rental - Snow Removal	100-0-542-546-542-66-45-0099	\$4,000.00	\$4,200.00	5%	
Total Snow Removal:		\$33,340.00	\$34,957.00	4.9%	
Lights, Signs, Paths, Landscaping					
Traffic Devices	100-0-542-545-542-64-31-0000	\$12,000.00	\$12,000.00	0%	
Street Water	100-0-542-000-542-63-47-0001	\$3,000.00		N/A	
Electricity - Street Lights	100-0-542-545-542-63-47-0000	\$16,000.00	\$21,000.00	31.3%	
Repair/maintenance - ST Lights	100-0-542-545-542-63-48-0000	\$3,000.00	\$3,000.00	0%	
Total Lights, Signs, Paths, Landscaping:		\$34,000.00	\$36,000.00	5.9%	
Stormwater					
Storm Drain Maint - Salaries	100-0-542-543-542-40-10-0000	\$12,000.00	\$12,600.00	5%	
Storm Drain Maint - Benefits	100-0-542-543-542-40-20-0000	\$7,000.00	\$7,350.00	5%	
Storm Drain Maint - Supplies	100-0-542-543-542-40-31-0000	\$2,000.00	\$2,000.00	0%	
Eq Rental - Storm Drain Maint	100-0-542-543-542-40-45-0099	\$3,000.00	\$10,000.00	233.3%	
Dewatering Electricity Chesser	100-0-542-543-542-40-47-0000	\$1,300.00	\$1,680.00	29.2%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Storm Drain Maint - Contrlabor	100-0-542-543-542-40-48-0000	\$700.00	\$700.00	0%	
Total Stormwater:		\$26,000.00	\$34,330.00	32%	
Roadway					
Road Maintenance - Salaries	100-0-542-542-542-39-10-0000	\$133,441.00	\$140,113.05	5%	
Road Maintenance - Benefits	100-0-542-542-542-39-20-0000	\$64,595.00	\$67,824.75	5%	
Supplies	100-0-542-542-542-39-31-0000	\$15,000.00	\$15,000.00	0%	
General Admin Fees	100-0-542-000-542-39-41-0000	\$54,056.06		N/A	
Street Services	100-0-542-000-542-39-41-0001	\$4,400.00		N/A	
Telephone	100-0-542-542-542-39-42-0000	\$200.00	\$200.00	0%	
Eq Rental - Road Maintenance	100-0-542-542-542-39-45-0099	\$25,000.00	\$51,700.00	106.8%	
Contracted Labor	100-0-542-542-542-39-48-0000	\$172,534.00	\$20,000.00	-88.4%	
Road Striping	100-0-542-542-542-64-48-0000	\$6,000.00	\$8,400.00	40%	
Litter Clean-Up	100-0-542-542-542-67-47-0000	\$3,500.00	\$3,500.00	0%	
Total Roadway:		\$478,726.06	\$306,737.80	-35.9%	
Total Streets - Maintenance:		\$572,066.06	\$412,024.80	-28%	
Streets - Planning					
Chip Sealing and Overlay Supplies	100-0-542-542-542-39-31-0001		\$35,000.00	N/A	
General Admin Fees- Internal	100-0-542-542-542-39-41-0000		\$56,109.63	N/A	
Street Services- Roadway	100-0-542-542-542-39-41-0001		\$16,200.00	N/A	
Chip Sealing and Overlay Services	100-0-542-542-542-39-48-0001		\$82,000.00	N/A	
#14 ST Planning Professional Services	100-0-542-544-544-20-41-0100	\$25,000.00	\$25,000.00	0%	
Street Landscaping Water	100-0-542-545-542-63-47-0001		\$3,150.00	N/A	
Total Streets - Planning:		\$25,000.00	\$217,459.63	769.8%	
Streets Admin & Overhead					



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
General Administration Salaries	100-0-543-000-543-10-10-0000	\$52,180.00	\$54,789.00	5%	
General Administration Benefits	100-0-543-000-543-10-20-0000	\$20,817.50	\$21,858.38	5%	
General Services Salaries	100-0-543-000-543-31-10-0000	\$5,450.00	\$5,722.50	5%	
General Services Benefits	100-0-543-000-543-31-20-0000	\$1,635.00	\$1,716.75	5%	
Computer Services	100-0-543-000-543-31-41-0000	\$600.00	\$2,220.00	270%	
Contracted Servcies	100-0-543-000-543-31-41-0001	\$25,000.00	\$50,000.00	100%	
Audit Fee	100-0-543-000-543-31-41-0022	\$3,000.00	\$3,000.00	0%	
Travel - Streets	100-0-543-000-543-31-43-0000	\$500.00	\$500.00	0%	
Insurance	100-0-543-000-543-31-46-0000	\$10,900.00	\$14,990.00	37.5%	
Training - Streets	100-0-543-000-543-31-49-0000	\$500.00	\$500.00	0%	
Misc/Recording Fees/Dues	100-0-543-000-543-31-49-0001	\$1,000.00	\$1,000.00	0%	
Total Streets Admin & Overhead:		\$121,582.50	\$156,296.63	28.6%	
Public Works - Centralized Services					
Maintenance Salary	500-0-548-000-548-65-10-0000	\$37,800.00	\$39,690.00	5%	
Maintenance Benefits	500-0-548-000-548-65-20-0000	\$18,360.00	\$19,278.00	5%	
Medical Physicals-Required	500-0-548-000-548-65-25-0000	\$2,000.00	\$2,000.00	0%	
Tires	500-0-548-000-548-65-31-0000	\$2,000.00	\$5,200.00	160%	
Gas and Oil	500-0-548-000-548-65-32-0000	\$25,000.00	\$35,000.00	40%	
Supplies	500-0-548-000-548-65-33-0000	\$3,000.00	\$13,000.00	333.3%	
General Gov. Admin	500-0-548-000-548-65-41-0001	\$13,134.23	\$13,654.10	4%	
Insurance	500-0-548-000-548-65-46-0000	\$10,000.00	\$12,500.00	25%	
Heat & Lights	500-0-548-000-548-65-47-0000	\$3,000.00	\$5,700.00	90%	
Repairs/Supplies Contracted	500-0-548-000-548-65-48-0000	\$20,000.00	\$25,000.00	25%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Training	500-0-548-000-548-65-49-0000	\$7,250.00	\$5,250.00	-27.6%	
Total Public Works - Centralized Services:		\$141,544.23	\$176,272.10	24.5%	
Park Facilities					
Park Maintenance Salary	001-0-576-000-576-80-10-0000	\$27,000.00	\$28,350.00	5%	
Park Maintenance Benefits	001-0-576-000-576-80-20-0000	\$14,040.00	\$14,742.00	5%	
Parks Supplies	001-0-576-000-576-80-31-0000	\$2,000.00	\$5,000.00	150%	
Eq Rental - Parks	001-0-576-000-576-80-45-0099	\$12,360.00	\$20,000.00	61.8%	
Parks Electricity	001-0-576-000-576-80-47-0000	\$500.00	\$500.00	0%	
Parks Water	001-0-576-000-576-80-47-0001	\$1,800.00	\$1,800.00	0%	
Total Park Facilities:		\$57,700.00	\$70,392.00	22%	
Debt Service					
Water					
WA-SMART Meter Lease-Principial	400-0-591-534-591-34-70-0000	\$30,275.15	\$31,138.00	2.9%	
Base Res PWTF Loan Principal	400-0-591-534-591-34-78-0000	\$23,273.39	\$23,273.39	0%	
WA-SMART Meter Lease-Interest	400-0-591-534-592-34-80-0000	\$6,840.53	\$5,977.68	-12.6%	
Base Reservoir PWTF Loan Interest	400-0-591-534-592-34-83-0000	\$465.47	\$349.10	-25%	
Total Water:		\$60,854.54	\$60,738.17	-0.2%	
Sewer					
Sewer Outfall - USDA RDA Principal	400-0-591-535-591-35-72-0000	\$25,377.34	\$26,080.01	2.8%	
WWTP Design-DOE Principal	400-0-591-535-591-35-72-0001	\$30,678.05	\$30,678.05	0%	
Sewer Outfall - USDA RDA Interest	400-0-591-535-592-35-83-0000	\$7,292.66	\$6,589.99	-9.6%	
WWTP Design-DOE Interest	400-0-591-535-592-35-83-0001	\$18,901.15	\$18,901.13	0%	
Total Sewer:		\$82,249.20	\$82,249.18	0%	
Total Debt Service:		\$143,103.74	\$142,987.35	-0.1%	
Capital Expenditures					
Capital Expenditures					

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Columbia Ave-Consultant Services	312-0-594-000-594-54-41-0312	\$82,329.77	\$0.00	-100%	
Park Plaza-Design Consultant	313-0-594-000-594-54-41-0313		\$250,000.00	N/A	
Public Works Shop	500-0-594-000-594-38-62-0001		\$80,000.00	N/A	
Total Capital Expenditures:		\$82,329.77	\$330,000.00	300.8%	
Streets					
Lakeview Road Paving	100-0-594-000-595-30-41-0002		\$145,000.00	N/A	
First St-Construction	311-0-594-000-595-10-41-0001		\$884,186.00	N/A	
McEvoy Overlay	100-0-594-000-595-30-41-0000	\$78,049.00		N/A	
Loop Road Rebuild	100-0-594-000-595-30-41-0001	\$287,998.00		N/A	
Loop Rd. Sidewalk	100-0-594-000-595-61-41-0001	\$200,000.00		N/A	
Total Streets:		\$566,047.00	\$1,029,186.00	81.8%	
Equipment					
Equipment Purchase	500-0-594-000-594-48-64-0000	\$100,000.00	\$450,000.00	350%	Updated to include cost of fully outfitted vehicle, taxes, licenses and fees.
Total Equipment:		\$100,000.00	\$450,000.00	350%	
Sewer					
WWTP-Equipment	410-0-594-000-594-35-31-4113	\$0.00	\$144,184.50	N/A	
WW-Line Extensions Contracted	400-0-594-535-594-35-41-0100		\$150,000.00	N/A	
Coll. Sys. Upgrades Consultant Svs	410-0-594-000-594-35-41-4104	\$155,016.00	\$190,000.00	22.6%	
Coll. Sys. Upgrades Construction Svs	410-0-594-000-594-35-41-4105	\$2,731,914.00	\$2,849,363.97	4.3%	
Collection Sys. Upgrades-PUD	410-0-594-000-594-35-41-4106	\$0.00	\$40,000.00	N/A	
Collection Sys. Upgrades-Add-Ons	410-0-594-000-594-35-41-4107		\$40,000.00	N/A	
WWTP-Consultant Services	410-0-594-000-594-35-41-4110	\$0.00	\$632,370.00	N/A	
WWTP-Construction Services	410-0-594-000-594-35-41-4111	\$11,000,000.00	\$3,600,000.00	-67.3%	
WWTP-Deferred Maintenance	410-0-594-000-594-35-41-4114		\$192,731.98	N/A	
Total Sewer:		\$13,886,930.00	\$7,838,650.45	-43.6%	

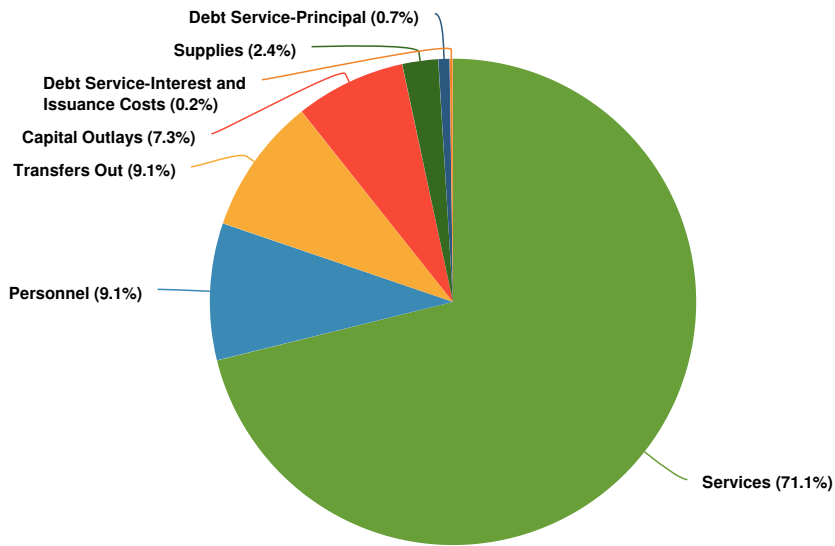


Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Water					
Water Connections - Salary	400-0-594-534-594-34-10-4006	\$5,400.00	\$5,562.00	3%	
Water Connections - Benefits	400-0-594-534-594-34-20-4006	\$2,700.00	\$2,781.00	3%	
Eq Rental - Water Connections	400-0-594-534-594-34-45-0400	\$2,060.00	\$2,121.80	3%	
#42 Loop Rd Waterline ContrLbr	400-0-594-534-594-34-48-0000	\$162,000.00		N/A	
Water Plant Improvements- Contracted	400-0-594-534-594-34-62-4009	\$100,000.00	\$160,000.00	60%	
Fixed Assets to Capitalize	400-0-594-534-594-34-64-0000	\$0.00	\$400,000.00	N/A	
Total Water:		\$272,160.00	\$570,464.80	109.6%	
Total Capital Expenditures:		\$14,907,466.77	\$10,218,301.25	-31.5%	
Interfund Transfers					
Sewer					
Transfer Out to 410 WW Sys. Upgrades	400-0-597-535-597-10-00-0000	\$400,000.00	\$1,325,828.40	231.5%	
Transfer Out To 406 WW Short Lived Assets	400-0-597-535-597-10-00-0406	\$21,779.00	\$21,779.00	0%	
Total Sewer:		\$421,779.00	\$1,347,607.40	219.5%	
Total Interfund Transfers:		\$421,779.00	\$1,347,607.40	219.5%	
Total Expenditures:		\$18,384,003.77	\$14,865,109.41	-19.1%	

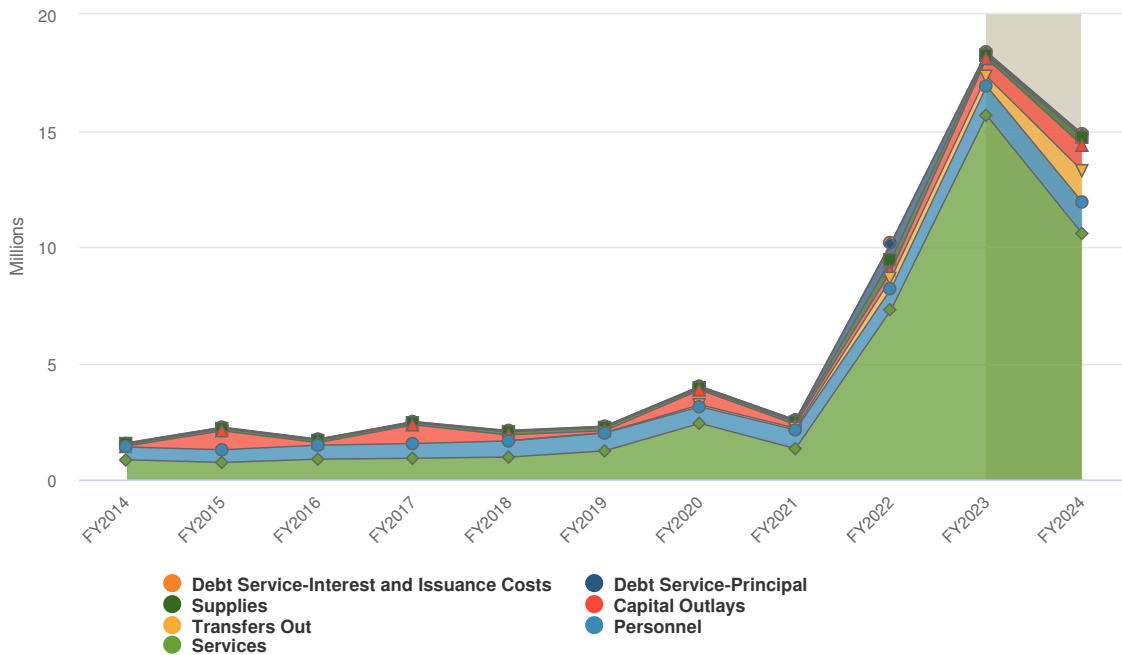


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expense Objects					
Transfers Out					
Transfer Out to 410 WW Sys. Upgrades	400-0-597-535-597-10-00-0000	\$400,000.00	\$1,325,828.40	231.5%	
Transfer Out To 406 WW Short Lived Assets	400-0-597-535-597-10-00-0406	\$21,779.00	\$21,779.00	0%	
Total Transfers Out:		\$421,779.00	\$1,347,607.40	219.5%	
Personnel					
WA-Administrative Salary	400-0-534-000-534-10-10-0000	\$52,943.00	\$54,531.29	3%	
WA-Administrative Benefits	400-0-534-000-534-10-20-0000	\$21,177.20	\$21,812.52	3%	
WA-Customer Services Salary	400-0-534-000-534-70-10-0000	\$54,020.40	\$55,641.01	3%	
WA-Customer Services Benefits	400-0-534-000-534-70-20-0000	\$17,363.70	\$17,884.61	3%	
WA-Operations Plant Salary	400-0-534-000-534-84-10-0000	\$82,404.00	\$84,876.12	3%	
WA-Operations Plant Benefits	400-0-534-000-534-84-20-0000	\$41,202.00	\$42,438.06	3%	
WA-Operations T & D Salary	400-0-534-000-534-85-10-0000	\$70,632.00	\$72,750.96	3%	
WA-Operations T & D Benefits	400-0-534-000-534-85-20-0000	\$35,316.00	\$36,375.48	3%	
WW-Administrative Salary	400-0-535-000-535-10-10-0000	\$78,252.80	\$80,600.38	3%	
WW-Administrative Benefits	400-0-535-000-535-10-20-0000	\$32,949.20	\$33,937.68	3%	
WW-Customer Service Salary	400-0-535-000-535-70-10-0000	\$54,020.40	\$55,641.01	3%	
WW-Customer Service Benefits	400-0-535-000-535-70-20-0000	\$17,363.70	\$17,884.61	3%	
WW Sampling Salary	400-0-535-000-535-85-10-0000	\$4,000.00	\$4,120.00	3%	
WW Sampling Benefits	400-0-535-000-535-85-20-0000	\$2,500.00	\$2,575.00	3%	
WW-Operations Plant Salary	400-0-535-000-535-84-10-0000	\$124,200.00	\$169,126.00	36.2%	
WW-Operations Plant Benefits	400-0-535-000-535-84-20-0000	\$77,004.00	\$89,614.12	16.4%	
WW-Operations Coll. Salary	400-0-535-000-535-81-10-0000	\$42,324.00	\$43,593.72	3%	
WW-Operations Coll. Benefits	400-0-535-000-535-81-20-0000	\$15,662.00	\$16,131.86	3%	
Snow Removal - Salary	100-0-542-546-542-66-10-0000	\$19,620.00	\$20,601.00	5%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Snow Removal - Benefits	100-0-542-546-542-66-20-0000	\$8,720.00	\$9,156.00	5%	
Storm Drain Maint - Salaries	100-0-542-543-542-40-10-0000	\$12,000.00	\$12,600.00	5%	
Storm Drain Maint - Benefits	100-0-542-543-542-40-20-0000	\$7,000.00	\$7,350.00	5%	
Road Maintenance - Salaries	100-0-542-542-542-39-10-0000	\$133,441.00	\$140,113.05	5%	
Road Maintenance - Benefits	100-0-542-542-542-39-20-0000	\$64,595.00	\$67,824.75	5%	
General Administration Salaries	100-0-543-000-543-10-10-0000	\$52,180.00	\$54,789.00	5%	
General Administration Benefits	100-0-543-000-543-10-20-0000	\$20,817.50	\$21,858.38	5%	
General Services Salaries	100-0-543-000-543-31-10-0000	\$5,450.00	\$5,722.50	5%	
General Services Benefits	100-0-543-000-543-31-20-0000	\$1,635.00	\$1,716.75	5%	
Maintenance Salary	500-0-548-000-548-65-10-0000	\$37,800.00	\$39,690.00	5%	
Maintenance Benefits	500-0-548-000-548-65-20-0000	\$18,360.00	\$19,278.00	5%	
Medical Physicals-Required	500-0-548-000-548-65-25-0000	\$2,000.00	\$2,000.00	0%	
Park Maintenance Salary	001-0-576-000-576-80-10-0000	\$27,000.00	\$28,350.00	5%	
Park Maintenance Benefits	001-0-576-000-576-80-20-0000	\$14,040.00	\$14,742.00	5%	
Water Connections - Salary	400-0-594-534-594-34-10-4006	\$5,400.00	\$5,562.00	3%	
Water Connections - Benefits	400-0-594-534-594-34-20-4006	\$2,700.00	\$2,781.00	3%	
Total Personnel:		\$1,256,092.90	\$1,353,668.86	7.8%	
Supplies					
WA-Office Supplies And Postage	400-0-534-000-534-70-31-0000	\$4,171.50	\$4,296.65	3%	
WA-Operating Supplies	400-0-534-000-534-80-31-0000	\$36,050.00	\$37,131.50	3%	
WA-Chemicals Plant	400-0-534-000-534-84-31-0000	\$10,609.00	\$10,927.27	3%	
WA-Small Tools/Minor Equipment	400-0-534-000-534-50-35-0000	\$2,575.00	\$10,000.00	288.3%	
WW-Office Supplies & Postage	400-0-535-000-535-70-31-0000	\$4,429.00	\$4,300.00	-2.9%	
WW Sampling Supplies	400-0-535-000-535-85-31-0000	\$515.00	\$515.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WW-Operating Supplies	400-0-535-000-535-80-31-0000	\$10,300.00	\$10,609.00	3%	
WW-Maintenance Supplies	400-0-535-000-535-51-31-0000	\$10,300.00	\$10,609.00	3%	
Snow Removal - Supplies	100-0-542-546-542-66-31-0000	\$1,000.00	\$1,000.00	0%	
Traffic Devices	100-0-542-545-542-64-31-0000	\$12,000.00	\$12,000.00	0%	
Storm Drain Maint - Supplies	100-0-542-543-542-40-31-0000	\$2,000.00	\$2,000.00	0%	
Supplies	100-0-542-542-542-39-31-0000	\$15,000.00	\$15,000.00	0%	
Chip Sealing and Overlay Supplies	100-0-542-542-542-39-31-0001		\$35,000.00	N/A	
Tires	500-0-548-000-548-65-31-0000	\$2,000.00	\$5,200.00	160%	
Gas and Oil	500-0-548-000-548-65-32-0000	\$25,000.00	\$35,000.00	40%	
Supplies	500-0-548-000-548-65-33-0000	\$3,000.00	\$13,000.00	333.3%	
Parks Supplies	001-0-576-000-576-80-31-0000	\$2,000.00	\$5,000.00	150%	
WWTP-Equipment	410-0-594-000-594-35-31-4113	\$0.00	\$144,184.50	N/A	
Total Supplies:		\$140,949.50	\$355,772.92	152.4%	
Services					
General Admin Fee	400-0-534-000-534-10-41-0001	\$93,675.52	\$97,264.00	3.8%	
WA-Audit Fee	400-0-534-000-534-10-41-0022	\$6,180.00	\$6,365.40	3%	
WA-Op. Permit(DOH)/Other Fees	400-0-534-000-534-10-42-0000	\$5,304.50	\$5,463.64	3%	
WA-Dues & Membership/Filing Fees	400-0-534-000-534-10-49-0001	\$2,060.00	\$2,121.80	3%	
WA-Admin Planning Water - Consulting	400-0-534-000-534-20-41-0000	\$52,000.00	\$79,310.00	52.5%	
WA-Travel	400-0-534-000-534-40-43-0000	\$2,060.00	\$3,151.80	53%	
WA-Training	400-0-534-000-534-40-49-0001	\$2,060.00	\$10,000.00	385.4%	
WA-Computer Services/Repair	400-0-534-000-534-70-41-0000	\$6,180.00	\$20,394.00	230%	
WA-EBPP Fees	400-0-534-000-534-70-41-0001	\$3,090.00	\$3,182.70	3%	

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Water-Services	400-0-534-000-534-80-41-0001	\$4,900.00	\$17,824.00	263.8%	
WA-Telephone	400-0-534-000-534-80-42-0000	\$2,060.00	\$2,121.80	3%	
WA-Telemetry/Meter Services	400-0-534-000-534-80-45-0001	\$4,120.00	\$6,000.00	45.6%	
WA-Insurance	400-0-534-000-534-80-46-0000	\$32,630.00	\$45,668.90	40%	
WA-Electricity	400-0-534-000-534-80-47-0000	\$24,720.00	\$28,000.00	13.3%	
WA-Prof Services - General	400-0-534-000-534-81-41-0000	\$85,253.10	\$20,000.00	-76.5%	
WA-Taxes	400-0-534-000-534-90-44-0000	\$41,215.97	\$42,452.44	3%	
WA-Repair-Contracted Labor	400-0-534-000-534-50-48-0000	\$20,600.00	\$31,518.00	53%	
WA-Testing	400-0-534-000-534-80-41-0000	\$5,150.00	\$5,304.50	3%	
WA-Eq Rental - Water	400-0-534-000-534-80-45-0099	\$54,590.00	\$56,227.70	3%	
WW-General Admin Fee	400-0-535-000-535-10-41-0001	\$105,720.73	\$109,738.68	3.8%	
WW-Audit Fee	400-0-535-000-535-10-41-0022	\$8,240.00	\$8,487.20	3%	
WW-Permit Fees/DOE	400-0-535-000-535-10-42-0000	\$2,575.00	\$2,652.25	3%	
WW-Dues & Membership/filing Fees	400-0-535-000-535-10-49-0001	\$1,030.00	\$1,060.90	3%	
WW-Admin Planning Sewer - Consulting	400-0-535-000-535-20-41-0000	\$55,900.00	\$80,000.00	43.1%	
WW-Travel	400-0-535-000-535-40-43-0000	\$1,545.00	\$2,000.00	29.4%	
WW-Training	400-0-535-000-535-40-49-0001	\$3,090.00	\$8,000.00	158.9%	
WW-Computer Services/Repair	400-0-535-000-535-70-41-0000	\$5,150.00	\$10,454.50	103%	
WW-EBPP Fees Sewer	400-0-535-000-535-70-41-0001	\$3,090.00	\$3,182.70	3%	
Sewer Operations-Services	400-0-535-000-535-80-41-0001	\$4,800.00	\$11,724.00	144.3%	
Sewer Telephone	400-0-535-000-535-80-42-0000	\$4,738.00	\$4,880.14	3%	
Sewer Insurance	400-0-535-000-535-80-46-0000	\$25,758.75	\$35,621.51	38.3%	
Sewer Taxes	400-0-535-000-535-90-44-0000	\$41,457.50	\$42,701.23	3%	
WW Sampling Professional Services	400-0-535-000-535-85-41-0000	\$7,210.00	\$0.00	-100%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
WW Industrial Pretreatment Services	400-0-535-000-535-85-41-0002	\$4,120.00	\$0.00	-100%	
WW-Solids Hauling & Disposal	400-0-535-000-535-51-48-0001	\$123,600.00	\$127,308.00	3%	
Sewer Operations Testing	400-0-535-000-535-80-41-0000	\$21,630.00	\$22,278.90	3%	
WW-Electricity	400-0-535-000-535-84-47-0000	\$26,780.00	\$27,583.40	3%	
WW-Plant Water	400-0-535-000-535-84-47-0001	\$21,630.00	\$22,278.90	3%	
WW-Repair (Contract Serv) T&D	400-0-535-000-535-51-48-0000	\$123,600.00	\$80,000.00	-35.3%	
Eq Rental - Sewer	400-0-535-000-535-80-45-0099	\$46,350.00	\$47,740.50	3%	
WW-Coll Electricity	400-0-535-000-535-81-47-0000	\$5,150.00	\$5,304.50	3%	
WW-Coll. Water	400-0-535-000-535-81-47-0001	\$463.50	\$477.41	3%	
Eq Rental - Snow Removal	100-0-542-546-542-66-45-0099	\$4,000.00	\$4,200.00	5%	
Street Water	100-0-542-000-542-63-47-0001	\$3,000.00		N/A	
Electricity - Street Lights	100-0-542-545-542-63-47-0000	\$16,000.00	\$21,000.00	31.3%	
Repair/maintenance - ST Lights	100-0-542-545-542-63-48-0000	\$3,000.00	\$3,000.00	0%	
Eq Rental - Storm Drain Maint	100-0-542-543-542-40-45-0099	\$3,000.00	\$10,000.00	233.3%	
Dewatering Electricity Chesser	100-0-542-543-542-40-47-0000	\$1,300.00	\$1,680.00	29.2%	
Storm Drain Maint - Contrlabor	100-0-542-543-542-40-48-0000	\$700.00	\$700.00	0%	
General Admin Fees	100-0-542-000-542-39-41-0000	\$54,056.06		N/A	
Street Services	100-0-542-000-542-39-41-0001	\$4,400.00		N/A	
Telephone	100-0-542-542-542-39-42-0000	\$200.00	\$200.00	0%	
Eq Rental - Road Maintenance	100-0-542-542-542-39-45-0099	\$25,000.00	\$51,700.00	106.8%	
Contracted Labor	100-0-542-542-542-39-48-0000	\$172,534.00	\$20,000.00	-88.4%	
Road Striping	100-0-542-542-542-64-48-0000	\$6,000.00	\$8,400.00	40%	
Litter Clean-Up	100-0-542-542-542-67-47-0000	\$3,500.00	\$3,500.00	0%	
General Admin Fees- Internal	100-0-542-542-542-39-41-0000		\$56,109.63	N/A	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Street Services-Roadway	100-0-542-542-542-39-41-0001		\$16,200.00	N/A	
Chip Sealing and Overlay Services	100-0-542-542-542-39-48-0001		\$82,000.00	N/A	
#14 ST Planning Professional Services	100-0-542-544-544-20-41-0100	\$25,000.00	\$25,000.00	0%	
Street Landscaping Water	100-0-542-545-542-63-47-0001		\$3,150.00	N/A	
Computer Services	100-0-543-000-543-31-41-0000	\$600.00	\$2,220.00	270%	
Contracted Servcies	100-0-543-000-543-31-41-0001	\$25,000.00	\$50,000.00	100%	
Audit Fee	100-0-543-000-543-31-41-0022	\$3,000.00	\$3,000.00	0%	
Travel - Streets	100-0-543-000-543-31-43-0000	\$500.00	\$500.00	0%	
Insurance	100-0-543-000-543-31-46-0000	\$10,900.00	\$14,990.00	37.5%	
Training - Streets	100-0-543-000-543-31-49-0000	\$500.00	\$500.00	0%	
Misc/Recording Fees/Dues	100-0-543-000-543-31-49-0001	\$1,000.00	\$1,000.00	0%	
General Gov. Admin	500-0-548-000-548-65-41-0001	\$13,134.23	\$13,654.10	4%	
Insurance	500-0-548-000-548-65-46-0000	\$10,000.00	\$12,500.00	25%	
Heat & Lights	500-0-548-000-548-65-47-0000	\$3,000.00	\$5,700.00	90%	
Repairs/Supplies Contracted	500-0-548-000-548-65-48-0000	\$20,000.00	\$25,000.00	25%	
Training	500-0-548-000-548-65-49-0000	\$7,250.00	\$5,250.00	-27.6%	
Eq Rental - Parks	001-0-576-000-576-80-45-0099	\$12,360.00	\$20,000.00	61.8%	
Parks Electricity	001-0-576-000-576-80-47-0000	\$500.00	\$500.00	0%	
Parks Water	001-0-576-000-576-80-47-0001	\$1,800.00	\$1,800.00	0%	
Columbia Ave-Consultant Services	312-0-594-000-594-54-41-0312	\$82,329.77	\$0.00	-100%	
Park Plaza-Design Consultant	313-0-594-000-594-54-41-0313		\$250,000.00	N/A	
Lakeview Road Paving	100-0-594-000-595-30-41-0002		\$145,000.00	N/A	
First St-Construction	311-0-594-000-595-10-41-0001		\$884,186.00	N/A	
WW-Line Extensions Contracted	400-0-594-535-594-35-41-0100		\$150,000.00	N/A	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Coll. Sys. Upgrades Consultant Svcs	410-0-594-000-594-35-41-4104	\$155,016.00	\$190,000.00	22.6%	
Coll. Sys. Upgrades Construction Svcs	410-0-594-000-594-35-41-4105	\$2,731,914.00	\$2,849,363.97	4.3%	
Collection Sys. Upgrades-PUD	410-0-594-000-594-35-41-4106	\$0.00	\$40,000.00	N/A	
Collection Sys. Upgrades-Add-Ons	410-0-594-000-594-35-41-4107		\$40,000.00	N/A	
WWTP-Consultant Services	410-0-594-000-594-35-41-4110	\$0.00	\$632,370.00	N/A	
WWTP-Construction Services	410-0-594-000-594-35-41-4111	\$11,000,000.00	\$3,600,000.00	-67.3%	
WWTP-Deferred Maintenance	410-0-594-000-594-35-41-4114		\$192,731.98	N/A	
Eq Rental - Water Connections	400-0-594-534-594-34-45-0400	\$2,060.00	\$2,121.80	3%	
#42 Loop Rd Waterline ContrLbr	400-0-594-534-594-34-48-0000	\$162,000.00		N/A	
Total Services:		\$15,656,031.63	\$10,575,072.88	-32.5%	
Capital Outlays					
Public Works Shop	500-0-594-000-594-38-62-0001		\$80,000.00	N/A	
McEvoy Overlay	100-0-594-000-595-30-41-0000	\$78,049.00		N/A	
Loop Road Rebuild	100-0-594-000-595-30-41-0001	\$287,998.00		N/A	
Loop Rd. Sidewalk	100-0-594-000-595-61-41-0001	\$200,000.00		N/A	
Equipment Purchase	500-0-594-000-594-48-64-0000	\$100,000.00	\$450,000.00	350%	Updated to include cost of fully outfitted vehicle, taxes, licenses and fees.
Water Plant Improvements-Contracted	400-0-594-534-594-34-62-4009	\$100,000.00	\$160,000.00	60%	
Fixed Assets to Capitalize	400-0-594-534-594-34-64-0000	\$0.00	\$400,000.00	N/A	
Total Capital Outlays:		\$766,047.00	\$1,090,000.00	42.3%	
Debt Service-Principal					
WA-SMART Meter Lease-Principa	400-0-591-534-591-34-70-0000	\$30,275.15	\$31,138.00	2.9%	
Base Res PWTF Loan Principal	400-0-591-534-591-34-78-0000	\$23,273.39	\$23,273.39	0%	
Sewer Outfall - USDA RDA Principal	400-0-591-535-591-35-72-0000	\$25,377.34	\$26,080.01	2.8%	
WWTP Design-DOE Principal	400-0-591-535-591-35-72-0001	\$30,678.05	\$30,678.05	0%	

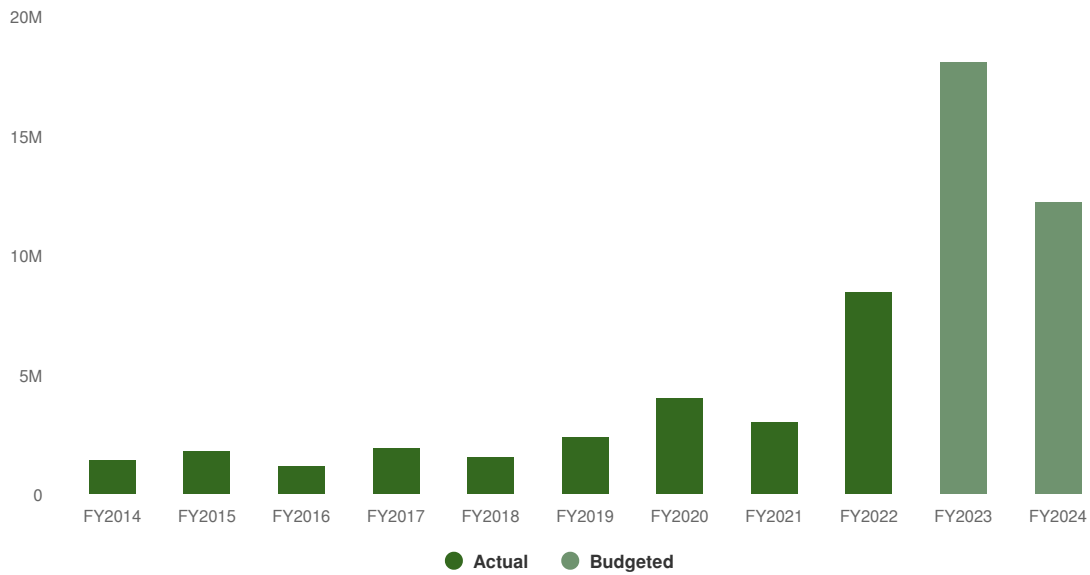


Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Total Debt Service-Principal:		\$109,603.93	\$111,169.45	1.4%	
Debt Service-Interest and Issuance Costs					
WA-SMART Meter Lease-Interest	400-0-591-534-592-34-80-0000	\$6,840.53	\$5,977.68	-12.6%	
Base Reservoir PWTF Loan Interest	400-0-591-534-592-34-83-0000	\$465.47	\$349.10	-25%	
Sewer Outfall - USDA RDA Interest	400-0-591-535-592-35-83-0000	\$7,292.66	\$6,589.99	-9.6%	
WWTP Design-DOE Interest	400-0-591-535-592-35-83-0001	\$18,901.15	\$18,901.13	0%	
Total Debt Service-Interest and Issuance Costs:		\$33,499.81	\$31,817.90	-5%	
Total Expense Objects:		\$18,384,003.77	\$14,865,109.41	-19.1%	

Revenues Summary

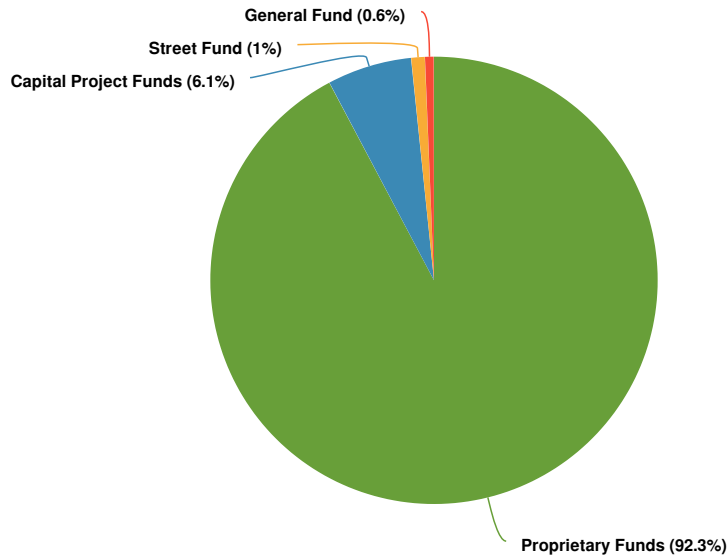
\$12,239,022 **-\$5,868,644**
 (-32.41% vs. prior year)

Public Works Proposed and Historical Budget vs. Actual

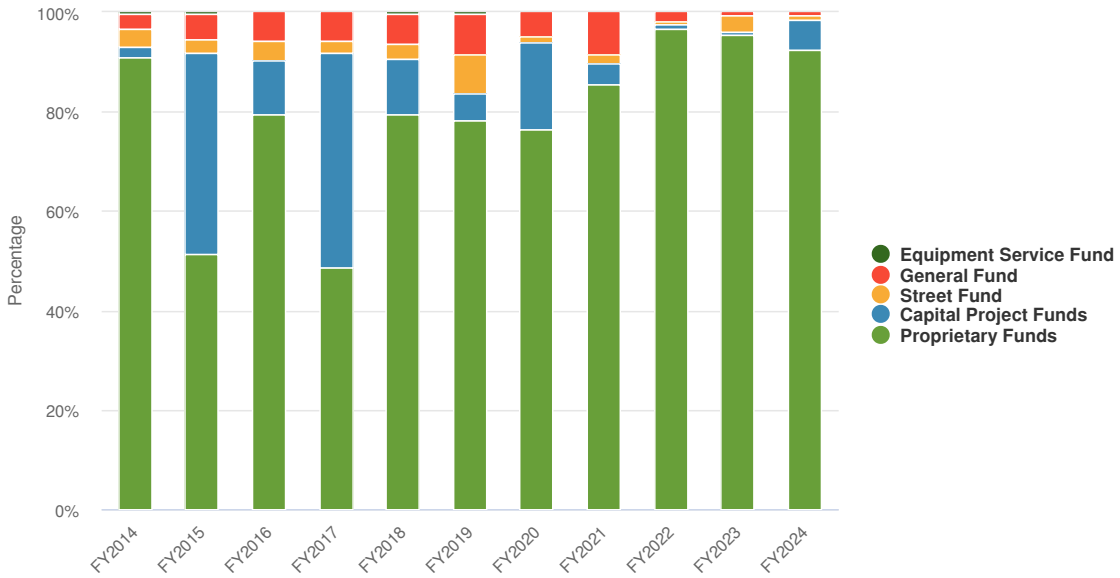


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
General Fund					
RCO Parks Planning Grant	001-0-330-330-334-02-70-0000		\$25,000.00	N/A	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
DOE-Shoreline Access Grant	001-0-330-330-334-03-10-0002	\$52,000.00		N/A	
PUD Privilege Tax (in Lieu)	001-0-330-335-335-00-91-0000	\$11,000.00	\$11,000.00	0%	
Criminal Justice - Low Population	001-0-330-336-336-06-21-0000	\$1,000.00	\$1,000.00	0%	
Criminal Justice - Contracted Services	001-0-330-336-336-06-25-0000	\$2,500.00	\$2,500.00	0%	
Criminal Justice - Special Programs	001-0-330-336-336-06-26-0000	\$1,968.50	\$2,092.50	6.3%	
Marijuana Excise Tax	001-0-330-336-336-06-42-0000	\$2,551.92	\$2,858.15	12%	
Liquor Excise Tax	001-0-330-336-336-06-94-0000	\$10,633.00	\$11,206.50	5.4%	
Pool District Loan Repayment-Principal	001-0-330-337-337-40-00-0001	\$19,800.00	\$20,200.00	2%	
Park Rentals	001-0-360-000-362-00-00-0000	\$2,500.00		N/A	
Park Rentals	001-0-360-376-362-00-00-0000		\$2,500.00	N/A	
Total General Fund:		\$103,953.42	\$78,357.15	-24.6%	
Street Fund					
Street ROW Applications & Permits	100-0-320-322-322-40-00-0000	\$600.00	\$600.00	0%	
TIB Chipseal Grant	100-0-330-330-334-03-80-0002		\$77,900.00	N/A	
TIB McEvoy Overlay	100-0-330-330-334-03-80-0003	\$74,146.00	\$0.00	-100%	
TIB-Loop Rd Rebuild	100-0-330-330-334-03-80-0004	\$460,422.00		N/A	
Multimodal Transportation - Cities	100-0-330-336-336-00-71-0000	\$2,015.00	\$1,984.00	-1.5%	
Street Fuel Tax	100-0-330-336-336-00-87-0000	\$29,977.00	\$28,272.00	-5.7%	
Liquor Profit Tax	100-0-330-336-336-06-95-0000	\$11,857.50	\$11,702.50	-1.3%	
Total Street Fund:		\$579,017.50	\$120,458.50	-79.2%	
Capital Project Funds					
First Street					
First St.-TA Grant	311-0-330-000-333-20-20-0002	\$0.00	\$663,000.00	N/A	
Fist St-TIB Grant	311-0-330-000-334-03-80-0311		\$35,000.00	N/A	
Total First Street:		\$0.00	\$698,000.00	N/A	
Columbia Avenue					



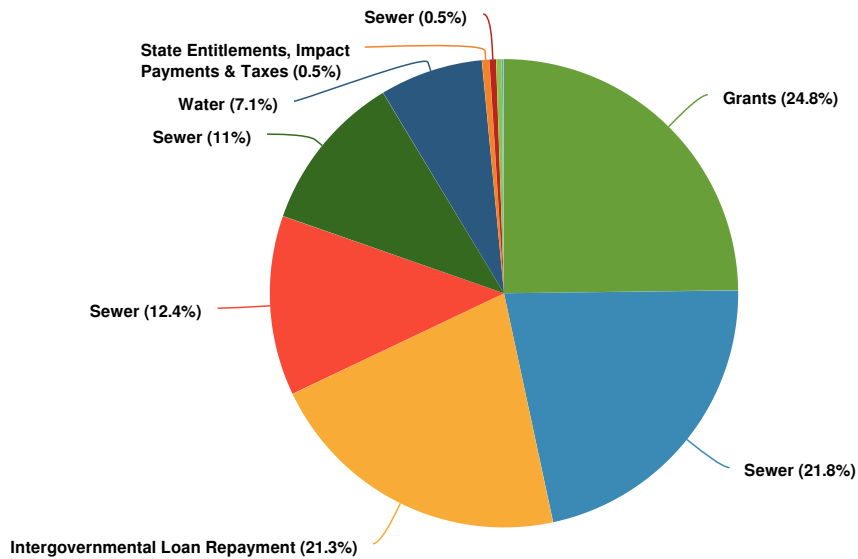
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Columbia Ave-DOE IPG	312-0-330-000-334-03-10-0312	\$145,617.25	\$0.00	-100%	
Total Columbia Avenue:		\$145,617.25	\$0.00	-100%	
Park Plaza Fund					
Park Plaza - DOC Grant	313-0-330-000-334-04-20-0313		\$50,000.00	N/A	
Total Park Plaza Fund:			\$50,000.00	N/A	
Total Capital Project Funds:		\$145,617.25	\$748,000.00	413.7%	
Proprietary Funds					
Water/Sewer Fund					
Water Sales	400-0-340-343-343-40-00-0000	\$744,575.00	\$856,261.25	15%	
Turn on Fees	400-0-340-343-343-40-18-0000	\$1,500.00	\$1,500.00	0%	
Disconnect/Nonpayment Fee	400-0-340-343-343-40-19-0000	\$1,000.00	\$1,000.00	0%	
Hydrant Rental - External	400-0-340-343-343-40-21-0000	\$600.00	\$600.00	0%	
Hydrant Rental-Internal (fire)	400-0-340-343-343-40-99-0000	\$4,000.00	\$4,000.00	0%	
Installation Water	400-0-340-343-343-41-00-0000	\$10,000.00	\$10,000.00	0%	
Sewer Service Income	400-0-340-344-343-50-00-0000	\$1,322,008.13	\$1,520,309.34	15%	
Installation Sewer	400-0-340-344-343-51-00-0000	\$300.00	\$300.00	0%	
Water Capital Contributions	400-0-360-343-367-40-00-0000	\$46,674.00	\$46,674.00	0%	
Sewer Capital Contributions	400-0-360-344-367-50-00-0000	\$56,532.00	\$56,532.00	0%	
Interest on Investments - W/S	400-0-360-400-361-11-00-0400	\$4,000.00	\$4,000.00	0%	
Total Water/Sewer Fund:		\$2,191,189.13	\$2,501,176.59	14.1%	
Wastewater Short Lived Asset Fund					
WWSLA-Transfers In	406-0-397-000-397-10-00-0406	\$21,779.00	\$21,779.00	0%	
Total Wastewater Short Lived Asset Fund:		\$21,779.00	\$21,779.00	0%	
Wastewater System Upgrades Fund					
EDA Grant-WW Coll. Sys. Upgrades	410-0-330-000-331-11-00-0000	\$2,528,740.07	\$2,271,374.53	-10.2%	
EPA Grant-WWTP Construction	410-0-330-000-331-66-00-0000	\$2,500,000.00	\$2,500,000.00	0%	



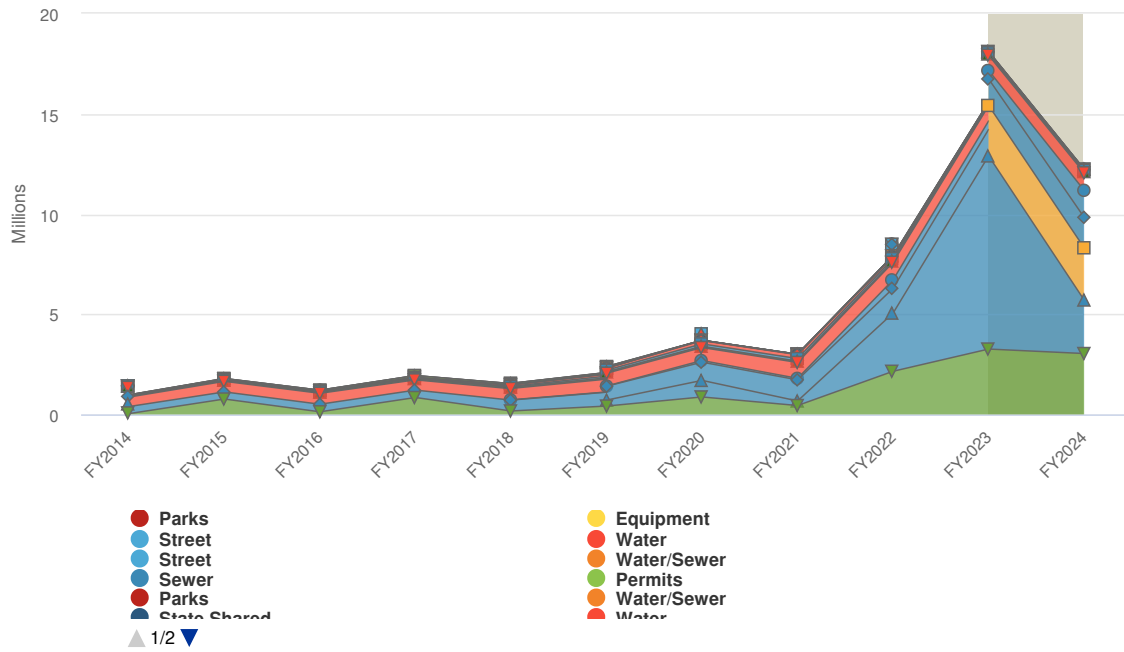
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades	410-0-390-000-391-20-00-0000	\$590,574.27	\$661,270.18	12%	
DOE Construction Loan	410-0-390-000-391-90-00-0410	\$9,046,795.37	\$2,010,777.87	-77.8%	
Transfer In from Water/Sewer Fund	410-0-397-000-397-05-00-0410	\$400,000.00	\$1,325,828.40	231.5%	
Total Wastewater System Upgrades Fund:		\$15,066,109.71	\$8,769,250.98	-41.8%	
Total Proprietary Funds:		\$17,279,077.84	\$11,292,206.57	-34.6%	
Total:		\$18,107,666.01	\$12,239,022.22	-32.4%	

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Revenue Source					
Licenses & Permits					
Permits					
Street ROW Applications & Permits	100-0-320-322-322-40-00-0000	\$600.00	\$600.00	0%	
Total Permits:		\$600.00	\$600.00	0%	
Total Licenses & Permits:		\$600.00	\$600.00	0%	
Intergovernmental Revenues					
Grants					
RCO Parks Planning Grant	001-0-330-330-334-02-70-0000		\$25,000.00	N/A	
DOE-Shoreline Access Grant	001-0-330-330-334-03-10-0002	\$52,000.00		N/A	
TIB Chipseal Grant	100-0-330-330-334-03-80-0002		\$77,900.00	N/A	
TIB McEvoy Overlay	100-0-330-330-334-03-80-0003	\$74,146.00	\$0.00	-100%	
TIB-Loop Rd Rebuild	100-0-330-330-334-03-80-0004	\$460,422.00		N/A	
First St.-TA Grant	311-0-330-000-333-20-20-0002	\$0.00	\$663,000.00	N/A	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Columbia Ave-DOE IPG	312-0-330-000-334-03-10-0312	\$145,617.25	\$0.00	-100%	
EDA Grant-WW Coll. Sys. Upgrades	410-0-330-000-331-11-00-0000	\$2,528,740.07	\$2,271,374.53	-10.2%	
Total Grants:		\$3,260,925.32	\$3,037,274.53	-6.9%	
State Shared					
PUD Privilege Tax (in Lieu)	001-0-330-335-335-00-91-0000	\$11,000.00	\$11,000.00	0%	
Total State Shared:		\$11,000.00	\$11,000.00	0%	
State Entitlements, Impact Payments & Taxes					
Criminal Justice - Low Population	001-0-330-336-336-06-21-0000	\$1,000.00	\$1,000.00	0%	
Criminal Justice - Contracted Services	001-0-330-336-336-06-25-0000	\$2,500.00	\$2,500.00	0%	
Criminal Justice - Special Programs	001-0-330-336-336-06-26-0000	\$1,968.50	\$2,092.50	6.3%	
Marijuana Excise Tax	001-0-330-336-336-06-42-0000	\$2,551.92	\$2,858.15	12%	
Liquor Excise Tax	001-0-330-336-336-06-94-0000	\$10,633.00	\$11,206.50	5.4%	
Multimodal Transportation - Cities	100-0-330-336-336-00-71-0000	\$2,015.00	\$1,984.00	-1.5%	
Street Fuel Tax	100-0-330-336-336-00-87-0000	\$29,977.00	\$28,272.00	-5.7%	
Liquor Profit Tax	100-0-330-336-336-06-95-0000	\$11,857.50	\$11,702.50	-1.3%	
Total State Entitlements, Impact Payments & Taxes:		\$62,502.92	\$61,615.65	-1.4%	
Intergovernmental Loan Repayment					
Pool District Loan Repayment-Principal	001-0-330-337-337-40-00-0001	\$19,800.00	\$20,200.00	2%	
Fist St-TIB Grant	311-0-330-000-334-03-80-0311		\$35,000.00	N/A	
Park Plaza - DOC Grant	313-0-330-000-334-04-20-0313		\$50,000.00	N/A	
EPA Grant-WWTP Construction	410-0-330-000-331-66-00-0000	\$2,500,000.00	\$2,500,000.00	0%	
Total Intergovernmental Loan Repayment:		\$2,519,800.00	\$2,605,200.00	3.4%	
Total Intergovernmental Revenues:		\$5,854,228.24	\$5,715,090.18	-2.4%	
Charges for Goods & Services					
Water					



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Water Sales	400-0-340-343-343-40-00-0000	\$744,575.00	\$856,261.25	15%	
Turn on Fees	400-0-340-343-343-40-18-0000	\$1,500.00	\$1,500.00	0%	
Disconnect/Nonpayment Fee	400-0-340-343-343-40-19-0000	\$1,000.00	\$1,000.00	0%	
Hydrant Rental - External	400-0-340-343-343-40-21-0000	\$600.00	\$600.00	0%	
Hydrant Rental-Internal (fire)	400-0-340-343-343-40-99-0000	\$4,000.00	\$4,000.00	0%	
Installation Water	400-0-340-343-343-41-00-0000	\$10,000.00	\$10,000.00	0%	
Total Water:		\$761,675.00	\$873,361.25	14.7%	
Sewer					
Sewer Service Income	400-0-340-344-343-50-00-0000	\$1,322,008.13	\$1,520,309.34	15%	
Installation Sewer	400-0-340-344-343-51-00-0000	\$300.00	\$300.00	0%	
Total Sewer:		\$1,322,308.13	\$1,520,609.34	15%	
Total Charges for Goods & Services:		\$2,083,983.13	\$2,393,970.59	14.9%	
Interest & Other Earnings					
Parks					
Park Rentals	001-0-360-000-362-00-00-0000	\$2,500.00		N/A	
Park Rentals	001-0-360-376-362-00-00-0000		\$2,500.00	N/A	
Total Parks:		\$2,500.00	\$2,500.00	0%	
Water					
Water Capital Contributions	400-0-360-343-367-40-00-0000	\$46,674.00	\$46,674.00	0%	
Total Water:		\$46,674.00	\$46,674.00	0%	
Sewer					
Sewer Capital Contributions	400-0-360-344-367-50-00-0000	\$56,532.00	\$56,532.00	0%	
Total Sewer:		\$56,532.00	\$56,532.00	0%	
Water/Sewer					
Interest on Investments - W/S	400-0-360-400-361-11-00-0400	\$4,000.00	\$4,000.00	0%	
Total Water/Sewer:		\$4,000.00	\$4,000.00	0%	
Total Interest & Other Earnings:		\$109,706.00	\$109,706.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Other Financing Sources					
Sewer					
USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades	410-0-390-000-391-20-00-0000	\$590,574.27	\$661,270.18	12%	
DOE Construction Loan	410-0-390-000-391-90-00-0410	\$9,046,795.37	\$2,010,777.87	-77.8%	
Total Sewer:		\$9,637,369.64	\$2,672,048.05	-72.3%	
Total Other Financing Sources:		\$9,637,369.64	\$2,672,048.05	-72.3%	
Interfund Transfers					
Sewer					
WWSLA-Transfers In	406-0-397-000-397-10-00-0406	\$21,779.00	\$21,779.00	0%	
Transfer In from Water/Sewer Fund	410-0-397-000-397-05-00-0410	\$400,000.00	\$1,325,828.40	231.5%	
Total Sewer:		\$421,779.00	\$1,347,607.40	219.5%	
Total Interfund Transfers:		\$421,779.00	\$1,347,607.40	219.5%	
Total Revenue Source:		\$18,107,666.01	\$12,239,022.22	-32.4%	

Organizational Chart

Goal #1

Goal #2

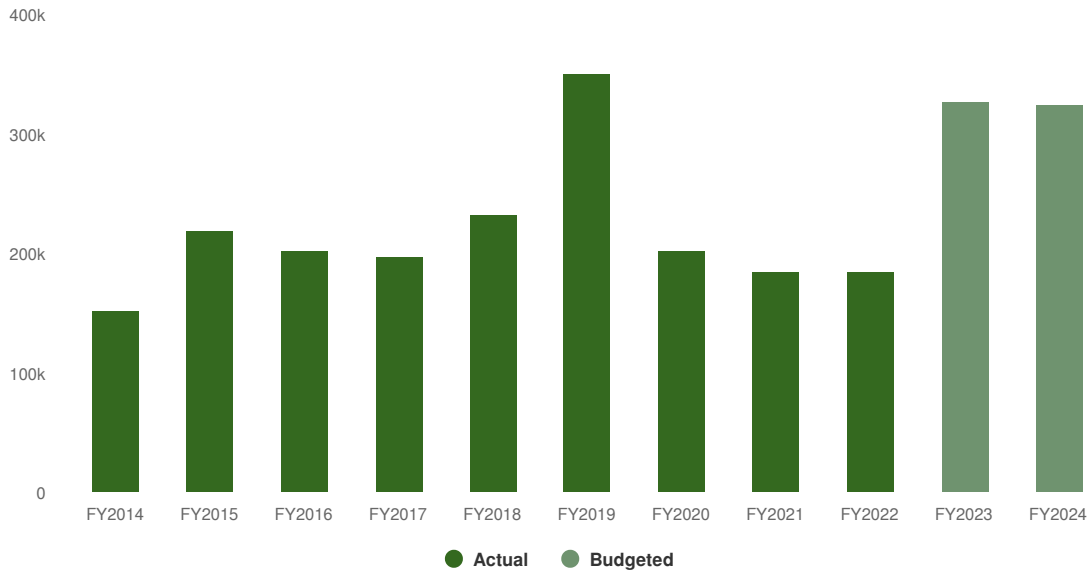


Planning

Expenditures Summary

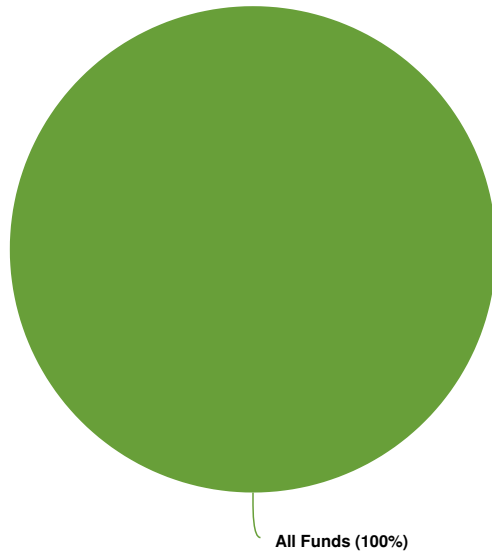
\$325,084 **-\$2,456**
(-0.75% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual

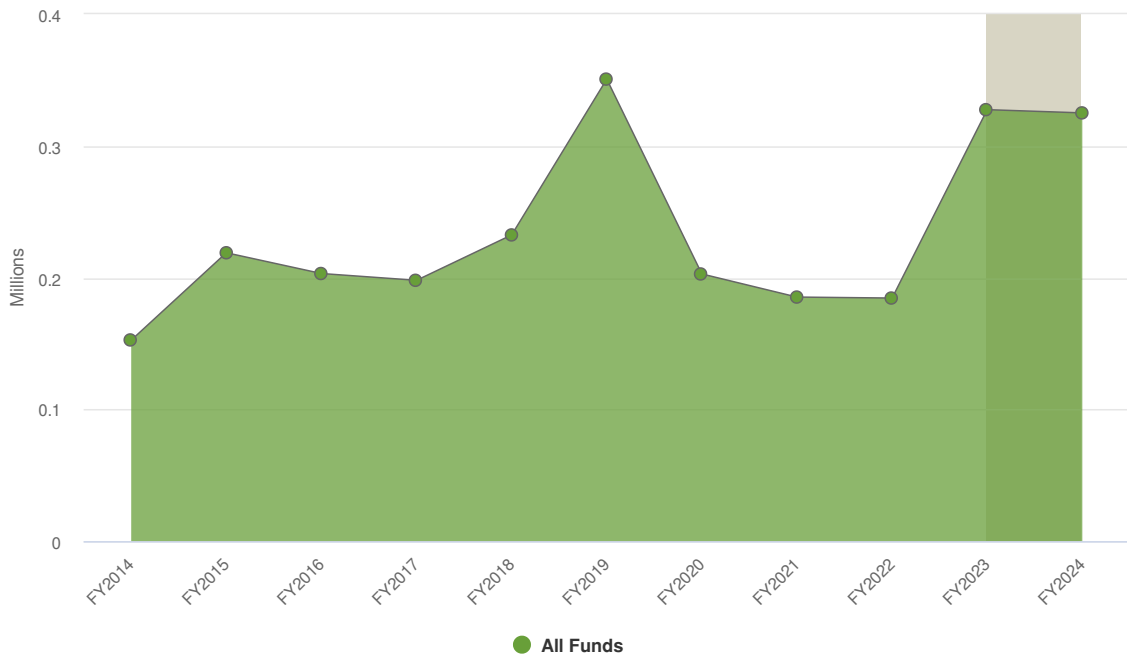


Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes

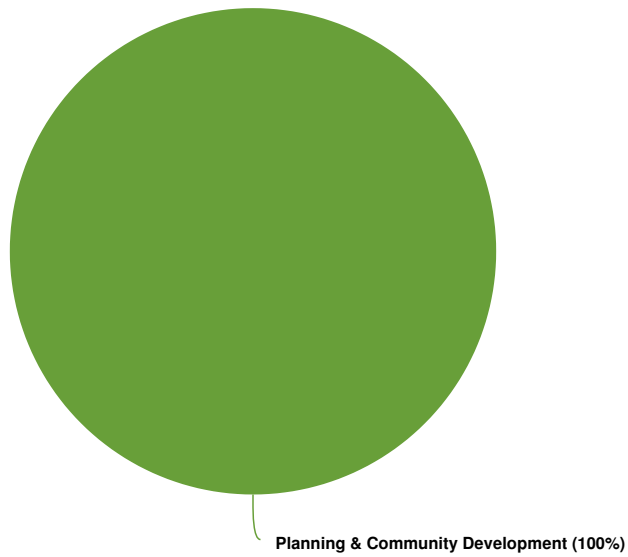


Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
All Funds					
General Funds					
General Fund					
Current Planning Salary	001-0-558-560-558-50-10-0001	\$75,000.00	\$78,750.00	5%	
Current Planning Benefits	001-0-558-560-558-50-20-0001	\$32,500.00	\$34,125.00	5%	
Planning Salary	001-0-558-560-558-60-10-0000	\$57,500.00	\$60,375.00	5%	
Planning Recorder - Salaries	001-0-558-560-558-60-10-0001	\$1,800.00	\$1,800.00	0%	
Planning Commission Salaries	001-0-558-560-558-60-10-0002	\$4,500.00	\$4,500.00	0%	
Planning Benefits	001-0-558-560-558-60-20-0000	\$25,875.00	\$27,168.75	5%	
Planning Recorder - Benefits	001-0-558-560-558-60-20-0001	\$180.00	\$180.00	0%	
Planning Commission Benefits	001-0-558-560-558-60-20-0002	\$500.00	\$500.00	0%	
Planning Supplies	001-0-558-560-558-60-31-0000	\$200.00	\$200.00	0%	
Current Planning/Building Consulting Services	001-0-558-550-558-50-41-0000	\$15,000.00		N/A	
Current Planning/ Building Consulting Services	001-0-558-560-558-50-41-0000		\$15,000.00	N/A	
Planning & Professional Assist	001-0-558-560-558-60-41-0000	\$82,000.00	\$70,000.00	-14.6%	
Planning Publication	001-0-558-560-558-60-41-0001	\$1,000.00	\$1,000.00	0%	
Travel - Planning/Prof Assistance	001-0-558-560-558-60-43-0000	\$1,500.00	\$1,500.00	0%	
Training & Tuition - Planning	001-0-558-560-558-60-49-0000	\$1,500.00	\$1,500.00	0%	
Dues & Membership - Planning	001-0-558-560-558-60-49-0001	\$600.00	\$600.00	0%	
Planning Filing Fees/Misc	001-0-558-560-558-60-49-0002	\$200.00	\$200.00	0%	
EDC Assessment	001-0-558-570-558-70-49-0001	\$26,485.00	\$26,485.00	0%	
MCEDD Services	001-0-558-570-558-70-49-0002	\$1,200.00	\$1,200.00	0%	
Total General Fund:		\$327,540.00	\$325,083.75	-0.7%	
Total General Funds:		\$327,540.00	\$325,083.75	-0.7%	
Total All Funds:		\$327,540.00	\$325,083.75	-0.7%	

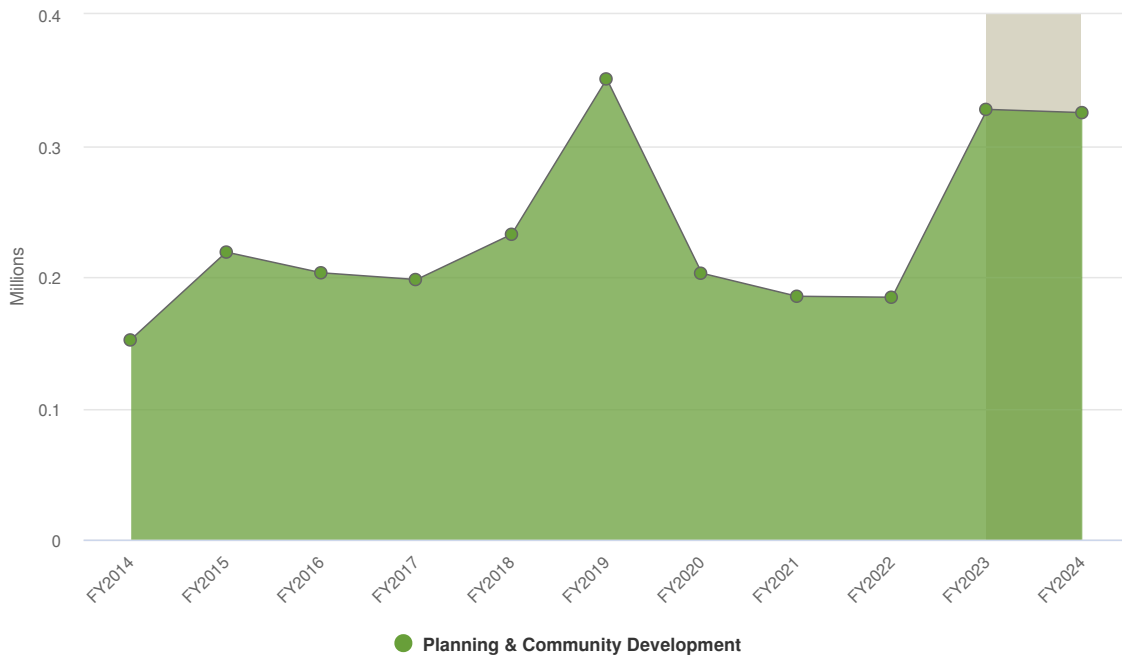


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

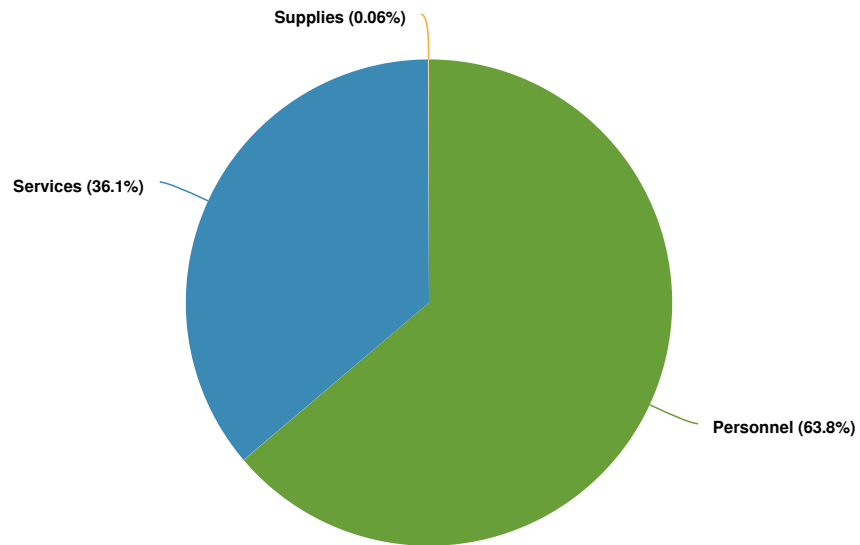
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expenditures					
Planning & Community Development					
Building & Current Planning					
Current Planning/Building Consulting Services	001-0-558-550-558-50-41-0000	\$15,000.00		N/A	
Total Building & Current Planning:		\$15,000.00		N/A	
Future Planning					
Current Planning Salary	001-0-558-560-558-50-10-0001	\$75,000.00	\$78,750.00	5%	
Current Planning Benefits	001-0-558-560-558-50-20-0001	\$32,500.00	\$34,125.00	5%	
Planning Salary	001-0-558-560-558-60-10-0000	\$57,500.00	\$60,375.00	5%	
Planning Recorder - Salaries	001-0-558-560-558-60-10-0001	\$1,800.00	\$1,800.00	0%	
Planning Commission Salaries	001-0-558-560-558-60-10-0002	\$4,500.00	\$4,500.00	0%	
Planning Benefits	001-0-558-560-558-60-20-0000	\$25,875.00	\$27,168.75	5%	
Planning Recorder - Benefits	001-0-558-560-558-60-20-0001	\$180.00	\$180.00	0%	
Planning Commission Benefits	001-0-558-560-558-60-20-0002	\$500.00	\$500.00	0%	
Planning Supplies	001-0-558-560-558-60-31-0000	\$200.00	\$200.00	0%	
Current Planning/ Building Consulting Services	001-0-558-560-558-50-41-0000		\$15,000.00	N/A	
Planning & Professional Assist	001-0-558-560-558-60-41-0000	\$82,000.00	\$70,000.00	-14.6%	
Planning Publication	001-0-558-560-558-60-41-0001	\$1,000.00	\$1,000.00	0%	
Travel - Planning/Prof Assistance	001-0-558-560-558-60-43-0000	\$1,500.00	\$1,500.00	0%	
Training & Tuition - Planning	001-0-558-560-558-60-49-0000	\$1,500.00	\$1,500.00	0%	
Dues & Membership - Planning	001-0-558-560-558-60-49-0001	\$600.00	\$600.00	0%	
Planning Filing Fees/Misc	001-0-558-560-558-60-49-0002	\$200.00	\$200.00	0%	
Total Future Planning:		\$284,855.00	\$297,398.75	4.4%	
Economic Development					
EDC Assessment	001-0-558-570-558-70-49-0001	\$26,485.00	\$26,485.00	0%	
MCEDD Services	001-0-558-570-558-70-49-0002	\$1,200.00	\$1,200.00	0%	
Total Economic Development:		\$27,685.00	\$27,685.00	0%	



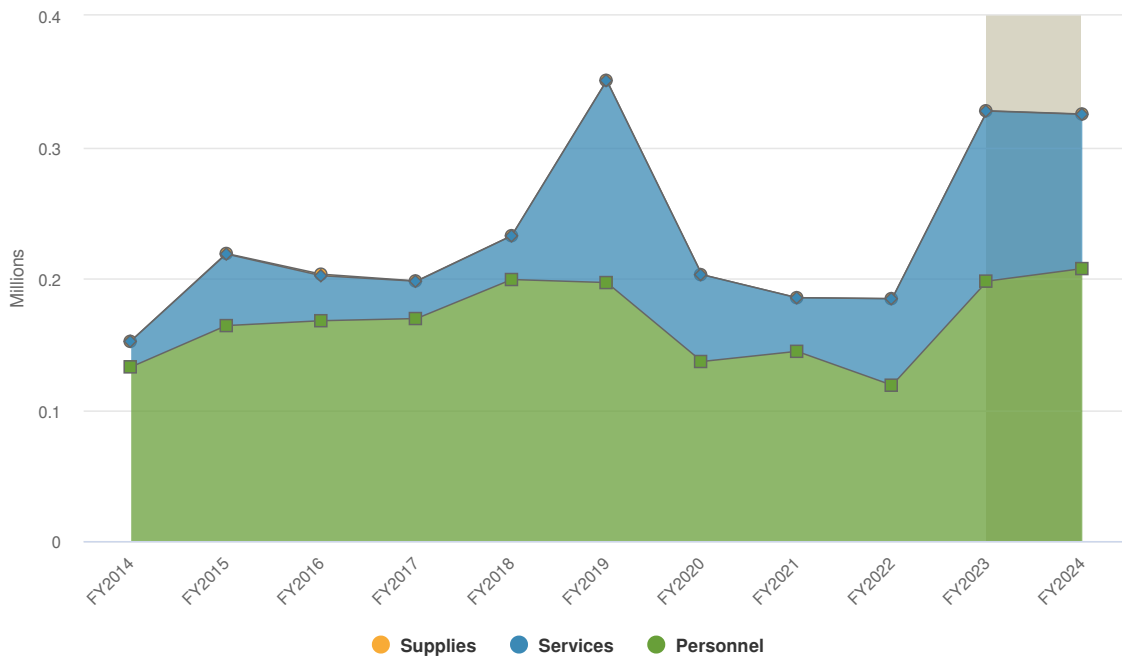
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Total Planning & Community Development:		\$327,540.00	\$325,083.75	-0.7%	
Total Expenditures:		\$327,540.00	\$325,083.75	-0.7%	

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

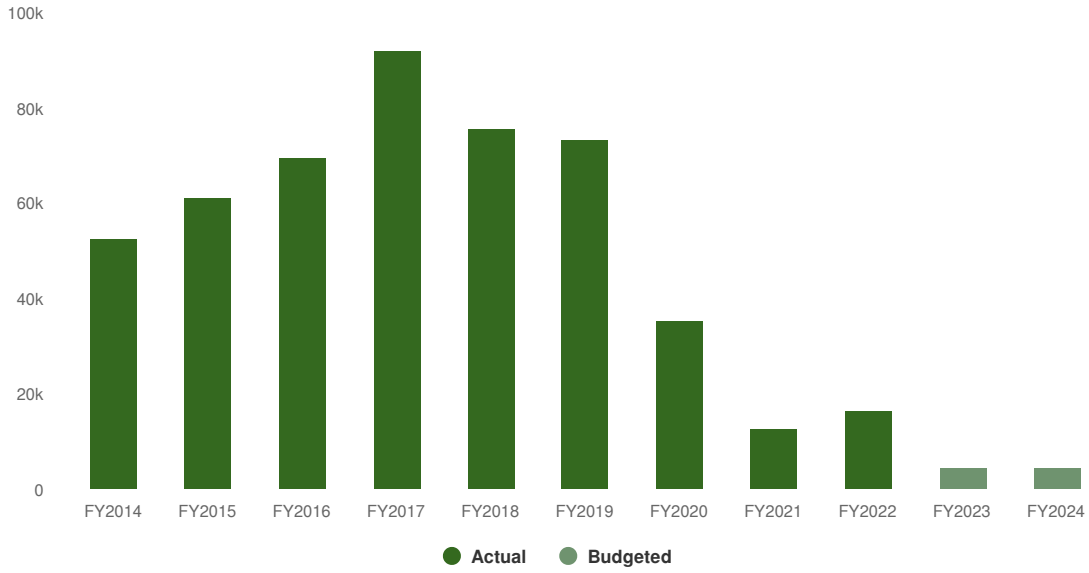
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Current Planning Salary	001-0-558-560-558-50-10-0001	\$75,000.00	\$78,750.00	5%	
Current Planning Benefits	001-0-558-560-558-50-20-0001	\$32,500.00	\$34,125.00	5%	
Planning Salary	001-0-558-560-558-60-10-0000	\$57,500.00	\$60,375.00	5%	
Planning Recorder - Salaries	001-0-558-560-558-60-10-0001	\$1,800.00	\$1,800.00	0%	
Planning Commission Salaries	001-0-558-560-558-60-10-0002	\$4,500.00	\$4,500.00	0%	
Planning Benefits	001-0-558-560-558-60-20-0000	\$25,875.00	\$27,168.75	5%	
Planning Recorder - Benefits	001-0-558-560-558-60-20-0001	\$180.00	\$180.00	0%	
Planning Commission Benefits	001-0-558-560-558-60-20-0002	\$500.00	\$500.00	0%	
Total Personnel:		\$197,855.00	\$207,398.75	4.8%	
Supplies					

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Planning Supplies	001-0-558-560-558-60-31-0000	\$200.00	\$200.00	0%	
Total Supplies:		\$200.00	\$200.00	0%	
Services					
Current Planning/Building Consulting Services	001-0-558-550-558-50-41-0000	\$15,000.00		N/A	
Current Planning/ Building Consulting Services	001-0-558-560-558-50-41-0000		\$15,000.00	N/A	
Planning & Professional Assist	001-0-558-560-558-60-41-0000	\$82,000.00	\$70,000.00	-14.6%	
Planning Publication	001-0-558-560-558-60-41-0001	\$1,000.00	\$1,000.00	0%	
Travel - Planning/Prof Assistance	001-0-558-560-558-60-43-0000	\$1,500.00	\$1,500.00	0%	
Training & Tuition - Planning	001-0-558-560-558-60-49-0000	\$1,500.00	\$1,500.00	0%	
Dues & Membership - Planning	001-0-558-560-558-60-49-0001	\$600.00	\$600.00	0%	
Planning Filing Fees/Misc	001-0-558-560-558-60-49-0002	\$200.00	\$200.00	0%	
EDC Assessment	001-0-558-570-558-70-49-0001	\$26,485.00	\$26,485.00	0%	
MCEDD Services	001-0-558-570-558-70-49-0002	\$1,200.00	\$1,200.00	0%	
Total Services:		\$129,485.00	\$117,485.00	-9.3%	
Total Expense Objects:		\$327,540.00	\$325,083.75	-0.7%	

Revenues Summary

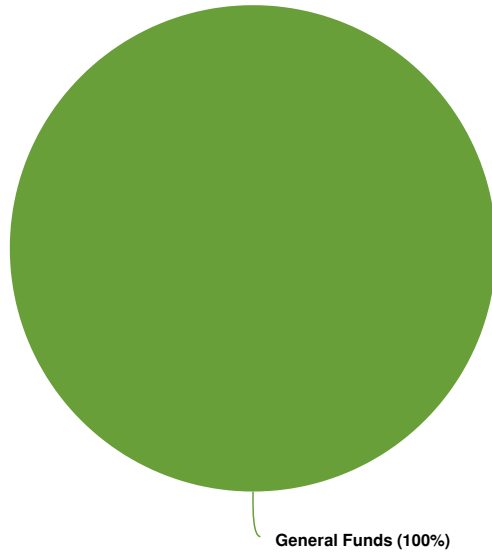
\$4,500 **\$0**
(0.00% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual

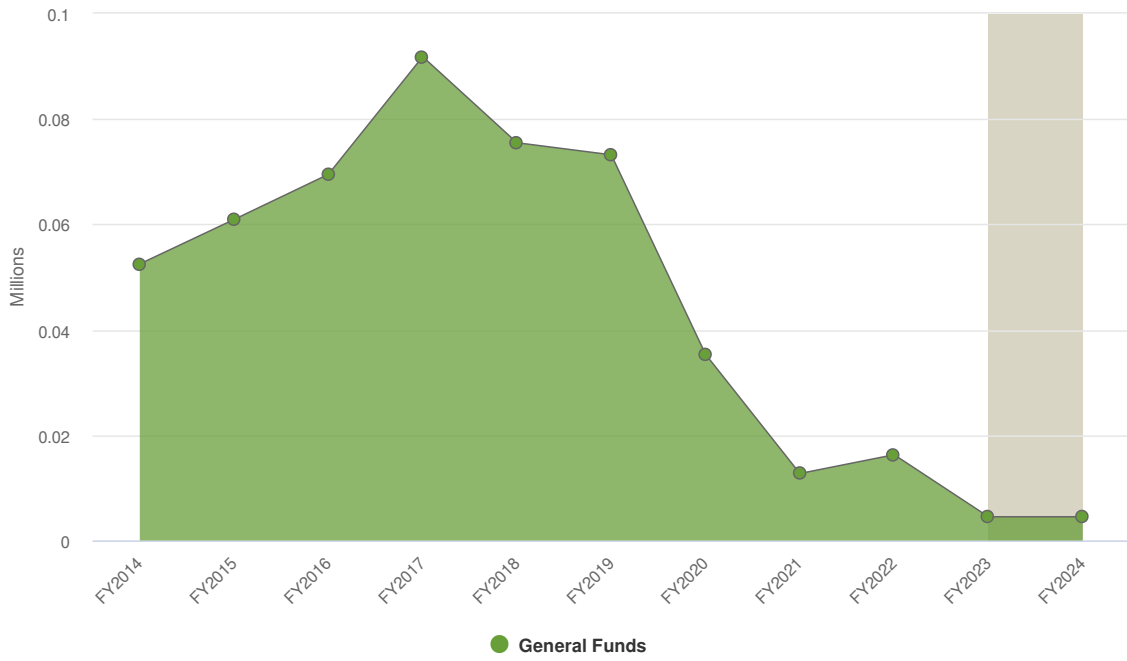


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

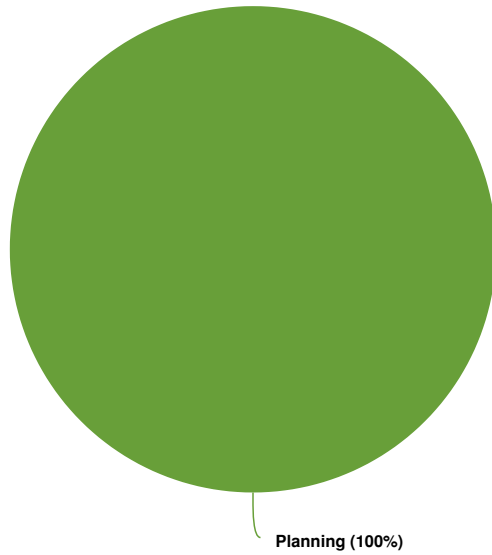


Grey background indicates budgeted figures.

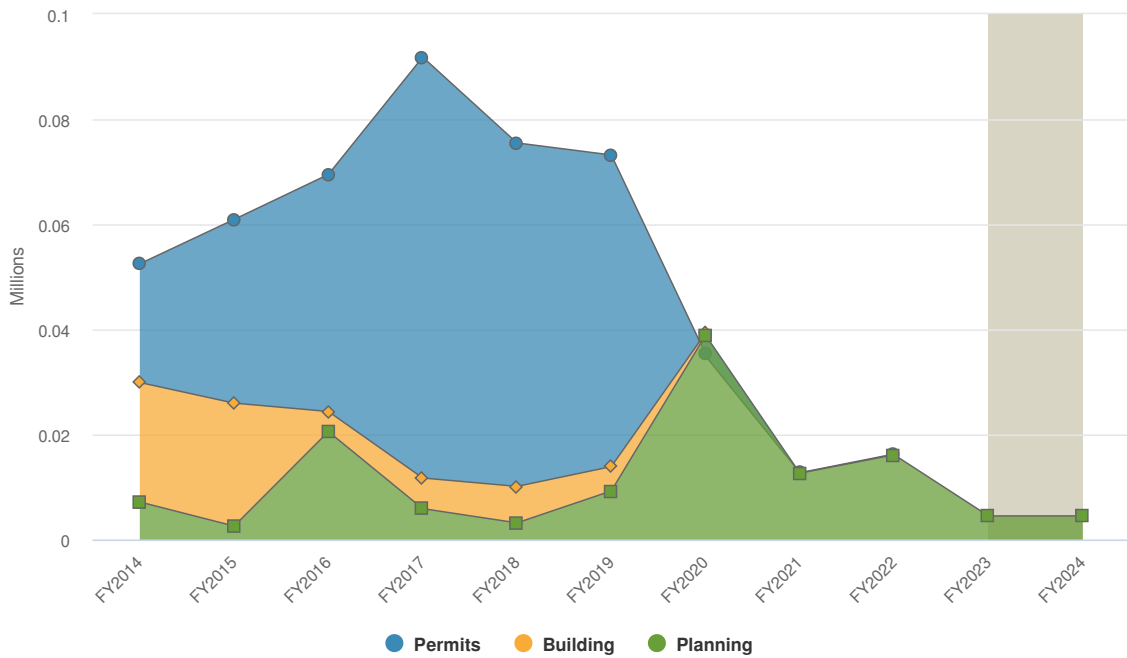
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
General Funds					
General Fund					
Planning Fees	001-0-340-345-345-83-00-0000	\$4,500.00	\$4,500.00	0%	
Total General Fund:		\$4,500.00	\$4,500.00	0%	
Total General Funds:		\$4,500.00	\$4,500.00	0%	

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Revenue Source					



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Charges for Goods & Services					
Planning					
Planning Fees	001-0-340-345-345-83-00-0000	\$4,500.00	\$4,500.00	0%	
Total Planning:		\$4,500.00	\$4,500.00	0%	
Total Charges for Goods & Services:		\$4,500.00	\$4,500.00	0%	
Total Revenue Source:		\$4,500.00	\$4,500.00	0%	

Organizational Chart

Goal #1

Goal #2



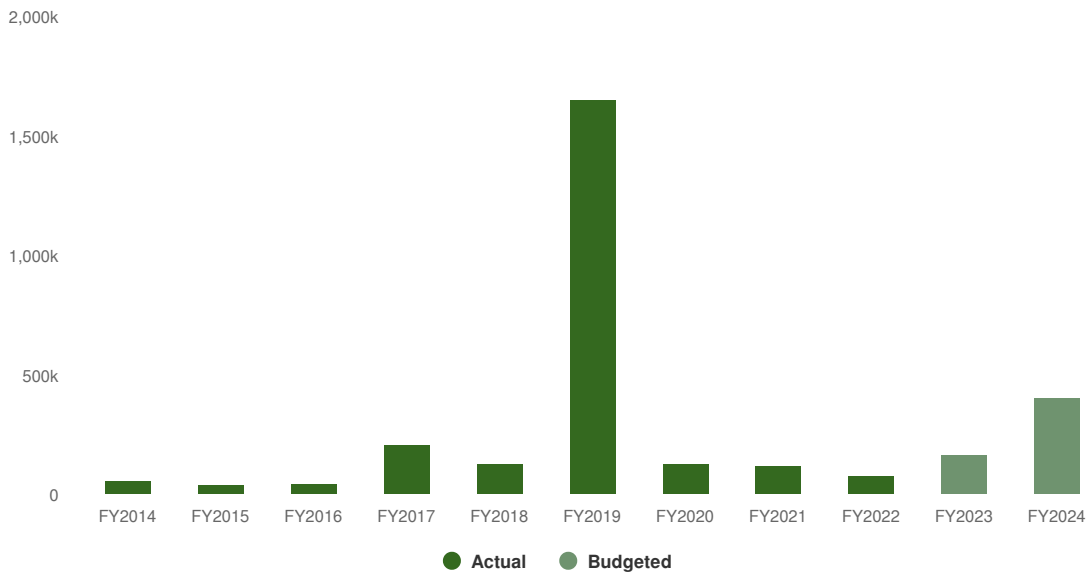
Fire Control

Rob Farris
Fire Chief

Expenditures Summary

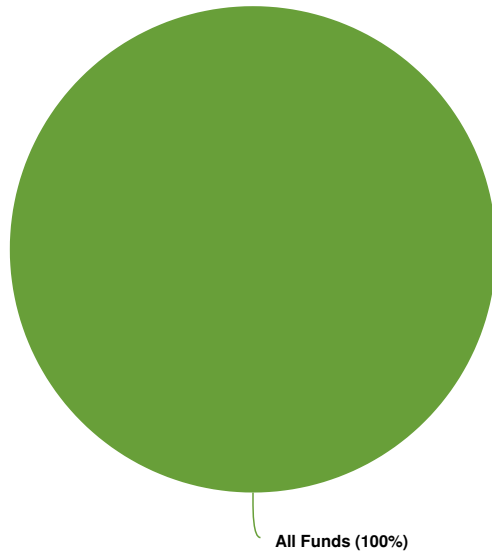
\$401,958 **\$241,000**
(149.73% vs. prior year)

Fire Control Proposed and Historical Budget vs. Actual

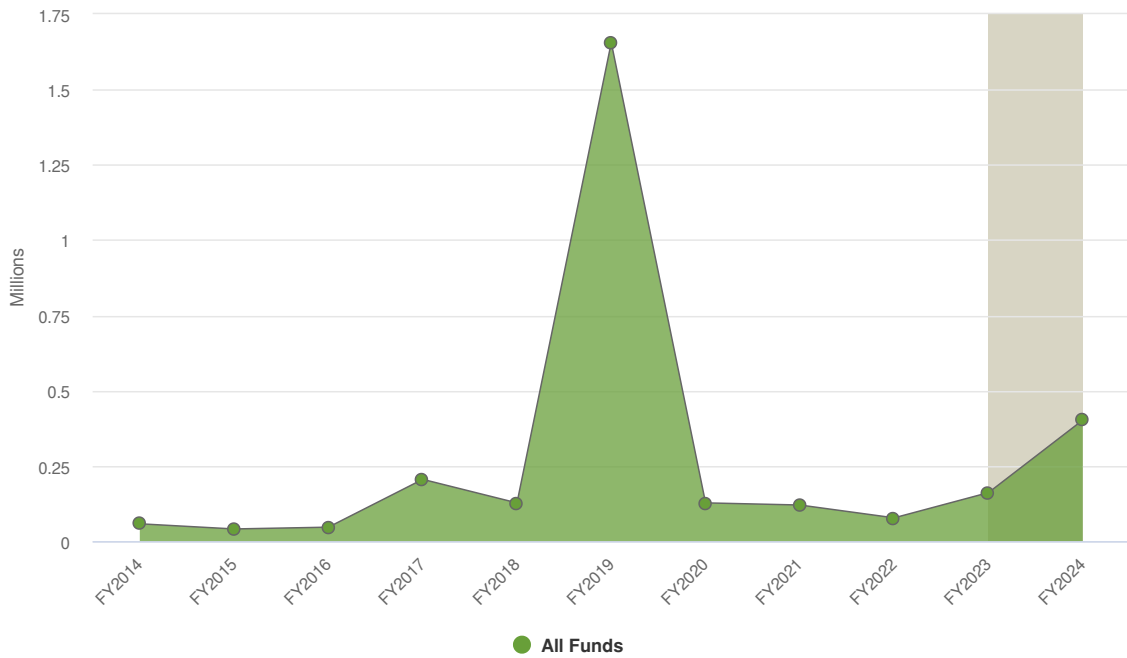


Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes



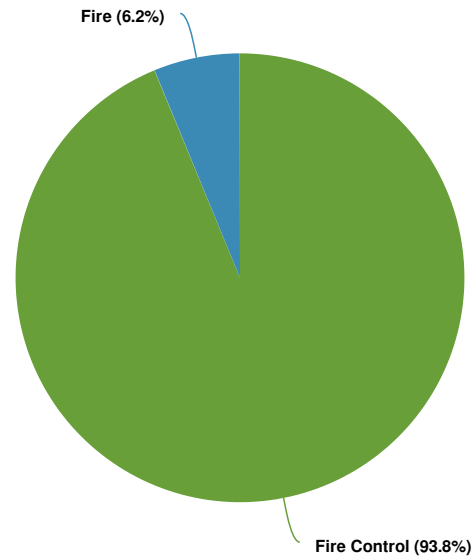
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
All Funds					
General Funds					
General Fund					
Transfers-Out - Fire Reserve	001-0-597-000-597-00-01-0020	\$25,000.00	\$25,000.00	0%	
Fire Chief/Administration - Salaries	001-0-522-202-522-10-10-0000	\$1,900.00	\$86,900.00	4,473.7%	
Fire Chief/Administration - Benefits	001-0-522-202-522-10-20-0000	\$100.00	\$45,100.00	45,000%	
Fire Contract Volunteer Reimb	001-0-522-202-522-20-10-0000	\$16,000.00	\$16,000.00	0%	
Firefighter Benefits	001-0-522-202-522-20-20-0000	\$1,000.00	\$1,000.00	0%	
Firefighter Pension/Disability	001-0-522-202-522-20-24-0000	\$2,500.00	\$2,500.00	0%	
Fire Support Salary	001-0-522-202-522-30-10-0000	\$5,000.00	\$5,000.00	0%	
Fire Support Benefits	001-0-522-202-522-30-20-0000	\$2,500.00	\$2,500.00	0%	
Fire Supplies	001-0-522-202-522-20-31-0000	\$15,000.00	\$15,000.00	0%	
Fire Truck Fuel	001-0-522-202-522-20-32-0000	\$1,000.00	\$1,000.00	0%	
Fire Prevention Supplies City	001-0-522-202-522-30-31-0001	\$500.00	\$500.00	0%	
Fire Supplies FD II	001-0-522-203-522-20-31-0002	\$20,000.00	\$20,000.00	0%	
Fire Truck Fuel FDII	001-0-522-203-522-20-32-0002	\$1,000.00	\$1,000.00	0%	
Fire Prevention Supplies FDII	001-0-522-203-522-30-31-0020	\$500.00	\$500.00	0%	
Fire-Contractual Services	001-0-522-202-522-20-41-0000	\$20,000.00	\$20,000.00	0%	
Fire Telephone	001-0-522-202-522-20-42-0000	\$1,400.00	\$1,400.00	0%	
Fire Truck Insurance	001-0-522-202-522-20-46-0000	\$1,545.00	\$2,545.00	64.7%	
Fire Hydrant Repair/Supplies	001-0-522-202-522-20-48-0000	\$1,000.00	\$1,000.00	0%	
Dues & Memb./Sub. City Fire	001-0-522-202-522-20-49-0001	\$250.00	\$250.00	0%	
Fire Investigations	001-0-522-202-522-30-41-0000	\$1,000.00	\$1,000.00	0%	
Eq Rental - Fire Support	001-0-522-202-522-30-45-0099	\$2,500.00	\$2,500.00	0%	
Travel - Fire Department	001-0-522-202-522-45-43-0000	\$500.00	\$500.00	0%	
Fire Department Training	001-0-522-202-522-45-49-0000	\$3,000.00	\$3,000.00	0%	



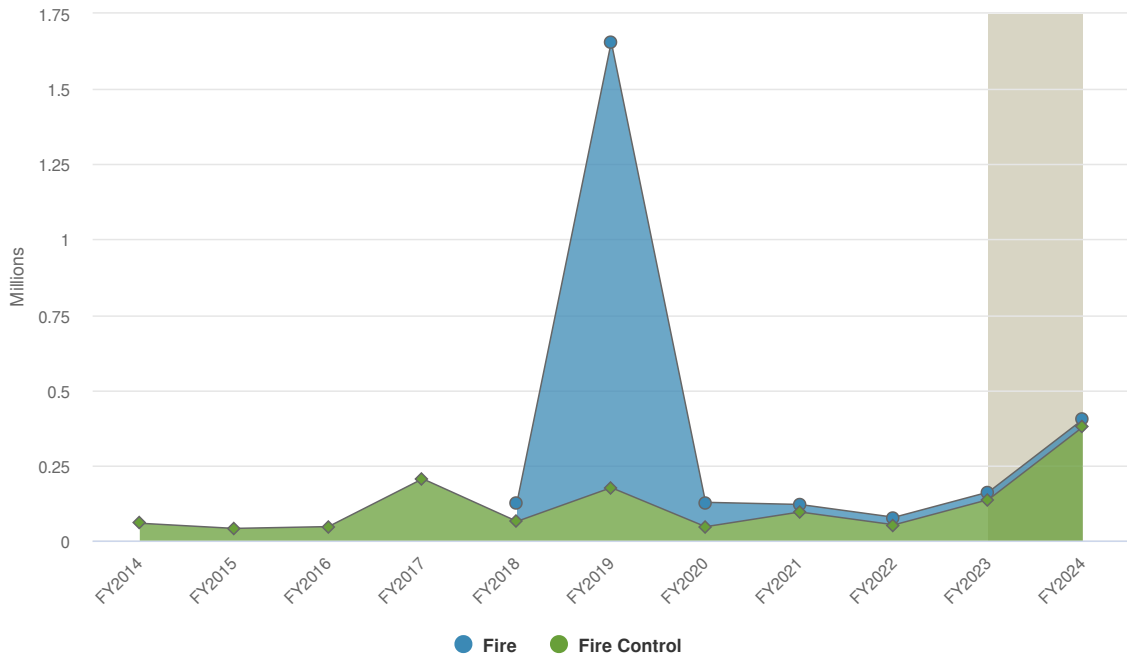
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Fire Hall Heat And Lights	001-0-522-202-522-50-47-0000	\$3,000.00	\$3,000.00	0%	
Fire Hall Water-Sewer	001-0-522-202-522-50-47-0001	\$5,512.50	\$5,512.50	0%	
Water on Demand For Hydrants	001-0-522-202-522-50-47-0099	\$4,000.00	\$4,000.00	0%	
Fire Hall Repair	001-0-522-202-522-50-48-0000	\$10,000.00	\$60,000.00	500%	
Fire Equipment Repair	001-0-522-202-522-60-48-0000	\$6,000.00	\$6,000.00	0%	
Dues & Membership/Subscriptions FD II	001-0-522-203-522-20-49-0002	\$250.00	\$250.00	0%	
Fire Training FD II	001-0-522-203-522-45-49-0002	\$3,000.00	\$3,000.00	0%	
Fire Dist II-Fire Hall Repair	001-0-522-203-522-50-48-0001	\$0.00	\$60,000.00	N/A	
Fire Equipment Repair FDII	001-0-522-203-522-60-48-0002	\$6,000.00	\$6,000.00	0%	
Total General Fund:		\$160,957.50	\$401,957.50	149.7%	
Total General Funds:		\$160,957.50	\$401,957.50	149.7%	
Total All Funds:		\$160,957.50	\$401,957.50	149.7%	

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expenditures					
Fire Control					
Fire District 2					
Fire Supplies FD II	001-0-522-203-522-20-31-0002	\$20,000.00	\$20,000.00	0%	
Fire Truck Fuel FDII	001-0-522-203-522-20-32-0002	\$1,000.00	\$1,000.00	0%	
Fire Prevention Supplies FDII	001-0-522-203-522-30-31-0020	\$500.00	\$500.00	0%	
Dues & Membership/Subscriptions FD II	001-0-522-203-522-20-49-0002	\$250.00	\$250.00	0%	
Fire Training FD II	001-0-522-203-522-45-49-0002	\$3,000.00	\$3,000.00	0%	
Fire Dist II-Fire Hall Repair	001-0-522-203-522-50-48-0001	\$0.00	\$60,000.00	N/A	
Fire Equipment Repair FDII	001-0-522-203-522-60-48-0002	\$6,000.00	\$6,000.00	0%	
Total Fire District 2:		\$30,750.00	\$90,750.00	195.1%	
Fire					



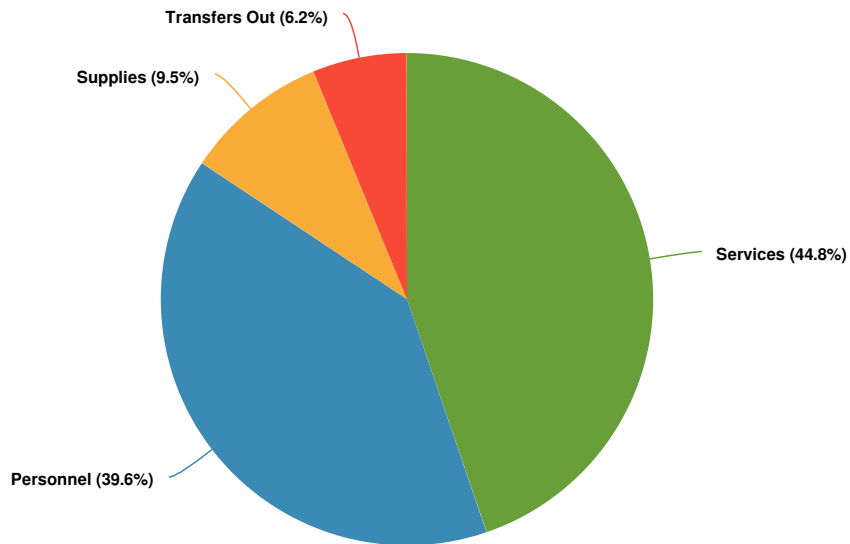
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Fire Chief/Administration - Salaries	001-0-522-202-522-10-10-0000	\$1,900.00	\$86,900.00	4,473.7%	
Fire Chief/Administration - Benefits	001-0-522-202-522-10-20-0000	\$100.00	\$45,100.00	45,000%	
Fire Contract Volunteer Reimb	001-0-522-202-522-20-10-0000	\$16,000.00	\$16,000.00	0%	
Firefighter Benefits	001-0-522-202-522-20-20-0000	\$1,000.00	\$1,000.00	0%	
Firefighter Pension/Disability	001-0-522-202-522-20-24-0000	\$2,500.00	\$2,500.00	0%	
Fire Support Salary	001-0-522-202-522-30-10-0000	\$5,000.00	\$5,000.00	0%	
Fire Support Benefits	001-0-522-202-522-30-20-0000	\$2,500.00	\$2,500.00	0%	
Fire Supplies	001-0-522-202-522-20-31-0000	\$15,000.00	\$15,000.00	0%	
Fire Truck Fuel	001-0-522-202-522-20-32-0000	\$1,000.00	\$1,000.00	0%	
Fire Prevention Supplies City	001-0-522-202-522-30-31-0001	\$500.00	\$500.00	0%	
Fire-Contractual Services	001-0-522-202-522-20-41-0000	\$20,000.00	\$20,000.00	0%	
Fire Telephone	001-0-522-202-522-20-42-0000	\$1,400.00	\$1,400.00	0%	
Fire Truck Insurance	001-0-522-202-522-20-46-0000	\$1,545.00	\$2,545.00	64.7%	
Fire Hydrant Repair/Supplies	001-0-522-202-522-20-48-0000	\$1,000.00	\$1,000.00	0%	
Dues & Memb./Sub. City Fire	001-0-522-202-522-20-49-0001	\$250.00	\$250.00	0%	
Fire Investigations	001-0-522-202-522-30-41-0000	\$1,000.00	\$1,000.00	0%	
Eq Rental - Fire Support	001-0-522-202-522-30-45-0099	\$2,500.00	\$2,500.00	0%	
Travel - Fire Department	001-0-522-202-522-45-43-0000	\$500.00	\$500.00	0%	
Fire Department Training	001-0-522-202-522-45-49-0000	\$3,000.00	\$3,000.00	0%	
Fire Hall Heat And Lights	001-0-522-202-522-50-47-0000	\$3,000.00	\$3,000.00	0%	
Fire Hall Water-Sewer	001-0-522-202-522-50-47-0001	\$5,512.50	\$5,512.50	0%	
Water on Demand For Hydrants	001-0-522-202-522-50-47-0099	\$4,000.00	\$4,000.00	0%	
Fire Hall Repair	001-0-522-202-522-50-48-0000	\$10,000.00	\$60,000.00	500%	
Fire Equipment Repair	001-0-522-202-522-60-48-0000	\$6,000.00	\$6,000.00	0%	
Total Fire:		\$105,207.50	\$286,207.50	172%	
Total Fire Control:		\$135,957.50	\$376,957.50	177.3%	



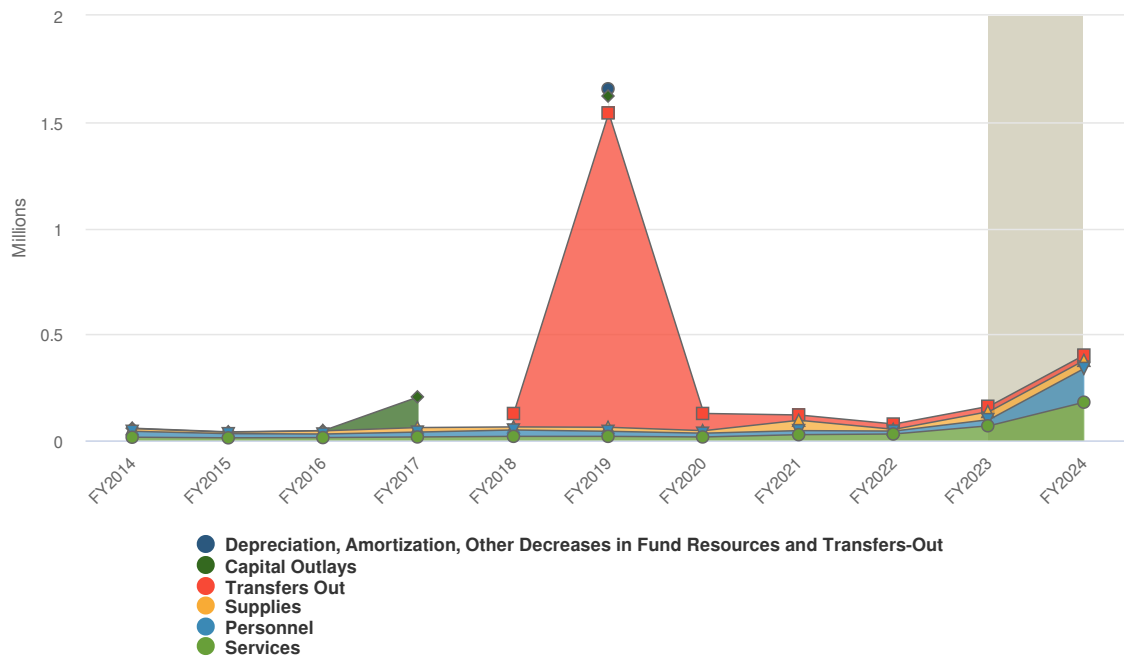
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Interfund Transfers					
Fire					
Transfers-Out - Fire Reserve	001-0-597-000-597-00-01-0020	\$25,000.00	\$25,000.00	0%	
Total Fire:		\$25,000.00	\$25,000.00	0%	
Total Interfund Transfers:		\$25,000.00	\$25,000.00	0%	
Total Expenditures:		\$160,957.50	\$401,957.50	149.7%	

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expense Objects					
Transfers Out					
Transfers-Out - Fire Reserve	001-0-597-000-597-00-01-0020	\$25,000.00	\$25,000.00	0%	
Total Transfers Out:		\$25,000.00	\$25,000.00	0%	
Personnel					
Fire Chief/Administration - Salaries	001-0-522-202-522-10-10-0000	\$1,900.00	\$86,900.00	4,473.7%	
Fire Chief/Administration - Benefits	001-0-522-202-522-10-20-0000	\$100.00	\$45,100.00	45,000%	
Fire Contract Volunteer Reimb	001-0-522-202-522-20-10-0000	\$16,000.00	\$16,000.00	0%	
Firefighter Benefits	001-0-522-202-522-20-20-0000	\$1,000.00	\$1,000.00	0%	
Firefighter Pension/Disability	001-0-522-202-522-20-24-0000	\$2,500.00	\$2,500.00	0%	
Fire Support Salary	001-0-522-202-522-30-10-0000	\$5,000.00	\$5,000.00	0%	
Fire Support Benefits	001-0-522-202-522-30-20-0000	\$2,500.00	\$2,500.00	0%	
Total Personnel:		\$29,000.00	\$159,000.00	448.3%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Supplies					
Fire Supplies FD II	001-0-522-203-522-20-31-0002	\$20,000.00	\$20,000.00	0%	
Fire Truck Fuel FDII	001-0-522-203-522-20-32-0002	\$1,000.00	\$1,000.00	0%	
Fire Prevention Supplies FDII	001-0-522-203-522-30-31-0020	\$500.00	\$500.00	0%	
Fire Supplies	001-0-522-202-522-20-31-0000	\$15,000.00	\$15,000.00	0%	
Fire Truck Fuel	001-0-522-202-522-20-32-0000	\$1,000.00	\$1,000.00	0%	
Fire Prevention Supplies City	001-0-522-202-522-30-31-0001	\$500.00	\$500.00	0%	
Total Supplies:		\$38,000.00	\$38,000.00	0%	
Services					
Dues & Membership/Subscriptions FD II	001-0-522-203-522-20-49-0002	\$250.00	\$250.00	0%	
Fire Training FD II	001-0-522-203-522-45-49-0002	\$3,000.00	\$3,000.00	0%	
Fire Dist II-Fire Hall Repair	001-0-522-203-522-50-48-0001	\$0.00	\$60,000.00	N/A	
Fire Equipment Repair FDII	001-0-522-203-522-60-48-0002	\$6,000.00	\$6,000.00	0%	
Fire-Contractual Services	001-0-522-202-522-20-41-0000	\$20,000.00	\$20,000.00	0%	
Fire Telephone	001-0-522-202-522-20-42-0000	\$1,400.00	\$1,400.00	0%	
Fire Truck Insurance	001-0-522-202-522-20-46-0000	\$1,545.00	\$2,545.00	64.7%	
Fire Hydrant Repair/Supplies	001-0-522-202-522-20-48-0000	\$1,000.00	\$1,000.00	0%	
Dues & Memb./Sub. City Fire	001-0-522-202-522-20-49-0001	\$250.00	\$250.00	0%	
Fire Investigations	001-0-522-202-522-30-41-0000	\$1,000.00	\$1,000.00	0%	
Eq Rental - Fire Support	001-0-522-202-522-30-45-0099	\$2,500.00	\$2,500.00	0%	
Travel - Fire Department	001-0-522-202-522-45-43-0000	\$500.00	\$500.00	0%	
Fire Department Training	001-0-522-202-522-45-49-0000	\$3,000.00	\$3,000.00	0%	
Fire Hall Heat And Lights	001-0-522-202-522-50-47-0000	\$3,000.00	\$3,000.00	0%	
Fire Hall Water-Sewer	001-0-522-202-522-50-47-0001	\$5,512.50	\$5,512.50	0%	
Water on Demand For Hydrants	001-0-522-202-522-50-47-0099	\$4,000.00	\$4,000.00	0%	
Fire Hall Repair	001-0-522-202-522-50-48-0000	\$10,000.00	\$60,000.00	500%	

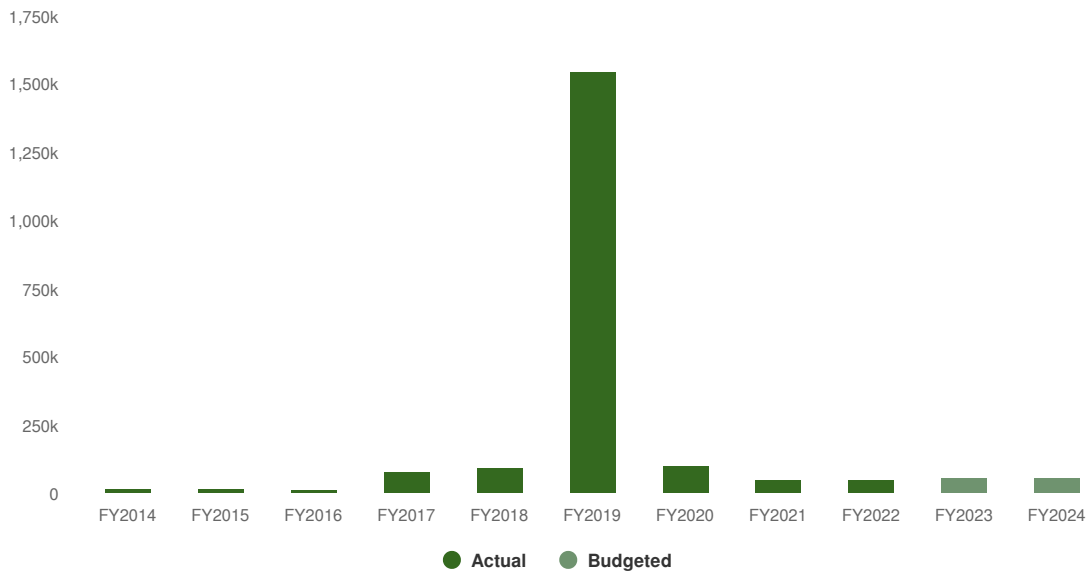


Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Fire Equipment Repair	001-0-522-202-522-60-48-0000	\$6,000.00	\$6,000.00	0%	
Total Services:		\$68,957.50	\$179,957.50	161%	
Total Expense Objects:		\$160,957.50	\$401,957.50	149.7%	

Revenues Summary

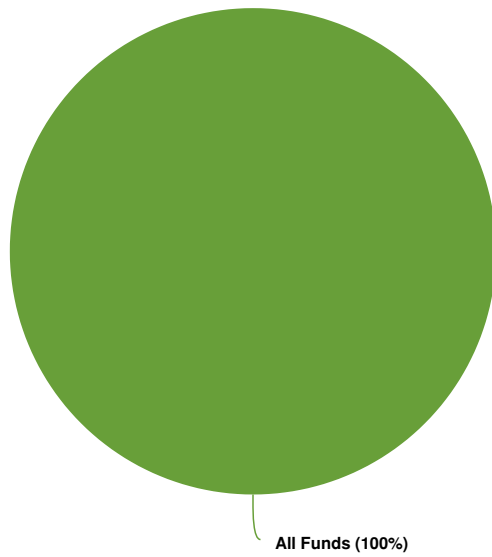
\$57,700 \$0
 (0.00% vs. prior year)

Fire Control Proposed and Historical Budget vs. Actual

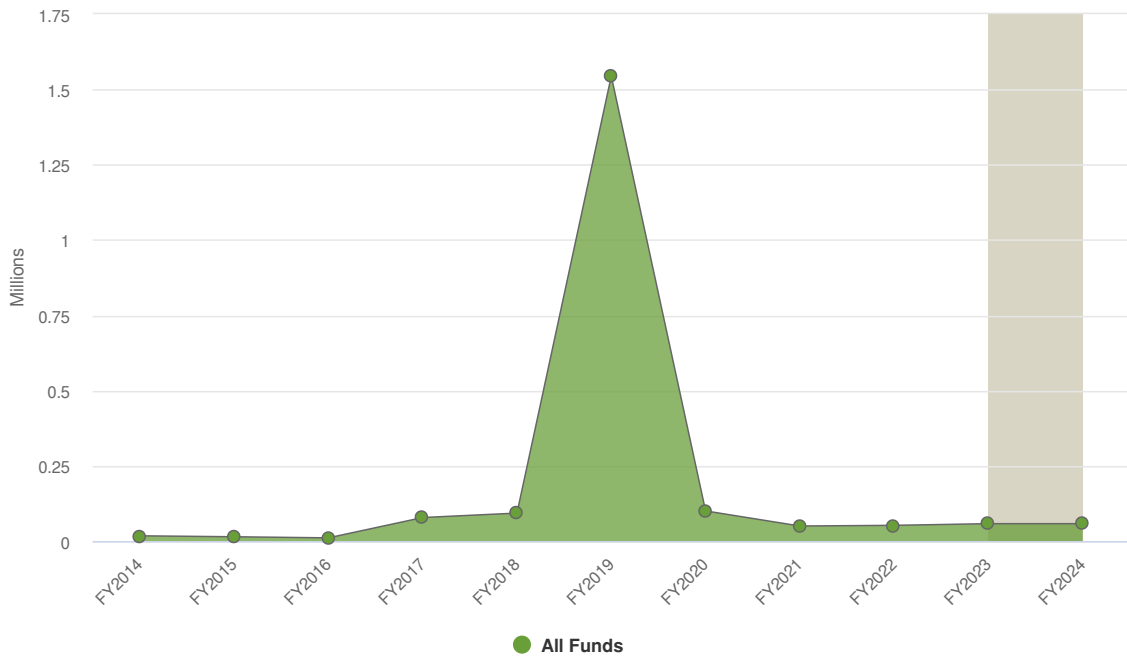


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



Grey background indicates budgeted figures.

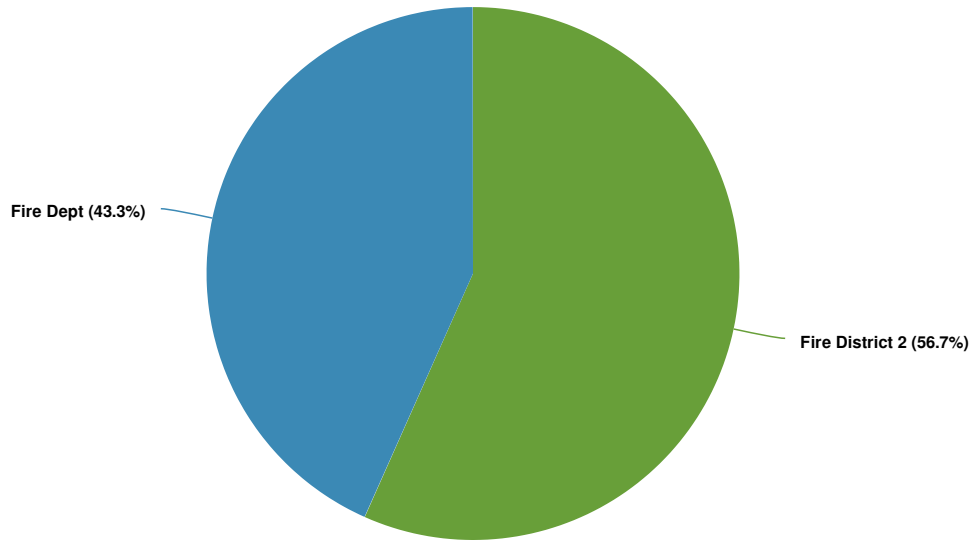
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
All Funds					



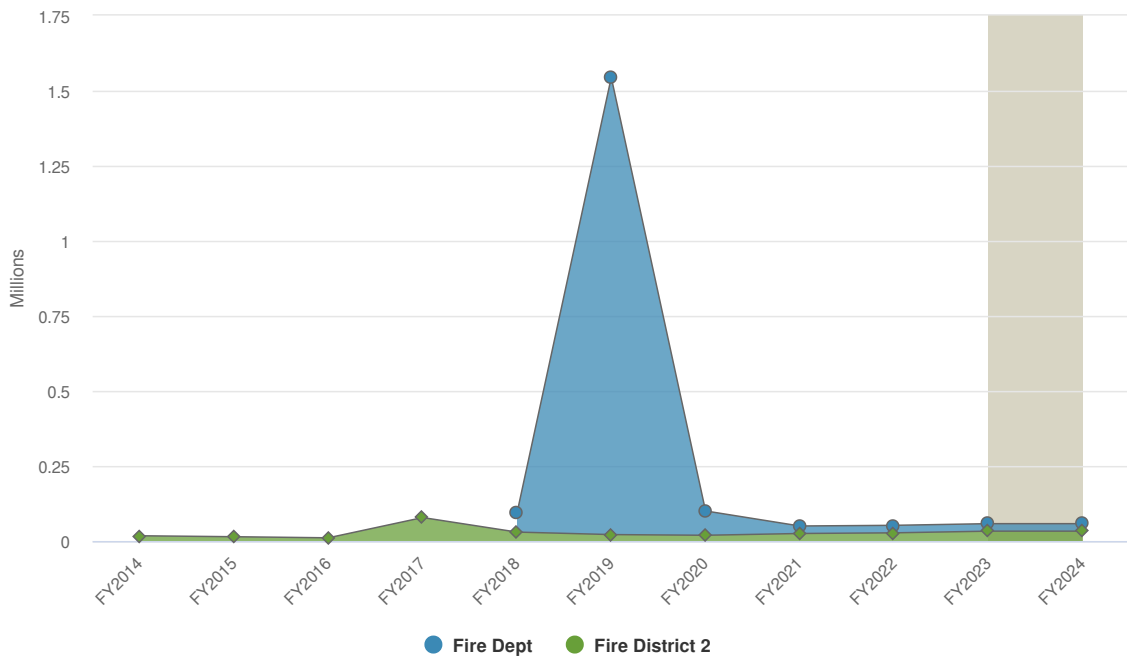
Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
General Funds					
General Fund					
Fire District II Fire Control	001-0-340-342-342-21-00-0000	\$32,700.00	\$32,700.00	0%	
Total General Fund:		\$32,700.00	\$32,700.00	0%	
Fire Reserve Fund					
Fire Res-Transfer In From General Fund	020-0-397-000-397-02-00-0001	\$25,000.00	\$25,000.00	0%	
Total Fire Reserve Fund:		\$25,000.00	\$25,000.00	0%	
Total General Funds:		\$57,700.00	\$57,700.00	0%	
Total All Funds:		\$57,700.00	\$57,700.00	0%	

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Revenue Source					
Charges for Goods & Services					
Fire District 2					
Fire District II Fire Control	001-0-340-342-342-21-00-0000	\$32,700.00	\$32,700.00	0%	
Total Fire District 2:		\$32,700.00	\$32,700.00	0%	
Total Charges for Goods & Services:		\$32,700.00	\$32,700.00	0%	
Interfund Transfers					
Fire Dept					
Fire Res-Transfer In From General Fund	020-0-397-000-397-02-00-0001	\$25,000.00	\$25,000.00	0%	
Total Fire Dept:		\$25,000.00	\$25,000.00	0%	
Total Interfund Transfers:		\$25,000.00	\$25,000.00	0%	
Total Revenue Source:		\$57,700.00	\$57,700.00	0%	

Organizational Chart

Goal #1



Goal #2

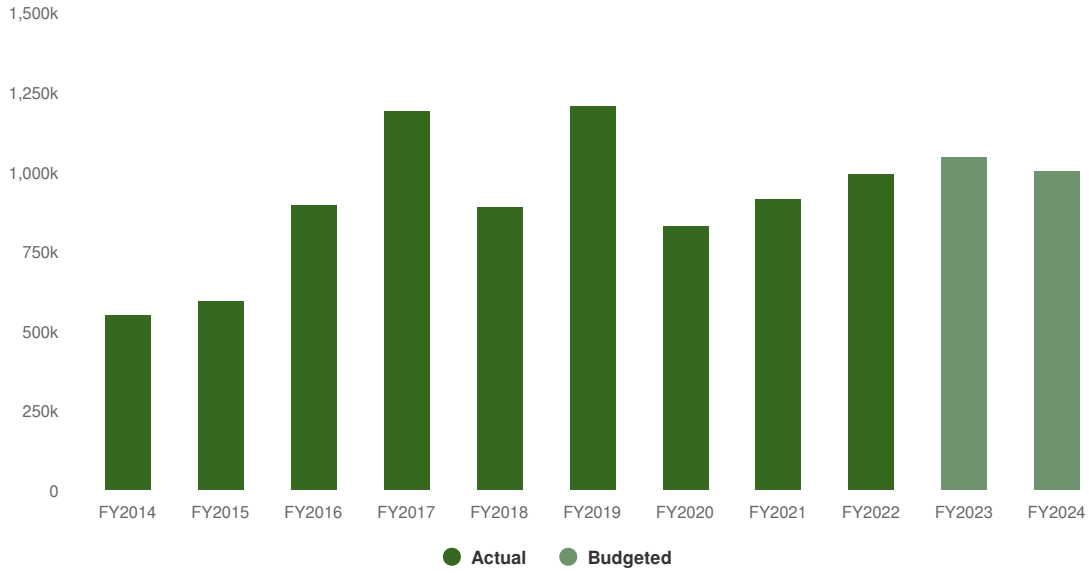


Administration

Expenditures Summary

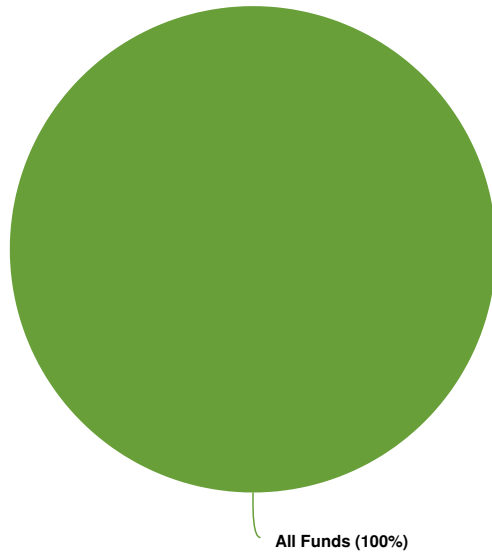
\$1,003,092 **-\$42,221**
(-4.04% vs. prior year)

Administration Proposed and Historical Budget vs. Actual

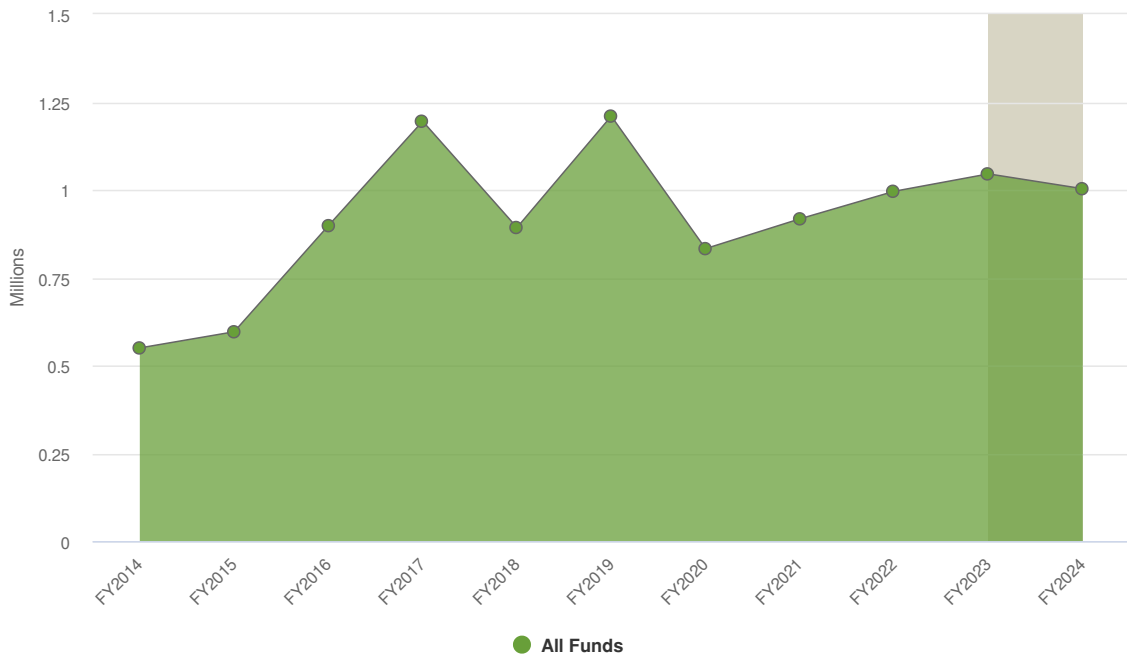


Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
All Funds					
General Funds					
General Fund					
Council Salary	001-0-511-000-511-60-10-0000	\$24,000.00	\$24,000.00	0%	
Council Benefits	001-0-511-000-511-60-20-0000	\$1,500.00	\$1,500.00	0%	
Court Clerk Salary	001-0-512-000-512-52-10-0001	\$5,400.00	\$5,400.00	0%	
Court Clerk Benefits	001-0-512-000-512-52-20-0001	\$2,160.00	\$2,160.00	0%	
Mayor Salary	001-0-513-000-513-10-10-0000	\$7,200.00	\$7,200.00	0%	
City Administrator Salary	001-0-513-000-513-10-10-0001	\$108,290.00	\$113,704.50	5%	
Mayor Benefits	001-0-513-000-513-10-20-0000	\$625.00	\$625.00	0%	
City Administrator Benefits	001-0-513-000-513-10-20-0001	\$27,961.60	\$29,359.68	5%	
Budgeting/Accounting Salary	001-0-514-000-514-20-10-0001	\$77,695.20	\$81,579.96	5%	
Budgeting/Accounting Benefits	001-0-514-000-514-20-20-0001	\$24,721.20	\$25,957.26	5%	
Minutes - Recording Fee Sal	001-0-514-000-514-30-10-0000	\$2,648.70	\$2,781.14	5%	
Minutes - Recording Fee Ben	001-0-514-000-514-30-20-0000	\$235.44	\$247.21	5%	
Unemployment Claims	001-0-517-000-517-70-22-0000	\$10,000.00	\$10,000.00	0%	
Staff Wellness	001-0-517-000-517-90-26-0000	\$500.00	\$500.00	0%	
Building Repair Salary	001-0-518-000-518-30-10-0000	\$6,000.00	\$6,300.00	5%	
Building Repair Benefits	001-0-518-000-518-30-20-0000	\$3,000.00	\$3,150.00	5%	
Household Supplies/Repairs	001-0-518-000-518-30-31-0000	\$1,000.00	\$1,000.00	0%	
Building Repair Supplies	001-0-518-000-518-30-31-0001		\$3,000.00	N/A	
Office Supplies	001-0-518-000-518-40-31-0000	\$10,000.00	\$10,000.00	0%	
Substance Abuse/Liquor Excise	001-0-566-000-566-72-42-0000	\$150.00	\$150.00	0%	
Ordinance Codification	001-0-511-000-511-30-41-0000	\$2,500.00	\$2,500.00	0%	
Legislative Publishing	001-0-511-000-511-30-44-0000	\$3,500.00	\$3,500.00	0%	
Travel/Lodging Council	001-0-511-000-511-60-43-0000	\$500.00	\$500.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Tuition Council	001-0-511-000-511-60-49-0000	\$5,000.00	\$5,000.00	0%	
Jury Management/Courtroom Use	001-0-512-000-512-52-41-0001	\$1,200.00	\$1,200.00	0%	
Interpreter Fees	001-0-512-000-512-52-41-0002	\$500.00	\$500.00	0%	
Municipal Court Contract	001-0-512-000-512-52-41-0003	\$20,000.00	\$20,000.00	0%	
Sheriff Warrant Service Charge	001-0-512-000-512-52-51-0000	\$250.00	\$250.00	0%	
Prosecuting Attorney County Contract	001-0-512-000-515-35-41-0000	\$16,000.00	\$16,000.00	0%	
Indigent Defense	001-0-512-000-515-93-41-0000	\$15,000.00	\$15,000.00	0%	
Travel/Lodging Mayor/Administrator	001-0-513-000-513-10-43-0000	\$2,000.00	\$2,000.00	0%	
Tuition Mayor/Administrator	001-0-513-000-513-10-49-0000	\$1,000.00	\$1,000.00	0%	
EBPP Fees General Fund	001-0-514-000-514-20-41-0001	\$600.00	\$600.00	0%	
Finance-Contractual Services	001-0-514-000-514-20-41-0002	\$7,400.00	\$7,400.00	0%	
Audit Fee	001-0-514-000-514-20-41-0022	\$7,000.00	\$7,000.00	0%	
Travel Financial/Records	001-0-514-000-514-20-43-0000	\$1,000.00	\$1,000.00	0%	
Clerk Bond Premiums	001-0-514-000-514-20-46-0000	\$200.00	\$200.00	0%	
Training/Tuition - Financial/Records	001-0-514-000-514-20-49-0000	\$3,000.00	\$3,000.00	0%	
Dues & Membership - Financial	001-0-514-000-514-20-49-0001	\$1,200.00	\$1,200.00	0%	
Fiduciary Fees/VISA	001-0-514-000-514-20-49-0002	\$4,000.00	\$4,000.00	0%	
Miscellaneous Charges	001-0-514-000-514-20-49-0003	\$500.00	\$500.00	0%	
Elections	001-0-514-000-514-41-41-0000	\$1,000.00	\$1,000.00	0%	
Voter Registration Services	001-0-514-000-514-91-51-0000	\$6,000.00	\$6,000.00	0%	
Advisory Board Services	001-0-515-000-515-41-41-0000	\$15,000.00	\$15,000.00	0%	
Travel - Legal	001-0-515-000-515-41-43-0000	\$750.00	\$750.00	0%	
Training & Tuition - Legal	001-0-515-000-515-41-49-0000	\$750.00	\$750.00	0%	
Old Age Survivor Insurance	001-0-517-000-517-70-25-0000	\$25.00	\$25.00	0%	
Custodial Services	001-0-518-000-518-30-41-0000	\$1,000.00	\$1,000.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Contractual Services	001-0-518-000-518-30-41-0001	\$25,500.00	\$28,700.00	12.5%	
HR-Advertisement	001-0-518-000-518-30-44-0000	\$1,000.00	\$1,000.00	0%	
Eq Rental - Building Repair	001-0-518-000-518-30-45-0099	\$1,000.00	\$1,000.00	0%	
Insurance - Liability	001-0-518-000-518-30-46-0000	\$20,560.00	\$25,560.00	24.3%	
Heat & Lights	001-0-518-000-518-30-47-0000	\$3,500.00	\$3,500.00	0%	
City Hall Water/Sewer	001-0-518-000-518-30-47-0001	\$1,463.32	\$1,463.32	0%	
Building Repair Supplies	001-0-518-000-518-30-48-0000	\$3,000.00	\$0.00	-100%	
Office Equip Repair& Maintenance	001-0-518-000-518-40-41-0000	\$29,000.00	\$29,000.00	0%	
Central Services Telephone	001-0-518-000-518-40-42-0000	\$4,000.00	\$4,000.00	0%	
Miscellaneous - Postage	001-0-518-000-518-40-42-0001	\$500.00	\$500.00	0%	
Website - General Fund	001-0-518-000-518-80-41-0023	\$3,200.00		N/A	
Dues And Membership - General Govt	001-0-518-000-518-90-49-0001	\$3,000.00	\$3,000.00	0%	
Dispatch Fees - City	001-0-528-000-528-60-41-0000	\$2,500.00	\$2,500.00	0%	
Radio Contract	001-0-528-000-528-60-42-0000	\$3,500.00	\$3,500.00	0%	
Air Pollution Authority	001-0-553-000-553-70-41-0000	\$500.00	\$500.00	0%	
Farmers Market Support	001-0-562-000-562-10-41-0000	\$10,000.00	\$10,000.00	0%	
Food Bank Support	001-0-565-000-565-10-49-0000	\$10,000.00	\$10,000.00	0%	
Hosting of Meetings/Events	001-0-573-000-573-90-49-0000	\$500.00	\$500.00	0%	
City Hall Improvements	001-0-518-000-594-18-62-0000	\$50,000.00	\$0.00	-100%	
Office Furniture/Equipment	001-0-518-000-594-18-64-0000	\$10,000.00	\$0.00	-100%	
Total General Fund:		\$612,685.46	\$570,213.07	-6.9%	
Total General Funds:		\$612,685.46	\$570,213.07	-6.9%	
Special Revenue Funds					
Tourism Promotion and Development Fund					
Promotion Salaries	103-0-573-000-573-90-10-0000	\$5,000.00	\$5,000.00	0%	
Promotion Field Salaries	103-0-573-000-573-90-10-0003	\$3,300.00	\$3,300.00	0%	

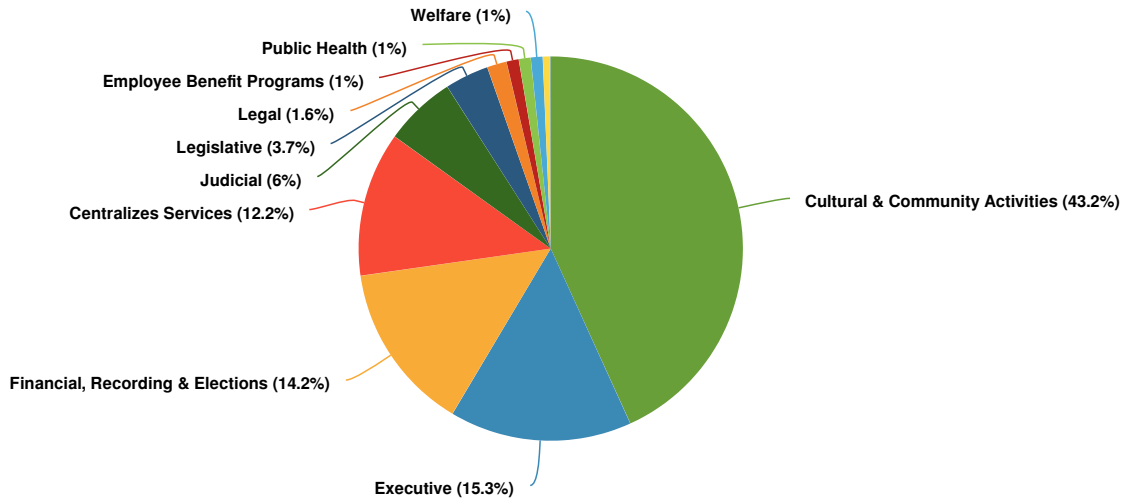


Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Promotion Benefits	103-0-573-000-573-90-20-0000	\$1,000.00	\$1,000.00	0%	
Promotion Field Benefits	103-0-573-000-573-90-20-0003	\$1,700.00	\$1,700.00	0%	
Consultant Services, Chamber	103-0-573-000-573-30-41-0000	\$110,000.00	\$110,000.00	0%	
SBA Consultant Services	103-0-573-000-573-30-41-0001	\$81,000.00	\$81,000.00	0%	
Chamber Events	103-0-573-000-573-30-41-0002	\$18,000.00	\$18,000.00	0%	
County - Fair & Timber Carnival	103-0-573-000-573-30-41-0004	\$5,000.00	\$5,000.00	0%	
County - Bluegrass Festival	103-0-573-000-573-30-41-0005	\$10,000.00	\$10,000.00	0%	
County-Fireworks	103-0-573-000-573-30-41-0008	\$7,500.00	\$7,500.00	0%	
General Admin Fees	103-0-573-000-573-30-41-0010	\$6,428.27	\$6,679.30	3.9%	
CRGIC Consultant Services	103-0-573-000-573-90-41-0002	\$60,000.00	\$60,000.00	0%	
X-Fest Event Consultant Serv	103-0-573-000-573-90-41-0003	\$1,000.00	\$1,000.00	0%	
Skamania Senior Services - Hiker Bus	103-0-573-000-573-90-41-0004	\$10,000.00	\$10,000.00	0%	
Gorge Outrigger Races	103-0-573-000-573-90-41-0008	\$5,000.00	\$5,000.00	0%	
BOTG Kiteboarding Festival	103-0-573-000-573-90-41-0009	\$3,000.00	\$3,000.00	0%	
Main St Program Coordinator (SBA)	103-0-573-000-573-90-41-0013	\$75,000.00	\$75,000.00	0%	
Stevenson Waterfront Music Festival	103-0-573-000-573-90-41-0014	\$5,000.00	\$5,000.00	0%	
SC Fair Board-GorgeGrass	103-0-573-000-573-90-41-0018	\$4,000.00	\$4,000.00	0%	
CGTA Services	103-0-573-000-573-90-41-0019	\$5,000.00	\$5,000.00	0%	
Audit Fee	103-0-573-000-573-90-41-0022	\$2,000.00	\$2,000.00	0%	
Gorge Olympic Windsurfing Cup	103-0-573-000-573-90-41-0024	\$3,000.00	\$3,000.00	0%	
Gorge Downwind Champs	103-0-573-000-573-90-41-0025	\$10,000.00	\$10,000.00	0%	
OPA-Waterfront Festival	103-0-573-000-573-90-41-0026	\$700.00	\$700.00	0%	
Total Tourism Promotion and Development Fund:		\$432,628.27	\$432,879.30	0.1%	
Total Special Revenue Funds:		\$432,628.27	\$432,879.30	0.1%	
Total All Funds:		\$1,045,313.73	\$1,003,092.37	-4%	

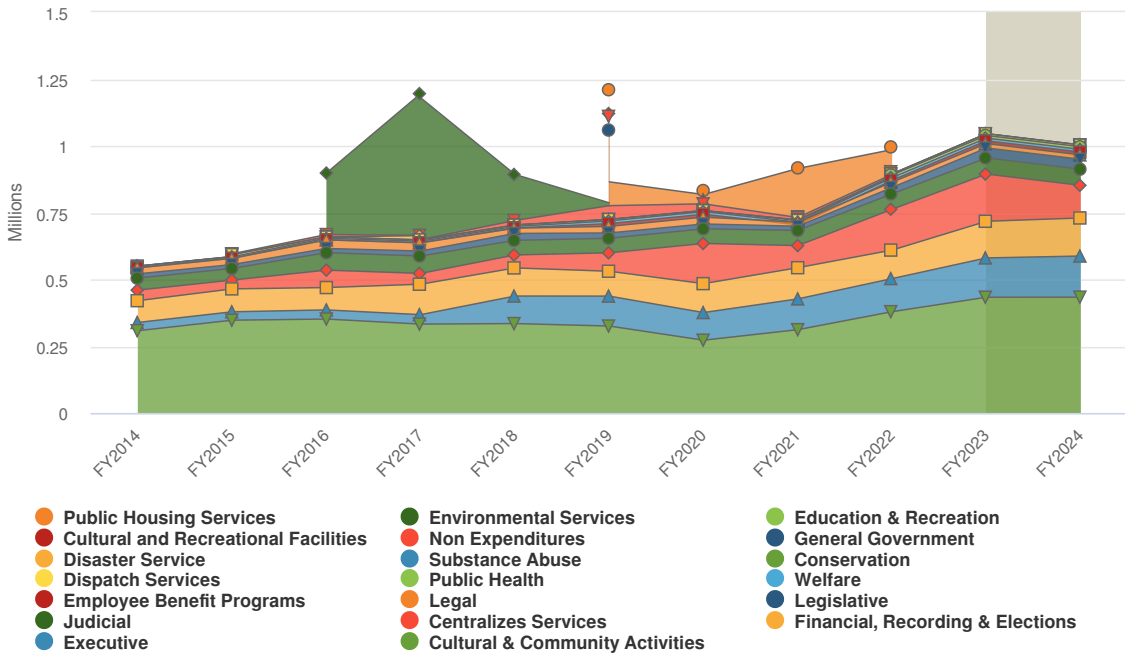


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expenditures					
Legislative					
Council Salary	001-0-511-000-511-60-10-0000	\$24,000.00	\$24,000.00	0%	
Council Benefits	001-0-511-000-511-60-20-0000	\$1,500.00	\$1,500.00	0%	
Ordinance Codification	001-0-511-000-511-30-41-0000	\$2,500.00	\$2,500.00	0%	
Legislative Publishing	001-0-511-000-511-30-44-0000	\$3,500.00	\$3,500.00	0%	
Travel/Lodging Council	001-0-511-000-511-60-43-0000	\$500.00	\$500.00	0%	
Tuition Council	001-0-511-000-511-60-49-0000	\$5,000.00	\$5,000.00	0%	
Total Legislative:		\$37,000.00	\$37,000.00	0%	
Judicial					
Court Clerk Salary	001-0-512-000-512-52-10-0001	\$5,400.00	\$5,400.00	0%	
Court Clerk Benefits	001-0-512-000-512-52-20-0001	\$2,160.00	\$2,160.00	0%	
Jury Management/Courtroom Use	001-0-512-000-512-52-41-0001	\$1,200.00	\$1,200.00	0%	
Interpreter Fees	001-0-512-000-512-52-41-0002	\$500.00	\$500.00	0%	
Municipal Court Contract	001-0-512-000-512-52-41-0003	\$20,000.00	\$20,000.00	0%	
Sheriff Warrant Service Charge	001-0-512-000-512-52-51-0000	\$250.00	\$250.00	0%	
Prosecuting Attorney County Contract	001-0-512-000-515-35-41-0000	\$16,000.00	\$16,000.00	0%	
Indigent Defense	001-0-512-000-515-93-41-0000	\$15,000.00	\$15,000.00	0%	
Total Judicial:		\$60,510.00	\$60,510.00	0%	
Executive					
Mayor Salary	001-0-513-000-513-10-10-0000	\$7,200.00	\$7,200.00	0%	
City Administrator Salary	001-0-513-000-513-10-10-0001	\$108,290.00	\$113,704.50	5%	
Mayor Benefits	001-0-513-000-513-10-20-0000	\$625.00	\$625.00	0%	
City Administrator Benefits	001-0-513-000-513-10-20-0001	\$27,961.60	\$29,359.68	5%	
Travel/Lodging Mayor/Administrator	001-0-513-000-513-10-43-0000	\$2,000.00	\$2,000.00	0%	
Tuition Mayor/Administrator	001-0-513-000-513-10-49-0000	\$1,000.00	\$1,000.00	0%	
Total Executive:		\$147,076.60	\$153,889.18	4.6%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Financial, Recording & Elections					
Budgeting/Accounting Salary	001-0-514-000-514-20-10-0001	\$77,695.20	\$81,579.96	5%	
Budgeting/Accounting Benefits	001-0-514-000-514-20-20-0001	\$24,721.20	\$25,957.26	5%	
Minutes - Recording Fee Sal	001-0-514-000-514-30-10-0000	\$2,648.70	\$2,781.14	5%	
Minutes - Recording Fee Ben	001-0-514-000-514-30-20-0000	\$235.44	\$247.21	5%	
EBPP Fees General Fund	001-0-514-000-514-20-41-0001	\$600.00	\$600.00	0%	
Finance-Contractual Services	001-0-514-000-514-20-41-0002	\$7,400.00	\$7,400.00	0%	
Audit Fee	001-0-514-000-514-20-41-0022	\$7,000.00	\$7,000.00	0%	
Travel Financial/Records	001-0-514-000-514-20-43-0000	\$1,000.00	\$1,000.00	0%	
Clerk Bond Premiums	001-0-514-000-514-20-46-0000	\$200.00	\$200.00	0%	
Training/Tuition - Financial/Records	001-0-514-000-514-20-49-0000	\$3,000.00	\$3,000.00	0%	
Dues & Membership - Financial	001-0-514-000-514-20-49-0001	\$1,200.00	\$1,200.00	0%	
Fiduciary Fees/VISA	001-0-514-000-514-20-49-0002	\$4,000.00	\$4,000.00	0%	
Miscellaneous Charges	001-0-514-000-514-20-49-0003	\$500.00	\$500.00	0%	
Elections	001-0-514-000-514-41-41-0000	\$1,000.00	\$1,000.00	0%	
Voter Registration Services	001-0-514-000-514-91-51-0000	\$6,000.00	\$6,000.00	0%	
Total Financial, Recording & Elections:		\$137,200.54	\$142,465.57	3.8%	
Legal					
Advisory Board Services	001-0-515-000-515-41-41-0000	\$15,000.00	\$15,000.00	0%	
Travel - Legal	001-0-515-000-515-41-43-0000	\$750.00	\$750.00	0%	
Training & Tuition - Legal	001-0-515-000-515-41-49-0000	\$750.00	\$750.00	0%	
Total Legal:		\$16,500.00	\$16,500.00	0%	
Employee Benefit Programs					
Unemployment Claims	001-0-517-000-517-70-22-0000	\$10,000.00	\$10,000.00	0%	
Staff Wellness	001-0-517-000-517-90-26-0000	\$500.00	\$500.00	0%	
Old Age Survivor Insurance	001-0-517-000-517-70-25-0000	\$25.00	\$25.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Total Employee Benefit Programs:		\$10,525.00	\$10,525.00	0%	
Centralizes Services					
Building Repair Salary	001-0-518-000-518-30-10-0000	\$6,000.00	\$6,300.00	5%	
Building Repair Benefits	001-0-518-000-518-30-20-0000	\$3,000.00	\$3,150.00	5%	
Household Supplies/Repairs	001-0-518-000-518-30-31-0000	\$1,000.00	\$1,000.00	0%	
Building Repair Supplies	001-0-518-000-518-30-31-0001		\$3,000.00	N/A	
Office Supplies	001-0-518-000-518-40-31-0000	\$10,000.00	\$10,000.00	0%	
Custodial Services	001-0-518-000-518-30-41-0000	\$1,000.00	\$1,000.00	0%	
Contractual Services	001-0-518-000-518-30-41-0001	\$25,500.00	\$28,700.00	12.5%	
HR-Advertisement	001-0-518-000-518-30-44-0000	\$1,000.00	\$1,000.00	0%	
Eq Rental - Building Repair	001-0-518-000-518-30-45-0099	\$1,000.00	\$1,000.00	0%	
Insurance - Liability	001-0-518-000-518-30-46-0000	\$20,560.00	\$25,560.00	24.3%	
Heat & Lights	001-0-518-000-518-30-47-0000	\$3,500.00	\$3,500.00	0%	
City Hall Water/Sewer	001-0-518-000-518-30-47-0001	\$1,463.32	\$1,463.32	0%	
Building Repair Supplies	001-0-518-000-518-30-48-0000	\$3,000.00	\$0.00	-100%	
Office Equip Repair& Maintenance	001-0-518-000-518-40-41-0000	\$29,000.00	\$29,000.00	0%	
Central Services Telephone	001-0-518-000-518-40-42-0000	\$4,000.00	\$4,000.00	0%	
Miscellaneous - Postage	001-0-518-000-518-40-42-0001	\$500.00	\$500.00	0%	
Website - General Fund	001-0-518-000-518-80-41-0023	\$3,200.00		N/A	
Dues And Membership - General Govt	001-0-518-000-518-90-49-0001	\$3,000.00	\$3,000.00	0%	
City Hall Improvements	001-0-518-000-594-18-62-0000	\$50,000.00	\$0.00	-100%	
Office Furniture/Equipment	001-0-518-000-594-18-64-0000	\$10,000.00	\$0.00	-100%	
Total Centralizes Services:		\$176,723.32	\$122,173.32	-30.9%	
Dispatch Services					
Dispatch Fees - City	001-0-528-000-528-60-41-0000	\$2,500.00	\$2,500.00	0%	
Radio Contract	001-0-528-000-528-60-42-0000	\$3,500.00	\$3,500.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Total Dispatch Services:		\$6,000.00	\$6,000.00	0%	
Conservation					
Air Pollution Authority	001-0-553-000-553-70-41-0000	\$500.00	\$500.00	0%	
Total Conservation:		\$500.00	\$500.00	0%	
Public Health					
Farmers Market Support	001-0-562-000-562-10-41-0000	\$10,000.00	\$10,000.00	0%	
Total Public Health:		\$10,000.00	\$10,000.00	0%	
Welfare					
Food Bank Support	001-0-565-000-565-10-49-0000	\$10,000.00	\$10,000.00	0%	
Total Welfare:		\$10,000.00	\$10,000.00	0%	
Substance Abuse					
Substance Abuse/Liquor Excise	001-0-566-000-566-72-42-0000	\$150.00	\$150.00	0%	
Total Substance Abuse:		\$150.00	\$150.00	0%	
Cultural & Community Activities					
Promotion Salaries	103-0-573-000-573-90-10-0000	\$5,000.00	\$5,000.00	0%	
Promotion Field Salaries	103-0-573-000-573-90-10-0003	\$3,300.00	\$3,300.00	0%	
Promotion Benefits	103-0-573-000-573-90-20-0000	\$1,000.00	\$1,000.00	0%	
Promotion Field Benefits	103-0-573-000-573-90-20-0003	\$1,700.00	\$1,700.00	0%	
Hosting of Meetings/Events	001-0-573-000-573-90-49-0000	\$500.00	\$500.00	0%	
Consultant Services, Chamber	103-0-573-000-573-30-41-0000	\$110,000.00	\$110,000.00	0%	
SBA Consultant Services	103-0-573-000-573-30-41-0001	\$81,000.00	\$81,000.00	0%	
Chamber Events	103-0-573-000-573-30-41-0002	\$18,000.00	\$18,000.00	0%	
County - Fair & Timber Carnival	103-0-573-000-573-30-41-0004	\$5,000.00	\$5,000.00	0%	
County - Bluegrass Festival	103-0-573-000-573-30-41-0005	\$10,000.00	\$10,000.00	0%	
County-Fireworks	103-0-573-000-573-30-41-0008	\$7,500.00	\$7,500.00	0%	
General Admin Fees	103-0-573-000-573-30-41-0010	\$6,428.27	\$6,679.30	3.9%	
CRGIC Consultant Services	103-0-573-000-573-90-41-0002	\$60,000.00	\$60,000.00	0%	

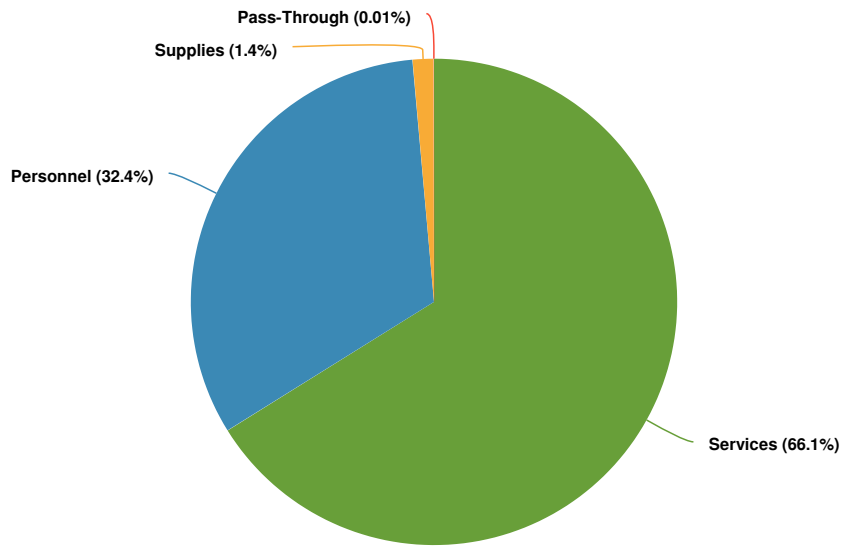


Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
X-Fest Event Consultant Servic	103-0-573-000-573-90-41-0003	\$1,000.00	\$1,000.00	0%	
Skamania Senior Services - Hiker Bus	103-0-573-000-573-90-41-0004	\$10,000.00	\$10,000.00	0%	
Gorge Outrigger Races	103-0-573-000-573-90-41-0008	\$5,000.00	\$5,000.00	0%	
BOTG Kiteboarding Festival	103-0-573-000-573-90-41-0009	\$3,000.00	\$3,000.00	0%	
Main St Program Coordinator (SBA)	103-0-573-000-573-90-41-0013	\$75,000.00	\$75,000.00	0%	
Stevenson Waterfront Music Festival	103-0-573-000-573-90-41-0014	\$5,000.00	\$5,000.00	0%	
SC Fair Board-GorgeGrass	103-0-573-000-573-90-41-0018	\$4,000.00	\$4,000.00	0%	
CGTA Services	103-0-573-000-573-90-41-0019	\$5,000.00	\$5,000.00	0%	
Audit Fee	103-0-573-000-573-90-41-0022	\$2,000.00	\$2,000.00	0%	
Gorge Olympic Windsurfing Cup	103-0-573-000-573-90-41-0024	\$3,000.00	\$3,000.00	0%	
Gorge Downwind Champs	103-0-573-000-573-90-41-0025	\$10,000.00	\$10,000.00	0%	
OPA-Waterfront Festival	103-0-573-000-573-90-41-0026	\$700.00	\$700.00	0%	
Total Cultural & Community Activities:		\$433,128.27	\$433,379.30	0.1%	
Total Expenditures:		\$1,045,313.73	\$1,003,092.37	-4%	

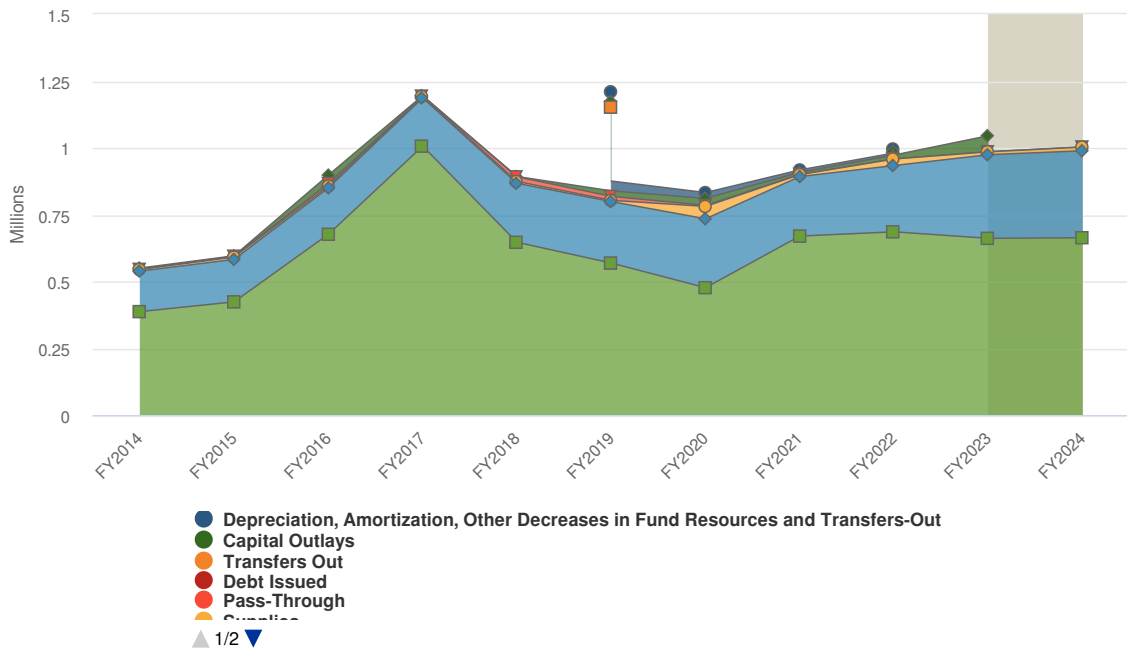


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Expense Objects					
Personnel					
Council Salary	001-0-511-000-511-60-10-0000	\$24,000.00	\$24,000.00	0%	
Council Benefits	001-0-511-000-511-60-20-0000	\$1,500.00	\$1,500.00	0%	
Court Clerk Salary	001-0-512-000-512-52-10-0001	\$5,400.00	\$5,400.00	0%	
Court Clerk Benefits	001-0-512-000-512-52-20-0001	\$2,160.00	\$2,160.00	0%	
Mayor Salary	001-0-513-000-513-10-10-0000	\$7,200.00	\$7,200.00	0%	
City Administrator Salary	001-0-513-000-513-10-10-0001	\$108,290.00	\$113,704.50	5%	
Mayor Benefits	001-0-513-000-513-10-20-0000	\$625.00	\$625.00	0%	
City Administrator Benefits	001-0-513-000-513-10-20-0001	\$27,961.60	\$29,359.68	5%	
Budgeting/Accounting Salary	001-0-514-000-514-20-10-0001	\$77,695.20	\$81,579.96	5%	
Budgeting/Accounting Benefits	001-0-514-000-514-20-20-0001	\$24,721.20	\$25,957.26	5%	
Minutes - Recording Fee Sal	001-0-514-000-514-30-10-0000	\$2,648.70	\$2,781.14	5%	
Minutes - Recording Fee Ben	001-0-514-000-514-30-20-0000	\$235.44	\$247.21	5%	
Unemployment Claims	001-0-517-000-517-70-22-0000	\$10,000.00	\$10,000.00	0%	
Staff Wellness	001-0-517-000-517-90-26-0000	\$500.00	\$500.00	0%	
Building Repair Salary	001-0-518-000-518-30-10-0000	\$6,000.00	\$6,300.00	5%	
Building Repair Benefits	001-0-518-000-518-30-20-0000	\$3,000.00	\$3,150.00	5%	
Promotion Salaries	103-0-573-000-573-90-10-0000	\$5,000.00	\$5,000.00	0%	
Promotion Field Salaries	103-0-573-000-573-90-10-0003	\$3,300.00	\$3,300.00	0%	
Promotion Benefits	103-0-573-000-573-90-20-0000	\$1,000.00	\$1,000.00	0%	
Promotion Field Benefits	103-0-573-000-573-90-20-0003	\$1,700.00	\$1,700.00	0%	
Total Personnel:		\$312,937.14	\$325,464.75	4%	
Supplies					
Household Supplies/Repairs	001-0-518-000-518-30-31-0000	\$1,000.00	\$1,000.00	0%	
Building Repair Supplies	001-0-518-000-518-30-31-0001		\$3,000.00	N/A	
Office Supplies	001-0-518-000-518-40-31-0000	\$10,000.00	\$10,000.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Total Supplies:		\$11,000.00	\$14,000.00	27.3%	
Pass-Through					
Substance Abuse/Liquor Excise	001-0-566-000-566-72-42-0000	\$150.00	\$150.00	0%	
Total Pass-Through:		\$150.00	\$150.00	0%	
Services					
Ordinance Codification	001-0-511-000-511-30-41-0000	\$2,500.00	\$2,500.00	0%	
Legislative Publishing	001-0-511-000-511-30-44-0000	\$3,500.00	\$3,500.00	0%	
Travel/Lodging Council	001-0-511-000-511-60-43-0000	\$500.00	\$500.00	0%	
Tuition Council	001-0-511-000-511-60-49-0000	\$5,000.00	\$5,000.00	0%	
Jury Management/Courtroom Use	001-0-512-000-512-52-41-0001	\$1,200.00	\$1,200.00	0%	
Interpreter Fees	001-0-512-000-512-52-41-0002	\$500.00	\$500.00	0%	
Municipal Court Contract	001-0-512-000-512-52-41-0003	\$20,000.00	\$20,000.00	0%	
Sheriff Warrant Service Charge	001-0-512-000-512-52-51-0000	\$250.00	\$250.00	0%	
Prosecuting Attorney County Contract	001-0-512-000-515-35-41-0000	\$16,000.00	\$16,000.00	0%	
Indigent Defense	001-0-512-000-515-93-41-0000	\$15,000.00	\$15,000.00	0%	
Travel/Lodging Mayor/Administrator	001-0-513-000-513-10-43-0000	\$2,000.00	\$2,000.00	0%	
Tuition Mayor/Administrator	001-0-513-000-513-10-49-0000	\$1,000.00	\$1,000.00	0%	
EBPP Fees General Fund	001-0-514-000-514-20-41-0001	\$600.00	\$600.00	0%	
Finance-Contractual Services	001-0-514-000-514-20-41-0002	\$7,400.00	\$7,400.00	0%	
Audit Fee	001-0-514-000-514-20-41-0022	\$7,000.00	\$7,000.00	0%	
Travel Financial/Records	001-0-514-000-514-20-43-0000	\$1,000.00	\$1,000.00	0%	
Clerk Bond Premiums	001-0-514-000-514-20-46-0000	\$200.00	\$200.00	0%	
Training/Tuition - Financial/Records	001-0-514-000-514-20-49-0000	\$3,000.00	\$3,000.00	0%	
Dues & Membership - Financial	001-0-514-000-514-20-49-0001	\$1,200.00	\$1,200.00	0%	
Fiduciary Fees/VISA	001-0-514-000-514-20-49-0002	\$4,000.00	\$4,000.00	0%	
Miscellaneous Charges	001-0-514-000-514-20-49-0003	\$500.00	\$500.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
Elections	001-0-514-000-514-41-41-0000	\$1,000.00	\$1,000.00	0%	
Voter Registration Services	001-0-514-000-514-91-51-0000	\$6,000.00	\$6,000.00	0%	
Advisory Board Services	001-0-515-000-515-41-41-0000	\$15,000.00	\$15,000.00	0%	
Travel - Legal	001-0-515-000-515-41-43-0000	\$750.00	\$750.00	0%	
Training & Tuition - Legal	001-0-515-000-515-41-49-0000	\$750.00	\$750.00	0%	
Old Age Survivor Insurance	001-0-517-000-517-70-25-0000	\$25.00	\$25.00	0%	
Custodial Services	001-0-518-000-518-30-41-0000	\$1,000.00	\$1,000.00	0%	
Contractual Services	001-0-518-000-518-30-41-0001	\$25,500.00	\$28,700.00	12.5%	
HR-Advertisement	001-0-518-000-518-30-44-0000	\$1,000.00	\$1,000.00	0%	
Eq Rental - Building Repair	001-0-518-000-518-30-45-0099	\$1,000.00	\$1,000.00	0%	
Insurance - Liability	001-0-518-000-518-30-46-0000	\$20,560.00	\$25,560.00	24.3%	
Heat & Lights	001-0-518-000-518-30-47-0000	\$3,500.00	\$3,500.00	0%	
City Hall Water/Sewer	001-0-518-000-518-30-47-0001	\$1,463.32	\$1,463.32	0%	
Building Repair Supplies	001-0-518-000-518-30-48-0000	\$3,000.00	\$0.00	-100%	
Office Equip Repair& Maintenance	001-0-518-000-518-40-41-0000	\$29,000.00	\$29,000.00	0%	
Central Services Telephone	001-0-518-000-518-40-42-0000	\$4,000.00	\$4,000.00	0%	
Miscellaneous - Postage	001-0-518-000-518-40-42-0001	\$500.00	\$500.00	0%	
Website - General Fund	001-0-518-000-518-80-41-0023	\$3,200.00		N/A	
Dues And Membership - General Govt	001-0-518-000-518-90-49-0001	\$3,000.00	\$3,000.00	0%	
Dispatch Fees - City	001-0-528-000-528-60-41-0000	\$2,500.00	\$2,500.00	0%	
Radio Contract	001-0-528-000-528-60-42-0000	\$3,500.00	\$3,500.00	0%	
Air Pollution Authority	001-0-553-000-553-70-41-0000	\$500.00	\$500.00	0%	
Farmers Market Support	001-0-562-000-562-10-41-0000	\$10,000.00	\$10,000.00	0%	
Food Bank Support	001-0-565-000-565-10-49-0000	\$10,000.00	\$10,000.00	0%	
Hosting of Meetings/Events	001-0-573-000-573-90-49-0000	\$500.00	\$500.00	0%	
Consultant Services, Chamber	103-0-573-000-573-30-41-0000	\$110,000.00	\$110,000.00	0%	



Name	Account ID	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	Notes
SBA Consultant Services	103-0-573-000-573-30-41-0001	\$81,000.00	\$81,000.00	0%	
Chamber Events	103-0-573-000-573-30-41-0002	\$18,000.00	\$18,000.00	0%	
County - Fair & Timber Carnival	103-0-573-000-573-30-41-0004	\$5,000.00	\$5,000.00	0%	
County - Bluegrass Festival	103-0-573-000-573-30-41-0005	\$10,000.00	\$10,000.00	0%	
County-Fireworks	103-0-573-000-573-30-41-0008	\$7,500.00	\$7,500.00	0%	
General Admin Fees	103-0-573-000-573-30-41-0010	\$6,428.27	\$6,679.30	3.9%	
CRGIC Consultant Services	103-0-573-000-573-90-41-0002	\$60,000.00	\$60,000.00	0%	
X-Fest Event Consultant Serv	103-0-573-000-573-90-41-0003	\$1,000.00	\$1,000.00	0%	
Skamania Senior Services - Hiker Bus	103-0-573-000-573-90-41-0004	\$10,000.00	\$10,000.00	0%	
Gorge Outrigger Races	103-0-573-000-573-90-41-0008	\$5,000.00	\$5,000.00	0%	
BOTG Kiteboarding Festival	103-0-573-000-573-90-41-0009	\$3,000.00	\$3,000.00	0%	
Main St Program Coordinator (SBA)	103-0-573-000-573-90-41-0013	\$75,000.00	\$75,000.00	0%	
Stevenson Waterfront Music Festival	103-0-573-000-573-90-41-0014	\$5,000.00	\$5,000.00	0%	
SC Fair Board-GorgeGrass	103-0-573-000-573-90-41-0018	\$4,000.00	\$4,000.00	0%	
CGTA Services	103-0-573-000-573-90-41-0019	\$5,000.00	\$5,000.00	0%	
Audit Fee	103-0-573-000-573-90-41-0022	\$2,000.00	\$2,000.00	0%	
Gorge Olympic Windsurfing Cup	103-0-573-000-573-90-41-0024	\$3,000.00	\$3,000.00	0%	
Gorge Downwind Champs	103-0-573-000-573-90-41-0025	\$10,000.00	\$10,000.00	0%	
OPA-Waterfront Festival	103-0-573-000-573-90-41-0026	\$700.00	\$700.00	0%	
Total Services:		\$661,226.59	\$663,477.62	0.3%	
Capital Outlays					
City Hall Improvements	001-0-518-000-594-18-62-0000	\$50,000.00	\$0.00	-100%	
Office Furniture/Equipment	001-0-518-000-594-18-64-0000	\$10,000.00	\$0.00	-100%	
Total Capital Outlays:		\$60,000.00	\$0.00	-100%	
Total Expense Objects:		\$1,045,313.73	\$1,003,092.37	-4%	

Organizational Chart



Goal #1

Goal #2



DEBT



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.



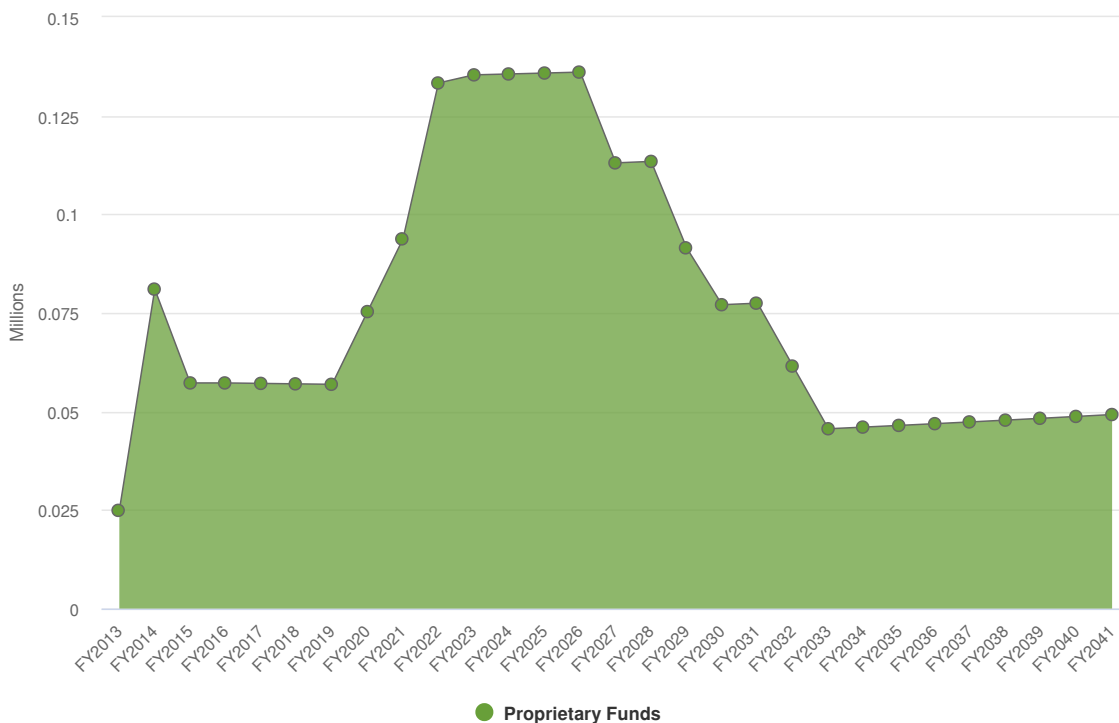
\$135,585

\$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.

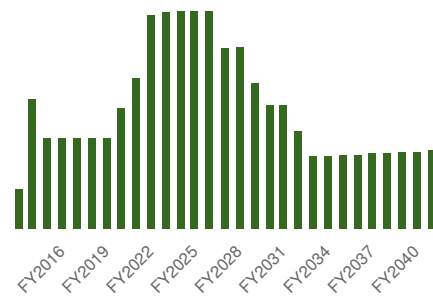
Debt by Fund



	FY2023	FY2024	% Change
All Funds	—	—	
Proprietary Funds	\$135,357	\$135,585	0.2%
Total All Funds:	\$135,357	\$135,585	0.2%

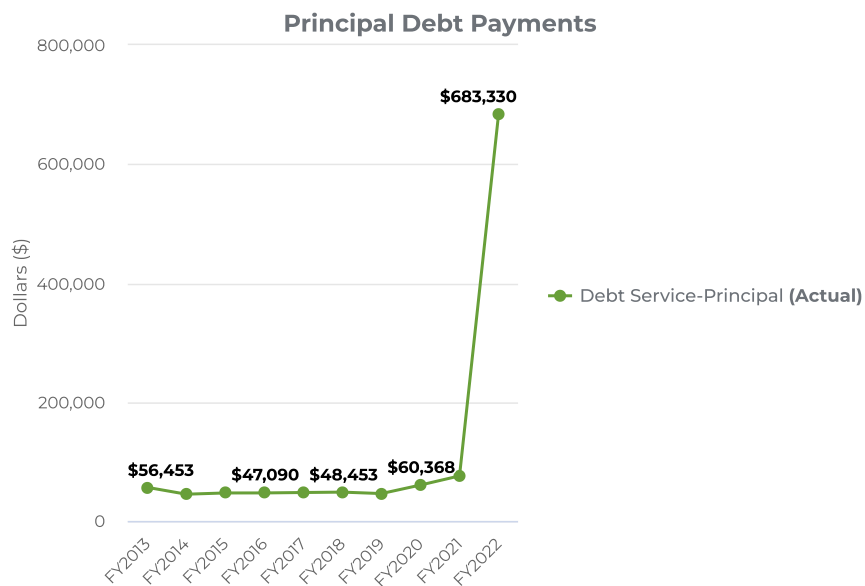
Proprietary Funds

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
Proprietary Funds	—	—	
Water/Sewer Fund	\$135,357	\$135,585	0.2%
Total Proprietary Funds:	\$135,357	\$135,585	0.2%

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.

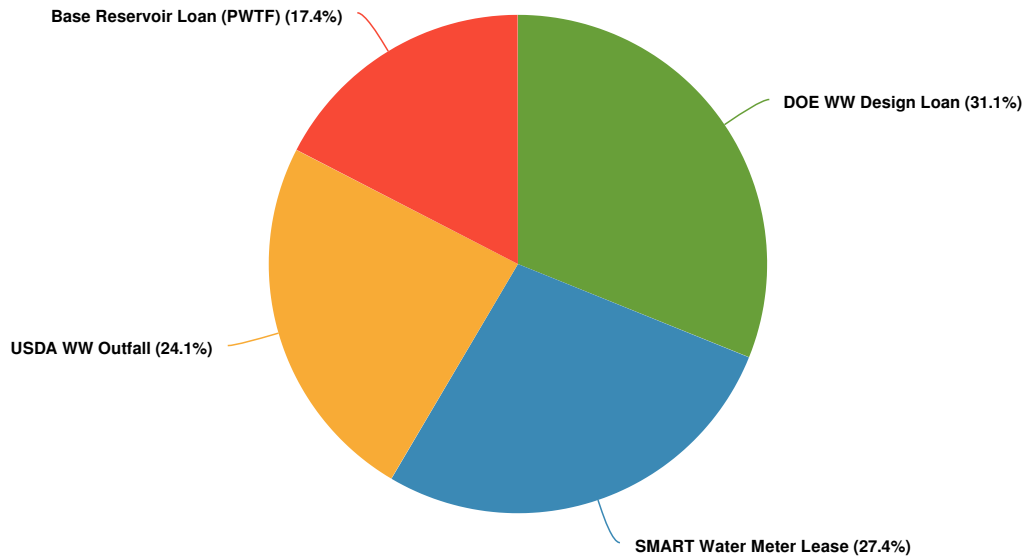
Debt Snapshot



\$135,585

\$228 (0.17% vs. 2023 year)

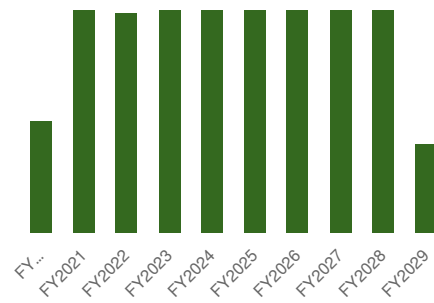
Debt by Type



	FY2023	FY2024	% Change
Debt	—	—	
SMART Water Meter Lease	\$37,116	\$37,116	0%
Base Reservoir Loan (PWTF)	\$23,739	\$23,622	-0.5%
USDA WW Outfall	\$32,670	\$32,670	0%
DOE WW Design Loan	\$41,833	\$42,177	0.8%
Total Debt:	\$135,357	\$135,585	0.2%

SMART Water Meter Lease

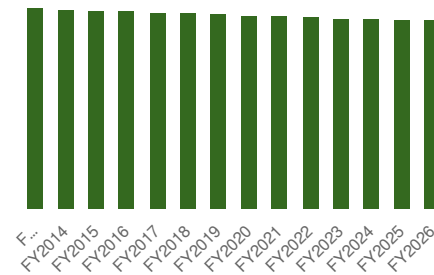
This is a 10-year lease/loan to pay for half the cost of switching out the manual read meters to electronic meters in 2020. The analysis showed the city would recoup the cost of this project over the 10-year lease period through increased efficiencies. It would take all four staff members one week to 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
SMART Water Meter Lease	—	—	
SMART Water Meter Lease	\$37,116	\$37,116	0%
Total SMART Water Meter Lease:	\$37,116	\$37,116	0%

Base Reservoir Loan (PWTF)

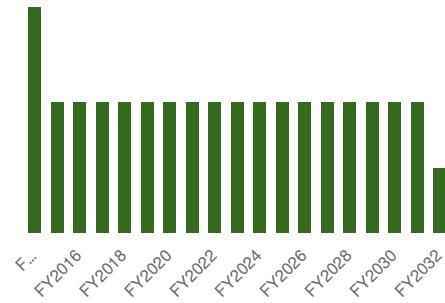
In 2004 there were five "boil water" orders, a transmission line that had failed twelve times over five years, causing extensive damage to homes and landscaping, and fire hydrants that did not meet new city and ICBO standards for fire flow. To address this, the city installed approximately 6,250 feet 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
Base Reservoir Loan (PWTF)	—	—	
Base Reservoir Loan (PWTF)	\$23,739	\$23,622	-0.5%
Total Base Reservoir Loan (PWTF):	\$23,739	\$23,622	-0.5%

USDA WW Outfall

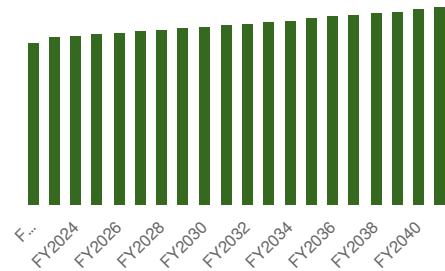
This loan was to pay for the emergency extension of the wastewater outfall further into the Columbia River which was closed off by the Piper landslide.



	FY2023	FY2024	% Change
USDA WW Outfall	—	—	
USDA WW Outfall	\$32,670	\$32,670	0%
Total USDA WW Outfall:	\$32,670	\$32,670	0%

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
DOE WW Design Loan	—	—	
DOE WW Design Loan	\$41,833	\$42,177	0.8%
Total DOE WW Design Loan:	\$41,833	\$42,177	0.8%

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 1

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 91 00 0001 Unreserved Cash & Investments	1,047,784.22	1,047,784.22	1,457,189.47	1,457,189.47	930,756.45	-36%	
100 Unreserved	1,047,784.22	1,047,784.22	1,457,189.47	1,457,189.47	930,756.45	-36%	
308 51 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	0%	
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	0%	
308 31 02 0001 Reserved Cash - Custodial	51,135.13	51,135.13	51,135.13	51,135.13	51,135.13	0%	
104 Custodial Reserve	51,135.13	51,135.13	51,135.13	51,135.13	51,135.13	0%	
308 Beginning Balances	1,132,333.17	1,132,333.17	1,541,738.42	1,541,738.42	1,015,305.40	-34%	
311 10 00 0000 General Property Tax	501,569.36	526,086.33	546,401.90	344,136.82	551,865.92	1%	
311 Property Tax	501,569.36	526,086.33	546,401.90	344,136.82	551,865.92	1%	
313 11 00 0000 Sales Tax	280,000.00	441,745.12	308,000.00	275,745.33	450,000.00	46%	
313 71 00 0000 Local Criminal Justice Tax	20,000.00	31,563.04	20,000.00	20,447.55	30,000.00	50%	
313 Sales Tax	300,000.00	473,308.16	328,000.00	296,192.88	480,000.00	46%	
316 43 00 0000 Natural Gas Utility Tax	13,500.00	15,667.65	13,500.00	20,784.89	13,500.00	0%	
316 45 00 0000 Garbage Utility Tax	7,500.00	10,952.75	7,500.00	8,771.14	7,500.00	0%	
316 46 00 0000 Cable TV Utility Tax	3,000.00	2,226.90	3,000.00	2,709.57	3,000.00	0%	
316 47 00 0000 Telephone Utility Tax	8,000.00	12,469.57	8,000.00	8,078.95	8,000.00	0%	
316 Utility Tax	32,000.00	41,316.87	32,000.00	40,344.55	32,000.00	0%	
317 20 00 0000 Leasehold Tax	16,000.00	26,953.95	16,000.00	20,353.77	16,000.00	0%	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	0.00	263.21	0.00	0.00	0.00	0%	
317 Other Tax	16,000.00	27,217.16	16,000.00	20,353.77	16,000.00	0%	
310 Taxes	849,569.36	1,067,928.52	922,401.90	701,028.02	1,079,865.92	17%	
321 99 01 0000 Business Licenses	1,400.00	2,190.00	1,400.00	1,962.49	1,400.00	0%	
321 99 02 0000 Peddlers & Solicitors Permit	0.00	0.00	0.00	0.00	0.00	0%	
321 99 03 0000 Vacation Rental Licenses	1,500.00	3,350.00	1,500.00	3,916.67	1,500.00	0%	
321 Licenses	2,900.00	5,540.00	2,900.00	5,879.16	2,900.00	0%	
322 10 00 0000 Building Permits	0.00	143.25	0.00	296.00	0.00	0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 2

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
322 Permits	0.00	143.25	0.00	296.00		0%	
320 Licenses & Permits	2,900.00	5,683.25	2,900.00	6,175.16	2,900.00	0%	
333 14 51 0001 CDBG Housing Rehab Grant	92,758.20	92,758.20	0.00	0.00		0%	
334 02 70 0000 RCO Parks Planning Grant	0.00	0.00	75,000.00	0.00	25,000.00	-67%	
334 03 10 0002 DOE-Shoreline Access Grant	20,000.00	0.00	67,000.00	86,959.03		-100%	
330 Grants	112,758.20	92,758.20	142,000.00	86,959.03	25,000.00	-82%	
335 00 91 0000 PUD Privilege Tax (in Lieu)	11,000.00	15,574.34	11,000.00	16,556.52	11,000.00	0%	
335 04 01 0000 LE & CJ Leg One-Time Cost	0.00	0.00	0.00	0.00		0%	
335 State Shared	11,000.00	15,574.34	11,000.00	16,556.52	11,000.00	0%	
336 06 21 0000 Criminal Justice - Low Population	1,000.00	1,000.00	1,000.00	750.00	1,000.00	0%	
336 06 25 0000 Criminal Justice - Contracted Services	2,500.00	3,130.14	2,500.00	2,449.12	2,500.00	0%	
336 06 26 0000 Criminal Justice - Special Programs	1,891.00	1,858.36	1,968.50	1,468.55	2,092.50	6%	
336 06 42 0000 Marijuana Excise Tax	2,272.25	4,049.36	2,551.92	2,568.93	2,858.15	12%	
336 06 51 0000 DUI/Other Crim Justice Assist	0.00	174.64	0.00	55.52		0%	
336 06 94 0000 Liquor Excise Tax	9,836.25	10,782.10	10,633.00	8,309.95	11,206.50	5%	
337 40 00 0000 Private Harvest Tax	0.00	11.15	0.00	7.47		0%	
336 State Entitlements, Impact Payments &	17,499.50	21,005.75	18,653.42	15,609.54	19,657.15	5%	
337 40 00 0001 Pool District Loan Repayment-Principal	0.00	25,000.00	19,800.00	6,560.17	20,200.00	2%	
337 Interlocal Loan Repayments	0.00	25,000.00	19,800.00	6,560.17	20,200.00	2%	
330 Intergovernmental Revenues	141,257.70	154,338.29	191,453.42	125,685.26	75,857.15	-60%	
341 43 00 0000 General Admin Services	276,935.13	276,764.35	273,014.81	0.00	283,445.71	4%	
341 81 00 0000 Printing/Photocopy Services	0.00	22.20	0.00	1.25		0%	
342 33 05 0000 Active Probation Fee	7,000.00	5,123.41	7,000.00	5,226.53	7,000.00	0%	
341 Admin, Printing & Probation Fees	283,935.13	281,909.96	280,014.81	5,227.78	290,445.71	4%	
342 21 00 0000 Fire District II Fire Control	32,700.00	27,173.00	32,700.00	19,208.60	32,700.00	0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 3

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
342 Fire District 2	32,700.00	27,173.00	32,700.00	19,208.60	32,700.00	0%	
345 83 00 0000 Planning Fees	4,500.00	16,136.36	4,500.00	24,314.98	4,500.00	0%	
345 Planning	4,500.00	16,136.36	4,500.00	24,314.98	4,500.00	0%	
341 93 00 0000 Port of Cascade Locks-Facilities Maint	0.00	16,823.64	0.00	18,557.55		0%	
376 Parks	0.00	16,823.64	0.00	18,557.55		0%	
340 Charges For Goods & Services	321,135.13	342,042.96	317,214.81	67,308.91	327,645.71	3%	
353 10 00 0000 Traffic Infractions/Parking	5,000.00	1,589.59	5,000.00	1,969.69	5,000.00	0%	
353 70 00 0000 Non-Traffic Infractions	100.00	500.00	100.00	0.00	100.00	0%	
355 20 00 0000 DUI Fines	1,000.00	367.70	1,000.00	65.66	1,000.00	0%	
355 80 00 0000 Criminal Traffic Fines	1,000.00	2,827.30	1,000.00	1,426.52	1,000.00	0%	
356 90 00 0000 Criminal Non-Traffic Fines	600.00	4,182.35	600.00	68.10	600.00	0%	
357 37 00 0000 Court Cost Recoupments	5,000.00	3,433.78	5,000.00	1,097.79	5,000.00	0%	
350 Fines & Penalties	12,700.00	12,900.72	12,700.00	4,627.76	12,700.00	0%	
361 11 00 0000 Interest Income/General Fund	5,000.00	10,963.17	5,000.00	33,041.30	5,000.00	0%	
361 40 00 0000 Sales Tax Interest	200.00	827.83	200.00	1,398.70	200.00	0%	
369 91 00 0000 Miscellaneous Income	300.00	1,181.83	300.00	1,181.38	300.00	0%	
100 General Interest Income	5,500.00	12,972.83	5,500.00	35,621.38	5,500.00	0%	
362 00 00 0000 Park Rentals	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0%	
376 Parks	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0%	
360 Interest & Other Earnings	8,000.00	15,472.83	8,000.00	38,121.38	8,000.00	0%	
TOTAL REVENUES:	2,467,895.36	2,730,699.74	2,996,408.55	2,484,684.91	2,522,274.18	-16%	
511 30 41 0000 Ordinance Codification	2,500.00	2,355.00	2,500.00	0.00	2,500.00	0%	
511 30 44 0000 Legislative Publishing	3,500.00	6,823.23	3,500.00	7,658.91	3,500.00	0%	
511 60 10 0000 Council Salary	12,000.00	13,050.00	24,000.00	10,200.00	24,000.00	0%	
511 60 20 0000 Council Benefits	1,000.00	998.44	1,500.00	780.39	1,500.00	0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 4

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
511 60 43 0000 Travel/Lodging Council	500.00	658.60	500.00	0.00	500.00	0%	
511 60 49 0000 Tuition Council	5,000.00	0.00	5,000.00	0.00	5,000.00	0%	
511 Legislative	24,500.00	23,885.27	37,000.00	18,639.30	37,000.00	0%	
512 52 10 0001 Court Clerk Salary	5,000.00	4,328.22	5,400.00	3,429.40	5,400.00	0%	
512 52 20 0001 Court Clerk Benefits	2,000.00	801.85	2,160.00	624.23	2,160.00	0%	
512 52 31 0000 Court Supplies	0.00	0.00	0.00	0.00	0.00	0%	
512 52 41 0001 Jury Management/Courtroom Use	1,200.00	725.01	1,200.00	1,004.83	1,200.00	0%	
512 52 41 0002 Interpreter Fees	500.00	0.00	500.00	0.00	500.00	0%	
512 52 41 0003 Municipal Court Contract	20,000.00	20,000.00	20,000.00	14,999.00	20,000.00	0%	
512 52 51 0000 Sheriff Warrant Service Charge	250.00	0.00	250.00	0.00	250.00	0%	
515 35 41 0000 Prosecuting Attorney County Contract	16,000.00	16,000.00	16,000.00	13,500.00	16,000.00	0%	
515 93 41 0000 Indigent Defense	15,000.00	15,805.25	15,000.00	16,676.18	15,000.00	0%	
512 Judicial	59,950.00	57,660.33	60,510.00	50,233.64	60,510.00	0%	
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	7,200.00	4,800.00	7,200.00	0%	
513 10 10 0001 City Administrator Salary	81,750.00	94,512.14	108,290.00	69,933.57	113,704.50	5%	
513 10 20 0000 Mayor Benefits	625.00	550.80	625.00	367.20	625.00	0%	
513 10 20 0001 City Administrator Benefits	30,520.00	17,392.85	27,961.60	12,715.05	29,359.68	5%	
513 10 43 0000 Travel/Lodging Mayor/Administrator	2,000.00	1,059.69	2,000.00	1,495.03	2,000.00	0%	
513 10 49 0000 Tuition Mayor/Administrator	1,000.00	3,109.72	1,000.00	604.93	1,000.00	0%	
513 Executive	123,095.00	123,825.20	147,076.60	89,915.78	153,889.18	5%	
514 20 10 0001 Budgeting/Accounting Salary	71,940.00	70,012.49	77,695.20	63,062.14	81,579.96	5%	
514 20 20 0001 Budgeting/Accounting Benefits	22,890.00	16,918.90	24,721.20	14,111.04	25,957.26	5%	
514 20 41 0001 EBPP Fees General Fund	600.00	301.13	600.00	231.82	600.00	0%	
514 20 41 0002 Finance-Contractual Services	4,386.67	4,856.45	7,400.00	12,241.90	7,400.00	0%	
514 20 41 0022 Audit Fee	7,000.00	5,015.52	7,000.00	4,825.61	7,000.00	0%	
514 20 43 0000 Travel Financial/Records	1,000.00	966.30	1,000.00	747.35	1,000.00	0%	
514 20 46 0000 Clerk Bond Premiums	200.00	104.00	200.00	102.00	200.00	0%	
514 20 49 0000 Training/Tuition - Financial/Records	3,000.00	1,234.17	3,000.00	1,535.00	3,000.00	0%	
514 20 49 0001 Dues & Membership - Financial	1,200.00	880.00	1,200.00	1,210.00	1,200.00	0%	
514 20 49 0002 Fiduciary Fees/VISA	4,000.00	4,379.40	4,000.00	2,635.31	4,000.00	0%	
514 20 49 0003 Miscellaneous Charges	500.00	0.00	500.00	0.00	500.00	0%	
514 30 10 0000 Minutes - Recording Fee Sal	2,452.50	1,915.01	2,648.70	873.60	2,781.14	5%	
514 30 20 0000 Minutes - Recording Fee Ben	218.00	163.85	235.44	73.65	247.21	5%	
514 41 41 0000 Elections	1,000.00	0.00	1,000.00	0.00	1,000.00	0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 5

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
514 91 51 0000 Voter Registration Services	6,000.00	0.00	6,000.00	0.00	6,000.00	0%	
514 Financial, Recording & Electio	126,387.17	106,747.22	137,200.54	101,649.42	142,465.57	4%	
515 41 41 0000 Advisory Board Services	15,000.00	20,032.00	15,000.00	13,590.00	15,000.00	0%	
515 41 43 0000 Travel - Legal	750.00	0.00	750.00	396.26	750.00	0%	
515 41 49 0000 Training & Tuition - Legal	750.00	0.00	750.00	0.00	750.00	0%	
515 Legal Services	16,500.00	20,032.00	16,500.00	13,986.26	16,500.00	0%	
517 70 22 0000 Unemployment Claims	10,000.00	7,054.38	10,000.00	12,699.68	10,000.00	0%	
517 70 25 0000 Old Age Survivor Insurance	25.00	25.00	25.00	25.00	25.00	0%	
517 90 26 0000 Staff Wellness	500.00	0.00	500.00	0.00	500.00	0%	
517 Employee Benefit Programs	10,525.00	7,079.38	10,525.00	12,724.68	10,525.00	0%	
518 20 44 0000 DNR Fire Control Assessment	0.00	17.90	0.00	17.90		0%	
518 30 10 0000 Building Repair Salary	4,000.00	4,109.08	6,000.00	3,827.75	6,300.00	5%	
518 30 20 0000 Building Repair Benefits	2,000.00	1,657.42	3,000.00	1,524.51	3,150.00	5%	
518 30 31 0000 Household Supplies/Repairs	1,000.00	1,316.03	1,000.00	393.92	1,000.00	0%	
518 30 31 0001 Building Repair Supplies	3,000.00	3,192.32	3,000.00	884.85	3,000.00	0%	
518 30 41 0000 Custodial Services	1,000.00	849.54	1,000.00	733.11	1,000.00	0%	
518 30 41 0001 Contractual Services	26,700.00	27,604.46	25,500.00	5,632.86	28,700.00	13%	
518 30 44 0000 HR-Advertisement	1,000.00	1,275.60	1,000.00	505.54	1,000.00	0%	
518 30 45 0099 Eq Svc Internal-Bldg Repair	1,000.00	957.87	1,000.00	1,095.70	1,000.00	0%	
518 30 46 0000 Insurance - Liability	15,260.00	12,392.88	20,560.00	19,315.60	25,560.00	24%	
518 30 47 0000 Heat & Lights	3,500.00	3,594.16	3,500.00	2,748.68	3,500.00	0%	
518 30 47 0001 City Hall Water/Sewer	1,463.32	1,589.81	1,463.32	1,724.41	1,463.32	0%	
518 30 48 0000 Building Repair Services	0.00	0.00	0.00	395.51		0%	
518 40 31 0000 Office Supplies	20,000.00	22,447.47	10,000.00	7,646.36	10,000.00	0%	
518 40 41 0000 General Gov. Contractual Services	29,000.00	34,927.49	29,000.00	26,687.01	29,000.00	0%	
518 40 42 0000 Central Services Telephone	4,000.00	3,648.75	4,000.00	2,906.37	4,000.00	0%	
518 40 42 0001 Miscellaneous - Postage	500.00	549.92	500.00	1,107.75	500.00	0%	
518 63 40 0000 Pool District Loan	40,000.00	40,000.00	0.00	0.00		0%	
518 80 41 0023 Website - General Fund	3,200.00	20.00	3,200.00	0.00		-100%	
518 90 10 0000 COVID-19 - Salaries	0.00	1,192.80	0.00	0.00		0%	
518 90 20 0000 COVID-19 - Benefits	0.00	394.42	0.00	0.00		0%	
518 90 31 0000 COVID-19 Supplies	0.00	0.00	0.00	0.00		0%	
518 90 41 0000 COVID-19 Services	0.00	0.00	0.00	0.00		0%	
518 90 49 0001 Dues And Membership - General Govt	3,000.00	1,749.00	3,000.00	1,864.00	3,000.00	0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 6

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
594 18 62 0000 City Hall Improvements	0.00	1,860.79	50,000.00	0.00		-100%	
594 18 64 0000 Office Furniture/Equipment	0.00	0.00	10,000.00	0.00		-100%	
594 18 64 0001 Computer Equipment	0.00	12,428.58	0.00	0.00		0%	
518 Centralized Services	159,623.32	177,776.29	176,723.32	79,011.83	122,173.32	-31%	
521 20 41 0000 Police Services	185,928.07	186,403.00	201,546.03	152,148.50	301,560.00	50%	
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,700.00	3,130.14	2,700.00	1,599.62	2,700.00	0%	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,600.00	1,858.36	1,600.00	1,468.55	1,600.00	0%	
523 30 41 0000 Probation And Parole Services	10,000.00	5,123.41	10,000.00	5,226.53	10,000.00	0%	
523 60 41 0000 Jail Services	13,000.00	18,480.00	13,000.00	9,325.00	13,000.00	0%	
521 Law Enforcement	213,228.07	214,994.91	228,846.03	169,768.20	328,860.00	44%	
522 10 10 0000 Fire Chief/Administration - Salaries	1,900.00	1,200.00	1,900.00	800.00	86,900.00	4474%	
522 10 20 0000 Fire Chief/Administration - Benefits	100.00	91.80	100.00	61.20	45,100.00	45000%	
522 20 10 0000 Fire Contract Volunteer Reimb	16,000.00	6,976.00	16,000.00	0.00	16,000.00	0%	
522 20 20 0000 Firefighter Benefits	1,000.00	533.72	1,000.00	0.00	1,000.00	0%	
522 20 24 0000 Firefighter Pension/Disability	2,500.00	2,160.00	2,500.00	1,680.00	2,500.00	0%	
522 20 31 0000 Fire Supplies	15,000.00	3,517.76	15,000.00	16,155.86	15,000.00	0%	
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	0.00	0.00		0%	
522 20 32 0000 Fire Truck Fuel	1,000.00	774.26	1,000.00	268.34	1,000.00	0%	
522 20 41 0000 Fire-Contractual Services	20,000.00	5,284.00	20,000.00	13,080.00	20,000.00	0%	
522 20 42 0000 Fire Telephone	1,400.00	1,565.11	1,400.00	1,012.20	1,400.00	0%	
522 20 46 0000 Fire Truck Insurance	1,545.00	1,269.28	1,545.00	1,641.53	2,545.00	65%	
522 20 48 0000 Fire Hydrant Repair/Supplies	1,000.00	0.00	1,000.00	0.00	1,000.00	0%	
522 20 49 0001 Dues & Memb./Sub. City Fire	250.00	457.50	250.00	0.00	250.00	0%	
522 30 10 0000 Fire Support Salary	5,000.00	2,102.13	5,000.00	3,570.06	5,000.00	0%	
522 30 20 0000 Fire Support Benefits	2,500.00	707.87	2,500.00	1,283.33	2,500.00	0%	
522 30 31 0001 Fire Prevention Supplies City	500.00	0.00	500.00	657.16	500.00	0%	
522 30 41 0000 Fire Investigations	1,000.00	0.00	1,000.00	0.00	1,000.00	0%	
522 30 45 0099 Eq Svc Internal - Fire Support	5,500.00	795.14	2,500.00	1,289.08	2,500.00	0%	
522 45 43 0000 Travel - Fire Department	1,000.00	0.00	500.00	0.00	500.00	0%	
522 45 49 0000 Fire Department Training	3,000.00	0.00	3,000.00	0.00	3,000.00	0%	
522 50 47 0000 Fire Hall Heat And Lights	3,000.00	3,942.27	3,000.00	3,297.80	3,000.00	0%	
522 50 47 0001 Fire Hall Water-Sewer	5,250.00	4,078.47	5,512.50	3,195.52	5,512.50	0%	
522 50 47 0099 Water on Demand For Hydrants-Internal	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0%	
522 50 48 0000 Fire Hall Repair	1,000.00	0.00	60,000.00	1,086.39	60,000.00	0%	
522 60 48 0000 Fire Equipment Repair	6,000.00	3,848.44	6,000.00	0.00	6,000.00	0%	
597 12 00 0000 Transfer Out To 303 Joint Emerg. Fac.	0.00	0.00	0.00	0.00		0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 7

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
202 Fire Department	99,445.00	43,303.75	155,207.50	49,078.47	286,207.50	84%	
522 20 31 0002 Fire Supplies FD II	20,000.00	1,948.86	20,000.00	12,344.64	20,000.00	0%	
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	0.00	0.00		0%	
522 20 32 0002 Fire Truck Fuel FDII	1,000.00	1,970.10	1,000.00	2,300.40	1,000.00	0%	
522 20 49 0002 Dues & Membership/Subscriptions FD II	250.00	457.50	250.00	0.00	250.00	0%	
522 30 31 0020 Fire Prevention Supplies FDII	500.00	0.00	500.00	524.23	500.00	0%	
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.00		0%	
522 45 49 0002 Fire Training FD II	3,000.00	0.00	3,000.00	0.00	3,000.00	0%	
522 50 48 0001 Fire Dist II-Fire Hall Repair	0.00	4,523.40	60,000.00	1,086.39	60,000.00	0%	
522 60 48 0002 Fire Equipment Repair FDII	6,000.00	0.00	6,000.00	0.00	6,000.00	0%	
203 Fire District 2	30,750.00	8,899.86	90,750.00	16,255.66	90,750.00	0%	
522 Fire Control	130,195.00	52,203.61	245,957.50	65,334.13	376,957.50	53%	
528 60 41 0000 Dispatch Fees - City	2,500.00	0.00	2,500.00	0.00	2,500.00	0%	
528 60 42 0000 Radio Contract	3,500.00	3,229.71	3,500.00	3,229.71	3,500.00	0%	
528 Dispatch Services	6,000.00	3,229.71	6,000.00	3,229.71	6,000.00	0%	
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	92,758.20	92,758.20	0.00	0.00		0%	
551 Public Housing Services	92,758.20	92,758.20	0.00	0.00		0%	
553 70 41 0000 Air Pollution Authority	500.00	443.70	500.00	438.75	500.00	0%	
553 70 41 0001 Water Runoff Testing	0.00	0.00	0.00	0.00		0%	
553 Conservation	500.00	443.70	500.00	438.75	500.00	0%	
554 90 40 0000 Waterfront Mitigation Support	0.00	0.00	0.00	0.00		0%	
554 Environmental Services	0.00	0.00	0.00	0.00		0%	
558 50 49 0000 Training & Tuition-Building Department	0.00	0.00	0.00	265.00		0%	
550 Building	0.00	0.00	0.00	265.00		0%	
558 50 10 0001 Current Planning Salary	50,000.00	35,311.00	75,000.00	23,798.43	78,750.00	5%	
558 50 20 0001 Current Planning Benefits	22,500.00	16,896.94	32,500.00	9,985.83	34,125.00	5%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 8

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
558 50 41 0000 Current Planning/ Building Consulting Services	15,000.00	12,610.02	15,000.00	1,392.00	15,000.00	0%	
558 60 10 0000 Planning Salary	50,000.00	41,042.16	57,500.00	41,797.50	60,375.00	5%	
558 60 10 0001 Planning Recorder - Salaries	1,800.00	1,483.98	1,800.00	624.96	1,800.00	0%	
558 60 10 0002 Planning Commission Salaries	4,500.00	3,825.00	4,500.00	1,350.00	4,500.00	0%	
558 60 20 0000 Planning Benefits	22,500.00	19,632.42	25,875.00	19,647.31	27,168.75	5%	
558 60 20 0001 Planning Recorder - Benefits	180.00	126.93	180.00	52.36	180.00	0%	
558 60 20 0002 Planning Commission Benefits	500.00	292.74	500.00	103.32	500.00	0%	
558 60 31 0000 Planning Supplies	200.00	44.11	200.00	36.03	200.00	0%	
558 60 41 0000 Planning & Professional Assist	30,000.00	22,695.98	172,000.00	79,306.82	70,000.00	-59%	
558 60 41 0001 Planning Publication	1,000.00	1,147.18	1,000.00	1,057.96	1,000.00	0%	
558 60 43 0000 Travel - Planning/Prof Assistance	1,500.00	470.35	1,500.00	0.00	1,500.00	0%	
558 60 49 0000 Training & Tuition - Planning	1,500.00	1,321.45	1,500.00	602.00	1,500.00	0%	
558 60 49 0001 Dues & Membership - Planning	600.00	478.00	600.00	105.00	600.00	0%	
558 60 49 0002 Planning Filing Fees/Misc	200.00	314.36	200.00	0.00	200.00	0%	
560 Planning	201,980.00	157,692.62	389,855.00	179,859.52	297,398.75	-24%	
558 70 49 0001 EDC Assessment	25,905.60	25,617.50	26,485.00	13,242.50	26,485.00	0%	
558 70 49 0002 MCEDD Services	1,200.00	1,208.00	1,200.00	1,400.00	1,200.00	0%	
570 Economic Development	27,105.60	26,825.50	27,685.00	14,642.50	27,685.00	0%	
558 Planning & Community Devel	229,085.60	184,518.12	417,540.00	194,767.02	325,083.75	-22%	
562 10 41 0000 Farmers Market Support	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0%	
562 Public Health	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0%	
565 10 49 0000 Food Bank Support	10,000.00	10,000.00	10,000.00	6,667.00	10,000.00	0%	
565 Welfare	10,000.00	10,000.00	10,000.00	6,667.00	10,000.00	0%	
566 72 42 0000 Substance Abuse/Liquor Excise	150.00	215.64	150.00	166.20	150.00	0%	
566 Substance Abuse	150.00	215.64	150.00	166.20	150.00	0%	
573 90 49 0000 Hosting of Meetings/Events	500.00	647.91	500.00	662.20	500.00	0%	
573 Cultural & Community Activitie	500.00	647.91	500.00	662.20	500.00	0%	
576 20 41 0000 Community Pool Support	0.00	25,000.00	0.00	0.00		0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 9

001 General Expense Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
576 80 10 0000 Park Maintenance Salary	25,000.00	21,388.52	27,000.00	18,409.22	28,350.00	5%	
576 80 20 0000 Park Maintenance Benefits	13,000.00	11,518.90	14,040.00	10,810.96	14,742.00	5%	
576 80 31 0000 Parks Supplies	2,000.00	4,874.46	2,000.00	1,981.90	5,000.00	150%	
576 80 45 0099 Eq Svc Internal - Parks	12,360.00	12,745.18	12,360.00	10,740.01	20,000.00	62%	
576 80 47 0000 Parks Electricity	500.00	804.09	500.00	589.85	500.00	0%	
576 80 47 0001 Parks Water	1,800.00	1,860.76	1,800.00	1,070.44	1,800.00	0%	
576 80 48 0000 Parks - Contracted	0.00	975.00	0.00	84.70		0%	
576 Park Facilities	54,660.00	79,166.91	57,700.00	43,687.08	70,392.00	22%	
589 99 00 0000 Payroll Clearing	0.00	0.00	0.00	-1,876.98		0%	
580 Non Expenditures	0.00	0.00	0.00	-1,876.98		0%	
597 00 01 0020 Transfers-Out - Fire Reserve	25,000.00	25,000.00	128,374.16	0.00	25,000.00	-81%	
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	0.00	290,000.00	50,000.00		-100%	
597 Interfund Transfers	25,000.00	25,000.00	418,374.16	50,000.00	25,000.00	-94%	
508 91 00 0001 CE-Unreserved Ending Cash	1,090,688.87	0.00	930,756.27	0.00	741,218.73	-20%	
100 Unreserved	1,090,688.87	0.00	930,756.27	0.00	741,218.73	-20%	
508 51 01 0001 CE-Unemployment Reserve	33,414.00	0.00	33,414.00	0.00	33,414.00	0%	
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.00	33,414.00	0%	
508 31 02 0001 CE-Custodial	51,135.13	0.00	51,135.13	0.00	51,135.13	0%	
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.00	51,135.13	0%	
999 Ending Balance	1,175,238.00	0.00	1,015,305.40	0.00	825,767.86	-19%	
TOTAL EXPENDITURES:	2,467,895.36	1,190,184.40	2,996,408.55	899,004.22	2,522,274.18	-16%	
FUND GAIN/LOSS:	0.00	1,540,515.34	0.00	1,585,680.69			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 10

010 General Reserve Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 51 00 0010 General Reserve-Beginning Cash	326,705.62	332,314.62	335,258.75	335,258.75	335,258.75	0%	
308 Beginning Balances	326,705.62	332,314.62	335,258.75	335,258.75	335,258.75	0%	
361 11 00 0010 General Res-Interest	0.00	2,944.13	0.00	5,339.58		0%	
360 Interest & Other Earnings	0.00	2,944.13	0.00	5,339.58		0%	
TOTAL REVENUES:	326,705.62	335,258.75	335,258.75	340,598.33	335,258.75	0%	
508 51 00 0010 General Res-Ending Cash	326,705.62	0.00	335,258.75	0.00	335,258.75	0%	
999 Ending Balance	326,705.62	0.00	335,258.75	0.00	335,258.75	0%	
TOTAL EXPENDITURES:	326,705.62	0.00	335,258.75	0.00	335,258.75	0%	
FUND GAIN/LOSS:	0.00	335,258.75	0.00	340,598.33			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 11

020 Fire Reserve Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 51 00 0020 Fire Res-Beginning Cash	1,589,616.67	1,607,765.44	1,650,586.13	1,650,586.13	1,778,960.29	8%	
308 Beginning Balances	1,589,616.67	1,607,765.44	1,650,586.13	1,650,586.13	1,778,960.29	8%	
361 11 00 0020 Fire Res-Interest	0.00	17,820.69	0.00	36,990.25		0%	
360 Interest & Other Earnings	0.00	17,820.69	0.00	36,990.25		0%	
397 02 00 0001 Fire Res-Transfer In From General Fund	25,000.00	25,000.00	128,374.16	0.00	25,000.00	-81%	
397 Interfund Transfers	25,000.00	25,000.00	128,374.16	0.00	25,000.00	-81%	
TOTAL REVENUES:	1,614,616.67	1,650,586.13	1,778,960.29	1,687,576.38	1,803,960.29	1%	
508 51 00 0020 Fire Res-Ending Cash	1,614,616.67	0.00	1,778,960.29	0.00	1,803,960.29	1%	
999 Ending Balance	1,614,616.67	0.00	1,778,960.29	0.00	1,803,960.29	1%	
TOTAL EXPENDITURES:	1,614,616.67	0.00	1,778,960.29	0.00	1,803,960.29	1%	
FUND GAIN/LOSS:	0.00	1,650,586.13	0.00	1,687,576.38			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 12

030 ARPA

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 31 00 0030 ARPA-Beginning Balance	223,677.00	223,677.00	298,313.00	298,313.00	298,313.00	0%	
308 Beginning Balances	223,677.00	223,677.00	298,313.00	298,313.00	298,313.00	0%	
332 92 10 0000 DOC-ARPA Distribution	223,676.00	223,676.00	0.00	0.00		0%	
330 Intergovernmental Revenues	223,676.00	223,676.00	0.00	0.00		0%	
TOTAL REVENUES:	447,353.00	447,353.00	298,313.00	298,313.00	298,313.00	0%	
594 35 64 0031 WW Equipment Purchase	150,000.00	149,040.00	0.00	0.00		0%	
594 Capital Expenditures	150,000.00	149,040.00	0.00	0.00		0%	
508 31 00 0030 ARPA-Ending Balance	297,353.00	0.00	298,313.00	0.00	298,313.00	0%	
999 Ending Balance	297,353.00	0.00	298,313.00	0.00	298,313.00	0%	
TOTAL EXPENDITURES:	447,353.00	149,040.00	298,313.00	0.00	298,313.00	0%	
FUND GAIN/LOSS:	0.00	298,313.00	0.00	298,313.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 13

100 Street Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 51 00 0100 ST Unreserved Begin CA & Invest	306,457.10	306,457.10	65,740.56	65,740.56	113,025.50	72%	
308 51 01 0100 ST Unreserved Begin C&I Snow Reserve	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0%	
308 Beginning Balances	316,457.10	316,457.10	75,740.56	75,740.56	123,025.50	62%	
313 11 00 0100 Additional .5% Sales Tax	405,000.00	441,745.08	358,000.00	275,745.28	458,000.00	28%	
313 Sales Tax	405,000.00	441,745.08	358,000.00	275,745.28	458,000.00	28%	
316 42 00 0000 PUD Excise Tax	60,000.00	74,696.14	60,000.00	48,529.54	60,000.00	0%	
316 Utility Tax	60,000.00	74,696.14	60,000.00	48,529.54	60,000.00	0%	
310 Taxes	465,000.00	516,441.22	418,000.00	324,274.82	518,000.00	24%	
322 40 00 0000 Street ROW Applications & Permits	600.00	950.00	600.00	1,460.00	600.00	0%	
320 Licenses & Permits	600.00	950.00	600.00	1,460.00	600.00	0%	
334 03 80 0002 TIB Chipseal Grant	0.00	0.00	144,907.00	0.00	77,900.00	-46%	
334 03 80 0003 TIB-McEvoy Overlay	0.00	0.00	74,146.00	0.00		-100%	
334 03 80 0004 TIB-Loop Rd Rebuild	0.00	0.00	0.00	0.00		0%	
337 00 00 0000 WCIA Risk Mitigation Grant	0.00	0.00	25,277.00	0.00		-100%	
330 Grants	0.00	0.00	244,330.00	0.00	77,900.00	-68%	
336 00 71 0000 Multimodal Transportation - Cities	2,013.00	3,052.69	2,015.00	1,006.24	1,984.00	-2%	
336 00 87 0000 Street Fuel Tax-MVFT	29,447.75	28,639.22	29,977.00	18,475.28	28,272.00	-6%	
336 06 95 0000 Liquor Profit Tax	11,879.75	11,827.44	11,857.50	5,925.14	11,702.50	-1%	
336 State Entitlements, Impact Payments &	43,340.50	43,519.35	43,849.50	25,406.66	41,958.50	-4%	
330 Intergovernmental Revenues	43,340.50	43,519.35	288,179.50	25,406.66	119,858.50	-58%	
361 11 00 0100 Interest Income - Streets	0.00	3,380.27	0.00	1,255.10		0%	
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.00		0%	
360 Interest & Other Earnings	0.00	3,380.27	0.00	1,255.10		0%	
395 20 00 0000 Insurance/Private Claims Reimbursemen	0.00	543.09	0.00	0.00		0%	
390 Other Financing Sources	0.00	543.09	0.00	0.00		0%	
397 00 00 0001 Transfer In From General Fund	0.00	0.00	290,000.00	50,000.00		-100%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 14

100 Street Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
397 01 00 0300 Transfer In From CIP	30,000.00	0.00	0.00	0.00		0%	
397 18 00 0309 Transfer In from Russell Ave Project	24,820.09	24,820.09	0.00	0.00		0%	
397 Interfund Transfers	54,820.09	24,820.09	290,000.00	50,000.00		-100%	
TOTAL REVENUES:	880,217.69	906,111.12	1,072,520.06	478,137.14	761,484.00	-29%	
542 39 10 0000 Road Maintenance - Salaries	111,570.00	109,553.47	133,441.00	68,681.51	140,113.05	5%	
542 39 20 0000 Road Maintenance - Benefits	55,000.00	54,710.59	64,595.00	32,436.03	67,824.75	5%	
542 39 31 0000 Supplies-Roadway	15,000.00	46,153.55	15,000.00	9,567.50	15,000.00	0%	
542 39 31 0001 Chip Sealing and Overlay Supplies	0.00	0.00	0.00	18,871.44	35,000.00	0%	
542 39 41 0000 General Admin Fees-Internal	54,290.40	53,816.79	54,056.06	0.00	56,109.63	4%	
542 39 41 0001 Street Services-Roadway	4,400.00	6,343.56	15,000.00	17,182.83	16,200.00	8%	
542 39 42 0000 Telephone	200.00	116.92	200.00	112.93	200.00	0%	
542 39 45 0099 Eq Svc Internal - Road Maintenance	45,000.00	46,188.30	25,000.00	28,067.08	51,700.00	107%	
542 39 48 0000 Contracted Labor-Roadway	65,000.00	69,876.14	197,811.00	10,251.72	20,000.00	-90%	
542 39 48 0001 Chip Sealing and Overlay Services	0.00	0.00	0.00	16,572.78	82,000.00	0%	
542 39 51 0000 Environmental Permits-Roadway	0.00	0.00	0.00	0.00		0%	
542 64 48 0000 Road Striping	6,000.00	7,547.18	8,000.00	0.00	8,400.00	5%	
542 67 47 0000 Litter Clean-Up	3,500.00	3,582.04	3,500.00	2,381.73	3,500.00	0%	
542 Roadway	359,960.40	397,888.54	516,603.06	204,125.55	496,047.43	-4%	
542 40 10 0000 Storm Drain Maint - Salaries	12,000.00	11,628.74	12,000.00	9,842.43	12,600.00	5%	
542 40 20 0000 Storm Drain Maint - Benefits	7,000.00	4,566.42	7,000.00	3,888.79	7,350.00	5%	
542 40 31 0000 Storm Drain Maint - Supplies	2,000.00	2,040.41	2,000.00	1,384.03	2,000.00	0%	
542 40 45 0099 Eq Svc Internal - Storm Drain Maint	3,000.00	4,478.01	3,000.00	7,020.81	10,000.00	233%	
542 40 47 0000 Dewatering Electricity Chesser	1,300.00	1,544.04	1,600.00	1,077.08	1,680.00	5%	
542 40 48 0000 Storm Drain Maint - Contrlabor	700.00	0.00	700.00	0.00	700.00	0%	
543 Stormwater	26,000.00	24,257.62	26,300.00	23,213.14	34,330.00	31%	
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	0.00	0.00	0.00		0%	
542 63 47 0000 Electricy - Street Lights	16,000.00	18,409.79	20,000.00	13,926.81	21,000.00	5%	
542 63 47 0001 Street Landscaping Water	3,000.00	2,625.28	3,000.00	2,379.37	3,150.00	5%	
542 63 48 0000 Repair/maintenance - ST Lights	3,000.00	1,094.14	3,000.00	314.70	3,000.00	0%	
542 64 31 0000 Traffic Devices-Signs	12,000.00	12,185.21	12,000.00	19,000.60	12,000.00	0%	
545 Lights, Signs, Paths, Landscaping	34,000.00	34,314.42	38,000.00	35,621.48	39,150.00	3%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 15

100 Street Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
542 66 10 0000 Snow Removal - Salary	19,620.00	23,113.15	19,620.00	1,849.79	20,601.00	5%	
542 66 20 0000 Snow Removal - Benefits	8,720.00	8,533.07	8,720.00	498.60	9,156.00	5%	
542 66 31 0000 Snow Removal - Supplies	1,000.00	13.99	1,000.00	0.00	1,000.00	0%	
542 66 41 0000 Snow Removal-Services	0.00	1,310.04	0.00	0.00		0%	
542 66 45 0099 Eq Svc Internal - Snow Removal	4,000.00	11,461.68	4,000.00	847.08	4,200.00	5%	
546 Snow Removal	33,340.00	44,431.93	33,340.00	3,195.47	34,957.00	5%	
542 Streets - Maintenance	453,300.40	500,892.51	614,243.06	266,155.64	604,484.43	-2%	
543 10 10 0000 General Administration Salaries	35,000.00	30,623.59	52,180.00	26,777.22	54,789.00	5%	
543 10 20 0000 General Administration Benefits	15,000.00	13,077.46	20,817.50	13,702.72	21,858.38	5%	
543 31 10 0000 General Services Salaries	5,450.00	3,287.40	5,450.00	2,776.07	5,722.50	5%	
543 31 20 0000 General Services Benefits	1,635.00	772.59	1,635.00	617.44	1,716.75	5%	
543 31 41 0000 Computer Services-Street General	600.00	920.39	2,220.00	1,593.36	2,220.00	0%	
543 31 41 0001 Contracted Services-Street General	50,000.00	40,260.66	50,000.00	33,795.78	50,000.00	0%	
543 31 41 0022 Audit Fee	3,000.00	0.00	3,000.00	3,619.20	3,000.00	0%	
543 31 43 0000 Travel - Streets	500.00	74.57	500.00	0.00	500.00	0%	
543 31 46 0000 Insurance	7,150.00	6,665.20	10,900.00	10,852.20	14,990.00	38%	
543 31 49 0000 Training - Streets	500.00	1,268.38	500.00	139.00	500.00	0%	
543 31 49 0001 Misc/Recording Fees/Dues-Street General	1,000.00	1,550.47	1,000.00	1,140.90	1,000.00	0%	
543 Streets Admin & Overhead	119,835.00	98,500.71	148,202.50	95,013.89	156,296.63	5%	
544 20 41 0100 #14 ST Planning Professional Services	0.00	3,950.00	25,000.00	45,330.36	25,000.00	0%	
544 Road & Street Operations	0.00	3,950.00	25,000.00	45,330.36	25,000.00	0%	
566 72 42 0100 Substance Abuse/Liquor Profits	0.00	236.54	0.00	118.50		0%	
566 Substance Abuse	0.00	236.54	0.00	118.50		0%	
594 42 31 0000 Street Maint. Equipment	6,321.00	6,320.90	0.00	0.00		0%	
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.00		0%	
595 30 41 0000 McEvoy Overlay	0.00	0.00	78,049.00	30,252.19		-100%	
595 30 41 0001 Loop Road Rebuild	0.00	0.00	0.00	0.00		0%	
595 30 41 0002 Lakeview Road Paving	0.00	0.00	118,000.00	0.00		-100%	
595 33 10 0000 Russell Avenue (Restor/Rehab) - Sal	0.00	0.00	0.00	0.00		0%	
595 33 20 0000 Russell Avenue (Restor/Rehab) - Ben	0.00	0.00	0.00	0.00		0%	
595 33 45 0099 Eq Rental - Restor/Rehab (Russell Ave)	0.00	0.00	0.00	0.00		0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 16

100 Street Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
595 40 41 0000 Rock Creek Stormwater and Outfall	134,000.00	143,068.64	0.00	0.00		0%	
595 40 41 0001 Loop Rd Stormwater	55,072.40	48,130.36	0.00	2,556.75		0%	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00		0%	
595 61 41 0001 Loop Rd. Sidewalk	0.00	0.00	0.00	0.00		0%	
594 Capital Expenditures	195,393.40	197,519.90	196,049.00	32,808.94		-100%	
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	0.00	0.00	0.00		0%	
597 19 00 0000 Transfer Out To 311 First St	50,000.00	28,951.71	0.00	0.00		0%	
597 Interfund Transfers	50,000.00	28,951.71	0.00	0.00		0%	
508 51 00 0100 Streets-Unreserved Ending Cash	51,688.89	0.00	79,025.50	0.00	-34,297.06	-143%	
508 51 01 0100 Streets-Snow Reserve	10,000.00	0.00	10,000.00	0.00	10,000.00	0%	
999 Ending Balance	61,688.89	0.00	89,025.50	0.00	-24,297.06	-127%	
TOTAL EXPENDITURES:	880,217.69	830,051.37	1,072,520.06	439,427.33	761,484.00	-29%	
FUND GAIN/LOSS:	0.00	76,059.75	0.00	38,709.81			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 17

103 Tourism Promo & Develop Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 31 00 0103 Tourism Reserved C&I - Capital	177,205.62	177,205.62	100,000.00	100,000.00	100,000.00	0%	
308 31 01 0103 Tourism Reserved C&I - Rev. Shortfall	620,574.86	620,574.86	1,004,606.79	1,004,606.79	762,978.52	-24%	
308 Beginning Balances	797,780.48	797,780.48	1,104,606.79	1,104,606.79	862,978.52	-22%	
313 31 00 0000 Stadium (Motel/Hotel) Tax	430,000.00	682,141.62	473,000.00	369,583.60	487,190.00	3%	
310 Taxes	430,000.00	682,141.62	473,000.00	369,583.60	487,190.00	3%	
361 11 00 0103 Interest Income/Tourism	0.00	8,945.15	0.00	0.00		0%	
000	0.00	8,945.15	0.00	0.00		0%	
361 11 00 0103 Interest Income/Tourism	0.00	0.00	0.00	25,782.96		0%	
103 Tourism	0.00	0.00	0.00	25,782.96		0%	
360 Interest & Other Earnings	0.00	8,945.15	0.00	25,782.96		0%	
TOTAL REVENUES:	1,227,780.48	1,488,867.25	1,577,606.79	1,499,973.35	1,350,168.52	-14%	
573 30 41 0000 Consultant Services, Chamber	110,000.00	109,992.00	110,000.00	73,328.00	110,000.00	0%	
573 30 41 0001 SBA Consultant Services	85,000.00	61,434.02	81,000.00	38,171.21	81,000.00	0%	
573 30 41 0002 Chamber Events	14,000.00	12,895.33	18,000.00	4,000.00	18,000.00	0%	
573 30 41 0004 County - Fair & Timber Carnival	5,000.00	6,612.51	5,000.00	0.00	5,000.00	0%	
573 30 41 0005 County - Bluegrass Festival	10,000.00	6,501.04	10,000.00	0.00	10,000.00	0%	
573 30 41 0008 County-Fireworks	7,500.00	5,860.00	7,500.00	0.00	7,500.00	0%	
573 30 41 0010 General Admin Fees	6,771.70	6,504.05	6,428.27	0.00	6,679.30	4%	
573 90 10 0000 Promotion Salaries	5,000.00	1,508.50	5,000.00	1,242.45	5,000.00	0%	
573 90 10 0003 Promotion Field Salaries	3,300.00	2,976.71	3,300.00	1,034.27	3,300.00	0%	
573 90 20 0000 Promotion Benefits	1,000.00	277.23	1,000.00	227.90	1,000.00	0%	
573 90 20 0003 Promotion Field Benefits	1,700.00	1,144.55	1,700.00	454.97	1,700.00	0%	
573 90 31 0000 Promotion Supplies	0.00	726.67	0.00	0.00		0%	
573 90 41 0002 CRGIC Consultant Services	60,000.00	60,000.00	60,000.00	0.00	60,000.00	0%	
573 90 41 0003 X-Fest Event	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0%	
573 90 41 0004 Dog Mountain Shuttle	0.00	0.00	10,000.00	0.00	10,000.00	0%	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0%	
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	2,891.98	3,000.00	3,000.00	3,000.00	0%	
573 90 41 0013 Main St Program Coordinator (SDA)	65,000.00	65,000.00	75,000.00	37,500.00	75,000.00	0%	
573 90 41 0014 Stevenson Waterfront Music Festival	4,500.00	4,194.21	5,000.00	4,734.00	5,000.00	0%	
573 90 41 0018 SC Fair Board-GorgeGrass	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0%	
573 90 41 0019 CGTA Services	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 18

103 Tourism Promo & Develop Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
573 90 41 0021 Computer Services	0.00	766.97	0.00	1,327.79		0%	
573 90 41 0022 Audit Fee	2,000.00	0.00	2,000.00	2,412.78	2,000.00	0%	
573 90 41 0023 Stevenson Plein Air	0.00	0.00	0.00	0.00		0%	
573 90 41 0024 Gorge Olympic Windsurfing Cup	3,000.00	3,000.00	3,000.00	0.00	3,000.00	0%	
573 90 41 0025 Gorge Downwind Champs	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0%	
573 90 41 0026 OPA-Waterfront Festival	0.00	0.00	700.00	700.00	700.00	0%	
573 90 41 0100 TAC - Professional Services	0.00	0.00	0.00	242.00		0%	
573 90 44 0000 TAC-Publishing	0.00	0.00	0.00	0.00		0%	
573 90 45 0099 Eq Svc Internal - Promotion Field	0.00	1,139.76	0.00	618.42		0%	
573 Cultural & Community Activitie	411,771.70	378,425.53	432,628.27	182,993.79	432,879.30	0%	
594 75 63 0011 Chamber Office Display Remodel	0.00	0.00	10,000.00	0.00		-100%	
594 76 63 0001 Courthouse Park Plaza (SDA-City)	230,000.00	5,834.93	0.00	118.58		0%	
595 64 63 0000 Wayfinding Signs-Tourism	0.00	0.00	72,000.00	7,220.00		-100%	
594 Capital Expenditures	230,000.00	5,834.93	82,000.00	7,338.58		-100%	
597 76 00 0313 Transfers-Out - to 313 Park Plaza	0.00	0.00	200,000.00	0.00		-100%	
597 Interfund Transfers	0.00	0.00	200,000.00	0.00		-100%	
508 31 00 0103 Tourism-Cap. Facility Reserve	100,000.00	0.00	100,000.00	0.00	100,000.00	0%	
508 31 01 0103 Tourism-Ending Cash	486,008.78	0.00	762,978.52	0.00	817,289.22	7%	
999 Ending Balance	586,008.78	0.00	862,978.52	0.00	917,289.22	6%	
TOTAL EXPENDITURES:	1,227,780.48	384,260.46	1,577,606.79	190,332.37	1,350,168.52	-14%	
FUND GAIN/LOSS:	0.00	1,104,606.79	0.00	1,309,640.98			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 19

105 Affordable Housing Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 31 00 0105 Affordable Housing-Beg Balance	6,215.61	6,376.16	12,435.11	12,435.11	17,435.11	40%	
308 Beginning Balances	6,215.61	6,376.16	12,435.11	12,435.11	17,435.11	40%	
313 27 00 0000 Affordable And Supportive Housing Sales And Use Tax	5,000.00	6,058.95	5,000.00	1,970.29	5,000.00	0%	
310 Taxes	5,000.00	6,058.95	5,000.00	1,970.29	5,000.00	0%	
361 11 00 0105 Affordable Housing Interest	0.00	0.00	0.00	0.00		0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.00		0%	
TOTAL REVENUES:	11,215.61	12,435.11	17,435.11	14,405.40	22,435.11	29%	
508 31 00 0105 Affordable Housing-Ending Balance	11,215.61	0.00	17,435.11	0.00	22,435.11	29%	
999 Ending Balance	11,215.61	0.00	17,435.11	0.00	22,435.11	29%	
TOTAL EXPENDITURES:	11,215.61	0.00	17,435.11	0.00	22,435.11	29%	
FUND GAIN/LOSS:	0.00	12,435.11	0.00	14,405.40			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 20

107 HEALing SCARS Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 41 00 0107 HEALing SCARS-Beg. Balance	0.00	0.00	10,190.57	10,190.57	10,190.57	0%	
308 Beginning Balances	0.00	0.00	10,190.57	10,190.57	10,190.57	0%	
361 11 00 0107 HEALing SCARS Interest	0.00	0.00	0.00	0.00		0%	
367 27 00 0000 HS-Contributions and Donations	10,190.57	10,190.57	0.00	0.00		0%	
360 Interest & Other Earnings	10,190.57	10,190.57	0.00	0.00		0%	
TOTAL REVENUES:	10,190.57	10,190.57	10,190.57	10,190.57	10,190.57	0%	
508 41 00 0107 HEALing SCARS-Ending Balance	10,190.57	0.00	10,190.57	0.00	10,190.57	0%	
999 Ending Balance	10,190.57	0.00	10,190.57	0.00	10,190.57	0%	
TOTAL EXPENDITURES:	10,190.57	0.00	10,190.57	0.00	10,190.57	0%	
FUND GAIN/LOSS:	0.00	10,190.57	0.00	10,190.57			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 21

300 Capital Improvement Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 31 00 0300 Cap Imp Reserved Begin C&I	96,016.92	140,547.34	198,933.55	198,933.55	193,933.55	-3%	
308 31 01 0300 Cap Imp Res Begin C&I Waterfront Imp	11,256.65	11,256.65	11,256.65	11,256.65	11,256.65	0%	
308 Beginning Balances	107,273.57	151,803.99	210,190.20	210,190.20	205,190.20	-2%	
318 34 00 0000 Real Estate Excise Tax	20,000.00	56,054.79	20,000.00	28,387.85	20,000.00	0%	
310 Taxes	20,000.00	56,054.79	20,000.00	28,387.85	20,000.00	0%	
361 11 00 0300 Interest on Investments-Cap Imp	0.00	2,331.42	0.00	5,713.34		0%	
360 Interest & Other Earnings	0.00	2,331.42	0.00	5,713.34		0%	
TOTAL REVENUES:	127,273.57	210,190.20	230,190.20	244,291.39	225,190.20	-2%	
597 01 00 0100 Transfer Out to Streets	30,000.00	0.00	0.00	0.00		0%	
597 18 00 0311 Transfers-Out - To 311 First Street	0.00	0.00	25,000.00	0.00	186,186.00	645%	
597 Interfund Transfers	30,000.00	0.00	25,000.00	0.00	186,186.00	645%	
508 31 00 0300 Cap. Imp.-Ending Cash	86,016.92	0.00	193,933.55	0.00	27,747.55	-86%	
508 31 01 0300 Cap. Imp.-Waterfront Imp Res	11,256.65	0.00	11,256.65	0.00	11,256.65	0%	
999 Ending Balance	97,273.57	0.00	205,190.20	0.00	39,004.20	-81%	
TOTAL EXPENDITURES:	127,273.57	0.00	230,190.20	0.00	225,190.20	-2%	
FUND GAIN/LOSS:	0.00	210,190.20	0.00	244,291.39			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 22

309 Russell Ave

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
334 03 80 0309 Russel Ave-TIB Grant	24,820.09	24,820.09	0.00	0.00		0%	
330 Intergovernmental Revenues	24,820.09	24,820.09	0.00	0.00		0%	
TOTAL REVENUES:	24,820.09	24,820.09	0.00	0.00		0%	
597 18 00 0309 Russel Ave Transfers-Out - Streets	24,820.09	24,820.09	0.00	0.00		0%	
597 Interfund Transfers	24,820.09	24,820.09	0.00	0.00		0%	
TOTAL EXPENDITURES:	24,820.09	24,820.09	0.00	0.00		0%	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 23

311 First Street

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 91 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	0.00		0%	
308 Beginning Balances	0.00	0.00	0.00	0.00		0%	
333 20 20 0002 First St.-TA Grant	0.00	0.00	0.00	0.00	663,000.00	0%	
334 03 80 0311 First St-TIB Grant	0.00	0.00	0.00	0.00	35,000.00	0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	698,000.00	0%	
397 00 00 0311 First St-Transfer In From Streets	50,000.00	28,951.71	0.00	0.00		0%	
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	25,000.00	0.00	186,186.00	645%	
397 Interfund Transfers	50,000.00	28,951.71	25,000.00	0.00	186,186.00	645%	
TOTAL REVENUES:	50,000.00	28,951.71	25,000.00	0.00	884,186.00	3437%	
595 10 41 0001 First St-Construction	0.00	0.00	0.00	0.00	884,186.00	0%	
595 10 41 0311 First St-Engineering Svc	50,000.00	28,951.71	25,000.00	0.00		-100%	
594 Capital Expenditures	50,000.00	28,951.71	25,000.00	0.00	884,186.00	3437%	
508 91 00 0311 First St-Ending Balance	0.00	0.00	0.00	0.00		0%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
TOTAL EXPENDITURES:	50,000.00	28,951.71	25,000.00	0.00	884,186.00	3437%	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 24

312 Columbia Ave

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 91 00 0312 Columbia Ave Beginning Balance	0.00	0.00	-63,287.48	-63,287.48		-100%	
308 Beginning Balances	0.00	0.00	-63,287.48	-63,287.48		-100%	
334 03 10 0312 Columbia Ave-DOE IPG	200,000.00	54,382.75	145,617.25	125,994.35		-100%	
330 Intergovernmental Revenues	200,000.00	54,382.75	145,617.25	125,994.35		-100%	
TOTAL REVENUES:	200,000.00	54,382.75	82,329.77	62,706.87		-100%	
594 54 41 0312 Columbia Ave-Consultant Services	200,000.00	117,670.23	82,329.77	77,095.62		-100%	
594 Capital Expenditures	200,000.00	117,670.23	82,329.77	77,095.62		-100%	
508 91 00 0312 Columbia Ave Ending Balance	0.00	0.00	0.00	0.00		0%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
TOTAL EXPENDITURES:	200,000.00	117,670.23	82,329.77	77,095.62		-100%	
FUND GAIN/LOSS:	0.00	-63,287.48	0.00	-14,388.75			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 25

313 Park Plaza Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 91 00 0313 Park Plaza-Estimated Beginning Balance	0.00	0.00	0.00	0.00	200,000.00	0%	
308 Beginning Balances	0.00	0.00	0.00	0.00	200,000.00	0%	
334 04 20 0313 Park Plaza - DOC Grant	0.00	0.00	100,000.00	0.00	50,000.00	-50%	
330 Intergovernmental Revenues	0.00	0.00	100,000.00	0.00	50,000.00	-50%	
397 76 00 0313 Park Plaza-Transfers In from TAC	0.00	0.00	200,000.00	0.00		-100%	
397 Interfund Transfers	0.00	0.00	200,000.00	0.00		-100%	
TOTAL REVENUES:	0.00	0.00	300,000.00	0.00	250,000.00	-17%	
594 54 41 0313 Park Plaza-Design Consultant	0.00	0.00	100,000.00	0.00	250,000.00	150%	
594 Capital Expenditures	0.00	0.00	100,000.00	0.00	250,000.00	150%	
508 91 00 0313 Park Plaza-Ending Balance	0.00	0.00	200,000.00	0.00		-100%	
999 Ending Balance	0.00	0.00	200,000.00	0.00		-100%	
TOTAL EXPENDITURES:	0.00	0.00	300,000.00	0.00	250,000.00	-17%	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 26

400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 51 00 0400 WS Unreserved Begin CA & Invest	647,754.95	647,754.95	1,151,234.64	1,151,234.64	1,346,965.72	17%	
400 Water/Sewer	647,754.95	647,754.95	1,151,234.64	1,151,234.64	1,346,965.72	17%	
308 51 01 0400 WS Res Begin C&I System Dev Water	539,594.95	539,594.95	631,301.09	631,301.09	566,967.75	-10%	
401 Water	539,594.95	539,594.95	631,301.09	631,301.09	566,967.75	-10%	
308 51 02 0400 WS Res Begin C&I System Dev Sewer	431,097.47	481,088.84	175,778.18	175,778.18	219,587.18	25%	
402 Sewer	431,097.47	481,088.84	175,778.18	175,778.18	219,587.18	25%	
308 Beginning Balances	1,618,447.37	1,668,438.74	1,958,313.91	1,958,313.91	2,133,520.65	9%	
334 04 20 0400 Dept. Of Commerce-Energy Grant	194,979.15	196,823.15	0.00	0.00		0%	
343 Water	194,979.15	196,823.15	0.00	0.00		0%	
334 03 10 0000 DOE Forgivable Principal	562,947.38	562,947.38	0.00	0.00		0%	
345 Sewer	562,947.38	562,947.38	0.00	0.00		0%	
330 Intergovernmental Revenues	757,926.53	759,770.53	0.00	0.00		0%	
343 40 00 0000 Water Sales	661,500.00	855,468.69	744,575.00	627,972.52	856,261.25	15%	
343 40 18 0000 Turn on Fees	1,500.00	408.40	1,500.00	477.20	1,500.00	0%	
343 40 19 0000 Disconnect/Nonpayment Fee	1,000.00	1,414.33	1,000.00	140.28	1,000.00	0%	
343 40 20 0000 Water Construction Hookup	0.00	0.00	0.00	0.00		0%	
343 40 21 0000 Hydrant Rental - External	600.00	2,581.05	600.00	636.15	600.00	0%	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0%	
343 41 00 0000 Installation Water	10,000.00	13,193.44	10,000.00	3,363.37	10,000.00	0%	
343 Water	678,600.00	877,065.91	761,675.00	632,589.52	873,361.25	15%	
343 50 00 0000 Sewer Service Income	1,019,137.50	1,198,406.06	1,322,008.13	1,003,071.34	1,520,309.34	15%	
343 50 01 0000 BOD Surcharge	0.00	33,517.22	0.00	26,093.16		0%	
343 50 02 0000 Downspout-Sump Pump Discharge	0.00	5,570.00	0.00	3,880.00		0%	
343 51 00 0000 Installation Sewer	300.00	0.00	300.00	0.00	300.00	0%	
344 Sewer	1,019,437.50	1,237,493.28	1,322,308.13	1,033,044.50	1,520,609.34	15%	
340 Charges For Goods & Services	1,698,037.50	2,114,559.19	2,083,983.13	1,665,634.02	2,393,970.59	15%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 27

400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
367 40 00 0000 Water Capital Contributions	94,644.00	106,744.78	46,674.00	111,798.00	46,674.00	0%	
369 10 01 0000 Water-Sale of Scrap/Junk	0.00	0.00	0.00	6,058.25		0%	
343 Water	94,644.00	106,744.78	46,674.00	117,856.25	46,674.00	0%	
367 50 00 0000 Sewer Capital Contributions	86,590.92	116,497.32	56,532.00	50,052.00	56,532.00	0%	
369 10 02 0000 Sewer Miscellaneous Income	0.00	75.00	0.00	1,563.00		0%	
344 Sewer	86,590.92	116,572.32	56,532.00	51,615.00	56,532.00	0%	
361 11 00 0400 Interest on Investments - W/S	4,000.00	22,216.76	4,000.00	34,557.31	4,000.00	0%	
369 81 00 0000 Cashier's Overages/Shortages	0.00	0.00	0.00	0.00		0%	
369 91 00 0400 Other Miscellaneous/NSF Fee Recovery	0.00	0.00	0.00	0.00		0%	
400 Water/Sewer	4,000.00	22,216.76	4,000.00	34,557.31	4,000.00	0%	
360 Interest & Other Earnings	185,234.92	245,533.86	107,206.00	204,028.56	107,206.00	0%	
386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.00		0%	
380 Non Revenues	0.00	0.00	0.00	0.00		0%	
TOTAL REVENUES:	4,259,646.32	4,788,302.32	4,149,503.04	3,827,976.49	4,634,697.24	12%	
534 10 10 0000 WA-Administrative Salary	2,725.00	18,563.45	52,943.00	34,458.17	54,531.29	3%	
534 10 20 0000 WA-Administrative Benefits	1,090.00	8,503.96	21,177.20	18,797.89	21,812.52	3%	
534 10 41 0001 General Admin Fee	95,459.22	88,609.21	93,675.52	0.00	97,264.00	4%	
534 10 41 0022 WA-Audit Fee	6,000.00	0.00	6,180.00	4,825.61	6,365.40	3%	
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	5,150.00	7,259.40	5,304.50	5,042.55	5,463.64	3%	
534 10 49 0001 WA-Dues & Membership/Filing Fees	2,000.00	1,223.87	2,060.00	607.65	2,121.80	3%	
534 20 41 0000 WA-Admin Planning Water - Consulting	27,000.00	78,164.45	77,000.00	80,574.59	79,310.00	3%	
534 40 43 0000 WA-Travel	2,000.00	1,524.81	3,060.00	2,125.64	3,151.80	3%	
534 40 49 0001 WA-Training	2,000.00	4,962.44	5,060.00	5,262.40	10,000.00	98%	
534 50 35 0000 WA-Small Tools/Minor Equipment	2,500.00	2,264.12	7,575.00	4,516.85	10,000.00	32%	
534 50 48 0000 WA-Repair-Contracted Labor	20,000.00	20,811.67	30,600.00	28,042.46	31,518.00	3%	
534 70 10 0000 WA-Customer Services Salary	45,780.00	44,668.22	54,020.40	38,440.32	55,641.01	3%	
534 70 20 0000 WA-Customer Services Benefits	14,715.00	11,431.93	17,363.70	9,141.51	17,884.61	3%	
534 70 31 0000 WA-Office Supplies And Postage	4,050.00	1,679.11	4,171.50	1,329.42	4,296.65	3%	
534 70 41 0000 WA-Computer Services/Repair	6,000.00	8,378.64	19,800.00	26,940.61	20,394.00	3%	
534 70 41 0001 WA-EBPP Fees	3,000.00	3,204.25	3,090.00	2,510.32	3,182.70	3%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 28

400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
534 80 31 0000 WA-Operating Supplies	35,000.00	35,242.45	36,050.00	21,779.16	37,131.50	3%	
534 80 41 0000 WA-Testing	5,000.00	6,196.50	5,150.00	2,523.75	5,304.50	3%	
534 80 41 0001 WA-Services	4,900.00	5,236.76	16,424.00	20,136.75	17,824.00	9%	
534 80 42 0000 WA-Telephone	2,000.00	1,688.45	2,060.00	1,781.25	2,121.80	3%	
534 80 45 0001 WA-Telemetry/Meter Services	4,000.00	4,851.08	5,620.00	5,566.21	6,000.00	7%	
534 80 45 0099 WA-Eq Svc Internal - Water	53,000.00	45,775.85	54,590.00	41,918.60	56,227.70	3%	
534 80 46 0000 WA-Insurance	21,000.00	23,641.30	34,630.00	34,298.63	45,668.90	32%	
534 80 47 0000 WA-Electricity	24,000.00	27,698.04	24,720.00	18,661.94	28,000.00	13%	
534 81 41 0000 WA-Prof Services - General	82,770.00	3,889.25	85,253.10	101.00	20,000.00	-77%	
534 84 10 0000 WA-Operations Plant Salary	76,300.00	60,469.70	82,404.00	46,486.87	84,876.12	3%	
534 84 20 0000 WA-Operations Plant Benefits	38,150.00	22,727.12	41,202.00	17,799.55	42,438.06	3%	
534 84 31 0000 WA-Chemicals Plant	10,300.00	13,682.21	10,609.00	4,832.65	10,927.27	3%	
534 84 41 0000 WA-Consultant Services - Plant	0.00	0.00	0.00	0.00		0%	
534 85 10 0000 WA-Operations T & D Salary	65,400.00	65,233.03	70,632.00	52,860.99	72,750.96	3%	
534 85 20 0000 WA-Operations T & D Benefits	32,700.00	24,386.12	35,316.00	20,568.76	36,375.48	3%	
534 90 44 0000 WA-Taxes	40,015.50	45,223.57	41,215.97	29,329.73	42,452.44	3%	
534 Water Utilities	734,004.72	687,190.96	948,956.89	581,261.83	931,036.15	-2%	
535 10 10 0000 WW-Administrative Salary	26,160.00	47,642.27	78,252.80	45,949.17	80,600.38	3%	
535 10 20 0000 WW-Administrative Benefits	11,990.00	17,942.60	32,949.20	21,904.54	33,937.68	3%	
535 10 41 0001 WW-General Admin Fee	106,255.64	113,328.29	105,720.73	0.00	109,738.68	4%	
535 10 41 0022 WW-Audit Fee	8,000.00	0.00	8,240.00	14,176.91	8,487.20	3%	
535 10 42 0000 WW-Permit Fees/DOE	2,500.00	3,481.14	2,575.00	4,933.81	2,652.25	3%	
535 10 44 0000 WW-Advertising	0.00	0.00	0.00	0.00		0%	
535 10 49 0001 WW-Dues & Membership/filing Fees	1,000.00	885.10	1,030.00	888.89	1,060.90	3%	
535 20 41 0000 WW-Admin Planning Sewer - Consulting	30,000.00	13,936.94	77,000.00	74,296.35	80,000.00	4%	
535 40 43 0000 WW-Travel	1,500.00	74.57	1,545.00	0.00	2,000.00	29%	
535 40 49 0001 WW-Training	3,000.00	1,810.37	3,090.00	1,710.00	8,000.00	159%	
535 51 31 0000 WW-Maintenance Supplies	10,000.00	2,751.85	10,300.00	5,777.61	10,609.00	3%	
535 51 48 0000 WW-Repair (Contract Serv) T&D	120,000.00	142,737.30	123,600.00	36,279.29	80,000.00	-35%	
535 51 48 0001 WW-Solids Hauling & Disposal	120,000.00	113,334.68	123,600.00	61,394.32	127,308.00	3%	
535 64 41 0000 WW-Plant Services	0.00	3,593.13	0.00	0.00		0%	
535 70 10 0000 WW-Customer Service Salary	45,780.00	44,668.22	54,020.40	38,440.32	55,641.01	3%	
535 70 20 0000 WW-Customer Service Benefits	14,715.00	11,431.93	17,363.70	9,141.51	17,884.61	3%	
535 70 31 0000 WW-Office Supplies & Postage	4,300.00	2,074.17	4,429.00	1,670.53	4,300.00	-3%	
535 70 41 0000 WW-Computer Services/Repair	5,000.00	5,770.93	10,150.00	20,464.02	10,454.50	3%	
535 70 41 0001 WW-EBPP Fees Sewer	3,000.00	3,204.20	3,090.00	2,508.27	3,182.70	3%	
535 80 31 0000 WW-Operating Supplies	10,000.00	17,835.80	10,300.00	6,201.29	10,609.00	3%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 29

400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
<hr/>							
535 80 41 0000 Sewer Operations Testing	21,000.00	17,468.00	21,630.00	12,440.00	22,278.90	3%	
535 80 41 0001 Sewer Operations-Services	4,800.00	5,236.76	10,324.00	16,846.74	11,724.00	14%	
535 80 42 0000 Sewer Telephone	4,600.00	4,623.48	4,738.00	3,576.46	4,880.14	3%	
535 80 45 0099 WW-Eq Svc Internal - Sewer	45,000.00	58,970.35	46,350.00	41,276.99	47,740.50	3%	
535 80 46 0000 Sewer Insurance	21,125.00	20,605.75	28,758.75	28,102.42	35,621.51	24%	
535 81 10 0000 WW-Operations Coll. Salary	25,300.00	33,471.21	42,324.00	22,258.10	43,593.72	3%	
535 81 20 0000 WW-Operations Coll. Benefits	12,650.00	12,278.46	15,662.00	8,720.66	16,131.86	3%	
535 81 47 0000 WW-Coll Electricity	5,000.00	14,753.52	5,150.00	2,804.05	5,304.50	3%	
535 81 47 0001 WW-Coll. Water	450.00	423.36	463.50	296.32	477.41	3%	
535 84 10 0000 WW-Operations Plant Salary	115,000.00	99,833.26	164,200.00	69,956.16	169,126.00	3%	
535 84 20 0000 WW-Operations Plant Benefits	71,300.00	37,741.47	87,004.00	26,143.06	89,614.12	3%	
535 84 32 0000 WW-Plant Gas & Oil	0.00	536.75	0.00	0.00		0%	
535 84 47 0000 WW-Electricity	26,000.00	23,098.75	26,780.00	27,781.90	27,583.40	3%	
535 84 47 0001 WW-Plant Water	21,000.00	23,800.80	21,630.00	21,794.69	22,278.90	3%	
535 85 10 0000 WW Sampling Salary	4,000.00	113.84	4,000.00	126.61	4,120.00	3%	
535 85 20 0000 WW Sampling Benefits	2,500.00	37.63	2,500.00	49.53	2,575.00	3%	
535 85 31 0000 WW Sampling Supplies	500.00	0.00	515.00	0.00	515.00	0%	
535 85 41 0000 WW Sampling Professional Services	7,000.00	0.00	7,210.00	0.00		-100%	
535 85 41 0002 WW Industrial Pretreatment Services	4,000.00	0.00	4,120.00	0.00		-100%	
535 85 45 0000 WW Sampling Equipment Rental	0.00	394.69	0.00	51.54		0%	
535 90 44 0000 Sewer Taxes	41,457.50	31,364.19	41,457.50	22,958.05	42,701.23	3%	
<hr/>							
535 Sewer	955,883.14	931,255.76	1,202,072.58	650,920.11	1,192,732.10	-1%	
<hr/>							
591 34 70 0000 WA-SMART Meter Lease-Pricipal	29,436.22	62,825.97	30,275.15	30,275.15	31,138.00	3%	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.95	23,273.39	23,273.40	23,273.39	0%	
592 34 80 0000 WA-SMART Meter Lease-Interest	7,679.46	7,243.03	6,840.53	5,918.13	5,977.68	-13%	
592 34 83 0000 Base Reservoir PWTF Loan Interest	581.83	581.27	465.47	465.47	349.10	-25%	
<hr/>							
534 Water	60,970.90	93,924.22	60,854.54	59,932.15	60,738.17	-0%	
<hr/>							
591 35 72 0000 Sewer Outfall - USDA RDA Principal	24,693.59	24,694.30	25,377.34	12,613.54	26,080.01	3%	
591 35 72 0001 WWTP Design-DOE Principal	593,625.43	572,535.92	30,678.05	16,958.01	30,678.05	0%	
592 35 83 0000 Sewer Outfall - USDA RDA Interest	7,976.41	7,975.70	7,292.66	3,721.46	6,589.99	-10%	
592 35 83 0001 WWTP Design-DOE Interest	18,901.15	39,990.66	18,901.15	7,831.59	18,901.13	-0%	
<hr/>							
535 Sewer	645,196.58	645,196.58	82,249.20	41,124.60	82,249.18	-0%	
<hr/>							
591 Debt Service	706,167.48	739,120.80	143,103.74	101,056.75	142,987.35	-0%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 30

400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
594 34 10 4006 Water Connections - Salary	5,000.00	2,449.52	5,400.00	212.73	5,562.00	3%	
594 34 20 4006 Water Connections - Benefits	2,500.00	1,089.25	2,700.00	46.73	2,781.00	3%	
594 34 31 4009 Water Plant Improvements-Suppl	0.00	0.00	0.00	0.00		0%	
594 34 45 0400 Eq Rental - Water Connections	2,000.00	785.95	2,060.00	66.10	2,121.80	3%	
594 34 48 0000 Loop Rd Waterline-Cont. Labor	0.00	0.00	162,000.00	155,585.75		-100%	
594 34 62 4009 Water Plant Improvements-Contracted	0.00	60.79	100,000.00	11,941.59	160,000.00	60%	
594 34 64 0000 WA-Fixed Assets To Capitalize	282,000.00	15,038.64	0.00	0.00	400,000.00	0%	
534 Water	291,500.00	19,424.15	272,160.00	167,852.90	570,464.80	110%	
594 35 41 0100 WW-Line Extensions Contracted	0.00	0.00	100,000.00	161,255.35	150,000.00	50%	
594 35 61 0000 WW-Easement Purchase	0.00	3,761.96	0.00	0.00		0%	
594 35 64 0032 WW-Equipment Purchase	0.00	4,998.48	0.00	0.00		0%	
535 Sewer	0.00	8,760.44	100,000.00	161,255.35	150,000.00	50%	
594 Capital Expenditures	291,500.00	28,184.59	372,160.00	329,108.25	720,464.80	94%	
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	500,000.00	421,807.98	400,000.00	0.00	1,325,828.40	231%	
597 10 00 0406 Transfer Out To 406 WW Short Lived Assets	21,779.00	21,779.00	21,779.00	0.00	21,779.00	0%	
597 10 00 0420 Transfer out to 420-Cascade Ave Mitigation	0.00	0.00	19,550.00	0.00		-100%	
597 Interfund Transfers	521,779.00	443,586.98	441,329.00	0.00	1,347,607.40	205%	
508 51 00 0400 WS-Ending Cash	680,384.64	0.00	393,595.56	0.00	20,108.51	-95%	
400 Water/Sewer	680,384.64	0.00	393,595.56	0.00	20,108.51	-95%	
508 51 01 0400 WS-Water Reserve	352,238.95	0.00	415,975.09	0.00	153,641.75	-63%	
401 Water	352,238.95	0.00	415,975.09	0.00	153,641.75	-63%	
508 51 02 0400 WS-WW Reserve	17,688.39	0.00	232,310.18	0.00	126,119.18	-46%	
402 Sewer	17,688.39	0.00	232,310.18	0.00	126,119.18	-46%	
999 Ending Balance	1,050,311.98	0.00	1,041,880.83	0.00	299,869.44	-71%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 31

400 Water/Sewer Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
TOTAL EXPENDITURES:	4,259,646.32	2,829,339.09	4,149,503.04	1,662,346.94	4,634,697.24	12%	
FUND GAIN/LOSS:	0.00	1,958,963.23	0.00	2,165,629.55			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 32

406 Wastewater Short Lived Asset Res. Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 31 00 0406 WWSLAR Beginning Cash	43,558.00	43,558.00	65,337.00	65,337.00	87,116.00	33%	
308 Beginning Balances	43,558.00	43,558.00	65,337.00	65,337.00	87,116.00	33%	
397 10 00 0406 WWSLA-Transfers In	21,779.00	21,779.00	21,779.00	0.00	21,779.00	0%	
397 Interfund Transfers	21,779.00	21,779.00	21,779.00	0.00	21,779.00	0%	
TOTAL REVENUES:	65,337.00	65,337.00	87,116.00	65,337.00	108,895.00	25%	
508 31 00 0406 WWSLAR-Ending Cash	65,337.00	0.00	87,116.00	0.00	108,895.00	25%	
999 Ending Balance	65,337.00	0.00	87,116.00	0.00	108,895.00	25%	
TOTAL EXPENDITURES:	65,337.00	0.00	87,116.00	0.00	108,895.00	25%	
FUND GAIN/LOSS:	0.00	65,337.00	0.00	65,337.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 33

408 Wastewater Debt Reserve Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 31 00 0408 WW Debt Reserve Beg. Balance	61,191.00	61,191.00	61,191.00	61,191.00	61,191.00	0%	
308 Beginning Balances	61,191.00	61,191.00	61,191.00	61,191.00	61,191.00	0%	
397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	0.00	0.00		0%	
397 Interfund Transfers	0.00	0.00	0.00	0.00		0%	
TOTAL REVENUES:	61,191.00	61,191.00	61,191.00	61,191.00	61,191.00	0%	
508 31 00 0408 WW Debt Reserve-Ending Balance	61,191.00	0.00	61,191.00	0.00	61,191.00	0%	
999 Ending Balance	61,191.00	0.00	61,191.00	0.00	61,191.00	0%	
TOTAL EXPENDITURES:	61,191.00	0.00	61,191.00	0.00	61,191.00	0%	
FUND GAIN/LOSS:	0.00	61,191.00	0.00	61,191.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 34

410 Wastewater System Upgrades

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 51 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	-194,712.15	-1,179,179.71	-1,179,179.71	-1,080,600.53	-8%	
308 Beginning Balances	0.00	-194,712.15	-1,179,179.71	-1,179,179.71	-1,080,600.53	-8%	
331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrades	1,733,656.00	1,783,025.47	2,528,740.07	0.00	2,271,374.53	-10%	
331 66 00 0000 EPA Grant-WWTP Construction	0.00	0.00	2,500,000.00	0.00	2,500,000.00	0%	
330 Intergovernmental Revenues	1,733,656.00	1,783,025.47	5,028,740.07	0.00	4,771,374.53	-5%	
391 20 00 0000 USDA RDA Bond Proceeds-WW Coll. Sys Upgrades	333,414.00	160,741.55	590,574.27	50,988.27	661,270.18	12%	
391 90 00 0410 DOE Construction Loan	8,100,000.00	2,741,847.63	9,046,795.37	5,534,459.30	2,010,777.87	-78%	
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 05 00 0410 Transfer In from Water/Sewer Fund	500,000.00	421,807.98	400,000.00	0.00	1,325,828.40	231%	
397 Interfund Transfers	500,000.00	421,807.98	400,000.00	0.00	1,325,828.40	231%	
TOTAL REVENUES:	10,667,070.00	4,912,710.48	13,886,930.00	4,406,267.86	7,688,650.45	-45%	
592 35 83 0410 USDA-Interim Interest	0.00	0.00	0.00	1,382.69		0%	
591 Debt Service	0.00	0.00	0.00	1,382.69		0%	
592 35 83 0410 USDA-Interim Interest	0.00	905.02	0.00	0.00		0%	
592 Debt Service - Interest Costs	0.00	905.02	0.00	0.00		0%	
594 35 31 4113 WWTP-Equipment	0.00	244,302.53	0.00	615,559.67	144,184.50	0%	
594 35 31 4114 WWTP-Lab Equipment	0.00	45,867.21	0.00	3,494.28		0%	
594 35 41 4104 Coll. Sys. Upgrades Consultant Svs	455,070.00	287,271.77	155,016.00	110,939.47	190,000.00	23%	
594 35 41 4105 Coll. Sys. Upgrades Construction Svs	1,712,000.00	2,058,241.04	2,731,914.00	899.60	2,849,363.97	4%	
594 35 41 4106 Collection Sys. Upgrades-PUD	0.00	326.37	0.00	37,748.75	40,000.00	0%	
594 35 41 4107 Collection Sys. Upgrades-Add-Ons	0.00	0.00	0.00	0.00	40,000.00	0%	
594 35 41 4110 WWTP-Consultant Services	0.00	455,588.72	0.00	387,853.58	632,370.00	0%	
594 35 41 4111 WWTP-Construction Services	8,500,000.00	2,549,633.08	11,000,000.00	4,680,795.64	3,600,000.00	-67%	
594 35 41 4112 WWTP Upgrades-PUD	0.00	3,663.58	0.00	0.00		0%	
594 35 41 4114 WWTP-Deferred Maintenance	0.00	54,932.65	0.00	19,652.85	192,731.98	0%	
594 35 41 4115 Main D Extension-Construction Services	0.00	381,217.22	0.00	18,533.20		0%	
594 35 49 0000 WW Upgrades-Permitting	0.00	9,941.00	0.00	9,985.54		0%	
594 Capital Expenditures	10,667,070.00	6,090,985.17	13,886,930.00	5,885,462.58	7,688,650.45	-45%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 35

410 Wastewater System Upgrades

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
508 51 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.00		0%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
TOTAL EXPENDITURES:	10,667,070.00	6,091,890.19	13,886,930.00	5,886,845.27	7,688,650.45	-45%	
FUND GAIN/LOSS:	0.00	-1,179,179.71	0.00	-1,480,577.41			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 36

420 Cascade Avenue Mitigation Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 51 00 0420 Cascade Ave Mitigation-Beginning Balance	0.00	0.00	0.00	0.00	19,550.00	0%	
308 Beginning Balances	0.00	0.00	0.00	0.00	19,550.00	0%	
397 10 00 0420 Transfer In from Water/Sewer Fund	0.00	0.00	19,550.00	0.00		-100%	
397 Interfund Transfers	0.00	0.00	19,550.00	0.00		-100%	
TOTAL REVENUES:	0.00	0.00	19,550.00	0.00	19,550.00	0%	
508 51 00 0420 Cascade Ave Mitigation-Enging Balance	0.00	0.00	19,550.00	0.00	19,550.00	0%	
999 Ending Balance	0.00	0.00	19,550.00	0.00	19,550.00	0%	
TOTAL EXPENDITURES:	0.00	0.00	19,550.00	0.00	19,550.00	0%	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 37

500 Equipment Service Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 51 00 0500 ES Unreserved Begin CA & Invest	203,766.89	203,766.89	157,311.97	157,311.97	85,317.74	-46%	
308 Beginning Balances	203,766.89	203,766.89	157,311.97	157,311.97	85,317.74	-46%	
348 00 00 0000 Equipment Rental-Internal	125,000.00	183,692.78	175,000.00	132,991.41	220,000.00	26%	
340 Charges For Goods & Services	125,000.00	183,692.78	175,000.00	132,991.41	220,000.00	26%	
361 11 00 0500 Interest Income/ES	0.00	2,229.04	0.00	2,059.71		0%	
362 10 03 0000 Equipment Rental-External	0.00	0.00	0.00	250.00		0%	
369 10 00 0500 Sale of Scrap Equip Service	0.00	0.00	0.00	0.00		0%	
360 Interest & Other Earnings	0.00	2,229.04	0.00	2,309.71		0%	
391 50 00 0001 Equipment Lease	0.00	0.00	0.00	0.00	350,000.00	0%	
395 10 00 0500 Sale of Fixed Assets	0.00	13,852.50	0.00	5,370.00		0%	
390 Other Financing Sources	0.00	13,852.50	0.00	5,370.00	350,000.00	0%	
TOTAL REVENUES:	328,766.89	403,541.21	332,311.97	297,983.09	655,317.74	97%	
548 65 10 0000 Maintenance Salary	35,000.00	32,256.37	37,800.00	25,037.97	39,690.00	5%	
548 65 20 0000 Maintenance Benefits	17,000.00	12,855.98	18,360.00	10,739.75	19,278.00	5%	
548 65 25 0000 Medical Physicals-Required	2,000.00	1,415.00	2,000.00	403.00	2,000.00	0%	
548 65 31 0000 Tires	2,000.00	0.00	7,000.00	4,895.50	5,200.00	-26%	
548 65 32 0000 Gas and Oil	30,000.00	32,392.45	25,000.00	18,982.76	35,000.00	40%	
548 65 33 0000 Supplies	3,000.00	12,591.44	13,000.00	7,959.26	13,000.00	0%	
548 65 41 0001 General Gov. Admin	14,158.17	14,506.01	13,134.23	0.00	13,654.10	4%	
548 65 46 0000 Insurance	10,000.00	5,458.59	10,000.00	7,255.62	12,500.00	25%	
548 65 47 0000 Heat & Lights	3,000.00	4,131.54	3,000.00	3,202.91	5,700.00	90%	
548 65 48 0000 Repairs/Supplies Contracted	20,000.00	21,545.24	20,000.00	17,499.10	25,000.00	25%	
548 65 49 0000 Training	7,250.00	450.00	7,250.00	20,000.00	5,250.00	-28%	
548 Public Works - Centralized Ser	143,408.17	137,602.62	156,544.23	115,975.87	176,272.10	13%	
591 48 78 0001 Loan Principal	0.00	0.00	0.00	0.00	28,000.00	0%	
592 48 83 0001 Loan Interest	0.00	0.00	0.00	0.00	1,000.00	0%	
591 Debt Service	0.00	0.00	0.00	0.00	29,000.00	0%	
594 38 62 0001 Public Works Shop	0.00	0.00	0.00	0.00	80,000.00	0%	
594 48 64 0000 Equipment Purchase	150,000.00	108,372.05	100,000.00	100,290.83	450,000.00	350%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 38

500 Equipment Service Fund

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
594 Capital Expenditures	150,000.00	108,372.05	100,000.00	100,290.83	530,000.00	430%	
508 51 00 0500 ES-Ending Cash	35,358.72	0.00	75,767.74	0.00	-79,954.36	-206%	
999 Ending Balance	35,358.72	0.00	75,767.74	0.00	-79,954.36	-206%	
TOTAL EXPENDITURES:	328,766.89	245,974.67	332,311.97	216,266.70	655,317.74	97%	
FUND GAIN/LOSS:	0.00	157,566.54	0.00	81,716.39			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 39

630 Stevenson Municipal Court

Account	2022 Appropriated	2022 Actual	2023 Appropriated	2023 Actual	2024 Appropriated	% Chg	Comment
308 31 00 0630 Stevenson Municipal Court-Beg Balance	0.00	0.00	0.00	0.00		0%	
308 Beginning Balances	0.00	0.00	0.00	0.00		0%	
386 90 00 0000 Agency Deposit - Court Remittances	0.00	8,083.60	0.00	2,927.26		0%	
386 90 00 0001 Agency Deposit - CVC	0.00	163.83	0.00	64.85		0%	
380 Non Revenues	0.00	8,247.43	0.00	2,992.11		0%	
TOTAL REVENUES:	0.00	8,247.43	0.00	2,992.11		0%	
586 90 00 0000 Agency Disbursement - Court Remit	0.00	8,083.60	0.00	2,927.26		0%	
586 90 00 0001 Agency Disbursement - CVC	0.00	163.83	0.00	64.85		0%	
580 Non Expenditures	0.00	8,247.43	0.00	2,992.11		0%	
508 31 00 0630 Stevenson Municipal Court-Ending Bal	0.00	0.00	0.00	0.00		0%	
999 Ending Balance	0.00	0.00	0.00	0.00		0%	
TOTAL EXPENDITURES:	0.00	8,247.43	0.00	2,992.11		0%	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00			

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 40

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	2,484,684.91	2,522,274.18	-16%	
010 General Reserve Fund	326,705.62	335,258.75	335,258.75	340,598.33	335,258.75	0%	
020 Fire Reserve Fund	1,614,616.67	1,650,586.13	1,778,960.29	1,687,576.38	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	478,137.14	761,484.00	-29%	
103 Tourism Promo & Develop Fund	1,227,780.48	1,488,867.25	1,577,606.79	1,499,973.35	1,350,168.52	-14%	
105 Affordable Housing Fund	11,215.61	12,435.11	17,435.11	14,405.40	22,435.11	29%	
107 HEALing SCARS Fund	10,190.57	10,190.57	10,190.57	10,190.57	10,190.57	0%	
300 Capital Improvement Fund	127,273.57	210,190.20	230,190.20	244,291.39	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		250,000.00	-17%	
400 Water/Sewer Fund	4,259,646.32	4,788,302.32	4,149,503.04	3,827,976.49	4,634,697.24	12%	
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	4,406,267.86	7,688,650.45	-45%	
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	297,983.09	655,317.74	97%	
630 Stevenson Municipal Court		8,247.43		2,992.11		-100%	
Total Revenues:	22,770,079.87	18,139,175.86	27,260,815.10	15,782,624.89	21,631,762.05	-21%	
001 General Expense Fund	2,467,895.36	1,190,184.40	2,996,408.55	899,004.22	2,522,274.18	-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	439,427.33	761,484.00	-29%	
103 Tourism Promo & Develop Fund	1,227,780.48	384,260.46	1,577,606.79	190,332.37	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	77,095.62		-100%	
313 Park Plaza Fund			300,000.00		250,000.00	-17%	
400 Water/Sewer Fund	4,259,646.32	2,829,339.09	4,149,503.04	1,662,346.94	4,634,697.24	12%	
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	5,886,845.27	7,688,650.45	-45%	
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	216,266.70	655,317.74	97%	
630 Stevenson Municipal Court		8,247.43		2,992.11		-100%	

BUDGET COMPARISON FUND TOTALS

City Of Stevenson

Time: 17:28:29 Date: 09/20/2023

Page: 41

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	9,374,310.56	21,631,762.05	-21%	
FUNDS GAIN/LOSS:		6,238,746.22		6,408,314.33			

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, April 10, 2023
6:00 PM

Planning Commission Chair Breckel called the meeting to order at 6:00 p.m.

MEMBERS PRESENT **Commissioners Jeff Breckel, Auguste Zettler, Anne Keesee, Davy Ray. Commissioner Hales was absent.**

STAFF PRESENT **Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Andersen**

GUESTS PRESENT Marina French DCG/The Watershed Company

PUBLIC PRESENT Mary Repar, Bernard Versari, Pat Rice, Paul Lee.

A. Preliminary Matters

1. **Public Comment Expectations** **Shumaker** provided information on tools to use 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.

2. **Public Comment Period** (For items not located elsewhere on the agenda)

>Mary Repar spoke about the city’s street tree program and care and maintenance of street trees. She also urged the city to take care of existing programs and services.

Her comments prompted a short discussion among Commissioners on street tree selection and care.

No further comments were provided.

3. **May 8th, 2023 Minutes** Approval of the minutes as presented from the May 8th, 2023 Planning Commission was unanimous.

B. New Business No new business was introduced.

C. Old Business

4. **Shoreline Public Access:** **Presentation from DCG/The Watershed Company/Marina French**

Marina French, Landscape Architect with DCG/Watershed provided information and details on the various Shoreline Access projects under consideration. The information will also be presented at the City Council meeting on June 15th, 2023. Topics discussed included the scoring methodology used, determination and definition of risk factors within the scoring matrix, potential parking conflicts at

Waterfront sites, and sidewalk placements. Public comments on the project were also reviewed.

Several community members spoke regarding Waterfront usage and design proposals for pathways and sidewalks.

>Paul Lee questioned the value of creating a loop trail by Bob's Beach. He commented that a sidewalk from Teo Park would not be used much, would obstruct traffic flow, and reduce parking options in an area already heavily used. He also suggested sidewalks up past the Port Building would not be in keeping with what most people want to use when enjoying the Waterfront.

>Pat Rice spoke in agreement with Paul Lee about a sidewalk, and highlighted the scenic viewpoints along the Waterfront trail as a valuable asset for tourists and residents.

With the grant deadline approaching, Commission members expressed a desire to present the SPA plan at a 'big picture' or conceptual level, with opportunities built in for additional community input, involvement and support as project designs are further evaluated. **Commission Chair Breckel** advised the overall intent is to develop better shoreline access within the city. **Shumaker** noted the plan will likely be incorporated into the Shoreline Management Plan and possibly the Capital Improvement Plan.

5. Subcommittee Reports

Downtown Parking

Commissioner Keese reported on Downtown Parking. A further parking study/survey will take place on July 6th and 8th, 2023 to gather additional data on parking needs during high usage times in order to prioritize parking improvement projects and policies. Volunteers are requested to help assist.

Annexation

Work on annexation will resume following the return of **Commissioner Hales**. Staff changes within the county planning departments have also delayed the Committee's work. Data sets comparing building density on city and county lands are being reviewed.

Discussion

6. Thought of the Month Earthquake Aftermath

<https://www.reuters.com/graphics/TURKEY-QUAKE/TOXINS/zvnbmyrzvl/>

Who are streets for?

<https://www.strongtowns.org/journal/2023/5/22/silly-rabbit-streets-are-for-kids?>

7. **Staff & Commission Reports** Shumaker presented brief updates on the following items:

Broadband

Separate projects are being funded through Washington State and the federal government to determine best ways to provide services through local providers. Skamania County, Mid-Columbia Economic Development District and Washington State University are serving as partners.

Iman Cemetery Road Sewer

The project has been slowed due to numerous rocks within the site.

Stevenson's Public Works Director, Carolyn Sourek will be approaching the city council regarding their view on the initiation of Urban Reserves as a way to increase sewer connections.

From Stevenson's Comprehensive Plan, pg. 53:

URBAN RESERVE: An area within which future development and extension of public services are contemplated but not imminent. Existing uses, particularly vacant lands and very low density single-family housing, coexist with uses otherwise characteristic of more rural areas. Further development within an Urban Reserve is discouraged until public services can be provided and urban level densities and intensities of land use can occur.

First Street Overlook

The city has received a \$663K grant via the Transportation Alternative Program funds for use on the project.

Columbia Street Realignment

The final evaluation of brownfield contamination at the site has just been received. Realignment feasibility for the above ground portion of the project should be reported soon.

8. Adjournment

Adjournment at 7:46 p.m. was unanimously approved.

Minutes recorded by
Johanna Roe

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, July 10, 2023
6:00 PM

The July 10, 2023 meeting was cancelled in advance and not called to order.

Minutes recorded by Ben Shumaker.

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, August 14th, 2023
6:00 PM

Planning Commission Chair Jeff Breckel called the meeting to order at 6:02 p.m.

MEMBERS PRESENT **PC Chair Jeff Breckel; Commissioners Auguste Zettler, Anne Keesee.**

STAFF PRESENT **Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Anderson**

PUBLIC PRESENT Bernard Versari, Amber Hoffman, Joe Mullen, Unnamed Others

A. Preliminary Matters

1. **Public Comment Expectations** **PC Chair Breckel** asked **Community Development Director Shumaker** to explain usage of online 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.

2. **Public Comment Period** (For items not located elsewhere on the agenda)
Commissioner Zettler advised he would be taking advantage of the at-large position as he has moved outside of city limits.

There were no public comments received.

3. **June 12th, 2023 Minutes** Minutes from June 12th, 2023 Planning Commission meeting were approved unanimously with changes upon a motion by **Commissioner Zettler**, who noted the date on the heading needed to be changed from April 10th. The motion was seconded by Commissioner Keesee. There was no July 10th meeting.
Bernard Versari raised a question about written comments he submitted for the prior meeting. **Community Development Director Shumaker** explained all comments received are made a part of the meeting packet.

B. New Business No new business was presented.

C. Old Business

4. **Shoreline Public Access:** **Shumaker** provided information on the updated Shoreline Public Access Plan. Additions provided by the DCG Watershed staff included connections to the Comprehensive Plan and other city planning documents.

In response to public comments about a sidewalk conflicting with vehicles parking along Cascade Avenue, that proposal was removed and replaced with language that left open unspecified options to route people on that side of Cascade Avenue. No project was proposed.

Working with Skamania County to utilize land on the north side Rock Creek Falls for better public access and recreational usage was left in the plan as that received a number of favorable comments.

More graphics were added to illustrate and clarify items.

Shumaker noted there were additional comments based on public outreach efforts and a State Environmental Policy Act review conducted by the city. He noted the Planning Department issued a determination of non-significance regarding adoption of the plan. Specific projects would be evaluated for their own impacts at the time of projects implementation when things move forward.

Breckel invited additional comments on the proposed plan. He asked the audience if their concerns about Bob's Beach had been addressed through the changes made.

>Versari, a resident of Stevenson and user of Bob's Beach spoke about current waterfront access and usage by windsurfers, kayakers and others. He agreed the removal of sidewalks along Cascade Avenue had resolved one concern. For the duration of the topic, he made numerous comments in opposition to pathway improvements at Bob's Beach.

He also spoke on the Shoreline Access Plan's approach to milfoil and requested it be treated for control in both Rock Creek and the Columbia River.

Community Development Director Shumaker agreed sections of the plan as currently written were confusing. He suggested one clarification on page 46 to clearly describe the location of the approximate 400' of trail noted in the plan as being between the railroad and SR 14.

Zettler and **Breckel** addressed questions regarding potential projects described in the plan. Both pointed out the projects in question were not under any timeline-they were there for future considerations. **Zettler** highlighted the importance of anticipating future needs for planning purposes, and emphasized the proposals being discussed had not even been budgeted for. He noted keeping them in the plan makes it easier to implement if or when conditions change.

Breckel stated the need to ensure any projects were compatible with the current usage. He also requested inconsistencies in the plan's maps and text be cleared up.

A further discussion took place on efforts to control the growth of invasive milfoil in local waterways. It was agreed to add it to the Shoreline Access Plan as a way to demonstrate the city's continued interest in addressing the problem. Shumaker suggested broadening the effort to address milfoil beyond Rock Cove so a more extensive management plan can be considered.

>Amber Hoffman asked what efforts could be coordinated to deal with the problem.

Breckel offered several comments on the overall Plan. He requested more accurate cultural and historical information regarding local tribal communities be included in order to be respectful of their history.

Keese stated she appreciated the opportunity to see the plan from a different perspective. She agreed there was confusion in the document regarding potential projects and having cost

considerations in the spreadsheet adds to the misperception. She had several questions regarding milfoil control programs.

Shumaker recapped the requested revisions he heard regarding the plan: Pages 12 and 13 need changes to reflect accurate tribal historical and cultural references; pages 40 and 46 need to correct the sidewalk footage and clarify the trail indicated is to be sited between SR 14 and the railroad; pg. 82 broaden the milfoil treatment program, and on page 45 clarification of the maps.

It was agreed by the Commissioners to wait until the September Planning Commission meeting to make a recommendation to the City Council regarding the Shoreline Access Plan.

5. **Subcommittee Reports** **Downtown Parking**

Commissioner Keese provided an update on the upcoming parking study. The first one planned in July was canceled due to the Tunnel 5 fire and closure of SR 14. Volunteers are needed for two-hour shifts on August 24th and 26th. The intent is to obtain data in order to help develop a parking master plan.

Annexation

The Annexation Sub-committee has met twice now. **Breckel and Hales** are participating, as are **City Councilmember Michael Johnson** and **Shumaker**. A number of considerations are being reviewed regarding the development of an annexation policy: Land use, providing services efficiently, density, zoning options and others. Creating a policy that meets the best interests of the city and provides guidelines for property owners and the city regarding expectations is a goal.

Breckel advised conversations with the County Commissioners need to take place to develop an annexation policy that works for both entities.

D. Discussion

6. **Staff & Commission Reports** **Shumaker** presented brief updates on the following items:

Broadband efforts. Separate projects are being funded through Washington State and the federal government to determine best ways to provide services through local providers. The intent is to bring fiber connections to area homes. Local ISP's are responsible for obtaining the funding. Skamania County, Mid-Columbia Economic Development District and Washington State University are serving as partners.

The WWTP construction completion has been delayed until 2024, due to supply chain issues. A moratorium on commercial connections has been revised to be less strict on pre-treatment requirements.

7. **Thought of the Month** None provided.

8. **Adjournment** **MOTION** to adjourn at 7:46 p.m. was approved unanimously.

Minutes recorded by Johanna Roe.

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 13:15:02 Date: 09/20/2023

08/01/2023 To: 08/31/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,624,855.00	128,200.50	120,063.03	1,632,992.47	6,239.22	11,391.31	-18.40	1,650,604.60
010 General Reserve Fund	339,656.57	941.76		340,598.33	0.00	0.00	0.00	340,598.33
020 Fire Reserve Fund	1,681,303.87	6,272.51		1,687,576.38	0.00	0.00	0.00	1,687,576.38
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	61,024.72	56,976.83	43,281.11	74,720.44	359.10	1,135.52	-48.05	76,167.01
103 Tourism Promo & Develop Fund	1,309,719.41	80,669.42	34,874.30	1,355,514.53	7,220.00	4.55	-3.21	1,362,735.87
105 Affordable Housing Fund	13,489.52	915.88		14,405.40	0.00	0.00	0.00	14,405.40
107 HEALing SCARS Fund	10,190.57	0.00		10,190.57	0.00	0.00	0.00	10,190.57
300 Capital Improvement Fund	239,264.31	2,496.39		241,760.70	0.00	0.00	0.00	241,760.70
312 Columbia Ave	-10,622.50	10,622.50	9,707.50	-9,707.50	0.00	0.00	0.00	-9,707.50
400 Water/Sewer Fund	2,082,308.24	242,713.82	254,597.23	2,070,424.83	92,308.67	4,132.16	-2,828.05	2,164,037.61
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	-358,379.05	0.00	722,221.48	-1,080,600.53	0.00	0.00	0.00	-1,080,600.53
500 Equipment Service Fund	101,193.45	14,013.73	6,148.25	109,058.93	0.00	192.57	-22.15	109,229.35
630 Stevenson Municipal Court	0.00	164.23	164.23	0.00	0.00	0.00	0.00	0.00
	7,518,845.11	543,987.57	1,191,057.13	6,871,775.55	106,126.99	16,856.11	-2,919.86	6,991,838.79

TREASURER'S REPORT

Account Totals

City Of Stevenson

08/01/2023 To: 08/31/2023

Time: 13:15:02 Date: 09/20/2023

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,435,450.70	1,353,712.98	2,178,620.55	610,543.13	-1,737.97	122,983.10	731,788.26
10	Xpress Bill Pay	71,414.68	48,638.12	85,000.00	35,052.80	-1,181.89	0.00	33,870.91
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,507,365.38	1,402,351.10	2,263,620.55	646,095.93	-2,919.86	122,983.10	766,159.17
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	4,096,015.18	17,327.95	500,000.00	3,613,343.13	0.00	0.00	3,613,343.13
6	US Bank Safekeeping	1,915,464.55	1,000,330.50	303,458.56	2,612,336.49	0.00	0.00	2,612,336.49
Total Investments:		6,011,479.73	1,017,658.45	803,458.56	6,225,679.62	0.00	0.00	6,225,679.62
		7,518,845.11	2,420,009.55	3,067,079.11	6,871,775.55	-2,919.86	122,983.10	6,991,838.79

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

Time: 13:15:02 Date: 09/20/2023
Page: 3

08/01/2023 To: 08/31/2023

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	1,028,115.08		4,349.38	4,349.38		1,032,464.46
010 000 General Reserve Fund	126,134.61		533.61	533.61		126,668.22
020 000 Fire Reserve Fund	1,041,265.76		4,405.01	4,405.01		1,045,670.77
100 000 Street Fund	22,632.26		95.74	95.74		22,728.00
103 000 Tourism Promo & Develop Fund	794,749.09		3,362.14	3,362.14		798,111.23
300 000 Capital Improvement Fund	179,202.48		758.10	758.10		179,960.58
400 000 Water/Sewer Fund	861,205.06		3,643.28	3,643.28	500,000.00	364,848.34
500 000 Equipment Service Fund	42,710.84		180.69	180.69		42,891.53
5 - LGIP	4,096,015.18	0.00	17,327.95	17,327.95	500,000.00	3,613,343.13
001 000 General Expense Fund	426,045.00	145,329.53		145,329.53	67,496.44	503,878.09
010 000 General Reserve Fund	211,908.38	35,593.44		35,593.44	33,571.71	213,930.11
020 000 Fire Reserve Fund	635,725.10	106,895.61		106,895.61	100,715.10	641,905.61
103 000 Tourism Promo & Develop Fund	320,417.69	250,000.00		250,000.00	50,762.37	519,655.32
105 000 Affordable Housing Fund		14,405.40		14,405.40		14,405.40
107 000 HEALing SCARS Fund		10,190.57		10,190.57		10,190.57
300 000 Capital Improvement Fund	25,549.13	35,000.00		35,000.00	4,047.62	56,501.51
400 000 Water/Sewer Fund	285,600.57	377,915.95		377,915.95	45,246.43	618,270.09
500 000 Equipment Service Fund	10,218.68	25,000.00		25,000.00	1,618.89	33,599.79
6 - US Bank Safekeeping	1,915,464.55	1,000,330.50	0.00	1,000,330.50	303,458.56	2,612,336.49
	6,011,479.73	1,000,330.50	17,327.95	1,017,658.45	803,458.56	6,225,679.62

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

08/01/2023 To: 08/31/2023

Time: 13:15:02 Date: 09/20/2023

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,454,160.08	145,329.53	4,349.38	149,678.91	67,496.44	1,536,342.55	96,649.92
010 General Reserve Fund	338,042.99	35,593.44	533.61	36,127.05	33,571.71	340,598.33	0.00
020 Fire Reserve Fund	1,676,990.86	106,895.61	4,405.01	111,300.62	100,715.10	1,687,576.38	0.00
030 ARPA						0.00	298,313.00
100 Street Fund	22,632.26		95.74	95.74		22,728.00	51,992.44
103 Tourism Promo & Develop Fund	1,115,166.78	250,000.00	3,362.14	253,362.14	50,762.37	1,317,766.55	37,747.98
105 Affordable Housing Fund		14,405.40		14,405.40		14,405.40	0.00
107 HEALing SCARS Fund		10,190.57		10,190.57		10,190.57	0.00
300 Capital Improvement Fund	204,751.61	35,000.00	758.10	35,758.10	4,047.62	236,462.09	5,298.61
312 Columbia Ave						0.00	-9,707.50
400 Water/Sewer Fund	1,146,805.63	377,915.95	3,643.28	381,559.23	545,246.43	983,118.43	1,087,306.40
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	-1,080,600.53
500 Equipment Service Fund	52,929.52	25,000.00	180.69	25,180.69	1,618.89	76,491.32	32,567.61
	<u>6,011,479.73</u>	<u>1,000,330.50</u>	<u>17,327.95</u>	<u>1,017,658.45</u>	<u>803,458.56</u>	<u>6,225,679.62</u>	<u>646,095.93</u>

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

6,871,775.55

TREASURER'S REPORT

Outstanding Vouchers

08/01/2023 To: 08/31/2023

As Of: 08/31/2023 Date: 09/20/2023

Time: 13:15:02 Page: 5

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	2207	08/30/2023	Util Pay	1		Xpress Billpay	195.85	Xpress Import - CC - 08-30-2023__daily_batch.csv
2023	2210	08/31/2023	Tr Rec	1		Gordon Rosander	319.38	August 2023 Distribution
2023	2212	08/31/2023	Util Pay	1		Xpress Billpay	1,222.74	Xpress Import - CC - 08-31-2023__daily_batch.csv
Receipts Outstanding:							<u>1,737.97</u>	
2023	2200	08/31/2023	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 08/31/2023 To 08/31/2023 - Disability; Pay Cycle(s) 08/31/2023 To 08/31/2023 - Life Insurance
2023	2201	08/31/2023	Payroll	1	EFT	Department of Retirement Systems	14,198.27	Pay Cycle(s) 08/31/2023 To 08/31/2023 - PERS2; Pay Cycle(s) 08/31/2023 To 08/31/2023 - DCP
2023	2203	08/31/2023	Payroll	1	EFT	HRA VEBA Trust Contributions	600.00	Pay Cycle(s) 08/31/2023 To 08/31/2023 - HRA VEBA
2023	2204	08/31/2023	Payroll	1	EFT	State of WA Dept of Social & Health Serv	738.43	Pay Cycle(s) 08/31/2023 To 08/31/2023 - WA Child Support
2022	3319	12/31/2022	Claims	1	16584	Skamania Lawyer PLLC	635.00	December 2022 Statement
2023	1800	07/20/2023	Claims	1	17061	IIMC International Institute of Munici	125.00	Membership Dues Kaitlyn Conrath
2023	2022	08/08/2023	Claims	1	17143	Tapani Underground Inc	87,183.29	Chinidere Mountain Estates
2023	2024	08/08/2023	Claims	1	17145	US Bank Safekeeping	30.00	July 2023 US Bank Safekeeping Costs
2023	2121	08/24/2023	Claims	1	17152	Class 5	315.06	September 2023 Monthly Phone; September 2023 Monthly Fax
2023	2128	08/24/2023	Claims	1	17159	Jammie's Environmental Inc	4,308.00	Transport Sludge to Hood River
2023	2131	08/24/2023	Claims	1	17162	Sea Reach Ltd	7,220.00	Wayfinding Meetings/Plans
2023	2135	08/24/2023	Claims	1	17166	US Bank	6,310.64	July 2023 Card #2 Credit Card Statement; July 2023 Card #1 Credit Card Statement; July 2023 FD Credit Card Statement
2023	2184	08/31/2023	Payroll	1	17169	Michael D Johnson	410.34	PP 08.01.23-08.31.23
2023	2187	08/31/2023	Payroll	1	17170	Kristy A McCaskell	410.34	PP 08.01.23-08.31.23
2023	2205	08/31/2023	Payroll	1	17171	City of Stevenson	319.38	Pay Cycle(s) 08/31/2023 To 08/31/2023 - City Payback
2023	2206	08/31/2023	Payroll	1	17172	WGAP Washington Gorge Action Program	68.38	Pay Cycle(s) 08/31/2023 To 08/31/2023 - Food Bank
							<u>122,983.10</u>	
2023	2208	08/30/2023	Util Pay	10		Xpress Billpay	153.50	Xpress Import - EFT - 08-30-2023__daily_batch.csv
2023	2209	08/30/2023	Util Pay	10		Xpress Billpay	394.33	Xpress Import - CheckFree - 08-30-2023__daily_batch.csv
2023	2213	08/31/2023	Util Pay	10		Xpress Billpay	634.06	Xpress Import - EFT - 08-31-2023__daily_batch.csv
Receipts Outstanding:							<u>1,181.89</u>	
							<u>122,983.10</u>	

TREASURER'S REPORT

Outstanding Vouchers

08/01/2023 To: 08/31/2023

As Of: 08/31/2023 Date: 09/20/2023

Time: 13:15:02 Page: 6

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
001 General Expense Fund							6,239.22	11,391.31	17,630.53
100 Street Fund							359.10	1,135.52	1,494.62
103 Tourism Promo & Develop Fund							7,220.00	4.55	7,224.55
400 Water/Sewer Fund							92,308.67	4,132.16	96,440.83
500 Equipment Service Fund							0.00	192.57	192.57
							106,126.99	16,856.11	122,983.10

TREASURER'S REPORT

Signature Page

City Of Stevenson

08/01/2023 To: 08/31/2023

Time: 13:15:02 Date: 09/20/2023

Page: 7

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

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 1

001 General Expense Fund Months: 01 To: 08

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%
308 Beginning Balances	1,541,738.42	1,541,738.42	0.00	100.0%
311 Property Tax	546,401.90	340,222.61	206,179.29	62.3%
313 Sales Tax	328,000.00	296,192.88	31,807.12	90.3%
316 Utility Tax	32,000.00	39,976.28	(7,976.28)	124.9%
317 Other Tax	16,000.00	20,353.77	(4,353.77)	127.2%
310 Taxes	922,401.90	696,745.54	225,656.36	75.5%
321 Licenses	2,900.00	5,879.16	(2,979.16)	202.7%
322 Permits	0.00	201.00	(201.00)	0.0%
320 Licenses & Permits	2,900.00	6,080.16	(3,180.16)	209.7%
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	15,609.54	3,043.88	83.7%
337 Interlocal Loan Repayments	19,800.00	6,560.17	13,239.83	33.1%
330 Intergovernmental Revenues	191,453.42	125,685.26	65,768.16	65.6%
341 Admin, Printing & Probation Fees	280,014.81	3,419.27	276,595.54	1.2%
342 Fire District 2	32,700.00	19,208.60	13,491.40	58.7%
345 Planning	4,500.00	12,998.98	(8,498.98)	288.9%
376 Parks	0.00	18,557.55	(18,557.55)	0.0%
340 Charges For Goods & Services	317,214.81	54,184.40	263,030.41	17.1%
350 Fines & Penalties	12,700.00	4,267.79	8,432.21	33.6%
100 General Interest Income	5,500.00	35,621.38	(30,121.38)	647.7%
376 Parks	2,500.00	2,500.00	0.00	100.0%
360 Interest & Other Earnings	8,000.00	38,121.38	(30,121.38)	476.5%
Fund Revenues:	2,996,408.55	2,466,822.95	529,585.60	82.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	18,528.30	18,471.70	50.1%
512 Judicial	60,510.00	38,872.96	21,637.04	64.2%
513 Executive	147,076.60	89,364.00	57,712.60	60.8%
514 Financial, Recording & Elections	137,200.54	99,506.24	37,694.30	72.5%
515 Legal Services	16,500.00	11,241.26	5,258.74	68.1%
517 Employee Benefit Programs	10,525.00	12,724.68	(2,199.68)	120.9%
518 Centralized Services	176,723.32	74,254.75	102,468.57	42.0%
521 Law Enforcement	228,846.03	148,448.69	80,397.34	64.9%
202 Fire Department	155,207.50	45,663.51	109,543.99	29.4%
203 Fire District 2	90,750.00	13,134.73	77,615.27	14.5%
522 Fire Control	245,957.50	58,798.24	187,159.26	23.9%
528 Dispatch Services	6,000.00	3,229.71	2,770.29	53.0%
551 Public Housing Services	0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 2

001 General Expense Fund Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
553 Conservation				
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	164,661.24	225,193.76	42.2%
570 Economic Development	27,685.00	14,642.50	13,042.50	52.9%
558 Planning & Community Devel	417,540.00	179,568.74	237,971.26	43.0%
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	612.49	(112.49)	122.5%
576 Park Facilities	57,700.00	43,285.45	14,414.55	75.0%
580 Non Expenditures	0.00	(1,876.98)	1,876.98	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%
999 Ending Balance	1,015,305.40	0.00	1,015,305.40	0.0%
Fund Expenditures:	2,996,408.55	833,830.48	2,162,578.07	27.8%
Fund Excess/(Deficit):	0.00	1,632,992.47		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 3

010 General Reserve Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	335,258.75	0.00	100.0%
360 Interest & Other Earnings	0.00	5,339.58	(5,339.58)	0.0%
Fund Revenues:	335,258.75	340,598.33	(5,339.58)	101.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%
Fund Expenditures:	335,258.75	0.00	335,258.75	0.0%
Fund Excess/(Deficit):	0.00	340,598.33		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 4

020 Fire Reserve Fund		Months: 01 To: 08			
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	36,990.25	(36,990.25)	0.0%	
397 Interfund Transfers	128,374.16	0.00	128,374.16	0.0%	
Fund Revenues:	1,778,960.29	1,687,576.38	91,383.91	94.9%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,778,960.29	0.00	1,778,960.29	0.0%	
Fund Expenditures:	1,778,960.29	0.00	1,778,960.29	0.0%	
Fund Excess/(Deficit):	0.00	1,687,576.38			

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 5

030 ARPA Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	298,313.00	298,313.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	298,313.00	298,313.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	298,313.00	0.00	298,313.00	0.0%
Fund Expenditures:	298,313.00	0.00	298,313.00	0.0%
Fund Excess/(Deficit):	0.00	298,313.00		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 6

100 Street Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	75,740.56	75,740.56	0.00	100.0%
313 Sales Tax	358,000.00	275,745.28	82,254.72	77.0%
316 Utility Tax	60,000.00	37,922.94	22,077.06	63.2%
310 Taxes	418,000.00	313,668.22	104,331.78	75.0%
320 Licenses & Permits	600.00	1,360.00	(760.00)	226.7%
330 Grants	244,330.00	0.00	244,330.00	0.0%
336 State Entitlements, Impact Payments & Taxe	43,849.50	25,406.66	18,442.84	57.9%
330 Intergovernmental Revenues	288,179.50	25,406.66	262,772.84	8.8%
360 Interest & Other Earnings	0.00	1,255.10	(1,255.10)	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%
Fund Revenues:	1,072,520.06	467,430.54	605,089.52	43.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	516,603.06	185,942.86	330,660.20	36.0%
543 Stormwater	26,300.00	23,076.37	3,223.63	87.7%
545 Lights, Signs, Paths, Landscaping	38,000.00	24,376.80	13,623.20	64.1%
546 Snow Removal	33,340.00	3,195.47	30,144.53	9.6%
542 Streets - Maintenance	614,243.06	236,591.50	377,651.56	38.5%
543 Streets Admin & Overhead	148,202.50	81,273.60	66,928.90	54.8%
544 Road & Street Operations	25,000.00	41,917.56	(16,917.56)	167.7%
566 Substance Abuse	0.00	118.50	(118.50)	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%
Fund Expenditures:	1,072,520.06	392,710.10	679,809.96	36.6%
Fund Excess/(Deficit):	0.00	74,720.44		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 7

103 Tourism Promo & Develop Fund			Months: 01 To: 08	
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	369,583.60	103,416.40	78.1%
360 Interest & Other Earnings	0.00	25,782.96	(25,782.96)	0.0%
Fund Revenues:	1,577,606.79	1,499,973.35	77,633.44	95.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	432,628.27	137,120.24	295,508.03	31.7%
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%
Fund Expenditures:	1,577,606.79	144,458.82	1,433,147.97	9.2%
Fund Excess/(Deficit):	0.00	1,355,514.53		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 8

105 Affordable Housing Fund		Months: 01 To: 08			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	12,435.11	12,435.11	0.00	100.0%	
310 Taxes	5,000.00	1,970.29	3,029.71	39.4%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	
Fund Revenues:	17,435.11	14,405.40	3,029.71	82.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	17,435.11	0.00	17,435.11	0.0%	
Fund Expenditures:	17,435.11	0.00	17,435.11	0.0%	
Fund Excess/(Deficit):	0.00	14,405.40			

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 9

107 HEALing SCARS Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,190.57	10,190.57	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	10,190.57	10,190.57	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,190.57	0.00	10,190.57	0.0%
Fund Expenditures:	10,190.57	0.00	10,190.57	0.0%
Fund Excess/(Deficit):	0.00	10,190.57		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 10

300 Capital Improvement Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	210,190.20	210,190.20	0.00	100.0%
310 Taxes	20,000.00	25,857.16	(5,857.16)	129.3%
360 Interest & Other Earnings	0.00	5,713.34	(5,713.34)	0.0%
Fund Revenues:	230,190.20	241,760.70	(11,570.50)	105.0%
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%
Fund Expenditures:	230,190.20	0.00	230,190.20	0.0%
Fund Excess/(Deficit):	0.00	241,760.70		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 11

311 First Street		Months: 01 To: 08			
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%	
Fund Revenues:	25,000.00	0.00	25,000.00	0.0%	
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%	
Fund Expenditures:	25,000.00	0.00	25,000.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 12

312 Columbia Ave		Months: 01 To: 08			
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%	
Fund Revenues:	82,329.77	62,706.87	19,622.90	76.2%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	82,329.77	72,414.37	9,915.40	88.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	82,329.77	72,414.37	9,915.40	88.0%	
Fund Excess/(Deficit):	0.00	(9,707.50)			

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 13

313 Park Plaza Fund		Months: 01 To: 08			
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%	
Fund Revenues:	300,000.00	0.00	300,000.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	100,000.00	0.00	100,000.00	0.0%	
999 Ending Balance	200,000.00	0.00	200,000.00	0.0%	
Fund Expenditures:	300,000.00	0.00	300,000.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 14

400 Water/Sewer Fund Months: 01 To: 08

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%
308 Beginning Balances	1,958,313.91	1,958,313.91	0.00	100.0%
343 Water	761,675.00	554,853.14	206,821.86	72.8%
344 Sewer	1,322,308.13	931,587.89	390,720.24	70.5%
340 Charges For Goods & Services	2,083,983.13	1,486,441.03	597,542.10	71.3%
343 Water	46,674.00	109,252.25	(62,578.25)	234.1%
344 Sewer	56,532.00	43,872.00	12,660.00	77.6%
400 Water/Sewer	4,000.00	34,557.31	(30,557.31)	863.9%
360 Interest & Other Earnings	107,206.00	187,681.56	(80,475.56)	175.1%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	4,149,503.04	3,632,436.50	517,066.54	87.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	948,956.89	544,656.58	404,300.31	57.4%
535 Sewer	1,202,072.58	605,303.83	596,768.75	50.4%
534 Water	60,854.54	41,818.41	19,036.13	68.7%
535 Sewer	82,249.20	41,124.60	41,124.60	50.0%
591 Debt Service	143,103.74	82,943.01	60,160.73	58.0%
534 Water	272,160.00	167,852.90	104,307.10	61.7%
535 Sewer	100,000.00	161,255.35	(61,255.35)	161.3%
594 Capital Expenditures	372,160.00	329,108.25	43,051.75	88.4%
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%
999 Ending Balance	1,041,880.83	0.00	1,041,880.83	0.0%
Fund Expenditures:	4,149,503.04	1,562,011.67	2,587,491.37	37.6%
Fund Excess/(Deficit):	0.00	2,070,424.83		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 15

406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 08

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%
Fund Revenues:	87,116.00	65,337.00	21,779.00	75.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	87,116.00	0.00	87,116.00	0.0%
Fund Expenditures:	87,116.00	0.00	87,116.00	0.0%
Fund Excess/(Deficit):	0.00	65,337.00		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 16

408 Wastewater Debt Reserve Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 17

410 Wastewater System Upgrades Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,179,179.71)	(1,179,179.71)	0.00	100.0%
330 Intergovernmental Revenues	5,028,740.07	0.00	5,028,740.07	0.0%
390 Other Financing Sources	9,637,369.64	5,585,447.57	4,051,922.07	58.0%
397 Interfund Transfers	400,000.00	0.00	400,000.00	0.0%
Fund Revenues:	13,886,930.00	4,406,267.86	9,480,662.14	31.7%
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	5,485,485.70	8,401,444.30	39.5%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	13,886,930.00	5,486,868.39	8,400,061.61	39.5%
Fund Excess/(Deficit):	0.00	(1,080,600.53)		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 18

420 Cascade Avenue Mitigation Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
397 Interfund Transfers	19,550.00	0.00	19,550.00	0.0%
Fund Revenues:	19,550.00	0.00	19,550.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	19,550.00	0.00	19,550.00	0.0%
Fund Expenditures:	19,550.00	0.00	19,550.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 19

500 Equipment Service Fund			Months: 01 To: 08	
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	132,991.41	42,008.59	76.0%
360 Interest & Other Earnings	0.00	2,309.71	(2,309.71)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	332,311.97	292,613.09	39,698.88	88.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	156,544.23	84,070.94	72,473.29	53.7%
594 Capital Expenditures	100,000.00	99,483.22	516.78	99.5%
999 Ending Balance	75,767.74	0.00	75,767.74	0.0%
Fund Expenditures:	332,311.97	183,554.16	148,757.81	55.2%
Fund Excess/(Deficit):	0.00	109,058.93		

2023 BUDGET POSITION

City Of Stevenson

Time: 12:48:27 Date: 09/20/2023

Page: 20

630 Stevenson Municipal Court		Months: 01 To: 08			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	2,679.81	(2,679.81)	0.0%	
Fund Revenues:	0.00	2,679.81	(2,679.81)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	2,679.81	(2,679.81)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	2,679.81	(2,679.81)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2023 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 08

Time: 12:48:27 Date: 09/20/2023

Page: 21

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,996,408.55	2,466,822.95	82.3%	2,996,408.55	833,830.48	28%
010 General Reserve Fund	335,258.75	340,598.33	101.6%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,778,960.29	1,687,576.38	94.9%	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	467,430.54	43.6%	1,072,520.06	392,710.10	37%
103 Tourism Promo & Develop Fund	1,577,606.79	1,499,973.35	95.1%	1,577,606.79	144,458.82	9%
105 Affordable Housing Fund	17,435.11	14,405.40	82.6%	17,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,190.57	100.0%	10,190.57	0.00	0%
300 Capital Improvement Fund	230,190.20	241,760.70	105.0%	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	72,414.37	88%
313 Park Plaza Fund	300,000.00	0.00	0.0%	300,000.00	0.00	0%
400 Water/Sewer Fund	4,149,503.04	3,632,436.50	87.5%	4,149,503.04	1,562,011.67	38%
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	4,406,267.86	31.7%	13,886,930.00	5,486,868.39	40%
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	292,613.09	88.1%	332,311.97	183,554.16	55%
630 Stevenson Municipal Court	0.00	2,679.81	0.0%	0.00	2,679.81	0%
	<u>27,260,815.10</u>	<u>15,550,303.35</u>	<u>57.0%</u>	<u>27,260,815.10</u>	<u>8,678,527.80</u>	<u>31.8%</u>

Washington Gorge Action Programs
Skamania County Housing Programs
 Sep-2023
 Submitted by Curt Gray

Rental Assistance

Outputs

	Aug
Number of households served	25
Number of individuals within those households	47
Total Number of bed nights provided	1457

Housing and Essential Needs

Outputs

	Aug
Number of individuals served with Housing/Utilities	4
Number of individuals served with Essential Needs	14
Total Number of bed nights provided	124

Permanent Support Housing

	Aug
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	2
Number of individuals completed Life Skills meeting	8
Number of individuals denied services	0

Outputs PSH

	Aug
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

	Aug
Number of households served	4
Number of individuals within those households	9
Total Number of bed nights provided	191

Total Outcomes for all Programs

	Aug
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	1
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	18
Number of individuals completed Life Skills meeting	23
Number of individuals denied services	0

Success Stories

Aug 2023:

1. No COVID outbreaks in our shelters
2. One (1) shelter resident has obtained employment
3. One (1) PSH client has maintained employment for more than 90 days

Washington Gorge Action Programs
Skamania County Housing Programs
 Aug-2023
 Submitted by Curt Gray

Highlighted data below updated 9/12/23 to include ERAP 2.0 RA

Rental Assistance

Outputs

	July
Number of households served	25
Number of individuals within those households	47
Total Number of bed nights provided	1457

Housing and Essential Needs

Outputs

	July
Number of individuals served with Housing/Utilities	4
Number of individuals served with Essential Needs	8
Total Number of bed nights provided	124

Permanent Support Housing

	July
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	2
Number of individuals completed Life Skills meeting	3
Number of individuals denied services	0

Outputs PSH

	July
Number of households served	4
Number of individuals within those households	4

Shelter

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

Outputs

	July
Number of households served	3
Number of individuals within those households	6
Total Number of bed nights provided	155

Total Outcomes for all Programs

	July
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	2
Number of HH removed Barriers that hindered individuals in obtaining job	1
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	14
Number of individuals completed Life Skills meeting	22
Number of individuals denied services	0

Success Stories

July 2023:

1. No COVID outbreaks in our shelters
2. One (1) shelter resident maintained employment for more than 90 days
3. One (1) PSH client has maintained employment for more than 90 days

Contracts and/or Change Orders awarded above \$10,000
from June 14th thru September 19th

Date	Contractor	Amount	Total Contract	Description of service
9/19/2023	Stellar J	23,171.66	10,513,496.75	Amendment #14 to the WWTP contract to add a Vactor Truck Dump Station to the southwest side of the project.

CHECK REGISTER

City Of Stevenson

Time: 17:05:54 Date: 09/20/2023

08/09/2023 To: 09/21/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2118	08/24/2023	Claims	1	EFT	Employment Security Dept.	11,791.00	Q2/2023 Mark Tittle
2347	09/21/2023	Claims	1	EFT	Department of Revenue	8,046.93	August 2023 Taxes
2033	08/09/2023	Claims	1	17149	Stellar J Corporation	665,469.76	WWTP Improvements-Pay Request No. 13
2119	08/24/2023	Claims	1	17150	Avista Utilities	63.45	July 2023 Statement
2120	08/24/2023	Claims	1	17151	Bits N Spurs	361.61	Hydrated Lime
2121	08/24/2023	Claims	1	17152	Class 5	315.06	September 2023 Monthly Phone; September 2023 Monthly Fax
2122	08/24/2023	Claims	1	17153	DeVaul Publishing	75.60	Notice of Special Meeting 8.24.23; Notice of Ordinance Adoption 8.16.23
2123	08/24/2023	Claims	1	17154	Department of Ecology-Cashiering Unit	3,700.00	Stevenson Water Plant Permit
2124	08/24/2023	Claims	1	17155	Emergency Services Consulting Int'l Inc	13,080.00	Consulting-Final Invoice
2125	08/24/2023	Claims	1	17156	Grayling Engineers	4,654.50	2316A- Rock Creek Intake Investigation; 2210A-2022 Waterline Replacements
2126	08/24/2023	Claims	1	17157	Gregory Scott Cheney	1,742.50	August 2023 Statement
2127	08/24/2023	Claims	1	17158	HD Fowler Company	1,225.07	Water Supplies; Water Supplies
2128	08/24/2023	Claims	1	17159	Jammie's Environmental Inc	4,308.00	Transport Sludge to Hood River
2129	08/24/2023	Claims	1	17160	PUD No 1 of Skamania County	506.26	July 2023 Statement; July 2023 Statement
2130	08/24/2023	Claims	1	17161	RADCOMP Technologies	2,359.15	New Laptop and Docking Station for Tiffany
2131	08/24/2023	Claims	1	17162	Sea Reach Ltd	7,220.00	Wayfinding Meetings/Plans
2132	08/24/2023	Claims	1	17163	Skamania County Sheriff	2,520.00	July 2023 Jail Services
2133	08/24/2023	Claims	1	17164	State Auditor's Office	15,320.76	July 2023 Audit
2134	08/24/2023	Claims	1	17165	US Bank Voyager Fleet Systems	372.04	July 2023 Statement
2135	08/24/2023	Claims	1	17166	US Bank	6,310.64	July 2023 Card #2 Credit Card Statement; July 2023 Card #1 Credit Card Statement; July 2023 FD Credit Card Statement
2136	08/24/2023	Claims	1	17167	US Postmaster	623.70	First Class Pre-Sort Fee; Change of Sewer Ordinance
2137	08/24/2023	Claims	1	17168	Wallis Engineering PLLC	55,768.72	WWTP Imprvmnts Bidding & Const July 2023; July 2023 Statement
2348	09/21/2023	Claims	1	17174	A&J Select	16.12	August 2023 Statement
2349	09/21/2023	Claims	1	17175	AHart Associates Inc	5,261.11	Public Work Strategic Plan 8.31.23
2350	09/21/2023	Claims	1	17176	Aramark Uniform Services	127.20	08.31.2023 Statement
2351	09/21/2023	Claims	1	17177	Avista Utilities	94.36	September 2023 Statement
2352	09/21/2023	Claims	1	17178	BOTG Kite Fest	3,000.00	BOTG 2023 Kitefest Reimbursement
2353	09/21/2023	Claims	1	17179	BSK Associates	1,879.25	August 2023 Water Sampling; August 2023 Waste Water Sampling
2354	09/21/2023	Claims	1	17180	Bell Design Company Inc	6,870.50	22B303 Engineering Standards Update 7.15.23-8.11.23
2355	09/21/2023	Claims	1	17181	Bryant Pipe & Supply Inc.	418.73	Fairgrounds Pump Station/Sewer Collection
2356	09/21/2023	Claims	1	17182	Cascade Columbia Distribution	1,130.00	WTP Chlorine
2357	09/21/2023	Claims	1	17183	Centricity GIS LLC	37,000.00	Cityworks Database, Training, Rollout
2358	09/21/2023	Claims	1	17184	CenturyLink	152.01	September 2023 Kanaka Creek Transfer; September 2023 WWTP Phone
2359	09/21/2023	Claims	1	17185	Centurylink Comm Inc	46.21	Statement 08.19.2023

CHECK REGISTER

City Of Stevenson

Time: 17:05:54 Date: 09/20/2023

08/09/2023 To: 09/21/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2360	09/21/2023	Claims	1	17186	City of Stevenson	3,568.43	August 2023 Statement; August 2023 Statement; August 2023 Statement; August 2023 Statement; August 2023 Statement; August 2023 Statement; August 2023 Statement; August 2023 Stat
2361	09/21/2023	Claims	1	17187	Class 5	315.06	Statement 9.15.2023; Statement 9.15.2023
2362	09/21/2023	Claims	1	17188	Clifton Michael Coulter	933.75	September 11, 2023 Statement
2363	09/21/2023	Claims	1	17189	Coburn Electric Inc	893.37	Troubleshoot One of Three Motors Rock Creek intake; T/S Relay at Kanaka & Fairgrounds Pump Stations
2364	09/21/2023	Claims	1	17190	Columbia Hardware Inc	760.51	August 2023 Statement
2365	09/21/2023	Claims	1	17191	Columbia River Disposal	205.78	Invoice Statement 09.01.2023
2366	09/21/2023	Claims	1	17192	Columbian, The	316.66	8.29.23 Shoreline Permit Ad
2367	09/21/2023	Claims	1	17193	Consolidated Supply Company	422.58	Water Supplies 08.29.2023
2368	09/21/2023	Claims	1	17194	DeVaul Publishing	111.00	Ordinance 2023-1198 Affidavid of Publication; Notice of Public Hearing Sept 21.2023
2369	09/21/2023	Claims	1	17195	Department of Ecology-Cashiering Unit	3,492.00	Stevenson WWTP Permit # WA0020672
2370	09/21/2023	Claims	1	17196	Ecological Land Services Inc	4,224.50	Riprap Mitigation Plan 08.25.2023
2371	09/21/2023	Claims	1	17197	Enviro-Clean Equipment Inc	5,210.88	August 2023 Statement
2372	09/21/2023	Claims	1	17198	Marvin Fernando	20,000.00	CDL Class A Training
2373	09/21/2023	Claims	1	17199	Financial Consulting Solutions Group Inc	5,701.25	3671 Stevenson-Water and Sewer Rate and SDC Study (2022)
2374	09/21/2023	Claims	1	17200	Flo Analytics	1,807.50	July and August On call GIS Services
2375	09/21/2023	Claims	1	17201	Grayling Engineers	1,304.00	Rock Creek Intake Investigation
2376	09/21/2023	Claims	1	17202	Gregory Scott Cheney	810.00	September 11, 2023 Statement
2377	09/21/2023	Claims	1	17203	H2Oregon	12.92	August 2023 Statement
2378	09/21/2023	Claims	1	17204	HD Fowler Company	461.75	Order O7892282 Blue Marking Paint; Water Distribution; Parts
2379	09/21/2023	Claims	1	17205	Harper Houf Peterson Righellis Inc	3,412.80	06.24.2023-07.21.2023 Plans/Estimate for CDs Lakeview Rd
2380	09/21/2023	Claims	1	17206	Jeffrey D Barrar PS	6,449.93	August 28, 2023 Statement; September 11, 2023 Statement
2381	09/21/2023	Claims	1	17207	Kilmer, Voorhees & Laurick P.C.	8,030.00	August 2023 Statement
2382	09/21/2023	Claims	1	17208	Lakeside Industries, Inc.	811.31	Vancouver Ave Asphalt
2383	09/21/2023	Claims	1	17209	Tyler MacKinnon	646.20	Firehall Door Repair
2384	09/21/2023	Claims	1	17210	Main Street - Singh	2,437.74	August 2023 Statement
2385	09/21/2023	Claims	1	17211	Maul Foster Alongi	4,681.25	Columbia Realignment 9.8.23
2386	09/21/2023	Claims	1	17212	Office of State Treasurer-Cash Mgmt Di	306.17	September 2023 Remittance
2387	09/21/2023	Claims	1	17213	One Call Concepts Inc	32.10	August 2023 Statement
2388	09/21/2023	Claims	1	17214	PUD No 1 of Skamania County	6,826.42	July 2023 Statement; August 2023 Statement; Statement 08.26.2023; August Statement 8.26.23; Statement 8.26.2023; Statement 2023.09.08; Statement 2023.09.08
2389	09/21/2023	Claims	1	17215	Pacific Premier Bank	18,113.74	September 2023 Smart Meter Loan Payment
2390	09/21/2023	Claims	1	17216	Petty Cash	332.14	Replenish Petty Cash 9.13.2023
2391	09/21/2023	Claims	1	17217	RADCOMP Technologies	3,194.47	August Statement 2023

CHECK REGISTER

City Of Stevenson

Time: 17:05:54 Date: 09/20/2023

08/09/2023 To: 09/21/2023

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2392	09/21/2023	Claims	1	17218	Ricoh USA Inc	186.79	August 2023 Statement
2393	09/21/2023	Claims	1	17219	Sam Jones Pressure Washing	960.00	Pressuring washing Firehall
2394	09/21/2023	Claims	1	17220	Sea-Western Inc	3,653.72	Fire Helmets 08.28.2023
2395	09/21/2023	Claims	1	17221	Skamania County Chamber of Commerce	18,250.25	August 2023 Chamber Expenses
2396	09/21/2023	Claims	1	17222	Skamania County Department of Public Wor	16,572.78	Pave McEvoy Lane
2397	09/21/2023	Claims	1	17223	Skamania County Probation	1,808.51	August 2023 Probation Costs
2398	09/21/2023	Claims	1	17224	Skamania County Prosecutor	1,500.00	September 2023 Remittance
2399	09/21/2023	Claims	1	17225	Skamania County Sheriff	2,700.00	August 2023 Incarceration Fees
2400	09/21/2023	Claims	1	17226	Skamania County Solid Waste Department	38.30	August 2023 Statement
2401	09/21/2023	Claims	1	17227	Skamania County Treasurer	18,484.13	September 2023 Remittance - Court Contract; September 2023 Remittance
2402	09/21/2023	Claims	1	17228	Carolyn Sourek	874.55	Reimbursement for Examinations; Reimbursement for Examinations; Reimbursement for Examinations; Reimbursement for Purchase on card; Asbestos Cement Training 9.6.23
2403	09/21/2023	Claims	1	17229	State Auditor's Office	13,770.75	Federal Audit 2023/Audit Period 21-22
2404	09/21/2023	Claims	1	17230	Stellar J Corporation	358,898.17	Construction WW Projects 2022WWTP
2405	09/21/2023	Claims	1	17231	Stevenson Downtown Association	18,750.00	Q3 2023 TAC/LTAC Operations
2406	09/21/2023	Claims	1	17232	The Kellogg Group	4,734.00	2023 Stevenson Waterfront Music Festival
2407	09/21/2023	Claims	1	17233	The Watershed Company	10,325.00	Stevenson SMP Public Access Plan
2408	09/21/2023	Claims	1	17234	Timothy Charles Shell	4,145.53	Civil Engineering Consulting 9.1.23; Civil Engineering Consulting 9.1.23; Civil Engineering Consulting 9.1.23
2409	09/21/2023	Claims	1	17235	Traffic Safety Supply Co	9,095.21	SNS Signs/36" Rollups/SQ Tube/Base
2410	09/21/2023	Claims	1	17236	U.S. Mower	195.55	Yanmar Excavator
2411	09/21/2023	Claims	1	17237	US Bank Safekeeping	114.00	August 2023 Safekeeping Fees
2412	09/21/2023	Claims	1	17238	US Bank Voyager Fleet Systems	401.90	August 2023 Statement
2413	09/21/2023	Claims	1	17239	US Bank	3,105.61	August 2023 Statement; August 2023 Statment
2414	09/21/2023	Claims	1	17240	Verizon Wireless	111.64	August 2023 Cell Phone Charges
2415	09/21/2023	Claims	1	17241	Wallis Engineering PLLC	36,854.21	WWTP 2022 Projects; Engineering 2021WW Col/WW Projects
2416	09/21/2023	Claims	1	17242	Walter E Nelson Company	418.74	Street Supplies 8.16.2023
2417	09/21/2023	Claims	1	17243	Wave Division Holdings LLC	552.61	August Statement 2023; Statement 09.01.2023; September 2023 Firehall Internet; September 2023 WWTP Phone
						105,578.41	001 General Expense Fund
						50,029.05	100 Street Fund
						54,436.34	103 Tourism Promo & Develop Fund
						4,681.25	312 Columbia Ave
						125,183.36	400 Water/Sewer Fund
						1,121,215.36	410 Wastewater System Upgrades
						32,722.33	500 Equipment Service Fund
						312.30	630 Stevenson Municipal Court
						1,494,158.40	Claims:
						1,494,158.40	1,494,158.40

CHECK REGISTER

City Of Stevenson

Time: 17:05:54 Date: 09/20/2023

08/09/2023 To: 09/21/2023

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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)