

AGENDA
CITY OF STEVENSON COUNCIL MEETING
July 18, 2019
6:00 PM, City Hall

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

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

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

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

a) **Minutes** of June 20, 2019 City Council Meeting and June 26, 2019 Special City Council Meeting. (p. 6)

MOTION: To approve Consent Agenda item a as presented.

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.]*

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Stevenson Community Pool** - Pool Manager Meaghan Young will update City Council on recent Pool activities.

b) **Stevenson Downtown Association** - Executive Director Marie Perez will update City Council on recent SDA activities.

6. UNFINISHED BUSINESS:

a) **Discuss Dissolution of the SBA** - The Stevenson Business Association (SBA), which is run by the Skamania Chamber of Commerce, is looking into dissolving. There is lack of participation from businesses at meetings and events and confusion over the role of the Stevenson Downtown Association (SDA) with the SBA. There are discussions between the SBA, SDA and Chamber of Commerce over how to ensure the current activities will be managed going forward. Attached is the current contract with the Chamber which outlines the tasks performed by them on behalf of the SBA. (p. 23)

- b) Discuss Letter Supporting Title 23 Waiver** - OneGorge, on behalf of the Port of Cascade Locks, requests signatures on a letter to Congressman Walden asking for a waiver from Title 23 requirements regarding the use of toll revenues on projects that receive federal funding. A draft of the letter is attached for council consideration and representatives from the Port of Cascade Locks will be present. (p. 36)

MOTION: To authorize the Mayor to sign on the OneGorge letter of support for the Title 23 waiver [as presented/with amendments as discussed].

- c) ROW Use Appeal Stevenson Farmers' Market** - City Administrator Leana Kinley presents an appeal from the Stevenson Farmers' Market regarding the decision of the Public Works Director to require the signs be removed five days after the event each week according to SMC 17.35.145(B)(10). Council requested a plan from the Farmers' Market to share the space and accommodate other signs throughout the season before making a decision.

MOTION: To approve/deny the appeal from the Stevenson Farmers' Market.

- d) Approve No Parking on Lotz Road** - Public Works Director Eric Hansen presents ordinance 2019-1145 regarding parking prohibitions along Lotz Road for council discussion and consideration. There have been multiple accidents along this road due to the narrow width and parking within the right of way. (p. 37)

MOTION: To approve Ordinance 2019-1145 regarding parking prohibitions along Lotz Road.

- e) Discuss Fire Hall** - Council will discuss the Fire Hall Project, the recent withdrawal of Skamania County from the project (letter attached) and get updates on the progress of the committees. (p. 40)

- f) Discuss I-1639** - Council sent a letter to the Skamania County Commissioners regarding I-1639 after the May 16th council meeting. On May 21st the Commissioners approved the attached resolution. (p. 41)

- g) Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (p. 44)

7. NEW BUSINESS:

- a) Approve North Bonneville PDA Sign** - City Administrator Leana Kinley presents the attached sign permit from the North Bonneville PDA for council review and approval. A condition of their shop relocating to Stevenson was council approval of signage. Their previous sign was challenged as looking too similar to the Forest Service logos, requiring their sign change. (p. 46)

MOTION: To approve the North Bonneville PDA sign permit.

- b) Port of Skamania Shoreline Permit 2017-01 Extension** - Community Development Director Ben Shumaker requests approval of a one-year extension to the Port of Skamania's Shoreline Permit 2017-01. (p. 49)

MOTION: To approve a one-year extension of Shoreline Permit 2017-01 as drafted in Attachment 1 to the staff memo.

- c) Set Date for August Council Meeting** - The policy has been to change the council meeting in August to avoid conflict with Fair events. In order to better balance out council agendas and allow additional time to process accounts payable, staff recommends August 22nd.

MOTION: To set the date of August 22nd for the August regular city council meeting.

- d) Discuss Council Retreat** - The council retreat in October, 2018 resulted in a list of 25 SMART goals to work on over the next 5 years. In preparation of the 2020 budget, staff would like to review the goals for guidance on priorities wither at a council meeting or at a special meeting. Attached is an update on the goals to date. (p. 53)

- e) Resolution 2019-343 Revising the Personnel Policy** - City Administrator Leana Kinley presents resolution 2019-343 revising the personnel policy for council review and consideration. A memo explaining the changes is attached. (p. 58)

MOTION: To approve resolution 2019-343 revising the personnel policy.

- f) Approve Credit Card Vendor Change** - City Administrator Leana Kinley presents the attached memo regarding a change in credit card vendor from Invoice Cloud to Xpress Bill Pay. (p. 177)

MOTION: To approve the contract with Xpress Bill Pay for credit card services for an initial fee of \$2,500 and monthly charges as outlined in the attached quote # 2019061202JS with the city paying the merchant fees without a transaction fee.

- g) Loop Road Project** - City Administrator Leana Kinley presents the attached memo regarding the Loop Road project for council review and discussion. (p. 192)

- h) Discuss Use of Timber Funds** - City Administrator Leana Kinley requests a discussion regarding council's intended use of the Timber Funds. There is a balance of \$1.3M which may be used entirely for the Fire Hall, used as short term loans (not to exceed 5-years), or have other restrictions placed on the funds.

8. INFORMATION ITEMS:

- a) *Financial Report** - City Administrator Leana Kinley will present the city's financial report for year to date revenues and expenditures through June 30, 2019. The detailed

reports are preliminary while staff works through the software conversion from Vision MS to BIAS. (p. 194)

- b) Sheriff's Report** - A copy of the Skamania County Sheriff's Report for June, 2019 is attached for council review as well as a copy of their latest newsletter. (p. 223)
- c) Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed is attached for Council's review. (p. 234)
- d) Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in June, 2019. (p. 235)
- e) Transportation Improvement Program** - The final TIP has been submitted to the state and is attached. (p. 237)
- f) Building Permits** - Stevenson: 23 active Single-Family Residences (SFRs), 9 started in 2019; 4 cabins (vacation lodging); and 1 triplex (not started). LDB tasting room finalized and open. 61 building permits total for 2019. North Bonneville: 2 SFRs and 1 duplex.
- g) *Fire Department Report** - The attached report describes some of the activities conducted by the Fire Department in June, 2019. (p. 242)

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a)** Eric Hansen, Public Works Director
- b)** Ben Shumaker, Community Development Director
- c)** *Leana Kinley, City Administrator (p. 243)

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a)** June 2019 payroll & July 2019 A/P checks have been audited and are presented for approval. June payroll checks 13598 thru 13605 total \$119,565.26 which includes one EFTPS and five ACH payments. A/P Checks 13607 thru 13734 total \$301,083.82 which includes two ACH payments. The A/P Check Register is attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in June 2019. (p. 248)

11. MAYOR AND COUNCIL REPORTS:

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

13. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

-July 25-28, GorgeGrass

-Aug 14-17, Skamania County Fair

MINUTES
CITY OF STEVENSON COUNCIL MEETING
June 20, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Anderson called the meeting to order at 6:00 p.m., lead the group in reciting the pledge of allegiance and conduct roll call.

PRESENT

Councilmember Robert Muth
Councilmember Amy Weissfeld
Councilmember Paul Hendricks
Councilmember Jenny Taylor
Councilmember Matthew Knudsen

Others present:

Ben Shumaker, Community Development Director
Eric Hansen, Public Works Director
Leana Kinley, City Administrator
Ken Woodrich, City Attorney (by phone)

2. CHANGES TO THE AGENDA: Leana Kinley, City Administrator noted there were several additions from the originally published agenda but Council members had the most current version in their packet.

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

- a) **North Bonneville Building Inspector Services Interlocal Agreement** - City Administrator Leana Kinley request approval of the Interlocal Agreement with North Bonneville for Building Inspector Services. The last contract expired in 2015. The rates have been revised and the contract has been updated to reflect current practices.
- b) **Approve Interlocal Agreement with Clark County** - Public Works Director Eric Hansen presents a 5-year renewal of the interlocal agreement with Clark County as the previous 5-year agreement expired. This is mostly for road striping services and the overhead rates have been updated.
- c) **533 NE Major St. ROW Permit** - Public Works Director Eric Hansen requests approval of the Type D Right of Way use permit for 533 NE Major St as outlined in the attached permit packet.
- d) **License Agreement for Kids Camp Use** - City Administrator Leana Kinley presents the attached agreement regarding use of the City Hall basement at no charge for a Kids Camp for council review and consideration. The theme this year is Science and the space will be used for lessons and snacks from July 25-August 2nd. 3 Squares has agreed to allow the use for this event and there is no fee for participation.

- e) **Housing Needs Assessment and Buildable Lands Inventory MOU** - Community Development Director Ben Shumaker presents the attached Memorandum of Understanding Regarding Housing Needs Assessment and Buildable Lands Inventory between the City, Skamania County and Skamania EDC for council review and approval.
- f) **Resolution 2019-334 Authorizing Application for USDA Funding** - City Administrator Leana Kinley requests approval of Resolution 2019-334 authorizing the city to apply for funding for the wastewater projects and authorizing the Mayor and City Administrator to sign all related documents.
- g) **Appoint David Bennett to the Boundary Review Board** - The previous position on the Boundary Review Board was held by Mary Repar and she has since moved outside the city limits. David Bennett would like to serve on the Board and his letter of interest is attached.
- h) **Water Adjustment** - Russell Smith (meter No. 305300) requests a water adjustment of \$445.58 for a broken pipe under their porch which they have since repaired.
- i) **Approve Release of Covenant** - Community Development Director Ben Shumaker submits the attached memo and release of covenant for Chad and Sophie Miller since they changed their building permit construction from an ADU to a garage.
- j) **Minutes** of May 16, 2019 City Council Meeting and June 3, 2019 Special City Council Meeting.

Council member Weissfeld asked to have item 'e', the Housing Needs Assessment and Buildable Lands Inventory removed from the consent agenda for further discussion.

Stevenson Community Development Director Shumaker noted the reason the City of Stevenson was paying the release of Covenant fee for the Miller's was due to difficulties in obtaining a septic system permit from Skamania County in part because the COS did not notify them of the need for a permit. The Miller's subsequently changed their building permit with the COS from an ADU to a garage.

Several questions were asked for clarification on the Building Inspection Contract with North Bonneville. Administrator Kinley shared there were no known conflicts with scheduling and the inspector spends approximately 10% of their time in North Bonneville.

MOTION to approve consent agenda items a-j with item 'e' removed made by Councilmember Weissfeld, Seconded by Councilmember Muth.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen.

In the time remaining before the scheduled public hearing on the Transportation Improvement Plan, Council received information on item (e) from Kari Fagerness with Skamania County Economic Development Council on the upcoming Housing Needs Assessment and Buildable Lands Inventory.

Kari answered questions from the Council members about the proposed MOU. She noted the cost would be split between the City of Stevenson, North Bonneville and Skamania County. The project is intended to start July 1 and end December 31, 2019. She stated the budget has not been established yet for the project. The intent is to conduct a housing needs assessment and determine what land is available that is suitable for constructing residential housing. Joel Madsen with the Mid-Columbia Housing Authority was invited to comment. He noted that the project as well would look at what changes in zoning and other development codes could be made to help increase housing opportunities.

Development Director Shumaker explained the study will allow for joint understanding of housing needs and may help the city align with other planning offices. The project could possibly lead to interlocal agreements regarding services in advance of future annexation, etc. Council member Muth asked where the actual contract was? Kari explained the MOU was just the outline of the agreement. Attorney Ken Woodrich noted the MOU was non-binding. Councilmember Weissfeld asked if the MOU could be amended to include the city's cost would not exceed \$20,000.

Motion to approve the Housing Needs Assessment and Buildable Lands Inventory MOU.

Motion made by Councilmember Weissfeld, Seconded by Councilmember Muth.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

4. PUBLIC COMMENTS: Mayor Anderson opened the public comment portion of the City Council meeting. He noted it was a full agenda and asked people to respect the 3 minutes window for making comments. He also noted that this section of the meeting was for items not on the agenda.

Mary Repar spoke first. She requested the Council come up with a definition of what affordable housing is. She noted it has many different connotations and can be confusing to people. She asked for a broader public discussion led by the Council to help the community understand the issue of affordable housing. Mayor Anderson agreed it needed clarification. Repar then invited Council members to a movie at the Grange called Water on the Table. She spoke of the growing problem of water shortages and noted the Council will be asked to help solve future water issues by residents. Repar then suggested Council members visit the community gardens as they are looking good. She suggested they could be a possible tourist attraction and learning experience as some gardens have interpretive signs regarding the importance of planting for pollinators. They are also a part of the Birding Loop for SW WA.

Rick May spoke next. He asked the Council to include in City Council minutes from March 2019 a conversation that took place during a comment period at that Council meeting. He felt a number of comments were left off the record and he read items he wished to have included. The first question was, did their offer to donate the land require any improvements be made to the Del Rey right of way? Eric Hansen responded, not that he was aware of. Ken Woodrich, City

Attorney advised the comment period was just that, not intended to be for a dialogue, but the Mayor could decide whether to continue the comments. Mayor Anderson asked the comments be included simply for clarification. The second question was, with the donation were they requiring the city to do any Affordable Housing or was this the city or council's idea. Mayor Anderson responded that the Mays said it would be fine and it was the city's idea.

5. PUBLIC HEARINGS:

- a) **6:15 - Transportation Improvement Program** - Public Works Director Eric Hansen presented the updated Six-Year Transportation Improvement Program (TIP) for public input and council review. This is the second of two scheduled public hearings for the annual TIP update.

Mayor Anderson opened the Transportation Improvement Program public hearing at 6:21 p.m.

Public Works director Eric Hansen gave a brief overview of the projects designated on the plan. He noted several of the projects had added grind and inlay work. Hansen relayed the TIB grant will pay for stormwater improvements.

Council member Taylor asked why the Russell project was delayed and Director Hansen noted it had to do with Right-of-Way acquisition. He also shared there could be lower costs if done off-season and placing utilities underground this year reduced project costs by almost \$80,000.

Taylor then asked if a white paper/report could be provided to the Council regarding the Lakeview Street project (Index # 6) with history and story timeline, what agreements were made, the language of annexation, etc.

Several Council members asked to have the Monda Road project moved up in priority due to significant erosion concerns. Stevenson Community Development Director Shumaker asked the council members to decide on a year in order to amend the plan. The council agreed 2022 would be better than 2025.

Mayor Anderson then opened the public comments period. He asked participants to state their name and to keep their comments to 3 minutes or less.

Karen Rutledge, a resident of Del Rey Avenue in Stevenson spoke first. She requested the Del Rey project be removed from the TIP. She does not believe the project would improve livability and that the money dedicated to the project could be used elsewhere. She said she would prefer native plantings and noted the pathway is already getting upgrades through volunteer support. She also asked that residents in areas significantly affected by Council decision receive notices of possible actions prior to actions taking place.

Shumaker shared the Del Rey project had not been awarded the grant so it was unlikely to happen.

Pat Rice, another resident on Del Rey also spoke against the project. He said he appreciated the conversations he'd had with the City staff and Mayor. He asked the project on Del Rey be removed from the TIP as a sign of good faith in order to move on to other issues. He pointed out all the homeowners on Del Rey were represented at the meeting. He also asked for more communication from the City in regards to projects. Council member Weissfeld asked to have more information on what conversations took place, and Mayor Anderson related he had gone to speak with residents on Del Rey after receiving several emails. He wanted to re-set the opportunities for dialogue and went with all good intentions to answer questions. He noted the landlocked properties in the area were one consideration to extend Del Rey.

Terry Smith spoke next. He owns the landlocked parcels on Del Rey. He stated that access was made via agreement with the COS when the properties were subdivided and it was recorded by the City. He stated the City agreed to move the barricade and the properties in question are not isolated and therefore not landlocked.

Administrator Kinley suggested modifying the project to indicate it will not be a through road. Objections were raised by Council member Taylor who stated she felt the school district really needed to be involved in discussions. Development Director Shumaker noted there would be no harm to remove the project on Del Rey from the plan.

Mary Repar then reminded the Council that it was a time for public comment and discussions between Council members and City staff could take place later.

Sherry Esch, another Del Rey property owner also requested the project be removed from the TIP. She also asked for notices from the City in the event projects that affect the surrounding neighborhood be considered so landowners have a way to know what is going on and can respond.

Mayor Anderson closed the public hearing at 6:38 p.m.

City Council members then discussed the feasibility of keeping the Del Rey project on the TIP. It was agreed to keep it on the plan as a placeholder but move the project out to 2025 in order to hold further discussions and conversations, including with the school district.

MOTION: To approve the Six-Year Transportation Improvement Program with the changes to the Del Rey and Monda Road project timeline as discussed.

Motion made by Councilmember Muth, Seconded by Councilmember Knudsen.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember
Hendricks, Councilmember Taylor, Councilmember Knudsen

- b) 6:30 - Water and Wastewater Utility Connection Fees** - City Administrator Leana Kinley presented ordinance 2019-1144 and resolution 2019-335 regarding water and sewer connection fees and incorporating direction from council regarding charges related to Accessory Dwelling Units. The system development fees have also been reviewed and recalculated resulting in a proposed 11% increase to the water connection fee and a 10% increase to the wastewater connection fee.

Mayor Anderson opened the public hearing on Water and Wastewater Utility fee schedules for 2019 at 6:42 p.m.

Administrator Kinley provided the Council with information on the formula used to establish the new rates for water and sewer connections. A new ordinance allowing ADU's within city limits, plus increased maintenance and operation costs and future needs were factored in. The rates had last been adjusted in November of 2017. Questions were raised by Council members about the way the senior and disabled citizen discount was arrived at. Kinley explained she contacted Skamania County Senior Services to see how they determined levels of poverty. Senior Services uses a standard of 200% of the federal poverty level to assess who qualifies for discounts or some services.

Mayor Anderson opened the public comment portion of the hearing at 6:44 p.m. There were no public comments. Mayor Anderson closed the public comment period at 6:49 p.m.

Council member Hendricks noted the fees assessed are the same no matter the size of the structure. He asked if smaller homes could have reduced fees in order to encourage more affordable housing. Council member Knudsen stated he had concerns over scaled fees and wanted additional discussions held in the future. He requested the conversation be held prior to the end of 2019.

MOTION: To approve Ordinance 2019-1144 relating to and providing for water and sewer connection charges, adding a disabled citizen discount and repealing ordinance 2017-1109.

Motion made by Councilmember Knudsen, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember
Hendricks, Councilmember Taylor, Councilmember Knudsen

MOTION: To approve resolution 2019-335 adopting water and wastewater connection fees.

Motion made by Councilmember Muth, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember
Hendricks, Councilmember Taylor, Councilmember Knudsen

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Economic Development Council** - Executive Director Kari Fagerness updated City Council on recent EDC activities. She shared information on loan programs small businesses can use. The EDC currently has approximately \$1M in funds to loan out. Loans from this fund were approved recently for \$120,000. There are also micro-loans that small businesses can apply for up to \$130,000.

She shared that the EDC board has already agreed to the housing needs assessment and buildable lands inventory and is looking forward to begin the work.

She spent a lot of time tracking the Washington state legislative activities this past spring.

The EDC has been hosting HR webinars at their office, which were well received by local businesses.

The annual EDC luncheon had over 200 people in attendance. The main luncheon was followed by a meeting with the Washington State Lieutenant Governor.

Kari provided information on the Mainstreet Tax Credit Program. The incentive program provides a Business & Occupation (B&O) or Public Utility tax (PUT) credit for private contributions given to eligible downtown organizations. Once a business' donation request is approved by the Department of Revenue, it is eligible for a tax credit worth 75% of the contribution to the designated downtown revitalization organization. Designated Washington Main Street Communities are eligible to receive contributions through this state tax credit program.

The EDC offered a Career and Job fair at Stevenson High School this spring for students in grades 7-12. Tech schools and colleges and 15 area businesses participated. The job fair was not well attended, and next year the EDC plans to change its marketing techniques to highlight each one individually.

South Gifford Pinchot Collaborative is looking at conducting forest work in the Upper Wind River area.

Kari is now serving on the Gorge Tech Alliance Board. EDC will host a Pub Talk on June 25th at LBD Sublime Balance Taproom. There is a \$5 entry fee and speakers from several new local businesses will be presenting.

7. UNFINISHED BUSINESS:

- a) **Discuss Fire Hall** - Council and City staff engaged in a conversation with Rob Farris, the Stevenson Fire Chief about plans for the new Fire Hall as a follow-up from the June 3rd special meeting.

Chief Farris first asked Council members who hadn't already agreed to serve to demonstrate their commitment to the project by participating on one of the three committees formed at the June 3 special meeting. Council member Taylor agreed to serve on the site Assessment Committee.

Much of the discussion focused on the McKenzie report as a purely conceptual document that Chief Farris thought was a first draft. Chief Farris noted the June 3rd meeting was the first time he had seen the full report. He shared numerous instances of items in the report that did not match the lay-out and as a result he felt the financial estimate for the structure was not accurate. Chief Farris said he expected the Funding Committee to be focused on finding grants, not cutting costs.

He asked the City staff to review and adjust the report to find discrepancies in order to get a better sense of true costs. He noted some questionable features such as automatic shades and HDMI wiring to the kitchen that were not necessary, in his view. Mayor Anderson responded that would be the work of the committees. Chief Farris also pointed out that they had hired McKenzie to do a professional job and he did not want to see the project changed by someone scribbling on a napkin their version of a fire hall.

Council member Weissfeld agreed the narrative needed to match the finances and she suggested the document was possibly a bad copy and paste job. She requested McKenzie be contacted to ensure the final plan was accurate and reflective of actual needs. Council member Taylor suggested McKenzie also be asked to give an estimate of what a core/shell of a building would cost, and then have construction costs looked at separately. She stated she was excited about the Grange Hall as a possible site and suggested talking with the County to include the Emergency Operations Center. The cost of site preparation is way beyond the expected budget. A question raised was whether it would make sense to look elsewhere for a new site. Council member Hendricks suggested re-visiting use of the existing site. Mayor Anderson again pointed out that would be likely the work of the committees.

Council member Muth stated he felt sitting down with the right people could help in cutting construction costs. Muth also expressed concerns that there were no actual blueprints or details in place yet. Chief Farris reminded the Council they had been the ones to reduce the planning and design budget from \$135,000 to \$80,000.

Mayor Anderson noted there was a great deal of work to be done and thanked Chief Farris for his input in the conversation.

- b) **Sewer Plant Update** - Public Works Director Eric Hansen gave a brief update on the wastewater facility. He noted there were no violations in the month of May. He directed the Council to review the report provided in their meeting packet.

This led to a request from Administrator Kinley to have the Council authorize the use of timber funds to provide a short-term loan to support the treatment plant project in case the USDA Rural Development loan funds are not awarded. The loan would be repaid through user payments made for water. The funds could also be used to demonstrate to grantors that the City does have some of its own assets to put towards the project.

MOTION: To approve the use of City of Stevenson timber funds in the amount of \$1 million for a short-term loan to support the Wastewater Treatment Plant upgrades.

Motion made by Councilmember Hendricks, Seconded by Councilmember Knudsen.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

8. COUNCIL BUSINESS:

- a) **Affordable Housing Funding** - City Administrator Leana Kinley presented a draft of a Resolution for council review and discussion regarding a .1% sales tax measure for the General Election ballot as discussed at the February 21, 2019 council meeting. Joel Madsen from Columbia Housing Authority was present to discuss how this sales tax can be leveraged for a new sales tax credit authorized by HB 1406. Information regarding HB 1406 was attached.

County and city legislative authorities are authorized to implement a local sales tax credit to fund affordable or supportive housing. To impose the tax a county or city must adopt a Resolution of Intent within 6 months of the legislation (January 2020) and impose the tax within one year. The sales tax can be leveraged under provisions of new legislation (HB 1406) and the funds can be pooled if Skamania County or North Bonneville also approve the sales tax credit.

Council member Weissfeld asked if the funds generated could be used to support a community land trust. Administrator Kinley affirmed that. Council member Weissfeld asked what the cost of the ballot measure would be. Administrator Kinley could not give exact figures but noted it would be a crowded ballot and therefore the cost is shared between agencies.

Joel Madsen with the Mid-Columbia Housing Authority shared information on benefits of the proposal, stating it was not unusual for multiple sources of funding to be used for housing projects.

MOTION: To approve Resolution 2019-336 as presented.

Motion made by Councilmember Knudsen, Seconded by Councilmember Taylor.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember
Hendricks, Councilmember Taylor, Councilmember Knudsen

- b) ROW Use Appeal Stevenson Farmers' Market** - City Administrator Leana Kinley presented an appeal from the Stevenson Farmers' Market regarding the decision of the Public Works Director to require the signs be removed five days after the event each week according to SMC 17.35.145(B)(10).

The Council felt the Farmers' Market definition of events as seasonal was incorrect, as they viewed the Market as taking place one time per week. Mayor Anderson noted that in the interest of fairness it should be understood that other activities and events also deserve to be promoted. Stevenson Public works has waived the fee for their sign permits. Attorney Woodrich declared it was not an adjudicated matter and the City of Stevenson has decision making authority over the use of the ROW.

It was felt by City Council members that the Farmers' Market could keep their signs up unless another event required signs and communication between the Market and the city was the best approach. Council member Knudsen stated he supported Farmers' Markets but they needed to understand they need to play fair. More signs in the area were not acceptable in order to avoid sign clutter.

A suggestion from an audience member about banners in other sites was considered one creative way to address the situation.

In the end no motion was made but a consensus was reached that the Farmers' Market needed to be contacted to come up with solutions to the problem through some form of sharing of the site and bring their solution to council for consideration of their appeal.

- c) Approve No Parking on Lotz Road** - Public Works Director Eric Hansen presented ordinance 2019-1145 regarding parking prohibitions along Lotz Road for council discussion and consideration. There have been multiple accidents along this road due to the narrow width and parking within the right of way.

Council member Hendricks asked Ben Shumaker, City Planning Director if Lotz Road was on the radar to be included in a Transportation Improvement Plan. He responded the TIP was intended to direct money towards road repair. Shumaker suggested a No Parking sign was a good temporary measure. Mayor Anderson suggested parking issues be considered in the next Strategic Planning exercise for the COS.

In light of the requests for more direct contact with residents regarding city actions, the

council chose to table the matter and send notices to those affected parties in order to allow them to express their views. No action was taken on ordinance 2019-1145.

- d) Discuss Del Rey Avenue** - Council discussed the withdrawal of the property donation by Rick and Julie May and the Del Rey Abandonment Project formed by residents and property owners along Del Rey.

Council member Taylor expressed concern about the crazy traffic that takes place every morning at Stevenson Elementary. She would like to have the school district involved in future discussions about Del Ray Avenue.

It was noted by the Council that the Del Ray project has been under consideration for many years, which led to some audience members commenting as to the reason few people paid attention to it, as in the past the City too often failed to act on projects. It was suggested by some audience members that a master plan detailing a proposed development would be helpful if provided to local residents by the developer.

Matthew Knudsen asked to address the May's letter about requests for communication for future projects. He stated he was uncomfortable with the perception that the offer of donation of land by the Mays was threatening to be withdrawn.

Rick and Julie May responded they had felt ignored and shut-out of communications. Mayor Anderson closed the discussion by telling the audience he had received loud and clear the message to improve communications between the City and its residents.

- e) Discuss Dissolution of the SBA** - No discussion or action was taken on this item.

- f) Award Phone System Contract** - The City issued a Request for Proposals for the phone system in May with applications due June 12th at 10am. There were four proposals received from three vendors with Class5 providing two quotes. City Administrator Kinley presented the Council with information on the proposals received for a new phone system to use at Stevenson City Hall. Minimal discussion was held. Kinley noted one vendor was less expensive, but the other vendor had far more features to offer.

MOTION: To approve the contract with Class5 for a phone system and services in the amount not to exceed \$2,250 and a three-year recurring payment not to exceed \$250 pending city attorney approval.

Motion made by Councilmember Weissfeld, Seconded by Councilmember Knudsen.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- g) Discuss I-1639** - Council sent a letter to the Skamania County Commissioners regarding I-1639 after the May 16th council meeting. City Council members discussed the recent

approval by the Skamania County Commissioners of a resolution supporting Sheriff Dave Brown's decision to not enforce I-1639.

Council member Knudsen stated he felt the City and the Council had been insulted by the County Commissioners and that it was a slap in the face to the City to have its wishes disregarded.

Mary Repar spoke and said the Sheriff is paid to uphold the law. The City of Stevenson pays the Sheriff a lot of money to uphold the laws and I-1639 is currently the law. She noted the law is more than just about gun purchases.

Attorney Woodrich directed the Stevenson City Council to a memo on the City of Washougal's website in which he, acting as the City of Washougal Attorney, wrote an opinion as to the legality of not enforcing the law. He stated Sheriff's swear an oath to uphold the Constitution and it is not the Sheriff's role to be judge and jury about what laws he feels are constitutional or not. That is the role of the courts, not law enforcement. Attorney Woodrich also informed the Council that the Sheriff is required to provide law enforcement to the COS even if there is no contract paying for the services.

The Council agreed there should have been some form of response from the County and Sheriff. Council member Muth asked the Council if a response could be to withdraw the City's contract with the SCSO and stop paying for services. The SCSO depends on the funds to help staff the department. He stated the COS is being a good neighbor by paying a great deal of money for services when it technically does not need to.

Administrator Kinley asked if the Council wanted a draft letter prepared by staff regarding the issue. The consensus was to hold off for a while.

Council member Hendricks stated he was not prepared to bring in the Sheriff for a discussion yet. A question was raised about if the citizens of Stevenson supported the Sheriff. Council member Knudsen stated he would like to have more discussion and asked to have the matter appear on the July City Council agenda.

- h) Discuss Letter Supporting Title 23 Waiver** - OneGorge, on behalf of the Port of Cascade Locks, requested signatures on a letter to Congressman Walden asking for a waiver from Title 23 requirements regarding the use of toll revenues on projects that receive federal funding. A draft of the letter was attached for council consideration.

Mayor Anderson shared information from OneGorge asking for the City of Stevenson's support regarding a waiver that would allow the Port of Cascade Locks to receive federal funding to construct a bike/pedestrian path on the Bridge of the Gods. The bridge charges tolls and the current law does not allow federal transportation funds to be used on toll supported roads or bridges.

Mayor Anderson stated the Ports of Hood River and Skamania have decided not to support the waiver request.

Mary Repair stated the Port of Cascade Locks wants to have its cake and eat it, too. She said the Port receives a lot of money from Skamania County residents through tolls and they should use the tolls to repair or upgrade the bridge.

Council member Taylor said she wants to see a new bridge built entirely. She asked to table the action and have the Port of Cascade Locks come to the July meeting with more information. No action was taken on the waiver request.

- i) Russell Avenue Right of Way Permits** - Public Works Director Eric Hansen presented ROW permits regarding property, which includes awnings over the sidewalk, encroaching on city ROW for council review and approval. This is part of the Russell project and PWD Hansen requests the application fee of \$25 be waived for each permit.

After a short discussion the Council agreed to the Right of Way permits for awnings over several businesses located on Russell Street and to waive the \$25 application fee. A recent survey identified the awnings as encroaching on the ROW, but the City determined they were not interfering with anything and were an asset by sheltering pedestrians.

MOTION: To approve the ROW permits and waive the \$25 permit fee for the following properties: 62 SW Russell, 113 SW Russell, 220 SW 2nd, 66 SW Russell, 74 SW Russell, 188 SW First, and 127 SW Russell.

Motion made by Councilmember Weissfeld, Seconded by Councilmember Taylor.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- j) Leadership Team Development** - City Administrator Leana Kinley presented a contract with Sound Employment Solution, LLC to provide Leadership Team Development services for four months at a rate of \$2,250 per month and a final follow-up session in November at \$1,000 plus the cost of meals, travel and lodging as needed.

Council member Knudsen said he felt there were less expensive ways to get the training and he was concerned about the money being spent. Kinley responded she has been attending other trainings and webinars and feels the training would benefit the City Hall staff due to changes in staffing and more demands from city residents. She stated she felt the issues were beyond her expertise. Mayor Anderson also noted there have been a lot of learning curves all at once, with higher expectations and tighter timelines from the City Council as well placed on the staff.

MOTION: To approve the contract with Sound Employment Solution, LLC for Leadership Team Development services not to exceed \$20,000.

Motion made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor
Voting Nay: Councilmember Knudsen

- k) **Wastewater Treatment Plant Emergency Declaration** - City Administrator Leana Kinley presented resolution 2019-337 declaring an emergency for construction and installation due to National Pollutant Discharge Elimination System (NPDES) permit violations on wastewater effluent for council review and approval. Declaring an emergency would allow the COS to apply for low interest loans to initiate construction.

MOTION: To approve resolution 2019-337 declaring an emergency related to the wastewater treatment plant.

Motion made by Councilmember Muth, Seconded by Councilmember Weissfeld.
Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

9. INFORMATION ITEMS: These items are informational. No action was taken on any item.

- a) **Sheriff's Report** - A copy of the Skamania County Sheriff's Report for May, 2019 was attached for council review.
- b) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed was attached for Council's review.
- c) **Chamber of Commerce Activities** - An attached report described some of the activities conducted by Skamania County Chamber of Commerce in May, 2019.
- d) **Fire Department Report** - An attached report described some of the activities conducted by the Stevenson Fire Department in May, 2019.
- e) **Planning Commission Minutes** - Minutes were attached from the 5/13/19 Planning Commission Meeting.
- f) **Building Permits Issued** - Active in Stevenson: 21 SFRs (6 close to being finalized), 3 garages, 1 active triplex, 4 vacation cabins, 1 tasting room at LDB (finalized 6/19). On the Horizon in Stevenson: 1 triplex and 1 townhouse on Vancouver (Cox's old lot), multifamily on Storie property, meeting to discuss future development at Skamania Lodge, and multi-structure development on former county property. Active in NB: 1 townhome, 2 SFRs, 1 Public Storage Facility expansion (Pac-Rat), 1 large plumbing remodel for Addiction Recovery Network. On the Horizon in NB is 1 brewery/restaurant already okayed by Planning and DOE.

10. CITY ADMINISTRATOR AND STAFF REPORTS: Council members were provided informational reports in the council packet from staff and administration.

11. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

a) May 2019 payroll & June 2019 A/P checks have been audited and are presented for approval. May payroll checks 13527 thru 13535 total \$99,164.91 which includes one EFTPS and five ACH payments. A/P Checks 13536 thru 13597 total \$239,006.87 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in May 2019.

Motion to approve Vouchers as presented made by Councilmember Muth, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

12. MAYOR AND COUNCIL REPORTS: Mayor Anderson introduced Annie McHale who has announced her candidacy for Stevenson City Council. She will be running unopposed in the upcoming election.

13. ISSUES FOR THE NEXT MEETING: None.

14. ADJOURNMENT - Mayor Anderson declared the City Council meeting adjourned at 9:08 p.m. without objection.

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Approved _____; Approved with revisions _____

Name _____ Date _____

Minutes by Johanna Roe

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
June 26, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Scott Anderson called the meeting to order at 6:00 p.m.

PRESENT

Councilmember Robert Muth
Councilmember Paul Hendricks
Councilmember Matthew Knudsen

ABSENT

Councilmember Amy Weissfeld
Councilmember Jenny Taylor

City staff in attendance: Leana Kinley, City Administrator

2. NEW BUSINESS:

- a) **Application for Wastewater Treatment Plant Emergency Interim Measures Loan-** City Administrator Leana Kinley requested approval of resolution 2019-338 and 339 regarding application to the Washington State Public Works Assistance Account program for a low interest loan for emergency interim measures at the wastewater treatment plant. The amount of this loan is \$54,680 as outlined in the June 5, 2109 tech memo prepared by Wallis regarding the Immediate Improvements Evaluation.

MOTION: To approve submission of an application for a Public Works Assistance Account loan in the amount not to exceed \$54,680, approve resolution 2019-338 regarding applicant certification for Washington State Public Works Assistance Account for wastewater treatment plant emergency interim measures and approve resolution 2019-339 regarding the preparers certification for the Washington State Public Works Assistance Account application for wastewater treatment plant emergency interim measures made by Councilmember Knudsen, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Knudsen

- b) **Application for Water System Improvements Loan** - City Administrator Leana Kinley requested approval of resolutions 2019-340 and 341 regarding an application for a Washington State Public Works Assistance Account loan for water system improvements. This will be the matching funds for the Commerce Energy Grant received as well as funds for improving the School Street waterline as identified in the Water System Plan. The School Street waterline is estimated to cost \$350,000 and the

remainder of the water meter installation and energy upgrades at City Hall is \$327,487. The total project and associated costs are still being defined (repairing of the manhole at School and Hot Springs Alameda may be included) and it is expected not to exceed \$700,000.

MOTION: To approve applying for a Washington State Public Works Board Assistance Account loan in the amount not to exceed \$700,000, approve resolution 2019-340 regarding applicant certification for Washington State Public Works Assistance Account for water system improvements, and approve resolution 2019-341 regarding the preparers certification for the Washington State Public Works Assistance Account application for water system improvements made by Councilmember Hendricks, Seconded by Councilmember Muth.

Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Knudsen

3. ADJOURNMENT - Mayor Anderson adjourned the meeting at 6:13 p.m.

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Approved _____; Approved with revisions _____

Name _____ Date _____

Minutes by Leana Kinley

AGREEMENT

This agreement made and entered into this 20th day of December, 2018 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **SKAMANIA COUNTY CHAMBER OF COMMERCE**, a non-profit corporation, hereinafter referred to as “Chamber.”

Recitals

1. The City of Stevenson is desirous of increased dissemination of information about the City to attract visitors to the local region and to encourage tourism expansion.
2. Among other things, the Chamber of Commerce is formed to promote interest in the local region and is uniquely qualified to act on the City’s behalf in disseminating information about the City.
3. The Chamber of Commerce maintains a local office that can respond to tourist inquiries and direct those people to the appropriate resources.
4. The Chamber of Commerce is the central organization responsible for overseeing special events and festivals designed to attract tourists to the City.

NOW, therefore, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Performance.** The Chamber will perform the work set forth on the Scope of Work attached hereto as **Exhibits “A”, “B”, and “C”** which are incorporated herein by reference with the understanding that the work described in Exhibits B and C is designed to be a separate product that, if mutually agreed upon, could be transferred to a third party for administration.
2. **Completion.** The Chamber shall complete the services to be performed under this agreement on or before December 31, 2019.
3. **Term.** The term of this agreement shall begin January 1, 2019 and end upon the completion of the project, but no later than December 31, 2019.
4. **Payment**
 - a. In consideration of the work to be performed as described in Exhibit A, the City will pay the Chamber the total sum of **Ninety Thousand Dollars (\$90,000)**. As described in Exhibit A, the Chamber will submit a request for payment and a report of work completed every (30) thirty-days. Upon receipt of each satisfactory work report, the City will pay the Chamber one-twelfth (1/12) of the total deliverable **Ninety Thousand Dollars (\$90,000)** under Exhibit A or Seven Thousand Five Hundred and 00/100 (\$7,500.00). After written notice to the Chamber, the City may withhold payment if the Chamber cannot demonstrate

substantial compliance with the terms of the Scope of Work statement attached hereto. Failure to submit satisfactory work reports demonstrating substantial compliance with the Scope of Work statement shall be considered a breach of this agreement and the City will be excused from further performance hereunder. All payments will be reimbursements for work performed.

- b. The Chamber is authorized to administer funds to perform City of Stevenson Promotional Programs as described in Exhibits B and C attached hereto. Upon receipt and approval by the City of an itemized billing for such work, or part thereof, the City will pay the Chamber on a reimbursement basis. Total payments from the City to the Chamber for the work described in Exhibits B and C will not exceed **Eighty-Five Thousand Dollars (\$85,000.00)**. In the event the Chamber and the City mutually agree that the deliverables specified under Exhibits B and C could be transferred to a third party for administration, this contract shall be amended. The City may withhold payment if the Chamber cannot demonstrate to the City's satisfaction substantial compliance with the terms of Exhibit B and Exhibit C. Failure to submit satisfactory work reports demonstrating substantial compliance with Exhibit B and Exhibit C shall be considered a breach of this agreement, and the City will be excused from further performance hereunder.
 - c. All tourism funding expenditure reports required by the Washington State Legislature are to be submitted by the Chamber to the City before final payment under this contract is made.
5. **Termination and Waiver.** Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. **Financial Records.** The Chamber shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 7. **Status of Chamber.** It is hereby understood, agreed and declared that the Chamber is an independent contractor and not the agent or employee of the City and that no liability shall attach to the City by reason of entering into this agreement, except as may be provided herein. The City acknowledges that the Chamber may contract with the Stevenson Business Association to perform certain services set forth in the Scope of Work; provided, however, that if the Chamber chooses to assign to the Stevenson Business Association any services, it will assign only those services listed on Exhibit B.
 8. **Insurance and Liability.** The Chamber shall indemnify and save harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees

incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement. The Chamber further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by the Chamber's employees, agents, contractors, subcontractors or other representatives.

The Chamber shall at all times maintain with insurers or underwriters approved by the City a comprehensive Liability and Property Damage Policy with limits of not less than \$500,000 per person and \$1,000,000 per occurrence as respects property damage. The City shall be named as an insured party prior to commencement of the work hereunder. The Chamber shall provide the City with ten (10) days notice in writing prior to cancellation of any such policy.

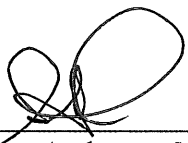
9. **Assignment.** Except as set forth in Paragraph 3 above, this agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. **Ownership of Work Product.** All brochures, pamphlets, maps, displays, and any other thing or idea created or produced by the Chamber under the terms of this agreement shall be and remain the property of the City.
11. **Completeness of Agreement and Modification.** This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations or agreements, written or oral, not incorporated herein.
12. **Equal Opportunity and Compliance With Laws.** The Chamber shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, the Chamber shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. **Governing Law and Venue.** The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. **Costs and Attorney Fees.** If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorney's costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends or is involved with any action to enforce the provisions of this

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

15. **Certification of Authority.** The parties hereby certify that the persons executing this agreement on behalf of the City and the Chamber have legal authority to enter into this agreement on behalf of the City and the Chamber and are able to bind the City and the Chamber in a valid agreement on the terms herein.

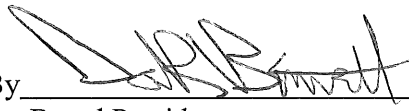
IN WITNESS WHEREOF, the parties hereto executed this agreement as of the day and the year first written above.

CITY OF STEVENSON

By 


Scott Anderson, Mayor

**SKAMANIA COUNTY
CHAMBER OF COMMERCE**

By 

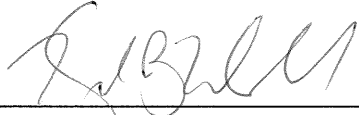
Board President

ATTEST:



Leana Kinley, City Clerk

APPROVED AS TO FORM:



Kenneth B. Woodrich, PC
City Attorney

Exhibit A - SCOPE OF WORK

*Skamania County Chamber of Commerce serving as
Destination Marketing Organization
and providing Visitor Information Services
plus projects serving local business and community needs*

- 1) Considering that tourism is currently Skamania County's main economic driver, the most important function of the Chamber is to promote Skamania County as a tourism destination, enhance the visitor experience and increase overnight stays. The Chamber will answer visitor requests by phone, mail, e-mail and in person. Fulfillment materials will continue to be produced.
- 2) Staff the Visitor Information Center with paid employees, year-round five days a week. In addition, the center will be open seven days a week from Memorial Day through Labor Day. 2019 will be the ninth season of the satellite visitor center, the Chamber "Outpost, at the Bridge of the Gods. Open from Memorial Day through Labor Day, Thursday through Sunday.
- 3) Maintain counts of visitor contacts by category and, where possible, evaluate effectiveness of various promotional approaches.
- 4) One-time cost of approximately \$2,000 for a 1/6 page display ad in the 2019 Official Washington State Visitors Guide promoting Skamania.
- 5) Maintain and advertise our toll-free phone number.
- 6) Advertise and maintain Chamber website including enhanced search engine optimization, trip itineraries and adding new images.
- 7) Organize, plan and execute Bigfoot Bash at Logtoberfest in Home Valley.
- 8) Organize, plan and execute Gorge Blues & Brews Festival, 4th of July Fireworks and Christmas in the Gorge in Stevenson.
- 9) Handle all promotional programs for City of Stevenson tourism.
- 10) Attend trade shows promoting Skamania County in 2019.
- 11) Sponsor, assist with content and distribute 2019 Skamania County Visitors Guide, magazine-size publication showcasing Skamania County (increased run of 22,000 to be printed and distributed).
- 12) Update the Skamania County "Lure" brochure with the Accommodations Guide (listing all hotels, motels and campgrounds), Dining Guide and Calendar of Events and distribute at locations throughout Washington and Oregon.
- 13) Update databases on local recreation, goods and products such as guide services, gift items, hiking trails, family activities and campgrounds in the region.
- 14) Update the Relocation Guide and package to be sent in response to requests.
- 15) We will continue to work closely with state, regional and national tourism organizations:
 - a. Columbia River Gorge Tourism Alliance
 - b. Washington State Destination Marketing Organizations Association (WSDMO)
 - c. Washington Tourism Alliance

- 16) Respond to inquiries from travel writers with suggested story ideas.
- 17) Assist Columbia River Gorge Tourism Alliance, Carson Hot Springs Resort and Skamania Lodge with FAM (familiarization) press tours visiting Stevenson and Skamania County.
- 18) The Chamber will assist event coordinators from the County, private organizations and local business associations in the planning, production and advertising of the many county-wide events
- 19) Sell event tickets for events hosted by Skamania County Community Events and Recreation and other local associations as requested.
- 20) Place a two-page ad placement within the 'Columbia Gorge Visitors Guide'. Participation in this regional guide offers our local businesses a competitively priced four-color cooperative advertising opportunity.
- 21) Continue to promote the Columbia Gorge Interpretive Center Museum, the Gifford Pinchot National Forest and Mt. St. Helens Volcanic Monument.
- 22) Partner with neighbors in Cascade Locks on promotion of Pacific Crest Trail in the Columbia River Gorge.
- 23) Use Pacific Crest Trail as one of the four main foci (Columbia River Gorge National Scenic Area, Gifford Pinchot National Forest, Mount St. Helens National Volcanic Monument being the other three) in broad marketing of Skamania County.
- 24) Work with the three organized business associations in Skamania County: Stevenson, North Bonneville and Wind River.
- 25) Operate a retail center in the Chamber office providing souvenirs and memorabilia to visitors.

2018 Chamber Project Review (in brief)

- Professionally, we met the many diversified needs of our visitors seeking information
- Chamber membership reached an all-time high with 290 organizations, businesses and individuals.
- We developed and placed various ads as contracted:
 - Washington State Visitors Guide
 - Columbia River Gorge Visitors Guide Co-Op
 - The Gorge Magazine Co-Op
 - Hood River/The Dalles Visitor Guide
 - The Columbian NW Connection
 - Wind River Publishing - guestroom directories, visitors guide
- We assisted event coordinators in various methods with promoting countywide events.
- Organized and executed first fundraising auction which took place during Annual Dinner & Awards Ceremony in January. Raised close to \$15,000 to supplement Chamber budget.
- Sponsored a full schedule of Chamber "Happy Hours" events with record attendance.
- Organizing the 12th Annual Small Business Showcase offering all members an opportunity to host their fellow members and promote their services.
- "Chamber Break", morning networking sessions, held once a month in the morning at various member locations.
- Focused on social media marketing for Facebook pages promoting Skamania County, City of Stevenson and local events.
- Worked with Skamania County Senior Services, USFS-CRGNSA and WSDOT by soliciting Stevenson businesses to provide discount to Dog Mountain shuttle riders, incentivizing use of the shuttle rather than parking directly at the trailhead.
- Guided Wind River Business Association in the planning, organization and execution of Bigfoot Bash at Logtoberfest, held in Home Valley. The third-year event was a huge success with over 1,500 people in attendance.
- We assisted the City of North Bonneville with components of Gorge Days planning.
- Served as the lead party for organizing Gorge Blues & Brews Festival in Stevenson, marking its 25th anniversary.
- Organized 4th of July fireworks display at Skamania County Fairgrounds in Stevenson.
- Staged the annual parade during the Skamania County Fair.
- Organized Fall Hike the Gorge weekend in Stevenson, with participation from Stevenson businesses providing discounts to customers who show proof of their hike.
- Currently working on all details of Christmas in the Gorge activities, planned for the first weekend in December. Also implement "Shop Stevenson for Christmas" campaign.
- Produced monthly electronic newsletter "Columbia Currents". Also produced weekly e-blast "Under Currents" highlighting member businesses and advising of current events and activities.
- Under Columbia Gorge Tourism Alliance, applied for and acted as supervisor for RARE participant under University of Oregon program. The RARE student is serving as an intern for CGTA. Working on Columbia Gorge Tourism Summit planning committee.
- Serve on Stevenson Downtown Association board of directors and Promotion committee, working on various projects.
- Please review 2018 monthly reports (presented to Skamania County monthly) to further explain the full extent of the Chamber's vast list of deliverables and the amount of work entailed.

2019 Chamber Project Overview

- Staff transition with new Executive Director taking the lead in January and training new Administrative Manager.
- To manage and operate one of Washington's "finest and most informative" Visitor Information Center (as described by our guests) plus the satellite visitors center Chamber "Outpost", meeting the needs of the increasing number of visitors seeking comprehensive assistance by educated and informed staff.
- Meet the needs of the international and domestic visitors in 2019.
- Serve as the destination marketing organization for Skamania County.
- Identify and execute fundraising opportunities to grow Chamber operating revenue.
- On a daily basis meet the obligations as "tourism representative" to legislative and association affiliations on behalf of Stevenson and Skamania County.

Exhibit B

City of Stevenson Promotional Program Deliverables and other work on behalf of Stevenson Business of Association

- Assist Stevenson Downtown Association director as necessary and requested.
- Work closely with Sasquatch Advertising on marketing campaign updates, website enhancements, display ad placement, seasonal promotions such as Fall Hiking Weekend, Instagram campaign, etc.
- Administer the Stevenson Facebook page. Post regular updates, notices, photos and items of interest.
- Maintain Stevenson promotional website with current business information.
- Serve on Stevenson Downtown Association board of directors.
- Work with Sasquatch on the distribution of a seasonal Stevenson-focused electronic newsletter called "The Tracker". Chamber staff writes articles and provides images and Sasquatch handles the deployment.
- Cooperate with Sasquatch Advertising on the "Fall Hike the Gorge" campaign, soliciting Stevenson businesses to provide discounts to hikers over one weekend in October.
- Worked cooperatively with Skamania Lodge on seasonal marketing projects including radio and print.
- Order placement of Stevenson display ads in regional guides and publications.
- Chamber staff leads the working committee to organize Gorge Blues & Brews Festival. Handle all aspects of marketing and promotion, volunteer organization, security scheduling, bookkeeping and many other tasks.
- Organize "Christmas in the Gorge" event with over 700 visitors to the Bazaar at the Skamania County Fairgrounds Exhibit Hall. 20 vehicles participated in the Starlight Parade with over 500 spectators viewing the parade and tree lighting.
- Revise Stevenson downtown map several times as new businesses open and others close. Order printing of map many times throughout the year.
- Update the tall kiosk maps on downtown lampposts, order new signs and schedule placement.
- Worked with event planners on date changes and/or re-design of kiosk diebond signs.
- Provide maps, guides and information to "Queen of the West", "American Pride" and "American Empress" crews for distribution on board.
- Created Shop Local campaign and promotions.
- Compile information for registration packets for various groups at Skamania Lodge and those holding events at Skamania County Fairgrounds.
- Administer the Stevenson Bucks program.
- Organize and hold monthly SBA meetings including creation of agenda, scheduling presentations, etc.
- Manage the SBA financial accounts including receivables and payables.

STEVENSON BUSINESS ASSOCIATION SPONSORED EVENTS

- Stevenson's flagship summer event, Gorge Blues & Brews Festival, takes place in the peak season (the Saturday following Fathers Day in June). 2019 will be the 26th anniversary of this event. Attendance is measured by on-line registration, occupancy counts at lodging properties and local campgrounds and beer/wine glass counts. By creating a two-day event, overnight stays have increased accordingly. The amount allocated within this request of \$9,000 represents approximately 20% of the entire event budget. Chamber staff assists with the event coordination and manages the promotion, including but not limited to:
 - Print advertisement design and placement
 - Website updates
 - Social media (i.e., Facebook) updates and regular postings
 - Banner, sandwich board and poster design
 - Diebond sign update and installation
 - T-shirt design and sales
 - Sponsorship solicitation
 - Financial administration
 - Volunteer recruitment and scheduling
- Christmas in the Gorge is an event designed to increase visitation to Stevenson during the shoulder holiday season. With activities beginning on Friday night and continuing through Sunday, overnight stays are encouraged. Attendance is determined by occupancy counts at lodging properties, physical counts at various activities, website statistics and social media interaction. \$5,000 provided by hotel/motel funds represents approximately 50% of the total budget. The Chamber manages event coordination and promotion of Christmas in the Gorge, including but not limited to:
 - Print advertisement design and placement
 - Website page creation
 - Social media (i.e., Facebook) updates and regular postings
 - Diebond sign installation
 - Working with local artist on annual CIG poster, printing and distribution
 - Creation of Christmas in the Gorge flyer and distribution through Pioneer, schools, etc.
 - Schedule small tree lighting
 - Organization of Starlight Parade
 - Organization of downtown business decorations and contest
 - Organization and execution of crafts bazaar
 - Organization of weekend schedule of activities
 - Scheduling of entertainment, i.e., carolers, artists, etc.
- 4th of July Fireworks show has a direct impact on occupancy at Skamania Lodge and other Stevenson lodging properties. By providing a fireworks display, this holiday is more likely to entice overnight stays in Stevenson. \$6,500 is the total budget for this event, \$5,000 of which is spent on the fireworks themselves. The additional \$1,500 covers all marketing, posters, advertisements and

entertainment. The Chamber manages event coordination of the fireworks, including but not limited to:

- Print advertisement design and placement
- Poster design, printing and distribution
- Press release composition and distribution
- Social media (i.e., Facebook) updates and postings
- Scheduling live band
- Scheduling of pyrotechnician services.
- Scheduling of food vendors.
- Organizing set up of event site – fencing, seating, bathrooms, etc.
- Onsite attendance of event to count people, ensure execution.

Exhibit D

**SKAMANIA COUNTY CHAMBER OF COMMERCE
2019 REVENUES AND EXPENSES
(DRAFT)**

<u>PROPOSED REVENUE SOURCES</u>	<u>AMOUNT</u>
Skamania County – Chamber Operation	\$ 55,000
City of Stevenson – Chamber Operation	90,000
City of Stevenson – Promotional Programs Management Time	8,000
Annual Dues	30,000
Fundraising	12,000
Miscellaneous Revenue (annual meeting, postage, newsletter ads, Forest Pass, retail sales, contributions, etc.)	<u>4,000</u>
Total Proposed 2018 Revenue	\$199,000

<u>PROPOSED EXPENDITURES</u>	<u>AMOUNT</u>
Administration (wages/salaries, taxes, employee benefits, accounting services)	\$ 110,000
Marketing (advertising, trade show program, website design and maintenance, web hosting, printing, fulfillment, etc.)	64,000
Operations (annual meeting, bank fees, equipment, insurance, office supplies, cleaning, postage, office rent, shipping, telephone, Outpost, etc.)	<u>25,000</u>
Total Proposed 2018 Expenses	\$199,000



June 12 , 2019

Congressman Greg Walden,

Cc: Transportation and Infrastructure Chair DeFazio and Ranking Member Graves,

OneGorge is a coalition of local governments and private sector representatives in the bi-state region of the Columbia Gorge Scenic Area. OneGorge strongly supports federal action necessary to provide a waiver for the Port of Cascade Locks from Title 23 of the federal code for the construction of a Bicycle and Pedestrian lane to the Bridge of The Gods in Cascade Locks, Oregon. The Bridge of the Gods is designated as a part of the Pacific Crest Trail system. The narrow 1926 era bridge is a key transportation and commerce link between Oregon and Washington in the Scenic Area. In recent years a significant increase in hikers and pedestrian traffic is creating significant public safety concerns as vehicles and pedestrians must share the same surface. Last year over 7000 hikers were recorded used the bridge. Attaching a lane to the existing bridge will alleviate this public safety concern.

Outdoor recreation is a strong and growing sector of our local economy in the Columbia River Gorge. The Gorge is truly a mecca for outdoor recreation enthusiasts who visit our area throughout the year to experience world class recreational activities from hiking and biking to snow, water and wind sports.

Adding a Bike/Ped lane to the Bridge of the Gods will provide a missing link in our local recreation infrastructure. The Columbia River Gorge is a destination for bikers who love to explore the road and trails throughout the area. The state of Oregon and the federal government are currently making a significant investment in building an iconic bike trail that will link Portland with the east end of the Gorge and significantly expand biking opportunities throughout the region. But when the trail is complete there will still not be a safe way for bikers to cross from Oregon into Washington as no bridge in the region is suitable to ride across safely.

OneGorge strongly believes that adding a Bike/Ped lane to the Bridge of the Gods will significantly improve public safety in the region and also provide a boost to our local recreation-based economy. We the undersigned, strongly support providing a waiver from the Title 23 requirements for toll facilities, so that the Port of Cascade Locks can be eligible for federal funding of this important project.

Sincerely,

The Undersigned, facilitated by OneGorge

**CITY OF STEVENSON, WASHINGTON
ORDINANCE 2019-1145**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA RELATING TO PARKING
PROHIBITIONS ALONG LOTZ ROAD**

WHEREAS, there are certain roads within the Stevenson city limits that are narrow and do not provide for adequate driving lanes and parking along the length of the road; and

WHEREAS, the City Council of the City of Stevenson deems it necessary to prohibit parking along the length of these narrow roads to allow for safe travel.

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

Section 1 – Amendment. Chapter 10.12 Parking Prohibited in Certain Areas shall be amended as follows:

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

Chapter 10.12 - PARKING PROHIBITED IN CERTAIN AREAS

10.12.010 - Definitions.

As used in this chapter, the following words shall be defined as follows:

- A. "Parking" means the standing of a vehicle upon a street, whether such vehicle is occupied or not, and whether or not such vehicle is accompanied by an operator for a period of time in excess of two minutes.
- B. "Vehicle" means any device in, upon, or by which any person or persons, or property is or may be transported upon a public highway.

10.12.020 - Parking near mail deposit receptacle restricted- ~~Exception-~~ ~~Signing required.~~

- A. It is unlawful for any person to cause or permit to be caused a vehicle of any nature, kind or description to be parked within a linear proximity distance of ten feet from the location of any mail depository receptacle within the corporate limits of the city for any period of time exceeding five minutes; and
- B. U.S. mail couriers are excepted from the provisions of this section; and
- C. Such mail depositories ¹ areas as governed by this section shall be properly posted with appropriate signs relating to such limitations in accordance with this section.

10.12.030 - Parking time on certain alleys and streets restricted.

No person, firm, company or corporation shall park any vehicles as described and defined in Section 10.0 8-.010, from the hours of two-thirty a.m. to five-thirty a.m. in any alley designated as such within the corporate limits of the city, nor within such hours on Second Street between the east and west corporate limits of the city, and on Russell Street from Vancouver Avenue to Cascade Avenue and on Vancouver Avenue from School Street to Strawberry Road.

10.12.040 - Parking prohibited on certain streets-~~Signing required.~~

A. ~~There shall be no parking permitted From and after February 15, 1973, it is unlawful to park any vehicle~~ whatsoever, of any vehicle of any nature, kind or description, without regard to limitation as to time on the following streets, set forth as follows:

1. Along the north side of the street commencing from the intersection of Vancouver Avenue and Columbia Street on the east boundary to the intersection of Vancouver Avenue and School Street on the west boundary.

2. All along Lotz Road.

B. Such prohibition of parking as ordained in this section shall be continuous in nature and no exception thereto shall be permitted during any time of a twenty-four-hour period of any day.

C. Motor vehicles shall be defined as including every device capable of being moved on a highway and in, upon, or by which any persons or property is or may be transported or drawn upon a public highway.

D. The city shall post in conspicuous places along such street within the boundaries as aforementioned, proper street signs effecting notice of prohibition of parking as set forth in this section.

10.12.050 - Parking limitations and enforcement authorized.

The city, through its duly authorized council, is authorized and directed from time to time henceforth from the date of enactment of the ordinance codified in this section, to be empowered to designate by posting all proper parking limitation sites upon such streets, alleys and thoroughfares therein the city, parking limitations as to time limitations and area limitations within such corporate limits, and the city is further empowered and directed to designate such areas and times and places as to parking limitations and authorize its enforcement agencies to enforce same by penalties prescribed in Section 10.12.070.

10.12.060 - Provisions deemed exercise of police power.

This chapter is enacted as an exercise of police power for the protection of persons and property and to relieve the congestion of traffic in the city.

10.12.070 - Violation-Penalty.

Each conviction for violation of any provision of this chapter shall constitute a traffic infraction and shall be punished by a fine in the amount of thirty-five dollars for each offense plus any applicable statutory assessments imposed by the state of Washington.

Section 2 – Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3 – Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this ____ day of _____, 2019.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson



DAVID S. BROWN
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Pat Bond
Undersheriff

David Waymire
Chief Corrections Deputy

Jason Fritz
Chief Civil Deputy

June 25, 2019

Leana Kinley, Administrator
City of Stevenson
7121 Loop Road
Stevenson, WA 98648

Leana,

Over the past several years I have participated in two separate efforts focused on both land acquisition and design for a new fire station. These efforts produced valuable information that has assisted in decision making critical to moving the process forward. My participation and that of John Carlson, emergency management coordinator, were centered around the idea that our partnership would be valuable in leveraging both financial assistance and long-term capacity by incorporating emergency management space into the design.

Throughout the processes, both John and I have maintained a great deal of consistency in our belief that this effort must first be focused on ensuring the Stevenson city fire department and Skamania County fire district 2 realize a new facility that will meet the needs of the city and district over the next 30 years.

At this time, it appears there is still some uncertainty among the city leadership as to how to move forward both financially and geographically.

Considering the recent decision to renew the processes previously undertaken in past studies, I feel it is in the best interest of the city and the district for Skamania County to excuse itself from efforts to move forward.

By doing so, this will allow both the city and district to focus on the original intent of building a new fire station. This decision should help in providing clarity to the project and ensure that the final decision on a suitable building site, and building design, will remain centered on a facility that will meet agency needs.

Sincerely,

Dave Brown
Sheriff

RESOLUTION 2019-18

Statement of position on Initiative 1639

WHEREAS, the Right of the People to Keep and Bear Arms is guaranteed as an Individual Right under the Second Amendment to the US Constitution, and, under Article 1, Section 2 and 24, of the Constitution of the State of Washington and shall not be impaired, and;

WHEREAS, there is a strong culture of gun rights, self-protection and the need to use various guns and weapons as tools in everyday life in rural communities, along with the strong feelings regarding the use of guns in a recreational manner that exists amongst the citizens of Skamania County that may not be of similar concern in the urban populations and;

WHEREAS, Initiative 1639 was passed by the voters of the State of Washington in November of 2018 and it imposes a number of required conditions on law abiding citizens who wish to possess, transfer and purchase a firearm and;

WHEREAS, there remain many questions as to how implementation of the law can be fully carried out due to ambiguous language found in the initiative passed, hindering an effective enforcement effort and;

WHEREAS, there are a number of legal challenges currently filed in state and federal court that call into question the constitutional legality of various components of I-1639 and it is unlikely that the Washington State Courts and Federal Courts will address these legal challenges prior to the effective date of this law on July 1, 2019 and;

WHEREAS, the Board of County Commissioners recognizes the requirements of I-1639 present numerous financial impacts on the limited financial resources of Skamania County, its elected officials and their government responsibilities. Along with the questions concerning implementation of I-1639 enumerated below:

1-TRAINING REQUIREMENTS

2-ENHANCED BACKGROUND CHECKS

3- SECURE GUN STORAGE

4-WAIVER OF CONFIDENTIALITY

5-ANNUAL VERIFICATION, and;

WHEREAS, the Washington State Attorney General acknowledges "*law enforcement officials have broad discretion to set their own priorities and target their staff and resources where investigation and enforcement is most needed*", and;

WHEREAS, the background checks required by Initiative 1639 are not discretionary and the Skamania County Sheriff's Office will continue to perform these checks as the law requires and;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SKAMANIA COUNTY, to be in concurrent agreement with the Skamania County Sheriff in recognition of the need to have clarity on the elements contained within I-1639, one cannot in good faith assert enforcement authority pursuant to I-1639 over the law-abiding firearms owners of Skamania County until such time as the above-mentioned questions have been resolved and;

BE IT FURTHER RESOLVED, at such time the Judicial and Legislative branches of our State Government have rendered decisions and clarifications on I-1639, the Board of County Commissioners will commit to further discussion on the impacts of full implementation of I-1639 within Skamania County and;

BE IT FINALLY RESOLVED; we commit to the citizens of Skamania County that the defense of your constitutionally protected, God given rights, shall continue to guide our decisions as they relate to the application of this Initiative.

Dated this 21st day of May, 2019.

ATTEST:



Debbie Slave
Clerk of the Board

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner

Approved as to form only:

[Signature]
Skamania County Prosecuting Attorney

Aye 5
Nay 0
Abstain 0
Absent 0



City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: July 18, 2019

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

Plant Operations:

Staff has been working towards getting the solids up to a Class B for land application. The digester needs to have some repairs completed and a Biosolids Plan will need to be done. The current estimated cost for the Biosolids plan is \$ 7,732. We are also waiting on cost estimates from Tribeca on land application and transportation costs.

Hood River is unable to find enough land for application of biosolids and will have to dispose of our solids in the Wasco landfill. The cost is \$51.50 per ton to haul it the landfill, which includes the tipping fees. They are still working on calculating out the total cost to Stevenson.

PWD Hansen has been working with Significant Industrial Users, Ecology and the City of Camas on sending side stream material to Camas for processing. After months of testing, discussions and tours, a pilot run of material will occur soon. This will reduce the influent BOD loading on the plant. Camas has other projects taking priority, causing a delay in the pilot. Staff is reaching out to Dirt Huggers to see about utilizing their services instead of or in addition to Camas.

The average monthly Influent BOD load has been:

2018

- January 675 lbs/day – No Effluent Violations
- February 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)
- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)

- October 1,072 lbs/day – No Effluent Violations
- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

2019

- January 776 lbs/day – Solids washout from clarifiers on 29th and 30th, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18th.
- March 803 lbs/day – Solids washout from clarifiers on March 13th, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1st
- May 1,067 lbs/day – No Effluent Violations

The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

WWTP Design:

A memo regarding interim measures for the treatment plant to prevent effluent violations has been approved by Ecology. Staff is moving forward on the High and Medium priority projects at an estimated cost of less than \$60k. Funding for the interim measures will be through the Public Works Board Construction Loan program. We will hear back in August on the status of the application and the schedule should not be impacted.

The survey of existing conditions at the treatment plant is being finalized and GRI is finalizing the Geotech report for the Montell Terrace neighborhood and the treatment plant.

A draft of the preliminary design is in process, which will include an implementation timeline and funding opportunities identified.

Funding:

The final revision to the General Sewer Pan and Wastewater Facilities Plan update was recently approved by Ecology. The report for the CERB grant is in process, staff is waiting for the results on the feasibility of the sidestream material disposal.

The full application for construction funding through the FY 2018 EDA Disaster Supplemental program for improvements at the lift stations for increased capacity and flood protection at the wastewater treatment plant has been submitted. The total project amount is \$5,068,000 and 80% would be covered by the grant and the remaining 20% will be covered by a USDA loan that the city is in the process of obtaining. Based on feedback from other agencies, the process will take some time.

Compliance:

Staff has discussed a draft amended Administrative Order with Ecology. It will require additional testing and add time to the daily rounds impacting the budget.

Action Needed:

None.

APPLICATION FOR IMPROVEMENT

SUBMIT TO:

City of Stevenson
 7121 E Loop Road
 PO Box 371
 Stevenson, WA 98648
 Phone 509-427-5970 FAX 509-427-8202



For Office Use Only:

Date Received: 6-24-19
 Building Permit # 19-049

Type of work:

- New Construction
 Addition/Alteration/Repair
 Re-Roof
 Garage/Accessory Building
 Demolition
 Fence
 Fill & Grade
 Retaining Wall
 Sign
 Change of Use/Occupancy
 Other _____

Category of construction:

- 1 & 2 Family Dwelling
 Multifamily
 Commercial/Industrial
 ADU
 ROW

Site Location:

Physical Address: 25 NE 2nd St.
 Tax Lot # 03073644210000
 Approach Street Name: HWY 14
 Nearest Cross Streets: _____

Description of work:

install a sign on
existing signholder - just
a sign change
4' x 10'
Billboard-style on street
see attached design

Property Owner:

Name: NBPDA / Robyn Legun
 Mailing Address: PO Box 371
 City, State, Zip: North Bonneville, WA 98631
 Phone Numbers: 404.226.5701

Applicant Information:

Contact Person: _____
 Company Name: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone Numbers: _____
 Email: _____

Contractor:

Name: N/A
 Mailing Address: _____
 City, State, Zip: _____
 Phone Numbers: _____
 Email: _____
 License #: _____

Required Data: Dwellings

Valuation: \$ _____
 Number of bedrooms: _____
 Number of bathrooms: _____
 Total number of floors: _____
 New dwelling area: _____ square feet
 Garage/carport area: _____ square feet
 Covered porch area: _____ square feet
 Deck area: _____ square feet
 Other structure area: _____ square feet

Required Data: Commercial Use

Valuation: \$ _____
 Existing building area: _____ square feet
 New building area: _____ square feet
 Number of stories: _____
 Type of construction: _____
 Occupancy groups
 Existing: _____
 New: _____

Please specify if any of the following are proposed:

Mechanical Fixtures: Yes No Plumbing Fixtures: Yes No ROW Access: Yes No

I hereby certify that the information in this application is true and correct, I am authorized to apply for this permit and agree to comply with all City Ordinances and State Laws regulating building and construction. Furthermore, I understand that I will be subject to field inspections and plan checks in accordance with the 2012 International Construction Code. I hereby authorize the City of Stevenson reasonable access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.

As an owner/builder you are allowed to contract with licensed contractors in order to complete your building project. By signing this form you are stating you have no intent to hire unlicensed personnel in order to complete your construction project.

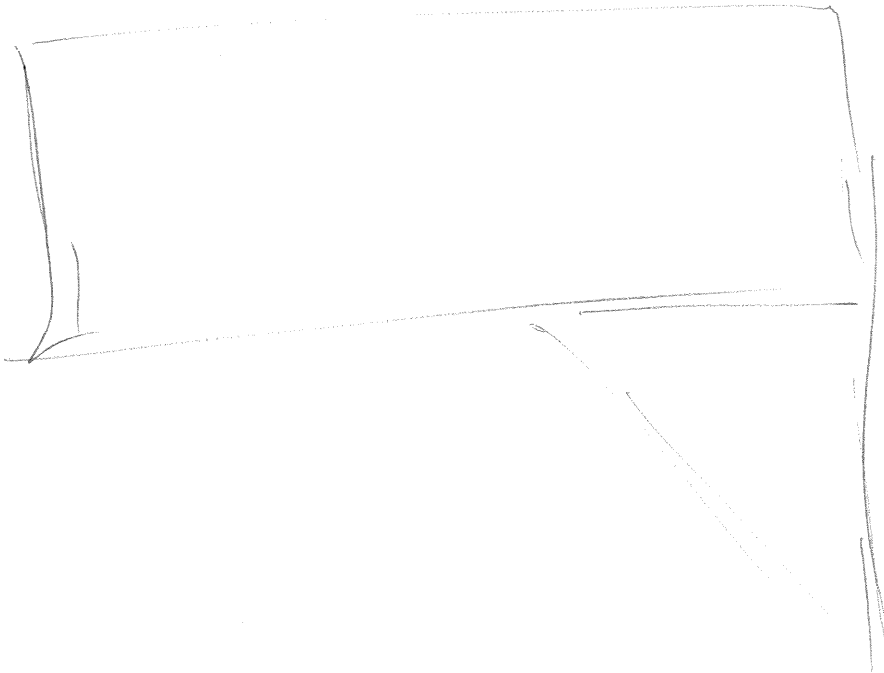
If applicant has not received prior approval for water and sewer service, the building permit may be delayed.

This APPLICATION becomes null and void if A PERMIT is not ISSUED within 180 days after completion of review by the building inspector and/or planner. The applicant may request in writing an extension of the application period subject to planning and building inspector approvals.

 Signature 10/24/19
Date

Site Plan

See attached
design



A complete site plan is required with each building permit application. For the City to review the application the site plans **must** include all of the following information:

- 1. North Arrow
- 2. Scale
- 3. Dimensions of all *Existing* and *Proposed* Structures
- 4. Dimensions of all Property Lines
- 5. Distances between all Structures and Property Lines (Property lines rarely coincide with edge of roadway asphalt)
- 6. Location of All Underground Utilities (Water, sewer, septic, gas, cable, telephone)
- 7. Names of Adjacent Roads
- 8. Location of Driveway
- 9. Location of All Adjacent Water Bodies

RECEIVED

JUN 24 2019

47

BY: MC

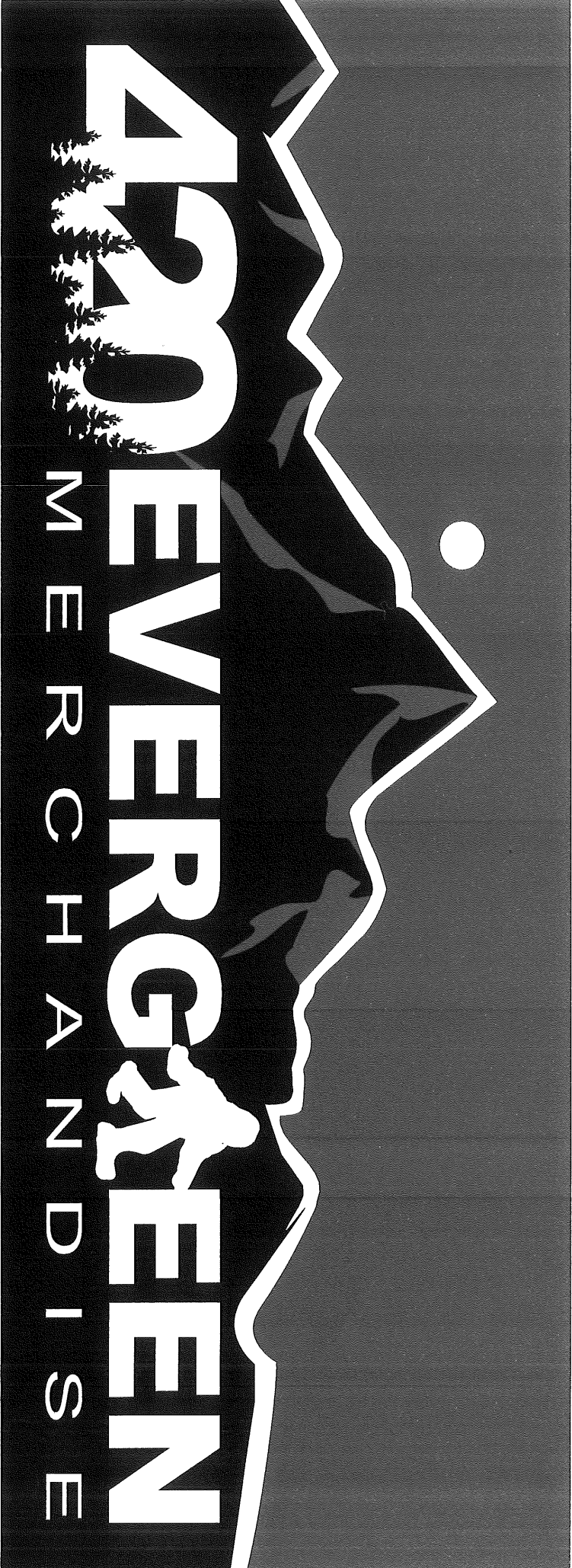
19-049

RECEIVED

JUN 24 2019

BY: Mc

19-049



420 EVERGREEN
MERCHANDISE



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker,
DATE: July 18th, 2019
SUBJECT: Shoreline Substantial Development Permit 2017-01—Permit Extension

Introduction

The Port of Skamania has requested an extension of the time limit included in SHOR2017-01, a shoreline substantial development permit authorizing “a future development area, public access, recreational pathway, and habitat conservation areas”. This permit was approved by the City Council on July 20th, 2017, and through Condition #3 and SMC 18.08.220, is set to expire on July 20th, 2019, 2 years after it was approved.

Recommendation

Motion: “...to approve a 1-year extension of SHOR2017-01 as drafted in Attachment 1.”

Guiding Policies

SMC 18.08.220 – Permit Expiration, Extension and Reapplication.

The following time requirements shall apply to all permits:

- A. Permits issued under this title shall be valid for two years from the date of approval by the council;
- B. If a project for which a permit has been granted has not been completed within two years after the approval of the permit by the council, the council shall, at the expiration of the two-year period, review the permit, and upon a showing of good cause, extend the permit for one year, otherwise, the permit terminates; provided, that no permit shall be extended unless the applicant has requested such review and extension prior to the permit expiration date; provided further, that no permit authorizing construction shall be extended for a period of more than a total of five years from the time of approval by the council. If no such progress has been made a new permit may be required. Reapplication will be on an original basis.

SHOR2017-01, Condition #3

During the Duration of this Project this permit shall be valid for 2 years from the date of approval by the Council. If the proposal is not completed within the 2-year period, the proponent may request City Council review and extension of the permit. Such request shall be submitted within the 2-year period of validity. Requests for extension are limited to 1 year at a time and subject to a maximum of 5 total years from the date of approval by the Council (2-year initial period of validity and 3 1-year extensions). Extensions will be granted by the Council only after finding that the proponent has made progress toward completion of the permit or that some other good cause exists for the extension.

Project Review

Progress toward completion of the permit is demonstrated by the following:

- From January 28 to March 15, 2018 approximately 1,443 feet of new shoreline were constructed.
- Design engineering occurred during 2018 and 2019.
- The apparent low bid has been accepted and the construction contract will be awarded shortly.

Attachments:

1. Draft Extension

CITY OF STEVENSON
SMC 18.08 – Shoreline Management

Regarding a request by the Port of Skamania County to extend)	
the Shoreline Substantial Development Permit issued under City)	SHORELINE
File # SHOR2017-01.)	SUBSTANTIAL DEVELOPMENT
)	PERMIT - EXTENSION
)	JULY 18 th , 2019

ORIGINAL PROPOSAL: The applicant proposed to arrest 450' of severe bank erosion, restore aquatic habitat along 1,250' of Columbia River bank and extend the shoreline on average 78' to the south. An estimated 35,000 cu yd of rock and soil would be placed to restore the shoreline and enhance aquatic and riparian habitats. Materials for the fill will come, in part from bar scalping and dredging activities in Rock Creek. Uses of the Columbia River shoreline include a future development area, public access, recreational pathway, and habitat conservation areas. The proposed project restores the footprint of the historic river bank, which expands the riparian area by 2.15 ac (53%).

LOCATION: The site is located along the Columbia River in downtown Stevenson from ~Stevenson Landing at Russell Avenue upstream to ~Leavens Avenue. Additional work will occur on Rock Creek.

USES: Archeological Areas and Historic Sites; Commercial/Industrial Development; Dredging; Landfill; Recreation; Shoreline Protective Works; Wildlife.

KEY ISSUES: Economic Development, Public Access, Circulation, Recreation, Shoreline Use, Conservation, Historical/Cultural.

PROPONENT: Port of Skamania
PO Box 1099
Stevenson, WA 98648
(509) 427-5484

CITY STAFF:	Ben Shumaker	Leana Kinley	Scott Anderson
	Shoreline Administrator	City Administrator	Mayor

BACKGROUND

The proposal occurs over multiple tax lots and dozens of legal lots of record. At the time of issuance, development on the properties included restaurant, vacant lands, a dilapidated single-family residence, recreational lands and pathways. The site had been the subject of severe bank erosion threatening the buildings and project was proposed as part of a coordinated effort to cope with the 2007 Piper Road landslide on Rock Creek. Currently, the severe erosion has been arrested, and uses now include a restaurant, vacant lands, and recreational lands and amenities. The City Council's review at this time is related only to the timeline for completion of the project approved through SHOR2017-01.

STANDARDS, FINDINGS AND CONCLUSIONS

SMC 18 – ENVIRONMENTAL PROTECTION

Title 18 of the Stevenson Municipal Code is separated into three chapters. Chapter 18.04 considers the City's procedures under the State Environmental Policy Act (SEPA). Chapter 18.08 addresses Shoreline Management, together with the adopted Shoreline Management Master Program. Chapter 18.13 focuses on Critical Areas and Natural Resources lands. These 3 chapters were considered in detail in the original approval of SHOR2017-01. This review considers only the sections related to extension of the permit timeline under the authority of SMC 18.08.220.

SMC CH. 18.08 SHORELINE MANAGEMENT

This chapter details the procedures for review according to the Shoreline Management Act. The chapter is separated into 25 sections detailing program administration and project review. Findings and conclusions related only to SMC 18.08.220 are detailed below.

CRITERION §18.08.220 – PERMIT EXPIRATION, EXTENSION, AND REAPPLICATION

TEXT:

"The following time requirements shall apply to all permits:

A. Permits issued under this title shall be valid for two years from the date of approval by the council;

B. If a project for which a permit has been granted has not been completed within two years after the approval of the permit by the council, the council shall, at the expiration of the two-year period, review the permit, and upon a showing of good cause, extend the permit for one year, otherwise, the permit terminates; provided, that no permit shall be extended unless the applicant has requested such review and extension prior to the permit expiration date; provided further, that no permit authorizing construction shall be extended for a period of more than a total of five years from the time of approval by the council. If no such progress has been made a new permit may be required. Reapplication will be on an original basis."

FINDING(S):

1. Through the issuance of SHOR2017-01, the City implemented SMC 18.08.220 by inclusion of Condition #3, stating:

During the Duration of this Project this permit shall be valid for 2 years from the date of approval by the Council. If the proposal is not completed within the 2-year period, the proponent may request City Council review and extension of the permit. Such request shall be submitted within the 2-year period of validity. Requests for extension are limited to 1 year at a time and subject to a maximum of 5 total years from the date of approval by the Council (2-year initial period of validity and 3 1-year extensions). Extensions will be granted by the Council only after finding that the proponent has made progress toward completion of the permit or that some other good cause exists for the extension.

2. The proponent has demonstrated the following progress toward completion of the permit:

a. From January 28 to March 15, 2018 approximately 1,443 feet of new shoreline were constructed.

b. Trail and landscaping design engineering occurred during 2018 and 2019.

3. The proponent requested extension of the permit on April 20, 2018.

4. Good cause exists to extend the permit based on the following:

a. The apparent low bid has been accepted and the construction contract for the pathway and habitat conservation area planting will be awarded in 2019.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08. 220, subject to the new timeline. Based on this review and approval the new expiration date is July 20th, 2020, unless extended.

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT EXTENSION

The preceding discussion describes the City Council's review of the requested extension to SHOR2017-01 based on available and relevant evidence. The findings and conclusions of this document justify approval of a 1-year extension to the Shoreline Substantial Development Permit under the Skamania County Shoreline Management Master Program.

DATED this ____ day of July, 2019

For the Council,
Scott Anderson, Mayor
City of Stevenson

DRAFT



City of Stevenson

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

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

Stevenson City Council SMART Goals for 2019-2024 Q2 2019 Status Report

Vision

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

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

Mission

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

Goals

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2021.
 - a. **Complete CERB Feasibility Study** on the Alternatives Analysis by the end of Feb, 2019 and implementation of proposed alternatives by August, 2019. **Final CERB Report awaiting outcome/feasibility of side stream material disposal to Camas or Dirt Huggers.**
 - b. Contract with DOE for design funding by Jan 31, 2019. **Completed February, 2019**
 - c. Advertise for Design Engineer immediately upon contract with DOE. Phase Design Engineering contract as necessary to address collection system (including pump stations and geotechnical study) prior to performance on WWTP design. **Contract signed April, 2019**
 - d. **Complete Design** of the project to apply to DOE for construction funding by Oct, 2019. **Delayed until 2020 due to delay in DOE loan contract and CERB Study.**
 - e. **Update Facilities Plan** with the CERB Study and design work by Oct, 2019. **CERB Study included in revised facilities plan update, submitted for DOE approval February, 2019. Design work will be completed in 2020.**

Stevenson SMART Goals for 2019-2024 Q2 2019 Status Report (cont.)

- f. Plan for the relocation of Public Works equipment with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2021. **Not started.**
 - g. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. Contract for Geotech report as identified in GSP before repairs are made in Montell neighborhood. **Ongoing. Awaiting final report on Geotech for Montell neighborhood and initial results are it will be more cost effective to treat Infiltration and Inflow at the plant than to fix the sewer lines and install French drains.**
 - h. Enter into agreements with all Significant Industrial Users for individual discharge limits and rates by the end of the second quarter 2019. **Drafts are in process.**
 - i. Update FOG program to improve compliance by 90% by the end of 2019 and 100% by 2020. Updates shall include clear instructions of how the proposed escalating fees/fines will be imposed. **FOG Ordinance updated March, 2019.**
 - j. Continue with minor improvements in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **Ongoing. Coordinating with SIUs, City of Camas and Dirt Huggers for side stream material removal. Working on interim measures to improve plant performance and guide design.**
2. **Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive by the end of 2020.
- a. **Design Completion** by first quarter 2019 **Initial design and estimate completed.**
 - b. Apply for and secure **Construction Funding** by the end of 2019 **Delayed-awaiting path forward on revised design and location.**
 - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property. **Awaiting final design to determine agencies involved and associated costs.**
 - d. Complete construction by Fair 2020. **Target will not be met.**
3. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A **Traffic Study** will be completed by the end of 2019. **In Process.**
 - b. **Design Standards** will be updated by the end of 2019. **In Process.**
 - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024
 - d. **Aesthetic Improvements** -Vacant/derelict/unkempt property ordinances will be in place by the end of 2020, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association by the end of 2019 and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024. **Not started.**
 - e. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024. This will start with the development of a list of improvements needed by the end of 2019. **Eastside First Street project approved for construction in 2021.**

Stevenson SMART Goals for 2019-2024 Q2 2019 Status Report (cont.)

4. **Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021. **Not started.**
 - a. **Del Ray** - The city will work property owners to determine development opportunities for public and private uses by the end of 2020. **In process.**
 - b. **Lotz Road Improvements** will be included in the unimproved street plan.
5. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 and utilized by 2022. **In process. Sales Tax measure on the November ballot and HB 1406 funds researched.**
 - b. The city will partner with the EDC to complete a **Buildable Lands Inventory** by the end of 2019. **In process. Contract signed in June, 2109.**
 - c. The city will partner with other agencies to complete a **Housing Needs Assessment** by the end of 2020.
 - d. Obtain property and develop infrastructure to support a Cascade Columbia Housing Corporation project. CDBG, WSHFC, and partner agency funds will be pursued as necessary. **In process.**
 - e. Reconsider zoning standards for configuration of ADUs (attached vs unattached) by March, 2019. **Completed May, 2019**
6. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
 - a. Phase I of the project, Waterfront to Second Street will be completed by the end of 2019 with minimal impact to the downtown during the peak summer months, pending the acquisition of required easements. **Project delayed until 2020 due to ROW acquisition. Undergrounding portion mostly completed with final installation in the fall.**
 - b. Phase 2 of the project, Second Street to Vancouver Ave, will be completed by 2024 and tie in with the Courthouse Plaza project if funding allows.
7. **Aggressive Conduit Plan/Undergrounding:**
 - a. The city will revise construction standards and practices by the end of 2021 to require undergrounding of utilities on street projects, develop rationale for variances, discuss reimbursement from utility companies on use of city installed conduit and review the reduction of separation standards for utilities within narrow road corridors. **Not started.**
 - b. The city will proactively install conduit for future use in all open ditches and boring projects.
8. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
 - a. **Landscaping** – The city will create a plan for landscaping and maintenance for city property and rights of way, which may include agreements with adjacent property owners, by the end of 2020. **Not started.**

Stevenson SMART Goals for 2019-2024 Q2 2019 Status Report (cont.)

- b. Fill hole in front of high school and vegetate with trample-resistant, maroon and/or blue plantings that can survive without water by November 30, 2018. **Completed.**
 - c. Trim/Remove damage to all remaining city trees caused by the 2017 ice storms by March, 2019. **Completed.**
 - d. Replace dead plants from the Lodge Trail, Cascade Avenue and Kanaka Creek Road projects by March, 2020.
- 9. Collaborative Meetings:** Set up a meeting for twice a year with elected representatives from the PUD, County, School District, EMS, City Council to begin in 2019. **In process.**
- 10. Exploring Industrial Sites:** Apply for a CERB grant to evaluate the feasibility of additional industrial sites away from the Waterfront by the end of 2019. **In process.**
- 11. Broadband**
- a. The city will work with the Broadband Action Team to complete the Broadband Strategic Plan by the end of 2019. **Project on hold/no additional work done.**
 - b. The city will work with regional, state and federal agencies for funding and advisory roles to facilitate the completion and implementation of the Strategic Broadband Plan starting in 2020. **Not started.**
- 12. Waterfront Development-**The City will work with the Port of Skamania to develop a waterfront development plan by the end of 2021. **Not started.**
- 13. City Property Security -** The city will evaluate security needs at all city facilities and begin implementing security enhancements in 2019. **Initial needs evaluation completed. Implementation not started nor included in 2019 budget.**
- 14. Water System Continued Maintenance**
- a. **SMART Meter Completion** – Select and install smart meters and begin monthly excess water usage charging by the end of 2019. **Dept. of Commerce grant received for half of the project. Applied for Public Works Board loan for remaining half.**
 - b. **Replace most of the failing AC Pipes**, about 30% of the city waterlines, by 2030. **Applied for Public Works Board loan to replace School St. waterline in 2020.**
- 15. Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020. **Not started.**
- a. **Pebble Beach/Slaughterhouse Point Trail** – Work with the Port of Skamania to develop the trail to link with the trail network throughout town by the end of 2024.
 - b. **Wayfinding Waterfront-Rock Creek** – Install wayfinding signage along the waterfront and Rock Creek by the end of 2021.
 - c. **Parks and Rec District** – Develop committee to research and evaluate interest for a park and recreation district by the end of 2020. Determine a way forward go/no go by 2021. **Impacted by ballot measure for a Metropolitan Park District for the Stevenson Pool.**
 - d. **Courthouse Plaza Agreement** – Work with Skamania County and Stevenson Downtown Association to develop an agreement for maintenance and park management by the end of 2019 or before construction begins. **Not started.**
- 16. Improve Financial Software System** Research new software options and ways to maximize current software with a recommendation to council on whether or not to change systems by the end of 2019. **Contracted with BIAS Software and implementation underway.**
- 17. Develop Deliberate Growth Strategy** by the end of 2020. **Not started.**

Stevenson SMART Goals for 2019-2024 Q2 2019 Status Report (cont.)

18. **Partner with School District on Workforce Education Development** by the end of 2021. **Not started.**
19. **Road Diet** – Study, review and revised road standards to reduce required rights of way for street development by the end of 2020. **Completed April, 2019.**
20. **Communication Plan** – Include a communication plan for projects going forward and ensure it includes multiple medias-newspaper, website, Facebook, flyers, etc. **Communication plan created for wastewater project and will be used as template for other projects going forward.**
21. **Develop Youth Leadership Process** to include honorary student councilmembers by the end of 2020. **Not started.**
22. **Internship Program** –Annually reach out to universities and the high school regarding internship opportunities to work on projects that further the goals of the city. **Not started.**
23. **Post Office/Home Delivery** – Work with the post office to evaluate the options for expansion of home delivery and possible relocation of the post office by the end of 2024. **Not started.**
24. **Remodel City Hall** – remove surplussed items by the end of 2019, reduce and organize city records by the end of 2022 to optimize the usable space for a remodel of city hall by the end of 2024. **Surplussed items removed. Remaining goal not started.**
25. **Work with the Stevenson Downtown Association, Stevenson Business Association, and Skamania Economic Development Council to Create a Guide for Businesses/Outside Resource** by the end of 2021. **Not started.**



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 Update
Meeting Date: July 18, 2019

Executive Summary:

After the update of the personnel policy in 2018, a change to the Holiday Pay was updated only in section 4.2 Hours of Work and Overtime and was not updated in section 8.10 Holidays. City staff also requested the city look into providing a boot allowance to Public Works department employees.

Overview of Items:

The boot/uniform allowance policy of neighboring communities is below.

City	Amount	Frequency	Items
White Salmon	\$180	Every 2-years	Boot reimbursement
Bingen	\$200	Annual	Boot reimbursement
Washougal	\$375	Annual	Jeans, shirt, L&I approved boots
Camas	\$750	Annual	Work boots, muck boots, rain gear (top and bottoms), winter coats, daily work wear including shirts, pants, socks, etc.
Cascade Locks	\$300	Annual	Pants, shirts, jackets, hats and boots

The recommendation is to provide an annual reimbursable boot allowance with a \$200 limit. There are 6 employees this would apply to, for an annual cost of \$1,200.

Section 8.10 has also been updated to reflect the accurate Holiday Pay rate of 2.5 per hour.

The original, updated sections are attached for reference with the clean document attached to the resolution.

Action Needed:

- Approve Resolution 2019-343 revising the personnel policy.



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

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 annual \$200 boot reimbursement allowance. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.



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
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.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus ~~1~~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 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:

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
RESOLUTION NO. 2019-343
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE PERSONNEL POLICY**

WHEREAS, the City has in place a personnel policy that is in need of updates based on an overall update of certain provisions; 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 in Exhibit A, attached hereto and incorporated by reference, for the benefit of employees and managers.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 18th day of July, 2019.

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 2019



City of Stevenson Personnel Policy

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City of Stevenson Personnel Policy

RECEIPT OF PERSONNEL POLICIES

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

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

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

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

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

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

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

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

I have read and understand the statements above.

Employee Signature

Date

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



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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.



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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.



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



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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 insure 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.



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CHAPTER 3: RECRUITING & HIRING

3.1 RECRUITING

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

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

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

3.2 HIRING

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

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

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

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

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



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

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

3.3 TEMPORARY EMPLOYEES

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

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

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

3.4 TRIAL PERIOD

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

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

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.



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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.



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

4.3 COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. The City is not required to grant comp time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Annual maximum accruals of compensatory time shall be limited to forty (40) hours in a calendar year. A maximum of 40 hours can be taken in a calendar year. After maximum accrual, overtime compensation shall be paid.

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.

Employee comp time balances must be reviewed at least annually as part of the City's budget process.

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.



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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 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.



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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 9.

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.

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 the next highest available pay step in the new range.

5.3 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



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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 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



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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 expenses 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.

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 if the departure or return exceeds three hours either before or after the normal work day. The reimbursement amounts in both non-high cost and high cost areas of the USA shall not exceed the



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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 @ 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.



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CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

6.1 TRAINING

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

6.2 PERFORMANCE EVALUATIONS

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



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CHAPTER 7: BENEFITS POLICY

7.1 RETIREMENT BENEFITS

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

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

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

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

7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

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

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

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

7.3 HEALTH INSURANCE BENEFITS

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



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

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

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

Temporary employees will normally not be eligible for insurance coverage.

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

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

7.4 CONTINUATION OF INSURANCE COVERAGE

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

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

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



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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 annual \$200 boot reimbursement allowance. 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.



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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.



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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

We provide 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



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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.



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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.



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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 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 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 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.



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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
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.

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 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:

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.



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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-6, A-7)

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.



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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](#) and [A-5](#) for policy, procedures and agreements regarding Cell Phones and [A-10](#) for policy, procedures and agreement regarding Internet.

9.8 USE OF CITY VEHICLES AND EQUIPMENT

Use of City phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. 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 live in the City limits or within Skamania County Fire District #2 and who serve as first responders for emergency calls and/or 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



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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.

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. From time to time the City may review the driving record of any employee whose job requires them to drive City vehicles. 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.



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- 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 and the Drug Free Workplace Act of 1988.

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.



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- 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 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.)
- 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.
- 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.

PROCEDURES

- As required by the federal Omnibus Transportation Employee testing act of 1991, all employees who are required to have a valid Commercial Driver's License (CDL) must be randomly tested for the presence of controlled substances. As of February 15, 1994, alcohol testing has been added to the requirements. The City



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- is required to randomly test 25% of CDL holders for alcohol and 50% for controlled substances.
- 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 will be subject to testing following an on-duty incident or accident.
 - 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.
 - 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



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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.

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.



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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.



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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



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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).



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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

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.



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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



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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



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- 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



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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

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

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

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

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

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

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

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

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

Environmental Protection Agency
Criminal Investigations
1200 Sixth Avenue
Seattle, WA



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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: _____

	<u>Paid by City</u>	<u>Reimbursement</u>
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: _____		

Total Expenses: _____ \$0.00 _____ \$0.00

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 insure 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.



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- 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 21, 2018
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, 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 Washington Driver’s License, prefer CDL or ability to acquire.

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:



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- 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 II

POSITION: Deputy Clerk/Treasurer II
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
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, monitoring municipal court activity, assisting with records maintenance, creating and filing general city records. Fills in for the city administrator in his/her 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 Deputy Clerk/Treasurer I 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, Building Inspector, Public Works Director and City Administrator when required.
- Assist in the preparation of the budget, financial reports 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, court, financial and utility 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.
- Process public records requests.
- Prepare monthly payroll for city staff, maintaining all payroll files.



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- Maintain city website and other city communication outlets.

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, good writing skills, understanding of Generally Accepted Accounting Principles (GAAP)
10-key by touch, computer experience (preferably Windows based Excel & Word)
Good Customer Service

PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience
College graduate

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:



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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

DEPUTY CLERK/TREASURER I

POSITION: Deputy Clerk/Treasurer I
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; payroll and utility billing tasks; records management 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.
- 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.
- Prepare monthly payroll for city staff, maintaining all payroll files.
- 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.
- Perform secretarial services for various departments when required.
- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist in the preparation of the budget, financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention and maintains 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 utility/financial 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.



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- Assist with asset management to include conducting an inventory, and logging information in spreadsheets.
- 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 application for various city permits.
- Review contractor applications for current license and insurance coverage.
- Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.
- Determine the appropriate permit application type, accept applications and revisions, perform a completeness check, route the review material and complete necessary documentation.
- Maintain the permit tracking database.
- Monitor the progress of permit applications; take action when required to meet target timelines.
- Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.

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



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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, 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 Accounting Experience
- College graduate

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



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BUILDING INSPECTOR

POSITION: Building Inspector
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

Provides pre-application building plan reviews for code compliance. Inspects residential and commercial buildings and other structures in the process of construction or alteration for compliance with code requirements, application of safe construction practices and other regulations or ordinance. Insure that a comprehensive public record shall be developed and retained by the City through the carrying out of the required reviews, assessments and impact statements as authorized 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.

- Building Inspections to enforce the Building Code, Plumbing Code, Mechanical Code Energy Code, Fire Code, Sign Code, ADA Standards and relevant sections of the Revised Code of Washington, and relevant sections of City Ordinances.
- Must maintain current certifications for the appropriate categories above as administered by ICBO.
- Examine submitted drawings for compliance with all relevant codes.
- Interface with architects, engineers, designers, builders, subcontractors, and owners via written correspondence, telephone, office and on-site conferences.
- Provide interpretations for the building and related codes to applicants, permit holders, contractors and city staff.
- Provide advice and direction at pre-application meetings for contractors, realtors, architects, engineers and prospective property
- Prepare, file and maintain files, plans and other documents as needed for routine office operations.
- Prepare plan reviews when required.
- Fire Marshall for the City.
- Perform random and annual fire code inspections for commercial operations.
- Assist fire chief as necessary.
- Investigate complaints of alleged violation of zoning and land use regulations or building codes; issues notices to correct code violations; follows up on notices to assure compliance with the imposed conditions.
- Investigate complaints about people working without permits or licenses.
- Investigate dilapidated buildings for health and safety problems.
- Serve as liaison with other departments as necessary regarding code compliance.



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ABILITY TO:

- Obtain all certifications necessary to perform the job
- Address and administer Fire Code regulations
- Protect the health and safety of personnel, the public, and the environment.
- Communicate technical information clearly and concisely both orally and in writing.
- 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.
- Operate windows-based computer and related software applications including word processing, databases, spreadsheets, and other specialized software applications that support the building inspection function.
- Be detail-oriented with the ability to manage multiple tasks and deadlines simultaneously.
- Exercise good judgment and maintain confidentiality.
- Take initiative; identify priorities, working independently with little supervision.

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 inspections; kneeling; crouching; bending; dexterity of hands and fingers. The employee must be able to lift up to 10 pounds on a frequent basis; lift 10 to 20 pounds on an occasional basis; and rarely lift 20 – 50 pounds (employee may ask for assistance).

Work is primarily performed in the field where the employee must stand or walk on variable surfaces including hard, even surfaces and uneven ground, as well as sloped embankments. Employee occasionally works in the right of way or construction sites and may be exposed to physical hazards such as moving traffic and heavy construction equipment. The employee is occasionally exposed to fumes and airborne particles, toxic and caustic chemicals, extreme heat, risk of electrical shock, wet/humid conditions, working in high, open places, confined and underground spaces, and restricted access building sites. Outdoors the noise level may be moderate to loud.



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Some work is performed in an office environment where the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Thorough knowledge of construction processes
- Knowledge of and experience with Uniform Building Codes, as well as plumbing, mechanical and state energy codes.
- Possess a Washington state Driver’s License

PREFERRED QUALIFICATIONS:

- Computer experience
- Previous building inspection experience

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Residential Building Inspector ICC Certification
- Commercial Building Inspector ICC Certification
- Residential Plans Examiner ICC Certification
- Residential Mechanical ICC Certification
- Residential Plumbing ICC 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

WATER MANAGER

POSITION: Water Manager
REPORTS TO: Public Works Director*
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

*If this position is combined with any other position, the Water Manager will report to the City Administrator.

SUMMARY:

This position entails both field and administrative duties in the City's water department and may assist other City staff with projects in other departments.

ESSENTIAL JOB DUTIES:

- Responsible for all functions within the City Water System to include:
 - Water sampling
 - Cross Connection Control Program
 - Consumer Confidence Report
 - Preparation of written development reviews
 - Submittal of DOH required reports
 - Regulatory compliance
 - New service review
 - Respond to public inquiries regarding water
 - Ensure completion of routine maintenance
 - Oversee all water projects
 - Assist with budget development
 - Tracking all labor hours spent in water department
 - Order new parts as well as stock replenishment
 - Review expenditures in water department
 - Prepare and maintain department records
 - Performance of appropriate tests to meet State requirements
- Operate all city equipment which may include city trucks, dump trucks, backhoes, bulldozers, jackhammers, mowers, street sweepers, snow plows and welders.
- Responsible for the general maintenance and repair of both diesel and gas engines.
- Confer with the Public Works Director and City Administrator to determine project priorities and to coordinate activities with other City departments
- Communicate with public works personnel and the public to resolve issues, complaints, concerns, or questions related to division work or activities
- Attend or facilitate various meetings and trainings

ABILITY TO:

- Communicate clearly and concisely both orally and in writing.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.



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- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Recognize, prioritize and accomplish needed tasks.
- 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.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Determine appropriate action within clearly defined guidelines.

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 utility will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. Emergencies will require overtime work to repair utilities.

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within twelve (12) miles of the city.

Must be able to work independently.

Must have a Washington Driver's License with commercial validation or the ability to acquire within three (3) months. The City will complete a review of the final applicant's driving record.

PREFERRED QUALIFICATIONS:

Extensive knowledge of the design and operational requirements of the City water system.

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

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.



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- 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:

- Water Distribution Manager I (WDM I)
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WTPO I)
- A/C Pipe Certification
- Cross Connection Control
- Backflow Assembly Tester

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

PUBLIC WORKS FIELD SUPERVISOR

POSITION: Public Works Field Supervisor
REPORTS TO: Public Works Director
EFFECTIVE DATE: June 21, 2018
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 and sewer utilities, streets, equipment, parks and general facilities. 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, sewage problems, 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, sewer collection, 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 install sewer and 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 Waste Water Treatment Plant operator.
- Organizes 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.

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.



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- 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 and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for water and sewer.
- 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 Public Works 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. 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.

Must live within twelve (12) miles of the city.

Must be able to work independently and have work experience in general maintenance, trade areas.



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Must have a valid Driver’s License with CDL validation or ability to acquire within three (3) 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.

Signature

Date



City of Stevenson Personnel Policy

UTILITIES/MAINTENANCE WORKER

POSITION: Utilities/Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: June 21, 2018
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.

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 Waste Water 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.



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- 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. 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.

Must live within twelve (12) miles of the city.



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Must be able to work independently.

Must have a Washington Driver’s License with commercial validation or the ability to acquire within six (6) 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

WASTEWATER TREATMENT PLANT OPERATOR I

POSITION: Wastewater Treatment Plant Operator I
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: March 15, 2018
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.

- Makes sure that all work is performed to safety standards and 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 Waste Water Treatment Plant operator.
- Operates and maintains equipment which may include city trucks, dump trucks, backhoes, jackhammers, mowers, street sweepers, 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.



City of Stevenson Personnel Policy

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.
- 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. Emergencies will require overtime work to repair utilities.

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within twelve (12) miles of the city.

Must be able to work independently.

Must have a Washington Driver's License with commercial validation or the ability to acquire within six (6) months. The City will complete a review of the final applicant's driving record.



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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.

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



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WASTEWATER TREATMENT PLANT OPERATOR II

POSITION: Wastewater Treatment Plant Operator II
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: March 15, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant with some time spent in an office environment. 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.

- Makes sure that all work is performed to safety standards and 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 Waste Water Treatment Plant operator.
- Operates and maintains equipment which may include city trucks, dump trucks, backhoes, jackhammers, mowers, street sweepers, 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.



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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.
- 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 or supervision.
- 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. Emergencies will require overtime work to repair utilities.

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within twelve (12) miles of the city.

Must be able to work independently.

Must have a Washington Driver's License with commercial validation or the ability to acquire within six (6) months. The City will complete a review of the final applicant's driving record.



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Wastewater Treatment Plant Operator II (WWTPO II)
Water Distribution Manager I (WDM I)

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
- Water Plant Operator I (WTPO 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



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WASTEWATER TREATMENT PLANT OPERATOR III

POSITION: Wastewater Treatment Plant Operator III
REPORTS TO: Public Works Director
EFFECTIVE DATE: March 15, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant with some time spent in an office environment. 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.

- Makes sure that all work is performed to safety standards and 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.
- 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.
- 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, dump trucks, backhoes, jackhammers, mowers, street sweepers, snow plows, compactors, cutting



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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.
- 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 or supervision.
- 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:

This is a supervisory position directly overseeing city workers and contractors in the Wastewater department. 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. Emergencies will require overtime work to repair utilities.



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MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within twelve (12) miles of the city.
- Must be able to work independently.
- Must have a Washington Driver’s License with commercial validation or the ability to acquire within six (6) months. The City will complete a review of the final applicant’s driving record.
- Wastewater Treatment Plant Operator III (WWTPO III)
- Water Distribution Manager I (WDM I)

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)

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



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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



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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



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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.



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- 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



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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



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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



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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

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: Credit Card Vendor
Meeting Date: July 18, 2019

Executive Summary:

The City of Stevenson recently switched financial software from Vision MS to BIAS. The current credit card vendor that we use was the preferred vendor for Vision MS. The preferred vendor for BIAS is Xpress Bill Pay. In performing the financial analysis of the two vendors, the monthly cost to the city is less with Xpress than it is with Invoice Cloud assuming the number of transactions remain the same.

Overview of Items:

The change in financial software does not necessitate a change in credit card vendors. An analysis was done on the cost difference between the two companies based on payments received in May, 2019. The monthly service fees are:

- Invoice Cloud:
 - \$336.60-City Fees
 - \$193.55-Customer Fees
- Xpress Bill Pay:
 - \$215.94-City Fees
 - \$73.48-Merchant Fees (if paid by City)
 - \$112.63-Merchant Fees (if paid by Customer)

The total fees paid by the city, including merchant fees, are \$47 less per month with Xpress Bill Pay.

The installation fee is \$2,500, including onsite training. If the city chooses to pay the fees for the customers, and with the current rate of credit card transactions remaining constant, savings will be realized in 2023. However, if the city pays the credit card fees, the number of credit card transactions will increase and the potential savings may be eliminated. If the city chooses to charge a transaction fee for customers to pay with credit card, the merchant fees to the city will be more expensive and the transaction fees can only be charged to phone or one-time online payment transactions. Auto-pays and in-person charges could not be charged a transaction fee

Action Needed:

- Approve the contract with Xpress Bill Pay for credit card services for an initial fee of \$2,500 and recurring monthly fees as outlined in the attached quote #2019061202JS with the city paying the merchant fees without a transaction fee.

BIAS Module Setup Charges*

<u>Qty</u>	<u>Description</u>	<u>Price</u>
1	Online Payment Module Price includes: Bill-pay Interface, Auto Pay Module, and Billing Interface You will have the ability to accept the following payments: credit/debit cards, electronic funds transfers (EFTs), and bank bill pays.	\$2,000.00
1	Training and Implementation Price includes: one 8 hour day of training. <i>NOTE: Travel and Lodging shall be billed as incurred.</i>	\$500.00 + travel/lodging
TOTAL:		\$2,500.00 + travel/lodging billed as incurred

**To move forward with online payments with Xpress Bill Pay, you will need to purchase the necessary BIAS module from Mark Felchlin. The BIAS module pricing is provided here.*

Additional Services Available

- Integrated Remote Deposit
- Lock Box
- Online Custom Payment Forms
- Online Utility Service Signup Form

Additional Equipment Available

- Credit Card Swipe Terminals (per unit) \$75.00
- Receipt Printers
- Remote Deposit Scanners

**If you are interested in any of our additional services or equipment, please contact us for pricing.*

Gateway and Administrative Service Agreement

This Gateway and Administrative Service Agreement is entered into this ___ day of _____, 20___, by and between **Xpress Solutions, Inc.** ("Xpress") and ***** ("Customer") upon such terms and conditions as are set forth below.

WHEREAS, Customer desires Xpress, and Xpress agrees to provide, Automated Clearing House (ACH) and other services to Customer as indicated in and subject to the terms and conditions of, this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and the receipt of consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1.0 Term and Renewal: The Initial Term (the "Initial Term") of this Agreement shall be thirty-six (36) months from the date of this Agreement. This Agreement shall automatically renew for an additional twelve (12) months at the end of the Initial Term or any subsequent renewal term by the Customer upon the receipt by Xpress of the applicable Fees and under the same terms and conditions set forth herein, so long as the Customer is not and has not been in default in any term or condition of this Agreement. If Customer is a political subdivision, the parties agree that an automatic renewal cannot occur if Customer's governing board does not budget for payment of the Fees set forth in Section 2.0 in any given fiscal year of Customer.
- 2.0 Fees and Payments: Customer shall pay to Xpress a one-time set-up Fee, monthly maintenance, support, and hosting Fees, and various transaction Fees as set forth in Exhibit A (collectively the "Fees"). Xpress reserves the right to change the Fees at any time so long as Customer is provided no less than 30 days advance notice of a change. Customer authorizes Xpress to initiate an electronic ACH Debit Entry from Customer's bank account provided in Exhibit C on or about the 5th day of each month for the amount of all Fees that accrued during the prior month for any service, support, or maintenance Fee that is due as described in Exhibit A. If there are insufficient funds in Customer's account to cover the Debit, Xpress will contact customer for resolution which will include resubmission up to 3 times. This authorization may be revoked only by notifying Xpress in writing, which revocation shall take effect no later than five (5) business days after receipt by Xpress. Any outstanding Fees that are not paid when due shall bear interest at the rate of 18% per annum until the outstanding balance and all accrued interest are paid in full.
- 3.0 Services Provided; Obligations of Customer to ODFI: Transactions are placed through Xpress as a third party sender of ACH transactions with Customer as the "originator" of those transactions under the Rules and Regulations described below. Xpress will send all transactions through an Originating Depository Financial Institution (ODFI) all in accordance with the terms of this Agreement, the Operating Rules of the National Automated Clearing House Association (NACHA) and the applicable Federal Regulations governing ACH transactions including, without limitation, the Electronic Funds Transfer Act and Regulation E (collectively the "Rules and Regulations"). Entry or Entries shall mean either a Credit Entry or a Debit Entry. Customer agrees to comply with Xpress's requests for record retention and signature authorization. Customer hereby grants to Xpress or its designee the right to audit these authorizations and Customer's record retention compliance, at no expense to Xpress.

Customer hereby agrees to, and otherwise assumes, all obligations under the Rules and Regulations as an originator to the ODFI with respect to all Entries, which includes without limitation the unconditional obligation of Customer to pay and indemnify the ODFI for all Entries that are returned by any Receiving Depository Financial Institution (RDFI) for whatever reason.

In addition to the other services referenced in this Agreement, Xpress will provide Customer with an internet payment system. Xpress has developed a web interface that can be used for payment of accounts using credit cards, or electronic funds transfers (EFT). Xpress acts as a payment gateway interface for Customer's account

holders (the “End Users”) to make payments. Xpress will facilitate the acquisition of the necessary merchant service accounts for credit cards. Xpress will provide the EFT and Lockbox services directly using its established banking relationships. Customer hereby authorizes Xpress to endorse checks and other payment items on behalf of Customer into an Xpress deposit account and deposit funds as necessary for the clearing of payments received for Customer. Xpress reserves the right to invest idle funds in its possession for the sole benefit of Xpress. Only merchant service accounts and electronic funds transfer accounts that are certified by Xpress may be used.

- 4.0 Support Services and Service Levels: Xpress will provide technical support services, including telephone, email (seven days a week), or other technology support implemented by Xpress, from 7:00 am to 6:00 pm (MST or MDT) for customers within the continental United States. The maximum response time for service shall not exceed 5:00 pm (Customer local time) of the next business day following the request for service by Customer. This support will be limited to the actual use of the Xpress internet payment system.
- 5.0 Software or Hardware: Customer will not receive any hardware or software from Xpress under this Agreement except as specified in Exhibit B. Customer will use its own computers and agrees to have internet services through an internet service provider. Customer agrees that the computers it uses will have sufficient memory and capacity to run at least Internet Explorer 8 or Mozilla Fire Fox 2.0.
- 6.0 Debit Authorization: Customer, as originator under the Rules and Regulations, hereby authorizes Xpress, or its designees, to initiate Debit and/or Credit Entries to Customer’s bank account in accordance with this Agreement. Xpress’ authority will remain in full force and effect until either (a) 90 days after Xpress has received written notification from Customer of the termination of this Agreement to provide Xpress reasonable opportunity to act upon any outstanding liabilities; or (b) all obligations of the Customer to Xpress that have arisen from this Agreement have been paid in full, including, but not limited to, those obligations described in this Agreement.
- 7.0 Accepting Transactions: Xpress will accept all completed batches from the Customer. Xpress is responsible for accepting and processing only those Entries that have been received in a proper format and on a timely basis. Any Entry returned to Xpress will be re-presented in accordance with the Rules and Regulations.
- 8.0 Returned Entries: Xpress will apply returned Entries to Customer’s account when they are received. All returns will be processed and available through Xpress software or by other means as agreed to by Xpress and the Customer. With respect to each Notification of Change (“NOC”) Entry or Corrected Notification of Change (“Corrected NOC”) Entry transmitted by Xpress, the parties shall ensure that changes requested by the NOC or Corrected NOC are made by, or on behalf of, the Customer within six (6) banking days of Xpress receipt of the NOC information from the ODFI or prior to initiating another Entry to the Receiver’s account, whichever is later.
- 9.0 Reports: Xpress will provide a detailed report of all funds transfers collected as a result of any and all funds transfers. All reporting will be via the Internet.
- 10.0 Limits of Xpress Liability: Xpress will be responsible for Xpress’ performance in processing ACH services as a third party sender of ODFI transactions in accordance with the terms of this Agreement, and the other applicable Rules and Regulations. Xpress does not accept responsibility for errors, acts or the failure of others to act, including, and among other entities, banks, communications carriers or clearing houses through which Entries may be originated or Xpress receives or transmits information, and no such entity shall be deemed Xpress’ agent. Xpress shall not be responsible nor bear any loss, liability or delay caused by fires, earthquakes, wars, civil disturbances, power surges or failures, acts of government or God, labor disputes, failures in communication networks, legal constraints or other events beyond Xpress’ control.
- 11.0 Representations and Warranties Regarding End Users: Customer warrants that it will provide Xpress with relevant billing information for End Users. Customer agrees to indemnify and hold Xpress harmless from any claim or liability relating to any inaccuracy in billing information provided to Xpress. Customer further represents and warrants with respect to all Entries processed for Customer by Xpress that: (a) Each End User has authorized the debiting and/or crediting of his, her, or its account, (b) each Entry is for an amount agreed

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to by the End User, (c) each Entry is in accordance with the Rules and Regulations and properly authorized in all other respects. Customer agrees to defend, indemnify, and hold Xpress and all its agents harmless for any losses, liabilities, legal action costs or expenses incurred by Xpress as a result of any breach of these representations and warranties either intentionally or unintentionally by Customer. Customer shall cease initiating Entries immediately upon receiving actual or constructive notice of the termination or revocation by the End User of authority.

- 12.0 Regulatory Compliance: Customer will use its best efforts, and bears the final responsibility to ensure that Customer's policies and procedures meet the requirements of all applicable Rules and Regulations pertaining to ACH transactions of any kind. Xpress must and will also comply with all Rules and Regulations pertaining to ACH transactions. Without limiting the obligations of Customer to the ODFI under this Agreement and the Rules and Regulations for the payment of all returned Entries, Customer agrees to execute an origination agreement with the ODFI if required by the Rules and Regulations.
- 13.0 Record Keeping: Customer agrees to keep full and accurate data and records of its utilization of Xpress services and of the transactions giving rise to billing information for at least two (2) years after the date of the relevant transaction, or such longer period as required by the Rules and Regulations. Customer understands that Xpress and the ODFI will be required to participate in certain audits of Customer in connection with the credit card and electronic funds transfer services provided by Xpress. Customer agrees to cooperate with Xpress and ODFI in the performance of such audits, including providing information reasonably required in the course of such audits.
- 14.0 Compliance: Customer represents and warrants that all products and services offered, sold, or provided by Customer are offered, sold, or provided in compliance with all applicable laws and regulations. Customer agrees to comply with Xpress's Acceptable Use Policy as required by the Payment Card Industry Data Security Standard (PCI DSS) as provided in Exhibit D. Xpress will meet or exceed all applicable compliance requirements as required by current and future Payment Card Industry (PCI) rules of operation as well as the Rules and Regulations.
- 15.0 Termination: This Agreement may be terminated by either party upon not less than 30 days written notice to the other party specifying the effective date thereof. In the event this Agreement is terminated by Customer through no fault of Xpress, Xpress shall be paid for all services performed up to the date of termination.
- 16.0 Governing Law; Attorney' Fees: This Agreement shall be governed by and construed under the laws of the State of Utah. In the event suit or action is instituted to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as a court may adjudge reasonable as attorneys' fees at trial, on any appeal, and on any petition for review, in addition to other sums provided by law.
- 17.0 Independent Contractors: Both Customer and Xpress are acting hereunder as independent contractors and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. This Agreement shall not be construed as authority for either party to act for the other party in any agency or other capacity, or to make commitments of any kind for the account of or on behalf of the other, except to the extent and for the purposes provided for herein.
- 18.0 No Warranty: Xpress makes no warranty, expressed or implied, including warranties of merchantability and fitness for a particular purpose. Xpress shall have no liability with respect to its obligations under this agreement for consequential, special, direct, exemplary, punitive, or incidental damages to customer or to third parties dealing with customer even if Xpress has been advised of the possibility of such damages.
- 19.0 Entire Agreement: This Agreement and the exhibits hereto constitute the entire understanding and agreement among the parties with respect to the subject matter hereof, and there are no other agreements or understandings among the parties other than those contained herein. In the event any provision of this Agreement shall be held to be invalid, the same shall not affect in any respect the validity of the remainder of this Agreement.

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- 20.0 Successors and Assigns; Third Party Beneficiary: This Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, successors and assigns. Neither party may assign its interest under this Agreement without the prior written consent of the other. The parties hereby agree that the ODFI with respect to any Entry, including Zion's First National Bank, a Utah state bank, shall have the right as a third-party beneficiary, in the event of a default under this Agreement or the agreement between Xpress and the ODFI, to enforce this Agreement directly and independently against Customer including the enforcement of Customer's liability to the ODFI as an originator under the Rules and Regulations.
- 21.0 Waiver: Failure of either party at any time to require performance of any provision of this Agreement shall not limit the parties' right to enforce the provision. Waiver of any breach of any provision shall not be waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

By signing below, Customer and Xpress shall be legally bound and agree to the terms of this Agreement and all of its Attachments.

Accepted by:

Xpress Solutions Inc.

BY:  _____
(Authorized Signature)

Keith Jenkins
(Print or Type Name)

TITLE: President/CEO

DATE: 6/24/2019

Accepted by:

BY: _____
(Authorized Signature)

(Print or Type Name)

TITLE: _____

DATE: _____

EXHIBIT A

FEES

Initial Configuration Fees

1. Initial Setup Configuration and Development	\$2,000.00
Online Payment Module	
Auto Pay Module	
Card Swipe Module	
2. Training (One Full Day's Training)	\$500.00
NOTE: You shall reimburse roundtrip airfare and hotel stay.	+ airfare/hotel
3. Gateway Fees:	
Credit Card Processing (per transaction)	\$ 0.34
EFT Online Payments (per transaction)	\$ 0.44
EFT Returned Items	
(Invalid account number or unable to locate account)	\$ 6.00
(NSF or Closed Account)	\$ 12.00
(Customer Stop Payment)	\$ 27.00
Bank Bill Pay (per transaction)	\$ 0.20
Lock Box Service (per transaction)	* \$ 0.48
Integrated Remote Deposit (per transaction)	* \$ 0.36
800 Operator Assisted Payment (per call)	\$ 0.95
800 IVR Assisted Payments (per call)	\$ 0.95
XBP Deposit Account Withdrawals	
(6 free per month then \$6.25)	
4. Monthly Support & Hosting	\$ 75.00
(\$0.015 per billing statement hosted. Minimum \$75.00)	minimum
5. Monthly Account Keeping Fee	\$19.00

** if service is activated*

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EXHIBIT B
OPTIONAL EQUIPMENT LIST PRICE LIST

Card Swipes

USB Magnetic Stripe Credit Card Reader	\$ 75.00
USB Keyboard with Integrated Magnetic Credit Card Swipe	\$ 99.00

Printers

Star Micronics 40 Column Thermal Printer (Tear Bar, Gray Color, USB Connection)	\$ 240.74
Star Micronics 40 Column Thermal Printer (Tear Bar, Black Color, USB Connection)	\$ 304.40
Star Micronics 40 Column Thermal Printer (Auto Cutter, Gray Color, USB Connection)	\$ 252.50
Star Micronics 40 Column Thermal Printer (Auto Cutter, Putty Color, USB Connection)	\$ 261.43
Star Micronics 40 Column Thermal Printer (Auto Cutter, White Color, USB Connection)	\$ 323.21
Star Micronics 40 Column Thermal Printer (Auto Cutter, Black Color, USB Connection)	\$ 322.50
Star Micronics 40 Column Thermal Printer (Auto Cutter, Grey Color, Ethernet Connection)	\$ 336.96

Check Scanners

Panini VisionX 50 Check Scanner	\$ 945.00
Panini VisionX 75 Check Scanner	\$ 1,145.00
Panini VisionX 100 Check Scanner	\$1,345.00

Miscellaneous

FMC Checkmate Check Jogger	\$ 249.00
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** Please note: prices subject to change at any time without further notice.*

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EXHIBIT C
CUSTOMER ACCOUNT INFORMATION

Please provide the following information regarding Customer's bank account to which the debit entries will be directed for the payment of the Fees:

Name on Account: _____

Account Type: _____

Routing Number: _____

Account Number: _____

Bank Name: _____

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EXHIBIT D
ACCEPTABLE USE POLICY

Introduction

Xpress Bill Pay is committed to providing high-quality payment services for its customers. This Acceptable Use Policy (the "Policy") is designed to assist in protecting the Service, our Users, and the Internet community as a whole from improper and/or illegal activity over the Internet. By using the Service, you acknowledge that you and your Users are responsible for compliance with the Policy. You are responsible for violations of this Policy by any User that accesses the Services through your account. The Policy will be updated and revised occasionally and posted to the Xpress Bill Pay website. The Company reserves the right to modify this Policy at any time, effective upon posting at www.xpressbillpay.com/adminPolicy.asp.

Purpose/Scope

The purpose of this Policy is to help protect the Company's network, each of the Company's clients and third-party users of the Internet, generally from harassing, deceptive, irresponsible and/or illegal activities.

The scope of this policy is all the Company's clients.

Policy

This Policy governs the usage of the Company's network by any person (regardless of whether that person is a Customer). Each person utilizing the Company network in any manner is responsible for complying with this Policy, and for providing assistance to the Company in furtherance of the objectives hereof, as the Company may request from time to time. The Company's Clients will be held solely responsible for the actions (or inactions) of any of their customers, downstream users, or third-party agents that use the Company's Network.

1.1 Prohibited Actions

It shall be prohibited by this Policy to utilize the Company network in any manner which, in the sole discretion of the Company, is (A) illegal, disruptive, harassing or deceptive, or (B) a risk to the Company's network, its stability or security, or (C) inconsistent with this Policy and/or the Company's Rules and Regulations and/or any rules or policies of upstream Company network service providers. Set forth below, is a non-exclusive list of certain actions, omissions, etc., which are expressly prohibited under this Policy:

- Transmitting, distributing or storing any material in violation of applicable law, code or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, protective order, contract, or other intellectual property right used without proper authorization. Also prohibited is material that is obscene, libelous, defamatory, constitutes an illegal threat, and/or violates export control laws
- Sending unsolicited bulk email messages and/or other advertising material to individuals who did not specifically request such material. This includes, but is not limited to, messages sent as email, "Spam," ICQ traffic, instant message traffic, GSM/GPRS data, or posting the same or similar message to one or more newsgroups (excessive cross-posting or multiple-posting). The Company's accounts or services may not be used to solicit customers from, or collect replies to, messages sent from another Internet Service Provider where those messages violate this Policy or the policy of the other provider. The Company reserves the right, in its sole discretion, to determine whether commercial email on the Company's Network complies with this Policy.
- Utilizing the Company's network (or any relay, proxy or other network element in conjunction with the Company network) to (A) forge the signature, IP address or other identifying mark or code of any other person, (B) impersonate or assume the identity of any other person, or (C) engage in any other activity

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(including "spoofing") to attempt to deceive or mislead other persons regarding the true identity of the user, including system identification information.

- Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (e.g., "hacking" or "cracking"). This includes providing, or assisting in the provision of names, passwords or access codes to persons not authorized to receive such materials by the operator of the system requiring the password or access code.
- Obtaining or attempting to obtain service by any means or device with intent to avoid payment, violate policies or violate law. If a user is restricted or terminated from the Company's network, it is prohibited for a customer to make such services available to such user in an indirect manner.
- Unauthorized access, alteration, destruction, or any attempt thereof, of any information of the Company or any of the Company's clients or end-users by any means or device. This includes any deliberate or other attempt or activity to distribute or post any virus, worm, Trojan horse, or computer code intended to disrupt services, destroy data, destroy or damage equipment, or disrupt the operation of the Company's network or the network of a third-party;
- Knowingly engaging in any activities that will cause a denial-of-service (e.g., synchronized number sequence attacks) to users whether on the Company's network or on another provider's network.
- Advertising, transmitting, or otherwise making available any software, program, product, or service that is designed to violate this Policy or the Policy of any other Internet Service Provider, which includes, but is not limited to, the facilitation of the means to send e-mail spam, initiation of ping, flooding, mail-bombing, denial of service attacks, and piracy of software.
- Using the Company's network in any manner which interferes with the use of the Company's network by other customers or authorized users.
- Utilize the Company's network in any manner that might subject the Company to unfavorable regulatory action, subject the Company to any liability for any reason, or adversely affect the Company's public image, reputation or goodwill, including, without limitation, sending or distributing obscene, hateful, vulgar, racially, ethnically or otherwise objectionable materials as determined by the Company in its sole discretion.
- Using the Company's network to host, access, promote or otherwise distribute any child pornography or obscenity.
- Causing or allowing the Company's network and/or the customer, its IP space or other elements of identification to be placed on so-called "SPAM Block Lists," "Spam Early Warning Systems," or other directories of spam or unsolicited bulk email originators and/or network abusers. It shall be incumbent upon each of the Company's Clients to monitor and modify their usage, and that of their users and customers, to insure compliance with this Policy generally, and also of this provision specifically.

1.2 Enforcement

The Company reserves the right, with or without notice, to restrict, block, modify or terminate services to any Client or user upon the threat or occurrence of a violation to the Policy. The Company reserves the right to cooperate with any court, law enforcement agency, investigator or network service provider in the investigation of threats to the integrity, stability, reliability and/or legality of the products and services offered by the Company and of any violations to the Policy.

Confidential. Protected under trade secret.

1.3 Client Duties

Each Client is obligated to assist the Company in the investigation of any threatened, alleged or actual violation of this Policy. The Client shall cooperate with designees of the Company in this regard. Clients of the Company are responsible for immediately reporting to the Company any issue which could compromise the stability, service or security of any user or system connected to the Company's network.

1.4 Client Password Policy

The Company's clients are required to follow the payment industry's user identification (User ID) and password best practices to protect the Company's sensitive credit card data. Client User IDs and passwords must meet the following requirements:

- User IDs must be unique to an individual and forever connected with a single user to whom it has been assigned.
- User must never share their IDs and/or passwords.
- Users must choose easily remembered passwords that are, at the same time, difficult for unauthorized parties to guess.
- Passwords are required to have a minimum of seven (7) characters.
- Passwords must meet strong password requirements. Passwords will contain both alphabetic and numeric characters. Passwords will also utilize upper and lower case letters and symbols.

1.5 Reports and Complaints

Any reports or complaints about the use or misuse of the Company's products or services should be directed to:

Xpress Solutions, Inc.
5252 N Edgewood Drive
Provo, UT 84604
800-768-7295
security@xpressbillpay.com

1.6 Digital Millennium Copyright Act

Xpress Solutions, Inc. maintains a separate policy on the handling of complaints under the Digital Millennium Copyright Act, which is incorporated into this Policy hereby and which may viewed at www.xpressbillpay.com/copyright.

1.7 Handling Charges

The Company reserves the right to assess a handling fee, at its usual emergency project labor rate, to respond to abuse complaints incurred by the Company relating to a client and/or to handle, address, clean up and/or correct damage done to the operation of the Company's Network and business operations supported thereby. The fees will be billed in one (1) hour minimum increments. The Company hereby agrees to waive such fee for the first instance per customer of any such complaint, but shall impose the fee from and after the second such complaint.



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: Loop Road Project
Meeting Date: July 18, 2019

Executive Summary:

Staff is applying for Transportation Improvement Board grant funds to repave Loop Road from the intersection of Frank Johns to Columbia Street. Council has outlined many priorities which include utility line undergrounding and removing AC waterlines. To date staff has been able to coordinate these needs within current Plans without an adverse impact on the city's overall budget. Direction is needed on the Loop Road project to determine how far council would like staff to pursue the 2019-2024 Strategic Plan.

Overview of Items:

The Loop Road project consists of:

- Repaving Frank Johns to Columbia
- Installing ADA ramps
- Repairing sidewalk panels
- Replacing the Kanaka Creek culvert
- Repairing and replacing the failing stormwater
- Installing conduit and underground utility lines (not eligible for grant funding and will require trenching through a 150' section of Loop Road that was paved during the Kanaka Creek Avenue project, and was not planned on repaving during this project)
- Replacing 6" AC waterline with 8" ductile iron waterline from east of Kanaka to 62 NW Vancouver, just west of City Hall
- Adding a fire hydrant near City Hall - Currently does not meet 400' Max. Distance to Structures (IFC)

Utility Undergrounding Portion Details and Challenges:

- Moves forward 2019-2024 Strategic Plan goal #7
- Project not included in utilities plan
- Time delay for coordinating and saving costs
- Potential for significant cost impact if funded through city

Waterline Replacement Portion Details and Challenges:

- Moves forward 2019-2024 Strategic Plan goal #14b
- Low priority, not included in 20-year update to Water System Plan
- Engineer estimate of \$125,000 if done as separate project
- Savings of an estimated \$25,000 if done at same time as Loop Road paving
- Large rate increase needed or additional financing and lower rate increase needed to fund

- Other priority projects, such as School St, Smart meters, Frank Johns, etc.
- Next opportunity for combined project 10-15 years.

Sewer Main D Replacement & Extension Portion Details and Challenges:

- Adds ~1,000 ft to sewer collection system, replaces ~300 ft of deficient pipe at an estimated cost of \$900,000
- Not identified as a priority in the 2019-2024 Strategic Plan
- Extension is identified in General Sewer Plan, but as a Low priority—beyond 6 years
- Owners along route have already replaced many of the failing septic systems
- Replacement is only necessary if Main F is diverted or flows increase based on growth
- Savings of an estimated \$50,000 if done at same time as Loop Road paving
- Large rate increase needed or additional financing and lower rate increase needed to fund
- Other priority projects, such as WWTP, Pump Stations
- Next opportunity for combined project 10-15 years.

Vancouver Sidewalk East End:

- Adds ~300 ft of sidewalk between Columbia Ave and City Hall at a planned cost of \$125,000
- Not identified as a priority in the 2019-2024 Strategic Plan
- Identified as index number 12 in the 2020-2025 Transportation Improvement Plan
- High cost for small extension
- Unknown savings estimated if done at same time as Loop Road paving
- Next opportunity for combined project 10-15 years.

Timing Details and Challenges:

- Construction will occur around the same time as the Russell Ave project
- If delayed a year, it will coincide with the First Street project
- Large projects take staff time and community challenges
- Westbound lane from Kanaka to Columbia is deteriorating and something will need to be done in the next year or two to address it.

Action Needed:

Include city-funded undergrounding of utilities in the project - Yes/No

Include replacement of the AC waterline - Yes/No

Include sewer line replacement and extension - Yes/No

Include Vancouver Sidewalk - Yes/No

Construct the project in 2020/2021/2022

*2021 or later, additional costs will be incurred to repair the westbound lane from Kanaka to Columbia.

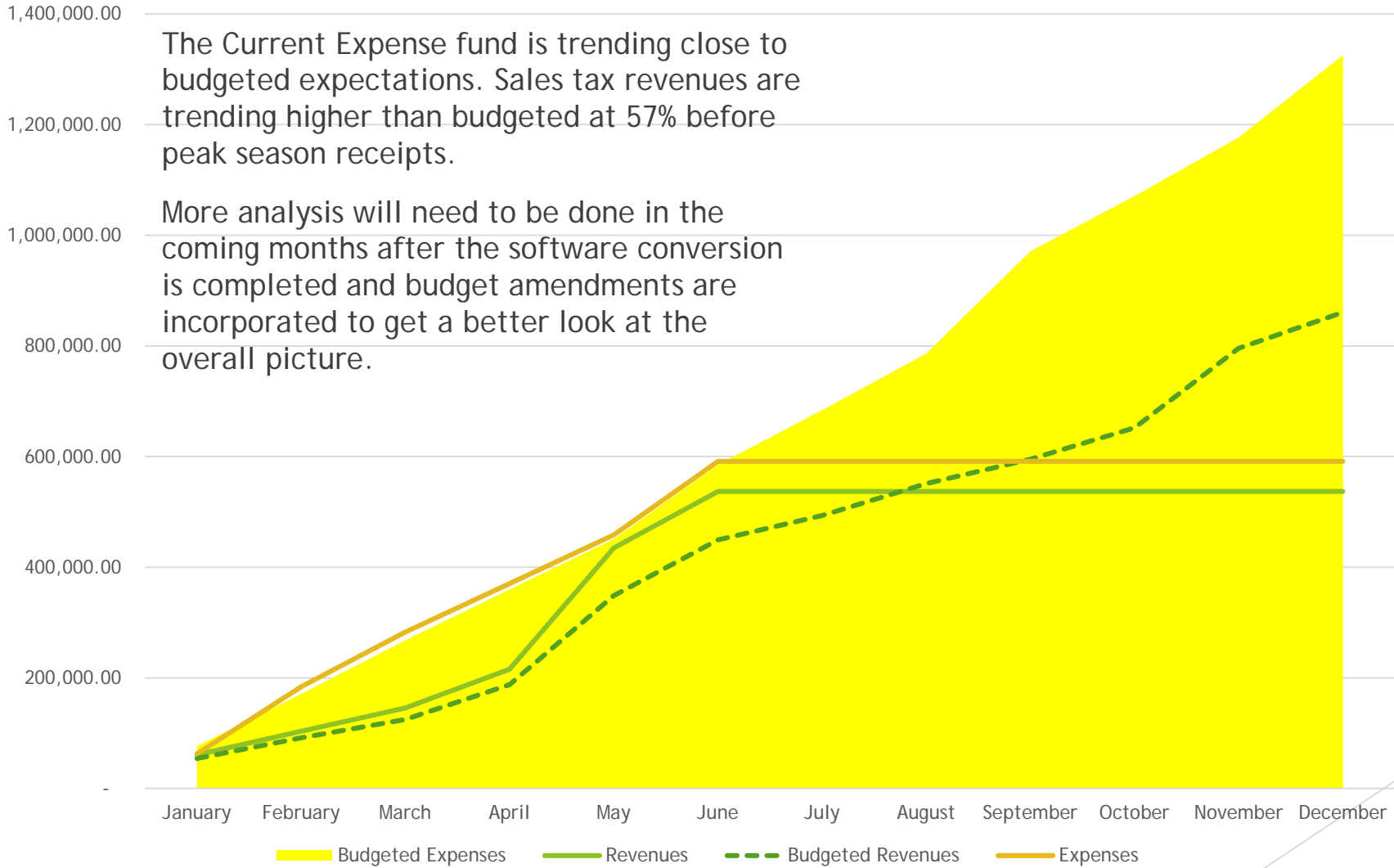
City of Stevenson

Q2 2019 Financial Report

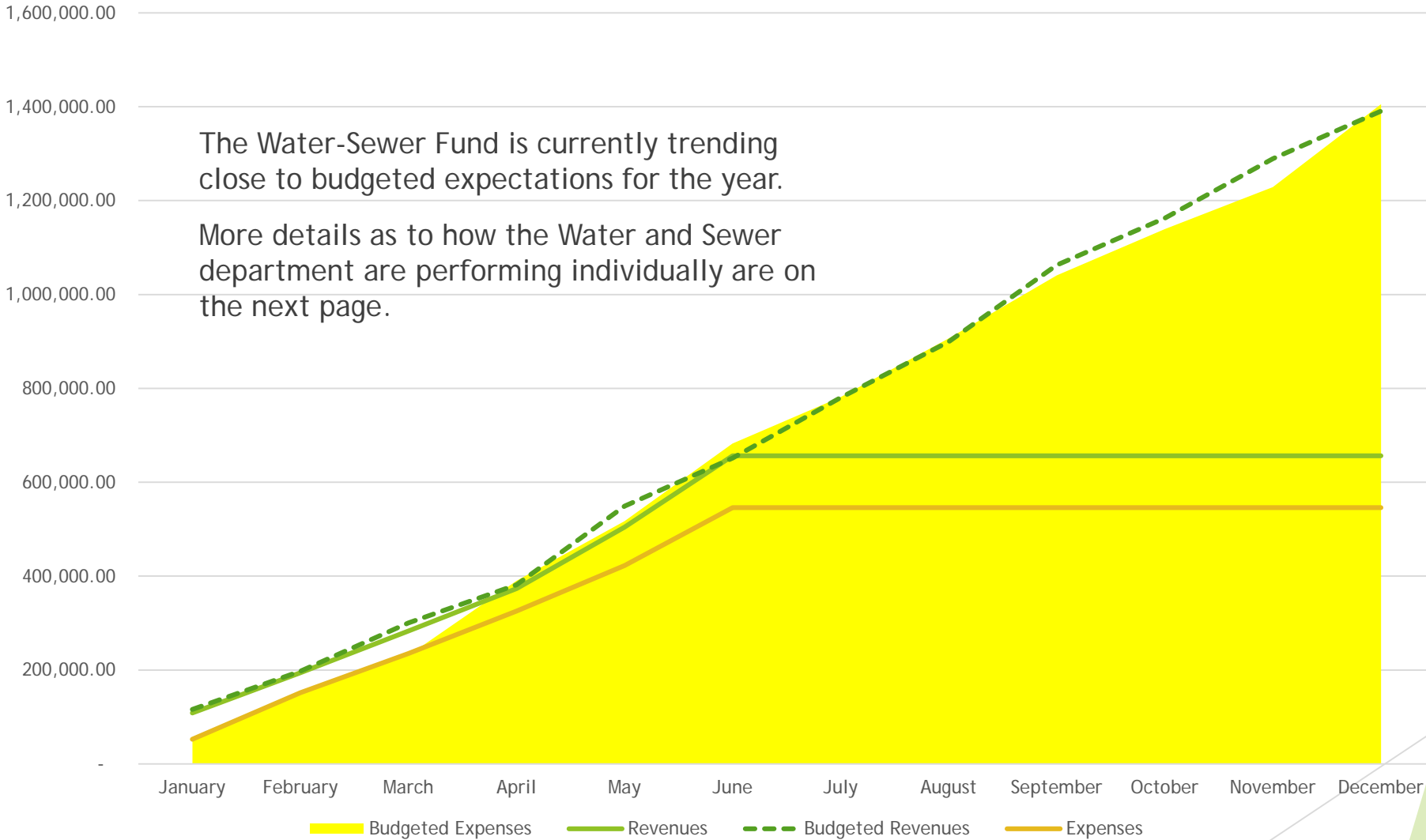
Capital Projects Update

- ▶ General Fund :
 - ▶ Downtown Plan: Contract exceeded budget by \$19,615. Project still on track.
 - ▶ IT Upgrades: \$15k budgeted for phone system, firewall & server. Phone system came in under \$2k.
 - ▶ Office Furniture: \$3k budgeted. One desk replaced for no cost. Three more remain to be replaced.
 - ▶ Fire Department Gear: \$36k budgeted. None purchased to date
 - ▶ Command Vehicle: \$96k 2018 budget not rolled over. Final project cost est. \$80k, all grant
 - ▶ Buildable Lands Inventory: \$30k budgeted. Costs expected to be lower by \$4k than budgeted.
 - ▶ Financial Software: Not initially budgeted in 2019, planned for 2020. \$14,401.75
 - ▶ Fire Hall: \$42k budgeted for remaining contract, \$35k spent
- ▶ Streets:
 - ▶ Kanaka Bridge Rebuild: \$20k budgeted, project not started
 - ▶ Russell Avenue Reconstruction: \$811,600 budgeted. Over \$94k in consultant costs spent to date.
- ▶ Water/Sewer:
 - ▶ Russell Ave Waterline Replacement: \$50k budgeted, pushed out to 2020.
 - ▶ Financial Software: \$5,612.50
 - ▶ Smart Water Meter Installation: Not budgeted, waiting for financing. \$642k with \$314k in grants.
 - ▶ Wastewater Interim Measures: \$60k will be moved from design engineering budget
 - ▶ Wastewater System Design: \$1,985k budgeted. Initial contract drastically reduced for increased phases.
- ▶ Equipment Services:
 - ▶ Replacement Vehicle: \$40k budgeted and needed to replace aging fleet.
- ▶ Tourism Funds:
 - ▶ Waterfront Park Amenities & Enhancements: \$185,867 budgeted
 - ▶ Courthouse Park Plaza: \$103,400 budgeted

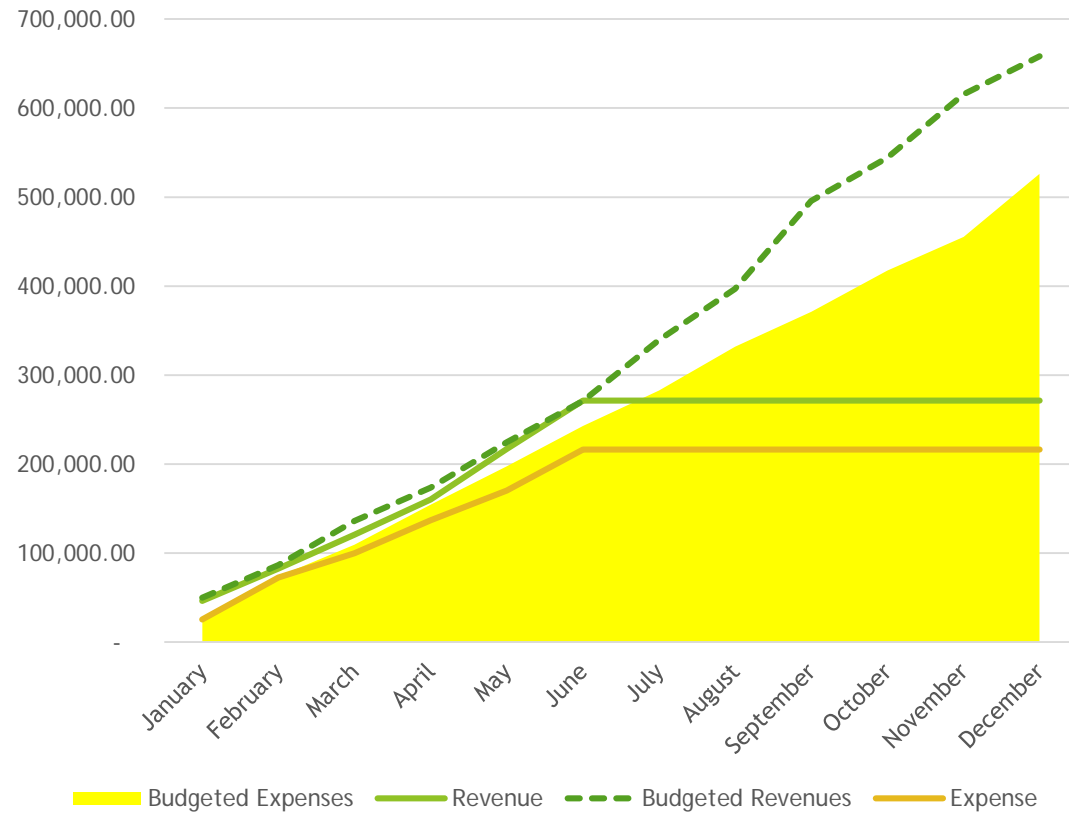
2019 Current Expense



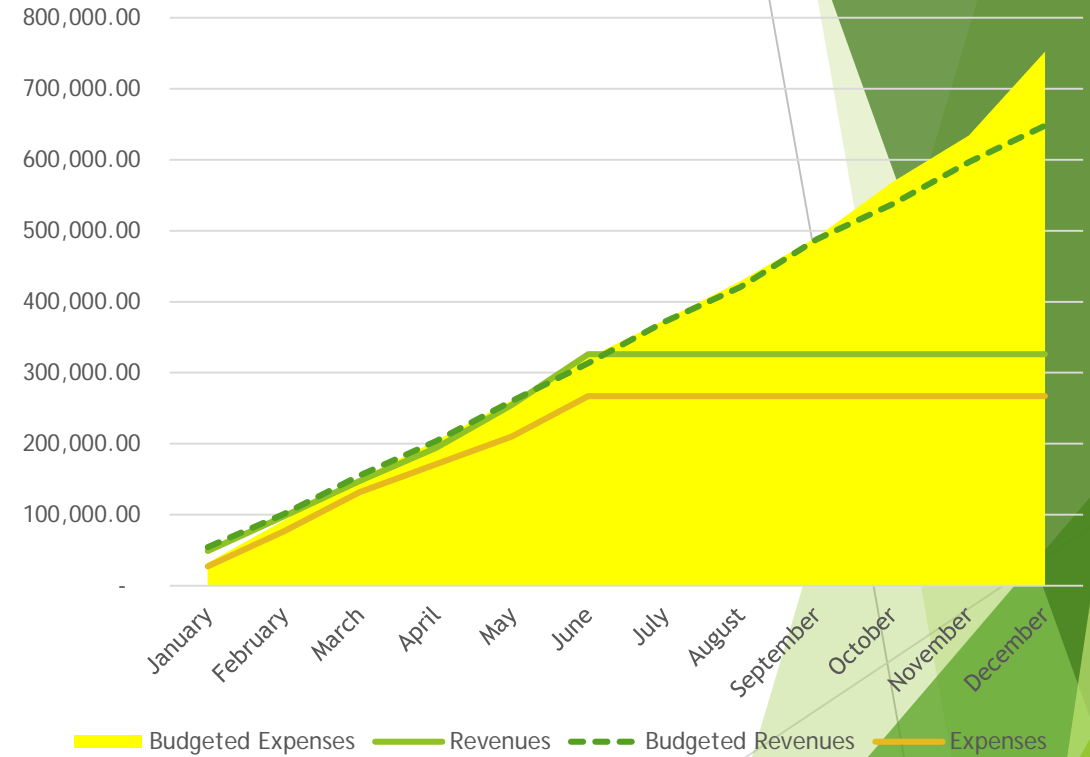
2018 Water-Sewer



2019 Water

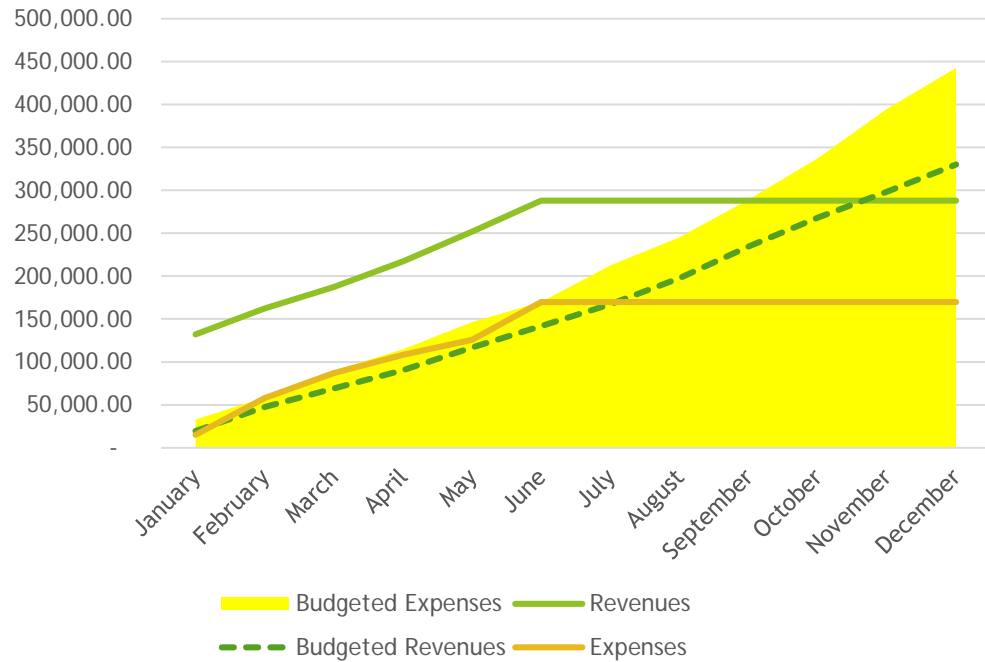


2019 Wastewater



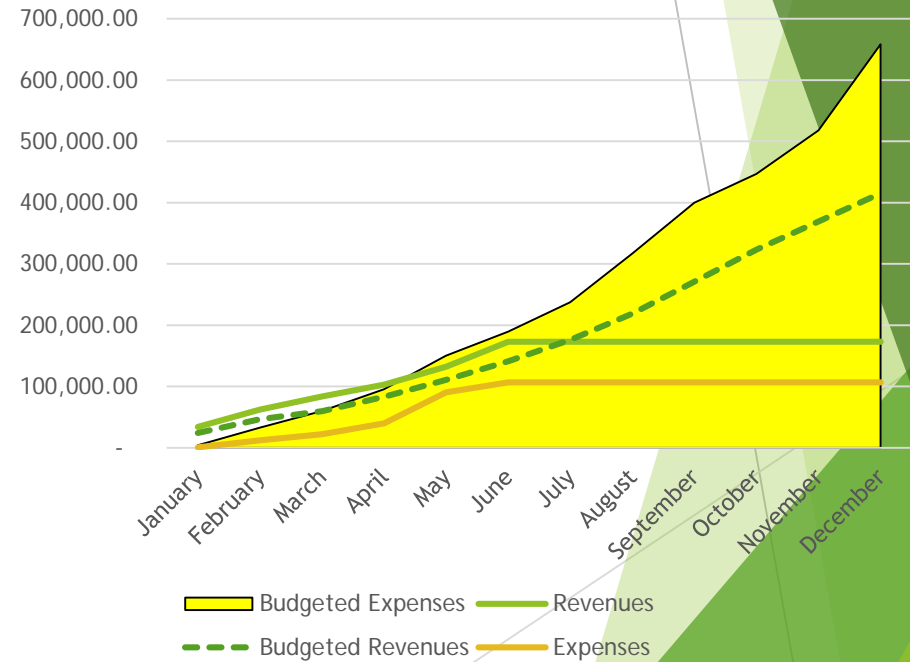
The Street Fund is trending over budget for revenues due to the streetlight replacement project reimbursement. Expenditures are trending at budget and doing well given the impact from the February winter storms.

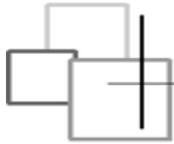
2019 Street



The Tourism Fund is trending lower than expected for expenses, with most projects being paid in Q4. Revenues continue to come in higher than expected, which will help increase the ending balance for future projects.

2019 Tourism





Expenditure

Starting Account Number: 001-000-000-508-00-00-00 Unreserved Cash Carryover
 Ending Account Number: 622-900-001-584-00-00-00 Pur of Invest - Unemployment
 Period: 2019 - Jun
 Printing: Full
 Non Activity Accounts: Hide
 Balance Records: Show
 Investment Records: Hide
 Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
Cash Reservations						
001-000-000-508-00-00-00	Unreserved Cash Carryover	(\$200.42)	(\$20.11)	\$0.00		\$20.11
001-000-000-508-10-00-01	Reserved Cash - Fire Truck	\$0.00	\$0.00	\$350,000.00	0.00 %	\$350,000.00
001-000-000-508-10-00-02	Reserved Cash - Unemployment	\$0.00	\$0.00	\$33,414.00	0.00 %	\$33,414.00
001-000-000-508-10-00-03	Reserved Cash - Fire Equip Replacement	\$0.00	\$0.00	\$105,000.00	0.00 %	\$105,000.00
001-000-000-508-10-00-04	Reserved Cash - Custodial	\$0.00	\$0.00	\$54,546.82	0.00 %	\$54,546.82
001-000-000-508-80-00-00	Unreserved Cash Carryover	\$0.00	\$0.00	\$246,067.45	0.00 %	\$246,067.45
Total Cash Reservations		(\$200.42)	(\$20.11)	\$789,028.27	0.00 %	\$789,048.38
General Government Services						
Legislative						
001-100-001-511-30-41-00	Ordinance Codification	\$597.50	\$1,333.00	\$2,500.00	53.32 %	\$1,167.00
001-100-001-511-30-44-00	Legislative Publishing	\$315.56	\$1,670.80	\$3,500.00	47.74 %	\$1,829.20
001-100-001-511-60-10-00	Council Salary	\$1,496.20	\$5,986.70	\$12,000.00	49.89 %	\$6,013.30
001-100-001-511-60-20-00	Council Benefits	\$120.65	\$482.68	\$1,000.00	48.27 %	\$517.32
001-100-001-511-60-43-00	Travel/Lodging Council	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
001-100-001-511-60-49-00	Tuition Council	\$0.00	\$180.00	\$1,000.00	18.00 %	\$820.00
Total Legislative		\$2,529.91	\$9,653.18	\$22,000.00	43.88 %	\$12,346.82
Judicial						
001-100-002-512-50-10-01	Court Clerk Salary	\$218.94	\$2,903.54	\$5,000.00	58.07 %	\$2,096.46
001-100-002-512-50-20-01	Court Clerk Benefits	\$211.07	\$934.10	\$3,000.00	31.14 %	\$2,065.90
001-100-002-512-50-49-00	Juror/Witness/Investigative Fees	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
001-100-002-512-50-51-01	Jury Management/Courtroom Use	\$0.00	\$694.19	\$1,200.00	57.85 %	\$505.81
001-100-002-512-50-51-03	Municipal Court Contract	\$1,667.00	\$9,998.00	\$20,000.00	49.99 %	\$10,002.00
001-100-002-512-52-41-02	Interpreter Fees	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-100-002-512-52-51-00	Sheriff Warrant Service Charge	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-100-002-515-35-51-00	Prosecuting Attorney County Contract	\$1,333.00	\$8,002.00	\$20,000.00	40.01 %	\$11,998.00
001-100-002-515-93-41-00	Indigent Defense	\$517.50	\$6,787.00	\$15,000.00	45.25 %	\$8,213.00
Total Judicial		\$3,947.51	\$29,318.83	\$66,700.00	43.96 %	\$37,381.17
Executive						
001-100-003-513-10-10-00	Mayor Salary	\$598.48	\$3,592.40	\$7,200.00	49.89 %	\$3,607.60

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-100-003-513-10-10-01	City Administrator Salary	\$5,773.46	\$34,655.39	\$25,800.00	134.32 %	(\$8,855.39)
001-100-003-513-10-20-00	Mayor Benefits	\$45.90	\$275.40	\$625.00	44.06 %	\$349.60
001-100-003-513-10-20-01	City Administrator Benefits	\$4,134.91	\$16,040.06	\$6,192.00	259.04 %	(\$9,848.06)
001-100-003-513-10-43-00	Travel/Lodging Mayor/Administrator	\$0.00	\$1,562.99	\$0.00		(\$1,562.99)
001-100-003-513-10-49-00	Tuition Mayor/Administrator	\$26.95	\$61.95	\$0.00		(\$61.95)
Total Executive		\$10,579.70	\$56,188.19	\$39,817.00	141.12 %	(\$16,371.19)
Financial and Records Services						
001-100-004-514-20-10-01	Budgeting/Accounting Salary	\$4,099.24	\$35,650.21	\$80,106.96	44.50 %	\$44,456.75
001-100-004-514-20-20-01	Budgeting/Accounting Benefits	\$3,064.60	\$12,922.17	\$26,065.02	49.58 %	\$13,142.85
001-100-004-514-20-41-01	EBPP Fees General Fund	\$0.00	\$5.53	\$0.00		(\$5.53)
001-100-004-514-20-41-22	Audit Fee	\$0.00	\$0.00	\$7,000.00	0.00 %	\$7,000.00
001-100-004-514-20-43-00	Travel Financial/Records	\$0.00	\$796.20	\$3,000.00	26.54 %	\$2,203.80
001-100-004-514-20-46-00	Clerk Bond Premiums	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
001-100-004-514-20-49-00	Training/Tuition - Financial/Records	\$625.00	\$3,534.26	\$3,000.00	117.81 %	(\$534.26)
001-100-004-514-20-49-01	Dues & Membership - Financial	\$0.00	\$875.00	\$1,000.00	87.50 %	\$125.00
001-100-004-514-20-49-02	Fiduciary Fees/VISA	\$73.99	\$501.08	\$750.00	66.81 %	\$248.92
001-100-004-514-20-49-03	Miscellaneous Charges	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-100-004-514-30-10-00	Minutes - Recording Fee Sal	\$291.58	\$1,013.71	\$2,250.00	45.05 %	\$1,236.29
001-100-004-514-30-20-00	Minutes - Recording Fee Ben	\$25.22	\$87.27	\$200.00	43.64 %	\$112.73
001-100-004-514-41-51-00	Elections	\$0.00	\$0.00	\$6,000.00	0.00 %	\$6,000.00
001-100-004-514-91-51-00	Voter Registration Services	\$0.00	\$0.00	\$6,000.00	0.00 %	\$6,000.00
Total Financial and Records Services		\$8,179.63	\$55,385.43	\$137,371.98	40.32 %	\$81,986.55
Legal Activities						
001-100-005-515-41-41-00	Advisory Board Services	\$1,550.20	\$9,260.20	\$30,000.00	30.87 %	\$20,739.80
001-100-005-515-41-43-00	Travel - Legal	\$0.00	\$0.00	\$750.00	0.00 %	\$750.00
001-100-005-515-41-49-00	Training & Tuition - Legal	\$0.00	\$0.00	\$750.00	0.00 %	\$750.00
Total Legal Activities		\$1,550.20	\$9,260.20	\$31,500.00	29.40 %	\$22,239.80
Employee Benefit Programs						
001-100-007-517-70-22-00	Unemployment Claims	\$0.00	\$89.16	\$0.00		(\$89.16)
001-100-007-517-70-51-00	Old Age Survivor Insurance	\$0.00	\$25.00	\$25.00	100.00 %	\$0.00
001-100-007-517-90-26-00	Staff Wellness	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
Total Employee Benefit Programs		\$0.00	\$114.16	\$525.00	21.74 %	\$410.84
Central Services						
001-100-008-518-20-44-00	DNR Fire Control Assessment	\$0.00	\$17.90	\$0.00		(\$17.90)
001-100-008-518-30-10-00	Building Repair Salary	\$0.00	\$845.63	\$3,096.00	27.31 %	\$2,250.37
001-100-008-518-30-20-00	Building Repair Benefits	\$83.76	\$572.52	\$1,548.00	36.98 %	\$975.48
001-100-008-518-30-31-00	Household Supplies/Repairs	\$12.00	\$171.20	\$2,000.00	8.56 %	\$1,828.80
001-100-008-518-30-41-00	Custodial Services	\$250.00	\$1,600.00	\$4,000.00	40.00 %	\$2,400.00
001-100-008-518-30-45-99	Eq Rental - Building Repair	\$0.00	\$182.97	\$0.00		(\$182.97)
001-100-008-518-30-46-00	Insurance - Liability	\$0.00	\$0.00	\$14,000.00	0.00 %	\$14,000.00
001-100-008-518-30-47-00	Heat & Lights	\$14.17	\$870.20	\$3,000.00	29.01 %	\$2,129.80
001-100-008-518-30-47-01	City Hall Water/Sewer	\$88.89	\$513.76	\$890.10	57.72 %	\$376.34
001-100-008-518-30-48-00	Building Repair Supplies	\$183.98	\$183.98	\$1,000.00	18.40 %	\$816.02
001-100-008-518-40-31-00	Office Supplies	\$95.30	\$1,165.91	\$6,000.00	19.43 %	\$4,834.09
001-100-008-518-40-41-00	Office Equip Repair& Maintenance	\$704.06	\$3,673.43	\$6,000.00	61.22 %	\$2,326.57

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-100-008-518-40-42-00	Central Services Telephone	\$382.25	\$1,896.38	\$3,750.00	50.57 %	\$1,853.62
001-100-008-518-40-42-01	Miscellaneous - Postage	\$332.25	\$467.33	\$500.00	93.47 %	\$32.67
001-100-008-518-80-41-23	Website - General Fund	\$20.00	\$1,150.00	\$500.00	230.00 %	(\$650.00)
Total Central Services		\$2,166.66	\$13,311.21	\$46,284.10	28.76 %	\$32,972.89
Other General Government Services						
001-100-009-518-90-49-01	Dues And Membership - General Govt	\$500.00	\$1,717.92	\$3,000.00	57.26 %	\$1,282.08
Total Other General Government Services		\$500.00	\$1,717.92	\$3,000.00	57.26 %	\$1,282.08
Capital Expenditures						
001-100-090-594-18-64-00	Office Furniture/Equipment	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
001-100-090-594-18-64-01	Computer Equipment	\$9,943.53	\$9,943.53	\$15,000.00	66.29 %	\$5,056.47
Total Capital Expenditures		\$9,943.53	\$9,943.53	\$18,000.00	55.24 %	\$8,056.47
Total General Government Services		\$39,397.14	\$184,892.65	\$365,198.08	50.63 %	\$180,305.43
Public Safety						
Law Enforcement/Incarceration						
001-200-001-521-20-51-00	Police Services	\$14,144.25	\$84,865.50	\$169,731.00	50.00 %	\$84,865.50
001-200-001-521-20-51-01	CR Jus #4 Basic Law Enforcemnt	\$0.00	\$709.85	\$2,700.00	26.29 %	\$1,990.15
001-200-001-521-30-51-00	CR Jus #1 Drug/Alcohol ED	\$0.00	\$414.31	\$1,600.00	25.89 %	\$1,185.69
001-200-001-523-60-51-00	Jail Services	\$625.00	\$1,858.60	\$13,000.00	14.30 %	\$11,141.40
Total Law Enforcement/Incarceration		\$14,769.25	\$87,848.26	\$187,031.00	46.97 %	\$99,182.74
Fire Protection						
Fire Protection						
001-200-002-522-10-10-00	Fire Chief/Administration - Salaries	\$99.75	\$598.75	\$1,200.00	49.90 %	\$601.25
001-200-002-522-10-20-00	Fire Chief/Administration - Benefits	\$7.65	\$45.90	\$820.00	5.60 %	\$774.10
001-200-002-522-20-10-00	Fire Contract Volunteer Reimb	\$0.00	\$0.00	\$11,000.00	0.00 %	\$11,000.00
001-200-002-522-20-20-00	Firefighter Benefits	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
001-200-002-522-20-24-00	Firefighter Pension/Disability	\$0.00	\$1,830.00	\$3,500.00	52.29 %	\$1,670.00
001-200-002-522-20-31-00	Fire Supplies	\$1,208.57	\$3,536.68	\$16,000.00	22.10 %	\$12,463.32
001-200-002-522-20-32-00	Fire Truck Fuel	\$41.74	\$210.81	\$1,000.00	21.08 %	\$789.19
001-200-002-522-20-42-00	Fire Telephone	\$106.39	\$638.32	\$1,400.00	45.59 %	\$761.68
001-200-002-522-20-46-00	Fire Truck Insurance	\$0.00	\$0.00	\$2,800.00	0.00 %	\$2,800.00
001-200-002-522-30-10-00	Fire Support Salary	\$479.92	\$2,683.32	\$15,000.00	17.89 %	\$12,316.68
001-200-002-522-30-20-00	Fire Support Benefits	\$488.33	\$1,496.53	\$7,000.00	21.38 %	\$5,503.47
001-200-002-522-30-31-01	Fire Prevention Supplies City	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-200-002-522-30-41-00	Fire Investigations	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
001-200-002-522-30-45-99	Eq Rental - Fire Support	\$629.11	\$1,448.79	\$4,000.00	36.22 %	\$2,551.21
001-200-002-522-45-43-00	Travel - Fire Department	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
001-200-002-522-45-49-00	Fire Department Training	\$0.00	\$262.50	\$2,000.00	13.13 %	\$1,737.50
001-200-002-522-50-47-00	Fire Hall Heat And Lights	\$21.81	\$1,232.03	\$3,000.00	41.07 %	\$1,767.97
001-200-002-522-50-47-99	Water on Demand For Hydrants	(\$200.00)	(\$200.00)	\$4,000.00	-5.00 %	\$4,200.00
001-200-002-522-50-48-00	Fire Hall Repair	\$0.00	\$0.00	\$3,500.00	0.00 %	\$3,500.00
001-200-002-522-60-48-00	Fire Equipment Repair	\$0.00	\$2,173.16	\$6,000.00	36.22 %	\$3,826.84
001-200-002-528-60-42-00	Radio Contract	\$0.00	\$2,870.84	\$4,000.00	71.77 %	\$1,129.16
001-200-002-528-60-51-00	Dispatch Fees - City	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
Total Fire Protection		\$2,883.27	\$18,827.63	\$92,720.00	20.31 %	\$73,892.37

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Fire Dept Capital Expenditures						
001-200-002-594-22-64-00	Fire Equip Purchase-Fire Truck	\$0.00	\$0.00	\$25,000.00	0.00 %	\$25,000.00
001-200-002-594-22-64-01	Fire Equip Purchase - City	\$15,860.55	\$74,463.02	\$20,000.00	372.32 %	(\$54,463.02)
Total Fire Dept Capital Expenditures		\$15,860.55	\$74,463.02	\$45,000.00	165.47 %	(\$29,463.02)
Total Fire Protection		\$18,743.82	\$93,290.65	\$137,720.00	67.74 %	\$44,429.35
Fire District II Share Fire Protection						
001-200-003-522-20-31-02	Fire Supplies FD II	\$1,125.20	\$3,303.06	\$10,000.00	33.03 %	\$6,696.94
001-200-003-522-20-32-02	Fire Truck Fuel FDII	\$90.98	\$300.73	\$1,000.00	30.07 %	\$699.27
001-200-003-522-30-31-20	Fire Prevention Supplies FDII	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-200-003-522-45-49-02	Fire Training FD II	\$0.00	\$262.50	\$2,000.00	13.13 %	\$1,737.50
001-200-003-522-60-48-02	Fire Equipment Repair FDII	\$0.00	\$0.00	\$6,000.00	0.00 %	\$6,000.00
001-200-003-594-22-64-02	Fire Equip Purchase - FD II	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total Fire District II Share Fire Protection		\$1,216.18	\$3,866.29	\$29,500.00	13.11 %	\$25,633.71
Total Public Safety		\$34,729.25	\$185,005.20	\$354,251.00	52.22 %	\$169,245.80
Natural & Economic Environment Expenditure						
001-500-000-551-00-41-00	CDBG Housing Rehab Cont. Svc.	\$0.00	\$0.00	\$400,000.00	0.00 %	\$400,000.00
Total Expenditure		\$0.00	\$0.00	\$400,000.00	0.00 %	\$400,000.00
Conservation						
001-500-001-553-70-51-00	Air Pollution Authority	\$0.00	\$276.80	\$276.80	100.00 %	\$0.00
Total Conservation		\$0.00	\$276.80	\$276.80	100.00 %	\$0.00
Community Planning & Economic Development						
Building Permits And Plans Review						
001-500-001-558-50-10-00	Building Inspector Salary	\$3,713.02	\$25,302.77	\$42,312.00	59.80 %	\$17,009.23
001-500-001-558-50-20-00	Building Inspector Benefits	\$4,013.61	\$14,722.63	\$25,800.00	57.06 %	\$11,077.37
001-500-001-558-50-31-00	Building Department Supplies	\$0.00	\$159.92	\$1,000.00	15.99 %	\$840.08
001-500-001-558-50-41-00	Consulting Services	\$90.00	\$90.00	\$2,000.00	4.50 %	\$1,910.00
001-500-001-558-50-42-00	Building Department Telephone	\$116.67	\$172.91	\$750.00	23.05 %	\$577.09
001-500-001-558-50-43-00	Travel - Building Inspector	\$0.00	\$159.83	\$1,500.00	10.66 %	\$1,340.17
001-500-001-558-50-45-99	Eq Rental - Building Dept	\$3,909.45	\$11,272.66	\$15,000.00	75.15 %	\$3,727.34
001-500-001-558-50-49-00	Training & Tuition - Building Dept	\$300.00	\$1,145.80	\$500.00	229.16 %	(\$645.80)
001-500-001-558-50-49-01	Dues & Membership - Bldg Dept	\$0.00	\$95.00	\$300.00	31.67 %	\$205.00
Total Building Permits And Plans Review		\$12,142.75	\$53,121.52	\$89,162.00	59.58 %	\$36,040.48
Planning						
001-500-001-558-60-10-00	Planning Salary	\$6,900.23	\$41,568.71	\$84,000.00	49.49 %	\$42,431.29
001-500-001-558-60-10-01	Planning Recorder - Salaries	\$0.00	\$388.10	\$1,800.00	21.56 %	\$1,411.90
001-500-001-558-60-10-02	Planning Commission Salaries	\$0.00	\$1,499.45	\$4,500.00	33.32 %	\$3,000.55
001-500-001-558-60-20-00	Planning Benefits	\$4,753.17	\$18,674.75	\$37,000.00	50.47 %	\$18,325.25
001-500-001-558-60-20-01	Planning Recorder - Benefits	\$0.00	\$33.37	\$180.00	18.54 %	\$146.63
001-500-001-558-60-20-02	Planning Commission Benefits	\$0.00	\$121.78	\$500.00	24.36 %	\$378.22
001-500-001-558-60-31-00	Planning Supplies	\$0.00	\$0.00	\$750.00	0.00 %	\$750.00
001-500-001-558-60-41-00	Planning & Professional Assist	\$16,604.00	\$20,982.00	\$130,000.00	16.14 %	\$109,018.00
001-500-001-558-60-41-01	Planning Publication	\$0.00	\$280.80	\$1,750.00	16.05 %	\$1,469.20
001-500-001-558-60-43-00	Travel - Planning/Prof Assistance	\$382.68	\$591.74	\$2,500.00	23.67 %	\$1,908.26

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-500-001-558-60-49-00	Training & Tuition - Planning	\$0.00	\$451.69	\$1,500.00	30.11 %	\$1,048.31
001-500-001-558-60-49-01	Dues & Membership - Planning	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-500-001-558-60-49-02	Planning Filing Fees/Misc	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
Total Planning		\$28,640.08	\$84,592.39	\$265,480.00	31.86 %	\$180,887.61
Economic Development						
001-500-001-558-70-49-01	EDC Assessment	\$5,118.75	\$5,118.75	\$11,000.00	46.53 %	\$5,881.25
001-500-001-558-70-49-02	MCEDD Services	\$0.00	\$0.00	\$900.00	0.00 %	\$900.00
Total Economic Development		\$5,118.75	\$5,118.75	\$11,900.00	43.01 %	\$6,781.25
Total Community Planning & Economic Development		\$45,901.58	\$142,832.66	\$366,542.00	38.97 %	\$223,709.34
Total Natural & Economic Environment		\$45,901.58	\$143,109.46	\$766,818.80	18.66 %	\$623,709.34
Social Services						
001-600-000-565-10-49-00	Food Bank Support	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
001-600-000-566-72-52-00	Substance Abuse/Liquor Excise	\$0.00	\$1,267.29	\$150.00	844.86 %	(\$1,117.29)
Total Social Services		\$0.00	\$1,267.29	\$10,150.00	12.49 %	\$8,882.71
Culture & Recreation						
001-700-000-573-90-49-00	Hosting of Meetings/Events	\$0.00	\$726.98	\$500.00	145.40 %	(\$226.98)
001-700-000-576-20-51-00	Community Pool Support	\$2,500.00	\$15,000.00	\$30,000.00	50.00 %	\$15,000.00
001-700-000-576-80-10-00	Park Maintenance Salary	\$5,156.84	\$17,361.92	\$26,832.00	64.71 %	\$9,470.08
001-700-000-576-80-20-00	Park Maintenance Benefits	\$2,306.08	\$6,460.30	\$9,288.00	69.56 %	\$2,827.70
001-700-000-576-80-31-00	Parks Supplies	\$345.15	\$1,324.81	\$7,000.00	18.93 %	\$5,675.19
001-700-000-576-80-45-99	Eq Rental - Parks	\$2,516.43	\$5,178.26	\$13,000.00	39.83 %	\$7,821.74
001-700-000-576-80-47-00	Parks Electricity	\$0.00	\$166.79	\$250.00	66.72 %	\$83.21
001-700-000-576-80-48-00	Parks - Contracted	\$0.00	\$11,332.00	\$4,000.00	283.30 %	(\$7,332.00)
Total Culture & Recreation		\$12,824.50	\$57,551.06	\$90,870.00	63.33 %	\$33,318.94
Agency Disbursements						
001-800-000-586-90-00-00	Agency Disbursement - Court	\$390.48	\$5,060.40	\$0.00		(\$5,060.40)
001-800-000-586-91-00-00	Agency Disbursement - Court Trust	\$0.00	\$856.79	\$0.00		(\$856.79)
001-800-000-589-30-00-00	Agency Remittances - State Bldg Code	\$38.00	(\$444.96)	\$0.00		\$444.96
Total Agency Disbursements		\$428.48	\$5,472.23	\$0.00		(\$5,472.23)
Other Financing Uses						
001-900-000-597-12-00-00	Transfer Out to 303 Joint Emergency Facilities	\$0.00	\$0.00	\$42,000.00	0.00 %	\$42,000.00
Total Other Financing Uses		\$0.00	\$0.00	\$42,000.00	0.00 %	\$42,000.00
Total General Fund		\$133,080.53	\$577,277.78	\$2,418,316.15	23.87 %	\$1,841,038.37
Street Fund						
Cash Reservations						
100-000-000-508-80-00-00	Snow Reserve	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
100-000-000-508-80-00-01	Unreserved Cash Carryover	\$0.00	\$0.00	\$2,277.30	0.00 %	\$2,277.30
Total Cash Reservations		\$0.00	\$0.00	\$12,277.30	0.00 %	\$12,277.30
Transportation						
Road and Street Maintenance						
General Roadway Maintenance						
100-400-000-542-39-10-00	Road Maintenance - Salaries	\$5,247.13	\$37,146.62	\$72,240.00	51.42 %	\$35,093.38

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
100-400-000-542-39-20-00	Road Maintenance - Benefits	\$5,815.00	\$20,157.59	\$36,120.00	55.81 %	\$15,962.41
100-400-000-542-39-31-00	Supplies	\$3,427.02	\$7,991.37	\$20,000.00	39.96 %	\$12,008.63
100-400-000-542-39-42-00	Telephone	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
100-400-000-542-39-45-99	Eq Rental - Road Maintenance	\$6,133.80	\$18,212.12	\$25,000.00	72.85 %	\$6,787.88
100-400-000-542-39-48-00	Contracted Labor	\$3,790.50	\$6,186.83	\$20,000.00	30.93 %	\$13,813.17
100-400-000-542-39-51-00	Environmental Permits	\$0.00	(\$25.00)	\$0.00		\$25.00
Total General Roadway Maintenance		\$24,413.45	\$89,669.53	\$173,460.00	51.69 %	\$83,790.47
Storm Drain Maintenance						
100-400-000-542-40-10-00	Storm Drain Maint - Salaries	\$196.70	\$2,293.78	\$8,000.00	28.67 %	\$5,706.22
100-400-000-542-40-20-00	Storm Drain Maint - Benefits	\$311.38	\$1,350.91	\$5,000.00	27.02 %	\$3,649.09
100-400-000-542-40-31-00	Storm Drain Maint - Supplies	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
100-400-000-542-40-45-99	Eq Rental - Storm Drain Maint	\$269.62	\$892.26	\$2,000.00	44.61 %	\$1,107.74
100-400-000-542-40-47-00	Dewatering Electricity Chesser	\$0.00	\$258.12	\$700.00	36.87 %	\$441.88
100-400-000-542-40-48-00	Storm Drain Maint - Contrlabor	\$0.00	\$0.00	\$700.00	0.00 %	\$700.00
Total Storm Drain Maintenance		\$777.70	\$4,795.07	\$18,400.00	26.06 %	\$13,604.93
Traffic And Pedestrian Services						
100-400-000-542-62-41-00	Path Maintenance-Contract Svcs	\$0.00	\$4,741.83	\$0.00		(\$4,741.83)
Street Lighting						
100-400-000-542-63-47-00	Electricity - Street Lights	\$306.57	\$4,223.67	\$14,000.00	30.17 %	\$9,776.33
100-400-000-542-63-48-00	Repair/maintenance - ST Lights	\$0.00	\$4,142.04	\$3,000.00	138.07 %	(\$1,142.04)
Total Street Lighting		\$306.57	\$8,365.71	\$17,000.00	49.21 %	\$8,634.29
Traffic Control Devices						
100-400-000-542-64-31-00	Traffic Devices	\$534.30	\$2,137.83	\$12,000.00	17.82 %	\$9,862.17
100-400-000-542-64-48-00	Road Striping	\$0.00	\$2,328.22	\$6,000.00	38.80 %	\$3,671.78
Total Traffic Control Devices		\$534.30	\$4,466.05	\$18,000.00	24.81 %	\$13,533.95
Snow And Ice Control						
100-400-000-542-66-10-00	Snow Removal - Salary	\$0.00	\$13,352.91	\$15,480.00	86.26 %	\$2,127.09
100-400-000-542-66-20-00	Snow Removal - Benefits	\$0.00	\$7,021.97	\$5,160.00	136.08 %	(\$1,861.97)
100-400-000-542-66-31-00	Snow Removal - Supplies	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
100-400-000-542-66-45-99	Eq Rental - Snow Removal	\$0.00	\$11,281.25	\$4,000.00	282.03 %	(\$7,281.25)
Total Snow And Ice Control		\$0.00	\$31,656.13	\$25,640.00	123.46 %	(\$6,016.13)
Street Cleaning						
100-400-000-542-67-47-00	Litter Clean-Up	\$197.57	\$1,591.16	\$2,000.00	79.56 %	\$408.84
Total Street Cleaning		\$197.57	\$1,591.16	\$2,000.00	79.56 %	\$408.84
Total Traffic And Pedestrian Services		\$1,038.44	\$50,820.88	\$62,640.00	81.13 %	\$11,819.12
Total Road and Street Maintenance		\$26,229.59	\$145,285.48	\$254,500.00	57.09 %	\$109,214.52
Road and Street General Administration / Overhead Management						
100-400-000-543-10-10-00	General Administration Salaries	\$82.47	\$495.05	\$14,448.00	3.43 %	\$13,952.95
100-400-000-543-10-20-00	General Administration Benefits	\$59.08	\$137.66	\$3,096.00	4.45 %	\$2,958.34
Total Management		\$141.55	\$632.71	\$17,544.00	3.61 %	\$16,911.29
General Services						
100-400-000-543-31-10-00	General Services Salaries	\$179.23	\$1,707.36	\$4,128.00	41.36 %	\$2,420.64

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
100-400-000-543-31-20-00	General Services Benefits	\$136.90	\$589.18	\$1,032.00	57.09 %	\$442.82
100-400-000-543-31-41-00	Computer Services	\$0.00	\$755.10	\$600.00	125.85 %	(\$155.10)
100-400-000-543-31-41-22	Audit Fee	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
100-400-000-543-31-43-00	Travel - Streets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
100-400-000-543-31-46-00	Insurance	\$0.00	\$0.00	\$6,000.00	0.00 %	\$6,000.00
100-400-000-543-31-49-00	Training - Streets	\$0.00	\$128.33	\$500.00	25.67 %	\$371.67
100-400-000-543-31-49-01	Misc/Recording Fees/Dues	\$0.00	\$800.00	\$1,000.00	80.00 %	\$200.00
Total General Services		\$316.13	\$3,979.97	\$15,760.00	25.25 %	\$11,780.03
Total Road and Street General Administration / Overhead		\$457.68	\$4,612.68	\$33,304.00	13.85 %	\$28,691.32
Road and Street Operations						
100-400-000-544-20-41-00	#14 ST Planning Professional Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
Total Road and Street Operations		\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
Total Transportation		\$26,687.27	\$149,898.16	\$288,804.00	51.90 %	\$138,905.84
Bridge Protection/Timber Removal						
100-400-020-595-50-41-00	Kanaka Bridge Rebuild	\$0.00	\$0.00	\$20,000.00	0.00 %	\$20,000.00
Total Bridge Protection/Timber Removal		\$0.00	\$0.00	\$20,000.00	0.00 %	\$20,000.00
Capital Projects						
Right of Way Acquisition						
100-401-011-595-21-61-00	Right of Way	(\$50.00)	(\$250.00)	\$0.00		\$250.00
Total Right of Way Acquisition		(\$50.00)	(\$250.00)	\$0.00		\$250.00
Roads/Streets Construction & Other Infrastructure						
Roadway						
Russell Avenue Improvements						
100-401-020-595-33-10-00	Russell Avenue (Restor/Rehab) - Sal	\$6,453.47	\$8,192.85	\$12,000.00	68.27 %	\$3,807.15
100-401-020-595-33-20-00	Russell Avenue (Restor/Rehab) - Ben	\$3,540.17	\$4,283.64	\$6,000.00	71.39 %	\$1,716.36
100-401-020-595-33-45-99	Eq Rental - Restor/Rehab (Russell Ave)	\$7,189.80	\$7,582.95	\$4,000.00	189.57 %	(\$3,582.95)
Total Russell Avenue Improvements		\$17,183.44	\$20,059.44	\$22,000.00	91.18 %	\$1,940.56
Total Roadway		\$17,183.44	\$20,059.44	\$22,000.00	91.18 %	\$1,940.56
Total Roads/Streets Construction & Other Infrastructure		\$17,183.44	\$20,059.44	\$22,000.00	91.18 %	\$1,940.56
Total Capital Projects		\$17,133.44	\$19,809.44	\$22,000.00	90.04 %	\$2,190.56
Chemical Dependency Services						
100-600-000-566-72-52-00	Substance Abuse/Liquor Profits	\$0.00	\$0.00	\$270.00	0.00 %	\$270.00
Total Chemical Dependency Services		\$0.00	\$0.00	\$270.00	0.00 %	\$270.00
Other Financing Uses						
100-900-000-597-18-00-00	Transfer Out to 309 Russell Ave	\$0.00	\$0.00	\$111,600.00	0.00 %	\$111,600.00
Total Other Financing Uses		\$0.00	\$0.00	\$111,600.00	0.00 %	\$111,600.00
Total Street Fund		\$43,820.71	\$169,707.60	\$454,951.30	37.30 %	\$285,243.70

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Tourism Promo & Develop Fund						
Cash Reservations						
103-000-000-508-10-00-01	Capital Facility Reserve	\$0.00	\$0.00	\$200,000.00	0.00 %	\$200,000.00
103-000-000-508-10-00-02	Reserve for Future Rev Shortfall	\$0.00	\$0.00	\$269,264.54	0.00 %	\$269,264.54
Total Cash Reservations		\$0.00	\$0.00	\$469,264.54	0.00 %	\$469,264.54
Culture and Recreation						
Cultural & Community Activities						
Commercial						
103-700-000-573-30-41-00	Consultant Services, Chamber	\$7,500.00	\$37,500.00	\$90,000.00	41.67 %	\$52,500.00
103-700-000-573-30-41-01	SBA Consultant Services	\$6,964.39	\$25,464.14	\$85,000.00	29.96 %	\$59,535.86
103-700-000-573-30-41-04	County - Fair & Timber Carnival	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
103-700-000-573-30-41-05	County - Bluegrass Festival	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total Commercial		\$14,464.39	\$62,964.14	\$190,000.00	33.14 %	\$127,035.86
Other						
103-700-000-573-90-10-00	Promotion Salaries	\$164.96	\$990.17	\$5,000.00	19.80 %	\$4,009.83
103-700-000-573-90-10-03	Promotion Field Salaries	\$0.00	\$349.71	\$3,096.00	11.30 %	\$2,746.29
103-700-000-573-90-20-00	Promotion Benefits	\$118.13	\$458.25	\$1,000.00	45.83 %	\$541.75
103-700-000-573-90-20-03	Promotion Field Benefits	\$0.00	\$184.63	\$1,548.00	11.93 %	\$1,363.37
103-700-000-573-90-41-01	Discover Your Northwest	\$1,440.98	\$9,581.38	\$17,250.00	55.54 %	\$7,668.62
103-700-000-573-90-41-02	CRGIC Consultant Services	\$0.00	\$21,593.70	\$55,000.00	39.26 %	\$33,406.30
103-700-000-573-90-41-04	Skamania Senior Services - Hiker Bus	\$0.00	\$0.00	\$1,250.00	0.00 %	\$1,250.00
103-700-000-573-90-41-08	Gorge Outrigger Races	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
103-700-000-573-90-41-09	BOTG Kiteboarding Festival	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
103-700-000-573-90-41-11	Stevenson Farmers Market	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
103-700-000-573-90-41-13	Main St Program Coordinator (SBA)	\$0.00	\$10,000.00	\$40,000.00	25.00 %	\$30,000.00
103-700-000-573-90-41-14	Stevenson Waterfront Music Festival	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
103-700-000-573-90-41-15	Fools Fest (Walking Man)	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
103-700-000-573-90-41-17	Stevenson Municipal Pool Marketing	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
103-700-000-573-90-41-18	SC Fair Board-GorgeGrass	\$0.00	\$0.00	\$8,000.00	0.00 %	\$8,000.00
103-700-000-573-90-41-19	CGTA-RARE Funding	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
103-700-000-573-90-41-21	Computer Services	\$0.00	\$511.77	\$0.00		(\$511.77)
Total Other		\$1,724.07	\$43,669.61	\$151,144.00	28.89 %	\$107,474.39
Total Cultural & Community Activities		\$16,188.46	\$106,633.75	\$341,144.00	31.26 %	\$234,510.25
Total Culture and Recreation		\$16,188.46	\$106,633.75	\$341,144.00	31.26 %	\$234,510.25
Capital Expenditures						
103-700-000-594-75-63-04	Fairground Midway Reseeding (SBA)	\$0.00	\$0.00	\$27,750.00	0.00 %	\$27,750.00
103-700-000-594-75-63-07	Waterfront Park Amenities (Port)	\$0.00	\$0.00	\$30,867.00	0.00 %	\$30,867.00
103-700-000-594-75-63-08	Waterfront Park Enhancements	\$0.00	\$0.00	\$155,000.00	0.00 %	\$155,000.00
103-700-000-594-76-63-01	Courthouse Park Plaza (SDA)	\$0.00	\$0.00	\$103,400.00	0.00 %	\$103,400.00
Total Capital Expenditures		\$0.00	\$0.00	\$317,017.00	0.00 %	\$317,017.00
Total Tourism Promo & Develop Fund		\$16,188.46	\$106,633.75	\$1,127,425.54	9.46 %	\$1,020,791.79
Capital Improvement Fund						
Cash Reservations						
300-000-000-508-10-00-00	Cap Imp Reserved C&I	\$0.00	\$0.00	\$79,345.13	0.00 %	\$79,345.13

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
300-000-000-508-10-00-01	Cap Imp Res C&I Waterfront Imp	\$0.00	\$0.00	\$11,256.65	0.00 %	\$11,256.65
Total Cash Reservations		\$0.00	\$0.00	\$90,601.78	0.00 %	\$90,601.78
Total Capital Improvement Fund		\$0.00	\$0.00	\$90,601.78	0.00 %	\$90,601.78
Timber Harvest Fund						
Expenditure						
Cash Reservations						
301-000-000-508-80-00-00	Reserved Ending Cash Timber Harvest	\$0.00	\$0.00	\$1,913,246.34	0.00 %	\$1,913,246.34
Total Cash Reservations		\$0.00	\$0.00	\$1,913,246.34	0.00 %	\$1,913,246.34
Environmental Services						
301-000-000-554-90-48-00	Timber Sale Contracted Sevices	\$0.00	\$3,306.00	\$0.00		(\$3,306.00)
Total Environmental Services		\$0.00	\$3,306.00	\$0.00		(\$3,306.00)
Total Expenditure		\$0.00	\$3,306.00	\$1,913,246.34	0.17 %	\$1,909,940.34
Total Timber Harvest Fund		\$0.00	\$3,306.00	\$1,913,246.34	0.17 %	\$1,909,940.34

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Joint Emergency Facilities Fund						
Capital Expenditures						
Fire Equipment Purchase						
303-000-000-594-22-41-00	Consulting Engineering	\$0.00	\$33,387.68	\$42,000.00	79.49 %	\$8,612.32
Total Fire Equipment Purchase		\$0.00	\$33,387.68	\$42,000.00	79.49 %	\$8,612.32
Total Capital Expenditures		\$0.00	\$33,387.68	\$42,000.00	79.49 %	\$8,612.32
Total Joint Emergency Facilities Fund		\$0.00	\$33,387.68	\$42,000.00	79.49 %	\$8,612.32
Russell Ave						
Expenditure						
Roads/Streets Construction & Other Infrastructure						
309-000-000-595-10-41-00	Russell Ave - Engineering	\$22,454.55	\$47,705.83	\$811,600.00	5.88 %	\$763,894.17
Total Roads/Streets Construction & Other Infrastructure		\$22,454.55	\$47,705.83	\$811,600.00	5.88 %	\$763,894.17
Total Expenditure		\$22,454.55	\$47,705.83	\$811,600.00	5.88 %	\$763,894.17
Total Russell Ave		\$22,454.55	\$47,705.83	\$811,600.00	5.88 %	\$763,894.17
Water/Sewer Fund						
Expenditure						
Cash Reservations						
400-000-000-508-10-00-01	WS Reserve Ending - Water	\$0.00	\$0.00	\$104,479.17	0.00 %	\$104,479.17
400-000-000-508-10-00-02	WS Reserve Ending - Sewer	\$0.00	\$0.00	\$55,380.00	0.00 %	\$55,380.00
400-000-000-508-10-00-03	WS Reserve Ending - Sewer Outfall Debt	\$0.00	\$0.00	\$32,670.00	0.00 %	\$32,670.00
400-000-000-508-80-00-00	Unreserved Cash Carryover	\$0.00	\$0.00	\$11,149.32	0.00 %	\$11,149.32
Total Cash Reservations		\$0.00	\$0.00	\$203,678.49	0.00 %	\$203,678.49
Water Utilities and Environment						
Administration - General						
400-000-000-534-10-10-00	Administrative Salary	\$164.96	\$990.17	\$12,384.00	8.00 %	\$11,393.83
400-000-000-534-10-20-00	Administrative Benefits	\$118.13	\$458.25	\$2,064.00	22.20 %	\$1,605.75
400-000-000-534-10-41-22	Audit Fee	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
400-000-000-534-10-49-01	Dues & Membership/Filing Fees	\$13.91	\$307.82	\$2,000.00	15.39 %	\$1,692.18
400-000-000-534-10-51-00	Op. Permit(DOH)/Other Fees	\$0.00	\$3,115.00	\$5,000.00	62.30 %	\$1,885.00
Total Administration - General		\$297.00	\$4,871.24	\$24,448.00	19.92 %	\$19,576.76
Administration Water - Planning, Conservation, Research						
400-000-000-534-20-10-00	Administrative Planning WA - Sal	\$0.00	\$0.00	\$2,064.00	0.00 %	\$2,064.00
400-000-000-534-20-20-00	Administrative Planning WA - Ben	\$0.00	\$0.00	\$1,032.00	0.00 %	\$1,032.00
400-000-000-534-20-41-00	Admin Planning Water - Consulting	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
Total Administration Water - Planning, Conservation, Research		\$0.00	\$0.00	\$5,096.00	0.00 %	\$5,096.00
Training						
400-000-000-534-40-43-00	Travel	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
400-000-000-534-40-49-01	Training	\$420.00	\$708.33	\$2,000.00	35.42 %	\$1,291.67
Total Training		\$420.00	\$708.33	\$4,000.00	17.71 %	\$3,291.67
Maintenance						
400-000-000-534-50-35-00	Small Tools/Minor Equipment	\$0.00	\$1,531.40	\$2,500.00	61.26 %	\$968.60
400-000-000-534-50-48-00	Repair-Contracted Labor	\$2,403.32	\$16,827.91	\$20,000.00	84.14 %	\$3,172.09

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
400-000-000-534-54-10-00	Maintenance-Trtmnt Plant Salaries	\$0.00	\$0.00	\$8,256.00	0.00 %	\$8,256.00
400-000-000-534-54-20-00	Maintenance-Trtmnt Plant Benefits	\$0.00	(\$9.60)	\$4,128.00	-0.23 %	\$4,137.60
400-000-000-534-55-10-00	Maint.-Trans & Distr. Salary	\$0.00	\$0.00	\$34,056.00	0.00 %	\$34,056.00
400-000-000-534-55-20-00	Maint.-Trans & Distr. Benefits	\$0.00	(\$285.06)	\$16,512.00	-1.73 %	\$16,797.06
Total Maintenance		\$2,403.32	\$18,064.65	\$85,452.00	21.14 %	\$67,387.35
Operations - Customer Service and Marketing						
400-000-000-534-70-10-00	Customer Services Salary	\$2,645.01	\$25,030.96	\$46,208.83	54.17 %	\$21,177.87
400-000-000-534-70-20-00	Customer Services Benefits	\$2,010.80	\$8,648.09	\$15,732.64	54.97 %	\$7,084.55
400-000-000-534-70-31-00	Office Supplies and Postage	\$79.55	\$1,332.95	\$2,250.00	59.24 %	\$917.05
400-000-000-534-70-41-00	Computer Services/Repair	\$0.00	\$3,078.27	\$8,000.00	38.48 %	\$4,921.73
400-000-000-534-70-41-01	EBPP Fees Water	\$168.30	\$804.99	\$1,000.00	80.50 %	\$195.01
Total Operations - Customer Service and Marketing		\$4,903.66	\$38,895.26	\$73,191.47	53.14 %	\$34,296.21
Operations - General						
400-000-000-534-80-31-00	Operating Supplies	\$90.22	\$9,779.65	\$25,000.00	39.12 %	\$15,220.35
400-000-000-534-80-33-00	Well Water for Resale	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
400-000-000-534-80-41-00	Testing	\$613.00	\$1,939.00	\$4,000.00	48.48 %	\$2,061.00
400-000-000-534-80-42-00	Water Telephone	\$306.79	\$796.99	\$750.00	106.27 %	(\$46.99)
400-000-000-534-80-45-01	Telemetry Services	\$0.00	\$2,731.21	\$0.00		(\$2,731.21)
400-000-000-534-80-45-99	Eq Rental - Water	\$12,110.32	\$28,999.85	\$51,000.00	56.86 %	\$22,000.15
400-000-000-534-80-46-00	Insurance	\$0.00	\$0.00	\$13,000.00	0.00 %	\$13,000.00
400-000-000-534-80-47-00	Electricity	\$1,368.75	\$8,349.94	\$22,000.00	37.95 %	\$13,650.06
400-000-000-534-84-10-00	Operations Plant Salary	\$3,189.76	\$28,384.64	\$61,920.00	45.84 %	\$33,535.36
400-000-000-534-84-20-00	Operations Plant Benefits	\$3,591.75	\$16,219.81	\$36,120.00	44.91 %	\$19,900.19
400-000-000-534-84-31-00	Chemicals Plant	\$1,493.73	\$4,106.75	\$10,000.00	41.07 %	\$5,893.25
400-000-000-534-84-41-00	Consultant Services - Plant	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
400-000-000-534-85-10-00	Operations T & D Salary	\$7,075.93	\$27,579.60	\$46,440.00	59.39 %	\$18,860.40
400-000-000-534-85-20-00	Operations T & D Benefits	\$5,215.40	\$15,025.00	\$25,800.00	58.24 %	\$10,775.00
Total Operations - General		\$35,055.65	\$143,912.44	\$299,030.00	48.13 %	\$155,117.56
Other Operating Expenditures						
400-000-000-534-90-53-00	Water Taxes	\$2,921.75	\$10,018.32	\$35,000.00	28.62 %	\$24,981.68
Total Other Operating Expenditures		\$2,921.75	\$10,018.32	\$35,000.00	28.62 %	\$24,981.68
Total Water Utilities and Environment		\$46,001.38	\$216,470.24	\$526,217.47	41.14 %	\$309,747.23
Debt Service						
Redemption of Long Term Debt - Proprietary Funds						
400-000-000-591-34-78-00	Base Res PWTF Loan Principal	\$0.00	\$23,273.39	\$23,273.39	100.00 %	\$0.00
Total Redemption of Long Term Debt - Proprietary Funds		\$0.00	\$23,273.39	\$23,273.39	100.00 %	\$0.00
Interest And Other Debt Service Costs						
400-000-000-592-34-83-00	Base Reservoir PWTF Loan Interest	\$0.00	\$930.94	\$1,100.00	84.63 %	\$169.06
Total Interest And Other Debt Service Costs		\$0.00	\$930.94	\$1,100.00	84.63 %	\$169.06
Total Debt Service		\$0.00	\$24,204.33	\$24,373.39	99.31 %	\$169.06
Total Expenditure		\$46,001.38	\$240,674.57	\$754,269.35	31.91 %	\$513,594.78
Capital Water Connections						
400-000-006-594-34-10-00	Water Connections - Salary	\$0.00	\$791.46	\$5,160.00	15.34 %	\$4,368.54

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
400-000-006-594-34-20-00	Water Connections - Benefits	\$0.00	\$410.75	\$2,580.00	15.92 %	\$2,169.25
400-000-006-594-34-45-99	Eq Rental - Water Connections	\$0.00	\$93.00	\$2,000.00	4.65 %	\$1,907.00
Total Capital Water Connections		\$0.00	\$1,295.21	\$9,740.00	13.30 %	\$8,444.79
Capital Misc Fixed Assets						
400-000-051-594-34-64-00	Fixed Assets to Capitalize	\$2,062.50	\$2,062.50	\$50,000.00	4.13 %	\$47,937.50
Total Capital Misc Fixed Assets		\$2,062.50	\$2,062.50	\$50,000.00	4.13 %	\$47,937.50
Sewer Utilities and Environment						
Administration - General						
400-000-101-535-10-10-00	Administrative Salary	\$1,237.16	\$7,426.13	\$22,704.00	32.71 %	\$15,277.87
400-000-101-535-10-20-00	Administrative Benefits	\$886.04	\$3,437.13	\$7,224.00	47.58 %	\$3,786.87
400-000-101-535-10-41-22	Audit Fee	\$0.00	\$0.00	\$4,120.00	0.00 %	\$4,120.00
400-000-101-535-10-44-00	WW Advertising	\$0.00	\$139.20	\$0.00		(\$139.20)
400-000-101-535-10-49-01	Dues & Membership/filing Fees	\$13.91	\$297.61	\$5,150.00	5.78 %	\$4,852.39
400-000-101-535-10-51-00	Sewer Permit Fees/DOE	\$0.00	\$1,154.52	\$3,090.00	37.36 %	\$1,935.48
Total Administration - General		\$2,137.11	\$12,454.59	\$42,288.00	29.45 %	\$29,833.41
Training						
400-000-101-535-40-43-00	Travel	\$262.00	\$711.16	\$1,287.50	55.24 %	\$576.34
400-000-101-535-40-49-01	Training	\$100.00	\$1,043.36	\$3,090.00	33.77 %	\$2,046.64
Total Training		\$362.00	\$1,754.52	\$4,377.50	40.08 %	\$2,622.98
Maintenance						
400-000-101-535-51-10-00	Maintenance T&D Salary	\$0.00	\$0.00	\$30,960.00	0.00 %	\$30,960.00
400-000-101-535-51-20-00	Maintenance T&D Benefits	\$0.00	(\$24.42)	\$15,480.00	-0.16 %	\$15,504.42
400-000-101-535-51-31-00	Maintenance Supplies	\$3,167.57	\$7,107.72	\$28,325.00	25.09 %	\$21,217.28
400-000-101-535-51-48-00	Repair (Contract Serv) T&D	\$840.10	\$19,957.64	\$112,490.00	17.74 %	\$92,532.36
400-000-101-535-51-48-01	Solids Hauling & Disposal	\$4,255.23	\$5,673.64	\$49,440.00	11.48 %	\$43,766.36
400-000-101-535-54-10-00	Plant Maintenance Salary	\$0.00	\$0.00	\$62,830.00	0.00 %	\$62,830.00
400-000-101-535-54-20-00	Plant Maintenance Benefits	\$0.00	(\$26.34)	\$45,320.00	-0.06 %	\$45,346.34
Total Maintenance		\$8,262.90	\$32,688.24	\$344,845.00	9.48 %	\$312,156.76
Operations - Contracted Processing And Operations						
400-000-101-535-64-41-00	Operations Contract (OMI)	\$11,154.08	\$55,770.40	\$152,852.00	36.49 %	\$97,081.60
Total Operations - Contracted Processing And Operations		\$11,154.08	\$55,770.40	\$152,852.00	36.49 %	\$97,081.60
Operations - Customer Service And Marketing						
400-000-101-535-70-10-00	Customer Service Salary	\$2,645.01	\$25,030.96	\$46,208.83	54.17 %	\$21,177.87
400-000-101-535-70-20-00	Customer Service Benefits	\$2,010.80	\$8,648.09	\$15,732.64	54.97 %	\$7,084.55
400-000-101-535-70-31-00	Office Supplies & Postage	\$79.55	\$1,332.19	\$2,500.00	53.29 %	\$1,167.81
400-000-101-535-70-41-00	Computer Services/Repair	\$0.00	\$2,760.17	\$2,000.00	138.01 %	(\$760.17)
400-000-101-535-70-41-01	EBPP Fees Sewer	\$168.30	\$804.98	\$0.00		(\$804.98)
Total Operations - Customer Service And Marketing		\$4,903.66	\$38,576.39	\$66,441.47	58.06 %	\$27,865.08
Operations - General						
400-000-101-535-80-31-00	Operating Supplies	\$341.08	\$2,487.61	\$5,000.00	49.75 %	\$2,512.39
400-000-101-535-80-41-00	Sewer Operations Testing	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
400-000-101-535-80-42-00	Sewer Telephone	\$181.01	\$734.44	\$2,000.00	36.72 %	\$1,265.56
400-000-101-535-80-45-99	Eq Rental - Sewer	\$9,459.08	\$24,702.21	\$28,000.00	88.22 %	\$3,297.79
400-000-101-535-80-46-00	Sewer Insurance	\$0.00	\$0.00	\$9,000.00	0.00 %	\$9,000.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
400-000-101-535-81-10-00	Operations T&D Salary	\$1,660.29	\$18,876.91	\$12,928.90	146.01 %	(\$5,948.01)
400-000-101-535-81-20-00	Operations T&D Benefits	\$2,121.61	\$9,555.37	\$6,464.45	147.81 %	(\$3,090.92)
400-000-101-535-84-10-00	Operations Plant Salary	\$6,428.65	\$34,366.23	\$27,864.00	123.34 %	(\$6,502.23)
400-000-101-535-84-20-00	Operations Plant Benefits	\$6,543.96	\$20,962.17	\$13,932.00	150.46 %	(\$7,030.17)
Total Operations - General		\$26,735.68	\$111,684.94	\$106,189.35	105.18 %	(\$5,495.59)
Other Operating Expenditures						
400-000-101-535-90-44-00	Sewer Taxes	\$1,540.71	\$7,236.71	\$20,500.00	35.30 %	\$13,263.29
Total Other Operating Expenditures		\$1,540.71	\$7,236.71	\$20,500.00	35.30 %	\$13,263.29
Total Sewer Utilities and Environment		\$55,096.14	\$260,165.79	\$737,493.32	35.28 %	\$477,327.53
Debt Service						
Redemption of Long Term Debt - Proprietary Funds						
400-000-101-591-35-72-00	Sewer Outfall - USDA RDA Principal	\$10,844.26	\$10,844.26	\$20,120.00	53.90 %	\$9,275.74
Total Redemption of Long Term Debt - Proprietary Funds		\$10,844.26	\$10,844.26	\$20,120.00	53.90 %	\$9,275.74
Interest & Other Debt Service Charges						
400-000-101-592-35-83-00	Sewer Outfall - USDA RDA Interest	\$5,490.74	\$5,490.74	\$12,551.00	43.75 %	\$7,060.26
Total Interest & Other Debt Service Charges		\$5,490.74	\$5,490.74	\$12,551.00	43.75 %	\$7,060.26
Total Debt Service		\$16,335.00	\$16,335.00	\$32,671.00	50.00 %	\$16,336.00
Capital WW Sampling						
400-000-102-535-85-10-00	WW Sampling Salary	\$0.00	\$41.40	\$3,990.00	1.04 %	\$3,948.60
400-000-102-535-85-20-00	WW Sampling Benefits	\$0.00	\$18.80	\$2,133.00	0.88 %	\$2,114.20
400-000-102-535-85-31-00	WW Sampling Supplies	\$0.00	\$0.00	\$258.00	0.00 %	\$258.00
400-000-102-535-85-41-00	WW Sampling Professional Services	\$120.00	\$5,263.00	\$6,600.00	79.74 %	\$1,337.00
400-000-102-535-85-41-02	WW Industrial Pretreatment Services	\$1,541.00	\$1,541.00	\$0.00		(\$1,541.00)
400-000-102-535-85-45-00	WW Sampling Equipment Rental	\$0.00	\$0.00	\$2,040.00	0.00 %	\$2,040.00
Total Capital WW Sampling		\$1,661.00	\$6,864.20	\$15,021.00	45.70 %	\$8,156.80
Capital Sewer Plan						
400-000-111-594-35-41-00	#38 Sewer Plan - Prof Serv	\$0.00	\$16,266.58	\$0.00		(\$16,266.58)
Total Capital Sewer Plan		\$0.00	\$16,266.58	\$0.00		(\$16,266.58)
Misc Sewer Capital Purchases						
400-000-151-594-35-64-00	Capitalized Equipment Purchase	\$2,062.50	\$2,062.50	\$0.00		(\$2,062.50)
Total Misc Sewer Capital Purchases		\$2,062.50	\$2,062.50	\$0.00		(\$2,062.50)
Other Financing Uses						
400-900-000-597-10-00-00	Transfer Out to 410 WW Sys. Upgrades	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total Other Financing Uses		\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total Water/Sewer Fund		\$123,218.52	\$545,726.35	\$1,609,194.67	33.91 %	\$1,063,468.32
Wastewater System Upgrades						
Cash Reservations						
410-000-000-508-10-00-00	WW Sys Upgrades Ending Balance	\$0.00	\$0.00	\$19,300.00	0.00 %	\$19,300.00
Total Cash Reservations		\$0.00	\$0.00	\$19,300.00	0.00 %	\$19,300.00
WW System Feasibility Study						
410-000-002-594-35-41-01	Feasibility Study-Consultant Svs	\$0.00	\$19,047.48	\$60,000.00	31.75 %	\$40,952.52
Total WW System Feasibility Study		\$0.00	\$19,047.48	\$60,000.00	31.75 %	\$40,952.52

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
410-000-003-594-35-41-02	Design-Consultant Svs	\$53,458.19	\$53,458.19	\$1,985,000.00	2.69 %	\$1,931,541.81
410-000-004-594-35-41-04	EDA Project Consultant Services	\$5,832.65	\$5,832.65	\$0.00		(\$5,832.65)
Total Wastewater System Upgrades		\$59,290.84	\$78,338.32	\$2,064,300.00	3.79 %	\$1,985,961.68
Equipment Service Fund						
Cash Reservations						
500-000-000-508-80-00-00	Unreserved Cash Carryover	\$0.00	\$0.00	\$1,714.41	0.00 %	\$1,714.41
Total Cash Reservations		\$0.00	\$0.00	\$1,714.41	0.00 %	\$1,714.41
Transportation						
Maintenance of Facilities and Equipment						
500-000-000-548-65-10-00	Maintenance Salary	\$680.45	\$18,150.80	\$26,832.00	67.65 %	\$8,681.20
500-000-000-548-65-20-00	Maintenance Benefits	\$1,152.74	\$10,807.87	\$16,512.00	65.45 %	\$5,704.13
500-000-000-548-65-25-00	Medical Physicals-Required	\$102.00	\$1,318.12	\$2,000.00	65.91 %	\$681.88
500-000-000-548-65-31-00	Tires	\$121.70	\$121.70	\$2,000.00	6.09 %	\$1,878.30
500-000-000-548-65-32-00	Gas and Oil	\$2,397.83	\$10,132.26	\$20,000.00	50.66 %	\$9,867.74
500-000-000-548-65-46-00	Insurance	\$0.00	\$0.00	\$28,000.00	0.00 %	\$28,000.00
500-000-000-548-65-47-00	Heat & Lights	\$177.76	\$1,101.41	\$1,500.00	73.43 %	\$398.59
500-000-000-548-65-48-00	Repairs/Supplies Contracted	\$2,484.48	\$17,346.67	\$20,000.00	86.73 %	\$2,653.33
500-000-000-548-65-49-00	Training	\$0.00	\$180.00	\$250.00	72.00 %	\$70.00
Total Maintenance of Facilities and Equipment		\$7,116.96	\$59,158.83	\$117,094.00	50.52 %	\$57,935.17
Total Transportation		\$7,116.96	\$59,158.83	\$117,094.00	50.52 %	\$57,935.17
Capital Expenditures						
500-000-000-594-48-64-00	Equipment Purchase	\$0.00	\$0.00	\$40,000.00	0.00 %	\$40,000.00
Total Capital Expenditures		\$0.00	\$0.00	\$40,000.00	0.00 %	\$40,000.00
Total Equipment Service Fund		\$7,116.96	\$59,158.83	\$158,808.41	37.25 %	\$99,649.58
Grand Totals		\$405,170.57	\$1,621,242.14	\$10,690,444.19	15.17 %	\$9,069,202.05

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00-00	General Fund	\$133,080.53	\$577,277.78	\$2,418,316.15	23.87 %	\$1,841,038.37
100-000-000-000-00-00-00	Street Fund	\$43,820.71	\$169,707.60	\$454,951.30	37.30 %	\$285,243.70
103-000-000-000-00-00-00	Tourism Promo & Develop Fund	\$16,188.46	\$106,633.75	\$1,127,425.54	9.46 %	\$1,020,791.79
300-000-000-000-00-00-00	Capital Improvement Fund	\$0.00	\$0.00	\$90,601.78	0.00 %	\$90,601.78
301-000-000-000-00-00-00	Timber Harvest Fund	\$0.00	\$3,306.00	\$1,913,246.34	0.17 %	\$1,909,940.34
303-000-000-000-00-00-00	Joint Emergency Facilities Fund	\$0.00	\$33,387.68	\$42,000.00	79.49 %	\$8,612.32
309-000-000-000-00-00-00	Russell Ave	\$22,454.55	\$47,705.83	\$811,600.00	5.88 %	\$763,894.17
400-000-000-000-00-00-00	Water/Sewer Fund	\$123,218.52	\$545,726.35	\$1,609,194.67	33.91 %	\$1,063,468.32
410-000-000-000-00-00-00	Wastewater System Upgrades	\$59,290.84	\$78,338.32	\$2,064,300.00	3.79 %	\$1,985,961.68
500-000-000-000-00-00-00	Equipment Service Fund	\$7,116.96	\$59,158.83	\$158,808.41	37.25 %	\$99,649.58
Grand Totals		\$405,170.57	\$1,621,242.14	\$10,690,444.19	15.17 %	\$9,069,202.05



Revenue

Starting Account Number: 001-000-000-308-10-00-00 Reserved Cash - Fire Truck
 Ending Account Number: 622-000-001-384-00-00-00 Sales of Invest. - Trust
 Period: 2019 - Jun
 Printing: Full
 Non Activity Accounts: Hide
 Balance Records: Hide
 Investment Records: Hide
 Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
Revenue						
Taxes						
001-000-000-311-10-00-00	General Property Tax	\$52,915.76	\$274,504.74	\$461,897.01	59.43 %	\$187,392.27
001-000-000-313-11-00-00	Sales Tax	\$52,746.15	\$194,660.37	\$230,000.00	84.63 %	\$35,339.63
001-000-000-313-71-00-00	Local Criminal Justice Tax	\$3,744.94	\$10,058.91	\$15,000.00	67.06 %	\$4,941.09
001-000-000-316-43-00-00	Natural Gas Utility Tax	\$0.00	\$14,088.35	\$15,000.00	93.92 %	\$911.65
001-000-000-316-45-00-00	Garbage Utility Tax	\$0.00	\$4,587.40	\$7,500.00	61.17 %	\$2,912.60
001-000-000-316-46-00-00	Cable TV Utility Tax	\$0.00	\$1,968.46	\$3,000.00	65.62 %	\$1,031.54
001-000-000-316-47-00-00	Telephone Utility Tax	\$903.12	\$7,185.92	\$15,000.00	47.91 %	\$7,814.08
001-000-000-317-20-00-00	Leasehold Tax	\$4,422.40	\$11,807.40	\$16,000.00	73.80 %	\$4,192.60
001-000-000-317-21-00-00	Rock Cove ALF In-Lieu Tax	\$0.00	\$295.52	\$0.00		(\$295.52)
Total Taxes		\$114,732.37	\$519,157.07	\$763,397.01	68.01 %	\$244,239.94
Licenses and Permits						
001-000-000-321-99-01-00	Business Licenses	\$960.00	\$1,210.00	\$1,400.00	86.43 %	\$190.00
001-000-000-321-99-03-00	Vacation Rental Licenses	\$200.00	\$1,800.00	\$1,500.00	120.00 %	(\$300.00)
001-000-000-322-10-00-00	Building Permits	\$10,936.63	\$29,093.82	\$30,000.00	96.98 %	\$906.18
Total Licenses and Permits		\$12,096.63	\$32,103.82	\$32,900.00	97.58 %	\$796.18
Intergovernmental Revenues						
Indirect Federal Grants						
001-000-000-333-14-51-01	CDBG Housing Rehab Grant	\$0.00	\$0.00	\$400,000.00	0.00 %	\$400,000.00
Total Indirect Federal Grants		\$0.00	\$0.00	\$400,000.00	0.00 %	\$400,000.00
State Grants						
001-000-000-334-01-20-00	AOC LFO Judicial agency grant	\$0.00	\$4.33	\$0.00		(\$4.33)
Total State Grants		\$0.00	\$4.33	\$0.00		(\$4.33)
State Shared Revenues						
001-000-000-335-00-91-00	PUD Privilege Tax (in Lieu)	\$0.00	\$0.00	\$11,000.00	0.00 %	\$11,000.00
Total State Shared Revenues		\$0.00	\$0.00	\$11,000.00	0.00 %	\$11,000.00
State Entitlements, Impact Payments and Taxes						
001-000-000-336-06-21-00	Criminal Justice - Low Population	\$0.00	\$500.00	\$1,000.00	50.00 %	\$500.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-336-06-25-00	Criminal Justice - Contracted Services	\$0.00	\$1,419.71	\$2,500.00	56.79 %	\$1,080.29
001-000-000-336-06-26-00	Criminal Justice - Special Programs	\$0.00	\$828.70	\$1,716.75	48.27 %	\$888.05
001-000-000-336-06-42-00	Marijuana Excise Tax	\$457.89	\$915.86	\$1,842.75	49.70 %	\$926.89
001-000-000-336-06-51-00	DUI/Other Crim Justice Assist	\$0.00	\$114.55	\$0.00		(\$114.55)
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$4,315.76	\$8,095.50	53.31 %	\$3,779.74
Total State Entitlements, Impact Payments and Taxes		\$457.89	\$8,094.58	\$15,155.00	53.41 %	\$7,060.42
Interlocal Grants, Entitlements, Payments, and Tax						
001-000-000-337-40-00-00	Private Harvest Tax	\$4.08	\$8.41	\$0.00		(\$8.41)
Total Interlocal Grants, Entitlements, Payments, and Tax		\$4.08	\$8.41	\$0.00		(\$8.41)
Total Intergovernmental Revenues		\$461.97	\$8,107.32	\$426,155.00	1.90 %	\$418,047.68
Charges for Goods and Services						
Data Processing Services						
001-000-000-341-81-00-00	Printing/Photocopy Services	\$6.10	\$56.03	\$0.00		(\$56.03)
Total Data Processing Services		\$6.10	\$56.03	\$0.00		(\$56.03)
Public Safety						
Fire Protection Services						
001-000-000-342-21-00-00	Fire District II Fire Control	\$0.00	\$12,218.72	\$15,000.00	81.46 %	\$2,781.28
Total Fire Protection Services		\$0.00	\$12,218.72	\$15,000.00	81.46 %	\$2,781.28
Total Public Safety		\$0.00	\$12,218.72	\$15,000.00	81.46 %	\$2,781.28
Planning and Development Services						
001-000-000-345-83-00-00	Planning Fees	\$200.00	\$3,575.00	\$4,500.00	79.44 %	\$925.00
001-000-000-345-83-01-00	N Bonn Bldg Inspect Reimburse	\$360.96	\$1,384.36	\$3,000.00	46.15 %	\$1,615.64
001-000-000-345-83-02-00	Skamania County Reimbursement	\$2,427.88	\$2,427.88	\$0.00		(\$2,427.88)
Total Planning and Development Services		\$2,988.84	\$7,387.24	\$7,500.00	98.50 %	\$112.76
Total Charges for Goods and Services		\$2,994.94	\$19,661.99	\$22,500.00	87.39 %	\$2,838.01
Fines and Penalties						
001-000-000-353-10-00-00	Traffic Infractions/Parking	\$665.73	\$2,526.88	\$2,500.00	101.08 %	(\$26.88)
001-000-000-353-70-00-00	Non-Traffic Infractions	\$0.00	\$139.78	\$50.00	279.56 %	(\$89.78)
001-000-000-355-20-00-00	DUI Fines	\$19.15	\$212.58	\$1,000.00	21.26 %	\$787.42
001-000-000-355-80-00-00	Criminal Traffic Fines	\$44.81	\$393.32	\$1,000.00	39.33 %	\$606.68
001-000-000-356-90-00-00	Criminal Non-Traffic Fines	\$139.96	\$236.06	\$600.00	39.34 %	\$363.94
001-000-000-357-37-00-00	Court Cost Recoupments	\$340.59	\$1,861.00	\$5,000.00	37.22 %	\$3,139.00
Total Fines and Penalties		\$1,210.24	\$5,369.62	\$10,150.00	52.90 %	\$4,780.38
Miscellaneous Revenues						
001-000-000-361-11-00-00	Interest Income/General Fund	\$0.00	\$9,625.67	\$5,000.00	192.51 %	(\$4,625.67)
001-000-000-361-40-00-00	Sales Tax Interest	\$174.60	\$475.21	\$200.00	237.61 %	(\$275.21)
001-000-000-369-91-00-00	Miscellaneous Income	\$124.15	\$228.20	\$300.00	76.07 %	\$71.80
Total Miscellaneous Revenues		\$298.75	\$10,329.08	\$5,500.00	187.80 %	(\$4,829.08)
Agency Deposits						
001-000-000-386-90-00-00	Agency Deposit - Court Remittances	\$0.00	\$4,106.10	\$0.00		(\$4,106.10)
001-000-000-386-91-00-00	Agency Deposit - Court Trust	\$0.00	\$171.44	\$0.00		(\$171.44)
001-000-000-389-30-00-00	Agency Collections - State Bldg Code	\$19.50	\$143.50	\$0.00		(\$143.50)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total Agency Deposits		\$19.50	\$4,421.04	\$0.00		(\$4,421.04)
Total Revenue		\$131,814.40	\$599,149.94	\$1,260,602.01	47.53 %	\$661,452.07
Total General Fund		\$131,814.40	\$599,149.94	\$1,260,602.01	47.53 %	\$661,452.07
Street Fund						
Revenue						
Taxes						
100-000-000-313-11-00-00	Additional .5% Sales Tax	\$49,957.93	\$70,532.66	\$235,000.00	30.01 %	\$164,467.34
100-000-000-316-42-00-00	PUD Excise Tax	\$4,389.85	\$23,210.83	\$45,000.00	51.58 %	\$21,789.17
Total Taxes		\$54,347.78	\$93,743.49	\$280,000.00	33.48 %	\$186,256.51
Licenses and Permits						
100-000-000-322-40-00-00	Street Applications & Permits	\$0.00	\$150.00	\$600.00	25.00 %	\$450.00
100-000-000-322-40-01-00	Right of Way Permit Repairs	\$0.00	\$50.00	\$0.00		(\$50.00)
Total Licenses and Permits		\$0.00	\$200.00	\$600.00	33.33 %	\$400.00
Intergovernmental Revenues						
100-000-000-334-03-80-00	TIB Relight WA Grant	\$0.00	\$109,077.00	\$0.00		(\$109,077.00)
100-000-000-336-00-71-00	Multimodal Transportation - Cities	\$545.11	\$1,090.33	\$2,173.50	50.16 %	\$1,083.17
100-000-000-336-00-87-00	Street Fuel Tax	\$5,420.68	\$15,453.64	\$34,555.50	44.72 %	\$19,101.86
100-000-000-336-06-95-00	Liquor Profit Tax	\$3,209.84	\$6,420.31	\$12,852.00	49.96 %	\$6,431.69
Total Intergovernmental Revenues		\$9,175.63	\$132,041.28	\$49,581.00	266.31 %	(\$82,460.28)
Total Revenue		\$63,523.41	\$225,984.77	\$330,181.00	68.44 %	\$104,196.23
Total Street Fund		\$63,523.41	\$225,984.77	\$330,181.00	68.44 %	\$104,196.23

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Tourism Promo & Develop Fund						
Revenue						
Taxes						
103-000-000-313-31-00-00	Stadium (Motel/Hotel) Tax	\$69,843.93	\$171,964.69	\$415,000.00	41.44 %	\$243,035.31
Total Taxes		\$69,843.93	\$171,964.69	\$415,000.00	41.44 %	\$243,035.31
Miscellaneous Revenues						
103-000-000-361-11-00-00	Interest Income/Tourism	\$0.00	\$849.22	\$0.00		(\$849.22)
Total Miscellaneous Revenues		\$0.00	\$849.22	\$0.00		(\$849.22)
Total Revenue		\$69,843.93	\$172,813.91	\$415,000.00	41.64 %	\$242,186.09
Total Tourism Promo & Develop Fund		\$69,843.93	\$172,813.91	\$415,000.00	41.64 %	\$242,186.09
Capital Improvement Fund						
Revenue						
Taxes						
300-000-000-318-34-00-00	Real Estate Excise Tax	\$2,305.96	\$7,363.82	\$20,000.00	36.82 %	\$12,636.18
Total Taxes		\$2,305.96	\$7,363.82	\$20,000.00	36.82 %	\$12,636.18
Total Revenue		\$2,305.96	\$7,363.82	\$20,000.00	36.82 %	\$12,636.18
Total Capital Improvement Fund		\$2,305.96	\$7,363.82	\$20,000.00	36.82 %	\$12,636.18
Timber Harvest Fund						
Revenue						
Miscellaneous Revenues						
301-000-000-361-11-00-00	Interest on Investments - Timber Harvest	\$0.00	\$10,831.19	\$0.00		(\$10,831.19)
Total Miscellaneous Revenues		\$0.00	\$10,831.19	\$0.00		(\$10,831.19)
Total Revenue		\$0.00	\$10,831.19	\$0.00		(\$10,831.19)
Total Timber Harvest Fund		\$0.00	\$10,831.19	\$0.00		(\$10,831.19)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Joint Emergency Facilities Fund						
Revenue						
Other Financing Sources						
303-000-000-397-01-00-00	Transfer In from CE	\$0.00	\$0.00	\$42,000.00	0.00 %	\$42,000.00
Total Other Financing Sources		\$0.00	\$0.00	\$42,000.00	0.00 %	\$42,000.00
Total Revenue		\$0.00	\$0.00	\$42,000.00	0.00 %	\$42,000.00
Total Joint Emergency Facilities Fund		\$0.00	\$0.00	\$42,000.00	0.00 %	\$42,000.00
Kanaka Creek Road Improvements						
Revenue						
Intergovernmental Revenues						
Indirect Federal Grants						
306-000-000-333-20-20-00	STP Grant	\$0.00	\$21,842.36	\$0.00		(\$21,842.36)
Total Indirect Federal Grants		\$0.00	\$21,842.36	\$0.00		(\$21,842.36)
Total Intergovernmental Revenues		\$0.00	\$21,842.36	\$0.00		(\$21,842.36)
Total Revenue		\$0.00	\$21,842.36	\$0.00		(\$21,842.36)
Total Kanaka Creek Road Improvements		\$0.00	\$21,842.36	\$0.00		(\$21,842.36)
Russell Ave						
Intergovernmental Revenues						
309-000-000-333-20-20-01	Russell STP Grant	\$10,827.61	\$65,648.07	\$700,000.00	9.38 %	\$634,351.93
Total Intergovernmental Revenues		\$10,827.61	\$65,648.07	\$700,000.00	9.38 %	\$634,351.93
Other Financing Sources						
309-000-000-397-02-00-00	Transfer In from Streets	\$0.00	\$0.00	\$111,600.00	0.00 %	\$111,600.00
Total Other Financing Sources		\$0.00	\$0.00	\$111,600.00	0.00 %	\$111,600.00
Total Russell Ave		\$10,827.61	\$65,648.07	\$811,600.00	8.09 %	\$745,951.93
Water/Sewer Fund						
Revenue						
Charges for Goods and Services						
400-000-000-343-40-00-00	Water Sales	\$53,927.10	\$264,594.79	\$641,000.00	41.28 %	\$376,405.21
400-000-000-343-40-18-00	Turn on Fees	\$100.00	\$717.12	\$1,500.00	47.81 %	\$782.88
400-000-000-343-40-19-00	Reconnect Fee	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
400-000-000-343-40-20-00	Construction Hookup	\$10.00	\$20.00	\$0.00		(\$20.00)
400-000-000-343-40-21-00	Hydrant Rental - External	\$100.00	\$400.00	\$600.00	66.67 %	\$200.00
400-000-000-343-40-99-00	Hydrant Rental-Internal (fire)	\$0.00	\$0.00	\$4,000.00	0.00 %	\$4,000.00
400-000-000-343-41-00-00	Installation Water	\$152.40	\$5,539.66	\$10,000.00	55.40 %	\$4,460.34
400-000-000-343-50-00-00	Sewer Service Income	\$65,883.20	\$306,057.81	\$647,660.00	47.26 %	\$341,602.19
400-000-000-343-50-01-00	BOD Surcharge	\$4,505.39	\$15,210.29	\$0.00		(\$15,210.29)
400-000-000-343-50-02-00	Downspout-Sump Pump Discharge	\$724.80	\$4,881.61	\$0.00		(\$4,881.61)
400-000-000-343-51-00-00	Installation Sewer	\$100.00	\$200.00	\$300.00	66.67 %	\$100.00
Total Charges for Goods and Services		\$125,502.89	\$597,621.28	\$1,306,060.00	45.76 %	\$708,438.72
Miscellaneous Revenues						
Interest & Other Earnings						
400-000-000-361-11-00-00	Interest on Investments - W/S	\$0.00	\$1,333.27	\$0.00		(\$1,333.27)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total Interest & Other Earnings		\$0.00	\$1,333.27	\$0.00		(\$1,333.27)
Contributions/Donations from Nongovernmental Sources						
400-000-000-367-40-00-00	Water Capital Contributions	\$15,558.00	\$31,116.00	\$35,000.00	88.90 %	\$3,884.00
400-000-000-367-50-00-00	Sewer Capital Contributions	\$11,214.00	\$26,348.00	\$20,000.00	131.74 %	(\$6,348.00)
Total Contributions/Donations from Nongovernmental Sources		\$26,772.00	\$57,464.00	\$55,000.00	104.48 %	(\$2,464.00)
Other Misc Revenue						
400-000-000-369-91-00-00	Other Miscellaneous/NSF Fee Recovery	\$25.00	\$150.00	\$0.00		(\$150.00)
Total Other Misc Revenue		\$25.00	\$150.00	\$0.00		(\$150.00)
Total Miscellaneous Revenues		\$26,797.00	\$58,947.27	\$55,000.00	107.18 %	(\$3,947.27)
Total Revenue		\$152,299.89	\$656,568.55	\$1,361,060.00	48.24 %	\$704,491.45
Total Water/Sewer Fund		\$152,299.89	\$656,568.55	\$1,361,060.00	48.24 %	\$704,491.45
Wastewater System Upgrades Revenue						
State Grants						
410-000-000-334-04-20-00	CERB Feasibility Study-Alt. Analysis	\$0.00	\$44,600.00	\$50,000.00	89.20 %	\$5,400.00
Total State Grants		\$0.00	\$44,600.00	\$50,000.00	89.20 %	\$5,400.00
Other Financing Sources						
Long-Term Debt Proceeds						
410-000-000-391-90-00-00	DOE Design Loan	\$0.00	\$57,460.00	\$1,985,000.00	2.89 %	\$1,927,540.00
Total Long-Term Debt Proceeds		\$0.00	\$57,460.00	\$1,985,000.00	2.89 %	\$1,927,540.00
Transfers-In						
410-000-000-397-05-00-00	Transfer In from Water/Sewer Fund	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total Transfers-In		\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total Other Financing Sources		\$0.00	\$57,460.00	\$1,995,000.00	2.88 %	\$1,937,540.00
Total Revenue		\$0.00	\$102,060.00	\$2,045,000.00	4.99 %	\$1,942,940.00
Total Wastewater System Upgrades		\$0.00	\$102,060.00	\$2,045,000.00	4.99 %	\$1,942,940.00
Equipment Service Fund Revenue						
Charges for Goods and Services						
500-000-000-348-00-00-00	Equipment Rental-Internal	\$42,217.61	\$109,846.32	\$120,000.00	91.54 %	\$10,153.68
Total Charges for Goods and Services		\$42,217.61	\$109,846.32	\$120,000.00	91.54 %	\$10,153.68
Miscellaneous Revenues						
Rents, Leases and Concessions						
500-000-000-362-10-00-00	Equipment Rental - External NB	\$0.00	\$168.00	\$0.00		(\$168.00)
Total Rents, Leases and Concessions		\$0.00	\$168.00	\$0.00		(\$168.00)
Total Miscellaneous Revenues		\$0.00	\$168.00	\$0.00		(\$168.00)
Total Revenue		\$42,217.61	\$110,014.32	\$120,000.00	91.68 %	\$9,985.68
Revenue						
Miscellaneous Revenues						
Interest and Other Earnings						
500-000-001-361-11-00-00	Interest Income/ES	\$0.00	\$64.35	\$0.00		(\$64.35)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total Interest and Other Earnings		\$0.00	\$64.35	\$0.00		(\$64.35)
Other Miscellaneous Revenues						
500-000-001-369-10-00-00	Sale of Scrap Equip Service	\$0.00	\$5,398.38	\$0.00		(\$5,398.38)
Total Other Miscellaneous Revenues		\$0.00	\$5,398.38	\$0.00		(\$5,398.38)
Total Miscellaneous Revenues		\$0.00	\$5,462.73	\$0.00		(\$5,462.73)
Total Revenue		\$0.00	\$5,462.73	\$0.00		(\$5,462.73)
Total Equipment Service Fund		\$42,217.61	\$115,477.05	\$120,000.00	96.23 %	\$4,522.95
Grand Totals		\$472,832.81	\$1,977,739.66	\$6,405,443.01	30.88 %	\$4,427,703.35

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00-00	General Fund	\$131,814.40	\$599,149.94	\$1,260,602.01	47.53 %	\$661,452.07
100-000-000-000-00-00-00	Street Fund	\$63,523.41	\$225,984.77	\$330,181.00	68.44 %	\$104,196.23
103-000-000-000-00-00-00	Tourism Promo & Develop Fund	\$69,843.93	\$172,813.91	\$415,000.00	41.64 %	\$242,186.09
300-000-000-000-00-00-00	Capital Improvement Fund	\$2,305.96	\$7,363.82	\$20,000.00	36.82 %	\$12,636.18
301-000-000-000-00-00-00	Timber Harvest Fund	\$0.00	\$10,831.19	\$0.00		(\$10,831.19)
303-000-000-000-00-00-00	Joint Emergency Facilities Fund	\$0.00	\$0.00	\$42,000.00	0.00 %	\$42,000.00
306-000-000-000-00-00-00	Kanaka Creek Road Improvements	\$0.00	\$21,842.36	\$0.00		(\$21,842.36)
309-000-000-000-00-00-00	Russell Ave	\$10,827.61	\$65,648.07	\$811,600.00	8.09 %	\$745,951.93
400-000-000-000-00-00-00	Water/Sewer Fund	\$152,299.89	\$656,568.55	\$1,361,060.00	48.24 %	\$704,491.45
410-000-000-000-00-00-00	Wastewater System Upgrades	\$0.00	\$102,060.00	\$2,045,000.00	4.99 %	\$1,942,940.00
500-000-000-000-00-00-00	Equipment Service Fund	\$42,217.61	\$115,477.05	\$120,000.00	96.23 %	\$4,522.95
Grand Totals		\$472,832.81	\$1,977,739.66	\$6,405,443.01	30.88 %	\$4,427,703.35



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Private Prop	1
Abandon Vehicle Right of Way	2
Alarms oth than	1
Other Types of Animal Calls	1
Simple Assault	1
Non-sufficient Funds Check	1
Business Establishment Alarm	5
Carprowl Theft from Auto	1
Civil Process	3
Custodial Interference	1
Dead Body	1
Disorderly Conduct	1
Problems with Dogs	4
Domestic Violence	2
Explosives Problem	1
Found Animal	1
Found Property	1
Fraud	1
Harrass	1
Hit & Run Accident	1
Illegal Burning/Permit Violat	2
Incomplete 9-1-1 Calls	4
Information Report	9
Jail Problems/Inmate Problems	4
Juvenile Problem	2
Lockout, Vehicle/Home	2
Lost Dog	2
Medical Emergency	19
Mental Health Problems	1
Parking Problem	2
Patrol Request	1
Traffic Collision Prop Damage	1
Possession of Marijuana	1
Public Nuisance/County Ordinan	1
Request Traffic Enforcement	2
Residential Alarm	1
RSO address verification	6
Sex Offense/Abuse	1
Shooting Noise	1
Suspicious Person/Circumstance	5
Theft Other Property	3
Theft Automobile	3
Threats	2
Traffic Hazard	4

<u>Nature of Incident</u>	<u>Total Incidents</u>
Traffic Stop	2
Vagrancy	2
Violation Court Orders	2
Wanted Person - Warrant	5
Welfare Check	4

Total reported: 125

Report Includes:

All dates between `00:00:00 06/01/19` and `00:00:00 07/01/19`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abuse of animals except Dogs	1
Incomplete 9-1-1 Calls	1
Medical Emergency	4

Total reported: 6

Report Includes:

All dates between `00:00:00 06/01/19` and `00:00:00 07/01/19`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

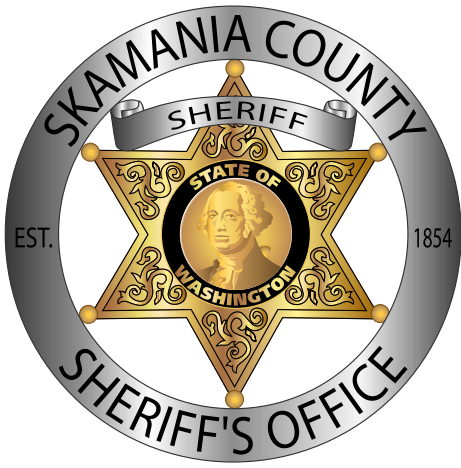
Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.20.015	NVOL With I.D.	1
46.61.400	SPEEDING	1

Report Totals		2
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Report Includes:

All dates of issue between `00:00:00 06/01/19` and `00:00:00 07/01/19`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



Skamania County Sheriff's Office

Partnering with the Community to Continually Improve Public Safety.

JULY 2019



Sheriff Dave Brown

From the Sheriff

It is the summer season in the Gorge. The temperatures are on the rise and the wind is blowing. These past few months we have been meeting and exercising wildfire plans with emergency response agencies, land managers and city governments on both sides of the Columbia river. Although our focus has been on the issue of a catastrophic wildfire, our response can be applied to most disaster related issues whether natural or man-made.

The reality may be that in the event of a significant wildfire, under all the worst conditions, there will be little that we can do stop it in a hurry. The best we can hope for is to provide ample notification to residents and encourage people to gather critical items in the event of the need for immediate evacuation.

There are 3 Levels of Evacuation

A level 1 notification

... simply alerts residents in the projected path of the fire to GET READY. This level strongly urges you to gather those critical

items that you will need in the event you leave your home. Those items are things that you will need in the event you cannot return for several days and or cannot replace or do without. It is probably a good idea to think about always being in a level 1 status. Compiling a list now and having those items readily available to pack into a tote or other container for quick retrieval and loading will help in the event you must leave quickly.

A level 2 notification

... should suggest to you that evacuation notice is imminent. This level is often referred to as the GET SET level. At this point of notification, the car should be packed with items previously identified, the gas tank should be full, and you should be prepared to leave at a moment's notice.

A level 3 notification

... is the GO level. If you are notified that the area you live in is at a level 3, you should be evacuating. As a part of your personal planning, you should have knowledge of what your evacuation routes are. How do you get out of the area in advance of a catastrophic wildfire? Where should you go?

While you cannot be forced to leave your property, it is important to know that should you choose to stay, there is a possibility that there will not be resources available later to rescue you should it become necessary. It is also important to

know that should you choose to evacuate your property you can, by law, be restricted from returning until such time that it is determined to be safe.

In all cases of disaster, your personal level of preparedness is paramount to your safety and that of those around you. If you are ready now, good on you. Consider helping your friends and neighbors prepare as well. These types of incidents can be, and often are, emotionally disturbing in their aftermath. Pre-planning and preparation can go a long way in minimizing the after affects.

Emergency crews will be overwhelmed in the event of a catastrophic wildfire. Your ability to be well prepared will be a tremendous help to the overall success of the response and eventual recovery of our communities.

I hope this summer season brings many good times for you, your family and your friends.

Be safe, be smart and be ready. ■

Inside

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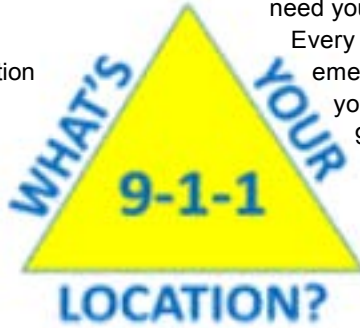
Do You Know Your Location?

911... What's the location of your emergency?

Have you had to call 911? Did you know the exact location of the emergency?

Thanks to cell phones you can call 911 from almost anywhere.

But many people don't realize that cellphones and even smartphones don't always send location or GPS information when you call 911.



Since 911 dispatchers can't always tell the location of your emergency they need your help.

Every second counts in an emergency. If you identify your location when calling 911, help can be sent quicker. Help 911 help you, know your location.

Stop by and visit your local Sheriff's Office employees in the 911 Command Bus at the Skamania County fair from Aug-14th-17th.

By Sgt. Jennifer Purkeypyle

Detecting a Change?



Detective Jeremy Schultz with Wife Jessica

Many of you probably know Jeremy Schultz as that friendly deputy who has been a valuable member of our team here at the Sheriff's Office for the past 11 years..

After years in the patrol division working both the north and south parts of the County, Jeremy was transferred to the detective division on January 1, 2019. Less than 2 months into his new assignment he was knee deep into a homicide case. Jeremy applied his many years of investigative knowledge to the case and within a month he had successfully identified a suspect.

Through countless hours (actually we counted them) of interviews and report writing, an arrest warrant was issued in the case. Not to shabby for a seasoned patrol guy still learning the ropes in his new position.

In addition to his new role as a detective, Jeremy remains extremely active as our lead search and rescue coordinator and serves in the honor guard unit. He can be found walking the halls of our schools building relationships with the kids and loves spending off time with family camping and at the coast.

We are extremely excited to see Jeremy in this new role. With the retirement of Sgt. Buettner, we remain confident that Jeremy will carry forward the same level of commitment and dedication necessary to solving major crimes in Skamania County. ■



This past winter we retired and sold our 1980's vintage Tucker Sno-Cat.

The Cat had been a part of our family for almost 15 years. It was a good cat in that we really didn't have to feed it often but very seldom did it leave the barn to hunt.



After it was gone, we realized how much we missed it. So, we went and replaced it with a new Polaris Sno-Kitten.

From a Sno-Cat to a Sno-Kitten

The sno-kitten is actually much more versatile in that it has the ability to change boots. It utilizes the much quicker rubber style shoes in the summer months and transitions to a snow boot for the winter months.

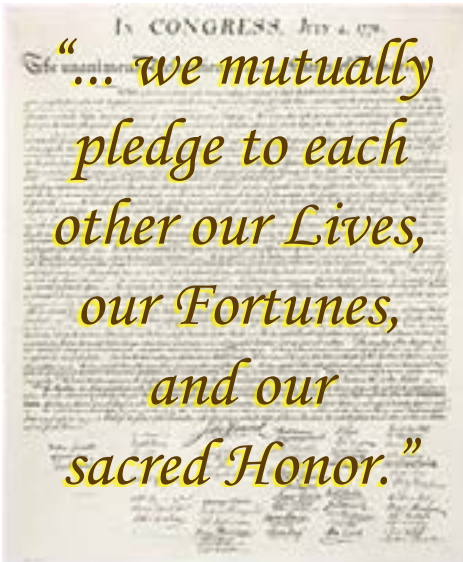


Within a week of bringing the kitten home, it had begun to prove its worth.

Since then, we have utilized the kitten for 3 separate hunting trips. All were successful in locating and rescuing our prey. We are excited to add the kitten to our family and look forward to years of productive work from it. ■

Did You Know?

What Happened to the Signers of the Declaration of Independence?



Five signers of the Declaration of Independence were captured by the British as traitors, and tortured before they died.

Twelve had their homes ransacked and burned. Two lost their sons serving in the Revolutionary Army; another had two sons captured.

Nine of the 56 fought and died in the Revolutionary War.

Carter Braxton of Virginia, a wealthy planter and trader, died in rags.

Thomas McKeam served in the Congress without pay, and his family was kept in hiding. His possessions were taken from him, and poverty was his reward.

Vandals or soldiers looted the properties of Dillery, Hall, Clymer, Walton, Gwinnett, Heyward, Rutledge, and Middleton.

Francis Lewis had his home and properties destroyed. The enemy jailed his wife, and she died within a few months.

John Hart was driven from his wife's bedside as she was dying. Their 13 children fled for their lives. For more than a year he lived in forests and caves, returning home to find his wife dead and his children vanished. A few weeks later he died from exhaustion and a broken heart.

Norris and Philip Livingston also suffered similar fates. ■

Skamania County and the Columbia River Gorge, A Welcoming Community



Hello, my name is Spencer Fredrickson, and I serve as a Corrections Officer and 911 Dispatcher for the Skamania County Sheriff's Office. I have worked here at the Sheriff's Office for 3 years. Recently Sheriff Dave Brown asked if I would be willing to write an article for the Sheriff's Office summer news letter. At first I was honored and excited. Then the nervousness sank in... what can I or can't I say? How long does it have to be? What am I going to write about? After some thinking and consideration I came up with a good statement/topic.

Skamania County and the Columbia River Gorge, A Welcoming Community.

See, I can make that statement because originally, I did not grow up in the Gorge

nor in the County. I'm from (what I thought was a small town) Battle Ground, Washington. I tested for this position in March of 2016 and was hired in June of 2016. I moved out here shortly after. I lived in my parents RV for a month in two different RV campgrounds, both of which were extremely welcoming. After that I was lucky enough to find an affordable rental in Stevenson and lived there for the next two years.

Moving solo into an area and town where you don't know where things are and don't know anyone can be tough, and it was. There were some lonely nights and days off but as the summer went on I began to go out and explore the area. I frequented some of the restaurants in Stevenson and slowly became a regular at a select few. I drove my truck around and familiarized myself with the county roads (as this would come in handy when dispatching).

The best part of all was how friendly everyone at the Sheriff's Office was. Coworkers were excellent at helping me settle into the community and I had the feeling that some were, in a sense, taking me under their wings.

Maybe the transition was so smooth because I share a lot of the same hobbies

as people out here? My top 3 hobbies include hunting, fishing, and gold prospecting. Don't think I'm limited to just those though as I love shooting guns and will always be ready to go buck some firewood in a moment's notice (what I've learned is like most of the residents in Stabler).

The moral of this story is how nice everyone has been to me out here. In what seems like a short 3 years, I have made friendships that will last a life time. I have been welcomed by people with open arms and they have helped me start my career off on a really good note. Now I may not live in the Gorge forever, as I have my family and a great girlfriend to the west back in town. However, for the time being, I am proud to work for the Sheriff's Office and represent the people of the Gorge. To the people of Stevenson, Carson/Stabler, North Bonneville and the rest of Skamania County...

Thank you!!

Spencer Fredrickson

Corrections Officer/Dispatcher
Skamania County Sheriff's Office ■

Chaplaincy With Officer Steve Minnis

The duty of law enforcement comes with a requirement of having a variety of skills. These skills in turn assist our personnel on how to deal with unknown situations that may arise in the line of duty. However, one area that can often go unnoticed which training cannot always prepare you for is dealing with the effects of the job. These effects can come at our personnel from anywhere; up to and including working with family and community members who have just lost a loved one.

Our office has recognized these struggles and are working to provide a resource for our deputies to utilize and assist them in their daily duties. This resource comes in the form of Chaplaincy Program. Areas that this program will seek to help are in matters like hospital visits, death notifica-



tions, memorial services, and assist in Sheriff's Office related events just to name a few. One of the most important service that we desire of this program is to be an ear for our first responders should they need to simply talk or have questions.

Officer Steve Minnis was selected earlier this year to start up and oversee this program. He has been with this Office for 12 years. Officer Minnis is an ordained minister through the Church of the Nazarene and pastors The Bridge Community Church in addition to his employment with

our office. He shows compassion for all he works alongside and those he supervises while serving in our jail. "It is my desire to help those in my community and ease some of the burdens of my coworkers. I look forward to seeing this program edify not only this Office, but Skamania County as a whole" said Officer Minnis.

While this program is off to a new start, we look forward to all it will have to offer. In the future our chaplaincy program will seek to bring on other chaplains to aid in bringing support. It is our desire to build a team of chaplains within our community who can come alongside our first responders when called upon. We are thankful for all who choose to put their lives on the line daily, and those who seek to support them. ■

The 3 R's Resignation, Retirement and Re-hirement

This past year we have continued to experience the loss of valued team members at the Sheriff's Office. Some have chosen to seek a career outside of public service while others have reached a point where they can retire and transition to a slower pace and other rewarding experiences.

Corrections Officer Jesse Augiar



We are always looking for hometown people who want the opportunity for an exciting career. Officer Augiar is well known to us after serving as a

Sheriff's Office explorer while attending Stevenson High School.

Officer Augiar accepted the position of Corrections Officer/Dispatcher in 2018 on a temporary assignment. In May of this year, officer Augiar was offered the position on a full-time basis and happily accepted.

He will be attending the corrections academy this fall and has proved to be a great addition to the corrections dispatch team.

Deputy Brandon Vanpelt



Deputy Vanpelt is a born and raised Skamaniac. He attended Stevenson High School and completed his studies in criminal justice in Spokane at Eastern Washington

University. Seeking a job in law enforcement, deputy Vanpelt tested with SCSO and placed high on our selection list. He was hired as a patrol deputy on January 1, 2019 and was immediately sent to the basic law enforcement academy.

Deputy Vanpelt graduated from basic training on May 24, 2019 and is currently in the second month of a 4-month field training program. It is exciting to bring on a home grown person with great community relationships and knowledge of the area.

Deputy Christa Davis



Deputy Davis was hired in the fall of 2018 as a road deputy. She previously worked for the Clark County Medical Examiners office assisting with autopsies.

Her passion however, is in law enforcement and her desire to work in a smaller agency brought her to SCSO.

She loves the outdoors and has a big interest in looking into cold cases. Deputy Davis attended basic law enforcement training and graduated May 24, 2019. She is in her second month of field training and looks forward to getting out on her own after September.

We welcome these latest additions to the team and are excited to know that they will bring their enthusiasm, knowledge and dedication to an already committed group of public servants. ■



Sgt. Monte Buettner Retirement

“Although mostly silent, the good do exist.” When I graduated the police academy, I typed these words on the back of thirty of my business cards. I then passed them out to each of my fellow graduates. It’s a simple message, really. But one I have since found is often difficult to believe. In our world much of the media openly thrive for every opportunity to show law enforcement in a poor light. Groups like Black Lives Matter openly advocate for the murder of police officers (*D). Officers are being assassinated as they sit in their patrol cars or while having a coffee break (*B&C).

The majority of Washington voters recently passed a law encouraging murder charges against police officers after they are fortunate enough to survive a deadly force encounter (*A). Things like this have, on occasion, made me question my career choice.

Thirty years ago, when I was hired as a Skamania County Deputy, most of the Sheriff’s employees seemed like really old guys. Many were set in their ways and resistant to change. But change we did, and as the younger generation filled the vacancies left through attrition, we met the 21st century with some highly trained and motivated investigators. We went from being forced to recycle and re-use crime scene tape in the early 90’s, to being well stocked with some of the best tools of the trade by the turn of the century. For several years we continued to grow in both technology and staff, but sometimes all good things must come to an end. Starting



around 2010, due to a county wide budget crisis our staff was cut and technology slowly started passing us by. It was a long period of a very difficult time, but finally in recent years we have again been able to hire staff and rejoin the technology race. As I write this, I’m just a few hours from joining the ranks of the retired.

This last week has been filled with memories of the people I have worked with and some of the cases I have investigated. Over the years both have caused sleepless nights, the occasional tear, brief periods of outright terror, and sometimes maybe an inappropriate laugh or two.

There have also been a few open/unsolved cases which continue to haunt me. In 1975 thirteen-year-old Jo Carol Saunders was sexually assaulted and murdered, in 1998 Valerie Dietel was murdered as she was pushed off of a cliff, and in 2017 William Sutton was murdered while camping in the forest. For these cases I’m forced to pass the torch to my capable colleagues, trusting that one day they will be solved.

For every case that remains unsolved, there are a hundred which were solved and resulted in convictions. As case officer, I have enjoyed a very high conviction rate over the years. For this I can thank the highly dedicated and passionate employees of both the Sheriff’s Office and the Prosecutor’s Office. I have simply been one member of a team. Not a day went by that I didn’t heavily rely upon civil staff, corrections, dispatch, patrol deputies or other detectives. Whether they were newly hired or seasoned employees, all had valuable input regarding these investigations.

The citizens of Skamania County can be proud of their law enforcement. These people take their oath of office seriously and are not willing to compromise on their values. For making me appear competent, I will be forever grateful.

After 36 years of wearing a badge and as I leave law enforcement, most of the Sheriff’s employees seem like very young men and women. All seem excited for the future and prepared to take the Skamania County Sheriff’s Office to the next level of professionalism and greatness.

As I look back over my career there have been some good times and some bad. But to be honest, I wouldn’t trade away a minute of it. I am now the old guy set in my ways and resistant to change, who I so despised thirty years ago. Recognizing that as I respectfully step aside, I offer a simple message that’s as true today as it was 30 years ago. Although mostly silent, the good do exist. ■

*A) https://defensemaven.io/bluelivesmatter/news/union-i-940-requires-cops-to-aid-wounded-suspects-before-their-victims-6mq_v3ACJEW-fE38qmBAYbQ/
*B) <https://www.odmp.org/officer/20104-officer-timothy-q-brenton>
*C) <https://www.odmp.org/officer/20137-sergeant-mark-joseph-renninger>
*D) https://www.youtube.com/watch?v=hqQXmnlMr_w8

Mission Statement

The Mission of the Skamania County Sheriff’s Office is to consistently earn the public’s trust by providing the highest quality law enforcement services possible within the resources provided to us.

We are committed to demonstrating pride in our profession and in the Sheriff’s Office, to effective communication with the people we represent, to treating everyone fairly, and to adapting rapidly to changing circumstances.

Find us on Facebook and Twitter!



In the aftermath of the Eagle Creek Fire in 2017 there was an understandable interest in how such a fire in our county would impact us, and what interagency coordination of the response would look like.



Commissioner Tom Lannen spearheaded the efforts to bring the community, firefighters and other agencies and industry together to address concerns and explore options for coordinating entities.

The process started with a Community Wildfire Preparedness meeting in April with panelists from USFS, DNR, Local Fire, Red Cross, PUD and BPA who discussed concerns and response in the face of wildfire.

Later that month a 'Roundtable' was convened among stakeholders including fire agencies, county and city government, infrastructure/industry and other service providers. Discussions on the limits of what might realistically be done during wildfire incidents occupied much of the conversations. The Firewise program was viewed as being the best strategy for homeowners to be proactive in the face of the significant wildfire hazard.

In early June we conducted a Tabletop Exercise (TTX) around a catastrophic wildfire scenario. Participants responded to the expanding incident based on plans and procedures currently in place. It quickly became apparent local resources will be overwhelmed almost immediately. The rugged terrain, poor forest health and fuel loads complicates effective suppression efforts. Fire agencies are trained, equipped and organized, with a well-earned reputation for incident management. Other non-fire entities typically lack such organizational expertise and often struggle to appropriately and effectively integrate with the 'Big Picture' of complex incidents.



The TTX provided a forum to identify needs, gaps and strategies to mitigate the confusion inherent in the initial wildfire response. Participants were uniformly positive about the outcomes of the exercise.

The next step in this process is another Community Wildfire Preparedness meeting in early July. The intent of which is to promote the Firewise program in our communities, and reinforce the understanding of the individual responsibility for preparedness. ■

“What you Said”

Attn: Skamania County Sheriff's Office
 “Sgt. Clifford and Deputy Helton,
 Thank you so much for providing bikes for my kids. They are excited to have new bikes for the summer and I am grateful for your generosity.”

Dear Deputy Lyle,
 “Thank you for all the support you give Carson Elementary and especially for supporting our “Rise Up Day” for our 6th graders. It was an incredible day that helped students build empathy and compassion.”

Dear Sheriff,
 “From our years working in our respective careers, we have seen how easy it is for public service employees to become “hardened” and less compassionate when dealing with more difficult elements of our society. And yet most such employees rise above this and remain very helpful. We write today to say “Thanks for a great job” in helping with the removal of a person's van from the Underwood area and getting that person back on the straight. From your staff of Pat Bond, Deputy's Minnis and Dunn, we were able to get her cell phone to her, which held the phone number of her son and that of her friend. Both were able to help in getting her taken care of.” We thank you and your staff for serving us so well.



[Be Part of the Solution](http://skamania-prepare.org/)

<http://skamania-prepare.org/>

Stevenson Municipal Court
 Summary of Cases Filed 2019
 Updated 6/7/2019

<u>Charge</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Criminal Non-Traffic												
Assault 4th Degree	1	2	1	-	1	-	-	-	-	-	-	-
Bail Jumping	-	-	-	-	-	-	-	-	-	-	-	-
Disorderly Conduct	-	-	1	-	-	-	-	-	-	-	-	-
Malicious Mischief III	-	-	-	-	-	-	-	-	-	-	-	-
Minor in Possession (Marijuana)	-	-	-	-	-	-	-	-	-	-	-	-
No Contact/Protection/Antiharass Order Vio	1	-	1	-	-	-	-	-	-	-	-	-
Obstruct law enforcement	1	-	2	-	-	-	-	-	-	-	-	-
Resisting Arrest	-	-	-	-	-	-	-	-	-	-	-	-
Supply Liquor/Premises to Minor	-	-	-	-	-	-	-	-	-	-	-	-
Theft 3	-	1	1	4	1	-	-	-	-	-	-	-
Other Criminal Non-Traffic	-	-	1	-	-	-	-	-	-	-	-	-
Total Criminal Non-traffic	3	3	7	4	2	0	0	0	0	0	0	0
Criminal Traffic												
DUI/Physical Control	1	-	-	-	1	-	-	-	-	-	-	-
Operate Vehicle w/o Ignition Interlock	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Op License or Driving While Suspended	1	3	1	1	-	-	-	-	-	-	-	-
Hit & Run	-	-	-	-	-	-	-	-	-	-	-	-
Reckless Driving	-	-	1	-	1	-	-	-	-	-	-	-
Total Criminal Traffic	2	3	2	1	2	0	0	0	0	0	0	0
Non-Traffic Infraction												
Dog Running at Large	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Alcohol Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Marijuana Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Outdoor Burning Violation	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Traffic Infractions	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Infraction												
Vehicle Registration (Fail to Register/Expired)	-	-	-	2	-	-	-	-	-	-	-	-
Fail to Signal	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Wear Safety Belt	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Yield Right of Way	-	1	-	-	-	-	-	-	-	-	-	-
Following too Close	-	-	-	-	-	-	-	-	-	-	-	-
Improper Passing on Left	-	-	-	-	-	-	-	-	-	-	-	-
Leaving Unattended Veh on Roadway	-	-	-	-	-	-	-	-	-	-	-	-
Negligent Driving 2nd Degree	-	-	-	-	-	-	-	-	-	-	-	-
No Motorcycle Endorsement	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Operator's License/No License on Person	-	1	-	1	-	2	-	-	-	-	-	-
Open Alcoholic Container	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Headlights when Req'd	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Insurance	2	1	3	2	-	-	-	-	-	-	-	-
Speeding	-	1	-	3	2	1	-	-	-	-	-	-
Wrong Way on One-Way Street	-	-	-	-	-	-	-	-	-	-	-	-
Total Traffic Infractions	2	4	3	8	2	3	0	0	0	0	0	0
Parking Infractions												
Illegal Parking, Standing, Stopping	-	-	-	-	-	-	-	-	-	-	-	-
Total Traffic Violations & Citations:	4	7	5	9	4	3	0	0	0	0	0	0
2019 Monthly Total Violations & Citations	7	10	12	13	6	3	0	0	0	0	0	0
2019 Year-to-Date Total Violations & Citations	7	17	29	42	48	51	51	51	51	51	51	51
YTD Traffic related 2019 YTD:	4	11	16	25	29	32	32	32	32	32	32	32
YTD Traffic related 2018 YTD:	14	35	59	70	85	101	110	115	116	119	122	124
YTD Traffic related 2017 YTD:	4	5	12	12	14	19	23	23	29	30	31	35
YTD Traffic related 2016 YTD	6	10	16	21	26	42	63	68	75	97	100	103

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	June 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	2,520.00	Program Management Time
	<u>3,648.76</u>	Monthly Reimbursables
	\$ 13,668.76	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	667
Telephone Calls:	65
E-Mails:	65
Business Referrals:	2,957
Tracked Overnight Stays:	72
Mailings (student, relocation, visitor, letters):	10
Large Quantity Brochures	845
Chamber Website Pageviews	4,972
COS Website Pageviews	10,872

CHAMBER BUSINESS

Chamber Board Meeting: The June Board Meeting was held with discussion items including an update on upcoming summer events and the possibility of merging the SBA and SDA. Discussion question: "If a donor came to us today with \$1 million dollars, what do you think our first priority should be for using that money?"

Chamber Membership: We had 4 new members join in June and 15 renewals.

"Columbia Currents" Monthly Electronic E-Newsletter: The June 2019 issue was deployed to over 1,000 recipients.

"Under Currents" Weekly E-Blast: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest as well as for the Chamber itself.

Chamber Happy Hour: The June Chamber Happy Hour event was held at Cedar Creek Alpaca Farm with about 20 people in attendance.

Chamber Marketing, Projects, Action Items:

- Organized next Chamber Brown Bag Lunch Workshop.
- Met with representatives from American Cruise Lines regarding how we can work together to get passengers to spend more time and money while they are at our port.
- Attended Skamania EDC's Pub Talk event.
- Updated events on Chamber website.
- Visited 2 businesses to invite them to join the Chamber.

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings.

Stevenson Downtown Association (SDA): Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson.

Columbia Gorge Tourism Alliance (CGTA): Continue to work on a Food Trail on the Washington side of the Gorge.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Held monthly SBA meeting.
- Deployed monthly newsletter.
- Organized 4th of July festivities and placed ads for the event.
- Held 26th Annual Gorge Blues and Brews Festival on June 21-22.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-B	Stevenson Map Printing	213.25
P2-D1	Website	12.09
P2-D2	Advertising – Print	622.94
P2-E	Wind River Publishing Ads	250.00
Program 3	SBA Event Program	
P3-A	Gorge Blues and Brews Festival	<u>2,550.48</u>
		\$3,648.76

	<i>2019 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	3,648.76	27,492.90	\$57,507.10

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 120.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	80 hrs	<u>2,400.00</u>
		84 hrs	\$ 2,520.00

Functional Class	Index Number	2020-2025 TIP Project Identification													Expenditure Schedule				Environmental Type	R/W Required?
		Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd	3rd	4th - 6th			
		Hearing Dates: 5/16/2019 & 6/20/2019																		
		Adopted on 6/20/2019																		
07	1	Russell Avenue Rebuild	03	S	0.09	T,W,P,	PE	Feb 2019		194			30	224	20	40	80	84	CE	Yes
		From: Second Street to Railroad Avenue	06			C,G,S	CN	May 2020	STP®	666			104	770	24	80	300	366		
		New Street lights, sidewalk & reconstruct Russell Ave	07																	
		Totals								860			134	994	44	120	330	426		
09	2	Chipseal	07	S	1.08	S, W	All	July 2019				TIB	41	7	48			48	CE	No
		Pine St, Tari Ln, Shepherd, Cedar St, Oak St, Columbia View, Spruce, Fir																		
		Totals								0			7	48				48		
08	3	Transportation Circulation Study	23	P	0			May 2019					20	20				20	CE	No
		Phase 1 (General Fund, not Street)																		
		Totals								0			20	20				20		
09	4	Leavens Overlay	06	P	0.05	C, P, T	ALL	Aug 2021				200	20	225				225	CE	No
		From First Street to Second Street	07			G, S, W														
		Remove/grind deteriorated sections of asphalt																		
		Add sidewalk on West side																		
		Totals								0			20	225				225		
07	5	Roosevelt Street Overlay	07	P	0.13	C, P, T	All	Jan 2021				80	20	100				100	CE	No
		From Hot Springs to High School	06			G, S, W						500	70	570				570		
		Engineering, sidewalks, stormdrain, overlay	03																	
		Totals								0		222	90	670				670		
09	6	Lakeview Street	07	P	0.05	W, P	All	July 2020					74	74					CE	No
		Rebuild and pave Lakeview, improve Storm drainage				C, T														
		Totals								0			74	74	0	0				
07	7	Foster Creek Road	31	P	0.38		RW	Jan 2022											CE	Yes
		From Rock Creek Dr. to Ryan Allen Rd																		
		Acquire additional Right Of Way																		
		Totals								0			0	0				0		

Functional Class	Index Number	2020-2025 TIP Project Identification														Expenditure Schedule				Environmental Type	R/W Required?
		Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds								
09	8	Chipseal Program	07	P	0.55	S, P, T	All	July 2022					18	18				18	CE	No	
		McEvoy Lane, Wisteria Way, Ridgecrest Dr				G, W							18	18				18			
		Totals							0				36	36				36			
02	9	First Street	06	P	0.68	C,P,W,T	ALL	1/1/2021					800	800	150	150	100	400	CE	NO	
		From Second Street to Second Street	07																		
		Construct traffic calming, sidewalks, and new surfacing	12																		
		Totals											800	800							
09	10	Kanaka Creek Phase Underpass 1	03	P	0.2	S	All	Jan 2021					88	88				88	CE	Yes	
		From SR 14 to Cascade Ave	06																		
		Rebase, surface road, modify drainage, prime and chipseal	07																		
		Totals							0				88	88				88			
09	11	Kanaka Creek Underpass Phase 2	09	P	0.01	S	All	Jan 2021					320	320				320	EA	No	
		From SR 14 to Cascade Ave																			
		Improve Underpass bridge																			
		Totals							0				320	320				320			
07	12	Vancouver Sidewalk East End	06	P	0.1		All	July 2023					125	125				25	CE	Yes	
		From Columbia Ave to City Hall	32																		
		Install sidewalks and curbs																			
		Totals							0				125	125				25			
07	13	Rock Creek Bridge Replacement	08	P	0.01	S,W,P,	PE	May 2023	BR	931			145	1,076	1076				EIS	Yes	
		Bridge Replacement					RW	June 2023		195			30	225		225					
			09			C,T,G	CN	March 2024		5,968			931				931				
		Totals								7,094			1,106	1,301				0			
08	14	Iman Loop-Iman Cemetery Sidewalk	06	P	0.1	W, C, S	All	Sept 2021					75	75				75		No	
		Continue sidewalk and curbing	32			T															
		Totals								0			75	75				75			
07	15	Loop Road Sidewalk	06	P	0.2	S, W	All	July 2022				160	40	200		200			CE	No	
		From McEvoy Lane to Bone Road	32																		
		Construct Sidewalk between McEvoy & Bone Road																			
		Totals								0		160	40	200				0			

Functional Class	Index Number	2020-2025 TIP Project Identification														Expenditure Schedule			Environmental Type	R/W Required?
		Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds							
09	16	Chipseal	07	P	0.95	S, W	All	July 2022					45	45				45	CE	No
		Vancouver Ave																		
		Totals								0			45	45				45		
09	17	Frank Johns Sidewalk	06	P	0.24	C,G,P,	PE	Sep 2021				68	7	75	10	30	20	15	CE	No
		From Loop Rd to Second Street				S,T,W	CN	June 2022				340	34	374				374		
		Construct new sidewalk along east side																		
		Totals								0		408	41	449	10	30	20	389		
09	18	Chipseal	07	P	1.08	W, T, S	All	July 2024					35	35				35	CE	No
		Major St, Hillcrest and E Loop Road				P, G														
		Totals								0			35	35				35		
09	19	Monda Road	01	P	0.01	P, T	All	Aug 2022					80	80				80	CE	No
		Straighten out the intersection where	12																	
		Monda and Iman Cemetery Road meet																		
		Totals								0			80	80				80		
09	20	Chipseal	07	P	0.71	W,S,P	ALL	July 2024					23	23	23				CE	No
		Lasher, Roselawn				G,T														
		Totals								0			23	23				0		
07	21	Storm water System Repair and Upgrade	06	P	0		PE	July 2021					500	500				500	CE	No
09		Repair and upgrade failing storm water																		
08		system in the City																		
		Totals								0			500	500				500		
08	22	Transportation Circulation Study	23	P	0			Jan 2023					40	40	40				CE	No
		Phase 2																		
		Totals								0			40	40				0		
09	23	Del Ray Avenue	01	P	0.13	C,G,P,	ALL	Jan 2025		400				400					CE	No
		From Kanaka Creek Road to School	06			S,T,W														
		Construct new road, sidewalks, street lights	07																	
		and storm drains																		
		Totals								400				400						

Functional Class	Index Number	2020-2025 TIP Project Identification													Expenditure Schedule				Environmental Type	R/W Required?
		Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds							
09	24	Roselawn Avenue Overlay	03	P	0.09	W, S, G	All	July 2024					165	165				65	CE	No
		From: Willard to McKinley	06																	
		Engineering, sidewalks, storm drain and ramps. Overlay entire street	07																	
		Totals							0				165	165				65		
	25	Phase 3 Waterfront Trail Construction	03	S	0.1		ALL	9/1/2016	TAP	200			145	345				345	EIS	
		Stevenson Shoreline Restoration and Enhancement Project. PORT OF SKAMANIA PROJECT, NO FUNDS FROM CITY																		
		Totals							200				145	345						
08	26	School Street Grind and Inlay	03	P	0.24	T,W,P,	All	June 2020			TIB	400	40	440				440	CE	No
		From: Hot Springs to Kanaka Creek Avenue	07			C,G,S														
		Engineering, grind & inlay, stormwater	06																	
		Totals											40	440						
07	27	Loop Road Grind and Inlay	03	P	0.29	T,W,P,	All	June 2020			TIB	360	30	390				390	CE	No
		From: Columbia to Frank Johns	07			C,G,S														
		Engineering, grind & inlay, stormwater	06																	
		Totals											30	390						
		Public.Streets.TIP.2020																		

Eric Hansen

From: Eric Hansen
Sent: Friday, July 05, 2019 8:00 AM
To: 'Molyneux, Keith'
Cc: Leana Kinley (leana@ci.stevenson.wa.us)
Subject: Stevenson 6 Year TIP
Attachments: 6 year TIP 2020.xlsx

Keith,

Please see the attached copy of the City of Stevensons 6 year Transportation Improvement Program. The program was presented to City Council with a public hearing on May 16 and again on June 20 where it was adopted. Please let me know if you have any questions.

Thank you,

Eric Hansen

Public Works Director

City of Stevenson

t. 509-427-5970

f. 509-427-8202





City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

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

To: Stevenson City Council
From: Rob Farris, Fire Chief
RE: Fire Department Update – June 2019
Meeting Date: July 18th, 2019

Executive Summary:

The Department's main focus is still on preparing for wild fire season. We are working with our response partners at the Washington State Department of Natural Resources to build relationships that make our response with one another flow better.

Command 2-1 has been put into service.



Overview of Items:

Command Vehicle Grant Project: Command Vehicle Project is finished. Total Cost of Project: \$78,981.31

New Fire Hall: City Council directed the creation of new committees to re-evaluate the fire station project. Process is on-going. Nothing to report on at this time

Drills/Training/Calls:

June Drills/Training – 69 Hours of volunteer training time

June Calls – 7 total

- 1 – Automatic Fire Alarm
- 1 – Mutual Aid – North Bonneville Wild Fire
- 4 – Burn Complaints
- 1 – Motor Vehicle Collision

Action Needed: None



City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: July 18, 2019

Overview of items staff has been working on over the past month:

Water Department Update – The Consumer Confidence Report was published and sent out with the June utility bills. This report provides updates on projects that took place in 2018 and information on the composition of the city's water.

Funding Applications – Karl and I have been busy applying for Public Works Board Construction loans for School Street waterline and the matching funds for the Commerce Energy Grant for the smart water meters. We will know in August whether or not our applications are successful. The USDA Rural Development loan for the matching funds for the EDA Disaster Funding is also coming together.

Income Survey – The Income Survey for Community Development Block Grant funding determination has been completed and the city does not qualify for CDBG funds. The percentage of the city's population that is classified as Low and Moderate is around 46% rather than the 51% needed to qualify for funding. The results of the survey are attached.

BIAS Software Implementation – The Payroll and Financial modules have been active since July 1. One noticeable change is the voucher report. Utility billing and Cash Receipting will be transitioned over the end of August with the utility billing cycle. Transactions from May 29th thru the final go-live date at the end of August will be imported all at once, saving staff time. This will cause a break in financial reporting that will be fixed in September.

Lean Process Improvement – The WA State Auditor's Office Center for Government Innovation will be working with the city in the fall to improve our permitting process. The timing is ideal since we have new staff on board and will be implementing new permitting software in August. It will initially take 1 day to map or process due to our small size.

Nuisances – With the increased workload of the season, staff is behind on nuisances. Other projects are deemed higher priority at the detriment to other tasks such as nuisances.

Business Licensing – The City has been added to the Washington State Business Licensing Service for 2020 and 2021. Once established, all new city business licenses will go through the state, saving time and effort for businesses at no additional cost. The city's fees will still apply.

Road Vacation – Staff received a petition to vacate a portion of Iman Rd. After talking with a representative of the petitioners, further information is needed before the item is ready for a public

hearing. The resolution setting the date for a public hearing has been pulled from the agenda. Staff will meet with the petitioners to gather the information needed to move their petition forward.

Action Needed:

None.

MEMORANDUM

Date: July 2, 2019

To: Leana Kinley, City Administrator

From: Jennifer Stoloff, Econometrica, Inc.

Subject: Results of Stevenson City and Fire District #2 Income Surveys

1. Summary of Results

This is a summary of the results of the income survey pilot for Stevenson and Fire District #2. We calculated the response rate by dividing the total valid responses by the total housing units contacted plus online and phone responses. The margin of error (MOE) is calculated using a 90% confidence level and the number of addresses in the sampling frame. We used a case management sheet to track the field work and use some of that information in the tables below.

Table 1: City of Stevenson

Sampling	Number/Percent
Addresses in sampling frame	696
Total contacts (mail & field)	142
Total addresses sent survey invitation by mail	95
Addresses that were "worked" in the field (approximately)	142
Completed in-person (based on case management sheet)	62
Completed on-line/phone (based on case management sheet)	27
Total valid responses in Survey123	91
Response rate (combined)	64.08%
MOE	8%
Percent of sample low/mod income	46.41%

Table 2: Fire District #2

Sampling	Number/Percent
Addresses in sampling frame	243
Total contacts (mail & field)	140
Total addresses sent survey invitation by mail	100
Addresses that were "worked" in the field (approximately)	140
Completed in-person (based on case management sheet)	56
Completed on-line/phone (based on case management sheet)	18
Total valid responses in Survey123	74
Response rate (combined)	52.86%

Sampling	Number/Percent
MOE	8%
Percent of sample low/mod income	45.99%

Note: the number of completions based on the case management sheet will be slightly less than the total valid responses in Survey123 since it does not account for multiple families at the same address.

2. Survey process

We used a “mixed-mode” data collection approach, meaning we collected data via the internet, phone and door-to-door surveys. The initial contact was via a letter that provided a URL to residents where they could take the survey online. The letter also included a toll-free number to complete the survey by phone (with a person). A follow-up post card was sent to residents that hadn’t responded to the survey online. After that, an in-person visit was attempted to all non-respondent households, including those that did not receive a request by mail. We used “Survey123” as the data collection tool. The mailing for Stevenson went out on May 15, 2019 and for Fire District #2 on May 16, 2019. Post card reminders were sent on June 3, 2019. Field teams collected data in person from June 7-14, 2019.

The City of Stevenson provided two lists from which to draw the sample—one for the city and one for the fire district. There was a total of 696 useable addresses in the city list and 243 in the fire district list. A set of three unique codes was assigned to each address to allow for multiple entries per address in the case where more than one family resided at a given address. Most cases had a service and mailing address. Letters were sent to PO Boxes where a local service address was also present because the local post office does not always deliver to street addresses. When the mailing address was determined to be for the owner of a unit rather than a resident, it was designated as a “field” address and no letter was sent. After the list was cleaned, random numbers were generated from the website “random.org” and assigned to each address. Then the list was sorted by the random numbers. The list was then divided into groups of approximately 20. Each group constituted a small “replicate” sample. These samples were grouped together for the mailings and the in-person surveying. The initial sample draw for the mailing was 95 for the city and 100 for the fire district. A total of 140 addresses in the city and 140 addresses for the fire district were included in the mailing and the field work. Approximately 27 responses were taken online or by phone in the city and 18 in the fire district. The remainder were gathered in the field.

3. Data

3.1. Summary of analysis

All of the key information necessary to make the income calculations is collected in the attached Excel workbook, “Stevenson_Data_201907”. Data for both the city and the fire district are in the workbook. Addresses have been redacted to ensure privacy. The first sheet “City” has the raw data collected in Survey123; the second “City clean” removes the cases without valid income information. The third sheet, “City Counts” has the results of the analysis, including the numbers

of each family size, total persons, total persons under the low/moderate income limit, average family size, the LMI percent and the response rate. The fire district raw data is in “FD”, the clean data are in “FD Clean” and the results are in “FD Counts.” We have removed some of the unnecessary variables from the “clean” data versions for ease of use.

In both “City Clean” and “FD Clean”, the variable “family_size_c” (column O) lists the number of family members for each respondent. Column P “income_limit” has the income limit for the given family size. Column Q “total family income” has the combined total annual income, before taxes, for the family, when it was provided. If the respondent refused to provide their total income, we asked them to tell us if their income was above or below the income limit for their family size. The answer “above” or “below” is in Column S. Column U “income_persons” is the number of people in each family when the income is low or moderate.

To calculate the results, we took the sum of “income_persons” (column U) and divided it by the sum of “family_size_c” (column O) to produce the percentage of persons in LMI families.

3.2. Data cleaning

1. Delete entries when “income_f” =0.
 - a. These records contain no income information (Refusals are retained in the raw data.)
 - b. “Income_f” is a check to see if total income was provided or, if that was refused, an answer was provided to the over/under question about the income limit. If it equals “0”, neither type of income information was provided.
2. Check for blanks in “What is the combined total income of all family members living in this household before taxes?”
 - a. If “If you would prefer to not provide your exact income, please select 'Refuse' below” is blank, and “What is the combined total income of all family members living in this household before taxes?” is blank, then delete the entry. These entries contain no income information.

CHECK REGISTER

City Of Stevenson

Time: 16:22:57 Date: 07/16/2019

MCAG #:

07/01/2019 To: 07/31/2019

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649	07/18/2019	Claims	1	EFT	Department of Revenue	4,702.33	071901ACH Excise Tax Return; May 2019 Amendment; 041901ACHamend; 020901ACHamend; 031901ACHamend
650	07/18/2019	Claims	1	EFT	InvoiceCloud	316.70	Invoice Cloud 821-2019_6
651	07/18/2019	Claims	1	13607	A&J Select	21.49	7.2.19 A&J Statement
652	07/18/2019	Claims	1	13608	Aramark Uniform Services	114.16	June 2019 Statement
653	07/18/2019	Claims	1	13609	Avista Utilities	62.14	June 2019 Statement
654	07/18/2019	Claims	1	13610	BSK AddyLab,LLC	1,121.00	V902019 6/28/19; J02020 6/28/19
655	07/18/2019	Claims	1	13611	Barkdusters, Inc.	5,413.00	0-33926 6.26.19 Barkdust
656	07/18/2019	Claims	1	13612	CH2MHILL OMI	11,154.08	351298-010 July 2019 Contract Services
657	07/18/2019	Claims	1	13613	Carson Hardware		Batch Check Stock Skipped Numbers
658	07/18/2019	Claims	1	13614	CenturyLink		Batch Check Stock Skipped Numbers
659	07/18/2019	Claims	1	13615	Centurylink Comm Inc		Batch Check Stock Skipped Numbers
660	07/18/2019	Claims	1	13616	City of Stevenson		Batch Check Stock Skipped Numbers
661	07/18/2019	Claims	1	13617	Columbia Hardware, Inc.		Batch Check Stock Skipped Numbers
662	07/18/2019	Claims	1	13618	Columbia River Disposal		Batch Check Stock Skipped Numbers
663	07/18/2019	Claims	1	13619	Consolidated Supply Co.		Batch Check Stock Skipped Numbers
664	07/18/2019	Claims	1	13620	Correct Equipment		Batch Check Stock Skipped Numbers
665	07/18/2019	Claims	1	13621	Crafco, Inc.		Batch Check Stock Skipped Numbers
666	07/18/2019	Claims	1	13622	Crandall Arambula		Batch Check Stock Skipped Numbers
667	07/18/2019	Claims	1	13623	Drain-Pro Inc		Batch Check Stock Skipped Numbers
668	07/18/2019	Claims	1	13624	Farwest Portable Crushing Inc		Batch Check Stock Skipped Numbers
669	07/18/2019	Claims	1	13625	Gator Creek Gardens		Batch Check Stock Skipped Numbers
670	07/18/2019	Claims	1	13626	Gregory S Cheney PLLC		Batch Check Stock Skipped Numbers
671	07/18/2019	Claims	1	13627	HD Fowler Company		Batch Check Stock Skipped Numbers
672	07/18/2019	Claims	1	13628	Insta-Pipe, Inc.		Batch Check Stock Skipped Numbers
673	07/18/2019	Claims	1	13629	J&R Dirtiggers Ent. Inc.		Batch Check Stock Skipped Numbers
674	07/18/2019	Claims	1	13630	Jacobs' Services Inc.		Batch Check Stock Skipped Numbers
675	07/18/2019	Claims	1	13631	Karl Russell		Batch Check Stock Skipped Numbers
676	07/18/2019	Claims	1	13632	Lance D. Fitzjarrald		Batch Check Stock Skipped Numbers
677	07/18/2019	Claims	1	13633	Les Schwab Tire Center		Batch Check Stock Skipped Numbers
678	07/18/2019	Claims	1	13634	M&M Excavating LLC		Batch Check Stock Skipped Numbers
679	07/18/2019	Claims	1	13635	MCEDD		Batch Check Stock Skipped Numbers
680	07/18/2019	Claims	1	13636	Mackenzie		Batch Check Stock Skipped Numbers
681	07/18/2019	Claims	1	13637	Mary Corey		Batch Check Stock Skipped Numbers
682	07/18/2019	Claims	1	13638	Municipal Code Corp		Batch Check Stock Skipped Numbers

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683	07/18/2019	Claims	1	13639	NAPA Auto Parts		Batch Check Stock Skipped Numbers
684	07/18/2019	Claims	1	13640	Office of State Treasurer - Cash Mgmt Di		Batch Check Stock Skipped Numbers
685	07/18/2019	Claims	1	13641	One Call Concepts, Inc.		Batch Check Stock Skipped Numbers
686	07/18/2019	Claims	1	13642	PUD No 1 of Skamania County		Batch Check Stock Skipped Numbers
687	07/18/2019	Claims	1	13643	Peterson Trucks		Batch Check Stock Skipped Numbers
688	07/18/2019	Claims	1	13644	Petty Cash		Batch Check Stock Skipped Numbers
689	07/18/2019	Claims	1	13645	Radcomp Technologies		Batch Check Stock Skipped Numbers
690	07/18/2019	Claims	1	13646	Ricoh USA, Inc		Batch Check Stock Skipped Numbers
691	07/18/2019	Claims	1	13647	Sea-Western Inc		Batch Check Stock Skipped Numbers
692	07/18/2019	Claims	1	13648	Sequential Environmental Services		Batch Check Stock Skipped Numbers
693	07/18/2019	Claims	1	13649	Skamania County Auditor		Batch Check Stock Skipped Numbers
694	07/18/2019	Claims	1	13650	Skamania County Chamber of Commerce		Batch Check Stock Skipped Numbers
695	07/18/2019	Claims	1	13651	Skamania County Health Department		Batch Check Stock Skipped Numbers
696	07/18/2019	Claims	1	13652	Skamania County Pioneer		Batch Check Stock Skipped Numbers
697	07/18/2019	Claims	1	13653	Skamania County Probation		Batch Check Stock Skipped Numbers
698	07/18/2019	Claims	1	13654	Skamania County Prosecutor		Batch Check Stock Skipped Numbers
699	07/18/2019	Claims	1	13655	Skamania County Sheriff		Batch Check Stock Skipped Numbers
700	07/18/2019	Claims	1	13656	Skamania County Solid Waste Department		Batch Check Stock Skipped Numbers
701	07/18/2019	Claims	1	13657	Skamania County Treasurer		Batch Check Stock Skipped Numbers
702	07/18/2019	Claims	1	13658	Smith & Loveless, Inc.		Batch Check Stock Skipped Numbers
703	07/18/2019	Claims	1	13659	Staples -Dept 11-05417944		Batch Check Stock Skipped Numbers
704	07/18/2019	Claims	1	13660	Stevenson Downtown Association		Batch Check Stock Skipped Numbers
705	07/18/2019	Claims	1	13661	Tanninen Repair Service LLC		Batch Check Stock Skipped Numbers
706	07/18/2019	Claims	1	13662	The Standard Steel Companies		Batch Check Stock Skipped Numbers
707	07/18/2019	Claims	1	13663	Traffic Safety Supply, CO		Batch Check Stock Skipped Numbers
708	07/18/2019	Claims	1	13664	Tribeca Transport LLC		Batch Check Stock Skipped Numbers
709	07/18/2019	Claims	1	13665	US Bank Safekeeping		Batch Check Stock Skipped Numbers
710	07/18/2019	Claims	1	13666	US Bank		Batch Check Stock Skipped Numbers
711	07/18/2019	Claims	1	13667	US Postmaster		Batch Check Stock Skipped Numbers
712	07/18/2019	Claims	1	13668	WESCO Receivables Corp.		Batch Check Stock Skipped Numbers
713	07/18/2019	Claims	1	13669	WEX Bank		Batch Check Stock Skipped Numbers

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714	07/18/2019	Claims	1	13670	WGAP Washington Gorge Action Program		Batch Check Stock Skipped Numbers
715	07/18/2019	Claims	1	13671	Wallis Engineering, PLLC		Batch Check Stock Skipped Numbers
716	07/18/2019	Claims	1	13672	Wave Broadband		Batch Check Stock Skipped Numbers
717	07/18/2019	Claims	1	13673	Woodrich, Kenneth B PC		Batch Check Stock Skipped Numbers
718	07/18/2019	Claims	1	13674	Carson Hardware	134.62	June 2019 Statement Carson Hardware
719	07/18/2019	Claims	1	13675	CenturyLink	415.73	313618073-July Statement-City Hall; 313575114-July Statement-WWTP; 313784194-FD-July Statement
720	07/18/2019	Claims	1	13676	Centurylink Comm Inc	50.01	Centurylink LD June 2019
721	07/18/2019	Claims	1	13677	City of Stevenson	88.89	6.30.19 Statement Water/Sewer
722	07/18/2019	Claims	1	13678	Columbia Hardware, Inc.	479.24	June 2019 Statement 6.30.19
723	07/18/2019	Claims	1	13679	Columbia River Disposal	197.57	10362843 6.1.19-6.30.19
724	07/18/2019	Claims	1	13680	Consolidated Supply Co.	531.44	S009308060.001 Vita-D-Chlor; S009336040.001 7.9.19 Fittings & Paint
725	07/18/2019	Claims	1	13681	Correct Equipment	655.89	39661 FlowIQ
726	07/18/2019	Claims	1	13682	Crafco, Inc.	1,460.00	35007374 5/28/19
727	07/18/2019	Claims	1	13683	Crandall Arambula	11,981.00	Stevenson Downtown Plan 19.07.08
728	07/18/2019	Claims	1	13684	Drain-Pro Inc	1,429.58	Lift Station Cleaning And Debris Removal
729	07/18/2019	Claims	1	13685	Farwest Portable Crushing Inc	248.18	9165 7.4.19
730	07/18/2019	Claims	1	13686	Gator Creek Gardens	1,106.37	Flowers For Downtown
731	07/18/2019	Claims	1	13687	Gregory S Cheney PLLC	52.50	CR0022267 Harbaugh, Rashel
732	07/18/2019	Claims	1	13688	HD Fowler Company	2,128.15	I5204357 19.07.09
733	07/18/2019	Claims	1	13689	Insta-Pipe, Inc.	66,783.47	19-5060 5.22.19 2019 Sewer Repair Area
734	07/18/2019	Claims	1	13690	J&R Dirtiggers Ent. Inc.	452.34	Trucking-Russell Undergrounding
735	07/18/2019	Claims	1	13691	Jacobs' Services Inc.	250.00	June 2019 Custodial Services
736	07/18/2019	Claims	1	13692	Karl Russell	100.00	Fire Code Inspections Seminar Reimbursement
737	07/18/2019	Claims	1	13693	Lance D. Fitzjarrald	585.00	16-002677 Detamore, Nathan And 6Z0715957 Nash, Austin
738	07/18/2019	Claims	1	13694	Les Schwab Tire Center	139.93	1500643541 Square Link Cam
739	07/18/2019	Claims	1	13695	M&M Excavating LLC	1,400.10	3I190621481- JDC 3/4" Undergrounding
740	07/18/2019	Claims	1	13696	MCEDD	894.00	Dues 7.1.19-6.30.20
741	07/18/2019	Claims	1	13697	Mackenzie	928.89	1061583 19.07.13
742	07/18/2019	Claims	1	13698	Mary Corey	57.43	Stress Management For Women Seminar Travel Reimbursement
743	07/18/2019	Claims	1	13699	Municipal Code Corp	249.58	331012 7.11.19 Municipal Code Updates
744	07/18/2019	Claims	1	13700	NAPA Auto Parts	789.08	NAPA June 2019 Statement
745	07/18/2019	Claims	1	13701	Office of State Treasurer - Cash Mgmt Di	648.66	A8 June 2019 July Remittance
746	07/18/2019	Claims	1	13702	One Call Concepts, Inc.	27.82	June 2019 Statement One Call Concepts
747	07/18/2019	Claims	1	13703	PUD No 1 of Skamania County	3,913.42	16 SW First St Fire Hall-June 2019 Statement; First Street Shop-June 2019 Statement; County Well-June 2019 Statement; Water Treatment Plant-June 2019 Statement; Intake Station-June 2019 Statement; St;
748	07/18/2019	Claims	1	13704	Peterson Trucks	107.43	321971P 6/26/19
749	07/18/2019	Claims	1	13705	Petty Cash	175.71	Petty Cash- July 2019 Statement

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750	07/18/2019	Claims	1	13706	Radcomp Technologies	444.76	Invoice # 74037; Radcomp MSP-74046
751	07/18/2019	Claims	1	13707	Ricoh USA, Inc	57.32	102304593 301 June Statement
752	07/18/2019	Claims	1	13708	Sea-Western Inc	5,057.43	213265 Lights For Command Vehicle; 213215 Station Wear Boots
753	07/18/2019	Claims	1	13709	Sequential Environmental Services	10.00	Duplicate Business License Payment Refund
754	07/18/2019	Claims	1	13710	Skamania County Auditor	101.00	2019-001063 C & S Miller Covenants Recording Fee
755	07/18/2019	Claims	1	13711	Skamania County Chamber of Commerce	13,668.76	Chamber Of Commerce Stmt-June 2019
756	07/18/2019	Claims	1	13712	Skamania County Health Department	66.55	110601 Hep B Immunization Ian Lofberg
757	07/18/2019	Claims	1	13713	Skamania County Pioneer	90.48	101632 Ordinance #2019-1144 Notice Of Adoption; 100551 Transportation Imp Program/Connection Fees; 99479 Transportation Imp Program/Connection Fees
758	07/18/2019	Claims	1	13714	Skamania County Probation	1,387.19	Q2/2019 Probation
759	07/18/2019	Claims	1	13715	Skamania County Prosecutor	1,333.00	July Prosecutor Bill 2019
760	07/18/2019	Claims	1	13716	Skamania County Sheriff	2,555.00	June 2019 Incarceration Bill
761	07/18/2019	Claims	1	13717	Skamania County Solid Waste Department	60.05	Water Heater & Garbage To Transfer Station
762	07/18/2019	Claims	1	13718	Skamania County Treasurer	15,889.41	LE/LiqExcise/CVC June 2019; July 2019 SMC Contract
763	07/18/2019	Claims	1	13719	Smith & Loveless, Inc.	1,433.47	135996 Wastewater Parts; PS106221 6.20.19
764	07/18/2019	Claims	1	13720	Staples -Dept 11-05417944	219.39	Stmt 5.15.19-6.24.19
765	07/18/2019	Claims	1	13721	Stevenson Downtown Association	10,000.00	SDA Q2-2019 2nd Quarter 2019 Support
766	07/18/2019	Claims	1	13722	Tanninen Repair Service LLC	196.55	14406 Wildfire Mark III Repairs
767	07/18/2019	Claims	1	13723	The Standard Steel Companies	953.68	2339257 7.8.19 Digester Maintenance
768	07/18/2019	Claims	1	13724	Traffic Safety Supply, CO	117.03	015629 6/27/19
769	07/18/2019	Claims	1	13725	Tribeca Transport LLC	5,673.64	STEV-1930 6.30.19 Sludge Transport
770	07/18/2019	Claims	1	13726	US Bank Safekeeping	30.00	June 2019 Safekeeping Fees
771	07/18/2019	Claims	1	13727	US Bank	4,354.88	June 2019 Credit Card Statement; June 2019 Statement Credit Card #1; June 2019
772	07/18/2019	Claims	1	13728	US Postmaster	76.00	PO Box Rental #371 8/1/19-7/31/20
773	07/18/2019	Claims	1	13729	WESCO Receivables Corp.	4,110.18	Russell Undergrounding Project
774	07/18/2019	Claims	1	13730	WEX Bank	2,161.01	Chevron Statement July 2019
775	07/18/2019	Claims	1	13731	WGAP Washington Gorge Action Program	3,334.00	2019 Food Bank Contract Payment #1
776	07/18/2019	Claims	1	13732	Wallis Engineering, PLLC	104,041.11	WE #1465A Russell Avenue Improvements; WE #1477A WWTP & Collection System Improvement
777	07/18/2019	Claims	1	13733	Wave Broadband	75.00	Wave July Bill 2019
778	07/18/2019	Claims	1	13734	Woodrich, Kenneth B PC	2,220.00	12037 June 2019 Stmt Woodrich
						59,064.41	
001 General Expense Fund						9,750.37	
100 Street Fund						23,773.84	
103 Tourism Promo & Develop Fund						928.89	
303 Joint Emergency Facilities Fund						36,401.55	
309 Russell Ave							

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	400 Water/Sewer Fund				100,171.08	
	410 Wastewater System Upgrades				67,639.56	
	500 Equipment Service Fund				3,354.12	
					<u>171,164.76</u>	
						Claims: 301,083.82
	* Transaction Has Mixed Revenue And Expense Accounts				301,083.82	

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)